



REGIONAL DISTRICT  
OF BULKLEY & NECHAKO

# AGENDA

MEETING NO. 11

AUGUST 17, 2017

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"A WORLD OF OPPORTUNITIES  
WITHIN OUR REGION"

## 2

### **VISION**

“A World of Opportunities  
Within Our Region”

### **MISSION**

“We Will Foster Social,  
Environmental, and  
Economic Opportunities  
Within Our Diverse Region Through Effective  
Leadership”

### **Strategic Priorities 2017-2019**

#### **Now**

- Revenue Sharing (Northwest Resource Benefits Alliance (RBA))
- Waste Management Strategy – Board reading/reviewing
- Internet Connectivity
- Transportation – moving people between communities; First Nations relations; Community to Community Forum

#### **Next**

- Attraction/Retention – Residents, Businesses, Organisations, Communities

#### **Board Advocacy**

- Health Services (Regional Health Services Access – Local Access, Hospital construction)
- Wildfire Mitigation
- Nechako Watershed
- CN Emergency Meeting and Exercise
- Three Phase Power

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

**AGENDA**

Thursday, August 17, 2017



<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – August 17, 2017</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
	(All grey highlighted items may be received as a block)	
9-35	Board Meeting Minutes – July 20, 2017	Adopt
36-38	Rural Directors Committee Meeting Minutes - July 20, 2017 (Unapproved)	Receive
39-42	Rural Directors Committee Meeting Minutes - June 8, 2017	Receive
43-47	Waste Management Committee Meeting Minutes - July 20, 2017 (Unapproved)	Receive
48-53	Waste Management Committee Meeting Minutes - April 6, 2017	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>ADMINISTRATION REPORTS</u>	
54	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - July 20, 2017	Recommendation (Page 54)
55	Corrine Swenson, Manager of Regional Economic Development – Lakes Economic Development Service – Burns Lake and District Chamber of Commerce Request	Recommendation (Page 55)
56-60	Cheryl Anderson, Manager of Administrative Services – Smithers District Chamber of Commerce – Request for Grant in Aid – Electoral Area “A” (Smithers Rural)	Recommendation (Page 56)

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
61	Cheryl Anderson, Manager of Administrative Services – Fort St. James Rest Area License of Occupation Site Clean Up – Grant in Aid - Electoral Area “C” (Fort St. James Rural)	Recommendation (Page 61)
62	Roxanne Shepherd, Chief Financial Officer - Proposed New RDBN Service – Braeside Community Hall	Receive
63-67	Cheryl Anderson, Manager of Administrative Services – Braeside Community Hall Service Establishment – Alternative Approval Process	Recommendation (Page 65)
68-98	Roxanne Shepherd, Chief Financial Officer - Chinook Comfor Ltd. Partnership Revenue Pooling Agreement and Chinook Community Foundation Constitution and Bylaws	Recommendation (Pages 68-69)
99-101	Corrine Swenson, Manager of Regional Economic - 2017 Regional Business Forum Update	Receive
102-104	Rebecca Goertzen, Protective Services Assistant – July 20, 2017 Snow Survey and Water Supply Bulletin	Receive
<u>ENVIRONMENTAL SERVICES REPORT</u>		
105-112	Janette Derksen, Deputy Director of Environmental Services – 2017 Recycling Program Contract with Smithers and Area Recycling Society	Recommendation (Page 107)
113-115	Blank Pages	
116-118	Rory McKenzie, Director of Environmental Services – Metal Recycling – Recommendation for Contract Award	Recommendation (Page 118)

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<u>PAGE NO.</u>	<u>DEVELOPMENT SERVICES</u> <i>(All Directors)</i>	<u>ACTION</u>
	<u>Referrals</u>	
119-121	Land Referral File No. 7409929 & 7409930 Takla First Nations Electoral Area "C"	Recommendation (Page 120)
122-132	Subdivision Referral File No. D-01-14 (Revised) Ministry of Transportation and Infrastructure Electoral Area "D"	Recommendation (Page 124)
	<u>ELECTORAL AREA PLANNING</u> <i>(All Directors)</i>	
	<u>DVP Applications</u>	
133-139	Development Variance Permit Application No. B-01-16 John and Melanie Chretien Electoral Area "B"	Recommendation (Page 135)
140-159	<u>Memo</u> – Jennifer MacIntyre, Planner I RE: Rezoning & Re-application No. A-06-17 (Kilback) - Re-application Electoral Area "A"	Recommendation (Page 143)
	<u>Emergency Services</u> <i>(All Directors)</i>	
	<u>Memos</u>	
160-164	Memo – Haley Jeffrey, Emergency Services Manager Reception Centre Memorandum of Understandings	Recommendation (Page 160)
165-201	Memo – Haley Jeffrey, Emergency Services Manager - 9-1-1 System Maintenance Contract Renewal	Recommendation (Page 166)



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**PAGE NO.    ADMINISTRATION CORRESPONDENCE (CONT'D)    ACTION**

230-231	<b>Fort St. James Humane Society – Thank You for Grant in Aid</b>	<b>Receive</b>
232-234	<b>District of Squamish – Request for Support of Resolutions at UBCM Convention</b>	<b>Receive</b>
235-237	<b>City of New Westminster – Request for Support of Resolutions at UBCM Convention</b>	<b>Receive</b>
238-241	<b>Executive Council of the B.C. Government</b>	<b>Receive</b>
242-251	<b>Making Nature Count – Municipal Natural Assets Initiative – Call for Expressions of Interest</b>	<b>Receive</b>
252	<b>Interior Health – Info Bulletin – 100 Mile Emergency Department is Open</b>	<b>Receive</b>
253-258	<b>Northern Health</b> <ul style="list-style-type: none"> <li>• Wildfire July 14 Update</li> <li>• Wildfire July 21 Update</li> <li>• Wildfire July 28 Update</li> </ul>	<b>Receive</b>
259-261	<b>Northern Health – Media Bulletin - Blue-green Algae Tips for Summer – Have Fun But be Safe Around the Lake</b>	<b>Receive</b>
262-263	<b>UBCM Convention Bulletin #1</b>	<b>Receive</b>
264-287	<b>Union of B.C. Municipalities</b> <ul style="list-style-type: none"> <li>• Federal Flood Ready Initiative</li> <li>• National Disaster Mitigation Program Funding</li> <li>• Chief Elected Officials Forum</li> <li>• Liquor Policy Working Group Update</li> <li>• Police Resources Impacted by Wildfire Situation</li> <li>• Funding for Asset Management</li> <li>• Abandoned Boats Funding Information Session</li> <li>• Rail Safety Improvement Program Funding</li> <li>• RCMP Contract Management Committee Update</li> <li>• In Memoriam – Councillor Andrée Janyk, Whistler</li> <li>• Input Sought for Convention Forums</li> <li>• Highlights of the July 2017 Executive Meeting</li> <li>• UBCM Supports Report on the Opioid Crisis</li> <li>• UBCM Welcomes Convention Keynote Terry Milewski</li> </ul>	<b>Receive</b>

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**PAGE NO. ADMINISTRATION CORRESPONDENCE (CONT'D) ACTION**

- Funding & Resources Update
- Municipal Natural Assets Initiative
- Responsible Conduct Report Released

**INVITATIONS**

- |         |  |         |
|---------|--|---------|
| 288-291 | <b>BC Natural Resources Forum – January 16-18, 2018 – Prince George, B.C.</b>                                | Receive |
| 292-295 | <b>B.C. Community Forest Association - 2018 BCCFA Conference and AGM – May 24-26, 2018, Burns Lake, B.C.</b> | Receive |

**FINANCIAL**

- |         |  |        |
|---------|--|--------|
| 296-303 | <b>Operating Accounts<br/>- Accounts Paid July, 2017</b> | Ratify |
|---------|--|--------|

**ADMINISTRATION BYLAWS**

**Bylaw for First, Second and Third Reading**

- |         |  |  |
|---------|--|--|
| 304-307 | <b>No. 1808 – Braeside Community Hall Service Establishment<br/>(All/Directors/Majority)</b> | 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup><br>Reading |
|---------|--|--|

**Rescind First, Second, Third Reading & Adoption**

- |         |  |         |
|---------|--|---------|
| 308-311 | <b>No. 1617 – RDBN Mail Ballot Authorization and Procedure Bylaw</b> | Rescind |
|---------|--|---------|

**SUPPLEMENTARY AGENDA**

**NEW BUSINESS**

**ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 10****Thursday, July 20, 2017**

**PRESENT:**

Chair	Bill Miller
Directors	Taylor Bachrach Eileen Benedict Shane Brienen Mark Fisher Tom Greenaway John Illes Thomas Liversidge Dwayne Lindstrom Rob MacDougall Rob Newell Mark Parker Jerry Petersen Darcy Repen Gerry Thiessen – left at 11:27 a.m., returned at 11:37 a.m.
Staff	Melany de Weerd, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Jason Blackwell, Regional Fire Chief – arrived at 12:53 p.m., left at 1:56 p.m. Janette Derksen, Deputy Director of Environmental Services – arrived at 11:46 a.m., left at 11:50 a.m. Jason Llewellyn, Director of Planning – arrived at 10:36 a.m. Rory McKenzie, Director of Environmental Services – arrived at 11:46 a.m., left at 11:50 a.m. Roxanne Shepherd, Chief Financial Officer Corrine Swenson, Manager of Regional Economic Development – arrived at 10:37 a.m., left at 2:33 p.m. Wendy Wainwright, Executive Assistant
Others	Chris Beach, Village of Burns Lake – left at 12:00 p.m., returned at 1:46 p.m., left at 2:42 p.m. Gina Hidber, HBH Land Surveying Inc. arrived at 11:09 a.m., left at 12:00 p.m.
Media	Flavio Nienow, LD News – left at 11:23 a.m.

**CALL TO ORDER**

Chair Miller called the meeting to order at 10:34 a.m.

**AGENDA & SUPPLEMENTARY AGENDA**Moved by Director Benedict  
Seconded by Director Illes**2017-10-1**

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of July 20, 2017 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## MINUTES

### Board Meeting Minutes -June 22, 2017

Moved by Director MacDougall  
Seconded by Director Petersen

2017-10-2

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of June 22, 2017 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## ADMINISTRATION REPORTS

### Regional District of Bulkley -Nechako Protocol Outline Draft

Director Thiessen suggested that a task force be struck that includes a cross section of the entire RDBN Board of Directors. Director Thiessen noted that forming an agreement built on relationships is important and the District of Vanderhoof is currently working towards a Memorandum of Understanding with Saik'uz First Nation building on the local relationship.

The meaning of the following shared principles was discussed:

#### Section III: Principles

Shared Principles that guide all aspects of the Relationship:

- Acknowledgement that RDBN is on unceded First Nation territory; and,
- Recognition of the Tsilhqot'in Supreme Court of Canada decision and acknowledgement of title and rights.

The two principles require Provincial and Federal Government participation and involvement. Discussion took place regarding fee simple lands and rights and titles. The allocation of taxation to First Nations in regard to rights and titles of land rather than the Province was also discussed.

Discussion took place regarding the formation of a committee to work towards a relationship protocol outline as discussed at the June 28, 2017 Community to Community Forum. Director MacDougall noted that he volunteered to be a part of the committee due to the Nak'azdli First Nation and District of Fort St. James Protocol Agreement that has been successful. During the Community to Community Forum individuals volunteered to be a part of the Relationship Protocol Committee. Director Newell mentioned his interest in being a member of the committee. Director Repen commented that Annette Morgan, Councillor, Village of Telkwa and Executive Director, Dze L K'ant Friendship Centre also volunteered to be on the committee.

Director Bachrach commented that First Nations Rights and Titles have not been ceded. He noted that the goal is to achieve a greater good for everyone in the area. In order to reconcile there is a need to address the "Truth" in the Truth and Reconciliation report completed by the Truth and Reconciliation Commission of Canada. There is a need to acknowledge the basic facts and work to move forward with next steps and have respective conversations to address the need for understanding.

Discussion took place in regard to elected First Nations Chiefs and Hereditary Chiefs.

## **ADMINISTRATION REPORTS (CONT'D)**

Directors questioned the necessity of having a protocol agreement in order to continue to build relationships with First Nations Communities and the Regional District of Bulkley-Nechako. The importance of building relationships with neighbors was discussed.

Chair Miller noted that while attending a past CAO/CEO Conference he attended an information session in regard to the Tsilhqot'in Supreme Court of Canada decision. The lawyers representing the province, municipal and local governments were in attendance to provide information. He indicated that the at that time fee simple lands were not excluded from that decision but First Nations were not pursuing fee simple lands. Chair Miller commented that clarification was provided in regard to understanding how history had transpired and the rights and titles of First Nations along with a case for First Nations to be recipients of some taxation. Chair Miller spoke of the importance of recognizing First Nations rights and titles and identifying how we can all work together. He also spoke of accepting what the Supreme Court of Canada identified in the Tsilhqot'in decision and accepting that First Nations have never ceded their territory and still have rights and title to land. Chair Miller spoke to working together to move forward.

Director Bachrach noted that without a protocol agreement it is important for each municipality and Rural Director to move forward and work together with the First Nations Community closest to them to continue to build relationships and understanding.

Melany de Weerd, Chief Administrative Officer summarized the Regional Board's comments to amend the following:

### **Section III: Principles**

Shared Principles that guide all aspects of the Relationship:

- A priority being "How can First Nations and non-First Nations live together and share the land." (replacing the first bullet), (acknowledgement of First Nations Land within the Regional District has never been ceded.);
- (amend the third bullet) Recognition of the Tsilhqot'in Supreme Court of Canada decision.

Director Thiessen spoke of the importance of building relationships and the challenges of understanding the Tsilhqot'in Supreme Court of Canada decision.

Director Liversidge mentioned the need to be in meaningful discussion with First Nations within the Regional District to understand their history and gain awareness of their culture along with determining the respective roles of both First Nations and local government and come to a mutually beneficial reconciliation.

**ADMINISTRATION REPORTS (CONT'D)**

Director Repen commented that there is value in determining land being ceded. Chair Miller spoke of the value of developing a protocol agreement to open communications and have discussions that will empower all communities to build individual agreements and to work together on such issues as forest health, fire prevention, keeping water ways safe and secure, etc.

Regional District of Bulkley  
-Nechako Protocol Outline  
Draft

Moved by Director Benedict  
Seconded by Director Greenaway

2017-10-3

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to make changes to the wording of the document in consultation with the June 28, 2017 Community to Community Forum facilitator and bring forward the RDBN Protocol Outline Draft as amended to a future Regional District of Bulkley-Nechako Board meeting for review; and further, that the RDBN Protocol Outline Draft be forwarded to all stakeholders and those in attendance at the June 28, 2017 Community to Community Forum."

Opposed: Director Bachrach CARRIED  
Director Fisher  
Director Illes

(All/Directors/Majority)

Discussion took place in regard to ensuring that consultation and information sharing take place with all stakeholders.

Director Fisher spoke of the definition of ceded and unceded lands and moving forward with acknowledgement and understanding.

Bulkley Valley Economic  
Development Association

Moved by Director Fisher  
Seconded by Director Repen

2017-10-4

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Administrative Officer's July 11, 2017 memo titled "Bulkley Valley Economic Development Association (BVEDA)"; and,

That the Regional District of Bulkley-Nechako Board of Directors ratify Director Fisher's June 14, 2017 letter to BVEDA titled Area "A" position on BVEDA";

That the Regional District of Bulkley-Nechako Board of Directors direct staff to provide notification to Bulkley Valley Economic Development Association, the Town of Smithers, and the Office of the Wet'suwet'en that the Regional District of Bulkley-Nechako will not be renewing the Economic Development Funding Agreement for Smithers and Area when it expires on December 31, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

**Federal Gas Tax Funds**  
**-Electoral Area "A" (Smithers**  
**Rural) Village of Telkwa**

Moved by Director Fisher  
 Seconded by Director Repen

2017-10-5

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$60,736 of Electoral Area "A" Federal Gas Tax allocation monies to the Village of Telkwa towards the Recreation Infrastructure renovation project at the Telkwa Community Hall upon submission of a complete application with the appropriate quotes from qualified contractors for eligible expenditures;

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. That the Regional District of Bulkley-Nechako authorize the withdrawal of up to \$60,736 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

**Bulkley Valley Pool Financial**  
**Plan Amendment Resolution**

Moved by Director Fisher  
 Seconded by Director Repen

2017-10-6

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's June 26, 2017 memo titled "Bulkley Valley Pool Financial Plan Amendment Resolution";

2. That the Regional District of Bulkley-Nechako Board of Directors amend the 2017 Financial Plan to increase the annual grant to the Bulkley Valley Pool Society and decrease the transfer to capital reserve by \$31,000."

Opposed: Director Repen

CARRIED

(All/Directors/Majority)

**Withdrawal from Environmental**  
**Services Vehicle Reserve**

Moved by Director Benedict  
 Seconded by Director Thiessen

2017-10-7

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 4, 2017 memo titled "Withdrawal from Environmental Services Vehicle Reserve"; and,

2. "That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal from the Environmental Services Vehicle Reserve of an amount equal to the total cost of a new pickup truck not exceeding the amount in the 2017 budget."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Bulkley Valley Pool User Fees Moved by Director Fisher  
Seconded by Director Repen

- 2017-10-8 1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's June 26, 2017 memo titled "Bulkley Valley Pool User Fees"; and,
- 2. "That the Regional District of Bulkley-Nechako Board of Directors give three readings and adoption to Bylaw 1805 "Bulkley Valley Pool User Fees" further in the agenda."

(All/Directors/Majority) CARRIED UNANIMOUSLY

District of Vanderhoof Borrowing Moved by Director Thiessen  
Seconded by Director Repen

- 2017-10-9 1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 6, 2017 memo titled "District of Vanderhoof Borrowing";
- 2. "That the Regional District of Bulkley-Nechako Board of Directors consent to the District of Vanderhoof borrowing \$2,000,000 over a term of 20 years; and,
- 3. That the Regional District of Bulkley-Nechako Board of Directors give three readings and adoption to Bylaw No. 1806 further in the agenda."

Moved by Director Bachrach  
Seconded by Director Illes

2017-10-10 "That the Regional District of Bulkley-Nechako Board of Directors postpone Motion 2017-10-9 for consideration later in the agenda."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Town of Smithers Borrowing Moved by Director Repen  
Seconded by Director Brien

- 2017-10-11 1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 6, 2017 memo titled "Town of Smithers Borrowing";
- 2. "That the Regional District of Bulkley-Nechako Board of Directors consent to the Town of Smithers borrowing \$3,000,000 over a term of 20 years; and,
- 3. That the Regional District of Bulkley-Nechako Board of Directors give three readings and adoption to Bylaw No. 1807 further in the agenda."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Community Transit Partnership Agreement – Prince George Moved by Director MacDougall  
Seconded by Director Newell

2017-10-12 "That the Regional District of Bulkley-Nechako Board of Directors receive the Community Transit Partnership Agreement and that the Regional District of Bulkley-Nechako Board of Directors approve entering into the Community Transit Partnership Agreement with the City of Prince George."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Community Transit Partnership Agreement – First Nations Moved by Director Illes  
Seconded by Director MacDougall

2017-10-13 "That the Regional District of Bulkley-Nechako Board of Directors receive the Community Transit Partnership Agreement and that the Regional District of Bulkley-Nechako Board of Directors approve entering into the Community Transit Partnership Agreement with the 13 First Nation Bands within RDBN Boundaries."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Annual UBCM Convention -September 25-29, 2017 -Vancouver, B.C. Moved by Director Illes  
Seconded by Director Greenaway

2017-10-14 "That the Regional District of Bulkley-Nechako Board of Directors authorize attendance of Rural Directors and the Chief Administrative Officer at the UBCM Convention from September 25-29, 2017 in Vancouver, B.C."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Director Repen suggested that there may be more benefit to having the Regional District schedule meetings with Ministers outside of UBCM. Chair Miller commented that a meeting with the Honourable Selina Robinson, Minister of Municipal Affairs and Housing may be beneficial.

Discussion took place in regard to the current provincial government situation and the impact to the 2017 UBCM Convention Premier and Minister Meetings.

Chair Miller mentioned that the Northwest BC Resource Benefits Alliance (RBA) is scheduling a meeting with Andrew Weaver, BC Green Party Leader on August 8, 2017. The RBA is also working to schedule a meeting with Premier John Horgan. Chair Miller and Director Thiessen met with John Rustad, MLA Nechako Lakes to discuss the RBA and strategies moving forward to bring together the Members of the Legislative Assembly (MLA) that reside in the Northwest region.

**ADMINISTRATION REPORTS (CONT'D)**

Discussion took place in regard to meeting with new Provincial Ministers. Director Liversidge mentioned that the Village of Granisle may not be sending any representation to the UBCM Convention due to the political changes and may send Mayor and Council later in the year to Victoria to meet with Provincial Ministers.

Stuart Lake Sailing Club  
-Request for Grant in Aid  
-Electoral Area "C" (Fort St.  
James Rural)

Moved by Director Greenaway  
 Seconded by Director MacDougall

2017-10-15

"That the Stuart Lake Sailing Club be given \$500 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with the BC Sailing Camp."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Southside Seniors Housing  
Society-Request for Grant  
in Aid -Electoral Area "E"  
(Francois/Ootsa Lake Rural)

Moved by Director Benedict  
 Seconded by Director Illes

2017-10-16

"That the Southside Seniors Housing Society be given \$500 grant in aid monies from Electoral Area "E" (Francois/Ootsa Lake Rural) for costs associated with the Southside Garden Tour 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Houston Public Library  
Association-Request for Grant  
in Aid -Electoral Area "G"  
(Houston Rural)

Moved by Director Newell  
 Seconded by Director Brienon

2017-10-17

"That the Houston Public Library Association be given \$2,040 grant in aid monies from Electoral Area "G" (Houston Rural) for the purchase of two computers."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Granisle Public Library  
Association-Request for Grant  
in Aid -Electoral Area "G"  
(Houston Rural)

Moved by Director Newell  
 Seconded by Director Liversidge

2017-10-18

"That the Granisle Public Library Association be given \$2,500 grant in aid monies from Electoral Area "G" (Houston Rural) for costs associated with technology and database upgrades."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

**Administration Reports**

Moved by Director Parker  
Seconded by Director Lindstrom

2017-10-19

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Administration Reports:

- Manager of Administrative Services:
  - Town of View Royal – UBCM Resolution re: Proposed Removal of 13 Non-Taxable Expense Allowance;
  - MLA Pimm’s First Nations Stakeholder Advisory Committee – RDBN Impacted Lands;
- Director Tom Greenaway, Electoral Area “C” (Fort St. James Rural) – FCM.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Discussion took place in regard to the Town of View Royal – UBCM Resolution re: Proposed Removal of 1/3 Non-Taxable Expense Allowance. Director Benedict noted that the resolution could also include the Federation of Canadian Municipalities (FCM) urging the federal government to abandon its proposal to remove 1/3 non-taxable expense allowance from the 2017 federal budget by 2019. Discussion took place in regard to contacting the Town of View Royal to inform them of the RDBN’s intent to bring forward the resolution to the floor at the 2017 UBCM Convention. Director Brienen will also bring forward the resolution and the RDBN’s position on the resolution to the August, 2017 NCLGA Executive Meeting to discuss support and strengthening of the resolution.

**DISCUSSION ITEM**

**UBCM Minister Meetings**

Cheryl Anderson, Manager of Administrative Services explained that in previous years the RDBN has received a letter from the Premier in regard to available meetings. Due to the changes from the Provincial Election in May, 2017 the Regional District has yet to receive information in regard to Premier and Minister meetings at the 2017 UBCM Convention in September. Ms. Anderson commented that the next RDBN meeting is scheduled for August 17, 2017 and the deadline for submitting meeting request in the past has been mid-August. It may be a very short time line to submit meeting requests for UBCM. Discussion took place in regard to topics of discussions being e-mailed to staff. Director Benedict mentioned meeting with the Ministry of Transportation and Infrastructure in regard to Colleymount road and Director Bachrach would also like to discuss a failed wooden retaining wall in the Smithers area. Director Repen suggested reviewing 2016 UBCM Minister Meetings and topics of discussion and determining what has been addressed and what continues to require attention and submit those meeting requests when the opportunity arises.

**ENVIRONMENTAL SERVICES REPORT**

Environmental Services  
Work Plan and Timeline  
Review

Moved by Director MacDougall  
Seconded by Director Parker

2017-10-20

"That the Regional District of Bulkley-Nechako Board of Directors receive the Deputy Director of Environmental Services' June 28, 2017 memo titled "Environmental Services Work Plan and Timeline Review."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DEVELOPMENT SERVICES (All Directors)**

**REFERRALS**

Land Referral File No. 6409002  
Smith, Edwards & Hann  
Electoral Area "C"

Moved by Director Greenaway  
Seconded by Director MacDougall

2017-10-21

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral No. 6409002 be provided to the Province as the Regional District's comments on Crown Land Referral 6409002."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No. 6400857  
Corfe, Electoral Area "E"

Moved by Director Benedict  
Seconded by Director Illes

2017-10-22

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral No. 6400857 be provided to the Province as the Regional District's comments on Crown Land Referral 6400857."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No. 7409935  
Coghill, Electoral Area "F"

Moved by Director Petersen  
Seconded by Director Greenaway

2017-10-23

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral No. 7409935 be provided to the Province as the Regional District's comments on Crown Land Referral 7409935."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No. 7409936  
MacDougall, Electoral Area "F"

Moved by Director Petersen  
Seconded by Director Lindstrom

2017-10-24

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral No. 7409936 be provided to the Province as the Regional District's comments on Crown Land Referral 7409936."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DEVELOPMENT SERVICES (All Directors) (CONT'D)**

**REFERRALS (CONT'D)**

Land Referral File No. 6406827 Moved by Director Newell  
& 6409000, Blastpro Seconded by Director Brienon  
Construction, Electoral Area "G"

2017-10-25

"That the comment sheet titled "Regional District of Bulkley-Ne-chako Comment Sheet on Crown Land Referral No. 6406827 & 6409000 be provided to the Province as the Regional District's comments on Crown Land Referral 6406827 & 6409000."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mines Referral File No. 243448 Moved by Director Parker  
Thompson Creek Metals Seconded by Director Lindstrom  
Company, Electoral Area "D"

2017-10-26

"That the comment sheet titled "Regional District of Bulkley-Ne-chako Comment Sheet on Mines File No. 243448 be provided to the Province as the Regional District's comments on Mines File No. 243448."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mines Referral File No. 243447 Moved by Director Newell  
Thompson Creek Metals Seconded by Director Benedict  
Company, Electoral Area "D"

2017-10-27

"That the comment sheet titled "Regional District of Bulkley-Ne-chako Comment Sheet on Mines File No. 243447 (GOLDCORP – Equity Mine) be provided to the Province as the Regional District's comments on Mines File No. 243447 (GOLDCORP – Equity Mine)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Jason Llewellyn, Director of Planning mentioned that staff has forwarded an invitation to the Minister of Mines to attend a future RDBN Meeting to discuss the Regional Board's concerns in regard to the Equity Mine Emergency Response Plan and has yet to receive a response. Staff has also requested to be able to review the latest Equity Mine Emergency Response Draft Plan and questioned what the formal process is for the RDBN to provide comments to the Ministry of Mines in regard to the approval of the Emergency Response Plan. Mr. Llewellyn received an e-mail today indicating that they do not have a current time frame to be able to provide a response to the RDBN.

**ALR APPLICATIONS**

ALR Application No. 1194  
(Serle & Watt-Senner)  
Subdivision within the ALR,  
Electoral Area "D"

Moved by Director Parker  
Seconded by Director Lindstrom

2017-10-28

1. "That the Regional District of Bulkley-Nechako support options 1 and 2 as identified in Application No. 1194 July 11, 2017 report.
2. That Agricultural Land Reserve Subdivision Application No. 1194 be recommended to the Agricultural Land Commission for approval."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**POSTPONED MOTION**

District of Vanderhoof  
Borrowing

Moved by Director Thiessen  
Seconded by Director Bachrach

2017-10-29

1. "That the Regional District of Bulkley-Nechako Board of Directors bring forward Motion 2010-10-9 for consideration.
2. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 6, 2017 memo titled "District of Vanderhoof Borrowing" including the District of Vanderhoof Council resolution as amended to correct Bulkley Valley Regional District to Regional District of Bulkley-Nechako;
3. "That the Regional District of Bulkley-Nechako Board of Directors consent to the District of Vanderhoof borrowing \$2,000,000 over a term of 20 years; and,
4. That the Regional District of Bulkley-Nechako Board of Directors give three readings and adoption to Bylaw No. 1806 as amended further in the agenda."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Break for lunch at 12:00 p.m.**

**Reconvened at 12:53 p.m.**

**MEMO**

Director Fisher mentioned that he has received several requests for recreation opportunities in Electoral Area "A" (Smithers Rural). Various options have been discussed and reviewed. He spoke of Option 1: Partnership with Recreation Sites and Trails B.C. outlined in the Director of Planning's July 11, 2017 memo titled Parks and Recreation Services. Mr. Llewellyn outlined that staffing implications associated with Option 1 would depend on the number of electoral areas that adopted the approach, the agreements entered into with Recreation, Sites and Trails B.C. and a number of other factors such as funding. The estimated work load could grow significantly. Option 1 would require additional staffing resources that could be allocated to the electoral areas receiving the service or allocated to general government.

Concerns were raised in regard to the allocation of staff funding and time being utilized to provide recreation services. Discussion took place in regard to other community groups operating rural recreational facilities vs. the RDBN. Director Fisher noted that in regard to the Cycle 16 Trail

**MEMO (CONT'D)**

MoTI has indicated they will only partner with local governments and not local groups or societies. He mentioned that the Cycle 16 Trail Society has indicated they intend to develop a plan to move forward with a commuter trail between Smithers and Telkwa to present to the Regional Board at future date that will find a solution to MoTI indicating their desire to only partner with local government. Discussion took place in regard to funding the trail. The society will fundraise and apply for grant funding, there may also be a service area established. The Cycle 16 Society, in order to apply for a number of funding applications, requires support of a local government. Director Repen mentioned that the Cycle 16 Society's proposed commuter trail between Smithers and Telkwa could be a part of the Highway system and be undertaken by MoTI.

Director Repen spoke of the challenges of Option 2 which would involve the RDBN taking a more proactive and long term approach to establishing recreational facilities, and involves hiring a full time recreation coordinator. He noted that the large geographical area of the RDBN would make this option very challenging.

Director Benedict mentioned that there is a community group in Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) that oversee recreation sites. She noted they receive funding from a number of different agencies. Director Benedict also mentioned that the Burns Lake Mountain Biking Association maintains and operates the Boer Mountain/Kager Lake Bike trails in Electoral Area "B".

Director Bachrach spoke of high quality amenities and infrastructure in regard to trail systems, boat launches, etc. providing economic development to the region and drawing visitors and people wishing to relocate to the area. The recreation and trail infrastructure currently in the Smithers area is informal and is not well identified. The preference of having the Province fully fund the function as in the past was discussed. He mentioned that in regard to the Cycle 16 commuter trail MoTI wants to have local government be a co-signer on the project.

Concerns were discussed in regard to the Province removing all funding if funding is provided by other agencies and orgnaizations for recreation and trails.

Director Greenaway provided an update in regard to the expiration of the License of Occupation for the rest area located at the Stuart Lake Bridge near Fort St. James. The community group that was overseeing the site is no longer in operation so the RDBN will either need to continue to maintain the site or reclaim the site to its original state and transfer it back to MoTI.

Director Fisher commented that RSTBC provided a list of community groups that need extra funding and in moving forward that can be further reviewed. He also spoke to benefits of having an RDBN Recreation Coordinator. Director Fisher spoke of continued discussions with local groups and agencies to partner and build recreation and trial infrastructure in his region.

Discussion took place in regard to local groups overseeing recreation and trails and how to provide to support to those groups. Recreation and trails for the entire Regional District is a large topic of discussion and there are a number of considerations including funding and possible options. Director Bachrach spoke of developing a governance and funding structure and develop partnership to develop a recreation and trails economic development option in the region.

**Parks and Recreation Services** Moved by Director Fisher  
 Seconded by Director Repen

**2017-10-30**

"That the Regional District of Bulkley-Nechako Board of Directors request that the Cycle 16 Society develop a Trail Implementation Strategy in regard to the Cycle 16 Trail Project for the RDBN Board of Directors consideration at a future date; and further that staff continue to be a resource for information in regard to the Cycle 16 Trail Project."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**MEMO (CONT'D)**

Chair Miller mentioned that staff has provided a recreation and trails report for a past Rural Directors Committee Meeting. He mentioned that small organizations had faced a number of challenges at attempting to maintain the recreation and trails in the region due to lack of capacity and funding. Chair Miller mentioned that the Regional Board determined at that time they did not wish to develop a service through the RDBN.

Chair Miller commented that in his area a number of recreation sites and trails were being lost due to the ability to provide maintenance and upkeep. He stated that one of the greatest attractions for the region is the outdoors and waterways, which also helps in the retention of people coming to the area. Chair Miller spoke of considerable thought being put forward towards promotional materials in regard to economic development vs. funding recreation and trails economic development options. He also had discussions with Northern Development Initiative Trust in developing funding options for recreation and trails.

Director MacDougall named a number of groups and societies in Fort St. James and Electoral Area "C" (Fort St. James Rural) that have developed and maintained recreation areas/sites and trails.

Director Parker spoke of each Electoral Area Director reviewing the needs of recreation in their area and determine how they wish to move forward. He commented that some areas may wish to keep a quieter aspect to recreation and there may be a need to find a balance.

Director Illes commented that he met with Northern BC Tourism and they discussed the reallocation of funding to support tourism destination development and developing areas that tourists want to visit at a caliber that they want to visit.

Director Liversidge mentioned that recreation and trail development in Granisle is through grant funding and a number of the areas and sites are outside the Village of Granisle boundaries but helps support the Regional District and entire region.

Melany de Weerd, Chief Administrative Officer noted that a number of issues have arisen in recent months in regard to recreation sites and trails in the region and has been time consuming. If the Regional Board chooses to move forward with Option 1: Partnership with RSTBC and direct staff to begin the process of creating the necessary service areas for interested Electoral Area Directors, there will be significant more staff time required. If the Regional Board moves forward staff work plans will be impacted. Discussion took place in regard to the staff time required to develop a service establishment area. Ms. de Weerd mentioned that a Regional District asset will require staff oversight.

The section of the *Local Government Act* that permits parks and trails services be established for an entire electoral area at the discretion of the Electoral Area Director was discussed.

**MEMO (CONT'D)**

Director Repen spoke of speaking with the Honourable Doug Donaldson, Minister of Forests, Lands and Natural Resource Operations in regard to the Minister's thoughts in regard to the economic development of recreation and trails.

The Regional Board suggested that the item be brought forward at a later date for further discussion along with the grant in aid policy at a RDBN Committee of the Whole Meeting.

**Recent Agricultural Land Commission Decisions**

Moved by Director Benedict  
Seconded by Director Petersen

2017-10-31

"That the Regional District of Bulkley-Nechako Board of Directors receive the Planner 1's July 4, 2017 memo titled "Recent Agricultural Land Commission Decisions."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ELCTORAL AREA PLANNING (All Directors)**

**BYLAW FOR SECOND READING**

**Rezoning File No. A-02-17  
Bylaw No. 1797, Hudson Bay  
Mountain, Electoral Area "A"**

Moved by Director Fisher  
Seconded by Director Bachrach

2017-10-32

1. "That Second Reading of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1797, 2017" be rescinded."
2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1797, 2017" be amended as outlined in the July 6, 2017 report from the Director of Planning.
3. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1797, 2017" be given second reading as amended this 20<sup>th</sup> day of July, 2017 and subsequently be taken to Public Hearing.
4. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1797, 2017" be delegated to the Director or Alternate Director for Electoral Area A.
5. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1798, 2017" be defeated."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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**Bylaws for Third Reading & Adoption**

OCP and Zoning Amendment  
File No. C-01-17, Bylaws  
No. 1801 & 1802 Andrew &  
Christie Hoy, Electoral Area "C"

Moved by Director Greenaway  
Seconded by Director MacDougall

2017-10-33

1. That the Regional District of Bulkley-Nechako Board of Directors receive the Report of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1801 & 1802, 2017."
2. "That "Fort St. James Rural Official Community Plan Amendment Bylaw No. 1801" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1802, 2017" be given third reading and adoption this 20<sup>th</sup> day of July, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rezoning File No. C-02-17  
Bylaw No. 1803 Blue Jay  
Farms, Electoral Area "C"

Moved by Director Greenaway  
Seconded by Director MacDougall

2017-10-34

1. That the Regional District of Bulkley-Nechako Board of Directors receive the Report of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1803, 2017."
2. "That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1803, 2017" be given third reading and adoption this 20<sup>th</sup> day of July, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rezoning File No. A-05-17  
Bylaw No. 1804 Maria  
Kolnberger, Electoral Area "A"

Moved by Director Fisher  
Seconded by Director Repen

2017-10-35

1. That the Regional District of Bulkley-Nechako Board of Directors receive the Report of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1804, 2017."
2. "That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1804, 2017" be given third reading and adoption this 20<sup>th</sup> day of July, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**BYLAW ENFORCEMENT (All Directors)**

Enforcement File 2014-A-01  
6865 Yelich Rd.  
Electoral Area "A"

Moved by Director Fisher  
Seconded by Director Bachrach

2017-10-36

"That Regional District of Bulkley-Nechako Board of Directors:

Hear any representations from the property owners, tenant, or persons with an interest in 6865 Yelich Road; and further,

The Regional District of Bulkley-Nechako, pursuant to "Regional District of Bulkley Nechako Unsightly Premises Bylaw No. 1649, 2012," (the Bylaw) hereby resolves that:

1. The storage, collection and accumulation of Filth, Discarded Materials and Rubbish on the subject property, legally described as (Lot A, Plan PRP 5112, Section 14, Range 5), (6885 Yelich Road), is in contravention of the Bylaw.
2. The owner and occupier of the subject property have allowed the subject property to become unsightly in contravention of the Bylaw.
3. The Bylaw Enforcement Officer shall notify the property owner and any occupants that they are required to undertake the following work necessary to comply with the Bylaw by September 30, 2017, with total compliance by June 30, 2018:
  - a) Clear from the subject property any Automobile Wreck or any Derelict Motor Vehicles in excess of two (2).
  - b) Remove from the subject property all accumulations of Filth, Discarded Materials, and Rubbish.
  - c) Remove from the subject property all unsightly materials and conditions.
4. The Bylaw Enforcement Officer shall notify the property owner and occupants that if they fail to do the work identified in Section 3 of this resolution, the Regional District may, by its own forces or those of a contractor, carry out the work identified in Section 3 of this resolution at the expense of the owner or occupier, and the Regional District may recover the costs of undertaking the work either as a debt against the person in default or in the same manner and with the same remedies as property taxes (once the property owner and occupant have been given an opportunity to be heard by the Board regarding their failure to do the work)."

(All/Directors/Majority) CARRIED UNANIMOUSLY

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**OTHER (Planning Reports)**

**Planning Department  
Reports and Correspondence**

Moved by Director Newell  
Seconded by Director MacDougall

2017-10-37

"That the Regional District of Bulkley-Nechako Board of Directors receive the following:

**Protective Services**

-Regional Fire Chief's July 10, 2017 memo titled "Topley Fire Department Asset Disposal;"

**Planning Department Reports:**

-Planning Department Enquiries Report – June 2017;  
-Building Inspector's Report -June, 2017;  
-Action List – June, 2017."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

**VERBAL REPORTS**

**Sutherland Fire**

Director Greenaway spoke of the concerns that were raised when the Sutherland Fire Southwest of Fort St. James ignited and how scary it appeared. He spoke of residents' fears and how they purchased large amounts of gas and water. Director Greenaway expressed his appreciation that the fire is currently under control.

Director Parker mentioned that he was also very busy fielding calls in regard to the Sutherland Fire. He thanked staff for their updates.

Chair Thiessen noted concerns in regard to the information being shared through social media in regard to fire events that is creating panic.

Director Petersen spoke of the three fires in his area that have had some impact on livestock in the area.

**Hay Fever Music Festival  
-Grassy Plains – July 21-  
23, 2017**

Director Benedict mentioned that the Hay Fever Music Festival will take place at Grassy Plains on July 21-23, 2017. She extended an invitation to the Regional Board to attend.

**Canada Day Celebration  
-Fraser Lake**

Director Lindstrom commented that the Canada Day Celebration in Fraser Lake went very well. There were 20 floats in the parade and approximately 400 people in attendance. He also mentioned that the Village of Fraser Lake has an event where a Nanaimo couple was arrested and had to spend the weekend in Fraser Lake at the expense of the Village of Fraser Lake with the condition that they purchase gas at the local gas station when they leave.

**Music Festival in Fraser  
Lake and Car Show**

Director Lindstrom noted that Richard Cannon hosted a music festival in Fraser Lake on July 15-16, 2017 with approximately 250 people in attendance. There was also a Car Show with winners from Terrace and Bums Lake.

**VERBAL REPORTS (CONT'D)**

Meeting with Frank Leonard,  
 Chair, Agriculture Land  
 Commission (ALC) in  
 Vanderhoof – July 18, 2017

Directors Parker, Thiessen, Greenaway and Petersen attended a meeting with Frank Leonard, Chair, Agriculture Land Commission in Vanderhoof on July 18, 2017. Director Thiessen mentioned that there has been significant changes in regard to the ALC and that it may be beneficial to invite Mr. Leonard to a future RDBN meeting. He spoke of the significant changes if the ALC creates one or two zones in the Province and the importance of staying apprised of the changes.

Community Bussing  
 -Saik'uz First Nation and  
 District of Vanderhoof

Director Thiessen reported that the District of Vanderhoof and Saik'uz First Nation Community Bus has started operations on July 7, 2017 and is operating five days a week. He noted there has been really good uptake for the service and thanked the Regional Board for its Letter of Support.

Transportation Advisory  
 Committee

Director MacDougall mentioned that he attended a Transportation Advisory Committee with Ministry of Transportation and Infrastructure staff. Ministry staff indicated that it will be status quo with the provincial government change.

BC Women's Institute  
 Tri-annual Convention  
 July 5, 2017, Vanderhoof

Director Petersen mentioned that along with Director Thiessen he was invited to speak at the BC Women's Institute Tri-annual Convention July 5, 2017 in Vanderhoof. He mentioned that Judith Guichon, Lieutenant Governor of B.C. was in attendance. He noted that the Women's Institute has its origins in Ontario and spread throughout the world.

Chandler Park New  
 Soccer Field

Director Bachrach mentioned that a soft launch was held at Chandler Park's new soccer field with a men's league tournament. He thanked Director Fisher and staff for their assistance in providing Federal Gas Tax funds.

Girl Guides to Visit  
 Smithers for S.O.A.R

Director Bacrach commented that approximately 2,500 Girl Guides from around North America will be visiting Smithers this coming week for S.O.A.R., Spirit of Adventure Rendezvous that will be held at the Smithers Fall Fair Grounds. He noted that they will also have an onsite hospital.

Bulkley Nechako Transit  
 Bus

Director Newell mentioned that he has taken the Bulkley Nechako Transit Bus several times from Houston to Smithers. He mentioned that the 2011 Census indicates that there are 400 people that commute from Houston to Smithers daily and that there may be a benefit to having a commuter system between Houston and Smithers.

Meeting with CityWest

Director Newell recently met with CityWest in regard to internet service and he mentioned that they will not be going underground with their cable as service on the poles amounts to \$9.00 per metre. He spoke of possible funding for internet service to rural areas.

Village of Telkwa Clean  
 Water Funding Application

Director Repen mentioned that the Village of Telkwa was successful in reintroducing its application for the Clean Water Fund and has received approval to move forward on its water tower project.

### VERBAL REPORTS (CONT'D)

#### Tyee Lake Triathlon

Director Repen attended the Tyee Lake Triathlon which was a great success and he extended congratulations to the Town of Smithers for winning the event. He extended the challenge to other municipalities in the Regional District to attend next year's Tyee Lake Triathlon.

#### Meeting with John Rustad, MLA Nechako Lakes

Chair Miller mentioned that he attended a meeting with John Rustad, MLA Nechako Lakes along with Director Thiessen. Discussion took place regarding RBA and other issues facing the region.

#### Spruce Beetle PAC

Chair Miller mentioned that Heather Wiebe, Spruce Beetle PAC Chair has moved on to another position with the Ministry of Forests, Lands and Operations. Chair Miller mentioned that the position has been filled but due to the current wildfires in the Province there has been little movement going forward. Chair Miller noted that the major focus was Mackenzie and area but it is starting to move into the Nadina Lakes area. There is a working group within the Nadina FLNRO office and Chair Miller will follow up moving forward.

#### Receipt of Verbal Reports

Moved by Director MacDougall  
 Seconded by Director Brien

2017-10-38

"That the verbal reports of the various Regional District of Bulkley-Nechako Directors be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ADMINISTRATION CORRESPONDENCE

#### Dze L K'ant Friendship Centre Society – Request for RDBN Sponsorship

Moved by Director Fisher  
 Seconded by Director Bachrach

2017-10-39

"That the Regional District of Bulkley-Nechako Board of Directors Authorize the Regional District of Bulkley-Nechako's sponsorship of the Dze L K'ant Friendship Centre Society's Northern Health's Active Community Grant."

(All/Directors/Majority)

DEFEATED

Corrine Swenson, Manager of Regional Economic Development explained that the only eligible applicants for Northern Health's Active Community Grant is local governments. The goal of the grant is to have projects be managed by local governments. Groups can implement the project but the local government must have a role and monitor the project.

Discussion took place regarding staff's time to oversee a project under Northern Health's Active Community Grant. Director Repen expressed frustrations in regard to Northern Health's requirements to provide funding to local governments only and the amount of time that will be required by Regional District staff. The intent was to limit the amount of work that will be required of RDBN staff and have the Dze L K'ant Friendship Centre manage the project and provide all information to the RDBN.

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

Discussion took place regarding the impact to Economic Development staff to manage the project and currently the department is short staffed. The deadline for the project application of July 31, 2017 and the short time line was discussed

Chair Miller expressed frustrations that Provincial Ministries continue to shift responsibilities to local governments and that the RDBN is supportive of the project but there are a number of challenges moving forward with sponsorship of the project. He also noted that the Regional District is currently addressing wildfires in the region which also puts pressures on staff.

Director Bachrach noted that the criteria is very stringent which has only allowed local governments to apply and projects such as brought forward by Dze L K'ant Friendship Centre Society to increase the level of physical activity of youth who live in the Bulkley Valley by a) increasing the leadership of organizations and governments and b) increasing the collaboration and synergies between organizations and governments. He spoke of supporting the project and frustrations in regard to the application process.

Director Repen spoke of the Dze L K'ant Friendship Centre Society being a good organization to move forward with the important project for youth in the area.

Village of Telkwa – Request for Letter of Support – Village of Telkwa – Northern Health's Active Communities Grant – Smithers to Telkwa Bike Trail

Moved by Director Bachrach  
Seconded by Director Illes

2017-10-40

"That the Regional District of Bulkley-Nechako Board of Directors write a letter of support to the Village of Telkwa for its application to Northern Health's Active Communities Grant for its Smithers to Telkwa Bike Trail."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Resource Breakfast Series -September 26-28, 2017 -Vancouver, B.C.

Moved by Director Illes  
Seconded by Director Parker

2017-10-41

"That the Regional District of Bulkley-Nechako Board of Directors receive Administration Correspondence re: the Annual Resource Breakfast Series at the UBCM Convention in Vancouver, BC, September 26-28, 2017:

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

Discussion took place regarding the following attendance at the Resource Breakfast Series:

- Tuesday, September 26, 2017 – Mining Sector Breakfast – Chair Miller and Director Newell;
- Wednesday, September 27, 2017 – Energy Sector Breakfast – Chair Miller and Director Fisher;
- Thursday, September 28, 2017 – Forest Sector Breakfast – Chair Miller and Director Greenaway.”

Northern B.C. Helicopter  
 Emergency Rescue Operations  
 Society – Request for Letter of  
 Support

Moved by Director Petersen  
 Seconded by Director Newell

2017-10-42

“That the Regional District of Bulkley-Nechako Board of Directors write a letter of support to Northern B.C. Helicopter Emergency Rescue Operations Society for its proposal that the provincial government establish an independent Royal Commission to examine all aspects of prehospital care in B.C., supported by a universal cost/benefit analysis study.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rio Tinto – Feedback for: A  
 New Way of Doing Business

Moved by Director Thiessen  
 Seconded by Director Benedict

2017-10-43

“That the Regional District of Bulkley-Nechako Board of Directors receive the Rio Tinto – Feedback for: A New Way of Doing Business.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Directors will provide their own feedback to the survey provided by Rio Tinto.

Administration  
 Correspondence

Moved by Director MacDougall  
 Seconded by Director Petersen

2017-10-44

“That the Regional District of Bulkley-Nechako Board of Directors receive the following correspondence:

- North Central Local Government Association- Letter to Lt. Governor
- Northern Health - Bulkley Valley District Hospital's Mammography Screening Program
- FCM - Thank You for Contribution to FCM's Legal Defense Fund
- Union of B.C. Municipalities - 2016 Resolutions
- St. Luke's Church on the Lake Society - Thank you for Contribution
- Laurie Gallant - Bulkley Valley Food Security Forum Update - June 28, 2017
- City of New Westminster - Request for Support re: UBCM Resolutions
- Cathy Peters - Prevention of Youth/Child Sexual Exploitation
- Northern Health - Wildfire Update & Impact on Northern Health

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

- Fire Prevention Officers of B.C. Fire Away Magazine - Request for Support
- Federation of Canadian Municipalities - Summer Advocacy Update
- Northern Health - What Does Wellness Mean to You?
- Union of B.C. Municipalities
  - Convention Registration Opens July 4
  - Call for Nominations: UBCM Executive
  - Federal Abandoned Boats Funding Program
  - Regional Climate Advisors
  - Throne Speech Reverses Longstanding Policies
  - Wood Works! Community Recognition Awards
  - Funding & Resources Update
  - Energy Step Code Costing Study
  - National Energy Board Discussion Paper;

**INVITATIONS**

- BC Council of Forest Industries - 2017 Prince George Area Community Dinner - September 21, 2017
- Minerals North 2018 - April 25-27, 2018 - Houston, B.C."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**FINANCIAL**

**Operating Accounts  
 -June 2017**

Moved by Director Thiessen  
 Seconded by Director Illes

**2017-10-45**

"That the Regional District of Bulkley-Nechako Board of Directors ratify the Operating Accounts – Paid June, 2017."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ACTION LISTS**

**Action Lists**

Moved by Director Illes  
 Seconded by Director Bachrach

**2017-10-46**

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Action Lists:  
 -March, 2017;  
 -April, 2017."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**READING FILE**

**Reading File**

Moved by Director Illes  
Seconded by Director MacDougall

2017-10-47

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Reading File:

- BC Community Forest Association – BCFA June 2017 Newsletter;
- Canada Wood Group - Canada Wood Global Markets Newsletter, July 2017;
- C3 Alliance Corp - #TradeTalks Program Announced! Expert line-up of Speakers Ready to Help You Step Up your Export Game;
- Clean Energy Review
  - Gigafactories Galore
  - The Big 100% Debate
  - The China Edition
- Federation of Canadian Municipalities
  - President's Corner – July, 2017
  - Ending Poverty Starts Locally
  - International Development Opportunity: FCM Recruiting Municipalities for Partnership in South Africa
  - Summer Advocacy Update
  - Reminder: Apply by August 1 for GMF Capital Project Funding
  - Universal Broadband Must Reach Under-Served Communities
  - FCM Launches New Innovation Network
  - FCM Green is Now FCM Connect
  - Apply for New Climate Change Capital Project Grants
  - FCM Voice June 16: FCM Awards/New Climate Advice/Urban Indigenous Programming/Feminist International Assistance Policy/more
  - FCM Voice June 9: AC Wrap Up/#FCMinnovation/Recruiting Partners in South Africa/Sustainable Communities Award;
- Northern Health - July 2017 Healthier Northern Communities Ebrief;
- RDBN Newspaper Advertisements – April and May, 2017;
- Real Estate Foundation – Summer eNews – The Salmon Are Coming!, Annual Report, New Grants;
- Resource Works
  - ResourceWorks: Canada 150 Newsletter
  - Newsletter: Chilling Future for BC Resources
  - Resource Works is on Air in Calgary at 11:30 am Pacific;
- Rio Tinto Alcan - Nechako Reservoir Updates
  - 1 July to 7 July 2017
  - 24 June to 30 June 2017
  - 10 June 50 16 June 2017."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADMINISTRATION BYLAWS**

**Bylaw For First, Second, Third Reading & Adoption**

No. 1805 – Bulkley Valley  
Regional Pool and Racquet  
Courts User Fee

Moved by Director Bachrach  
Seconded by Director Fisher

2017-10-48

"That "Bulkley Valley Regional Pool and Racquet Courts User Fee Bylaw No. 1805, 2017" be given first, second, third reading, and adoption this 20<sup>th</sup> day of July, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

No. 1806 – RDBN Security  
Issuing – District of Vanderhoof  
Aquatic Centre

Moved by Director Thiessen  
Seconded by Director Petersen

2017-10-49

"That "Regional District of Bulkley-Nechako Security Issuing – District of Vanderhoof Aquatic Centre Bylaw No. 1806, 2017" as amended be given first, second, third reading, and adoption this 20<sup>th</sup> day of July, 2017."

(All/Weighted/Majority)

CARRIED UNANIMOUSLY

No. 1807 – RDBN Security  
Issuing - Town of Smithers  
Airport Terminal Modernization

Moved by Director Bachrach  
Seconded by Director Newell

2017-10-50

"That "Regional District of Bulkley-Nechako Security Issuing – Town of Smithers Airport Terminal Modernization Bylaw No. 1807, 2017" be given first, second, third reading, and adoption this 20<sup>th</sup> day of July, 2017."

(All/Weighted/Majority)

CARRIED UNANIMOUSLY

**SUPPLEMENTARY AGENDA**

**REPORTS**

Burns Lake Mountain  
Biking Association  
– Request for Grant in Aid  
- Electoral Area "B"  
(Burns Lake Rural)

Moved by Director Illes  
Seconded by Director Benedict

2017-10-51

"That the Burns Lake Mountain Biking Association be given \$500 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for costs associated with the Big Pig Mountain Biking Festival."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**REPORTS (CONT'D)**

Fraser Lake and Area Men  
Shed – Request for Grant  
in Aid- Electoral Area "D"  
(Fraser Lake Rural)

Moved by Director Parker  
Seconded by Director Lindstrom

2017-10-52

"That the Burns Lake Mountain Biking Association be given \$5,000 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with clubhouse renovations."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Wildfire Update – July 19, 2017

Moved by Director Petersen  
Seconded by Director Parker

2017-10-53

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Administrative Officer's July 19, 2017 memo titled "Wildfire Update – July 19, 2017."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**ELECTORAL AREA PLANNING (All Directors)**

**Bylaw for Adoption**

OCP Amendment & Rezoning  
A-03-16 (HBH) Bylaws 1786 &  
1787 Phil's Boxes Ltd.  
Electoral Area "A"

Moved by Director Fisher  
Seconded by Director Bachrach

2017-10-54

"That "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1786, 2016" and "Regional District Bulkley-Nechako Rezoning Bylaw No. 1787, 2016" be adopted this 20<sup>th</sup> day of July, 2017."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**Public Hearing Report**

Rezoning File A-05-17  
Public Hearing Report for  
Bylaw No. 1804  
- July 17, 2017

Moved by Director Fisher  
Seconded by Director Bachrach

2017-10-55

"That the Regional District of Bulkley-Nechako Board of Directors receive the Public Hearing Report for Rezoning File A-05-17, Bylaw No. 1804, July 17, 2017."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**CORRESPONDENCE**

Rio Tinto – Emergency  
Preparedness Planning  
Workshop – Summary Report

Moved by Director MacDougall  
Seconded by Director Bachrach

2017-10-56

“That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence from Rio Tinto Re: Emergency Preparedness Planning Workshop – Summary Report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ms. de Weerd mentioned that along with Jason Llewellyn, Director of Planning and Haley Jeffrey, Emergency Services Manager she attended the workshop. She noted that the minutes are a brief and condensed version of the discussion and concerns brought forward at the meeting. Action required by Rio Tinto in regard to its Emergency Preparedness Plan was captured in the minutes.

**ADJOURNMENT**

Moved by Director Bachrach  
Seconded by Director Brien

2017-10-57

“That the meeting be adjourned at 2:43 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****RURAL DIRECTORS COMMITTEE MEETING****Thursday, July 20, 2017**

**PRESENT:** Chair Eileen Benedict

Directors Mark Fisher  
Tom Greenaway  
Bill Miller  
Rob Newell  
Mark Parker  
Jerry Petersen

Staff Melany de Weerd, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Roxanne Shepherd, Chief Financial Officer  
Wendy Wainwright, Executive Assistant

Other Darcy Repen, Mayor, Village of Telkwa – left at 3:55 p.m.

**CALL TO ORDER**

Chair Benedict called the meeting to order at 3:46 p.m.

**AGENDA**Moved by Director Miller  
Seconded by Director Greenaway**RDC.2017-7-1**

"That the Rural Directors Committee Agenda for July 20, 2017 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Rural Directors Committee  
Meeting Minutes  
-June 8, 2017**Moved by Director Newell  
Seconded by Director Parker**RDC.2017-7-2**

"That the minutes of the Rural Directors Committee meeting of June 8, 2017 be received."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****REPORTS****Mail Ballot Voting**

Cheryl Anderson, Manager of Administrative Services clarified that the Vanderhoof Referendum passed and noted the referenced schedules corresponding with the dates outlined. A copy of "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011" was provided to the Rural Directors. The Bylaw encompasses the Cluculz Lake Fire Protection Area.

Director Petersen mentioned that residents of Cluculz Lake requested the option for mail ballot voting after a referendum failed to establish a service to provide for the provision of fire protection and suppression within a portion of Electoral Area "F" (Vanderhoof Rural). As a pilot project the RDBN considered and passed "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011."

**REPORTS (CONT'D)**

The first opportunity for mail in ballots was for the February 16, 2013 Electoral Area "F" (Vanderhoof Rural) Vanderhoof Swimming Pool Contribution Service Establishment Bylaw No. 1644. The referendum passed and the Regional District received numerous complaints in regard to concerns that mail ballot voting was not allowed for all Area "F" residents (only residents in the Cluculz Lake Fire Protection Area as per Bylaw 1617.) Director Petersen indicated that "A Petition to amend Bylaw 1617, 2011 to allow Mail in Ballots during all RDBN elections" that was signed by residents did not include the cost to tax payers to allow for mail ballot voting.

Discussion took place in regard to the number of voting opportunities that are provided during general local elections and by-elections. The staff time required of the Chief Election Officer to examine and verify the mail ballot package certification envelope and the completed elector registration application, along with the cost to have additional staff to conduct mail ballot voting was discussed.

Discussion took place in regard to the limited ability for taxation to provide requested services for areas and the impact to permanent residents in an area vs. seasonal residents.

The future potential for the Province to implement internet voting was discussed.

In the past ten years staff has received very few requests from other electoral areas besides Area "F" for mail ballot voting. The demand is from the area with a large contingent of seasonal dwellers.

Director Petersen commended staff for their dedication to accommodate residents throughout the Regional District.

**Mail Ballot Voting**

Moved by Director Greenaway  
Seconded by Director Miller

**RDC.2017-7-3**

"That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors rescind "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

The cost implication of mail ballot voting to tax payers for region wide mail ballot voting and the future opportunity for the Province to establish internet voting were brought forward as key considerations. Chair Benedict spoke of the legislation creating challenges in regard to the acceptance of mail ballots up to and on the day of elections and that those mail ballots must be delivered to the polling stations to be included for the final count. The RDBN during a general election may have up to 17 polling stations.

**REPORTS (CONT'D)**

Electoral Area Allocation of  
Federal Gas Tax Funds  
-Second Quarter 2017

Moved by Director Parker  
Seconded by Director Newell

RDC.2017-7-4

"That the Rural Directors Committee receive the Finance/Administration Coordinator's July 5, 2017 memo titled "Electoral Area Allocations of Federal Gas Tax Funds – Second Quarter 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Parker  
Seconded by Director Greenaway

RDC.2017-7-5

"That the meeting be adjourned 4:06 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

\_\_\_\_\_  
Eileen Benedict, Chair

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**RURAL DIRECTORS COMMITTEE MEETING**

**Thursday, June 8, 2017**

**PRESENT:** Chair Eileen Benedict

Directors Mark Fisher  
Tom Greenaway  
Bill Miller  
Rob Newell  
Mark Parker  
Jerry Petersen

Staff Melany de Weerd, Chief Administrative Officer  
Jason Llewellyn, Director of Planning – left at 1:17 p.m.  
Roxanne Shepherd, Chief Financial Officer  
Wendy Wainwright, Executive Assistant

Other Linda McGuire, Village of Granisle

**CALL TO ORDER** Chair Benedict called the meeting to order at 1:04 p.m.

**AGENDA** Moved by Director Newell  
Seconded by Director Greenaway

**RDC.2017-6-1** "That the Rural Directors Committee Agenda for June 8, 2017 be approved."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

**SUPPLEMENTARY AGENDA** Moved by Director Parker  
Seconded by Director Miller

**RDC.2017-6-2** "That the Rural Directors Committee Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

**MINUTES**

**Rural Directors Committee Meeting Minutes -May 11, 2017** Moved by Director Petersen  
Seconded by Director Greenaway

**RDC.2017-6-3** "That the minutes of the Rural Directors Committee meeting of May 11, 2017 be received."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

## REPORTS

Northern Society for  
 Domestic Peace-Request  
 for Grant in Aid -Electoral  
 Area "A" (Smithers Rural)

Moved by Director Fisher  
 Seconded by Director Miller

RDC.2017-6-4

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Northern Society for Domestic Peace be given \$2,000 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with providing training for Bulkley Valley Critical Incident Response Team Volunteers."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bulkley Valley Christian School  
 -Request for Grant in Aid  
 -Electoral Area "A" (Smithers  
 Rural)

Moved by Director Fisher  
 Seconded by Director Newell

RDC.2017-6-5

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Bulkley Valley Christian School be given \$200 grant in aid monies from Electoral Area "A" (Smithers Rural) towards the Litter-a-Thon."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Electoral Area Allocation of  
 Federal Gas Tax Funds  
 -First Quarter 2017

Moved by Director Petersen  
 Seconded by Director Greenaway

RDC.2017-6-6

"That the Rural Directors Committee receive the Finance/Administration Coordinator's May 15, 2017 memo titled "Electoral Area Allocations of Federal Gas Tax Funds – First Quarter 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to the expanded criteria that has allowed for more Federal Gas Tax application allocations. The criteria expansion has provided a better opportunity for municipalities and rural areas to partner and work together to better their communities. The possibility to review the criteria and submit suggestions to the Union of B.C. Municipalities to further expand application criteria was discussed along with having staff attend a future meeting in discussing criteria expansion.

Director Parker thanked Kristi Rensby, Finance/Administration Clerk for her assistance in determining whether an application may be eligible and assisting with the application process.

Discussion took place in regard to the possible challenges of changing the criteria as it would require senior government to reopen the entire agreement to make any changes. The date of the last renewal and length of time of the current Federal Gas Tax Fund contract was discussed.

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**DEVELOPMENT SERVICES** (All Directors)

**REFERRALS**

Land Referral File No. 7409908 Moved by Director Greenaway  
Takla First Nations Seconded by Director Parker  
- Electoral Area "C"

RDC.2017-6-7

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral No. 7409908 be provided to the Province as the Regional District's comments on Crown Land Referral 7409908."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No.  
7409932 BC Hydro  
- Electoral Area "C"

Moved by Director Greenaway  
Seconded by Director Miller

RDC.2017-6-8

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409932" be provided to the Province as the Regional District's comments on Crown Land Referral 7409932."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No.  
7409792 – Ski View Ranch &  
Timber - Electoral Area "F"

Moved by Director Petersen  
Seconded by Director Newell

RDC.2017-6-9

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409792" be provided to the Province as the Regional District's comments on Crown Land Referral 7409792."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**SUPPLEMENTARY AGENDA**

**REPORT**

Fort St. James Humane Society Moved by Director Greenaway  
-Request for Grant in Aid Seconded by Director Miller  
-Electoral Area "C" (Fort St.  
James Rural)

RDC.2017-6-10

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Fort St. James Humane Society be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with the travelling spay and neuter clinic."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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**NEW BUSINESS**

**FCM Update - Director Miller**

Director Miller mentioned that he attended the Federation of Canadian Municipalities (FCM) Convention in Ottawa, Ontario June 1-4, 2017. While at FCM he attended the Rural Broadband Forum. There were four panelists, three telecommunications companies and a financial analyst that has completed business case research for the major equity banks. They discussed the need for backbone as various technologies improve rapidly. The \$500 million of federal funding will be utilized very quickly and more funding will be required in order to provide adequate service to rural communities. The majority of the panelists also expressed the need for the funding to be competitively neutral with no competitive advantage for one carrier over another.

Director Newell noted that the backbone in the region runs along Highway 16 only. He also spoke of his download and upload speeds utilizing Explomet and that the cost may not be prohibitive for all users.

**ADJOURNMENT**

Moved by Director Newell  
Seconded by Director Parker

**RDC.2017-6-11**

"That the meeting be adjourned 1:21 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Eileen Benedict, Chair

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Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****WASTE MANAGEMENT COMMITTEE MEETING**  
**(Committee Of The Whole)****Thursday, July 20, 2017**

**PRESENT:** Chair Mark Fisher

Directors Taylor Bachrach  
Eileen Benedict  
Shane Brienen – left at 3:10 p.m.  
Tom Greenaway – arrived at 2:47 p.m.  
John Illes – arrived at 2:47 p.m.  
Dwayne Lindstrom  
Thomas Liversidge  
Rob MacDougall  
Bill Miller  
Rob Newell  
Mark Parker  
Jerry Petersen  
Darcy Repen  
Gerry Thiessen

Staff Melany de Weerd, Chief Administrative Officer  
Rory McKenzie, Director of Environmental Services  
Janette Derksen, Deputy Director of Environmental Services  
Roxanne Shepherd, Chief Financial Officer  
Wendy Wainwright, Executive Assistant  
Elaine Wiebe, Environmental Services Assistant

**CALL TO ORDER**

Chair Fisher called the meeting to order at 2:45 p.m.

**AGENDA**Moved by Director Benedict  
Seconded by Director Newell**WMC.2017-2-1**

"That the Waste Management Committee receive the July 20, 2017 Agenda."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Waste Management**  
**Committee Meeting Minutes**  
**-April 6, 2017**Moved by Director Petersen  
Seconded by Director Benedict**WMC.2017-2-2**

"That the Minutes of the Waste Management Committee for April 6, 2017 be received."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**REPORTS**

**Salvaging of Wood Waste & Metal at RDBN Sites**

Director Repen mentioned the significant health and safety issues identified in the past in regard to wood waste and metal salvaging at RDBN Transfer Stations and Landfills. He identified the differences between wood waste and metal salvaging and spoke of developing a policy.

Director Bachrach mentioned that he has witnessed individuals removing sheets of metal and large amounts of metal from the metal recycling piles to take home for their own salvaging. Discussion took place in regard to discouraging individuals from removing large quantities of metal (to sell as a commodity) from RDBN Solid Waste Management Sites and supporting those individuals wishing to utilize small amounts of metal for upcycling, repairs and/or art.

Discussion took place in regard to the clean wood waste which is pallets and brush. Staff identified that if the Regional Board moves forward with wood waste salvaging there will be a designated area for salvaging with proper signage prior to the wood being moved to the main larger pile of wood waste.

**Salvaging of Wood Waste at RDBN Sites**

Moved by Director Repen  
Seconded by Director Parker

**WMC.2017-2-3**

"That the Waste Management Committee recommend that the Regional District of Bulkley-Nechako Board of Directors authorize staff to create a designated salvaging area at RDBN Transfer Stations and the Knockholt Landfill; and further, that staff complete appropriate safety measures and signage at sites to allow wood waste salvaging."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

**Salvaging of Metal at RDBN Sites**

Moved by Director Thiessen  
Seconded by Director MacDougall

**WMC.2017-2-4**

"That the Waste Management Committee recommend that the Regional District of Bulkley-Nechako Board of Directors ban salvaging of metal at all RDBN Transfer Stations and Landfills."

Opposed: Director Bachrach **CARRIED**  
Director Liversidge  
Director Newell  
Director Repen

(All/Directors/Majority)

**REPORTS (CONT'D)**

Director Repen referenced identifying a solution to ban large scale salvagers but allow for artisans and individuals needing small parts to remove small amounts of metal. Discussion took place in regard to the additional staff and costs required to oversee metal salvaging. The use of scales, barriers, and additional staff along with the challenges in regard to metal salvaging was discussed. Concerns regarding safety were brought forward for discussion. The revenue generated for the Regional District of Bulkley-Nechako tax payers can be substantial.

Director MacDougall noted that there are metal producers and users in communities that artisans and those needing small amounts of metal may be able to access within their communities.

**Recycling Services Funding Guidelines**

Moved by Director Bachrach  
Seconded by Director Miller

**WMC.2017-2-5**

"That the Waste Management Committee receive the Deputy Director of Environmental Services' June 27, 2017 memo titled "Recycling Services Funding Guidelines."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Janette Derksen, Deputy Director of Environmental Services clarified that the Regional Board supports recycling ICI mixed paper and not ICI cardboard. The eligible projects and services include, but may not be limited to: snow plowing/sanding costs or land rental for an ICI mixed paper bin area. These costs are apportioned to the service provided. Director Illes brought forward concerns in regard to some of the eligible administrative cost recovery but supports collection, processing and composting of organic material. Some of the programs in existence cover administration costs and the intent is to provide support and encourage the development of innovative ideas with respect to the 3R's (reduce, reuse, recycle).

Director Bachrach noted that the stewardship programs do not cover the full costs of recycling a product. He mentioned that the Town of Smithers has developed a plan to try to offset some of the costs by collecting garbage every second week. SARS (Smithers and Area Recycling Society) receives financial incentives from stewardship programs but they do not fully fund costs of overhead to recycle products. Director Fisher spoke of the criteria for Recycling Services Funding Guidelines. The tonnage and diversion rates will be reviewed during the Solid Waste Management Plan review process.

Director Repen expressed concerns in regard to the contracts and agreements provided by RecycleBC (formally Multi-Materials BC, MMBC) and explained what has recently occurred in the Village of Telkwa.

**REPORTS (CONT'D)**

Recycling Council of BC  
-Summit of Solutions  
-June 21-23, 2017

Moved by Director MacDougall  
Seconded by Director Illes

WMC.2017-2-6

"That the Waste Management Committee receive Chair Fisher's report titled "Recycling Council of BC – Summit of Solutions, June 21-23, 2017."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Chair Fisher spoke to developing a strategy in regard to illegal dumping, whose jurisdiction and enforcement along with education to prevent illegal dumping. Rory McKenzie, Director of Environmental Services explained that the RDBN has jurisdiction on RDBN leased properties where garbage is illegally disposed, for example outside RDBN Transfer Stations/Landfills. Outside RDBN leased property the Conservation Officer Services (COS) is the contact. Chair Fisher commented that partnering and working with the COS to address illegal dumping in the region may be beneficial.

Director Benedict noted that she along with Melany de Weerd, CAO met with the COS and discussed responsibility and the process of reporting illegal dumping. She spoke of the lack of clarity in the process.

Mr. McKenzie stated that the Ministry of Forests, Lands and Natural Resource Operations in Vanderhoof conducted a cleanup of illegal dumping sites in the Vanderhoof area and has RDBN Board approval with advance note of date and scope of work to waive fees for Ozone Depleting Substance (ODS) disposal. Working in collaboration with other agencies/groups in the region may be reviewed for other areas to address illegal dump sites.

Discussion took place regarding Chair Fisher's three year diversion plan suggestion. Chair Fisher also noted that the main focus of the Recycling Council of BC – Summit of Solutions June 21-23, 2017 was the circular economy and removing the "E" from "Extended Producer Responsibility" and having a focus on "Producer Responsibility."

**DISCUSSION ITEM**

**Information**

Chair Fisher spoke of communication between the Environmental Services Department and the RDBN Board. Chair Fisher requested information in regard to per tonnage on various types of materials and fixed costs vs. variable costs to landfill. He spoke of including all costs in per tonnage/per material of landfilling.

Director MacDougall requested information in regard to the possible reduction to waste at RDBN Transfer Stations with the July 1, 2016 RDBN cardboard ban. Staff will bring forward a report at the August, 2017 Regional Board Meeting.

**SPECIAL IN-CAMERA  
MEETING MOTION**

Moved by Director Illes  
Seconded by Director Newell

WMC.2017-2-7

"In accordance with Section 90 of the *Community Charter*, it is the opinion of the Regional District of Bulkley-Nechako Board of Directors that matters pertaining to Section 90(1)(c) labour relations or other employee relations and 90(1)(g) litigation or potential litigation (Bylaw Enforcement File 2012-G-01) must be held in confidence, and therefore exercise their option of excluding the public for this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Illes  
Seconded by Director Newell

WMC.2017-2-8

"That the meeting be adjourned a 3:31 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Fisher, Chair

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Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**WASTE MANAGEMENT COMMITTEE MEETING**

**(Committee Of The Whole)**

**Thursday, April 6, 2017**

**PRESENT:** Chair Mark Fisher

Directors Taylor Bachrach  
Eileen Benedict  
Tom Greenaway  
John Illes  
Bill Miller  
Rob Newell  
Mark Parker  
Jerry Petersen  
Darcy Repen  
Gerry Thiessen

Directors Absent Shane Brienen, District of Houston  
Dwayne Lindstrom, Village of Fraser Lake  
Thomas Liversidge, Village of Granisle  
Rob MacDougall, District of Fort St. James

Alternate Director Linda McGuire, Village of Granisle

Staff Melany de Weerd, Chief Administrative Officer  
Rory McKenzie, Environmental Services Operations Manager  
Janette Derksen, Environmental Services Coordinator  
Roxanne Shepherd, Chief Financial Officer  
Wendy Wainwright, Executive Assistant

**CALL TO ORDER**

Chair Fisher called the meeting to order at 12:33 p.m.

**SUPPLEMENTARY AGENDA**

Moved by Director Miller  
Seconded by Director Greenaway

**WMC.2017-1-1**

"That the Waste Management Committee receive the April 6, 2017 Supplementary Agenda."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

**AGENDA**

Moved by Alternate Director McGuire  
Seconded by Director Miller

**WMC.2017-1-2**

"That the Waste Management Committee receive the April 6, 2017 Agenda."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

**MINUTES**

Waste Management  
Committee Meeting Minutes  
-September 8, 2016

Moved by Director Benedict  
Seconded by Director Illes

WMC.2017-1-3

"That the Minutes of the Waste Management Committee for September 8, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DISCUSSION ITEMS**

**1. RCBC Conference 2017**

RCBC Conference 2017  
Attendance

Moved by Director Miller  
Seconded by Director Bachrach

WMC.2017-1-4

"That the Waste Management Committee receive the Environmental Services Assistant's April 5, 2017 memo titled "Attendance of the Chair of the Waste Management Committee and Environmental Services Assistant at the 2017 RCBC Conference in Whistler, B.C."  
2. Further, that the Waste Management Committee recommend that the RDBN Board of Directors authorize Chair Mark Fisher and the Environmental Services Assistant's attendance at the 2017 RCBC Conference in Whistler, B.C. June 21-23, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**2. Zero Waste Provincial Policy**

Chair Fisher mentioned that he is a member of the Zero Waste Provincial Policy group. The group is an informal group of elected officials from throughout B.C. that are developing a discussion paper to focus on how provincial policy can be developed that will assist Regional Districts to meet zero waste goals. Some suggestions are: how companies can redesign packaging to minimize waste, more definition for agriculture and forestry waste, and encouraging value added initiatives.

Frustrations were expressed regarding the amount of packaging used and that the current structure of collection of packaging and printed paper is still falling to local government to address. Meeting provincial targets for packaging and printed paper and the economies of scale for volume collection of the material was discussed.

**3. Update on HR Transition**

Melany de Weerd, CAO mentioned that discussions regarding the Environmental Services Department personnel transition will take place at a Special In-Camera meeting as outlined in the *Local Government Act*.

**4. Mattress Recycling**

Chair Fisher spoke of preliminary works that could possibly take place prior to the Solid Waste Management Plan completion that would address such issues as mattress recycling.

Ms. de Weerd mentioned that the Director of Environmental Services had met with the Salvation Army representatives to find a solution for items that the thrift stores in the region reject and divert the items from the transfer stations and landfills. The Salvation Army can deliver the items for use to other areas in Canada and Nationally. Preliminary discussions took place in regard to how

**4. Mattress Recycling (Cont'd)**

the RDBN could facilitate making the material available for pick up by the Salvation Army at no cost to the RDBN, with the intent to divert the material from the landfills. Mattress recycling was not discussed at the original meeting but can be brought forward in future discussions to explore potential opportunities.

Director Thiessen mentioned that the Salvation Army is considering Vanderhoof as a potential location for their thrift store.

**5. Update on Solid Waste Management Plan RFP**

Rory McKenzie, Environmental Services Operations Manager mentioned that when the Solid Waste Management Plan RFP was first issued there was no response from proponents. Janine Dougall, Past Director of Environmental Services contacted potential proponents and their response was: more time was required and they would be better able to submit an RFP in the spring of 2017. Currently the Environmental Services Department is considering reissuing the RFP in April/May, 2017.

Discussion took place in regard to moving the Solid Waste Management Plan (SWMP) forward and conducting preliminary works such as speaking with community members that may be willing to consider being a part of the SWMP Advisory Committee and Monitoring Committee. Chair Fisher spoke of the Waste Management Committee outlining a concise action plan for the new Director of Environmental Services. Receiving no response to the original RFP was also discussed. The reissuing of the RFP and the timeframe required was reviewed.

Director Bachrach spoke of meeting with the Smithers and Area Recycling Society and their request that the RDBN defer more materials to their operations for recycling through the SWMP.

Discussion took place in regard to completing a comprehensive update of the SWMP and the legislation requiring an advisory and monitoring committee to be formed. The composition of the committees was considered. Chair Fisher noted that there is interest from people in his community in participating in the SWMP committees.

Director Bachrach mentioned that the intent was to review the original SWMP to determine what has moved forward from that plan and what hasn't. He noted that there are new ways to recycle since the plan was developed and society's expectations have changed. He commented that the Extended Producer Responsibility programs have also created challenges wherein some products have complete producer responsibility to the end of life and some do not. Director Greenaway mentioned that Fort St. James very rarely receives pickup for end of life electronics and there is a need to provide storage for the items for when pickup can occur. He suggested the use of a C-Can storage unit at the Fort St. James Transfer Station. Director Greenaway mentioned the challenges associated with products that are damaged and determined to be hazardous waste and can't be recycled and need to be landfilled.

Director Repen spoke of the SWMP being a plan that can be used to provide information to residents in regard to the cost to taxpayers in landfilling products that can and should be recycled. Director Miller commented that landfill costs have increased with the landfill requirements and regulations mandated by the province. Discussion took place in regard to the RDBN completing the SWMP process rather than a consultant. Director McGuire spoke of the time commitment that may be required to a member of the advisory committee. She commented, to determine possible outcomes, it may be necessary to determine specific action items with a specific time frame. Alternate Director McGuire also noted the importance of public education for all residents in the region.

Chair Fisher encouraged the Waste Management Committee to research ideas that will work for their respective communities that can be provided to the new Director of Environmental Services.

### 5. Update on Solid Waste Management Plan RFP (Cont'd)

Director Thiessen mentioned that as community leaders there are initiatives that community members and businesses can be encouraged to undertake to help reduce products being brought to the transfer stations and landfills to assist in reducing the waste management budget. Director Thiessen spoke of initiatives in the current SWMP that are not being implemented such as tipping fees.

Director Newell spoke to the importance of considering rural areas of the region in the development of a new SWMP as there is no curbside collection.

Discussion took place regarding the industrial tax base that contributes to the waste management budget and diverting products from the landfills may not always be inexpensive in the north due to increase in transportation costs, etc.

### 6. Salvaging

Chair Fisher mentioned that a process for a safe and efficient solution to allow salvaging of metal and wood at RDBN Transfer Stations and Landfills has been identified. Director Repen commented that wood and metal salvaging are separate items as the metal is a revenue source for the RDBN through a contract for removal and compensation. He mentioned that if the safety issues can be addressed and there can be a solution found for the drop off and salvaging of metal and wood there wouldn't be a need to wait for the SWMP to be complete. Discussion took place regarding the possibility to provide wood salvaging but there are concerns in regard to commercial salvaging of the metal at the transfer stations and landfills.

#### Wood and Metal Salvaging

Moved by Director Repen  
 Seconded by Director Newell

#### WMC.2017-1-5

"That the Waste Management Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that pending resolution of safety concerns the RDBN provide metal and wood salvaging at RDBN Transfer Stations."

Director Thiessen brought forward concerns regarding metal salvaging and commercial salvagers stripping the high grade metal from the metal piles at the transfer stations. He spoke of allowing the salvage of wood and small scale salvage of metal and mentioned the need to have policies in place. He voiced concerns regarding liability.

Moved by Director Thiessen  
 Seconded by Director Illes

#### WMC.2017-1-6

"That the Waste Management Committee defer Motion WMC.2017-1-5 and further, that staff be directed to prepare a report in regard to wood and metal salvaging options to be brought forward at a future Waste Management Committee Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## CORRESPONDENCE

### Product Stewardship: An Overview of Recycling in B.C.

Moved by Director Miller  
 Seconded by Director Illes

WMC.2017-1-7

"That the Waste Management Committee receive the correspondence from Product Stewardship RE: An Overview of Recycling in B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## SUPPLEMENTARY AGENDA

### REPORTS

#### 2017 Backyard Composting Program

Moved by Alternate Director McGuire  
 Seconded by Director Illes

WMC.2017-1-8

"That the Waste Management Committee receive the Environmental Services Assistant's March 30, 2017 memo titled "2017 Backyard Composting Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Miller spoke of the importance of providing education in regard to diverting compost from the solid waste management facilities and the Backyard Composting Program provides the opportunity for education. Director Parker commented that he is attending the Fraser Lake Tradeshow in the near future and would be willing to have a composter at the booth to assist in further education.

Moved by Director Miller  
 Seconded by Director Parker

WMC.2017-1-8

"That the Waste Management Committee recommend that the Regional District of Bulkley-Nechako Board of Directors provide Director Parker, Electoral Area "D" (Fraser Lake Rural) a Backyard Composter for the Fraser Lake Tradeshow April 22, 2017.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Alternate Director McGuire spoke of the number of Single Family Households outlined in the memo titled "2017 Backyard Composting Program". Staff will review the Single Family Households numbers.

Director Thiessen recommended the use of the tumbler composters. Janette Derksen, Environmental Services Coordinator mentioned that the composter rebate program is being introduced for the purposes of allowing residents a choice in the type of composter they purchase.

**pNEW BUSINESS**

**Cardboard Ban and  
 Recycling of Cardboard**

Director Bachrach mentioned that there has been some concerns in regard to cardboard being dumped on the tipping floor of the Smithers/Telkwa Transfer Station. Mr. McKenzie mentioned that there has been a noticeable decrease in the amount of cardboard being dumped on the tipping floors of all RDBN Transfer Stations. He noted that at times when attendants are busy residents put cardboard on the tipping floor because not all residents have accepted the cardboard ban.

Alternate Director McGuire asked if a cardboard bin could be placed near the Granisle Fire Department. Staff suggested that the Village of Granisle contact Waste Management to determine if that is a possibility.

Director Thiessen mentioned that Vanderhoof has seen a reduction in cardboard due to out of town businesses no longer bringing cardboard to the Vanderhoof Transfer Station and the Nechako Waste Initiative building a business plan and collecting household cardboard.

**SPECIAL IN-CAMERA  
 EXECUTIVE COMMITTEE  
 MEETING MOTION**

Moved by Director Illes  
 Seconded by Alternate Director McGuire

**WMC.2017-1-9**

"In accordance with Section 90(1)(c) of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to labour relations or other employee relations be held in confidence, and therefore exercise their option of excluding the public for this meeting."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Moved by Director Parker  
 Seconded by Director Illes

**WMC.2017-1-10**

"That the meeting be adjourned at 1:48 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

\_\_\_\_\_  
 Mark Fisher, Chair

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

REGIONAL DISTRICT OF BULKLEY-NECHAKOMEMORANDUM

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

**FROM:** Wendy Wainwright, Executive Assistant

**DATE:** August 10, 2017

**SUBJECT:** Committee Meeting Recommendations  
– July 20, 2017

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Following are recommendations from the July 20, 2017 Committee meetings for the Regional Board's consideration and approval.

**Rural Directors Committee Meeting – July 20, 2017**

**Recommendation 1:**

**Re: Mail Ballot Voting**

"That the Regional District of Bulkley-Nechako Board of Directors rescind "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011."

**Waste Management Committee – July 20, 2017**

**Recommendation 2:**

**Re: Salvaging of Wood Waste at RDBN Sites**

"That the Regional District of Bulkley-Nechako Board of Directors authorize staff to create a designated salvaging area at RDBN Transfer Stations and the Knockholt Landfill; and further, that staff complete appropriate safety measures and signage at sites to allow wood waste salvaging."

**Recommendation 3:**

**Re: Salvaging of Metal at RDBN Sites**

"That the Regional District of Bulkley-Nechako Board of Directors ban salvaging of metal at all RDBN Transfer Stations and Landfills."

**RECOMMENDATION:**

**(ALL/DIRECTORS/MAJORITY)**

Recommendations 1 through 3 as written.



**Regional District of Bulkley-Nechako  
Board of Directors  
August 17, 2017**

To: Chair Miller and the Board of Directors  
 From: Corrine Swenson, Manager of Regional Economic Development  
 Date: August 8, 2017  
 Regarding: Lakes Economic Development Service – Burns Lake and District Chamber of Commerce Request

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The Burns Lake and District Chamber of Commerce is requesting that the Lakes Economic Development Service contribute \$7,432 for the annual visitors guide for Burns Lake and the Lakes District area.

The Visitors Guide is being circulated across BC. 8,000 copies were printed. The book includes editorial and pictures showcasing the Lakes District, as well as advertisements paid for by local businesses.

Directors Miller and Illes are supportive of the Burns Lake Chamber of Commerce accessing a grant of \$7,432 from the Lakes Economic Development Service for this initiative.

<b>RECOMMENDATION:</b>	<b>(All/Directors/Majority)</b>
<p>That the RDBN Board of Directors authorize contributing \$7,432 of Lakes Economic Development Service funds to the Burns Lake Chamber of Commerce for publishing 8,000 copies of the Burns Lake and Lakes District Visitors Guide.</p>	

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

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

**FROM: Cheryl Anderson  
Manager of Administrative Services**

**DATE: August 8, 2017**

**SUBJECT: Smithers District Chamber of Commerce – Request for Grant-in-Aid – Electoral Area “A” (Smithers Rural)**

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Attached is a request for Grant in Aid monies from the Smithers District Chamber of Commerce.

The Chamber of Commerce is requesting \$157.50 grant in aid monies from Electoral Area “A” (Smithers Rural) to sponsor the “Environmental Business of the Year Award” at the 2017 Community and Business Awards.

Director Fisher has indicated that he is supportive of the application.

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

**“That the Smithers District Chamber of Commerce be given \$157.50 grant in aid monies from Electoral Area “A” (Smithers Rural) for the “Environmental Business of the Year Award” at the 2017 Community and Business Awards.”**

**Cheryl Anderson**

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**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** July-17-17 4:00 PM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application"  
**Attachments:** 596d415e3f32a-2017 Budget for Regional District.xlsx

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
ELECTORAL AREA GRANT IN AID APPLICATION**

APPLICATION SUBMITTED BY:

***Smithers District Chamber of Commerce***

**Mailing Address:**  
*PO Box 2379, Smithers, BC V)J 2N0*

Email:

*info@smitherschamber.com  
Heather Gallagher or Susan  
Bundock 250-847-5072*

Contact Person:

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*Environmental Business of the Year Award at the Annual Community & Business Awards*

Amount Requested:

*\$157.50*

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business undertaking.

***Yes***

\_\_\_\_\_  
(signature of authorized signatory) (title)  
Signature of Electoral Area Director  
Amount Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPLICATION PROFILE**

Is your organization voluntary and non-profit?:

*Yes*

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Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?

*The chamber of commerce is a voluntary organization of business and professional men and women who have joined together for the purpose of promoting the civic commercial and industrial progress of their community.*

*The area's economic well-being is directly related to the calibre of work that is done by the Chamber. This is why the chamber has a major impact of business, income and future growth of the area.*

*There are two primary function of a Chamber of Commerce: it acts as a spokesperson for the business and professional community and translates into action the group thinking of its members AND it renders specific services of a type that can be most effectively rendered by a community organization both to its members and the community as a whole.*

Describe the geographic area that receives services or benefits from your organization.

*The chamber of Commerce covers the area from Seaton Station on the west to the Quick on the east.*

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.:

*No remunerations are paid to our board of directors other than any expense incurred while acting on behalf of the Chamber*

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.:

*As of July 17 the chamber has 188 members.*

## **PROJECT PROPOSAL PROFILE**

RDBN Assistance Requested:

*special event*

Other Assistance Requested:

Please describe the proposal for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details or your request here. Attach additional information if required:

*The Smithers District Chamber of Commerce is once again planning to award the "Environmental Business of the Year Award" at the 2016 Community and Business Awards. This award was established in 2008 and since that time has been sponsored jointly by the*



Town of Smithers and the Regional District Bulkley Nechako.

*The Award sponsor is acknowledged on all of the Chamber's promotional material including posters, award night programs, the slide show featuring the award finalists, all correspondence regarding the event and promotional material during the nomination process and the final voting procedures to members.*

Describe how this proposal will benefit the community:

*This award was developed to encourage and recognize green business practices and it was felt that business that used these practices were deserving of acknowledgement at the annual Awards.*

*We thank the Regional District of Bulkley Nechako for its involvement in allowing the Chamber to offer the recognition to businesses actively improving their environmentally friendly business practices that this Award honours.*

**FUNDING AND FINANCIAL INFORMATION**

files Submitted:

[596d415e3f32a-2017 Budget for Regional District.xlsx](#)

Have you applied for a grant/funding from other source(s)?:

No

If not, please comment.:

Name of Grant or Funding Agency1:  
Amount Applied for 1:  
Status of Grant Application1:

Name of Grant or Funding Agency2:  
Amount Applied for2:  
Status of Grant Application2:

Name of Grant or Funding Agency3:  
Amount Applied for3:  
Status of Grant Application3:

Name of Grant or Funding Agency4:  
Amount Applied for4:  
Status of Grant Application4:

Have you received assistance before from us.

Yes

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Year, Amount and Purpose for assistance

*2016 \$157.50 for the same award*

Year, Amount and Purpose for assistance

*2015 \$157.50 for the same award*

Does your organization:

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:

a senior government or a local service agency?:

Provide an opportunity for individuals to make direct contributions?:

OR, is your organization: Part of a provincial or national fund raising campaign?:

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

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

**FROM: Cheryl Anderson  
Manager of Administrative Services**

**DATE: July 31, 2017**

**SUBJECT: Fort St. James Rest Area License of Occupation Site Clean  
Up– Grant in Aid – Electoral Area “C” (Fort St. James Rural)**

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At its March 23, 2017 Board meeting, the Regional District of Bulkley-Nechako Board of Directors passed the following motion:

1. “That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer’s March 12, 2017 memo titled “License of Occupation #0181968 – Ft. St. James Rest Area.”
2. That the Regional Board of Directors discontinue the License of Occupation; and further,
3. That the Regional Board of Directors approve the site clean-up and the associated costs if required by the Province.”

The costs of reclaiming the site to the Province’s standards has been estimated at \$6,000 to \$8,000. Director Greenaway has indicated that he is supportive of utilizing Electoral Area “C” Grant in Aid funds for this purpose.

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

**“That up to \$10,000 from Electoral Area “C” (Fort St. James Rural) grant in aid monies be utilized for the reclamation of the Fort St. James rest area.”**



# Regional District of Bulkley-Nechako Memo – Board Agenda August 17, 2017

**To:** Chair Miller and the Board of Directors  
**From:** Roxanne Shepherd, Chief Financial Officer  
**Date:** August 8, 2017  
**Re:** Proposed new RDBN Service – Braeside Community Hall

---

Following a request by the Braeside Community Hall Recreation Commission (BCRC), Director Petersen has requested that an RDBN service be established using an Alternative Approval Process to obtain public approval.

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| ●Participating Area                   | Area F (a portion)              |
| ●Basis of Taxation                    | Improvements Only               |
| ●Apportionment among the Participants | Converted Value of Improvements |
| ●Tax Limit                            | \$5,000                         |

Based on 2017 property assessments, the tax limit of \$5,000 results in a residential property tax rate of \$0.3025 per \$1,000 (\$30.25 on a \$100,000 property).

The Board is being requested to give three readings to Braeside Community Hall Service Establishment Bylaw No. 1808, 2017 further in the agenda.

I would be pleased to answer any questions.

*R Shepherd*

Recommendation: (all/directors/majority)  
 That the Board of Directors:  
 Receive the memorandum from the Chief Financial Officer, dated August 8, 2017 regarding the 'Proposed new RDBN Service – Braeside Community Hall'.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

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

**FROM: Cheryl Anderson  
Manager of Administrative Services**

**DATE: August 1, 2017**

**SUBJECT: Braeside Community Hall Service Establishment – Alternative Approval Process**

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“Braeside Community Hall Service Establishment Bylaw No. 1808, 2017” is included further on in the agenda for consideration of first, second, and third reading.

Once the bylaw has been given 3 readings and consent has been obtained on behalf of Director Petersen, the bylaw will be forwarded to the Inspector of Municipalities for approval. Upon notification of Statutory Approval, staff may proceed with the **Alternative Approval Process** to determine public support for the adoption of the bylaw.

The Alternative Approval Process allows eligible voters to register their opposition to the establishment of a service. If the number of elector responses is less than 10% of the number of eligible electors within the proposed service area, the bylaw may then be adopted.

For the Alternative Approval Process, under Section 86 of the *Community Charter*, the following steps are required:

1. Establish the deadline for receiving elector responses;
2. Establish elector response forms;
3. Make a fair determination of the total number of electors of the area to which the approval process applies;
4. Set the deadline for submission of Elector Response Forms (at least 30 days after the 2<sup>nd</sup> notice in the local newspaper);
5. Advertise the Alternative Approval Process for two (2) consecutive weeks in the local newspaper;
6. Following the submission deadline, review and tabulate the number of submissions;
7. If less than 10% of eligible electors submit Elector Response Forms, the Board may adopt the bylaw.

### Determination of Number of Eligible Electors

In instances where an entire electoral area has been involved, statistics for BC Stats were used to determine the number of eligible electors. In this case, the AAP only pertains to a portion of the electoral area. There is not any statistical data that corresponds to the area in question.

The following steps were taken to determine the number of eligible voters within the proposed service area boundary:

1. Obtained a listing of the properties (legal descriptions and house numbers) within the proposed service area including the property owners' mailing addresses and determined how many properties are within the proposed service area.
2. Removed commercial, industrial, utility, Crown, etc. properties from the list.
3. Assumed properties with non-BC addresses to have renters. Counted 2 resident electors. Owners living outside of B.C. are not eligible to vote as eligible electors must have lived in B.C. for six months prior to voting.
4. Separated the remaining list into those properties with house numbers (assume occupied) and those properties without house numbers (assume vacant land).
5. Removed property owners that existed on both lists as they would automatically be eligible to vote as a resident elector, and electors may only vote once, regardless of the number of properties owned.
6. Counted properties without house numbers as non-resident property electors (1 per property). Make sure that there are no non-BC mailing addresses included.
7. Separated the properties with house numbers into two categories – those with local mailing addresses and those with addresses outside the local area (but within BC).
8. Counted those properties with house numbers and local addresses as 2 resident electors per property (assume 2 adults per household).
9. Counted the properties with house number but BC non-local addresses as 1 non-resident property elector (1 per property) and 2 resident electors (assume that the house is rented and 2 adults live in the rental).
10. Determined numbers.
11. Compared the final number with the census for the entire electoral area from latest Census (removing those under 18 years of age) to make sure that the result is reasonable.

Resident Electors	214
Non-Resident Property Electors	10
<b>Total Number of Eligible Voters</b>	<b>224</b>
<b>10% of Eligible Voters</b>	<b>23</b>

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**Recommendation:**

**(All/Directors/Majority)**

**“That the alternative approval process be used to determine approval of the electors for “Braeside Community Hall Service Establishment Bylaw No. 1808, 2017”;**

**Further, that for the purpose of obtaining approval for the “Braeside Community Hall Service Establishment Bylaw No. 1808, 2017” using the alternative approval process, 23 be used as the fair determination of 10% of the total number of eligible electors within the Braeside Community Hall Service Establishment area;**

**Further, that the deadline for receiving elector responses for Bylaw No. 1808 be Monday, October 30, 2017;**

**And further, that the attached Elector Response Form be approved as the Elector Response Form for Bylaw No. 1808.”**



bb

# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## ALTERNATIVE APPROVAL PROCESS

### ELECTOR RESPONSE FORM

**Braeside Community Hall Service Establishment Bylaw No. 1808, 2017**

Electoral Area "F" (Vanderhoof Rural)

As an elector in Electoral Area "F" (Vanderhoof Rural) of the Regional District of Bulkley-Nechako, I am **OPPOSED** to the adoption of "Braeside Community Hall Service Establishment Bylaw No. 1808, 2017" which establishes a service within a portion of Electoral Area "F" (Vanderhoof Rural) for the purpose of providing a financial contribution to Braeside Community Recreation Commission for the Braeside Community Hall.

#### I CERTIFY THAT I MEET THE FOLLOWING REQUIREMENTS:

- 18 years of age or older;
- Canadian citizen;
- resident of BC for at least 6 months immediately before signing this Elector Response Form;
- resident of OR registered owner of real property in the defined portion of Electoral Area "F" of the Regional District of Bulkley-Nechako for at least 30 days immediately prior to signing this Elector Response Form; and
- not otherwise disqualified by law from voting.

FULL NAME OF ELECTOR:

\_\_\_\_\_ (Please Print Full Name)

ELECTOR'S RESIDENTIAL ADDRESS:

\_\_\_\_\_ (State Full Civic Address)

SIGNATURE OF ELECTOR:

\_\_\_\_\_

DATE:

\_\_\_\_\_

#### To be completed by Non-Resident Property Electors Only

I am entitled to register as a non-resident property elector as an owner of the property located at the following address:

\_\_\_\_\_

- ❖ A person must not sign more than one elector response form in relation to the same Alternative Approval Process.
- ❖ A person may only submit one elector response form, regardless of the number of properties owned.

**\*\*THIS FORM IS TO BE COMPLETED ONLY IF YOU ARE OPPOSED TO THE PROPOSED SERVICE\*\***

Unless Alternative Approval Electoral Response Forms petitioning against the adoption of this bylaw have been received from 10% (23) of the eligible electors within the defined portion of Electoral Area "F" (Vanderhoof Rural) of the Regional District of Bulkley-Nechako, Bylaw No. 1808 will be deemed to have received approval of the electors.

**COMPLETED ELECTOR RESPONSE FORMS WILL BE RECEIVED UNTIL 4:30 PM, MONDAY, OCTOBER 30, 2017** at the following address:

Regional District of Bulkley-Nechako  
Box 820  
37, 3<sup>rd</sup> Avenue  
BURNS LAKE, BC V0J 1E0

- Postmarks **WILL NOT** be accepted as the date of submission
- ORIGINAL SIGNATURES ARE REQUIRED, therefore the Elector Response Forms may not be returned by fax or email.

<b>INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS</b>
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**Resident Electors:**

- age 18 or older;
- a Canadian citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a resident of the defined portion of Electoral Area "F" (Vanderhoof Rural) for at least 30 days before signing this Elector Response Form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

**Non-resident property electors:**

- not entitled to register as a resident elector in Electoral Area "F" (Vanderhoof Rural);
- age 18 or older;
- a Canadian Citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a registered owner of real property in the defined portion of Electoral Area "F" (Vanderhoof Rural) for at least 30 days before signing this Elector Response Form;
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

**\*\*If there is more than one registered owner of the property, only one of those individuals, with the written consent of the majority of the owners, may register as a non-resident property elector in relation to one parcel of real property in a jurisdiction. (Consent form is attached)**

**\*\*Properties registered in company/corporation names do not qualify under the *Local Government Act* to vote.**

Copies of this form may be utilized, provided that only Elector Response Forms with original signatures are submitted. Forms may also be obtained by contacting the Regional District of Bulkley-Nechako at 1-800-320-3339 or at [www.rdbn.bc.ca](http://www.rdbn.bc.ca) .

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## Regional District of Bulkley-Nechako Memo – Board Agenda August 17, 2017

**To:** Chair Miller and the Board of Directors  
**From:** Roxanne Shepherd, Chief Financial Officer  
**Date:** August 1, 2017  
**Re:** Chinook Comfor Ltd. Partnership Revenue Pooling Agreement and  
Chinook Community Foundation Constitution and Bylaws

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At the January 26, 2017 Board meeting, the Board approved the attached Chinook Comfor Limited Partnership Revenue Pooling agreement.

Section 4.1(b) of the approved agreement requires that Chinook Community Foundation be registered by June 15, 2017, or within 90 days of the Commencement Date, whichever is later. As the Constitution and Bylaws are just now being presented for approval, it is requested that the date in this section be changed to March 15, 2018.

The Chinook Community Foundation Constitution and Bylaws are also attached. This Foundation is being formed as a result of the Revenue Pooling agreement between the Village of Burns Lake and the Regional District to distribute the funds received from Chinook Comfor. The bylaws are based on the Terms of Reference (TOR) included in the Revenue Pooling Agreement. The Foundation will comprise of six members including 2 members from Area B, two members from Area E and two members from the Village of Burns Lake. Each member will serve a maximum four year term.

After approval of the Chinook Community Foundation Constitution and Bylaws, the Foundation will be registered as a Society. The Board will also be asked to appoint two members from each Area B and E.

I would be pleased to answer any questions.

*R Shepherd*

Recommendation: (all/directors/majority)  
That the Board of Directors:

Receive the memorandum from the Chief Financial Officer, dated August 1, 2017 regarding the 'Chinook Comfor Ltd. Partnership Revenue Pooling Agreement and Chinook Community Foundation Constitution and Bylaws', and;



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August 1, 2017

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Chinook Comfor Ltd. Partnership Revenue Pooling Agreement and Chinook Community Foundation Constitution and Bylaws

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Resolve that 'The Revenue Pooling Agreement be amended by hand in Section 4.1(b) to cross out June 15, 2017 and add in March 15, 2018, with initials next to the change', and;

Resolve that 'The Board approve the Chinook Community Foundation Constitution and Bylaws'

**REVENUE POOLING AGREEMENT**  
**(CHINOOK COMFOR LIMITED PARTNERSHIP REVENUE POOLING)**

**THIS AGREEMENT** dated for reference the 27th day of January, 2017

**BETWEEN:**

**THE REGIONAL DISTRICT OF BULKLEY-NECHAKO**, a municipal corporation under the *Community Charter* and *Local Government Act* having its regional district office and postal address at 37 3rd Avenue, PO Box 820 Burns Lake, British Columbia V0J 1E0

(the “**RDBN**”)

**AND:**

**THE VILLAGE OF BURNS LAKE**, a municipal corporation under the *Community Charter* and *Local Government Act* having its municipal office and postal address at PO Box 570; #15 3rd Ave., Burns Lake, BC V0J 1E0

(the “**Village**”)

(collectively, the “**parties**”)

**RECITALS**

- A. The purposes of a municipality under Section 7 of the *Community Charter*, and the purposes of a regional district under Section 185 of the *Local Government Act* include providing for services and other matters for community benefit and fostering the economic, social and environmental well-being of their communities.
- B. Pursuant to Section 8 of the *Community Charter*, the Village has natural person powers and may enter into this Agreement, and may provide any service that the council considers necessary or desirable, and may do this directly or through another public authority or another person or organization.
- C. Pursuant to Section 263 of the *Local Government Act*, the RDBN has corporate powers and may enter into an Agreement with the Village respecting the undertaking, provision and operation of activities, works and services.
- D. The Village and the RDBN are parties to a community forest licence issued by the Ministry of Forests also involving Wet’suwet’en First Nation, Nee Tahi Buhn First Nation, Skim Tyee First Nation, Cheslatta Carrier First Nation, Lake Babine First Nation and Burns Lake Band (the “**First Nations**”).
- E. The First Nations, the Village and the RDBN have agreed to manage the community forest licence through a limited partnership known as Chinook Comfor Limited Partnership (the “**Partnership**”), in which the First Nations, the Village and the RDBN will all be limited partners, governed by a limited partnership agreement (the “**Limited Partnership Agreement**”).

- F. The Limited Partnership Agreement provides that the limited partners of the Partnership are entitled to certain allocations of the net income of the Partnership (the “Revenue”).
- G. The Village and the RDBN wish to contractually agree to pool their respective shares of the Revenue in order to provide certain services and benefits to those communities comprising the residents of the Village and of Electoral Areas B and E of the RDBN.
- H. The Village and the RDBN wish to incorporate a society to be known as the Chinook Community Foundation whose main purpose will be to direct how the pooled funds of the Village and the RDBN will be invested and how the income therefrom will be distributed in the community.
- I. The Council for the Village of Burns Lake has authorized the execution of this Agreement on behalf of the Village of Burns Lake by a Council Resolution duly passed at a meeting of the Council held on the 25th day of January, 2017, a copy of which is attached hereto in Schedule A.
- J. The Board of the RDBN has authorized the execution of this Agreement on behalf of the RDBN by a Board Resolution duly passed at a board meeting of the RDBN held on the 26th day of January, 2017, a copy of which is attached hereto in Schedule B.

For the reasons recited above, and in consideration of the parties’ agreement to allocate their share of the Revenue on a 60% share to RDBN and 40% share to the Village and the mutual covenants contained in this Agreement, the parties agree as follows:

**1. INTERPRETATION**

**1.1 Definitions**

In this Agreement unless something in the subject matter or context is inconsistent therewith, the capitalized terms herein will have the meanings set out below:

- (a) “**Beneficiary**” means such person or persons identified as a beneficiary by the Chinook Community Foundation;
- (b) “**Business Day**” means a day other than a Saturday, Sunday or statutory holiday in the Province of British Columbia;
- (c) “**Chinook Community Foundation Terms of Reference**” means the terms of reference for the establishment and operation of the Chinook Community Foundation as attached as Schedule C to this Agreement;
- (d) “**Commencement Date**” means the date that the Partnership is registered in British Columbia;
- (e) “**Chinook Community Foundation**” or “**CCF Foundation**” means the society jointly established by the Village and the RDBN under Section 4.1 of this Agreement;
- (f) “**Chinook Comfor Fund**” means a fund established, held and managed by the Prince George Community Foundation pursuant to an agreement dated \_\_\_\_\_ between the Chinook Community Foundation and the Prince George Community Foundation;
- (g) “**Limited Partnership Agreement**” has the meaning given in Recital E of this Agreement;

- (h) **“Partnership”** has the meaning given in Recital E of this Agreement;
- (i) **“Person”** includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law;
- (j) **“RDBN Revenue”** means that portion of the Revenue allocated and paid to the RDBN from time to time, pursuant to the Limited Partnership Agreement, less:
  - (i) any income tax or other taxes payable by the RDBN on Revenue received by the RDBN; and
  - (ii) start up costs for the Chinook Community Foundation incurred by the RDBN;
- (k) **“Revenue”** has the meaning given in Recital F of this Agreement;
- (l) **“Start Up Costs”** means the costs, including legal costs, of creating and registering the Chinook Comfor Limited Partnership, Chinook Comfor Limited and Constitution and Bylaws of the Chinook Community Foundation and associated agreements and includes all non-legal costs associated with the creation of the CCF such as advertising;
- (m) **“Term”** has the meaning given in Section 2.1 of this Agreement; and
- (n) **“Village Revenue”** means that portion of the Revenue allocated and paid to the Village from time to time, pursuant to the Limited Partnership Agreement, less:
  - (i) any income tax or other taxes payable by the Village on Revenue received by the Village; and
  - (ii) start up costs for the Chinook Community Foundation incurred by the Village.

## 1.2 Headings

The division of this Agreement into sections and the insertion of the recitals and headings are for convenience of reference only and shall not affect the construction or interpretation of the Agreement.

## 1.3 Currency

All transactions referred to in this Agreement will be made in the lawful currency of Canada.

## 1.4 Singular, plural, gender and person

Wherever in this Agreement the context so requires the singular number shall include the plural number and vice versa and words importing gender shall be deemed to include all genders.

## 1.5 Use of the Word “Including”

The word **“including”** when following any general term or statement will not be construed as limiting the general term or statement to the specific matter immediately following the word “including” or to similar matters, and the general term or statement will be construed as referring to all matters that reasonably could fall within the broadest possible scope of the general term or statement.

## 1.6 Statutes

Each reference to a statute is deemed to be reference to that statute and to the regulations made under that statute as amended or re-enacted from time to time.

## 1.7 Schedules

The following schedules are incorporated into and form a part of this Agreement:

- Schedule A - Village Council Resolution
- Schedule B - RDBN Board Resolution
- Schedule C - CCF Terms of Reference

## 1.8 Time of day

Unless otherwise specified, references to time of day or date mean the local time or date in Burns Lake, British Columbia.

## 2. TERM OF AGREEMENT

### Term

The term of this Agreement (the "Term") will commence on the Commencement Date and continue until the 25<sup>th</sup> anniversary of the Commencement Date, subject to earlier termination in accordance with the terms of this Agreement.

## 3. REVENUE POOLING

### 3.1 Village Revenue

The Village agrees that it will deposit all Village Revenue to the Chinook Community Foundation within 90 days of each time it receives monies from the Partnership, and will make no other use of the Village Revenue during the Term of this Agreement.

### 3.2 RDBN Revenue

The RDBN agrees that it will deposit all RDBN Revenue to the Chinook Community Foundation within 90 days of each time it receives monies from the Partnership, and will make no other use of the RDBN Revenue during the Term of this Agreement.

3.3 The parties agree that the Start Up Costs associated with the Chinook Community Foundation may be paid by either party, provided that whichever party pays them that party is entitled to deduct them from its Revenue.

3.4 The parties agree that a party who is asked by the other party must provide receipts or other documents that show the Start Up Costs that are deducted from the Revenue by that party provided that a party is not obligated to provide records that are subject to solicitor-client privilege or otherwise non-disclosable by operation of law or under contract.

## 4. FOUNDATION

### 4.1 Establishment

The Village and the RDBN agree:

- (a) to form a society under the name of "Chinook Community Foundation" in accordance with this Agreement and the *Society Act*;
- (b) subject to each party reviewing and being satisfied with the constating documents of the Chinook Community Foundation, which shall include but may not be limited to the

constitution and bylaws of the Chinook Community Foundation, promptly execute and deliver all documents that may be necessary or desirable to give effect to the formation of the Chinook Community Foundation under any and all applicable laws and submit such documents for registration by June 15, 2017, or within 90 days of the Commencement Date, whichever is later.

- 4.2 The Chinook Community Foundation will have the mandate, functions, powers, membership, and tenure described in the terms of the Chinook Community Foundation Terms of Reference, including the purpose of paying to the Prince George Community Foundation any Village Revenue or RDBN Revenue it receives for the Prince George Community Foundation to invest as capital with the intent that the Prince George Community Foundation will disburse the income earned on the capital invested either directly to charities and other organizations that benefit the community in Electoral Areas B and E of the RDBN and the Village, or to the Chinook Community Foundation, through the RDBN or the Village, for disbursement.

## **5. TERMINATION**

- 5.1 This Agreement may be terminated at any time during the Term as may be mutually agreed upon with 30 days' notice in writing by each of the parties.

## **6. THIRD PARTY**

- 6.1 If the Prince George Community Foundation is cancelled, wound up or dissolved, or if the Chinook Community Foundation's agreement with the Prince George Community Foundation ends, the parties mutually agree to invest the Chinook Comfor Fund and the Village Revenue and RDBN Revenue for the remainder of the Term in a charitable society or foundation with similar purposes to the Prince George Community Foundation for disbursement to other charities and other organizations that benefit the community in Electoral Areas B and E of the RDBN and the Village.
- 6.2 If the Chinook Community Foundation is cancelled, wound up or dissolved, the parties mutually agree to invest the Village Revenue and RDBN Revenue for the remainder of the Term in the Prince George Community Foundation (or other organization selected pursuant to Section 6.1) for the purposes of disbursing the income earned on the monies in the fund to other charities to benefit the community in Electoral Areas B and E of the RDBN and the Village.
- 6.3 The parties agree that the capital of the Chinook Comfor Fund is to remain invested indefinitely as a legacy fund, with the intention that the capital of the fund shall be preserved while making the income generated therefrom available for distribution in accordance with the terms of this Agreement.

## **7. DEFAULT**

- 7.1 Should a party fail to perform any of its obligations under this Agreement (the "defaulting party") and such failure continues beyond 30 days from delivery of written notice by the non-defaulting party specifying the failure and requiring remedy thereof, the defaulting party must pay liquidated damages, as set out below, forthwith and without further notice to the defaulting party.
- 7.2 If the Village defaults under section 7.1, it must pay to the Chinook Community Foundation as liquidated damages the amount resulting from multiplying \$50,000 by the number of calendar years remaining in the Term, with a pro-rata adjustment for any partial years, and this Agreement will be terminated upon the payment of the liquidated damages.
- 7.3 If the RDBN defaults under section 7.1, it must pay to the Chinook Community Foundation as liquidated damages the amount resulting from multiplying \$75,000 by the number of years

remaining in the Term, with a pro-rata adjustment for any partial years, and this Agreement will be terminated upon the payment of the liquidated damages.

- 7.4 If the Chinook Community Foundation has been cancelled, wound up or dissolved, the monies payable under section 7.2 or 7.3 shall be paid to the Chinook Comfor Fund held by the Prince George Community Foundation, and if both the Chinook Community Foundation and the Prince George Community Foundation have been cancelled, wound up or dissolved, the monies payable under section 7.2 will be paid to RDBN and the monies payable under section 7.3 will be paid to the Village.

## **8. FORCE MAJEURE**

### **8.1 Suspension**

Subject to the other provisions of this Article 8, if either party is unable or fails by reason of Force Majeure to perform in whole or in part any of its obligations or covenants set forth in this Agreement, such inability or failure will be deemed not to be a breach of such obligation or covenant and the obligations of such party under this Agreement will be suspended to the extent necessary during the continuation of any inability or failure so caused by such Force Majeure.

### **8.2 Definition of Force Majeure**

For purposes of this Agreement, "Force Majeure" means any event or occurrence not within the control of the party claiming Force Majeure, and which by the exercise of reasonable diligence such party is unable to prevent or overcome, including any acts of nature such as fires, explosions, lightning, earthquakes, storms, washouts, landslides, avalanches, epidemics and floods; strikes, lockouts or other industrial disturbances; acts of the Queen's or public enemies, sabotage, wars, blockades, insurrections, and riots or civil disturbances.

### **8.3 Exceptions**

Neither party will be entitled to the benefit of Section 8.1 under any of the following circumstances:

- (a) to the extent that the inability or failure was caused by the negligence or contributory negligence of the party claiming Force Majeure;
- (b) to the extent that the inability or failure was caused by the party claiming Force Majeure having failed to diligently attempt to remedy the condition and/or to resume the performance of such covenants and obligations with reasonable dispatch; or
- (c) if the inability or failure was caused by lack of funds.

### **8.4 Notice of Force Majeure**

As soon as possible after the happening of an occurrence in the nature of Force Majeure or as soon as possible after determining that an occurrence was in the nature of Force Majeure, a party claiming Force Majeure will make reasonable commercial efforts to give to the other party notice to the effect that the claiming party is unable by reason of Force Majeure (the nature whereof will be therein specified) to perform particular covenants or obligations.

### **8.5 Resumption of Obligations**

As soon as possible after the Force Majeure condition is remedied or discontinued, the party claiming Force Majeure will give notice to the other party of such remedy, and that such party has resumed, or is then in a

position to resume, the performance of its suspended covenants and obligations hereunder either in whole or in part.

#### **8.6 Settlement of Labour Disputes**

Notwithstanding any of the provisions of this Article 8, but subject to Section 8.3, the settlement of labour disputes or industrial disturbances in which a party is involved is entirely within the discretion of that party, which party may make settlement of it at the time and on terms and conditions as it may deem to be advisable and no delay in making settlement will deprive the party of the benefit of Section 8.1.

#### **9. LIMITATION OF LIABILITY**

9.1 The parties agree that notwithstanding anything else herein or any duty, principle, term or rule of law to the contrary, whether express or implied, neither the Village or the RDBN shall be liable to each other for any loss or damage of any nature whatsoever flowing from early termination of this Agreement, including without limitation any special, incidental, direct, indirect or consequential damages arising out of such early termination nor shall the Village or the RDBN be under any further obligation to each other.

#### **10. NOTICES**

10.1 Any notice, request, demand and other communication required or permitted to be given under this Agreement shall be in writing and will be sufficiently given if it is delivered by hand, facsimile transmission, e-mail or prepaid registered mail (return receipt requested) as follows:

(a) If to the **RDBN**:

Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 820  
Burns Lake, British Columbia V0J 1E0

Attention: Chief Financial Officer

Fax: 1.250.692.3305

E-mail: roxanne.shepherd@rdbn.bc.ca

(b) If to the **Village**:

Village of Burns Lake  
#15 3rd Ave., Burns Lake, BC V0J 1E0  
Attention: Chief Administrative Officer

Fax: 1.250.692.3059

E-mail: sworthing@burnslake.ca

or at such other address as the party to whom the notice is sent may specify by notice given in accordance with the provisions of this section. Any such notice, request, demand or other communication given as aforesaid will be deemed to have been given, in the case of delivery by hand, when delivered, in the case of facsimile transmission or e-mail, when a legible facsimile or e-mail is received by the recipient if received before 5:00 p.m. on a day other than a Business day, or on the next Business Day if such facsimile or e-mail is received on a day which is not a Business Day or after 5:00 p.m. on a Business Day, and in the case

of delivery by prepaid registered mail, as aforesaid, on the date received. In the event of discontinuance of postal service due to strike, lockout, labour disturbance or otherwise, notice, demands, requests and other communications shall be delivered by hand or facsimile transmission or e-mail.

## **11. ASSIGNMENT**

### **11.1 Generally**

Subject to section 11.2, this Agreement shall not be assignable by any party in whole or in part without the mutual written consent of the other parties. Any purported assignment without such required consent is not binding or enforceable.

### **11.2 Assignment under Limited Partnership Agreement**

If either the Village or the RDBN (a "Transferring Party") transfers all or some of their respective Units (as defined in the Limited Partnership Agreement) in the Partnership to an Associate (as defined in the Limited Partnership Agreement) or to any other Person (either of which shall be the "Transferee"), the Transferring Party will:

- (a) if all its Units are transferred, wholly assign this Agreement to the Transferee; or
- (b) if only some of its Units are transferred to the Transferee, partially assign this Agreement to the Transferee,

and any such whole or partial assignment to a Transferee shall be deemed to have the consent of all the parties.

## **12. GENERAL**

### **12.1 Time of Essence**

Time shall be of the essence of this Agreement.

### **12.2 Relationship**

No provision of this Agreement shall be construed to create a partnership, joint venture, or agency relationship between the RDBN and the Village.

### **12.3 Enurement**

This Agreement enures to the benefit of and binds the parties and their respective successors and permitted assigns.

### **12.4 Written Waivers**

Any waivers must be in writing and signed by the party granting the indulgence, and then such waiver shall only be effective in a specific instance and for the specific purpose for which it is given.

### **12.5 Further Assurances**

Each party will execute and deliver promptly all further documents and take all further action reasonably necessary or appropriate to give effect to the provisions of this Agreement.

### **12.6 Remedies Cumulative**

The rights and remedies under the Agreement are cumulative and are not in addition to and not in substitution for any other rights and remedies available at law or in equity or otherwise. No single or partial

exercise by a party of any right or remedy precludes or otherwise affects the exercise of any other right or remedy to which that party may be entitled.

#### **12.7 Counterparts**

This Agreement and all documents contemplated by or delivered under or in connection with this Agreement may be executed and delivered in any number of counterparts with the same effect as if all parties had all signed and delivered the same document and all counterparts will be construed together to be an original and will constitute one and the same agreement.

#### **12.8 Delivery by Fax or Electronically**

Any party may deliver an executed copy of this Agreement by fax or by electronic mail in PDF format but that party will immediately dispatch by delivery in person to the other parties an originally executed copy of this Agreement.

#### **12.9 Amendment**

This Agreement may not be amended except by a written instrument signed by all the parties.

#### **12.10 Entire Agreement**

This Agreement and all documents contemplated by or delivered under or in connection with this Agreement constitute the entire agreement between the parties and supersede all prior agreements, negotiations, discussions, undertakings, representations, warranties and understandings whether written or oral, express or implied, or otherwise.

#### **12.11 Governing Law**

This Agreement and any dispute arising out of or in connection with this Agreement shall be governed exclusively by and shall be enforced, construed and interpreted exclusively in accordance with the laws of British Columbia and the laws of Canada applicable in British Columbia which will be deemed to be the proper law of this Agreement.

#### **12.12 Attornment**

The parties agree to submit to and hereby attorn to the exclusive jurisdiction of the courts of the Province of British Columbia for any action arising out of or in connection with this Agreement.

#### **12.13 Paramountcy**

The provisions set forth in any other agreement between the parties will not merge with this Agreement but shall survive the execution and delivery of this Agreement except that, if such provisions are inconsistent with the provisions hereof, this Agreement shall govern.

#### **12.14 Independent Legal Advice**

Each party hereby confirms it has had an opportunity to obtain independent legal advice in entering into this Agreement.

#### **12.15 Severability**

Each provision of this Agreement is intended to be severable and if any provision is determined by a court of competent jurisdiction to be illegal or invalid or unenforceable for any reason whatsoever such provision shall be severed from this Agreement and will not affect the legality, validity or enforceability of the remainder of or any other provision of this Agreement.

**12.16 Dispute Resolution**

If there is any dispute regarding the interpretation, performance or an alleged breach of this Agreement, any party may give written notice of dispute, including a request for meeting, to the other parties and the parties will meet within 3 Business Days after the notice of dispute is given and will attempt in good faith, and using reasonable efforts, to resolve the matter amicably to the satisfaction of all parties. If the parties cannot resolve the dispute within 7 Business Days after they first meet, or if the parties fail to meet within 7 Business Days after the notice of dispute is given, then with the consent of all parties the matter may be referred to a mutually appointed single arbitrator for final determination, and if all parties do not so consent within 14 Business Days after the notice of dispute is given, then any party may commence litigation to have the dispute settled.

**12.17 Non-derogation**

The parties acknowledge and agree that nothing contained or implied in this Agreement will be construed as limiting or prejudicing the rights and powers of any of the parties in the exercise of their functions pursuant to the *Local Government Act*, the *Community Charter*, or any other right or power under any public or private statutes, bylaws, orders or regulations, as the case may be, all of which may be fully exercised as if this Agreement had not been entered into.

**IN WITNESS WHEREOF** this Agreement has been executed and delivered by the parties as of the day and year first above written.

<p><b>REGIONAL DISTRICT OF BULKLEY-NECHAKO</b></p> <p>Per:</p> <hr/>	<p><b>VILLAGE OF BURNS LAKE</b></p> <p>Per:</p> <hr/>
<p><b>Chairperson</b></p> <p>Per:</p> <hr/>	<p><b>Mayor</b></p> <p>Per:</p> <hr/>
<p><b>Corporate Officer</b></p>	<p><b>Corporate Officer</b></p>

**SCHEDULE A**

**VILLAGE OF BURNS LAKE COUNCIL RESOLUTION**

**2016-10-27: 234**

**THAT COUNCIL FOR THE VILLAGE OF BURNS LAKE APPROVE THE VILLAGE OF BURNS LAKE AND REGIONAL DISTRICT OF BULKLEY NECHAKO PARTNERING AGREEMENT FOR CHINOOK COMFOR LTD PARTNERSHIP REVENUE SHARING;**

**AND THAT COUNCIL FOR THE VILLAGE OF BURNS LAKE APPROVE THE CHINOOK COMFOR COMMUNITY FOUNDATION SOCIETY TERMS OF REFERENCE;**

**AND THAT STAFF BE DIRECTED TO BEGIN THE PROCESS OF SETTING UP THE CHINOOK COMFOR COMMUNITY FOUNDATION SOCIETY.**

**SCHEDULE B****REGIONAL DISTRICT OF BULKLEY-NECHAKO BOARD RESOLUTION**

**THAT THE REGIONAL DISTRICT OF BULKLEY NECHAKO APPROVE THE VILLAGE OF BURNS LAKE AND REGIONAL DISTRICT OF BULKLEY NECHAKO PARTNERING AGREEMENT FOR CHINOOK COMFOR LTD. PARTNERSHIP REVENUE SHARING;**

**AND THAT THE REGIONAL DISTRICT OF BULKLEY NECHAKO APPROVE THE CHINOOK COMFOR COMMUNITY FOUNDATION SOCIETY TERMS OF REFERENCE;**

**AND THAT STAFF BE DIRECTED TO BEGIN THE PROCESS OF SETTING UP THE CHINOOK COMFOR COMMUNITY FOUNDATION SOCIETY.**

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**SCHEDULE C**  
**CCF TERMS OF REFERENCE**

## Chinook Comfor Community Foundation Society

### Terms of Reference

#### Mandate

The Chinook Comfor Community Foundation Society is a committee of dedicated community members whose purpose is to distribute the funds received from Chinook Comfor by the Village of Burns Lake and the Regional District of Bulkley Nechako

These funds are to be distributed according to the best interest of the community, and according to the guidelines set out in the granting criteria below.

#### Functions

Within their mandate, the Foundation is to:

- Meet annually and facilitate the receipt of applications for funding to deserving functions within the community;
- Make recommendation to the Prince George Community Foundation on how to distribute the funds;
- Carry out any promotional activity and communications associated with the funding process;
- Handle all administrative duties associated with the Society;
- Submit a written request for approval to the Regional District Area B and E Directors and Council for the Village of Burns Lake if changes to the Terms of Reference are required.

#### Scope and Jurisdiction

- The authority of this group shall not extend beyond the funding allotted for disbursement as determined by the Chinook Comfor Limited Partnership Revenue Sharing Agreement. Unless otherwise determined by the local governments, no other funding shall be disbursed by the foundation.
- Funding available for disbursement will be based on "income only", spending only the money earned on capital.

#### Membership and Tenure

The Foundation shall be composed of a Chair and an alternate Chair who will be selected by the Foundation at the first meeting of the Foundation.

The six (6) members of the Foundation, to be appointed by Council and the Regional District Directors of Area B and E, shall include the following:

- Two (2) members from the Village of Burns lake;
- Two (2) members from the Regional District of Bulkley Nechako Area B
- Two (2) members from the Regional District of Bulkley Nechako Area E

Foundation members shall be appointed by their local government and may not consist of elected officials or local government staff. Directors shall hold their appointment:

- Until the expiration of a term of a maximum term of four (4) years; or
- Until a letter of resignation from the Director is received, or
- Until an alternate appointment is made by the local government,

whichever occurs first. The Village and the Regional District will appoint a replacement member within 30 Business Days of rescinding an appointment, and during those 30 days the Foundation is not allowed to vote on any matter. After the 30 day period, business will carry on as usual even if a replacement is not appointed.

## Meetings

Meetings are to be held annually once profit distribution funds are received, and shall be called by the Chair. All subsequent meetings required for funding distribution will be at the discretion of the committee.

A quorum of three (3) committee members must be present for any meeting to proceed. This quorum must consist of at least one representative from Area B, Area E, and the Village of Burns Lake.

## Granting Criteria

Community organizations are eligible to apply for grant funding. Grants are not made to individuals or businesses. Organizations must demonstrate effective management and fiscal responsibility. Only organizations that operate within Burns Lake or RDBN Electoral Area B or E are eligible for funding. To be eligible funding must be used for services available to the entire community.

Funding Restrictions: Projects CANNOT be considered eligible if:
• Funds requested are an organization's usual operational or core expenses
• Funds are for any expenses which predate the current grant cycle
• Funds are used to cover deficits, retire debts, or mortgage payments
• Funds are to provide for or establish endowments
• Funds are used for sectarian, religious, or political purposes
• The organization shows a dependency on future funding from the foundation
• Funding for a national charity

**SOCIETIES ACT**  
**CONSTITUTION**

1. The name of the Society is: **CHINOOK COMMUNITY FOUNDATION** (the "Society");
2. The purposes of the Society are:
  - (a) to provide grants for charitable purposes as may contribute to the benefit and well-being of the residents of the Village of Burns Lake and Electoral Areas B and E of the Regional District of Bulkley-Nechako in the Province of British Columbia;
  - (b) to invite contributions and promote fund development through the receipt of bequests, trusts, funds and property ("Assets");
  - (c) to receive and remit to the Prince George Community Foundation funds received from the Village of Burns Lake and the Regional District of Bulkley Nechako derived from the Chinook Comfor Limited Partnership ("Chinook Revenue"), and to remit to the Prince George Community Foundation funds received by the Society as part of its Assets (collectively with the Chinook Revenue, the "Funds");
  - (d) to consider and approve requests for funding and to provide direction to the Prince George Community Foundation for disbursement of grants to be awarded from income derived from the Funds, to charitable organizations providing services primarily and exclusively within the boundaries of the Village of Burns Lake and Electoral Areas B and E of the Regional District of Bulkley-Nechako in the Province of British Columbia in accordance with the Chinook Community Foundation Terms of Reference.
  - (e) to ensure that the capital of the Funds is invested to preserve the capital and establish a legacy fund;
  - (f) to exercise all powers as are necessarily ancillary to the fulfilment of the purposes of the Society.

DATED: 2017/\_\_\_\_\_/\_\_\_\_\_

WITNESSES(ES)	APPLICANTS FOR INCORPORATION

DRAFT

**BYLAWS OF  
CHINOOK COMMUNITY FOUNDATION**  
(the "Society")

**PART 1 – INTERPRETATION**

- 1.1. In these Bylaws, unless the context otherwise requires:
- "Act"** means the *Societies Act* of British Columbia as amended from time to time;
- "Board of Directors"** means the directors of the Society;
- "Bylaws"** means these Bylaws as altered from time to time.
- 1.2. The definitions in the Act apply to these Bylaws.
- 1.3. If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.
- 1.4. The Society shall have perpetual succession and has the power to acquire by purchase, gifts, devise, bequest, trust agreement, contract or otherwise, real and personal property within and without the province, and may hold, sell, dispose of, exchange, mortgage, lease, let, improve, and develop any such property, and without restricting the generality of the foregoing, may acquire in any way or ways real and personal property for the purpose of funding the purposes of the Society and deal with any and all such property as is empowered by this Bylaw.
- 1.5. The directors may, in their sole and absolute discretion, refuse to accept any bequests, trusts, funds or property.
- 1.6. The geographic area served by the Chinook Community Foundation shall be within the municipal boundaries of the Village of Burns Lake and within the boundaries of Electoral Areas B and E of the Regional District of Bulkley-Nechako, both in the Province of British Columbia.

**PART 2 – MEMBERS**

**Membership**

- 2.1 The members of the Society shall be comprised of
- (a) the Village of Burns Lake;
  - (b) the Regional District of Bulkley-Nechako.

**Member Representatives**

- 2.2 For the purpose of a meeting of the members, each member shall be represented by an

individual who shall be appointed by that member (the "Member Representative") and the individual Member Representative may or may not be that member's director or councilor.

- 2.3 A Member Representative is entitled to speak and vote, and in all other respects exercise the rights of a member, and that Member Representative shall be reckoned as a member for all purposes with respect to a meeting of the Society.

#### **Duties of members**

- 2.4 Every member and every Member Representative must uphold the constitution of the Society and must comply with these Bylaws.

#### **Member Resignation**

- 2.5 A person shall cease to be a member of the Society
- (a) by delivering a resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society; or
  - (b) on death, or in the case of a corporation, on dissolution;
- 2.6 In the event that one or more members ceases to be a member under Bylaw 2.5, the Society shall dissolve and the assets, if any, shall be distributed in accordance with the terms of the agreement between the Society and the Prince George Community Foundation.
- 2.7 In the event that the Society is dissolved and the Prince George Community Foundation has been wound up, dissolved or otherwise ceased to operate, the assets of the Society shall be distributed to a similar society having similar purposes benefitting the local communities within the geographic area specified in Bylaw 1.6.

### **PART 3 – GENERAL MEETINGS OF MEMBERS**

#### **First Annual General Meeting**

- 3.1 The first Annual General Meeting of the Society shall be held not more than 6 months after the date of incorporation and after that an Annual General Meeting shall be held at least once in every calendar year.

#### **Time and place of general meeting**

- 3.2 A general meeting must be held at the time and place the Board of Directors, or the Members by unanimous written resolution, determine.

#### **Annual General Meeting deemed to be held**

- 3.3 An Annual General Meeting is deemed to have been held if:
- (a) the matters that must, under the *Societies Act* or the Bylaws, be dealt with at that meeting, including the presentation of the financial statements and auditor's report, if any, to the Members are dealt with in a resolution; and

- (b) all of the Members consent in writing to the resolution on or before the date by which the Annual General Meeting must be held.

### **Calling a general meeting**

- 3.4 The Board of Directors, may, at any time, call a general meeting.
- 3.5 The Board of Directors must, on receiving a written request signed by any of the members, call a general meeting.
- 3.6 Notice of a general meeting shall specify the place, day and hour of meeting and in case of business other than ordinary business, the general nature of that business.
- 3.7 At a general meeting, the following business is ordinary business:
  - (a) adoption of rules of order;
  - (b) consideration of any financial statements of the Society presented to the meeting;
  - (c) consideration of the reports, if any, of the directors or auditor;
  - (d) election or appointment of directors;
  - (e) appointment of an auditor, if any;
  - (f) business arising out of a report of the directors not requiring the passing of a special resolution.
- 3.8 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

### **Attendance at a general meeting**

- 3.9 A Member Representative may participate in a meeting of the Member Representatives by means of conference telephone or other communications facility by means of which all the Member Representatives participating in the meeting can communicate with each other. A Member Representative participating in a meeting in accordance with this Bylaw shall be deemed to be present at the meeting and shall be counted in the quorum therefore and be entitled to communicate, speak and vote at the meeting.

### **Notice of special business**

- 3.10 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

### **Chair of general meeting**

3.11 The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by the Board of Directors to preside as the chair;
- (b) if the Board of Directors has not appointed an individual to preside as the chair or the individual appointed by the Board of Directors is unable to preside as the chair,
  - (i) the president,
  - (ii) the vice-president, if the president is unable to preside as the chair, or
  - (iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

#### **Alternate chair of general meeting**

3.12 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the members who are present must elect an individual present at the meeting to preside as the chair.

#### **Quorum required**

3.13 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of members is present.

#### **Quorum for general meetings**

3.14 The quorum for the transaction of business at a general meeting is all of the members, represented by their respective Member Representative.

#### **Lack of quorum at commencement of meeting**

- 3.15 If, within 30 minutes from the time set for holding a general meeting, a quorum of members is not present,
- (a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
  - (b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the meeting shall be terminated and a new meeting scheduled.

#### **If quorum ceases to be present**

3.16 If, at any time during a general meeting, there ceases to be a quorum of members present,

business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **Adjournments by chair**

3.17 The chair of a general meeting may, or, if so directed by the members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

### **Notice of continuation of adjourned general meeting**

3.18 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

### **Order of business at general meeting**

3.19 The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum;
- (c) approve the agenda;
- (d) approve the minutes from the last general meeting;
- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting,
  - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
  - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
  - (iii) elect or appoint directors, and
  - (iv) appoint an auditor, if any;
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) terminate the meeting.

### **Methods of voting**

3.20 At a general meeting, voting must be by a show of hands, an oral vote or another method

that adequately discloses the intention of the members.

#### **Announcement of result**

- 3.21 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

#### **Proxy voting not permitted**

- 3.22 Voting by proxy is not permitted.

#### **Matters decided at general meeting by ordinary resolution**

- 3.23 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

#### **Resolutions at general meetings**

- 3.24 No resolution proposed at a general meeting need be seconded and the chair of a meeting may move or propose a resolution.
- 3.25 At a general meeting where a Member Representative is presiding as chair, in case of an equality of votes, the chair shall not have a casting or second vote in addition to the vote to which he or she may be entitled as a Member Representative, and the proposed resolution shall not pass.
- 3.26 Unless the **Societies Act** or these Bylaws otherwise provide, an action to be taken by resolution of the Members may be taken by ordinary resolution.
- 3.27 A notice may be given to a member, either personally, by mail, or by electronic mail to the Member at the member's registered address.
- 3.28 A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 3.29 Notice of a general meeting must be given to every member shown on the Register of Members on the day notice is given.
- 3.30 No other person is entitled to receive a notice of a general meeting.

### **PART 4 – DIRECTORS**

#### **Number of directors on Board of Directors**

- 4.1 The Society must have 6 directors.

### **Election or appointment of directors**

- 4.2 (a) The Village of Burns Lake shall appoint 2 directors to the Board of Directors; and
- (b) The Regional District of Bulkley Nechako Electoral Area B shall appoint 2 directors to the Board of Directors.
- (c) The Regional District of Bulkley Nechako Electoral Area E shall appoint 2 directors to the Board of Directors.
- 4.3 Directors are appointed to serve a term of up to four (4) consecutive years.
- 4.4 Directors may serve more than one (1) term as a Director provided they are not consecutive terms which for this purpose means the terms be separated by at least one year.
- 4.5 An act or proceeding of the Board of Directors is not invalid merely because there are fewer than the prescribed numbers of directors in office.
- 4.6 An appointee cannot be a director unless
- (a) the person is qualified to be a director under the **Societies Act**, and
- (b) the individual consents in writing to be a director; or
- (c) the individual is present at the meeting where the nomination is accepted or the appointment is made and the individual does not refuse, at the meeting, to be a director.
- 4.7 An appointee is not qualified to be a director if he or she is a local government elected official or local government employee.
- 4.8 A director who ceases to be qualified to act as a director must promptly resign.

### **Resigning or ceasing to be a director**

- 4.9 A member may remove a director who that member appointed before the expiration of that director's term as director.
- 4.10 A director may resign by submitting written notice to the Board of Directors indicating the effective date of the resignation.
- 4.11 If a director resigns or otherwise ceases to be a director, the member who appointed that director will, within 30 days of the resignation or cessation, appoint a new person to complete the remainder of the term of the former director and that person becomes a director upon being appointed, subject to the requirements in Bylaws 4.6 and 4.7.

### **Exercise of powers**

- 4.12 Subject to Bylaw 4.14, the Board of Directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, but subject, nevertheless to,
- (a) all laws affecting the Society;
  - (b) these Bylaws; and
  - (c) rules, consistent with these Bylaws, which are made from time to time by the Society in a general meeting.
- 4.13 No rule, made by the Society in a general meeting, invalidates a prior act of the Board of Directors that would have been valid if that rule had not been made.
- 4.14 During the 30-day period referenced in Bylaw 4.11, or such shorter period before a member appoints a replacement director under Bylaw , the Board of Directors may not vote on any matter.
- 4.15 If after the 30-day period referenced in Bylaw 4.11, a director vacancy remains unfilled, the Board of Directors shall carry on with the conduct of the Society's business as though the vacancy did not exist.

#### **Borrowing**

- 4.16 The directors may from time to time on behalf of the Society, with the prior approval of the members granted by an ordinary resolution, borrow money in such manner and amount, on such security, from such sources and upon such terms and conditions as they determine appropriate to further the purposes of the Society, subject to the Act.

### **PART 5 – DIRECTORS' MEETINGS**

#### **Calling directors' meeting**

- 5.1 A directors' meeting may be called by the president or by any 2 other directors.
- 5.2 The president must convene a meeting of the Board of Directors within 30 days of receipt of notice from the members that the members have received a distribution of profits from the Chinook Comfor Limited Partnership.

#### **Notice of directors' meeting**

- 5.3 At least 2 days' notice of a directors' meeting must be given unless all the directors agree to a shorter notice period.

#### **Proceedings valid despite omission to give notice**

- 5.4 The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

**Conduct of directors' meetings**

5.5 The directors may regulate their meetings and proceedings as they think fit.

**Quorum of directors**

5.6 The quorum for the transaction of business at a directors' meeting is a majority of the directors provided that at least one of the directors appointed by each of the RDBN Electoral Areas B and E and the Village of Burns Lake is present.

**Proceedings of directors**

5.7 A director may participate in a meeting of the Board of Directors by means of conference telephone or other communications facility by means of which all the directors participating in the meeting can communicate with each other. A director participating in a meeting in accordance with this Bylaw shall be deemed to be present at the meeting and shall be counted in the quorum therefore and be entitled to speak, communicate and vote at the meeting.

5.8 For a first meeting of the Board of Directors held immediately following the appointment of a director or directors at an Annual or other general meeting of Members, or for a meeting of the Board of Directors at which a director is appointed to fill a vacancy in the Board of Directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.

5.9 Questions arising at a meeting of the Board of Directors shall be decided by a majority of votes.

5.10 In the case of an equality of votes the chair does not have a second or casting vote.

5.11 A resolution proposed at a meeting of the Board of Directors must be seconded and the chair of a meeting may move, propose or second a resolution.

5.12 A resolution in writing, signed by all of the Board of Directors and placed with the minutes of the Board of Directors is as valid and effective as if regularly passed at a meeting of directors.

**PART 6 – BOARD POSITIONS**

**Election or appointment to Board of Directors positions**

6.1 Directors must be elected or appointed to the following Board of Directors positions, and a director, other than the president, may hold more than one position:

- (a) president;

- (b) vice-president;
- (c) secretary;
- (d) treasurer.

### **Directors at large**

6.2 Directors who are elected or appointed to positions on the Board of Directors in addition to the positions described in these Bylaws are elected or appointed as directors at large.

### **Role of president**

6.3 The president is the chair of the Board of Directors and is responsible for supervising the other directors in the execution of their duties.

### **Role of vice-president**

6.4 The vice-president is the vice-chair of the Board of Directors and is responsible for carrying out the duties of the president if the president is unable to act.

### **Role of secretary**

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Society;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

### **Absence of secretary from meeting**

6.6 In the absence of the secretary from a meeting, the Board of Directors must appoint another individual to act as secretary at the meeting.

### **Role of treasurer**

6.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) keeping accounting records in respect of the Society's financial transactions;

- (c) preparing the Society's financial statements;
- (d) making the Society's filings respecting taxes.

## **PART 7 – REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY**

### **Remuneration of directors**

- 7.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.
- 7.2 A director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Society.

### **Signing authority**

- 7.3 A contract or other record to be signed by the Society must be signed on behalf of the Society
  - (a) by the president, together with one other director,
  - (b) if the president is unable to provide a signature, by the vice-president together with one other director,
  - (c) if the president and vice-president are both unable to provide signatures, by any 2 other directors, or
  - (d) in any case, by one or more individuals authorized by the Board of Directors to sign the record on behalf of the Society.

## **PART 8 – GRANT REQUESTS**

### **Eligible Recipients and Expenses**

- 8.1 Community organizations that operate within the Village of Burns Lake or within the boundaries of Regional District of Bulkley Nechako Electoral Areas B and E are eligible to apply for grant funding.
- 8.2 Individuals and for-profit businesses are not eligible to receive funds from the Society.
- 8.3 The services provided by community organizations receiving a grant from the Society must be available to the entire community.

### **Ineligible Expenditures**

- 8.4 The Society will not grant funds where the funds granted are to be used for any of the following community organization's expenses or purposes:
  - (a) usual operational or core expenditures,

- (b) expenses incurred prior to the approval of the grant
- (c) operational deficits, debt repayment or mortgage payments
- (d) for the establishment of an endowment;
- (e) sectarian, religious or political purposes;
- (f) services that are not provided primarily and exclusively within the boundaries of the geographic area described in Bylaw 1.6.

DRAFT



## Regional District of Bulkley-Nechako Board of Directors August 17, 2017

To: Chair Miller and the Board of Directors  
 From: Corrine Swenson, Manager of Regional Economic Development  
 Date: August 8, 2017  
 Regarding: 2017 Regional Business Forum Update

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With the assistance of an Advisory Committee and an event planner, the 2017 Regional Business Forum is being organized.

Date: September 19 and 20, 2017  
 Location: Gathering Place, Burns Lake  
 Co-Host: Burns Lake Band  
 Overall Sponsor: Community Futures Nadina  
 Theme: The Next 150: Celebrating our Past and Imagining our Future



Tuesday, September 19<sup>th</sup> Agenda includes:

**Keynote Address:**

Art Napoleon

*Walking in "two worlds" Art Napoleon is as comfortable on a big city stage or boardroom as he is skinning a moose in a hailstorm with a pocketknife.*

*Tapping into rich and profound ancestral knowledge to create sustainable and ethical alternatives for the modern world are the foundations that guide him in his many projects. A former hand-picked (not elected) Chief of the Saulneau First Nation in north-eastern BC, Art is a conservationist, naturalist, faith-keeper and educator who interprets life through the holistic lens of Cree worldview.*

*Art is also a budding TV personality with a growing resume in the film industry and is known as an on-stage humorist with an uncanny ability to improvise and engage audiences of all ages including children and youth.*

**Startup Business Contest Finalist Presentations**

- Presentation from previous contest winner, Mel Hutchinson, Bare Hands Landscaping
- Presentations from each of the five finalists
- Audience will participate by selecting how many "millions of dollars" they are willing to invest in each business

**Panels:**

- "Opportunities in the our Region" – Youth, technology and export focus
- Tourism – Discussion about tourism opportunities in the region

**Entrepreneurship Workshops:**

- Art Napoleon will discuss entrepreneurship as a career, as well as strategic thinking and holistic approaches to business.
- Katy Carr, Thrivenorth Initiative, will provide an "Introduction to Entrepreneurship"

**Not for Profit Workshops:**

- Nellie Davis will provide information on Project Planning for Not for Profits
- A look at funding options for regional Not for Profit organizations

**Wednesday, September 20<sup>th</sup> Agenda includes:****Keynote Address:**

Renée Wasylyk

*Renée Wasylyk is the CEO of Troika Management Corporation, a Kelowna-based Real Estate and Land Development company. Troika has projects in three provinces including Tommie Award-winning West Harbour, a master-planned lakeside community in West Kelowna and Green Square, a contemporary townhouse development in the Lower Mission.*

*Renée was recognized as EY's Entrepreneur of the Year in Real Estate (2015) and Business in Vancouver's Most Influential Woman in Business in 2015, and is a board member for Interior Health and the Premier's Women's Economic Council.*

**Panels:**

- Energy – a look at innovative energy projects in the region
- Community Forest – Receive an update about community forests in the region
- Forestry – A look at diversification in the forestry sector
- Agriculture – Highlight of award winning farms and an overview of the agriculture sector
- Mining – A look at each of the five stages of the lifecycle of a mine

**Additional Daily Activities:**

- Tradeshow booths set up ½ hour before start and end of each day, refreshments and lunch breaks
- Individual meetings with presenters
- Refreshments and Lunch provided
- Networking breaks
- Daily draw prizes
- Historical displays

**Gala Dinner:**

- Tuesday, September 19th, venue to be determined
- Dinner, announcement of the 2017 RDBN Startup Business Contest winner, The Johnnie Rockers will provide entertainment

**Sponsors:**

- \$26,000 in sponsorship confirmed
  - Community Futures Nadina, Babine Forest Products, Decker Lake Forest Products, TransCanada, Village of Burns Lake, Burns Lake Community Forest Ltd., Chinook Community Forest, Electoral Areas B and E, Bulkley Valley Credit Union, New Gold Blackwater Project, Dungate Community Forest, The Tahtsa Group, Burns Lake Native Development Corp., Napa Auto Parts, Pinnacle Renewable Energy Group, Lakes District Maintenance Inc, MNP, CNC Lakes Nechako Region, Wetzin'Kwa Community Forest Corp., Kesgwut Resource Management,
- Confirmed In-kind Sponsors
  - Burns Lake Band, TechNorth Solutions , Smithers Exploration Group, UNBC Continuing Studies

**Advertising:**

- Black Press local newspapers (with RDBN Startup Business Contest ¼ page ads and submitted article)
- Free Classifieds Inserts
- Facebook (event page, community pages and by tagging sponsors and partners)
- Email lists
- Posters to community partners
- Website

**Registration Fees:**

- Early Bird until August 31, 2017
  - 1 day \$40
  - 2 days \$75
  - Gala Dinner \$40

**Not for Profit Subsidies Available**

Not for Profits groups in the region have been contacted via email and Facebook to inform them of the opportunity to receive reimbursement for attending Day 1 of the Forum as well as assistance with travel to attend, if operating outside of Burns Lake.

**Current Information**

For up to date information please visit [www.rdbn.bc.ca/businessforum](http://www.rdbn.bc.ca/businessforum) or on Facebook by searching "2017 Regional Business Forum".

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



# Memorandum

**To:** Chair Miller and the Board of Directors  
**From:** Rebecca Goertzen, Protective Services Assistant  
**Date:** July 24, 2017  
**Regarding:** July 20, 2017 Snow Survey and Water Supply Bulletin

Please see the attached *July 20, 2017 BC Drought Report* for your review.

The drought levels are as follows:

- Nechako is 1 – Normal;
- Skeena-Nass is 1 – Normal;
- Upper Fraser is 2 – Dry.

**Recommendation**

**ALL /DIRECTORS/MAJORITY**

Receipt

Written By:

Reviewed By:





## Drought Level Classification

In B.C. we use a four level drought classification to explain the severity and appropriate level of response to drought conditions. The B.C. government's ability to regulate water during drought is not dependent on an area's drought level..

Level	Conditions	Significance	Objective	Target
1 (Green)	Normal Conditions	There is sufficient water to meet human and ecosystem needs	Preparedness	Ongoing reductions in community water use
2 (Yellow)	Dry Conditions	First indications of a potential water supply problem	Voluntary conservation	Minimum 10% reduction
3 (Orange)	Very Dry Conditions	Potentially serious ecosystem or socio-economic impacts are possible	Voluntary conservation and restrictions	Minimum additional 20% reduction to a minimum of total of 30%
4 (Red)	Extremely Dry Conditions	Water supply insufficient to meet socio-economic and ecosystem needs	Voluntary conservation, restrictions and regulatory response	Maximum reduction
Loss of Supply		Potential loss of a community's potable or fire fighting supply	Emergency response	Ensure health and safety



## REGIONAL DISTRICT OF BULKLEY-NECHAKO MEMORANDUM

**To:** Chairperson Miller and Board of Directors (August 17, 2017)

**From:** Janette Derksen  
Deputy Director of Environmental Services

**Date:** August 8, 2017

**Subject:** 2017 Recycling Program Contract with Smithers and Area Recycling Society

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**Background:**

At the February 26, 2015 Board meeting a recommendation was carried regarding budget funding allocations for recycling programs in the RDBN. Following the motion carried by the Board, the Environmental Services Budget was adjusted as required in 2015 and 2016 and efforts were made by RDBN staff to expand programs in those areas where Recycle BC (formally known as MMBC) was not providing packaging and printed paper (PPP) recycling services.

During the workshop that was held in June of 2015 in relation to the cardboard ban, there were questions arising by the municipalities whose recycling facilities operate with the Recycling BC (RBC) contracts, and concerns that the funds from RBC were not sufficient to cover the costs to carry out the service. These concerns were to be more threatening to the revenue of these or any recycling facility in the region following a Board motion to not support funding for ICI Old Corrugated Cardboard (OCC).

From these discussions, RDBN staff assisted the recycling facilities whose funding contracts were to be extending into the 2017 year with the Regional District, to allow for funding to support various proposed expenses that did not overlap any stewardship program or another funding source. Recommendations to approve these contract extensions were passed by the Board in December 2016. (March 2017 for the District of Fort St. James). Below is a list showing the RDBN contracted amounts for each of the recycling facilities that submitted a proposal for 2017.

1. Houston Bottle Depot Contract: \$42,231.42 (non-RBC contract)
2. Burns Lake Bottle Depot Contract: \$ 31,980.00 (RBC contract)
3. Fraser Lake Recycling Contract: \$ 50,000 (non-RBC contract)
4. Nechako Waste Reduction Initiative: \$ 82,454.67 (non-RBC contract or Bottle Depot)
5. District of Fort St. James (\$14,000) (RBC contract community – Nak'azdli Band)

**Proposal:**

Smithers and Area Recycling Society, a leader in the region for recycling, has submitted a proposal outlining a project that is eligible for funding that is outlined in the Recycling Services Funding Program Application Guidelines, received by the Board on July 20, 2017. These guidelines were to establish a consistency by the RDBN for recycling funding in our region. This funding is part of the RDBN's Environmental Services recycling budget.

**Current Smithers/Telkwa and Area Provides:**

- Residential packaging (including plastics) and printed paper recycling provided by Village of Telkwa (curbside), Town of Smithers (curbside) and Smithers Bottle Depot – supported by



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RBC.

- Smithers and Area Recycling providing ICI cardboard, paper and plastics recycling. Contract expired on June 30, 2016. Continued funding has not been requested until this proposal.
- RDBN Reuse Shed Attendant – works 28 hours/week, currently temporary with no benefits. Reuse shed was reopened in May 2016.

Smithers and Area Recycling Society Proposed Project: The intention of the proposed project is to provide a service of collection from multi-family complexes & senior complexes in the Smithers and Telkwa area to allow these residents that are currently not listed as RBC supported residents an option to be able to recycle selected materials. The proposal program extends to industrial, commercial and institutional sources as well. Recyclables will be collected, sorted and packaged, stored to be shipped direct to a processor. Please see attached Proposal for list of targeted recyclables and cost break down of the project.

We were asked by Mr. Harding, to remove the Old Corrugated Cardboard (O.C.C) from the target list when asked about its presences in the project. Clarification was made by Mr. Harding on the In-kind Revenue, this revenue consists of volunteer management and labor assisting special needs individuals as well as some collection bins. It is the RDBN's understanding that Smithers and Area Recycling Society does not have collector's status with RBC in order to receiving funding through them. It is also our understanding that BVBD is currently collecting these materials from these sources and is storing and shipping when they can. The costs of the proposal that has been submitted is based on a 12 month timeframe.

The Environmental Services Recycling Budgets from Smithers and Telkwa Area would cover the proposed amount of RD contributions for the remaining of 2017 as well as the amount for re-use shed wages and benefits plus carryover into 2018.

Unless provided different direction from the Board of Directors, the Environmental Services Department would like to recommend that the RDBN enter into a contract with Smithers and Area Recycling Society for the proposed recycling project starting September 1 and ending December 31, 2017. The Contract would state that ICI O.C.C be omitted from the program funding and that the project's monthly financial statements with invoices be submitted to the RDBN before payment is made. It is recommended that \$5,057.25 per month be allocated to Smithers and Area Recycling Society to carry out the attached project. Smithers and Area Recycling is to submit a request to the RDBN for an extension of program for 2018, sixty days prior to the closing of the contract (October 31, 2017).



**RECOMMENDATION**

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "2017 Recycling Program Contract with Smithers and Area Recycling Society
2. Further, that the Board of Directors enter into a contract with Smithers and Area Recycling Society for the proposed recycling project starting September 1 and ending December 31, 2017.
3. Also, that the Board of Directors approve \$5,057.25 per month (September-December 2017) be allocated to Smithers and Area Recycling Society to carry out the proposed project.

## Recycling Services Funding Program Application

1. Project Name: Extended Recycling Initiative for Smithers, Telkwa and Area "A"

2. Contact Information

Smithers & Area Recycling Society  
 PO Box 4041  
 Smithers, BC V0J 2N0  
 250 847 3416  
 Email: [sars\\_ej@telus.net](mailto:sars_ej@telus.net)

3. Organization

The Smithers & Area Recycling Society is a non-profit charitable organization whose purpose is to promote and provide recycling services to Smithers, Telkwa, Area "A", and a portion of Area "G" to reduce environmental pollution and in the process provide employment, support programs, and affordable housing for seniors and individuals with developmental disabilities and physical challenges.

4. Description of Present Operations

The Smithers & Area Recycling Society has operated recycling services in this area for the last fourteen years. We have a fully functional recycling facility on Tatlow Road that is equipped with one horizontal baler, three upright balers, two forklifts, one bobcat, one industrial shredder, one 1-Ton delivery van along with the necessary baling and equipment tools required for operation and maintenance. During our existence we have removed 11,829 tonnes of recyclables from our local waste stream and have accumulated capital assets in the amount of \$460,338. In addition the volunteers and in-kind local contributions amounted to \$764,434 during this period. There is great support for local recycling initiatives.

Our Tatlow facility processes and bales all the I.C.I Recyclables, all the local curbside and all the RecycleBC materials that are delivered for baling. All recyclables are sorted, packaged and shipped on backhauls to processing facilities in 20 tonne lots.

We also own and operate the BV Bottle Depot on 19<sup>th</sup> Avenue in Smithers. This new depot Return-It Centre was constructed and occupied in 2014 at a cost of \$1.09M. This modern 5-star Encorp and BDL facility has contracts for all the Stewardship Programs available for the Province of BC as well as a contract with RecycleBC for collecting recyclables from all residents that do not have curbside service.

Our Tatlow Road facility is open Monday to Friday from 8:30am to 4:30pm and our Bottle Depot is open Tuesdays to Saturdays from 9:00am to 5:00pm.

5. Project

Reduce the amount of waste landfilled within the RDBN by recovering recyclables generated from residential (multi-family complexes & senior complexes not included in

the MMBC program), industrial (mines, & lumber mills), commercial (restaurants) and institutional (hospitals, schools) sources. Recyclables will be collected, sorted, packaged, stored, accumulated in truck load lots and then shipped direct to a processor. Existing equipment and facilities will be utilized for this function.

Targeted recyclables:

- Glass
- Rigid Plastics (1 – 7)
- Film/Shrink-wrap
- Paper (office pac, box board, newsprint, O.C.C. Magazines, hard and soft covered books, shredding)
- Styrofoam

It is estimated that an additional 180 tonnes of recyclables per year will be diverted from the landfills: 120 tonnes of paper products, and 40 tonnes of plastics, 18 tonnes of glass, 2 tonnes of Styrofoam. These estimates are from our actual experience when we accepted and processed all the above products except Styrofoam at our Tatlow Road processing facility. Some of these recyclables are presently being accepted, processed and inventoried for future shipments.

## 6. Benefits

### RDBN Benefits

- Recyclables that take up much more space in landfills than the average waste are being diverted. This allows the life of the landfill to be extended as well as significant saving in landfill costs. These savings exceed the grant request.
- Recyclables are being sorted, packaged and shipped directly to the processors. There are no additional transportation costs associated with establishing collection sites and then trucking loose recyclables hundreds of kilometers for processing. Further savings.
- Two distinct and separate recycling facilities are available for industrial, commercial, institutional and residential customers five days or forty hours per week.

### Local Benefits

- Accessibility for all businesses and residents to recycling facilities five days or forty hours per week.
- Employment opportunities and support programs and affordable housing for seniors and the vulnerable and disadvantaged
- Bottle drives for fundraising, drop-offs for medical emergencies, specific groups or functions...etc. We have 56 organizations who benefit from these services. This is a high profile service available to these community groups.

## 7. Education Component

At the present time we accept and process O.C.C. from all commercial, industrial and institutional operations in our area and have their contact information on file for billing purposes. All clients will be contacted with information on expanding our recycling base. In addition we are in the final stages of completing our Facebook page that will also be amended to include this new recycling information.

Through Encorp, RecycleBC, and the other Stewardship Programs we have a very significant high profile advertising program – T.V., radio, brochures, signage...etc. In addition new signage will be developed along with newspaper and radio ads. Our local advertising budget for 2017 is \$5,256.

## 8. Financial Statement

The preparation of our financial statement has been changed to only include the revenue generated from the additional 180 tonnes of recyclables targeted to be diverted from the landfills and the expenses associated with the sorting, packaging, inventorying and shipping of same. This approach is more appropriate as the majority of the high end value recyclables are already removed from the waste stream.

This 180 tonnes would represent 17.3% of our total volume and the fixed expenses have been distributed accordingly. To maximize the revenue generated from these recyclables they will have to be sorted and packaged individually in our upright balers. This is very labour intensive and will require the addition of one more full time staff member. In addition a special needs individual will be employed 4 hours per week to assist with sorting.

With the aid of the RDBN 2016 financial statement, the 2006 Earth Tec Report and the 2008 solid waste management review Edmison Mehr, chartered professional accountants completed a review of the RDBN savings through recycling initiatives. The average savings was calculated at \$155/tonne for 2016. With reference to the Earth Tec report where it reference O.C.C. taking up 3.3 times more space, and Styrofoam takes 29 times more of the compacted landfilled volume there has to be a huge savings and initiative to support recycling initiatives within the Regional District.



Project Budget

Revenue

Product Revenue	\$	24,570.00
In-Kind Contributions	\$	14,078.00
RDBN Contribution	\$	<u>60,868.00</u>

\$ 99,516.00

Expenditures

Wages

Admin - Larry, Judy	\$	30,000.00	\$	5,190.00
Supervision - Scott	\$	44,000.00	\$	7,612.00
Management	\$	46,000.00	\$	7,958.00
labour: full time employee(173/hrs/mon x 12 @ \$20/hr)	\$	41,500.00	\$	44,000.00
Special Needs	\$	2,500.00		
Employee Benefits	\$	5,720.00	\$	5,720.00
Other (casual - assist Special Needs)	\$	1,800.00	\$	<u>1,800.00</u>

Expenses

\$ 72,280.00

Advertising/Education \$200/month	\$	2,400.00	\$	415
Building Occupation	\$	24,000.00	\$	4,152
Heat, Light, Power	\$	1,800.00	\$	311
Equipment Repairs, Fuels...etc.	\$	9,600.00	\$	1,661
Insurance - Bldg & Equip	\$	6,000.00	\$	1,038
Accounting & Legal	\$	7,000.00	\$	1,211
Outbound Freight - 8 loads	\$	9,600.00	\$	9,600
Office, telephone \$200/month	\$	2,400.00	\$	415
Supplies - banding, etc. \$500/month	\$	6,000.00	\$	1,038
Trucking - local pickup (paper, plastics)	\$	2,400.00	\$	2,400
Collection Bins(3) \$120/month	\$	4,320.00	\$	4,320
Snow removal/sanding	\$	3,900.00	\$	<u>675</u>

\$ 27,236.30

\$ 99,516.30

9. Declaration Statement

*In making this application, we the undersigned, declare to the best of our knowledge, the information contained in this application is correct and all required information is enclosed. Further, that should our proposal be accepted in part or in whole, that the funding will be used for the stated purposes only, and that we will comply with all terms and conditions as outlined.*

Judy Hofsink  
Applicant Name – Please Print

\_\_\_\_\_  
Applicant Signature

July 19, 2017  
Date

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

To: Chairperson Miller and Board of Directors (August 17, 2017)  
 From: Rory Mckenzie, Director of Environmental Services  
 Date: July 24, 2017  
 Subject: Metal Recycling – Recommendation for Contract Award

On June 26, 2017, a Request for Quotations was issued for metal recycling services to three companies (Allen's Scrap and Salvage Ltd., Richmond Steel Recycling Ltd., Schnitzer Steel Canada Ltd). The request for Quotations was also posted on B.C. Bid. The deadline for receipt of quotations was noon, July 14, 2017. The metal recycling service is for 2017 only with a contract expiry date of January 31, 2018.

The RDBN requested cost quotations for the sorting, pickup and removal of scrap metals, from the following solid waste management facilities:

- Fort St. James Transfer Station
- Vanderhoof Transfer Station
- Area "D" (Fraser Lake Rural) Transfer Station
- Granisle Transfer Station
- Burns Lake Transfer Station
- Knockholt Landfill
- Smithers/Telkwa Transfer Station
- Southside Transfer Station

A separate quotation was requested for the sorting, pickup and removal of scrap metals from the Manson Creek Landfill due to the remote location of the site.

Estimated quantities of available scrap metal were outlined as follows:

Location	Estimated Quantity (Cubic Meters)
Fort St. James Transfer Station	2,500
Vanderhoof Transfer Station	3,900
Area "D" (Fraser Lake Rural) Transfer Station	2,000
Granisle Transfer Station	1,100
Burns Lake Transfer Station	2,400
Knockholt Landfill	4,416
Smithers/Telkwa Transfer Station	5,500
Southside Transfer Station	1,200
Manson Creek Landfill	1,100



Clearly outlined in the Request for Quotation document was the following expectations of the RDBN:

1. That the successful contractor provides reliable, consistent service to the Regional District.
2. That the successful contractor will be able to provide proof, satisfactory to the Regional District, that all materials collected are recycled and not landfilled.
3. That the successful contractor will pay the Regional District revenue for all scrap metals collected by the contractor for recycling.

Quotations submitted to the Regional District of Bulkley-Nechako were to contain the following information:

1. Price (\$ per metric tonne of recycled metal) to be paid to the RDBN for processing materials from the sites to be serviced. This price shall be net of any costs to perform the work of the contract; including but not limited to:
  - i. Mobilization and demobilization to, from, and between the serviced sites.
  - ii. All labour, materials, and machinery involved in the collection, baling, loading, contaminant separation, and clean-up of on-site scrap metal stockpiles.
  - iii. The transport to market of collected materials.
  - iv. Detailed reporting of materials removed from each individual site.
2. Proposed schedule of service for both Primary and Secondary Facilities;
3. Description of final destination of recycled metal;
4. List of previous experience and references (including contact information);
5. Confirmation that insurance requirements will be met if awarded the contract;
6. Confirmation that the Contractor is in good standing with WorkSafe BC.

Prior to the deadline for receipt of submissions, the RDBN received two quotations. The financial results for the two quotations received are summarized below:

<b>Company</b>	<b>Payment to RDBN</b>
Richmond Steel Recycling Ltd.	\$22.76/metric tonne fixed rate for servicing all sites other than Manson Creek Landfill \$9.23/metric tonne for Manson Creek Landfill.
Schnitzer Steel Canada Ltd.	\$69.71/metric tonne fixed rate for servicing all sites other than Manson Creek Landfill. \$17.47/metric tonne fixed rate for servicing the Manson Creek Landfill.

Based on the pricing provided, it is recommended to award the contract to Schnitzer Steel Canada Ltd. for removal and recycling of scrap metal from RDBN Landfill and Transfer Stations for the 2017 year. Payment to the RDBN would be \$69.71/metric tonne for materials collected at solid waste management sites other than the Manson Creek Landfill. The Manson Creek Landfill would be serviced at \$17.47/metric tonne.



**RECOMMENDATION**

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "Metal Recycling – Recommendation for Contract Award" and dated August 17, 2017.
2. Further that the Board of Directors award a contract for metal recycling services for 2017, expiring January 31, 2018, to Schnitzer Steel Canada Ltd. with revenue paid to the RDBN of \$69.71/metric tonne of scrap metal recycled from RDBN sites other than the Manson Creek Landfill. Scrap metal will be removed and recycled from the Manson Creek Landfill with revenue paid at \$17.47/metric tonne.



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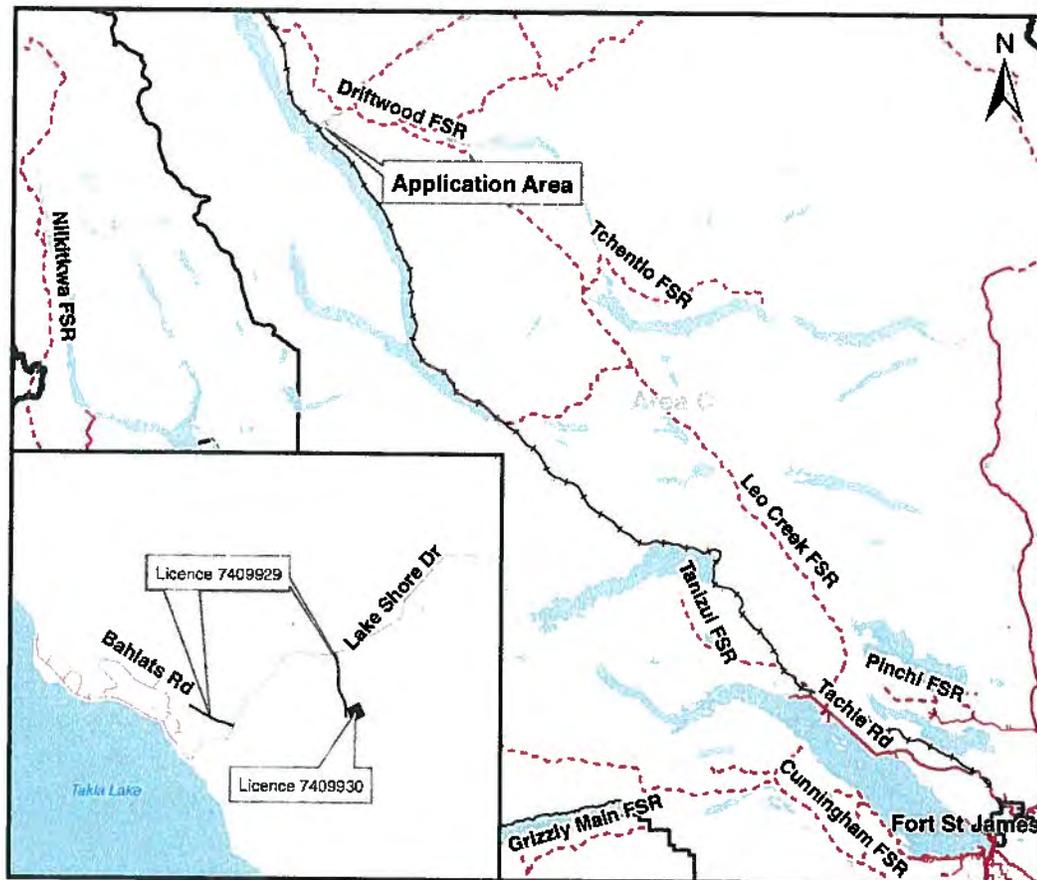
## MEMORANDUM

To: Board of Directors  
From: Jennifer MacIntyre, Planner I  
Date: July 31, 2017  
Re: Land Referral File Nos. 7409929 & 7409930 (Takla First Nations)

This application is regarding a Temporary Licence of Occupation to allow upgrades to Takla Lake First Nation's solid waste management centre (SWMC) and to provide road access to the site.

All sites are located on unsurveyed Crown lands in the vicinity of Takla Landing, 162 km northwest of Fort St. James. The application area for the roadways are 2.5 ha. in size and 2.25 ha in size for the SMWC.

### Location Map



This lease under the Community & Institutional policy is for a 30 + year term. The site will be used year round as a SWMC Waste will be collected, sorted and transferred off-site to

regional disposal facilities. This Licence will allow the Takla Lake First Nation to provide a community wide recycling and composting program and to better manage household hazardous waste.

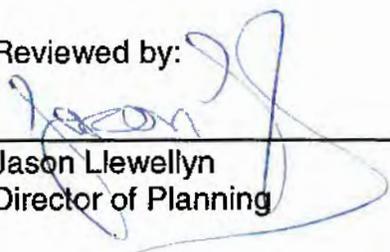
The location of the facility was selected as it is flat and within a second growth forest; the site is located far away from the community's housing and schools, and there is no visual impact on the community. More details regarding the management plan for the proposed solid waste management centre and the proposed roads are available from staff on request.

**Recommendation**

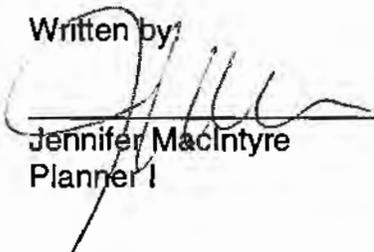
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application File Nos. 7409929 & 7409930.

*Rural Directors – All/Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I



## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 7409929 & 7409930

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<b>Electoral Area:</b>	C
<b>Applicant:</b>	Takla First Nation
<b>Existing Land Use:</b>	Vacant, Forested
<b>Zoning:</b>	Not Zoned under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993
<b>Plan Designation</b>	Not Designated
<b>Proposed Use Comply With Zoning:</b>	N/A
<b>If not, why?</b>	.
<b>Agricultural Land Reserve:</b>	Outside the ALR
<b>Access Highway:</b>	Driftwood FSR & Lakeshore Drive
<b>Archaeological Site:</b>	None according to Provincial Mapping
<b>Building Inspection:</b>	Outside the Building Inspection Area
<b>Fire Protection:</b>	Outside the Rural Fire Protection Area
<b>Other comments:</b>	None



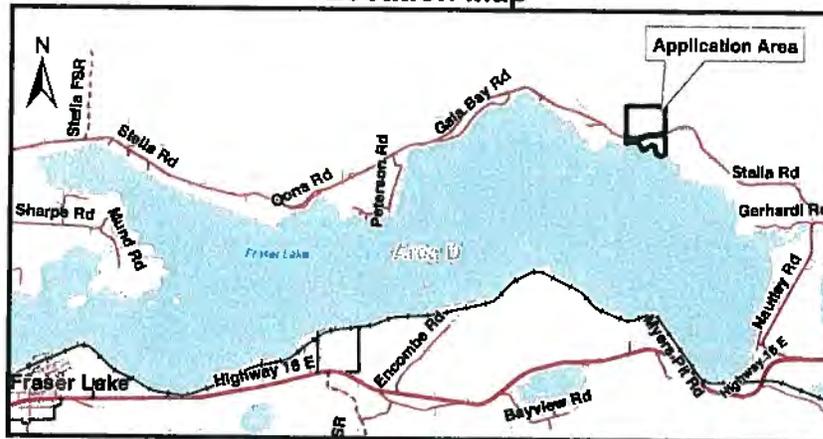
# 122 MEMORANDUM

To: Board of Directors  
From: Jennifer MacIntyre, Planner I  
Date: July 31, 2017  
Re: Subdivision Referral File No. D-01-14 (Revised)

## INTRODUCTION:

This memo is regarding a subdivision application referral from the Ministry of Transportation and Infrastructure (MoTI). The application proposes to subdivide the property legally described as "District Lot 3192 Range 5 Coast District" located at 26075 Stella Road, 12 kilometres northeast of the Village of Fraser Lake. The property is 63.7 ha. in size.

### Location Map



### Subdivision Plan

The proposed subdivision will create the following parcels

- Proposed Lot A: 1.89 ha
- Proposed Lot B: 1.27 ha
- Proposed Lot C: 1.38 ha
- Proposed Road Access: 0.918 ha
- Proposed Remainder DL 3192: 60.14 ha

### Parkland Dedication

The proposed 4 lot subdivision triggers allowance for parkland dedication

pursuant to Section 510 of the Local Government Act. Subdivisions of 3 lots or greater where the smallest lot being created is 2 hectares or smaller can be required to provide, without compensation, up to 5% of the lands for park in a location acceptable to the RDBN. There is also an allowance for local governments to accept an amount of cash equivalent to



the the

the market value of 5% of lands, only where the local government has a parks function.

The purpose of this report is to determine if the Board wishes to require the property owner to dedicate up to 5% (3.185 ha.) of the subject property for future park use.

**DISCUSSION:**

**Zoning**

The subject parcel is divided into two by Stella Rd. The part of the parcel that is located south of Stella Road along the lake is zoned R4. The R4 zone requires a minimum parcel size at subdivision of 8000 m<sup>2</sup> (1.98 acres) and a minimum water frontage requirement of 60 meters for each parcel that abuts a lake. The southern portion of the property is proposed to be subdivided into Lots A, B, C, the proposed road access, and a portion of the Remainder DL 3192.

The area north of Stella Road is zoned RR1 and is un-subdivided. The RR1 zone requires a minimum parcel size at subdivision of 28 hectares (69 acres).

The proposed parcels are in compliance with zoning.

**The Property Owners Position**

Ministry of Transportation and Infrastructure (MoTI) requires Public Access to Water for this subdivision. The submitted subdivision plan shows allocated road access to the water following the existing driveway between the Proposed Remainder DL 3192 and Proposed Lot C. The proposed size of the ROW is 0.198 ha. in size. In preliminary conversations with the property owner staff asked if they would be open to increasing the size of the Water Access ROW for potential future use as park land. The property owner did not want to do this and indicated that they do not wish to dedicate any land for future park use.

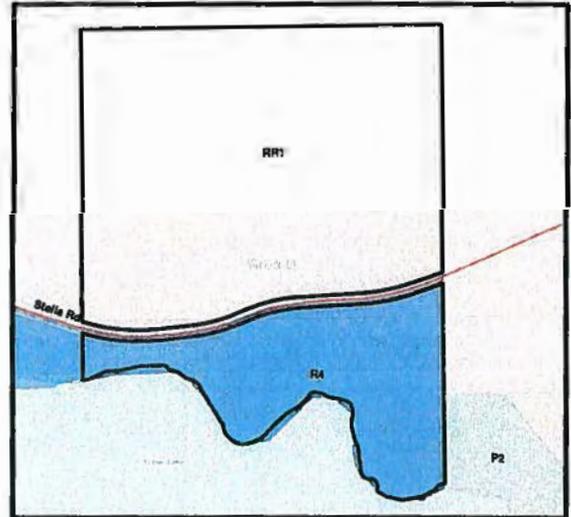
Should the Board wish to obtain the park land, as part of this subdivision process, MoTI would not approve the subdivision as proposed, and the subdivision would have to be redesigned to accommodate the RDBN's request for parkland dedication.

**Recommendation**

In staff's opinion there is no clear benefit from requiring parkland dedication as part of this subdivision, as the Board has not established a parks function and has no plans relating to park land development in this area. The argument can be made that requiring the parkland dedication at this time will provide future options for the Board should a parks function be established in the future; however, staff question whether this is adequate justification.

Should the Board establish a parks function it would be advisable that the RDBN develop a parkland acquisition strategy and policy regarding the acceptance of cash in lieu of

**Zoning Map**



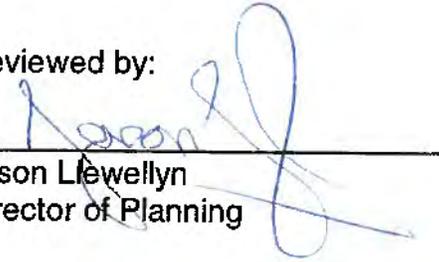
parkland. However, as there is no parks function, and no strategy for park development; staff cannot recommend that the property owner be required to dedicate parkland as part of their proposed subdivision.

**Recommendation**

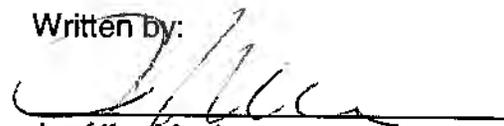
That the Regional District of Bulkley-Nechako not require the property owner to provide parkland dedication as part of their subdivision of "District Lot 3192 Range 5 Coast District."

*All Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Lewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I

125

June 19, 2017

Regional District of Bulkley Nechako  
37, 3<sup>rd</sup> Ave, PO Box 820  
Burns Lake BC  
VOJ 1E0

RECEIVED

JUN 22 2017

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Attention: Jason and Jennifer

RDBN # D-01-14  
MOTI #2014-00828

Dear Jason and Jennifer

I am writing in regards to the parkland requirement that may be triggered by our subdivision application.

To summarize our proposal, we are attempting to subdivide aprox. 12 acres of lakefront property from our homeplace. This would create three aprox. four acres lots.

In order to do this we have to give the crown access to water so we created an 80' by 1000' ROW that will be dedicated to the crown if this subdivision is appoved.

It is our request that this access to water be also considered as meeting the parkland requirement as this area is about 10% of the subdivided portion.

Upon speaking to Jason today he mentioned that the pictograph site located on the remainder portion should be protected as well.

It is our position that this site will be protected by Section 6 of MOTI's PLA letter, (enclosed and highlighted) requiring us to put a 7.5 metre riparian zone covenant in favour of the Crown, MOTI, and RDBN. The pictograph site overhangs the water and is well within this zone.

The local bands here do not want the site to be publicly known nor accessible as they have been experiencing difficulty with protection of widely known pictograph sites.

Thank you for your attention in this matter

Janet Romain  
250 570 9377

[romainrio@hotmail.com](mailto:romainrio@hotmail.com)

Box 38  
Fort Fraser BC  
VOJ 1N0

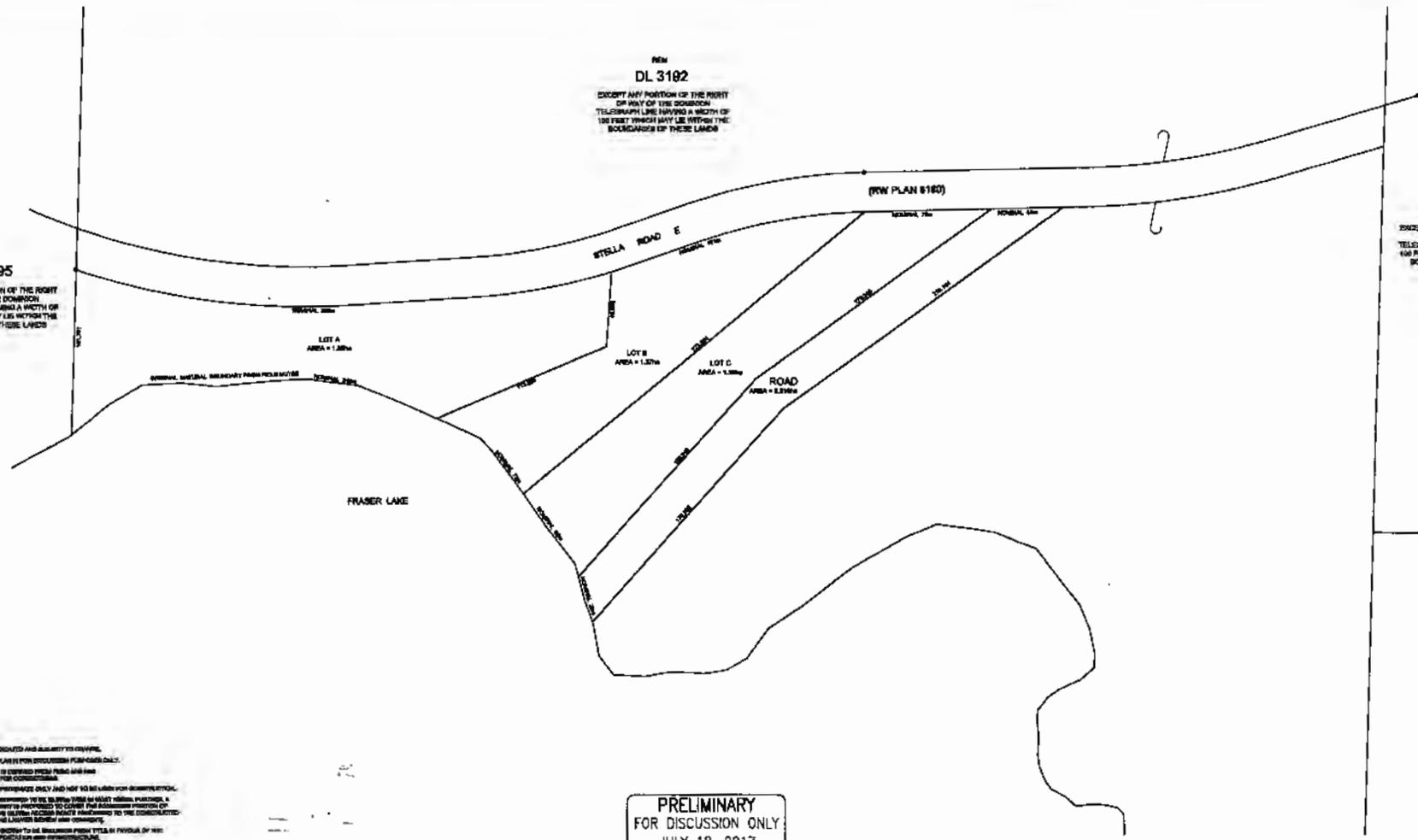


NEW  
DL 3192  
EXCEPT ANY PORTION OF THE RIGHT  
OF WAY OF THE DOWNHILL  
TELEGRAPH LINE HAVING A WIDTH OF  
100 FEET WHICH MAY BE WITHIN THE  
BOUNDARIES OF THESE LANDS

NEW  
DL 3195  
EXCEPT ANY PORTION OF THE RIGHT  
OF WAY OF THE DOWNHILL  
TELEGRAPH LINE HAVING A WIDTH OF  
100 FEET WHICH MAY BE WITHIN THE  
BOUNDARIES OF THESE LANDS

NEW  
DL 3193  
EXCEPT ANY PORTION OF THE RIGHT  
OF WAY OF THE DOWNHILL  
TELEGRAPH LINE HAVING A WIDTH OF  
100 FEET WHICH MAY BE WITHIN THE  
BOUNDARIES OF THESE LANDS

PART OF PRIMARY  
DL 3191



PRELIMINARY  
FOR DISCUSSION ONLY  
JULY 18, 2017

- NOTES:
1. ALL DIMENSIONS INDICATED ARE SUBJECT TO SURVEY.
  2. THIS PLAN IS A PRELIMINARY PLAN FOR DISCUSSION ONLY.
  3. ALL DIMENSIONS ARE TO BE TAKEN FROM THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.
  4. LEGAL LINES ARE APPROXIMATE ONLY AND NOT TO BE USED FOR CONSTRUCTION.
  5. ACCORDING TO THE INFORMATION PROVIDED TO THE SURVEYOR BY THE APPLICANT, THERE IS NO OIL, GAS, OR MINERAL INTEREST IN ANY PORTION OF THE LANDS SHOWN ON THIS PLAN.
  6. THE APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

DATE OF ISSUE: 2017-07-18  
DRAWN BY: J. ROY  
CHECKED BY: J. ROY  
THIS PLAN IS A PRELIMINARY PLAN FOR DISCUSSION ONLY.

Date	By	Description	Drawn	Checked	Appr'd

ALL DIMENSIONS INDICATED ARE SUBJECT TO SURVEY. THIS PLAN IS A PRELIMINARY PLAN FOR DISCUSSION ONLY. THE APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.



**McElhenny**  
McElhenny Consulting Services Ltd.

888 North Westlake Road  
Suite 12  
Ponoka Energy BC  
Okanagan V2V 1A1  
Tel: 250-897-2365

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

RICHARD & JANET ROMAIN  
2071 Stella Road, West Fraser BC  
PLAN OF PROPOSED SUBDIVISION FOR  
PART OF THE SE 1/4, DL 3192,  
RANGE 5 COAST DISTRICT

Project No.: 6274-C-02  
Project Number: 2341-0274-01

1210



**Jennifer.MacIntyre**

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**From:** Lamble, Kristine TRAN:EX <Kristine.Lamble@gov.bc.ca>  
**Sent:** July 4, 2014 11:25 AM  
**To:** 'romainrio@hotmail.com'  
**Cc:** Maria.Sandberg; 'Greg.Tone@northernhealth.ca'; Jason.Ilewellyn  
**Subject:** Romain Subdivision, Stella Road



**BRITISH  
COLUMBIA**

Ministry of Transportation  
and Infrastructure

**PROPOSED SUBDIVISION  
PRELIMINARY LAYOUT  
NOT APPROVED**

---

Your File #:  
eDAS File #: 2014-00828  
Date: Jul/04/2014

Richard & Janet Romain  
Box 38  
Fort Fraser, BC V0J 1N0  
Canada

Attention: Richard & Janet Romain

**Re: Proposed Subdivision of  
District Lot 3192, Range 5, Coast District  
2607S Stella Road, Fort Fraser, BC**

Your proposal for a 5 lot Conventional subdivision has not been given approval by the Ministry of Transportation and Infrastructure for the following reasons:

- a. Pursuant to Section 6.04 of the Local Services Act - Subdivision Regulations, the Approving Officer requires confirmation from the Northern Health Authority certifying approvals for sewage disposal for all proposed lots including remainder including primary and secondary sewage disposal sites, if required. Depending on sewage requirements and submitted reports, restrictive covenants may be required.
- b. Pursuant to Section 86 (1)(d)(i), the Approving Officer considers that the proposed lots are on lands considered to have potential global stability concerns. It is difficult to determine if there are any building sites that are deemed "safe for the use intended" within the proposed subdivision site. It is requested that a site Geotechnical Investigation be completed as part of the requirements for the subdivision to provide recommendations to ensure future building on the slopes that will not compromise slope stability. If the risk to persons and/or property is unacceptable it may not be in the public interest to approve the proposal as

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submitted. If you wish to explore this aspect further, you should engage a Qualified Professional, registered with the Association of Professional Engineers and Geoscientists of BC (APEGBC), to advise you. Based on the recommendations, a covenant detailing the building site and building requirements may be required.

Please contact the Ministry to determine terms of reference for proposed study. Should applicant proceed with a Geotechnical Investigation prior to terms of reference agreement the submitted study may not be accepted by the Ministry.

If the above are not overcome within a year the file will be closed.

Should the above be overcome other aspects to be considered as part of the preliminary layout review include but not limited to:

1. The applicant's surveyor/conveyance office must ensure that all appropriate notations are on the Final Plan and Application to Deposit document in accordance with the LTO's "Table of Concordance" such as, but not limited to: Jurisdiction of the Approving Office, Appropriate file number (2014-00828) Section 946 subdivision, Section 219 restrictive covenants, Section 218 statutory right of way, etc.
2. Provincial records indicate that development associated with this application may be in conflict with archaeological sites protected under the Heritage Conservation Act. It should be noted that there is a site identified as Borden Number: GaSd-7 on or near the proposed development. Therefore, the Provincial Approving Officer requires that as a condition of PLA, the applicant hire a qualified archaeologist to determine the need for an archaeological impact assessment of the subject property. The purpose of the archaeological impact assessment would be to accurately identify the location(s) of the known archaeological site(s), to record any additional sites that may be present, and to recommend any action that may be needed to manage archaeological values in conflict with future development. This might include the placement of covenants to ensure that such sites are not disturbed without proper authorization from the Archaeology Branch.

If the archaeologist determines that an archaeological impact assessment is not required, the archaeologist must forward a written statement to this office and copy to the Archaeology Branch containing the reasons for eliminating this requirement.

If an archaeological impact assessment is required, you should be aware that applications for Heritage Conservation Act permits take in the order of 6 weeks to process. This includes allowance for a 30 day comment period from local First Nation(s). Processing time can be shortened accordingly if, at the time of application, supporting letter(s) are received from local First Nations.

Information on archaeological consultants may be obtained by calling the B.C. Association of Professional Archaeologists at 604-924-3155 or by checking their web site (<http://www.bcapca.ca>). Archaeological consultants are also listed in the Yellow Pages.

3. Applicant shall address all conditions/concerns, recommendations of the Regional District of Bulkley Nechako's letter April 17, 2014, including, but not limited to and

the Ministry must receive confirmation from the Regional District all conditions/concerns and recommendations have been met to the satisfaction of the (Regional District):

- a) Pursuant to Section 941 of the Local Government Act applicant to satisfy provision of parkland requirements at time of subdivision
4. Pursuant to Section 75 (1)(a)(i) of the Land Title Act, Stella Rd shall be surveyed and shown as dedicated Road on the final survey plan. Minimum width to be as per Plan 6180 or 12.5 metres on either side of centreline whichever is greater. This dedication shall be outlined in bold and marked road on the Final Survey Plan.
  5. Pursuant to Section 75 (1)(c) or (d) of the Land Title Act (Access to Water), the applicant shall provide a (60.0 metre) wide constructible access to Fraser Lake (Dedication only). If relief is being sought from this requirement, the applicant may submit a Statutory Declaration Pursuant to Section 76(4) of the Land Title Act requesting relief from the requirement of access to water as required by Section 75(1)(c) of the Land Title Act outlining the reasons why the plan need not comply with the provisions of the Act. Should relief be granted, the most current notation for a subdivision approved pursuant to fore said Section 76, shall appear on the Final Plans and documentation, in accordance to the LTO's "Table of Concordance"
  6. Pursuant to Section 86 (d) of the Land Title Act, the applicant shall enter into a suitably worded restrictive covenant (Example attached) for each of the proposed lots and remainder which may be subject to flooding, setback from the Natural Boundary for Fraser Lake on the property shall be 7.5 metres and elevation from the Natural Boundary shall be 671.8 metres Geodetic Survey of Canada and setback from the Natural Boundary of unnamed watercourses on the property shall be 15.0 metres and elevation from the Natural Boundary shall be 1.5; in accordance with Section 219 of the Land Title Act, in favour of TRANSFEREE(S): THE CROWN IN THE RIGHT OF BRITISH COLUMBIA C/O THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE, PARLIAMENT BUILDINGS, VICTORIA, BRITISH COLUMBIA, V8V 1X5 CANADA and the REGIONAL DISTRICT OF BULKLEY NECHAKO, 37 3rd AVENUE PO BOX 820, BURNS LAKE, BRITISH COLUMBIA, V2L 3H9 CANADA . Covenant to be registered with priority over any financial charges. The most current notation for a subdivision approved pursuant to fore said Section 86, shall appear on the Final Plans and documentation, in accordance to the LTO's "Table of Concordance" PLEASE NOTE: Only Approving Officer signature block is required - NO Transferees signature blocks are required.
  7. Satisfaction of proof of water for both quantity and quality  
Quantity: Satisfaction of proof of water supply must be provided by submission of a Well Construction Report (Well Log) from a Registered Well Driller or Pump Test Report from a Registered Pump Installer for quantity. Pump testing must produce a flow of no less than 30 litres /per minute for 120 minute period for every second proposed lot. In cases where well capacity is less than 30 litres per minute you will be required to provide pump test for each lot, producing 18/litres per minute for 120 minute period. If a well is unable to produce 18 litres per minute over the 120 min period proof of the existence of balancing storage and that the well capacity is not

less than 2,500 litres per day per lot must be submitted. The quantity standards shall apply equally to existing and new (or proposed) wells on new and remainder lots. Where a surface water supply is proposed as a source of water for domestic purpose, the owner shall provide the Ministry with either of the following:

- a) A water licence for domestic purpose issued by the Ministry of Environment, Regional Water Manager, or Comptroller of Water Rights for each parcel created by subdivision, entitling each lot in the proposed subdivision to at least 2,500 litres of water per day.
- b) The applicant provides a statement from the Water Stewardship Branch that unrecorded water is available for domestic use.

All Surface water sources shall:

- a) Be located within the proposed parcel; or
- b) Be connected to each parcel it is intended to serve by means of a continuous easement or permit to cross Crown land; and
- c) Not be located farther than 500 metres from any parcel proposed to be served by that source.

The requirements for proof of water shall not apply where a proposed subdivision is to be serviced by a water distribution existing or proposed under the jurisdiction of the Local Service Act, notwithstanding that these regulations do not require such a system.

**Quality:** Satisfaction of adequate quality of drinking water as set out in the Guidelines for Canadian Drinking Water Quality, including at a minimum microbiological and health parameters. Where the source of ground water does not meet the Guidelines, the Ministry may accept the registration of a 219 Covenant which identifies the aesthetic or health parameter(s) that do not meet the Guidelines provided a registered professional engineer or geoscientist can recommend that the non-compliant parameter(s) can be simply and reliably treated to comply with the guidelines.

- 8. Applicant to ensure that requirements regarding the Dominion Telegraph Line, as noted on title, have been addressed and included on the final plan as per the Surveyor General.
- 9. If the property contains a watercourse, the Registrar of the Land Titles may require return to Crown of that watercourse. The BCLS you engage is advised to check with the Office of the Surveyor General.
- 10. Please ensure that the client references the Ministry in all documents as: Ministry of Transportation and Infrastructure.
- 11. Please ensure that your surveyor and conveyance office receives a copy of this PLA.

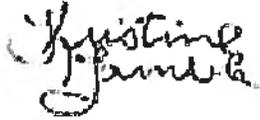
Please note that overcoming the above objections will not automatically bring approval. If you wish to proceed with the proposal, it is strongly recommended that you receive preliminary layout approval before investing further in land, studies, works, etc.

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If you have any questions or wish to set up an appointment please do not hesitate to call Kristine Lamble at (250) 565-4412.

Please quote file number 2014-00828 when contacting this office.

Signed on behalf of Provincial Approving Officer  
by



Kristine Lamble  
Development Approval Technician

cc: Regional District of Bulkley Nechako  
Northern Health

**Kristine Lamble**

District Development Technician

Ministry of Transportation and Infrastructure

Ft. George Office

Phone: 250-565-4412

Cell: 778-349-5423



Please consider the environment before printing this email.

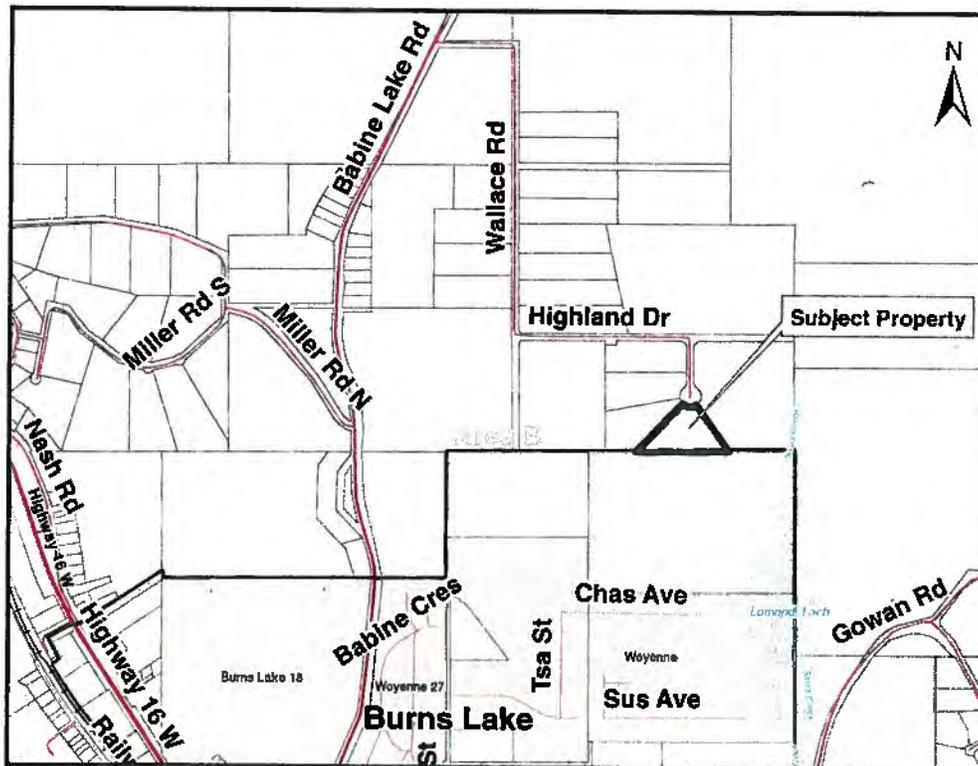


**Planning Department Report**  
**Development Variance Permit Application B-01-16**

July 19, 2017

## APPLICATION SUMMARY

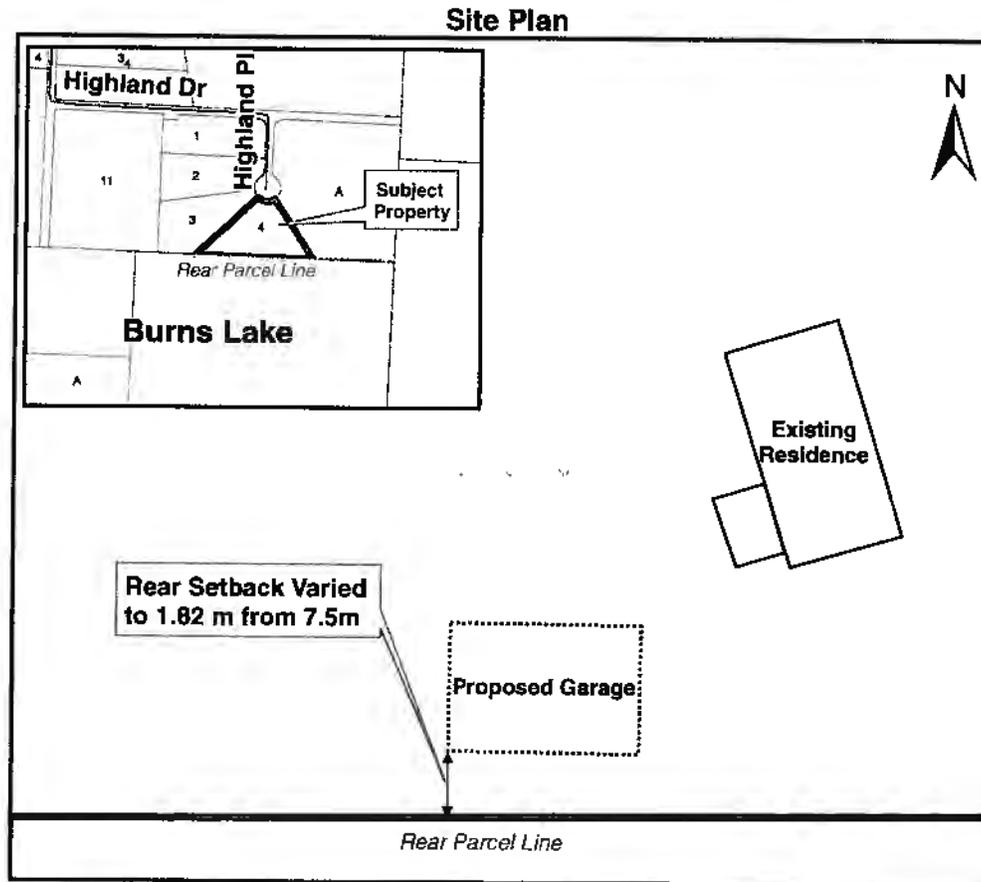
<b>Name of Applicants:</b>	John and Melanie Chretien
<b>Electoral Area:</b>	B
<b>Subject Property:</b>	Lot 4, District Lot 5348, Range 5, Coast District, Plan 12362. The subject property is 2 ha in size.
<b>OCP Designation:</b>	Rural Residential (RR) in the Burns Lake Rural and Francois Lake (North Shore) OCP Bylaw No. 1785, 2017
<b>Zoning:</b>	Small Holdings (H1)
<b>Existing Land Use:</b>	Residential
<b>Location:</b>	The subject property is located at 2275 Highland Place, adjacent to the Village of Burns Lake.



### Proposal:

The applicants wish to build a 40 ft. x 28 ft. 1120 ft<sup>2</sup> garage/ shop. The applicants wish to locate the proposed garage in the setback area shown on the site plan. The applicants wish to build the garage in this area to reduce construction costs due to the

flat topography of the site, improve aesthetics, and decrease the areas for snow removal. Therefore, they have made an application for a Development Variance Permit to vary Section 12.04 (1) (a) of "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" to reduce the rear parcel line setback from 7.5 metres to 1.82 metres from the roof overhang to allow for the construction of the proposed garage within the setback area.



### PLANNING DEPARTMENT COMMENTS

The Building Inspector has no Building Code related objections to the reduced setback. There is a building permit on file from 1995 for the residence.

The Planning Department believes that the proposed building site is reasonable and is not expected to have any notable impact on the area, including the lot to the south, which is vacant.

All property owners within 50m of the subject property have been provided notice of the application and will have an opportunity to comment on this application at the Board meeting on August 17, 2017 when the Board considers this application.

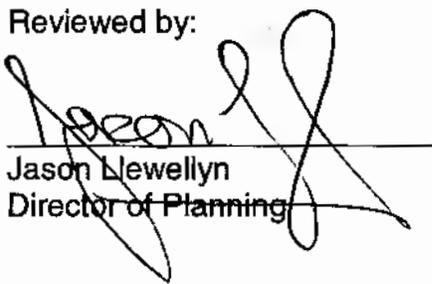
It is noted that Development Variance Permit B-01-17 requires that the construction be substantially completed within 2 years of the issuance of the permit.

**Recommendation**

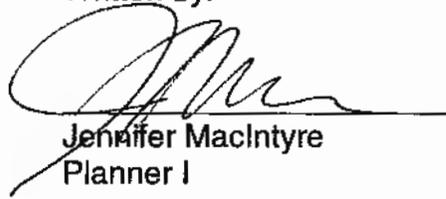
That the Board approve Development Variance Permit B-01-17 for the property located at 2275 Highland Place to vary Section 12.04 (1) (a) of "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" to reduce the rear parcel line setback from 7.5 metres (24.61 ft.) to 1.82 metres (5.97 ft.) for the proposed garage developed in general compliance with Schedule A of the permit.

*Electoral Area Planning – Participants/Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Lewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
DEVELOPMENT VARIANCE PERMIT NO. B-01-17**

**ISSUED TO:** John & Melanie Chretien  
2275 Highland Place  
Burns Lake BC V0J 1E1

**WITH RESPECT TO THE FOLLOWING LANDS:**

Lot 4, District Lot 5348, Range 5, Coast District, Plan 12362

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 700 as follows:  

Section 12.04 (1) (a) of "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" is varied by reducing the rear parcel line setback from 7.5 metres to 1.82 metres developed in general compliance with Schedule A.
2. This variance applies only to the garage shown on the plan attached as Schedule A, which forms part of this permit.
3. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.
4. This permit is not a building permit nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.
5. If a building permit for the development that is the subject of this permit has not been issued, and the construction substantially commenced within 2 years after the date of this permit's issuance, this permit shall lapse.

**AUTHORIZING RESOLUTION NO.** \_\_\_\_\_ **passed by the Regional District Board**  
this day of \_\_\_\_\_, 2017

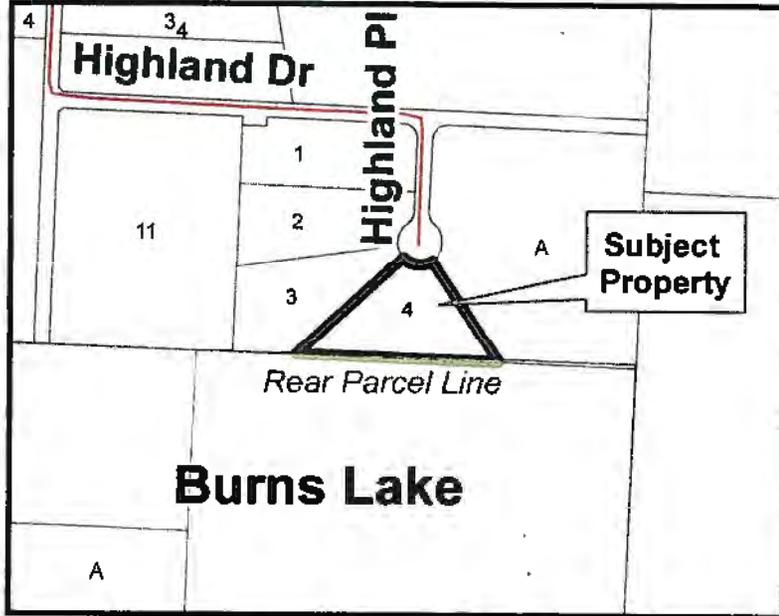
**PERMIT ISSUED** on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

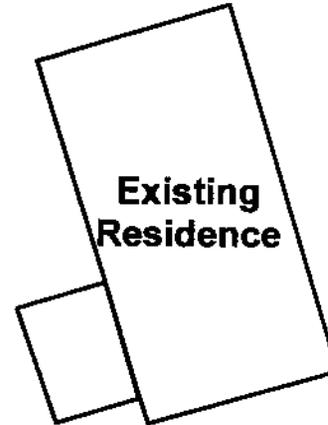


# DVP B-01-17: Schedule A

## Legend



- DVP B-01-17
- ..... Proposed Garage
  - Existing Residence
  - Subject Property
  - Parcel Lines



- 4 DL 5348 R 5 COAST DISTRICT PL 12352

Rear Setback Varied to 1.82m from 7.5m



Rear Parcel Line

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DISCLAIMER: The Regional District of Sully-Hochstein makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the services of such maps or other information.  
The Regional District of Sully-Hochstein assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.  
Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

Scale: 1 cm = 3 m  
 User: jennifer.mccartyre  
 Date: 2017-08-01  
 Time: 3:43:48 PM

To:  
The RDBN board of variance.

Please accept this letter as a request for a variance, on the set back requirement on our southern property line, from 7 meters to 2 meters.

We propose to build a permanent, 2 bay garage with a workshop area, on our rural property as per the attached site plan. The building will measure 40ft wide by 28ft deep.

The reasons behind this request are:

- **Medical hardship;** My wife has a medical condition that prevents her from any heavy snow shovelling, necessitating building a garage in close proximity to our home.
- **Costs;** Alternative locations would be cost prohibitive due to the natural contour of our property, that would require a sub-grade cut, and an estimated 200yds. of gravel to be hauled in and compacted. A second alternative location would be too far from our house, (see item 1), and require utilities to be routed under the driveway. This location would also require the removal of a number of trees.
- **Aesthetics;** Alternative locations on our property would reduce the visual value and personal enjoyment of our rural setting.

The bordering property to the South is vacant, forested land, (DL 5347). Our proposed garage placement would not interfere with any future use, or the aesthetics of their land.

In conclusion, granting of this variance would cause no monetary de-valuation, encumbrance, or hardship due to visual or physical interference to adjoining lands.

Regards



John Chretien

SITE MAP / PLAN

B.C. HYDRO R/W PLAN 5399

DL5348

71.41

71.13

10.00

12.15

DL5347

FORESTED

FORESTED

@ B' BELOW GRADE

POWER POLE

DRIVEWAY

GARDEN

PROPOSED GARAGE

HOUSE

14.71

16.75

14.78

8.20

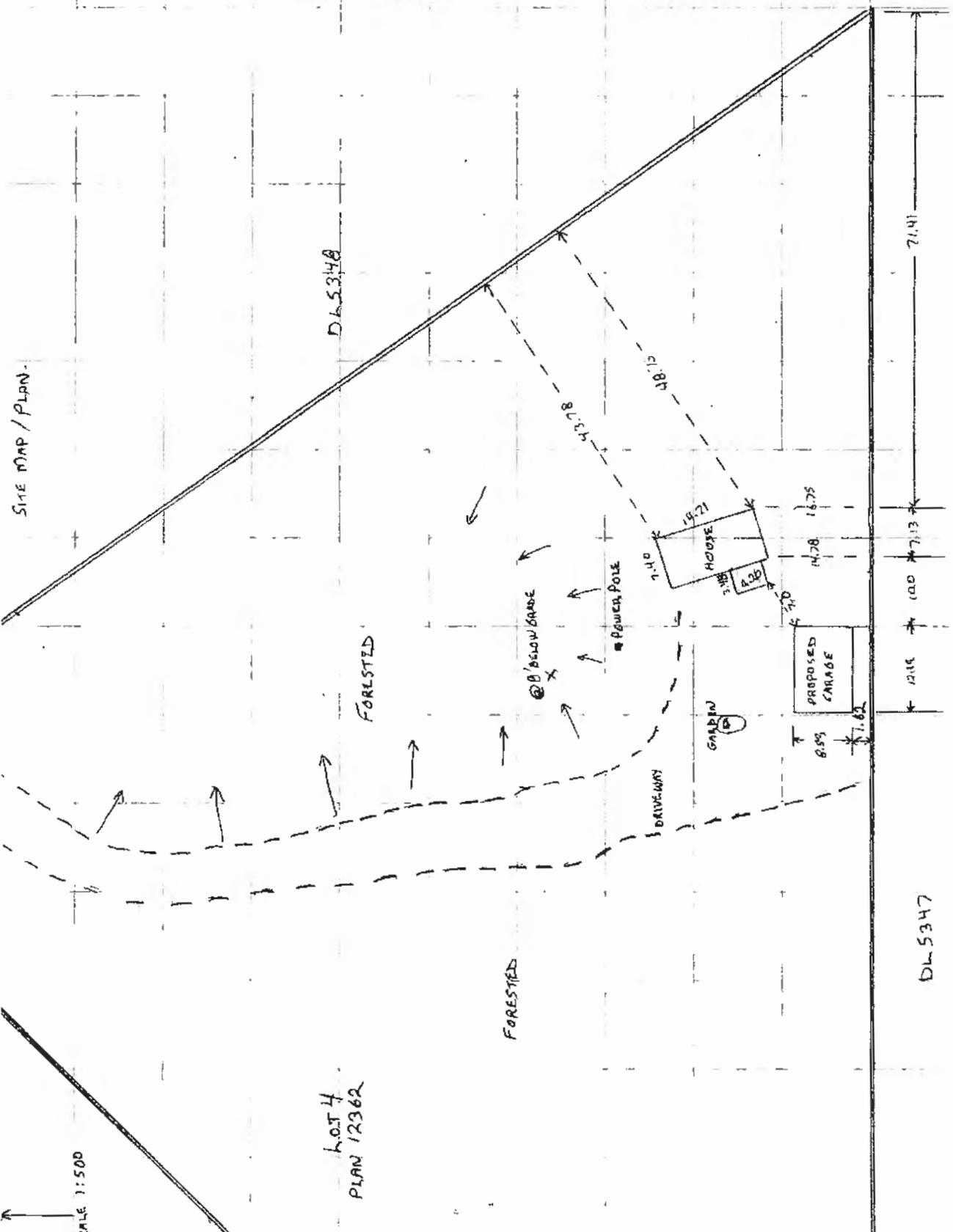
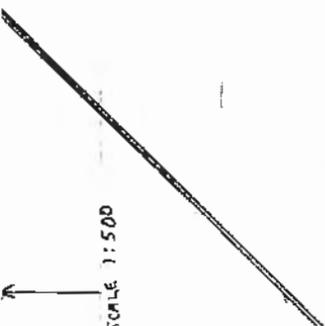
14.70

47.3.8

41.8.1.0

SCALE 1:500

LOT 4  
PLAN 12362





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## MEMORANDUM

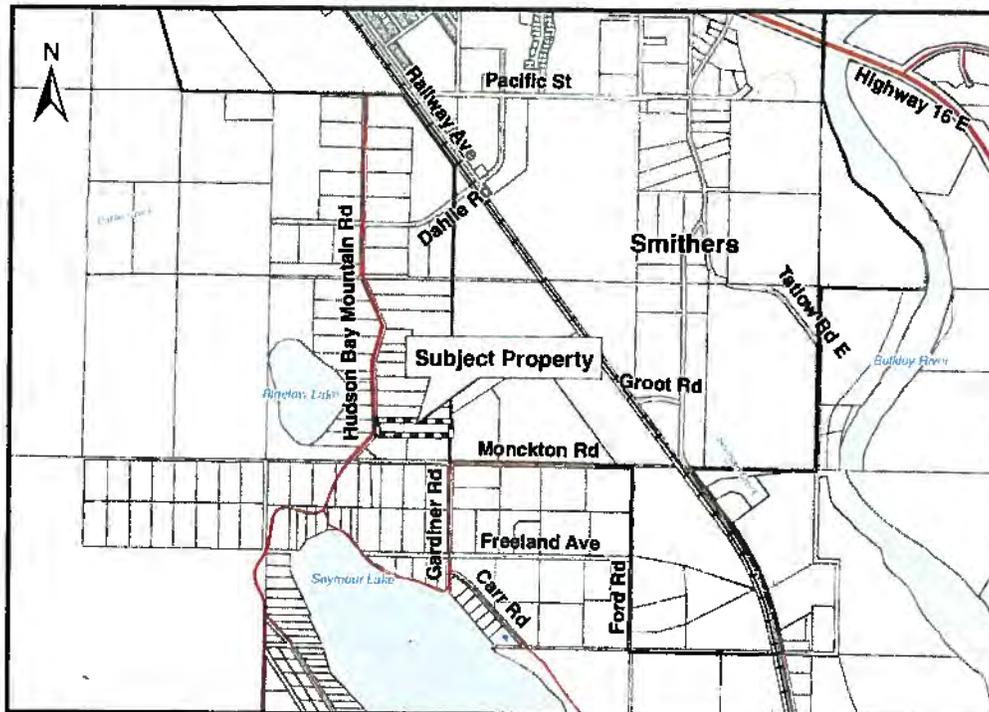
To: Regional District Board  
From: Jennifer MacIntyre, Planner  
Date: August 2, 2017  
Re: **Rezoning Application A-06-17 and Re-application under Section 7 of the Development Procedures Bylaw**

---

### BACKGROUND

On August 4, 2016 the owner of 1698 Hudson Bay Mountain Road applied to rezone the subject property from Small Holdings (H1) to Small Holdings (Additional Dwelling) (H1-A) to allow the construction of a mobile home as a 2<sup>nd</sup> dwelling on the property (Rezoning Application A-02-16).

#### Subject Property

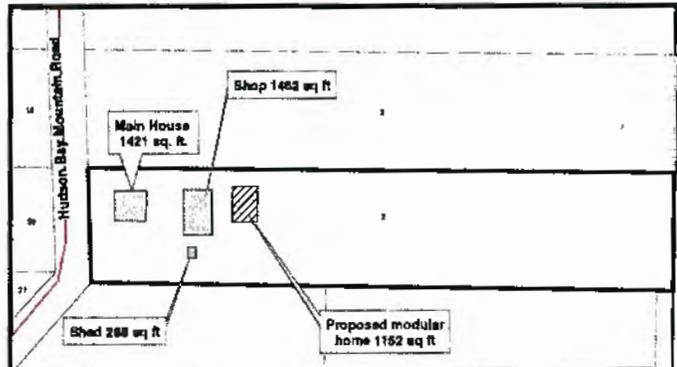


At the October 25, 2016 Board Meeting Application A-02-16 was denied. Director Fisher noted that the APC (Advisory Planning Commission) brought forward concerns in regard to the property being located on a busy road, being located in a high density area, and that approval of the rezoning application would set precedent in allowing second dwellings in an already densely populated area. The Planning Department recommended that the application be approved.

## Air Photograph of the Subject Property



## Site Plan Showing the Location of the Proposed Manufactured Home



In July 2017, as a result of a public complaint, the Building Inspectors discovered that the manufactured home that was the subject of the denied rezoning application had been built, along with a carport, at 1698 Hudson Bay Mountain Road. Both the manufactured home and the carport were built without the required building permit. A stop work order was placed on the manufactured home and the carport.

## Photograph of the Illegally Constructed Manufactured Home and Carport



The property owner subsequently made another application to rezone the subject property from Small Holdings (H1) to Small Holdings (Additional Dwelling) (H1-A) to legalize the construction of the manufactured home as a 2<sup>nd</sup> dwelling at 1698 Hudson Bay Mountain Road (Rezoning Application A-02-16).

## **DEVELOPMENT PROCEDURES BYLAW AND RE-APPLICATION**

Section 7.1 of "Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1422, 2007" states that:

- 7.1 Where the Board has considered an Application for a bylaw amendment or a permit, and that Application is denied or defeated, the Board shall not give consideration to another Application that is the same or similar for a period of one year following the Board's consideration of that Application.

The time limit specified in Section 7.1 may be varied in relation to a specific re-application by an affirmative vote of at least two-thirds (2/3) of Board Members eligible to vote.

In order for staff to accept Application A-06-17 the Board must vary the time limit in Section 7.1 of "Development Procedures Bylaw 1422, 2007" for rezoning application A-06-17 by an affirmative vote of at least two-thirds (2/3) of Board Members eligible to vote.

## **ENFORCEMENT OPTIONS**

Should the Board vote to allow acceptance of rezoning Application A-06-17 it is recommended that consideration of enforcement be deferred until the outcome of the rezoning process has been determined.

Should the Board not allow rezoning Application A-06-17 to proceed it is recommended that the Board consider the following two enforcement options at this time.

### **Notice on Title**

Under Section 57 of the *Community Charter* the Regional District Board may file a notice on title of a property to inform any interested persons that there are certain issues with a structure on the property. The Community Charter requires the following process with respect to the filing of a notice on title:

- The building inspector must provide a recommendation in writing to the corporate officer that the Regional District Board consider a resolution directing the corporate officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices.
- The Chief Administrative Officer must give notice, to the registered owner of the land to which the recommendation relates, that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the Community Charter, and subsequently place the matter before the Regional District Board for consideration.

- Once the Regional District Board has provided the building inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office.
- The RDBN must then ensure that all public records relating to the resolution and the reason for the resolution are available for public view.

Should the Regional District Board wish to consider this process it should direct the Building Inspectors to make recommendations regarding the filing of a notice on title.

### **Legal Proceedings Requiring the Removal of the Manufactured Home**

The Regional District Board may initiate a long form prosecution under the *Offence Act*, or seek to obtain a Supreme Court Civil Injunction ordering the removal of the manufactured home from the property. Long form prosecution may include both the issuance of a fine and an order to remove the manufactured home from the property.

Should the Board wish to take legal action to have the manufactured home removed from the property staff should be directed to initiate this process. Staff would then obtain legal advice on the recommended legal action and report back to the Board for specific direction.

#### **RECOMMENDATION**

1. That the Regional District Board consider varying the time limit in Section 7.1 of "Development Procedures Bylaw 1422, 2007" to allow the processing of Rezoning Application A-06-17.

All / Directors / 2/3 Majority

2. That the Regional District Board consider directing the Building Inspectors to make recommendations regarding the filing of a notice on title of the subject property pursuant to Section 57 of the *Community Charter*, should the processing of Rezoning Application A-06-17 not be allowed.

All / Directors / Majority

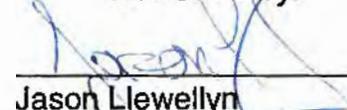
3. That the Regional District Board consider directing staff to initiate the process to take legal action to have the manufactured home removed from the subject property, should the processing of Rezoning Application A-06-17 not be allowed.

All / Directors / Majority

Submitted by:

  
Jennifer MacIntyre  
Planner I

Reviewed by:

  
Jason Llewellyn  
Director of Planning

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**Jennifer.MacIntyre**

---

**From:** Matt Kilback <matt@ravenrescue.com>  
**Sent:** August 2, 2017 4:10 PM  
**To:** Jennifer.MacIntyre  
**Subject:** Re-Zoning Application  
**Attachments:** Cover Letter.pdf; ATT00001.htm; Kilback Letter of Support.pdf; ATT00002.htm; Payment Proof.pdf; ATT00003.htm; Property Title.pdf; ATT00004.htm; Re-Zoning Application.pdf; ATT00005.htm

Hi Jennifer,

Thank again for all your help with this debacle, and your time to answer all my questions. Attached below is all the scanned documents for reapplication for the re-zoning of our property. Please have a look and let me know if there is anything that I am missing or if there is anything further that I can help with on this end. I will also put this all in the mail tomorrow so you can get the payment and have the formal application on paper.

Thanks Again Jennifer, please don't hesitate to let me know if you need anything further from me.

Cheers,

July 26, 2017

Jennifer MacIntyre, Planner  
Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

**Re: Re-zoning application for 1698 Hudson Bay Mountain Road**

We are re-submitting our re-zoning application for our property on Hudson Bay Mountain Road.

As we understand, the Regional District chose not to approve our initial application because it did not want to set a precedent for second dwellings in our area. We respectfully question this reasoning and request that the Regional District reconsider their decision due to the following.

First of all, we have reviewed the OCP for our rural residential area. As it states on the RBDN website, the OCP is intended to be the community's vision for the future development and growth of the area, and accordingly, outlines specific criteria for re-zoning to include a second dwelling on a property. We believe that we meet all of the criteria as outlined and therefore our re-zoning application is in keeping with the intention of the OCP.

Specifically, our re-zoning application meets all the requirements outlined by the OCP as follows:

- Our lot is a significant size (5 acres+) and therefore can accommodate a second dwelling without crowding neighbouring dwellings.
- Our property has a sewage lagoon that is in compliance with Northern Health requirements for two dwellings.
- The addition of a second dwelling on our property is in keeping with several existing, non-conforming dwellings on nearby properties, as well as at least one property on which a second dwelling was approved in the past year.
- Our property is not located within a floodplain or on other hazard lands.
- Due to the size of the property, and retention of forest cover, there is no apparent negative impact on wildlife or ecological values.
- We acknowledge that the property may at no point in the future be subdivided into a parcel smaller than 5 acres.

In addition:

- The road is already heavily travelled and can easily accommodate a slight increase in traffic.
- The area is not part of the ALR and therefore additional dwellings will not compromise agricultural land.

Secondly, we wish to emphasize that our motivation for applying for re-zoning is to allow the original owner, Joanne Kilback, to remain on her property as she ages. We recently moved to the property from the municipality of Smithers in order to provide her with regular assistance, and eventually care, if that becomes necessary. Increasingly, planners are recognizing that it is important to find ways for elderly residents to remain in their homes and "age in place".

This has been proven to increase their quality of life and reduce health care costs by a substantial margin. Allowing second dwellings on rural properties in our area is a forward-thinking way to keep many aging residents in the Regional District and in doing so, retain the tax base that would otherwise be lost if they move to care homes in nearby municipalities.

Given this compelling factor, and the fact that our re-zoning application clearly meets the specifications required by the RBDN for second dwellings on rural properties, we trust that you will respond favourably to our re-zoning application.

We look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt and Charia Kilback', with a long horizontal flourish extending to the right.

Matt and Charia Kilback

July 26, 2017

Jennifer MacIntyre, Planner  
Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

**Re: Re-zoning application for 1698 Hudson Bay Mountain Road**

I am writing to express support for the re-zoning application being submitted by Matt and Charla Kilback for their property on Hudson Bay Mountain Road.

I own a nearby property and believe re-zoning the Kilback property to accommodate a second dwelling will not have any negative impacts on our neighbourhood and meets all the requirements outlined by the Regional District as follows:

- The lots are a significant size (5 acres+) and therefore able to accommodate a second dwelling without crowding neighbouring dwellings.
- The property has a sewage lagoon that is in compliance with Northern Health requirements for two dwellings.
- The addition of a second dwelling is in keeping with several existing, non-conforming dwellings on nearby properties, as well as at least one property on which a second dwelling was approved in the past year.
- The parcel is not located within a floodplain or on other hazard lands.
- Due to the size of the property, there is no negative impact on wildlife or ecological values.
- The owners realize that the property may at no point in the future be subdivided into a parcel smaller than 5 acres.

In addition,

- The road is already heavily travelled and can easily accommodate a slight increase in traffic.
- The area is not part of the ALR and therefore additional dwellings will not compromise agricultural land.

Finally, I understand that the motivation for the re-zoning application is to allow the original owner, Joanne Kilback, to remain on her property as she ages. Her son's family recently relocated from the municipality of Smithers in order to provide her with regular assistance, and eventually care, if that becomes necessary. I believe that allowing second dwellings on similar properties will encourage our elderly residents to remain in the Regional District and "age in place".

I encourage the Regional District to apply a consistent approach to its zoning decisions when similar circumstances exist and therefore I trust the Regional District will respond favourably to the Kilback's re-zoning application.

Sincerely,

  
Signature

1755 HUDSON BAY MOUNTAIN  
Street Address ROAD

July 26, 2017

Jennifer MacIntyre, Planner  
Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

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- The lots are a significant size (5 acres+) and therefore able to accommodate a second dwelling without crowding neighbouring dwellings.
- The property has a sewage lagoon that is in compliance with Northern Health requirements for two dwellings.
- The addition of a second dwelling is in keeping with several existing, non-conforming dwellings on nearby properties, as well as at least one property on which a second dwelling was approved in the past year.
- The parcel is not located within a floodplain or on other hazard lands.
- Due to the size of the property, there is no negative impact on wildlife or ecological values.
- The owners realize that the property may at no point in the future be subdivided into a parcel smaller than 5 acres.

In addition,

- The road is already heavily travelled and can easily accommodate a slight increase in traffic.
- The area is not part of the ALR and therefore additional dwellings will not compromise agricultural land.

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I encourage the Regional District to apply a consistent approach to its zoning decisions when similar circumstances exist and therefore I trust the Regional District will respond favourably to the Kilback's re-zoning application.

Sincerely,



Signature

1485 Hudson Bay Mtn.  
St. Address Rd.

July 26, 2017

Jennifer MacIntyre, Planner  
Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

**Re: Re-zoning application for 1698 Hudson Bay Mountain Road**

I am writing to express support for the re-zoning application being submitted by Matt and Charla Kilback for their property on Hudson Bay Mountain Road.

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Sincerely,



Signature

1091 HUDSON BAY MOUNTAIN RD

Street Address

July 26, 2017

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Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

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Signature

1286 Hudson Bay  
Street Address Mountain Road

July 26, 2017

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Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

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Sincerely,

  
Signature

1362 Hudson Bay Mt Road.  
Street Address

July 26, 2017

Jennifer MacIntyre, Planner  
Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

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Sincerely,

*Tara Beck*

\_\_\_\_\_  
Signature

1394 Hudson Bay Mnt Rd.  
Street Address Smithers.

July 26, 2017

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Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

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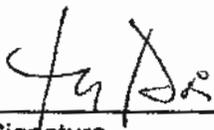
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Sincerely,

  
\_\_\_\_\_  
Signature

2535 DAHLIE ROAD  
Street Address

154

July 26, 2017

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Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

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Sincerely,

Alex Ross

Signature

1334 Hudson Bay Mtn Rd.

Street Address

July 26, 2017

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Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

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Sincerely,

  
\_\_\_\_\_  
Signature

2089 MONCKTON  
\_\_\_\_\_  
Street Address

July 26, 2017

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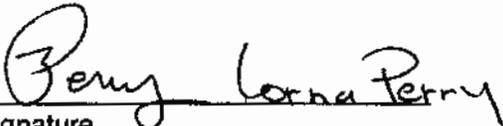
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Signature

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Street Address Smithers BC

July 26, 2017

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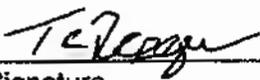
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\_\_\_\_\_  
Signature

1640 Hudson Bay Mtn Rd  
Street Address

July 26, 2017

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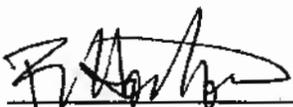
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Signature

1565 Hudson Bay Mountain Road

Street Address

159

July 26, 2017

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Regional District of Bulkley Nechako  
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Sincerely,

M.G. Moore  
Signature

1750 Hudson Bay Mountain Road  
Street Address



## Memorandum

To: Chair Miller and the Board of Directors  
 From: Haley Jeffrey, Emergency Services Manager  
 Date: July 24, 2017  
 Regarding: Reception Centre Memorandum of Understandings

### **PURPOSE:**

The purpose of this report is to obtain Board approval for staff to use the attached template Memorandum of Understandings (MOU) regarding the use of buildings as Emergency Support Services (ESS) Reception Centres.

### **DISCUSSION:**

ESS Reception Centres are required when evacuations are necessary due to an emergency. A reception centre must have the capacity to support a large group of people. It is desirable to identify buildings that are suitable for Reception Centre use before an emergency event to ensure ESS services are provided as quickly and efficiently as possible. The MOUs allow the RDBN and building owners to have prior agreements regarding the terms of the building use.

Reception Centres are not utilized unless there is a task number issued by Emergency Management BC to allow for reimbursement for RDBN response costs.

### **Recommendation**

It is recommended that the RDBN Board approve the use of the ESS Reception Centre MOU template and to allow RDBN staff to enter into these MOUs at their discretion.

All/Directors/Majority

Written By:

Haley Jeffrey  
 Emergency Services Manager

Reviewed by:

Jason Llewellyn  
 Director of Planning and Protective  
 Services



## MEMORANDUM OF UNDERSTANDINGS

Between:

**lbi**

(**BUILDING NAME**) & the Regional District of Bulkley-Nechako

RE: (**BUILDING NAME**) building use for an ESS Reception Centre

### INTRODUCTION:

Pursuant to the *Emergency Program Act*, the Regional District of Bulkley-Nechako (hereafter referred to as the RDBN) is responsible for the coordination of Emergency Support Services (ESS).

ESS provides food, clothing, shelter, and other services to residents who must evacuate their home as a result of emergencies and disasters. When residents must evacuate their homes, the RDBN must establish Reception Centres, which are typically situated in buildings such as churches, community halls, and arenas. These buildings are centrally located, well known to the community, and designed to facilitate the Reception Centre requirements.

A Reception Centre is a safe location where people, forced to leave their homes due to of an emergency or disaster, can register and receive ESS assistance including the provision of essential services such as food, clothing and lodging. Emergency Support Services teams made up of trained community volunteers who provide the ESS services, and operate the reception centre.

This Memorandum of Understanding is regarding the use of the (**BUILDING NAME**) (hereafter referred to as (**BUILDING NAME**)) as a Reception Centre should the need arise.

### MEMORANDUM OF UNDERSTANDING:

The purpose of this Memorandum of Understanding is to confirm the willingness of (**BUILDING NAME**), owned by the Pentecostal assemblies of Canada to permit the use of its facility as a temporary Reception Centre as required by the Regional District of Bulkley-Nechako during an emergency or disaster. It is therefore understood between the parties as follows:

- 1 Upon direction from the Emergency Operations Centre, a representative from the Emergency Support Services program will contact the first available Facility Contact as listed on Appendix "A" who will make arrangements to open the facility as quickly as possible. (**BUILDING NAME**) also agrees to provide a maintenance representative or someone fully knowledgeable of the facility to assist in opening and preparing the facility for the displaced residents and general public (lighting, heating, cooling, etc.).
- 2 The Term will commence when the Regional District of Bulkley-Nechako takes possession of the facility. (**BUILDING NAME**) will allow the Regional District of Bulkley-Nechako to operate the facility 24 hours a day, 7 days a week throughout the Term.
- 3 Rent will be calculated on a per diem basis and is based on the rate as set out in Appendix "B". The Regional District of Bulkley-Nechako, if possible, will advise the Facility Contact when a conclusion of the term is known or anticipated.

- 4 Upon conclusion of the term, **(BUILDING NAME)** will send the Regional District of Bulkley-Nechako a written invoice detailing separately the facility rental cost and the janitorial/maintenance costs with a combined total.
- 5 Janitorial/maintenance work will be completed by **(BUILDING NAME)** preferred Supplier, contact information for which is included on Appendix "B". Janitorial/maintenance costs will be included in the rental rate, as outlined in Appendix "A", and will be paid directly to **(BUILDING NAME)**.
- 6 **(BUILDING NAME)** is required to carry public liability and property insurance on the property at all times. The Regional District of Bulkley-Nechako, through the Emergency Management BC, provides WorkSafe BC and insurance coverage and liability for emergency program volunteers.
- 7 The rental of this facility includes the use of all items located within the premises including, but not limited to: kitchen appliances and supplies, tables, chairs, audio equipment, telephone and data lines, office equipment, parking lot, loading dock, washrooms and supplies.
- 8 **(BUILDING NAME)** will permit the Regional District of Bulkley-Nechako to display signage on the exterior and interior of the facility as normally displayed by a designated Reception Centre.

In the event that either party no longer wishes to subscribe to the roles and principles outlined by this Memorandum of Understanding, that party shall accordingly provide thirty days' notice to the other party in writing.

**AUTHORIZED SIGNATURES:**

Regional District of Bulkley-Nechako  
37 3rd Avenue Box 820  
Burns Lake, BC V0J 1E0

**(Building Name)**  
**(Address)**

**SIGNED:**

\_\_\_\_\_  
RDBN Signatory

\_\_\_\_\_

\_\_\_\_\_  
RDBN Signatory

\_\_\_\_\_

**DATED:** \_\_\_\_\_



Initials \_\_\_\_\_

**APPENDIX "A"**

**FACILITY CONTACTS:**

The **(BUILDING NAME)** will ensure that the following contacts are key holders and are fully knowledgeable of the operation of the building. An Emergency Support Services Program representative or volunteer is approved to contact the following contacts 24 hours a day, 7 days a week should the opening of a Reception Centre be requested. Contacts will be contacted in the order they are listed below:

**FIRST CONTACT**

Name	
Home Number	
Cell Number	
Work Number	

**SECOND CONTACT**

Name	
Home Number	
Cell Number	
Work Number	

**THIRD CONTACT**

Name	
Home Number	
Cell Number	
Work Number	

**JANITORIAL CONTACT**

Supplier Name	
Business Number	
Emergency Number	



Initials _____
----------------

**APPENDIX "B"**

**RENT:**

Rent will be calculated on a per diem basis at a rate of **(RATE)** per evacuee.

Janitorial/maintenance costs are calculated on a per diem basis at a rate of **(RATE)** per day.

The **(BUILDING NAME)** will supply the Regional District of Bulkley-Nechako with a written invoice outlining the number of days, rental rate and total rental cost. In addition, the invoice will also outline janitorial/maintenance costs.

Total rental and janitorial/maintenance costs will be made payable to the following:

**(Building Name)**  
**(ADDRESS)**

Payment will be forwarded to **(BUILDING NAME)** within 30 days after the receipt of the invoice.



Initials \_\_\_\_\_



166

# Memorandum

To: Chair Miller and the Board of Directors  
 From: Haley Jeffrey, Emergency Services Manager  
 Date: June 7, 2017  
 Regarding: 9-1-1 System Maintenance Contract Renewal

## PURPOSE:

The purpose of this report is to obtain the Board's consent to enter into a contract renewal with Tower Communications for 9-1-1 System Maintenance.

## DISCUSSION:

The contract between the RDBN and Tower Communications is due to expire on December 31, 2017. The current contract with Tower Communications states:

*"The Regional District, at its sole discretion, may choose to renew the Contract for either an addition two (2) year period or a one (1) year period, but the total length of the Contract will not exceed five (5) years."*

This contract is necessary to provide 9-1-1 service to the Regional District of Bulkeley-Nechako residents. The contract involves the following services.

1. Twenty-four (24) hours a day, seven (7) days a week "on call" service and repair to Regional District 9-1-1 radio system equipment.
2. A scheduled "Annual Preventative Maintenance" program to be conducted on all equipment identified.
3. Response to Emergency Trouble Response System (ERTS) and "Routine" ERTS tickets within certain parameters.

The proposed 2 year contract renewal is under the same terms as the existing contract with the fee as outlined below.

### Tower Communication Current Service Costs

Description of Services	Fee	Unit of Service
<b>Annual Fee Component</b>		
➤ Provide a 24 hour, 7 days per week on call availability for all "emergency" ETRS tickets; and	\$26,250.00	Per annum
➤ Provide "Annual Preventative Maintenance Service" to all Regional District 9-1-1 sites.		
<b>Respond to ETRS tickets</b>		
➤ "Emergency" ETRS tickets after business hours.	\$210.00 \$84.00	per hour per hour

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➤ "Routine" and Emergency ETRS tickets during business hours.		
➤ Mileage for "emergency" or "routine" ETRS response travel.	\$0.60	Per kilometer

Tower Communications is based out of Houston and, as far as staff are aware, is the only company within the Regional District of Bulkley-Nechako that can provide the services required.

The RDBN must issue a new RFP for the 911 System Maintenance prior to the December 31, 2019 expiration of the renewed contract. Staff will then re-assess the proposals received, and seek Board Direction regarding the new contract.

The proposed contract renewal is in accordance with the RDBN's Purchasing Policy.

**Recommendation**

That staff be authorized to renew the existing contract with Tower Communications for an additional 2 year term, with a contract expiration date of December 31<sup>st</sup>, 2019.

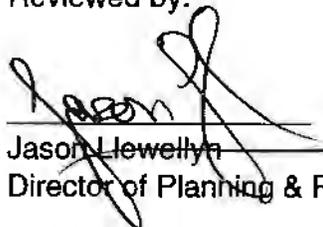
All/Directors/Majority

Written By:



Haley Jeffrey  
Emergency Services Manager

Reviewed by:



Jason Llewellyn  
Director of Planning & Protective Services

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**REGIONAL DISTRICT  
OF BULKLEY-NECHAKO**

**9-1-1**

**EMERGENCY FIRE/RESCUE DISPATCH RADIO COMMUNICATIONS  
SYSTEM CONTRACT MAINTENANCE AND RESPONSE SERVICES**

**CONTRACT DATED: January 1, 2015 to December 31, 2017**

Regional District of Bulkley-Nechako  
37 3<sup>rd</sup> Avenue, Burns Lake, BC V0J 1E0  
Telephone (250) 692-3195 / Toll Free 1-800-320-3339 / Fax (250) 692-3305  
[www.rdbn.bc.ca](http://www.rdbn.bc.ca)

## CONTRACT AGREEMENT

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THIS AGREEMENT made this 1<sup>st</sup> day of January in the year of 2015 by and between the Regional District of Bulkley-Nechako, herein after called the "Regional District" and Tower Communications Ltd., herein after called the "Contractor".

WITNESS that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
  - a. Provide twenty-four (24) hours a day, seven (7) days a week "on call" service and repair availability to Regional District 9-1-1 radio system equipment listed in Appendix 1 – Inventory and Location Report.
  - b. Conduct a scheduled "Annual Preventative Maintenance" program on all equipment identified in the Contract.
  - c. Respond to "Emergency" Emergency Trouble Response System (ETRS) tickets:
    - i. by telephone to the Fire Operations Communication Centre within 15 minutes of ETRS ticket time stamp;
    - ii. by telephone to the appropriate Fire Chief, or his/her alternate, within 30 minutes of ETRS ticket time stamp; and
    - iii. if required, site attendance within a maximum of eight (8) hours of ETRS ticket time stamp.
  - d. Respond to "Routine" ETRS tickets:
    - i. by telephone to the Fire Operations Communication Centre within 15 minutes of the start of the next business day or the ETRS time stamp;
    - ii. by telephone to the appropriate Fire Chief, or his/her alternate, within 30 minutes of the start of the next business day of the ETRS time stamp; and
    - iii. if required, site attendance within a twenty-four (24) hours of the start of the next business day of the ETRS ticket time stamp.
  - e. Commence the Work of the Contract on January 1, 2015.
2. The Regional District will pay to the Contractor as full compensation for the performance and fulfillment of this Contract, the sum or sums of money specified in Appendix VI – Fees for Service in the manner and at the times specified in the Contract.
3. The Contract, General Conditions, Operational Specifications, Appendices, and all addenda are incorporated herein, to the intent and purpose as though recited in full herein and the whole shall form the Contract and shall enure to the benefit of and be binding upon the parties hereto and their successors, executors, administrators, and assigns.
4. No implied Contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the

**CONTRACT AGREEMENT**

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express contracts and agreements made herein by the parties hereto are and will be the only contract and agreements on which any rights against the Regional District may be founded.

- 5. This Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
- 6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual or to a member of a firm, or to the employee of the Regional District for whom they are intended, or if sent by registered mail or by telegram as follows:

The Contractor at:  
 Address: 3459 10<sup>th</sup> Street  
 Houston, British Columbia V0J 1Z0

The Regional District of Bulkley-Nechako at:  
 Address: 37 3<sup>rd</sup> Avenue  
 Burns Lake, BC V0J 1E0

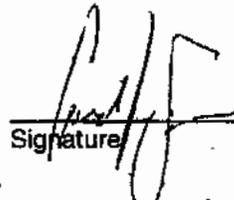
IN WITNESS WHEREOF the parties hereto have executed this Contract this 2 day of December, 2014.

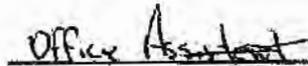
SIGNED, SEALED AND DELIVERED BY:  
 Tower Communications Ltd,

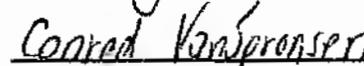
  
 \_\_\_\_\_  
 (Contractor)

signed in the presence of:

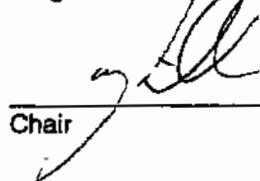
  
 \_\_\_\_\_  
 Signature

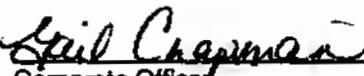
  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Name and Title (Please print)

  
 \_\_\_\_\_  
 Name and Title (Please print)

Regional District of Bulkley-Nechako

  
 \_\_\_\_\_  
 Chair

  
 \_\_\_\_\_  
 Corporate Officer



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## GENERAL CONDITIONS

### 1. DEFINITION OF TERMS

"Contract Documents" and "Contract" means the documents in the Contract.

"Contractor" means Tower Communications Ltd.

"ETRS" means Electronic Trouble Reporting System

"FOCC" means the Fire Operations Communication Centre

"Regional District" means the Regional District of Bulkley-Nechako

"Standards" means the acceptable requirements for service and maintenance of the entire System.

"System" means the 9-1-1 Radio Communications System that serve fire/rescue agencies in the Regional District of Bulkley-Nechako.

"Work" means all maintenance and repairs and all other related services.

### 2. INTENT OF CONTRACT DOCUMENTS

The intent of the Contract Documents is that the Contractor will provide all work to the System and all else necessary for, or incidental to, the proper execution of the work described in the Contract.

This Contract is not an agreement of employment. The Contractor is an independent contractor and nothing herein will be construed to create a partnership, joint venture or agency and neither party will be responsible for the debts or obligations of the other.

### 3. ASSIGNMENT OF CONTRACT

The Contractor will not sublet, sell, transfer, assign or otherwise dispose of the Contract or any portions thereof, or its right, title or interest therein, or obligations thereunder without written consent of the Regional District except for an assignment to a bank of the payments to be received hereunder.

### 4. CONFIDENTIALITY

In accordance with the Freedom of Information and Protection of Privacy Act, the Contractor will treat as confidential and will not, without the prior written consent of the Regional District, publish, release or disclose or permit to be published, released or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of this Contract except insofar as such publication release or disclosure is necessary to enable the Contractor to fulfill its obligations under this Contract, or by the laws of British Columbia.



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## **5. CONTRACTOR SYSTEM FAMILIARITY**

One (1) month will be provided the Contractor to become thoroughly familiar with the System. The Contractor shall be responsible for obtaining all required System documentation during the one (1) month familiarity period.

The Regional District retains the right to assess the Contractor's continuing ability to meet the Regional District's needs in accordance with the Contract.

The Regional District, in its sole judgment, will determine whether or not the Contractor's technicians are suitably trained and qualified to continue carrying out maintenance work on the System.

## **6. CONTRACT TERM**

The Contract Term will be 12:01 a.m., January 1, 2015 to midnight, December 31, 2017.

The Regional District, at its sole discretion, may choose to renew the Contract for either an additional two (2) year period or a one (1) year period, but the total length of the Contract will not exceed five (5) years.

## **7. OCCUPATIONAL HEALTH AND SAFETY**

The Contractor will use due care and take all necessary precautions to assure the protection of persons and property at the facilities and will comply with the *Workers Compensation Act* of the Province of British Columbia.

## **8. CONTRACT TERMINATION**

The Regional District reserves the right to terminate the Contract in writing if the Contractor is determined, at the sole discretion of the Regional District, to be in breach or non-performance of the terms and conditions of the Contract. The Contractor will have seven (7) days to remedy the breach or non-performance issue to the satisfaction of the Regional District.

Cause for termination, in the sole judgment of the Regional District, will include a breach or violation of any Contract terms and conditions, or the inability of the Contractor to adequately perform all System maintenance and repair functions in accordance with the Contract, or if the Contractor is not fulfilling the role of a maintenance contractor in a professional, responsible, cooperative, and business-like manner that is acceptable to the Regional District.

The Regional District will not be responsible for any costs incurred by the Contractor or for any Contractor business or non-business losses or liabilities, consequential or otherwise if the Regional District decides to terminate the Contract for cause.

All equipment, maintenance tools, documentation, keys (including those of other agencies/businesses) and all other Regional District property that is in the possession of the Contractor shall be returned to the Regional District immediately upon receiving



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notice of contract termination from the Regional District. The Regional District reserves the right to seek legal remedies through a court of competent jurisdiction, or other means at the disposal of the Regional District to recover costs and to impose penalties as deemed appropriate by the Regional District, in the event of termination of the Contract for cause.

#### **9. CONTRACTOR'S TERMINATION OF THE CONTRACT**

The Contractor will have the right to terminate the Contract in the event the Regional District fails to pay for the Work performed except as provided in the Contract Documents, within thirty (30) days from the specified date of payment, and fails to remedy such default within ten (10) days of the Contractor's written notice to do so.

#### **10. OWNERSHIP**

The material produced, received or provided by the Regional District to the Contractor as a result of this Contract and any equipment or other property provided by the Regional District to the Contractor as a result of this Contract will:

- a) be the exclusive property of the Regional District; and
- b) be delivered by the Contractor to the Regional District upon the Regional District giving written notice to the Contractor requesting delivery of the same or at the end date of this Contract.

#### **11. OWNER'S RIGHT TO CORRECT DEFICIENCIES**

Upon failure of the Contractor to perform the Work in accordance with the Contract Documents, and after twenty-four (24) hours verbal notice to the Contractor, or without notice if any emergency of danger to the work or public exists, the Regional District may, without prejudice to any other remedy, correct such deficiencies. The cost of work performed by the Regional District in correcting deficiencies will be paid by the Contractor to the Regional District except where the Contractor was not contracted or given verbal notice or any opportunity to respond.

#### **12. INDEMNITY AND RELEASE BY CONTRACTOR**

The Contractor shall indemnify and save harmless the Regional District and all its member municipalities, and their respective councillors, directors, officers and employees from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every kind brought or recovered against either of them by reason of any act or omission of the Contractor, its sub-contractors, agents or employees arising out of the entering of the Contract or the carrying out of the Work, whether on lands owned by the Regional District and whether arising from statutory liability or not.

#### **13. INSURANCE**

The Contractor will, at its own expense, provide the following insurance:

- a) The Contractor will provide and maintain at its expense, commercial general liability insurance coverage in a form satisfactory to the Regional District in an amount not



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less than five million (\$5,000,000) dollars inclusive, per occurrence insuring against bodily injury, personal injury, and property damage; and

- b) The Contractor will provide and maintain at its expense automobile liability insurance on all vehicles used in the performance of the Work in an amount not less than five million (\$5,000,000) dollars.

In all policies of insurance called for under this Contract (except automobile insurance on vehicles owned by the Contractor), the Regional District will be included as Additional Insured and all such insurance will contain a provision that the insurance will apply as though a separate policy had been issued to each named insured.

Each policy will contain a clause that states:

*"this policy will not be changed or amended in any way, nor cancelled or materially changed without the Insurer giving at least thirty (30) days' notice by registered mail to the Regional District of Bulkley-Nechako."*

The Contractor will provide Certificates of Insurance of these policies to the Regional District prior to commencement of the Work. The Contractor will provide up-to-date Certificates of Insurance to the Regional District upon renewal of these policies.

#### **14. CHANGES IN THE WORK**

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. The Contractor shall proceed with the Work as changed and the Work shall be executed under the provisions of the Contract. No changes shall be undertaken by the Contractor, without written order of the Regional District, except in an emergency endangering life or property, and no claims for additional compensation shall be valid unless the change in writing was so ordered. The value of the addition or deduction from the Contract amounts, and the method of determining such value, shall be by unit prices or combinations of unit prices as set out in the proposal using the same formula applied to the Contract Price.

#### **15. PAYMENT**

The Contractor will invoice the Regional District monthly for services rendered in accordance with the contract for ETRS "Emergency" and "Routine" services and one-twelfth of the "Annual Fee Component" as outlined in Appendix V1 – Fees for Service. Invoices will be reviewed and approved by the Regional District of Bulkley-Nechako prior to payment. Once approved invoices will be paid within 30 days.

#### **16. COMPLIANCE WITH ALL LAWS AND REGULATIONS**

The Contractor shall provide all services, and conduct all work, in full compliance with all federal, provincial and municipal laws and regulations.



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#### **17. WORKSAFEBC**

Prior to undertaking any of the work in this Contract, the Contractor will provide the Regional District with its WorkSafe BC (WSBC) number and will pay and keep current all assessments required by WSBC in relation to the contract amount. The Contractor will provide a clearance letter from WSBC to the Regional District prior to commencement of the work and at intervals not greater than six (6) months during the term of the Contract.

#### **18. CONTRACT PERFORMANCE REVIEWS**

From time to time as deemed necessary, the Regional District may request that the Contractor participate in a Contract performance review. The Contractor will cooperate fully with the Regional District, and will provide the Regional District with all reports, records, and other documentation that may be requested by the Regional District from time to time, related to the maintenance of the System as required in the Contract, and participate in the periodic performance reviews with the Regional District. Documented performance arising from such reviews may be used as basis for alteration of the scope of work or suspension/termination of the Contract.

#### **19. RIGHTS OF WAIVER**

A waiver of any breach of, or provision of, this Contract will not constitute or operate as a waiver, or any other breach of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

#### **20. SEVERABILITY**

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void the validity of the remaining paragraphs hereof will not be affected.



## **OPERATIONAL SPECIFICATIONS**

### **1. SYSTEM DESCRIPTION**

#### **1.1 General Overview**

The Regional District contracts with the Regional District of Fraser-Fort George for fire/rescue, dispatch and emergency services. The Regional District of Fraser-Fort George owns and operates a centralized Emergency Fire/Rescue Radio Communications System for dispatching eleven (11) fire/rescue agencies throughout the Regional District of Bulkley-Nechako.

All fire/rescue department dispatch operations are located at the Fire Operations Communications Centre (FOCC) which is located at the Prince George Fire Department Fire Hall #1 in the City of Prince George. The FOCC receives all 9-1-1 fire emergency calls from the Primary Public Safety Answering Point, for all areas within the 9-1-1 Service Area as shown on Appendix II – Map of Service Area.

The FOCC in Prince George is a sophisticated centralized dispatch facility, with three (3) identical communications dispatch workstations. The dispatch communications console technology includes expansion capabilities for a total of four (4) identical dispatch work stations, and a total of up to one hundred and five (105) emergency response agencies.

The FOCC communicates with Regional District agencies, listed in Appendix I – Inventory and Location Report, over a telephone interconnect system.

#### **1.2 Site Locations**

9-1-1 Radio Communications System equipment and locations are listed on Appendix I – Inventory and Location Report.

### **2. CONTRACT MAINTENANCE STANDARDS**

#### **2.1 Maintenance Standards**

All contract maintenance standards shall be in accordance with requirements specified throughout the Contract, which will be used by the Regional District to measure the performance of the Contractor.

#### **2.2 Contractor Liability for Loss and Damage**

The Contractor shall be liable for the total cost to repair, or replace all damaged Regional District System equipment, facilities, tools and test equipment because of negligence, improper storage, improper transport, improper or inadequate service procedures or workmanship on the part of the Contractor, the Contractor's agents, servants or employees.

The decision to replace or to repair damaged equipment or facilities shall be made at the sole discretion of the Regional District, after due consideration by the Regional



District and the Regional District's appointed advisors, of a detailed description of all remedial action proposed by the Contractor.

The detailed description of the proposed remedial work by the Contractor shall include a comprehensive and rational assessment of the impact of all remedial work on the long-term System reliability, performance, and life expectancy.

### **2.3 System Familiarity and Technical Knowledge**

The Contractor shall be solely responsible for establishing and maintaining a structured training program for all service and maintenance personnel that will be carrying out maintenance work on the System.

All training and the skills and capabilities of all personnel shall ensure to a high level of technical proficiency to enable prompt, efficient and effective response to all System maintenance requirements.

Failure by the Contractor to ensure that all service and maintenance personnel are thoroughly trained and skilled to meet acceptable Standards for prompt, efficient, and effective service shall be cause for termination of the Contract by the Regional District, at the sole discretion of the Regional District.

Properly trained technicians shall be able to independently assess System performance, operating, and functional problems, troubleshoot the specific cause (or causes) of the problem, and carry out all required adjustments and repairs to restore the System to a fully operational state in accordance with all performance and industry standard specifications in an effective, responsible, and professional manner without supervision or guidance.

Sufficient numbers of qualified Contractor technicians shall be properly trained at all times including provisions for illnesses, vacations, and other reasons for technician absences, to provide for uninterrupted System maintenance and repair services, twenty-four (24) hours per day, seven (7) days per week for the entire duration of the contract.

### **2.4 System Documentation**

System documentation that is required by the Contractor to be able to properly train maintenance personnel, and to provide efficient and effective maintenance services, shall be identified by the Contractor, and arrangements for obtaining the necessary documentation shall be determined between the Contractor and the Regional District prior to signing of the Contract.

Lack of technical documentation or System operating and functional information will not be an acceptable excuse by the Contractor for not having all necessary knowledge to carry out all maintenance work efficiently and effectively, in accordance with the Standards unless the Contractor has requested the technical documentation and



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system operating information from the Regional District and the information has not been supplied as set out in the Contract.

### **2.5 System Maintenance Tools**

The Contractor shall be responsible for the provision of all test equipment, service and maintenance computer software for all equipment, for all interconnecting cables, all extension circuit cards, and assemblies that are required for troubleshooting, maintenance and repair of all System equipment. See Appendix IV – Regional District of Bulkley-Nechako Test Equipment Required For Testing.

### **2.6 Service and Maintenance Resources and Facilities**

The Contractor shall have available at all times during the Contract Term, all required equipment, service and maintenance facilities, including trained service and maintenance personnel, to provide prompt, effective and efficient maintenance services with a high level of proficiency and excellent workmanship.

All equipment, maintenance facilities, and trained personnel shall be made available as required on a top priority basis, without exception, to respond to all requests for "Emergency" ETRS response services, twenty-four (24) hours a day, seven (7) days a week.

Inability by the Contractor to respond promptly, in accordance with the stated "Emergency" ETRS tickets from the FOCC because of the immediate unavailability of suitable equipment, facilities or properly skilled and trained personnel, shall be cause for termination of the Contract at the sole discretion of the Regional District.

### **2.7 Qualifications and Personnel**

All personnel who are designated to carry out service and maintenance work on the System, shall have formal training in the field of electronics and radio communications from a recognized trade school, community college, institute of technology, or equivalent level of training, with at least three (3) years full time experience as a service technician in two-way radio communications service and maintenance work.

All service and maintenance personnel shall have a strong working knowledge of two-way narrow band FM point-to-point and mobile two-way radio communications systems theory of operation, performance, and functions, including antenna systems, control systems, in band and sub-audible signalling.

A sound understanding of basic user level programming of microprocessor controlled radio and control equipment is mandatory.

All personnel directly engaged in the maintenance of the System shall have a strong background in troubleshooting and repairing electronics and radio communications equipment with demonstrated excellent workmanship skills.



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## **2.8 Location of Full Service and Maintenance Facilities**

The Contractor shall maintain a fully equipped, full time service shop and maintenance facilities with fully trained technical service personnel.

The facilities shall be available and maintained by the Contractor on a permanent, full time basis to provide twenty-four (24) hours a day, seven (7) days a week response to all "Emergency" ETRS tickets.

The Regional District reserves the right to cancel the Contract if changes are made to the Contractor's maintenance facilities or personnel after award of the Contract (including the relocation of some or all of the facilities), if in the opinion of the Regional District, the changes may result in a reduction of the Contractor's capabilities to provide a level of service as outlined in the said contract.

## **2.9 Availability of Maintenance Staff and Facilities**

The Contractor shall ensure that properly trained and skilled technical personnel, with immediate access to suitable equipment and facilities, shall be available at all times to respond promptly to "Emergency" ETRS tickets for maintenance on the System, twenty-four (24) hours a day, seven (7) days a week, regardless of other commitments that may have been made by the Contractor to other customers.

The Regional District reserves the right to periodically and randomly inspect the Contractor's facilities, and to interview the Contractor's personnel at each location at the discretion of the Regional District, to ensure that standards are being met.

## **2.10 Quality of Workmanship**

The quality of workmanship at all times shall be excellent, and shall reflect a high level of skill and technical competence.

All repair work shall not reduce either the life expectancy or reliability of the equipment or System and shall be carried out in accordance with the original equipment manufacturer's instructions.

All replacement parts shall comply with the original equipment manufacturer's specifications, and shall not degrade the performance below the equipment manufacturer's performance standards.

Temporary repairs, and/or parts replacement, with field acceptable substitutes will be considered by the Regional District, only if the temporary repairs and/or parts replacement are necessary to urgently correct a malfunction that has disabled the System, or is seriously jeopardizing the System's reliability. The Contractor shall immediately issue an expedited order for the approved (permanent replacement) parts without delay.



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The temporary repairs and/or field-substituted parts shall be replaced with permanent repairs and approved parts as soon as the approved replacement parts are received by the Contractor.

All extraordinary field repair work, and/or field equipment replacement, that are required to immediately correct an urgent or catastrophic system problem, shall be carried out without delay at the discretion of the Contractor, pending a recommendation by the Contractor to the Regional District for a permanent solution.

### **2.11 Records and Reports**

The Contractor shall maintain thorough and accurate records of all maintenance work, including details of all repairs, replacements and adjustments on all equipment, at all sites.

Appendix III – Maintenance Log Report shall be completed for each site visit and shall clearly identify the time, date, and location of all site visits, the reason for the site visit, a concise, and accurate description of all work carried out during the site visit, all subsequent follow-up work that is necessary to comply with the Standards, the nature of any temporary work or parts replacement, the results of the site visit and maintenance work in terms of effects on System performance, the name of the Dispatcher with whom the System checks were made before departing the site location, and the status of the System operation and performance after all maintenance work that was completed during the site visit.

A copy of all maintenance records on all of the System equipment shall be forwarded to the Regional District and the FOCC within one (1) business day after the maintenance work has been completed.

All maintenance records and reports that require an immediate or urgent response from the Regional District or the FOCC, to ensure system reliability and integrity, shall be submitted by either telephone, fax, or delivered by hand to the Regional District and the FOCC Supervisor immediately upon completion of the maintenance work at the site, to avoid all unnecessary delays.

While on site, any observations made by the Contractor regarding the condition of radio equipment, site facilities, etc., that may adversely affect the long term reliability or life of the System, shall be reported to the Regional District and the FOCC in a concise report that clearly describes the problems or nature of concern with a recommendation to the Regional District to correct the problems.

In all cases, the reports shall be submitted to the Regional District and the FOCC in a timely manner to ensure that the Regional District and FOCC can immediately assess the urgency or priority of the problem.



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## **2.12 Electronic Trouble Reporting System**

The Regional District has an Internet (web) based ETRS that is the basis for reporting, and tracking all System problems.

The Electronic Trouble Report System ticket:

- is used by the FOCC Dispatchers to initiate documented reports of System problems;
- is used by the Contractor to record all maintenance and repair actions and to report the current status of the problem and resolution process;
- is used by the Contractor to record all equipment that is replaced during System maintenance for inventory tracking and control;
- is used by the Contractor to record time spent on the ETRS; and
- is used to provide a complete, chronological history of all System problems and solutions for subsequent System performance analysis, and planning purposes by the Regional District.

The Contractor shall have access to the Internet with suitable computer technology for retrieving, and entering trouble report data as required in a timely manner.

The Contractor shall update the ETRS within one (1) business day after the maintenance work has been completed.

## **2.13 Emergency Response Contact Telephone Number**

The Contractor shall maintain a central twenty-four (24) hours a day, seven (7) days a week, emergency contact telephone number.

The Contractor's emergency contact telephone number shall be capable of receiving a digital alphanumeric or text message.

### **Note:**

All electronic trouble reports initiated by the FOCC Dispatchers are automatically sent as a text message over a commercial paging system via the Internet.

The Contractor shall ensure that calls to the emergency contact telephone number shall result in immediate notification of properly skilled and trained technical service personnel who are able to respond to "Emergency" ETRS tickets without delay.

During normal daytime business hours, "Emergency" ETRS tickets may be made either to the emergency contact telephone number, or directly to the Contractor's service centre.

"Routine" ETRS tickets shall normally be made to the Contractor's service centre during normal business hours. However, the FOCC may place the "Routine" ETRS tickets



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through the emergency contact telephone number, if the urgency of the service request cannot be immediately determined by the FOCC and/or if an immediate response is necessary to discuss the nature of the service requirements and possible impact on the reliability and operation of the System.

The Contractor shall maintain only one central emergency telephone number. The Contractor shall not change the central emergency telephone number without the express, prior approval of the Regional District.

**NOTE:**

Only the Regional District and/or the FOCC are authorized to place "Emergency" and "Routine" ETRS tickets for service work on the System. The Contractor shall immediately advise the FOCC and as required, the Regional District of all requests for service to the System that have been received by the Contractor, from any other sources, including any of the fire departments. Only the FOCC, and as required, the Regional District will determine whether or not the Contractor should respond to a service request from any other individuals, including those from any fire or rescue department personnel.

**3. CONTRACTOR RESPONSE**

**3.1 "Emergency" ETRS Tickets**

The Contractor shall ensure that a qualified (fully trained) service technician responds by telephone to all "Emergency" ETRS tickets within fifteen (15) minutes of the request being placed by the FOCC to the emergency contact telephone number.

If, after telephone discussion between the FOCC and the Contractor's personnel, it is determined by the FOCC that an "Emergency" response is required, fully trained technical service personnel shall contact the appropriate Fire Chief or his/her alternate to attempt to correct the problem and if required be **enroute to the location requiring service within one (1) hour** from the completion of the telephone discussion between the FOCC and the Contractor's service personnel.

If at the discretion of the FOCC, the problem can be resolved by the FOCC with direction from the Contractor's service personnel, the FOCC at its sole discretion, may down grade the call to a "Routine" request.

At no time however, shall the Contractor's responding service personnel attempt to place the onus on the FOCC for either resolving the problem through telephone discussions, and/or attempt to convince the FOCC that the nature of the request is not an emergency, or place any burden on the FOCC dispatcher that either disrupts, or interrupts the FOCC Dispatcher's normal duties.

In all cases, any question or doubt about the nature of the emergency, including a possible resolution of the problem, shall result in an immediate response by the



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Contractor's trained technical personnel within one (1) hour from the time of the telephone discussion with the FOCC.

At all times, the Contractor shall be solely responsible for assessing the nature of the System problem or malfunction reported by the FOCC, and for taking the appropriate action to correct the problem in accordance with the Standards. The Contractor shall assume at all times, that the FOCC does not have sufficient technical knowledge or skills to either identify the cause, or to take appropriate action to rectify the problem unless the problem is of a procedural or operational nature only.

If the Contractor is unsure if the System problem is within the scope of the Contract the Contractor shall contact the Regional District. At no time shall the Contractor request the FOCC contact the Regional District to determine responsibility of a System problem. See Appendix V – Regional District of Bulkley-Nechako Emergency Contact Information.

The Contractor shall implement a clear escalation procedure that provides direct access by the Regional District and the FOCC Dispatchers to appropriate authorities within the Contractor's organization twenty-four (24) hours per day, seven (7) days per week. The Contractor shall supply a detailed escalation list that shall include the name, title, relevant authority, and direct business and after hours telephone numbers, as well as direct e-mail address of each person on the escalation list.

The Regional District or the FOCC Dispatchers shall have the right to contact any or all persons on the escalation list twenty-four (24) hours per day, seven (7) days per week for emergency purposes.

### **3.2 "Routine" ETRS Tickets**

The Contractor shall respond to all "Routine" ETRS tickets placed by the FOCC, through the ETRS, within a reasonable time, as determined during discussions between the Contractor and the FOCC, but at no time, shall the response be longer than one (1) full business day. All Work shall be subject to the acceptance of the Regional District.

### **3.3 Transportation Arrangements**

The Contractor shall be solely responsible for providing all surface transportation for maintenance personnel to all sites, as required to conduct all Work.

The Contractor shall ensure at all times, that all service personnel carefully plan all service work, and make all necessary preparations in anticipation of the work to be conducted at all sites to avoid unnecessary repetitive site trips and costs because of inadequate preparation or planning by the service personnel.

### **3.4 Contractor Personnel Safety**

The Contractor shall be solely responsible for the safety of the Contractor's maintenance personnel.



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The Regional District shall not be responsible or liable for injury or death that may occur to any of the Contractor's personnel during the performance of maintenance work, including travel to and from the System sites, for any reason whatsoever.

The Contractor shall identify and report to the Regional District all site facilities, and/or working conditions at all sites, that are unsafe, or present an unacceptable risk to the safety of the Contractor's personnel.

The Regional District will determine, in conjunction with the Contractor and the appropriate Fire Department representative, the most expeditious and cost-effective rectification of unsafe facilities and/or working conditions based on specific recommendations to the Regional District by the Contractor and/or based on examination of the facilities and working conditions by the Regional District.

In all cases, the safety of the Contractor's personnel shall not be compromised.

### **3.5 Enforcement of Maintenance Standards**

All performance of maintenance services by the Contractor that are determined by the Regional District to be inadequate or unacceptable in accordance with the Standards may be cause for termination of the Contract by the Regional District as specified in the Contract.

Upon request of the Regional District, the Contractor shall provide detailed written responses to the Regional District explaining all circumstances that contributed to the cause or causes of inadequate performance.

The Contractor shall clearly describe in detail, the immediate remedial action that the Contractor will take to avoid repetition of the inadequate performance that is determined by the Regional District to have occurred within the control of the Contractor. Failure by the Contractor to immediately implement remedies that are acceptable to the Regional District may be cause for termination of the Contract by the Regional District.

## **4. CONTRACT MAINTENANCE SERVICES**

### **4.1 General Requirements**

The Contractor shall be responsible for providing repair and maintenance services on all System communications and control equipment, that are identified in Appendix I – Inventory and Location Report on a twenty-four (24) hours a day, seven (7) days a week basis, to maintain the System operation and performance in a constant state of readiness for providing reliable dispatch and radio communications services to all of the fire departments and rescue service agencies served by the System. The Contractor shall also be responsible for carrying out a scheduled preventive maintenance program on all equipment as specified in the Contract.



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## **4.2 Emergency ETRS Ticket Services**

"Emergency" ETRS tickets services shall include the repair and maintenance of all radio communications and control equipment and related communications system facilities that malfunction, or cause degraded radio system performance, or that reduce the system reliability and operational effectiveness of any part, or all of the System.

In all cases, the Contractor shall respond to all "Emergency" ETRS tickets as determined by the FOCC, in accordance with the Standards specified in the Contract.

Failure, malfunction or degradation of any component, equipment or materials that adversely affect the reliability of the dispatch service or performance of the System, shall require an emergency response from the Contractor, in accordance with the Standards specified in the Contract.

## **4.3 Routine ETRS Ticket Services**

All "Routine" ETRS tickets that do not require an "Emergency" response by the Contractor shall be in accordance with the Standards specified in the Contract.

"Routine" ETRS tickets service requirements shall be applicable to any System failures or malfunctions that in the opinion of the FOCC do not reduce the reliability or operational effectiveness of the System.

## **5. PREVENTATIVE MAINTENANCE SERVICES**

### **5.1 General**

The Contractor shall conduct a scheduled, annual preventative maintenance check on all of the sites and facilities listed in Appendix I – Inventory and Location Report.

The preventative maintenance checks at all sites shall be completed between April 15<sup>th</sup> and June 15<sup>th</sup> of each year.

All equipment, site facilities, and site shelters shall be thoroughly inspected, and tested as required to identify all items that may result in degraded system performance, malfunction or failure, or appear to be insecure, damaged, or susceptible to premature failure caused by weather or other causes, even though the equipment, site facilities, and shelter are operating properly at the time of the preventative maintenance checks.

In general, the Contractor shall verify that the equipment at each site will continue to provide the reliability and operational effectiveness expected of the System.

The preventative maintenance program shall be carried out in addition to all other work that may have been conducted during the normal course of repair and maintenance work on the System in accordance with the Contract requirements related to both "Emergency" and "Routine" response work throughout each year of the Contract.



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The Contractor shall provide a written preventative maintenance plan for the year following, to the Regional District for review and approval no later than September 1<sup>st</sup> of each year. The Contractor shall not begin the preventative maintenance program each year until the Regional District has provided written approval of the plan.

The Preventative Maintenance Plan (Plan) shall clearly and concisely list the planned date for carrying out the preventative maintenance checks at each site (location of System equipment) between April 15<sup>th</sup> and July 15<sup>th</sup> of each year.

The Plan shall include a list of all inspections and equipment tests that shall be carried out for all System equipment and facilities at each site. The Plan does not necessarily need to include the inspection or test procedures, but the type of test, and/or inspection shall be clearly identified for each planned test and inspection for all equipment and facilities at each location.

The Plan shall also include a preventative maintenance test and inspection form supplied by the Regional District and that shall be used by the Contractor for recording the results of all tests and inspections of all equipment and facilities at each site. See Appendix III – System Maintenance Log.

The Regional District will review the Plan in a timely manner and shall identify required changes to the Plan prior to approval of the Plan by March 31<sup>st</sup> each year.

The Contractor shall be responsible for making all changes to the Plan required by the Regional District, and for re-submitting the Plan for Regional District approval in sufficient time to enable the Contractor to make all necessary arrangements to start all required preventative maintenance Work by April 15<sup>th</sup> of each year.

In all cases the Regional District shall not be held responsible for any delays that may be incurred by the Contractor for conducting all preventative Work within the specified time frame, as a result of Contractor delays in submitting a Plan that is acceptable to the Regional District prior to carrying out the preventative maintenance program each year during the Contract.

The Fixed Contract Price, in accordance with the Contract Price Schedule, shall include the labour for the repair, adjustment, and if applicable, the replacement of failed, malfunctioning or suspect equipment and components during the preventative Work.

The cost of replacement materials and components including Radio Frequency and other electrical cables, batteries, antennas, and equipment (other than spare equipment) shall be in addition to the labour for the Contract preventative maintenance services, and the Regional District shall be obligated to reimburse the Contractor for such costs, subject to the terms and conditions specified in the Contract.



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## **5.2 Preventative Maintenance Sites**

Annual preventative maintenance shall be carried out on all equipment listed in Appendix I – Inventory and Location Report.

## **5.3 Preventative Maintenance Services**

At each site, preventative maintenance procedures shall include:

- a) detailed measurements to verify that the System performance meets or exceeds the Regional District's established levels and that all equipment meets or exceeds the manufacturer's performance standards and specifications;
- b) detailed visual inspection and verification of the integrity of the installation of all equipment, including interconnecting electrical cables, Radio Frequency transmission lines and Radio Frequency jumper cables, antennas, solar panels (if applicable), batteries, cabinets and equipment enclosures, electrical power and ground connections, and mounting arrangements;
- c) detailed measurements and verification of battery power supply systems including chargers, primary equipment power supplies, solar panel systems (if applicable), battery charge levels, and projected battery life (for both rechargeable and non-rechargeable batteries); and
- d) visual inspection of the general physical condition of the antennas and antenna mounting brackets, antenna mounting structure and guy wires (if applicable).

Wherever possible (or practical), all repairs, adjustments, and replacement of materials and/or equipment shall be carried out at the time the preventative maintenance Work is being conducted. During maintenance trips, the Contractor shall ensure they have all applicable Regional District spare radios and equipment, as well as all necessary tools, test equipment, programming cables and computers so repairs can be completed as soon as possible.

If the nature of the problem that is discovered during the preventative maintenance Work cannot be effectively or practically corrected at the time, the Contractor shall immediately submit a detailed report to the Regional District that clearly itemizes the specific Work that needs to be carried out during a subsequent visit to the site, the reasons that the Work could not be completed during the scheduled preventative maintenance site visit, and the prices for completing all itemized Work.

A detailed preventative maintenance report as set out in Appendix III – System Maintenance Log shall be completed for each site that clearly itemizes the detailed test and inspection results on all equipment. The report shall be submitted to the Regional District at the completion of the preventative maintenance test and inspection results for that site. The Contractor may provide specific recommendations to improve equipment performance and/or site facilities to increase system reliability and/or operational effectiveness, and the projected prices for implementing all recommendations.



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#### **5.4 Specific Services to be Included In All Contract Pricing**

The Fixed Contract Price shall include all labour, surface travel expenses to and from each site, and miscellaneous electronic components, parts and materials that are normally part of a two-way commercial radio shop inventory for general repair purposes.

Special order components, parts and materials that are either unique to the System, and/or are not normally part of the standard general repair shop inventory that is maintained by a commercial two-way radio service facility, are not included in the Fixed Contract Price in accordance with Appendix VI – Fees for Service.

In all cases, all repair and maintenance Work shall be carried out by the Contractor to restore all equipment to the acceptable performance standards, and operational effectiveness, in accordance with the original equipment manufacturer's specifications and the system design requirements.

The Contractor shall ensure that no repair or maintenance Work results in any reduction in System reliability, functionality, or operational effectiveness after all repairs and maintenance Work have been completed and signed off.

Temporary repairs and maintenance Work will be acceptable to the Regional District only to expedite the restoration of the entire System to an acceptable level of reliability and operational effectiveness, pending permanent corrective action.

In these cases, temporary remedial measures shall be employed by the Contractor only under special circumstances, and only when immediate, permanent repairs or replacement are not possible.

In all cases, the Contractor shall ensure full compliance with the Standards, for both temporary and permanent remedial action to correct all System problems.

The Contract Maintenance Work shall include, but is not necessarily limited to:

- a) Repairing, adjusting and/or replacing all equipment, components, interconnecting wiring and all electrical connections to restore the equipment and system to the original, manufacturer's stated performance specifications, and to meet the system design requirements.
- b) Making all adjustments including all alignment and level setting procedures for all radio communications and control equipment, in accordance with the original equipment manufacturer's approved procedures and instructions.
- c) Carrying out the necessary trouble-shooting and investigative Work to identify the nature of all problems, to assess the appropriate remedial action, and to expedite all corrective measures that are necessary to restore the equipment and the System to acceptable standards of performance and operational effectiveness.



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- d) Responding to all requests for maintenance.
- e) Preparing and maintaining technical and administrative reports for approval and/or review by the Regional District as may be required on a case-by-case basis by the Regional District.
- f) Ensuring full compliance with the Standards and making recommendations to the Regional District that will increase the cost-effectiveness of providing the Contract Work throughout the Contract Term, and that will result in improved overall 9-1-1 Fire Rescue Radio Communications System reliability and operating effectiveness.

#### **5.5 Maintenance Manuals and Documentation**

The Regional District will supply one copy of all equipment operating and service manuals, System drawings, and documentation with all pertinent system technical and system descriptive information to the Contractor prior to the commencement of the Contract Term.

All documentation provided or purchased by the Regional District will remain the property of the Regional District at all times.

The Contractor shall be responsible for retaining, and for having available as required by the Contractor's personnel, all documentation supplied by the Regional District, and replacing all lost or destroyed documentation that has been supplied by the Regional District, at the sole cost of the Contractor.

Lack of appropriate documentation that is required to provide all contract maintenance services by the contractor, will not be an acceptable excuse for not being able to fulfill contract maintenance commitments, and may be cause for termination of the Contract by the Regional District, without recourse by the Contractor.

All documentation supplied or purchased by the Regional District shall be immediately returned to the Regional District upon termination of the Contract, either at the expiry of the Contract Term, or at any time as requested by the Regional District.

#### **5.6 Spare Equipment**

Appendix I – Inventory and Location Report includes a list of all spare equipment that will be provided by the Regional District to the Contractor for immediate replacement purposes to minimize down-time and System disruption during the repair or permanent replacement of System equipment and components.

The Contractor shall use the ETRS (web based) trouble reporting system to record all equipment changes and to maintain an accurate inventory of all spare equipment supplied by the Regional District.



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The Contractor shall be responsible for maintaining all spare equipment in a fully operational and functional condition, in accordance with the original equipment manufacturers performance specifications, and for making recommendations to the Regional District to replace, or to add to the spare inventory, in the event that the spare equipment is required as a permanent replacement for equipment or components that have failed, and cannot be repaired either cost effectively, or in a reasonable period of time.

Any System equipment, including spare equipment that is lost or destroyed either through the negligence of the Contractor, or because of improper repair or maintenance procedures, shall be replaced at the sole cost of the Contractor. Any repairs to any equipment, including spare equipment, caused by the negligence of the Contractor, or resulting from improper maintenance or repair procedures, shall be subject to the prior approval of the Regional District, based on a specific recommendation by the Contractor.

The spare equipment inventory and inventory records shall be available for immediate inspection by the Regional District during normal business hours.

#### **5.7 Equipment Component Spares and Replacement**

All repairs and maintenance of the System equipment, that require replacement of electronic or electrical components, including connectors, modules, circuit boards, special wiring or cable assemblies, and special materials that are not part of the inventory normally maintained by a commercial radio communications service company, or are not part of the spare equipment supplied by the Regional District, may be charged to the Regional District, in addition to the Fixed Contract Price in the proposal, subject to the prior approval of the Regional District.

Within 60 days after execution of the Contract with the Regional District, the Contractor shall list for prior approval by the Regional District, all special order components, materials, equipment, special assemblies and sub-assemblies, including special cables and connectors that are not normally included in the Contractor's general service parts inventory, and that are required for System maintenance and repair. All special order requests shall include firm prices that will be charged by the Contractor to the Regional District. All such special order items that are approved by, and paid for by the Regional District, shall be the property of the Regional District and shall be accounted for in the spare equipment inventory by the Contractor.

The Contractor shall provide evidence satisfactory to the Regional District that the price charged to the Regional District is fair and reasonable, and is based on the direct landed cost at the Contractor's maintenance facilities (premises), with a reasonable gross profit margin that includes provisions for the Contractor's normal overhead, and a net profit that represents the full discount that would be provided by the Contractor to the Contractor's most favoured customer.



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The firm prices for repair or replacement of System components that are approved as special order items shall include the price for extraordinary labour, in addition to the labour that is included in the Contract, to repair and/or to replace the special order items.

The Regional District reserves the right to purchase directly from the equipment and/or parts suppliers, any special order equipment, parts or material if in the opinion of the Regional District, direct purchases will result in a cost savings to the Regional District.

All off-the-shelf and special components, materials, sub-assemblies, including interconnecting wiring and cabling assemblies, shall be replaced and/or repaired in accordance with the standards specified in the Contract.

## **6. MAINTENANCE REPORTS AND RECORDS**

### **6.1 Reporting Procedures**

An ETRS is used by the FOCC dispatchers to report all problems encountered with the System.

The ETRS is completed in electronic format via the Internet.

When the ETRS form is submitted by a dispatcher, the ETRS form is automatically submitted by e-mail to the Regional District, the Contractor and the FOCC supervisor.

A fax copy of the ETRS is also automatically sent to the Contractor.

The dispatcher will identify the problem as an "Emergency", or as "Routine".

ETRS submissions automatically generate an alphanumeric paging message to the Contractor.

The Contractor shall complete and submit a response on the ETRS form to clearly state the results of all troubleshooting and remedial Work that was carried out to resolve the problem within one (1) business day of the ETRS being initiated.

### **6.2 Preventative Maintenance Reports**

The Regional District will provide a preventative maintenance and service report form to be used by the Contractor for all preventative maintenance Work. Within one (1) week after the award of the Contract, the selected Contractor shall submit to the Regional District for comments and approval, samples of the proposed preventative maintenance and service report forms to be used by the Contractor for all preventative maintenance Work.



### **6.3 Records**

The Contractor shall maintain Appendix 1 – Inventory and Location Report to record equipment serial numbers and the amount of equipment installed at each location and report the discarding of equipment.

### **6.4 Future System Additions and Deletions**

Equipment that has been added to the System after commencement of the Contract will be added to the Appendix I – Inventory and Location Report and shall become part of the Contractor's responsibilities.

The Contractor shall provide to the Regional District a quotation for extra Work to maintain additional equipment for the remainder of the Contract Term. The price shall be based on a reasonable estimate of the Contractor's cost that is in line with, and uses the same formula applied to, the Contract Price.

The Regional District shall be entitled to full disclosure of all Contractor costs and the methods that have been used by the Contractor to establish the price originally negotiated at the beginning of the Contract Term to enable the Regional District to determine if the additional Contract Price is fair and reasonable.

The Contractor shall also be expected to reduce the Contract Price in the event that equipment is permanently removed from the System.

The Contractor shall provide, to the Regional District, a revised Contract Price for reduced equipment maintenance requirements for the remainder of the Contract Term. The reduced price shall be based on a reasonable estimate of the Contractor's reduced cost that is in line with, and uses the same formula applied to the Contract Price.

## **7. SITE ACCESS, SECURITY AND CLEAN UP**

The Contractor shall be responsible for gaining authorized access to all System equipment locations, including all sites and facilities that are owned and operated by the Regional District, and all System sites and facilities that are not owned, or operated by the Regional District.

The Contractor shall be responsible for acquiring keys and alarm security codes from the owner/manager of each location (site), including fire departments and rescue services in accordance with the procedures specified by each owner/manager. The Contractor shall provide a detailed listing of the keys to the Regional District. The list is to be updated, as required, and a copy of the updated list is to be provided to the Regional District. All lost or misplaced keys shall be immediately reported to the relevant agency, or site manager, and the Regional District.

The Contractor shall be fully responsible for the safe and secure storage of all keys.



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The Contractor shall be responsible for ensuring that access to all sites by the Contractor's personnel, is in strict accordance with the rules and procedures established by all site owners and managers and that all Work conducted at all sites is carried out in a professional manner, and conforms to excellent workmanship standards at all times.

At all shared sites, the Contractor's personnel shall avoid disturbing all other occupants' equipment and facilities, and shall take special precautions to avoid any damage to all site facilities and equipment, and ensure that all other occupant's communication systems are not disrupted.

All debris, discarded materials, and parts that are the result of the Contractor's works at all sites, shall be removed from the site and disposed of either at the Contractor's premises, or at a disposal receptacle or facility in accordance with all federal, provincial and local laws and regulations.

Prior to departing each site, the Contractor's personnel shall ensure that the status of all site utilities (lights, heat, etc.), are set in accordance with the site owners' or managers' requirements and that the site is properly secured and all doors and gates are properly locked.

The Contractor shall be fully responsible for all cost, and liability for any damage, or causes of malfunction of any equipment, facilities, buildings, towers, and other site structures and systems at all locations (sites) that is caused by the negligence of the Contractor's personnel, agents, sub-contractors.



# APPENDIX III – SYSTEM MAINTENANCE LOG

<b>Site:</b>		<b>Tech:</b>	
<b>Radio/system</b>		<b>Date:</b>	
Deviations specified are for wide band (25 KHz) radio systems; with narrow band (12.5 kHz) systems use half the specified deviations.			
<b>Transmit Tests</b>	<b>Reading before Adjustment</b>		<b>Notes and or Adjusted to</b>
Transmit Frequency			
Frequency Error, Hz. Use Industry Canada Specifications. Current wide band channels 150 MHz = $\pm 375$ Hz, 174 MHz = $\pm 435$ Hz, 400 MHz = $\pm 500$ Hz, 932 MHz = $\pm 699$ Hz.			
Power out of radio forward, watts.			
Power out of radio reverse, watts.			
Power to antenna forward after Duplexer or multi-coupler, watts.			
Power to antenna reverse after Duplexer or multi-coupler, watts.			
Deviation microphone, maximum deviation using direct microphone on radio. Less than 5 KHz deviation.			
Deviation CTCSS. Set to manufactures specification.			
Deviation RF repeater, if applicable. Adjust to within .2 KHz of input. Send $\pm 3.3$ kHz @ .1 KHz into repeater receiver plus CTCSS tone if applicable.			
Deviation back to back Repeaters, if applicable. Adjust to within .2 KHz of input. Send $\pm 3.3$ KHz deviation @ 1kHz into other receiver plus CTCSS tone if applicable. This applies to back to back UHF repeaters and to VFD agencies between the VHF base radio and the UHF link radio.			
Deviation FOCC 1 kHz test tone, if applicable. A 1 KHz tone is sent from the FOCC dispatch console; field technician measures transmitter deviation toward field.			
Deviation base remote 1, if applicable. Transmitter deviation with voice test from remote base unit. Normal Voice spec=3.3 KHz $\pm$ .3 KHz.			
Deviation base remote 2, see above			
Deviation page tones (VFD), if applicable Deviation level of the page tones sent from the VFD module to the field radios. Spec= 2.5 $\pm$ 0.5			
Deviation DTMF (VFD and Transponder), Deviation of the DTMF sent from the VFD module and the transponder module towards the FOCC. Spec= 2.5 $\pm$ 0.5			

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# APPENDIX III – SYSTEM MAINTENANCE LOG

Deviation stored voice (Transponder) Spec= 3.3 KHz +/- 0.3 KHz.		
<b>Notes:</b>		
All sensitivity tests shall be done using 12 dB SINAD point of receiver using 1 kHz tone @ 3.3 kHz deviation + CTCSS tone if applicable.		
Effective sensitivity tests: Use a power splitter or power sampler to connect to the receiver input. One port connects to service monitor, other to antenna line or termination.		
<b>Receiver Tests</b>	<b>Reading before Adjustment</b>	<b>Notes and or Adjusted to</b>
Receive Frequency		
Squelch Open, dbm.		
Squelch Closed, dbm.		
Sensitivity Direct into receiver, dbm. As per manufactures specifications.		
Sensitivity through Duplexer or multi-coupler on the antenna line input, dBm.		
Effective sensitivity with test splitter antenna port terminated. This is the reference level		
Effective sensitivity through power divider, with antenna line connected, and all transmitters off.		
Effective sensitivity through power divider, with antenna line connected, and all transmitters off.		
Effective sensitivity through power divider, with antenna line connected, and all applicable site transmitters on. If there is an increase over step b, test individual transmitters to find which are causing desense of receiver.		
Effective sensitivity through power divider, with antenna line connected, and specific interfering transmitter keyed.		
RF signal into receiver, from far end radio, where applicable: Far end UHF link radio keyed, or VHF base radio: if applicable, external repeater keyed, or Transponder radio: repeater keyed, if no repeater base radio keyed.		
Test tone sent to FOCC, where applicable: 1 kHz test tone @ 3.3 kHz at -80 dbm sent into radio receiver towards the FOCC. RDFFG staff to check receive level at FOCC.		

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# APPENDIX III – SYSTEM MAINTENANCE LOG

Battery install date.		
Battery float AC on.		
Battery Full load AC OFF.		
Battery Conductance.		
Low Voltage cut off disconnect voltage.		
Low Voltage cut off connect voltage.		
<b>Notes:</b>		

The form is an Excel Worksheet that will be provided to the Contractor by the Regional District at the beginning of the contract

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Site: <input type="text"/>		Tech: <input type="text"/>
		Date: <input type="text"/>
All telephone line measurements should be with test set bridging		
Tests	Reading before Adjustment	Notes and or Adjusted to
Receive level on telephone line with -10dbm 1 kHz tone sent from FOCC.		
Radio transmit deviation with -10dbm 1 kHz tone from FOCC. Nominally around 3 to 4 KHz.		
Receive level on telephone line with 0 dbm 1 kHz tone sent from FOCC.		
Radio transmit deviation with 0 dBm 1 kHz tone from FOCC. Nominally around 3 to 4 KHz.		
Receive level on telephone line with 0 dbm 1 kHz tone sent from FOCC.		
VOX trigger point with tone level sent from FOCC. Usually less than -30 dbm.		
Idle noise on telephone line bridging connected to FOCC. Should be less than 20 dBmc.		
Transmit level on telephone line to FOCC with 1 kHz tone @ 3.3KHz into RX. Adjust as per RDFFG staff. Nominal -3 to -5 dbm.		
Transmit level on telephone line to FOCC with 1 kHz tone @ 4.5KHz into RX. Adjust as per RDFFG staff. Nominal +1 to -2 dbm.		
Page tone deviation. Spec= 2.5 +- 0.5		
Deviation base remote 1, if Interconnect has a remote interface unit. Spec= normal voice 3.3 KHz deviation +- 0.3 KHz.		
Deviation base remote 2, see above.		
If problems are found in above tests then the applicable interconnect setup procedures are to be followed. Then repeat above applicable tests. Note: End to end distortion should be %5 or better (26db Signal to Noise)		
Notes:		



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#### APPENDIX IV – REGIONAL DISTRICT OF BULKLEY-NECHAKO TEST EQUIPMENT REQUIRED FOR TESTING

1. Service monitor 150 to 920 MHz capable of testing:
  - a. Receiver sensitivity;
  - b. SINAD external input and off air;
  - c. Audio filters (to filter out CTSSS);
  - d. RF receive levels;
  - e. Transmitter deviation;
  - f. Receiving and sending test tones, PL tones, DTMF, and two-tone paging;
  - g. Spectrum analyser; and
  - h. Capably of tuning duplexers and multi-coupling filters.
2. Power meter from 150 to 920 MHz.
3. Power splitter or power sampler and termination for effective sensitivity measurements from 150 to 920 MHz.
4. Battery conductance meter.
5. Analog voice band test set (60 to 4000hz) with:
  - a. 600ohms impedance;
  - b. Terminated and hi impedance receive impedance;
  - c. Level reading in dBm;
  - d. Noise reading in dBmc; and
  - e. Hold function to take telephone line off hook.
6. DOS laptop with serial port to operate programming software for Barnett VFD and transponder module, and Zetron interconnect.

Laptop with serial port and applicable cables and software to program radios



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**APPENDIX V – REGIONAL DISTRICT OF BULKLEY-NECHAKO EMERGENCY CONTACT INFORMATION**

<b>Contact Name</b>	<b>Cell Phone Number</b>	<b>Home Phone Number</b>	<b>Other Phone Number</b>
Deborah Jones-Middleton	250-692-9411	250-692-4899	250-692-6488
Gail Chapman	250-692-9216	250-695-6469	250-692-6004



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APPENDIX VI – FEES FOR SERVICE

Description of Services	Fee	Unit of Service
<b>ANNUAL FEE COMPONENT</b>		
➤ Provide 24 hour 7 days per week on call availability for all "Emergency" ETRS tickets; and	\$26,250.00	per annum
➤ Provide "Annual Preventive Maintenance Service" to all Regional District 9-1-1 sites.		
<b>RESPOND TO ETRS TICKETS</b>		
➤ "Emergency" ETRS tickets after business hours.	\$210.00	per hour
➤ "Routine" and "Emergency" ETRS tickets during business hours.	\$84.00	per hour
➤ Mileage for "Emergency" or "Routine" ETRS ticket response travel	\$0.60	per kilometer



# Planning Department Enquiries Report, Month of July 2017

## Planning Enquiries

For the Directors' information, the Planning Department has kept track of and tabulated the number of planning enquiries from the public that were processed by the department for the month of July 2017. During this month the Planning Department responded to 249 enquiries. The enquiries are divided into 5 main subject areas: Development Services; Electoral Area Planning; House Numbering; Maps; Bylaw Enforcement; and Other.

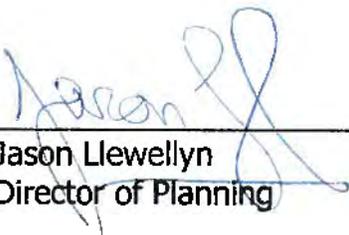
<b>Subject Area</b>	<b>March 2017</b>	<b>April 2017</b>	<b>May 2017</b>	<b>June 2017</b>	<b>July 2017</b>
Development Services	26	25	46	31	33
Electoral Area Planning	57	51	73	75	59
House Numbering	4	7	7	23	30
Maps	38	30	25	46	46
Bylaw Enforcement	4	8	61	8	4
Other	52	47	66	66	77
<b>Total</b>	<b>181</b>	<b>168</b>	<b>278</b>	<b>249</b>	<b>249</b>

**Recommendation**

"That the Board receive the July 2017 Planning Department Enquiries Report."

*(All Directors)*

Respectfully submitted,



Jason Llewellyn  
Director of Planning



## **Building Inspector's Report For July, 2017**

1. Building Permit Summary for the Regional District of Bulkley-Nechako

There were 9 building permit applications submitted this reporting period. The fees collected this reporting period amount to \$3,408.00, with a total construction value of \$557,500.00. There have been 64 permits issued to date in 2017.

2. Building Permit Summary for the Village of Burns Lake

There were no building permit applications submitted this reporting period. There have been 6 permits issued to date in 2017.

3. Building Permit Summary for the Village of Fraser Lake

There was 1 building permit application submitted this reporting period with a total construction value of \$5,000.00. There have been 3 permits issued to date in 2017.

4. Building Permit Summary for the Village of Granisle

There were no building permit applications submitted this reporting period. There have been 3 permits issued to date in 2017.

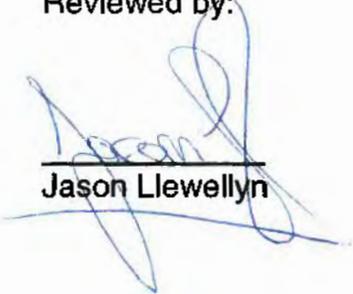
5. Building Permit Summary for the District of Fort St. James

There were 4 building permit applications submitted this reporting period with a total construction value of \$108,000.00. There have been 10 permits issued to date in 2017.

6. Building Permit Summary for the Village of Telkwa

There was 1 building permit application submitted this reporting period with a total construction value of \$25,000.00. There have been 11 permits issued to date in 2017.

Reviewed by:

  
Jason Lewellyn

Written by:

  
Jason Berlin

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**Planning Department**

July 2017 - Action List - Page 1 of 3

<b>PAGE #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
Page 803 Board Agenda May 25 2017	Cluculz Lake Volunteer Fire Dept	Follow up with recommendations Investigate RD's responsibility for Fire Dept. Operations	Jason Blackwell	Ongoing	
Pages 232-233 Board Agenda April 20, 2017	Recreation Service Electoral Area "A"	Staff Report	Jason	Ongoing	
Pages 234-236 Board Agenda April 20, 2017	Pipeline Referral	Letter Invite OGC to Board Meeting Press Release	Jason	Ongoing	
Pages 62-79 Supp Board Agenda 20-Apr-17	BC Building & Safety Standards	Arrange Meeting	Jason	Ongoing	
Page 138-141 Board Agenda 20-Jul-17	Land Referral File No. 6409002 Smith, Edwards & Hann Electoral Area "C"	Submit	Jennifer	Completed	July 21 2017
Page 142-150 Board Agenda 20-Jul-17	Land Referral File No. 6409002 Corfe Electoral Area "E"	Submit	Jennifer	Completed	July 21 2017

HPD

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****Planning Department****July 2017 - Action List - Page 2 of 3**

<b>PAGE #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
Page 151-153 Board Agenda 20-Jul-17	Land Referral File No. 7409935 Coghill Electoral Area "F"	Submit	Jennifer	Completed	July 21 2017
Page 154-157 Board Agenda 20-Jul-17	Land Referral File No. 7409936 MacDougall Electoral Area "F"	Submit	Jennifer	Completed	July 21 2017
Page 158-172 Board Agenda 20-Jul-17	Land Referral File No.'s 6406827 64009000 Blastpro Construction Electoral Area "G"	Submit	Jennifer	Completed	July 21 2017
Page 173-175 Board Agenda 20-Jul-17	Mines Referral No. 243448 Thompson Creek Metals Co. Electoral Area "D"	Submit	Jennifer	Completed	July 21 2017
Page 176-183 Board Agenda 20-Jul-17	Mines Referral No. 243447 Gold Corp Canada Electoral Area "G"	Submit	Jennifer	Completed	July 21 2017
Page 184-214 Board Agenda 20-Jul-17	ALR Application No. 1194 Serle & Watt-Senner Subdivision within the ALR Electoral Area "D"	Submit	Jennifer	Completed	July 21 2017
Page 215-222 Board Agenda 20-Jul-17	Parks and Recreation Services Electoral Area "A"	N/A	Jason Llewellyn	Deferred	
Page 224-316 Board Agenda 20-Jul-17	Rezoning File No. A-02-17 Bylaw No.s 1797 & 1798 Second Reading Hudson Bay Mountain Electoral Area "A"	Schedule Public Hearing	Jennifer	Completed	July 25 2017

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**Planning Department**

**July 2017 - Action List - Page 3 of 3**

<b>PAGE #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
Page 317-326 Board Agenda 20-Jul-17	OCP Amendment & Rezoning Bylaw No.s 1801 & 1802 File No. C-01-17 Andrew & Christie Hoy Third Reading & Adoption Electoral Area "A"	Close File	Jennifer	Ongoing	
Page 327-334 Board Agenda 20-Jul-17	Rezoning File No. C-02-17 Bylaw No. 1803 Blue Jay Farms Electoral Area "C"	Close File	Jennifer	Ongoing	
Page 335-341 Board Agenda 20-Jul-17	Rezoning File No. A-05-17 Bylaw No. 1803 Maria Kolnberger Electoral Area "A"	Close File	Jennifer	Ongoing	
Page 342-349 Board Agenda 20-Jul-17	Enforcement File No. 2014-A-01 6865 Yelich Road Electoral Area "A"	Letter	Jason Blackwell	Completed	July 25 2017
Page 20 - 35 Supp Agenda 20-Jul-17	Rezoning File No. A-03-16 Bylaw No.'s 1786 & 1787 Phil's Boxes (HBH) Electoral Area "A"	Close File	Jennifer	Ongoing	

*2017*

Regional District of Bulkley Nechako  
 PO Box 820  
 Burns Lake, BC  
 V0J 1E0

August 9, 2017

To the Regional District of Bulkley Nechako Board of Directors,

WE are writing this letter to request a resolution of support for the Men of the North Society to apply to the Northern Development Initiative Trust's Economic Diversification Infrastructure fund for \$90,720.00 to create a new Training Centre located on the Nak'azdli Reserve. The total project value is \$129,600.00.

The Men of the North Society is a new society created in the Nak'azdli and Fort St. James community. As an indigenous organization, we are focused on creating healthy communities and practice this using a leading by example approach. Our members and board of directors participate in mentoring activities that share cultural knowledge and skills with younger individuals. Our constitution states that the purposes of our society are to:

- a. Build strong communities- by learning, understanding, teaching, and living men's traditional and cultural roles and skills as defined by men for men. We in turn take the lead in sharing, supporting and encouraging fellow-members to fulfill their traditional roles as hunters, providers and protectors within their respective communities;
- b. Improve the quality of community life- through acts of generosity and kindness and by initiating and or participating in community projects and programs that are focused on making communities healthy and vibrant for all members;
- c. Build strong community leadership – by creating opportunities and a support network for individuals from all backgrounds to make positive life changes and grow into leadership roles;
- d. Support education and individual lifelong learning – by developing mentoring relationships between members where skills, knowledge and trades are learned from each other and where traditional teaching methods that include hands-on learning, sharing cultural knowledge and practices are important components;
- e. Support community and economic growth – to create jobs and opportunities to support skill development for members that also supports economic diversification;
- f. Provide solid organizational leadership and build regional relationships with other men's groups to share information and best practices;
- g. Partner with like-minded organization to develop effective community programs that have positive and optimized impact;

While we are a 'men's group', our activities and volunteer work support all parts of our community. We have helped with activities and events at the Local Highschool (cooking lunch for job fair), and at the Nak'azdli Health and Wellness Centre (building a community garden). We help our elders with activities that they can no longer do themselves (getting winter wood supply) and have volunteered at the local food bank and KEY Resource Centre. Because of the work that we do, we are invited to participate as guest speakers for other regional First Nation's communities.

Our reputation as a positive force in the Nak'azdli Community and Fort St. James continues to grow and so do the number of requests for our organizational partnership in community projects. To further this work, we are now embarking on creating a **Men of the North Training Centre** that will be located on Nak'azdli Reserve. The unique training that will be offered at this location will capitalize on real-world

2098

learning opportunities that are part of community projects combined with traditional and cultural knowledge, practices and skills development. Training offered at our centre will employ mentoring and hands-on learning in practical and cultural skill development. We will also make support available for entrepreneurial business opportunity development in cultural and eco – tourism and environmental sectors. Through this new training centre, we will work with the Nak'azdli, Regional District of Bulkley Nechako Area 'C' and Fort St. James Communities, to complement existing education opportunities offered by post secondary education facilities. Through applied hands-on learning combined with cultural and traditional knowledge sharing, our community based project teams will help build a skilled workforce. This workforce, in turn will support economic diversification into specialized environmental work and will help develop the distinct marketable tourism prospects in this region.

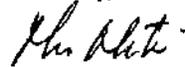
In conclusion, we ask that you please accept this letter requesting your support for the creation of a new Training Centre in the form of the following resolution.

"That the Regional District of Bulkley Nechako supports the application to Northern Development Initiative Trust from the Men of the North Society for a grant of up to \$90,720.00 for the creation of the Men of the North Training Centre from the Prince George Region's Northern Development Initiative Trust's Economic Diversification Infrastructure Fund "

We will require a copy of this resolution by August 18<sup>th</sup>, 2017 as part of our application package.

Thank you in advance for your support.

practical  
Sincerely,



Marvin Martin  
President  
Men of the North Society  
PO Box 67  
Fort St. James BC,  
VOJ 1P0

**geraldine.craven**

AUG 04 2017

**REGIONAL DISTRICT OF  
BULKLEY NECHAKO**

**From:** CivicInfo BC <info@civicinfo.bc.ca>  
**Sent:** August 4, 2017 9:37 AM  
**To:** CivicInfo BC  
**Subject:** 2017 UBCM Convention - Meeting Requests with the Minister of Municipal Affairs and Housing  
**Attachments:** 2017 UBCM Letter from Minister of Municipal Affairs and Housing - Meeting Requests to Mayors and Regional District Chairs.pdf

\*\*\*\*\*

This message is being sent by CivicInfo BC to all Union of BC Municipalities (UBCM) Mayors and Regional District Chairs on behalf of the Minister of Municipal Affairs and Housing.

\*\*\*\*\*

**Subject:** 2017 UBCM Convention – Meeting Requests with the Minister of Municipal Affairs and Housing  
**Intended Recipient(s):** Mayors/Regional District Chairs/Islands Trust Chair/CAOs and cc: Administrative Assistants and General Email  
**Attachments:** One (1) plus message below

If you have received this message in error, we ask that you forward it to the appropriate person in your office.

\*\*\*\*\*

MESSAGE:

Please see the attached letter from the Minister of Municipal Affairs and Housing with regards to the 2017 UBCM Convention. The letter outlines the process for requesting a meeting with Minister Selina Robinson, as well as with provincial government, agency, commission and corporation staff.

This year's online meeting request form will be available at: [Minister of Municipal Affairs and Housing Meetings](#).

If you have any questions, please contact the Ministry of Municipal Affairs and Housing UBCM Meeting Coordinator, Nicole Sidney by email at: [CSCD.UBCM.MeetingRequests@gov.bc.ca](mailto:CSCD.UBCM.MeetingRequests@gov.bc.ca) or by phone at 778-698-3203.

\*\*\*\*\*

The information transmitted herein is confidential and may contain privileged information. It is intended solely for the person or entity to which it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

CivicInfo BC makes no representations or warranties whatsoever, either expressed or implied, with respect to the accuracy, reliability or suitability for any purpose, of the information contained or referenced in this message.

\*\*\*\*\*

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BRITISH  
COLUMBIA

AUG 02 2017

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you regarding scheduling appointments for the upcoming annual UBCM Convention taking place in Vancouver, September 25 to 29, 2017.

As the Minister of Municipal Affairs and Housing, I am pleased to provide you with information regarding the process for requesting a meeting with me, as well as with provincial government, agency, commission and corporation staff. Additionally, you will receive a letter from Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet Ministers.

If you would like to meet with me at the Convention, please complete the online form at: Minister's Meeting and submit it to the Ministry of Municipal Affairs and Housing before **August 18, 2017**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible. In the event I am unable to meet with you, arrangements may be made for a meeting post-Convention.

To get the most out of your delegation's meeting, it would be helpful if once you make your meeting request, you could provide a one to one and one-half page summary of the matter(s) to be discussed (a template will be provided online). By providing this information in advance of the meeting, I will have a better understanding of your delegation's interests and it will allow for discussions that are more productive.

Ministry staff will email the provincial appointment book. This lists all government, agency, commission and corporation staff expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting online.

As the Minister responsible for local government, I appreciate the important work local governments do for the benefit of British Columbians. I look forward to meeting with many of you, hearing about your communities, and exploring ways we can partner together to address common issues.

Sincerely,

A handwritten signature in black ink that reads "Selina Robinson".

Selina Robinson  
Minister

pc: Honourable John Horgan, Premier  
Murry Krause, President, Union of British Columbia Municipalities

---

Ministry of Municipal Affairs  
and Housing

Office of the Minister

Mailing Address:  
PO Box 9056 Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 387-2283  
Fax: 250 387-4312

Location:  
Parliament Buildings  
Victoria BC

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Board - Direction/  
Receive

geraldine.craven

---

**From:** Ted Clarke <tedc@nbcheros.org>  
**Sent:** July 21, 2017 12:44 PM  
**To:** RD of Cariboo; info@hazelton.ca; Village of Masset; RD of Fraser-Fort George; RD of Skeena-Queen Charlotte; inquiries; justask@northernrockies.ca; CFO Peace River RD; City of Terrace; City of Dawson Creek; Village of Telkwa; District of Port Edwards; District of Tumbler Ridge; Village of Fraser Lake; District of New Hazelton; District of Stewart; District of Vanderhoof; District of Hudson's Hope; Ruby Decock; Village of Valemount; Village of Burns Lake; Mayor City of Prince Rupert; Village of Granisle; Village of McBride; lackerman@fortstjohn.ca; shaggerty@poucecoupe.ca; Mayor@princegeorge.ca; District of Chetwynd; District of 100 Mile House; District of Mackenzie; District of Kitimat; feedback@districtoftaylor.com; District of Fort St. James; wells@goldcity.net; harry.nyce@gitwinksihkw.ca; District of Houston; Kitimat-Stikine RD; Town of Smithers  
**Subject:** Fw: RE; HEROS Letter of Support  
**Attachments:** Houston RC letter template.docx

RECEIVED

JUL 21 2017

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

----- Forwarded Message -----

**From:** "Ted Clarke" <tedc@nbcheros.org>  
**To:** [dmelanson@hazelton.ca](mailto:dmelanson@hazelton.ca)  
**Sent:** 2017-07-21 10:56:38 AM  
**Subject:** RE; HEROS Letter of Support

Hi Dominique.

Thank you very much for your interest in supporting our cause. We have gathered letters of support in favour of our call for a prehospital care Royal Commission and cost/benefit study from Prince George, Mackenzie, Houston, Port Clements and Hudson's Hope. It is heartening to see several smaller communities in favour of this.

The District of Houston asked me to write the letter they would be sending so I have attached that for you to use as a template.

I was wondering if I could have you forward your letter to the three provincial party leaders, John Horgan, Andrew Weaver and Christy Clark, indicating that you are responding to this at the suggestion of the B.C. Helicopter Emergency Rescue Operations Society (HEROS). We are in the process of changing our name to reflect we are becoming a group which represents all of British Columbians so we are dropping the word "Northern" from our name.

Thank you so much for joining this cause. Hopefully it will result in profound changes which will positively impact everybody in this province.

Sincerely,  
Ted Clarke

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Vice-president, B.C. Helicopter Emergency Rescue Operations Society (HEROS)  
[tedc@nbcheros.org](mailto:tedc@nbcheros.org)  
250-981-0783

From: "Dominique Melanson" <[dmelanson@hazelton.ca](mailto:dmelanson@hazelton.ca)>

To: "[tedc@nbcheros.org](mailto:tedc@nbcheros.org)" <[tedc@nbcheros.org](mailto:tedc@nbcheros.org)>

Sent: 2017-07-13 10:46:54 AM

Subject: Letter of Support

Hi Ted,

We received your letter Dated June 28, 2017 regarding the letter of support to the Provincial Government. I am just wondering who I should address this too?

Sincerely,

Dominique Melanson

Deputy Corporate Officer

[www.hazelton.ca](http://www.hazelton.ca) <<http://www.hazelton.ca/>>

Ph: 250.842.5991 | Fax: 250.842.5152

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The District of Houston fully supports the efforts of the Northern B.C. Helicopter Emergency Rescue Operations Society (HEROS) to convince the provincial government to set up an independent Royal Commission which will examine all aspects of prehospital care in BC, supported by a universal cost/benefit analysis study.

Our location, nearly four hours away from the University Hospital of Northern B.C. in Prince George, too often results in delays in transporting sick and injured patients to the region's referring hospital, which can cause those patients unnecessary suffering and in some cases threaten their lives.

If there is a better way of delivering medical care to those patients and reducing the time it takes for that care to arrive, we are all in favour of bringing about that change. It is worthwhile to examine the systems other provinces and countries provide and that might lead to a more cost-efficient medical system with timely interventions which could result in fewer longterm medical conditions, shorter hospital stays, better patient outcomes and more lives saved.

By not addressing these prehospital care concerns there is real potential that it will hurt the province's economy when employers decide not to invest in rural and remote operations in B.C. because their workers are not being protected with a system that provides rapid responses to emergency situations.

With a new provincial government in place, the opportunity is there to enact real change in our prehospital care system which make this a better place for everybody in our province.

We hope you will succeed in your goal.

Sincerely,

Town of  
**Smithers**



PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0  
Telephone (250) 847-1600 ~ Fax (250) 847-1601 ~ www.smithers.ca

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Board - Recewe

RECEIVED

AUG 03 2017

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

FILE: 0400-55

June 28, 2017

Ms. Melany Deweerdt  
Chief Administrative Officer  
Regional District of Bulkley-Nechako  
Box 820  
Burns Lake, B.C. V0J 1E0

Dear Ms. Deweerdt:

**RE: Bulkley Valley Regional Pool Advisory Committee Appointments**

At its Regular Meeting held June 27, 2017, Council was reminded that the Town of Smithers should have two members of Council on the Bulkley Valley Regional Pool Advisory Committee and two Alternate members, according to Regional District of Bulkley-Nechako Bylaw No. 554.

To meet the Bylaw requirements, Council appointed Councillor Shelley Browne as the Town's second primary member of the Committee. Councillor Phil Briennesse is already a primary member on the Committee.

Council also appointed Councillor Frank Wray and Councillor Greg Brown as the two Alternate members.

Yours truly,

Dianna Plouffe  
Director of Corporate Services

DP/jm



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NORTHERN SOCIETY FOR  
DOMESTIC PEACE

3772 1st Ave., P.O. Box 3836  
Smithers, BC V0J 2N0

Tel. 250-847-9000 • Fax 250-847-8911  
Email: info@domesticpeace.ca  
www.domesticpeace.ca

Board-Receive

Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC  
V0J 1E0

RECEIVED  
JUL 31 2017  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Dear Melany deWeerdt and Council members,  
RE: Quarterly reporting (Smithers RCMP Victim Assistance Program)

On behalf of the Northern Society for Domestic Peace, I am pleased to provide a quarterly summary of statistics as reported by the Smithers RCMP Based Victim Assistance Program.

We are pleased to announce official swearing in of Nicole Zacharias to the Coordinator/support worker position following the successful completion of the lengthy enhanced security clearance process required by E Division. Nicole joins the program with 15 years of experience dealing with emergency and crisis situations as a paramedic and is an active member of the local Critical Incident Response Team. Sydney Behnsen will remain with the Victim Assistance Program in a casual/relief position.

The program remains busy and continues to explore ways to enhance the capacity of the communities to respond to the experience of victims of crime throughout the district.

If you should have any questions, please feel free to contact myself or Nicole directly. I can be reached at 250-847-9000.

Thank you for your support,  
Best regards,

Carol A Seychuk  
Executive Director

Police-based Victim Assistance Program

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**QUARTER REPORTING STATISTICAL SUMMARY**

Program: Smithers PBVS

April, May, June 2017

Brief Service Contact

6
114

Average Active Caseload per/month

**CLIENT/INCIDENT INFORMATION**

**Offence Type**

<b>1. Incident Type</b>	
Murder/Manslaughter	
Attempted Murder	
Robbery	
Abduction/Kidnapping	

<b>2. Sexual Assault/Abuse</b>	
Adult/Senior	5
Adult/Senior Survivor	
Youth	2
Child	1

<b>3. Assault/Abuse</b>	
Partner	3
Senior	
Child	1
Other	1
Other Familial	

<b>4. Other Incidents</b>	
Criminal Harassment	
Property Crime	
Threatening	
Other Crime	5

<b>5. Non-CCC Offence Service</b>	
Suicide/Attempted Suicide	2
Missing Persons	
Sudden Death	2
Motor Vehicle Accident	
Natural Disaster	
Other Incident	2
<b>*Total Offence Types</b>	<b>24</b>

**Client Type**

Primary # Males	3
Primary # Females	21
<b>*Total Clients</b>	<b>24</b>

**Where Client Referred From:**

<b>1. Funded VAP</b>	
Police Based	
Specialized	1
<b>2. Justice System</b>	
Crown	
Police	19
Other/Govt	
<b>3. Other Referrals</b>	
Community Agency	
Private Practitioners	
Other	4
Self	
<b>*Total Referrals</b>	<b>24</b>

<b>PROGRAM STAFF</b>	
Staffing Hours	237
Call Out Hours	
# Other staff Hours	
# Unpaid staff Hours	
# Volunteer Hours	59
<b>*Total Hours</b>	<b>271</b>
(staff and volunteers)	
# Active Volunteers	2

JUL 27 2017

File: CR-12-01  
Ref: RD 2017 Jun 23

Cheryl Anderson, Manager of Administrative Services  
Regional District of Bulkley-Nechako  
37 - 3rd Avenue  
Burns Lake, BC V0J 1E0

**RECEIVED**

AUG 01 2017

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Dear Ms. Anderson:

**Re: UBCM Resolutions on Electric Vehicle Charging in Stratified Multi-Unit Residential Buildings**

At the UBCM Convention in September, Metro Vancouver will be presenting two resolutions which aim to facilitate more electric vehicle charging infrastructure in multi-family buildings. The purpose of these resolutions is to request that the Province make changes to the *BC Strata Property Act* and the *BC Utilities Commission Act* which reduce uncertainty for residents and strata councils, and enable innovative private sector solutions to this challenge.

At its June 23, 2017 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

*That the MVRD Board:*

- a) Submit the resolutions attached to the report dated May 17, 2017, titled, "UBCM Resolutions on Electric Vehicle Charging in Stratified Multi-Unit Residential Buildings", as amended by the Climate Action Committee at its meeting of June 7, 2017, to the Union of British Columbia Municipalities (UBCM) to facilitate electric vehicle charging in stratified multi-family dwellings through changes to the BC Strata Property Act and the BC Utilities Commission Act; and*
- b) Direct staff to identify appropriate BC local governments and forward this report to them prior to the UBCM Convention in September 2017, for their consideration.*

I have enclosed the resolutions, along with a report that was presented to our Board on June 23, 2017, titled "UBCM Resolutions on Electric Vehicle Charging in Stratified Multi Unit Residential Buildings", for context. We would like to request that this correspondence be put before Chair and Board prior to the UBCM convention this September.

If you have any questions, please contact Eve Hou, Air Quality Planner, by phone at 604-451-6625 or by email at [Eve.Hou@metrovancover.org](mailto:Eve.Hou@metrovancover.org).

22097016

218

Sincerely,



Chris Plagnol  
Corporate Officer

CP/RQ/eh

Encl: Report dated June 12, 2017, titled "UBCM Resolutions on Electric Vehicle Charging in Stratified Multi-Unit Residential Buildings" (Doc #21921001)

22097016



To: MVRD Board of Directors

From: Climate Action Committee

Date: June 12, 2017 Meeting Date: June 23, 2017

Subject: **UBCM Resolutions on Electric Vehicle Charging in Stratified Multi-Unit Residential Buildings**

**CLIMATE ACTION COMMITTEE RECOMMENDATION**

That the MVRD Board:

- a) Submit the resolutions attached to the report dated May 17, 2017, titled, "UBCM Resolutions on Electric Vehicle Charging in Stratified Multi-Unit Residential Buildings", as amended by the Climate Action Committee at its meeting of June 7, 2017, to the Union of British Columbia Municipalities (UBCM) to facilitate electric vehicle charging in stratified multi-family dwellings through changes to the *BC Strata Property Act* and the *BC Utilities Commission Act*; and
- b) Direct staff to identify appropriate BC local governments and forward this report to them prior to the UBCM Convention in September 2017, for their consideration.

At its June 7, 2017 meeting, the Climate Action Committee considered the attached report titled "UBCM Resolutions on Electric Vehicle Charging in Stratified Multi-Unit Residential Buildings", dated May 17, 2017. Arising from Committee discussion, it was recommended to amend the language in the proposed UBCM resolution, in Attachment 1 to the staff report, to reflect the allocation of costs to users. The amended UBCM resolution is shown as follows:

**WHEREAS** the *BC Climate Leadership Plan* has a stated goal of *supporting vehicle charging development for zero emission vehicles* to reduce greenhouse gas emissions, and lack of access to electric vehicle (EV) charging is an impediment to EV uptake;

**AND WHEREAS** a significant and growing proportion of British Columbia residents live in multifamily dwellings, most of which are stratified;

**AND WHEREAS** requirements for approval by a strata corporation under the *BC Strata Property Act* for alteration of common property represent a significant barrier to installing and accessing means of charging in stratified buildings;

**THEREFORE BE IT RESOLVED** that the Province of British Columbia amend the *BC Strata Property Act*, before the end of 2018, such that strata councils and strata corporations must accommodate reasonable requests from residents, for the purpose of electric vehicle charging, to access existing powered outlets or, where existing powered outlets are insufficient to meet charging needs, to install new powered outlets and/or electric vehicle charging infrastructure or install new powered outlets and/or electric vehicle charging infrastructure, where the assignment of associated costs are to be determined by the strata council and/or the strata corporation.

**Attachment:**

**"UBCM Resolutions on Electric Vehicle Charging in Stratified Multi-Unit Residential Buildings", dated May 17, 2017.**

21953450

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To: Climate Action Committee

From: Eve Hou, Air Quality Planner  
Parks, Planning and Environment Department

Date: May 17, 2017 Meeting Date: June 7, 2017

Subject: **UBCM Resolutions on Electric Vehicle Charging in Stratified Multi-Unit Residential Buildings**

---

**RECOMMENDATION**

That the MVRD Board:

- a) Submit the resolutions attached to the report dated May 17, 2017, titled, "UBCM Resolutions on Electric Vehicle Charging in Stratified Multi-Unit Residential Buildings" to the Union of British Columbia Municipalities (UBCM) to facilitate electric vehicle charging in stratified multi-family dwellings through changes to the *BC Strata Property Act* and the *BC Utilities Commission Act*; and
- b) Direct staff to identify appropriate BC local governments and forward this report to them prior to the UBCM Convention in September 2017, for their consideration.

---

**PURPOSE**

To recommend that the MVRD Board submit two resolutions to the Union of British Columbia Municipalities (UBCM) aimed at removing two key barriers to electric vehicle charging in stratified multi-unit dwellings.

**BACKGROUND**

Lack of access to electric vehicle (EV) charging is considered a primary impediment to EV uptake. In order to charge an EV at home (where 80-90% of charging typically occurs) a resident must have charging infrastructure and the right to access electricity.

For single-detached home owners, and even some ground-oriented townhome and duplex/triplex dwellers, this is not a significant barrier. Barriers can be substantial, however, in multi-unit dwellings with strata-managed common parking garages.

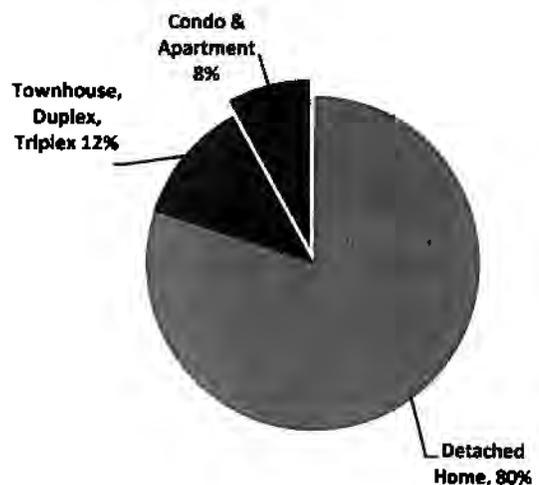


Figure 1: Percent of BC EV owners by dwelling type (2015)

This challenge is evident when considering that electric vehicle owners are disproportionately likely to reside in single-detached homes or duplexes (92%)<sup>1</sup>. As shown in the figure below, only 8% of EV owners surveyed in BC live in apartments or condominiums, while in contrast, according to the 2011 Census, 39% of residents and 49% of

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<sup>1</sup> Axsen et al. (2015) "Electrifying Vehicles: Insights from the Canadian Plug-in Electric Vehicle Study", available at [http://rem-main.rem.sfu.ca/papers/jaxsen/Electrifying\\_Vehicle\\_\(Early\\_Release\)-The\\_2015\\_Canadian\\_Plug-in\\_Electric\\_Vehicle\\_Study.pdf](http://rem-main.rem.sfu.ca/papers/jaxsen/Electrifying_Vehicle_(Early_Release)-The_2015_Canadian_Plug-in_Electric_Vehicle_Study.pdf)

households in the Metro Vancouver region live in apartments, condominiums and row homes.

Access to charging in multi-family dwellings is a regional issue that affects virtually every municipality in Metro Vancouver. It is also a pressing issue because:

- 1) Multi-family dwellings represent an increasing share of the total number of homes in Metro Vancouver, based on regional housing starts data and Metro 2040 goals;
- 2) Electric vehicle uptake is growing rapidly in this region, and the expectation is that the launch of second generation vehicle models in 2017 and 2018 (e.g., Tesla Model 3) will result in more demand from strata residents for access to home charging.

Timely action on the part of the Provincial Government is needed to address existing institutional barriers to EV uptake in multi-family buildings.

### **BARRIERS TO ELECTRIC VEHICLE CHARGING IN STRATA BUILDINGS**

There are about 6,700 strata corporations in Metro Vancouver. Two key barriers for EV owners living in stratified multi-family dwellings are governance and electricity resale, as described below.

#### **Governance**

The first barrier is governance. A strata corporation does not have any obligation to allow access to existing power outlets in the common parking area or to permit new installation of electric vehicle charging infrastructure on common property at the request of an owner. Although many strata councils, when approached, will make an effort to explore the options, there are also many strata councils and corporations which have rejected requests from EV owners (see References).

Metro Vancouver's [EVCondo.ca](http://EVCondo.ca) aims to address this governance barrier through the provision of information to property managers, strata councils and residents; however, education alone is insufficient to ensure standards and consistency between one strata and another.

Some jurisdictions, such as the State of Hawaii and State of California, have addressed this issue through passing "Right to Charge" legislation, which guarantees residents of multi-family dwellings the ability to access vehicle charging at home.

One solution is to amend the *BC Strata Property Act* such that a strata council or strata corporation must accommodate reasonable requests from residents, for the purpose of electric vehicle charging, for access to existing powered outlets or, where existing powered outlets are insufficient to meet charging needs, to install new powered outlets and/or electric vehicle charging infrastructure by the resident.

#### **Electricity Resale**

The second barrier is related to a strata corporation's ability to recover electricity costs associated with electric vehicle charging. Under the *Utilities Commission Act* (UCA) only a 'public utility' is permitted to resell electricity, with exemptions made for municipalities selling inside their boundaries, landlords selling to tenants, and employers selling to employees. For the purposes of electric vehicle charging, strata corporations are considered analogous to landlords, and have commonly charged a 'user fee' to cover the approximate cost of electricity from resident use. However, amendment of the UCA to explicitly exempt strata corporations selling to residents would eliminate any ambiguity resulting from the Act.

Similarly, businesses not considered public utilities are technically prohibited from reselling electricity that might be used for EV charging. This removes the incentive to install privately-operated EV charging stations in public places or, potentially, within strata buildings.

Currently, in Quebec, an “infrastructure as a service” model is being piloted through Federal funding. This model involves a private company working with a strata corporation to set up EV charging in a multi-family dwelling at the expense of the private business. The business would recover costs and generate revenues through charging EV-owning residents fees for accessing the charging equipment. This moves the upfront cost and risk from the strata corporation to the private business. This model is not allowable in BC under the current regulatory environment without either a Minister’s Regulation or Cabinet pre-approval, which represents a disproportionate level of cost and effort for very small-scale electricity resale for EV charging.

A recommended solution is to amend the *BC Utilities Commission Act* to exclude from the definition of a ‘public utility’ a small-scale reseller of electricity at profit for the purpose of electric vehicle charging in public and private settings.

#### **PROVINCIAL MANDATE**

In the *BC Climate Leadership Plan (CLP)*, the Province states that it will be “developing policies to facilitate installing electric vehicle charging stations in strata buildings and developments.” This indicates that the Province is aware of the issues raised in this report; however, no progress on these initiatives has been announced since the *CLP* was adopted in August 2016.

This region expects to see rapid uptake of electric vehicles in the next couple of years. This results in urgent need for these legislative barriers to be addressed by the Province in a timely manner.

The UBCM regularly brings resolutions to the Province in order to address the concerns of its members. Resolutions may be submitted by Area Associations, Baards or Councils prior to June 30. The submission of the attached resolutions prior to this date would allow for consideration in 2017, with the intention of requesting that the above *Acts* be amended by the end of 2018. The resolutions aim to facilitate access to electric vehicle charging in Metro Vancouver and the province as a whole.

It is proposed that the MVRD Board endorse the following two UBCM resolutions (Attachments 1 and 2) to request that the Province do the following before the end of 2018:

- amend the *BC Strata Property Act* such that strata councils and strata corporations must accommodate reasonable requests from residents, for the purpose of electric vehicle charging, to access existing powered outlets or, where existing powered outlets are insufficient to meet charging needs, to install new powered outlets and/or electric vehicle charging infrastructure by the resident.
- amend the *Utilities Commission Act* to exclude from the definition of a ‘public utility’, strata corporations providing service to its members, and small-scale for-profit resellers of electricity for the purpose of electric vehicle charging in public and private settings. In both cases, consideration should be given to waiving reporting requirements set out in Section 71 of the *Act*. These require a filing of rates with the BC Utilities Commission and quarterly reporting of revenues, which may be onerous for strata corporations and small businesses.

## ALTERNATIVES

1. That the MVRD Board:
  - a) Submit the resolutions attached to the report dated May 17, 2017, titled, "UBCM Resolutions on Electric Vehicle Charging in Stratified Multi-Unit Residential Buildings" to the Union of British Columbia Municipalities (UBCM) to facilitate electric vehicle charging in stratified multi-family dwellings through changes to the *BC Strata Property Act* and the *BC Utilities Commission Act*; and
  - b) Direct staff to identify appropriate BC local governments and forward this report to them prior to the UBCM Convention in September 2017, for their consideration.
2. That the Climate Action Committee receive this report for information and refer this matter back to staff for further discussion among member jurisdictions.

## FINANCIAL IMPLICATIONS

There are no financial implications associated with Alternative 1. As previously reported to the Climate Action Committee, programs are underway to remove barriers to electric vehicle use and charging within multi-unit residential buildings and workplaces. These programs are being carried out within approved operating budgets. The proposed resolutions aim to address two key barriers to electric vehicle charging in stratified multi-family dwellings, and could improve the effectiveness of current programs.

## SUMMARY / CONCLUSION

Electric vehicle owners living in stratified multi-family dwellings face significant barriers in accessing home charging. In addition to infrastructure barriers, strata residents face institutional and governance challenges. With almost half of households in this region living in multi-family dwellings, and rapidly growing demand for electric vehicles, there is need for the Province to fulfill its commitments under the *Climate Leadership Plan* and remove these barriers in a timely manner. The UBCM regularly brings resolutions to the Province in order to address the concerns of its members. As this is an urgent issue for this region, and the Province as a whole, staff recommend Alternative 1; that the MVRD Board brings two resolutions to the UBCM Convention this September to petition the Province to make changes to the *BC Strata Property Act* and the *BC Utilities Commission Act* to address these barriers in a timely manner.

## Attachments:

1. Proposed UBCM Resolution on changes to the *BC Strata Property Act*.
2. Proposed UBCM Resolution on changes to the *BC Utilities Commission Act*.

## References:

1. September 3, 2014, "No charge: Couple forced to move because of electric vehicle", <http://bc.ctvnews.ca/no-charge-couple-forced-to-move-because-of-electric-vehicle-1.1987615>
2. March 30, 2016, "Condo Smarts: Strata won't allow charging station for electric car", <http://www.timescolonist.com/life/homes/condo-smarts-strata-won-t-allow-charging-station-for-electric-car-1.2219515#sthash.3mFLrOK8.dpuf>
3. March 29, 2016, "Olympic Village electric vehicle fight" <http://alabalnews.ca/video/3344824/olympic-village-electric-vehicle-fight>

**ATTACHMENT 1:** Proposed UBCM Resolution on changes to the *BC Strata Property Act*.

**EV CHARGING IN STRATA BUILDINGS**

**Metro Vancouver  
Regional District**

**WHEREAS** the *BC Climate Leadership Plan* has a stated goal of *supporting vehicle charging development for zero emission vehicles* to reduce greenhouse gas emissions, and lack of access to electric vehicle (EV) charging is an impediment to EV uptake;

**AND WHEREAS** a significant and growing proportion of British Columbia residents live in multifamily dwellings, most of which are stratified;

**AND WHEREAS** requirements for approval by a strata corporation under the *BC Strata Property Act* for alteration of common property represent a significant barrier to installing and accessing means of charging in stratified buildings;

**THEREFORE BE IT RESOLVED** that the Province of British Columbia amend the *BC Strata Property Act*, before the end of 2018, such that strata councils and strata corporations must accommodate reasonable requests from residents, for the purpose of electric vehicle charging, to access existing powered outlets or, where existing powered outlets are insufficient to meet charging needs, to install new powered outlets and/or electric vehicle charging infrastructure.

**ATTACHMENT 2:** Proposed UBCM Resolution on changes to the *BC Utilities Commission Act*.

**RESALE OF ELECTRICITY FOR EV CHARGING**

**Metro Vancouver  
Regional District**

**WHEREAS** the *BC Climate Leadership Plan* has a stated goal of *supporting vehicle charging development for zero emission vehicles* to reduce greenhouse gas emissions, and lack of access to electric vehicle (EV) charging, especially in stratified dwellings, is an impediment to EV uptake;

**AND WHEREAS** exclusions from the definition of a 'public utility' under the *BC Utilities Commission Act* include a person providing a service or commodity to tenants, but are silent regarding strata corporations and its resident members;

**AND WHEREAS** processes for exemptions from provisions of the *BC Utilities Commission Act* discourage small-scale for-profit resale of electricity for the purpose of electric vehicle charging;

**THEREFORE BE IT RESOLVED** that the Province of British Columbia amend the *Utilities Commission Act*, before the end of 2018, to specifically exclude from the definition of a 'public utility' a strata corporation providing services to its members, and exclude from the definition of a 'public utility' a small-scale reseller of electricity at profit for the purpose of electric vehicle charging in public and private settings; and, in both of the aforementioned cases, exempt the reporting requirements currently set out in Section 71 of the Act.

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July 18, 2017

Chair Bill Miller  
Bulkley-Nechako Regional District  
Box 820  
Burns Lake, BC V0J 1E0

RECEIVED  
JUL 24 2017  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Dear Chair Bill Miller:

**RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT**

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2017/2018. An electronic transfer of \$446,196.17 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Also included with the 2017/18 funding payment is a one-time federal legacy infrastructure funding payment, which was committed by the Government of Canada in *Budget 2016*.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at [www.ubcm.ca](http://www.ubcm.ca).

For further information, please contact Gas Tax Program Services by e-mail at [gastax@ubcm.ca](mailto:gastax@ubcm.ca) or by phone at 250-356-5134.

Sincerely,



Councillor Murry Krause  
UBCM President

Pc: Roxanne Shepherd, Chief Financial Officer

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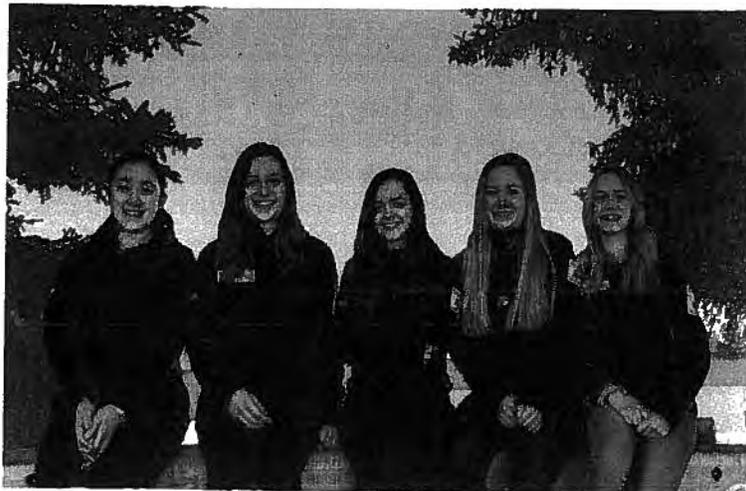
JUL 19 2017

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

2276

Board-Receive

Thank You



Jamie Shen, Elizabeth Schulz, Vaughn Semmler,  
Kyla Vanwerkhoven & Paige Allen

Thank you so much  
- Paige Allen

Jamie Shen

Thank you!!

- Elizabeth Schulz

Thank you  
so much

Kyla Vanwerthoven

Thank you!!!

- Vaughn Sommer  
Mary  
Lindsay

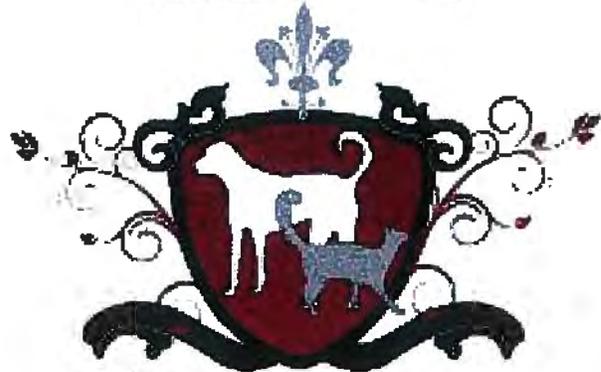
229 Thank you very much  
for your  
financial support!

It was  
greatly appreciated!

We placed 6<sup>th</sup> out of 8  
at PROVINCIALS

and  
received the  
SPORTSMANSHIP AWARD!

**Thank You!**



**Fort St James**

HUMANE SOCIETY

231

To Regional District of Bulkley Nechako

Thank you for supporting the Fort St. James Humane Society's 4th CAAT Spay and Neuter Clinic. We were able to spay or neuter 93 cats and dogs, and 42 animals had health check-ups in 3 days!

**Thank You!**

From  
FSJHS

232

Board - Receive

**geraldine.craven**

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**From:** Terry Murray <tmurray@squamish.ca>  
**Sent:** July 26, 2017 8:56 AM  
**To:** Terry Murray  
**Cc:** Robin Arthurs  
**Subject:** District of Squamish Request for Support  
**Attachments:** Request for Support.pdf

**RECEIVED**  
**JUL 26 2017**  
**REGIONAL DISTRICT OF**  
**BULKLEY NECHAKO**

Good morning,  
Please find attached a letter to Mayor and Council from the District of Squamish requesting support for three resolutions to be considered at the 2017 UBCM Convention.

Thank you,

**Terry Murray** | Executive Assistant  
**District of Squamish** | *Hardwired for Adventure*  
604.815.5003 | [tmurray@squamish.ca](mailto:tmurray@squamish.ca) | [www.squamish.ca](http://www.squamish.ca)



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This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system. Please note that correspondence with any government body, including District of Squamish Council and Staff, can be subject to disclosure under the Freedom of Information and Protection of Privacy Act.



# SQUAMISH

HARDWIRED for ADVENTURE

July 19, 2017

Sent by email

## Re: Support for Resolutions

---

Dear Mayor and Council,

The District of Squamish has submitted three resolutions for consideration at the 2017 UBCM Convention, two of them regarding provincial Environmental Assessment process and the other regarding access to Sexual Assault Forensic kits. We would like to take this opportunity to request your support of these resolutions.

### **Compensation for Staff Time Spent on Environmental Assessments**

*WHEREAS the Provincial and Federal Environmental Assessment processes are not the direct jurisdiction of Local Governments and therefore not subject to associated service cost recovery fees and cost of public engagement;*

*AND WHEREAS these Environmental Assessment processes can be very time consuming, expensive and onerous for Local Government staff, community and Council;*

*THEREFORE BE IT RESOLVED that the Provincial Government set up a funding system to allow for Local Governments to be compensated for the staff time spent including research, review, technical and working group participation, and to augment and support community engagement during the entire process;*

*AND FURTHER BE IT RESOLVED that the Provincial Government's EAO Fee Schedule be revised to include a fee for Local Governments throughout the certification process.*

### **Improvements to the Provincial Environmental Assessment Process**

*WHEREAS a project subject to Provincial Environmental Assessment process can be separated into different EA processes or excluded from the process altogether such as hydro, gas supply, navigation, etc.*

*AND WHEREAS, because of this, there is no cumulative analysis that creates a clear picture of the entire impact of a proposal, including the five pillars of environmental assessment; Economic, Social, Environmental, Health and Heritage, thereby distorting and potentially minimizes the magnitude of the impact or understanding by the community and local government;*

*THEREFORE BE IT RESOLVED that the Province consider projects in their entirety when evaluating them through the environmental assessment Office.*

**Improved Funding and Access for Forensic Sexual Assault Evidence Kits (SAEC)**

*WHEREAS sexual assault evidence collection (SAEC) kits are currently funded through the Ministry of Health. The SAEC kits are considered evidence that is from a committed crime.*

*AND WHEREAS survivors of sexual assault need medical forensic examinations readily available on demand and should not be expected to travel further than 50km to facilitate equitable access to justice and associated resources.*

*THEREFORE BE IT RESOLVED that the Provincial Government move funding from the Ministry of Health to the Ministry of Justice and fund comprehensive, 24/7 access to services and staffing needed (sexual assault nurse examiners) and to provide SAEC kits in communities lacking in forensic services.*

Thank you for considering our resolutions and your support is appreciated.

Sincerely,



Patricia Heintzman, Mayor  
District of Squamish



Jonathan X. Côté  
Mayor

June 30, 2017

Via Email

Dear Mayor and Council,

I am writing to request your support for three resolutions submitted by New Westminster City Council to UBCM for consideration at the 2017 Convention, regarding 1) addressing homelessness, 2) restorative justice training, and 3) renovations. The three resolutions follow below:

**1) City of New Westminster resolution regarding addressing homelessness (adopted June 12, 2017)**

*Whereas the homeless population in Metro Vancouver increased by 29.8% between 2014 and 2017.*

*Whereas the federal Homelessness Partnering Strategy has focused its resources on crisis response to the chronically and episodically homeless resulting in those at-risk of homelessness not being eligible for housing support and advocacy services.*

*Whereas municipalities have experienced significant funding cuts to housing outreach, referral and advocacy services, and inadequate senior government funding to address addictions and mental illness are significantly impacting the sheltered and unsheltered homeless population.*

**THEREFORE, BE IT RESOLVED:**

***THAT the Union of BC Municipalities urge the Provincial Government to work collaboratively with the Federal Government to place equal emphasis on homelessness prevention and crisis response, to increase funding for housing outreach, referral and advocacy services, and to provide additional funding to address addictions and mental health.***

**2) City of New Westminster resolution regarding Restorative Justice training as a component of Law Enforcement training (adopted June 12, 2017)**

*Whereas Restorative Justice has become a valuable tool in addressing certain criminal activities, by mediating a dialogue between the victim and the offender;*

*And whereas this interaction creates a direct accountability, restitution and apology from the offender;*

*And further whereas this methods of redress reduces the volume of cases before the courts;*

*Therefore be it resolved that senior levels of government mandate that Restorative Justice training become a compulsory component of Law Enforcement training.*

**3) City of New Westminster resolution regarding Renovictions and calling for amendments to the Residential Tenancy Act (adopted June 26, 2017)**

*Whereas the practice of renovictions, by which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent of those units, is on the rise in our province; and*

*Whereas this practice is very disruptive to those impacted, including the elderly, low-income families and new immigrants, and contributes to housing unaffordability and homelessness; and*

*Whereas municipalities are limited in their ability to address this issue and many tenants are unaware of their rights or are reluctant to exercise them;*

**THEREFORE, BE IT RESOLVED:**

**THAT** the Union of BC Municipalities urge the Provincial Government to undertake a broad review of the Residential Tenancy Act including, but not limited to, amending the Residential Tenancy Act to:

- *allow renters the right of first refusal to return to their units at a rent that is no more than what the landlord could lawfully have charged, including allowable annual increases, if there had been no interruption in the tenancy;*
- *eliminate or amend fixed-term tenancy agreements to prevent significant rent increases upon renewal; and;*

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- *permit one tenant or applicant to represent and take collective action on behalf of all tenants in a building.*

If you have any questions or would like more information about these resolutions, please contact me at [jcote@newwestcity.ca](mailto:jcote@newwestcity.ca) or 604-527-4522.

Your support is appreciated.

Yours truly,



Jonathan X. Coté  
Mayor



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Board-Review

### Executive Council of the B.C. Government

Gov.bc.ca content is being updated to reflect the Government of B.C.'s recent change of leadership. For questions about Government of B.C. programs and services, please [contact us](#).

#### Cabinet Ministers of B.C.



**Honourable John Horgan**

Contact information to come

The Premier



**Honourable Melanie Mark**

Contact information to come

Minister of Advanced Education, Skills and Training



**Honourable Lana Popham**

Contact information to come

Minister of Agriculture



**Honourable David Eby**

Contact information to come

Attorney General



**Honourable Katrine Conroy**

Contact information to come

Minister of Children and Family Development



Honourable Katrina Chen  
Minister of State for Child Care

239

Contact information to come



Honourable Jinny Sims  
Minister of Citizens' Services

Contact information to come



Honourable Rob Fleming  
Minister of Education

Contact information to come



Honourable Michelle Mungall  
Minister of Energy, Mines and Petroleum Resources

Contact information to come



Honourable George Heyman  
Minister of Environment and Climate Change Strategy

Contact information to come



Honourable Carole James  
Minister of Finance and Deputy Premier

Contact information to come



Honourable Doug Donaldson  
Minister of Forests, Lands, Natural Resource Operations, and Rural Development

Contact information to come



Honourable Adrian Dix

240

Contact information to come

Minister of Health



Honourable Scott Fraser

Contact information to come

Minister of Indigenous Relations and Reconciliation



Honourable Bruce Ralston

Contact information to come

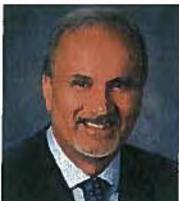
Minister of Jobs, Trade, and Technology



Honourable George Chow

Contact information to come

Minister of State for Trade



Honourable Harry Bains

Contact information to come

Minister of Labour



Honourable Judy Darcy

Contact information to come

Minister of Mental Health and Addictions



Honourable Selina Robinson

Contact information to come

Minister of Municipal Affairs and Housing

Honourable Mike Farnworth **241**  
Minister of Public Safety and Solicitor General

Contact information to come



Honourable Shane Simpson

Contact information to come

Minister of Social Development and Poverty Reduction



Honourable Lisa Beare

Contact information to come

Minister of Tourism, Arts and Culture



Honourable Claire Trevena

Contact information to come

Minister of Transportation and Infrastructure





RECEIVED

JUL 25 2017

REGIONAL DISTRICT OF  
BULKLEY MECHAKO

## Municipal Natural Assets Initiative (MNAI)

### Call for Expressions of Interest

*Letter due date: EXTENDED DEADLINE: AUGUST 28 2017*

#### **1. Purpose**

This document is to solicit non-binding expressions of interest in hosting a Municipal Natural Assets Initiative (MNAI) project.

#### **2. Context**

In municipalities across Canada, infrastructure is showing its age, capital and operating costs are rising, and service delivery is strained by growing populations and shifting conditions. Ecosystems are in decline in many communities. Climate change will exacerbate these challenges.

Municipal Natural Asset Management (MNAM) offers a solution to the twin problems of aging infrastructure and ecosystems decline. In order to provide community services in a cost effective and sustainable manner now and in to the future, local governments are looking for ways to improve management of the critical assets that supply these services.

Asset management – the process of inventorying a community's existing assets, determining the current state of those assets, and preparing and implementing a plan to maintain or replace those assets--allows municipalities to make informed decisions regarding a community's assets and finances.

Unfortunately, local governments lack policies and methods to measure one class of assets: natural assets. Natural assets are ecosystem features that provide, or could be restored to provide, services just like



the other engineered assets, but historically have not been considered on equal footing or included in asset management plans. This concept is outlined in more detail [here](#).

In this context, the Municipal Natural Assets Initiative project offers a methodology and support for local governments to integrate these natural assets into core asset management and financial processes. The result is that natural assets are understood, managed and valued by local government in terms of the services that they can provide (e.g. localized or downstream flood management).

At a minimum, this approach can help local governments manage risk by better understanding what services come from natural assets yet are not accounted for. MNAI's real value, however, is in helping local governments to manage natural assets using the same systems as for engineered assets, to secure sustainable service delivery.

The Town of Gibsons, B.C. was the pioneer of municipal natural asset management. Since 2016, MNAI has been working in the pilot communities of City of Nanaimo, City of Grand Forks, District of West Vancouver, Region of Peel and Town of Oakville to refine, replicate and scale-up the original Gibsons' approach.

### 3. Experience to date

The MNAI approach is very closely aligned with standard asset management processes, with which most local governments will already be familiar ([see Figure 1](#)).



Figure 1. Asset Management process. Source: Asset management BC



Therefore, in each of the 5 current pilots, participants are going through a process of:

- Identifying (a) the natural assets of interest (e.g. a wetland); (b) the ecosystem functions of the identified asset(s) (e.g. a wetland may store water) and (c) the municipal services derived from the ecosystem function (e.g. a wetland's water storage function may reduce local or downstream flooding, or have potential to do so);
- Determining the different scenarios to model – for example, finding out what will happen to the natural asset (e.g. a wetland) in various climate change scenarios, or with land use intensification, or different environmental management practices;
- Determining beneficiaries of the services provided by the natural asset;
- Determining the economic value of the municipal functions provided by the natural asset; specifically, what it would cost the local government to provide the same service by an engineered means; and,
- Developing a costed operations and maintenance plan to maintain the identified natural asset(s) in such a manner that they will continue to provide the identified services, ideally in perpetuity.

At present, the MNAI methodology handles stormwater management related municipal services; this will expand for future project rounds.

MNAI is also undertaking various research activities to facilitate and enable management of natural assets by local governments.

Details on each of the current five projects can be found at:

<https://www.dropbox.com/sh/8w010mbxlzzqj7z/AAD94dRCLRFzwj0gJEG4gba?dl=0>



#### **4. What is the objective of the project?**

Overall, the MNAI objective is to ensure that, at the end of the 16-month project period, participating local governments have changed their decision-making such that the natural assets of interest are properly accounted for and have a plan for management, through means including a costed Operations & Maintenance plan.

This, in turn, will provide a basis for managing the asset on an ongoing basis to provide the identified services, following the project period.

Furthermore, the work undertaken through the project should enable the local government to:

- (a) have a rigorous evidence base to seek funding for ecosystem restoration/rehabilitation, if this is determined to be required to provide the municipal services; and,
- (b) replicate the work for other natural assets in the city/town/region.

#### **5. What does MNAI provide to the local government?**

The purpose of MNAI is expressly not to simply produce a “study” or research document but to support and enable action and operational change through changes in decision-making. The following MNAI support to local governments is provided within this context:

- a) Support for a detailed project scoping to ensure a clear common understanding of the initiative and its objectives;
- b) Detailed guidance and support documents;
- c) Coordinate and lead an on-site workshop to launch project - these typically are a half-day.
- d) Develop a 2-3 pages project document
- e) Provide ongoing “help desk” technical function to municipalities throughout the pilot. This is tailored to each municipality at approximately 15 hours per month per municipality



for 16 months, and typically involves extensive support at each stage of the Asset Management cycle depicted in Figure 1 ranging from: support for scoping data needs; support in finding data sources to enable modelling; trouble-shooting; training on modelling (e.g. EPA SWMM model); support for developing an Operations and Maintenance plan (or equivalent where private land is involved);

- f) Regular webinar check-ins at each project milestone to (a) extract lessons on how work is progressing and (b) provide support for the next project step;
- g) Conducting all principal aspects of the economic analysis to determine the value of the natural assets' services;
- h) Group / cohort learning webinars to share experience across project;
- i) Project evaluation at the end of the pilot (monitoring will be conducted throughout)
- j) A final 15-20 page public report.

## 6. The fine print

The initiative is co-developed with extensive, ongoing support from MNAI throughout. The project is not, however, a consulting initiative in which the local government hands responsibility to the MNAI team to conduct all of the work. For example:

- a. MNAI will support the municipality fully in identifying data sources that will enable effective modelling and scenario building but does not do all of the data gathering itself;
- b. MNAI will support the local government in undertaking the modelling in the sense of ensuring the model is calibrated and executed in an optimal manner, including through on-line support and training webinars. However, the municipality is expected to undertake model execution.

Local governments are expected to share publicly their experiences from their work with MNAI. However, it is also recognized that local



governments want a 'no surprises' approach to communications. Public communication regarding project activities is therefore undertaken according to a communications protocol that has been developed with the current five projects.

In addition to the financial contribution noted in 7(f), municipalities should be able to provide a room and refreshments for 10-20 people for a launch workshop.

### **7. What does the local government provide as part of the project?**

Municipalities are expected to:

- a) Demonstrate explicit support from Council and/or the Chief Administrative Office for the project, including for allocating additional capacity in staff workplans for the project.
- b) Demonstrate clear commitment to a structured asset management approach across the organization;
- c) Commit to explore changes to decision-making as a result of the project, including, for example, costed Operations and Maintenance Plans;
- d) Commit the engagement of a multi-disciplinary staff team representing relevant departments such as Finance, Public Works, Engineering, and Parks and well as a single point-person for the MNAI team.
- e) Commit to gathering all data required to calibrate the model effectively.
- f) Commit \$30,000 for municipalities of less than 50,000 people; \$35,000 for municipalities of between 50,000-100,000 people and \$40,000 for municipalities over 100,000 people. It should be noted that these contributions will be leveraged over 10:1 as the overall programme budget exceeds \$450,000.

#### *Additional considerations:*

- It is important to underscore that an MNAI project requires



incremental staff resources that need to be built into workplanning; the project cannot be effectively managed “from the corner of a desk”.

- Although it is not imperative, MNAI pilots are most successful when they link to another current municipal priority such as the development of storm water management plans, as this helps with e.g. data availability.
- The local government contribution is a fraction of project costs; MNAI also receives funding from a variety of sources. This means the municipal contributions are extensively leveraged.

#### 8. Who is involved in the Municipal Natural Assets Initiative?

MNAI comprises 4 convening partners, whose collaboration is governed by a Memorandum of Understanding:

- **The Town of Gibsons**, which is a leader in the integration of natural assets into asset management strategies. It brings extensive applied experience to the project that can be shared with other municipalities;
- **Smart Prosperity Institute**, a national research network and policy think tank based at the University of Ottawa, advancing practical policies and market solutions for a stronger, cleaner economy. SP brings to the project individuals with extensive research and applied experience in municipal policies and expertise in environmental pricing options at the municipal level;
- **The David Suzuki Foundation**, which works to conserve the environment and find solutions that create a sustainable Canada through science-based research, education and policy work. DSF brings to the project specific experience with the tools and methods required to measure natural assets and integrate the data into asset management strategies; and,
- **Brooke and Associates**, a BCorp-certified consulting practice that works with domestic and international clients with a focus on organizational and community sustainability and resilience. Roy Brooke acts as Director of the MNAI.



Making Nature Count

MNAI also has a Core and Technical partners including:

- a) **Asset Management BC**, a technical partner. They will work with the convening partners to share project lessons and guidance with communities; provide ongoing advice to ensure the effective integration of natural asset considerations in asset management; and help to maximize the synergies between relevant communities and disciplines;
- b) **The Natural Capital Lab**, a core partner. They support MNAI through access to professional networks and communications.
- c) **The Partnership for Water Sustainability BC** is a partner and has strong experience and experience in watershed management. MNAI and the Partnership provide each other support on issues including communications and methodology development.

MNAI funders of MNAI, all of whom are gratefully acknowledged, are:

- The Real Estate Foundation of BC
- The Green Belt Foundation of Ontario
- The Salamander Foundation
- The Province of British Columbia Ministry of Community, Sport and Cultural Development
- Vancity Credit Union
- Tides Foundation
- The Sitka Foundation
- The Bullitt Foundation

Local governments will interact primarily with the Director of MNAI and the Technical Team Leader. The technical team comprises a hydrologist, GIS specialist, modeler, water resources engineer, and economist.

#### 9. What should go in my expression of interest?

Interested local governments should send a detailed letter signed or



Making Nature Count

explicitly authorized by the CAO or equivalent that outlines:

- a) The rationale for wishing to host an MNAI project;
- b) The specific natural assets, services and scenarios of greatest interest;
- c) The ability and decision to contribute sufficient capacity to the project, as outlined in Section 7, above;
- d) In detail, how an MNAI project would link to other municipal priorities;
- e) A willingness to contribute \$30,000 for municipalities of less than 50,000 people; \$35,000 for municipalities of between 50,000-100,000 people and \$40,000 for municipalities over 100,000 people, if selected to as an MNAI project.

#### **10. What happens after I send the expression of interest?**

The Convening Partners are applying for funding between June-September 2017. They expect to learn the results of the funding application in October-November 2017, depending on the funder's timelines and process. Feedback from this call for expressions of interest will be provided to the prospective funders.

Local government applicants will be contacted during the funding application process and following notification of funding decisions.

The pilot launch date will be in the final quarter of 2017 or the start of 2018, as a function of funding process and timing.

#### **11. Evaluation criteria**

Applications will be evaluated on criteria including the degree to which applicants demonstrate:

- A commitment to asset management;
- A clear initial understanding of the natural assets on which it



wishes to base the project and of the objectives it hopes to achieve;

- Capacity commitment sufficient to successfully manage the project; and,
- A commitment to implementing / acting on the results of the project to the greatest extent possible.
- Applications may also be assessed to ensure any of: complementarity between MNAI projects, project diversity across the country; and project diversity according to municipality size/type

## 12. Additional information

The MNAI Facebook page is at this link:

<https://www.facebook.com/municipalnaturalassets/>

A flyer for MNAI is at this link:

<https://www.dropbox.com/sh/b068xewguklskzu/AACLIEdEhknvVCQIEzJqS2RNa?dl=0>

A draft paper to scope and define municipal natural assets is here:

<http://institute.smartprosperity.ca/request-comments-defining-scoping-municipal-natural-assets>

**Please submit expressions of interest to: [info.mnai@gmail.com](mailto:info.mnai@gmail.com)**

**by 17h00 Pacific Daylight Time on July 14, 2017.**





**Interior Health**  
Every person matters



For Immediate Release | July 22, 2017

## Info Bulletin – 100 Mile emergency department is open

**100 MILE HOUSE – The 100 Mile District General Hospital emergency department is now open for 24/7 urgent patient care** as an evacuation order for the community has been lifted.

Other hospital services (including acute inpatient beds, outpatient lab and diagnostic imaging, scheduled ambulatory daycare procedures, oncology, and hospital-based clinics) **will remain closed at this time**. Individuals requiring ongoing hospital-based care may be transferred to alternate facilities.

Interior Health (IH) continues planning for the staged resumption of other regular services at 100 Mile District General Hospital, the return of residents to Mill Site Lodge and Fischer Place residential care sites, and the return of assisted living clients to Carefree Manor (an IH contracted provider).

Decisions regarding the return of vulnerable individuals – including residential care clients, hospital patients, oncology (chemotherapy) patients, and individuals with chronic heart, lung and significant respiratory conditions – will be based on the lifting of any remaining alerts, local air quality, and wildfire activity in the region.

IH encourages individuals to contact their family physician's office directly for information on hours of operation during this re-entry phase.

Wherever possible, IH staff has remained in contact with Home Support, Home Health and Mental Health Substance Use (MHSU) clients from the 100 Mile area during the evacuations. IH will support access to services locally as clients return to the community. Clients should note the following:

- For urgent needs over the weekend, MHSU clients should call 250-395-7623 between 8 a.m. and 8 p.m. to speak to an MHSU nurse or visit the emergency department.
- Home Support and Home Health clients who have urgent care needs over the weekend can call the Home Health on-call nurse at 250-395-0618.
- MHSU and Home Support and Home Health staff will return to the South Cariboo Health Centre on Monday, July 24. Clients or families can call the health unit at 250-395-7676 to discuss care needs.

100 Mile House District General Hospital was closed on July 9 due to an evacuation order related to local wildfire activity. IH evacuated acute care patients from 100 Mile District General Hospital, residents from Mill Site Lodge and Fischer Place, and assisted living clients from Carefree Manor on July 7, as a precautionary measure prior to the evacuation order.

IH will continue to update residents on the status of facilities and health services in 100 Mile House. Please visit our [Major Events](#) page on the IH website for updates and further information related to the current wildfire situation.

IH's priority in re-opening services in 100 Mile is the safety and security of patients, residents, clients and the staff supporting their care. We appreciate the public's understanding and patience as we work to restore local health services during this challenging time.



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AUG 04 2017

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

<b>Date:</b>	July 14, 2017
<b>To:</b>	Northern Health's Stakeholders and Partners
<b>From:</b>	Cathy Ulrich, President & CEO
<b>Re:</b>	Wildfire – July 14 Update – Stakeholder Update – Wildfire & NH Impact

***Please forward/share internally as required.***

Wildfire activity continues to impact several communities in the Interior and Cariboo regions. We have entered the next phase of caring for Cariboo residents displaced by wildfire, settling them into a variety of care settings and working with the City of Prince George, the Prince George Division of Family Practice and other community partners to provide support for their health needs. We have sincerely appreciated the support and collaboration that we have experienced as we implement the Northern Health response.

We recognize that while the most urgent and significant impact is on the communities, staff and facilities in Quesnel and Prince George, this also impacts the patients, residents and people in your communities. Currently, Northern Health's Prince George Emergency Operations Centre (EOC) is focusing on addressing the needs of the evacuees and the Northern Health EOC is working to ensure our entire region and system is prepared to address the additional challenges that are being created.

**Sites/Programs activated:**

The following sites and resources are collaborating to support more than 200 patients and residents requiring acute care, long term care and assisted living services that have been evacuated from Williams Lake. This is in addition to the emerging health care needs among more than 5000 registered evacuees:

- **GR Baker Memorial Hospital, Quesnel**
- **Dunrovin Park Lodge, Quesnel**
- **University Hospital of Northern BC, Prince George**
  - UHNBC's Hemodialysis Unit and the Northern Independent Hemodialysis Unit at Parkwood Place are supporting Williams Lake evacuees with dialysis needs
  - The BC Cancer Agency: Centre for the North is welcoming evacuees who are receiving cancer treatment to contact the Centre regarding their treatment needs
- **Gateway, Jubilee and Rainbow Lodges (NH long term care facilities in Prince George)**
- **Simon Fraser Lodge and ENAT Complex Care (private long term care facilities)**
- **University of Northern BC – student residences (assisted living clients supported by NH staff)**

**Prince George Health Services for evacuees in the community or at the reception centres:**

The physicians in Prince George are providing walk-in clinic services in order to meet the medical and health needs of evacuees as follows:

- **Nechako Clinic** (Spruceland Mall; clinic is offering extended hours to meet evacuees' needs):
  - Monday - Friday: 1 pm - 9 pm
  - Saturday: 9 am - 7 pm
  - Sunday: 10 am - 7 pm
  
- **Salveo Clinic** (inside Superstore; regular hours)
  - Monday - Friday: 8 am - 5 pm
  - Weekends: 9 am - 3 pm

Northern Health has set up a **Health Management Service Clinic** at the College of New Caledonia (CNC) for all evacuees.

- The clinic provides assessment and stabilization, and connects evacuees to the supports and services they need.
- The clinic is available to evacuees regardless of where they are staying.
- People housed at the Northern Sport Centre (NSC) can get to the CNC clinic on a free wheelchair-accessible shuttle service provided by the City of Prince George:
  - Service between the NSC and CNC - 24 hours a day
  - Daytime: Every ½ hour from 11 am - 7 pm
  - Evening/night: Every hour from 7 pm - 11 am

Evacuees seeking basic medical care, such as blood work, x-ray and ultrasound services, should NOT go to the Emergency Department at the University Hospital of Northern British Columbia (UHNBC). The CNC Health Services Management Clinic will arrange these services for them.

**Community and Wildfire Updates and information**

The situation continues to evolve and is expected to remain fluid over the coming days. We will be updating you regularly. If you have questions or concerns, please contact Steve Raper at [Steve.Raper@northernhealth.ca](mailto:Steve.Raper@northernhealth.ca) or 250-640-0904. For more information about wildfires and related evacuations:

- [Northern Health wildfire information](#)
- [Northern Health: News and updates](#)
- [Interior Health wildfire information](#)
- [Cariboo Regional District Emergency Operations Centre](#)
- [BC Wildfire Service - Fire Information](#)
- [Emergency Info BC](#)

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Board-Review

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**From:** Collins, Eryn <Eryn.Collins@northernhealth.ca>  
**Sent:** July 21, 2017 2:56 PM  
**To:** Communications Account  
**Subject:** Wildfire – July 21 Update – Northern Health Stakeholder Update – Wildfire & NH Impact

JUL 21 2017

REGIONAL DISTRICT OF BULKLEY

<b>Date:</b>	July 21, 2017
<b>To:</b>	Northern Health's Stakeholders and Partners
<b>From:</b>	Cathy Ulrich, President & CEO
<b>Re:</b>	Wildfire – July 21 Update – Stakeholder Update – Wildfire & NH Impact

*Please forward/share as required.*

Northern Health continues to host more than 200 Cariboo patients and residents of long-term care / assisted living facilities who have been displaced by wildfires. They are in a variety of care settings, and we continue working with the City of Prince George, the Prince George Division of Family Practice and other community partners to support their health care needs. We sincerely appreciate your assistance and teamwork during this time, as well as the hard work of our staff members.

Fraser Bell, Northern Health's Vice President, Planning, Quality & Information Management will be working with our partners in Interior Health to plan the repatriation of patients and assisted living / long-term care residents back to their home communities. No firm decisions have been made yet, but it is incumbent on Northern Health to start this process.

Meanwhile, the Cariboo Regional District has begun the work of planning with local and Indigenous governments and agencies to plan for the return of the general population of evacuees. However, those who are patients or assisted living /long-term care residents will probably return closer to the end of the process, because all needed supports must be fully in place before their return.

**Other notes:**

- Effective Friday, July 21, 2017, transportation at the College of New Caledonia evacuation site will reduce to one staff member. The phone number for dispatch is 778-348-5629. This role will continue to support the CNC evacuation site, the Northern Sport Centre evacuation site and the UNBC Residence – Assisted Living.
- Although this is not an NH resource, we wanted to let you know that evacuees and others can access the Crisis Support Line, which provides 24/7 crisis counselling and/or referral to community resources. Details:
  - If you or anyone you know is in need of emotional support in relation to the wildfires, please call 1-844-751-2133.
  - This resource is available 24/7 to everyone, so please share with family, friends, evacuees, and those in the community.
- **Reminder:** Evacuees seeking basic medical care, such as blood work, x-ray and ultrasound services, should NOT go to the Emergency Department at the University Hospital of Northern

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British Columbia (UHNBC). The CNC Health Services Management Clinic will arrange these services for them.

- On a lighter note, eight babies have been born to evacuees (that Northern Health is aware of)!

### **Updates and Information**

The situation continues to evolve and is expected to remain fluid over the coming days. We will be updating you regularly. If you have questions or concerns, please contact Steve Raper at [Steve.Raper@northernhealth.ca](mailto:Steve.Raper@northernhealth.ca) or 250-640-0904.

For more information about wildfires and related evacuations:

- [Northern Health wildfire information](#)
- [Northern Health: News and updates](#)
- [Interior Health wildfire information](#)
- [Cariboo Regional District Emergency Operations Centre](#)
- [BC Wildfire Service - Fire Information](#)
- [Emergency Info BC](#)

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Board-Receive



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JUL 31 2017

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

<b>Date:</b>	July 28, 2017
<b>To:</b>	Northern Health's Stakeholders and Partners
<b>From:</b>	Cathy Ulrich, President & CEO
<b>Re:</b>	Wildfire – July 28 Update – Stakeholder Update – Wildfire & NH Impact

*Please forward/share as required.*

Northern Health continues to host approximately 200 Cariboo patients and residents of long-term care / assisted living facilities who have been displaced by wildfires. We continue working with the City of Prince George, the Prince George Division of Family Practice and other community partners to support their health care needs.

We sincerely appreciate your assistance and teamwork during this time, as well as the hard work of our staff members over this last three weeks.

#### **Williams Lake evacuation order downgraded to alert**

Shortly after noon yesterday, the Cariboo Regional District downgraded the evacuation order for Williams Lake to an evacuation alert.

Interior Health has indicated that decisions on the return of vulnerable people – including residential care clients, hospital patients, and people with chronic heart, lung and significant respiratory conditions – will be based on the lifting of remaining alerts, and on local air quality and wildfire activity in the region.

Northern Health is working closely with Interior Health on plans for the return of some evacuees that are remaining in Prince George, until Interior Health has had an opportunity to re-establish services such as home support and mental health/substance use in Williams Lake.

#### **Visiting officials recognize collaboration and hard work**

The collaboration between Northern, the City of Prince George, the Prince George Division of Family Practice and other community partners has been recognized by a number of visiting federal and provincial officials in recent days.

Tours of the evacuee facilities and supporting health services have been conducted for Ralph Goodale, Federal Minister of Public Safety and Emergency Preparedness; Harjit Sajjan, Federal Minister of Defense; Todd Doherty, Cariboo-Prince George MP; Carla Qualtrough, Federal Minister of Sport and Persons with Disabilities; Mike Farnworth, BC's Minister of Public Safety and Solicitor General; Doug Donaldson, BC's Minister of Forests, Lands, Natural Resource Operations and Rural Development; ; and most recently, Adrian Dix, BC's Minister of Health. All have been truly impressed by the community and health care collaboration and caring for those displaced by wildfire.

#### **Group lodging for evacuees consolidated at UNBC**

To make the most efficient use of resources, the City of Prince George has consolidated all group lodging for evacuees to the Northern Sport Centre at the University of Northern British Columbia. Although group lodging has moved to the Northern Sport Centre, the

City's Emergency Reception Centre remains at CNC to provide evacuee registration and other government services.

To continue to address evacuees' health needs, Northern Health has relocated the Health Service Management Clinic from CNC to the Northern Sport Centre.

**Health Service Management Clinic – hours and new location:**

- Located in the Northern Sports Centre (Gymnasium) at UNBC, 3333 University Way, Prince George
- Nursing support hours will be posted on the Clinic white board on a daily basis
- Physician and nurse practitioner hours will also be posted, as times may vary

**Updates and Information**

As decisions are made around the return of evacuees to their home communities, we will continue to update you on any impacts to Northern Health services and programs.

If you have questions or concerns, please contact Steve Raper at [Steve.Raper@northernhealth.ca](mailto:Steve.Raper@northernhealth.ca) or 250-640-0904.

For more information about wildfires and related evacuations:

- [Northern Health wildfire information](#)
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- [Interior Health wildfire information](#)
- [Cariboo Regional District Emergency Operations Centre](#)
- [BC Wildfire Service - Fire Information](#)
- [Emergency Info BC](#)

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## MEDIA BULLETIN

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**For Immediate Release  
August 03, 2017**

### **Blue-green algae tips for summer – have fun but be safe around the lake**

Summer brings many things, including enjoying our time on the many lakes in northern BC. For those living on lakes year round, part time, or just visiting, it's important to stay healthy while enjoying the experience.

With the warming weather, blue-green algae (cyanobacteria) blooms may appear in lakes across northern BC. Blue-green algae are naturally occurring and can look like scum, grass clippings, fuzz or globs on the surface of water. Blue-green algae can be blue-green, greenish-brown, brown, or pinkish-red, and often smells musty or grassy.

People who come in contact with visible blue-green algae, or who ingest water containing blue-green algae, may experience skin irritation, rash, sore throat, sore red eyes, swollen lips, fever, nausea and vomiting or diarrhea. Symptoms usually appear within one to three hours and resolve in one to two days. Symptoms in children are often more pronounced.

Residents living near the shores of lakes, as well as visitors and those making day-use of lakes, are advised to take the following precautions:

- Avoid all contact with blue-green algae blooms. If contact occurs, wash with tap water as soon as possible.
- Do not swim or wade (or allow your pets to swim or wade) in any areas where blue-green algae is visible.
- As a reminder, Northern Health recommends that visitors and residents do not drink or cook with untreated water directly from any lake at any time. Boiling lake water will not remove the toxins produced by blue-green algae.
- An alternate source of drinking water should also be provided for pets and livestock. Pet owners should be wary of allowing pets to walk off-leash where they may be able to drink lake water – illnesses are a common outcome.

Weather and wind conditions can cause algae blooms to move from one location in the lake to another. Given the shifting nature of algae blooms and the ever-changing



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potential for toxicity from day to day, testing for toxins is not always reliable. Instead, it is safest to assume the blooms may contain toxins and adhere to the precautions.

If you suspect a problem related to blue-green algae or if you require further information on health concerns, please call Environmental Health at 250-565-2150. Additional information is also available at <http://www.healthlinkbc.ca/healthfiles/hfile47.stm>.

**Media Contact**

Northern Health Media Line: 1 (877) 961-7724



BRITISH  
COLUMBIA

# Public Bulletin: Blue-Green Algae

## What are Blue-Green Algae

Blue-green algae are common, naturally occurring bacteria, also known as **cyanobacteria**. With warm weather in the summer, blue-green algae blooms may appear in lakes across British Columbia.

## What to look for

Lakes with blue-green algae blooms will undergo visible changes – blue-green algae can look like scum, grass clippings, fuzz or globs on the surface of the water. Blue-green algae can be blue-green, greenish-brown, or pinkish-red, and can often smell musty or grassy. However, keep in mind that it is often difficult to distinguish between blue-green algae blooms and other types of algae blooms.

## Public health concerns

Some bloom-forming blue-green algae can produce toxins that may result in intestinal discomfort or severe illness if ingested or inhaled. Eating blue-green algae can be fatal to livestock, pets, or wildlife. If contacted, these cyanotoxins may cause skin, nose and eye irritation.

## How to protect yourself

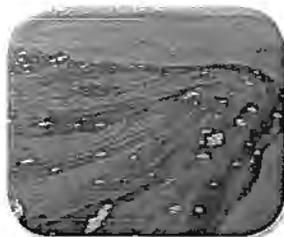
- Don't drink or cook with untreated water directly from any lake at any time.
- **Boiling the water will not remove the toxins produced by blue-green algae.**
- During blooms, use bottled water or another safe source of drinking water for all drinking and food preparation.
- Don't swim or wade (or let your pets off-leash) if you see any blue-green algae.
- If you touch any blue-green algae, wash with clean water.

## Testing is not always reliable

Weather and wind can make algae blooms move from one part of a lake to another. Because of this, and because of how the level of toxins in blue-green algae change from day to day, testing for toxins is not always a reliable guide to your exposure. Instead, it is safest to assume the blue-green algae blooms contain toxins and follow the precautions on this sheet.

## For more information

Call Public Health Protection at 250-565-2150



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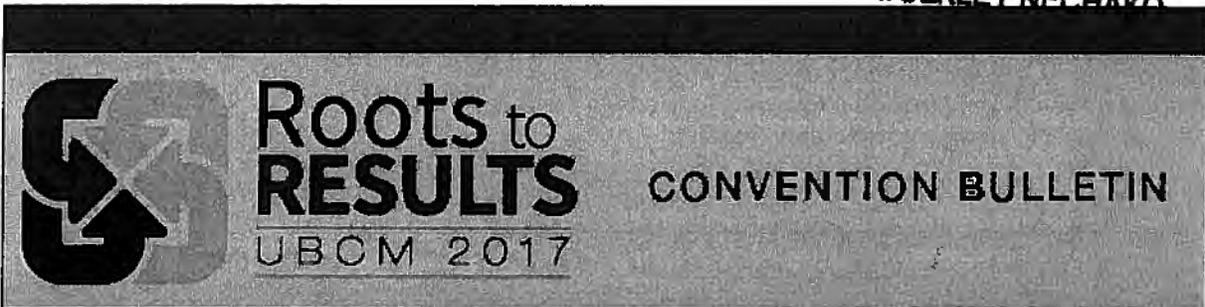
From: Union of BC Municipalities <convention@ubcm.ca>  
Sent: July 7, 2017 1:49 PM  
To: inquiries  
Subject: UBCM Convention Bulletin #1

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JUL 18 2017

REGIONAL DISTRICT OF  
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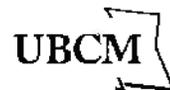


The UBCM Convention Bulletin is a service provided to all registrants, as well as to staff who are organizing the attendance of elected officials, in advance of the UBCM Convention. If you do not wish to receive updates on the 2017 Convention, you may unsubscribe using the link below.

**UBCM Registration Now Open**

Online registration is now open for the 2017 Convention, September 25-29 in Vancouver, BC. Please visit the [online registration form](#) to register and be sure to review the [registration policies](#) before completing the registration process.

July 7, 2017  
Bulletin #1



**Keynote Speaker**



Convention kicks off the morning of Wednesday, September 27 with [Terry Milewski](#), veteran CBC television personality and one of Canada's best-known broadcast journalists. With over forty years of journalism from around the world and within Canada, he has a rich and nuanced understanding of global and national politics.

**Quick Links**

[Registration](#)

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**Long Service Awards**

The Long Service Awards celebrate local government elected officials in BC who have served a total of 25 or 35 years of service. [Nominations](#) are being accepted until August 31.

**Child Minding Program - New for 2017**

A [Child Minding Program](#) for UBCM members is being offered for the first time during the 2017 Convention for a nominal fee of \$30 per day/per child. UBCM members requiring child minding services must pre-register by August 25.



### Partner Program Group Tours

For Delegates inviting partners, a friend or family members to accompany them to this year's convention, we have several group tours available for booking. [Partner Program Tours](#) run on Wednesday and Thursday only- September 27 & 28. Tours sell fast so reserve early!

### Hotel Cancellation Policies

Have you overbooked your room block? Don't miss your hotel room cancellation deadline. Each hotel has its own deadline for cancelling rooms; please refer to the [hotel accommodations](#) webpage to view the reservation cancellation policy for your hotel.

### Transportation Discounts

Transportation discounts are available for delegates travelling to the 2017 Convention by air. Please visit our [travel](#) webpage to view the transportation discounts for the following airlines: Air Canada, Harbour Air, Helijet, Pacific Coastal Airlines, and WestJet.

### Annual Banquet - Unassigned Table Seating

There will be no reserved seating at the UBCM Banquet this year. Unlike in past years, table seating will be first come, first served.

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## Federal Flood Ready Initiative

July 12, 2017

The Government of Canada has launched *Flood Ready*, a public awareness campaign that seeks to encourage Canadians to better understand flood risks and adopt measures to mitigate flooding. Flooding is currently one of the most frequent and costly natural disasters, and one that can severely disrupt the safety and economic stability of Canadian communities.

Minister of Public Safety and Emergency Preparedness, Ralph Goodale announced the launch of the initiative in November 2016. The 'Flood Ready' campaign intends to encourage Canadians to learn about overland flooding and the damage it can cause, become part of the solution, and take steps to protect their homes and communities. To accomplish these goals, the 'Flood Ready' webpage includes the following resources:

- Overview of overland flooding;
- Reasons to be 'Flood Ready';
- Quiz on flood risks;
- Step-by-step guide on improving home and community safety;
- Proactive measures to improve flood-readiness around one's property;
- Information regarding community flood planning steps, tools and government programs (e.g. National Disaster Mitigation Program).

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## National Disaster Mitigation Program Funding

July 12, 2017

Emergency Management BC (EMBC) is accepting proposals from local governments for the National Disaster Mitigation Program (NDMP). Interested parties have until 4:00 p.m. on August 25, 2017 to submit proposals and supporting documentation to EMBC.

The components of the NDMP, including program guidelines, proposal forms and risk assessment templates are available on the Public Safety Canada website. Please note, if applying for streams 2-4, eligibility for the previous stream must be met. If submitting a Stream 2 proposal, please indicate whether the requirements for Stream 1 have been met.

Completed NDMP Project Proposal Forms and Risk Assessment Information Templates (if required) may be submitted prior to 4:00 p.m. on August 25, 2017.

Those who previously submitted expressions of interest during the May 2016 call for proposals may still pursue funding by following the steps above and submitting necessary proposal forms and supporting documentation. Any questions regarding the NDMP and this funding process may be directed to the EMBC Disaster Mitigation Program.

### Background

The federal government, in 2014, allocated \$200 million over five years to establish the National Disaster Mitigation Program. While provinces and territories are the eligible recipients of this federal support, they are also able to redistribute funding to other entities, including local governments. In British Columbia, Emergency Management BC is tasked with administering NDMP funding received from Public Safety Canada.

The NDMP includes four project streams:

- Risk Assessments;
- Flood Mapping;
- Mitigation Planning; and,
- Investments in Non-Structural and Small-Scale Structural Mitigation Projects.

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Board - Receive



## Chief Elected Officials Forum

July 12, 2017

Save the date for the LGLA's 8th Annual Chief Elected Officials Forum, to be held December 7-8, 2017 at the Radisson Hotel Vancouver Airport in Richmond. *Finish Strong: Making the Most of Year 4*, hosted by the Local Government Leadership Academy with facilitators Tracey Lorensen and Gordon McIntosh, will provide a customized program to respond to Mayor, Chief and Chairperson leadership needs for focused strategic efforts, Council/Board alignment, and positive CAO relations.

You will enjoy an interactive learning opportunity with peers and leave with ideas, tools and strategies for the real time challenges and opportunities you are facing.

Save the dates in your calendar – 10:00 AM Thursday December 7 to 2:30 PM, Friday December 8, 2017. Registration will open in the fall.

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## **Liquor Policy Working Group Update**

July 12, 2017

On June 26, 2017, the Local Government Working Group on Liquor Policy, co-chaired by UBCM and the Province, met to discuss recent changes in provincial liquor policy, including updates and feedback from local governments regarding recent policy changes made as part of the Liquor Policy Review (LPR).

The Local Government Working Group on Liquor Policy is the forum created for consultation and communication between the Province and local governments with respect to changes in liquor policy. Since the release of the Liquor Policy Review Final Report in January 2014, the Province has implemented 66 of the 73 recommendations included in the report, which seeks to modernize liquor laws in British Columbia.

For the reference of UBCM members, the Working Group's discussions are summarized below.

### **Liquor Primary Parallel Application Process**

Provincial representatives requested updates and feedback on this recent policy change that allows applicants for liquor primaries, manufacturer lounges and special event areas to simultaneously apply to local governments and the Province. Members were generally pleased with the results of this policy change, which previously required provincial review before an application was reviewed by the affected local government.

### **Providing Food or Liquor Primary Licences to Other Businesses**

Previously, only businesses focused on liquor service, entertainment or hospitality could apply for a liquor primary licence. A spa in Prince George is the first to receive a liquor primary licence since the policy changed, with any business (with the exception of businesses operated within a motor vehicle and those directed at or frequented by minors) now able to apply for a liquor primary licence. Other local governments have received inquiries, with applicants unable or unwilling to complete the process for a number of reasons, including an inability to meet certain local requirements (e.g. zoning).

### **Delegation of Authority (Council to Staff)**

Another recent policy change allows councils to delegate authority to staff to provide comments on some or all types of liquor licensing applications that would otherwise require a resolution. No Working Group members had yet to utilize this new option, although some expected that small impact applications would be delegated to staff in the near future to ease a council's workload.

### **Permanent Licences for Large Outdoor Spaces**

The Province has recently been approached by a business seeking a liquor licence for a very large, event-driven, outdoor space. Normally, events held at this type of venue would require a special event permit; however, the applicant wishes to apply for a permanent liquor primary licence. The Working Group discussed limiting the number of events on an annual basis, advance notification of events and having only one licensee responsible for events at a venue. The Province will conduct further research into this request.



### **Picnic Area Liquor Service**

There were also changes to policy regarding manufacturer picnic areas, where liquor can be consumed, but no liquor service is permitted. Members were generally pleased with the 30 person limit imposed by the Province, with one member indicating his local building inspector was sometimes uncomfortable providing approvals to places that aren't buildings. No other issues were identified.

The Local Government Working Group on Liquor Policy welcomes local government feedback on the matters discussed above or any aspect of liquor policy in British Columbia. Questions or comments may be directed to Bhar Sihota, UBCM Policy Analyst.

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## Police Resources Impacted by Wildfire Situation

July 19, 2017

UBCM has received correspondence from the Province regarding the July 7, 2017 declaration of a provincial state of emergency under the *Emergency Program Act*, and impacts to local police resources resulting from the wildfire situation. As part of the Province's efforts to manage this situation, resources within the Provincial Police Service and extra-provincial RCMP resources have been deployed or are under deployment authorization.

As a result of being in a provincial state of emergency, the situation is also considered a policing "Emergency" under the Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA), meaning:

- This is an "urgent and critical situation of a temporary nature that requires additional police resources to maintain law and order, keep the peace or ensure safety of persons, property or communities;" and,
- Local jurisdictional police do not have sufficient resources to manage the situation within their geographical boundaries.

As per policing agreements involving the federal government, Province of BC, and BC local governments, resources may be redeployed from one of the following Units:

- A BC Provincial Police Service Unit;
- A municipal or federal Unit within British Columbia; and/or,
- RCMP resources from a different province or territory.

The Province's Minister of Public Safety and Solicitor General has invoked Article 9.1 and 9.2 of the PPSA and MPSA, which authorizes "internal redeployment of and a temporary increase to the Provincial Police Service." This decision was made in consideration of the magnitude of the situation, and in anticipation that the wildfire situation may continue for some time.

Considerable extra-provincial and Provincial Police Service resources have already been deployed or are under deployment authorization. As British Columbia's RCMP "E" Division includes the largest contingent of RCMP Members in Canada, local RCMP detachments may be called upon to redeploy some of their members to assist in this policing "Emergency." Local detachment commanders will be assessing their local needs, determining their operational ability to assist, and should be consulting with their local mayors prior to making any determinations. The Province is required to pay costs associated with redeployment (e.g. Member salary, transportation, maintenance) at the appropriate cost-share.

The Province's Policing & Security Branch and RCMP "E" Division endeavour to provide consultation and communication as the wildfire situation evolves. Any questions may be directed to Gayle Armstrong, Director, BC RCMP Service Delivery, Ministry of Public Safety and Solicitor General at (604) 660-2986.

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## **Funding for Asset Management**

July 19, 2017

Local governments in BC can now apply for funding for asset management projects through both UBCM and FCM.

The 2018 Asset Management Planning Program supports activities that advance a local government's asset management planning or practices, and that facilitate better integration of asset management planning with long term financial planning.

Through the FCM's Municipal Asset Management Program, local governments can access grants to fund activities such as asset management needs or risk assessments; asset management plans, policies and strategies; data collection and reporting; asset management training and organizational development; and knowledge transfer, development and sharing.

Local governments in BC may apply to both UBCM's Asset Management Planning program and FCM's Municipal Asset Management Program for activities that are eligible under both programs. As UBCM will fund up to 50% (to a maximum of \$15,000) and FCM will fund up to 80% (to a maximum of \$50,000), applicants can leverage both programs to meet the matching requirements.

For more information, contact Danyta Welch, Policy & Programs Officer at (250) 356-5193 or [dwelch@ubcm.ca](mailto:dwelch@ubcm.ca).

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## Abandoned Boats Funding Information Session

July 19, 2017

On July 6, nineteen local governments attended a Transport Canada information session on the new Federal Abandoned Boats Funding Program. This article provides Transport Canada's presentation along with a link to the applicant's guide for requesting funding and authorization to take possession, remove, and dispose of an abandoned or wrecked small boat.

Applications and project proposals are currently being accepted for the federal government's new \$6.85 million national, five-year Abandoned Boats Program. Funding is available for the assessment and removal of small, high priority abandoned boats, as well as education, awareness and research initiatives.

The first deadline for applications for the education, awareness and research initiatives is **September 30, 2017**. The first deadline for applications for the assessment and removal of small, high priority abandoned boats is **October 30, 2017**. There will be additional opportunities to apply for funding in 2018 and future years.

For further information and details on the application process, visit the Abandoned Boats Program website.

If you have questions for Transport Canada, you may contact their office at (604) 775-8867.

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## Rail Safety Improvement Program Funding

July 19, 2017

Last year, the Minister of Transport Canada announced the Rail Safety Improvement Program (RSIP), an investment of more than \$55 million over a period of 3 years to improve rail safety across Canada. The program provides federal funding, in the form of grants and contributions, to improve rail safety and reduce injuries and fatalities related to rail transportation.

The RSIP builds on Transport Canada's Grade Crossing Improvement Program (GCIP), Grade Crossing Closure Program (GCCP), and the Operation Lifesaver Program with increased overall funding, an expanded list of eligible recipients and a broader scope of projects that could be funded to enhance rail safety.

There are two key components under the new Program:

- Infrastructure, Technology and Research; and
- Education and Awareness

A call for proposals is currently open for projects to be considered for funding in fiscal year 2018-2019, and local governments are eligible recipients. The deadline to apply for RSIP funding under the Infrastructure, Technology and Research component is **August 1, 2017**. The application deadline for projects under the Education and Awareness component is **September 30, 2017**. Additionally, it is important to note that road authorities are required to consult with the railway company prior to submitting an application if there are railway elements involved in the project.

Although Transport Canada is providing funding assistance for safety improvements to existing rail lines, closures of grade crossings, and initiatives to raise awareness about rail safety issues across Canada, it is the railway companies and road authorities who are ultimately responsible for the maintenance and safety of grade crossings, and for ensuring that crossings are compliant with any applicable regulatory requirements.

For further information and details on the application process, visit the Rail Safety Improvement Program website. For those wishing to make an application please review the applicant guide.

Please note that all GCIP or GCCP applications submitted prior to September 1, 2015, must be submitted again under the new RSIP program with updated project information.

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## **RCMP Contract Management Committee Update**

July 19, 2017

On April 27, 2017, the Local Government Contract Management Committee (LGCMC) met with provincial and RCMP representatives to discuss issues related to the RCMP contract and policing in British Columbia. This article highlights key issues discussed at the meeting.

Please note: this information is accurate as of April 27, 2017.

### **1) Working Group Discussion Items**

#### **Five Year Review Item Updates**

Committee members discussed some of the issues being addressed by the various Five Year Review sub-committees, including technical items (conversion of civilian employees, updating the Police Service Agreement with current information, applicable interest to overdue payments); emergencies and special events; dispute resolution; governance and authorities, consultation, expectations, roles and responsibilities; review of standard tables; and allocation of budgets within accommodations programs. Arguably the most frequently mentioned local government issue throughout the review has been the need for improved communication.

#### **Supplemental Health Benefits**

A few specific categories under members' supplemental health benefits are set to increase. It is expected that any current changes are to be cost-neutral to the BC policing budget and funded from within the existing federal health benefits envelope.

#### **RCMP Pension Review**

RCMP pension reviews are conducted every three years. After review of the *Actuarial Report on the Pension Plan* for the RCMP, the Pension Panel has recommended a rate of 19.07% (for three years, commencing April 1, 2018), a reduction from the previous rate of 22.7%. This equates to \$9.5 million in annual savings (at cost share) for BC local governments, a total of \$28.5 million over the three year term.

#### **RCMP Pay Increases**

RCMP members last received a salary increase in 2014. Recently, the Treasury Board approved a 1.25% raise (retroactive to January 1, 2015), another 1.25% raise (retroactive to January 1, 2016), as well as a 2.3% market adjustment for RCMP members ranked Superintendent and below. The RCMP has previously told partners to plan for a 2.5% increase so that there is no surprise.

#### **RCMP Member Leave Management**

In April 2016 the RCMP presented their update on RCMP Member Leave Management to the national CMC, advising that the excess leave issue for non-officer equivalent civilian members (CMs) needed to be addressed before the conversion of CMs to Public Service Employees (PSE) occurs, to adequately manage the liquidation of "excess" leave and limit pay-out liabilities. LGCMC members have previously conveyed concerns related to the burden that immediate payouts would place on most local governments.

### **Police Dog Service Training Centre**

The Committee has previously discussed the Police Dog Service Training Centre (PDSTC) review, and in particular the option of having a hub outside the national training centre in Alberta, in order to lower costs and maintain service levels. The Province has provided feedback to the RCMP regarding its scoping document, conveying concern that the review was not broad enough in scope to answer pertinent questions. Provincial feedback recommended that a steering committee be formed, an independent contractor perform the review, and that the scope be expanded to beyond Canada to examine comparators and best practices.

### **Municipal Companion Document Working Group**

The first draft was completed in Spring 2016, with the Working Group having recently completed its first review of all articles. The Province is currently in the process of updating the document to reflect changes made by the Working Group; updating the document with other pertinent changes (e.g. OIC selection process); and having BC legal counsel provide a review. Once these tasks are completed, the Working Group will conduct another review, prior to submitting the document to the LGCMC for review.

### **Integrated Detachment OIC Selection**

The Committee discussed the potential development of a clear process for OIC selection. Currently, some local governments prefer to have elected official input, while others prefer only staff take part in the selection process. The Committee discussed how there might not be a 'one size fits all' solution/policy to best address this process.

### **Shared Services Canada**

Members have previously discussed the service delivery issues and inefficiencies experienced as a result of the federal government's creation of Shared Services Canada. Members continued to express frustration with the challenges experienced with procurement of basic supplies.

## **2) RCMP Update**

### **Auxiliary Constable Program (AC)**

The Committee was given an update on the AC, as recent changes will see the Program move to a tiered model (consistent with the results of UBCM's October 2016 survey). There will be meetings to consult on the duty matrix, tier liabilities, and uniforms, among other issues. Final decisions have not been made, with the RCMP expressing interest to first consult both provincial and municipal partners (including detachment commanders and local governments).

### **Personal Protective Equipment / Fume Hoods / Ion Scanners**

An update was provided on items related to providing the tools necessary for RCMP members to handle and process highly toxic substances (e.g. fentanyl). The RCMP explained that these tools were just one response, as discussions continue with the national health and division health officers. The Province is hoping to access funds to continue to provide naloxone to detachments.

### **Update on RCMP Pay Increases**

RCMP representatives noted that local governments were given sufficient notice prior to the announcement of the pay increase, which was less than expected. Future pay increases are expected to come via the collective bargaining process and unionization that is likely to result in the near future.

### **Opioid Response Update**

Recently, the federal government pledged \$10 million in support funding to BC, and \$65 million to support a national response. Nationally, the RCMP is working on coordination on interdiction as part of its national solution. The RCMP also noted that the Centre for Addictions Research in BC (CARBC) has funding available for local governments to access and use to provide fentanyl forums.

**Vacancy Report**

The LGCMC has been requesting the provincial vacancy report (from the RCMP) for over a year. While quarterly reports are still being produced, the RCMP would like to move to real-time vacancy information.

**Disability Case Management**

The new disability case management system has helped bring people back to work; the majority of off duty sick members are on a gradual return to work program with additional members anticipated to return over the next two years. The eight disability case managers are collectively saving more money than they cost as a result of members returning back to work. The RCMP has not asked for new money for this initiative, taking costs out of division administration.

**Shared Services Canada (SSC)**

Following-up on the issues communicated by LGCMC members at the November 2016 meeting, RCMP representatives notified the LGCMC that the federal government now has an understanding of the challenges facing SSC. The way forward will be to remove roadblocks that currently exist.

**Senior Management Changes**

In addition to the retirement of RCMP Commissioner Bob Paulson, the RCMP is in the process of identifying someone to backfill for Brenda Butterworth-Carr. Going forward, this individual will represent the RCMP at LGCMC meetings.

**Emergency Response Team**

The RCMP has completed its national review of the Emergency Response Team. Prior to the RCMP discussing this with the Province, the RCMP/PSD Policy and Finance Operations Steering Committee will examine the results. The RCMP also endeavours to discuss this report with the LGCMC, although no timelines were given.

**Police Dog Service**

RCMP National was requested by the National Contract Management Committee to conduct a review of the Police Dog Services. RCMP National advised that they did not have the capacity for the review and indicated that a directed review of the program occur and be funded by the Provinces and Territories.

A Divisional review of Police Dog Services has been completed and RCMP are now in the process of determining how many dogs are required to meet the municipalities service level demands.

**Supplemental Health Benefits**

RCMP representatives explained that dental coverage was being increased from \$2000/member to \$4000/member, which is why supplemental health benefits have increased by approximately \$40/member. This increase will not be significant, and will be reflected in the next 5 year plan.

The Local Government Contract Management Committee would appreciate your feedback on any of the RCMP contract and other policing issues identified above. UBCM members who have questions or comments are encouraged to contact Bhar Sihota, UBCM Policy Analyst.

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## **In Memoriam - Councillor Andrée Janyk, Whistler**

July 26, 2017



On June 16, 2017 Andrée Janyk, Council member for the Resort Municipality of Whistler (RMOW), passed away surrounded by her loving family. Councillor Janyk was a long time and much loved member of the Whistler community.

Whistler Mayor Nancy Wilhelm-Morden said, "Andrée was a tireless volunteer for the community. Over the last four decades she volunteered thousands of hours with the Whistler Mountain Ski Club, served as a Board member on School District 48, was instrumental in growing youth soccer in Whistler, and was elected to Whistler Council in 2011 and again in 2014."

She added, "Andrée's passing is a loss for the community of Whistler. Our sincere condolences go out to all of Andrée's loving family and many friends."

A Celebration of Life was held on July 16, 2017 and attended by more than 800 people who honoured Councillor Janyk's life and accomplishments. She will be dearly missed by the Whistler community.

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## Input Sought for Convention Forums

July 26, 2017

### For Council & Board Agendas: What's Top of Mind for Tuesday Forums?

Tuesday, September 26 is Forum Day at UBCM Convention. Whether you are an electoral area director, urban mayor, councillor from a small community, or from somewhere in-between, UBCM has the right forum for you. Help shape the agendas for this year's forums by emailing your topic requests by Friday, August 11.

Elected officials and senior staff tell us that the Tuesday forums consistently provide practical solutions and innovative ideas to address specific challenges, while enabling attendees to build working relationships with those who have already put solutions into practice.

UBCM values the diversity amongst our members and, to meet your needs, dedicates Tuesday morning to bring together similar local governments for peer-driven problem solving. The four forums were created at the request of the membership, and are customized for specific types of local government:

- The **Small Talk Forum** unites the collective brainpower of communities with populations under 5,000.
- The **Large Urban Communities Forum** resonates with larger municipalities that face particularly urban concerns.
- The unique concerns of regional district electoral areas focus the discussion at the **Electoral Area Directors' Forum**.
- Communities in the 5,000 to 20,000 population range put their heads together at the **Mid-Sized Communities Forum**.

Members like you drive the agendas for each forum. Tell us about challenges or hot-button issues you are facing in your communities – odds are, other local governments are dealing with similar issues. If you've successfully implemented a new program, or developed a great solution to a long-standing problem, tell us about that too! We'll celebrate your success, and the information you share may give your colleagues a helping – and timely – hand.

Email your questions, ideas and success stories by Friday August 11, 2017 to UBCM staff as follows:

Forum	UBCM Contact
Small Talk Forum	Bhar Sihota, Policy Analyst
Large Urban Communities Forum	Marie Crawford, General Manager, Richmond Operations
Electoral Area Directors' Forum	Marylyn Chiang, Senior Policy Analyst
Mid-Sized Communities Forum	Jared Wright, Director of Advocacy & Government Relations

Remember to select your Tuesday Forum when you register for the UBCM Convention.



## Highlights of the July 2017 Executive Meeting

July 26, 2017

The UBCM Executive convened over July 12-14 for Committee and Executive meetings. The July meeting agenda provides closure on a number of year-end matters such as audited financial statements but also establishes direction for the year ahead through the proposed annual work plan. Executive members also reviewed 150 resolutions submitted for consideration at the 2017 Convention, and reflected on UBCM priorities in anticipation of a newly installed provincial government.

Highlights of the July 14<sup>th</sup> Executive meeting include:

- Received a report on the President's activities and actions since the last meeting in April.
- Received a report from the 2017 Nominating Committee advising that the nominations process for Executive positions was underway, and that the appointment of Chief and Deputy Chief Scrutineer had been completed.
- Received reports on the annual review of MOU and Agreements; Financial Statements for the month and year ending May 31, 2017; annual statutory compliance report; a year end status report of the 2016-2017 annual work program; and the proposed work plan for 2017-2018.
- Approved the Preliminary Budget for 2017-2018.
- Received an update on the work undertaken to advance local governments' interests related to housing including: the establishment of a Special Committee; adoption of a Terms of Reference and scope of work to be undertaken; and the addition of representation from smaller communities.
- Received a report providing an analysis of the three provincial party platforms in comparison to the UBCM's Election Advocacy Plan to determine policy alignments.
- Received a status report on UBCM's legal assistance fund.
- Approved the annual allocation of \$7,500 to the Board of Examiners in support of the Jeff McKelvey scholarship fund.
- Received a financial statement on the UBCM-FCM Small Communities Travel Fund.
- Received a report from the Ad hoc Committee on Alternate "Unelected" Electoral Area Directors, and provided direction on the scope of work and options to be reviewed, noting that a paper would be prepared and considered at the February 2018 Electoral Area Directors Forum as well as at the CEO/CAO Forum.
- Approved tentative dates for 2017-2018 Executive meetings, subject to approval by the incoming Executive in September.
- Approved consideration of SR1- Local Government Role in BC Framework for Cannabis by delegates at the 2017 Convention.
- Received a report from the Working Group on Responsible Conduct, and approved the draft policy paper for finalization and consideration by delegates at the 2017 annual Convention.
- Received an update on UBCM's activities in FCM's international programs, and directed that an MOU be entered into with respect to involvement in the Partners for Municipal Innovation in Local Economic Development Program in Cambodia.
- Received a report confirming UBCM appointments to a Ministry of Education – Transportation Advisory Committee.

- Received a report on feedback from the spring 2017 Area Association conferences, Electoral Area Directors Forum, Local Government Leadership Academy Forum, and the Chairs/CAO Forum.
- Received a report regarding the provincial responses to resolutions endorsed at the 2016 UBCM Convention. The provincial responses have been posted to the UBCM website and distributed to individual sponsors of resolutions. Executive members reviewed an assessment of provincial actions and provided recommendations for prioritization and further action.
- Received a report on Phase 2 federal infrastructure funding and confirmed support for a 40/40/20 cost-share formula.
- Received confirmation that Mayor Wayne Baldwin, City of White Rock, will continue to serve as the Metro / GVRD appointment to the UBCM Executive for the 2017-2018 Executive term.
- Received a status and action report on a variety of policy areas that continue to be monitored by UBCM including: Natural Resource Roads Act; Problem Vessels; New RCMP Labour Relations Regime; Legalization of Cannabis; Electronic Roadside Ticketing; Farm Assessment Report; Auditor General for Local Government; The Safe Drinking Water for First Nations Act; Care Home Sprinkler Safety; Farm Assessment – Medical Marijuana Grow Operations; Federal Additions to Reserve Policy; Federal Comprehensive Land Claims Policy; Mental Health and Policing Costs, Emergency Program Act Review; BC Ferries; National Enquiry into Missing and Murdered Indigenous Women and Girls; Licensing of Commercial Dog and Cat Breeding; Auxiliary Constable Program Review; 911 Call Answer Levy; Assessment Appeals: Special Use Properties; and the Off Road Vehicle Management Framework.
- Received reports on the status of Local Government Program Services (funding programs) and a status report on the federal Gas Tax Program.
- Received a report on staff activities since the April meeting.

Highlights of the July 12-13<sup>th</sup> Committee meetings include:

#### **Presidents**

The Committee received reports on: financial statements; staffing; member services and group benefits programs; member visits; 2017 annual report; the 2017 Excellence Awards program; and outreach to provincial parties following the election to advance the UBCM advocacy agenda.

Direction was provided on: the development of a conference code of conduct in keeping with the endorsement of resolution 2016-B103; appointments to the BC Seismic Safety Council and amendments to the Local Government RCMP Contract Management Committee Terms of Reference; UBCM reserve funds; development of a UBCM investment policy; phase 2 of the federal infrastructure fund; and appointments to the newly established Special Committee on Housing.

A delegation was received from the Municipal Pension Plan Trustees and from KPMG (UBCM's auditors) who discussed the Audit Findings Report. The financial statements for year-end were also reviewed along with the 2017-2018 preliminary budget.

#### **Resolutions**

Director Wendy Booth, Chair of the Resolutions Committee, presented the Committee's comments and recommendations on 150 member resolutions received by the June 30 deadline. The Executive discussed the Committee's report, and approved comments and recommendations on the resolutions for consideration at the 2017 Convention. These resolutions will now be published in the 2017 Annual Report and Resolutions Book. UBCM will mail a hard copy of the Annual Report and Resolutions Book to each local government elected official and CAO in late August. The Resolutions Book will also be posted to the UBCM website at that time.

Director Booth also noted that Ian Izard, Q.C., the parliamentarian for the Annual Convention, provided training for the members of the Resolutions Committee. Mr. Izard reviewed the Convention Rules and Procedures for Handling Resolutions

with the Committee members, and discussed techniques for supporting the flow of debate while remaining responsive to the assembly.

### **Convention**

The Committee received updates on Convention program details, catering, sponsorship and child minding services. The Committee provided comments and recommendations on the session proposals that had been submitted and brought forward for Executive approval.

### **Community Safety**

The Committee received a delegation from the Ministry of Public Safety and Solicitor General regarding the Province's Road Safety Initiative (RSI), which includes the introduction of electronic ticketing. The delegation provided an update on phase 1, while also outlining the next phase of the RSI.

The Committee discussed an update on the process to legalize cannabis, including recently tabled legislation (Bill C-45 & Bill C-46) and potential impacts on local governments. Also examined were reports outlining the results of UBCM's recent cannabis legalization survey; RCMP labour relations; negotiation of RCMP severance payments; other policing issues; a campaign to end distracted driving; liquor policy changes; and the Committee's contribution to the 2017 Annual Report.

### **Healthy Communities Committee**

The Committee discussed a report from the FCM's Big City Mayors' Caucus (BCMC) with recommendations on the opioid crisis, and agreed to support the report by sharing the document with UBCM members, and by writing letters to the federal Minister and the BCMC. The Committee also reviewed reports on cannabis legalization and the UBCM survey on cannabis, and agreed on next steps.

Committee members also discussed: a report on referred resolution 2016-B119 requesting UBCM work with the Ministry of Social Development and Social Innovation to improve access to income assistance service; a request to participate on the BC Real Estate Drug Industry working group; information on the Emergency Medical Assistants Education Fund; information on the Healthy Families BC Communities project; and the 2017 Committee Annual Report.

### **Community Economic Development Committee**

The Committee received a report on the importance of agriculture to the provincial economy noting the provincial government's strategy to continue to grow the agri-food and seafood sectors. As a result the Committee will be seeking meetings with the new Minister of Agriculture and the Agricultural Land Commission to discuss ALC and provincial policies that impact farmers.

Committee members also received reports on the creative economy; approved their submission to the annual report; received an update on the activities undertaken to continue to advance advocacy efforts around enhancing forest policy consultations and engagement, and will be responding to the federal government's Environmental and Regulatory Reviews in follow up to the Expert Panel on National Energy Board Modernization consultation process.

The Committee also received a delegation from the Tourism Industry Association of BC. The delegation discussed short-term accommodation rentals and their impact on communities referencing reduced long-term affordable housing; tax implications; and the unequal playing field with other hotels and accommodation providers.

### **Environment Committee**

The Committee received a delegation from Mindy Richter and Cole Winegarden from the Ministry of Forests, Lands and Natural Resource Operations to discuss trapping challenges and solutions in both rural and urban communities.

The Committee also discussed the Final Report from the National Energy Board's Expert Panel that was released in May, and noted that the report did not address the concerns identified by UBCM. Updates were received on the federal ban on oil tankers on BC's northern coast, contaminated sites, and climate action. The 2017 Committee Annual Report was reviewed and approved.

### **Indigenous Relations**

The Committee received a delegation from the Ministry of Aboriginal Relations and Reconciliation regarding improved communications with local governments, opportunities for local government involvement in Strategic Engagement Agreements, and the Provincial Community to Community Forum.

The Committee discussed the implementation of the Additions to Reserve Policy Directive, possible future directions for the Off Reserve Aboriginal Action Plan, and recent federal initiatives. The Committee also received updates on the recent Province Wide Community to Community Forum and on a planned half-day session on Indigenous Relations at Convention.

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## **UBCM Supports Report on the Opioid Crisis**

Aug. 2, 2017

The UBCM Executive has expressed support for the Federation of Canadian Municipalities' report, *Recommendations of the Mayors' Task Force on the Opioid Crisis*. The report calls on the federal government to urgently adopt a comprehensive, pan-Canadian action plan with the goal of eliminating opioid overdose and overdose death in Canada.

The nine recommendations from the Mayors' Task Force including ensuring a coordinated national response to the opioid crisis; developing, implementing and monitoring the Canadian Poverty Reduction Strategy; developing more social and affordable housing; and establishing an intergovernmental dialogue about access to substance use prevention, harm reduction and treatment options for individuals in Canada's correctional system.

UBCM will continue to monitor developments on the opioid crisis, and provide updates to the membership as needed.

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## **UBCM Welcomes Convention Keynote Terry Milewski**

Aug. 2, 2017

UBCM's 114th Annual Convention will kick off Wednesday, September 27th with a keynote address from Terry Milewski, veteran CBC television personality and one of Canada's best-known broadcast journalists. With over forty years experience in journalism from around the world and within Canada, Terry has a rich and nuanced understanding of global and national politics.

Mr. Milewski has reported the news from 52 countries over the past 44 years—and was the CBC's very first Middle East correspondent. Today, he speaks on how a free and functional media is crucial to a democratic society, and how Canada can lead the charge for a world that's still committed to the truth.

Milewski began his career with the CBC as a local reporter in Calgary. He then jumped to the national news division as a science reporter before becoming a parliamentary correspondent. Since then, his thousands of assignments—including eight years as Washington correspondent for the CBC—have taken him all over Europe, Asia, the Americas, and the Middle East. Milewski is now retired from regular broadcasting as the CBC's senior correspondent in Ottawa, but still appears frequently on air and online.

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## **Funding & Resources Update**

Aug. 2, 2017

Each month we provide an update on UBCM funding programs and information on other programs or resources that may be of interest to local governments and First Nations.

### **Local Government Program Services**

**2017 Strategic Wildfire Prevention Initiative:** Applications are accepted on an on-going basis under four funding streams: Community Wildfire Protection Plans & Updates, Fuel Management Prescriptions, Demonstration projects, and Operational & Maintenance Treatment projects. The next intake deadline is October 6, 2017.

**2018 Asset Management Planning Program:** Matching grants of up to \$15,000.00 are available to support activities that advance a local government's asset management planning or practices, and that facilitate better integration of asset management planning with long term financial planning.

### **Other Funding**

**National Disaster Mitigation Program:** Emergency Management BC has extended its deadline for NDMP "Intake 4" applications. Local governments, First Nations and other eligible parties now have until August 25, 2017 to apply through EMBC to access this Public Safety Canada funding program. The program's objective is to reduce the impacts of natural disasters on Canadians. It consists of four project streams: Risk Assessments, Flood Mapping, Mitigation Planning, and Investments in Non-Structural and Small Scale Structural Mitigation Projects.

**Municipal Natural Assets Initiative:** Municipal Natural Asset Management offers a solution to the twin problems of aging infrastructure and ecosystems decline. The recent call for expressions of interest to be included in the next round of MNAI cohort funding has been extended until August 28, 2017.

**Abandoned Boats Program:** Funding is available from Transport Canada to assist in the removal of abandoned and/or wrecked small boats posing a hazard in Canadian waters. The program also helps to educate small boat owners about how to responsibly manage their boats and support research on boat recycling and environmentally responsible boat design. The deadline for Education, Awareness and Research applications is September 30, 2017. Assessments and removal applications are due by October 30, 2017.

**First Nations Adapt Program:** This federal program supports First Nation communities to assess and respond to climate change impacts on community infrastructure and emergency management. It prioritizes communities most impacted by sea level rise, flooding, forest fires, and winter road failures. Applications are reviewed on an ongoing basis.

Climate change and infrastructure planning programs: The federal government and the Federation of Canadian Municipalities have launched two programs to address climate change in communities and to strengthen infrastructure planning and decision-making. The Climate Innovation Program and The Municipal Asset Management Program will deliver funding, training, and learning opportunities to build local government capacity.

### **Resources**

**Sustainable Communities Awards:** Apply by September 15, 2017, to nominate your community for this recognition and promotion opportunity. New and revised categories this year include asset management, climate change, energy and brownfields.

**Livable Cities Forum 2017:** Join ICLEI Canada in Victoria September 18-20, 2017, for the sixth annual Livable Cities Forum: Advancing Low Carbon Resilience.

**Community Health Data:** Updated Community Health Profiles, Community Health Database and Community Health Atlas provide an interactive platform to explore health topics of interest across BC.

**Drought Resources:** The provincial Water Management Branch recently hosted the webinar *Dealing With Drought - What Communities Need to Know*. A recording and PDF of the webinar are both available, along with other resources, on the BC Drought Information Page.

**National Thought Table on Reconciliation:** Earlier this year, thought leaders from across Canada gathered for a roundtable discussion on reconciliation within a Canadian multicultural context. Reconciliation Canada has made the video of this event available online.

2016

Board-Receive



## **Municipal Natural Assets Initiative**

Aug. 9, 2017

A Call for Expressions of Interest to host a Municipal Natural Assets Initiative pilot project has been extended to August 28. The Municipal Natural Assets Initiative will support 5 municipalities in the integration of natural assets into their existing asset management processes, as described in detail in the Call for Expressions of Interest.

Some municipalities secure services such as the provision of clean drinking water or storm water retention by protecting natural assets such as watersheds, wetlands and forests. Asset management business processes and associated long-term financial planning are emerging as powerful mechanisms to measure and manage natural assets – and secure the services they provide - in a systematic manner. Evidence to date suggests this strategy can save capital and operating costs, reduce risk, and help municipalities to provide core services in a sustainable manner.

The Municipal Natural Assets Initiative provides an excellent opportunity to maximize the value of current or planned asset management efforts, and leverage substantial new resources and support.

The period for responses to extended Call for Expressions of Interest are due August 28, 2017.

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## **Responsible Conduct Report Released**

Aug. 9, 2017

The Executive of the Union of BC Municipalities (UBCM) has approved a Policy Paper on Responsible Conduct of Local Government Elected Officials to be presented at the 2017 Convention for member consideration. The Working Group on Responsible Conduct (WGRC) developed the report that forms the basis of the Policy Paper.

At the 2016 Union of B.C. Municipalities Convention, a resolution related to responsible conduct (specifically, integrity officers) was referred for further study. As a result, staff from UBCM, the Local Government Management Association (LGMA), and the Ministry of Municipal Affairs and Housing formed the WGRC.

The WGRC has undertaken extensive research and policy work that has focused on gaining a more complete understanding of the issue, and of the benefits and challenges of various approaches to enhancing responsible conduct to support the collective goal of a more effective local government system.

In March 2017, the WGRC published a Consultation Paper directed to UBCM and LGMA members. The paper was used by UBCM and LGMA as a basis for engagement with their respective members throughout Spring 2017. Presentations on the topic of responsible conduct were delivered at Area Association Conventions throughout April and May; in addition, a survey was used to seek input from UBCM members. A similar process was undertaken by LGMA with its members. Presentations were delivered to Chapter meetings and its Annual General Meeting and LGMA used a similar survey to collect feedback from its members on topics related to responsible conduct. The survey responses from both organizations are available on UBCM's website.

Copies of the Policy Paper will be distributed to all local governments in mid-August as part of the general mail out for the 2017 Convention.

### **Follow Us On**

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**geraldine.craven**

**From:** BC Natural Resources Forum  
<info=bcnaturalresourcesforum.com@mail143.atl221.rsgsv.net> on behalf of BC Natural Resources Forum <info@bcnaturalresourcesforum.com>

**Sent:** July 24, 2017 9:29 AM

**To:** inquiries

**Subject:** Mark your calendar for the next Forum

**RECEIVED**

JUL 26 2017

REGIONAL DISTRICT OF

BULKLEY NECHAS

Mark your calendar for January 16-18, 2018

[View this email in your browser](#)

## Let the countdown begin!

Northern BC's biggest, must-attend event of the year, the 15th Annual BC Natural Resources Forum, is set for January 16-18, 2018 at the Prince George Civic Centre. Join in on the popular opening banquet, tradeshow, panel sessions, keynote luncheons, workshops, receptions, and many associated events!

## Registration opens in September

Registration opens on Monday, September 18. We'll be in touch then to make sure you can capitalize on early bird pricing.

## Want to be a sponsor and/or exhibitor?

Last year's Forum sponsors and exhibitors will soon receive letters offering first-right of refusal until Friday, September 15. If you are not a returning

2017

sponsor or exhibitor, you can be added to our waitlist and we will contact you after September 15 if options are available. [Join our waitlist](#)

### **Captivating panel sessions**

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



### **Incredible networking**

The Forum brings together people from industries, communities and all levels of government to collaborate and explore ways to sustainably develop our diverse resource sectors, grow our economy and benefit communities.

**Thank you to our 2017 Forum sponsors!**

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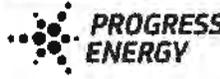


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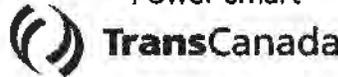
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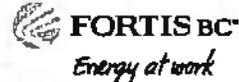


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BC NATURAL RESOURCES FORUM  
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January 16-18, 2018

**SAVE THE DATE!**

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

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

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

**Registration opens September 18th, 2017**

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



*Captivating panels sessions addressing each resource sector.*



*Incredible networking opportunities!*

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

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Board-Receive

geraldine.craven

**From:** BC Community Forest Association <smulkey=bccfa.ca@mail251.atl101.mcdlv.net> on behalf of BC Community Forest Association <smulkey@bccfa.ca>  
**Sent:** July 25, 2017 10:19 AM  
**To:** inquiries  
**Subject:** BCCFA Summer 2017 Newsletter

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British Columbia  
**Community Forest Association**

local people, local forests, local decisions

## Summer 2017 Newsletter



### Working Fires in the Williams Lake Area

Ken Day, our colleague, friend and manager of the UBC Alex Fraser Research Forest and the Williams Lake CF gives a candid report on the fires in his area [read more](#)

*\*To forward the newsletter to your board and staff, copy and send them the link above: "View this email in your browser"*

### On Fire

We are following the progress of the fires in the Cariboo and the rest of BC with heavy hearts. There have been gains and many losses. To our friends and colleagues who have been evacuated from their homes and community forests, we are thinking of you and hoping for rain.



### Alkali Resource Management (ARM) Fire Fighting Crew

**Welcome to the New Minister of Forests Lands and Natural Resource Operations and Rural Development**  
Doug Donaldson, MLA from the Stikine (which includes the Wetzin'Kwa Community Forest in Smithers) was confirmed last week as the new Minister of MFLNRO. He

Three of the Esk'etemo crews in Quesnel. They have 5 more crews fighting fires around the Cariboo area.



**Harrop Procter Receives the Robin Hood Memorial Award**

Chris Stagg, ADM MFLNRO presents the award to Erik Leslie, Manager of the H-P Community Forest



**Tumbler Ridge Field Trip**

Duncan McKellar, Manager of the TR Community Forest, organized a fantastic tour of the interface work they have done in and around the town. This work is more important now than ever.

has been an MLA since the 2009 election and has a background in biology and journalism. He also served as the Manager of Northwest College and as the communications officer for the Gitsan Treaty Office. We warmly welcome Minister Donaldson and we look forward to working with him to support community forests and rural communities. [Mandate Letter](#)

**Introducing the BCCFA Executive 2017-2018**

President - Erik Leslie (Harrop Procter)

Vice President - John Stace-Smith (Likely - Xatsu'll)

Secretary - George Brcko (Wells Gray)

Treasurer - Duncan McKellar (Tumbler Ridge)

**The 2017 Conference Report is now available [link to the report](#)**

Were you not able to get to the conference ? Or do you want to pass information on to others about the conference? The Conference Report includes a summary of each session and lots of photographs of the participants at the field trip and banquet. Also you may want to take a look at the **President's Report**. It is a summary of BCCFA priorities and activities of 2016 [read more](#)

**2017 Conference Presentations**

Presentations can be found on the BCCFA conference page at this [link](#).

**Burns Lake - the location for the 2018 BCCFA Conference and AGM**



The 2018 event will be held in Burns Lake, May 24-26 and jointly hosted by the Burns Lake, Chinook and Cheslatta Community Forests.

**Attention CF Managers - Planning for Forests Forest Tomorrow Funding for 2018/2019**



**Heading out to the  
field trip**



**BCCFA Board  
Acknowledgement**



Deadline for submitting proposed projects to Jennifer Gunter is August 18th. She will be in touch with anyone fighting fires to discuss the timeline.

The focus of the program is on Interior priority 1, 2 & 3 areas, and on constrained areas of the coast, northwest & southeast. The guidance document – “FFT Annual Planning Process – Woodlot Associations and Community Forest Projects Guidance July 2017” includes detailed information on eligibility, process, timeline, and eligible activities. It also has a project submission checklist, and FFT contacts. [link to the document](#) Contact Jennifer with any questions. Additional FFT documents:

[FFT Draft AOP 2018.19 – showing planned community forest projects in 2018/19](#)

[Excel Template for new project submissions](#)

**News from Valemount Community Forest [read more](#)**

**Kaslo and District Community Forest: General Manager Call for Expression of Interest**

General Management Services: day-to-day operations and management, assisting Board, and long term development plan. Renewable term. Contact Tara Lynne Clapp, Chair, Management and Operations Committee, [tlclapp@telus.net](mailto:tlclapp@telus.net). Deadline for applications August 5<sup>th</sup>, 2017. [more information](#)

**Forest Enhancement Society of BC (FES) First Annual General Meeting & 2016 Annual Report [more information](#)**

**Job Opportunity with FES - Search for a new Executive Director [read more](#)**



## Other News

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### **Columbia Mountains Institute Courses**

Advanced R Programming and Beyond the Statistics Refresher [more information](#)

### **TruckLogger BC Summer Magazine**

Includes a very interesting article on First Nations and forest products trade in BC [read more](#)

### **Western Forestry Contractors' Association Rumour Mill RoundUpDate**

July 7, 2017 [more information](#)

July 21, 2017 [more information](#)

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 All report groups  
 Include fully paid transactions.

Board-Ratify

Vendor	Vendor Name /								Max Payable	Disc. Base
Number	Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	(If changed)	(If changed)	
ACE002	ACE HARDWARE									
PA	30624	07/10/17			30624	-61.02	0.00			
	Vendor (ACE002) totals:					-61.02	0.00			
ALT003	ALTERNATIVE GROUNDS									
PA	TP-310-001	07/10/17			TP-310-001	-537.60	0.00			
	Vendor (ALT003) totals:					-537.60	0.00			
ARM001	ARMTEC									
PA	TP-310-002	07/10/17			TP-310-002	-479.83	0.00			
PA	TP-316-001	07/26/17			TP-316-001	-534.10	0.00			
	Vendor (ARM001) totals:					-1,013.93	0.00			
ARO001	ARO AUTOMOTIVE & INDUSTRIAL									
PA	TP-310-003	07/10/17			TP-310-003	-618.26	0.00			
	Vendor (ARO001) totals:					-618.26	0.00			
BCH002	BC HYDRO									
PA	TP-313-001	07/12/17			TP-313-001	-3,960.58	0.00			
	Vendor (BCH002) totals:					-3,960.58	0.00			
BLA001	BLACK PRESS GROUP LTD									
PA	TP-310-004	07/10/17			TP-310-004	-60.50	0.00			
	Vendor (BLA001) totals:					-60.50	0.00			
BLA002	BLAIR WILSON CONTRACTING									
PA	30644	07/19/17			30644	-54,841.50	0.00			
	Vendor (BLA002) totals:					-54,841.50	0.00			
BLR001	BL RETURN-IT RECYCLING DEPOT									
PA	TP-310-005	07/10/17			TP-310-005	-2,798.25	0.00			
	Vendor (BLR001) totals:					-2,798.25	0.00			
BNK001	B N K AUTOMOTIVE LTD.									
PA	TP-310-006	07/10/17			TP-310-006	-5.85	0.00			
	Vendor (BNK001) totals:					-5.85	0.00			
BUL003	BULKLEY VALLEY CHRISTIAN SCHOO									
PA	30632	07/12/17			30632	-200.00	0.00			
	Vendor (BUL003) totals:					-200.00	0.00			
BUL008	BULKLEY VALLEY HOME CENTRE LTD									
PA	TP-310-007	07/10/17			TP-310-007	-376.29	0.00			
	Vendor (BUL008) totals:					-376.29	0.00			
BUL012	BULKLEY VALLEY ECONOMIC									
PA	TP-311-001	07/26/17			TP-311-001	-3,333.33	0.00			
	Vendor (BUL012) totals:					-3,333.33	0.00			
BUR001	BURNS LAKE AUTOMOTIVE SUPPLY									
PA	TP-314-001	07/19/17			TP-314-001	-2,819.88	0.00			
	Vendor (BUR001) totals:					-2,819.88	0.00			
BUR012	BURNS LAKE PUBLIC LIBRARY									
PA	TP-311-002	07/26/17			TP-311-002	-15,326.67	0.00			
	Vendor (BUR012) totals:					-15,326.67	0.00			
BUR014	BURNS LAKE REBROADCAST SOCIETY									
PA	TP-311-003	07/26/17			TP-311-003	-2,500.00	0.00			
	Vendor (BUR014) totals:					-2,500.00	0.00			
BUR024	BL MOUNTAIN BIKING ASSOC.									
PA	30651	07/26/17			30651	-500.00	0.00			

Sort order: Control account, vendor number, report group  
 Selection: Checks from Jul 01 2017 to Jul 31 2017 with  
 All control accounts  
 Vendor number [ ] to [ZZZZZZ]  
 All report groups  
 Include fully paid transactions.

Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (If changed)	Disc. Base (If changed)
BUR024	BL MOUNTAIN BIKING ASSOC. (Continued)								
	Vendor (BUR024) totals:					-500.00	0.00		
BUR028	BURNS LAKE HOME HARDWARE								
PA	TP-314-002	07/19/17			TP-314-002	-138.64	0.00		
	Vendor (BUR028) totals:					-138.64	0.00		
BVA001	B V AQUATIC CENTRE MANG. SOCIE								
PA	TP-311-004	07/26/17			TP-311-004	-40,707.25	0.00		
	Vendor (BVA001) totals:					-40,707.25	0.00		
CAN008	CANCADD IMAGING SOLUTIONS								
PA	30645	07/19/17			30645	-1,194.86	0.00		
	Vendor (CAN008) totals:					-1,194.86	0.00		
CAP002	CAPRI INSURANCE								
PA	30652	07/26/17			30652	-2,299.00	0.00		
	Vendor (CAP002) totals:					-2,299.00	0.00		
CAR007	CARVELLO LAW CORPORATION								
PA	TP-310-008	07/10/17			TP-310-008	-1,412.69	0.00		
	Vendor (CAR007) totals:					-1,412.69	0.00		
CAS002	CASCADES RECOVERY INC.								
PA	TP-310-009	07/10/17			TP-310-009	-3,357.17	0.00		
PA	TP-316-002	07/26/17			TP-316-002	-4,285.16	0.00		
	Vendor (CAS002) totals:					-7,642.33	0.00		
CHE002	CHEVRON CANADA LIMITED								
PA	30623	07/07/17			30623	-8,415.58	0.00		
	Vendor (CHE002) totals:					-8,415.58	0.00		
CHI001	CHILCO CREEK CONTRACTING								
PA	30653	07/26/17			30653	-274.05	0.00		
	Vendor (CHI001) totals:					-274.05	0.00		
CLU003	CLUCULZ LAKE VOL. FIRE DEPT								
PA	TP-311-005	07/26/17			TP-311-005	-1,497.58	0.00		
	Vendor (CLU003) totals:					-1,497.58	0.00		
COR002	CORIX WATER PRODUCTS LP								
PA	TP-313-002	07/12/17			TP-313-002	-14,584.36	0.00		
PA	TP-316-003	07/26/17			TP-316-003	-5,521.60	0.00		
	Vendor (COR002) totals:					-20,105.96	0.00		
D&M001	D&M INDUSTRIAL SUPPLIES								
PA	30633	07/12/17			30633	-62.78	0.00		
	Vendor (D&M001) totals:					-62.78	0.00		
DBL001	BLACKWELL TRUCKING								
PA	30634	07/12/17			30634	-1,496.25	0.00		
	Vendor (DBL001) totals:					-1,496.25	0.00		
DEA001	DEAN WILSON TRUCKING								
PA	30646	07/19/17			30646	-32,466.00	0.00		
	Vendor (DEA001) totals:					-32,466.00	0.00		
DIS001	DISTRICT OF FORT ST JAMES								
PA	TP-310-010	07/10/17			TP-310-010	-1,114.05	0.00		
PA	TP-313-003	07/12/17			TP-313-003	-934.56	0.00		
	Vendor (DIS001) totals:					-2,048.61	0.00		
EVE002	EVERGREEN INDUSTRIAL SUPPLIES								

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Sort order: Control account, vendor number, report group  
 Selection: Checks from Jul 01 2017 to Jul 31 2017 with  
 All control accounts  
 Vendor number [ ] to [ZZZZZZ]  
 All report groups  
 Include fully paid transactions.

Vendor Number	Vendor Name/ Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (if changed)	Disc. Base (if changed)
EVE002	EVERGREEN INDUSTRIAL SUPPLIES (Continued)								
PA	TP-313-004	07/12/17			TP-313-004	-22.55	0.00		
	Vendor (EVE002) totals:					-22.55	0.00		
FOR008	FORT FRASER VOL. FIRE DEP.								
PA	TP-311-006	07/26/17			TP-311-006	-1,516.67	0.00		
	Vendor (FOR008) totals:					-1,516.67	0.00		
FOR015	FORT ST. JAMES LIBRARY								
PA	TP-311-007	07/26/17			TP-311-007	-1,145.83	0.00		
	Vendor (FOR015) totals:					-1,145.83	0.00		
FOR033	FORT SAINT JAMES TV SOCIETY								
PA	TP-311-008	07/26/17			TP-311-008	-13,867.67	0.00		
	Vendor (FOR033) totals:					-13,867.67	0.00		
FOR045	FORT ST. JAMES HUMANE SOCIETY								
PA	30635	07/12/17			30635	-1,000.00	0.00		
	Vendor (FOR045) totals:					-1,000.00	0.00		
FOU002	FOUR STAR COMMUNICATIONS INC								
PA	TP-311-009	07/26/17			TP-311-009	-236.26	0.00		
	Vendor (FOU002) totals:					-236.26	0.00		
FOU003	FOUR DIRECTIONS MGMT SERVICES								
PA	30625	07/10/17			30625	-6,300.50	0.00		
	Vendor (FOU003) totals:					-6,300.50	0.00		
FRA008	FRASER BASIN COUNCIL								
PA	30654	07/26/17			30654	-5,000.00	0.00		
	Vendor (FRA008) totals:					-5,000.00	0.00		
FRA009	FRASER LAKE BUILDING SUPPLIES								
PA	30626	07/10/17			30626	-121.12	0.00		
	Vendor (FRA009) totals:					-121.12	0.00		
FRA014	FRASER LAKE LIBRARY BOARD								
PA	TP-311-010	07/26/17			TP-311-010	-2,013.00	0.00		
	Vendor (FRA014) totals:					-2,013.00	0.00		
FRA016	FRASER LAKE REBROADCASTING SOC								
PA	TP-311-011	07/26/17			TP-311-011	-5,583.33	0.00		
	Vendor (FRA016) totals:					-5,583.33	0.00		
FRA025	FRASER LAKE BOTTLE DEPOT								
PA	TP-310-011	07/10/17			TP-310-011	-7,108.53	0.00		
	Vendor (FRA025) totals:					-7,108.53	0.00		
FRA039	FRASER LAKE FIRE RESCUE TRAINING								
PA	30636	07/12/17			30636	-1,500.00	0.00		
	Vendor (FRA039) totals:					-1,500.00	0.00		
FRA040	FRASER LAKE AND AREA MEN SHED								
PA	30655	07/26/17			30655	-5,000.00	0.00		
	Vendor (FRA040) totals:					-5,000.00	0.00		
GRA007	GRANISLE PUBLIC LIBRARY								
PA	30656	07/26/17			30656	-2,500.00	0.00		
	Vendor (GRA007) totals:					-2,500.00	0.00		
GRE003	GREYHOUND COURIER EXPRESS								
PA	TP-316-004	07/26/17			TP-316-004	-257.59	0.00		
	Vendor (GRE003) totals:					-257.59	0.00		

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<b>GRO002 GROUSE MOUNTAIN TRUCKING LTD.</b>									
PA	30627	07/10/17			30627	-7,166.25	0.00		
PA	30647	07/19/17			30647	-5,118.75	0.00		
Vendor (GRO002) totals:						-12,285.00	0.00		
<b>GRO004 GROUNDBREAKERS AGRICULTURAL A</b>									
PA	30637	07/12/17			30637	-2,500.00	0.00		
Vendor (GRO004) totals:						-2,500.00	0.00		
<b>GRO005 GROOT BROS CONTRACTING LTD.</b>									
PA	30657	07/26/17			30657	-33.50	0.00		
Vendor (GRO005) totals:						-33.50	0.00		
<b>HEA002 HEAVY METAL CO</b>									
PA	TP-314-003	07/19/17			TP-314-003	-5,608.05	0.00		
Vendor (HEA002) totals:						-5,608.05	0.00		
<b>HIL003 HILL STOP TRUCK WASH</b>									
PA	30628	07/10/17			30628	-47.32	0.00		
Vendor (HIL003) totals:						-47.32	0.00		
<b>HOT001 HOTSUNC COMPUTER SOLUTIONS</b>									
PA	TP-308-001	07/06/17			TP-308-001	-22,975.96	0.00		
PA	TP-314-004	07/19/17			TP-314-004	-131.25	0.00		
Vendor (HOT001) totals:						-23,107.21	0.00		
<b>HOU010 HOUSTON PUBLIC LIBRARY</b>									
PA	30658	07/28/17			30658	-2,040.00	0.00		
Vendor (HOU010) totals:						-2,040.00	0.00		
<b>HOU018 HOUSTON BOTTLE DEPOT</b>									
PA	TP-314-005	07/19/17			TP-314-005	-3,346.04	0.00		
Vendor (HOU018) totals:						-3,346.04	0.00		
<b>IGI001 IGI RESOURCES</b>									
PA	TP-310-012	07/10/17			TP-310-012	-1,020.15	0.00		
PA	TP-313-005	07/12/17			TP-313-005	-1,252.91	0.00		
Vendor (IGI001) totals:						-2,273.06	0.00		
<b>IND006 INDUSTRIAL TRANSFORMERS</b>									
PA	TP-313-006	07/12/17			TP-313-006	-14,076.64	0.00		
Vendor (IND006) totals:						-14,076.64	0.00		
<b>INL001 INLAND KENWORTH</b>									
PA	TP-314-006	07/19/17			TP-314-006	-540.10	0.00		
Vendor (INL001) totals:						-540.10	0.00		
<b>KAL003 KAL TIRE - BURNS LAKE</b>									
PA	TP-316-005	07/26/17			TP-316-005	-166.23	0.00		
Vendor (KAL003) totals:						-166.23	0.00		
<b>KON001 KONE INC</b>									
PA	TP-314-007	07/19/17			TP-314-007	-1,134.03	0.00		
Vendor (KON001) totals:						-1,134.03	0.00		
<b>LAK004 LAKES DISTRICT AIRPORT SOCIETY</b>									
PA	TP-311-012	07/26/17			TP-311-012	-6,250.00	0.00		
Vendor (LAK004) totals:						-6,250.00	0.00		
<b>LAK012 LAKES DISTRICT MUSEUM SOCIETY</b>									
PA	TP-311-013	07/26/17			TP-311-013	-3,083.33	0.00		
Vendor (LAK012) totals:						-3,083.33	0.00		

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LAK014	LAKES DISTRICT PRINTING											
	PA		TP-310-013	07/10/17			TP-310-013	-1,059.52	0.00			
	PA		TP-314-008	07/19/17			TP-314-008	-934.08	0.00			
	Vendor (LAK014) totals:								-1,993.60	0.00		
LAK032	LAKES DISTRICT FILM											
	PA		TP-311-014	07/26/17			TP-311-014	-150.00	0.00			
	Vendor (LAK032) totals:								-150.00	0.00		
LDF001	LD FREE CLASSIFIEDS											
	PA		TP-310-014	07/10/17			TP-310-014	-552.74	0.00			
	PA		TP-313-007	07/12/17			TP-313-007	-276.87	0.00			
	PA		TP-314-009	07/19/17			TP-314-009	-35.70	0.00			
	Vendor (LDF001) totals:								-865.31	0.00		
LOO001	LOOMIS EXPRESS											
	PA		TP-314-010	07/19/17			TP-314-010	-124.54	0.00			
	Vendor (LOO001) totals:								-124.54	0.00		
M4E001	M 4 ENTERPRISES											
	PA		TP-314-011	07/19/17			TP-314-011	-1,232.00	0.00			
	Vendor (M4E001) totals:								-1,232.00	0.00		
MAX001	MAXXAM ANALYTICS INC											
	PA		TP-314-012	07/19/17			TP-314-012	-422.10	0.00			
	PA		TP-316-006	07/26/17			TP-316-006	-844.20	0.00			
	Vendor (MAX001) totals:								-1,266.30	0.00		
MIL004	MDB INSIGHT INC.											
	PA		30622	07/05/17			30622	-19,665.00	0.00			
	Vendor (MIL004) totals:								-19,665.00	0.00		
MIN001	MINISTER OF FINANCE											
	PA		30648	07/19/17			30648	-216.22	0.00			
	Vendor (MIN001) totals:								-216.22	0.00		
MIN002	MINISTER OF FINANCE											
	PA		30659	07/26/17			30659	-600.00	0.00			
	Vendor (MIN002) totals:								-600.00	0.00		
NAP003	NAPA AUTO PARTS - HOUSTON											
	PA		TP-316-007	07/26/17			TP-316-007	-24.81	0.00			
	Vendor (NAP003) totals:								-24.81	0.00		
NEC012	NECHAKO HEALTHY COM. ALLIANCE											
	PA		TP-310-015	07/10/17			TP-310-015	-5,934.08	0.00			
	Vendor (NEC012) totals:								-5,934.08	0.00		
NOR014	NORTHERN LOG HARVESTING LTD.											
	PA		TP-313-008	07/12/17			TP-313-008	-5,494.14	0.00			
	Vendor (NOR014) totals:								-5,494.14	0.00		
NOR015	NORTHERN LITES TECH LTD											
	PA		30629	07/10/17			30629	-5,250.00	0.00			
	Vendor (NOR015) totals:								-5,250.00	0.00		
NOR022	NORTHWEST FUELS LTD.											
	PA		TP-316-008	07/26/17			TP-316-008	-1,739.04	0.00			
	Vendor (NOR022) totals:								-1,739.04	0.00		
NOR037	NORTHERN SOCIETY FOR DOMESTIC P											
	PA		30638	07/12/17			30638	-2,000.00	0.00			

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NOR037 NORTHERN SOCIETY FOR DOMESTIC PEACE (Continued)									
Vendor (NOR037) totals:						-2,000.00	0.00		
PAC004	PACIFIC NORTHERN GAS LTD.								
PA	TP-310-016	07/10/17			TP-310-016	-3,625.65	0.00		
Vendor (PAC004) totals:						-3,625.65	0.00		
PAC007	PACIFIC TRUCK & EQUIPMENT INC								
PA	TP-314-013	07/19/17			TP-314-013	-1,336.48	0.00		
Vendor (PAC007) totals:						-1,336.48	0.00		
PAC009	PACIFIC COASTCOM								
PA	TP-314-014	07/19/17			TP-314-014	-1,075.20	0.00		
Vendor (PAC009) totals:						-1,075.20	0.00		
PID001	PIDHERNY CONTRACTING LTD.								
PA	30660	07/26/17			30660	-52,689.00	0.00		
Vendor (PID001) totals:						-52,689.00	0.00		
PRA002	PRAGMATIC CONFERENCING								
PA	TP-314-015	07/19/17			TP-314-015	-62.61	0.00		
PA	TP-316-009	07/26/17			TP-316-009	-13.36	0.00		
Vendor (PRA002) totals:						-76.97	0.00		
PUR001	PURELY H2O								
PA	TP-310-017	07/10/17			TP-310-017	-48.00	0.00		
PA	TP-314-016	07/19/17			TP-314-016	-126.00	0.00		
Vendor (PUR001) totals:						-174.00	0.00		
RED004	RED ROCKET SERVICES								
PA	TP-310-018	07/10/17			TP-310-018	-105.00	0.00		
Vendor (RED004) totals:						-105.00	0.00		
REI001	REITSMA'S HOME HARDWARE								
PA	TP-310-019	07/10/17			TP-310-019	-52.68	0.00		
Vendor (REI001) totals:						-52.68	0.00		
ROG001	ROGERS								
PA	TP-316-010	07/26/17			TP-316-010	-159.64	0.00		
Vendor (ROG001) totals:						-159.64	0.00		
ROO001	ROOTS & SHOOTS CONTRACTING								
PA	30630	07/10/17			30630	-2,100.00	0.00		
Vendor (ROO001) totals:						-2,100.00	0.00		
ROS003	ROSENAU TRANSPORT LTD.								
PA	TP-310-020	07/10/17			TP-310-020	-197.25	0.00		
Vendor (ROS003) totals:						-197.25	0.00		
SHE003	Charlie Sherwood								
PA	30649	07/19/17			30649	-275.00	0.00		
Vendor (SHE003) totals:						-275.00	0.00		
SMI007	SMITHERS PUBLIC LIBRARY								
PA	TP-311-015	07/26/17			TP-311-015	-7,067.00	0.00		
Vendor (SMI007) totals:						-7,067.00	0.00		
SMI021	SMITHERS WELL DRILLING								
PA	30661	07/26/17			30661	-176.41	0.00		
Vendor (SMI021) totals:						-176.41	0.00		
SOU003	SOUTHSIDE VOLUNTEER FIRE DEPT.								
PA	TP-311-016	07/26/17			TP-311-016	-1,992.00	0.00		

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<b>SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT. (Continued)</b>									
	Vendor (SOU003) totals:					-1,992.00	0.00		
<b>SOU007 SOUTHSIDE SENIORS HOUSING SOC.</b>									
PA	30662	07/26/17			30662	-500.00	0.00		
	Vendor (SOU007) totals:					-500.00	0.00		
<b>SPO001 SPOTLESS UNIFORM LTD.</b>									
PA	TP-310-021	07/10/17			TP-310-021	-31.24	0.00		
	Vendor (SPO001) totals:					-31.24	0.00		
<b>STA008 STARLAND SUPPLY LTD</b>									
PA	TP-310-022	07/10/17			TP-310-022	-130.97	0.00		
	Vendor (STA008) totals:					-130.97	0.00		
<b>STE012 STEWART MCDANNOLD STUART</b>									
PA	TP-314-017	07/19/17			TP-314-017	-450.86	0.00		
PA	TP-316-011	07/26/17			TP-316-011	-338.81	0.00		
	Vendor (STE012) totals:					-789.67	0.00		
<b>STU001 STUART LAKE SAILING CLUB</b>									
PA	30663	07/26/17			30663	-500.00	0.00		
	Vendor (STU001) totals:					-500.00	0.00		
<b>SUD001 SUDS N' DUDS</b>									
PA	TP-314-018	07/19/17			TP-314-018	-106.31	0.00		
	Vendor (SUD001) totals:					-106.31	0.00		
<b>SWE001 SWEEPING BEAUTIES JANITORIAL</b>									
PA	TP-311-017	07/26/17			TP-311-017	-2,073.27	0.00		
PA	TP-316-012	07/26/17			TP-316-012	-247.50	0.00		
	Vendor (SWE001) totals:					-2,320.77	0.00		
<b>TAY002 TAYLOR BROS HARDWARE</b>									
PA	TP-310-023	07/10/17			TP-310-023	-618.36	0.00		
	Vendor (TAY002) totals:					-618.36	0.00		
<b>TEC002 TECHNOPURE WATER</b>									
PA	30639	07/12/17			30639	-40.50	0.00		
	Vendor (TEC002) totals:					-40.50	0.00		
<b>TEL007 TELUS MOBILITY</b>									
PA	TP-313-009	07/12/17			TP-313-009	-178.49	0.00		
	Vendor (TEL007) totals:					-178.49	0.00		
<b>TOP005 TOPLEY FIRE PROTECTION SOC.</b>									
PA	TP-311-018	07/26/17			TP-311-018	-2,620.84	0.00		
	Vendor (TOP005) totals:					-2,620.84	0.00		
<b>TOW003 TOWER COMMUNICATIONS</b>									
PA	TP-314-019	07/19/17			TP-314-019	-2,744.02	0.00		
	Vendor (TOW003) totals:					-2,744.02	0.00		
<b>USB001 US BANK CANADA</b>									
PA	TP-315-001	07/24/17			TP-315-001	-7,197.63	0.00		
	Vendor (USB001) totals:					-7,197.63	0.00		
<b>VAL005 VALLEY DIESEL</b>									
PA	30640	07/12/17			30640	-242.17	0.00		
	Vendor (VAL005) totals:					-242.17	0.00		
<b>VIS001 THE MOOSE - VISTA RADIO LTD.</b>									
PA	30631	07/10/17			30631	-882.00	0.00		

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VIS001 THE MOOSE - VISTA RADIO LTD. (Continued)									
	Vendor (VIS001) totals:					-882.00	0.00		
WAS001 WASTE MANAGEMENT OF CANADA CO									
PA	TP-313-010	07/12/17			TP-313-010	-654.50	0.00		
	Vendor (WAS001) totals:					-654.50	0.00		
WEL002 WELLMAN'S CAR AND TRUCK WASH									
PA	TP-310-024	07/10/17			TP-310-024	-66.94	0.00		
	Vendor (WEL002) totals:					-66.94	0.00		
WIE004 Ken Wiebe									
PA	TP-310-025	07/10/17			TP-310-025	-98.90	0.00		
	Vendor (WIE004) totals:					-98.90	0.00		
WIL004 WILLIAMS MACHINERY									
PA	TP-316-013	07/26/17			TP-316-013	-94.83	0.00		
	Vendor (WIL004) totals:					-94.83	0.00		
XCG001 XCG CONSULTANTS LTD.									
PA	TP-316-014	07/26/17			TP-316-014	-2,024.14	0.00		
	Vendor (XCG001) totals:					-2,024.14	0.00		
XER001 XEROX CANADA LTD.									
PA	TP-310-026	07/10/17			TP-310-026	-2,150.45	0.00		
	Vendor (XER001) totals:					-2,150.45	0.00		
YIN001 YINTAH CONSULTING									
PA	30650	07/19/17			30650	-3,937.50	0.00		
	Vendor (YIN001) totals:					-3,937.50	0.00		
	Control account (1) totals:					-481,787.35	0.00		
REC002 RECEIVER GENERAL									
PA	30641	07/17/17			30641	-34,642.49	0.00		
PA	30664	07/26/17			30664	-43,956.61	0.00		
	Vendor (REC002) totals:					-78,599.10	0.00		
WOR001 WORK SAFE BC									
PA	30621	07/05/17			30621	-13,681.58	0.00		
	Vendor (WOR001) totals:					-13,681.58	0.00		
	Control account (2) totals:					-92,280.68	0.00		
					Report Total	-574,068.03	0.00		

115 vendor(s) printed.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1808

Being a bylaw to establish a service within a portion of Electoral Area "F" (Vanderhoof Rural) of the Regional District of Bulkley-Nechako to provide a financial contribution to Braeside Community Recreation Commission for the operation of Braeside Community Hall

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**WHEREAS:**

- A. Under Section 332 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Regional Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of providing a financial contribution to Braeside Community Recreation Commission for the Braeside Community Hall;
- C. The approval of the Inspector of Municipalities has been obtained under Section 342 of the *Local Government Act*;
- D. The approval of the electors of a portion of Electoral Area "F" (Vanderhoof Rural) has been obtained under Section 345 of the *Local Government Act* and Section 86 (2) of the *Community Charter*.

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

**1) Service**

The Regional District hereby establishes, within the boundaries of a portion of Electoral Area "F" (Vanderhoof Rural) as shown on Schedule "A" attached, a service for the purpose of providing a financial contribution to Braeside Community Recreation Commission for the operation of Braeside Community Hall.

**2) Boundaries**

The boundaries of the service area are a portion of Electoral Area "F" (Vanderhoof Rural) in the Regional District of Bulkley-Nechako (the "**Service Area**") as shown on Schedule "A" attached to and forming part of this bylaw.

Bylaw No. 1808

3) **Participating Area**

The "Participating Area" is Electoral Area "F" (Vanderhoof Rural).

4) **Cost Recovery**

As provided in Section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- a) Property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- b) Fees and charges imposed under Section 397 of the *Local Government Act*;
- c) Revenues received by way of agreement, enterprise, gift, grant or otherwise;
- d) Revenues raised by other means authorized by the *Local Government Act*.

5) **Maximum Requisition**

The maximum amount that may be requisitioned annually for the costs of this service shall be \$6,000 (SIX THOUSAND DOLLARS).

6) **Apportionment of Costs**

The costs of the service shall be apportioned among the Participating Area on the basis of the converted value of improvements in the Service Area.

6) **Citation**

This Bylaw may be cited for all purposes as the "Braeside Community Hall Service Establishment Bylaw No. 1808, 2017."

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 2017

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2017

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2017

I hereby certify that this is a true and correct copy of Bylaw No. 1808.

Bylaw No. 1808

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

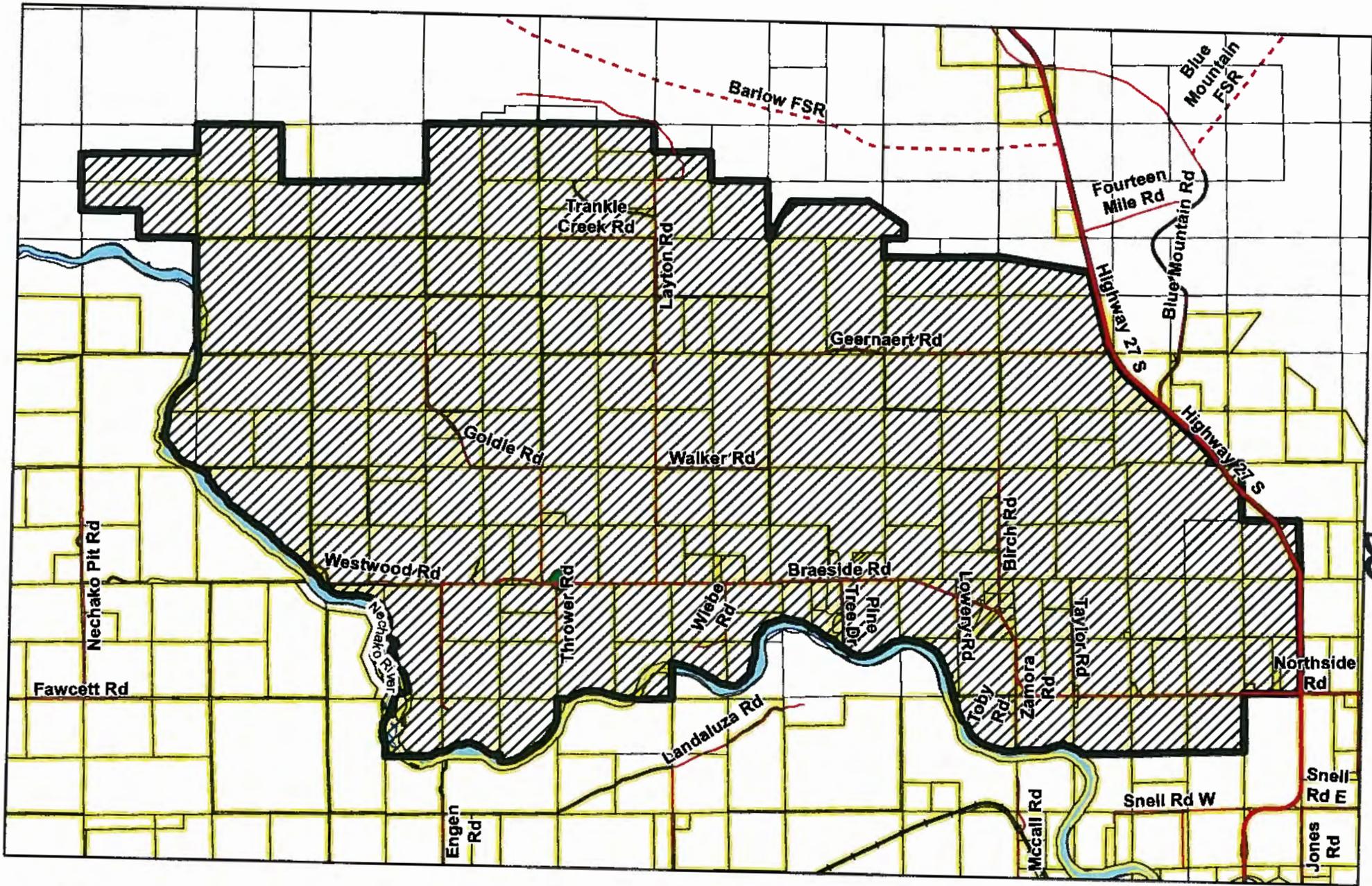
APPROVED BY THE INSPECTOR OF MUNICIPALITIES this  
day of

ASSENT OF ELECTORS OBTAINED this      day of

ADOPTED this      day of

\_\_\_\_\_  
Chairperson

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



I hereby certify that this is Schedule "A" of Bylaw No. 1808, 2017

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

Date \_\_\_\_\_

### Braeside Community Hall Service Establishment Bylaw No. 1808, 2017

0 0.5 1 2 3 Kilometers

Coordinate System: NAD 1983 BC Environment Alberta

Community Hall
  Service Area
  Legal Lots
  Tax Parcels

30%

Rescind

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1617**

**A Bylaw to Allow for Mail Ballot Authorization and Procedures**

**WHEREAS** pursuant to Section 100 of the *Local Government Act*, a Regional District may, by bylaw, permit voting by mail ballot and establish procedures therefor;

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

**1. CITATION**

- 1.1 This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011."

**2. AUTHORIZATION**

- 2.1 Pursuant to Section 100 of the *Local Government Act*, voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized for referenda only.
- 2.2 The only persons to whom section 2.1 applies are those persons who:
- a) qualify to register as a resident or non-resident property elector in that portion of Electoral Area "F" (Cluculz Lake) as shown outlined on the map attached as Schedule "A" to this bylaw; and
  - a) persons who expect to be absent from that portion of Electoral Area "F" (Cluculz Lake) as shown outlined on the map attached as Schedule "A" to this bylaw on general voting day and at the advance voting opportunity.

**3. APPLICATION PROCEDURE**

- 3.1 The Chief Election Officer is hereby authorized to establish time limits in relation to voting by mail ballot.
- 3.2 Upon receipt of a valid application for a mail ballot, the Chief Election Officer or designate shall:

**5. CHALLENGE OF ELECTOR**

- 5.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 116 of the *Local Government Act* before close of voting on general voting day and prior to the Chief Election Officer or designate opening the certification envelope.
- 5.2 The provisions of Section 116(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

**6. MAIL BALLOT – REPLACEMENT OF SPOILED BALLOT**

- 6.1 Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer or designate, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.
- 6.2 The Chief Election Officer or designate shall, upon receipt of the spoiled ballot package, record such fact, and issue a replacement ballot package in accordance with section 3.2 of this bylaw.

**7. BALLOT ACCEPTANCE OR REJECTION**

- 7.1 Before close of voting on general voting day, the Chief Election Officer or designate shall, in the presence of at least one other election official, proceed as follows:
- a) Open the outer envelope and remove and examine the certification envelope and the application to register as an elector.
  - b) If the elector's certification and application to register as an elector are complete, the Chief Election Officer or designate shall mark the certification envelope as "ACCEPTED."
  - c) If the elector's certification and application to register as an elector are not complete, the Chief Election Officer or designate shall mark the certification envelope as "NOT ACCEPTED" in which case the certification envelope shall not be opened and the ballots contained therein shall not be counted.

- d) Unless an elector's right to vote has been challenged, the Chief Election Officer shall open the certification envelopes marked as "accepted," and the secrecy envelopes contained therein shall be placed in a ballot box designated for that purpose.
- e) Mail ballots received after the close of voting on general voting day shall remain unopened and the Chief Election Officer or designate shall mark "REJECTED" on the outer envelopes, and shall note thereon the reasons for rejection, and the ballot contained therein shall not be counted in the referendum.
- e) If fewer than twenty-five (25) secrecy envelopes are received, they may be placed in any other ballot box in order to preserve secrecy.
- f) After close of voting on general voting day, the ballot box containing the secrecy envelopes and the secrecy envelopes contained therein shall be opened and the ballots shall be counted in the same manner as other ballots.

READ A FIRST TIME this 18<sup>th</sup> day of August, 2011

READ A SECOND TIME this 18<sup>th</sup> day of August, 2011

READ A THIRD TIME this 18<sup>th</sup> day of August, 2011

Certified a true and correct copy of Bylaw No. 1617.

Gail Chapman  
Corporate Administrator

ADOPTED this 18<sup>th</sup> day of August, 2011

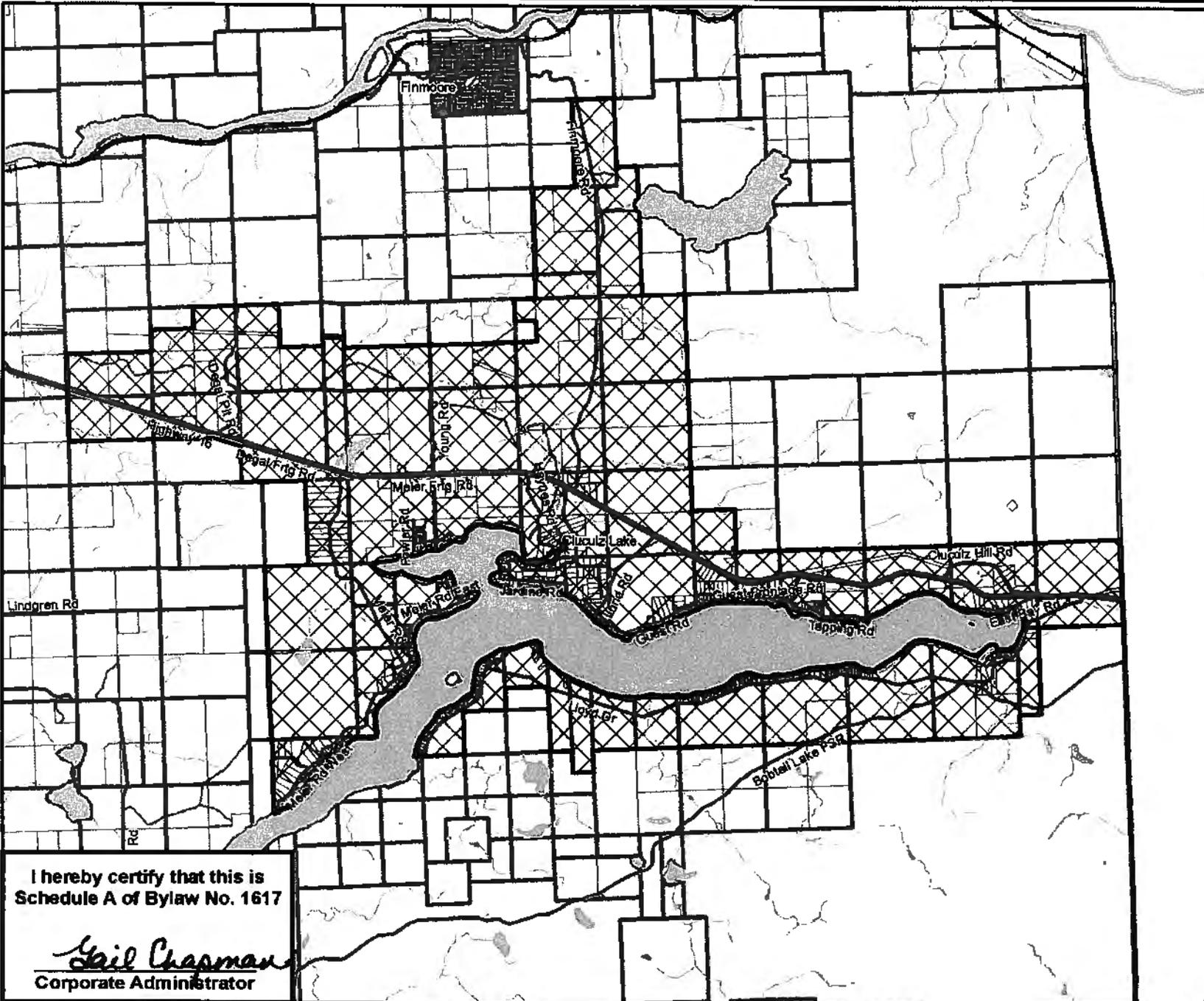
[Signature]  
Chairperson

Gail Chapman  
Corporate Administrator



# Regional District of Bulkley Nechako Mail Ballot Authorization & Procedure Bylaw No. 1617, 2011

## Legend



- Highway
- Secondary
- Street
- Railway
- Cadastre
- District Lots
- Lakes
- Streams
- Municipalities
- First Nation Reserve
- Service Area



This map is an approximate representation and should only be used for reference purposes.

Created by the  
Regional District of  
Bulkley-Nechako  
Wednesday, August 3, 2011 2:11:50 PM  
SCALE 1:100,000

I hereby certify that this is  
Schedule A of Bylaw No. 1617

*Neil Chapman*  
Corporate Administrator

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