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REGIONAL DISTRICT  
OF BULKLEY-NECHAKO

# AGENDA

MEETING NO. 16

NOVEMBER 15, 2018

P.O. BOX 820  
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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

**AGENDA**

Thursday, November 15, 2018



<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>ELECTION OF CHAIRPERSON</u>	
	<u>ELECTION OF VICE-CHAIRPERSON</u>	
	<u>AGENDA – November 15, 2018</u>	Approve
	<u>MINUTES</u>	
11-27	Board Meeting Minutes – October 18, 2018	Adopt
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>ADMINISTRATION REPORTS</u>	
28-29	Melany de Weerd, Chief Administrative Officer - Strategic Planning Session – 2019	Direction
30	Nellie Davis, Regional Economic Development Coordinator – Minerals North Tradeshow Booth	Direction
31-35	Cheryl Anderson, Manager of Administrative Services – BC Natural Resources Forum - January 22-24, 2019, Prince George, B.C.	Direction
36-37	Melany de Weerd, Chief Administrative Officer - Northern Development Local Government Internship Program	Recommendation (Page 37)
38	John Illes, Chief Financial Officer – Signing Authorities for RDBN Accounts	Recommendation (Page 38)
39-47	Cheryl Anderson, Manager of Administrative Services – Grant in Aid Applications	Recommendation (Page 39)
50-51	Melany de Weerd, Chief Administrative Officer - Schedule of Board Meetings – 2019	Recommendation (Page 50)

<b><u>PAGE NO.</u></b>	<b><u>ADMINISTRATION REPORTS (CONT'D)</u></b>	<b><u>ACTION</u></b>
52	<b>Kristi Rensby, Finance/Administration Coordinator – Federal Gas Tax Funds – Electoral Area “F” (Vanderhoof Rural) Elks of Canada Vanderhoof #473 and Nechako Valley Exhibition Society</b>	<b>Recommendation (Page 52)</b>
53	<b>Nellie Davis, Regional Economic Development Coordinator – Connecting Consumers and Producers Program</b>	<b>Recommendation (Page 53)</b>
54	<b>John Illes, Chief Financial Officer - Directors' Cell Phones</b>	<b>Recommendation (Page 54)</b>
55	<b>John Illes, Chief Financial Officer – Repeal of Bylaw #753 Burns Lake &amp; Area Library Grant</b>	<b>Recommendation (Page 55)</b>
56	<b>John Illes, Chief Financial Officer – Repeal of Bylaw 644 Burns Lake and Area Museum Contribution</b>	<b>Recommendation (Page 56)</b>
57-59	<b>John Illes, Chief Financial Officer – Amendment of Five Year Financial Plan for 2018-2022</b>	<b>Recommendation (Page 58)</b>
60-61	<b>John Illes, Chief Financial Officer – Operating Reserves Bylaw 1848 to 1852</b>	<b>Recommendation (Page 61)</b>
62	<b>John Illes, Chief Financial Officer – Financial Policy – Committees</b>	<b>Recommendation (Page 62)</b>
63-64	<b>Debbie Evans, Agriculture Coordinator - 2018 Wildfire RDBN Livestock Support</b>	<b>Receive</b>
65-67	<b>Cheryl Anderson, Manager of Administrative Services – Local Government Leadership Academy – 2019 Elected Officials Seminar - January 30-February 1, 2019 – Prince George, B.C.</b>	<b>Receive</b>
68-69	<b>Declaration of Official Election Results - Electoral Area “A” (Smithers Rural)</b>	<b>Receive</b>
70	<b>Declaration of Election by Acclamation - Electoral Areas “B”, “C”, “D”, “E”, “F”, “G” and Fort Fraser Local Community Commission</b>	<b>Receive</b>
71	<b>Lakes District Arts and Culture Service Establishment Bylaw No. 1832, 2018 - Determination of Official Referendum Results</b>	<b>Receive</b>

<b><u>PAGE NO.</u></b>	<b><u>ADMINISTRATION REPORTS (CONT'D)</u></b>	<b><u>ACTION</u></b>
72	<b>Rob Newell, Director, Electoral Area "G" - Northern BC Tourism Summit 2018</b>	<b>Receive</b>
73-97	<b><u>Pre-Budget Departmental Workplan Drafts</u></b>	<b>Direction at the Discretion of the Regional Board</b>
<b><u>ENVIRONMENTAL SERVICES REPORTS</u></b>		
98-99	<b>Janette Derksen, Deputy Director of Environmental Services – Proposed Recycling Funding Model for Regional Recycling Funding Assistance Program</b>	<b>Recommendation (Page 99)</b>
100-127	<b>Janette Derksen, Deputy Director of Environmental Services – Fort St. James Recycling Program Review and Restructuring Options – Interim Report</b>	<b>Recommendation (Page 100)</b>
<b><u>DEVELOPMENT SERVICES</u></b>		
<b><u>Memo</u></b>		
128-161	<b>Jennifer MacIntyre, Planner I RE: Telus Wireless Communications Facility – BC2625 - Electoral Area "F"</b>	<b>Recommendation (Page 129)</b>
<b><u>Referrals</u></b>		
162-177	<b>Land Referral File No. 7410005 (Thompson Creek Metal Company Inc.) Electoral Area "C"</b>	<b>Recommendation (Page 163)</b>
178-190	<b>Land Referral File No. 6409080 &amp; 7408672 (Reddog Logging Ltd.) Electoral Area "G"</b>	<b>Recommendation (Page 179)</b>
191-211	<b>Land Referral File No. 6409085 (Telkwa Coal Ltd.) Electoral Area "A"</b>	<b>Recommendation (Page 192)</b>
<b><u>Correspondence</u></b>		
212-244	<b>Open Burning Smoke Control Regulation</b>	<b>Receive</b>



<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING</u> (All Directors)	<u>ACTION</u>
	<u>Bylaw for Adoption</u>	
245-251	RDBN Rezoning File No. D-01-18 Bylaws No. 1841 Angie Faiers Electoral Area "D"	Recommendation (Page 247)
	<u>Planning Department Enquiries Reports</u>	
252	For October 2018	Receive
	<u>VERBAL REPORTS</u>	
	<u>RECEIPT OF VERBAL REPORTS</u>	
	<u>ADMINISTRATION CORRESPONDENCE</u> (All grey highlighted items may be received as a block)	
253-254	Lakes District Family Enhancement Society - Letter of Support re: Ashurst Children's Centre	Direction
255-256	Nak'azdli Whut'en – Annual Community Christmas Dinner – Request for Sponsorship	Direction/Receive
257	Saik'uz First Nation – Support for Solid Waste Management Plan	Receive
258	Village of Burns Lake – Support for Solid Waste Management Plan	Receive
259	Village of Granisle – Support for Solid Waste Management Plan	Receive
260	Town of Smithers – Support for Solid Waste Management Plan	Receive
261	District of Vanderhoof – Support for Solid Waste Management Plan	Receive
262-263	Ministry of Agriculture – Follow Up re: UBCM Convention Meeting	Receive
264	Ministry of Public Safety and Solicitor General - Follow Up re: UBCM Convention Meeting	Receive
265-266	Ministry of Transportation and Infrastructure - Thank You for Meeting at UBCM 2018	Receive

<b><u>PAGE NO.</u></b>	<b><u>ADMINISTRATION CORRESPONDENCE</u></b>	<b><u>ACTION</u></b>
267-269	<b>RioTinto – Watershed Engagement Initiative - Independent Facilitator Selected</b>	<b>Receive</b>
270-271	<b>Ministry of Attorney General – Licensing Cannabis Retail Stores</b>	<b>Receive</b>
272-273	<b>North Central Local Government Association - Geoscience BC Support Letter</b>	<b>Receive</b>
274	<b>North Central Local Government Association - President’s Message re: General Local Elections</b>	<b>Receive</b>
275-278	<b>Northern Society for Domestic Peace – Reporting Stats – Smithers RCMP Victim Assistance Program</b>	<b>Receive</b>
279	<b>Village of Valemount – Donations at UBCM Convention</b>	<b>Receive</b>
280-281	<b>BC Transit – New CEO Appointed by BC Transit Board</b>	<b>Receive</b>
282	<b>District of Houston – Canfor Temporarily Curtailing BC Operations in Q4</b>	<b>Receive</b>
283-286	<b>Federation of Canadian Municipalities - Reliable Internet for Everyone</b>	<b>Receive</b>
287-288	<b>Is Your Community Prepared for Wildfire?</b>	<b>Receive</b>
289-293	<b>Northern BC Tourism – NBC Tourism Summit Success</b>	<b>Receive</b>
294-301	<b>Federation of Canadian Municipalities – New: Guide to Tax Exemption Change for Elected Officials</b>	<b>Receive</b>
302-303	<b>Ministry of Transportation and Infrastructure - Highway 16 Action Plan: Premier’s Award Win!</b>	<b>Receive</b>
304-305	<b>Northern Health – News Release – Wildfires, Heart Health and Hospital Projects: NH Board Meeting Highlights</b>	<b>Receive</b>
306-321	<b>Union of B.C. Municipalities</b> <ul style="list-style-type: none"><li>• <b>Cannabis Legislation Now in Force</b></li><li>• <b>Age-friendly Communities Funding</b></li></ul>	<b>Receive</b>

<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE</u>	<u>ACTION</u>
	<ul style="list-style-type: none"><li>• In memoriam: Councillor Joe Zarowny</li><li>• Excellence in Governance</li><li>• Applications for Urban Deer Management Funding</li><li>• Integration of Natural Assets</li><li>• Metro Vancouver Waste Conference – November 8/9</li><li>• RCMP Contract Committee Seeks Input</li><li>• Speculation Tax Legislation</li><li>• Election Turnover Similar to 2014</li><li>• Growth Strategy for Western Canada</li><li>• FireSmart Funding and Training Opportunities</li><li>• Excellence in Service Delivery</li><li>• Evacuation Route Planning Grant Deadline</li><li>• Filling the Greyhound Gap</li></ul>	

**INVITATIONS**

(All grey highlighted items may be received as a block)

322-324	New Gold Blackwater Project – Community Leaders Meeting – November 26, 2018 - Vanderhoof, B.C.	Direction/Receive
325-329	Association for Mineral Exploration – January 28-31, 2019 – Vancouver, B.C.	Direction/Receive
330-331	Council of Forest Industries 2019 Convention - April 3-5, 2019 – Vancouver, B.C.	Direction/Receive
332-336	Minerals North – May 22-24, 2019 – Chetwynd, B.C.	Direction/Receive
337	Building Officials Association of B.C. – Building Community Industry Wide – November 29, 2018 - Vancouver, B.C.	Receive
338-341	District of Stewart – George Cuff Council Seminar - November 28-29, 2018 – Stewart, B.C.	Receive
342-343	North Central Local Government Association - 3 <sup>rd</sup> Annual Spruce Beetle Summit – December 6, 2018 – Prince George, B.C.	Receive

**FINANCIAL**

344-356	Operating Accounts - Accounts Paid October, 2018	Ratify
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<u>PAGE NO.</u>	<u>ADMINISTRATION ACTION LISTS</u>	<u>ACTION</u>
357-377	<b>Action List</b> <ul style="list-style-type: none"><li>• June 2018</li><li>• July 2018</li><li>• September 2018</li><li>• October 2018</li></ul>	Receive
	<b><u>BYLAWS</u></b>	
	<b><u>Bylaw for Adoption</u></b>	
378-380	<b><u>No. 1831</u> – Lakes District Arts and Culture Service Establishment (all/directors/majority)</b>	Adopt
	<b><u>Bylaw for First, Second and Third Reading</u></b>	
381-382	<b><u>No. 1846</u> – Burns Lake and District Public Library Local Service Establishment Repeal (all/directors/majority)</b>	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading
383-384	<b><u>No. 1847</u> – Burns Lake and Area Museum Service Contribution Local Service Establishment Repeal (all/directors/majority)</b>	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading
	<b><u>Bylaw for First, Second, Third Reading &amp; Adoption</u></b>	
385-386	<b><u>No. 1845</u> – RDBN Financial Plan Amendment #2 (all/weighted/majority)</b>	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Reading & Adoption
387-388	<b><u>No. 1848</u> – Electoral Area Government Services Operating Reserve Establishment (all/directors/two-thirds)</b>	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Reading & Adoption
389-390	<b><u>No. 1849</u> – Environmental Services Operating Reserve Establishment (all/directors/two-thirds)</b>	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Reading & Adoption
391-392	<b><u>No. 1850</u> – Emergency Preparedness Services Operating Reserve Establishment (all/directors/two-thirds)</b>	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Reading & Adoption
393-394	<b><u>No. 1851</u> – General Government Services Operating Reserve Establishment (all/directors/two-thirds)</b>	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Reading & Adoption
395-396	<b><u>No. 1852</u> – Electoral Area Planning Services Operating Reserve Establishment (all/directors/two-thirds)</b>	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Reading & Adoption

**READING FILE**

## **SUPPLEMENTARY AGENDA**

### **NEW BUSINESS**

### **IN-CAMERA MOTION**

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 1 (c) labour relations or other employee relations, Section 2 (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Northwest Resource Benefits Alliance), and Section 1(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the *Freedom of Information and Protection of Privacy Act* (Fort Fraser Water Project) may or must be closed to the public therefore exercise their option of excluding the public for this meeting.

### **ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 15****Thursday, October 18, 2018**

**PRESENT:** Chair Bill Miller

Directors Taylor Bachrach – arrived at 11:16 a.m.  
Chris Beach  
Eileen Benedict  
Shane Brienen  
Mark Fisher  
Tom Greenaway  
Dwayne Lindstrom  
Thomas Liversidge  
Rob Newell  
Mark Parker  
Jerry Petersen  
Darcy Repen  
Gerry Thiessen

Director Absent Rob MacDougall, District of Fort St. James

Staff Melany de Weerd, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Janette Derksen, Deputy Director of Environmental Services – arrived at 10:44 a.m., left at 11:04 a.m.  
Nellie Davis, Regional Economic Development Coordinator – left at 10:40 a.m.  
John Illes, Chief Financial Officer  
Haley Jeffrey, Emergency Services Manager – arrived at 10:42 a.m., left at 11:02 a.m.  
Jason Llewellyn, Director of Planning – arrived at 10:46 a.m.  
Kristi Rensby, Finance/Administration Coordinator – arrived at 10:35 a.m., left at 10:40 a.m.  
Wendy Wainwright, Executive Assistant

Others Len Buchanan, Fort Fraser  
Steven Harmer, Houston  
Stewart Harmer, Telkwa  
Clint Lambert, Southside of Francois Lake/Burns Lake  
Tammy Verigin, Cypress Land c/o TELUS

**CALL TO ORDER**

Chair Miller called the meeting to order at 10:33 a.m.

**AGENDA & SUPPLEMENTARY AGENDA**Moved by Director Petersen  
Seconded by Director Beach2018-15-1

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of October 18, 2018 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**  
**-September 27, 2018**

Moved by Director Benedict  
Seconded by Director Lindstrom

2018-15-2

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of September 27, 2018 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS**

**Grant in Aid from Electoral**  
**Areas B and E for Burns Lake**  
**Library**

Moved by Director Benedict  
Seconded by Director Beach

2018-15-3

"That the Burns Lake and District Public Library Association be given \$2,400 grant in aid monies from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) for costs associated with obtaining a financial review."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Direct Award Decision - MDB**  
**Insight**

Moved by Director Beach  
Seconded by Director Newell

2018-15-4

"That the Regional District of Bulkley-Nechako Board of Directors approve a Direct Award of the Tourism Investment Package Creation contract (Maximum \$25,000) to MDB Insight."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Tourism Project Support**

Moved by Director Newell  
Seconded by Director Liversidge

2018-15-5

"That the Regional District of Bulkley-Nechako Board of Directors enter into a partnership with Route 16 with a contribution of \$7,500 and Ride North with a contribution of \$5,000 in 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Grant Opportunity: Northern**  
**Development Initiative Trust**  
**-Building Façade Improvement**  
**Program**

Moved by Director Beach  
Seconded by Director Fisher

2018-15-6

1. "That the Regional District of Bulkley-Nechako Board of Directors supports requesting that the existing agreement with Northern Development Initiative Trust's – Building Façade Improvement Program remain open for 2019."
2. That the Regional District of Bulkley-Nechako Board of Directors agree to continue to provide overall grant management for the project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Federal Gas Tax Funds Moved by Director Beach  
-Electoral Area "B" (Burns Lake Rural) Burns Lake Mountain Biking Association Seconded by Director Benedict

2018-15-7

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$30,000 of Electoral Area "B" Federal Gas Tax allocation monies to the trail expansion project being done by the Burns Lake Mountain Biking Association, with additional funding up to a maximum of \$30,000 authorized in the event that other funding is not available; and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

2. "That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$60,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

Federal Gas Tax Funds Moved by Director Benedict  
-Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) – Lakes District Film Appreciation Society Seconded by Director Beach

2018-15-8

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$50,000 of Electoral Area "B" Federal Gas Tax allocation monies and \$50,000 of Electoral Area "E" Federal Gas Tax allocation monies to the building upgrades project at the Beacon Theatre being done by the Lakes District Film Appreciation Society; and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

2. "That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$100,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

Federal Gas Tax Funds Moved by Director Benedict  
-Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) – Omineca Ski Club Seconded by Director Liversidge

2018-15-9

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$80,000 of Electoral Area "B" Federal Gas Tax allocation monies and \$40,000 of Electoral Area "E" Federal Gas Tax allocation monies to the ski trail lighting upgrade project being done by the Omineca Ski Club at the Omineca Ski Trails; and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

2. "That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$120,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

Town of Smithers-Invitation to Attend Elected Officials Orientation Session by Don Lidstone, Lidstone and Company –November 21, 2018 -Smithers, B.C.

Moved by Director Fisher  
Seconded by Director Brien

2018-15-10

"That the Regional District of Bulkley-Nechako Board of Directors authorize attendance of Rural Directors and senior staff at the Don Lidstone Elected Officials Orientation Session in Smithers on November, 21, 2018."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Local Government Leadership Academy – 2019 Elected Officials Seminar-January 30 -February 1, 2019 -Prince George, B.C.

Moved by Director Greenaway  
Seconded by Director Beach

2018-15-11

"That the Regional District of Bulkley-Nechako Board of Directors authorize attendance of Rural Directors, the Chief Administrative Officer, and Manager of Administrative Services at the LGLA 2019 Elected Officials Seminar from January 30 to February 1, 2019 in Prince George, B.C."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Financial Accountability and Transparency Expectations for Organizations that Receive Funding

Moved by Director Parker  
Seconded by Director Greenaway

2018-15-12

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's September 17, 2018 memo titled "Financial Accountability and Transparency Expectations for Organizations that Receive Funding"; and that, The Regional District of Bulkley-Nechako Board of Directors adopt Policy FINANCE – 2018-01."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Emergency Program Service Agreement

Moved by Director Benedict  
 Seconded by Director Greenaway

2018-15-13

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's October 1, 2018 memo titled "Emergency Program Service Amendment"; and,

"That the Regional District of Bulkley-Nechako Board of Directors consider giving bylaw 1844, presented later in the agenda three readings."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

John Illes, Chief Financial Officer provided a brief overview of the memo titled "Emergency Program Service Amendment" and the emergency authorization expenses for the 2018 wildfire event. Director Benedict voiced concerns in regard to repealing Section 4.4 of Bylaw 1201 which places a limit of assessed value for the annual requisition. She spoke of the provincial download of emergency services to local governments. Director Repen spoke of the Village of Telkwa's concerns and the provincial government's fiscal responsibilities and use of grant programs. Discussion took place in regard to potential implications to Regional District tax payers in regard to emergency authorization expenses not being fully paid by the province.

Melany de Weerd, CAO noted that the legislative requirements to fulfill responsibilities without the authority to tax in order to complete that legislative requirement is challenging. She commented that as part of the yearly budget process the RDBN Board of Directors will have the ability to determine the maximum level of taxation based on the information obtained on an annual basis.

RDBN Appointments - 2019

Moved by Director Thiessen  
 Seconded by Director Newell

2018-15-14

"That the Regional District of Bulkley-Nechako Board of Directors ratify the appointments as amended for the year 2018:

-Bankers: - Bulkley Valley Credit Union

-Lawyers: - Stewart McDannold Stuart, Victoria, BC  
 - Young Anderson, Vancouver, BC  
 - Carvello Law Corp., Victoria, BC

-Election Officers: - Cheryl Anderson, Chief Election Officer (with authority to appoint election officials as necessary)  
 -Geraldine Craven and Wendy Wainwright, Deputy Chief Election Officers

**ADMINISTRATION REPORTS (CONT'D)**

-Signing Authority: - The Chairperson, Director from the Village of Burns Lake, the Director from Electoral Area "B", The Director from Electoral Area "E", and the Chief Administrative Officer, Financial Administrator, Manager of Administrative Services or Deputy Chief Administrative Officer

Auditors - PwC Canada (Prince George)."

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

**ENVIRONMENTAL SERVICES**

Environmental Monitoring Consulting Moved by Director Repen  
Seconded by Director Beach

2018-15-15 1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Deputy Director of Environmental Services' October 2, 2018 memo titled "Environmental Monitoring Consulting."  
2. That the Regional District of Bulkley-Nechako Board of Directors approve staff to issue an RFP for the Regional District's Environmental Monitoring Services for a short-term contract in 2019-2020."

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

Metal Salvaging Ban Effects on the Metal Recycling Summary for 2017-2018 Moved by Director Thiessen  
Seconded by Director Repen

2018-15-16 "That the Regional District of Bulkley-Nechako Board of Directors receive the Deputy Director of Environmental Services' October 2, 2018 memo titled "Metal Salvaging Ban Effects on the Metal Recycling Summary for 2017-2018."

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

**DEVELOPMENT SERVICES (All Directors)**

**Memo**

Telus Wireless Communications Facility – BC3650 Moved by Director Benedict  
Seconded by Director Thiessen

2018-15-17 "That the Regional District of Bulkley-Nechako Board of Directors direct staff to send a letter stating that the RDBN has no objection to the proposed communication tower location (BC3650)."

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



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

**Memo (Cont'd)**

**Recent Agricultural Land  
Commission Decisions**

Moved by Director Parker  
Seconded by Director Fisher

2018-15-18

"That the Regional District of Bulkley-Nechako Board of Directors receive the Planner 1's October 4, 2018 memo titled "Recent Agricultural Land Commission Decisions."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**REFERRALS**

**Land Referral File No.  
7404837 Faiers  
– Electoral Area "D"**

Moved by Director Parker  
Seconded by Director Lindstrom

2018-15-19

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral No. 7404837" be provided to the Province as the Regional District's comments on Crown Land Application File 7404837."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Land Referral File No.  
7400444 (Debianchi Burdeniuk)  
– Electoral Area "C"**

Moved by Director Greenaway  
Seconded by Director Petersen

2018-15-20

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7400444" be provided to the Province as the Regional District's comments on Crown Land Application File 7400444."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Land Referral File No.  
7409870 MoFLNRORD  
– Electoral Area "C"**

Moved by Director Greenaway  
Seconded by Director Petersen

2018-15-21

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409870" be provided to the Province as the Regional District's comments on Crown Land Application File 7409870."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Land Referral File No.  
7410023 (Rampel Holland)  
– Electoral Area "F"**

Moved by Director Petersen  
Seconded by Director Greenaway

2018-15-22

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7410023" be provided to the Province as the Regional District's comments on Crown Land Application File 7410023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**REFERRALS (CONT'D)**

Mines Referral File No.  
367285 (Hirak & Rodeback)  
– Electoral Area “C”

Moved by Director Greenaway  
 Seconded by Director Newell

2018-15-23

“That the comment sheet titled “Regional District of Bulkley-Nechako Comment Sheet on Mines Referral 367285” be provided to the Province as the Regional District’s comments on Mines Referral File 367285.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ELECTORAL AREA PLANNING (All Directors)**

**Development Variance Permit Application**

Chair Miller called for comments from the gallery.

Development Variance Permit  
B-01-18 (Steven and Stewart  
(Harmer) –Electoral Area “B”

Moved by Director Benedict  
 Seconded by Director Greenaway

2018-15-24

“That the Regional District of Bulkley-Nechako Board of Directors approve Development Variance Permit B-01-18 for the property legally described as “The Fractional NW ¼ of District Lot 6621, Range 5, Coast District, Except Plans 8254, 10898 and 11299” to vary Section 4.02 (e) of the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 to increase the Total Floor Area from 55 m<sup>2</sup> (592 ft<sup>2</sup>) to 167 m<sup>2</sup> (1,797 ft<sup>2</sup>) for a storage building developed in general compliance with Schedule A of the permit.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Bylaw for Third Reading**

RDBN Rezoning File No.  
D-01-18 Bylaw No. 1841  
Angie Faiers –Electoral Area “D”

Moved by Director Parker  
 Seconded by Director Lindstrom

2018-15-25

1. “That the Public Hearing Report for Rezoning Bylaw No. 1841 on the Supplementary Agenda be received; and,
2. that “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1841, 2018” be given third reading this 18<sup>th</sup> day of October, 2018.”
3. That the Regional District of Bulkley-Nechako Board of Directors direct staff to consult with the Ministry of Transportation and Infrastructure to ensure the correct signage is put in place to address speeding concerns.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Planning Department Enquiries Report**

Planning Department Enquires Reports Moved by Director Newell  
Seconded by Director Brienens

2018-15-26 "That the Regional District of Bulkley-Nechako Board of Directors receive the Planning Department Enquiries Reports for August and September, 2018."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**VERBAL REPORTS**

Thank You Director Repen thanked the Regional Board for their support and work to fulfill the strategic priorities identified by the Regional Board.

Announcement by the Honourable Adrian Dix, Minister of Health RE: Stuart Lake Hospital Replacement Project Director Petersen mentioned that, along with Director Greenaway and Melany de Weerd, CAO attended the announcement by the Honourable Adrian Dix, Minister of Health in Fort St. James on October 9, 2018 in regard to the provincial government's approval of the concept plan for the Stuart Lake Hospital Replacement Project. Director Petersen noted that it is very exciting for Fort St. James and the Stuart-Nechako Regional Hospital District and comes as a result of years of hard work by everyone involved. Director Greenaway mentioned that the announcement was a very special day for the community of Fort St. James.

Gala Dinner to Support -Celebrating Inclusion to Build a Diverse Workforce Director Petersen and Director Thiessen attended the gala dinner to support "Celebrating Inclusion to Build a Diverse Workforce" in Vanderhoof on October 17, 2018. The gala dinner provided an opportunity for the partners WorkBC, Nechako Valley Community Services Society and Community Futures Stuart Nechako to thank employers and employees that participated in the program. Director Petersen mentioned that the RDBN was thanked for its grant in aid contribution to the event. It was an excellent event.

Thank You to the Regional Board and Staff The Regional Directors expressed their appreciation to each other for the highly effective hard work and respect in all aspects of the work conducted by the Regional District. The current Board has been extremely supportive throughout this term. The Regional Board thanked Chair Miller for his leadership and mentorship along with maintaining Regional Board unity. Well wishes were expressed to those running in the upcoming Local Government Elections and to those that have chosen not to run again. Director Bachrach described his favourite part of local government being the fondness for one another in their respective roles, their backgrounds and different perspectives that provide a better understanding and a more empathetic perspective. Recognition was given to staff for their dedication and hard work.

Wildfire Recovery Director Benedict noted that Electoral Area "E" (Francois/Ootsa Lake Rural) is still struggling to recover from the 2018 wildfire event. She mentioned the impacts that will be felt from this summer's wildfires into the future. Director Benedict commented that holding after-event public meetings in the future may be beneficial.

## VERBAL REPORTS (CONT'D)

### Fraser Basin Council Board Meeting – October 11, 2018 – Vancouver, B.C.

Director Greenaway, along with Chair Miller, attended the Fraser Basin Council's Board Meeting October 11, 2018 in Vancouver, B.C. Chair Miller provided a very good presentation in regard to the 2018 Wildfire Event.

Chair Miller noted that attending the FBC Board meeting provided an opportunity to clearly outline the short comings of the current system in place to mitigate and fight wildfires. It also provided an opportunity to outline and reiterate the discrepancies that occurred and are occurring in the RDBN. Past high level reports have been brought forward and are no longer needed. He expressed the importance of on the ground reports from the individuals that worked and experienced the event. Chair Miller noted that positive response from the FBC Board of Directors and those in attendance at the meeting.

### Private Donation to the Smithers Library Project

Director Bachrach announced that the Town of Smithers accepted a private donation of one million dollars from Harvey and Corey Tremblay for the new library and art gallery project. He spoke of the Tremblay's incredible contribution to the community and Public Library in the past. The Town of Smithers held a Special Council Meeting this morning to accept the funding and approve restructuring and strengthen its grant proposal to the province.

### Chair Miller Update/Thank You

Chair Miller commented that it is with great sadness that he will no longer be Electoral Area "B" (Burns Lake Rural) Director and Chair of the RDBN. He has been in the role for 10 years. He spoke of working with an amazing group of people at both the staff and Board level. Chair Miller noted that the Regional Board and staff successfully follow a good governance model and that he encourages other levels of government to follow the same. In reviewing the 2017-2019 RDBN Strategic Priorities determined by the Regional Board there has been good progress.

### Revenue Sharing – Northwest B.C. Resource Benefits Alliance (RBA)

- In negotiations with the province
- Moving forward

### Waste Management Strategy

- Chair Miller thanked Director Fisher, Chair of the RDBN Waste Management Committee and staff for work in regard to the RDBN Solid Waste Management Plan
- SWMP has been forwarded to the Ministry of Environment

### Internet Connectivity

- Spoke of Rural Directors Committee Chair Eileen Benedict and Director Newell for their drive and commitment to increase internet connectivity throughout the entire region
- Initiatives are moving forward

**VERBAL REPORTS (CONT'D)**

Transportation

- This afternoon the successful nominee for the Premier's Award will be announced and the Bulkley Nechako Regional Transit System has been nominated
- Chair Miller reflected on the determination and leadership to develop the Bulkley-Nechako Regional Transit System and ridership numbers are indicators that the system is successful.

Chair Miller named a number of other accomplishments throughout the region that the Regional Board supported by its forward thinking.

Chair Miller commented that being Chair provided him an opportunity to build a relationship with each staff member and thanked staff for their terrific work. He expressed his thank you to the Regional Board for their support and friendship during his terms as Director and Chair and today's kind words.

Receipt of Verbal Reports

Moved by Director Brien  
Seconded by Director Newell

2018-15-27

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION CORRESPONDENCE**

Administration Correspondence & Invitations

Moved by Director Beach  
Seconded by Director Brien

2018-15-28

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

- ABC Communications – Thank you for Response re: Rural Broadband
- Tweedsmuir Park Rod & Gun Club- Thank you for Gas Tax Funds
- BC Hydro – Private Power Poles Funding and Farming on BC Hydro Right-of-Ways on Crown Land
- Province of B.C. – News Release – It's Official: New Hospital Approved for Fort St. James
- Ministry of Agriculture – 2018 Canada-British Columbia Wildfire Recovery Initiative for Livestock
- Coastal GasLink Pipeline Ltd. – TransCanada to Construct Coastal GasLink Pipeline Project
- BC Forest Professional – Southern Mountain Caribou and the *Species at Risk Act*
- Fort Fraser Local Community Commission Meeting Minutes – September 11, 2018
- North Central Local Government Association- Regular Board Meeting – Highlights
- Resource Breakfast Series – 5<sup>th</sup> Annual Resource Breakfast Series – Thank you
- Youth Parliament of B.C. – 90<sup>th</sup> Parliament

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

- Union of B.C. Municipalities
  - New Funding Programs
  - Local FireSmart Representative Workshops
  - Executive Members
  - Resolutions Decisions
  - Amendments Proposed for Traffic Fine Agreement
  - Group Benefits for Newly Elected Officials
  - Intake for 2018/19 C2C Funding
  - Economic Development Survey
  - Funding & Resources Update
  - Concerns with Proposed Auxiliary Constable Uniform

**INVITATIONS**

- Climate Action Initiative Workshop – How Can the Agricultural Sectors Adapt to Climate Change?
  - November 13 – Prince George, B.C.
  - November 14 – Smithers, B.C.
- Association for Mineral Exploration – AME Roundup – January 22-25, 2019
- BC Council of Forest Industries – 2019 COFI Convention – April 3-5, 2019 – Vancouver, B.C.
- Burns Lake Native Development Corporation- Community Appreciation Dinner – October 20, 2018
- Yellowhead Road & Bridge – Pre-Winter Stakeholders Meeting – November 7, 2018- Vanderhoof, B.C.
- Minerals North 2019 Update – May 22-24, 2019."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**FINANCIAL**

Operating Accounts  
-September, 2018

Moved by Director Benedict  
Seconded by Director Lindstrom

2018-15-29

"That the Regional District of Bulkley-Nechako Board of Directors ratify the Operating Accounts – Paid September, 2018."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**BYLAWS**

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

No. 1844–RDBN Emergency Program Service Establishment Amendment Moved by Director Benedict  
Seconded by Director Beach

2018-15-30

"That the Regional District of Bulkley-Nechako Board of Directors defer "Regional District of Bulkley-Nechako Emergency Program Service Establishment Amendment Bylaw No. 1844"."

Opposed: Director Fisher      CARRIED  
Director Lindstrom  
Director Liversidge  
Director Parker  
Director Repen  
Director Thiessen

(All/Directors/Majority)

Discussion took place in regard to communications and providing information to the public concerning Bylaw 1844.

**Bylaw for Adoption**

No. 1843–Area E Economic Development Service Maximum Taxation Limit Amendment Moved by Director Benedict  
Seconded by Director Beach

2018-15-31

"That "Area E Economic Development Service Maximum Taxation Limit Amendment Bylaw No. 1843, 2018" be adopted this 18<sup>th</sup> day of October, 2018."

(All/Directors/Majority)      CARRIED UNANIMOUSLY

**READING FILE**

Reading File

Moved by Director Thiessen  
Seconded by Director Beach

2018-15-32

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

**CORRESPONDENCE:**

- BC Chamber of Commerce – BC Chamber Welcomes "New NAFTA" – and Business Certainty that Comes With It
- BC Chamber of Commerce – New Keynote Announced: Hon. Jonathan Wilkinson
- BC Healthy Communities – Health for All Ages: Two New Opportunities for Building Healthy Communities
- Canada Safety Council – English Order Form
- Canada Wood Group – Canada Wood Global Markets Newsletter, October 2018
- Clean Energy Review
- October 9, 2018 – Let’s Talk LNG and Climate
- October 1, 2018 – Money Problems
- September 24, 2018 - Flipping Canada’s Carbon Price Debate

**READING FILE (CONT'D)**

- Federation of Canadian Municipalities – Voice:
  - October 9, 2018 – Bilateral Infrastructure Agreements / Closing the Broadband Gap / Cannabis Legalization Day
  - October 1, 2018 – Taking our Place at the Nation-Building Table / Cannabis Legalization / Women in Local Government Scholarships
  - September 24, 2018 – FCM Board Prepares to Seize our moment / Gender Equality Week / Making Progress in Haiti
- Federation of Canadian Municipalities – Connect:
  - October 10, 2018 – New Tool: Asset Management Presentation / Free Brownfield Redevelopment Workshop
  - October 2, 2018 – Funding Available for Pilot Projects / Tool: Climate Adaptation Maturity Scale / Spotlight on Solar Energy Use
  - September 26, 2018 – Update to Call for Applications for Asset Management Grants
- Federation of Canadian Municipalities – September 28, 2018 – FCM's Future is in Your Hands
- Federation of Canadian Municipalities – September 21, 2018 – Have Your Say on FCM's Future
- Findlaw Canada – Admission to Long Term Care Homes / New Driving Rules Aim to Crack Down on Distracted Driving
- Government of Canada – Cannabis Will be Legal in Canada on October 17, 2018 / GetCannabisClarity.ca
- Government of Canada – 2019 Prime Minister's Awards Competition Now Open
- Green Technology Magazine – Climate Impact on National Parks, Education Leaders Gather
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development, BC Wildfire Service – Sept 11, 2018 – Wildfire Update
- Municipal World Insider – 5 Ways to Help People Feel More Connected
- National Defense, Department of – National Veteran's Week Speakers Program 2018
- Northern BC Tourism – 2018 Northern BC Tourism Summit.
- Northern Health – October 2018 - Healthier Northern Communities ebrief
- Prime Minister's Award
- Prince George – Economic Update August 2018
- Privacy and Access Council of Canada – Newsworthy Nuggets about Privacy, Access & Data Protection
- Resource Works – Newsletter October 2018 – Canada Becomes Global Energy Power
- Resource Works – September 20, 2018 – Resources Growing in Importance for BC
- Rio Tinto Alcan – Nechako Reservoir Flow Facts:
  - September 29 to October 5, 2018
  - September 22, 2018 to September 28, 2018
  - August 21, 2018 to September 15, 2018
- Smithers Exploration Group – Join SEG for October 24, 2018 Rocks 'n Rambling with JoAnne Nelson."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**



**SUPPLEMENTARY AGENDA**

**REPORTS**

**Local Community of Fort  
 Fraser Bylaw 1842**

Moved by Director Parker  
 Seconded by Director Lindstrom

**2018-15-33**

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's October 12, 2018 memo titled "Local Community of Fort Fraser Bylaw 1842"; and that, the Board of Directors consider giving bylaw 1842, presented later in the agenda, three readings."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Chinook Community Society  
 2018**

Moved by Director Benedict  
 Seconded by Director Greenaway

**2018-15-34**

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's October 12, 2018 memo titled "Chinook Community Society 2018"; and,  
 2. That the Regional District of Bulkley-Nechako Board of Directors direct staff to transfer \$15,360.47 to the Chinook Community Society in recognition of the 2018 dividend payment from Chinook Comfor Limited Partnership; and further,  
 3. That full repayment of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) grant in aid funding is reimbursed in 2019."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**CORRESPONDENCE**

**BC Transit – Prince George  
 Free Fare on Election Day 2018**

Moved by Director Bachrach  
 Seconded by Director Beach

**2018-15-35**

"That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence from BC Transit re: Prince George Free Fare on Election Day 2018."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Correspondence & Invitations**

Moved by Director Brienien  
 Seconded by Director Newell

**2018-15-36**

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

**CORRESPONDENCE**

-Association for Mineral Exploration BC re: Call for Nominations – AME Board of Directors 2019

**INVITATIONS**

-Ministry of Transportation and Infrastructure Interior/North Regional Premier's Award Nominee – Web Cast – October 18, 2018 at 2 p.m., Smithers, B.C.

-Fraser Watershed Restoration Conference-November 13-14, 2018-Kamloops, B.C.

-Northern Health – Community Health Services Review – November 8, 2018 – Burns Lake, B.C."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Memo**

**UBCM Emergency Support Services Funding Application**

Moved by Director Beach  
Seconded by Director Greenaway

2018-15-37

"That the Regional District of Bulkley-Nechako Board of Directors support an application to UBCM's Community Emergency Preparedness Fund's Emergency Social Services program for the purchase and conversion of a trailer for use as a Mobile ESS Unit.

"That the Regional District of Bulkley-Nechako Board of Directors provide overall grant management; and, that the Regional District of Bulkley-Nechako Board of Directors authorize RDBN staff to enter into an agreement with UBCM for any grants received for the above purposes."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**2018 Wildfire Response & Recovery Overview**

Moved by Director Benedict  
Seconded by Director Beach

2018-15-38

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to work with the Chinook Community Forest to deliver their 2018 wood donation to the Trout Creek Community Hall for residents use as firewood."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**Provincial & Red Cross Recovery Funding**

Moved by Director Thiessen  
Seconded by Director Beach

2018-15-39

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to send the drafted letters to the Minister of Public Safety and Solicitor General and the President and CEO of the Canadian Red Cross, and that the letter be provided to the media to raise public awareness of the issue."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**BYLAW**

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

**No. 1842 –Fort Fraser Local Community Establishment Bylaw**

Moved by Director Parker  
Seconded by Director Lindstrom

2018-15-40

"That "Fort Fraser Local Community Establishment Amendment Bylaw No. 1842, 2018" be given first, second, and third reading, this 18<sup>th</sup> day of October, 2018."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**NEW BUSINESS**

Climate Action Initiative  
 Workshop – How Can the  
 Agricultural Sectors Adapt to  
 Climate Change?

Moved by Director Beach  
 Seconded by Director Greenaway

2018-15-41

"That the Regional District of Bulkley-Nechako Board of Directors authorize Mark Parker, Chair, RDBN Agriculture Committee to attend the Climate Action Initiative Workshop – How Can the Agricultural Sectors Adapt to Climate Change in Prince George, B.C. November 13, 2018."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Invitations

Staff will bring forward the following invitations to the November 15, 2018 Regional Board Meeting for consideration:  
 -Association for Mineral Exploration – AME Roundup – January 22-25, 2019  
 -BC Council of Forest Industries – 2019 COFI Convention – April 3-5, 2019 – Vancouver, B.C.

**Break for lunch 12:01 p.m.**

**Reconvened at 12:47 p.m.**

RCMP – Vanderhoof

Director Thiessen announced that the District of Vanderhoof has three new RCMP members that have recently been posted in the community after the need was identified nine years ago. Director Thiessen encouraged Regional Board members to always continue to advocate for important issues in their areas.

**SPECIAL IN-CAMERA  
 MEETING MOTION**

Moved by Director Beach  
 Seconded by Director Thiessen

2018-15-42

"That in accordance with Section 90(1)(c) of the *Community Charter*, it is the opinion of the Regional District of Bulkley-Nechako 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 from this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Greenaway  
 Seconded by Director Newell

2018-15-43

"That the meeting be adjourned at 12:51 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

**TO:** Chair and Board of Directors

**FROM:** Melany de Weerd, Chief Administrative Officer

**DATE:** November 2, 2018

**SUBJECT:** Strategic Planning Session – 2019

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In order to establish the strategic priorities for the Regional District of Bulkley-Nechako, a Strategic Planning Session is held with the Board at the beginning of each term of office. These priorities are then reviewed annually in light of the changes that occur and updated/revised as required by the Board.

To prepare for the 2019 Strategic Planning Session for the 2019-2022 term, staff is requesting the Board's consideration of upcoming dates in December, January, and February. A calendar of RDBN member municipalities' Councils Meeting dates for December 2018 is attached to this report for reference purposes; the 2019 January and February calendars for municipalities are not yet available at the time of writing this report. Dates to consider for strategic planning include:

December 13, 2018 (following RDBN Board meeting) and continue on the 14<sup>th</sup>;

January 3, 2019 (following RDBN Committee meetings) & continue on the 4<sup>th</sup>;

January 10, 2019 and continue on the 11<sup>th</sup>;

January 17, 2019 (following RDBN Board meeting) & continue on the 18<sup>th</sup>;

February 7, 2019 (following RDBN Committee meetings) & continue on the 8<sup>th</sup>.

Due to timelines for budget process, earlier dates will have greater impact on 2019 budget and the work plans executed by staff.

At this time, staff is seeking Direction from the Board as to which dates to schedule the Regional District of Bulkley-Nechako Board's Strategic Planning session for the 2019-2022 period.

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

Direction.

# 2018 Meeting Schedule for the Regional District of Bulkley-Nechako & Municipalities

January						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
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25	26	27	28	29	30	

April						
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22	23	24	25	26	27	28
29	30					

May						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
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29	30	31				

August						
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26	27	28	29	30	31	

September						
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23	24	25	26	27	28	29
30						

October						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Regional District Board/Committee Meetings**
- Committees
  - Board/In-Cam/Stuart-Nechako Regional Hospital District
- Municipal Council Meetings**
- Town of Smithers
  - District of Houston
  - Village of Granisle
  - District of Fort St. James
  - Village of Burns Lake
  - Village of Telkwa
  - Village of Fraser Lake

**District of Vanderhoof**  
 (Also Meeting February 13, October 9, November 13)

- Conventions**
- Minerals Roundup - Jan 22-25, 2018, (Vancouver, B.C.)
  - Minerals North - April 25-27, 2018 (Houston, B.C.)
  - NCLGA - May 7-10, 2018 (Fort Nelson, B.C.)
  - FCM - May 31-June 3, 2018 (Halifax, Nova Scotia)
  - UBCM - September 10-14, 2018 (Whistler, B.C.)
  - Local Government Elections October 20, 2018
  - Stat Holiday

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**Regional District of Bulkley-Nechako  
Board of Directors  
November 15, 2018**

To: Chair and the Board of Directors  
 From: Nellie Davis, Regional Economic Development Coordinator  
 Date: October 25, 2018  
 Regarding: Minerals North Tradeshow Booth

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Minerals North 2019 will be held in Chetwynd, BC from May 22-24.

Tradeshow booths are available at a cost of \$450 each.

In previous years, the RBDN has secured two adjacent booth spaces to make one large space and partnered with the municipalities to share in booth costs and staffing the booth. Municipal partners contributed \$100 each towards booth rental and supplies. Please note it would only be necessary to rent two booth spaces if there were more than two municipal partners.

There are funds in the 2019 Regional Economic Development Draft Budget to purchase two booths to exhibit at Minerals North.

Staff are seeking direction from the Board of Directors about exhibiting at Minerals North and inviting municipalities to partner at a cost of \$100.

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

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

**TO: Chair and Board of Directors**

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

**DATE: November 6, 2018**

**SUBJECT: BC Natural Resources Forum – January 22-24, 2019, Prince George, BC**

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The BC Natural Resources Forum is taking place in Prince George, BC January 22-24, 2019. An agenda is attached.

For the 2018 Forum, the RDBN Board of Directors passed the following motion:

“That the Regional District of Bulkley-Nechako Board of Directors authorize the attendance of the CAO and Rural Directors wanting to attend the BC Natural Resources Forum – January 16-18, 2018 in Prince George, B.C.”

At this time, staff is seeking direction as to which Directors will be attending in order that registration may be completed.

**Recommendation: (all/directors/majority)**

**Direction**

Search the BCNRF Site



BC NATURAL RESOURCES  
FORUM  
*Our Resources - Our Future*

Prince George, BC  
January 22-24, 2019

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## Program

The 2019 Program will focus on **innovation** and **collaboration** in the resources sector, and is currently under development with invitations issued to exceptional potential moderators, panelists and keynote speakers! Below please find the preliminary program outline:



BC NATURAL RESOURCES  
FORUM  
*Our Resources - Our Future*

### **Preliminary Program** **16<sup>th</sup> Annual BC Natural Resources Forum**

*Updated Oct. 4, 2018*

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#### **Tuesday, January 22, 2019**

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8:30 – 4:30pm Workshop: 1. Let's Talk Impact Benefit Agreements

10:00 – 3:00pm Workshop: 2. Crisis Communications

1:00 – 4:00pm Tradeshow Set-Up. Forum Registration Opens at 3:00 pm

4:00 - 6:00pm Pre-Banquet Tradeshow Reception - *Sponsored by TransCanada*



6:00 - 9:00pm **Celebrating Natural Resources Keynote Banquet**  
*- Sponsored by Pinnacle Renewable Energy*

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**Wednesday, January 23, 2019**

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7:00 am Registration Opens

7:30 - 9:00am **Resource Ministers' Breakfast** - *Sponsored by Woodfibre LNG*

9:00 - 9:25am Coffee, Muffins and Tradeshow Networking  
*- Sponsored by Geoscience BC*

9:25 - 9:45am **Conference Blessing and Welcome**

9:45 - 10:15pm **Opening Keynote Address**

10:15 - 11:25am **Panel 1 – Innovation and Technology**  
*Sponsored by Canadian Association of Petroleum Producers*

12:00 - 1:15pm **Keynote Luncheon** - *Sponsored by Port of Prince Rupert*

1:45 - 3:00pm **Panel 2 – Indigenous Innovations**

3:00 - 3:25pm Afternoon Nutrition Break and Tradeshow Networking  
*- Sponsored by Pretivm Brucejack Mine*

3:25 - 4:40pm **Panel 3 – Innovation in Mining** - *Sponsored by Seabridge Gold*

4:40 - 6:30pm **Wine & Cheese Reception** - *Sponsored by Ecofor Consulting Ltd.*

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**Thursday, January 24, 2019**

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8:00 - 8:30am Coffee, Muffins and Tradeshow Networking

8:30 - 8:45am Conference Day Two Opening Remarks

8:45 - 10:00am **Panel 4 – Innovation in Forestry**  
*- Sponsored by Association of BC Forest Professionals*

10:00 - 10:30am Morning Nutrition Break and Tradeshow Networking  
*- Sponsored by United Steelworkers 1-2017*

10:30 - 11:45am **Panel 5 – Energy, Oil and Gas** - *Sponsored by Enbridge Pipelines*

12:15 - 1:40pm **Keynote Luncheon** - *Sponsored by CLAC*

2:10 - 3:25pm **Panel 6 – Transforming the Resource Sector**

3:25 - 3:30pm Conference Closing Remarks

---

*Program subject to change*

## Past Programs

Download the 2018 program (PDF: 20pg | 14.2MB)

Download the 2017 program (PDF: 23pg | 13.8MB)

Download the 2016 program (PDF: 24pgs | 9MB)

[Find out about registration](#)

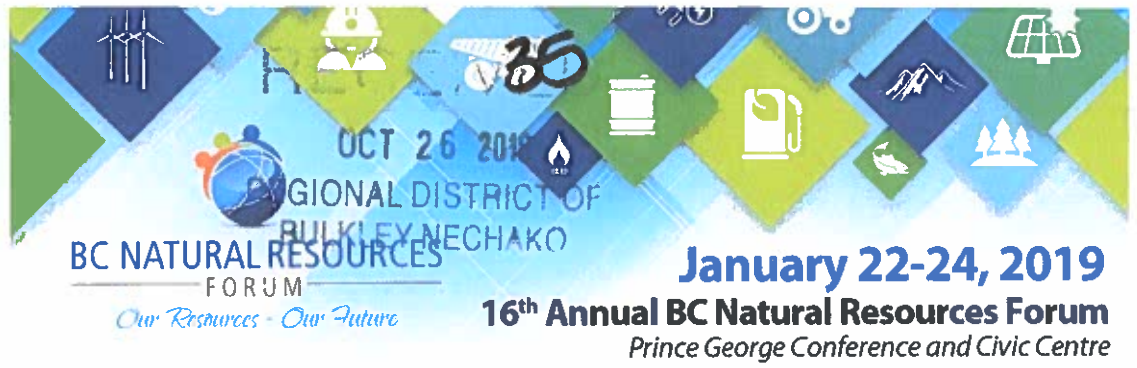
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[Tradeshow information](#)

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**Commitment**



**January 22-24, 2019**

**16<sup>th</sup> Annual BC Natural Resources Forum**  
Prince George Conference and Civic Centre

**REGISTRATION OPEN**

Help shape the future of BC's resource sector.  
Be part of the province's largest multi-resource conference.

***Register early to secure your seat! Ticketed events sell out quickly!***

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## **Regional District of Bulkley-Nechako Board of Directors Memorandum November 15, 2018**

**To:** Chair and the Board of Directors  
**From:** Melany de Weerd, CAO  
**Date:** November 1, 2018  
**Regarding:** Northern Development Local Government Internship Program

---

Staff are working on an application to Northern Development's Local Government Internship Program for the 2019/20 Internship session.

The internship program assists with the hiring of a university graduate in a related field (economic development/planning/environmental services/administration) to complete projects at the RDBN from May, 2019 - April, 2020.

Potential projects the intern could assist the RDBN with include:

- Assisting with updating purchasing policy
- Assisting with creating an asset disposal policy
- Working with the Agriculture Coordinator on Agriculture Initiatives
- Working with Economic Development Staff of Marketing Initiatives
- Processing Land Referrals
- Coordinating meetings associated with the development of an ESS strategy

Having an intern greatly assists the RDBN to complete these projects at a very minimal cost to the RDBN. The experience and mentorship that the intern will receive as they work on the above projects will meet the objectives of the internship program.

The internship program objectives are:

- To act as a pathway to accelerate operational learning and permanent placement into professional careers in local government management
- To provide results focused economic development professional training with Northern Development Initiative Trust and host communities
- To make local government management a career of choice by financially supporting internship opportunities for post-secondary graduates
- To allow for the flexibility of learning experiences where local governments or local governments and First Nations governments wish to jointly offer a placement for an intern.
- To allow communities under 1,500 population with challenging recruiting locations to provide management internships at the same time that post-secondary courses in local government management are being completed.

The grant funding available is \$35,000. \$30,000 towards wages, and \$5,000 towards intern education opportunities. The cost to the RDBN to have an intern in-house for 12 months will be approximately \$15,500. These costs will be included in the preliminary Budget draft, and may in fact reduce project budgets as the intern can complete tasks that would have been outsourced to a consultant. Hiring an intern can reduce the workload of the management team and reduce costs to the organization.

Does the Board of Directors approve an application to Northern Development, the use of staff resources and the commitment of \$15,500 to host an intern?

---

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

That the Regional District of Bulkley-Nechako Board of Directors supports an application to Northern Development to host a Local Government Management Intern and receive a \$35,000 grant from the Northwest and Prince George Regional Advisory Committees, and;

That the RDBN Board of Directors is committed to the vision and goals of the Local Government Internship Program by committing \$15,500, providing staffing resources to host an intern, and providing training and exposure opportunities for an intern.



## Regional District of Bulkley-Nechako Memo Board Agenda – October 18, 2018

**To:** Chair and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** November 6, 2018  
**Re:** Signing authorities for RDBN accounts

---

Part of establishing a new board is the establishing of new signing authorities for the Regional District's main accounts at Bulkley Valley Credit Union (Burns Lake branch).

Signing authorities need to be regularly available to financial staff in Burns Lake but the signers should also include the Chair and the Vice Chair.

The recommendation for new signing authorities are Electoral Area "B" Director, Municipal Director from the Village of Burns Lake, the Chair and the Vice Chair.

Staff signatories would remain the same.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

"That the Board of the Regional District of Bulkley-Nechako receive the Chief Financial Officer's memo dated October 1, 2018 titled '**Signing authorities for RDBN accounts**' and that

"The Board of Directors appoint Electoral Area "B" Director, Michael Riis-Christianson, Municipal Director for the Village of Burns Lake, \_\_\_\_\_, Chair \_\_\_\_\_ and Vice chair \_\_\_\_\_ to be signing authorities for the Regional District of Bulkley-Nechako's accounts at Bulkley Valley Credit Union (Burns Lake) and that past directors Chris Beach, Eileen Benedict and Bill Miller be removed as signing authorities with all staff signatories remaining the same."



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

**TO: Chair and Board of Directors**

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

**DATE: November 6, 2018**

**SUBJECT: Grant in Aid Applications**

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The following grant in aid applications have been received:

- Fort St. James Sled Dog Association – Electoral Area “C”
  - Caledonia Classic Dogsled Races (\$2,000)
- Fraser Lake Elementary Secondary School – Electoral Area “D”
  - Cross Country Provincial Tournament (\$1,000)
- Vanderhoof Potters’ Guild Society – Electoral Area “F”
  - Pottery Equipment (\$3,500)

**RECOMMENDATION**

(all/directors/majority)

1. That the Fort St. James Sled Dog Association be given \$2,000 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with the Caledonia Classic Dogsled Races.
2. That Fraser Lake Elementary Secondary School be given \$1,000 from Electoral Area “D” (Fraser Lake Rural) for costs associated with the Cross Country Provincial Tournament.
3. That the Vanderhoof Potters’ Guild Society be given \$3,500 grant in aid monies from Electoral Area “F” (Vanderhoof Rural) for the purchase of pottery equipment.

**Cheryl Anderson**

---

**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** November 1, 2018 11:31 AM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application"  
**Attachments:** 5bdb46759a513-FSJ Sled Dog Ass. Oct. 2017 - Oct. 2018.pdf



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

APPLICATION SUBMITTED BY:

**Fort St. James Sled Dog Association**

Mailing Address:  
PO Box 1908 Fort St. James BC V0J 1P0

Email:  
Contact Person:

choughton@sd91.bc.ca  
Craig Houghton, 250-996-1739 (cell)

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*Caledonia Classic Dogsled Races*

Amount Requested: \$2000.00

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 Caledonia Classic Dogsled races provide a safe, high quality event for dog mushers across western Canada and the US. It will provide an opportunity for local school children to be introduced to the sport of dog mushing, and for UNBC tourism and outdoor recreation students to volunteer and learn from an organized sporting event. The event provides a venue for local mushers, and for community members to watch an exciting sporting event. Local businesses benefit. The hosting of the event results in the establishment and maintenance of a winter safety trail on Stuart Lake, and the maintenance of a designated recreation trail. This event and the safety trail on Stuart Lake are uniquely provided by the Fort St. James Sled Dog Association.*

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

*The Caledonia Classic dog sled races are in their 23rd year, providing race opportunities to mushers across western North America. Locally, mushers from Smithers, Fort Fraser, Quesnel, and Prince George attend every year, with others mushers coming from northern Alberta, Saskatchewan, Yukon and NWT. Spectators visit from Vanderhoof, Quesnel, Smithers, and Prince George. UNBC students from numerous countries experience a unique northern event*

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

*All members of the Fort St. James Sled Dog Association are volunteers. No one receives any remuneration.*

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

*The Fort St. James Sled Dog Association is hosting the 23rd Caledonia Classic in Feb 2019. We have a core of about 10 volunteers, which grows to approximately 40 volunteers on race weekend.*

## **PROJECT PROPOSAL PROFILE**

RDBN Assistance Requested:

*special event other purpose*

Other Assistance Requested:

*Establishment and maintenance of a winter safety trail on Stuart lake*

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 of your request here. Attach additional information if required:

2019 race plans include a 200-mile continuous Yukon Quest qualifying race, as well as 2 days of 6-dog, 4-dog and skijor sprint races, Kid'n mutt race, and popular politician's event. 2019 will see the reintroduction of skijoring, with the intent to encourage local skiers to explore the sport

Describe how this proposal will benefit the community:

*The Caledonia Classic Dogsled Races are a unique winter event that Fort Saint James is proud to host. The event is well known as a high quality race throughout the North American dog mushing community. As Fort St. James struggled through the economic downturn, the Fort St. James Sled Dog Association worked particularly hard to continue to host an event which brought skilled professionals to our community. The dog mushing and racing lifestyle facilitated by this event and the Fort St. James Sled Dog Association has provided opportunities for a number of local youth to develop critical life skills of healthy sport, outdoor activity, and significant animal care. One young member found permanent employment as an Operations Manager with a major North American long distance race, the Yukon Quest.*

## FUNDING AND FINANCIAL INFORMATION

files Submitted:

[5bdb46759a513-FSJ Sled Dog Ass. Oct. 2017 - Oct. 2018.pdf](#)

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

Yes

If not, please comment.:

*Other grant applications (eg Canfor) and requests for local business support are currently ongoing*

Name of Grant or Funding Agency1:

*District of Fort St. James*

Amount Applied for 1:

*3000*

Status of Grant Application1:

*Pending*

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

Year, Amount and Purpose for assistance

*2003 - 2011, 2015-2018 received \$2000 for race costs (2017 race cancelled and funds used to support 2018 race)*

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Year, Amount and Purpose for assistance

2012,2013 received \$2500 for race costs

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 **Yes** campaign?:

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**Cheryl Anderson**

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**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** October 29, 2018 8:16 AM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application"  
**Attachments:** 5bd7241e6f61f-Budget Breakdown.pdf



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

APPLICATION SUBMITTED BY:

**Fraser Lake Elementary Secondary School**

Mailing Address:

110 Chowsunket St, Fraser Lake, BC V0J 1S0

Email:

mmollenhauer@sd91.bc.ca

Contact Person:

6479798361

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*Cross Country Provincial Tournament*

Amount Requested:

\$1000

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

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?

*Fraser Lake Elementary Secondary School provides students the opportunity to explore their athletic passions in a safe and respectful environment. The program also promotes healthy living within the community. Students participating on the Cross Country team have access to a coach who facilitates practices and organizes students going to tournaments. In Fraser Lake there is no other Cross Country organization for the students.*

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

*Fraser Lake is a small community in North Central BC with a population of approximately 900 people in its geographic area. The town itself is bordered by two different First Nations reserves.*

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

*Participants on the team receive no remuneration. Coaching is a volunteer position with Fraser Lake Elementary School.*

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

*There is 1 coach and 5 athletes participating currently. Practices have been taking place since the second week in September 2018. The team itself has been an ongoing program with the school for a few years (with varied 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:

*This proposal is to help assist the FLESS cross country team compete in the Provincial Cross Country Meet for British Columbian schools. The 2018 meet is being held in Nanaimo.*

Describe how this proposal will benefit the community:

*This proposal, if granted, will help make the trip more accessible to students. The money received will go towards subsidizing trip costs.*

**FUNDING AND FINANCIAL INFORMATION**

files Submitted:

5bd7241e6f61f-Budget Breakdown.pdf

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

**Yes**

If not, please comment.:

Name of Grant or Funding Agency1:

*Parents Association Committee*

Amount Applied for 1:

*500*

Status of Grant Application1:

*Pending*

Name of Grant or Funding Agency2:

*Nechako Lakes School District 91*

Amount Applied for2:

*350*

Status of Grant Application2:

*Approved*

Name of Grant or Funding Agency3:

*Fraser Lake Elementary Secondary  
School*

Amount Applied for3:

*350*

Status of Grant Application3:

*Approved*

Name of Grant or Funding Agency4:

Amount Applied for4:

Status of Grant Application4:

Have you received assistance before from us.

**Yes**

Year, Amount and Purpose for assistance

*Other sports teams from FLESS have received funding in the past. Cross Country has not historically been one of these teams.*

Year, Amount and Purpose for assistance

*Varied based on sports team and need.***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?:

**Cheryl Anderson**

---

**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** October 23, 2018 4:30 PM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application"  
**Attachments:** 5bcfaefe06c3e-Potters' Guild Budget.docx



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

APPLICATION SUBMITTED BY:

***Vanderhoof Potters' Guild Society***

Mailing Address:  
PO Box 298, Vanderhoof, BC V0J 3A0

Email:

cas@hwy16.com  
Jana-Rae Kadonaga,  
Treasurer, 250-567-2080;  
jkadanaga@gmail.com

Contact Person:

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*Purchase of pottery equipment for pottery studio*

Amount Requested:

\$3,500.00

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

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 Potters' Guild Society was incorporated in October, 2017 to provide artists in Vanderhoof with access to the art of pottery. It operates out of the Integris Community Centre in the ArtsSpace. Guild members can use the facilities at specified times, and pottery classes are frequently held. These services are unique to the Potter's Guild.*

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

*Vanderhoof is the primary beneficiary, however, classes have been attended by people from neighbouring communities.*

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

*N/A*

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

*Currently, the Guild has 17 paid up members (membership is \$100/year), several instructors, and numerous volunteers who support the guild's activities.*

## PROJECT PROPOSAL PROFILE

RDBN Assistance Requested:

*capital project and/or equipment*

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:

*Demand for studio time, which requires use of equipment, has exceeded the supply. This application is seeking funding purchase 2 new potting wheels, 1 clay extruder, and 20 bats. These additions will meet current demand and allow for growth of the society.*

Describe how this proposal will benefit the community:

*Arts and culture are important aspects in a community. Access to arts opportunities enhance the quality of life for residents, and make the community desirable as a place to live. A vibrant arts*



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community is a positive aspect of a community and this addition to the pottery studio will contribute to that.

**FUNDING AND FINANCIAL INFORMATION**

files Submitted:

5bcfaefe06c3e-Potters' Guild Budget.docx

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

Yes

If not, please comment.:

Name of Grant or Funding Agency1:

*District of Vanderhoof*

Amount Applied for 1:

*\$2,500*

Status of Grant Application1:

*Approved*

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.

No

Year, Amount and Purpose for assistance

Year, Amount and Purpose for assistance

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?:

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

**TO: Chair and Board of Directors**

**FROM: Melany de Weerd, Chief Administrative Officer**

**DATE: November 1, 2018**

**SUBJECT: Schedule of Board Meetings – 2019**

---

A 2019 Regional Board/Committee Meeting Schedule is attached for consideration by the Regional District Board of Directors.

In determining the meeting dates, consideration has been given to the North Central Local Government Association Conference which is being held on May 7-10, 2019 in Williams Lake, B.C.; Minerals North, May 22 to 24 in Chetwynd, B.C.; Federation of Canadian Municipalities Conference, May 30 to June 2, 2019, in Quebec City, Quebec; and also the Union of BC Municipalities Convention, September 23 to 27, 2019 in Vancouver, B.C. The NCLGA Region Elected Officials Seminar will be held January 30 to February 1, 2019 in Prince George. Of note, Minerals Roundup is scheduled to take place on January 28-31, 2019 in Vancouver, B.C. and the BC Natural Resources Forum is scheduled to take place on January 22 to 24, 2019 in Prince George, B.C.

Formal ratification of the proposed 2019 RDBN meeting schedule is being sought at this time.

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

“That the Regional Board of the Regional District of Bulkley-Nechako ratify the 2019 Regional District of Bulkley-Nechako Meeting Schedule as presented.”



# 51 Board Calendar (2019)

### January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

### March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Jan 1 **New Year's Day**
- Jan 3 Committee Meetings
- Jan 17 Board Meeting
- Jan 30 **LGLA Elected Official Seminar**
- Jan 31 **LGLA Elected Official Seminar**
- Feb 1 **LGLA Elected Official Seminar**
- Feb 7 Committee Meetings
- Feb 18 **Family Day (British Columbia)**
- Feb 21 Board Meeting
- Mar 7 Committee Meetings
- Mar 21 Board Meeting
- Apr 4 Committee Meetings
- Apr 18 Board Meeting
- Apr 19 **Good Friday**
- Apr 22 **Easter Monday (Many regions)**
- May 2 Committee Meetings
- May 7 **NCLGA**
- May 8 **NCLGA**
- May 9 **NCLGA**

- May 10 **NCLGA**
- May 16 Board Meeting
- May 20 **Victoria Day (Many regions)**
- May 22 **Minerals North**
- May 23 **Minerals North**
- May 24 **Minerals North**
- May 30 **FCM**
- May 31 **FCM**
- Jun 1 **FCM**
- Jun 2 **FCM**
- Jun 6 Committee Meetings
- Jun 20 Board Meeting
- Jul 1 **Canada Day**
- Jul 18 Board/Committee Meeting
- Aug 5 **British Columbia Day (British Columbia)**
- Aug 15 Board/Committee Meeting
- Sep 2 **Labour Day**
- Sep 5 Committee Meetings

- Sep 19 Board Meeting
- Sep 23 **UBCM**
- Sep 24 **UBCM**
- Sep 25 **UBCM**
- Sep 26 **UBCM**
- Sep 27 **UBCM**
- Oct 10 Committee Meetings
- Oct 14 **Thanksgiving Day (Many regions)**
- Oct 24 Board Meeting
- Nov 7 Committee Meetings
- Nov 11 **Remembrance Day (Many regions)**
- Nov 21 Board Meeting
- Dec 12 Board/Committee Meeting
- Dec 25 **Christmas**
- Dec 26 **Boxing Day**
- Dec 27 **Office Closed**
- Dec 30 **Office Closed**
- Dec 31 **Office Closed**



**Regional District of Bulkley-Nechako  
Board of Directors – Memorandum  
November 15, 2018**

To: Chair and Board of Directors  
 From: Kristi Rensby, Finance/Administration Coordinator  
 Date: November 6, 2018  
 Regarding: Federal Gas Tax Funds – Electoral Area 'F' (Vanderhoof Rural)  
 Elks of Canada Vanderhoof #473 and  
 Nechako Valley Exhibition Society

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The Elks of Canada Vanderhoof #473 (Vanderhoof Elks) received Federal Gas Tax Funding for an energy efficiency project which was completed in 2013. This funding was provided under the old Community Works Fund Agreement. The old Agreement required a repayment of Gas Tax Funds, based on a sliding scale, if the asset was sold or otherwise disposed of.

In July 2018, we received notice from the Vanderhoof Elks that they had sold the asset, and they included a cheque in the amount of \$1,312.36, which is the amount that remained as an obligation to the RDBN.

Under the old Agreement, we are supposed to return these funds to UBCM, who will in turn return them to the federal government. In speaking to our UBCM contact, he indicated that for such a small amount, we should follow the current Community Works Fund Agreement, which requires us to transfer those funds into another Gas Tax project.

Director Petersen has indicated his support of providing \$1,312.36 in Gas Tax funding to the Nechako Valley Exhibition Society, who is completing a recreational facility upgrade at the Nechako Valley Exhibition Grounds.

A Board resolution is required to reallocate these Federal Gas Tax Funds to this project. The funds are not in the reserve so a resolution to withdraw from reserves is not required.

**RECOMMENDATION:**

1. That the RDBN Board of Directors authorize the reallocation of \$1,312.36 in Electoral Area 'F' Federal Gas Tax allocation monies from the 2013 completed Elks of Canada Vanderhoof #473 project to the Nechako Valley Exhibition Society for a recreation facility upgrades project.

**(All/Directors/Majority)**



## Regional District of Bulkley-Nechako Board of Directors November 15, 2018

To: Chair and the Board of Directors  
 From: Nellie Davis, Regional Economic Development Coordinator  
 Date: November 5, 2018  
 Regarding: Connecting Consumers and Producers Program

The RDBN's Connecting Consumers and Producers Community Event Program provides \$1,100 grants to community groups for events that market local producers. Due to the 2018 wildfire season, many planned events had to be cancelled. RDBN Staff have been investigating options to use the remaining Connecting Consumers and Producers Community Event Program funding to benefit the Agriculture sector as a whole across the region.

Staff have identified the costs for creating relevant infographics and advertising both in newspapers and via radio ads across the region. Remaining funds allow for 5 weeks of print advertising and 4 weeks of radio ads. Social Media Advertising will also be included in the project via the Connecting Consumers and Producers Facebook page.

The costs include:

Infographics: \$1,890 (for 8-10 infographics in two formats: print media and social media)

Newspaper	Ad size	Cost	Cost 5 Weeks	GST	Total
Burns Lake District News	1/4 Page - 5.11 x 5.5	\$ 304.92	\$ 1,524.60	\$ 76.23	\$ 1,600.83
Smithers Interior News	1/4 Page - 5.11 x 5.5	\$ 434.49	\$ 2,172.45	\$ 108.62	\$ 2,281.07
Vanderhoof Omineca Express	1/4 Page - 5.11 x 5.5	\$ 296.31	\$ 1,481.55	\$ 74.08	\$ 1,555.63
Caledonia Courier	1/8 Page - 2.5 x 5	\$ 122.65	\$ 613.25	\$ 30.66	\$ 643.91
Houston Today	1/8 Page - 2.5 x 5	\$ 134.85	\$ 674.25	\$ 33.71	\$ 707.96
<b>Newspaper Total</b>					<b>\$ 6,789.41</b>
Radio	Ad length		Cost 4 Weeks	GST	Total
The Moose	17 ads weekly x 30 seconds		\$ 680.00	\$ 34.00	\$ 714.00
The Valley	17 ads weekly x 30 seconds		\$ 544.00	\$ 27.20	\$ 571.20
<b>Radio Total</b>					<b>\$ 1,285.20</b>
<b>Advertising Total</b>					<b>\$ 8,074.61</b>

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

That the Regional District Board of Directors direct staff to allocate remaining Connecting Consumers and Producers Community Event Funding to region-wide advertising campaigns.



## Regional District of Bulkley-Nechako Memo Board Agenda – November 15, 2018

**To:** Chair and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** November 2, 2018  
**Re:** Directors' Cell Phones

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Bylaw 1837 – “A Bylaw for Directors’ Remuneration” comes into effect on January 1, 2019. Within this bylaw is a provision to provide each director with a cell phone (and cell phone service). For municipal directors the Regional District would pay half of our current cell phone rate to the municipality as a cost sharing measure. If the municipality agreed, the Regional District could provide the municipal director a cell phone and service and recover half the costs from the municipality.

This memo proposes that this cell phone benefit for directors commence immediately. The budget impact is minimal as the current monthly cell phone service charges for the Regional District is less than \$50 per device. However, this measure will enable better communication between the directors and staff for November and December.

I would be pleased to answer any questions.

**Recommendation:**

(All/Directors/Majority)

“That the Board of the Regional District of Bulkley-Nechako receive the Chief Financial Officer’s memo dated November 2, 2018 titled ‘Directors’ Cell Phones’” and that

“The board direct staff to provide the benefits of bylaw 1837 Section 10 (A) dealing with the provision of cell phone service effective November 15, 2018.”



# Regional District of Bulkley-Nechako Memo Board Agenda – November 15, 2018

**To:** Chair and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** October 23, 2018  
**Re:** Repeal of Bylaw #753 Burns Lake & Area Library Grant

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Bylaw 753, as amended by bylaw 1034, is being replaced by bylaw 1831 "Lakes District Arts and Culture Service Establishment Bylaw".

Bylaw 1846 later in the agenda is presented for three readings repeals the Burns Lake and Area Library Grant bylaw that previously provide the library with an annual grant.

I would be pleased to answer any questions.

Recommendation: (All/Directors/Majority)

"That the Board of the Regional District of Bulkley-Nechako receive the Chief Financial Officer's memo dated September 14, 2018 titled 'Repeal of Bylaw #753 Burns Lake & Area Library Grant'" and that

"The Board consider giving three readings to Bylaw 1846 later in the agenda."



## Regional District of Bulkley-Nechako Memo Board Agenda – November 15, 2018

**To:** Chair and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** October 23, 2018  
**Re:** Repeal of Bylaw 644 Burns Lake and Area Museum Contribution

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Bylaw 644, as amended by bylaw 1121, is being replaced by bylaw 1831 "Lakes District Arts and Culture Service Establishment Bylaw".

Bylaw 1847 later in the agenda is presented for three readings repeals the Burns Lake and Area Museum Service Contribution Local Services Establishment Bylaw that previously provided the Lakes District Museum Society with an annual grant.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

"That the Board of the Regional District of Bulkley-Nechako receive the Chief Financial Officer's memo dated September 14, 2018 titled 'Repeal of Bylaw 644 Burns Lake & Area Museum Contribution'" and that

"The Board consider giving three readings to Bylaw 1847 later in the agenda."





## Regional District of Bulkley-Nechako Memo Special Board Meeting November 15, 2018

**Prepared For:** Chair and the Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** October 24, 2018  
**Issue:** Amendment of Five Year Financial Plan for 2018-2022  
**Tracking:** Budget Amendment #2 Bylaw 1845

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### **Background:**

The budget for a local government provides the authority to make expenditures. The Budget is required to be amended if expenditures exceed the budget amounts.

Budget amendments will be triggered if there are any changes to property value taxation, any changes to transfers (usually to and from reserves) and for any changes to debt payments. In addition the budget will also be amended if capital expenditures increase over the budget amount.

The Budget will not be amended if there is a decrease in operating or capital expenditures. Similarly, an increase or a decrease in other revenue (often associated with grants) will not trigger an amendment as long as this change is not associated with a change in transfers or an increase in expenditures over the current budget amount.

### **Discussion:**

The purpose of this amendment is three fold:

1. To increase Service 7202 "Ft. St. James Rural Fire Protection" by increasing a withdrawal from reserves of \$50,000 to provide funding to the municipality to purchase a fire truck
2. To change the expenditures in Service 5101 "Environmental Services" from \$150,000 in Other Expenditures (contingency) to \$50,000 for service truck purchase (capital) and \$75,000 (capital) for two smaller sized tractors required for the new recycling centres in Vanderhoof and Smithers. Tractors were selected instead of bobcat type machines to allow for better visibility for the drivers in constrained work compounds and for the cost savings over bobcats.
3. To increase the expenditures in Service 7600 "Emergency Services" by 3.2 million to provide services in emergency situations and to have this additional amount funded by the Province of BC recovery process (\$3,150,000) and reserves (\$50,000).



On the schedule attached to the bylaw the information highlighted in yellow were changes to the original budget amended by Budget Amendment Bylaw 1830 and the information highlighted in orange are changes proposed in this budget amendment proposal.

I would be pleased to answer any questions.

**Recommendation:**

(All/Directors/Majority)

"That the Board of the Regional District of Bulkley-Nechako receive the Chief Financial Officer's memo dated October 24, 2018 titled 'Budget Amendment #2 Bylaw 1845, and further

"That the Board of Directors consider providing three readings and adoption to Bylaw 1845 later in the agenda."

**Regional District of Bulkley-Nechako**  
**2018 to 2022 Financial Plan - Bylaw No. 1827**

Schedule "A"

Service	2018 Financial Plan:											EXPENDITURES:					
	FUNDING					TRANSFERS From/(To)						Debt Pmts. Inl. & P'sal.	Capital Expenditures	Amortization of TCAs	Other Expenses	Deficit from Prior Year	Total Expenditures
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Reserve Funds	Surplus of Prior Yr.	Equity In TCAs	Total Transfers								
1101 Rural Government Services	282,833				1,051,119	1,333,952	-182,621	252,514		69,893			1,403,843				1,403,843
1200 General Government Services	1,202,003		15,900		360,918	1,578,821	-21,134	306,254	70,000	355,120		7,800	71,000	70,000	1,785,143		1,933,943
1301 Feasibility Studies	0				2,332	2,332		17,427		17,427					18,759		18,759
1401 Agriculture	85,280				70,333	135,612		2,077		2,077					137,689		137,689
1501 Local Community of Fort Fraser	6,014				5,000	11,014		2,686		2,686					13,700		13,700
1701 Chnook Community Forest								16,239		16,239					16,239		16,239
2100 Lakes Economic Development	96,580				1,000	97,580		27,064		27,064					124,644		124,644
2200 Area "E" Economic Development	6,927				9,392	16,319		21,981		21,981					38,300		38,300
2300 Stuart-Nechako Economic Development								10,218		10,218					10,218		10,218
2400 Area "A" Economic Development	10,000					10,000									10,000		10,000
2500 Regional Economic Development	184,245				489,757	654,002	-3,253	221,022		217,769					871,771		871,771
3101 Member Fiscal Services					891,287	891,287						891,287			891,287		891,287
4101 Planning	177,112		12,250		26,073	215,435	6,412	59,446	5,500	71,358		11,000	5,500		270,293		286,793
4201 Building Inspection	131,367		217,991			349,358	-11,953	73,431	12,485	73,963			12,485		410,836		423,321
4301 Development Services	238,327		3,500		30,047	271,874	-4,781	89,026	10,000	94,245			10,000		356,119		366,119
4401 Building Numbering Extended Service	6,903				1,595	8,498	-420	2,854		2,434					10,932		10,932
4501 Unsanitary Premises Regulatory Control	22,881				3,147	26,028	-3,209	14,804		11,595					37,623		37,623
5101 Environmental Services	3,142,752		448,000		487,395	4,078,147	202,467	1,171,798	650,000	2,024,295		479,352	978,000	650,000	3,093,095		6,108,112
5801 Weeds	37,011		5,029		15,072	57,112		13,274		13,274					70,386		70,386
5802 Lake Kathryn Aquatic Weed Harvesting		8,272	544		150	8,966		9		9				9,975		9,975	
5903 Glacier Gulch Water Diversion		2,662	180		25	2,867		13,485		13,485				16,352		16,352	
6101 Ft Fraser Sewer System		39,359	25,500		20,000	84,859	-41,093	38,526	16,000	13,433			16,000	82,292		98,292	
6201 Ft Fraser Water System		67,945	42,129	100,000	3,009,041	3,219,115	524,794	46,857	50,000	621,651			3,884,266	50,000	106,499.90		3,840,766
6301 Cluculz Lake - Somerset Estates Sewer								3,358		3,358					3,358		3,358
6401 Pump & Haul Sewer Disposal			500			500								500		500	
6402 Liquid Waste Disposal			5,000			5,000		4,839		4,839				9,839		9,839	
7101 Ft Fraser Fire Protection	50,458				5,000	55,458	-3,613	3,423	10,800	10,610		14,617	10,800	40,651		66,068	
7102 Southside Rural Fire Protection	40,588					40,588	-4,114	315	18,000	14,201			18,000	36,789		54,769	
7103 Topley Rural Fire Protection	71,597					71,597	-8,071	243	23,000	15,172		17,741	23,000	46,026		86,769	
7201 Burns Lake Rural Fire Protection	105,473					105,473	5,000			5,000				110,473		110,473	
7202 Ft St James Rural Fire Protection	150,438					150,438	40,000			40,000				190,438		190,438	
7203 Houston Rural Fire Protection	25,026					25,026								25,026		25,026	
7204 Luck Bay Rural Fire Protection	38,971					38,971	-5,000	10,162	9,300	14,462		7,095	9,300	37,038		53,433	
7205 Smithers Rural Fire Protection	191,789					191,789	-10,000			-10,000				181,789		181,789	
7206 Telkwa Rural Fire Protection	114,920					114,920								114,920		114,920	
7207 Vanderhoof Rural Fire Protection	36,353					36,353		3,607	400	4,007		1,025	400	36,353		36,353	
7208 Round Lake Fire Protection	8,394					8,394								10,976		12,401	
7301 Cluculz Lake Emergency Response	18,750					18,750								18,708	42	18,750	
7401 Area "A" Emergency Services	5,000					5,000								5,000		5,000	
7402 Area "F" Extrication Services																	
7403 Lakes District Emergency Services							185			185				185		185	
7404 Area "D" Extrication	1,592			2,157	3,749		2,408			2,408				6,157		6,157	
7405 Area "C" Road Rescue Service	18,903					18,903	89			89				18,992		18,992	
7406 Topley Road Rescue/First Responders	6,863					6,863	-10	100	1,000	1,090			1,000	6,953		7,953	
7501 9-1-1 Service	192,070		135,404		18,597	346,071	-52,007	43,857	70,000	61,850			70,000	337,921		407,921	
7600 Emergency Preparedness Planning	198,834				3,707,121	3,905,955	55,585	74,797	4,000	134,362			11,000	4,000	4,022,295	3,052	4,046,347
7701 Burns Lake & Area Victim Services	8,254			2,249	10,503		7,172			7,172				17,675		17,675	
7702 Smithers Victim Services	35,348					35,348	1,625			1,625				36,973		36,973	
8101 Lakes District Airport	109,055			43,449	152,504		-35,000	8,521		-26,479		36,025		90,000		126,025	
8201 Smithers Para-Transit	5,000					5,000								5,000		5,000	
8202 FSJ Seniors Helping Seniors Transportation S	43,000					43,000				700				43,700		43,700	
8203 Regional Public Transit & Para Transit Service	51,102		83,935		67,846	202,883		65,315		65,315				268,198		268,198	
8301 Telkwa Pedestrian Crosswalk	1,000					1,000								1,000		1,000	
9101 Decker Lake Street Lighting		8,415	350			9,765		326		326				10,091		10,091	
9102 Endako Street Lighting	3,157		224			3,381		221		221				3,602		3,602	
9103 Ft Fraser Street Lighting	7,304		353			7,657		805		805				8,462		8,462	
9104 Gerow Island Street Lighting	4,055					4,055		121		121				4,176		4,176	
9105 Goetjen Road Street Lighting								504		504				504		504	
9106 Colony Point Street Lighting	3,884					3,884								3,600	284	3,884	
9107 Lairlaw Street Lighting	1,496					1,496								1,496		1,496	
10101 Bulkley Valley Regional Pool and Rec Centre	934,807				20,135	954,942	-266,716	48,416	120,000	-98,300		1,200	120,000	735,442		856,642	
10102 Vanderhoof Pool	185,203					185,203	-15,000			-15,000				170,203		170,203	
10201 Ft St James Arena Grant	37,500					37,500								37,500		37,500	
10202 Burns Lake Arena	243,251			2,500		245,751	-64,371	150		-64,221		19,030		182,500		181,530	
10301 Smithers Rural Recreation/Culture	292,362					292,362								292,362		292,362	
10302 Vanderhoof Recreation & Culture	95,985					95,985								95,985		95,985	
10401 Ft Fraser Cemetery Grant	1,968		35			2,003								2,003		2,003	
10402 Topley Cemetery Grant	1,500					1,500								1,500		1,500	
10501 Smithers, Telkwa, Houston TV Rebroadcast	59,424				800	60,224								60,000	24	60,024	
10502 Fraser Lake and Area TV Rebroadcasting	34,623				25,621	60,244		12,756		12,756				73,000		73,000	
10503 Ft St James and Area TV Rebroadcasting	161,280				2,200	163,480		552		552				164,012		164,012	
10504 Burns Lake and Area TV Rebroadcasting	33,891				13,814	47,705		7,795		7,795				55,500		55,500	
10601 Burns Lake and Area Library Grant	155,184					155,184		3,153		3,153				230,279		230,279	
10602 Fraser Lake Rural Library Grant	10,113		60			10,173		4,235		4,235				27,356		27,356	
10603 Fort St James Library	13,683					13,683		87		87				13,750		13,750	
10701 Burns Lake Museum Society	32,551				10,378	42,929		2,571		2,571				45,500		45,500	
10801 Fort Fraser Community Hall	2,458		46			2,504								2,504		2,504	
10802 Braeside Community Hall	5,000					5,000								5,000		5,000	
<b>Total for all Departments</b>	<b>9,459,653</b>	<b>127,653</b>	<b>994,930</b>	<b>100,000</b>	<b>10,480,240</b>	<b>21,142,478</b>	<b>101,872</b>	<b>2,713,380</b>	<b>1,070,485</b>	<b>3,885,736</b>	<b>1,475,172</b>	<b>4,755,266</b>					

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## Regional District of Bulkley-Nechako Memo Board Agenda – November 15, 2018

**To:** Chair and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** October 25, 2018  
**Re:** Operating Reserves Bylaw 1848 to 1852

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Bylaws 1848 to 1852 propose the creation of operating reserves. Operating reserves are different than capital reserves in that capital reserves can be utilized only to purchase large items that the Regional District wishes to “save up for”. The purpose of operating reserves is to provide working capital and for unforeseen general operating emergency expenditures. Operating reserves are also a risk management tool to prepare for major emergent operating issues, onetime and intermittent projects and to offset unrealized revenues.

Operating reserves will allow the Regional District’s Board to manage the variability of taxation levels. These reserves can be utilized to decrease taxation in years where greater expenditures are approved in the budget. Similarly, in years with lower expenditures, contributions into the reserve accounts can be made. The utilization of operating reserves will allow for a steadier taxation rate over time.

Another purpose of operating reserves is to provide the board more transparency over budget decisions. Operating reserves and operating reserve policy do this by placing any surplus from the previous fiscal year (except for continuing projects – a good example of a continuing project would be the Fort Fraser Water project that continued over the calendar year) in the operating reserve. The taxation amount for the next fiscal year will then be made up completely of income and taxation from that fiscal year and not in part from the surplus from the previous fiscal year. The previous year’s surplus can often mask significant budget increases.

Because the Regional District is made up of a conglomeration of many independent services that cannot legally be combined it is not practicable to have an operating reserve for all the different services but rather it is better to focus on the largest service budgets.

Operating reserves are proposed to be established for all those services where a bylaw is not required: Rural Government Services, General Government Service (including Agriculture), Electoral Area Planning, and Development Services. To be fair to taxpayers, three bylaws are required – one each for the following three types of taxation: Tax collected on Electoral Areas only, Tax collected on Electoral Areas and Municipalities, and Tax collected on Electoral Areas and Municipalities with the Municipalities weighted at 2/3 of their assessments (utilized in electoral area planning).



The Directors will be asked to review this reserve each year and determine the need to utilize the reserve to moderate taxation levels or for other purposes.

Because of its size, an operating reserve for environmental is proposed to be established by a separate bylaw (Bylaw 1849 later in the agenda).

Emergency Preparedness will also have an operating reserve and it will again be established by its own bylaw (Bylaw 1850 later in the agenda).

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

“That the Board of the Regional District of Bulkley-Nechako receive the Chief Financial Officer’s memo dated October 31, 2018 titled ‘Operating Reserves Bylaw 1848 to 1852’, and further

“That the Board of Directors consider giving bylaws 1848 to 1852 three readings and adoption later in the agenda.”

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## Regional District of Bulkley-Nechako Memo Board Agenda – November 15, 2018

**To:** Chair and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** November 2, 2018  
**Re:** Financial Policy - Committees

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This proposed financial policy will provide clarity to the Regional District's financial staff on active versus inactive committees.

*A Committee becomes "active" after the Chair establishes the committee and appoints a Committee Chair.*

*A Committee becomes "inactive" if after establishment there is not a committee meeting within three months; or if the most recent committee meeting has not happened within six months.*

*An "inactive" committee returns to "active" in the month it holds a committee meeting.*

*The financial staff will pay a committee chair "committee chair remuneration" if at the end of each month the committee is deemed active.*

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

"That the Board of the Regional District of Bulkley-Nechako receive the Chief Financial Officer's memo dated November 2, 2018 titled 'Financial Policy - Committees'" and that

"The Board adopt the financial policy on active and inactive committees outlined in this memo."



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### Memorandum

TO: Chair and Board of Directors  
 FROM: Debbie Evans, Agriculture Coordinator  
 DATE: November 5, 2018  
 SUBJECT: 2018 Wildfire RDBN Livestock Support

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#### Purpose

The purpose of this memorandum is to provide an update, as of November 5<sup>th</sup> on the support to producers and livestock.

#### Background:

- Expenditures calculations were derived from the Min of Ag Emergency Livestock Rate Card
- EAF is the Expenditure Authorization Form
- EMBC is Emergency Management BC

Total Livestock EAF submitted to EMBC for approval: 59

EMBC denied: 1 - Wren Community Pasture Reseeding

Total Livestock EAF Approved Amount: **\$1,452,568.52 not to exceed \$1,642,257.88**

Approved EAF not used by producers as animals could not be relocated: 3

Approved EAF deemed ineligible after invoices submitted: 1

#### Summary of Livestock EAFs

Livestock Relocated through the approved EAFs:

Type of Livestock	Number	Type of Livestock	Number
Beef cow/calf pairs	1292	Llama	3
Beef yearlings	82	Pigs	25
Beef Bulls	17	Sheep	675
Beef Steers	3	Goats	707
Horses	143	Poultry	190
Donkey	3		

RDBN Emergency Hay Summary:

40 producers were supported

1995.1 tonnes of hay delivered

Livestock supported:

Type of Livestock	Number	Type of Livestock	Number
Beef cow/calf pairs	2961	Ranch Horses	95
Beef yearlings	522	Sheep	172
Beef Bulls	159	Goats	71

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As of November 5, 2018:

Files Open: 36

Files Closed: 19

Expenditure: \$752,955.77

I would be pleased to answer any questions.

**RECOMMENDATION:**

**(All/Directors/Majority)**

**"That the Board of Directors receive the 2018 Wildfire RDBN Livestock Support update of November 5, 2018."**



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## Regional District of Bulkley-Nechako Memo

**TO:** Chair and Board of Directors

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

**DATE:** November 5, 2018

**SUBJECT:** Local Government Leadership Academy – 2019 Elected Officials Seminar  
- January 30-February 1, 2019  
- Prince George, B.C.

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In October, the Regional Board approved the attendance of Rural Directors to the Local Government Leadership Academy's 2019 Elected Officials Seminar being held January 30 to February 1, 2019 in Prince George, B.C. An agenda is now available, and I have attached it for your reference. All Elected Officials, both new and returning, are encouraged to attend as many legislative and policy changes have occurred since the last election.

If you have not already registered, and wish to attend, please contact Geraldine Craven, Administration Clerk or myself as soon as possible.

**RECOMMENDATION**

**(ALL/DIRECTORS/MAJORITY)**

Receive.



## 2019 ELECTED OFFICIALS SEMINAR

NCLGA Region

Coast Inn of the North • Prince George

January 30 to February 1

### PROGRAM-AT-A-GLANCE

Wednesday, January 30, 2019		
5:30-6:30 pm		<b>Registration</b>
6:30-6:45 pm	Plenary	<b>Welcome – LGLA President and Honoured Guests</b>
6:45-8:00 pm	Plenary	<b>Opening Keynote – Greg Moore</b>
8:00-9:00 pm	Plenary	<b>Ask the Local Government Experts</b> A panel of experienced elected officials field local government trivia questions from our celebrity game show host. Audience participation encouraged!
9:00-10:00 pm		<b>Networking Reception</b>

Thursday, January 31, 2019		
7:00-8:30 am		Breakfast
7:30-8:30 am	Plenary	<b>LGLA Partners Clinic: UBCM, LGMA, MAH</b> <i>Learn about the key local government organizations supporting your community.</i>
8:30-10:00 am	Plenary	<b>Dynamics and Decision Making – Tracey Lorenson</b> <i>Effective decision making in the council/board context. Maintaining role clarity, dealing with difficult people and situations, and working as a team in the interest of the community.</i>
10:00-10:30 am		Refreshment Break
10:30 am-12:00 pm	Plenary	<b>We've Got to Stop Meeting Like This</b> <i>Discussion on practical tools to make your meetings orderly, focused, efficient, and inclusive, while seeking to produce quality outcomes that earn public trust and confidence.</i>
12:00-1:00 pm		Lunch – Sponsor Remarks
1:00-2:00 pm	Breakout	<b>Newly Elected: Local Government Law 101 - Rights, Risks &amp; Responsibilities</b> <i>Local law firms will cover CC &amp; LGA, and focus on rights of elected officials and how they can work within legislation to serve their constituents and get things accomplished.</i>
	Breakout	<b>Returning Elected: Topical Legal Issue(s)</b> <i>Local law firms presenting on current day legal issues with possible topics including cannabis legalization and regulations, short term rentals, or other topics. To demonstrate examples of communities that have taken different approaches and current status.</i>
2:00-3:00 pm	Plenary	<b>Public Hearings 101</b> <i>To cover procedures and protocols at public hearings; how to tactfully &amp; respectfully handle typical and atypical situations. A lawyer will facilitate a panel of experienced elected/staff. Various scenarios presented; audience input encouraged.</i>
3:00-3:30 pm		Refreshment Break
3:30-4:30 pm	Breakout	<b>Newly Elected: Municipalities &amp; RDs - An Overview of a Unique BC System</b> <i>Learn about BC's unique regional district system - how it works, what it does, and how municipalities and regional districts can be an effective team within a region.</i>
	Breakout	<b>Returning Elected: Local Emergency Orientation - What You Need to Know - EMBC</b> regional training personnel <i>This session will provide you with an orientation to your responsibilities during the planning and declaration of a local emergency, and what you can leave to trained operational personnel.</i>

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4:30-5:30 pm	Plenary	<b>Local Governments &amp; Indigenous Communities Working Together</b> <i>This session will bring together local government and indigenous community leaders to discuss regional efforts to work together for mutual benefit.</i>
5:30-7:00 pm		<b>DINNER ON OWN</b>
7:00-8:00 pm	Plenary	<b>Post-election Assessment – Results, Turnout &amp; Trends – Todd Pugh, CivicInfo BC</b> <i>Hear the stories behind the local government election results.</i>

<b>Friday, February 1, 2019</b>		
7:00-8:30 am		Breakfast
7:30-8:30 am	Plenary	<b>LGLA Partners Clinic: MFABC, MIABC, BC Assessment</b>
8:30-10:00 am	Breakout	<b>Newly Elected Session: Local Government Finance 101</b> <i>Your budget communicates your council or board priorities. Get to know the basics of local government finance - everything you want to ask, need to know, and more...</i>
	Breakout	<b>Returning Elected Session: Asset Management – Christina Benty</b> <i>Go beyond the basics of local government finance and learn about asset management - why it's important and how it's done.</i>
10:00-10:30 am		Refreshment Break
10:30 am-12:00 pm	Breakout	<b>Newly Elected Session: Local Government Planning 101</b> <i>Learn why and how we plan, statutory requirements, council/board, staff and public roles and responsibilities.</i>
	Breakout	<b>Returning Elected Session: Sustainable Community Planning</b> <i>Learn how to introduce and implement strategies for sustainability into your community planning efforts.</i>
12:00-1:00 pm		Lunch – Minister of Municipal Affairs & Housing Remarks
1:00-2:15 pm	Plenary	<b>Media Relations – Peak Communicators</b> <i>Communication experts cover everything from key dos and don'ts when being interviewed for the local paper, how to conduct yourself effectively and safely online.</i>
2:15 pm		<b>Closing Comments and Adjourn</b>

Draft October 22, 2018 SUBJECT TO CHANGE

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Form No. 6-3  
LGA s.146(2)(a)  
VC s. 108(2)(a)

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**DECLARATION OF OFFICIAL ELECTION RESULTS**  
**GENERAL LOCAL ELECTION – 2018**

**DIRECTOR, ELECTORAL AREA "A" (SMITHERS RURAL)**

I, Cheryl Anderson, Chief Election Officer, do hereby declare elected, Mark Fisher, who received the highest number of valid votes for the office of Director, Electoral Area "A" (Smithers Rural).

Dated at Burns Lake, BC  
this 23<sup>rd</sup> day of October, 2018.



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Chief Election Officer

REGIONAL DISTRICT OF BULKLEY-NECHAKO  
DETERMINATION OF OFFICIAL ELECTION RESULTS  
GENERAL LOCAL ELECTION – 2018

	Mark Fisher	Leah Germain
Advance Voting Opportunity: October 10, 2018 Town of Smithers Municipal Office	44	23
Advance Voting Opportunity: October 17, 2018 Town of Smithers Municipal Office	41	25
Village of Telkwa Municipal Office October 10, 2018 and October 20, 2018 (combined)	73	34
Walnut Park Elementary School	207	107
Round Lake Hall	36	12
<b>TOTAL NUMBER OF VALID VOTES CAST</b>	<b>401</b>	<b>201</b>

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This determination of official election results was made by the Chief Election officer on October 23, 2018 at 3:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.



Chief Election Officer

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
DECLARATION OF ELECTION BY ACCLAMATION**

I, Cheryl Anderson, Chief Election Officer for the Regional District of Bulkley-Nechako, do hereby declare, pursuant to section 98 of the *Local Government Act*, the following candidate(s) elected by acclamation:

**Office of Director, Electoral Area "B" (Burns Lake Rural)**

Michael Riis-Christianson

**Office of Director, Electoral Area "C" (Fort St. James Rural)**

Tom Greenaway

**Office of Director, Electoral Area "D" (Fraser Lake Rural)**

Mark Parker

**Office of Director, Electoral Area "E" (Francois/Ootsa Lake Rural)**

Clint Lambert

**Office of Director, Electoral Area "F" (Vanderhoof Rural)**

Jerry Petersen

**Office of Director, Electoral Area "G" (Houston Rural)**

Rob Newell

**Office of Commissioner, Fort Fraser Local Community Commission**

Linda Cochran

Steve Cochran

Colleen DeLong

Donald Webster

Given under my hand at Burns Lake, British Columbia, this 24<sup>th</sup> day of September, 2018.



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Cheryl Anderson  
Chief Election Officer

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**Lakes District Arts and Culture Service Establishment Bylaw No. 1831, 2018**  
**Determination of Official Referendum Results**

**Electoral Area "B" (Burns Lake Rural)**

	Yes	No
Advance Voting Opportunity: October 10, 2018 Regional District of Bulkley-Nechako	24	3
General Voting: October 20, 2018 Rose Lake Hall	14	4
General Voting: October 20, 2018 Lakeside Multiplex	37	29
<b>TOTAL NUMBER OF VALID VOTES CAST</b>	<b>75</b>	<b>36</b>

**Electoral Area "E" (Francois/Ootsa Lake Rural)**

	Yes	No
Southside Firehall/Grassy Plains School October 10, 2018 and October 20, 2018 (combined)	48	41
Lakeside Multiplex October 10, 2018 and October 20, 2018 (combined)	25	4
Trout Creek Hall: October 20, 2018	20	10
Francois Lake School: October 20, 2018	59	19
<b>TOTAL NUMBER OF VALID VOTES CAST</b>	<b>152</b>	<b>74</b>

This determination of official referendum results was made by the Chief Election Officer on October 23, 2018 at 3:00 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.



Cheryl Anderson, Chief Election Officer



REGIONAL DISTRICT OF BULKLEY-NECHAKO

REPORT

RECEIVED  
OCT 23 2018  
REGIONAL DISTRICT OF BULKLEY-NECHAKO

**TO:** Chair and Regional Board of Directors  
**FROM:** Director Newell  
**DATE:** October 23, 2018  
**RE:** Northern BC Tourism Summit 2018

I attended the above-noted  meeting  workshop  conference  other

On: Oct. 11 & 12, 2018

in: Prince George

The key topics/points of interest were: *NDIT Funding availability and initiatives for tourism. The advantage that next summer's Virtual Reality and 360 video can provide for our RD. The potential growth of Indigenous Tourism and the need for collaboration in bringing this to fruition.*

Topic(s) of discussion that I particularly enjoyed or felt was relevant to the Regional District of Bulkley-Nechako include: *Although the keynote speakers and other presenters on both days were interesting and somewhat motivating, from my prospective and for the RD's continued support for this organization I believe there needs to be changes in the format. Insufficient time was allotted to ask questions to the presenters. It is difficult to sit and listen for two days when there is little or no interaction. The Stakeholders update/roundtable was set at 2:30pm on Friday when a number of the conference participants had already left. To grow Tourism in the North we need not only to recognize its latent potential, but also discuss in depth how overall collaboration and ideas can make it possible. Somewhat in the fashion that we proceeded with transit.*

Action recommended by Director: *Board discussion on ideas and direction for our Regional Tourism industry. After which, with the boards permission I would like to discuss this with Gladys Atrill (Chair of NBCT)*

Follow-up required by:

- Regional District Director  Other \_\_\_\_\_  
 Regional District Board  None  
 RDBN Staff at the discretion of the Regional District Board of Directors

Recommendations:





# November 15, 2018 Pre-Budget Departmental Workplan Drafts

**PAGE NO.**

<b>74-76</b>	<b>Administration</b>
<b>77-79</b>	<b>Finance</b>
<b>80-82</b>	<b>Regional Economic Development</b>
<b>83-84</b>	<b>Planning and Land Use Management</b>
<b>85</b>	<b>GIS and House Number Function</b>
<b>86</b>	<b>Building Inspection Function</b>
<b>87</b>	<b>Bylaw Enforcement Function</b>
<b>88-89</b>	<b>Emergency Preparedness and Response Function</b>
<b>90</b>	<b>Fire Protection Services Function</b>
<b>91-95</b>	<b>Environmental Services</b>
<b>96-97</b>	<b>Agriculture</b>
	<b>Discussion</b>
	<b>RE: Additional Projects to be Considered</b>



# Regional District of Bulkley-Nechako

## Administration Department Priorities and Projects: 2018 Update and Proposed 2019 Work Plan

### NOVEMBER, 2018

**Department: Administration**  
**Submitted by: Melany de Weerd, CAO**

#### 2019 Proposed Work Plan

The 2019 proposed work plan is based on staffing levels and standards of service similar to 2018.

##### Administration Staffing:

**Melany de Weerd, CAO**  
**Cheryl Anderson, Manager of Administrative Services**  
**Wendy Wainwright, Executive Assistant**  
**Geraldine Craven, Administration Clerk/Receptionist**  
**Deneve Vanderwolf, Regional Transit Service Coordinator**

##### ➤ 75% of resources applied to regular operations:

- Plan, organize, coordinate and direct **ALL** operations of the RDBN;
- Oversee, supervise, delegate, provide leadership to and mentor staff of the RDBN;
- Responsible for all human resources matters;
- Coordinate activities of all departments, ensuring that services are provided in an efficient and cost-effective manner;
- Ensure that policies and directives of the Regional Board are carried out;
- Make recommendations as to legal options available to the Regional Board on various legal matters;
- Develop RDBN policy as directed by the Regional Board;
- Oversee, administratively, the Fort Fraser Water and Sewer works in Fort Fraser, working with staff and the Fort Fraser Local Community Commission;
- Develop strategic and corporate goals through ongoing strategic planning process as directed by the Board:
  - **NOW**
    - Highway 16 Transit Service Partnership Agreements with First Nations
    - Fort St. James Hospital Replacement
    - Northwest BC Resource Benefits Alliance
    - Internet/Cell Phone Connectivity Strategy Development
    - 2018 Wildfire Event Recovery
    - Fort Fraser Water System Replacement
    - RDBN Board Orientation
    - RDBN Staff Compensation Report
    - Bus shelter (Sus Avenue Burns Lake)
    - Implementation of Solid Waste Management Plan



- **ONGOING**

- RDBN Boundary Expansion
- Northern Health Authority Steering Committee for Fort St. James Primary Care Facility
- NewGold/Blackwater Community Leaders

- **NEXT**

- 2018 Wildfires – Review & Report
- Diversification Strategy (Mid-Term Timber Supply)
  - Forestry Committee engagement with MFLNRO
- Spruce Beetle

- **COUNCIL ADVOCACY**

- Nechako Watershed
  - Meetings attended
- Wildfire Mitigation
- Foreign Ownership of Agricultural Lands
- Mental and Seniors Health Services
- Caribou/Species at Risk

- Represent the RDBN at the intergovernmental level;
- Possible referenda/alternative approval process at the discretion of the Board;
- Oversee Wildfire/Flooding Emergencies as EOC Director;
- First Nations Relationship Building;
- Bylaw Updates;
- Strategy re: Resource Revenue Sharing;
- Northwest Resource Benefits Alliance;
- Forest strategies inclusive of Wildfire Mitigation;
- CN Rail Issues;
- Cell Phone/Internet;
- Nechako Watershed.

➤ **25% of Staff Resources applied to assisting the Chair and Directors as required, aiding them to fulfill their functions; Report to each Director on matters and concerns in respect of their area;**

- Foster an environment of positive public relations both internally and externally;
- Initiate actions required by the Board and coordinate and monitor tasks emerging from Board direction;
- Work toward enhancing RDBN public awareness;
- Carry out statutory duties outlined in the *Local Government Act/Community Charter*;
- Perform the same statutory function for the SNRHD as CAO of the RDBN.



**2019 Projects:**

- Resource Revenue Sharing – NW Resource Benefits Alliance Partnership
- Northern Health Authority Steering Committee for Fort St. James Primary Care Facility
- Agriculture Strategy/ Agriculture Sector Engagement
- Northern Health's Business Case Development re: Stuart Lake Hospital replacement
- Implementation of Electronic Agendas

**Potential Additional Projects/Workplan Activities as identified previously by the Regional Board:**

- Healthcare/Seniors Services/Youth/Mental Health for Youth/Opioid Crisis;

**Directors' Project Wish List:**

Do the Directors have projects that are deemed priority for completion in 2019? If so, please list below in order of priority.

- 1.
- 2.
- 3.

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# Regional District of Bulkley-Nechako

## November 15, 2018

### Prebudget Priorities Discussion for 2019

**Department: Finance**  
**Submitted by John Illes**

The financial department currently has four staff members:

John Illes, Chief Financial Officer  
 Laura Omeara, Senior Financial Assistant  
 Kristi Rensby, Finance Coordinator  
 Kim Fields, Accounting Clerk

<p>The Finance Department has assigned statutory responsibility from the Local Government Act:</p> <ol style="list-style-type: none"> <li>receiving all money paid to the regional district;</li> <li>ensuring the keeping of all funds and securities of the regional district;</li> <li>expending and disbursing money in the manner authorized by the board;</li> <li>investing funds, until required, in authorized investments;</li> <li>ensuring that accurate records and full accounts of the financial affairs of the regional district are prepared, maintained and kept safe;</li> <li>exercising control and supervision over all other financial affairs of the regional district.</li> </ol>		
<p><b>70% of staff resources applied to regular operations</b></p>	<ul style="list-style-type: none"> <li>Accounts Receivable</li> <li>Accounts Payable</li> <li>Accounting</li> <li>Cash Management and investment of surplus funds</li> <li>Financial Planning &amp; Budgeting</li> <li>Insurance and Risk Management</li> <li>Administration of Local Services</li> <li>Hospital District Administration</li> <li>Administration of Federal Gas Tax Funds</li> </ul>	<ul style="list-style-type: none"> <li>Payroll</li> <li>Benefits Administration</li> <li>Monthly/quarterly Financial Reporting</li> <li>Borrowing for Capital Projects</li> <li>Administrative Support</li> </ul>
<p><b>5% of Staff Resources spent on Network Administration</b></p>	<ul style="list-style-type: none"> <li>Network Administration</li> <li>Connectivity</li> <li>Security</li> <li>IT Contract Management</li> </ul>	<ul style="list-style-type: none"> <li>Web sites and Web site maintenance</li> </ul>

<b>20% of resources applied to legislated annual budgeting and reporting</b>	<ul style="list-style-type: none"> <li>• Annual Budget and 5 Year Financial Plan</li> <li>• Tax Requisition</li> <li>• Detailed Financial Reporting to the Ministry</li> </ul>	<ul style="list-style-type: none"> <li>• Audited Financial Statements</li> <li>• Financial Information Act Reports</li> <li>• Federal Gas Tax Reporting</li> <li>• Carbon Emissions Reporting</li> </ul>
<b>5% of resources available for projects</b>		

Highlights:

**2018 Projects Completed:**

- Asset Management Plan Phase 1
- MIA Insurance for Societies
- Chinook Community Foundation Incorporation, agreement with the Prince George Foundation

**2018 Project moving forward to 2019**

	<b>% Completion</b>
• RDBN Debt, Capital Reserve Policies	80%
• Review and update Finance Procedures Manuals, Policies and Risk Management policies	30%
• Information Technology (IT) strategy	50%

**2019 Projects**

- Complete the Asset Management Plan for the Regional District. This project will be a joint effort between an asset management plan consultant, the financial staff and staff from environmental services.
- Redesign web sites for the Regional District and make them easy to update (to provide the public with more timely communication), and optimize with different devices such as cell phones.
- Complete the transition to the new IT service provider (the Regional District of Fraser Fort George). Migrated staff over to Office 365 as their primary working platform. Upgrade and replace critical elements of the Regional District IT backbone.

- Finance staff will work to complete the transition from semi-monthly to bi-weekly payroll. This transition will happen over the next fourteen months. The field staff's payroll has transitioned successfully. Payroll will also implement the Employer Health Tax and Enhanced CPP.
- The Finance Department will work with the Administrative Services department to:
  - Establish an electronic agenda system
  - Investigate a communication position that will support timely website and social media updates.
- Investigate different software budgeting solutions and if feasible implement the new program for budget 2020.
- Review the Regional District's corporate policies concerning finance and human resources. A plan will be implemented to identify several policies to be amended and brought back to the Board. Priority will be given to updating the Regional District's purchasing policy.
- The Regional District office building is undergoing a structural review and useful life assessment. Priority recommendations from the review will be completed dependent on budget.



# Regional Economic Development DRAFT 2019 Priorities and Projects Board Approval: November 15, 2019

## 2018 Completed Projects

- Rural Connectivity Study (scheduled for completion December 2018)
- Manage the Labour Market Partnership contract for Bulkley-Nechako Workforce Opportunities Table Administrative Services

## 2019 Priorities

### Getting the Conditions Right

- Proposal writing assistance for Municipalities, Not for Profit, and First Nations Organizations in the region
- Semi-annual Regional Communication Meetings with Municipal, First Nations, Community Futures and Northern Development EDO's
- Administer funding programs – Northern Development, Lakes Economic Development Services, NDIIT Business Façade Improvement Program
- Outreach to business/industry in the region
- Update and enhance Economic Development Section of the RDBN website
- Update and enhance [opportunities.rdbn.bc.ca](http://opportunities.rdbn.bc.ca), [visitbulkleynechako.ca](http://visitbulkleynechako.ca), [directory.rdbn.bc.ca](http://directory.rdbn.bc.ca)
- Maintain Social Media accounts [visitbulkleynechako](http://visitbulkleynechako), RDBN opportunities, Connecting Consumers and Producers
- Purchase Chamber memberships in each municipality and attend one Chamber meeting annually
- Compile and distribute Regional Data:
  - RDBN Data Warehouse
  - Regional Profiles
- Coordinate and host Economic Development workshops for:
  - Not for Profit Organizations
  - Regional Economic Development Professionals

## 2019 Projects

- Redo Economic Development Action Plan (previous 2015-2017)
- Assist with transfer of [rdbn.bc.ca](http://rdbn.bc.ca) to new website platform (Ec Dev section)

### Getting the Conditions Right

#### Regional Skills Gap Analysis

- Participate on the Bulkley-Nechako Workforce Opportunities Table (formerly SWOT)
  - Assist with the update of the Regional Skills Gap Analysis (contingent on funding)
  - Manage Social Media posts and webpage ([opportunities.rdbn.bc.ca](http://opportunities.rdbn.bc.ca))
- Complete annual reporting on the BNWOT
- Re-design of [opportunities.rdbn.bc.ca](http://opportunities.rdbn.bc.ca) website
- Ongoing management of [opportunities.rdbn.bc.ca](http://opportunities.rdbn.bc.ca) website



**Rural Connectivity**

- Use completed Rural Connectivity Study to apply for application grants to improve connectivity in the Region

**Bulkley-Nechako Directory**

- Compile a database of businesses operating in the region
- Review Directory use and determine best method for maintaining data

**Growing the Economy****Tourism**

- Support Northern BC Tourism to host Information Sessions
- Distribute Regional Tourism Brochure
- Redesign of visitbulkleynechako.ca website
- Ongoing management of visitbulkleynechako.ca website
- Visitbulkleynechako Instagram contest
- Create Tourism Sector Investment Package
- Update web based Discovery App Itinerary Generator to mobile app
- Create 360 or Virtual Reality video
- Participate in Tour Route 16 Motorcycle Program
- Participate in Ride North Mountain Biking Program
- Purchase subscription to Crowdriff - User Generated Content Partner Network
- Partnership with NBCT for photo and video content

**Entrepreneurship**

- 2019 RDBN Business Forum
  - Prepare to collaborate and support the two-day Business Forum to be held in 2019
  - Facilitate Regional Advisory Committee meetings
  - Secure event sponsorship

**Agriculture**

- Regional Agriculture Marketing Project
  - Sponsor Community Events grant program promoting local food production
  - Update “Connecting Consumers and Producers” Agriculture Brochure and print 1500 copies for distribution at Community Events

**Diversifying the Economy****Regional Marketing**

- Economic development in the RDBN stories – produced in-house monthly
- 3 Additional Sector Profiles – in consultation with the BNWOT and produced in house
- Complete Marketing Initiatives that will ensure the RDBN is marketed for industry, residents, and visitors
  - Social Media Marketing
  - Print Marketing
  - Promotional Materials

- Exhibit at Vancouver and Calgary Outdoor Adventure Shows in partnership with Travel Northern BC consortium
- Maintain Image Bank and promote use
- Use InDesign to complete updates to marketing materials – eg Sector/Community Profiles, Tourism profiles, infographics

### **Entrepreneurship**

- 2019 Start-up Business Contest
  - Coordinate bi-annual business planning competition within the region to help identify potential gap-filling entrepreneurs from within the community.
  - Secure sponsorship for prizes for business contest
  - Facilitate regional Advisory Committee meetings
  - Coordinate workshops to offer support to prepare business plans

**Support municipality projects – by request and as time permits**



## Regional District of Bulkley- Nechako Priorities and Projects: 2019

### Planning and Land Use Management Function

Department: Planning  
Submitted by: Jason Llewellyn, Director of Planning

Staff: Jason Llewellyn, Director of Planning (60%)  
Maria Sandberg, Planner  
Jennifer MacIntyre, Planner 1  
June Stratichuk, Development Services Clerk (60%)  
Deneve Vanderwolf, Planning Technician (40%)

### Services Provided

- Responding to resident, developer, and agency inquiries and information requests.
- Undertaking planning studies and creating land use and development plans and policy.
- Processing development applications and referrals.
- Administering and implementing planning, land use and development bylaws, plans, and policy.
- Making recommendations to the Regional District Board on land use and development issues.
- Participating in, and making recommendations to the Board regarding, Provincial projects such as Environmental Assessment reviews.
- Providing planning services to municipalities on a contract basis.

### Resource Allocation Proposed for 2019

The 2019 work plan is anticipating that standards of service will increase from 2018. It is anticipated that the Planning Department will undertake additional work for municipalities under contract in 2019. Work associated with RDBN approvals for pipelines and public engagement will increase with the construction of the Coastal Gaslink Pipeline.

- 50% of resources applied to building permit review, development applications, and referrals
- 20% of resources applied to public inquiries, questions, information requests, etc.
- 30% of resources applied to OCP development, projects (including Provincial projects), and municipal planning.

### 2018 Notable Projects / Work

#### General

- |   |               |
|---|---------------|
| • Village of Fraser Lake OCP review (contract work) | 90% complete  |
| • Electoral Area D OCP review                       | 90% complete  |
| • Zoning Bylaw Review (mapping component)           | 95% complete  |
| • Cannabis regulation review                        | 100% complete |
| • Electoral Area B/E Work Camp Site Review          | 100% complete |
| • ALR Revitalization Consultation                   | 100% complete |

- |   |               |
|---|---------------|
| • Reporting on Oil and Gas Commission Consultation                          | 100% complete |
| • Development Procedures Bylaw Review                                       | 90% complete  |
| • Liquor License and Cannabis Policy Review                                 | 90% complete  |
| • Reporting on the Transportation Trade Network Analysis (Electoral Area A) | 100% complete |
| • Participation in the Cycle 16 Commuter trail project (Electoral Area A)   | ongoing       |
| • Participation in the Hwy 16 Corridor Planning Study                       | ongoing       |

#### Applications (to Nov. 2018)

- OCP amendment / Rezoning applications = 5
- Development Variance Permit Applications = 4
- ALR Applications = 7
- Temporary Use Permits = 2
- Building Permit Application Planning reviews = 82

#### Provincial Referrals (to Nov. 2018)

- Crown Land Referrals = 28
- Mines Referrals (gravel pits) = 2
- Subdivision referrals = 13
- Water License referrals = 9
- Woodlot referrals = 2
- Oil and Gas Commission referrals = 12
- Misc = 5

#### Environmental Assessment Participation

- |   |           |
|---|-----------|
| • Blackwater Gold Mine Environmental Assessment Application Working group | ongoing   |
| • Mount Milligan Water Supply Assessment Application Working group        | ongoing   |
| • Tenas Coal Environmental Assessment Application Working group           | ongoing   |
| • Coastal Gaslink Pipeline South of Houston Route Amendment Review        | Completed |

### 2019 Proposed Notable Projects

- |   |              |
|---|--------------|
| • Electoral Area D OCP Review completion                                  | 90% complete |
| • Village of Fraser Lake OCP Review completion                            | 90% complete |
| • Electoral Area F OCP Review   | 0% complete  |
| • District of Vanderhoof OCP Review?                                      | 0% complete  |
| • Housing Discussion Paper  | 10% complete |
| • Zoning Bylaw Review (public review and formal consideration)            | 95% complete |
| • Lake Kathlyn Development Permit Area consultation                       | 0% complete  |
| • Participation in the Cycle 16 Commuter trail project (Electoral Area A) | ongoing      |
| • Participation in the Hwy 16 Corridor Planning Study                     | ongoing      |
| • Blackwater Gold Mine Environmental Assessment Application Working group | ongoing      |
| • Mount Milligan Water Supply Assessment Application Working group        | ongoing      |
| • Tenas Coal Environmental Assessment Application Working group           | ongoing      |



## Regional District of Bulkley- Nechako Priorities and Projects: 2019

### GIS and House Numbering Function

Department: Planning  
Submitted by: Jason Llewellyn, Director of Planning

Staff: Jason Llewellyn, Director of Planning (15%)  
Eric Rehwald, GIS Technician

### Services Provided

- Maintaining accurate and up to date digital data.
- Responding to staff and public requests for mapping and digital data.
- Maintaining GIS hardware, software and required user licenses.
- Maintaining municipality, first nations, and electoral area addressing database for 911.

### Resource Allocation Proposed for 2019

The 2018 work plan is based on one staff person and standards of service similar to 2018.

- 30% of resources on data and system maintenance.
- 25% of resources on staff mapping and data requests.
- 25% of resources on public mapping and inquiries.
- 20% of resources on Department projects.

### 2018 Notable Projects / Work

- 97 new addresses issued.
- Maintained a current and accurate GIS database and updates to the 911 system.
- Created new zoning bylaw map books for the proposed new zoning bylaw.
- Creation of many maps in support of EOC.
- Migrated RDBN-owned data into a new GIS database.

### 2019 Proposed Notable Projects

- Replacement of the GeoCortex web mapping application and server.

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# Regional District of Bulkley- Nechako Priorities and Projects: 2019

## Building Inspection Function

Department: Planning  
Submitted by: Jason Llewellyn, Director of Planning

Staff: Jason Llewellyn, Director of Planning (15%)  
Richard Wainwright, Chief Building Inspector  
Jason Berlin, Chief Building Inspector  
Steve Davis, Building Inspector (75%)

### Services Provided

- Processing building permit applications in Electoral Areas and participating municipalities (Fraser Lake, Granisle, Fort St. James, Burns Lake, Telkwa, Houston).
- Building Bylaw and Floodplain Bylaw implementation and enforcement.

### Resource Allocation Proposed for 2019

The 2019 work plan is based on standards of service similar to 2018. With the addition of a ¾ time building inspector in 2018 the RDBN was able to provide building inspection services to the Village of Telkwa and the District of Houston.

- 70 of resources undertaking inspections of construction and enforcement.
- 25% of resources processing applications and responding to public inquiries.
- 5% of resources on RDBN facilities maintenance.

### 2018 Notable Projects / Work

- 88 building permits issued in Electoral Areas (to Sept. 2018).
- 64 building permits issued in municipalities under contract.
- Old Building Permit file follow-up ongoing
- Review of the revised MIA template Building Bylaw 60% complete

### 2019 Proposed Notable Projects

- Old Building Permit file follow-up ongoing
- Registering notices on title (Section 57 CC) as an enforcement tool. ongoing
- Development of a revised enforcement and inspection policy 0% complete
- Review of the revised MIA template Building Bylaw and bylaw review 60% complete



## Regional District of Bulkley- Nechako Planning Department Priorities and Projects: 2019 Bylaw Enforcement Function

Department: Planning  
Submitted by: Jason Llewellyn, Director of Planning

Staff: Director of Planning (10%)  
Steve Davis, Building Inspector (25%)

### Services Provided

- Receive, and respond to, complaints regarding bylaw violations.
- Work closely with Planning Department staff to evaluate and resolve bylaw violations.
- Undertake site visits, notice delivery, and other activities in support of Planning Department.
- Undertake enforcement of department bylaws, plans, and policy.
- Making recommendations to the Regional District Board on bylaw enforcement issues and actions.

### Resource Allocation Proposed for 2018

The 2019 work plan is anticipating that the standards of service for 2019 will be similar to 2018. This includes providing a minimal level of bylaw enforcement service. This includes responding only to notable bylaw infractions, and following up on existing enforcement action already in progress.

- 40% of resources applied to receiving and responding to inquiries regarding bylaw enforcement.
- 10% of resources applied to investigating and working with public to resolve bylaw infractions.
- 50% of resources applied to office work such as letter writing, report writing, and file management associated with bylaw enforcement.

### 2018 Notable Projects / Work

- Proceeding with court injunction and appeal for Gala Bay Springs Water Co. (Electoral Area D).
- Preparing affidavit for court injunction for scrap and salvage operation (Electoral Area A).
- Prepared for unsightly premises clean-up and recovery of costs as taxes (Electoral area A).
- Investigation and initiation of enforcement on unsightly premises (Electoral area D).

### 2019 Proposed Notable Projects

- Potentially undertaking unsightly premises clean-up and recovery of costs (Electoral area A).
- Potential enforcement on unsightly premises (Electoral area D).
- Obtaining a court injunction for scrap and salvage operation (Electoral Area A).



## Regional District of Bulkley- Nechako Priorities and Projects: 2019

### Emergency Preparedness and Response Function

Department: Protective Services  
Submitted by: Jason Llewellyn, Director of Planning and Protective Services

Staff: Director of Protective Services (60%)  
Haley Jeffrey, Emergency Services Manager  
Rebecca Goertzen, Protective Services Assistant

### Services Provided

- Develop, maintain, and implement the RDBN's emergency plans.
- Play the lead role in responding to emergencies.
- Advise the Board regarding the RDBN's legislated responsibility relating to emergency response.
- Oversight and coordination of the RDBN's responsibilities regarding the 9-1-1 service.
- Coordination of the RDBN's occupational health and safety program.

### Resource Allocation Proposed for 2019

The 2019 work plan is anticipating that the standards of service for 2019 will increase for 2019 with the hiring of a full time Director of Protective services. However, the capacity of the Department will be impacted by other temporary staffing changes.

- 80% of resources applied to emergency preparedness, response, and recovery.
- 15% of resources applied to 9-1-1.
- 5% of resources applied to OH&S.

### 2018 Emergency Event Response

**Freshet Flooding** (20,000 sandbags distributed and 500 yards of sand delivered).

- Responded to ice jam at Hawse Loop Road (Electoral Area B).
- Responded to notable spring freshet flooding in the Sowchea Road area (Electoral Area C).
- Responded to spring freshet flooding in multiple locations throughout the RDBN.
- Responded to a Flood Watch on the Bulkley River (Electoral Area A).
- Responded to spring freshet road washout on the Southside (Electoral Area E).

#### Interface Wildfires

- 15 separate wildfires across the region with Evacuation Alerts and / or Evacuation Orders.
- State of Local Emergency in place from August 1st to September 20th, 2018.
- Total of 64 Evacuation Alerts, Evacuation Orders, and Evacuation Alert and Order expansions.
- 1550 known dwellings were put on evacuation order.
- 8 dwellings and over 45 other structures were lost primarily in the area south of Francois Lake.



- Reception centre established in Burns Lake, Smithers and Fraser Lake (1200 persons registered locally) with support from Prince George, 100 Mile House, Chetwynd, and Williams Lake.
- 500 access permit requests processed.
- Evacuation of over 1800 cows, 1200 sheep or goats, and 140 horses.

#### **Wildfire Recovery**

- Hired a Recovery Manager, established a Recovery committee, opened a Recovery and Resiliency Centre on the Southside, and lobbied Provincial government for recovery support.
- Recovery efforts are ongoing.

### **2018 Notable Projects / Work**

- Wildfire preparedness and FireSmart public meetings (Electoral Area B&E) 100% complete
- Played a lead role in organizing the NESST Conference 100% complete
- UBCM ESS and EOC grant funding completion. 80% complete
- Regional ESS strategy with municipalities 85% complete
- Rio Tinto Alcan Dam Emergency Plan Review 95% complete
- Provincial Flood and Wildfire Review Consultation 100% complete
- Ebenezer Flats Flood Assessment and Mitigation Study 75% complete
- Emergency Response Plan Review 50% complete

### **2019 Proposed Notable Projects / Work**

- Complete and implement ESS strategy with municipalities 85% complete
- Complete Emergency Response Plan 50% complete
- Help organize the NESST conference 10% complete
- Hold an emergency response exercise for Directors 0% complete
- Purchase and outfit ESS / EOC Mobile Response Trailer (UMBC grant) 10% complete
- Evaluate recommendations from the Ebenezer Flats study 0% complete
- Undertake an after action report regarding the 2018 wildfires 5% complete
- Report to the Board regarding Community Wildfire Protection 10% complete



## Regional District of Bulkley- Nechako Priorities and Projects: 2019

### Fire Protection Services Function

Department: Protective Services  
Submitted by: Jason Llewellyn, Director of Planning and Protective Services

Staff: Director of Protective Services (40%)  
Jason Blackwell, Regional Fire Chief

### Services Provided

- Coordination of the RDBN's provision of fire protection and rescue service in the rural area.
- Work with and support rural fire departments in the general operation of their departments, and achieving the necessary training standards.
- Laisse with municipal fire departments in their provision of fire protection services in the rural area.

### Resource Allocation Proposed for 2019

The 2019 work plan is anticipating that the standards of service will remain similar to 2018.

- 75% of resources applied to support of rural fire departments.
- 15% of resources applied to working with municipal fire departments.
- 10% of resources applied in support of bylaw enforcement.

### 2018 Notable Projects / Work

- |   |               |
|---|---------------|
| • Comprehensive assessment of the rural fire departments. | 80% complete  |
| • Road Rescue Funding Review                              | 100% complete |
| • Research into structural fire protection trailers       | 50% complete  |

### 2019 Proposed Notable Projects

- |  |              |
|--|--------------|
| • Complete comprehensive assessment of the rural fire departments.     | 70% complete |
| • Implement approved recommendation from fire department review.       | 0% complete  |
| • Research options for possible Regional Structural Protection trailer | 50% complete |
| • Fire inspections and investigations review                           | 10% complete |



## Regional District of Bulkley- Nechako Environmental Services Department Priorities and Projects: 2018 Update and Proposed 2019 Work Plan *(As of October 31, 2018)*

Department: Environmental Services  
Submitted by: Rory McKenzie, Director of Environmental Services & Janette Derksen, Deputy Director of Environmental Services

### Staffing and Equipment

Environmental Services Department staffing is a mixture of both internal and external personnel. Internal staff include:

- Director of Environmental Services
- Deputy Director of Environmental Services
- Environmental Services Operations Supervisor
- Environmental Services Operations Forman
- Environmental Services Assistant

External staff include:

- Transfer Station Attendants – 12 plus 7 alternates (holiday and sick relief)
- Landfill Attendants – 4
- Waste Haul Drivers - 3
- Water/Sewer Operator (Fort Fraser) - 1
- Reuse Shed Attendant – 2
- Recycling Attendant – 4 plus 1 alternate (holiday and sick relief)

To provide solid waste services associated with transfer station and landfill operation as well as waste hauling the Environmental Services Department operates and maintains the following equipment:

- 8 skid-steer loaders (7 primary and 1 spare)
- 3 tractor units
- 8 – 53 foot walking floor trailers
- 1 roll off truck
- 2 dump truck
- 2 excavators
- 2 crawler dozers
- 2 landfill compactors
- 1 flat deck trailer
- 1 low bed trailer
- 5 pickup trucks



## Services Provided

- **Solid Waste Management**
  - Operation of 7 transfer stations, 2 sub-regional landfills and eastern/western waste haul
  - Contract admin for 1 secondary landfill (Manson Creek) and recycling depot funding and all Environmental Reporting.
  - Operation of 2 recycling depots located at the Vanderhoof and Smithers/Telkwa Transfer Stations.
- **Liquid Waste Management**
  - Septage receiving facilities at Smithers/Telkwa Transfer Station, Knockholt Landfill, Burns Lake Transfer Station, Fort Fraser Waste Water Treatment Facility
- **Invasive Plant Management – In Partnership with the Northwest Invasive Plant Council**
- **BC Product Stewardship Council – Regional representation on Council.**
- **Fort Fraser Water and Wastewater Systems**
  - **Small Water Supply and Distribution System**
    - Two deep wells with pumps, storage tower, approximately 6.4km of distribution piping, approximately 135 service connections
  - **Small Waste Water Collection and Treatment System**
    - Approximately 4.9km of collection piping, anaerobic cell, aeration cell, polishing cell with discharge to Nechako River
- **Occupational Health and Safety**

Although the Environmental Services Department is involved in the various services as outlined above, the following 2018 Update and Proposed 2019 Work Plan applies to Solid Waste Management only, which impacts all Directors and areas of the RDBN. The proposed 2019 work plan is based on the Boards approval to hire a Waste Diversion Coordinator in 2019. This plan does not identify the Fort Fraser water and sewer plans, the Northwest Invasive Plant Council or ongoing management projects and administration of these.

## 2018 Projects Completed or Pending Completion in 2018

### Capital/Operational

- Weigh scale software upgrades at Knockholt and Clearview Landfills **(Complete)**
- Obtain discharge authorization for contact water pond at Clearview Landfill **(Complete)**
- Recycling Depot at Vanderhoof and Smithers/Telkwa Transfer Station – Phase 1 **(Complete)**



- Recycling Depot Phase 2, construct pole shed and recycling attendants small office **(Pending, will be completed by December 1, 2018)**
- Clearview Leachate and Drainage mitigation (Clay cover and topsoil) – **(Complete)**
- Contact Water Pond management **(Complete)**
- Conduct the metal recycling with contractor **(Pending, before December 31, 2018 - Manson Creek Landfill)**
- Purchase 2 western waste haul tractor units, 2 replacement Bobcats and 1 replacement service truck (1-ton), 1 additional pick-up truck and a Low bed trailer. **(Complete)**
- Built west perimeter road and a truck turning pad at Clearview Landfill **(Complete)**
  
- **Planning Projects/Administrative**
  - Finish the update and consultation of the Solid Waste Management Plan **(Complete)**
  - Subsidized backyard composting promotion program **(Complete)**
  - Septage disposal service and fee review **(In-Process)**
  - Assess impact of Phase 3 drainage on lagoon with the reduction of surface water entering into system. **(Complete)**
  - Consultation process regarding the revision of the Environmental Monitoring Program in relation to Phase 3. **(Complete)**
  - Assessment of operational works to minimize leachate breakouts at Clearview Landfill to provide recommendation on contact water drainage to mitigate issue of storage capacity **(Complete)**
  - Clearview Landfill Gas assessment **(Complete)**
  - GHG Emissions Report for Clearview and Knockholt Landfills. **(Complete)**
  - Cost Recovery Study (high level study) – **(Complete)**
  - Fort St. James Recycling study – **(Complete)**
  - Camp waste Bylaw **(Pending)**
  
- **Ongoing Projects**
  - Extended producer responsibility programs – Participate in consultation sessions and on BC Product Stewardship Council.
  - Participate in the development of local recycling programs.
  - Recycling and sustainability education programs.



- Review and negotiate new licence of occupation / lease documents for RDBN solid waste management facilities.

## 2018 Resource Allocation

- 60% of internal staff resources applied to regular operations including:
  - Transfer station, landfill, hauling operations;
  - Recycling depot operations;
  - Landfill leachate collection/treatment, environmental monitoring activities;
  - Report preparation, data collection/analysis and public education and inquiries.
- 20% of internal staff resources applied to projects required due to operational requirement or by Ministry of Environment.
- 20% of internal staff resources available for ongoing projects.

## 2019 Proposed Projects

- **Capital/Operational**

- Knockholt Landfill facultative lagoon de-sludging trial project (On-going)
- Works to re-establish closure conditions at Former Smithers/Telkwa Landfill, Environmental Monitoring Plan Development and property purchase (**Re-grading work completed by property owner, grass seeding and Environmental Monitoring Plan development required in 2018, property purchase option investigation**).
- Fraser Lake Landfill post closure works (topsoil, grass seeding)
- Re-build wood storage pad for Burns Lake Transfer Station
- Environmental groundwater monitoring wells at Knockholt and Clearview
- Replace 1 pickup
- Replace spare bobcat.
- Purchase wood waste excavator
- Establish Recycle BC depots in other communities in the Regional District
- Vanderhoof Transfer Station Consolidation facility design phase

- **Planning Projects/Administrative**

- Advertise and hire new Waste Diversion Coordinator
- In depth Cost Recovery Study



- Septage User Fee Bylaw amendment
  - Clearview Environmental Monitoring Plan update
  - Subsidized backyard composting promotion program
  - Fraser Lake Landfill soil borrow pit closure plan
  - Summer Student to assist with waste diversion programs
- 
- **Ongoing Projects**
    - Extended producer responsibility programs – Participate in consultation sessions and on BC Product Stewardship Council.
    - Participate in the development and promotion of local re-use and recycling programs.
    - Review and negotiate new licence of occupation / lease documents for RDBN solid waste management facilities.
- 
- **Potential Additional Projects**
    - Any other projects the Board would deem as priority for 2019? If so, please provide list in order of priority.
      1. Fort St. James Transfer Station Recycle BC Depot
      - 2.
      - 3.

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## Regional District of Bulkley-Nechako Department Priorities and Projects: 2019

**Department: Agriculture**

**Submitted by: Debbie Evans, Agriculture Coordinator**

### Resource Allocation

The 2019 work plan is based on:

- 1 FTE Agriculture Coordinator
- 15% is creating and strengthening relationships with Agriculture stakeholders, producers and all levels of Government.
  - Attending organizational meetings and events
  - Working one-on-one with individuals and working with small groups
- 15% is working with agriculture groups to leverage opportunities and support for their activity. Examples are:
  - Supporting Smithers Farmers' Institute "Carrots to Cattle Forum"
  - Producer workshops on a variety of topics, e.g.: beekeeping tips, wool prep and spinning, seed saving, succession planning, individual commodity meetings
  - Promotion of the Environmental Farm Plan which is a voluntary, confidential assessment of opportunities to enhance environmental operations on farms and ranches
  - Promote BC Premises Identification Program as a useful tool as an early warning system to notify animal owners of an emergency such as flood or fire that could affect their animals or operations
- 10% is Emergency Preparedness Workshops
  - Risk Mitigation workshops during winter months
  - Jan/Feb/Mar focus on workshops in all communities for large livestock producers to small hobby farmers
  - Goal is to have at least 12 workshops. More people prepare for emergency the better!
- 10% is Youth in Agriculture. Activities planned are:
  - Work with School District for possible agriculture related partnerships
  - Encourage Youth presence at Regional Agriculture Forum
  - Meet with First Nations, do presentation on Youth in Agriculture and explore ways to engage youth
  - Support for Young Agarians, Groundbreakers and BC 4-H clubs & district events
  - Promote Ignite – FCC Young Farmers Summit in Langley March 21, 2019, FREE EVENT
  - Promote Winter Mixers of the Young Agarians which is moving some events in or near the RDBN
- 10% is Marketing and Promotion of Agriculture
  - Increase content and producers in the Connecting Consumers & Producers 2019 brochure
  - Assist Economic Development Department with the promotion of Connecting Consumer & Producers events
  - Promoting local agriculture at Fairs & Farmers' Markets



- Plan a regional celebration for Canada's Ag Day, February 12, 2019
- 10% is updating the 2012 RDBN Agriculture Plan
  - Goal is to have final draft for September Agriculture Committee meeting
  - Work with contractor and will be updating statistics, land use in RDBN, regional food security, any updates on ALR program and Abattoirs from BC Min of Ag reviews and other outdated items
- 5% is Regional Climate Change Agriculture Adaptation
  - February workshops and identify potential projects
  - Matching some projects to possible NDIR funding
- 5% Regional Agriculture Page on the RDBN website
  - Working with contractor in Jan/Feb to get agriculture page updated and user friendly
  - Regular tracking of events/articles/possible funding information
  - Page to offer opportunities for all level of farming and to a wide range of commodities
  - Training to learn how to manage easy changes to keep website page updated
- 5% is the Regional Agriculture Forum
  - Reschedule of the cancelled Forum from September 2018 and to propose in early March
  - Have discussion to hold on weekend to allow people who work outside their farm to be part of the workshop and getting a larger turnout
  - 2 or 3 topics with guest presenters, Food Security, Innovation RDBN Bull Pen and possibly Young Agarians presentation
  - Draft of workshop for Agriculture Committee approval in January 2019
  - Workshop administration from start to finish
- 5% is working with the RDBN Agriculture Committee
  - Meeting preparation
  - Arranging guests
  - Following up on actionable items
  - Assisting with presentations
- 5% Emergency Livestock Support
  - Support emergency services in the event of a flood or fire within the region
  - Hope is that this allocation stays at this percentage of FTE resource!
- 1% ALR
  - Provide expertise and team with RDBN Planning to process ALR applications and referrals for crown land related to agriculture
- 1% UBCM RDBN Agriculture presentation 2018
  - Work with CAO and Directors on application for a presentation in April 2019
  - If approved, assist with the presentation
- 3% is Other Duties as Required.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
MEMORANDUM**

To: Chairperson and Board of Directors (November 15, 2018)

From: Janette Derksen  
Deputy Director of Environmental Services

Date: November 5, 2018

Subject: Proposed Recycling Funding Model for Regional Recycling Funding Assistance Program

In the past, the Regional District of Bulkley-Nechako (RDBN) approved funding towards the region's recycling groups to offset their costs incurred through offering recycling programs within the region. Over time, the recycling programs in the province as well as the region have changed in regard to the additional Extended Producer Responsibility (EPR) programs, RDBN material bans and the current staffing of its reuse sheds and now the adoption of the updated RDBN Solid Waste Management Plan (SWMP).

The RDBN is working with their SWMP to implement RDBN Recycle BC depots in each municipality where practical, starting in 2019, to take advantage of the costs savings that come with the program. Currently, the RDBN is funding the Burns Lake Recycling Depot, Houston Bottle Depot and Fraser Lake Bottle depot and further to that the District of Fort St. James I.C.I Mixed Paper program.

The RDBN is recognizing that there is a strategic shift within the region's recycling system since the implementation of the cardboard ban and the further development of the Recycle BC depots. The RDBN will be taking on much of the public education and awareness, therefore staff is recommending that the Board consider a change in the recycling funding model. It is being recommended that the Board reduce funding by 50%, rounding up to the nearest \$50, in 2019 and further consider reducing funding in 2020 to the remaining recycling facilities that are requesting assistance. This recommendation would ensure that the Regional District's recycling funds can be utilized to further recycling initiatives and maximizing value to taxpayers. Please refer to the chart below for a summary of 2018 proposed costs and recommended funding reduction for 2019.

Recycling Group	2018 Contracted amount	2019 Proposed	Comments
Burns Lake Recycling Center	\$31,689.96	\$15,850	Private Business
Fraser Lake Bottle Depot	\$52,400.00	\$26,200	Private Business
Houston Bottle Depot	\$42,231.42	\$21,150	Private Business
District of Fort St. James	\$14,000.00	\$7,000	Local Government
Nechako Waste Reduction Initiative	\$32,131.54	Ended in July	Not-for-Profit

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Proposed Recycling Funding Model for  
Regional Recycling Funding  
Assistance Program



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November 5, 2018

**RECOMMENDATION**

All / Directors / Majority

1. That the Board of Directors receive the memorandum titled, "Proposed Recycling Funding Model for Regional Recycling Funding Assistance Program", dated November 5, 2018.
2. That the Board of Directors approve the recommendation that the RDBN reduces the funding to recycling facilities by 50%, rounded up to the nearest \$50, in 2019.
3. Further, that the Board of Directors approves the recommendation that the RDBN consider further reductions for 2020.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
MEMORANDUM**

To: Chairperson and Board of Directors (November 15, 2018)  
 From: Janette Derksen  
 Deputy Director of Environmental Services  
 Date: November 5, 2018  
 Subject: Fort St. James Recycling Program Review and Restructuring Options – Interim Report

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On June 13, 2018 staff met with the Fort St. James Recycling stakeholders; District of Fort St. James, Area C Rural Director, Nak'azdli First Nation and Recycle BC to discuss the current recycling situation in the Fort St. James area. Following this meeting the RDBN engaged Carey McIver & Associates to assist in the review and identify restructuring options for the recycling services in and around the area.

The group of stakeholders met again in Fort St. James on October 16<sup>th</sup> to discuss the proposed options with the consultants providing feedback on the report. The attached document is the Interim Report from Carey McIver and Associates on the Fort St. James Recycling Program Review and Restructuring Options to be received by the Board of Directors.

It was evident that the situation was more complex than first anticipated with the original scope of work and would require further exploration before selecting a recommendation on the future service provision. This being that the options would affect the various local government's policies, operations and/or budgets. The proposed scope of work would be to work with the 3 governments to explore the options available, determine costs for each option and present to the 3 governments to collaboratively choose the best option within a given time frame. This recommendation will be included in a final report for consideration by the RDBN Board, the Nak'azkli First Nation, the Nak'azdli Development Corporation, the District of Fort St. James and Recycle BC.

Staff would like to recommend that the Board of Directors approve the recommendation to further explore the options in detail so that the relevant parties can make decisions with respect to restructuring. It is proposed by Carey McIver and Associates that the project with the new scope of work be completed in March 2019 at the additional cost of \$10,000.

**RECOMMENDATION**

All / Directors / Majority

1. That the Board of Directors receive the memorandum titled, "Fort St. James Recycling Program Review and Restructuring Options – Interim Report", dated November 5, 2018.
2. That the Board of Directors approve that the RDBN continue to engage Carey McIver and Associates to further explore and estimate costs of the options identified in the Interim Report.

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**Carey McIver & Associates Ltd.**  
ENVIRONMENTAL CONSULTANTS

# **Nak'azdli First Nation Recycling Program Review and Restructuring Options**



## **Interim Report**

Prepared for:

**Regional District of Bulkley-Nechako**

**Prepared by:**  
Carey McIver & Associates Ltd.

**In association with:**  
Jeff Ainge and Associates Inc.

October 31, 2018



## Executive Summary

The Regional District of Bulkley-Nechako (RDBN) engaged Carey McIver & Associates Ltd. (CMA) to assist in reviewing and providing restructuring options for residential recycling services in and around the District of Fort St. James. This report explores the issues that have been expressed by local service providers and those involved with recycling and waste management and provides service options for consideration by stakeholders, including the RDBN.

In 2011, the Province amended the Recycling Regulation to make businesses supplying packaging and printed paper (PPP) responsible for collecting and recycling their products at the end of their useful life. This was done to shift recycling costs from B.C. taxpayers to producers, and to give producers more incentive to be environmentally friendly by producing less packaging and waste.

Multi-Material BC (MMBC, since renamed Recycle BC) was formed as a product steward to act on behalf of PPP manufacturers and suppliers. In 2013, the Nak'azdli First Nation contracted with MMBC to provide recycling collection for residences located in the District of Fort St. James and on Reserve, and to operate a recycling drop-off depot. The Nak'azdli receive a per-unit fee to collect recycling from 782 single family homes, and 207 homes in multi-family buildings. In 2017 oversight of the local recycling contracts transferred to the Nak'azdli Development Corporation. The contracts have recently been renewed.

Currently, only an estimated 10% to 15% of single-family residences participate by setting recycling out for collection, and even lower participation is reported for multi-family residents. The weekly garbage collection provided by both the District of Fort St. James and the Nak'azdli First Nation, along with free tipping at the transfer station, results in there being no incentive for residents to make use of curbside recycling to reduce their garbage.

The recently updated Regional District of Bulkley-Nechako (RDBN) Solid Waste Management Plan proposes several actions which will have impacts on recycling for the Fort St. James area. Implementation of disposal fees at RDBN landfills and transfer stations will apply to all waste received, including residential waste. The Plan proposes expanding disposal bans on materials to include residential recycling and for considering organics diversion; both actions designed to increase diversion from the landfill, reduce waste generation, and require disposal alternatives (e.g., recycling) to be in place and available for residents.

In undertaking this report, CMA met with recycling service providers, key stakeholders and local government officials and staff, examined local recycling services and reviewed the updated Solid Waste Management Plan. CMA believes that improving recycling participation and ensuring service efficiencies will require changes in policy, redesigning current collection systems, creating incentives to encourage behaviour change, and investing in education, promotion and compliance.

In mid-October, CMA hosted a webinar with stakeholders to discuss the results of the service review and potential options for restructuring. Although CMA presented an option to discontinue curbside collection, stakeholders believed that this would be a step backwards; consequently, this option was not considered for this interim report.

Restructuring options are grouped into three categories: curbside collection, consolidation, and depot service. Consolidation refers to the sorting and preparing of the collected recycling for transport to a regional facility for further processing or sale (which in this case is Prince George). In all options, program



design changes are required which include the implementation of disposal bans at the transfer station, phasing in of disposal fees for garbage, and changing curbside garbage collection to include limits on the amount of garbage set out for collection and amending the garbage collection frequency to every-other-week.

In brief the options are:

**Curbside Collection Options:**

*Curbside Collection Option 1* is for recycling collection to be continue with the Nak'azdli First Nation as the service provider for all eligible homes.

*Curbside Collection Option 2* is for the District of Fort St. James to take on the role as sole collection service provider for all eligible homes.

*Curbside Collection Option 3* would split the service provision with the Nak'azdli as the service provider for Nak'azdli homes, and the District of Fort St. James providing service for homes within the municipality.

**Consolidation Options:**

*Consolidation Option 1* is for the Integris Recycling Centre to take on the role utilizing the on-site baler, although site improvements would be required.

*Consolidation Option 2* sees consolidation remain at the existing Nak'azdli Recycling Depot, albeit with infrastructure upgrades and capital investment required.

*Consolidation Option 3* is for consolidation to take place at the RDBN transfer station as part of a new recycling drop off depot.

**Depot Service Options:**

*Depot Service Option 1* is for a recycling drop-off depot to be established at the RDBN transfer station, in conjunction with a consolidation site.

*Depot Service Option 2* sees the Nak'azdli Recycling Depot remain in a lesser capacity for residential recycling but to expand to include other recycling programs such as electronics and small appliances.

With each of the options for consideration, the Regional District shoulders the role of providing leadership through introducing policies that ban recycling disposal and by implementing cost recovery measures to encourage recycling behaviours. Recycling education and communication is also coordinated by the Regional District.

The options described above require further exploration before selecting a recommendation on future service provision. Once additional information on collection, consolidation and depot service is gathered it will be presented to stakeholders for review and selection of preferred options for collection, consolidation and depot service. This recommendation will be included in a final report for consideration by the RDBN Board, the Nak'azdli First Nation, the Nak'azdli Development Corporation, the District of Fort St. James and Recycle BC.



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## 1 Introduction

### 1.1 Purpose

The Regional District of Bulkley-Nechako (RDBN) engaged Carey McIver & Associates Ltd. (CMA) to assist staff in reviewing and providing restructuring options for the Nak'azdli First Nation (NFN) recycling program. This program, under contract to Recycle BC, provides residential curbside, depot and multi-family recycling services to NFN residents as well as residents in the District of Fort St. James and Electoral Area C. The program is currently not cost-effective and there are concerns that it will be discontinued unless the service is restructured on a more sustainable financial basis.

The original scope of work to complete this program review and prepare options for restructuring included: a site visit to assess current program issues and gather information from stakeholders; the development of up to three options to restructure the service; a meeting with stakeholders to review proposed options; and, a technical memorandum that included a final recommendation.

Following the site assessment, CMA recognized the need to document the existing system to provide a basis for developing and evaluating potential restructuring options. Consequently, rather than prepare a technical memorandum, CMA have prepared this interim report that reflects in detail the complexities of the situation and presents eight restructuring options for detailed exploration.

Section 1 of this report reviews the background to the current provincial stewardship program for residential packaging and paper delivered by Recycle BC as well as a review of the recently updated RDBN Solid Waste Management Plan. Section 2.0 includes a synopsis of the characteristics of a successful recycling program and then reviews the existing recycling services available to residents of the area based on meetings with recycling service providers, key stakeholders, and local government official staff. Section 3.0 identifies collection program design issues. Section 4.0 describes the stakeholder consultation undertaken as part of the report preparation, while Section 5.0 outlines the restructuring options proposed for consideration. Due to gaps in information gathered, and disruptions caused by wildfires, the financial implications of the various options are lacking in detail. Section 6.0 suggests a series of next steps required to fill those gaps and move the program ahead.

### 1.2 Background

In 2011, the Province amended the Recycling Regulation to make businesses supplying packaging and printed paper (PPP) responsible for collecting and recycling their products. This was done to shift recycling costs from B.C. taxpayers to producers, and to give producers more incentive to be environmentally friendly by producing less packaging and waste.

Multi-Material BC (MMBC, since renamed Recycle BC) was formed as a product steward to act on behalf of PPP manufacturers and suppliers. As part of the stewardship plan approved by the Province, Recycle BC offered contracts to local governments, First Nations, and private companies to provide the collection services. The Recycle BC collection program commenced in May 2014.

The Nak'azdli First Nation contracted with Recycle BC to provide collection from single family and multi-family residences located in the District of Fort St. James and on Reserve, and to operate a recycling drop-off depot. In 2017 oversight of the local recycling contracts transferred to the Nak'azdli Development



Corporation (NDC). Current contracts between Recycle BC and collectors expire on November 30, 2018. For a detailed chronology of recycling services in Fort St. James, please refer to Appendix A.

During conversations that took place during RDBN Solid Waste Management Plan stakeholder and planning meetings (May-July 2018), and during a field visit (September 2018), concerns were expressed about the future of recycling for the Fort St. James area, specifically in relation to the programs operated under the Recycle BC stewardship program. The NDC expressed reluctance in re-signing with Recycle BC because costs to provide recycling services exceeded the incentives provided.

In October 2018, the Nak'azdli Development Corporation renewed their existing contracts to ensure continuity of collection, transport and processing of collected recyclables from the Fort St. James area. For this renewal, Recycle BC has provided a termination clause ensuring the Nak'azdli Development Corporation is not uncomfortably locked into a contract, and able to easily 'swap' contract ownership as decisions regarding the future of recycling services in the area unfold. By having these contracts renewed, Recycle BC has provided an extended window of time for the local service providers and key stakeholders to consider options and solutions for continued recycling services.

### 1.3 Solid Waste Management Plan Update

The Regional District of Bulkley-Nechako (RDBN) has recently updated its Solid Waste Management Plan (SWMP). The purpose of a SWMP is to provide regional districts with a guiding document to direct the Region's solid waste management activities over the next number of years, while also considering longer-term objectives and opportunities. The updated draft RDBN Plan includes objectives to expand access to recycling by partnering with Recycle BC to accept residential packaging and printed paper where practical, along with expanding public education and communication to encourage greater use of available residential and commercial recycling services.

A Cost Recovery Study was completed following the SWMP approval in 2018. After a review of current and projected operational and capital costs to provide waste management services now and into the future, the study recommends phasing in tipping fees for all users at RDBN waste facilities commencing in 2020.

## 2 Existing System Review

The District of Fort St. James is a municipality located toward the eastern boundary of the RDBN. It is accessed on Highway 27 which connects it to Vanderhoof and Highway 16. The District has a population of approximately 1,600 residents.

Immediately adjacent to the south of the District lies the Nak'azdli Whut'en First Nation with an approximate population of 550 people. Surrounding both the District and First Nation lands is Electoral Area 'C' of the RDBN, with an approximate population of 1,400 people.

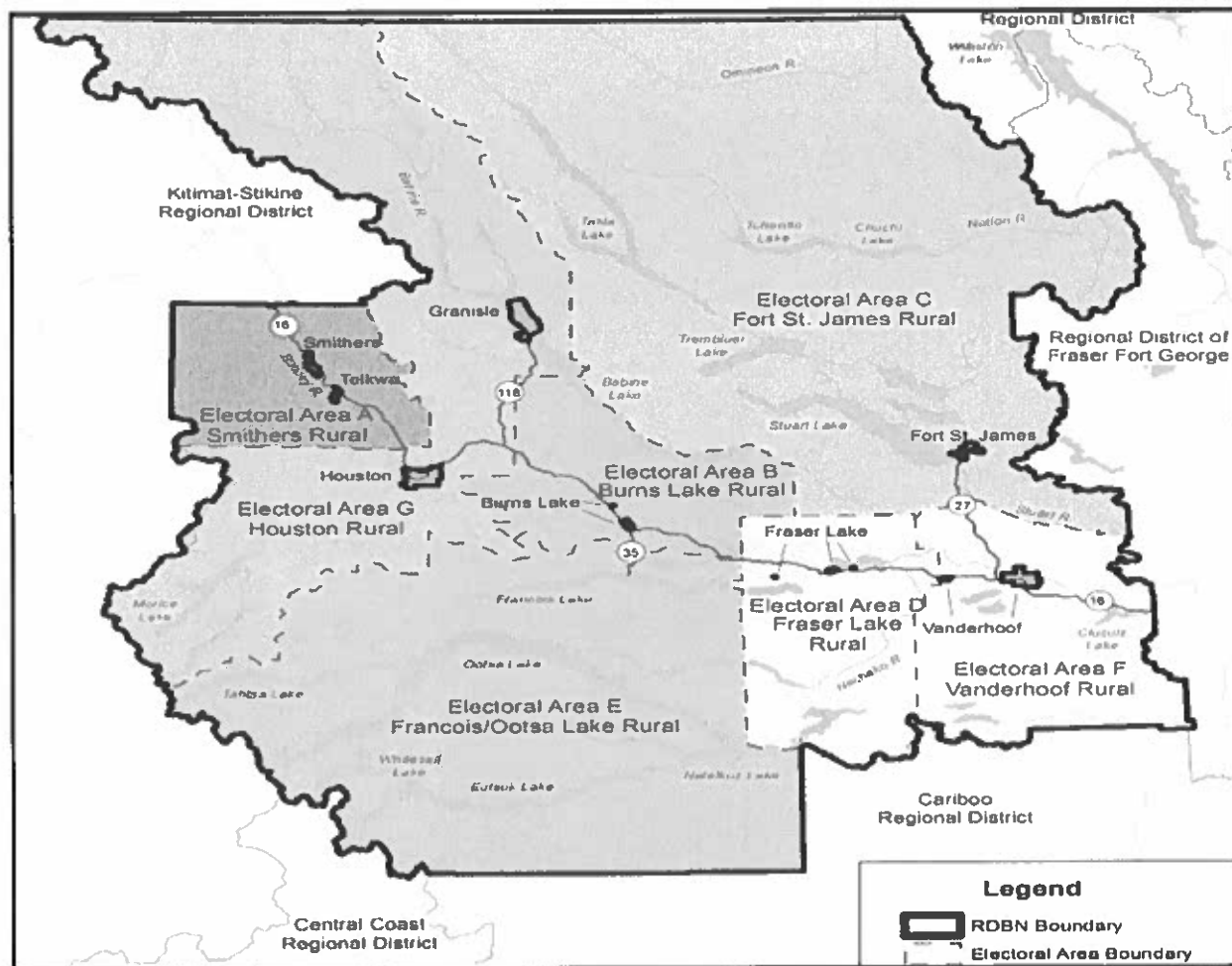


Figure 1 Map of Regional District of Bulkley-Nechako

## 2.1 Characteristics of a Successful Recycling Program

In reviewing the recycling services available to residents of the Fort St. James area it is important to first consider the typical characteristics of a successful recycling program. First off, recycling collection needs to be convenient and efficient which happens when it is integrated into the curbside garbage collection program. Participation in recycling could be mandatory, and enforced through disposal bans on recyclables, or the frequency of garbage collection could be reduced to every-other-week (bi-weekly) to create incentives to participate in recycling. Many successful programs employ both these tools.

Limits on the amount of garbage collected at the curb is another typical tool to incentivise recycling behaviour. If the residential utility fee includes collection of one standard-sized garbage container, and additional garbage (or use of a larger sized container) costs more, the incentive to recycle more becomes financial.

Consolidation of the recycling, once collected, needs to be handled efficiently. Minimizing the need to unload, sort, handle, re-bag, bale and transport the materials is important.



Cost recovery at waste transfer facilities are also hallmarks of successful programs. Tipping fees at the transfer station or landfill provide a financial incentive for residents to consider their waste generation and disposal habits and encourage diverting recyclables to an appropriate recycling service. Disposing of recyclables at a waste facility may not even be an option if disposal bans are implemented, which typically happen when viable alternatives for recycling are encouraged and supported through policy and planning.

## 2.2 Recycling under Recycle BC

In preparation for taking on responsibility for residential recycling across the province, over 2012 and 2013 Recycle BC undertook a comprehensive province-wide review of recycling programs to assess their performance and operating costs. This provided data to incorporate into collection contract performance objectives and financial incentives used for both residential services and drop-off depots.

Performance measures include minimum thresholds for the amount of recycling collected, methods of collection, types of products accepted and not accepted at the curb and at depots, and proposed enforcement actions if contamination (the amount of non-acceptable items mixed in with recycling) exceeds allowable levels.

In proposing financial incentives for contracted curbside collectors in 2013, Recycle BC used the financial data they considered to represent efficient and effective local government programs. In effect this was for a recycling program with manual collection, collected on a bi-weekly schedule, with garbage collection happening weekly or on alternate weeks. The incentive amount paid for single-family curbside collection ranged from \$32 to \$39 per household per year, with factors such as housing density and single or multi-stream collection influencing the final incentive amount. Additional top-ups of \$3.25 per household were available to assist with public education and outreach, and for administering the contract.

Depot incentives are based on the tonnages of different materials collected, and whether the materials are baled or kept loose. Depots must be fenced and staffed, and materials kept secure and under cover for Recycle BC to enter into a contract with the operator.

In 2018, prior to renewing expiring contracts, Recycle BC revised the financial incentives for their collectors. The new rates are included in Appendices B and C of this report. Based on the new rates, and assuming no changes to the number of homes serviced or materials collected, the collector for the Nak'azdli-Fort St. James recycling collection program would receive \$35,000 to \$39,000 per year.





## Nak'azdli Recycling Program Review and Restructuring Options

### 2.3 Local Residential Recycling and Garbage Services

#### 2.3.1 Garbage Services:

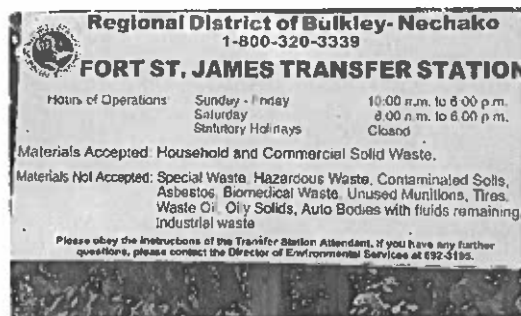


For residents of Fort St. James, garbage collection is provided weekly by the District's Public Works department.

The collection system is semi-automated, whereby wheeled garbage totes are set at the curb and tipped into the truck hopper by way of a lifting mechanism. Centralized dumpsters serve multi-family buildings, with the same truck used. A flat utility fee is charged semi-annually for this service.

Although residents receiving curbside collection can choose the size of their garbage cart (120/240/360 litre) there is no financial incentive to choose a smaller cart. A discount of 50% is afforded those residents aged 65 years and older.

Weekly garbage collection service is provided to Nak'azdli homes by the Band. Bagged garbage is collected from enclosures located at the curb and manually loaded into a truck for disposal at the transfer station. There is no limit on the amount collected.



Electoral Area residents self-haul their waste to the transfer station (located on Necoslie Rd).

There is no fee to dispose of garbage at the transfer station, whether that is by way of curbside collection or by self-hauling waste to the site.

#### 2.3.2 Recycling Services:

Participation in recycling is entirely voluntary for residents in the area. Prior to 2014, limited recycling was available locally through private subscription service, the Integris Recycling/Greening Up the Fort (GUF) depot, and the Encorp Bottle Depot. With the advent of the Recycle BC program launch in 2014, residential recycling services were extended to include collection service and a depot for residential recycling.

- Residential collection:

Collection of residential Packaging and Paper Products (PPP) is available for residents within the District boundaries and for those living on the Nak'azdli First Nation reserve lands. Service includes curbside collection from single-family residences, and collection from multi-family buildings. This service, provided



by the Nak'azdli Development Corporation under contract to Recycle BC, is a unique situation in BC whereby a First Nation is providing a service to residents in the neighbouring municipality. The actual collection is sub-contracted to Imperative Recycling.

- **Nak'azdli Recycling Depot:**

The Nak'azdli Recycling Depot is located on Dachun Rd, accessed off Necoslie Rd within a kilometre of the RDBN Transfer Station. The depot serves as both a public drop-off location for area residents looking to recycle materials included in several Extended Producer Responsibility (EPR) programs, and as the consolidation and sorting facility for the curbside recycling collection program. In addition to accepting curbside recyclables, the depot accepts household glass packaging (jars etc.), film plastic, flexible plastic packaging and foam packaging, lightbulbs and light tubes, batteries and cell phones, and scrap metal.



The recycling drop-off depot is operated under a separate contract with Recycle BC who pay on a per tonne basis for each of their material types collected. Users are required to sort their items into the large collection bags to reduce the need for further sorting to remove non-compliant materials. Costs to truck the residential recycling to a Prince George regional consolidation site are covered by Recycle BC.

The site is unpaved but is securely fenced. Two 40-foot shipping containers (aka "sea cans") form the base of the depot building, with walls and roof constructed to create a covered space for the recycling materials, and for the staff. One sea can holds sorted batteries, light bulbs and light tubes received under the Light Recycle and Call-2-Recycle (battery) stewardship programs. The other sea can holds the Recycle BC recycling which has been manually sorted into mega bags ready for trucking. An office is situated on the upper level accessed by stairs. The facility has power, but no water.



The covered area between the two sea cans has a cement floor but it is open at either end which can make for a challenging work environment when it is windy and during winter. Residents self-sort their materials into the appropriate mega bags located in this covered area. A lean-to currently serves as the receiving area for the bagged curbside recycling, which is then taken into a covered area to be opened and the materials manually sorted into mega bags.



- Imperative Recycling:

Imperative Recycling operates a private recycling collection service for commercial businesses and residents in the surrounding rural areas. This is a subscription service and materials collected are handled separately from the Recycle BC's material.

- District of Fort St. James/Integrus Recycling Centre:

The Integrus Community Foundation Recycling Centre (aka Integrus Recycling) is located on District owned property just off the main street in Fort St. James and is operated by the District. This facility accepts cardboard and mixed waste paper from the ICI sector (Industrial, Commercial and Institutional), however residents do drop their residential cardboard and paper packaging here as well. Most of the incoming material is self-hauled to the site, and Imperative Recycling delivers the cardboard and paper collected from their commercial customers here. Material is



sorted by hand and machine baled. The bales are stored in the building and trucked to the Cascades Recovery recycling facility in Prince George who in turn find markets for the materials. The transportation cost is paid for by the District because Recycle BC does not cover non-residential recycling.

- Regional District of Bulkley-Nechako:

The RDBN owns and operates the Fort St. James Transfer Station located at 1521 Necoslie Road. The site accepts residential, commercial and institutional garbage for disposal. Yard waste, wood waste, and items such as large appliances, metal and paint are accepted for recycling. The site also has a re-use centre. A disposal ban on clean cardboard in place at the transfer station results in this material being diverted to the two recycling centres: Integrus Recycling and Nak'azdli Recycling Depot. Other than a fee to drop off refrigerators and freezers, there are no fees charged to dispose of items at the site. A cost-recovery study has recently been completed which recommends phasing in disposal fees at all RDBN waste facilities.

- Fort St. James Bottle Depot:

The privately owned and operated Bottle Depot is situated on property owned by the District at 421 Morice Avenue. The same property is home to the Integrus Recycling facility. The depot accepts refundable beverage containers, milk jugs, and household batteries under the Encorp Pacific Return It stewardship program.

- Other recycling options:

Several local businesses accept certain EPR items. These include paint, lightbulbs, batteries, pesticides, flammable liquids, solvents, used oil and antifreeze. Information on these items and locations can be searched at the BC Recycles website ([www.bcrecycles.ca](http://www.bcrecycles.ca)) and through the Recycling Council of BC recycling directory (<https://www.rcbc.ca/recyclepedia/search>).

- Greening Up the Fort Society (GUF)

GUF is a locally based recycling advocacy group whose members promote recycling and sustainable actions in Fort St. James. The society began in 2010 and operated the Integrus Recycling facility until 2016 when the District took it over.





Additional background, specifically a chronology of recent residential recycling history, is presented in Appendix A. A list of locations offering recycling services for local residents is shown in Appendix D.

Table 1 summarises the services provided to residents. Of interest is that although the Nak'azdli make up only 15% of the area's population, and only 25% of the homes eligible for Recycle BC curbside recycling collection service, they are the recycling service providers for the entire population.

Table 1 Level of Service Summary

	Census Population	Census Households	Waste Generator	Garbage Service	Recycling Service
<b>Nak'azdli First Nation</b>	548	185	Single Family	Weekly	Every-Other-Week
			Multi-Family	Weekly	Every-Other-Week
<b>District of Fort St. James</b>	1,598	645	Single Family	Weekly	Every-Other-Week
			Multi-Family	Weekly	Every-Other-Week
			Institutional, Commercial & Industrial	Varies	Self-haul to Integriss + Private subscription service
<b>RDBN Electoral Area C</b>	1,415	610	Residential, Agricultural and Institutional, Commercial & Industrial	Self haul to transfer station	Self haul to Depot(s) + Subscription collection service available

#### 2.4 Current Recycling Performance

Participation in recycling is not mandatory for residents, other than the disposal ban on clean cardboard at the transfer station. Recycle BC pays a per-unit fee for recycling collection to be provided to 782 single family homes (including duplexes, tri-plexes and four-plexes), and 207 homes in multi-family buildings (apartment buildings and attached housing with more than four dwelling units). The Nak'azdli Development Corporation reports that the Recycle BC incentives (approximately \$30,000) do not cover their cost to provide the collection services. (Note that CMA was not provided financial information for the NDC contract so is able to only provide an estimation and general comment.)

Participation by residents is far below the contracted house count numbers. Of the 782 homes, approximately 170 homes began setting out recycling in 2014-2015. That number dropped to around 105 when the collector began enforcing the need for separating plastic and metal containers from paper and cardboard packaging.

The amount of recycling collected from the 1,000 residences over the past three years averages 14 tonnes/year (or 14 kg/yr/household). For comparison, the Village of Port McNeill is a small resource-based municipality located on Vancouver Island with a similar number of homes. Recycling collection was introduced in 2014, just as it was in Fort St. James, however garbage collection frequency was reduced to every-other-week to promote recycling and make it more convenient. Port McNeill curbside collection has averaged 59 tonnes/year (or about 59 kg/yr/household). Recycling and garbage are collected on alternate weeks – an effective strategy to encourage use of curbside recycling.



Of the 10-15 multi-family and strata buildings in the contract area, the collection contractor estimates that residents of only two buildings regularly set recyclables out for collection.

Data provided by Recycle BC, and graphed in Figure 2, shows a year-over-year increase in the amount of PPP being collected through the Recycling Depot, while there is a downward trend for amounts of PPP collected through the curbside service. In municipalities with established recycling collection programs, the opposite would be the case with the majority of PPP being collected through the curb.

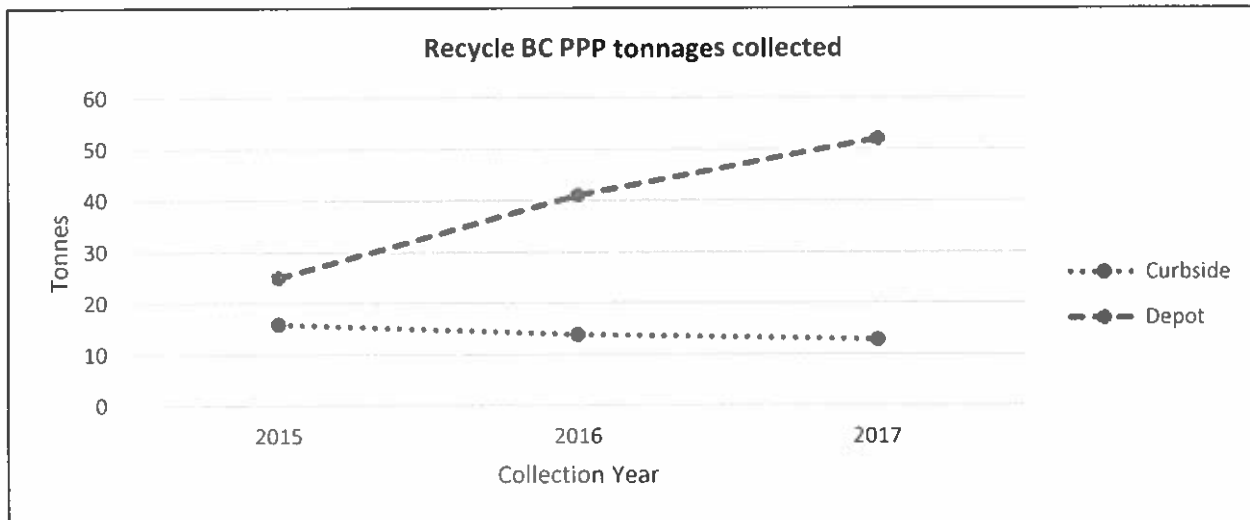


Figure 2 Recycling Tonnages Collected

The operator of the Integris Recycling Centre estimates the throughput of ICI material is 1.5 to 2 bales a day (with an approximate weight of 340 kg per bale).

Due to medical reasons the Bottle Depot owner closed the depot for approximately 12 months but has recently re-opened it. During the closure, residents were required to take their refundables to depots in Vanderhoof, Fraser Lake or Prince George. Since reopening, the depot owner advises that the volume has not bounced back to the pre-closure numbers. The depot is for sale.



### 3 Program Design Issues

There is a general level of support from the local governments, the First Nation and Recycle BC for maintaining recycling services in the area and a desire to consider potential options to restructure the service on a more sustainable financial footing. Despite the positive energy and desire for local recycling solutions, there is a need for strategic direction and leadership. The economics of providing recycling services to a small rural population is also a limiting factor in that financial incentives may not cover all operating costs.



While recycling is seen as being an important service by the government staff and those providing recycling services, low participation rates, particularly for residential curbside collection would indicate recycling is not yet an important activity for many residents.

### 3.1 Policy

The curbside collection program has low participation (approximately 10% to 15% of single-family residences participate, and even lower participation is reported for multi-family residents). The weekly garbage collection provided by both the District of Fort St. James, and by the Nak'azdli First Nation, provides no incentive for residents to make use of curbside recycling as a means to reduce their garbage. Further, the flat utility fee charged to District residents does not differentiate between the size of garbage container used, so there is no financial incentive to make use of curbside recycling. In addition, are there no measures in place, other than signage, to limit residents from taking recycling to the Integris Recycling Centre where it gets processed as though it were from commercial sources, and at a higher cost than through Recycle BC.

The recently updated RDBN Solid Waste Management Plan proposes several actions which will have impacts on recycling for Fort St. James. Implementation of disposal fees at RDBN landfills and transfer stations will apply to all waste received, including residential waste. The SMWP also proposes expanding disposal bans on materials to include residential recycling and to consider organics diversion; both actions designed to increase diversion from the landfill, reduce waste generation, and that will require disposal alternatives (e.g., recycling) to be in place and available for residents.

Notably, the Fort St. James public works staff report that the introduction of the cardboard disposal ban in 2016 has had a noticeable reduction in the volume of residential waste collected at the curb, which does show that a materials disposal ban, along with disposal alternatives, is effective at driving diversion behaviour.

### 3.2 Education and Communication

Public information and education to promote the current recycling collection service is limited, and a communications strategy is lacking. At the launch of the service in 2014 the collector did a widespread door-knocking and brochure distribution campaign to raise awareness and encourage use of the new (free) service. Other public outreach has included displays at public events and stores, and presentations to the elementary schools. The collector uses social media to post collection day reminders which are inexpensive and effective, but these only reach those residents signed up to receive them.

Targeted messaging is limited to those occasions when residents set recycling out for collection that is obviously contaminated (i.e., contains non-compliant items or is not correctly sorted into the two streams: plastic and metal containers separated from paper and cardboard (fibre) products and packaging). It is left behind along with a notice advising why it was left and how to prepare the recycling correctly for collection.

The District of Fort St. James includes a recycling reminder along with the garbage collection information in the semi-annual newsletter (the Fort Flyer) which is sent out with the utility notice to all residents.

The issue of non-acceptable items included with recycling is of great concern to recyclers around the world with the recent limitations placed on what is acceptable for processing by China. Recycle BC is asking its



collectors to be more diligent in what they collect, and to actively help residents prepare their recycling correctly through education and outreach. To assist with education and outreach, Recycle BC does provide a financial top-up of \$0.75 per household receiving collection service, and \$0.25 per household for depot operators.

### 3.3 Collection, Consolidation and Transportation

Collection from the curb and multi-family buildings is currently performed with a pick-up truck and driver. While the pick-up truck is adequate for the current participation levels (<110 homes) and the current collection schedule (every second Tues-Wed-Thur), an increase in participation levels and a change in collection containers as noted below would render this an inefficient if not unworkable collection vehicle.



The program currently requires residents to sort their recycling into two material streams (containers, and fibres), and to set the materials at the curb in single-use blue plastic bags. Recycle BC has advised collectors that single-use blue plastic bags for recycling will be unacceptable by July 2020. Collectors will need to utilise some type of reusable container such as totes/carts, blue box, reusable heavy-duty poly bags, or some other container.

Switching from the current source separated (two stream) collection to single-stream (co-mingled) collection would assist the program and limit costs for new equipment.

As discussed in Section 2.1, limiting the extra handling and complexities of consolidating the collected recycling are features of efficient and cost-effective programs. Consolidation typically requires a covered dry tipping floor/storage area, and a bobcat or similar, to move the materials and load them into mega bags or a baler. Materials do not need to be baled but Recycle BC does pay more for baled materials.

Consolidation of the curbside materials is currently done at the Nak'azdli Recycling Depot. Bagged recycling is manually unloaded, moved, opened and then manually sorted into mega bags (not baled), and trucked to Prince George (at Recycle BC's expense). The District operated Integris facility currently consolidates and bales the ICI materials it receives and pays for it to be transported to Prince George. If the ICI and residential materials were combined at the Integris facility, Recycle BC would apply a deduction factor to what they pay the collector and charge back a portion of the transportation costs to the District.

### 3.4 Service Provision

For a rural area with a small population, there is a surprising number of players providing recycling services, as evidenced with the system review described in section 2. As discussed previously, the main issues with the residential curbside recycling collection program include poor participation and lack of incentive to recycle, along with the costs to operate the collection system.



Recycle BC will require changes to how residents set out the materials for collection by July 2020, which will in turn require a different vehicle.

Typically, residential collection of recycling is provided as part of the garbage service (either directly or by contractor). In the case of Fort St. James, although both the District and GUF discussed the Recycle BC offers to be contracted collectors, it was the Nak'azdli First Nation who ultimately took on both the collection and depot services.



#### 4 Stakeholder Consultation

Site visits and discussions with staff and recycling service providers/operators were conducted over two days in September 2018. This was followed up with a webinar presentation on October 16, 2018. The presentation provided a review of the local recycling services and offered four options for consideration. The discussion and feedback provided was very useful and it was clear that the stakeholders viewed residential curbside collection of recycling as an important service to be retained.

Provision of recycling depot service was seen as important for residents who are not included in the curbside collection program, as well as for materials not collected at the curb. Consolidation of the curbside collected materials is a program component which may require additional work.

Based on the information gathered and input received, preliminary options are presented in the next section.

#### 5 Restructuring Options

Options presented are grouped into three categories: curbside collection, consolidation, and depot service. In terms of policy and communications, all options assume that the Regional District implements disposal bans of recyclable materials at the transfer station as well as establishing disposal fees. The Regional District also assists with developing a communications strategy, with a range of messaging media, to build participation and encourage good recycling behaviours. While not an immediate solution, the SWMP advocates for a new staff position to be involved with 3-R's type plans and programs, which would certainly assist with increasing recycling participation.

##### 5.1 Curbside Collection

Recycle BC pays residential collectors on a per-house basis. Currently, recycling is only being collected from 10% to 15% of the homes included in the contract area. This results in a very poor annual capture rate of 14 kgs of recycling per home. To improve recycling participation, no matter who provides the service, changes to the existing garbage collection programs are necessary for both the Nak'azdli and District of Fort St. James. Garbage could remain being collected weekly, however both collection programs would need to actively encourage recycling at the curb, for example through bylaws banning its acceptance in the garbage and enforcing compliance at the curb.

Redesigning collection frequencies to be every-other-week enables use of the existing garbage collection truck for recycling, certainly for the District, and possibly for the Nak'azdli. In the case of the Fort St. James



garbage truck, recycling containers would need to be compatible with the lifting mechanism. Blue boxes or reusable poly bags, for example, can be lifted manually into the access compartment of a truck hopper but the truck needs to have a lower frame.

A common program design mechanism is to implement garbage collection limits and switch to every-other-week garbage collection. Both are proven actions that boost recycling, provide convenience and improve diversion.

An Every-Other-Week (bi-weekly) garbage service, alternating with recycling collection would follow a schedule as shown here:

- Week 1 = Garbage collection
- Week 2 = Recycling collection
- Week 3 = Garbage collection
- Week 4 = Recycling collection, etc.

To achieve this level of efficiency this schedule also presumes that recycling is collected as a single stream, i.e., all acceptable materials mixed together in one large collection container. This is a change from the current multi-stream system and would require Recycle BC approval.

Strong cooperation between the Nak'azdli and District is needed for this level of change to happen.

In addition, recycling education and outreach is necessary to encourage and promote good recycling habits. This is a role for the RDBN to take the lead on.

#### 5.1.1 Collection Option 1 - Collection by Nak'azdli First Nation

Collection Option 1 is for the Nak'azdli to continue to be the Recycle BC collector for residential curbside recycling. As noted above, for this to be successful both the District and First Nation will need to reconfigure their respective garbage collection programs to bi-weekly collection to boost recycling participation. Actions and investment will be required in the following areas:

- Capital investment in residential collection containers to meet Recycle BC's directive to phase out acceptance of single-use blue bags by July 2020. This could be cost-shared with the District.
- Ascertain the suitability of using the current First Nation garbage collection vehicle on the off-week for recycling collection (does the vehicle have capacity to efficiently collect from larger routes in the District and is it appropriate for recycling collection).
- Capital investment in a curbside collection vehicle that works with the chosen collection containers if the existing garbage collection vehicle is not suitable.

#### ***Implications***

The Nak'azdli have provided the curbside recycling collection service since May 2014, but to our knowledge there is no formal agreement such as a joint venture or service agreement between the Nak'azdli and District referencing this service. The recycling collection has not seen the participation levels achieved by other smaller rural communities. There is a disconnect between the provision of garbage collection service and the recycling collection, particularly by residents of the District. Redesigning the respective garbage programs will require an increased level of cooperation and synchronisation, particularly with curbside compliance efforts.



In keeping with the spirit of cooperation, the District could contribute to the purchase of the collection containers for District residents.

Use of the current Nak'azdli garbage truck is assumed however, if the Nak'azdli are required to invest in a new collection vehicle dedicated to recycling, this vehicle will sit idle 70% of the time. This does not seem like a good return on investment unless the vehicle has a secondary purpose.

There is no change to the current contract with Recycle BC.

#### 5.1.2 Collection Option 2- Collection by District of Fort St. James

Collection Option 2 would see the District of Fort St. James become the Recycle BC contracted collector for residential recycling curbside collection and take on the service currently provided by the Nak'azdli First Nation.

Again, as noted previously, for this to be successful both the District and First Nation will need to reconfigure their respective garbage collection programs to bi-weekly collection to boost recycling participation. Actions and investment will be required in the following areas:

- Capital investment in residential collection containers to meet Recycle BC's directive to phase out acceptance of single-use blue bags by July 2020.
- A service agreement, joint venture or some other formal agreement will be required for the District to service the Nak'azdli residents.

#### *Implications*

Under this option, the District becomes the curbside recycling collector for all eligible residences.

As the level of government responsible for the larger of the two populations, the District has a more direct relationship with the bulk of the residents being serviced and is able to influence their actions through compliance and education. By collecting from the Nak'azdli homes, an increased level of cooperation and synchronisation is required, particularly with curbside compliances efforts.

Use of the existing District garbage truck is assumed, as is the need to purchase new collection containers. The Recycle BC collection incentive could be used in the first year to purchase new (or refurbished) collection containers which can be handled by the collection vehicle. Or, other funding opportunities available to municipalities could be explored. In keeping with the spirit of cooperation, the Nak'azdli could contribute to the purchase of the collection containers for their residents.

This option would require Recycle BC to cancel the current collection contract with the Nak'azdli and to set up a new curbside contract with the District.

#### 5.1.3 Collection Option 3: Separate Nak'azdli First Nation and District of Fort St. James Collection

Under Collection Option 3 curbside collection would be split such that the Nak'azdli First Nation was responsible for collection from their residents and the District of Fort St. James responsible for collection from their residents.



Again, as noted previously, for this to be successful both the District and First Nation will need to reconfigure their respective garbage collection programs to bi-weekly collection to boost recycling participation. Actions and investment will be required in the following areas:

- Capital investment in residential collection containers to meet Recycle BC's directive to phase out acceptance of single-use blue bags by July 2020.

### ***Implications***

This option places the onus for managing the collection programs on each of the service providers. It mirrors the more typical local government programs where the garbage collector is also the recycling collector, and as such has a more direct relationship with the resident and is able to influence actions through compliance and education.

Purchasing new collection containers that match the respective collection systems (manual or semi-automated) allows use of the existing garbage collection vehicles on the off-week for recycling collection. This also negates the need for investing in a new curbside collection vehicle that will not be fully utilized.

The Recycle BC collection incentive could be used in the first year to purchase new (or refurbished) collection containers which can be handled by the collection vehicles. Or, other funding opportunities available to municipalities could be explored.

This option would require Recycle BC to cancel the current collection contract, and to set up two new curbside contracts.

## **5.2 Consolidation**

Consolidation refers to the sorting and preparing of the collected recycling for transport to a regional facility for further processing or sale (which in this case is Prince George).

### **5.2.1 Consolidation Option 1 - Consolidation at Integris Recycling Centre**

The Integris facility currently receives ICI recycling, along with an unspecified amount of residential recycling dropped off by residents. Material is hand loaded into the on-site baler.

The site could be reconfigured to accept the residential recycling collected at the curb, enabling it to be baled for transportation to Prince George.

### ***Implications***

Upgrades would be necessary for this site to be a consolidation centre for the curbside collected materials. These include:

- Creating a covered tipping floor suitable for use by the collection vehicle.
- Acquiring a bobcat or similar equipment to load the tipped mixed recycling into the baler.
- Expanding the storage area to be sufficient for the additional material.





During the stakeholder discussions, staff at the District of Fort St. James were did not support consolidation of the residential curbside recycling at the Integris facility, despite there being a baler on site. If this option is not available, that facility would continue to handle the ICI recycling only.

To have a positive impact on the residential recycling program, the Integris site needs to ensure residential recycling is not accepted and included in with the ICI materials.

### 5.2.2 Consolidation Option 2 - Consolidation at the Nak'azdli Recycling Depot

It is acknowledged that the current sorting method and consolidation of curbside collected recycling is manageable because of the low participation rate and small volumes of materials collected. The multiple handling of the materials, including the hand-sorting into the mega bags is however inefficient.

The Recycling Depot could remain as the consolidation site regardless of who the curbside service provider is, but for this to happen significant upgrades and investment are required. These include the need for a covered tipping area accessible by the collection vehicles, enclosed storage, and equipment to transfer the materials into mega bags. A baler is not a prerequisite.

A depot infrastructure upgrade project to include consolidation of curbside recycling may be eligible for funding through the First Nations Waste Management Initiative program. This initiative supports First Nations in developing sustainable waste management systems through modern infrastructure, operations, training and partnerships. <https://www.sac-isc.gc.ca/eng/1491490781609/1533647730166> Funding is available for a range of waste management solutions, such as:

- Community waste management agreements with municipalities and service providers (municipal-type agreements),
- Transfer stations to support off-reserve waste diversion, and
- Waste reduction and diversion initiatives such as recycling, composting and hazardous waste programs.

### **Implications**

Assuming the curbside collection program changes to one of the above options, considerably more material will be arriving on site in a larger vehicle than currently used. As soon as the collection container change is implemented that material will also be tipped loose as it will no longer be contained in blue bags.

CMA does not have enough information at this time to prepare cost estimates for capital upgrades, but it would not be an inconsequential figure.

Recycle BC does pay more for baled materials but the costs to upgrade to 3-phase power, purchase a bobcat or similar piece of equipment and acquire a baler likely outweigh the increased revenue.

### 5.2.3 Consolidation Option 3: - Consolidation at the RDBN Transfer Station

The 2018 Solid Waste Management Plan includes hosting Recycle BC depots at RDBN drop-off facilities (see the Depot Service options below). If a recycling depot was set up at the Transfer Station, it could also be the location for consolidating the curbside collected materials. The site has space, a covered tipping floor accessible by collection vehicles, a bobcat, and trained staff.



### **Implications**

Assuming the collection programs were re-designed and garbage and recycling were collected on alternate weeks, there would be reduced inbound garbage on the tipping floor on recycling weeks. The tip floor could be partitioned off on recycling collection days to accept the recycling and load it into mega bags using the on-site bobcat. No baler would be necessary, however space to store the full bags between shipments to Prince George would be needed.

Providing a location for consolidation does tie in with expanding the Transfer Station to provide a recycling drop-off depot service. The SWMP does provide a preliminary budget of \$15,000 to establish a depot, and \$30,000 annually for staffing.

### 5.3 Depot Service

In considering residential recycling depot options, the Integris facility was initially included in discussions, but the stakeholders were not overly supportive given the site limitations and challenges. This facility is best suited to remain as the ICI recycling centre, with the notation that improved compliance is required to ensure residential recycling is not accepted and included with the ICI materials.

#### 5.3.1 Depot Service Option 1 - RDBN Transfer Station

The 2018 Solid Waste Management Plan includes in its proposed strategies "*hosting Recycle BC depots at all RDBN public drop-off facilities (where practical). Provide infrastructure and staff as necessary to meet the standards set out in agreements with Recycle BC.*". The Plan provides an initial budget estimate of \$15,000 to set up a recycle drop-off facility at the Fort St. James Transfer Station.

This option would provide the "one-stop-drop" solution advocated by some and will certainly increase convenience for the electoral area residents who self-haul their garbage and recycling. Tipping fees and disposal bans ensure the depot is integral for recycling.

The seven-day-a-week operating hours would ensure that recycling opportunities are available in tandem with garbage disposal.

### **Implications**

Although not currently a recycling depot for residential recycling, the Transfer Station does handle a number of recyclable items. It does have the space to expand to include a depot, and a proposed budget in the SWMP to set up a depot, although this may only set in place a sea can or two.

Additional funding opportunities available to the RDBN include the Rural Dividend Funds which could be accessed to set up depot services at the site. The site is already fenced and staffed, and the SWMP estimates operating a recycling depot would require an additional \$30,000 annually for staffing.

Consolidation of both depot materials and curbside collected materials would be possible under the one roof, utilizing existing equipment. As mentioned with curbside consolidation, additional space would be needed to store the consolidated materials.

Capacity building and skills training opportunities for the Nak'azdli are possible even though the Band would no longer providing a direct role in service provision.



This option would require entering into a new contract with Recycle BC. It is also possible that Recycle BC would continue to contract with the existing Nak'azdli Recycling Depot as a satellite depot.

### 5.3.2 Depot Service Option 2 - Nak'azdli Recycling Depot

Under this Option, the Nak'azdli First Nation would continue to operate the recycling depot serving residents in and outside the Recycle BC collection program. This depot remains the primary focus for recycling. Depot upgrades and operating considerations are required, similar to those expressed under section 5.2.1. Operating hours should be aligned with those of the nearby transfer station to ensure maximum convenience and participation.

A secondary option for this facility is for it to transition to become a satellite depot for residential recycling, and to expand operations to include other EPR programs (such as electronics and small appliances).

Tipping fees and disposal bans, particularly on all EPR products, ensure this depot is integral for recycling.

#### *Implications*

As noted in section 5.2.1, CMA does not have enough information at this time to prepare cost estimates for capital upgrades, but it would not be an inconsequential figure. Funding to complete infrastructure upgrades may be available through the First Nations Solid Waste Management Initiative program.

Expanding operations to offer additional EPR recycling for area residents would be well supported.

## 6 Next Steps

The options described above require further exploration before selecting a recommendation on future service provision. With respect to collection options additional information is required on: the volumes of recyclables that would be collected under a re-designed curbside collection program; the capacity of existing garbage trucks to collect this material on a bi-weekly basis; and the cost implication of this change.

With respect to consolidation additional information is required on the costs and benefits and timing associated with consolidation services at the Integrus Recycling Centre, the Nak'azdli Recycling Depot or the RDBN Transfer Station.

For depot service, additional information is required on the timing and costs to implement a Recycle BC depot at the RDBN Transfer Station as well as the willingness of Recycle BC to consider two depots in the area.

Once this information is gathered it will be presented to stakeholders for review and selection of preferred options for collection, consolidation and depot service. This recommendation will be included in a final report for consideration by the RDBN Board, the Nak'azdli First Nation, the Nak'azdli Development Corporation, the District of Fort St. James and Recycle BC.



## Appendix A Chronology of Recycling Services

2010-2014	<p>GUF sets up and operates the Integris Recycling Centre (starting 2010).</p> <p>Imperative Recycling offers subscription recycling collection (starting 2011).</p>
2011	<p>Province of BC amends the Recycling Regulations to include residential Packaging and Printed Paper (PPP) as materials requiring a product stewardship plan. Multi-Material BC (MMBC, since renamed Recycle BC) is formed as a Product Steward to act on behalf of PPP manufacturers and suppliers.</p>
2012-2013	<p>Recycle BC prepares a draft Product Stewardship Plan and begins consultation with industry and local governments. Three proposed collection methods include curbside for single-family homes, central collection for multi-family buildings, and depot service for self-hauled PPP.</p> <p>Recycle BC invites all local governments to apply to be collectors, and offers financial incentives for PPP collection.</p>
2013	<p>The District of Fort St. James (FSJ) considers the Recycle BC offers and declines all three. The primary reasoning is the incentives offered would not be sufficient to cover all of the costs to provide the collection services, thereby requiring additional service charges being imposed on residents.</p> <p>The Nak'azdli First Nation (NFN) appears as a delegation at FSJ District Council to communicate the Band's desire to explore the possibility of curbside pick-up through Multi-Material BC. The proposal puts Nak'azdli as the lead for recycling in the geographic area from the railway tracks north of town to Sorcha Road (this area includes residences within the District's boundaries).</p> <p>NFN enters into a contract with Recycle BC to provide recycling services to single-family and multi-family residents in the District and on Reserve, and to operate a drop-off depot.</p>
2014	<p>Recycle BC launches across the Province in May.</p> <p>NFN contracts Imperative Recycling to be their collector of curbside PPP and to manage/operate the recycling depot.</p> <p>Imperative Recycling continues to offer subscription collection service to businesses and commercial clients, as well as to rural residents not eligible for Recycle BC service.</p>



2015	FSJ purchases the Integris/GUF Recycling building and leases it to Nak'azdli to operate.
2016	FSJ takes over operations of the Integris/GUF Recycling building for commercial and industrial cardboard and mixed paper.
2017	Oversight of the NFN program shifts from the NFN Band office to the Nak'azdli Development Corporation (NDC).
2018	<p>Recycle BC advises current collectors (curbside, multi-family and depot) that contract terms expire by end of the year. To continue with no break in service or payment, formal notification of intent to re-sign is required. New financial incentives are proposed in the revised Stewardship Plan submitted to the Province.</p> <p>Nak'azdli Development Corporation advises that it is reluctant to re-sign, due in part to Recycle BC incentives not covering the costs incurred to provide the services.</p> <p>Contracts are re-signed to provide continuity of service while the service providers and decision makers review the current levels of service.</p>




**Appendix B Recycle BC Collection Incentives – Residential Collection**

Housing type	Multi-stream (separated) collection incentive \$ per Household/yr	Additional incentives for contract administration & education/promotion	Total \$ incentive available per HH/YR	Homes included in collection contract (per current count)	Total annual incentive
Single Family	\$40.65/HH/YR	\$2.75/HH/YR	\$43.40	782	\$33,940
Multi-Family	\$21.90/HH/YR	\$2.50/HH/YR	\$24.40	207	\$5,050
					<b>\$38,990</b>

Housing type	Single-stream (co-mingled) collection incentive \$ per Household/yr	Additional incentives for contract administration & education/promotion	Total \$ incentive available per HH/YR	Homes included in collection contract (per current count)	Total annual incentive
Single Family	\$36.65/HH/YR	\$2.75/HH/YR	\$39.40	782	\$30,810
Multi-Family	\$18.30/HH/YR	\$2.50/HH/YR	\$20.80	207	\$4,305
					<b>\$35,115</b>

**Appendix C Recycle BC Collection Incentives – Depot Operators**

Material	\$ / tonne			
	Community with curbside collection	Community without curbside collection	Additional incentives if baled	Total for Nak'azdli with current depot operations*
Fibres (mixed or separate)	80	60	110	170
Containers (mixed or separate)	130	90	110	200
Film plastic	500	500	330	830
Foam (white)	800	800	330	1130
Foam (Coloured)	800	800	330	1130
Glass	90	90	n/a	90
Other Flexible Plastic Packaging	500	500	330	830

\* Figures provided by Recycle BC.



## Nak'azdli Recycling Program Review and Restructuring Options

## Appendix D Local Recycling

Location	Items Accepted
Fort St. James Bottle Depot 421 Morice Avenue 250-996-0181	Beverage Containers Milk Jugs Household Batteries
Nak'azdli Recycling Depot 300 Dachun Road 250-996-8095 Website: <a href="#">Nak'azdli Recycling Depot</a>	Cardboard Paper Metal Cans/Lids Plastic Containers Styrofoam Plastic Bags Glass Jars Light Bulbs & Tubes Batteries Scrap Metal
District of Fort St. James Integrus Recycling Centre Morice Avenue (next to Fort St. James Bottle Depot)	ICI (Industrial, Commercial and Institutional) Only: Cardboard Mixed Paper
Lakeside Pharmacy B-374 Stuart Drive 250-996-7202	Un-used prescription drugs Un-used over-the-counter medications, including creams, natural health products such as vitamins and minerals, traditional Chinese medicines, herbal products, probiotics, amino acids and homeopathic medicines
Ouellette Bros. Building Supplies 2880 Highway 27 North 250-996-7457	Paint and Solvents Pesticides/gasoline Flammable Liquids
Fort St. James Transfer Station 1521 Necoslie Rd	Large Appliances Paint Propane tanks Metal Scrap
Riverside Repairs 2858 Garvie Road 250-996-0099	Oil Oil Filters Containers Antifreeze Antifreeze Containers
Kal Tire - FSJ Douglas & Portage 250-996-8266	Used and end-of-life tires: Passenger & Light Truck; Medium Truck; Agricultural Drive; Logger/Skidder



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## MEMORANDUM

To: Regional District Board  
From: Jennifer MacIntyre, Planner I  
Date: November 1, 2018  
Re: **Telus Wireless Communications Facilities - BC2625 (Highway 16)**

### INTRODUCTION

The Regional District has received a referral from TELUS c/o Cypress Land Services regarding a proposed wireless communication tower to improve wireless communications services in the rural communities surrounding Vanderhoof, BC.

The proposed tower is 30.0 m tall, is proposed to be located on private land at 7236 Highway 16 E, approximately 3 kilometres south from the District of Vanderhoof, BC.



The application area is zoned Agricultural (Ag1) under the RDBN Zoning Bylaw. Unattended public service or utility buildings and structures having no exterior storage of any kind are permitted in all zones of the Regional District of Bulkley-Nechako Zoning Bylaw. It is noted that Zoning cannot regulate telecommunications towers, as this is under Federal jurisdiction.

The application area is within the Agricultural Land Reserve (ALR). The site area is smaller than 100 m<sup>2</sup>, therefore the proposal does not trigger a non-farm use application to be made to the Agricultural Land Commission.



## INDUSTRY CANADA CONSULTATION REQUIREMENTS

Industry Canada has a public consultation policy that proponents must follow prior to the placement of communication towers. This policy requires that proponents consult with the local land use authority prior to construction. The RDBN relies on Industry Canada's default public consultation process which is outlined below.

The proponent is required to do the following.

1. Provide written notification to the public, the land use authority and Industry Canada of the proposed antenna system installation or modification.
2. Engage the public and the land-use authority to address relevant questions, comments and concerns regarding the proposal.
3. And, provide an opportunity to the public and the land use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns.

The aim of the consultation with the local authority is to do the following

- Discuss site options;
- Ensure that local processes related to antenna systems are respected;
- Address reasonable and relevant concerns from both the land use authority and the community they represent; and,
- Obtain land use authority concurrence in writing.

## TELUS CONSULTATION WITH THE PUBLIC

Telus has informed the RDBN that they placed the attached public notice in the Omineca Express on, September 5, 2018.

They also indicated that they notified adjacent landowners found within 90 metres from the location of the proposed tower on August 31, 2018 by providing them with the attached public consultation information package. Telus states that they have received eight comments of support, which are presented in the attached "*Appendix 4: Comments and Responses Tracker*."

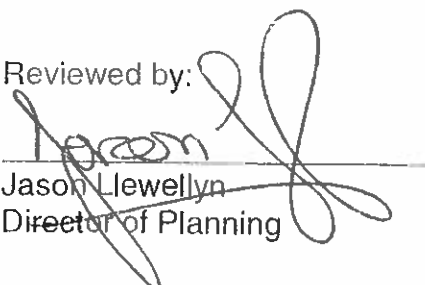
## STAFF COMMENTS

RDBN records indicate that there is one residence and one property within 90 metres of the proposed tower. The property owners and occupants have been provided with the public consultation package which was mailed on August 31, 2018. From the consultation package provided, it appears that Telus has followed Industry Canada's public notification standards.

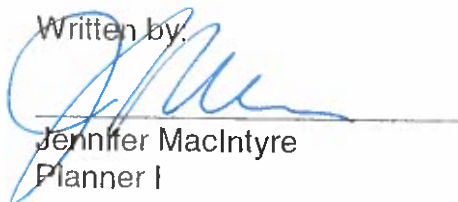
### Recommendation

That the Regional District Board direct staff to send a letter stating that the RDBN has no objection to the proposed communication tower location.

Reviewed by:

  
Jason Lewellyn  
Director of Planning

Written by:

  
Jennifer MacIntyre  
Planner I

Board / All Directors / Majority

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October 29, 2018

Email: [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

Maria Sandberg  
Planner  
Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 820  
Burns Lake, BC V0J 1E0

Dear Ms. Sandberg,

Subject: Request for Concurrence for a TELUS Wireless Communications Facility Proposal

TELUS Site:	BC2625 - Blackwater Road / Carman Hill Road W.
Proposed Location:	7326 Hwy 16 East, Vanderhoof, BC
Description:	30.0 metre lattice tower

Please be advised that TELUS c/o Cypress Land Services Inc. has completed the public consultation process, following Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, Default Public Consultation Process. TELUS is respectfully requesting, from the Regional District of Bulkley-Nechako Board (RDBN), that concurrence be issued for the TELUS tower proposal in an effort to provide TELUS wireless communications services to the Vanderhoof area. Enclosed please find evidence of the following efforts regarding this public consultation process.

On August 22, 2018, an information package was submitted to the RDBN formalizing the initiation of the consultation process (please see **Appendix 1: Information Package**).

On August 31, 2018, notification letters were sent to residents and other affected parties within a radius of three times the height of the proposed tower (90 metres). The notification letter was to advise residents of the proposed installation and to offer an opportunity to obtain additional information and provide comments (please see **Appendix 2: Affidavit of Notification**).

On September 5, 2018, a notice was placed in the Vanderhoof Omineca Express newspaper (please see **Appendix 3: Newspaper Tear Sheet**).

On October 5, 2018 the consultation period ended. During the consultation period, eight (8) comments of support were received (please see **Appendix 4: Comments & Responses Tracker**).

TELUS is committed to working with the community and staff to supply TELUS wireless services to the Progress area. TELUS looks forward to the Regional Board's concurrence for the proposed wireless

communications facility project. Please find in **Appendix 5: Sample Resolution**, a sample resolution which may be used. Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at [tawny@cypresslandservices.com](mailto:tawny@cypresslandservices.com).

Sincerely,

Tawny Verigin  
Municipal Affairs Specialist

A handwritten signature in blue ink that reads "Tawny Verigin". The signature is written in a cursive style with a blue ink color.

Cypress Land Services  
Agents for TELUS

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**Appendix 1: Information Package**

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Cypress Land Services Inc.  
Suite 1051 – 409 Granville Street  
Vancouver, BC V6C 1T2

Telephone: 604.620.0877  
Facsimile: 604.620.0876  
Website : [www.cypresslandservices.com](http://www.cypresslandservices.com)

August 22, 2018

Via Email: [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

**Maria Sandberg**  
**Planner**  
Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 820  
Burns Lake, BC V0J 1E0

**Subject:** TELUS Communications Inc. ("TELUS") Telecommunications Facility Proposal Information Package  
**PID:** 028-749-928  
**Legal:** LOT A SECTOIN 23 TOWNSHIP 2 RANGE 4 COAST DISTRICT PLAN BCP49822  
**Address:** 7326 Highway 16 East, Vanderhoof, BC  
**Coordinates:** 53.960133 -123.966141°  
**TELUS Site:** BC2625

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### Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. We have been in preliminary consultation with Bulkley-Nechanko Regional District and in order to provide improved, dependable wireless services a new facility is required.

### Proposed Site

The subject property is located at **7326 Highway 16 East, Vanderhoof, BC**. This site is within Electoral Area F and zoned as AG1. The proposed installation consists of a 30.0 metres triangular light duty self-support tower structure with three (3) panel antennas and a lightning rod with tower mounted equipment cabinets at the base. Access is existing to the property and compound area. The site is located within the Agricultural Land Reserve (ALR); however, the site area does not exceed 100 sq. metres, therefore a non-farm use application to the Agricultural Land Communication (ALC) is not required. Please see **Schedule A: Tower Site Location**.

### **Rationale for Site Selection**

TELUS seeks to maintain and improve high quality, dependable network services. In order to improve network performance, TELUS is seeking to add the proposed communications installation to improve service in the Vanderhoof area.

The proposed site is a result of many considerations. Existing structures, including towers, were initially reviewed during the site selection process. After careful examination, it has been determined there are no viable existing structures in the area that would be suitable for the operations of TELUS' network equipment. The proposed location is considered to be appropriate given the tower will be located on a large property, well setback from the highway.

### **Tower Proposal Details**

TELUS is proposing to install a 30 metre self-support tower, located on privately owned land in order to improve and extend wireless and telecommunication services. TELUS has completed preliminary design plans (**Schedule B: Preliminary Plans**). These preliminary design plans are subject to final engineered design, land survey and approval of Transport Canada. Transport Canada approval may require tower lighting and/or marking; comments are pending.

### **Consultation Process with the Regional District of Bulkley-Nechako**

It is our understanding that Regional District of Bulkley-Nechako does not have an adopted Telecommunications policy. Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower. Following ISED's requirements, TELUS would like to initiate Default Public Consultation Process (as described in the Industry Canada circular, CPC-2-0-03, issue 5, commonly referred to as the "CPC"). Information on the "CPC" consultation process may be found on-line at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>.

In order to obtain comments, concerns or questions in regard to the proposed tower site, the CPC requires TELUS to send out notification packages to all properties located within three times the height of the proposed tower (90 metres). A notice will also be placed in the local paper. This comment period is a minimum of 30 days. We expect the public consultation process to commence in July.

At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS.

TELUS is requesting that, subsequent to the completed consultation process a letter or resolution of concurrence will be issued by the Regional District of Bulkley-Nechako.

**Health and Safety**

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at:

Health Canada:

[http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio\\_guide-lignes\\_direct-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php)

**Concurrence Requirements**

In order to complete the consultation process, TELUS will be requesting concurrence from the Regional District of Bulkley-Nechako in a form acceptable by ISED.

**Conclusion**

Please consider this information package as the official commencement of consultation with the Regional District of Bulkley-Nechako. TELUS is committed to working with the Regional District and the community to provide improved wireless services.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at [tawny@cypresslandservices.com](mailto:tawny@cypresslandservices.com).

Thank you in advance for your assistance and consideration.

Sincerely,  
**CYPRESS LAND SERVICES**  
Agents for TELUS

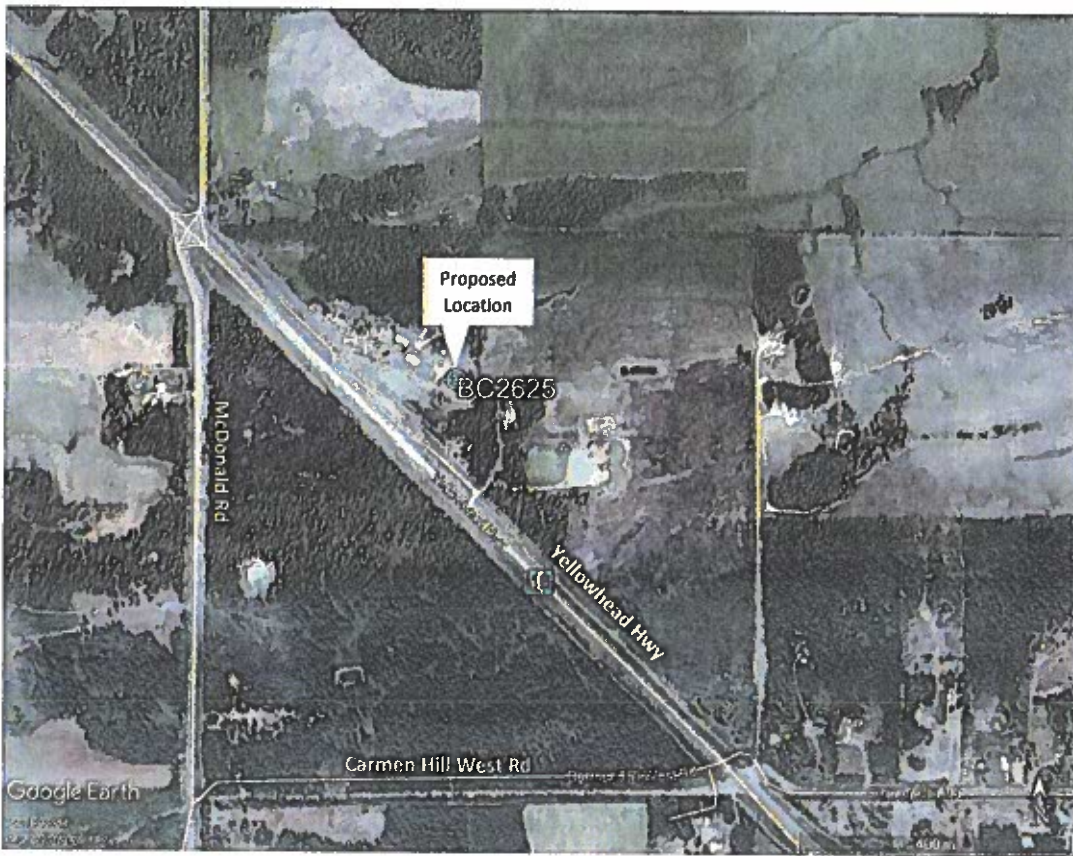


Tawny Verigin  
Municipal Affairs Specialist

cc: Kent Martin, Real Estate & Government Affairs, TELUS

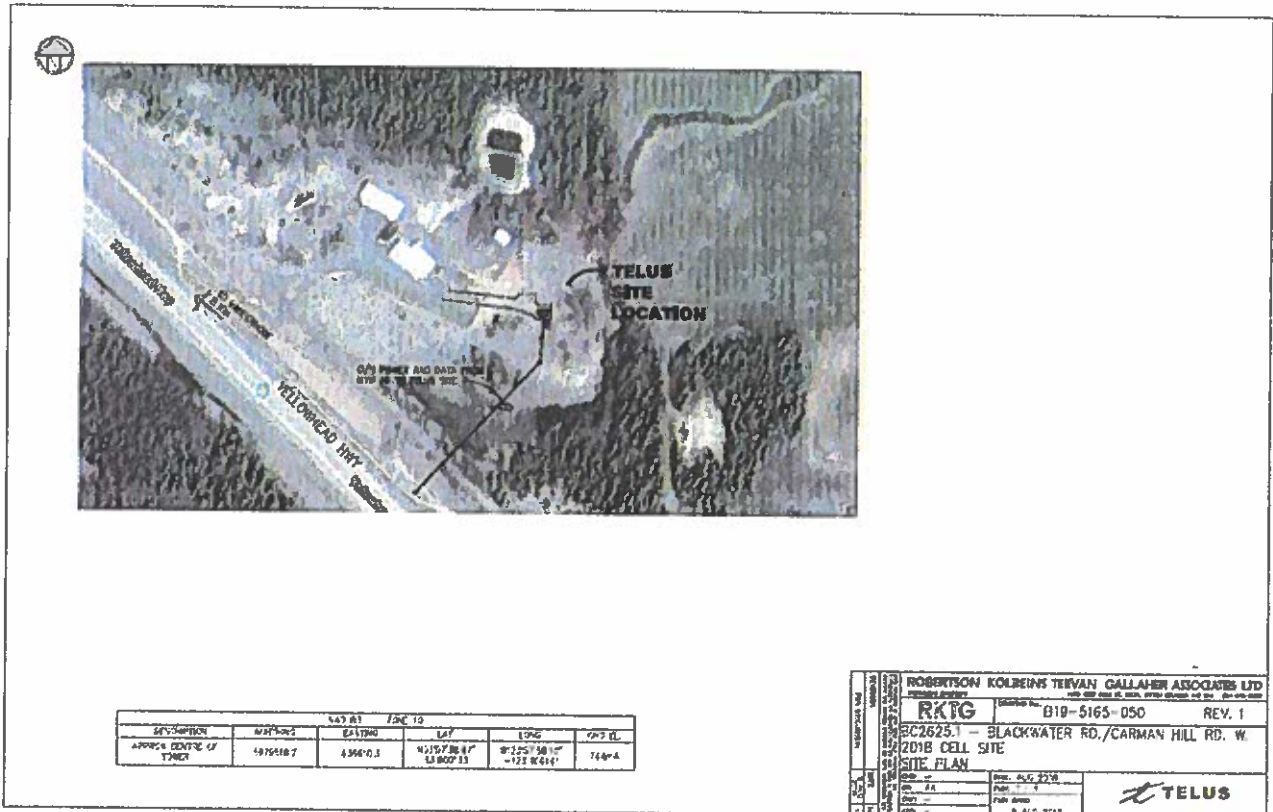
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**SCHEDULE A  
TELUS SITE LOCATION**





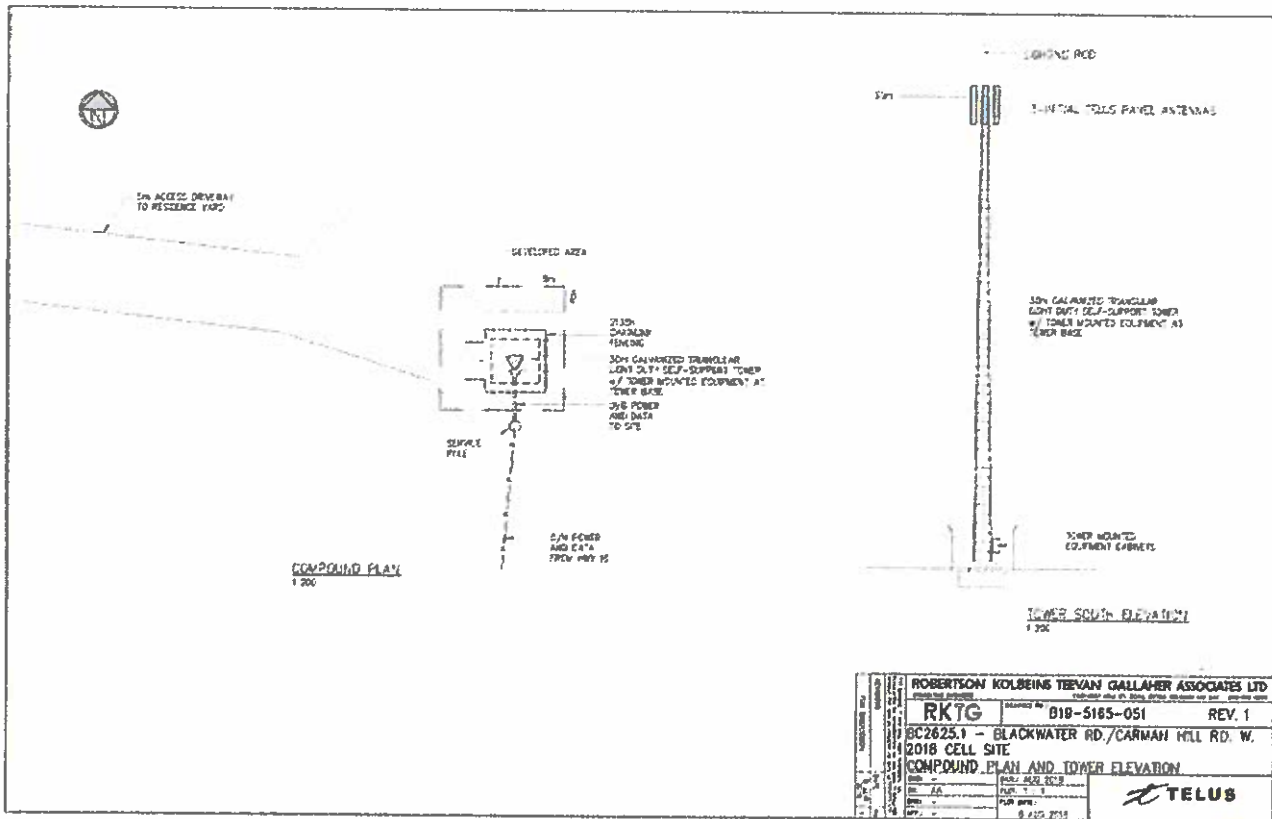
**SCHEDULE B  
PRELIMINARY DESIGN PLANS – SITE PLAN**



DESCRIPTION	MARKING	EASTING	NORTH	LONG	ANG
APPROX. CENTER OF TOWER	4975210.7	436670.3	4115736.87	11.802713	87.12575817 -123.86147

ROBERTSON KOLBEINS TEEVAN GALLAGHER ASSOCIATES LTD.	
<b>RKIG</b>	819-5165-050 REV. 1
BC2625.1 - BLACKWATER RD./CARMAN HILL RD. W.	
2D1B CELL SITE	
SITE PLAN	
DATE: 06/22/06	TELUS
BY: JA	
CHECKED: [blank]	
APP. [blank]	

**SCHEDULE B  
PRELIMINARY DESIGN PLANS – COMPOUND PLAN & TOWER ELEVATION**



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**Appendix 2: Affidavit of Notification**

**Affidavit of Cypress Land Services**

I, Tawny Verigin, Municipal Affairs Specialist, in the City of Vancouver in the Province of B.C., make an Oath and say:

- 1. THAT I caused to be sent by regular mail, a notification letter, as included in Appendix A, to property owners, occupants and other recipients, as listed in Appendix B, on August 31, 2018.

  
 \_\_\_\_\_  
 Tawny Verigin, Municipal Affairs Specialist  
 Cypress Land Services

Sworn/Affirmed/Declared before me at the City of Vancouver, in the Province of B.C., this 31<sup>th</sup> day of August 2018.

  
 \_\_\_\_\_  
 (Commissioner's Signature)

A Commissioner for Taking Affidavits for the Province of B.C.

Ivan Staeheli  
 A Commissioner for Taking Affidavits  
 For British Columbia  
 Cypress Land Services Inc.  
 1051 - 409 Granville Street  
 Vancouver, BC V6C 1T2  
 Tel: 604-601-2518  
 Expires on: August 31, 2019

\_\_\_\_\_  
 (Commissioner's stamp or printed name and expiry date)

Appendix A: Notification Letter



August 31, 2018

Dear Owner and/or Occupant,

**Subject:** TELUS Communications Inc. ("TELUS") Telecommunications Facility Proposal  
**Legal:** LOT A, SECTION 23, TOWNSHIP 2, RANGE 4, COAST DISTRICT PLAN BCP49822  
**PID:** 028-749-928  
**Address:** 7326 Hwy 16 East, Vanderhoof, BC  
**Coordinates:** N 53.960133°, W 123.966141°  
**TELUS Site:** BC2625.1 – Blackwater Road / Carman Hill Road W.

### **What is TELUS Proposing?**

TELUS seeks to continue to provide high quality wireless telecommunications services to Canadians. Increasingly, Canadians depend on wireless voice, data and internet communications for business, personal enjoyment and personal security reasons. In response to demand for improved wireless service in the Vanderhoof area, TELUS is proposing the construction of a new telecommunications installation.

TELUS is proposing to install a 30 metre galvanized triangular light duty self-support tower at 7326 Hwy 16 East, Vanderhoof, BC. An aerial photo of the proposed location is included as part of this notification package.

### **Regulatory Authority**

Telecommunication providers are required by Innovation, Science, and Economic Development Canada (ISED), formerly Industry Canada, to consult with the local municipality and the general public regarding new installations. ISED does have exclusive jurisdiction over the approval and placement of telecommunications installations.

The consultation process will provide an opportunity for residents, stakeholders and landowners to obtain detailed information regarding the proposal and to provide comments for consideration. Any inquiries that are received as a result of this notification will be logged and submitted to the Regional District of Bulkley-Nechako's ("RDBN") and ISED as part of our application for concurrence.

### **The RDBN Consultation Process**

The RDBN does not have a telecommunications policy. Therefore, TELUS will be following the CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems client procedures circular, as mandated by Innovation, Science, and Economic Development Canada (ISED). The CPC-2-0-03 default consultation process requires that notification letters be mailed to all owners and occupants within a radius of three (3) times the height of the proposed structure. This notification is to provide the opportunity to obtain information regarding the proposal, ask questions and provide comments.

This letter provides written notification to all affected properties within an approximately 90 metres radius (three times the tower height) of the property whereby the proposed telecommunication antenna structure is located. The closing period for comments to be received by TELUS is October 5, 2018. For additional and detailed information regarding CPC-2-0-03 —



Radiocommunication and Broadcasting Antenna Systems client procedures circular, please go on-line to: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>

*Purpose*

A new telecommunications site is proposed to improve coverage within the Vanderhoof area. Currently, there are no existing antenna support structures or other feasible infrastructure that can be utilized; as a result, a new antenna support structure is required.

*Location*

The tower is proposed to be located at the following coordinates: N 53.960133°, W 123.966141° at 7326 Hwy 16 East, Vanderhoof, BC. The specific location of the tower is shown in the aerial photo attached. The facility is proposed to be located in the eastern portion of the property. The tower is proposed to be set back from Yellowhead Highway approximately 100 metres behind some trees that will screen a portion of the tower from public view. The site is located within the Agricultural Land Reserve (ALR); however, the site area does not exceed 100 sq. metres, therefore a non-farm use application to the Agricultural Land Communication (ALC) is not required.

*Safety Code 6*

ISED requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS confirms that the tower described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time.

*Design*

This proposal is for a 30.0 metre galvanized triangular light duty self-support tower within an 8.0 metre by 8.0 metre chain-link fenced compound that includes TELUS telecommunications equipment. A preliminary design of the site plan, compound plan and tower profile are included in this notification for your reference.

*Site Access*

Access will be obtained via the existing access drive way off Yellowhead Highway. Construction is anticipated to take approximately one month.

*Environment*

TELUS confirms that the installation is excluded from environmental assessment under the Canadian Environmental Assessment Act. Any municipal environmental regulations will be followed.

*Transport Canada*

The tower will be required to comply with lighting or marking requirements as determined by Transport Canada. Comments are pending.

*Structural Considerations*



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TELUS confirms that the antenna structure described in this notification package will apply good engineering practices including, structural adequacy during construction. The facility will be built to the National Building Code as well as the BC Building Code.

*General Information*

General information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website: <http://www.ic.gc.ca/eic/site/ic-gc.nsf/eng/07422.html>

**Contacts:**

**TELUS Communication Inc. (TELUS)**  
c/o Tawny Verigin of Cypress Land Services  
Agents for TELUS  
Suite 1051, 409 Granville Street  
Vancouver, BC V6C 1T2  
Phone: 1-855-301-1520 | Fax 604-620-0876  
E-mail:  
[publicconsultation@cypresslandservices.com](mailto:publicconsultation@cypresslandservices.com)

**ISED**  
**Northern British Columbia and Yukon Office**  
280 Victoria Street, Room 203  
Prince George BC V2L 4X3  
Phone: 250-561-5291 or 1-800-667-3780  
Fax: 250-561-5290  
Email: [ic.spectrumprincegeorge-princegeorgespectre.ic@canada.ca](mailto:ic.spectrumprincegeorge-princegeorgespectre.ic@canada.ca)

**Regional District of Bulkley-Nechako**  
Maria Sandberg - Planner  
37 3rd Avenue, PO Box 820  
Burns Lake, BC V0J 1E0  
Email: [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

If you have any specific questions regarding the proposal, please feel welcome to contact the above.

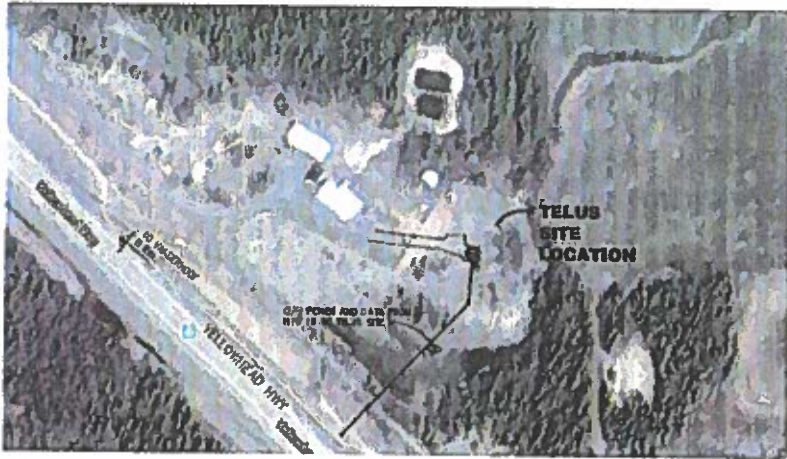


Aerial Map





PRELIMINARY DESIGN PLANS - SITE PLAN



DESCRIPTION	NORTHING	EASTING	LAT	LONG	STATION ID
NEARBY CENTRE OF TOWER	5170518.7	438640.5	N49°33'58.41"	W123°51'58.50"	28642

ROBERTSON KOLBEIN TEEVAN GALLAGHER ASSOCIATES LTD	
<b>RKTG</b>	B19-5105-050 REV. 1
BC2825.1 - BLACKWATER RD./CARMAN HILL RD. W.	
2018 CELL SITE	
SITE PLAN	
DATE: 2018-03-29	
SCALE: 1:1	
BY: [signature]	
APP: R 410 2218	

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PRELIMINARY DESIGN PLANS – COMPOUND PLAN & TOWER ELEVATION

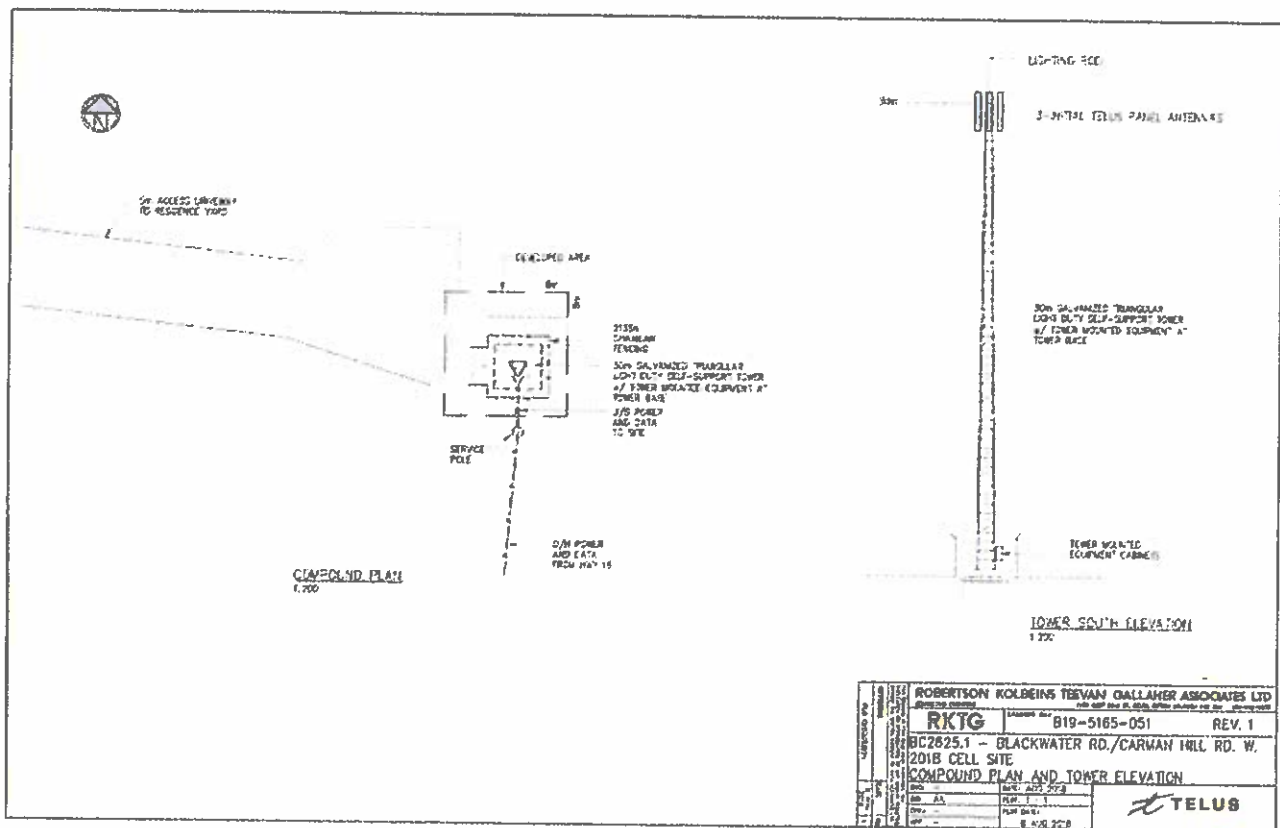
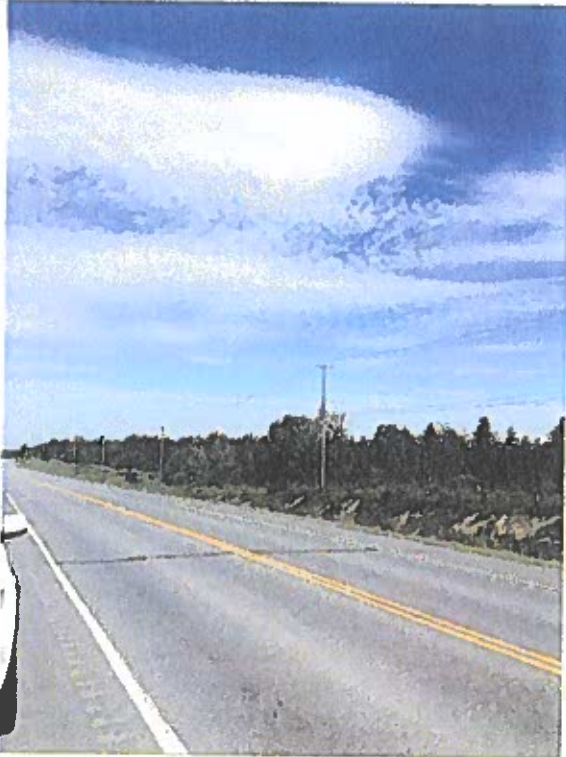




PHOTO-SIMULATION

BEFORE

AFTER



Artist's rendering of proposed facility looking west from Yellowhead Highway.

*Note: Photo-simulation is for conceptual purposes only. Proposed design is subject to change based on final engineer plans.*



**COMMENT SHEET**  
**PROPOSED TELECOMMUNICATIONS INSTALLATION**  
**LEGAL: LOT A, SECTION 23, TOWNSHIP 2, RANGE 4, COAST DISTRICT PLAN BCP49822**  
**PID: 028-749-928**  
**ADDRESS: 7326 Hwy 16 East, Vanderhoof, BC**  
**COORDINATES: N 53.960133°, W 123.966141°**  
**TELUS SITE ID: BC2625**

1. Do you feel this is an appropriate location for the proposed facility?

- Yes
- No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest?

- Yes
- No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Additional Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes; however, your comments will only be used by TELUS in satisfying ISED's consultation requirements. The closing period for comments to be received by TELUS is October 5, 2018.

Name \_\_\_\_\_  
(Please print clearly)  
Email Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELUS c/o Cypress Land Services Inc.  
Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2  
Attention: Tawny Verigin, Municipal Affairs Specialist  
*Thank you for your input.*

Appendix B: List of Property Owners, Occupants and Other Recipients

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**NORMAN WIEBE & RUFINA LIZA WIEBE**  
7326 HIGHWAY 16 E  
VANDERHOOF BC V0J 3A1

**OCCUPANT**  
7300/7326 HIGHWAY 16 E  
VANDERHOOF BC V0J 3A1

**TELUS**  
4535 CANADA WAY, 3RD FLOOR  
BURNABY, BC V5G 1J9  
ATTN: KENT MARTIN

**WOODLAND CENTRE  
CONGREGATION**  
7360 HIGHWAY 16 E RR 1  
VANDERHOOF BC V0J 3A1

**OCCUPANT**  
7632 HIGHWAY 16 E VANDERHOOF BC  
V0J 3A1

**ISED**  
NORTHERN BC AND YUKON OFFICE  
280 VICTORIA STREET, RM 203  
PRINCE GEORGE, BC V2L 4X3

**CYPRESS LAND SERVICES INC.**  
1051 – 409 GRANVILLE ST  
VANCOUVER, BC V6C 1T2

**RDBN**  
MARIA SANDBERG, PLANNER  
37 3RD AVENUE, PO BOX 820  
BURNS LAKE, BC V0J 1E0

**Total – 8**  
**BC2625**

Appendix C: Envelope



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**IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN  
APPROX. 90 METRES OF A PROPERTY YOU HAVE AN INTEREST IN**

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**Appendix 3: Newspaper Tear Sheet**

Express NEWS

**Taylor Bros. Hardware Ltd.**  
 SENIOR'S DAY IS SEPTEMBER 5th  
**10% off** in stock only  
 135 East Stewart, Vanderhoof 250-567-2246

**PRINCE GEORGE HUMANE SOCIETY**  
 PRINCE GEORGE HUMANE SOCIETY YOUR FIRST ADOPTION OPTION!  
**Meet Eliza**  
 We at the Prince George Humane Society are pleased to introduce Eliza. This lovely lady is approximately one year old with a laid back disposition. She gets along with other full grown cats and enjoys when children come to visit. Mellow, and affectionate Eliza would make a wonderful addition to any family!  
 IF YOU WOULD LIKE TO ADOPT OR NEED MORE INFO PLEASE CALL 250-640-7415  
 This ad is sponsored by  
**VALLEY FEEDS**  
 Jeremy Seely • 250-567-4400  
 346 1st Street Hwy 16 West  
 In part with Omineca Express

# Premier John Horgan celebrates working people

## Building a better future

Premier John Horgan has issued the following statement in honour of Labour Day, on Monday Sept. 3, 2018.

On Labour Day, we celebrate and honour the working people who have fought, and continue to fight, for workers' rights and better lives for everyone, in every workplace.

The rights and workplace standards we often take for granted are the direct result of the labour movement. Without the collective action of unions and workers, we would not have minimum wages, humane working hours, vacation and overtime pay, parental leave, employment insurance, protection from discrimination and harassment, job security and workplace

safety standards. As inequality grows in Canada and around the globe, it is more important than ever to stand up for fairness and a more equal economy that works for everyone. This is at the heart of our government, and drives the work we do every day to make life better for people in B.C.

We still have a long way to go to make B.C. jobs work better for people. But we're making important progress.

That includes launching the Fair Wages Commission, to get B.C. to a \$15-an-hour minimum wage, taking action to improve access to trades training, increasing opportunities for apprenticeships on public-sector construction projects.

And we're making sure communities, families and workers benefit when government spends public money on major projects, like bridges, roads and hospitals.

We're supporting worker health and safety, modernizing labour legislation to support all workers in our province, and preventing the exploitation of vulnerable workers.

We're also working across the board to improve the services workers rely on - like affordable child care, health care and education.

We're going to keep working to make life better for workers and their families. We can build a better future for everyone in B.C., together. "Happy Labour Day!"



# TELUS

## Notice of Proposed TELUS Communications Inc. ("TELUS") Telecommunications Facility

Description: As part of the public consultation process required by Innovation, Science, and Economic Development Canada (ISED), formerly Industry Canada, TELUS is inviting the public to comment on a proposed telecommunications facility installation consisting of a 30-metre galvanized triangular light duty self-support tower and ancillary radio equipment required to improve wireless service in the Vanderhoof area.

Proposed Location: 7326 Hwy 16 East, Vanderhoof, BC PID: 028-749-928

Coordinates: N 53.960133°, W 123.966141°

For More Information:

Contact TELUS at:

Tawny Verigin  
 c/o Cypress Land Services Inc.  
 Agents to TELUS  
 Suite 1051, 409 Granville Street  
 Vancouver, BC V6C 1T2  
 Phone: 1-855-301-1520  
 Email:

publicconsultation@cypresslandservices.com

The public is welcome to comment on the proposal by the end of the business day on October 5, 2018 with respect to this matter.

TELUS File: BC2625.1 - Blackwater Rd / Carrman Hill Road W.

### Location Map



# Senior of the Week

## David Leslie

Most of the time, you can find David Leslie down at the Vanderhoof Men's Shed in the Burrard Market Square, something he says has been instrumental to his well-being over the past few years.

After suffering through some traumatic life events, such as the passing of his wife of almost 43 years, and a sudden heart attack, Leslie says that he was able to find both reprieve and a community at the Men's Shed.

"It was helpful to me," says Leslie.

The Men's Shed offers a therapeutic community in which Vanderhoof residents are able to get together with like-minded individuals for comfort and companionship, while also giving these men an opportunity to use their skills to give back to the community in ways that they might not have known before.



sponsored by

**Independent** 2110 Ryley Ave., Vanderhoof  
 Your Independent Grocer

Regular Store Hours	PRUGS Pharmacy™ Hours
Friday 8 AM - 10 PM	Monday 9:30 AM - 05:30 PM
Saturday 8 AM - 10 PM	Tuesday 9:30 AM - 05:30 PM
Sunday 8 AM - 10 PM	Wednesday 9:30 AM - 05:30 PM
Monday 8 AM - 10 PM	Thursday 9:30 AM - 05:30 PM
Tuesday 8 AM - 10 PM	Friday 9:30 AM - 05:30 PM
Wednesday 8 AM - 10 PM	Saturday Closed
Thursday 8 AM - 10 PM	Sunday Closed

250-567-6000

Appendix 4: Comments & Responses Tracker)

Comments & Responses Tracker  
BC2620 / BC2625

Name of Resident	Address	E-mail	Phone	Date Message Received	Email, Letter, Document Sheet or Video	Comment or Question	Support / non-support / neutral	Response to Comment or Question	Date Response Sent
Janice Baker	4877 Falaise Drive, Victoria	janice.baker.jal.mtd@telus.net		5-Sep	email	<p>Hi,</p> <p>Can you please provide, for publication on VanderhoopOnline.com, more information about these projects? What will the benefits to Vanderhoop residents? Can you explain "improved wireless services" -- does this mean a larger coverage area, or a stronger signal or both? Will improved wireless services create positive benefits for internet users in the vicinity of the proposed towers? Will Telus host public information sessions or is more information available online? If approved what would be the project timeline?</p> <p>I would like to post the images below with the article about potential wireless improvements in Vanderhoop, may I have your permission to do so?</p> <p>Cheers, Janice Baker vanderhoop@online.com 250-570-8121</p>	support	<p>Hi Janice,</p> <p>TELUS is in the preliminary stages of investigating opportunities to improve wireless service in Vanderhoop, in response to increasing demand from area residents. After a comprehensive review, we are proposing two new cell towers, one at 7326 Hwy 16 East, and another at 1375 Markey Drive, which together will dramatically enhance the reach and strength of wireless service in the area including improved internet services.</p> <p>Our priority is always to provide the desired new wireless coverage while mitigating the impact on the landscape. There are no existing structures that could be used to improve services therefore the two new towers are required. Both towers will be set back from the road and will be partially screened by trees, in an effort to best blend in with the surrounding landscape. We're currently in the midst of consulting a public consultation to hear from residents in the area, which will conclude on October 5. To date, we have not received any comments or questions. Once the public consultation ends and we review any feedback from residents, we'll be in a better position to share our next steps and an estimated timeline of when the towers may be built and operational.</p> <p>Thanks, Tawny Verigin Municipal Affairs Specialist Telus Land Services Inc.</p>	10-Sep
				10-Sep	email	<p>Thank you for the response Tawny. Those that are aware of planned upgrades are likely interested in how they will improve coverage and speed.</p>	support	N/A	N/A
Tammy Lyall	Highway 27 S	tammy.lyall@bc1.ca	250-147-1319	11-Sep	email	<p>I live on Highway 27 S, which is 10 mins from Vanderhoop and have very poor service. I am also unable to obtain internet service as I am can't see Signal Mountain. The Telus Hub does work in my area, although can be weak at times as a result of the connection however my address does not qualify for some reason.</p> <p>Tammy Lyall Business Analyst</p>	support	<p>Hi Tammy,</p> <p>Thank you for providing your comments regarding the proposed TELUS facilities in Vanderhoop, BC. We appreciate your support for the project and will share your comments with RDBN for consideration. The proposed facilities will provide service to areas within a few kilometers of the tower locations which together will dramatically enhance the reach and strength of wireless service in the area including improved internet services. The towers are required to be located closer to the customers for improved user experience. Much of the planning for coverage depends on number of residents/users and therefore in areas where residents are sparsely populated we would not deploy towers. For areas that will not experience improved coverage from these proposed projects, TELUS will continue to monitor and assess future areas to build towers but at this time 10km down Hwy 27 S is not part of the immediate build plan.</p> <p>Should you have any further questions or comments, please do not hesitate to contact us.</p> <p>Sincerely, Tawny Verigin Municipal Affairs Specialist Telus Land Services Inc.</p>	1-Oct
Kathie Lafarge		k.lafarge@hotmail.com		10-Sep	email	<p>I don't know much about internet service technology. Can u confirm that the proposed towers would improve internet service to the Aspen Drive area in the east part of Vanderhoop?</p> <p>Two local residents with much experience in internet service indicate that there is a real need for improved service north of Vanderhoop (Braeside) Also it is believed that a tower by the airport (that does not impact flight paths) could improve service both north and east of Vanderhoop specifically Markey and Aspen Drive. Has there been any consideration of this location?</p> <p>Kathie Lafarge Sent from my iPhone</p>	support	<p>Hi Kathie,</p> <p>Thank you for providing your comments regarding the proposed TELUS facilities in Vanderhoop, BC. We appreciate your support for the project and will share your comments with RDBN for consideration. The proposed facilities will provide service to areas within a few kilometers of the tower locations which together will dramatically enhance the reach and strength of wireless service in the area including improved internet services, and specifically the Aspen Drive area you mentioned.</p> <p>The towers are required to be located closer to the customers for improved user experience. Much of the planning for coverage depends on number of residents/users and therefore in areas where residents are sparsely populated we would not deploy towers. For areas that will not experience improved coverage from these proposed projects, TELUS will continue to monitor and assess future areas to build towers but at this time Braeside and the Airport are not part of the immediate build plan.</p> <p>Should you have any further questions or comments, please do not hesitate to contact us.</p> <p>Sincerely, Tawny Verigin Municipal Affairs Specialist Telus Land Services Inc.</p>	1-Oct
				1-Oct	email	<p>Thank you for your response. I'm told that new towers will improve cell service on Aspen (we already have good cell service) but won't improve internet significantly. However, u indicate that internet will improve. Can u elaborate?</p> <p>We currently have Telus internet and average about 3 mbps on a good day. I'm told that if I switch to cable service through Miscoan I can get up to 50 mbps. If I stay with Telus wireless, and the new towers are erected, what should I expect for speed?</p> <p>Can you also provide a timeline for the proposed/planned erection of towers?</p> <p>Thank you.</p>	support	<p>Hi Kathie,</p> <p>For wireless internet the tower would provide a marked improvement in speed. As there are many variables that go into determining the speed (such as distance from the tower etc.) we cannot give a definitive answer.</p> <p>Cable internet, in most cases, will be faster but if this is not an option, TELUS would provide the best wireless internet service if the tower is built.</p> <p>Currently they are reviewing their build plan for next year and hope to move forward accordingly.</p> <p>Thanks, Tawny</p>	22-Oct

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Comments & Responses Tracker  
SC2634 / SC2625

Name of Resident	Address	Email	Phone	Date Message Received	Format, Letter, Comment Sheet or Voice	Comments or Question	Support / non-support / neutral	Response to Comment or Question	Date Response Sent
Jan Funk		jan.funk71@shaw.ca		11-Jul-10	email	<p>Just would like to show my support for the two proposed cell towers for 1375 Markay and 7326 May 16 East.</p> <p>I hope that these will improve my current terrible internet at 1213 Dushop Drive.</p> <p>Thank you Jan Funk</p>	support	<p>Good afternoon Len,</p> <p>Thank you for providing your comments regarding the proposed TELUS facilities in Vanderhoof, BC. We appreciate your support for the projects and will share your comments with RDBN for consideration. The proposed facilities will provide service to areas within a few kilometers of the tower locations.</p> <p>Should you have any further questions or comments, please do not hesitate to contact us.</p> <p>Sincerely, Tammy Verigin Municipal Affairs Specialist Citizens Land Services Inc.</p>	26-Sep
Judy Long		long1234@shaw.net		12-Sep-10	email	<p>This email is to request that if a tower is erected that it service the Blackwater Bobtail Lake area. This whole area does not have any reliable cell service. There is a mountain called Bobtail Mountain and if a tower was erected on that mountain it would service a large area that has no service at all. There is access to this mountain also. In this day and age we should be able to have some cell service at least. This is also a safety issue. There have been some incidents in this area and if cell phone service were available it would help people feel a little safer. Thank you.</p> <p>Judy</p>	support	<p>Thank you for providing your comments regarding the proposed TELUS facilities in Vanderhoof, BC. We appreciate your support for the projects and will share your comments with RDBN for consideration. The proposed facilities will provide service to areas within a few kilometers of the tower locations which together will dramatically enhance the reach and strength of wireless service in the area including improved internet services.</p> <p>The towers are required to be located closer to the customers for improved user experience. Much of the planning for coverage depends on number of residents/users and therefore in areas where residents are sparsely populated we would not deploy towers. All areas that will not experience improved coverage from these proposed projects, TELUS will continue to monitor and assess future areas to build towers but at this time the Blackwater Bobtail Lake area is not part of the immediate build plan.</p> <p>Should you have any further questions or comments, please do not hesitate to contact us.</p> <p>Sincerely, Tammy Verigin Municipal Affairs Specialist Citizens Land Services Inc.</p>	30-Sep
						<p>&gt; Hi Tammy &gt; &gt; Thanks for the reply. One of the reasons for wanting some communication is for safety as there have been people who have disappeared in the past and it is worrisome. We have been longtime customers of Telus and were under the impression that the Federal government had given money to help rural areas to get connections where there are none. &gt; &gt; We would hope in the future something will be done. We pay high taxes for no services and also pay for 911 and cannot access it. &gt; &gt; What is the range of the new towers that will be erected in the future? &gt; &gt; Thanks for considering our concerns. &gt; &gt; Judy</p>			
				10-Oct-10	email	<p>Thanks for the reply, however do you happen to know the radius, coverage that the new towers will cover.</p>			
WELA Aboufian		welaaboufian@shaw.ca		13-Sep-10	email	<p>Good Evening, just hope it will cover Siskut Lake, to give us a choice in service?</p>	support	<p>Good afternoon,</p> <p>Thank you for providing your comments regarding the proposed TELUS facilities in Vanderhoof, BC. We appreciate your support for the projects and will share your comments with RDBN for consideration. The proposed facilities will provide service to areas within a few kilometers of the tower locations.</p> <p>Should you have any further questions or comments, please do not hesitate to contact us.</p> <p>Sincerely, Tammy Verigin Municipal Affairs Specialist Citizens Land Services Inc.</p>	27-Sep
Michael Manojlovic	4005 Hwy 7	manojlovic137@shaw.ca	250-562-0052	18-Sep-10	email	<p>Hi!! Glad to see service increasing in the Vanderhoof area, but we desperately need additional support west of town. Without a signal booster I can't get any signal at my residence for example, at 4096 Hwy 27. The area is also prone to dropped calls up and down the highway. Two towers in close proximity of each other might help the residences but don't help anyone outside of the immediate area. Just some feedback for consideration. Cheers.</p> <p>Best regards, Michael Manojlovic Cell: 250-562-0052</p>	neutral	<p>Good afternoon Michael,</p> <p>Thank you for providing your comments regarding the proposed TELUS facilities in Vanderhoof, BC. We appreciate your support for the projects and will share your comments with RDBN for consideration.</p> <p>Should you have any further questions or comments, please do not hesitate to contact us.</p> <p>Sincerely, Tammy Verigin Municipal Affairs Specialist Citizens Land Services Inc.</p>	18-Sep

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Comments & Responses Tracker

BC2624 / BC2625

Name of Resident	Address	Email	Phone	Date Message Received	Email, Letter, Comment Sheet or Voice	Comment or Question	Support / non-support / neutral	Response to Comment or Question	Date Response Sent
Sue Sadler		<a href="mailto:lsue@comcast.net">lsue@comcast.net</a>		15-Sep	email	I fully support the improvement of cell service in Vanderhoof. I would really like the service improved west of Vanderhoof along Hwy 16 in the Engen area - which is where I live. Hopefully after you finish east of town & in town, you'll address the issue we have. We are the same distance from Vanderhoof as Carman Hill Road. Thank-you for thinking about improving the service in this area. Sue Sadler	support	Hi Sue  Thank you for providing your comments regarding the proposed TELUS facilities in Vanderhoof, BC. We appreciate your support for the projects and will share your comments with RDBN for consideration. The proposed facilities will provide service to areas within a few kilometers of the tower locations which together will dramatically enhance the reach and strength of wireless service in the area including improved internet services.  The towers are required to be located closer to the customers for improved user experience. Much of the planning for coverage depends on number of residents/users and therefore in areas where residents are sparsely populated we would not deploy towers. For areas that will not experience improved coverage from these proposed projects, TELUS will continue to monitor and assess future areas to build towers but at this time the Engen area is not part of the immediate build plan.  Should you have any further questions or comments, please do not hesitate to contact us.  Sincerely,  Erinny Vergio Municipal Affairs Specialist Cypress Land Services Inc. Agents for TELUS	15-Sep
Mr. Sadler		<a href="mailto:lsue@comcast.net">lsue@comcast.net</a>		15-Sep	email	My husband also supports this project and would like our area upgraded as well. We cannot get wireless network services!! We live beside Hwy 16 & had to purchase a booster for our cell phones to work. Even with the booster we cannot receive wireless network services for our computer/laptops. We are still on dial up!! If you check the service areas on the Telus network you will find that the Hwy 16/Engen Road/Bearhead Road is not included for wireless network services.	support		

<input checked="" type="checkbox"/>	Support
<input type="checkbox"/>	non-support
<input type="checkbox"/>	neutral
<input type="checkbox"/>	Total

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**Appendix 5: Sample Resolution**



**Resolution**

WHEREAS TELUS proposes to erect a wireless communications facility at the location of 7326 Hwy 16 East, Vanderhoof, BC.

AND WHEREAS proponents of telecommunication towers are regulated by Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada on behalf of the Government of Canada and as part of their approval, ISED requires proponents to consult with land use authorities as provided for in CPC-2-0-03;

AND WHEREAS TELUS has consulted with the RDBN following the CPC-2-0-03 and the RDBN planning staff have no objection to the proposed telecommunications tower;

AND WHEREAS TELUS has consulted with the public by notifying properties within three times the tower height, placed a newspaper notice in the local paper and has provided a 30-day period for written public comment;

AND WHEREAS there are no significant land use issues identified by the consultation;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Clerk be instructed to advise TELUS that:
  - a) TELUS has satisfactorily completed its consultation with the RDBN;
  - b) The RDBN is satisfied with TELUS's public consultation process and does not require any further consultation with the public; and
  - c) The RDBN concurs with TELUS's proposal to construct a wireless telecommunications facility provided it is constructed substantially in accordance with the plans submitted to the RDBN.



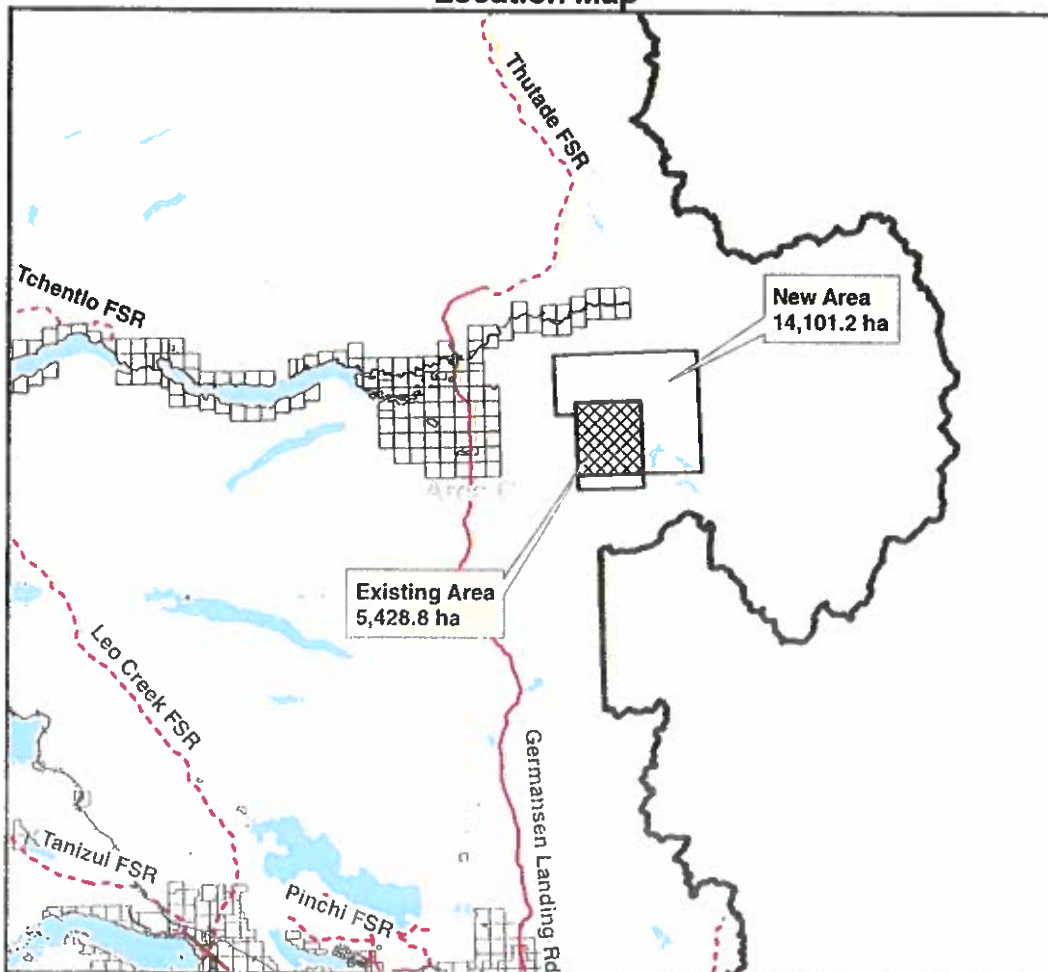
## MEMORANDUM

To: Board of Directors  
 From: Jennifer MacIntyre, Planner I  
 Date: November 2, 2018  
 Re: **Land Referral File no. 7410005 (Thomson Creek Metal Company Inc.)**

This application is regarding an amendment to Thomson Creek Metal Company's existing Licence of Occupation under the Industrial General policy for a 10 to 30 year term. The applicant wishes to increase their tenure area to conduct investigative groundwater well drilling program to secure groundwater sources for Mount Milligan Mine.

The new application area is located 95 km northeast of Fort St. James via Germansen Landing Road and Community Connector FSR. The proposed area is 14,101.2 ha in size. The existing tenure area is 5,428.8 ha. in size.

**Location Map**



The tenure would provide access for an investigative phase of well drilling and testing. Temporary test pads and vegetation brushing is to occur where necessary. For more information see the attached management plan.

According to communication by FLNRO representatives the investigative license will be a 1-5-year term until a site is located. At that time a ground water licence under the Water Sustainability Act will be required and permanent well infrastructure will be installed to support mining operations.

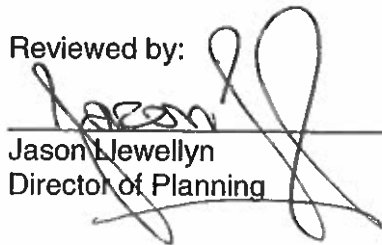
The application area is not zoned under "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993". A portion of the area around the Mount Milligan Mine is designated Resource (RE) under Fort St. James Rural Official Community Plan, Bylaw No. 1578, 2010.

**Recommendation**

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410005.

*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 No. 7410005**

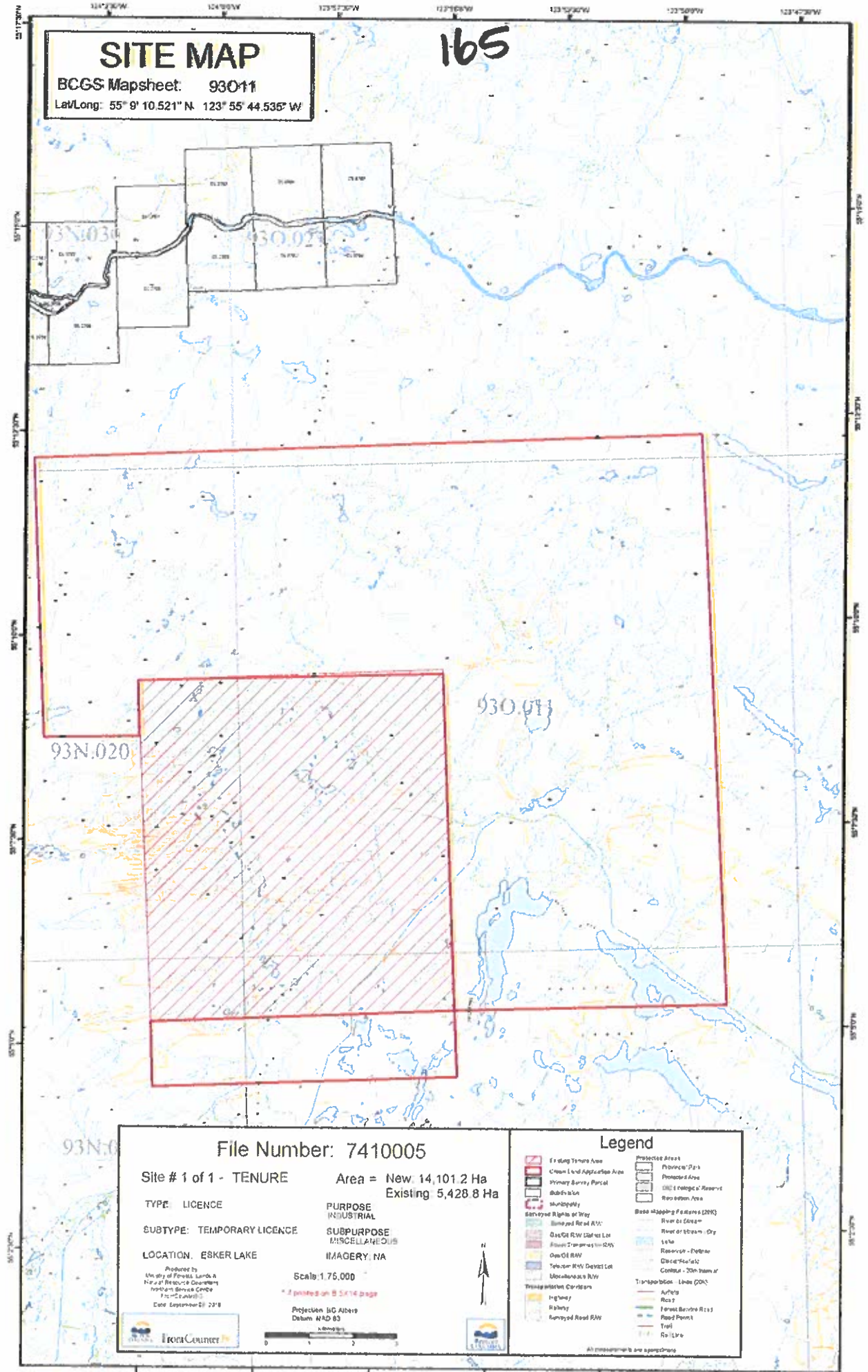
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<b>Electoral Area:</b>	C
<b>Applicant:</b>	Thompson Creek Metals Inc.
<b>Existing Land Use:</b>	Resource
<b>Zoning:</b>	None
<b>Plan Designation</b>	Portion of overall area is designated Resource (RE) under Fort St. James Rural Official Community Plan, Bylaw No. 1578, 2010.
<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>	Germansen Landing Rd
<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

# SITE MAP

BCGS Mapsheet: 93011  
 Lat/Long: 55° 9' 10.521" N 123° 55' 44.535" W

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File Number: 7410005

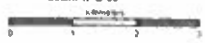
Site # 1 of 1 - TENURE Area = New 14,101.2 Ha  
 Existing 5,428.8 Ha

TYPE: LICENCE PURPOSE: INDUSTRIAL  
 SUBTYPE: TEMPORARY LICENCE SUBPURPOSE: MISCELLANEOUS  
 LOCATION: ESKER LAKE IMAGERY: NA



Scale: 1:75,000  
 \* if printed on B 5x14 page

Projection: ICG Alberta  
 Datum: NAD 83



## Legend

- |                             |                               |
|-----------------------------|-------------------------------|
| Existing Tenure Area        | Protected Area                |
| Crown Land Application Area | Fibresol Park                 |
| Primary Boundary Parcel     | Protected Area                |
| Sub-Parcel                  | CML Category 1 Reserve        |
| Municipality                | Recreation Area               |
| Surveyed Rights of Way      | Base Mapping Features (2005)  |
| Easement Right of Way       | River or Stream - Dry         |
| Gas/Oil RW (Other Lot)      | Lake                          |
| River Transport (RW)        | Reservoir - Filled            |
| Gas/Oil RW                  | Obsolete Road                 |
| Telephone RW (Other Lot)    | Contour - 20m Interval        |
| Miscellaneous RW            | Transportation - Lines (2005) |
| Transportation Corridor     | Airline                       |
| Highway                     | Road                          |
| Railway                     | Forest Boundary Road          |
| Surveyed Road RW            | Flood Plain                   |
|                             | Trail                         |
|                             | Rail Line                     |

All measurements are approximate

# Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rationale for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

## 1.0 Background

### 1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

THIS IS AN AMENDMENT TO LAND FILE 7410005.

Investigative activities to secure groundwater source(s) for Mount Milligan mine.

The gathering of additional data has led to the desired expansion to the project's area of interest. Centerra Gold-Thompson Creek Metals (TCM) and Waterline Resources (contractor) are planning to extend the Fall 2018 water well test drilling program to include newly identified high priority areas: the Limestone Creek area, about 3.5 km northeast of the mine lease, where artesian conditions were encountered in historic geotechnical drilling and where a recently completed Nuclear Magnetic Resonance (NMR) geophysical survey indicated the presence of water, an area approximately 1 km north of the mine lease in the Swiss Creek area, and south of the existing Temporary Licence of Occupation (7410005) in the Meadows Creek area. The area proposed in this amendment has been selected to include the high priority target locations, described above, as well as the area between to provide flexibility in future decision making. The proposed area of interest has also been designed to encompass the general area where investigative information has been collected (i.e. aeromagnetic survey).

The project's activities consist of an investigative, non-intrusive, ground geophysics program that may indicate the presence of productive aquifers in the region, followed by the drilling of test water wells at high priority locations. The ground geophysics program will be conducted to provide information in addition to publicly available and historical data. The ground geophysics, and subsequent drilling at high priority locations, will be completed on existing roads, existing cut blocks, and historical access trails wherever possible.

### 1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Desktop Study	Review of available and historical data to identify potential aquifer target locations.	Complete	Used to identify potential target locations.

Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Nuclear Magnetic Resonance (NMR) Geophysics	Non-invasive geophysics.	Ongoing	Used to identify target locations.
Aeromagnetic Survey	Aircraft based geophysical survey	Complete	Used to identify target locations.

Add Row

#### 1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



Working group session held on April 12, 2018 attended by Takla Lake First Nation, McLeod Lake Indian Band and Nak'azdli Whut'en representatives/technical advisors. Geophysics program and well exploration program off the mine site discussed during this session.

The CG-MtM Exploration office sends notification letters to the Indigenous groups on whose territories we operate in advance of any work being conducted on the Mount Milligan property.

## 2.0 Location

### 2.1 Description

Provide a general description of the location of the project:



Thompson Creek Metals Company Inc. (TCMC) Mount Milligan Copper-Gold mine located in north central British Columbia, approximately 155 kilometres (km) northwest of Prince George, approximately 95 km west of Mackenzie, and 95 km northeast of Fort St. James.  
Work is centered around coordinates (Lat/Long) 55.12635, -123.96274.

### 2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



Suitable geology and aquifer targets.

### 2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Operations	Non-intrusive geophysics (NMR)	2018/2019
Construction	Following investigative work, and only at areas of high priority, construction of drilling pad (25mx25m), using fill material, at locations accessible from existing roads wherever possible.	2018/2019

Add Row



### 3.0 Infrastructure and Improvements

#### 3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
Drilling Pads	Following investigative work, and only at areas of high priority, drilling pads located off existing roads will be constructed with fill material.	2018/2019
Test wells (water)	Following investigative work, and only at areas of high priority, vertical drilling of 6" test wells constructed of steel casing.	2018/2019
Add Field		

#### 3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
See original Management Plan						
Add Field						

#### 3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



none

### 3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section 1, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
none					

Add Field

### 3.5 Waste Collection Treatment and Disposal

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including:



Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
none					

Add Field

## 4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

### 4.1 Land Impacts

#### 4.1.1 Vegetation Removal

Is any timber removal required?

Yes  No

Are any areas of vegetation to be cleared, outside of timber removal?

Yes  No

Removal Type	Impacts	Proposed Mitigation
Vegetation clearing	Where necessary, clearing of vegetation (25mx25m) for drill pads.	The program is designed to minimize surface disturbance through the use of previously disturbed areas including historic access roads/trails that are partially overgrown by alders. Drill sites will be positioned on the historic exploration roads/trails to minimize any new ground disturbance at drill site locations. Roads/trails will be low-impact overland with minimal excavation. Trails may require some scarification and re-seeding of exposed soil. Reference will be made to TCMC's existing Landscape, Soil and Vegetation Management Plan.
Add Field		

#### 4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

Yes  No

Disturbance Type	Impacts	Proposed Mitigations
Drill pad construction	Where necessary, clearing of area (25mx25m) for drill pads.	Disturbed soil will be re-seeded with approved forestry seed mix. Any excavated cuts or other ground disturbance will be pulled back and re-contoured. Reference will be made to TCMC's existing Landscape, Soil and Vegetation Management Plan.
Add Field		

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

Yes  No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

Yes  No

Additional research and plans may be required. [Heritage Conservation Act](#)

#### 4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?



Yes  No

#### 4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

Yes  No

#### 4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

Yes  No

#### 4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

Yes  No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

Yes  No

Please include information or reports generated:

Consultant has been hired to complete an AOA of the proposed work areas and subsequent HCA permit application and AIA if sensitive areas identified.

### 4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Temporary drilling pads constructed from local materials (i.e. timber and fill materials) sourced from site.	Clearing of approximately 25mx25m area at high priority target(s) along geophysics line not accessible by road.	Reference TCMC's Fish Habitat Mitigation and Compensation Plan, Landscape, Soil and Vegetation Management Plan, and Wildlife Management Plan.
Add Field		

## 4.2 Atmospheric Impacts

### 4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

(Best management practices for sound)

Sound?  Yes  No

Explain the current conditions, source, type and range of emission. Provide a description of atmospheric effects from proposed construction, operation, and decommissioning phases. Also include proposed mitigation measures to manage or mitigate adverse effects.

Emission Source	Current Conditions	Project Impacts	Proposed Mitigations / Management
Caterpillar D6C Bulldozer	Remote area	For use only where re-opening of historic access points is required.	Will only be used where necessary. Reference will be made to TCMC's existing Wildlife Management Plan.
Add Field			

Odor?  Yes  No

Gas?  Yes  No

Fuel Emissions?  Yes  No

Explain the current conditions, source, type and range of emission. Provide a description of atmospheric effects from proposed construction, operation, and decommissioning phases. Also include proposed mitigation measures to manage or mitigate adverse effects.

Emission Source	Current Conditions	Project Impacts	Proposed Mitigations / Management
Please see original Management Plan			
Add Field			

### 4.3 Water or Land Covered by Water Impacts

#### 4.3.1 Drainage Effects

Will the project result in changes to land drainage?

- Yes  No

#### 4.3.2 Public Access

Will the project result in changes to public access?

- Yes  No

#### 4.3.3 Flood Potential

Will the project result in a potential for flooding?

- Yes  No

### 4.4 Fish and Wildlife Habitat Impacts

#### 4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

(BC Wildlife Act)

- Yes  No

Provide a description of any potential adverse effects to wildlife and wildlife habitat from proposed construction and operation (including seasonal considerations, potential adverse effects from changes to access by hunters and fishers, along with proposed measures to mitigate adverse effects).

Project Phase		Potential Impacts	Proposed Mitigations / Management Plan
Drilling and testing of water wells	2018/2019	Clearing of 25mx25m area for drill pads where exploration water wells are to be drilled and tested. To proceed after investigative stage and only at high priority locations.	Only clear areas when required. Reference TCMC's Wildlife Management Plan and Fish Habitat Mitigation and Compensation Plan.

Add Field

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

- Yes  No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

Yes  No

Will the project (construction or operations phase) require water diversion?

Yes  No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

Yes  No

## 5.0 Socio-Community

### 5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

Prince George is approximately 155 kilometres (km) south, Mackenzie is approximately 95 km west, and Fort St. James is 95 km northeast of the mine site.  
Nak'azdli Whut'en's main community is located approximately 100 km south of the mine site at Fort St. James. MLIB's main community is located approximately 70 km southeast of the mine site on Highway 97 at McLeod Lake. In addition, there are a number of reserves located within 100 km of the mine site, with the closest being the Nak'azdli Whut'en's Inzana Lake 12 reserve, located approximately 40 km to the southwest of the mine site.

#### 5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? (Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)

Yes     No

Please list:

Mackenzie Land and Resource Management Plan Area

### 5.2 Socio-Community Conditions

#### 5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

Yes     No

#### 5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.





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None

END OF FORM



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## MEMORANDUM

To: Rural Directors  
From: Jennifer MacIntyre, Planner I  
Date: November 2, 2018  
Re: **Land Referral File No. 6409080 and 7408672 (Reddog Logging Ltd.)**

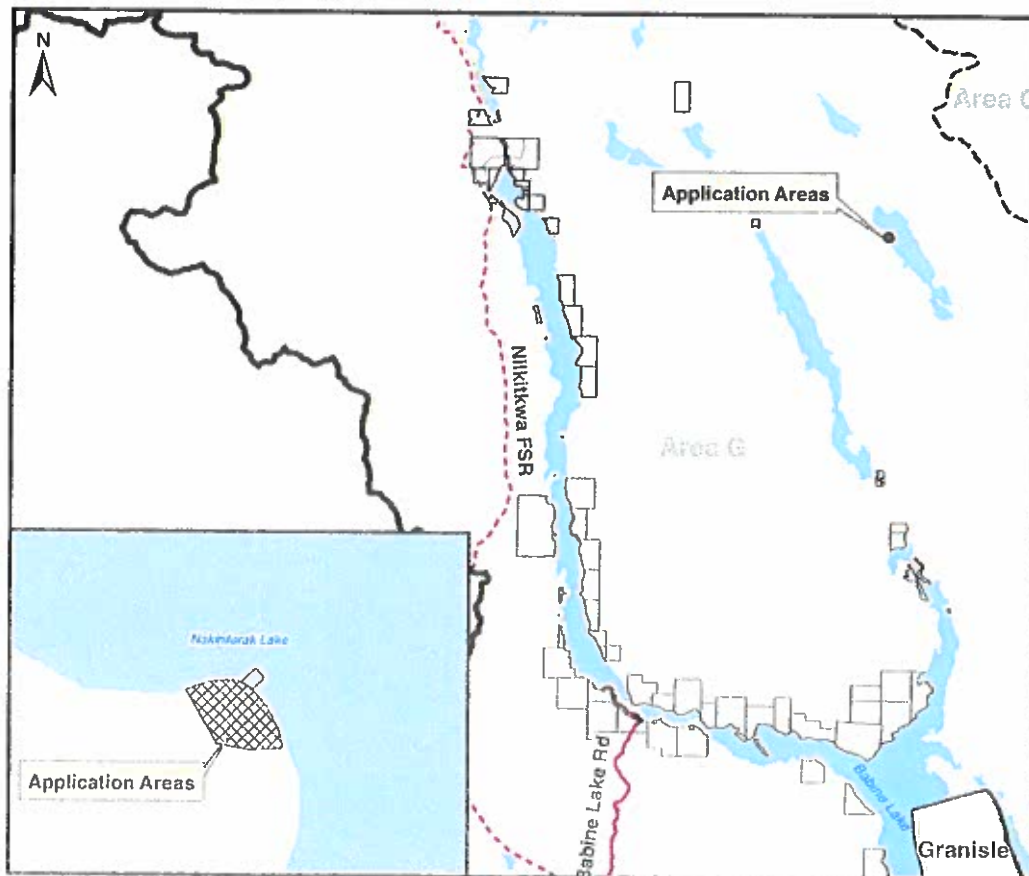
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This referral from the Province is for a renewal to an existing Licence of Occupation to allow the applicant to develop and use the application area for commercial recreation purposes.

The company, Reddog Logging Ltd. has had tenure for their catch and release fish camp on Nakinilerak Lake since 2009. They are applying to renew that tenure for another 10 years (application no 6409080), as well as to add a dock to the site (application no. 7408672).

The application areas are located 35 kilometres northeast of the Village of Granisle and is 1.6 ha. in size; shown as the hatched area on the map below. Primary access to the resort is via a series of Forest Service Roads from Nose Bay FSR and then by boat.

### Location Map



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The operation runs seasonally from May to October. The company can accommodate a maximum of 12 guests per day.

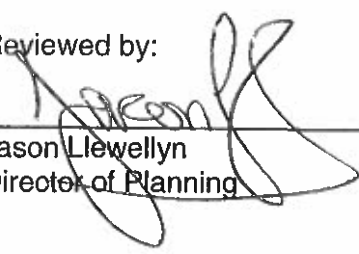
The resort consists of a lodge for accommodation, outhouse, and a shed. Electricity is supplied by a gas generator. Drinking water is hauled in. More information can be found in the attached management plan.

**Recommendation:**

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 6409080 and 7408672.

*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 6409080 and 7408672**

---

<b>Electoral Area:</b>	G
<b>Applicant:</b>	Reddog Logging Ltd
<b>Existing Land Use:</b>	Fishing Resort
<b>Zoning:</b>	Not Zoned
<b>Proposed Use Comply With Zoning:</b>	N/A
<b>Plan Designation</b>	Not Designated
<b>Agricultural Land Reserve:</b>	Outside the ALR
<b>Access Highway:</b>	Nose Bay Forest Service Road
<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>	It is noted that isolated resorts and lodges increase the risk of interface fires, and represent a challenge to firefighters who must focus attention on protecting the buildings. This can increase firefighting costs and take away from the protection of other resources. It is recommended that the Province consult with their Wildfire Management Branch regarding the need to apply "Fire Smart" standards to the development to mitigate the interface fire risk.

# REDDOG Ltd

## Commercial Recreation Management Plan

45811 River Park Dr.  
Topley Landing BC V0J1W0  
Office: 250 697-6826  
Cell: 250 845-8758

### 1.0 Background

#### 1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

**Catch and release fishing with licensed angling guide and assistant angling guide on Babine Lake, Natowite Lake and, at our remote wilderness lodge on Nakinilerak Lake. May 1<sup>st</sup> or when ice off to October 15<sup>th</sup> or when ice on.**

#### 1.3 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.

Date	Contact	Discussion
Sep 2010	Clifford Aslin Fort Babine – LBN Traditional Keyoh	Lake Babine Nation, LBN, has included Nakinilerak Lake in their land claim. We consulted with traditional Keyoh (Carrier word meaning "territory") user Clifford Aslin Junior. Together we created a map of trails his father used either for trapping or traveling between Fort Babine and Takla Landing BC. We also mapped cabin sites created by Clifford Aslin Sr.
Aug 2011	Robbie Reid Fort Babine – LBN Council Member	In 2011 we consulted Robbie Reid, council member for Fort Babine. He had no objections to the development of our angling guide plans at Nakinilerak Lake.

### 2.0 Location

Northwest side of Nakinilerak Lake  
DMS: 55°17'12.5"N  
126°18'14.8"W

#### 2.1 Description

Main fish camp based on Nakinilerak Lake, located mid-north end of main body of Nakinilerak Lake, BC. The site is an old alluvial fan located on the west side. Clients will be boated into the camp where they will eat breakfast, dinner and spend all nights. Guided angling lakes include Babine Lake, Nakinilerak Lake and Natowite Lake.

#### 2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:

Nakinilerak was our preferred location because it's remote with limited access. This provides a complete wilderness experience for our clients. In 2009, when the project was proposed there were no plans for timber harvesting in the area by Canfor – the major licensee, and there were no maintained road to or near the lake. The guide outfitters, Double Eagle and Babine Guide Outfitters seldom used the lake and there were no

commercial recreation angling licences in the area. The isolation helped preserve the lake trout population in Nakinilerak Lake but as roads were developed along the east side of the lake poachers found the isolation helped them exploit the area. Our presence in the area as commercial angling guides can potentially limit illicit activity.

## 2.3 Seasonal Expectations of Use

2.3.1 Describe the activities offered:

Freshwater guided angling;  
Swimming;  
Kayaking;  
Meals and campfires.

2.3.2 Expected Client Demographics:

12% Non-resident aliens  
75% BC resident;  
13% Non-resident;

2.3.3 Maximum Expected Client Days:

Nakinilerak Lake 35 Angling Client Days.  
Babine Lake 20 Angling Client Days.  
Natowite Lake 20 Angling Client Days.

## 3.0 Infrastructure and Improvements

### 3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/infrastructure/process	Construction Method/ Materials	Construction Schedule
Dock	Spruce log and lumber decking	Completed 2010
Outhouse	Timberframe with cedar and green metal roof	Completed 2010
Wastewater system	Sand and Gravel pit -perk system Located 50m from shore	Completed 2010
Lodge construction	Timberframe Post and Beam, with green metal roof	Completed 2013
Outbuilding Construction	Timberframe with green metal roof	Completed 2015
Lodge addition for separate guide accommodations	Timberframe with green metal roof	Completed 2017
Heli-pad	Lumber deck	Completed 2018

### 3.2 Access – No Road Use Agreement at this time

Nose Bay FSR to 2 ½ km  
Jinx FSR 2 ½ km to 41km  
Nakinilerak FSR to 14km aka R07705 FSR  
Block A16828 - 900m Skid trail through Block A16828 to end of block. (quad access only)  
150m on old hunting/first nations trail to Lake. (walking access only)

#### Traffic Volume:

Extremely low except during active logging – must use radio communication Frequency RR5.

#### Other users:

- i. Canfor prime contractor Wilson Brothers employees during active harvesting;
- ii. Hunters;
- iii. Road maintenance equipment.

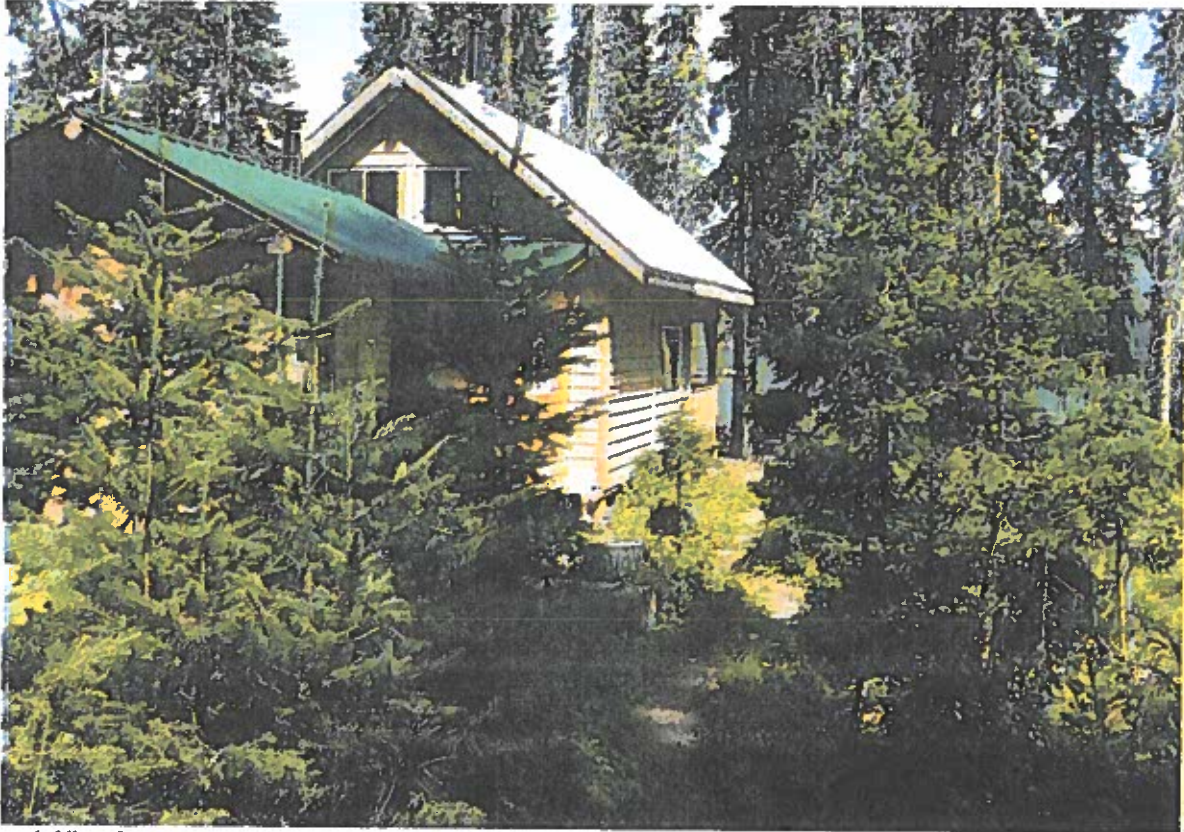


Figure 1. View from outhouse of Lodge with addition and outbuilding.

### 3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.

- Electrical supplied by Honda gas generator, located in utility shed directly behind cabin.

### 3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater),

Project Phase (Operation)	Surface or Ground	Source	Volume (Max)	Infrastructure Description	Agreements
Drinking water	N/A	Carried in	10 Gal / week	Porcelain Dispenser with Wood Stand	N/A
Wash water	Surface	Nak Lake	100 Gal / week	Buckets	N/A

### 3.5 Waste Collection Treatment and Disposal

Identify water requirements:

Project Phase (Construction/ Operation)	Water Requirement (surface/ground)	Infrastructure Description	Distance from Nearest Shoreline
Outhouse 3' x 6' deep	N/A	6 foot pit with Septobac added every two weeks	50m
Seepage/Perk Pit for grey water 4' x 5' x 4' deep	N/A	Burned twice a year to remove accumulated waste to avoid attracting wildlife.	50m

## 4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

### 4.1 Land Impacts

#### 4.1.1 Vegetation Removal

- Timber is removed around lodge to prevent blow down from damaging structures. A fringe of trees remains along the shoreline to reduce visibility of lodge from the lake;
- Heli pad centered in cleared 35m x 35m area cleared of tall trees on the south side of the lodge.
- REDDOG Logging worked with Lars Hobenshield of Canfor in 2012 to create an Old Growth Management Area around Nakinilerak Lake.

#### 4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

Disturbance Type	Impacts	Proposed Mitigation
Hand Levelled under main lodge	none	none
Hand excavated outhouse pit	none	none
Hand excavated seepage/perk pit	none	none

Is the area to be excavated a Brownfield site or has the potential to be contaminated? No.

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts? No.

#### 4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body? Yes.

The cabin steps are 25 meters from lake shore at high water.

A dock is tethered to the shoreline.

With exception of the above, the soil and vegetation in the riparian area along the shoreline remain un-developed. Hard surfaces, other than above mentioned have not been created. No sediment or erosion control is necessary.

#### 4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance? No. Pesticide and herbicides use is prohibited by REDDOG. We are currently working with Canfor to establish a silviculture prescription for the cut-blocks in the area that does not include Round-Up or other herbicides.

#### 4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users? A fringe of trees remains along the shoreline to reduce visibility of lodge from the lake;

Roofing is green and exterior is stained Natural wood to decrease visual impact.

#### 4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area? No.

Have you conducted an AIA or engaged an archaeologist to assist with your investigations? No.

Please include information or reports generated:

Trails, traplines and old cabin locations discussed and mapped with Clifford Aslin Jr in 2010.



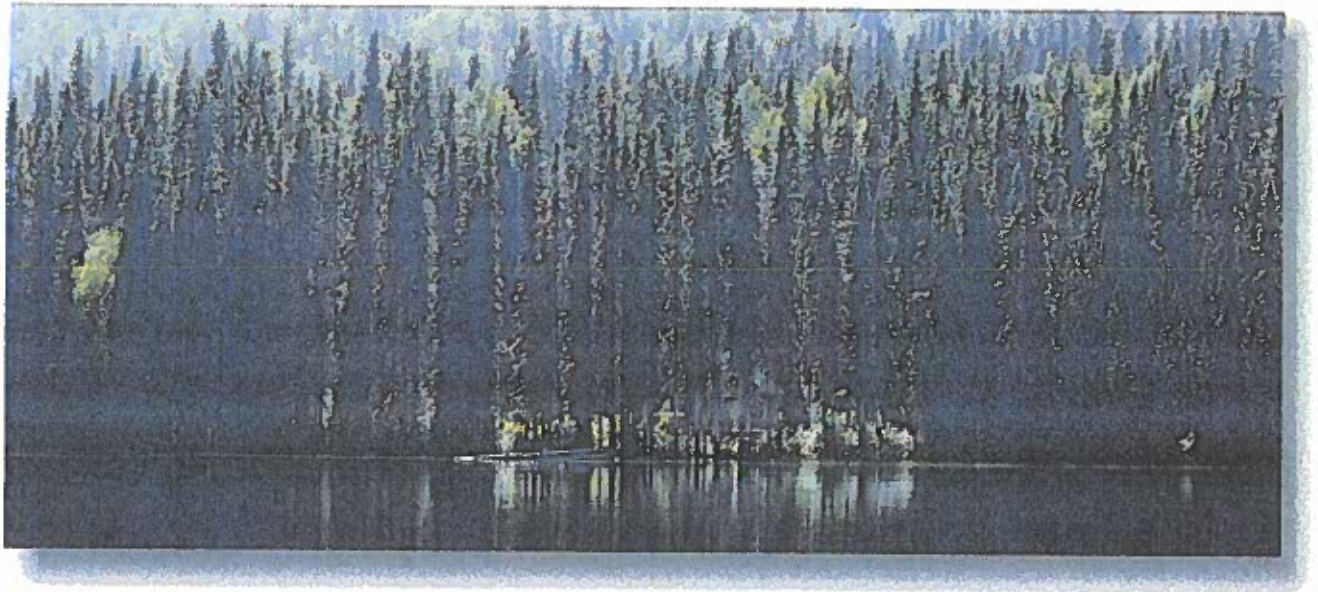


Figure 2.0 View of Lodge from Nakinilerak Lake 2018

#### 4.1.7 Construction

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Method/ Material	Impacts	Mitigations
Chainsaw and Alaskan Mill	Trees removed to clear site and used as beams for structure	Trees fringe lake to decrease visual impact
Windows, doors, roofing, insulation etc brought by boat.	N/A	N/A
Timberframe post and beam using chain come-along system	N/A	N/A

#### 4.2 Atmospheric Impacts

##### 4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents: (Best management practices for sound). There are no nearby residents except hunters during hunting season when we have few to no clients.

Emission Source	Current Conditions	Project Impacts	Proposed Mitigations/Management
Generator - sound	Generator runs 10 hours /week when clients present;	None	Generator stored in Gen House to decrease dB output.
Laughter - sound	Evening noise around the campfire;	None	None
Boat motor - sound	Sound carries across the otherwise silent lake	Low to No	None
Fire pit smoke - odor	Fires are small and smoke mixes and disperses quickly	Low to No	Continue to have small fires
Boat emissions - odor	We use new and well maintained 2 stroke and 4 stroke engines that emit little noise or fumes.	Low to No	Maintain boat motors in good working condition so they are fuel efficient, quiet and clean running.

### 4.3 Water or Land Covered by Water Impacts

#### 4.3.1 Drainage Effects

Will the project result in changes to land drainage? **No.**

#### 4.3.2 Public Access

Will the project result in changes to public access? **No.**

#### 4.3.3 Flood Potential

Will the project result in a potential for flooding? **No.**

### 4.4 Fish and Wildlife Habitat Impacts

#### 4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat? **No.**  
(BC Wildlife Act)

**Sensitive Amphibians:** Western Toad – no impact

**Sensitive Birds:** Bald Eagle, Ptarmigan, Swainson's hawk, Northern Goshawks – no impact

**Sensitive Mammals:** Fisher, Grizzly bear, wolverine, Southern Mountain Caribou – no impact

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments? **Project Complete.**

Is the project (construction or operations phase) likely to increase erosion or sedimentation? **No.**

Will the project (construction or operations phase) require water diversion? **No.**

Will the project threaten or endanger species at risk in the area? **No.**

## 5.0 Socio-Community

### 5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

Community	Aboriginal Or Non-Aboriginal	Distance to Nakinilerak Lake as the Crow Flies
Fort Babine, BC	Aboriginal	22 km
Takla Landing, BC	Aboriginal	30 km
Granisle, BC	Non-Aboriginal	44 km
Topley Landing, BC	Non-Aboriginal	52 km
Smithers, BC	Non-Aboriginal	79 km
Houston, BC	Non-Aboriginal	100 km

Driving distance to Nakinilerak Lake from Topley Landing using Babine Barge: 70km

#### 5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? **No.**

## 5.2 Socio-Community Conditions

### 5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures? No.

### 5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.

N/A
-----

REDDOG Angling Commercial Recreation - Freshwater Moorage – Additional Information

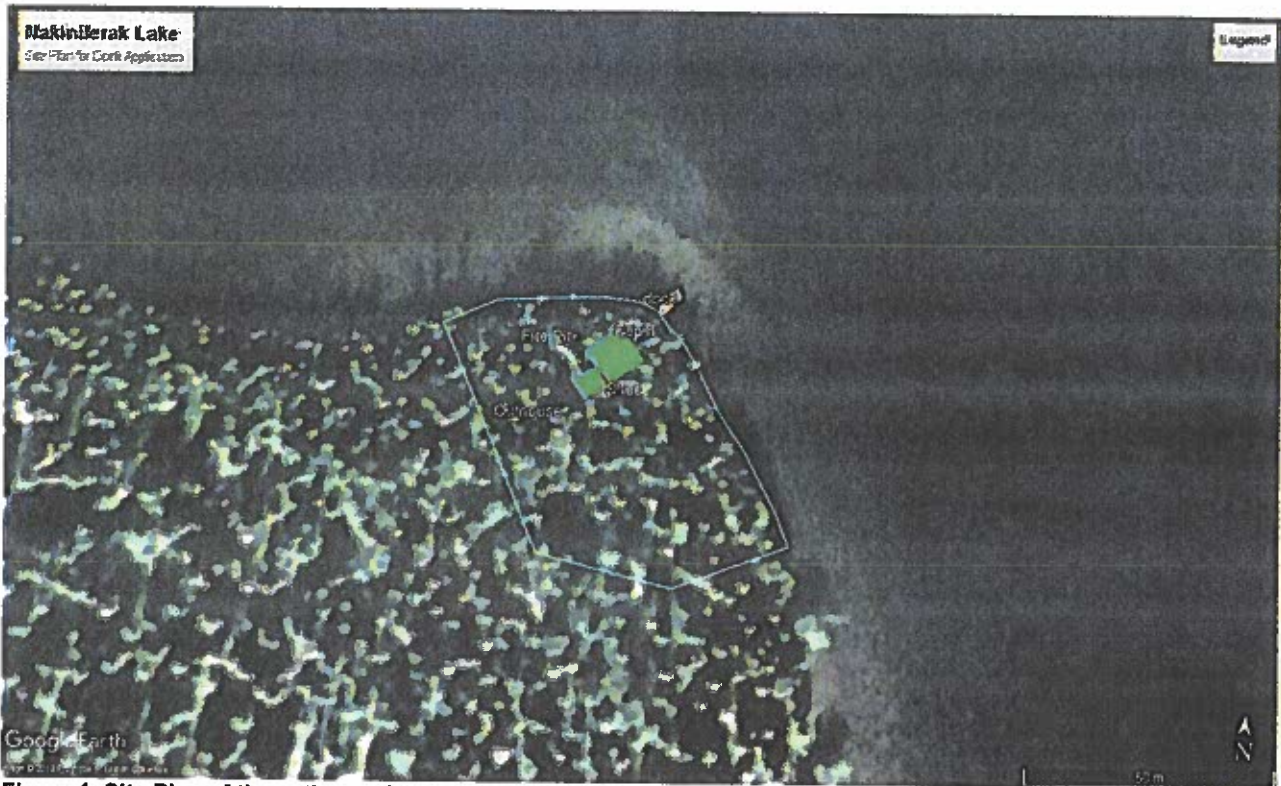


Figure 1. Site Plan of the entire application area, drawn to scale with a North arrow, identifying the location of all improvement (buildings, structures, roads, powerlines, fences, etc.) in relation to the boundaries of the tenure area and other legal boundaries.

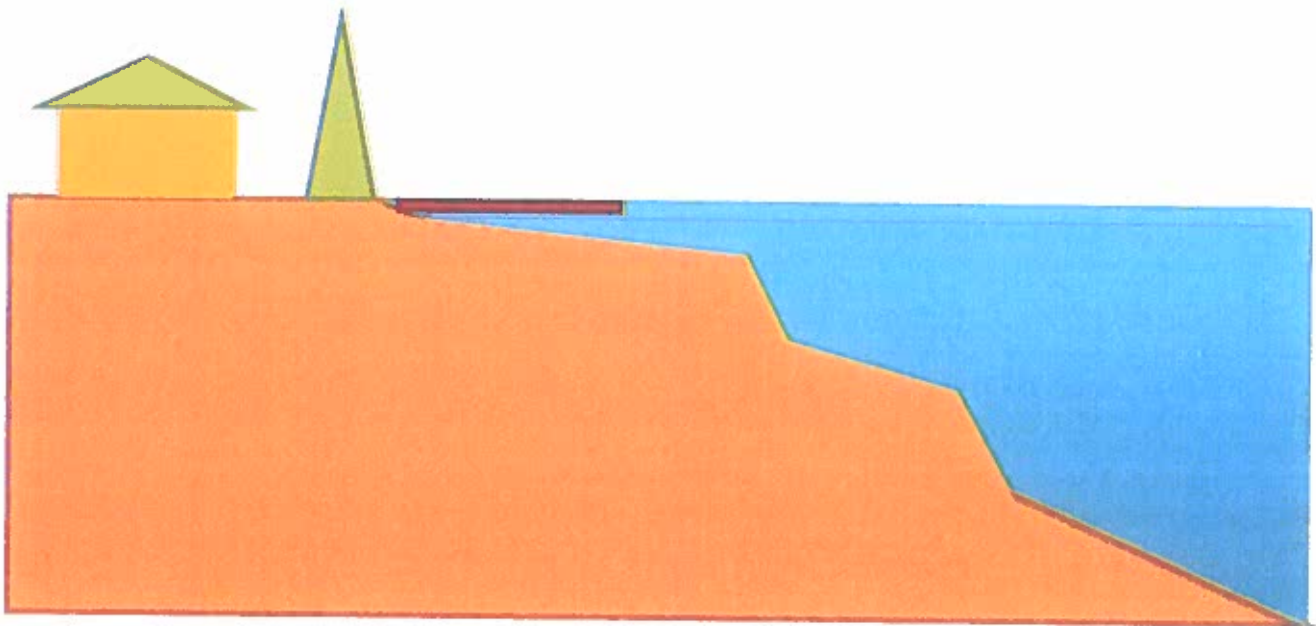


Figure 2. A side profile illustrating the improvements, the average high and low water marks, and the profile of the lake bed underneath the improvements.

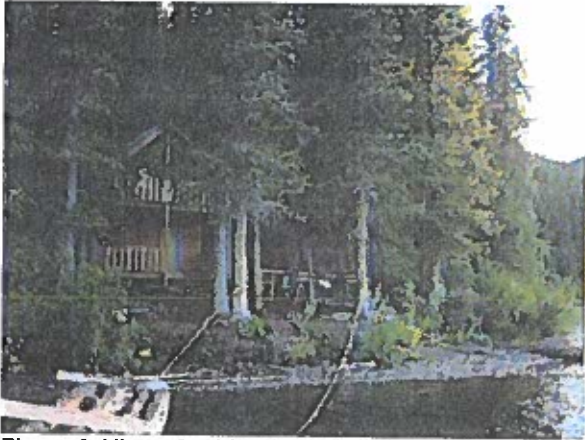


Figure 3. View of cabin 'dock' & shoreline Sep 2009



Figure 4. View of Cabin, dock & shoreline Oct 2012

#### Details of Dock Construction:

Floating dock is 12m x 1.5m made of untreated spruce logs and pine decking. There are no wharves, no boathouses, no retaining walls, no pilings, no crib area, and no areas have been filled or dredged.

The dock is 54.7 meters from the northern lease boundary and 76.8 meters from the southern lease boundary. There are no neighbours on the western shoreline and thus no other docks on the western shoreline. Currently the public access Nakinilerak lake using 4 or more different trails from cut blocks along the south and eastern shoreline. REDDOG Logging has two boats: A 16' Lund WC with a 25Hp Mercury outboard and a 12' Lund.

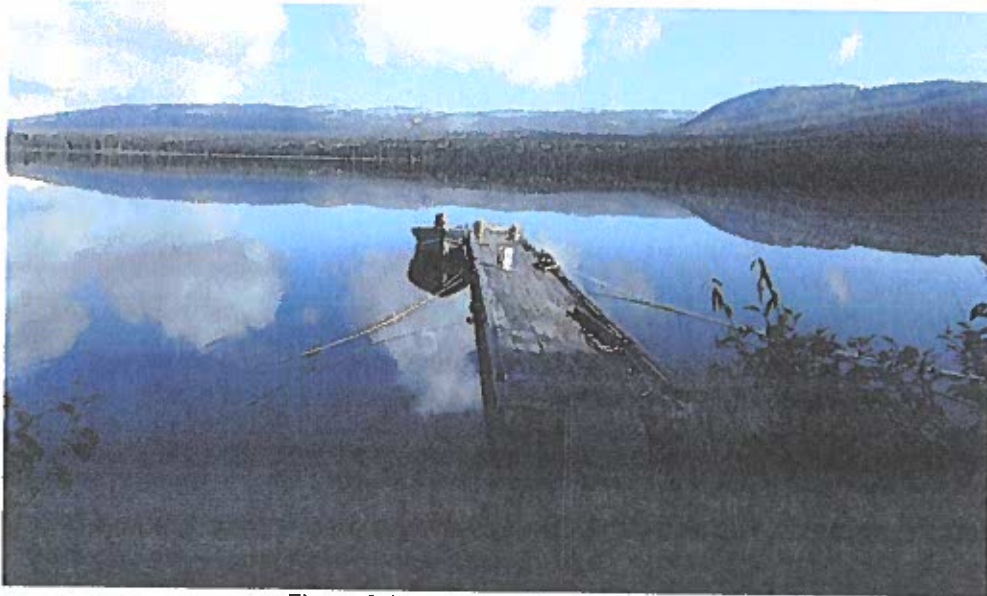
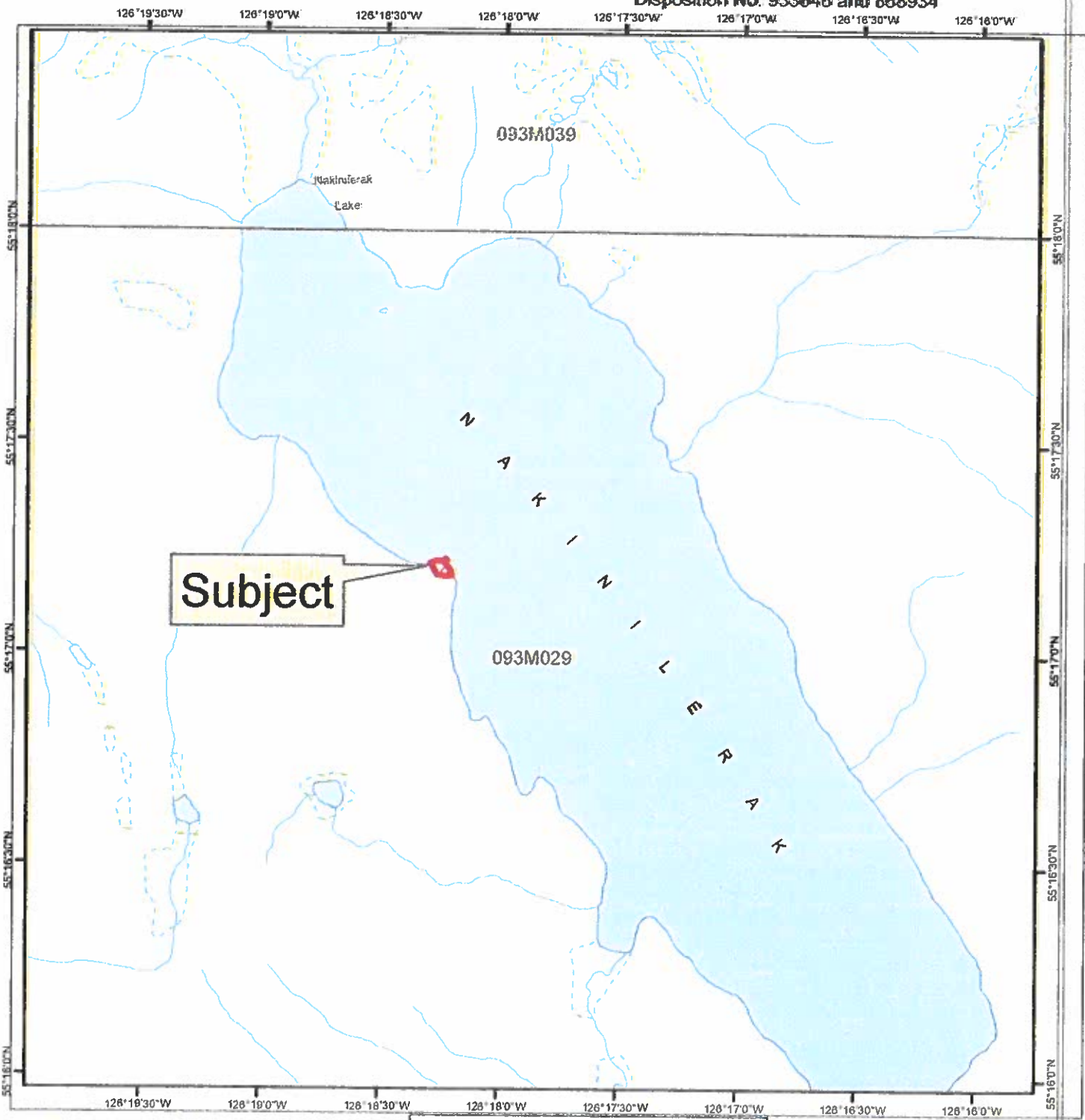


Figure 5. The dock and 16' Lund 2016.




Interest Holder: REDDOG LOGGING LTD.

File No: 6409080 and 7408672

Disposition No: 933846 and 868934



Scale: 1:24,000  
 Type: LICENCE  
 Sub Type: LICENCE OF OCCUPATION  
 Purpose: COMMERCIAL RECREATION  
 Subpurpose: FISH CAMPS  
 COMMERCIAL WHARF

-  Application Area
-  Indian Reserves
-  Parks and Protected Area

### Referral Map



Date: 02 Oct 2018  
 Area: 0.02 ha +/-



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## MEMORANDUM

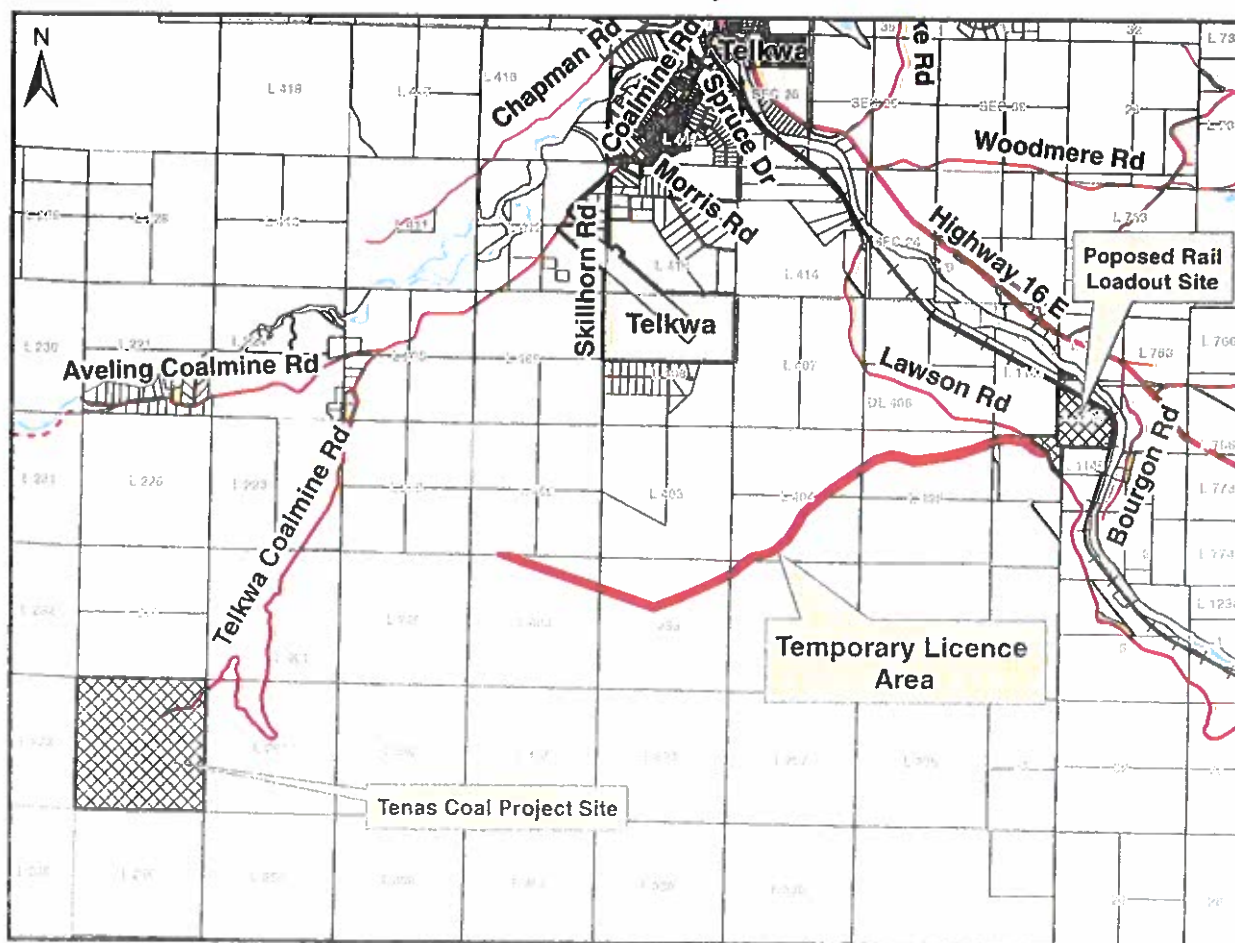
To: Board of Directors  
From: Jennifer MacIntyre, Planner I  
Date: November 1, 2018  
Re: **Land Referral File No. 6409085 (Telkwa Coal Ltd.)**

This referral from the Province is for a Temporary Licence for Investigative Use purposes to allow Telkwa Coal Ltd. to conduct geotechnical drilling and other activities to evaluate the site for the development of a dedicated bypass road connecting the Tenas Site to the Rail Loadout facility for the Tenas Coal Project.

### Proposal

The application area is located on Crown lands between Lawson Road (rail load out facility) and the Tenas Coal Project, approximately 7 kilometres south from the Village of Telkwa. The application area is approximately 47.2 ha. in size.

### Location Map



The geotechnical investigations will include up to 12 sites of sonic drilling and small-scale test pitting. The exact location of these activities will be based on field assessments. The applicant will use existing trails and roads to access the sites. The work program is anticipated to take 2 to 3 weeks to complete.

### **Background**

Telkwa Coal's initial development plans were to haul coal 18 km from the Tenas Pit to the proposed rail loadout site via existing roads through the Village of Telkwa. However, feedback from the public meetings held by the applicant determined that there is significant public concern with this proposal. Therefore, the company is now assessing the option to build a ±15km bypass road to connect the Tenas Pit with the rail loadout facility.

### **Discussion**

The application area is zoned Agricultural, (Ag1) and Large Holdings (H2) and found within the Agricultural Land Reserve (ALR).

As this application is to conduct limited geotechnical testing staff have no notable concerns. However, there will be a requirement for much more information and public consultation, should the applicant make an application to use the land for the proposed industrial use, and the road will be considered as part of the Environmental Assessment for the project.

### **Recommendation:**

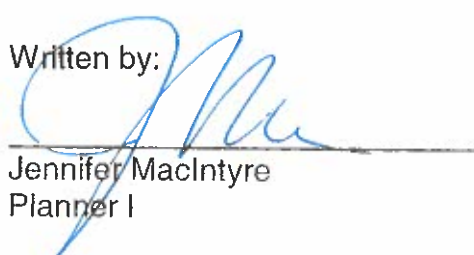
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 6409085.

*Board of Directors – All/Directors/Majority*

Reviewed by:

  
Jason Lewellyn  
Director of Planning

Written by:

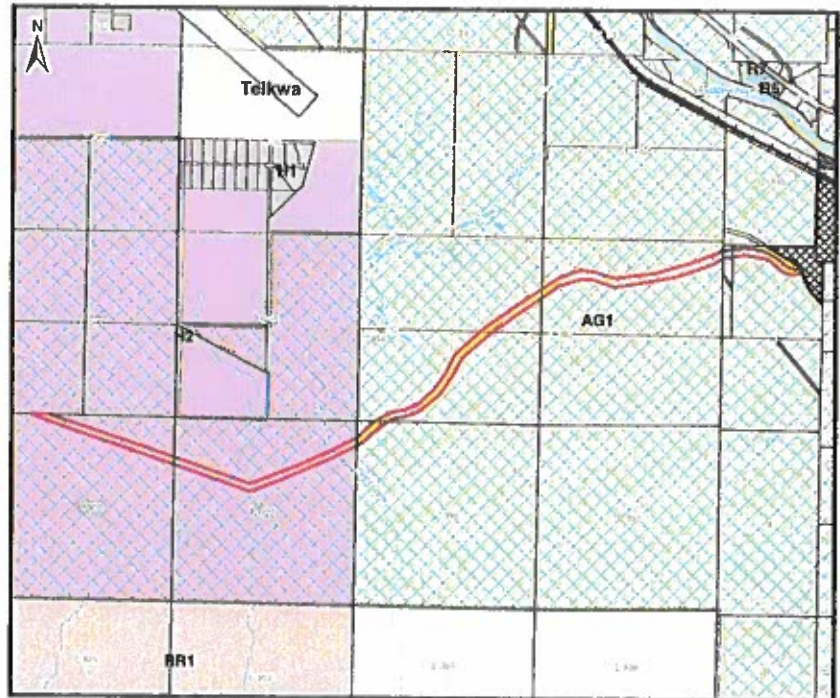
  
Jennifer MacIntyre  
Planner I





## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 6409085

**Electoral Area:** A  
**Applicant:** Telkwa Coal Ltd.  
**Existing Land Use:** Vacant  
**Zoning:** Large Holdings (H2) and Agricultural (Ag1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.



**Proposed Use Comply With Zoning:** Geotechnical testing - N/A

**Plan Designation:** Agriculture (AG) under Smithers, Telkwa Rural Official Community Plan, Bylaw No. 1704, 2014.

**Agricultural Land Reserve:** Within the ALR

**Access Highway:** Lawson Road

**Archaeological Site:** None according to Provincial mapping

**Building Inspection:** Within Building Inspection Area

**Fire Protection:** Outside Rural Fire Protection Area

**Other comments:**

Staff have no concerns regarding the proposed investigations. However, the RDBN can be expected to have concerns regarding the impacts of the development of the Industrial Hauling Bypass Route. The RDBN requests that the Province insure that the RDBN receives a referral regarding any future application to the Province related to the development of this proposal and that the applicant be required to provide the following information with their application.

- A site plan showing the manner in which the land is to be developed and used.
- A detailed written description of the activities and uses proposed for the land.
- An impact assessment and mitigation plan that deals with noise, vibration, dust and any other potential impacts.
- An impact assessment and mitigation plan for the haul route.
- The results of public consultation regarding the proposed facility. The applicant is encouraged to consult with the RDBN regarding the nature of this consultation.

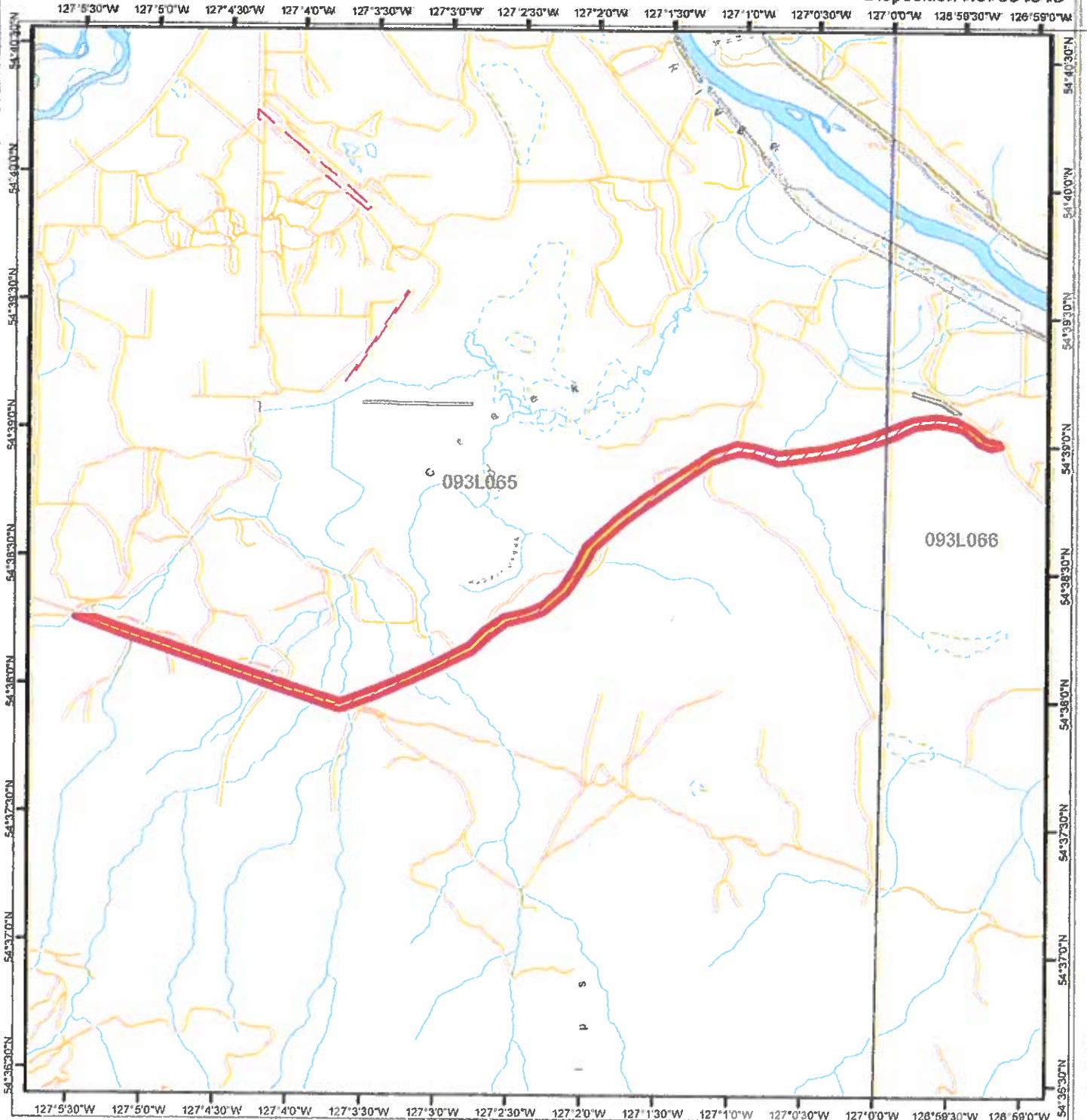
The Province and Applicant are encouraged to consult with the Agricultural Land Commission regarding any necessary approval processes.

Interest Holder: TELKWA COAL LIMITED




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File No: 6409085

Disposition No: 934310



Scale: 1:40,000  
 Type: LICENCE  
 Sub Type: TEMPORARY LICENCE  
 Purpose: INDUSTRIAL  
 Subpurpose: MISCELLANEOUS

-  Application Area
-  Indian Reserves
-  Parks and Protected Area

### Referral Map



Date: 27 Sep 2018  
 Area: 47.16 ha +/-

BCGS Mapsheet(s): 93L.066, 93L.065

## Telkwa Coal Ltd. - Investigative Plan for Industrial Temporary License

### 1. Background

#### 1.1. Project Overview:

Application is being made for an Temporary Industrial License for the purpose of conducting geotechnical investigations to assess the potential for development of a dedicated bypass road for the Tenas Coal project.

Geotechnical investigations will include sonic drilling and small-scale test pitting. The exact location of these activities will be based on field assessments. No access trail development is proposed, as existing roads and trails will be utilized.

Minor tree removal will be required for the geotechnical investigations. It is anticipated that the total timber volume will be <50 m<sup>3</sup> and would be authorized through issuance of a Free Use permit.

The work program is anticipated to take approximately 2 to 3 weeks to complete.

#### 1.2. Current Zoning / Land Use

The tenure is located on Crown land and lies within the Integrated Management zone of the Bulkley Valley LRMP.

The western portion of the proposed tenure lies adjacent to the south side of an existing Hydro right of way for ~2km, then crosses the right of way to head east-northeast to join the Lawson Road across from an existing temporary license (file# 6409021) issued for the proposed rail load out facility (Figure 3).

Several existing trails, initiating on private land, provide access to the proposed tenure. Telkwa Coal Ltd has approval of the private land owners to cross their land for access to the project.

#### 1.3. First Nation Consultation

The company is working directly with the Office of the Wetsu'wet'en (OW) on all aspects of the project and have signed an engagement agreement with them.

A Chance Find Procedure has been prepared and will be implemented as part of the project.

### 2. Location

#### 2.1. Description

The proposed temporary license is located ~6 km south of the Village of Telkwa, extending from private land accessed via the Telkwa Coal Mine Road to Lawson Road (Figures 1 & 2).

The tenure corridor initiates on the west at ~640 m ASL, gradually dropping to ~540 m. elevation heading eastward to Lawson Road. Topography is gentle to moderate sloping, cut by local steeply incised creeks.

The center of the proposed license is at Lat: 54.6396 / Long: -127.0377.

#### 2.2. Location Justification

The Telkwa Coal project is located ~10 km southwest of the Village of Telkwa. The area was subject to small scale coal mining from 1918-1985. Extensive coal exploration conducted in the 1980's and 1990's, led to the project entering the BC Environmental process in the early 1990's. The EA process was not completed and the project underwent a change of ownership. In 2016, Telkwa Coal Ltd entered into an

agreement with the project owner and made application for geotechnical investigations in early 2017, as well as completing a preliminary feasibility for development. In early 2018 Telkwa Coal Ltd., purchased the coal licenses and freehold properties from the previous owner, completed the approved geotechnical investigations, and started its definitive feasibility assessment.

Initial development plans proposed use of existing roads to access a proposed rail load out facility on Lawson Road. However, feedback from public meetings held in 2018 has determined that there is significant public concern with this proposal. The company is now assessing the potential for development of a dedicated bypass road for accessing the mine property and the transport of product coal between the proposed plant site and rail loop.

The proposed temporary license covers the initial assessment area for potential future development of a dedicated bypass road.

### 3. Location

#### 3.1. Improvements

No permanent infrastructure or installations are proposed. All activities are temporary in nature.

The proposed geotechnical investigation will consist of:

- a. Sonic drilling at up to 12 sites (to be determined in the field). Sites would be a maximum of 15m x 15m in size, to allow safe placement of track mounted drill & small sump; and,
- b. Test pitting at up to 12 sites (to be determined in the field). Sites would be a maximum of 5m x 5m in size.

Reclamation will be conducted progressively, with sonic sites, sumps & test pits backfilled and re-contoured to blend with topography. Trees cut will be bucked & scattered over the sites.

#### 3.2. Access

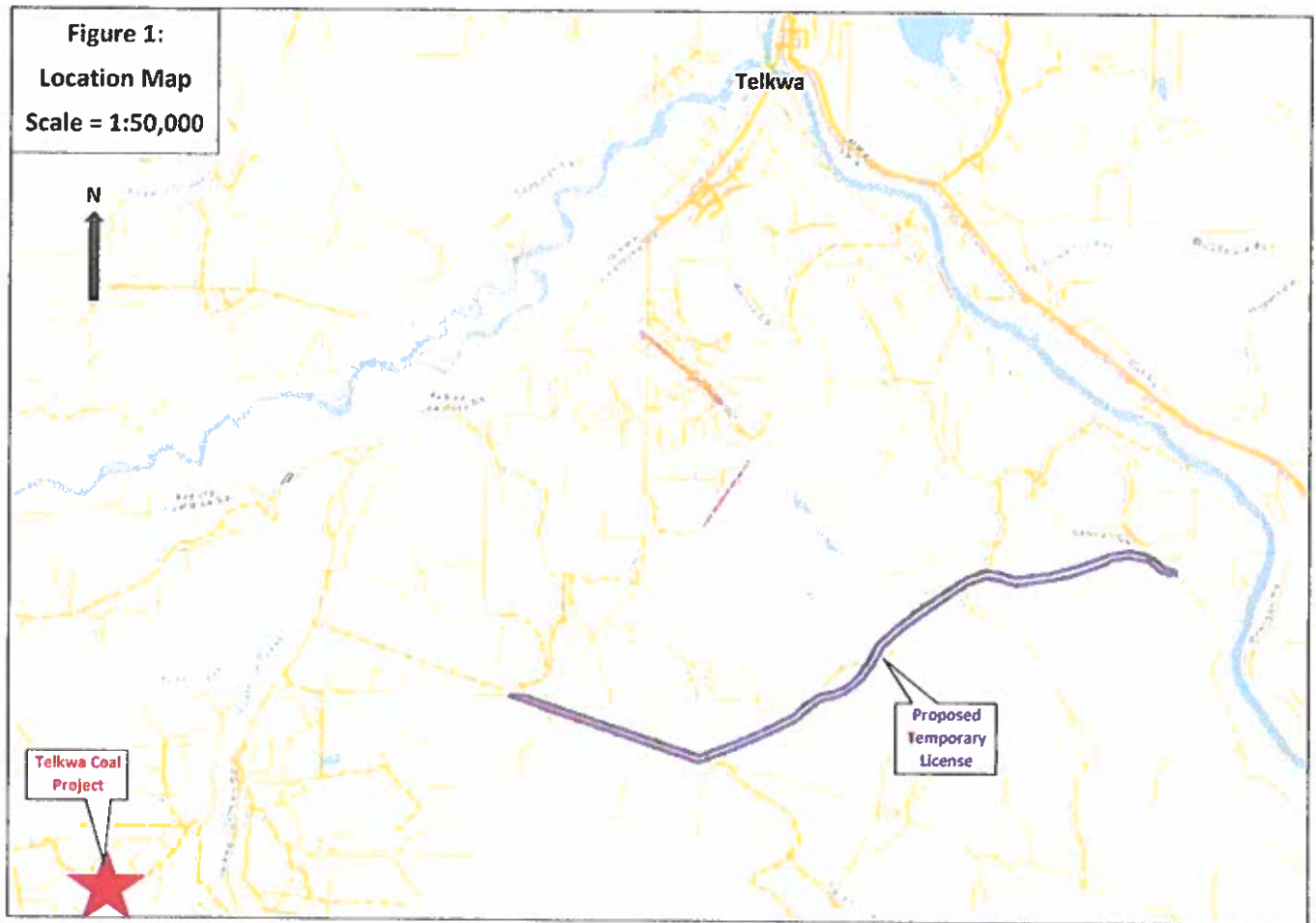
The proposed tenure area can be accessed at several points via existing trails (Figure 3).

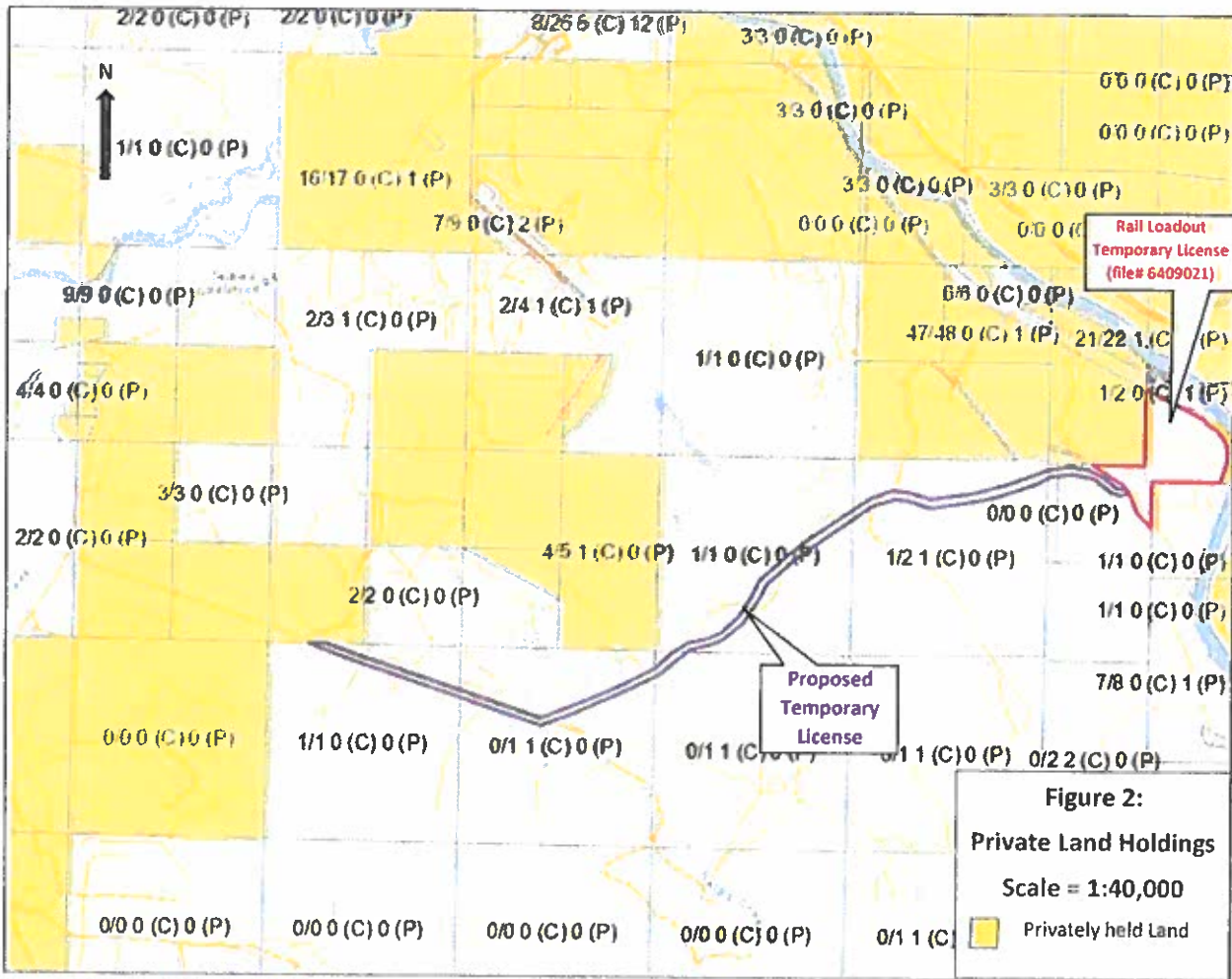
#### 3.3. Water Use

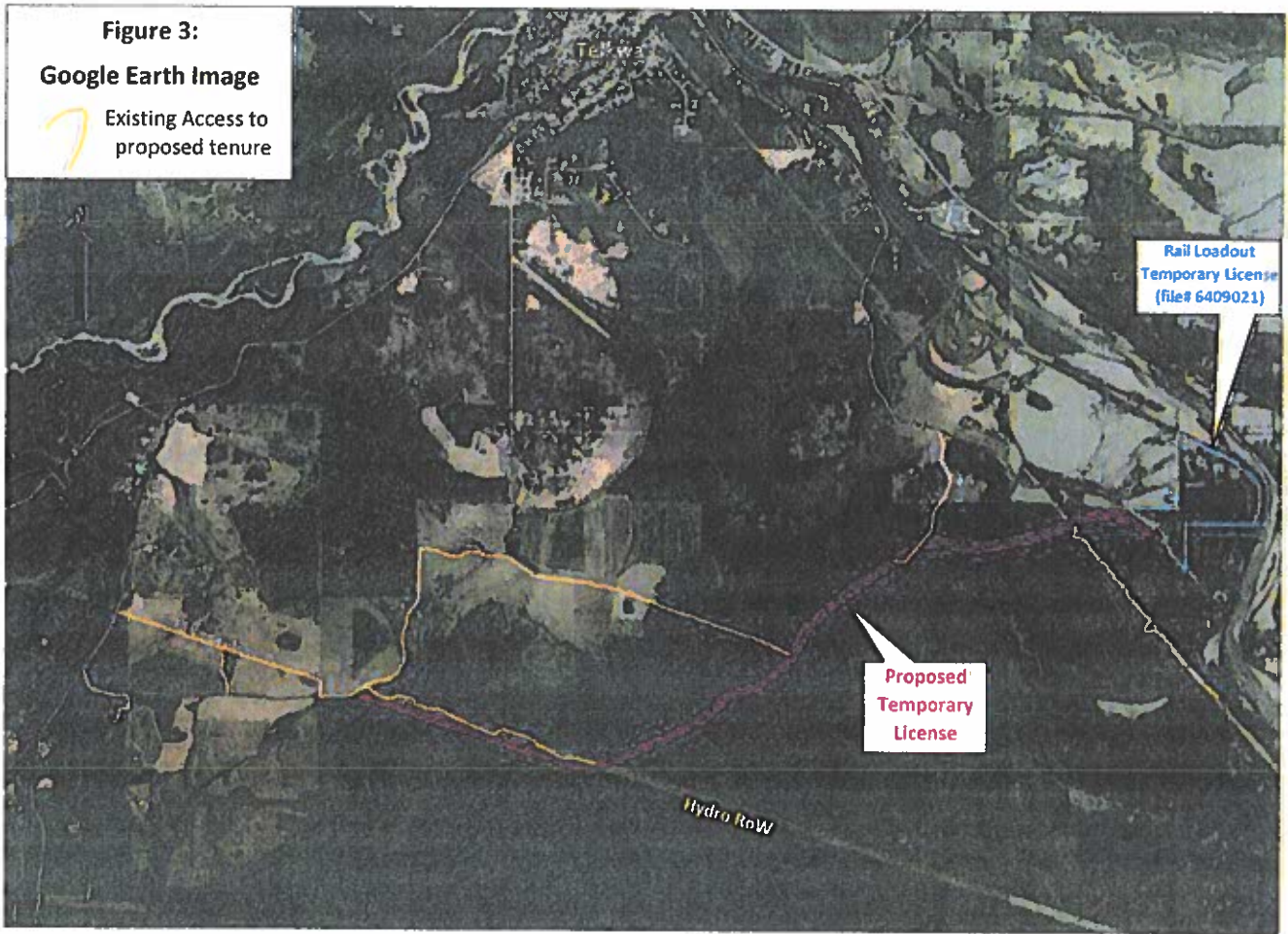
Sonic drilling will require water use. Water will be brought in by truck from a private provider.

### 4. Schedule

Activity	Sonic drilling	Test Pits
Description of Activity	Drilling of overburden soils using track mounted equipment	Shallow excavation of surficial soils
Season	Will depend when tenure is issued.	
Potential Impact	Negligible, as no new access development is proposed & program is very short in duration with minimal surface disturbance.	
Mitigation / Management of Potential Impacts	Existing open areas will be utilized where practicable & very wet ground conditions will be avoided. Reclamation of exploration activities to be completed prior to removal of equipment from site	









## Telkwa Coal– Chance Find Procedure

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**This CFP is subject to change**

Last update: April 10, 2018

A Chance Find Procedure (CFP) is implemented when archaeological resources are considered to have a high probability of occurring in a proposed development zone. The primary purpose of a CFP is to raise awareness of all personnel working on site about the potential for discovery of cultural heritage resources and to establish a protocol for the protection of these resources. A CFP is intended to act as emergency management measures should archaeological resources be unexpectedly uncovered during the course of development

This CFP will be preceded by a Cultural Awareness workshop for all researchers, contractors, etc. as part of the induction process and has been developed in consultation with the Wet'suwet'en Territorial Stewardship Initiative and the Office of the Wet'suwet'en.

## I. Contact Information

<b>Site Supervisor</b>	Ron Parent	604-556-1290
<b>Mine Manager</b>	Dan Farmer	604-220-5703
<b>Archaeologist</b>	Crossroads Cultural Resource Management	250-877-7858 250-877-9858 (cell)
<b>Smithers RCMP</b>		250-847-3233

## II. Glossary of Terms

AD 1846	Until Wet'suwet'en traditional knowledge is included in relevant archaeological management processes, the OW is of the opinion that the management of their cultural heritage should be done on a contextual basis. Therefore, they do not recognize 1846, or any date for that matter, as a critical date for protection.
CHR	Cultural Heritage Resource (as per Wet'suwet'en Territorial Stewardship Initiative)
CFP	Chance Find Procedure

<b>CMT</b>	<b>Culturally Modified Tree</b>
<b>CRM</b>	<b>Cultural Resource Management</b>
<b>HCA</b>	<b>Heritage Conservation Act - The purpose of this Act is to encourage and facilitate the protection and conservation of heritage property in British Columbia</b>
<b>WTSI</b>	<b>Wet'suwet'en Territorial Stewardship Initiative -- The authoritative source for Wet'suwet'en archaeological and cultural information.</b>

### III. First Nations Context

The project area resides within the traditional territory of the Wet'suwet'en. The Office of the Wet'suwet'en (OW) utilizes the Wet'suwet'en Territorial Stewardship Initiative (WTSI), which is a comprehensive tool that manages Wet'suwet'en cultural and natural resources within their traditional territory. Specifically, it allows the Wet'suwet'en to actively participate in the archaeological and cultural heritage investigation and interpretation that occurs upon their traditional lands. One component of the WTSI is an extensive cultural heritage database that consists of current government and industry information, in addition to unique cultural and oral Wet'suwet'en information. It is the authoritative source for Wet'suwet'en archaeological and cultural information. Therefore, in order to make informed management decisions, this source must be considered.

Based on information from the Wet'suwet'en Cultural Heritage Database, the OW have the following management recommendations:

- Consider avoidance of all identified archaeological sites and cultural heritage resources through proposed road realignment, establishment of wildlife tree patches, or machine free zones
- If site avoidance is not possible, consult with Crossroads Cultural Resource Management and the Natural Resources Department of the OW to discuss further management of these sites

#### **IV. Statement on Traditional Land Use and Archaeological Sites**

Archaeological sites are traditional use sites (and therefore the pursuit of archaeological evidence is the pursuit of traditional use); but a traditional use site is not necessarily an archaeological site. For First Nations, there is no difference in "importance" between an archaeological site and a traditional use site or area (Budhwa 2006, Rabnett 2000:5-7; Nicholas 2006). For example, sacred grizzly habitat is as important to First Nations as a village site.

#### **V. Rationale for Cultural Resource Chance Find Procedure**

The OW considers all cultural heritage resources (CHR) highly significant, regardless of their protection status under the Heritage Conservation Act (HCA). As a result, First Nations cultural heritage requires sensitive and thoughtful management. The Wet'suwet'en believe that 'everything is connected to the land', a concept referred to as 'yinta'.

CHRs are not necessarily archaeology sites, but still hold great importance to the Wet'suwet'en. CHRs are recognized as traditional use sites and areas where people performed all manner of activity. Traditional use sites may have been used for hunting, fishing, trapping, gathering, spiritual ceremonies, feasting, teaching, or as a storied place. There may be no physical remains at the site. The importance of obtaining and applying traditional use and oral information cannot be over-emphasized within the environmental assessment process as it provides insight on First Nations worldviews and culturally important areas.

#### **V.I Identified Cultural Heritage Resources**

Any potential impacts to the following CHRs, as identified by the OW, will need to be documented and communicated to Crossroads CRM and the OW. Water, fish, wildlife and heritage have all been identified as the highest valued CHRs to the Wet'suwet'en.

## VI. Rationale for Archaeological Resources

Archaeological resources consist of the physical remains of past human activity and the scientific study of these remains is essential to understanding prehistoric and historic cultural development in British Columbia. These resources may be of regional, provincial, national or international significance. Archaeological sites are vulnerable to disturbances and the number of visitors and areas of access should be limited in order to prevent sites from deterioration due to overuse and physical proximity. The HCA automatically protects all archaeological sites whether on Provincial Crown or private land, that predate AD 1846. Burial sites and rock art sites are protected regardless of age.

Section 14 inspection permits for incidental finds states that no land alteration may occur without an archaeologist on site as monitor, and the archaeologist on site will have the authority to stop excavation as deemed necessary so that archaeological resources can be handled under the terms of the permit.

This protocol has been established to increase awareness of this important resource and to assist in planning future developments.

### VI.I Current Archaeological Site Information

There are several identified archaeological sites contained within the project boundaries. These site types include:

- Cultural depressions
- Culturally Modified Trees (CMT)
- Lithic deposit (obsidian tool cache)
- Historic structures and debris

These types of archaeological sites may be visible to non-archaeologists during project construction and operations. Additionally, you may encounter:

- Rock art
- Tree art
- Other surface features
- Surface artifacts (stone, bone, antler, wood, shell)
- Buried cultural remains that may be sighted in exposed deposits

See *Appendix II* for archaeological site maps.

## VII. Field Directions

**If you believe that you may have encountered archaeological materials, stop work in the area and follow the procedure below:**

1. Stop all work in the area to avoid damaging the site.
2. Briefly note the type of material you think you've encountered, and their location, including (if applicable) the depth below surface of the find.
3. Cordon off a no-work zone no less than 30 m in diameter, with flagging tape.
4. Photograph the material, preferably with a scale, and record the location with GPS.
5. Do not disturb any archaeological remains
6. Report your discovery to your supervisor or to the on-site operator who will provide further instructions
7. If you are unable to contact the project representative, contact Crossroads Cultural Resource Management (Crossroads CRM).

**If you discover what you suspect may be a possible human remains, stop work and follow the procedure below:**

1. Stop all work in the area to avoid damaging the site.
2. Do not disturb any possible human remains that you may encounter.
3. Report your discovery to your supervisor or if they are unavailable, the Mine Manager, Dan Farmer, who will provide further instructions.
4. If you are unable to contact the Mine Manager or a representative, and the suspected human remains appear to be current, contact the RCMP at (250) 847-3233
5. If you are unable to contact the Mine Manager or a representative, please contact Crossroads CRM.

### **VIII. Chance Find Procedure and Next Steps for Project Supervisors, On-site Operators and Project Archaeologist**

**If cultural and/or archaeological materials (including human remains) are encountered, stop work in the area and follow the procedure below:**

**On site supervisor will:**

- 1. Cease all construction activity in the vicinity of the remains**
- 2. Flag off a no-work zone, no less than 30 m surrounding the archaeological remains**
- 3. Contact Crossroads CRM**

**Crossroads CRM will:**

- 1. Contact Archaeology Branch (if necessary)**
- 2. Determine the appropriate course of action by assessing potential significance and identify mitigative options in collaboration with the client, Wet'suwet'en decision makers, and Archaeology Branch.**
- 3. (In the case of human remains) contact and work closely with the RCMP to determine if the remains are archaeological.**

DRAFT

**IX. References**

**Budhwa, Rick**

*2006 Wet'suwet'en Resource Use: An Ethnohistorical Overview of Past and Present.*

**Rabnett, K.**

*2000 The Past Into the Present: Cultural Heritage Resources Review of the Bulkley Timber Supply Area.*

**Nicholas, George P.**

*2006 Decolonizing the Archaeological Landscape: The Practice and Politics of Archaeology in British Columbia. In American Indian Quarterly, Fall 2006, Vol. 30:3. 350-380.*

**RSBC**

*1996 Heritage Conservation Act. Chapter 187 (updated November 2017).*

**Office of the Wet'suwet'en**

*N.D. Wet'suwet'en Territorial Stewardship Initiative*

**Office of the Wet'suwet'en**

*2017 Direct Consultation*

DRAFT



**X. Appendix I: Field Card**

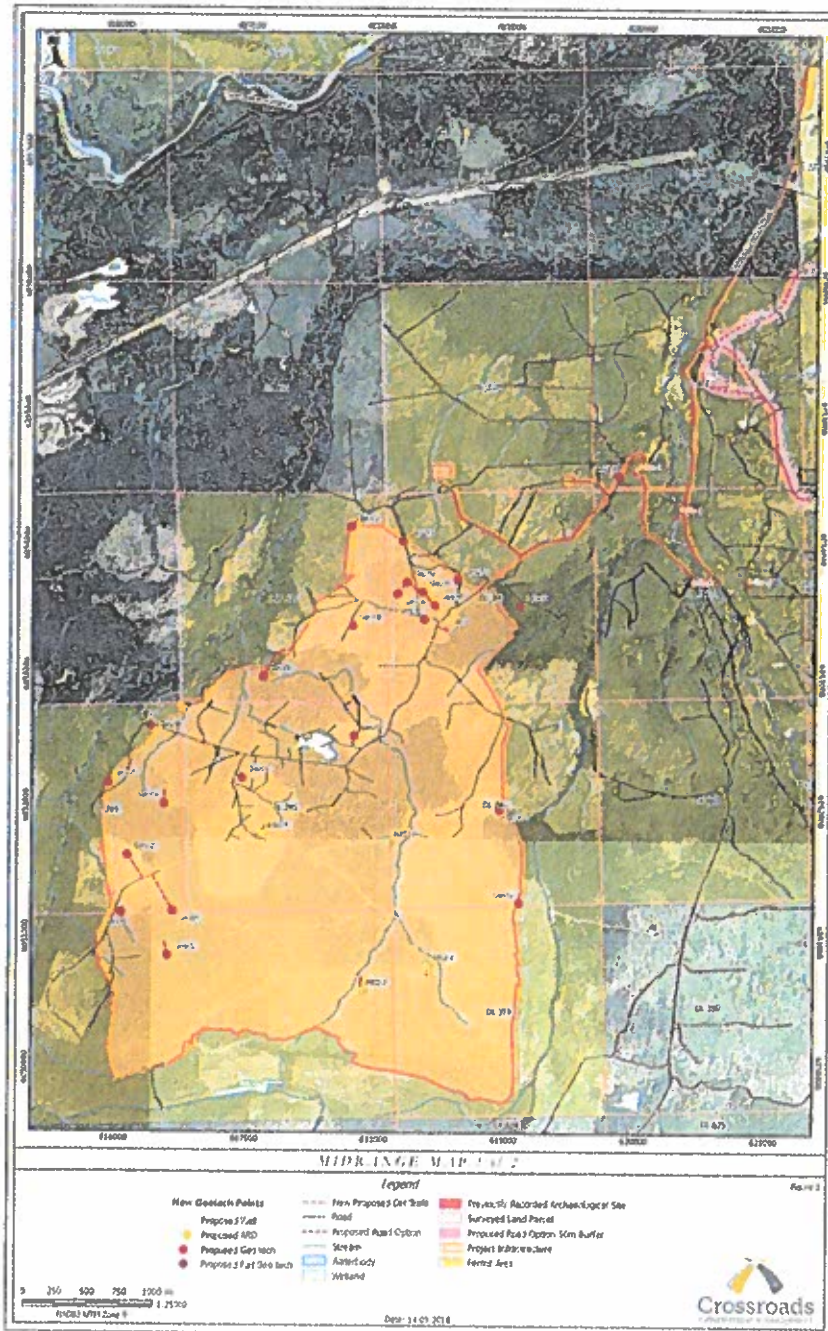
**If you believe that you may have encountered cultural materials, stop work in the area and follow the procedure below:**

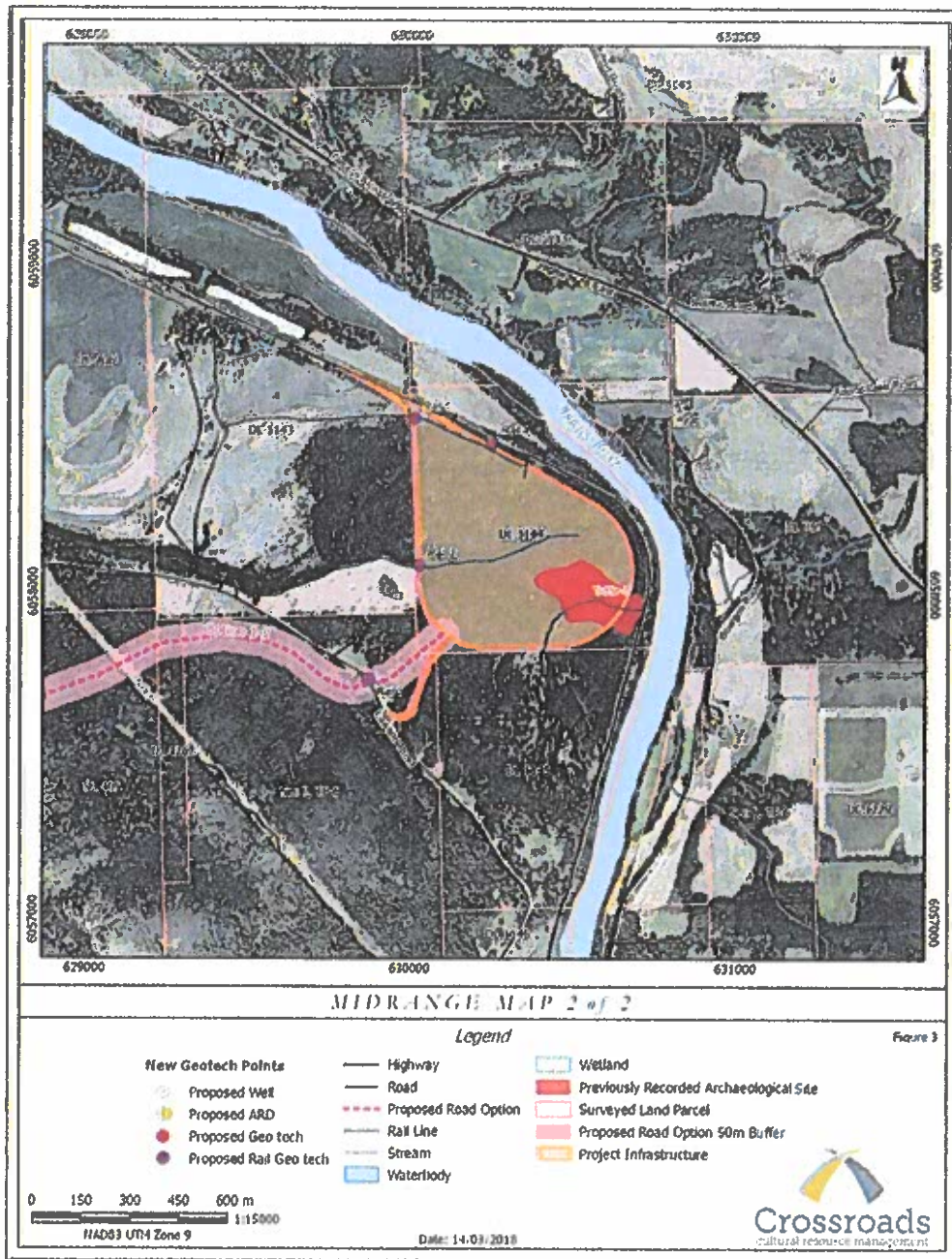
1. Stop all work in the area to avoid damaging the site.
2. Briefly note the type of material you think you've encountered, and their location, including (if applicable) the depth below surface of the find.
3. Identify a no-work zone no less than 30 m in diameter, with flagging tape.
4. Photograph the material, preferably with a scale, and record the location with GPS.
5. Do not disturb any archaeological remains
6. Report your discovery to your supervisor or to the on-site operator who will provide further instructions
7. If you are unable to contact the project representative, contact Crossroads CRM at: 250-877-7858 (office) or 250-877-9858 (cell)

**If you discover what you suspect may be a possible human remains, stop work and follow the procedure below:**

1. Stop all work in the area to avoid damaging the site.
2. Do not disturb any possible human remains that you may encounter.
3. Report your discovery to your supervisor or if they are unavailable, the Mine Manager, Dan Farmer, who will provide further instructions.
4. If you are unable to contact the Mine Manager or a representative, and the suspected human remains appear to be current, contact the RCMP at (250) 847-3233
5. If you are unable to contact the Mine Manager or a representative, please contact Crossroads CRM at: 250-877-7858 (office) or 250-877-9858 (cell)

**XI. Appendix II: Archaeological Site Maps and Drill test locations**







Ministry of  
Environment and  
Climate Change Strategy

# Open Burning Smoke Control Regulation (OBSCR): Update for Stakeholders

23 April 2018

Markus Kellerhals  
Environmental Standards Branch



Ministry of  
Environment and  
Climate Change Strategy

# Purpose and Outline of Webinars

Changes are proposed to the Open Burning Smoke Control Regulation (OBSCR). The ministry wants to:

- Share information on proposed changes with stakeholders
- Receive feedback and answer questions

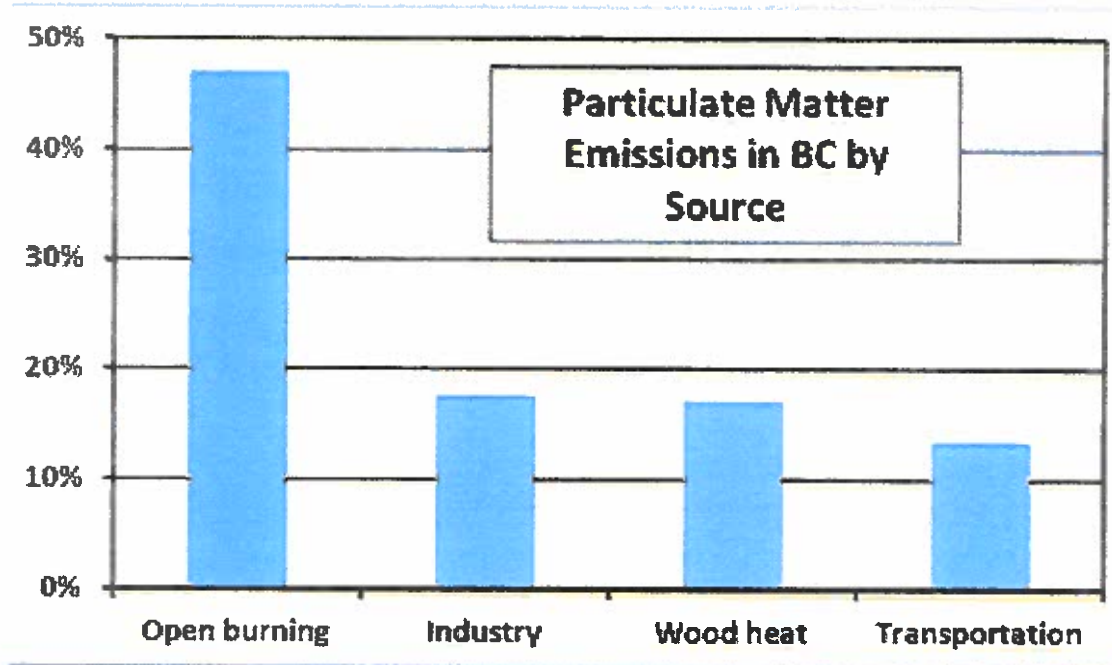
## Outline:

1. Background on open burning in BC
2. The existing regulation
3. Proposed changes
4. Next steps
5. Questions and comments

213

# What is the issue with open burning?

- Open burning is the largest source of fine particulate matter (PM<sub>2.5</sub>) pollution in BC. It can contribute to poor air quality in communities.



214

# Open burning impact on air quality in BC

- Six BC Communities exceed national air quality standards (3 on Vancouver Island, 3 in the Central Interior).
- Open burning has been identified as a significant contributor to poor air quality in these communities (along with residential wood smoke).
- In many communities annual pollution levels peak in November coinciding with an active period for open burning.



Satellite derived open burning plume  
in Central BC, November 2017

215

# The existing regulation – How does OBSCR work?

- Introduced in 1993
- Open burning is a “prescribed activity” under the *Environmental Management Act (EMA)*
  - This means the activity requires authorization to take place legally
  - Following the provisions of OBSCR authorizes the activity
- Other relevant legislation:
  - Wildfire Act and Regulation
  - Local Government Bylaws

918



# How does the OBSCR work?

- OBSCR does not generally forbid burning
  - Provisions are mainly about burning in times and places where smoke impacts will be reduced.
- Ventilation index – Burning when the pollution will disperse
- Setbacks - Burn away residences, schools, hospitals
- Zones with different burning rules – Stricter rules near communities
- Length of burn period – Shorter burn periods lower the risk to air quality
- Requirement to investigate alternate uses – Burning is last resort
- Prohibited materials – Burning only vegetative debris
- Director's authority to temporarily ban burning

217



# Applicability of OBSCR

- Applies to most open burning in BC.
- Burning at permanent facilities (log sorts for example) sometimes authorized by permit.
- Certain types of open burning are not regulated under EMA or OBSCR:
  - Certain domestic and agricultural burning,
  - training fires under an order of a local assistant, as defined in the *Fire Services Act*,
  - fire control under section 9 of the *Wildfire Act*,
  - resource management open fires under the *Wildfire Act* , used in accordance with that Act and the regulations under that Act.

218

# Objectives of review

- Improving AQ in communities
- Providing flexibility for burning that is necessary for community wildfire protection
- Simplifying burning requirements in remote areas
- Encouraging cleaner technology
- Improving enforceability
- Bringing the regulation up to date

Information on OBSCR review

<http://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/policy-legislation/legislation-regulation/environmental-protection-regulatory-review/open-burning-smoke-control-regulation>



219

## Current status:

- Latest OBSCR review proposal shared via an intentions paper in 2016.
- Currently preparing maps of smoke sensitivity zones that would be a schedule to the regulation.
- The 2018 proposal keeps most of the features of the 2016 proposal with one important change.

220

## Risk based requirements proposed in 2016

- Province proposed to be divided into three smoke sensitivity zones (high, medium and low)
- High Smoke Sensitivity Zone around all communities meeting a population density criteria
- Medium Smoke Sensitivity Zone around small communities not meeting the above criteria, rural areas, and transportation corridors
- Low Smoke Sensitivity Zone – rest of the province, locations distant from communities (>20 km generally)
- **Strictest burning requirements in the “High” zone, least strict requirements in the “Low” zone**

221

## Other Important OBSCR changes proposed in 2016

- New provisions to facilitate burning required for “community wildfire protection”
- New provisions for burning diseased debris
- Changes to setbacks
- Provisions for air curtain incinerator use
- Flexibility to vary requirements through substitution orders
- Scoping exemptions for backyard burning and agricultural burning

222

# CURRENT OBSCR

# 2018 PROPOSAL

Side by side comparison of provisions in the current proposal to provisions in the OBSCR that currently apply

223



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## Smoke Sensitivity Zones

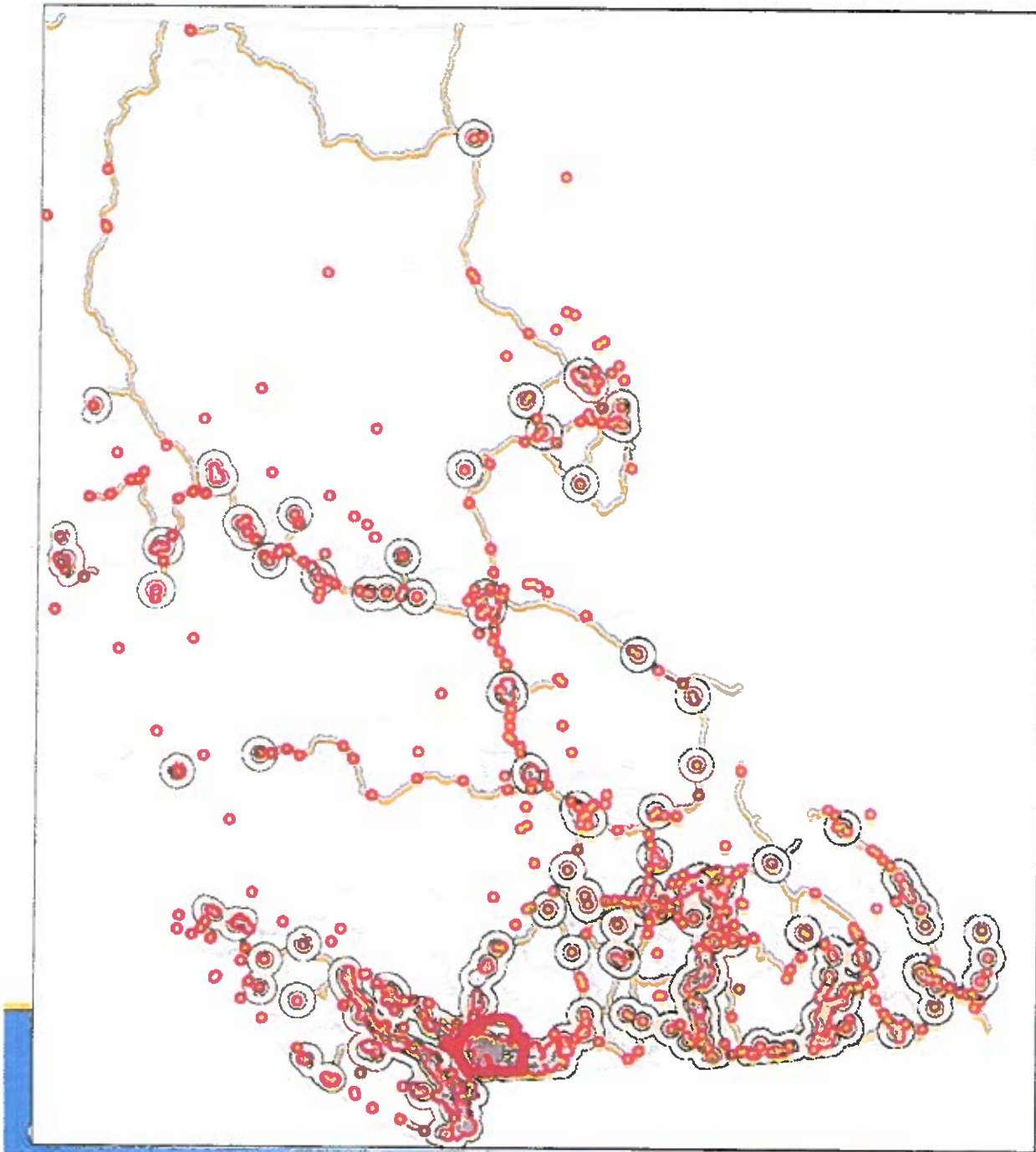
- Cities, towns and villages = Category A
- Everything else = Category B

- High Smoke Sensitivity Zone – 10 km around densely populated areas – to be modified based on topography
- Medium Smoke Sensitivity Zone –
  - 10 km buffer around the HSSZ
  - buffer around other small gazetted communities and areas of rural settlement
  - buffer around provincial numbered highways
- Rest of province is Low Smoke Sensitivity Zone
- **Approximate Result HSSZ <5%, MSSZ <15% and LSSZ > 80%**

have







## Preliminary mapping of smoke sensitivity zones

- Identification of population centres and transportation corridors
- As shown – 5% of land area is zoned “high”, 12% is zoned “medium”, 83% is zoned “low”

225

## Burning in the High Smoke Sensitivity Zone

- 72 hour burns (Category A)
- Ventilation Index (VI) Good / Fair
- 4 burns per year, 15 days between burns

- One day burn with Good VI  
or
- Two day (sunrise Day 1 to sunset Day 2) burn with VI Good on the ignition day and Fair or Good on the next day
- Ignition during daylight hours
- Max 4 burn periods per year on smaller private land parcels
  
- **Requiring rapid burns during periods of good venting around populated areas is the key measure to reduce human exposure to smoke.**

226

## Burning in the Low Smoke Sensitivity Zone

- 96 hours
- Good VI Day 1
- Fair or Good VI Day 2

- Ventilation Index Fair or Good day 1, Fair or Good day 2
- No limit to burn duration
- No set times for ignition
- Proposed VI requirements would allow roughly 1.5 to 2 times more “burn” days than the current requirements.
- Use of custom venting forecast also increases “burn” days

227

## Burning in the Medium Smoke Sensitivity Zone

- 96 hours (Category B)
- Ventilation Index Good on day of ignition
- Ventilation Index Good or Fair on the day after ignition

- Same requirements as under current regulation



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# Summarized Burning Requirements

	High Smoke Sensitivity Zone (HSSZ)	Medium Smoke Sensitivity Zone (MSSZ)	Low Smoke Sensitivity Zone (LSSZ)
Current OBSCR	Ventilation index requirements and burn periods are the same province-wide except within municipal boundaries. Good VI day of ignition. Good or fair VI next day. 96 hour burn period.		
2016 proposal	Shorter burn periods (32 hours), good VI day 1, good or fair VI day 2	Fair VI, 72 hour burn period	No ventilation index requirement
2018 Proposal	Same as 2016	Same as current OBSCR	Fair ventilation, unlimited burn period

229

# Why was the 2016 proposal changed?

- New evidence from satellite and ground observations of distant smoke impacts.
- Concerns from communities
- Required expansion of the high smoke sensitivity zone

230

## Smoke Management Plans

- No sound legal basis for current smoke management plans under the existing OBSCR

- Director would be given “substitution” powers which could be used to:
  - Recognize existing smoke management plans
  - Enable new smoke management plans where need exists
  - Vary provisions of the regulation in special circumstances
- Foresee less need for SMPs thanks to the relaxed venting requirements in the LSSZ.
- But still great flexibility to deal with situations where the requirements of OBSCR are not protecting the environment or where there are different ways of meeting the intent of the regulation

231

## Setbacks

- 100 metres from residence or business
- 500 metres from schools, hospitals, continuing care facilities
- These cannot be relaxed or varied in the current OBSCR

- 500 metres from residence or business
- 1000 metres from schools, hospitals, community care facilities

### But:

- General provision for 1 day burn with current setbacks
- Reduced setbacks available for community wildfire protection plan burning (50 metres)
- Reduced setback for burning diseased vegetative debris (50 metres)
- Reduced setback for air curtain incinerators (100/500 metres)
- Could be varied by a substitution order

232



## Burning at Log Sorts

- By EMA Section 14 permit only

- In HSSZ – by EMA Section 14 permit
- 0 to 5 km from HSSZ – using air curtain incinerators
- 5-25 km from HSSZ and in balance of MSSZ – Must use auxiliary air to ignite and establish burn.
- Beyond 25 km from HSSZ and outside MSSZ – basic burn requirements.
- This applies to new log sorts!

233

## Burning under Community Wildfire Protection Plans

- No additional flexibility

- One day burns under Fair ventilation index with only 50 metre setbacks
- Requires notification of nearby residences and businesses
- Director will also be able to issue an approval for specific wildfire protection burning.

234



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## Burning Diseased Vegetative Debris

- No additional flexibility

- One day burns under Fair ventilation index with only 50 metre setbacks
- Requires notification of nearby residences and businesses
- Director will also be able to issue an approval for specific burning of diseased vegetative debris.

235

## Burning in Air Curtain

### Incinerators

- No additional flexibility despite much lower emissions.

- Between 100 meters and 1 km from residences may operate in Good or Fair Ventilation conditions.
- Beyond 1 km from residences may operate in any ventilation conditions.
- Director may issue permits or approvals.

236



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## Directors Authority

- Director can prohibit open burning

- Director can prohibit open burning in two circumstances
  1. Air quality is exceeding or likely to exceed ambient air quality guidelines in an area.
  2. Open burning is causing pollution.
- Power to substitute requirements in regulation with different requirements
- Empowered to issue permits and approvals for certain burning.

237

## Domestic and agricultural burning

- Unclear line between burning that is exempt from OBSCR and burning that is included in OBSCR
- Propose to have OBSCR provisions apply to any debris burning where the branches are greater than 10 cm diameter.

239

## Reporting

- No reporting requirements
  - Open burning has been tracked through the burn registration numbers.

- Regulation will empower reporting requirements for open burning but not bring them into effect
  - Would likely report Category 3 fires once per calendar year for the previous year.
  - Would enable better estimates of open burning emissions.
  - Delay implementation to ensure no duplication with other requirements.

239

# Are the proposed OBSCR changes “banning” burning?

**No:**

Areas where it is now legal to burn, it will still be legal to burn.

Stricter requirements in the high sensitivity zone and within setbacks.

Flexibility to allow important burning to occur in places where it is currently not allowed (for fire protection and management of diseased debris).

240



## Next Steps

- Complete draft sensitivity zone mapping and share with stakeholders – Spring 2018
- Complete regulatory drafting - Spring and Summer 2018
- Present regulatory proposal to Minister – Summer 2018
- If the regulatory proposal is approved new regulation could be in force as early as Fall 2018

241

# Comments/questions?

[OBSCR@gov.bc.ca](mailto:OBSCR@gov.bc.ca)

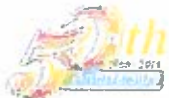
(778) 698-4875

242



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37, 3RD AVE, PO Box 820  
 BURNS LAKE, BC  
 V0J 1E0

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

January 26, 2017

Honourable Mary Polak  
 PO Box 9047, Stn Prov Govt  
 Victoria, BC  
 V8W 9E2

SCANNED

FILE COPY

Re: Review of the Open Burning Smoke Control Regulations

As you are aware, the Province is reviewing and revising the 'Open Burning Smoke Control Regulation' under the *Environmental Management Act* in support of the Province's objectives of reducing impacts to human health, enabling and encouraging compliance, and minimizing undue costs to industry.

A key feature of the proposed revisions is the creation of smoke sensitivity zones. The Regional District Board would like to request clarification on the nature of the proposed smoke sensitivity zones. Also, the Board would like to express concern regarding the deregulation of venting forecasting.

Sincerely,

Bill Miller  
 Regional District of Bulkley-Nechako  
 Board Chair



MUNICIPALITIES:

SMITHERS FORT ST JAMES  
 VANDERHOOF FRASER LAKE  
 HOUSTON TELUKWA  
 BURNS LAKE GRANISLE

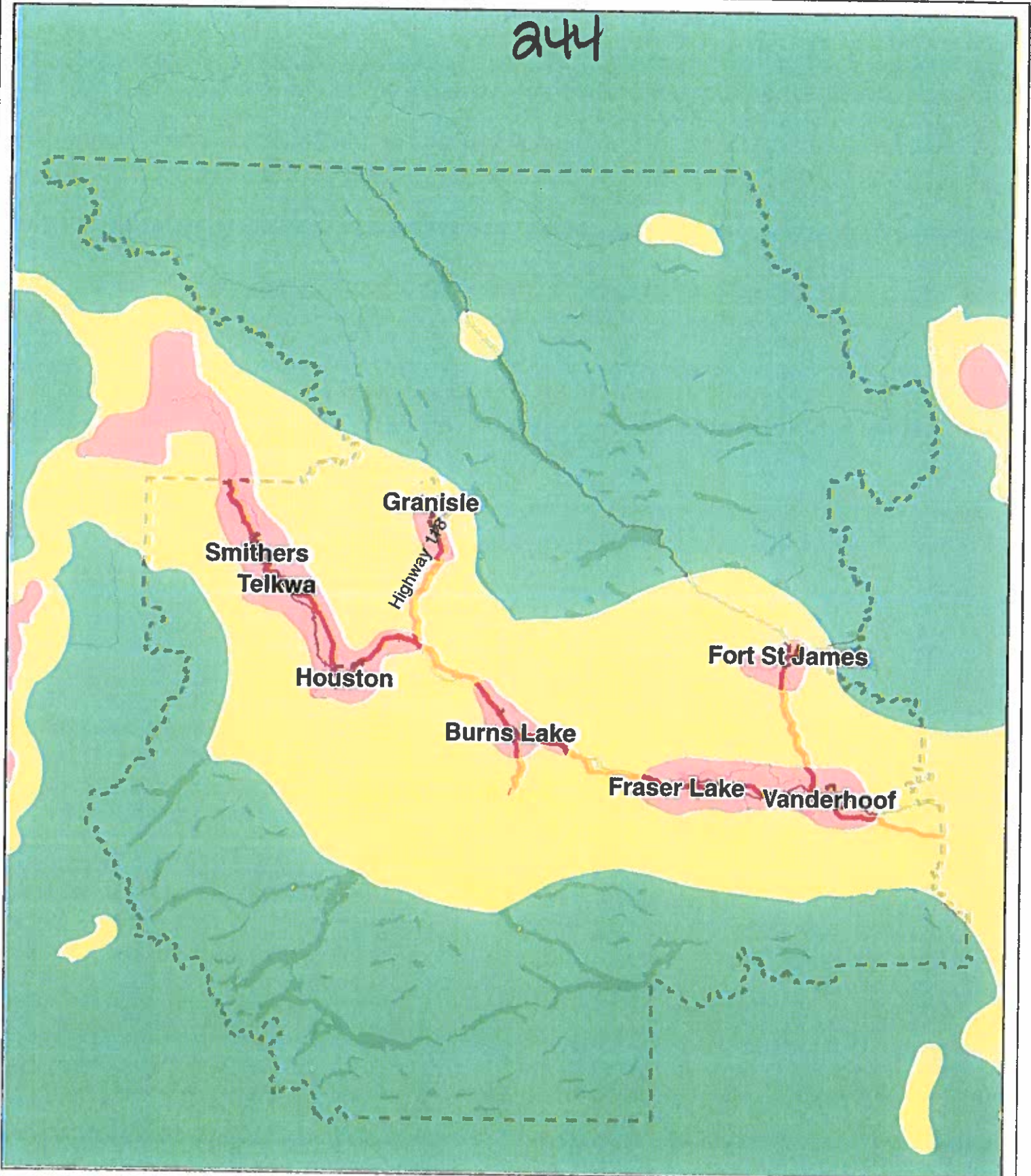
ELECTORAL AREAS:

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

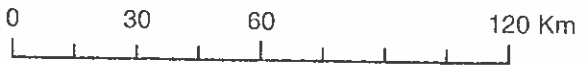
INQUIRIES@RDBN.BC.CA  
 WWW.RDBN.BC.CA

PH: 250-692-3195  
 FX: 250-692-3305  
 TF: 800-320-3339

244



# RDBN Smoke Sensitivity



Date Saved: 30-Oct-2018 1:36:44 PM  
Document Name: Smoke Sensitivity Map

<b>Smoke Sensitivity</b>	Ferry
High	Highway
Medium	Railways
Low	

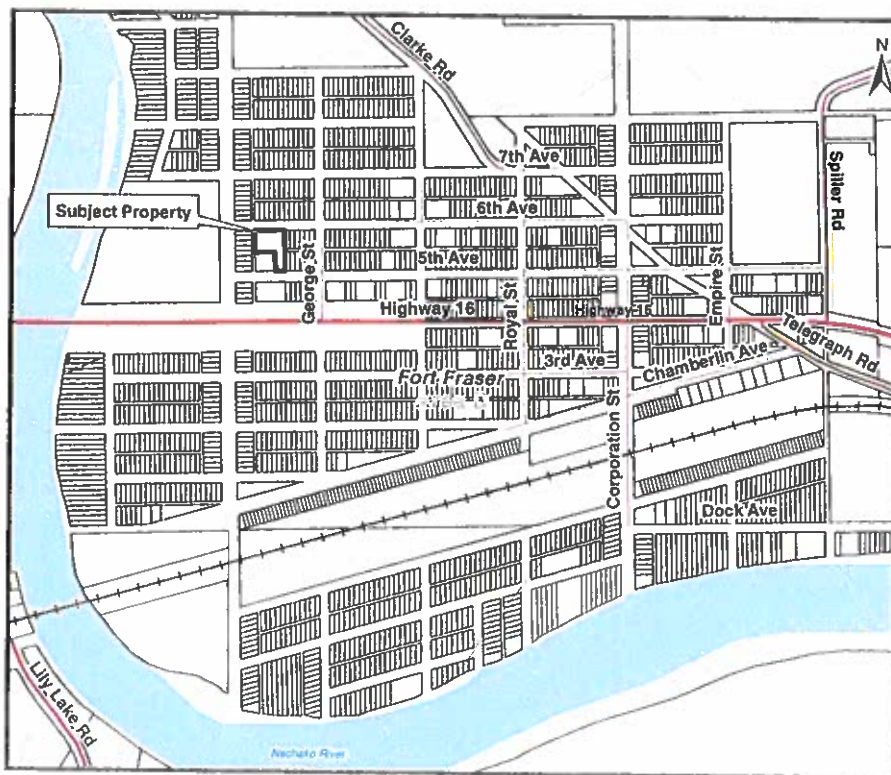


**Planning Department Report  
Adoption Report  
Rezoning Bylaw No. 1841, 2018  
File No. D-01-18  
November 1, 2018**

## APPLICATION SUMMARY

**Name of Applicants:** Lorne and Angie Faiers  
**Name of Agent:** Len Buchanan  
**Electoral Area:** D  
**Subject Property:** Parcel A, Section 26, Township 15, Range 5, Coast District, Plan BCP8721  
**Location:** Subject property is located at 146 5th Ave. in the community of Fort Fraser and is 0.3 ha (0.73 acres) in size.

### Location Map



**O.C.P. Designation:** Community Centre (CC) under the Endako, Fraser Lake, Fort Fraser Rural Official Community Plan Bylaw, No. 1487, 2008  
**Zoning:** Single Family Residential (R1) and Country Residential (R5) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993  
**Existing Land Use:** Residential  
**ALR Status:** Not within ALR

246

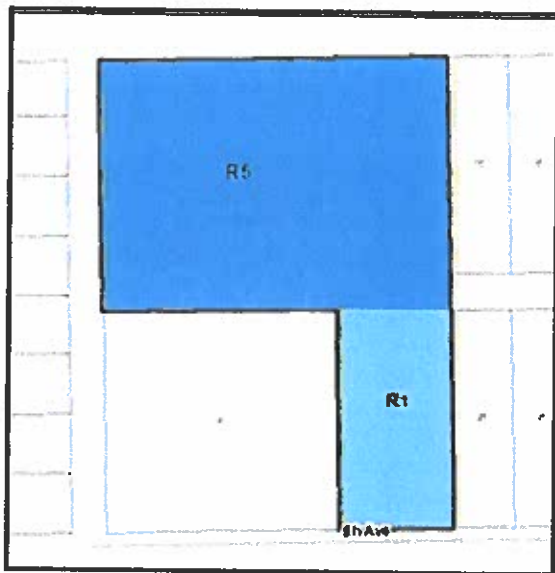
## PROPOSAL

The subject property currently has one single family dwelling. The applicants wish to add a mobile home to the northern portion of the subject property for a family member.

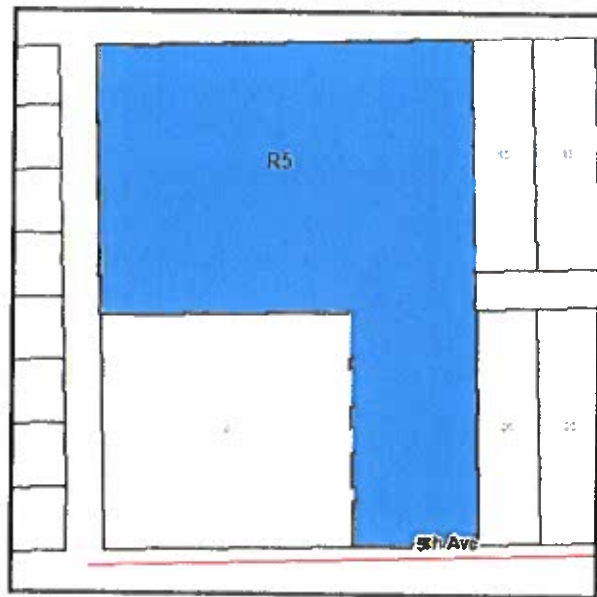
To allow the second dwelling on the subject property, two amendments to the Zoning Bylaw are required.

1. Rezone the property from Country Residential (R5) and Single Family Residential (R1) Zones to Country Residential (R5) Zone, and;
2. A site-specific text amendment to increase the density provision under the Country Residential (R5) zone to allow two single family dwellings on the subject property.

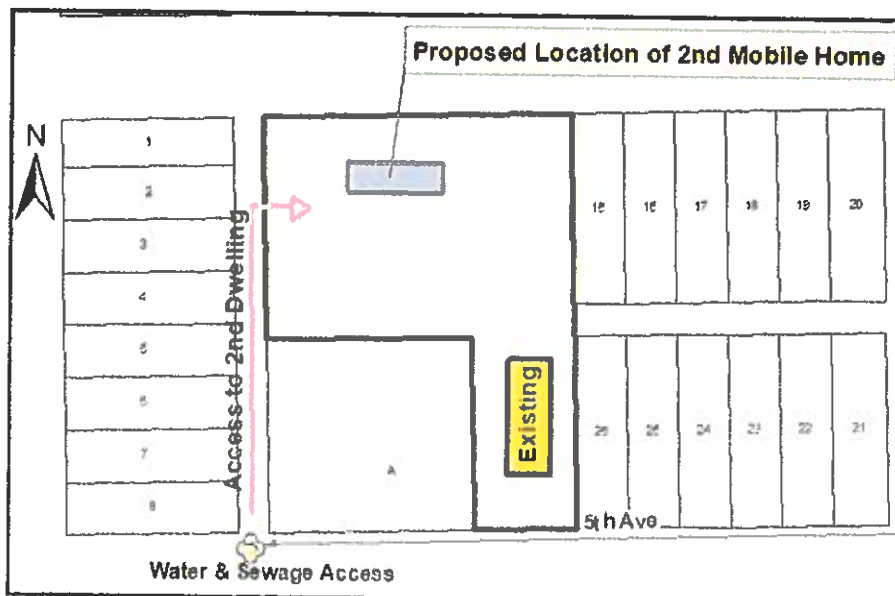
**Current Zoning**



**Proposed Zoning**



**Site Plan**



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## REFERRAL COMMENTS

### Northern Health Authority

No Objections.

### RDBN Environmental Services

The Fort Fraser Local Commission and the RDBN's Environmental Services Department have no objections to this application.

### Ministry of Transportation and Infrastructure

No comments received.

### Area 'D' Advisory Planning Commission

Resolution: That the APC inform the Regional District Board that they recommend approval for Rezoning Application D-01-18. The motion was carried unanimously.

Comments: A brief discussion was held regarding the inherent difficulty of developing the small lots in the Fort Fraser town-site, the progress of the replacement of the community water system, and that it is positive to see new residential development in the rural area.

## PLANNING DEPARTMENT COMMENTS

The public hearing for Rezoning Bylaw 1841, 2018 was held on October 15, 2018. A total of 8 residents, the agent and staff were in attendance of the public hearing. A complete report of the public hearing is attached and was considered at third reading.

At the Regional District of Bulkley-Nechako October 18, 2018 Board meeting third reading was given to "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1841, 2018".

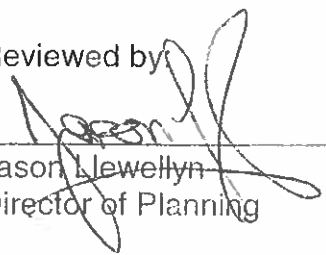
The rezoning bylaw has been signed by the Ministry of Transportation and Infrastructure, as required. This rezoning bylaw is therefore brought forward for consideration of adoption.

### Recommendations:

That the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1841, 2018" be adopted.

*Electoral Area Planning – All Directors/ Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Jewellyn  
Director of Planning

Written by:

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



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
BYLAW NO. 1841**

A Bylaw to Amend "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993"

The Board of the Regional District of Bulkley-Nechako in open meeting enacts as follows:

1. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that a portion of the following land is rezoned from the "Single Family Residential (R1)" Zone to "Country Residential (R5)" Zone.  
Parcel A, Section 26, Township 15, Range 5, Coast District, Plan BCP8721 and shown on Schedule "A", which is incorporated in and forms part of this bylaw.
2. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the following text is added to Section 10.03 Density as:  
(2) Notwithstanding Section 10.03 (1), two single family dwellings are permitted on Parcel A, Section 26, Township 15, Range 5, Coast District, Plan BCP8721.

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No.1841, 2018."

READ A FIRST TIME this 27 day of September, 2018

READ A SECOND TIME this 27 day of September, 2018

PUBLIC HEARING HELD this 15 day of October, 2018

READ A THIRD TIME this 18 day of October, 2018

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1841, 2018"

DATED AT BURNS LAKE this                      day of                      , 2018

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

Approved under Sec. 52 of the Transportation Act

APPROVED BY THE MINISTRY OF TRANSPORTATION this 2<sup>nd</sup> day of November, 2018  
this                      day of

[Signature]  
District Transportation Manager  
Ministry of Transportation  
and Infrastructure

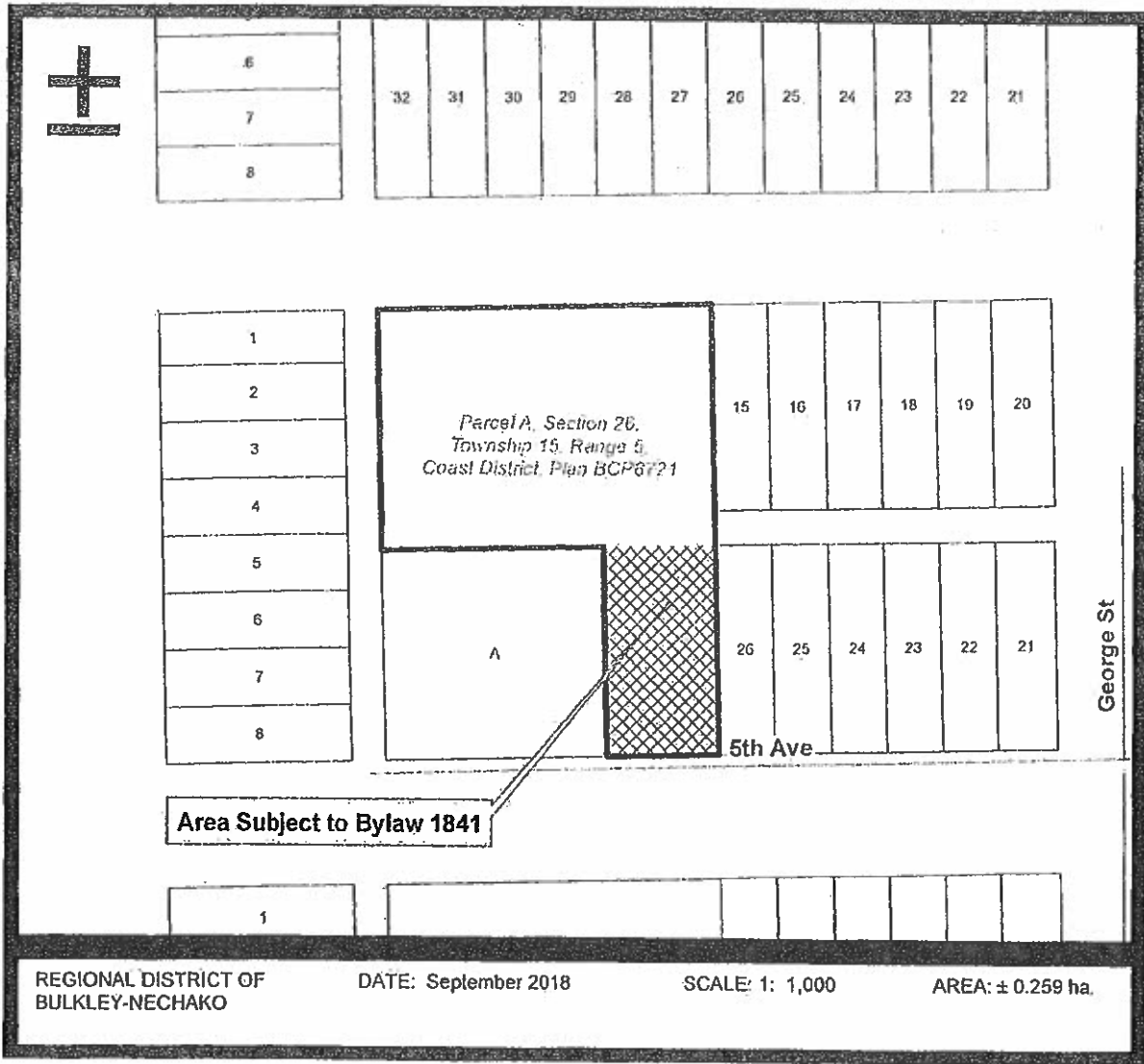
ADOPTED this                      day of                      , 2018

\_\_\_\_\_  
Chairperson

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



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**SCHEDULE "A" BYLAW NO. 1841**

Parcel A, Section 26, Township 15, Range 5, Coast District, Plan BCP8721, comprising of 0.259 ha. being rezoned from the "Single Family Residential (R1)" Zone to "Country Residential (R5)" Zone.

I hereby certify that this is Schedule "A" of Bylaw No. 1841, 2018.

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 1841  
October 15, 2018**

The following is a summary of the proceedings of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1841, 2018" held at 7:00 p.m., Monday, October 15, 2018 at the Fort Fraser Community Hall, located at 470 Corporation Street regarding Bylaw No. 1841.

Present:

- Mark Parker, Chairperson
- Jennifer MacIntyre, Recording Secretary
- Len Buchanan, Agent
- Gary Gumm
- Irene Gumm
- Allen Ray
- Linda Cochran
- Steve Cochran
- Colleen DeLong
- Pam Sholty
- Steve Sholty

CALL TO ORDER: The meeting was called to order at 7:02 p.m.

Chairperson Parker Stated that the Public Hearing is being convened pursuant to the *Local Government Act* in order to receive input on proposed Bylaw No. 1841. He read a statement describing the purpose of the Public Hearing, describing the bylaw, noting the location of the information packages available containing information on the application, and explaining the Public Hearing process.

Chairperson Parker Called for comments on Bylaw 1841

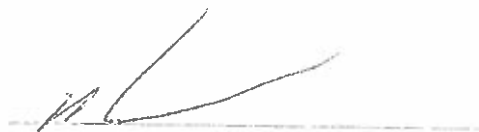
Irene Gumm Stated that the proposed change would allow another tenant, and another driveway on the street. Stated concerns regarding tenants not taking care of their property and do not invest in the neighbourhood. Spoke of the continued issues with barking and roaming dogs, noise, garbage, traffic, and the continued visits from the RCMP.

Chairperson Parker Asked for comments for the second time.

Garry Gumm Stated that he had concerns regarding access roads and adding another roadway via a laneway is a problem due to the increase in traffic and increase in speeds along their street. Questioned why we need more access roads to the property when they already have access?

Also, spoke of the continued issues with tenants not caring for the property, barking dogs at night because they are left outside.

- Allen Ray Mentioned that the speeding traffic along 5<sup>th</sup> avenue is a concern. In addition, the barking dogs are a nuisance, and that the town is not what it used to be. Used to be peaceful, and now he cannot sleep.
- Steve Cochran Agreed and said the speeding traffic is a concern along 6<sup>th</sup> as well as 5<sup>th</sup>.
- Steve and Pam Sholty Wanted to point out that the comments made tonight on bad landlords are a generalization, and that not all landlords, and tenants are bad. They want to point-out that there are good places to live in Fort Fraser and the community is not all bad.
- Gary Gumm Pointed out there has been an increase in RCMP presence in his neighbourhood and that it is getting worse.
- Len Buchanan Added that Gary calls the cops and therefore that is the reasons there is an increase in RCMP calls. Mentioned that he has been able to deal with bad tenants and has been able to mediate some bad behaviour with tenants and neighbour issues.
- Recognized that there has been RCMP situations that have happened and has been trying to keep neighbours happy. Have had positive relationship with Gary and welcomed others to bring any issues forward so they can deal with them.
- Mentioned that he thought the community growing would be a positive thing.
- Gary Gumm Mentioned that it is not only one person complaining.
- Len Buchanan Stated that he did not know it was a neighbourhood issue.
- Chairperson Parker Called for comments a third time. No further comments were forthcoming.
- Chairperson Parker Thanked everyone for coming and closed the hearing at 7:20 p.m.



Mark Parker, Chairperson



Jennifer MacIntyre, Recording Secretary



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# Planning Department Enquiries Report Month of October, 2018

## 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 October, 2018. During this month the Planning Department responded to 257 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>June 2018</b>	<b>July 2018</b>	<b>August 2018</b>	<b>September 2018</b>	<b>October 2018</b>
Development Services	34	35	22	37	37
Electoral Area Planning	69	71	49	45	55
House Numbering	9	13	21	34	33
Maps	61	65	81	47	68
Bylaw Enforcement	4	4	0	1	7
Other	39	84	18	58	57
<b>Total</b>	<b>216</b>	<b>272</b>	<b>191</b>	<b>222</b>	<b>257</b>

### Recommendation

"That the Board receive the October, 2018 Planning Department Enquiries Report."

Respectfully submitted,

(All Directors)

  
 Jason Llewellyn  
 Director of Planning

253

Board - Direction  
Letter of Support

**Cheryl Anderson**

---

**Subject:** FW: daycare support letter  
**Attachments:** Regional District Daycare Support Letter.docx

**From:** Scott Zayac [<mailto:szayac.ldfes@gmail.com>]  
**Sent:** Wednesday, October 31, 2018 10:59 AM  
**To:** Jason Llewellyn <[jason.llewellyn@rdbn.bc.ca](mailto:jason.llewellyn@rdbn.bc.ca)>  
**Subject:** daycare support letter

Hi Jason,

I wanted to touch base with you around the discussion about the \$10 a day daycare proposal that the Ashurst Children's Centre submitted. As you know our proposal was not considered by the Province and we are appealing this decision. We are submitting a letter to the Province and are hoping to meet with a representative to discuss the situation. We are asking for support letters from various parents, Nations and other organizations in the hope that the Province will reconsider our request.

Last week it came to our attention that Little Angels Daycare was accepted to become part of the \$10 a day program. This is fantastic news for the community and especially for parents looking for affordable child care. It has, however, exasperated the situation at our daycare - staff and kids are being recruited to the Little Angels because of the new opportunities that are presenting themselves. We are actually in danger of having to close our centre if we lose additional staff and kids. We are appealing to the Province to reconsider our application and have 2 \$10 a day daycare centres in Burns Lake.

I have attached a draft support letter (feel free to use any or all of it, edit and put on different letter head) if you are still able to provide a letter for our submission.

Thank you for your attention to this

--  
Scott Zayac  
Executive Director  
Lakes District Family Enhancement Society  
Phone: 250-251-0226  
Email: [szayac.ldfes@gmail.com](mailto:szayac.ldfes@gmail.com)

This communication is intended to be received by the individual or entity to which it is addressed and contains information that is privileged, confidential and subject to copyright. Any unauthorized use, copying, review or disclosure is prohibited. If received in error, please contact me at the telephone number above.

The Regional District of Bulkley Nechako (RDBN) fully supports the concerns outlined in the letter written by Scott Zayac, the Executive Director for Lakes District Family Enhancement Society for their child care centre (Ashurst Children's Centre).

The RDBN is requesting that the province quickly intervene with funding for one of the options noted in the letter to ensure that Burns Lake continues to have two licensed, open enrolment daycares in the community.

Providing the \$10 a day option to half of the group daycares in this community places a great deal of pressure on the parents whose children are attending the only centre not funded. Parents must choose between maintaining a continuity of care for their children in a center where they may have been since birth, with the financial benefits of moving their child. Having to make this decision either places undue financial hardship on families or impacts the well-being of their children.

While we applaud the province's pilot initiative, and are pleased Little Angels has been chosen as one of the pilots, the RDBN is very concerned about the potential long term impacts of losing the only other licensed group daycare opened to the general community. Especially, as it is anticipated, that once the \$10 a day option is available for all parents, there will be a significant increase in demand.

The RDBN is aware of the quality childcare services offered by the Ashurst Children's Centre and feels they have contributed greatly to the child development services in the Burns Lake community over the last 24 years. The RDBN urges you to ensure the financial support needed for the continuation of this centre is secure, for the benefit of children in the community now and in the future.

Thank you, in advance, for a timely response to this unexpected negative outcome for the community of Burns Lake.



<sup>255</sup> Board-Direction/  
**NAK'AZDLI WHUT'EN** Receive  
P.O. Box 1329, Fort St. James, B.C. V0J 1P0  
Telephone (250) 996 – 7171  
Fax (250) 996 – 8010  
Email: communication@nakazdli.ca

October 4, 2018

Regional District of Bulkley Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

Re: Annual Community Christmas Dinner

Dear Sir/Madam,

As the Christmas season approaches, plans are now underway for Nak'azdli Whut'en's annual Community Christmas Dinner. The event will take place on December 13<sup>th</sup> at Kwah Hall. The dinner continues to be the most well attended event at Nak'azdli offering an opportunity for the community to come together in celebration of the season.

It is also a time for children, especially those in care, to come home and celebrate the magic of Christmas with their families.

Your sponsorship will help us ensure that each Nak'azdli family will be fed well for the holidays and that deserving children in our community receive a Christmas present. Each year, our Annual Christmas Dinner has grown drastically. Last year we fed over 400 people and provided a gift to each child in attendance.

We would like to invite you to become an Elite Sponsor for this year's celebration. All Elite Sponsors will be recognized during the dinner. Please use the attached Sponsorship Form to indicate the level of sponsorship you can provide.

Thank you for your time and generosity. If you have any questions, please feel free to contact me at the phone number or e-mail listed above. I look forward to hearing back from you soon.

On behalf of Nak'azdli Whut'en, we would like to wish peace, happiness and love to you and your relations during the upcoming holiday season.

Thank you.

Cassandra Thomas  
Communication/Events

RE  
OCT 22 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO



256

# NAK'AZDLI WHUT'EN

P.O. Box 1329, Fort St. James, B.C. V0J 1P0  
Telephone (250) 996 – 7171  
Fax (250) 996 – 8010

Elite Sponsorship Form





## 2018 Community Christmas Dinner

### ELITE SPONSORSHIP FORM

Our organization/business, \_\_\_\_\_, will sponsor the 2018 Nak'azdli Whut'en Community Christmas Dinner which will be held on December 13<sup>th</sup>, as an elite sponsor.

(Please indicate your level of sponsorship below)

#### Elite Sponsor's Choice

-  \_\_\_\_\_ \$ \_\_\_\_\_
-  \_\_\_\_\_ \$1,500.00
-  \_\_\_\_\_ \$1,000.00
-  \_\_\_\_\_ \$500.00

OR General Sponsor \$ \_\_\_\_\_

OR Christmas Gift \_\_\_\_\_

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

Signed: \_\_\_\_\_

Chq Number: \_\_\_\_\_





135 Joseph Street  
Vanderhoof, BC  
V0J 3A1  
Phone: (250) 567-9293  
Fax: (250) 567-2998

**Saik'uz First Nation**  
Administration Office & Training Centre

October 12, 2018

**RECEIVED**  
OCT 24 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

To whom it may concern:

Saik'uz First Nation fully supports and endorses the Regional District of Bulkley-Nechako's updated Solid Waste Management Plan. SFN's Operations and Maintenance Supervisor, Mickey Phillips was involved in the Regional Solid Waste Advisory Committee and has worked together with the RDBN and their consultants to produce this guiding document.

If you have any questions please feel free to contact Mickey Phillips or myself directly.

Sincerely,  
**Saik'uz First Nation**

**John Benedik**  
General Manager



258

Board-Receive

October 12, 2018

Regional District of Bulkley Nechako  
37 Third Avenue  
Burns Lake BC V0J1E0

**Attention: Board of Directors**

During the October 9, 2018 Regular Meeting of Council, the following Resolution was made:

**2018-10-09: 372**

It was moved and seconded by Council

**That Mayor and Council of the Village of Burns Lake fully support and endorse the Regional District of Bulkley – Nechako’s updated Solid Waste Management Plan. The Village of Burns Lake has been involved in the Solid Waste Advisory Committee and have worked together with the Regional District of Bulkley-Nechako and their consultants to produce this guiding document.**

**CARRIED**

If you require further information about this Resolution, please contact me at 250-692-7587 or by email at [rbillard@burnslake.ca](mailto:rbillard@burnslake.ca)

Sincerely,

A handwritten signature in cursive script, appearing to read "R. Billard".

Rebecca Billard  
Village of Burns Lake – Deputy Corporate Officer

Office of the Mayor  
25000-24100  
25000-24100  
25000-24100

REC

OCT 17 2018

BULKLEY-NECHAKO

October 4, 2018

To whom it may concern:

The Mayor and Council of the Village of Granisle fully support and endorse the Regional District of Bulkley-Nechako's updated Solid Waste Management Plan. We had a chance to be involved in the Regional Solid Waste Advisory Committee and have worked together with the RDBN and their consultants to produce this guiding document.

We appreciate the recognition in this document of the difficulty and limited resources small communities have when attempting to support recycling/solid waste reduction.

Sincerely,



Linda McGuire  
Mayor

VILLAGE OF GRANISLE

Fax: 1 888 335 4882

Phone: 250 697 2248

Email: [general@villageofgranisle.ca](mailto:general@villageofgranisle.ca)





October 10, 2018

RECEIVED

FILE: 0400-60

Ministry of Environment  
Bag 5000  
Smithers, BC V0J 2N0

OCT 15 2018

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

To whom it may concern:

**RE: Regional District of Bulkley Nechako's 2018 Solid Waste Management Plan**

At its Regular Meeting held October 9, 2018, Council reviewed the Regional District of Bulkley-Nechako 2018 Solid Waste Management Plan (0400-60).

The Mayor and Council of the Town of Smithers fully support and endorse the Regional District of Bulkley-Nechako 2018 Solid Waste Management Plan. We have been involved in the Regional Solid Waste Advisory Committee and have worked together with the Regional District of Bulkley-Nechako and their consultants to produce this guiding document.

Yours truly,

Dianna Plouffe  
Director of Corporate Services

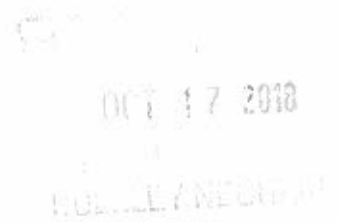
DP/

261

Board-Receive



District of Vanderhoof  
Incorporated 1926  
Geographical Centre of BC



Date: 16 October 2018

Re: Regional District of Bulkley Nechako Waste Management Plan

The following resolution was passed by Council at the October 9, 2018 at the District of Vanderhoof Regular Council Meeting:

The District of Vanderhoof supports and endorses the Regional District of Bulkley-Nechako's updated Solid Waste Management Plan and further

That District Staff have consulted by the RDBN for the RDBN 2018 Solid Waste Management Plan.

**CARRIED**

Certified to be a true copy of the  
Resolution as passed by the District  
of Vanderhoof Council on 09 October 2018.

A handwritten signature in black ink, appearing to read "L. Egli", written over a horizontal line.

Lori Egli  
Corporate Officer

262 Board - Receive



OCT 04 2018

File: 0280-30  
Ref: 189067

Bill Miller  
Chair  
District of Bulkley-Nechako  
Email: cheryl.anderson@rdbn.bc.ca

Dear Bill Miller:

I would like to thank you and your colleagues for meeting with me at the 2018 Union of British Columbia Municipalities convention to discuss some of the agricultural issues and pressures your community is experiencing.

During our meeting, we discussed the emergency wildfire response, as well as economic opportunities during the winter. We also discussed the district's need for Ministry of Agriculture support in terms of seeding and taking care of range lands.

Please continue to communicate any issues the District of Bulkley-Nechako may be experiencing, as we continue to move forward.

We also discussed the upcoming Every Chef Needs a Farmer, Every Farmer Needs a Chef event. In the near future, you will be receiving, or have already received information regarding the event, which I am hoping you can share with farmers, chefs, and food and beverage producers in your community.

Again, thank you for participating in this year's convention and I look forward to working with you in the future.

Sincerely,



Lana Popham  
Minister

263

- 2 -

pc: Wes Shoemaker, Deputy Minister, Ministry of Agriculture

204  
  
BRITISH  
COLUMBIA

COPY

October 16, 2018

Mr. Bill Miller  
Chair  
Bulkley-Nechako Regional District  
P.O. Box 820  
Burns Lake BC V0J 1E0

REC  
OCT 23 2018  
REGIONAL DISTRICT  
BULKLEY NECHAKO

Dear Mr. Miller:

I would like to thank the delegation from the Bulkley-Nechako Regional District for such an informative meeting at this year's Union of British Columbia Municipalities convention in Whistler. I am writing to follow up on our discussions about setting up a meeting between Emergency Management BC (EMBC) and the Regional District to debrief the recent wildfire season.

To discuss a full range of topics related to emergency management, please contact the EMBC Executive Director of Operations and Recovery Transition, Mr. Stan Bates, at: Stan.Bates@gov.bc.ca. Should you wish to have a broader discussion on other topics; Mr. Bates will be able to connect you with the appropriate EMBC staff member.

I appreciate opportunities to hear the views of local governments and share information. Thank you again for a very informative meeting.

Sincerely,



Jennifer Rice  
Parliamentary Secretary  
for Emergency Preparedness

pc: The Honourable Mike Farnworth  
Ms. Madeline Maley  
Mr. Stan Bates



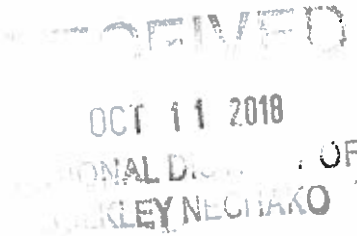


Board - Receive

OCT 02 2018

Bill Miller, Chair  
Regional District of Bulkley-Nechako  
PO Box 820  
37 - 3rd Avenue  
Burns Lake BC V0J 1E0

Reference: 279876



Dear Chair Miller,

**Re: Thank you for meeting at UBCM 2018**

Thank you for taking the time to meet with me at the recent Union of British Columbia Municipalities (UBCM) Convention in Whistler. I was glad to have the opportunity to discuss your concerns about resource road maintenance, particularly on Colleymount Road, your interest in an active transportation corridor between Smithers and Telkwa, wildfire recovery costs relating to provincial roads and Germansen Landing Road. I also appreciated hearing your kind words regarding BC Bus North.

The yearly UBCM gathering is a pivotal opportunity for us to come together with local leaders and look at how we can foster positive partnerships and innovative solutions to meet the transportation needs of people around the province. I am always impressed by the outstanding level of passion and dedication shown by elected representatives like yourself, who go above and beyond to make a positive impact in their communities.

I know we share the goal of ensuring British Columbians have access to the transportation infrastructure and services they rely on to support economic growth and social development within their communities. By continuing to work together, I am confident we can succeed in delivering the improvements people want and continuing to uphold our commitment to transportation excellence.

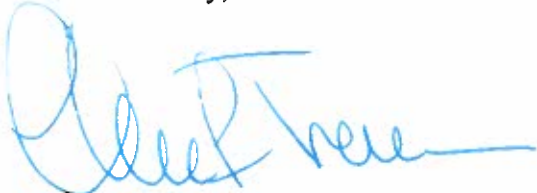
I have asked local ministry staff to follow up with your office directly to discuss the topics raised in our meeting in more detail.

.../2

- 2 -

Thank you again for taking the time to meet with me.

Yours sincerely,



Claire Trevena  
Minister

Copy to: Grant Main, Deputy Minister

Kevin Richter, Assistant Deputy Minister  
Highways Department

Scott Maxwell, Executive Director  
Northern Region



05 November 2018

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

Attention: Melanie de Weerd

**Re: Watershed Engagement Initiative – Independent Facilitator Selected**

Dear Ms. Melanie de Weerd:

We are writing to you today to provide an update on the Water Engagement Initiative.

After careful consideration, we have selected a qualified team of independent professionals to undertake the next step in the Water Engagement Initiative.

We believe that an independent and unbiased approach is critical to our ability to achieve an improved balance of interests in our operations. We are very excited to have selected **EDI Environmental Dynamics Inc. (EDI)** to support this initiative ([www.edynamics.com](http://www.edynamics.com)).

EDI is a respected environmental consulting company, founded and based in Prince George, BC, with seven other offices across western and northern Canada. Please find attached biographies of key team members.

Over the coming weeks, EDI will reach out to solicit your input and involvement in the Water Engagement Initiative.

While Rio Tinto will be involved in the process, EDI will lead the community engagement initiative, including facilitating meetings, collecting and assessing your feedback and providing recommendations to Rio Tinto for how to improve our operations.

If you have any questions regarding the process, please feel free to contact us directly (Justus Benckhuysen: 250-567-5105 or [justus.benckhuysen@riotinto.com](mailto:justus.benckhuysen@riotinto.com)). You can also visit our web page at [www.riotinto.com/bcworks/waterengagement](http://www.riotinto.com/bcworks/waterengagement).

On behalf of Rio Tinto, we look forward to your involvement in the Water Engagement Initiative, because with your input we know we can improve how we operate in the future.

Yours truly,



Andrew Czornohalan, Director of Operations, Power, Plant Services and Wharves  
Rio Tinto Aluminium, BC Works

c.c. Justus Benckhuysen, Nechako Reservoir Operations Coordinator  
Lianne Olson, Communications & Communities Advisor, BC Works  
Rahul Ray, Independent Facilitator, EDI Environmental Dynamics Inc.  
Jason Collier, Independent Facilitation Support, EDI Environmental Dynamics Inc.

## BIOGRAPHIES



**Rahul Ray, B.Sc., MRM, RPP, MCIP** from EDI is the Lead Facilitator for the initiative. Rahul is a Senior Planner with EDI and a Registered Professional Planner in BC. His social science planning and facilitation work is supported by his education and experience in the biological sciences. He has prepared socio-economic studies for major projects across central and northern British Columbia; participated in the North Coast, Morice, and Sea-to-Sky Land and Resource Management Plans (LRMPs), as well as the Haida Gwaii Land Use Plan; and led community engagement programs and planning processes. He has worked in many of the communities in the Nechako watershed.

Rahul is a strategic planner in profession and personality. He has experience as a project manager, facilitator, technical specialist, field biologist, information analyst, engagement lead, business owner, and operational leader for a team of 25 professionals.

His inclusive project approach and willingness to listen has allowed connections with people across western Canada, and enabled him to build strong, respectful relationships focused on understanding issues and developing solutions.

For the WEI effort, Rahul will focus on understanding community perspectives, helping to develop options, and support meaningful actions. The management alternatives will build on the extensive research and efforts that have been undertaken by many people and groups across the watershed to date, guided by the input and alternatives developed through this WEI effort.



**Jason Collier, B.Sc., EP**, is an environmental scientist with EDI, whose professional experience has focused largely on multidisciplinary projects. He has worked with proponents; local, provincial, federal, and Indigenous governments; and diverse stakeholders in finding viable solutions to challenging environmental issues.

Jason prides himself on his ability to collaborate with a wide range of individuals and groups, his understanding of differing perspectives, and his creative solution-finding skills. He will play a support role on EDI's independent facilitation team, helping to ensure transparency throughout the engagement process by preparing clear meeting summaries and reports, recording key decisions, and providing additional support where needed.

## Water Engagement Initiative

### SHARE

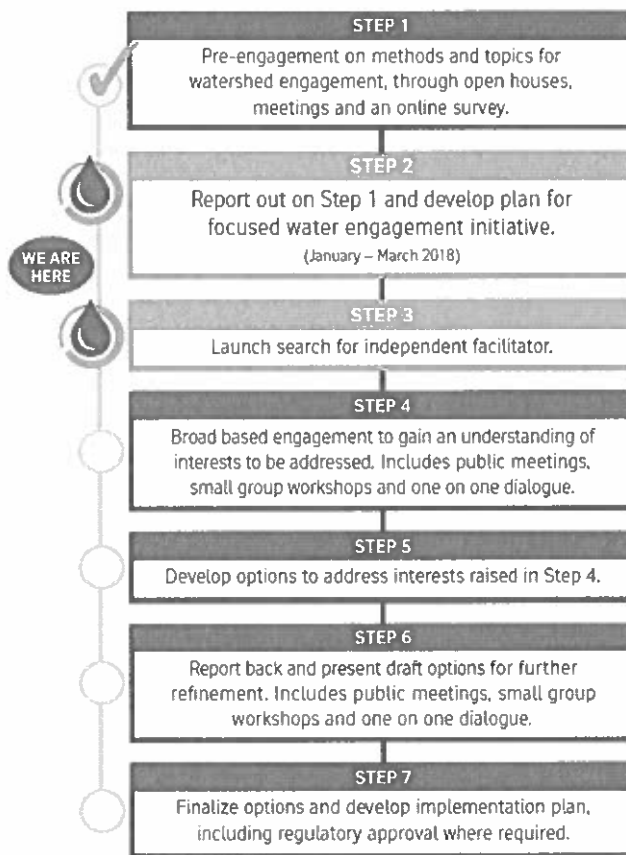
Among the most significant of Rio Tinto's responsibilities are those associated with the management of the Nechako Reservoir. In 1987, Rio Tinto and the BC and Federal governments signed an agreement establishing the [Nechako Fisheries Conservation Program \(NFCP\)](http://www.nfcp.org) (<http://www.nfcp.org>), which defines water management objectives for the reservoir, including river flow and temperature levels. This remains a key operational document today.

In 2017, Rio Tinto undertook the first step of a new engagement process, with the overall objective of listening to and understanding input and advice from Nechako watershed communities about our operations and their interests.

Based on the feedback we received in 2017 ([documents/RT\\_Nechako\\_engagement\\_summary\\_report.pdf](#)), we are implementing a focused water engagement initiative to identify measures that Rio Tinto can implement voluntarily over the years to enhance our operations.

The scope of the water engagement initiative may include a number of interests, such as:

- spillway discharge
- ramping rates
- downstream flow targets
- water temperature targets
- effective research and monitoring programs
- consideration of potential infrastructure improvements



As part of the initiative, Rio Tinto will retain the services of an [independent consultant](#) ([documents/RT\\_Nechako\\_water\\_engagement\\_RFEL\\_ad\\_march\\_2018.pdf](#)) to provide advice and facilitate engagement sessions.

We encourage you to check back to this site for updates as we will be adding new information as engagement activities are planned over the coming months.

### Get involved today

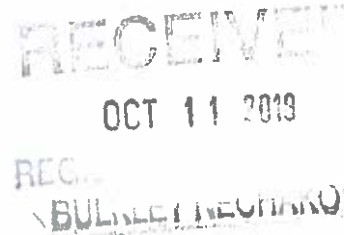
Do you have feedback for us? Would you like to participate in this initiative? Your involvement matters so please [reach out](#) (<mailto:NechakoReservoirUpdates@riotinto.com?Subject=Water%20Engagement%20Initiative%20feedback>) to register for updates about this important initiative.



BRITISH  
COLUMBIA

October 4, 2018

Chair and Board Members  
Regional District of Bulkley-Nechako  
PO Box 820  
Burns Lake BC V0J 1E0



Dear Chair and Board Members:

The Province will be able to issue licences for the retail sale of non-medical cannabis on or after October 17, 2018, and we are currently in the process of assessing the applications that have been submitted to us.

Our consultations with local governments indicated you wanted to ensure that the needs of your communities were considered as part of the licensing process. We would like to take this opportunity to explain the important role local governments have in cannabis licensing.

It will be up to each municipality to determine if and where non-medical cannabis can be sold, and whether it is sold in private or government stores, or a mixture of both.

Once an application is received by the provincial government and it is deemed to contain the required information, the Province will notify the respective local government of the area where the proposed store is located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the Province cannot issue a licence unless the local government gives a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence.

If the local government makes a recommendation to deny the application then the Province may not issue the licence, and if a recommendation in favour of the application is made, then the Province has discretion whether or not to issue the licence, but must consider the local government's recommendation in the decision whether to issue a licence.

.../2

Chair and Board Members  
Page 2

The Province will notify local governments about applications in the order that they are confirmed as complete. This ensures that you will have all the information you need to begin your process of making a recommendation.

We would also like to remind local governments that they may delegate the recommendation decision to staff.

We invite you to review the enclosed Local Government's Role in Licensing Cannabis Retail Stores for detailed information that will help you navigate the recommendation process. If after reviewing this information you have any questions, please email [Cannabis.Licensing@gov.bc.ca](mailto:Cannabis.Licensing@gov.bc.ca).

Thank you for your consideration in this important new process.

Yours truly,



David Eby, QC  
Attorney General



Mike Farnworth  
Minister of Public Safety  
and Solicitor General

Enclosure

pc: Chief Administrative Officer Melany de Weerd

272

Board-Receipt  
RECEIVED

NOV 05 2018

**Geraldine Craven**

---

**From:** admin@nclga.ca  
**Sent:** November 5, 2018 12:03 PM  
**To:** admin@nclga.ca  
**Subject:** North Central Local Government Association - Geoscience BC Support Letter  
**Attachments:** NCLGA\_Geoscience\_Letter\_05112018.pdf

REGIONAL  
BULKLEY

Dear NCLGA Members,

As a follow up to the Union of British Columbia Municipalities 2018 Resolution B166, Geoscience BC is preparing to request funding from the Government of British Columbia in the form of a commitment of \$10 million per year for five years (\$50 million in total) through funding as of March 31, 2019. In this regard, please find attached a support letter from the NCLGA, for your information. If you have any questions or would like additional detail please do not hesitate to contact me.

Thank you for your time and consideration.

Sincerely,

Terry Robert  
Executive Director  
North Central Local Government Association  
Email: [trobert@nclga.ca](mailto:trobert@nclga.ca)  
Office: 250-564-6585



273



The Honourable John Horgan M.L.A. Premier of British Columbia

November 5, 2018

**RE: Letter of Support – Geoscience BC**

Dear Premier,

I am writing to express the North Central Local Government Association's support for independent, public and relevant earth science research, and to urge the Government of British Columbia to commit \$10 million per year for five years (\$50 million in total) to Geoscience BC through funding as of March 31, 2019.

We believe that the people of British Columbia benefit directly from Geoscience BC's focus on research relating to minerals, energy and water resources because it advances knowledge, informs responsible development, encourages investment and stimulates innovation.

The need for relevant, public geoscience is growing as the world's transition to a cleaner, greener economy brings an increase in demand for BC's natural resources. This in turn increases our need for research that can inform decisions balancing economic, social and environmental factors.

A key to Geoscience BC's success is the collaboration of more than 70 volunteers and 75 partners supporting the completion of more than 200 research projects to date. For example, coordinating with government departments and agencies such as the Ministry of Energy, Mines and Petroleum Resources' Oil & Gas Division and the British Columbia Geological Survey, brings additional value to each partner's work.

Combined with making all of its project reports and data public and easy to access, this independent and open approach has built support for Geoscience BC from the resource sectors, communities, Indigenous groups and governments alike. In 2018, the BC Chamber of Commerce and the Union of BC Municipalities have both passed resolutions supporting year-end funding for Geoscience BC.

Please do not hesitate to contact me if you or your colleagues would like to discuss the value of Geoscience BC's work to the North Central Local Government Association and the people of British Columbia.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G. Klassen', is written over a white background.

Gordon Klassen  
President

CC. Honourable Carole James M.L.A. Minister of Finance  
Honourable Michelle Mungall M.L.A. Minister of Energy, Mines & Petroleum Resources

274

Board-Receive

**Geraldine Craven**

---

**From:** admin@nclga.ca  
**Sent:** October 22, 2018 1:41 PM  
**To:** admin@nclga.ca  
**Subject:** NCLGA President's Message re: General Local Elections

RECEIVED

OCT 22 2018

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Hello Everyone,

On behalf of the North Central Local Government Association, it gives me immense pleasure to extend my congratulations to all of you who have been elected in the 2018 General Local Elections. I want to wish you every success as you prepare to take up the responsibilities and challenges of your office. I am looking forward to working with you and I trust we will continue to work for the improvement of our communities.

I want to also thank everyone who ran in this election. Your time, energy and commitment to the democratic process is essential to our communities' resilience, and I am proud to have worked with you in any capacity.

Finally, I want to especially thank all those individuals for their service who did not run or were not re-elected.

Gord Klassen  
President, NCLGA  
Councillor, City of Fort St. John

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Board Review



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

Regional District Bulkley Nechako  
Electoral Area A  
Box 820,  
37 - 3rd Avenue  
Burns Lake, BC, V0J 1E0  
Melany deWeerd

RECEIVED  
OCT 18 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Reporting Stats – Smithers RCMP Victim Assistance Program

Dear Melany and Council,

On behalf of the Northern Society for Domestic Peace enclosed please find quarterly program statistics for the RCMP Based Victim Assistance Program for the month of July, August and September 2018

This past quarter was extremely busy for the Victim Assistance Program, staff and volunteers. A significant amount of time was spent supporting clients and family members. Several deaths and a missing person required multiple meetings and support working with the RCMP. Staff continues to participate in the local Community Coordination for Women's Safety committee and the Critical Incident Response Team. I have enclosed a new brochure for your information.

If you should require further information please feel free to call me at 250-847-9000 or Nicole at 250-847-9374.

Regards,

Carol A Seychuk  
Executive Director

Community Based Victim Assistance Program - New Hazelton 276  
**QUARTER REPORTING STATISTICAL SUMMARY**

Program: Smithers PBVS

July, August, September 2018

Brief Service Contact	1
Average Active Caseload per/month	86

**CLIENT/INCIDENT INFORMATION**  
**Offence Type**

<b>1. Incident Type</b>	
Murder/Manslaughter	
Attempted Murder	
Robbery	1
Abduction/Kidnapping	

<b>2. Sexual Assault/Abuse</b>	
Adult/Senior	1
Adult/Senior Survivor	1
Youth	
Child	1

<b>3. Assault/Abuse</b>	
Partner	11
Senior	
Child	
Other	7
Other Familial	

<b>4. Other Incidents</b>	
Criminal Harassment	
Property Crime	
Threatening	2
Other Crime	1

<b>5. Non-CCC Offence Service</b>	
Suicide/Attempted Suicide	2
Missing Persons	1
Sudden Death	9
Motor Vehicle Accident	2
Natural Disaster	
Other Incident	12
<b>*Total Offence Types</b>	

**Client Type**

<b>Primary # Males</b>	11
<b>Primary # Females</b>	37
<b>Other</b>	3
<b>Total</b>	51

<b>Where Client Referred From:</b>	
<b>1. Funded VAP</b>	
Police Based	
Specialized	1
<b>2. Justice System</b>	
Crown	1
Police	36
Other/Govt	
<b>3. Other Referrals</b>	
Community Agency	3
Private Practitioners	
Other	3
Self	7
<b>*Total Referrals</b>	51

<b>PROGRAM STAFF</b>	
Staffing Hours	436
Call Out Hours	11
# Other staff Hours	
# Unpaid staff Hours	
# Volunteer Hours	41
<b>*Total Hours</b>	488
(staff and volunteers)	3
# Active Volunteers	2

The **Bulkley Valley Critical Incident Response Team (BVCIRT)** is a team of trained volunteers that provide support to individuals (civilians and First Responders) in the Bulkley Valley who are suffering or may suffer psychological or emotional distress following a critical incident.  
ie. sudden death, witness to sudden death, serious threat to life.

**Critical Incidents are any type of situation faced by persons which causes them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function effectively, either at the time or later.**

We also provide public and workplace information and education. We make referrals to appropriate local resources as required.

*We adhere to the International Critical Incident Stress Foundation (ICISF) protocols for Critical Incident*

## **CRITICAL INCIDENT STRESS POTENTIAL CAUSES**

- Death or serious injury to a co worker
- Death of a child, especially under unusual circumstances such as neglect or abuse
- Having to work surrounded by unusual sights, sounds, smells
- An incident extending over a long period of time
- An incident with profound emotional impact
- An incident with significant media attention
- Working under or believing you are working under threats such as a hostage taking, storms, explosives, direct combat, etc.
- Major incidents with multiple casualties

## **CRITICAL INCIDENT STRESS RECOGNITION**

People cope with critical incidents in a variety of ways. Listed below are some of the most common symptoms of critical incident stress.

### **Common responses to an abnormal event:**

#### **PHYSICAL:**

Insomnia, nightmares, fatigue, nausea, headaches, rapid heart rate, chest pain, tremors, dizziness, sweating.

#### **COGNITIVE:**

Poor concentration, memory disturbances, reduced problem solving ability, flashbacks, disorientation, reduced self confidence, negative attitude to self and others.

#### **EMOTIONAL:**

Guilt, emotional numbing, fear, anxiety, depression, helplessness, anger, denial.

#### **BEHAVIOURAL:**

Withdrawal, hyperactivity, emotional outbursts, crying, loss of appetite, increased use of alcohol and/or drugs, inability to relax, prolonged silences, reduced personal hygiene.

## MANAGEMENT

### **AVOID ALCOHOL/DRUGS**

Critical Incident Stress (CIS) can drain you physically and psychologically, and you may feel its effects for weeks after the event. Alcohol and drugs may enable you to escape this painful state temporarily, but once their effects have worn off you may have a hangover or worse. You may be left with the realization that no psychological healing has taken place.

### **EAT WELL & EXERCISE**

Coffee, tea and sugary foods may provide an immediate lift, but there is a rebound effect which can leave you emotionally lower than before. Regular meals and healthy food keep you in balance.

CIS causes the dumping of chemical toxins in the body. Exercise cleanses the body of these toxins and releases natural endorphins from the brain which make you feel better. It is especially important to have a good physical workout within 24 hours after a critical incident.

### **AVOID ISOLATION**

It is important to remain involved with others as this accelerates the healing process. Talk about what is happening to you with family, trusted friends and colleagues. If you want more information about crisis management, call 250-847-9000.

## **OTHER ACTIVITIES TO PROMOTE HEALING**

- Make time for leisure activities, hobbies, etc.
- Learn relaxation techniques (meditation, yoga, walking, enjoying nature).
- Assess your situation carefully before returning to work.
- If your symptoms persist longer than you think they should, seek further help (ie. Physicians, mental health professionals, counsellors).

## **HOW FAMILY AND FRIENDS CAN HELP**

- Encourage them to talk about their feelings concerning the incident.
- Remind them that everything they are feeling is normal.
- Try not to tell them that everything is okay because it may not be.
- Don't tell them that you know how they feel because you likely don't.
- Be willing to say nothing; listening is a very powerful tool.
- Don't be afraid to ask how they are doing; they will tell you as much or as little as they need to.
- Don't be afraid to encourage counselling with a trained mental health professional.
- Take care of yourself.

**Have you  
experienced a  
critical incident?**

**WE CAN HELP**



**Northern Society for  
Domestic Peace**

**3772 1st Ave, Smithers, BC  
Box 3836 VoJ 2N0**

**Call 250-847-9000  
After hours 250-847-2595**

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VILLAGE OF  
**VALEMOUNT**

*Let the mountains move you*

October 3, 2018

UBCM  
60-10551 Shellbridge Way  
Richmond, BC V6X 2W9

ATTN: Councillor Arjun Singh, UBCM President

Dear Sir,

The Council of the Village of Valemount was pleased to attend the 2018 Union of BC Municipalities convention in Whistler this year. The conference offered informative seminars and speakers, as well as an opportunity to meet with other government officials on key issues affecting municipalities around the province.

Council was very pleased to see that in lieu of a gift from UBCM, guest speakers at the conference were provided a donation to a charity on their behalf. However, it was noted that all of the donations were made to charities located in the lower mainland.

The Council of the Village of Valemount respectfully requests that consideration be given to other areas of the province when determining where donations of this nature are to be distributed.

We appreciate your consideration of this matter and look forward to your reply.

Regards,

Mayor Jeannette Townsend  
Village of Valemount

cc: All Northern and Interior Municipalities

[www.Valemount.ca](http://www.Valemount.ca)



---

**FOR IMMEDIATE RELEASE**

November 1, 2018

Website: [bctransit.com](http://bctransit.com)

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**New CEO Appointed by BC Transit Board**

**Corporate** – BC Transit's Chair of the Board announced today that Erinn Pinkerton has been appointed as the organization's President and CEO. Ms. Pinkerton had been in the role of interim President and CEO for BC Transit since April 25, 2018. Based on her outstanding performance in that role the Board has unanimously decided to appoint her as CEO.

"The Board has full confidence in Erinn Pinkerton's abilities to lead and develop BC Transit as an organization," says Board Chair, Catherine Holt. "In a time of significant change and growth, Ms. Pinkerton has proven herself to be a respected and progressive leader and we look forward to the opportunities this appointment will bring."

In her tenure as interim President and CEO, Ms. Pinkerton used her strong customer focus and innovative style to lead the introduction of many new service offerings across the province. This includes the launch of NextRide, BC Transit's new vehicle location service that allows customers to track their bus in real time. She also led the operational planning on behalf of the Province of BC to launch BC Bus North, the first long-haul transit service supported by BC Transit. Ms. Pinkerton supported the start of construction for the new maintenance and operations facilities in both Campbell River and the Cowichan Valley, which will provide opportunities for future expansions in these communities. BC Transit's first in-service trial of an electric bus in Victoria was led by Ms. Pinkerton as a significant step moving towards a zero emission fleet.

Prior to Ms. Pinkerton's appointment as interim President and CEO, she held the role of BC Transit's Vice President of Business Development and Chief Transformation Officer. Ms. Pinkerton has exceptional senior executive leadership skills and has cultivated positive working relationships with BC Transit's many partners. She brings significant and successful experience in the transportation industry and the Board is certain she will continue to provide strong vision and leadership to the organization.

Ms. Pinkerton's bio is attached for reference.

**Media Contact:**

Shellene McConnell  
Senior Communications and Engagement Advisor  
BC Transit  
[media@bctransit.com](mailto:media@bctransit.com)  
250-995-5763



### **Erinn Pinkerton's Bio**

Erinn Pinkerton was appointed the interim President and CEO on April 25, 2018. Prior to her appointment as the interim President and CEO, Erinn was the Vice President of Business Development and Chief Transformation Officer (CTO). In this role she led Corporate Planning, Sales, Marketing and Communications, Information Technology and the Transit Planning and Scheduling teams for BC Transit.

Ms. Pinkerton was responsible for the overall development of the strategic plan and implementation of all corporate planning activities including strategic analysis, enterprise resource planning, business intelligence and revenue generation.

Since 2008, Ms. Pinkerton has been instrumental in delivering improved transit service to over 130 communities across BC. She has led the development and public consultation efforts for numerous multi-million dollar capital projects and transportation plans, including Transit Future Plans, Victoria Regional Rapid Transit project, Highway 16 service introduction and Kelowna Rapid Bus.

Ms. Pinkerton is committed to making transit services more responsive, convenient and accessible to all customers and has been leading many initiatives, including the smart bus technology project which introduces NextRide real-time bus information, automated stop announcements and closed circuit TV cameras onboard each bus.

Ms. Pinkerton has over 17 years of experience in the transportation industry and holds a Bachelor of Commerce degree, and a Masters of Business Administration.

2902



**FOR IMMEDIATE RELEASE**

**November 1, 2018 at 3:00 PM**

**CANFOR TEMPORARILY  
CURTAILING BC OPERATIONS IN Q4**

**RECEIVED**

**NOV 02 2018**

**REGIONAL DISTRICT OF  
BULKLEY NECHAKO**

---

**November 01, 2018 –**

The District of Houston has been in contact with Canfor and is aware of the temporary reduction in operating hours at its Houston sawmilling complex. Our immediate thoughts are with the workers and their families who are impacted by this decision. In the days ahead, the District will coordinate with Canfor and other appropriate agencies and levels of government to understand the full impact of the decision on our community, and work to ensure that the proper resources are available to assist the impacted workers and their families with this transition.

---

For media inquiries, please contact:

Jessica Bagnall  
Corporate Officer  
District of Houston  
PO Box 370 | Houston, BC | V0J 1Z0  
P: 250-845-2238  
E: corporate@houston.ca

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**Cheryl Anderson**

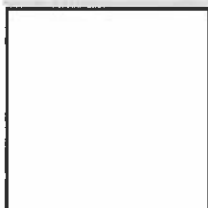
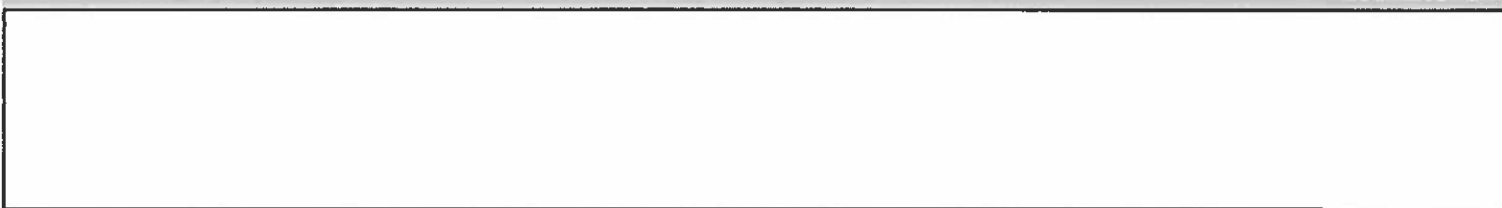
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**Subject:** FW: Reliable internet for everyone

**From:** FCM Communiqué <communiqué@fcm.ca>  
**Sent:** October 25, 2018 12:07 PM  
**To:** Melany de Weerd <melany.deweerd@rdbn.bc.ca>  
**Subject:** Reliable internet for everyone

[View email in your browser](#)

**October 25, 2018**



A reliable Internet connection is not a luxury; it's a necessity. Businesses need it to innovate, compete and grow. It is vital to public safety and public services—and to Canadians' everyday quality of life.

But did you know that two million Canadians can't access a reliable fixed or mobile Internet connection? In rural, remote and northern communities, households cannot connect with the rest of the country and businesses face barriers to growth.

**That's why it is so important for municipal leaders to add their voices to our call for universal access to high-speed broadband and mobile Internet. [FCM is here to help.](#)**

We are calling for clear targets for speed, long-term, predictable funding, and affordable access for the hardest-to-serve populations.

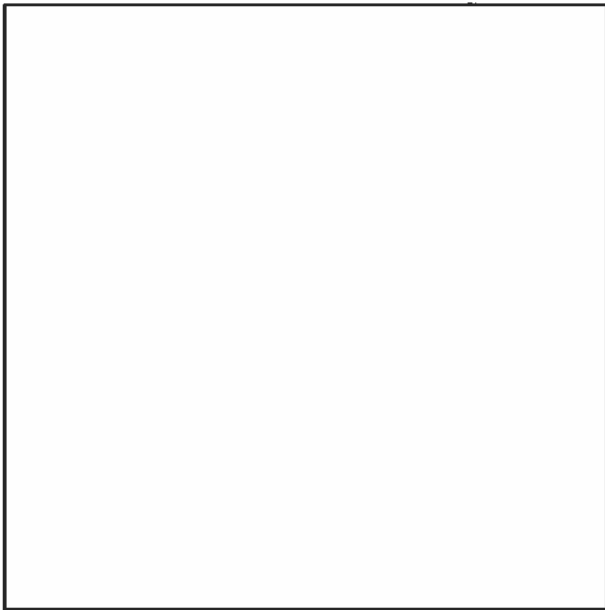
Here's what you can do:

- Download our [one-page issue sheet](#) and share it online.
- Visit your MP and discuss our campaign. Print and leave our [issue sheet](#) with them.
- [Share our campaign](#) on social media.
- Send a [press release](#) to local media, explaining how this issue affects your community.
- Tweet [@FCM\\_online](#) and #cdnmuni and tell about your community's need for #universalbroadband.

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FCM's advocacy has made progress in recent years. The \$500 million Connect to Innovate program and the CRTC's \$750 million Broad Fund are first steps toward bringing service to hard-to-reach areas. We also applauded the CRTC's 2016 commitment to a universal service objective for broadband.

With bold Canadian leadership, we can achieve universal broadband. That means reliable, affordable Internet and mobile access for everyone—no matter where you live.



This newsletter was sent to [melany.deweerd@rdln.bc.ca](mailto:melany.deweerd@rdln.bc.ca).  
To opt-out, follow this link: [Unsubscribe](#)

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Ottawa, Ontario K1N 5P3

T. 613-241-5221  
F. 613-241-7440

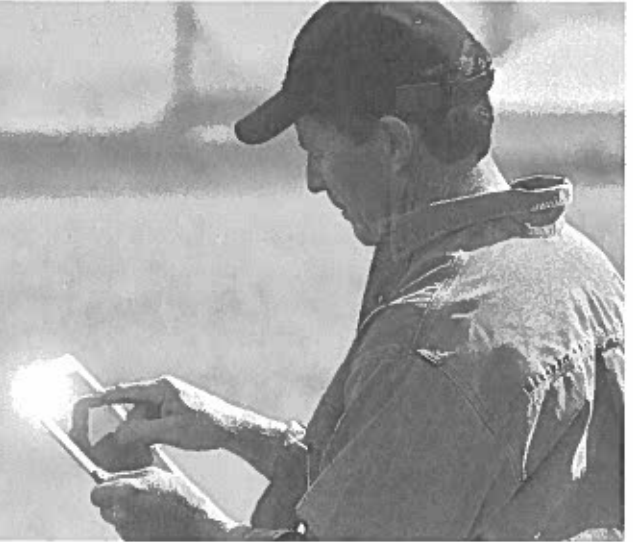
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# Reliable Internet for everyone



In today's Canada, fast and reliable broadband Internet access is an essential service that should be available to everyone, no matter where they live. Businesses need it to innovate, compete and grow. It is vital to public safety and public services—and to Canadians' everyday quality of life.

## The issue

**Two million Canadians cannot access a reliable fixed or mobile Internet connection.** In rural, remote and northern communities, households cannot connect with the rest of the country and businesses face barriers to growth.

**Access to the Internet is not equal.** Many remote communities still rely on dial-up and have spotty mobile connections. In cities, Internet quality can vary from street to street. Nearly four-fifths of Canadians cannot access 50 Mbps download speeds—the CRTC's universal service objective.

## The progress

With a willing federal partner, FCM's advocacy has driven progress in recent years. The \$500 million Connect to Innovate program and the CRTC's \$750 million Broadband Fund are first steps toward bringing service to hard-to-reach areas.

FCM also applauded the CRTC's 2016 commitment to a universal service objective for broadband.

**But the job is not done.** Achieving truly universal broadband and mobile access requires even stronger federal leadership.

---

## WHY THIS IS IMPORTANT

- ▶ **2 million Canadians cannot access a reliable Internet connection.**
- ▶ **13% of rural households with Internet can't even access 5 Mbps download speeds.**
- ▶ **39% of rural communities report no access to download speeds between 25-50 Mbps.**
- ▶ **78% of households cannot access 50 Mbps downloads—the CRTC's basic service objective.**

## What's next?

With bold Canadian leadership, we can achieve universal broadband. That means reliable, affordable Internet and mobile access for everyone—no matter where you live.



FCM is proposing a **national broadband strategy** with three pillars:

- ▶ **Clear standards and timelines** to achieve the CRTC's speed targets for fixed broadband (50/10 Mbps upload/download), and a new **target for rural mobile access**.
- ▶ **Long-term, predictable funding** for broadband and mobile Internet in rural, remote and northern communities—so local governments can plan for reliable service.
- ▶ **Affordable and accessible Internet** in rural communities matching that of big cities—guaranteeing access to the hardest-to-serve populations.

To drive progress, the federal government will need to invest **at least \$400 million per year over 10 years**.

Moving forward will support improved quality of life and economic growth for all Canadians—in communities of all sizes, from coast to coast to coast. **It's time.**

# Is your community prepared for wildfire?

*By Lori Daniels, Shannon Hagerman and Sarah Ravensbergen*

It is shocking that the 2018 wildfires exceeded the area-burned records set in 2017. British Columbians are reeling, as we had not yet recovered from the tremendous impacts and trauma of last summer's fires. In the past 15 months, intense, fast-moving and uncontrollable fires have burned through a record-breaking 2.5 million hectares of forests and grasslands in BC. At the peak of the 2018 wildfire season, 566 fires burned simultaneously. Distributed across the 6 fire regions in BC, 49 "fires of note" were highly visible or posed a potential threat to public safety. Mirroring 2017, more than 20,000 people were on evacuation alert for prolonged periods, many had to flee their homes, and, sadly, numerous homes could not be saved. Collectively, the large fires in northwestern BC burned over 575,000 hectares of forests and generated smoke that made air quality in western Canada the most hazardous in the world for several days during August. Relief from many out-of-control fires will come only after saturating rains this fall.

We are now living the "new normal" – a new reality given ongoing climate change and the fundamental links between heat, drought, and wildfire. Not every fire season will break records, but years like 2017 and 2018 will become increasingly common over our careers and lifetimes. We are already paying tremendous costs – in the past 2 wildfire seasons, suppression costs have exceeded \$1 billion. Add on the indirect costs of short- and long-term health impacts due to smoke, stress and trauma to those affected by the fires and wildfire and emergency services personnel, losses of timber, habitat, ecosystem services, and environmental damage. Our society must adapt to become resilient to climate change and learn to live with fire.

Given the extent of forests in BC, many communities are at moderate to extreme risk of burning during a wildfire. Following Firestorm 2003, 685,000 ha of forests in the wildland-urban interface (WUI) surrounding communities were determined to have

high-to-extreme forest fuel hazards; another 970,000 ha were considered moderate-to-high in fuel levels. Hazardous fuels and wildfire risk can be reduced by thinning forests or prescribing fire. Since 2004, \$216 million has been allocated to this problem, yet only 10% of the high-to-extreme fuels have been mitigated. All but a few communities remain highly vulnerable, although several communities have made excellent progress.

## **Why don't vulnerable communities in BC take action to reduce wildfire risk?**

We have undertaken research to answer this question, supported by a Community Solutions grant from the Peter Wall Institute of Advanced Studies. We reached out to municipalities and First Nations communities in BC and received 77 responses on a survey we conducted from September 2016 to April 2017 (prior to the 2017 wildfires). We have learned that leaders in BC communities are aware of and very concerned about current and future threats from wildfire in the WUI, and wildfire preparedness is a top priority, but barriers are slowing proactive management and the barriers are greater for some communities than others. Our key findings include:

- Almost all of the respondents perceived a very high level of risk from wildfire and that wildfire in the WUI will impact their community within the next 10 years.
- Preparedness varied among communities, although almost all respondents felt that improving community preparedness was vital. Communities with less than 5,000 residents, and First Nations communities and reserves, ranked wildfire preparedness as a more urgent priority than communities with over 5,000 residents.
- Enforcement of bans, restrictions, and fines, raising awareness of ignition risks, and tree pruning, were the most supported actions for mitigating wildfire risk. Community-level management actions that include prescribed fire were comparatively less popular.

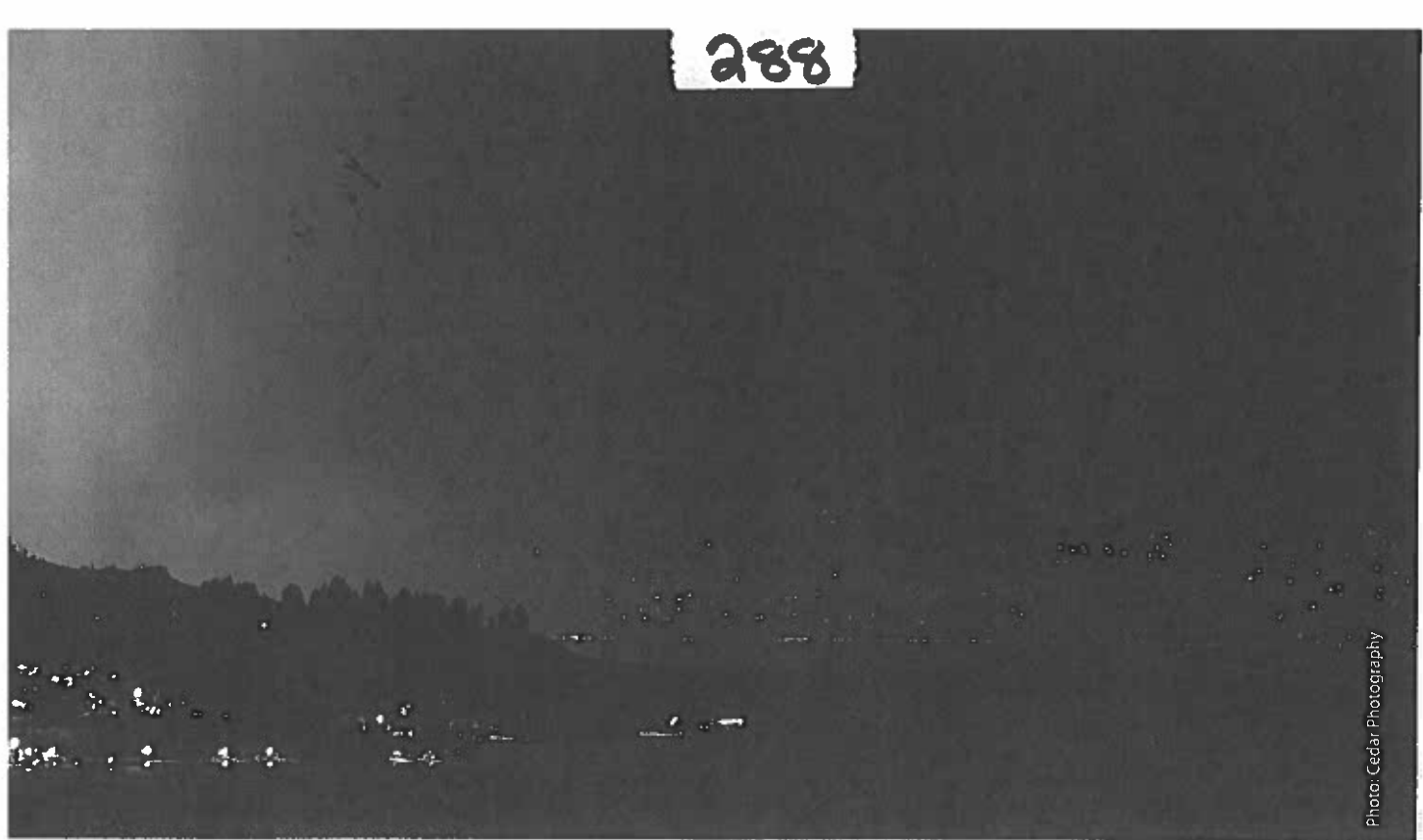


Photo: Cedar Photography

- The most important factors limiting progress were a lack of financial resources at the community level, lack of funding from provincial and federal governments, and a lack of time allocated to staff work loads.
- All communities that have not yet developed a community wildfire protection plan or participated in any management actions ranked lack of financial resources at the community level as strongly limiting.
- There was consensus that all agencies – municipal, regional, provincial, federal, and First Nations governments, industry and business, and individual homeowners – must do more to proactively prepare for wildfire.

The responses to our survey clearly show that leaders in BC's communities are highly aware of the risks associated with wildfire and that engagement in fuel hazard mitigation and other wildfire prevention programs might well be enhanced if issues of resources, capacity and support were addressed. Last spring, we shared these findings and were pleased to see them reflected in the recommendations by Chief Maureen Chapman and Mr George Abbott in their report on the provincial flood and fire review. The 2018 wildfire season attests to the urgency of fulfilling the recommendations. While it is reassuring that the BC government has reported progress in addressing the recommendations, we caution that addressing recommendations is not the same as implementing them to their full intent. For example, the previous government reported that all recommendations of the Firestorm 2003 review had been addressed – yet, hazardous fuels surrounding BC communities persist. BC cannot afford to repeat that mistake.

### **What are the next steps to ensure communities throughout BC are prepared for wildfire?**

Given the complexity of the wildfire problem, it is promising that several new governmental initiatives have been announced. At the grassroots, level a new resolution

from the Union of BC Municipalities calls on the province to increase the number and size of community forests to help achieve wildfire protection, promote rural development, and strengthen relationships between Indigenous and non-Indigenous communities. Provincially, Mr Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development announced \$50 million over 3 years for the province's new Community Resiliency Investment Program, which aims for a holistic approach to wildfire risk reduction and fuel management treatments and allows communities to apply for funding to cover up to 100% of their wildfire risk reduction projects. This is a good start to addressing the much larger fuels problem across BC. Nationally, the Canadian Council of Forest Ministers committed to identify actions to further the Canadian Wildland Fire Strategy during their recent meeting. BC's Minister Donaldson will co-chair the committee on this topic.

Communities and individual citizens must also be part of the solutions and actions to prepare for wildfire. Our research team continues to work with communities in BC. We thank the respondents who participated in our 2016–17 survey and a secondary survey we conducted in June–July 2018. In the coming months we will be interviewing community leaders to co-develop community-based solutions to overcome the barriers and optimize the new opportunities for BC communities to undertake proactive management to prepare for wildfire. If your community would like to participate, please contact Dr Lori Daniels ([lori.daniels@ubc.ca](mailto:lori.daniels@ubc.ca)).

*Dr Lori Daniels is a professor in the department of Forest and Conservation Sciences. Dr Shannon Hagerman ([shannon.hagerman@ubc.ca](mailto:shannon.hagerman@ubc.ca)) is an assistant professor in the department of Forest Resources Management. Sarah Ravensbergen is the research assistant collaborating with us on this project.*



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Board - Receive

**Geraldine Craven**

---

**From:** Northern BC Tourism <info@nbctourism.com>  
**Sent:** October 25, 2018 11:00 AM  
**To:** inquiries  
**Subject:** NBC Tourism Summit Success

RECEIVED

OCT 25 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAS

[View this email in your browser](#)



October 24 2018



*CEO of Northern BC Tourism Association Clint Fraser*

## **2018 Northern BC Tourism Summit a Success!**

Thank you to the over 130 delegates that attended this year's Northern BC Tourism Summit which took place October 11<sup>th</sup> and 12<sup>th</sup> in Prince George at the new Courtyard by Marriott Hotel in Prince George. The Northern BC Tourism Summit aims to provide an opportunity for industry to connect, learn, and share best practices in tourism marketing and development, and this year was no exception with inspirational keynote speakers and delegate representation from across Northern British Columbia. This year's conference featured informative sessions on a variety of industry topics including Storytelling For Business (from a Pixar writer and illustrator), Indigenous Tourism, Destination Development, Cannabis and Tourism, Sustainable Travel, and included updates from TIABC, Go2, Destination BC, and Northern BC Tourism Association. The Honorable Minister of Tourism, Arts, and Culture Lisa Beare assisted in opening the conference and provided an update from the ministry. The tourism industry in northern BC remains an economic force and The Northern BC Tourism Summit continues to be the annual event where industry comes together to celebrate and

strategize for continued growth. Stay tuned for the 2019 Northern BC Tourism Summit announcement.

We would also like to thank our **sponsors** who without their support, the event would not be possible **Tourism Prince George, Tourism Dawson Creek, Pacific Western Brewing, go2HR, Peace River Regional District, University of Northern British Columbia, and Tourism Prince Rupert.**

---

## Your Opinion Matters

What did you think about the 2018 Northern BC Tourism Summit? **Please complete the [online event survey](#)** to let us know what you found valuable and help shape next year's event.

---

## New Board of Directors Announced

The results of the Northern BC Tourism Association Board of Directors Election were announced at the AGM on October 12 during the Northern BC Tourism Summit. Elected are:

- **Directors at Large** – Jack Payne and Jill Barrowman

### The Northern BC Tourism Board of Directors for 2018/19:

- **Chair** - Gladys Atrill
- **Vice Chair** - Jack Payne
- **Treasurer** – Jared Davis

**Directors** – Joelle Rabu, Nigel Rimmer, Sarah Waters, Jill Barrowman

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## New Indigenous Tourism Agreement



*Minister of Tourism, Arts and Culture Honourable Lisa Beare, ITBC Board Chair Brenda Baptiste, Eva Clayton President of the Nisga'a Nation and Gladys Atrill Chair of Northern BC Tourism*

The Northern BC Tourism Association (NBCTA) is pleased to announce the signing of a Statement of Collaboration agreement with the Nisga'a Lisims Government (NLG) and Indigenous Tourism BC (ITBC). The signing is the first of its kind in British Columbia, and took place at the Northern BC Tourism Summit in Prince George on October 11. The joint agreement outlines initiatives that will support the development of Indigenous tourism experiences in the Nass Valley, as well as the four Nisga'a Villages - Gingolx, Laxgalts'ap, Gitwinksihlkw and Gitlaxt'aamkis - and also recognizes and aligns with the Nisga'a Nation's shared interest and values.

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254

Board-Receive

**Cheryl Anderson**

**Subject:** FW: Guide to tax exemption change for elected officials

**From:** FCM Communiqué <communiqué@fcm.ca>  
**Sent:** October 19, 2018 11:54 AM  
**To:** Melany de Weerd <melany.deweerd@rdbn.bc.ca>  
**Subject:** New: Guide to tax exemption change for elected officials

October 19, 2018



## New: Guide to tax exemption change for elected officials

Dear FCM members,

As you know, a long-standing federal tax exemption will end on January 1, 2019—reducing after-tax compensation for many elected municipal officials. When it has been applied, this rule has exempted one-third of an elected official’s total compensation from taxation.

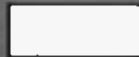
It is up to each individual municipality to decide if and how they will respond to this change. Some are opting to fully compensate elected officials for the loss. Others have told FCM that they are seeking more insight on what options exist.

FCM has prepared a short guide that explains the change and outlines options to consider. We hope this tool will be helpful as you navigate this change in your community.

[Download the guide](#)

- Your FCM Team

Find us:



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# Change in “one-third” federal tax exemption for elected officials

A guide for Canadian municipalities

Updated: Fall 2018

*A long-standing federal tax exemption for elected municipal office holders will expire on January 1, 2019—reducing their after-tax compensation. This document explains the change and outlines options for municipal governments to consider.*

## Contents

The issue ..... 3

Timeline..... 3

Implications..... 4

Options for municipalities ..... 5

What are municipalities doing? ..... 7

### Acknowledgements

Thank you to the Nova Scotia Federation of Municipalities for information from the 2016 AMANS survey as well as for material from their summer 2018 newsletter, *Municipal Voice*, which provided valuable context. *Brooke, Will: One-Third Tax Exemption - NSFAM Summer Newsletter Municipal Voice p. 10.*

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 Federation of Canadian Municipalities  
 24 Clarence Street  
 Ottawa, ON K1N 5P3  
 www.fcm.ca



## The issue

A municipal or provincial elected official may be paid a non-accountable allowance for work-related expenses. Under current federal tax law, such an allowance amounting to no more than one-third of the official's salary-plus-allowances qualifies for a federal tax exemption. Effectively, for many elected officials, up to one-third of their total compensation is currently tax exempt.

**Federal legislation passed in 2017 eliminates this tax exemption effective January 1, 2019.**

**This will result in substantive changes to after-tax compensation for provincial and municipal elected officials.**

It is up to each individual municipality to decide if and how they will act to counteract the effects of this change for elected officials. Surveys by various provincial and territorial municipal associations have found that many municipalities are opting to fully compensate elected officials for the loss. Other municipalities have not yet made any changes and have told FCM they are not clear on what options exist. This brief guide was developed to assist municipalities in this process.

## Timeline

This tax exemption was introduced under the *Federal Income Tax Act* in 1946 to recognize the value of the work of elected officials. It sought to compensate officials who were incurring expenses without being adequately reimbursed. Initially, the exemption applied only to provincial MLAs. In 1953, it was extended to municipal elected officials.

Over the last 15 years, some larger municipalities have opted out of the tax exemption with the stated objective of bringing more transparency to government. For example, Ontario amended its *Municipal Act* in 2001 to provide flexibility to municipalities wishing to do this. Calgary's city council eliminated its exemption in 2006.

In March 2017, the federal government passed Bill C-44, eliminating the one-third exemption for elected officials, effective January 1, 2019. The change applies to all elected provincial and municipal officials in Canada and will result in substantive changes to their after-tax compensation.

The government justified this change on the basis that it "provides an advantage that other Canadians do not enjoy." Reimbursements for specific expenses, accompanied by receipts, are not taxable—and this will remain so. In the government's view, however, a special allowance that does not require receipt accounting *substitutes for salary*, and is therefore a taxable benefit.

In September 2017, FCM adopted a resolution to press the federal government to retain the exemption. FCM engaged with staff in the Department of Finance, and formalized municipal concerns in an October 2017 letter to Finance Minister Morneau, with a follow-up in June 2018. The Minister's response reiterated the government's rationale for the change:

*... [The] government took steps to bring the tax treatment of non-accountable allowances to municipal office holders in line with that afforded to other employees. An employer may reimburse work-related expenses on a tax-free basis, but non-accountable allowances may substitute for salary and are thus taxable.*

Minister Morneau's letter underlined that the government will not reverse its decision in this matter.

## Implications

Elected officials who are currently paying income tax on only two-thirds of their total compensation (salary plus allowances) will lose that benefit. As of January 1, 2019, all compensation will be taxed as full income and be subject to deductions for Canada Pension Plan (CPP) contributions. This will decrease after-tax compensation for elected municipal officials.

In a July 2018 news release, Nova Scotia Federation of Municipalities (NSFM) President Geoff Stewart said: "Under the 2019 tax laws, a councillor in a small-to-mid-sized Nova Scotian town ... could see about 10.5 per cent less in their pockets, and 12.9 per cent less for a rural councillor."

In responding to this change, some communities have decided that an overall increase in total remuneration for elected officials is necessary to fully or partially replace lost compensation. To balance their budgets, municipalities may need to increase property taxes or find off-setting cost savings. The net impact on municipal budgets, will, in many cases, be significant, especially in smaller, less well-resourced communities. Municipalities with limited property tax bases will be disadvantaged as they seek to maintain appropriate levels of compensation, and some may be unable to achieve this.

The FCM letter to the Minister in June 2018 included cost implication data from various PTA surveys:

Municipalities have undertaken efforts to quantify the financial implications of the elimination of the 1/3 non-accountable allowance. The Associations of Municipalities of Ontario (AMO) estimates that the cost increase for a central Ontario municipality with a council of nine and a population of 30,000 will be at least \$28,000, whereas the cost increase for an eastern Ontario county council of seventeen and a population of 77,000 will be at least \$74,000. AMO also estimates that for almost half of Ontario's municipal governments, a one per cent property tax increase raises only \$50,000 in additional revenues.

Sample calculations from data collected from the 2016 AMANS (Association of Municipal Administrators Nova Scotia) survey showed that for an average Nova Scotia municipal councillor, annual pay would have to be increased by \$3,605.

## Options for municipalities

It is up to each individual municipality to decide how they will address this change in federal tax law, and its reduction of after-tax compensation for elected officials. Options to consider include the following.

### Option 1: Compensating salary increase (full)

Municipalities could adjust *pre-tax compensation* for 2019 to maintain elected officials' *after-tax* compensation at 2018 levels. Many municipalities have already taken this action. For example, this was the approach recommended by the Nova Scotia Federation of Municipalities.

The **benefits** of this approach are significant. It recognizes the increasing time commitments of complex and varied municipal duties. In doing so, it helps attract a diversity of candidates to municipal level participation (a growing concern). The **costs** of this approach are also significant, requiring offsetting cost-savings and/or increases in property taxes. This is difficult in an environment where municipal budgets are increasingly under pressure from rising expectations and increasing costs for products and services. Many municipalities are already struggling to provide appropriate compensation levels.

To publicly **communicate** the need for pay raises or property tax increases, effective strategies will emphasize the positive aspects of change. *This is about the community protecting hardworking local officials from an arbitrary pay cut imposed by federal legislation without consultation. We would have preferred to see the federal government reverse this change and its impact on local government—but they did not, and so we had to act.*

This complex issue requires special and perhaps direct messaging. Town hall events could be an opportunity to openly share details and answer questions. Elected officials could reach out to constituents on social media platforms and even face-to-face meetings. Early PR briefings for journalists can help get the right messages communicated from the outset.

### Option 2: Compensating salary increase (partial)

Municipalities could increase salaries for 2019 to ease, but not negate, the decrease in elected officials' after-tax compensation. As an alternative to a fully-compensating increase, this means **fewer benefits** but also **lower financial costs**.

The reality here is that elected officials will face some personal loss of after-tax income. For municipalities, this will also compound the challenge of attracting many and diverse candidates for elected office. However, if a municipality decides it cannot find savings or revenues to support a fully-compensating salary increase, a partial increase can deliver some of the benefits.

To publicly **communicate** the change, the same logic applies as for Option 1: emphasize the positives of protecting hardworking local leaders from an arbitrary pay cut imposed by federal legislation without consultation.

### Option 3: Expanded expense policies

As an alternative—or supplement—to increasing pre-tax salaries, municipalities can develop more comprehensive reimbursement plans for expenses incurred. This could include both the types of expenses and the total amounts of reimbursement available.

Before changing expense policies, municipalities should determine which expenses council members can claim as non-taxable through the Canada Revenue Agency (CRA). For example, expenses that are currently being covered by the income tax exemption could be addressed as an expense to be reimbursed by administrative policy, as are other non-taxable expenses.

According to the CRA, whether or not a benefit is taxable “depends on whether an individual [elected official] receives an economic advantage that can be measured in money, and whether the individual is the primary beneficiary” (as opposed to the municipality as their employer). [This CRA resource](#) outlines both taxable and non-taxable benefits.<sup>1</sup>

### Option 4: No action

Taking no action effectively decreases take-home compensation for affected officials, with no immediate effect on municipal budgets. This option avoids the immediate need to find cost-savings, contemplate property tax increases, or communicate changes to the public.

Elected officials will face a loss of income, however. This, in turn may discourage participation in municipal administration, especially among youth. This is a real threat for the smaller municipalities that may struggle most to boost salaries—and where even current compensation rates can be a barrier to more inclusive participation.

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<sup>1</sup> <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4044/employment-expenses-2016.html>



## What are municipalities doing?

The Nova Scotia Federation of Municipalities (NSFM) Board passed a resolution in June 2018 recognizing the need to support elected officials in avoiding abrupt changes in remuneration. It recommends that pre-tax compensation for elected officials be adjusted to allow them to maintain the same levels of post-tax compensation after the law takes effect in 2019. Many other municipalities in Canada (including in Ontario and British Columbia) are opting for this solution.

To help in their decision-making some municipalities are retaining consultants or conducting in-house assessments to study their financial situation. As well, some are creating citizens' committees or committees of council to conduct reviews before making final decisions to move forward.

The federal finance department does recommend that municipalities find out which expenses their council members can claim as non-taxable through the Canada Revenue Agency (CRA), before the changes take effect. For example, certain expenses that are currently being covered by the income tax exemption could be addressed administratively, as are other non-taxable expenses.

**Cheryl Anderson**

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**Subject:** FW: Highway 16 Action Plan: Premier's Award Win!**Importance:** High

**From:** Gilmour, Lori TRAN:EX <Lori.Gilmour@gov.bc.ca> **On Behalf Of** Bowman, Deborah TRAN:EX  
**Sent:** October 19, 2018 2:37 PM  
**To:** TRAN HQ TPP Policy & Legislation <THHPMPCP@Victoria1.gov.bc.ca>; TRAN HQ Marine <HQMARINE@Victoria1.gov.bc.ca>; TRAN HQ TPP PTB <HQTPTPTB@Victoria1.gov.bc.ca>; TRAN HQ TPP Programs & Corp Initiatives <HQTPPCI@Victoria1.gov.bc.ca>; Filmer, Cam A IRR:EX <Cam.Filmer@gov.bc.ca>; Bolli, Barbara IRR:EX <Barbara.Bolli@gov.bc.ca>; Brown, Cailey TRAN:EX <Cailey.Brown@gov.bc.ca>; Lutz, Carl B TRAN:EX <Carl.Lutz@gov.bc.ca>; Bowness, Lianne GCPE:EX <Lianne.Bowness@gov.bc.ca>; Maxwell, Scott D TRAN:EX <Scott.Maxwell@gov.bc.ca>; Harmon, Linda TRAN:EX <Linda.Harmon@gov.bc.ca>; Gunn, Darrell TRAN:EX <Darrell.Gunn@gov.bc.ca>; Grant, Wendy TRAN:EX <Wendy.Grant@gov.bc.ca>; Melany de Weerd <melany.deweerd@rdbn.bc.ca>; 'chris\_fudge@bctransit.com' <chris\_fudge@bctransit.com>; 'amaitland@hazelton.ca' <amaitland@hazelton.ca>; Deneve Vanderwolf <deneve.vanderwolf@rdbn.bc.ca>; 'adriana\_mcmullen@bctransit.com' <adriana\_mcmullen@bctransit.com>; Taylor Bachrach <mayor@smithers.ca>; Marsland, Maggie TRAN:EX <Maggie.Marsland@gov.bc.ca>; 'megan.saunders@gov.bc.ca' <megan.saunders@gov.bc.ca>; Barnewall, Rosemary C TRAN:EX <Rosemary.Barnewall@gov.bc.ca>; Castle, Pamela M TRAN:EX <Pamela.Castle@gov.bc.ca>; Gunn, Darrell TRAN:EX <Darrell.Gunn@gov.bc.ca>; Marshall, Ron TRAN:EX <Ron.Marshall@gov.bc.ca>; Smith, Gordon D TRAN:EX <Gord.Smith@gov.bc.ca>; XT:Raper, Steve GCPE:IN <Steve.Raper@northernhealth.ca>; XT:Mah, John HLTH:IN <john.mah@fnha.ca>; 'Carol Leclerc' <cleclerc@terrace.ca>; 'mary@csfs.org' <mary@csfs.org>  
**Cc:** Nash, Laurel IRR:EX <Laurel.Nash@gov.bc.ca>; Volk, Kevin MAH:EX <Kevin.Volk@gov.bc.ca>; 'kevin\_schubert@bctransit.com' <kevin\_schubert@bctransit.com>; Brownsey, Silas JTT:EX <Silas.Brownsey@gov.bc.ca>; Bowman, Deborah TRAN:EX <Deborah.Bowman@gov.bc.ca>  
**Subject:** Highway 16 Action Plan: Premier's Award Win!  
**Importance:** High

Good afternoon everyone,

What a great way to celebrate the end of the week with the announcement yesterday that the Highway 16 Action Plan won a regional Premier's Award in the Partnerships category!

It goes without saying that this award wouldn't have been possible without the effort and commitment from many people from the ministry and our other partners such as MIRR, local governments and regional districts, BC Transit, First Nations communities, non-profits and the families involved with the Highways of Tears initiative.

If you haven't seen the video from yesterday's broadcast please click this link:

<https://gwww.gov.bc.ca/news/2018/1019/raising-bar>

The Highway 16 Action Plan has also been nominated in the Provincial Premier's Awards which will be held on November 1<sup>st</sup> in Victoria. Being nominated in the provincial category is another exciting accomplishment in itself.

We have a lot to be proud of in this work and I want to express my sincere gratitude and appreciation to everyone who touched this file over the past four years! Your dedication and effort has made a huge difference in the lives of people living along the Highway 16 corridor.

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Congratulations to everyone.

Have a great weekend, db

Deborah Bowman, Assistant Deputy Minister  
Policy and Programs Department | Ministry of Transportation and Infrastructure  
Direct 250. 387-8490 | Mobile 250.818-1709

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Board-Receive



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OCT 18 2018

REGIONAL DISTRICT OF  
DULKLEY NECHAKO

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## NEWS RELEASE

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For Immediate Release  
October 18, 2018

### **Wildfires, heart health and hospital projects: NH board meeting highlights**

The Northern Health Board of Directors examined significant differences between the 2017 and 2018 wildfire season impacts on Northern Health services at its latest meeting in Prince George.

A preliminary review of the 2018 wildfire season found that lessons learned in 2017, as Northern Health supported Interior Health by accepting evacuated patients, helped our health authority navigate the direct impacts of this summer's wildfire activity services within the region.

"The Board sincerely thanks staff and physicians who provided health services over a challenging summer, particularly to those displaced from communities impacted by wildfire activity," said Northern Health Board Chair Colleen Nyce. "A focus on advanced planning and the response process were very helpful in this year's response."

The Board also heard an update on NH Community Consultations taking place across the region through mid-November. Public meetings, focus groups and stakeholder and provider discussions on heart health have already been held in 11 communities; this week's sessions are taking place on Haida Gwaii. Northern B.C. residents who are unable to attend a physical meeting are encouraged to provide their input On Heart Health [online](#).

Other highlights from the February 2018 regular meeting of the Northern Health board included a review of significant capital projects that are underway or moving through planning stages across the region:

- Northern Haida Gwaii Hospital in Masset is entering a unique partnership with Northwest Clean Heat and BC Hydro to develop a biomass heating system that could significantly reduce the hospital's heating costs, and carbon footprint
- A project to add medical inpatient beds on the second floor of the University Hospital of Northern BC is underway and on track for completion in March 2019



- UHNBC is also undergoing \$1 Million in hot water system upgrades, to be complete in early 2019
- Replacement of Stuart Lake Hospital is proceeding to business planning, following the announcement of concept plan approval earlier this month
- Business planning for the redevelopment and expansion of Dawson Creek & District Hospital is also underway, after July's provincial government approval of the concept plan

The next Northern Health board meeting will be held December 3, 2018, in Prince George.

**Media Contact:** NH media line – 1-877-961-7724



## Cannabis Legislation Now in Force

Oct. 17, 2018

Approximately 18 months after the federal government introduced legislation to legalize and regulate non-medical cannabis, the *Cannabis Act* is now in force. This represents a major shift in public policy, impacting local governments in areas including enforcement, land use management and administration/licensing.

Provincially, control over the sale, supply and possession of non-medical cannabis is established through the *Cannabis Control and Licensing Act*. The *Cannabis Distribution Act* establishes the provincial government's role as the lone wholesale distributor of non-medical cannabis in BC. In preparation for legalization, the provincial government, on October 5, 2018, released new and amended regulations for BC's legalized non-medical cannabis system. Notable regulatory changes include:

- A maximum possession limit of 1,000 grams for non-public places (e.g. at home);
- Prohibiting smoking and vaping within six metres of doorways, windows, air intakes of public buildings, bus stops, or bus shelters;
- Permitting indoor consumption of cannabis in certain public places (e.g. hotel rooms (if permitted), designated rooms in hospitals, assisted living facilities and retirement homes);
- Allowing consumption of cannabis in recreational vehicles and trailers if they are parked where camping is permitted and being used as a private residence;
- Exemptions for the consumption of medical cannabis on school property, buses, trains and boats;
- Prohibiting the operation of a cannabis delivery service;
- Finalizing violation ticket fines -- \$230 for smoking cannabis in a prohibited area, and \$58 for vaping in a prohibited area;
- Applying the 7% PST to all cannabis sales (medical and non-medical), in addition to the GST, federal excise tax and 15% wholesale mark-up issued by the LDB.

Pending local government approval, the City of Kamloops will be host to the first provincial non-medical cannabis retail store. The Province has received 173 paid applications for private retail operations, all of which are at various stages of the licensing process. All proposals, including those for public retail operations, require local government approval in order to be considered for a provincial licence.

In addition to their role in approving retail applications, local governments will be impacted by a number of aspects related to the new legalized regime. UBCM has developed *Cannabis Legalization in Your Community*, a primer for BC local governments, providing broad information regarding local areas of responsibility and other impacts resulting from the legalized cannabis regime. The primer also includes a list of resources and provincial contacts.

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## Age-friendly Communities Funding

Oct. 17, 2018

The Ministry of Health has committed \$500,000 in additional funding to the Age-Friendly Communities program. Applications will be received until November 2, 2018.

Funding for local governments will be available for two streams: Age-friendly Assessments, Action Plans & Planning; and Age-friendly projects. All local governments in BC are eligible to apply for both streams. Local governments may each submit one application.

In addition, in partnership with health authorities, a pilot program is being introduced in 2019 to offer up to five First Nations the opportunity to apply for assessment, action plan and planning grants. For the First Nations pilot program, health authorities will identify one First Nation in each region that is at a stage of readiness to apply for funding. Only the five First Nations identified by the health authorities are eligible to apply under the pilot program.

Grants have been previously awarded for projects and plans such as helping seniors to access safe food, encouraging and supporting seniors' fitness, providing accessible books for seniors with low vision, as well as the creation of dementia-friendly action plans and age-friendly assessments.

Please contact Local Government Program Services with any questions or call 250-952-9177.

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## **In memoriam: Councillor Joe Zarowny**

Oct. 17, 2018

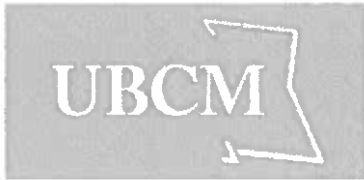
The District of Elkford Mayor, Councillors and Administration are saddened to announce the passing of Councillor Joe Zarowny on October 14, 2018 at the age of seventy-nine. Mr. Zarowny was a three-term Councillor, who was first elected to Elkford Council in 2009.

During his tenure, Zarowny was a passionate representative for Elkford and constantly advocated for the betterment of the community. In addition to being a strong voice on seniors' initiatives, Joe served on the Urban Wildlife Management Advisory Committee.

Mayor McKerracher expressed his profound sadness, noting that "we are privileged to have known and worked with Joe, and we will miss him dearly. Our hearts go out to Joe's wife, Penny, and his family during this sorrowful time".

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## **Excellence in Governance**

Oct. 17, 2018

The Community Excellence Awards recognize local governments that exhibit excellence in meeting the purposes of local government and demonstrate successful pathways for others to follow. This week we are pleased to highlight the City of Richmond, our 2018 winner in the "governance" category, for its initiative to expand charging infrastructure for electric vehicles.

Richmond's project required that all new developments feature an electrical outlet in residential parking spaces capable of providing "Level 2" charging for electric vehicles (EVs) – a first in North America.

The City was able to build support for the project through a rigorous multi-stakeholder consultation period that included a public open house, online survey, departmental coordination process, and over two dozen meetings with advocacy groups, developers, home owners and builders groups, EV charging service providers, and other local governments.

By providing a policy solution to the "EV readiness" problem through deliberative and collaborative decision-making, the project demonstrates a tangible way for local governments to support the reduction of carbon emissions and thereby increase community sustainability.

This pathway to climate action has already inspired other local governments to follow suit, including the City of Vancouver and District of West Vancouver.

This year's awards also saw an honourable mention in the "governance" category provided to Cowichan Valley Regional District and its innovative regional collaboration framework .

The Cowichan 2050 Regional Collaboration Framework is a leading-edge statutory policy tool and collaborative approach to regional planning and decision-making. Emphasizing regional collaboration, communication, and coordination, its purpose is to address the crosscutting nature of emergent challenges faced by local governments, such as those related to climate change and population growth.

To date, the project has produced a Scope of Work document, a regional primer that pulls together common policy themes from various official plans, and a Call to Action, endorsed by the CVRD, Town of Ladysmith, Municipality of North Cowichan, City of Duncan, and Town of Lake Cowichan in June of 2018. These will be expanded on and further developed in the future.

The permanent Regional Working Group established through the Framework is made up of participants from 13 local organizations including local governments, First Nations, and region-serving community groups, and continues to meet regularly to coordinate on key issues and ensure that regional partners are working in unison towards collective goals.

The Excellence in Governance category acknowledges programs, policies and processes that exemplify good governance by supporting citizen participation in civic decision-making, being inclusive, equitable and consensus-based, and exemplifying best practices in accountability, effectiveness, and long-term thinking.



## Applications for Urban Deer Management Funding

Oct. 17, 2018

*The Provincial Urban Deer Cost Share Program* provides local governments or First Nations with funds to help address urban deer management challenges through operational or research projects. The program application is now available.

The Province has worked with UBCM to develop a new urban deer cost management cost-sharing funding program. The Province will make up to \$100,000 (in total) available to local governments or First Nations through shared cost agreements in 2018/19. The Province will receive all project proposals and will be responsible for the final funding prioritizations and allocations.

In 2018/19 the Program is intended to support 'ready to go' projects that are consistent with community-based planning processes.

The Provincial Urban Deer Cost-Share Program will fund priority projects that:

- address human-deer conflict in areas where traditional deer management techniques are not appropriate;
- are consistent with objectives that have been developed through a community-based planning process;
- have a resolution of support from the local government's council or board or Indian Band's/First Nation's chief and council;
- are compliant with all applicable laws and by-laws and adequately manage all human safety, environmental and animal welfare risks.;
- are in accordance with a permit issued under the Wildlife Act (or any other statute);
- are technically sound, feasible and commit to reporting;
- are scientifically rigorous (if a research project); and
- provide matching funds (from the local government, First Nation or any partners).

The program will provide financial support to approved projects that are undertaken from late fall 2018 to March 15, 2019.

Applications may be submitted on or before November 14, 2018.

For further information please contact Penny Lloyd, Manager of Regulation and Legislative Reform, Ministry of Forests, Lands, Natural Resource Operations & Rural Development.

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## Integration of Natural Assets

Oct. 17, 2018

Healthy natural assets can provide services just like engineered assets, often at lower cost. The Municipal Natural Assets Initiative (MNAI) offers tools and support so that local governments can integrate natural assets into their asset management and financial processes.

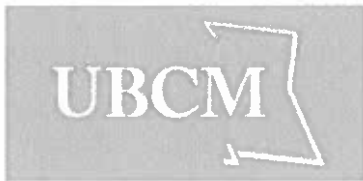
MNAI is currently offering a watershed-level program in BC focused on the needs and capacities of smaller/rural local governments in a single geographic region.

MNAI has extended the period for local governments to submit applications until after the BC municipal elections and will keep it open until a suitable candidate is identified.

Please visit the MNAI website to review the request for expressions of interest.

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## **Metro Vancouver Waste Conference – November 8/9**

Oct. 17, 2018

The 2018 Zero Waste Conference will be held in Vancouver on November 8<sup>th</sup> and 9<sup>th</sup>. The conference is a chance to hear from global thought leaders on opportunities to transition to a circular economy. Learn how businesses, communities and governments can embrace the circular economy and realize benefits.

Sessions will be offered on materials and design innovation; business model transformation; digital innovation; food loss and waste; as well as a special half day session on plastics. Hear from Canada's recently launched Circular Economy Leadership Coalition, as well as global experts like Futurist Gerd Leonhard, Arthur Huang of Miniwiz, Leyla Acaroglu from Unschool, Mari Pantsar from Sitra, Iain Gulland from Zero Waste Scotland and many more.

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## **RCMP Contract Committee Seeks Input**

Oct. 24, 2018

The RCMP Local Government Contract Management Committee (LGCMC) will be meeting on November 28, 2018. Local governments wishing to suggest discussion items related to the agreement under which the RCMP provides local police services to BC are asked to submit input to Bhar Sihota, UBCM Policy Analyst, prior to November 7.

The LGCMC is a forum for consultation, analysis and communication between local government and the Province regarding the management of the RCMP police services contract. Biannual in-person meetings present an opportunity for members to analyze and respond to changes that may be proposed from time to time by the federal government and/or RCMP, and recommend changes to the federal government and/or RCMP that may be considered necessary or appropriate.

The LGCMC is comprised of nine local government representatives from throughout the province, appointed for two or three year terms by UBCM's Executive, as well as a representative of UBCM's Executive and the provincial Assistant Deputy Minister and Director of Police Services, Policing and Security Branch. Representatives of the RCMP are invited to attend Committee meetings as required.

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## Speculation Tax Legislation

Oct. 24, 2018

Last week the province introduced the *Speculation and Vacancy Tax Act*, followed by an announcement of further changes through agreement between the Green caucus and NDP. The amended legislation will see a 0.5% tax rate applied to all Canadians owning properties in designated regions, and targets revenues towards affordable housing in those regions.

### Tax Structure and Application

The Speculation and Vacancy Tax will apply to properties that are not lived in as a principal residence or rented out for at least 3 months of the year in 2018, or 6 months per year in subsequent years. For 2018, the tax will be levied at 0.5% of the property's assessed value for all properties subject to the tax. For 2019 and subsequent years, the tax will be levied at:

- 2% for foreign investors and satellite families, which are defined as individuals or spousal units for whom the majority of total worldwide income for the year is not reported on a Canadian tax return; and,
- 0.5% for Canadian citizens and permanent residents who are not members of a satellite family.

The tax will apply to residential properties in: municipalities within the Capital Regional District and Metro Vancouver, excluding Bowen Island, Lions Bay and Electoral area A, but including the University of British Columbia and Endowment Lands; Abbotsford, Chilliwack, Mission, Kelowna, West Kelowna, Nanaimo and Lantzville.

The tax will not apply to residential properties owned by a number of bodies including municipalities, Indigenous Nations, and regional districts.

### Exemptions

Exemptions are provided for British Columbians' principal residences, rented properties and special circumstances including major renovations and difficult life events. The legislation also includes exemptions for owners of property that is under construction or substantial renovation, as long as they are carrying out eligible building activity. Both the Urban Development Institute and BC Real Estate Association have issued statements of support for this exemption.

### Green Caucus Amendments

In addition to seeing a reduction of the tax rate for out of province Canadians from 1% to 0.5%, amendments to be introduced by the Green caucus will create an annual meeting between the Minister of Finance and mayors in affected areas to review the tax and relevant performance measures. The amendments will also target revenues raised by the tax towards Nanaimo-Lantzville, the Capital Regional District, Metro Vancouver, the Fraser Valley and Kelowna-West Kelowna.

### Consistency with UBCM Policy

At the 2018 Convention, members endorsed resolution 2018-A3 as amended to request that the province modify the speculation tax to empower local governments to levy a tax on vacant residential properties at their discretion, and to

require that local governments that choose to do so invest revenues in non-market housing. The speculation tax as amended addresses these concerns in part, by dedicating funds towards affordable housing in communities where the tax is levied.

UBCM policy more broadly supports measures to address speculative demand including the holding of properties vacant for speculative purposes. UBCM will continue to track this issue and work with provincial officials to advocate based on the positions brought forward by our membership.

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## Election Turnover Similar to 2014

Oct. 24, 2018

Local government general elections in British Columbia typically see a high level of turnover across all elected positions, and the 2018 election results are no exception. While there will be larger of number of Councillors and Electoral Area Directors stepping into new roles, the overall number of new Mayors decreased slightly across the province.

The 2018 local government general election saw a total of 73 new Mayors elected to BC's 162 municipalities, representing a 45% change in leadership. In 2014 the level of change was slightly greater, with 47% of communities seeing new Mayors elected.

There were exceptions to the prevailing trend at a regional level, most notably in Metro Vancouver, which saw a significant increase with the election of 16 new Mayors in its 21 municipalities.

The number of newly elected Councillors increased by 3% in this year's election as compared with 2014, for a total of 395 (or 48.4%).

Similarly, the number of new Electoral Area Directors increased by over 5% to a total of 57 (or 37.7%).

The high level of turnover on Councils and Boards with each election was one of the motivating factors for the creation of the Local Government Leadership Academy in 2007. The academy's mission is to provide local government and First Nations elected officials and senior administrators with comprehensive, timely and dedicated leadership development opportunities throughout their terms of office or employment in the interest of improving governance. The LGLA's 2019 elected official seminars have been announced and once again will be made available in regions throughout BC.

For the full details on the 2018 local government general election, please visit [CivicInfo](#).

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## **Growth Strategy for Western Canada**

Oct. 31, 2018

Western Economic Diversification (WED) Canada is soliciting input on the development a growth strategy to stimulate economic development in western Canada.

The BC region of WED is seeking input on the following five questions:

1. What does a stronger western Canadian economy look like 10 years from now?
2. What are the best ways to spur new growth in western Canada?
3. What will help the Indigenous economy continue to grow?
4. How can we improve economic participation in the west of under-represented groups, including women, youth, and new immigrants?
5. How can governments, industry, and western Canadians work together to grow the regional economy?

Ideas or suggestions can be shared through online discussion forum; group discussion or by email.

The deadline for input is November 16, 2018.

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## **FireSmart Funding and Training Opportunities**

Oct. 31, 2018

Provincial funding is available under the Community Resiliency Investment program for local government and First Nations applicants. Funding through this program supports a wide variety of wildfire prevention activities.

One key activity is training staff or community champions as Local FireSmart Representatives (LFR). A LFR workshop series is being offered over the coming months in regions across B, and space is filling up quickly.

The CRI program & application guide provides all the necessary information to take advantage of 100% funding for this work. December 7 is the intake deadline for the 2019 program.

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## Excellence in Service Delivery

Oct. 31, 2018

The Community Excellence Awards recognize UBCM members that exhibit excellence in meeting the purposes of local government and demonstrate successful pathways for others to follow. This week we are pleased to highlight the District of Hudson's Hope, our 2018 winner in the "Service Delivery" category, for its successful incorporation of solar power into the community's electrical grid.

The District's project takes advantage of the BC Hydro Grid-Tie Net Metering Program, which allows customers to generate some of their own electricity while still allowing for regular electrical provision from BC Hydro.

This initiative resulted in the installation of 1,550 solar panels at nine different municipal sites, with a total generating capacity of 500 kilowatts. The solar electricity generated by the panels first powers the specific sites themselves (including municipal buildings and a sewer treatment system), with excess power fed into the BC Hydro grid and recorded as a credit applied to the District's electrical account.

With Hudson's Hope's electrical bill roughly tripling between the years 2000 and 2017, they estimate savings of \$75,000 per year and \$3 million over 30 years with the new solar-electric infrastructure in place.

The project is fundamentally community-driven. It was initiated by a resourceful local resident, built and installed by two locally-based companies, and worked on by seven local high school students, at least one of whom is now considering pursuing a career in the emerging industry of renewable energy.

The electricity generation data for each site is also presented on a publicly viewable 'kiosk' screen, making the project accessible and education for all members of the community.

Looking to replicate the successful service delivery of the Hudson's Hope Solar Project, surrounding municipalities are interested in adopting the same practice of electrical self-generation and have already reached out to the District for direction.

The "Excellence in Service Delivery" category acknowledges UBCM members that provide effective service delivery in a proactive manner, demonstrate benefit to the community, and utilize performance measures, benchmarks and standards to ensure sustainable service provision.

### Follow Us On

- Twitter: @ubcm



## Evacuation Route Planning Grant Deadline

Oct. 31, 2018

The Community Emergency Preparedness Fund has opened an intake for the Evacuation Route Planning funding stream. The application deadline is November 30th, 2018, and the maximum funding available is \$25,000. The program guide and application form are now available for download.

The intent of this funding stream is to support eligible applicants to develop Evacuation Route Plans for communities that would otherwise be challenged to successfully undertake an evacuation operation during an emergency.

### Follow Us On

- Twitter: @ubcm





## Filling the Greyhound Gap

Oct. 31, 2018

The Province of BC has announced that other private operators will cover 83% of the routes previously serviced by Greyhound by year's end. The announcement was made two days prior to the deadline for Greyhound to fully eliminate bus service to western Canadian communities.

BC Minister of Transportation and Infrastructure, Claire Trevena, indicated that the Province is continuing to work with communities and private operators to find new carriers for the remaining 17% of the routes left without service. BC's independent tribunal, the Passenger Transportation Board, has been actively soliciting applications for new service providers to fill the gap left by Greyhound. In addition to the expected new private service providers, the Province announced earlier this summer, BC Bus North, a publicly funded, base level, interim service to cover the majority of northern BC routes previously covered by Greyhound.

Greyhound's elimination of inter-city bus service in western Canada has continued to be a priority policy matter for UBCM since the announcement was made earlier this year. At the 2018 UBCM Convention, BC local governments endorsed Special Resolution **SR2 Greyhound Service Eliminated** which specifically called upon the provincial and federal government to work in consultation with local governments, public regulators and operators to establish new, affordable and coordinate transportation services that will ensure the continued movement of passengers and freight across BC and Canada.

### Follow Us On

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Direction/  
Board-Receive

## Melany de Weerd

---

**Subject:** New Gold Blackwater Project - Community Leaders Meeting  
**Location:** Scott's Grille & Pizzeria, Vanderhoof

**Start:** Mon 2018-11-26 12:00 PM  
**End:** Mon 2018-11-26 2:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** Carol Toews

Hi Everyone,

On behalf of the New Gold Blackwater Project staff, we wish to extend our congratulations to the newly and re-elected mayors and regional district representatives. We look forward to continuing our relationship with your community.

I have been in touch with either the CAO or Corporate Officers for each community and regional district and provided information about the upcoming Community Leaders meeting. The next meeting will be held in Vanderhoof on Monday November 26<sup>th</sup> from noon to 2pm, lunch will be provided. Please see attached agenda which includes location.

Please RSVP via this Outlook meeting request by Nov 23rd, 2018 or via email or phone call to me (contact info below). If you have any special dietary requests, please include this in your RSVP.

**Notes:**

- Rebecca and Kelley, please extend this invite to the new mayors in your communities.
- Melany, as discussed, please extend this invite to the Chair of RDBN once the appointment is made next month.
- Lore, as discussed, please extend the invite to the Area I representative, Jim Glassford, and also to the Chair of CRD and the Chair of the North Cariboo Joint Planning Committee once the appointments have been made.

Thanks

Val Erickson  
Community Relations Advisor

**New Gold Inc.**  
139 - 1st Street East, P.O. Box 440  
Vanderhoof, B.C., V0J 3A0  
T +1 250 567 9271 F +1 250 567 9629  
M +1 250 567 7774

[www.newgold.com](http://www.newgold.com)  
TSX/NYSE American: NGD

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**New Gold Community Leaders Meeting**

**November 26, 2018  
12 – 2 p.m.  
Meeting Room at Scott's Grill & Pizzeria  
189 Columbia St E, Vanderhoof, BC**

12:00 – 12:30 p.m.	Welcome and Luncheon
12:30 – 12:45 p.m.	Introductions and introductory remarks Review of Agenda and previous meeting minutes
12:45 – 1:15 p.m.	Project Update <ul style="list-style-type: none"><li>• Company Update</li><li>• Project Office Community Update</li><li>• EA Update</li><li>• Preliminary plans for 2019</li></ul>
1:15 – 1:45 p.m.	Roundtable Community Updates Q & A
1:45 – 1:55 p.m.	Wrap up and Next Steps
1:55 – 2:00 p.m.	Closing remarks

**New Gold Community Leaders Meeting**

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1:55 – 2:00 p.m.	Closing remarks

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(Chair plus one Director)

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November 6, 2018

[UPCOMING EVENTS & CONFERENCES](#)

[IN MEMORIAM](#)

[JOBS](#)

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## Why You Should Attend Roundup 2019

**AME Mineral Exploration Roundup** is the place where, year after year, mineral explorers and financiers go to network, learn, hear the latest on the industry, and be inspired by new technologies and ways of doing things.

Here are just a few reasons why you should convince your boss to attend.



### Prospectors' Tent

The **Prospectors' Tent** provides an opportunity for independent prospectors to present new discoveries. Participants will have space to display grab samples, maps, assay results and other information to delegates.



### Core Shack

The **Core Shack** showcases new discoveries, leading prospects, advanced projects and operating mines from around the world. **Core Shack 2019** will feature drill core samples from projects in diverse countries and settings, and

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[Click here for more information and to apply](#) represent a broad array of deposit types and project stages.

Exhibit at Core Shack 2019

## REGISTRATION OPENS OCTOBER 10



### Book your hotel now!

We've partnered with some of the best and most conveniently-located hotels in Downtown Vancouver to get you an optimal rate. Limited rooms are available at the discount so be sure to book early.

[Book now](#)



### Providing insights into BC's Mineral and Coal Exploration Industry

AME is partnering again with EY and the Ministry of Energy, Mines and Petroleum Resources on the annual B.C. Mineral and Coal Exploration Survey. The EY survey is important



### "Your association, your voice": Implementing AME's 2018-2019 Annual Work Plan.

The **2018/2019 Annual Work Plan** has been developed and approved from the **2018-2022 Strategic Plan**. We are grateful to all of you that contributed, including our 12 committees and

for gauging the health of the B.C. exploration industry and for making informed geoscience and policy decisions and will open early October. Stay tuned for more information and thank you to all those who participated in **last year's survey**.



### Annual AME Photo Contest

We are still enjoying your **#AMEintheField** photos, highlighting the amazing "offices" and exploration happening throughout this province and the Yukon, like this one from **@vasyly\_**. Make sure to submit the rest of your exploration photos to our **Annual Photo Contest** to win up to \$500. Deadline for submissions is **October 19**.



### A Mineral Explorer's Guide to Local Government Elections

British Columbians go to the polls on **Saturday, October 20** to select mayors and councilors in municipalities, and electoral area directors in rural areas.

their chairs who invested considerable time and thoughtful perspectives to the robust plan.

**See the 2018-2019 Annual Work Plan**



### AME Awards: Call for Nominations

Do you know someone who deserves recognition for their outstanding achievements and contributions to the mineral exploration industry? Nominate them for an **AME Award!**

See the **Nominations Brochure** for all categories and criteria and **submit your nomination before September 30**.



### Multiple Land Users Considerations

As Fall marks the beginning of big game hunting season, AME encourages members to engage with other tenure holders and land users during their exploration programs and to always keep safety in mind. The tenures for guide outfitters often overlap with mineral tenure and access

Here are some questions to ask your candidates.

routes. These tenures may be viewed online using the **BC Economic Atlas** under Tourism.

## INDUSTRY NEWS



### Call for Disruptors across All Industries

**#DisruptMining** offers entrepreneurs a platform to bring disruptive and exponential technologies to the sector. Any innovator interested in pitching their idea at the **#DisruptMining** innovation expo and “shark-tank” style live event is encouraged to submit an application. Full application details and requirements can be found at: [www.disruptmining.com](http://www.disruptmining.com)

Submissions will be accepted until **November 5, 2018** at 11:59 pm EST.



### BCIT GIS Practicum Students

Would you consider having a **BCIT** student undertake a project or a practicum with you? The **BCIT GIS Practicum or Project** offers a valuable opportunity for sponsors to play a role in GIS technology education while benefiting from the student's knowledge and skills. There is no cost to the sponsor for a GIS Practicum or Project.

**Apply today**



### BC Regional Mining Alliance

The **BC Regional Mining Alliance (BC RMA)** is a northwest regional partnership between Aboriginal groups, industry and provincial government representatives. British Columbia, Canada is a world-class mining jurisdiction, rich in mining history and home to sixteen operating mines and a thriving mineral exploration sector.

Visit the **new website** to learn more and read how the BC RMA is working to increase investment in the **latest issue of the Mineral Exploration Magazine**.



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## BC Geophysical Society Fall Symposium: Geophysics for Mineral Systems Thinking

Join the BC Geophysical Society and Geoscience BC at their annual Geophysics Symposium. Taking place Friday, **October 12**, **registration is now open**.

[Find out more](#)

Association for Mineral Exploration  
Suite 800 - 889 West Pender Street  
Vancouver, BC V6C 3B2  
P: 604.689.5271 F: 604.681.2363  
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Geraldine Craven

**From:** BC Council of Forest Industries <gillrie@cofi.org>  
**Sent:** September 25, 2018 9:22 AM  
**To:** inquiries  
**Subject:** COFI 2019 Convention - Vancouver, BC - Save the Date

SEP 25 2018

COFI DISTRICT 5  
VANCOUVER, BC

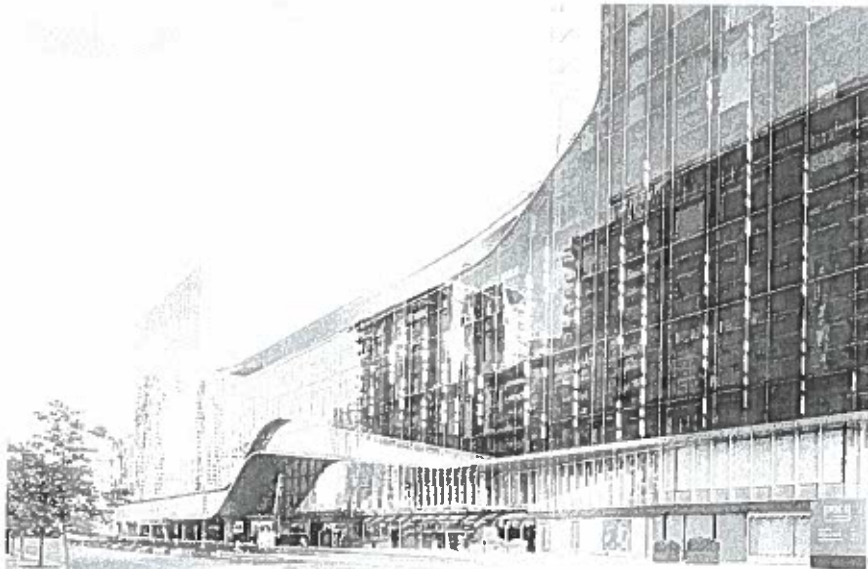


Save the Date:

## 2019 COFI Convention

April 3 - 5, 2019

JW Marriot Parq Vancouver Hotel &  
Conference Centre



The BC Council of Forest Industries' Annual Convention is the largest gathering of the forest sector in Western Canada. From April 3-5, 2019, industry executives, managers,

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suppliers, businesses, professional services, government leaders and First Nations will gather in Vancouver to discuss key issues and opportunities in the B.C. forest industry.

Book your hotel now.

**Registration will open in November.**

For more information, contact Diana Gillrie

[gillrie@cofi.org](mailto:gillrie@cofi.org)

778.760.1166

BC Council of Forest Industries, 1220 - 595 Howe Street, Vancouver, BC V6C  
2T5 Canada

[SafeUnsubscribe™ inquiries@rdbn.bc.ca](mailto:SafeUnsubscribe™inquiries@rdbn.bc.ca)

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Sent by [gillrie@cofi.org](mailto:gillrie@cofi.org) in collaboration with

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33a Board- Direction/Recei  
(Chair plus 2 Directors

Geraldine Craven

**From:** Minerals North Conference Association <minerals=mineralsnorth.ca@cmail20.com> on behalf of Minerals North Conference Association <minerals@mineralsnorth.ca>  
**Sent:** November 5, 2018 12:19 PM  
**To:** inquiries  
**Subject:** Minerals North 2019 November update

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NOV 05 2018

REGIONAL DISTRICT OF

BULKLEY NECHAKO

Delegate registration is now open!

Is this email not displaying correctly?  
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# Minerals North

## Minerals North 2019 November update

Delegate registration is now open!

### Register now for Minerals North 2019 in Chetwynd

This years conference will be held May 22 - 24, 2019. Join us for a full program of informative discussions, tradeshow, networking opportunities, and social events. Come early and take advantage of one of the following pre-conference sessions. A tour of Willow Creek Coal with Conuma Coal; a tour to Tumbler Ridge Geo Park; a Caribou Habitat Engagement Session; Golfing and a Guided Tour of the Chetwynd Wood Carvings. More information on these options is available [on our website](#). Some tours have limited seats so register early. [On line registration is available here.](#)

### Tradeshow exhibit space

There are still a number of options available for those who wish to have an exhibit booth or space to display larger equipment. [Follow this link](#) for more details.

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## Sponsorship opportunities

If you are interested in a sponsorship opportunity we can help you decide which options would best meet the needs of your company. More information on sponsorship is [available here](#).

[find us on Facebook](#)

**Forward to a friend Unsubscribe**

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Menu

[Home \(http://mineralsnorth.ca/\)](http://mineralsnorth.ca/) [Association](#) [Conference](#)

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**MINERALS  
NORTH**  
CHETWYND

## Registration

[HOME \(HTTP://MINERALS NORTH.CA\)](http://mineralsnorth.ca/) > [CONFERENCE \(HTTP://MINERALS NORTH.CA/CONFERENCE/\)](http://mineralsnorth.ca/conference/)  
> [REGISTRATION](#)

## Delegate Registration

<b>When:</b>	May 22 - 24, 2019
<b>Location:</b>	Chetwynd and District Rec Centre 4552 North Access Road Chetwynd, BC
<b>Cost:</b>	Registration - early bird: \$180.00 (until February 28, 2019) Registration - full price: \$210.00 Banquet - (optional) \$50.00
<b>Payment:</b>	Credit Card payments will be accepted with your online registration. Cheques should be sent to:

District of Chetwynd  
Box 357  
5400 Hospital Road  
Chetwynd, BC  
V0C 1J0

Reference: Minerals North

**Refund Policy:** Full refunds up to May 3, 2019. No refunds after that day. Substitutions will be allowed.

**Please Note:** Additional banquet tickets may be purchased at  
<http://www.civicinfo.bc.ca/event/2019/mineralsnorth.asp?type=extra>  
(<http://www.civicinfo.bc.ca/event/2019/mineralsnorth.asp?type=extra>)

If you have questions, please contact Economic Development Office at the District of Chetwynd at 250-401-4100 or [d-chet@gochetwynd.com](mailto:d-chet@gochetwynd.com) (<mailto:d-chet@gochetwynd.com>)

## Minerals North Conference

[Conference News](#)

(<http://mineralsnorth.ca/conference/news/>)

[Delegate Registration](#)

(<http://mineralsnorth.ca/conference/>)

[Sponsors](#)

(<http://mineralsnorth.ca/conference/opportunities/>)

[Contact Information](#)

(<http://mineralsnorth.ca/conference/information/>)

[Past Conferences](#)

(<http://mineralsnorth.ca/conference/conferences/>)

[Social Media Feeds](#)

(<http://mineralsnorth.ca/conference/media-feeds/>)

[Tradeshow](#)

(<http://mineralsnorth.ca/conference/>)

[Programming](#)

(<http://mineralsnorth.ca/conference/>)

[Accommodations](#)

(<http://mineralsnorth.ca/conference/>)

## Conference News

\*Delegate Type:  Regular Delegate (FULL Conference)  
 Pre-Conference ONLY

\*Delegate First Name:

\*Delegate Last Name:

\*Representing:

\*Position:

\*Mailing Address:

\*City:

\*Province:

\*Postal Code:

\*Phone:

\*E-mail Address:

Dietary Restrictions:  None  Specify:

### Pre Conference Sessions May 22, 2019

- 1pm - 3pm: Central Mountain Caribou Engagement Session  
(Cost: Free)**
- 10am - 4pm: Golfing Tournament  
(Cost: \$60.00)**
- 9am - 4pm: Global Geo Park Tour in Tumbler Ridge  
(Cost: \$75.00)**
- 11am - 4pm: Minerals North Willow Creek Mine Tour with Conuma Coal  
(Cost: \$50.00)**
- 3:30pm - 4:30pm: Chetwynd Chainsaw Carving Tour  
(Cost: Free)**

### Banquet

- Yes, I will attend the Banquet (Cost: \$50.00)

33b

## Total Fees

Conference Fees	\$	<input type="text" value="0.00"/>
Pre Conference Fees	\$	<input type="text" value="0.00"/>
Banquet Fees	\$	<input type="text" value="0.00"/>
5% GST #10702155 RT001:	\$	<input type="text" value="0.00"/>
<b>TOTAL PAYMENT DUE</b>	<b>\$</b>	<input type="text" value="0.00"/>
Comp Code:		<input type="text"/>
<a href="#">---- Register for Conference ----</a>		

NOTE: If the total is not correct you may not have Javascript enabled. In order to enable Javascript, please [click here \(javascript.htm\)](#)

**CivicInfo**  
<http://www.civicinfo.bc.ca> Registration Services

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web site by [spark design \(http://www.sparkdesignco.com/\)](http://www.sparkdesignco.com/)



**BOABC INDUSTRY EXECUTIVES PANEL  
YOU'RE INVITED!!!**



**BOABC INDUSTRY EXECUTIVES PANEL  
MODERATOR – CTV's BEN MULRONEY**

**Ben Mulroney**  
Co-Host of CTV's *Your Morning* and Anchor of CTV's *etalk*

With more than 16 years of experience in broadcasting, Ben Mulroney is one of Canada's most respected journalists. As the co-host of CTV's new program, *Your Morning*, and Anchor of Canada's most-watched entertainment news program, *etalk*, he brings the best to what he does as a speaker, emcee, event moderator, and interviewee. Whether on stage or in front of a camera, Mulroney draws on his incredible expertise to create memorable and entertaining experiences for all his audiences.

Throughout his career, Mulroney has covered renowned events such as the Oscars, the Golden Globe Awards, the Emmys, Toronto International Film Festival (TIFF), and the Juno Awards. Before joining *etalk*, Mulroney was a correspondent for *The Chatroom* and the entertainment reports for *Canada AM*. He was also the host of *Canadian Idol* for six seasons, which was — and remains — the most successful English language show in Canadian history. In addition to *etalk*, he also hosted *etalk 20*, a weekly two-hour radio show that aired on 11 CHUM stations across Canada.

In 2010, Mulroney reported from the Vancouver Olympic Winter Games for CTV, and in 2012 he joined *Liveline* with Kelly host Kelly Ripa to co-host shows from both Banff, Alberta, and from her set in New York City. He also became a correspondent for *Good Morning America* in 2012.

Mulroney has hosted Free The Children's "A's Day" youth empowerment events, and was a national spokesperson for WaterCan, a charity focused on bringing drinking water to those most in need. He helped to raise funds for the organization by climbing the highest peak in Africa, Mount Kilimanjaro, in 2017.

Mulroney earned a law degree from Laval University and a history degree from Duke University. He is married to lifestyle expert Jessica Mulroney, and is the father of their two twin boys, Brian and John, and daughter Ivy.

**BUILDING COMMUNITY  
Industry Wide Invitation**

**BOABC INDUSTRY EXECUTIVES PANEL  
Moderated by CTV's Ben Mulroney**

10:15am – 1:15pm THURSDAY, NOVEMBER 29, 2018  
@ the SHERATON VANCOUVER AIRPORT

**REGISTER FOR THIS EVENT NOW**  
[www.BOABC.org](http://www.BOABC.org)

(Select the "Sun" REGISTER HERE - select REGISTER HERE again  
choose Delegate type: Industry Executives Panel only - then select the Industry Executives Panel event  
fill out the form - select Register for Conference - move to payment)

**Panel 1 10:15am – 11:35am**

**Aan English**  
CEO & Registrar - Engineers & Geoscientists BC

**Patrick Ryan**  
Chief Building Official - City of Vancouver

**Bob DeWitt**  
CEO - Greater Vancouver Home Builders Association

**Aime McMillan**  
President & CEO - Urban Development Institute

**Mark Vernon**  
CEO - Architectural Institute of BC

**Andrew Pape-Salmon**  
Executive Director - B558 Gov't BC

**Bob Heffalla**  
Principal - CFT Engineering Inc.

**Panel 2 11:45am – 1:05pm**

**Bob Deeks**  
Principal - RDC Fine Homes

**Neil Moody**  
CEO - Canadian Home Builders Assoc BC

**Theresa McCurry**  
CEO - ASTBC

**Wendy Achosen**  
Vice President & Registrar - BC Housing

**David Tupper**  
Claims Analyst - Municipal Insurance Association of BC

**Tony Bartko**  
President - Building Officials Assoc BC

**Chris Atchison**  
President - BC Construction Association

Invitations for this event are being extended to the broader building community (architects, engineers, building & plumbing officials, home builders & general contractors, developers, building designers, construction, municipal and provincial government employees, other associations & members at: \$150 per attendee.

REGISTER NOW as we are expecting a significant audience who will see and display the spirit and reality of collaboration from all angles of the building community. The audience will be treated to the addressing of broad strategic issues from a number of relevant perspectives. Please check with your organization to determine the allotment of Continuing Professional Development (CPD) POINTS for this event.

**BOABC INDUSTRY EXECUTIVES PANEL  
TOPICS OF DISCUSSION**

(non-exhaustive)

1. The importance of effective political advocacy and government relations to associations & their memberships
2. Are we as a 'building community' over-regulated?
3. Is collaboration amongst the various professions and forces in the building industry necessary?
4. How do home builders and other contractors feel about the role that building officials play in the building community? In what ways can that role be improved and enhanced?
5. How does the Building Act of BC and the Building Code's relevant regulations attached to the Act affect your particular association/organization & its membership?
6. Can any real change take place in the building industry without regard to insurance considerations?
7. The rules in Vancouver are different? Without affecting the Vancouver Charter & causing political upset, should we strive for consistency across the Province regardless?
8. Through legislation, regulation and an Administrative Agreement with the Province, the BOABC is in the stages of moving into the self-governance of building officials. What are the benefits & what is the significance of having self-governance in a profession? What can we learn from other professions as we move through these developments? Why is this also a good development for builders & how can the builders help?
9. Does legislation and increased regulation in general cause the cost of home building and other construction to increase significantly? Will contractors be paying more for products and services as a result of the 2018 BC Building Code changes? Does increased regulation naturally equate to rising construction and building and home prices in BC?
10. What do you see as some of the more significant things happening in the building industry currently?
11. Do you think we need more collaborative efforts to promote the building industry to the public - through collaborative public relations and marketing efforts that will focus on the connection of the building industry to public safety and 'in the public interest'?
12. How can the industry speed up the processing and awarding of Development & Building Permits across the Province? Is that even necessary?
13. What immediate & short term issues must the building community wake up to? What is being missed? Are those issues here for the long term as well?
14. Flood, fire & earthquakes - is there enough in the building codes nationally or in the BC Building Code? Where will the new risks come from & how do we protect against them?
15. Does the world (and BC) need more Building Officials? Engineers? Architects? Contractors? What about attrition in the industry? How significant is recruitment for these professions?
16. Currently, building officials employed by municipalities in BC have Errors & Omissions insurance coverage through their employers. Will changes or advancements in the professionalization & self-governance of building officials and other professionals in the building community move these professionals to changes necessary in E&O insurance coverage? a) Will they need their own?

**Geraldine Craven**

---

**From:** admin@districtofstewart.com  
**Sent:** October 26, 2018 11:41 AM  
**To:** ttavares@kitimat.ca; info@portedward.ca; cityhall@princerupert.ca; 'Rose Balderson'; office@queencharlotte.ca; vom@mhtv.ca; deputy@portclements.ca; ayanciw@smithers.ca; these@hazelton.ca; whunt@newhazelton.ca; info@telkwa.ca; info@rdks.bc.ca; info@ncrdbc.com; inquiries  
**Cc:** cao@districtofstewart.com  
**Subject:** Council Orientation Seminar with George Cuff  
**Attachments:** George Cuff Council Seminar Poster.pdf; REGISTRATION FORM.pdf

Good morning,

The District of Stewart is pleased to provide additional information regarding the upcoming seminar with George Cuff.

A brochure has been prepared and is attached for your review.

Also attached, is the registration form, which can be emailed back to me once completed.

If you have any questions regarding the seminar or the registration process, please do not hesitate to contact our office.

We look forward to welcoming you to our community to participate in this excellent opportunity.

Best regards,  
Tarra

**Tarra Barker**

**District of Stewart**

Canada's Most Northerly Ice-Free Port  
705 Brightwell Street | PO Box 460  
Stewart BC V0T 1W0 | 250 636-2251  
[www.districtofstewart.com](http://www.districtofstewart.com)



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OCT 26 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

3391

# COUNCIL ORIENTATION WITH GEORGE CUFF

## WHEN

**Wednesday, November 28, 2018**

**6pm - 9pm**

**Thursday, November 29, 2018**

**8:00am to 3:00pm**

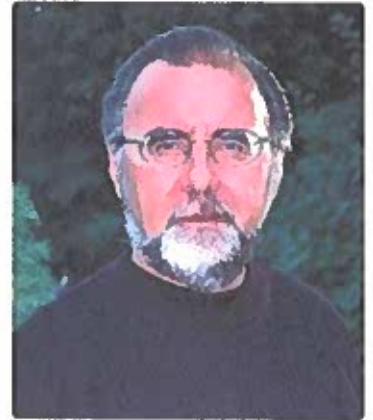
## WHERE

**District of Stewart**

**Al Lawrence Memorial Arena**

**804 Main Street**

**TOPICS FEATURED:** Roles Definition of Mayor & Council • Foundations of Good Governance • Decision-Making Principles • Characteristics of a Healthy Council • Leadership Challenges • Importance of Council-CAO Relationship • Building a Corporate Team • and more!



George Cuff

## COUNCIL EVENT

**Designed for the Incoming  
2018-2022 new Council**

## SPECIAL SESSION

**For CAO's and Senior  
Management**

## COST

**\$350 / person**

## REGISTRATION INCLUDES

**1 night Accommodation**

**Meals & Refreshments**

**Textbook & Materials**

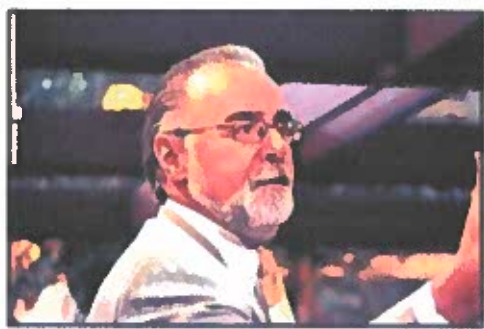
## PLAN TO ATTEND AND BOOK NOW

**Phone: (250) 636.2251**

**admin@districtofstewart.com**



# MEET GEORGE CUFF



George Cuff has a Canada-wide reputation amongst municipalities, crown agencies and other public sector bodies as an advisor, consultant and author on the art and principles of governance and the elements of effective organizations. His background includes a Bachelor of Arts (Recreation Administration) (with distinction) degree from the University of Alberta and work experience in banking, oil and gas, recreation administration, environmental protection, local government and the private sector. He has been involved in various aspects of local government since his days as a youth advisor and playground leader in 1970 for the City of Edmonton. He has since applied his academic and experiential observations to his role as advisor to numerous small and large public sector organizations across Canada.

George has published over 400 articles as well as seven books on local government. He has three "how to" books (Cuff's Guide Volumes One and Two) as well as his latest "Life in the Trenches" which was published in 2017. He also has three books of articles in an "Off the Cuff" series published by Municipal World.

## TESTIMONIALS

### **Sheila Bassi-Kollett** **City Administrator** **City of Yellowknife**

First of all, I want to express on behalf of the City our gratitude for the incredibly illuminating workshop/professional development session you put on for Council last week on July 17th. Council members mentioned to me after the fact how much they learned and how engaging you were. From the SAO perspective, I echo their thoughts completely. Thank you so much.

### **Loranne Hilton, CAO,** **District of Highlands**

I wanted to personally thank you for the time you took today to help CAO's like me! I found the session very helpful. Having started here as CAO just over two years ago, I found myself then, and again now, reviewing the recommendations you made to Highlands back in 2004 after completing a Corporate Review to see how we are measuring up to them! It is interesting to note that the content of your report and the advice you were providing today continue to be consistent. That consistency is very helpful, as it helps to bring me back to the most important things to focus on as a CAO (no matter that it is sometimes easy to lose that focus depending on what's going on!). So again, thank you.

### **Mike Schwirtz, CAO** **Beaumont AB**

Fabulous session last week (May 18), thank you. The messaging on governance and roles was spot on and are really going to help us as we move forward and strengthen our Council and Administration. I am getting lots of positive feedback from councilors and from senior staff who were in attendance. It seems that each person got something clarified and or something new to add to their understanding. The concept of standalone reports may sound fairly straight forward to you but it is resonating well with council and staff. We now see how we have been leading Council into a level of detail that don't need or want. The senior staff have asked if we could bring you back and hold a similar session on role clarification with our directors, managers and supervisors. We feel that they would benefit greatly from gaining a better understanding of the differences between council and administrations role and how we support council and the community. We will contact you shortly to set up some dates. Thank you very much George.

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# COUNCIL ORIENTATION WITH GEORGE CUFF

## REGISTRATION

Name:		Phone:	
Municipality:		Email:	
Title		Mailing address:	
Specify any food allergies:			
Comments:			

### PAYMENT INFORMATION:

Credit Card #		Exp. Date:	
Or make cheques payable to:	District of Stewart P.O. Box 460 Stewart BC V0T 1W0	Amount due:	<b>\$350.00 per person</b>

**ACCOMMODATIONS:** *The District has reserved a block of rooms at the King Edward hotel and will register all guests - if you have specific requests regarding your hotel room, please notify us in the comment section of this registration form.*

### SCHEDULE

**Wednesday, November 28, 2018**

**Dinner: 5:00pm to 6:00pm**

**Seminar Begins: 6:30pm - 9pm**

**Thursday, November 29, 2018**

**Breakfast: 7:00am to 8:00am**

**Seminar: 8:30am to 11:30am**

**Lunch: 11:45am to 12:45pm**

**Seminar: 1:00pm to 3:00pm**

### LOCATION

**District of Stewart**

**Al Lawrence Memorial Arena**

**804 Main Street**

### REGISTRATION INCLUDES

**1 night Accommodation**

**Meals & Refreshments**

**Textbook & Materials**

**Registration Closes:**

**DATE: Friday November 23**

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Board- Receive!

**Geraldine Craven**

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**From:** admin@nclga.ca  
**Sent:** October 29, 2018 3:01 PM  
**To:** admin@nclga.ca  
**Subject:** 3rd Annual Spruce Beetle Summit - Save the Date!  
**Attachments:** 181025 Save the Date IBS Summit.pdf

RECEIVED  
OCT 29 2018  
REGIONAL DISTRICT OF  
BULKLEY NEIGHBOURHOODS

Hello,

Please join us for the 3<sup>rd</sup> Annual Spruce Beetle Summit on December 6<sup>th</sup> at the Prince George Civic Centre!

The summit is FREE to the general public and sponsored by the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development.

This year's theme is one that has been almost universally requested by spruce beetle-impacted communities and by First Nations concerned about bark beetle outbreaks: what is the impact of the current spruce beetle outbreak on the PEOPLE of northern BC, especially smaller communities?

Background: As you may know, there has been a significant upswing in spruce beetle populations in central British Columbia over the last 5 years. We are keenly aware that the future of forestry in Northern British Columbia will play out with a background of climate change, projected drought, rapidly changing local and global conditions, and bark beetles. Given future climate projections, these large-scale forest disturbances will have an undoubted effect on local communities. We have assembled a group of excellent speakers from academia, government, and industry to give their perspectives on the importance of forests ecosystem disturbances and, looking forward, on the new ways of thinking about how small communities can better live and prosper within the future forest ecosystems.

Thanks,

**Chakshu Sharma**

Tel: 250-612-0252  
Email: Admin@nclga.ca

## 3<sup>RD</sup> ANNUAL SPRUCE BEETLE SUMMIT

**Date: December 6th, 2018**

**Location: Civic Center Prince George B.C**

- \* Update on the spruce beetle outbreak.
- \* Northern community development.
- \* Timber supply and stumpage.
- \* Industry planning.
- \* Caribou and spruce beetle.
- \* Environment and human health.



BC has not seen a spruce beetle outbreak of this magnitude in decades. We will continue to build strong connections with industry and the public to mitigate impacts from this outbreak and work as a team together for best results.

D. Nichols, Chief Forester

Gathering the best science to mitigate impact

[www.gov.bc.ca/ominecasprucebeetle](http://www.gov.bc.ca/ominecasprucebeetle)

OCTOBER CHEQUE LISTING

Sort order: Control account, vendor number, report group  
 Selection: Checks from Oct 01 2018 to Oct 31 2018 with  
 All control accounts  
 Vendor number [ ] to [ZZZZZZ]  
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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)
117001	1173804 BC LTD								
PA	31659	10/16/18			31659	-254.81	0.00		
Vendor (117001) totals:						-254.81	0.00		
3MC001	3M CATTLE CO. LTD.								
PA	31713	10/29/18			31713	-26,397.50	0.00		
Vendor (3MC001) totals:						-26,397.50	0.00		
5MC001	5M CONTRACTING INC								
PA	31672	10/24/18			31672	-315.00	0.00		
Vendor (5MC001) totals:						-315.00	0.00		
ABC003	ABC COMMUNICATIONS								
PA	31612	10/02/18			31612	-777.00	0.00		
Vendor (ABC003) totals:						-777.00	0.00		
ACI001	ACI COMPUTER SERVICE								
PA	31686	10/26/18			31686	-960.96	0.00		
Vendor (ACI001) totals:						-960.96	0.00		
ALT003	ALTERNATIVE GROUNDS								
PA	TP-409-001	10/05/18			TP-409-001	-90.30	0.00		
PA	TP-411-001	10/12/18			TP-411-001	-79.28	0.00		
PA	TP-413-001	10/17/18			TP-413-001	-39.38	0.00		
Vendor (ALT003) totals:						-208.96	0.00		
ARO001	ARO AUTOMOTIVE & INDUSTRIAL								
PA	TP-411-002	10/12/18			TP-411-002	-289.92	0.00		
Vendor (ARO001) totals:						-289.92	0.00		
AVI001	AVISON MANAGEMENT SERVICES LTD								
PA	31673	10/24/18			31673	-10,082.71	0.00		
Vendor (AVI001) totals:						-10,082.71	0.00		
AYL001	J AYLWARD & J CHANTREE								
PA	31597	10/02/18			31597	-3,348.00	0.00		
Vendor (AYL001) totals:						-3,348.00	0.00		
BAI001	KEVIN BAILEY								
PA	31623	10/05/18			31623	-969.50	0.00		
Vendor (BAI001) totals:						-969.50	0.00		
BAK002	BAKERS ACRES								
PA	31598	10/02/18			31598	-26,448.50	0.00		
Vendor (BAK002) totals:						-26,448.50	0.00		
BCH002	BC HYDRO								
PA	TP-413-002	10/17/18			TP-413-002	-8,052.92	0.00		
Vendor (BCH002) totals:						-8,052.92	0.00		
BCL003	B.C. LIVESTOCK PRODUCERS CO-OP A								
PA	31624	10/05/18			31624	-24.15	0.00		
Vendor (BCL003) totals:						-24.15	0.00		
BEL003	JOCELYN BELL								
PA	31625	10/05/18			31625	-425.00	0.00		
Vendor (BEL003) totals:						-425.00	0.00		
BEL004	DEANNA BELL								
PA	31674	10/24/18			31674	-600.00	0.00		
Vendor (BEL004) totals:						-600.00	0.00		
BJO002	KURTIS BJORGAN								



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<b>BJO002 KURTIS BJORGAN (Continued)</b>									
PA	31714	10/29/18			31714	-1,020.00	0.00		
Vendor (BJO002) totals:						-1,020.00	0.00		
<b>BLA001 BLACK PRESS GROUP LTD</b>									
PA	TP-409-002	10/05/18			TP-409-002	-1,895.09	0.00		
PA	TP-413-003	10/17/18			TP-413-003	-1,950.10	0.00		
PA	TP-415-001	10/24/18			TP-415-001	-303.92	0.00		
Vendor (BLA001) totals:						-4,149.11	0.00		
<b>BLR001 BL RETURN-IT RECYCLING DEPOT</b>									
PA	TP-411-003	10/12/18			TP-411-003	-2,772.88	0.00		
Vendor (BLR001) totals:						-2,772.88	0.00		
<b>BNK001 B N K AUTOMOTIVE LTD.</b>									
PA	TP-411-004	10/12/18			TP-411-004	-35.56	0.00		
Vendor (BNK001) totals:						-35.56	0.00		
<b>BOB004 BOB SAUL</b>									
PA	31715	10/29/18			31715	-8,424.00	0.00		
Vendor (BOB004) totals:						-8,424.00	0.00		
<b>BRE002 TRINA BRENT</b>									
PA	31626	10/05/18			31626	-5,610.00	0.00		
Vendor (BRE002) totals:						-5,610.00	0.00		
<b>BRO003 GLORIA BROWN</b>									
PA	31671	10/17/18			31671	-182.90	0.00		
Vendor (BRO003) totals:						-182.90	0.00		
<b>BRU004 THE BRUINS DEN</b>									
PA	31613	10/02/18			31613	-425.25	0.00		
Vendor (BRU004) totals:						-425.25	0.00		
<b>BUL008 BULKLEY VALLEY HOME CENTRE LTD</b>									
PA	TP-409-003	10/05/18			TP-409-003	-89.58	0.00		
Vendor (BUL008) totals:						-89.58	0.00		
<b>BUL010 BULKLEY VALLEY WATER SERVICES</b>									
PA	TP-415-002	10/24/18			TP-415-002	-130.00	0.00		
Vendor (BUL010) totals:						-130.00	0.00		
<b>BUR001 BURNS LAKE AUTOMOTIVE SUPPLY</b>									
PA	TP-411-005	10/12/18			TP-411-005	-2,162.32	0.00		
Vendor (BUR001) totals:						-2,162.32	0.00		
<b>BUR002 BURNS LAKE CHAMBER OF COMMERC</b>									
PA	31660	10/16/18			31660	-933.14	0.00		
Vendor (BUR002) totals:						-933.14	0.00		
<b>BUR012 BURNS LAKE PUBLIC LIBRARY</b>									
PA	TP-416-001	10/29/18			TP-416-001	-17,264.92	0.00		
Vendor (BUR012) totals:						-17,264.92	0.00		
<b>BUR014 BURNS LAKE REBROADCAST SOCIETY</b>									
PA	TP-416-002	10/29/18			TP-416-002	-2,500.00	0.00		
Vendor (BUR014) totals:						-2,500.00	0.00		
<b>BUR028 BURNS LAKE HOME HARDWARE</b>									
PA	TP-411-006	10/12/18			TP-411-006	-80.00	0.00		
Vendor (BUR028) totals:						-80.00	0.00		
<b>BUR043 BURNS LAKE SEARCH + RESCUE</b>									

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<b>BUR043 BURNS LAKE SEARCH + RESCUE (Continued)</b>									
PA	31627	10/05/18			31627	-1,933.75	0.00		
Vendor (BUR043) totals:						<b>-1,933.75</b>	<b>0.00</b>		
<b>BVA001 B V AQUATIC CENTRE MANG. SOCIE</b>									
PA	TP-416-003	10/29/18			TP-416-003	-44,040.58	0.00		
Vendor (BVA001) totals:						<b>-44,040.58</b>	<b>0.00</b>		
<b>BVJ001 BV JET CONTROLS CO</b>									
PA	31628	10/05/18			31628	-4,882.50	0.00		
PA	31643	10/11/18			31643	-977.34	0.00		
Vendor (BVJ001) totals:						<b>-5,859.84</b>	<b>0.00</b>		
<b>BVP001 BV PRINTERS</b>									
PA	TP-413-004	10/17/18			TP-413-004	-348.32	0.00		
Vendor (BVP001) totals:						<b>-348.32</b>	<b>0.00</b>		
<b>CAP002 CAPRI INSURANCE</b>									
PA	31644	10/11/18			31644	-18.00	0.00		
PA	31661	10/16/18			31661	-36.00	0.00		
PA	31675	10/24/18			31675	-18.00	0.00		
PA	31684	10/24/18			31684	-1,433.00	0.00		
Vendor (CAP002) totals:						<b>-1,505.00</b>	<b>0.00</b>		
<b>CAS002 CASCADES RECOVERY INC.</b>									
PA	TP-413-005	10/17/18			TP-413-005	-4,711.04	0.00		
Vendor (CAS002) totals:						<b>-4,711.04</b>	<b>0.00</b>		
<b>CHE002 PARKLAND REFINING (BC) LTD.</b>									
PA	TP-409-004	10/05/18			TP-409-004	-5,765.12	0.00		
Vendor (CHE002) totals:						<b>-5,765.12</b>	<b>0.00</b>		
<b>CLA006 CLAYTON STEINER</b>									
PA	31599	10/02/18			31599	-5,694.00	0.00		
Vendor (CLA006) totals:						<b>-5,694.00</b>	<b>0.00</b>		
<b>CLU003 CLUCULZ LAKE VOL. FIRE DEPT</b>									
PA	TP-416-004	10/29/18			TP-416-004	-1,491.75	0.00		
Vendor (CLU003) totals:						<b>-1,491.75</b>	<b>0.00</b>		
<b>CON004 THE CONCRETE MAN</b>									
PA	TP-413-006	10/17/18			TP-413-006	-4,032.00	0.00		
Vendor (CON004) totals:						<b>-4,032.00</b>	<b>0.00</b>		
<b>CRA003 Geraldine Craven</b>									
PA	31676	10/24/18			31676	-122.15	0.00		
Vendor (CRA003) totals:						<b>-122.15</b>	<b>0.00</b>		
<b>DAV003 DAVERN ENTERPRISES</b>									
PA	TP-411-007	10/12/18			TP-411-007	-262.50	0.00		
Vendor (DAV003) totals:						<b>-262.50</b>	<b>0.00</b>		
<b>DIS004 DISTRICT OF VANDERHOOF</b>									
PA	31685	10/24/18			31685	-420.00	0.00		
Vendor (DIS004) totals:						<b>-420.00</b>	<b>0.00</b>		
<b>DMC001 DMS RANCH INC</b>									
PA	31614	10/02/18			31614	-30,067.00	0.00		
Vendor (DMC001) totals:						<b>-30,067.00</b>	<b>0.00</b>		
<b>DUL001 D-U LIMOSINE LIVESTOCK HAULING</b>									
PA	31716	10/29/18			31716	-9,492.00	0.00		

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DUL001	D-U LIMOSINE LIVESTOCK HAULING (Continued)								
	Vendor (DUL001) totals:					-9,492.00	0.00		
DYK002	LINDA DYKENS								
PA	31600	10/02/18			31600	-3,150.00	0.00		
	Vendor (DYK002) totals:					-3,150.00	0.00		
DYK003	DYKAM RANCH & WOODLOT LTD.								
PA	31717	10/29/18			31717	-10,372.43	0.00		
	Vendor (DYK003) totals:					-10,372.43	0.00		
EAG001	EAGLE AUTOMOTIVE CENTER								
PA	TP-413-007	10/17/18			TP-413-007	-143.67	0.00		
	Vendor (EAG001) totals:					-143.67	0.00		
EME001	EPBCC								
PA	31629	10/05/18			31629	-1,606.50	0.00		
	Vendor (EME001) totals:					-1,606.50	0.00		
ERI002	ERIN WILSON								
PA	31601	10/02/18			31601	-900.00	0.00		
	Vendor (ERI002) totals:					-900.00	0.00		
ETT001	AMANDA ETTINGER								
PA	31718	10/29/18			31718	-1,530.00	0.00		
	Vendor (ETT001) totals:					-1,530.00	0.00		
EVE002	EVERGREEN INDUSTRIAL SUPPLIES								
PA	TP-411-008	10/12/18			TP-411-008	-16.15	0.00		
	Vendor (EVE002) totals:					-16.15	0.00		
EXT001	EXTREME SIGNS & STRIPES								
PA	TP-413-008	10/17/18			TP-413-008	-89.60	0.00		
	Vendor (EXT001) totals:					-89.60	0.00		
FIS003	LOUISE FISHER								
PA	31630	10/05/18			31630	-24,510.00	0.00		
	Vendor (FIS003) totals:					-24,510.00	0.00		
FOR008	FORT FRASER VOL. FIRE DEP.								
PA	TP-416-005	10/29/18			TP-416-005	-1,516.67	0.00		
	Vendor (FOR008) totals:					-1,516.67	0.00		
FOR015	FORT ST. JAMES LIBRARY								
PA	TP-416-006	10/29/18			TP-416-006	-1,145.83	0.00		
	Vendor (FOR015) totals:					-1,145.83	0.00		
FOR018	FORT ST. JAMES SECONDARY								
PA	31615	10/02/18			31615	-2,000.00	0.00		
	Vendor (FOR018) totals:					-2,000.00	0.00		
FOR033	FORT SAINT JAMES TV SOCIETY								
PA	TP-416-007	10/29/18			TP-416-007	-13,667.67	0.00		
	Vendor (FOR033) totals:					-13,667.67	0.00		
FOU002	FOUR STAR COMMUNICATIONS INC								
PA	TP-415-003	10/24/18			TP-415-003	-123.64	0.00		
	Vendor (FOU002) totals:					-123.64	0.00		
FRA009	FRASER LAKE BUILDING SUPPLIES								
PA	31662	10/16/18			31662	-43.49	0.00		
	Vendor (FRA009) totals:					-43.49	0.00		
FRA014	FRASER LAKE LIBRARY BOARD								

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<b>FRA014 FRASER LAKE LIBRARY BOARD (Continued)</b>									
PA	TP-416-008	10/29/18			TP-416-008	-2,013.00	0.00		
Vendor (FRA014) totals:						-2,013.00	0.00		
<b>FRA016 FRASER LAKE REBROADCASTING SOC</b>									
PA	TP-416-009	10/29/18			TP-416-009	-5,583.33	0.00		
Vendor (FRA016) totals:						-5,583.33	0.00		
<b>FRA025 FRASER LAKE BOTTLE DEPOT</b>									
PA	TP-411-009	10/12/18			TP-411-009	-3,324.63	0.00		
Vendor (FRA025) totals:						-3,324.63	0.00		
<b>FRO002 FRONTIER CHRYSLER LTD</b>									
PA	31663	10/16/18			31663	-47,324.48	0.00		
Vendor (FRO002) totals:						-47,324.48	0.00		
<b>GEM003 GEM STAR TRUCKING LTD.</b>									
PA	31677	10/24/18			31677	-10.87	0.00		
Vendor (GEM003) totals:						-10.87	0.00		
<b>GEO007 GEOFF STUBBS</b>									
PA	31719	10/29/18			31719	-1,889.00	0.00		
Vendor (GEO007) totals:						-1,889.00	0.00		
<b>GRA015 GRASSY PLAINS STORE</b>									
PA	31602	10/02/18			31602	-1,640.60	0.00		
Vendor (GRA015) totals:						-1,640.60	0.00		
<b>GRE003 GREYHOUND COURIER EXPRESS</b>									
PA	TP-411-010	10/12/18			TP-411-010	-278.14	0.00		
PA	TP-415-004	10/24/18			TP-415-004	-116.30	0.00		
Vendor (GRE003) totals:						-394.44	0.00		
<b>GRE006 THE GRENDEL GROUP</b>									
PA	31664	10/16/18			31664	-779.98	0.00		
Vendor (GRE006) totals:						-779.98	0.00		
<b>HEA002 HEAVY METAL CO</b>									
PA	TP-413-009	10/17/18			TP-413-009	-3,173.10	0.00		
Vendor (HEA002) totals:						-3,173.10	0.00		
<b>HEA004 MURRAY HEAGY</b>									
PA	31645	10/11/18			31645	-1,020.00	0.00		
Vendor (HEA004) totals:						-1,020.00	0.00		
<b>HER005 HERB NEVILLE</b>									
PA	31603	10/02/18			31603	-2,907.00	0.00		
Vendor (HER005) totals:						-2,907.00	0.00		
<b>HIL003 HILL STOP TRUCK WASH</b>									
PA	31646	10/11/18			31646	-35.74	0.00		
Vendor (HIL003) totals:						-35.74	0.00		
<b>HOR003 ALFRED HORNING</b>									
PA	31604	10/02/18			31604	-680.00	0.00		
PA	31616	10/02/18			31616	-6,990.00	0.00		
PA	31631	10/05/18			31631	-7,535.00	0.00		
Vendor (HOR003) totals:						-15,205.00	0.00		
<b>HOU018 HOUSTON BOTTLE DEPOT</b>									
PA	TP-411-011	10/12/18			TP-411-011	-3,346.04	0.00		
Vendor (HOU018) totals:						-3,346.04	0.00		

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<b>HUM001 ALAN HUME</b>									
PA	31605	10/02/18			31605	-14,400.00	0.00		
PA	31647	10/11/18			31647	-15,984.00	0.00		
PA	31720	10/29/18			31720	-6,498.00	0.00		
Vendor (HUM001) totals:						<b>-36,882.00</b>	<b>0.00</b>		
<b>IGI001 IGI RESOURCES</b>									
PA	TP-411-012	10/12/18			TP-411-012	-463.46	0.00		
Vendor (IGI001) totals:						<b>-463.46</b>	<b>0.00</b>		
<b>IND006 INDUSTRIAL TRANSFORMERS</b>									
PA	TP-411-013	10/12/18			TP-411-013	-3,501.70	0.00		
Vendor (IND006) totals:						<b>-3,501.70</b>	<b>0.00</b>		
<b>INF001 INFOSAT COMMUNICATIONS</b>									
PA	TP-411-014	10/12/18			TP-411-014	-65.92	0.00		
Vendor (INF001) totals:						<b>-65.92</b>	<b>0.00</b>		
<b>INF002 INFRACON CONSTRUCTION INC</b>									
PA	31721	10/29/18			31721	-813,777.02	0.00		
Vendor (INF002) totals:						<b>-813,777.02</b>	<b>0.00</b>		
<b>JAM002 JAMES WESTERN STAR TRUCK &amp; TRAI</b>									
PA	31639	10/10/18			31639	-275,869.18	0.00		
Vendor (JAM002) totals:						<b>-275,869.18</b>	<b>0.00</b>		
<b>JOE001 JOE'S CUSTOM WORK</b>									
PA	31687	10/26/18			31687	-37,550.00	0.00		
Vendor (JOE001) totals:						<b>-37,550.00</b>	<b>0.00</b>		
<b>JUB002 JASON JUBINVILLE</b>									
PA	31722	10/29/18			31722	-2,325.00	0.00		
Vendor (JUB002) totals:						<b>-2,325.00</b>	<b>0.00</b>		
<b>KAL003 KAL TIRE - BURNS LAKE</b>									
PA	TP-411-015	10/12/18			TP-411-015	-4,025.28	0.00		
Vendor (KAL003) totals:						<b>-4,025.28</b>	<b>0.00</b>		
<b>KEE002 GARRIT KEEGSTRA</b>									
PA	31632	10/05/18			31632	-1,785.00	0.00		
Vendor (KEE002) totals:						<b>-1,785.00</b>	<b>0.00</b>		
<b>KEN002 KEN ROSE</b>									
PA	31606	10/02/18			31606	-3,272.50	0.00		
Vendor (KEN002) totals:						<b>-3,272.50</b>	<b>0.00</b>		
<b>KIL001 DIANE KILLMAN</b>									
PA	31678	10/24/18			31678	-475.00	0.00		
Vendor (KIL001) totals:						<b>-475.00</b>	<b>0.00</b>		
<b>KON001 KONE INC</b>									
PA	TP-413-010	10/17/18			TP-413-010	-1,207.74	0.00		
Vendor (KON001) totals:						<b>-1,207.74</b>	<b>0.00</b>		
<b>LAK004 LAKES DISTRICT AIRPORT SOCIETY</b>									
PA	TP-416-010	10/29/18			TP-416-010	-6,666.67	0.00		
Vendor (LAK004) totals:						<b>-6,666.67</b>	<b>0.00</b>		
<b>LAK012 LAKES DISTRICT MUSEUM SOCIETY</b>									
PA	TP-416-011	10/29/18			TP-416-011	-3,750.00	0.00		
Vendor (LAK012) totals:						<b>-3,750.00</b>	<b>0.00</b>		
<b>LAK023 LD FALL FAIR ASSOCIATION</b>									

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<b>LAK023 LD FALL FAIR ASSOCIATION (Continued)</b>									
PA	31665	10/16/18			31665	-12,111.00	0.00		
Vendor (LAK023) totals:						-12,111.00	0.00		
<b>LAK032 LAKES DISTRICT FILM</b>									
PA	TP-416-012	10/29/18			TP-416-012	-150.00	0.00		
Vendor (LAK032) totals:						-150.00	0.00		
<b>LAR007 LARRY AND BEE PALMER</b>									
PA	31723	10/29/18			31723	-2,100.00	0.00		
Vendor (LAR007) totals:						-2,100.00	0.00		
<b>LDF001 LDFC PRINTING &amp; STATIONARY</b>									
PA	TP-409-005	10/05/18			TP-409-005	-657.89	0.00		
PA	TP-411-016	10/12/18			TP-411-016	-256.07	0.00		
PA	TP-413-011	10/17/18			TP-413-011	-667.00	0.00		
Vendor (LDF001) totals:						-1,580.96	0.00		
<b>LIN002 LINO'S SALES &amp; SERVICE LTD.</b>									
PA	TP-411-017	10/12/18			TP-411-017	-22.01	0.00		
Vendor (LIN002) totals:						-22.01	0.00		
<b>LOO001 LOOMIS EXPRESS</b>									
PA	TP-410-001	10/09/18			TP-410-001	-98.53	0.00		
Vendor (LOO001) totals:						-98.53	0.00		
<b>LPL001 L PLUS RANCH</b>									
PA	31607	10/02/18			31607	-14,995.00	0.00		
PA	31648	10/11/18			31648	-30,280.00	0.00		
PA	31724	10/29/18			31724	-32,074.75	0.00		
Vendor (LPL001) totals:						-77,349.75	0.00		
<b>MAX001 MAXXAM ANALYTICS INC</b>									
PA	TP-411-018	10/12/18			TP-411-018	-6,820.75	0.00		
PA	TP-415-005	10/24/18			TP-415-005	-434.54	0.00		
Vendor (MAX001) totals:						-7,255.29	0.00		
<b>MCH001 MCELHANNEY CONSULTING SERVICES</b>									
PA	31633	10/05/18			31633	-7,583.98	0.00		
Vendor (MCH001) totals:						-7,583.98	0.00		
<b>MCM003 LAURA MCMASTER</b>									
PA	31666	10/16/18			31666	-140.47	0.00		
Vendor (MCM003) totals:						-140.47	0.00		
<b>MOB001 MOBY CONCRETE LTD.</b>									
PA	TP-415-006	10/24/18			TP-415-006	-2,139.20	0.00		
Vendor (MOB001) totals:						-2,139.20	0.00		
<b>NAD001 NADLEH WHUT'EN BAND</b>									
PA	31688	10/26/18			31688	-238.38	0.00		
Vendor (NAD001) totals:						-238.38	0.00		
<b>NAD002 NADINA TRUCK SERVICE LTD</b>									
PA	31649	10/11/18			31649	-330.79	0.00		
Vendor (NAD002) totals:						-330.79	0.00		
<b>NAK001 NAK'AZDLI BAND</b>									
PA	31689	10/26/18			31689	-655.98	0.00		
Vendor (NAK001) totals:						-655.98	0.00		
<b>NEC004 NECHAKO TRADING CO.</b>									

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<b>NEC004 NECHAKO TRADING CO. (Continued)</b>									
PA	TP-411-019	10/12/18			TP-411-019	-7.26	0.00		
Vendor (NEC004) totals:						-7.26	0.00		
<b>NEC017 NECHAKO VALLEY COMMUNITY SVCS</b>									
PA	31617	10/02/18			31617	-500.00	0.00		
Vendor (NEC017) totals:						-500.00	0.00		
<b>NEW010 NEWGARD CATTLE</b>									
PA	31608	10/02/18			31608	-4,521.83	0.00		
Vendor (NEW010) totals:						-4,521.83	0.00		
<b>NOR015 NORTHERN LITES TECH LTD</b>									
PA	31667	10/16/18			31667	-7,350.00	0.00		
Vendor (NOR015) totals:						-7,350.00	0.00		
<b>NOR019 NORTHLAND AUTOMOTIVE</b>									
PA	TP-409-006	10/05/18			TP-409-006	-555.14	0.00		
Vendor (NOR019) totals:						-555.14	0.00		
<b>NOR022 NORTHWEST FUELS LTD.</b>									
PA	TP-413-012	10/17/18			TP-413-012	-1,222.73	0.00		
Vendor (NOR022) totals:						-1,222.73	0.00		
<b>OKT001 OK TIRE</b>									
PA	31679	10/24/18			31679	-201.33	0.00		
Vendor (OKT001) totals:						-201.33	0.00		
<b>OPT001 OPTIMAL OILFIELD SOLUTIONS LTD.</b>									
PA	31735	10/29/18			31735	-4,415.25	0.00		
Vendor (OPT001) totals:						-4,415.25	0.00		
<b>OUT001 BURNS LAKE OUTDOOR ADVENTURES</b>									
PA	31668	10/16/18			31668	-57.29	0.00		
Vendor (OUT001) totals:						-57.29	0.00		
<b>OVE002 SAVE ON FOODS</b>									
PA	31618	10/02/18			31618	-344.14	0.00		
Vendor (OVE002) totals:						-344.14	0.00		
<b>PAC004 PACIFIC NORTHERN GAS LTD.</b>									
PA	31650	10/11/18			31650	-139.80	0.00		
PA	TP-409-007	10/05/18			TP-409-007	-1,969.62	0.00		
PA	TP-415-007	10/24/18			TP-415-007	-164.20	0.00		
Vendor (PAC004) totals:						-2,273.62	0.00		
<b>PAC007 PACIFIC TRUCK &amp; EQUIPMENT INC</b>									
PA	TP-411-020	10/12/18			TP-411-020	-558.04	0.00		
Vendor (PAC007) totals:						-558.04	0.00		
<b>PEE002 PEEBLES RANCH</b>									
PA	31609	10/02/18			31609	-19,678.50	0.00		
PA	31725	10/29/18			31725	-28,935.51	0.00		
Vendor (PEE002) totals:						-48,614.01	0.00		
<b>PEE004 SHERI PEEBLES</b>									
PA	31651	10/11/18			31651	-1,160.25	0.00		
Vendor (PEE004) totals:						-1,160.25	0.00		
<b>PRA002 PRAGMATIC CONFERENCING</b>									
PA	TP-411-021	10/12/18			TP-411-021	-6.55	0.00		
Vendor (PRA002) totals:						-6.55	0.00		

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<b>PUR001 PURELY H2O</b>									
PA	TP-409-008	10/05/18			TP-409-008	-56.00	0.00		
Vendor (PUR001) totals:						-56.00	0.00		
<b>PUR002 PUROLATOR COURIER LTD.</b>									
PA	TP-409-009	10/05/18			TP-409-009	-39.20	0.00		
Vendor (PUR002) totals:						-39.20	0.00		
<b>PUR003 RYAN AND/OR DAYNA PURNELL</b>									
PA	31634	10/05/18			31634	-437.50	0.00		
Vendor (PUR003) totals:						-437.50	0.00		
<b>QLA001 QLAB SYSTEMS LTD</b>									
PA	TP-410-002	10/09/18			TP-410-002	-722.40	0.00		
Vendor (QLA001) totals:						-722.40	0.00		
<b>RED004 RED ROCKET SERVICES</b>									
PA	TP-413-013	10/17/18			TP-413-013	-157.50	0.00		
Vendor (RED004) totals:						-157.50	0.00		
<b>REY001 JACK REYNOLDS</b>									
PA	31635	10/05/18			31635	-1,255.50	0.00		
Vendor (REY001) totals:						-1,255.50	0.00		
<b>ROD003 SEAN AND/OR LAURIE RODGERS</b>									
PA	31636	10/05/18			31636	-2,945.25	0.00		
Vendor (ROD003) totals:						-2,945.25	0.00		
<b>ROE001 ANDREAS ROESSLER</b>									
PA	31680	10/24/18			31680	-550.00	0.00		
Vendor (ROE001) totals:						-550.00	0.00		
<b>ROG001 ROGERS</b>									
PA	TP-411-022	10/12/18			TP-411-022	-643.47	0.00		
PA	TP-413-014	10/17/18			TP-413-014	-299.42	0.00		
Vendor (ROG001) totals:						-942.89	0.00		
<b>ROS001 ROSE LAKE COMMUNITY CLUB</b>									
PA	31726	10/29/18			31726	-300.00	0.00		
Vendor (ROS001) totals:						-300.00	0.00		
<b>ROS003 ROSENAU TRANSPORT LTD.</b>									
PA	TP-413-015	10/17/18			TP-413-015	-18.97	0.00		
Vendor (ROS003) totals:						-18.97	0.00		
<b>ROU002 ROUND LAKE COMMUNITY ASSOC.</b>									
PA	31727	10/29/18			31727	-250.00	0.00		
Vendor (ROU002) totals:						-250.00	0.00		
<b>SAN006 SANDBOX SYSTEMS INC.</b>									
PA	TP-409-010	10/05/18			TP-409-010	-1,948.00	0.00		
Vendor (SAN006) totals:						-1,948.00	0.00		
<b>SCH011 SCHULTZ FARMS</b>									
PA	31652	10/11/18			31652	-15,000.00	0.00		
Vendor (SCH011) totals:						-15,000.00	0.00		
<b>SHE008 DOUG SHELFORD</b>									
PA	31653	10/11/18			31653	-425.00	0.00		
Vendor (SHE008) totals:						-425.00	0.00		
<b>SIM002 SIMSON MAXWELL</b>									
PA	TP-415-008	10/24/18			TP-415-008	-1,998.76	0.00		



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SIM002 SIMSON MAXWELL (Continued)										
Vendor (SIM002) totals:							-1,998.76	0.00		
SKI003 SKIN TYEE FIRST NATION										
PA	31690	10/26/18				31690	-39.15	0.00		
Vendor (SKI003) totals:							-39.15	0.00		
SMI005 SMITHERS PARTS LTD.										
PA	31681	10/24/18				31681	-28.67	0.00		
Vendor (SMI005) totals:							-28.67	0.00		
SMI007 SMITHERS PUBLIC LIBRARY										
PA	TP-416-013	10/29/18				TP-416-013	-6,920.08	0.00		
Vendor (SMI007) totals:							-6,920.08	0.00		
SMI009 SMITHERS & AREA RECYCLING										
PA	31682	10/24/18				31682	-25,589.68	0.00		
Vendor (SMI009) totals:							-25,589.68	0.00		
SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT.										
PA	TP-416-014	10/29/18				TP-416-014	-1,992.00	0.00		
Vendor (SOU003) totals:							-1,992.00	0.00		
SOU007 SOUTHSIDE SENIORS HOUSING SOC.										
RC	31575	10/18/18					500.00	0.00		
Vendor (SOU007) totals:							500.00	0.00		
SPE002 SPEEDEE PRINTING SOLUTIONS LTD										
PA	31619	10/02/18				31619	-1,615.41	0.00		
Vendor (SPE002) totals:							-1,615.41	0.00		
SPO001 SPOTLESS UNIFORM LTD.										
PA	TP-411-023	10/12/18				TP-411-023	-16.75	0.00		
PA	TP-415-009	10/24/18				TP-415-009	-16.75	0.00		
Vendor (SPO001) totals:							-33.50	0.00		
SQU001 SQUEST SEPTIC SERVICE										
PA	31654	10/11/18				31654	-4,992.75	0.00		
Vendor (SQU001) totals:							-4,992.75	0.00		
STA008 STARLAND SUPPLY LTD										
PA	TP-413-016	10/17/18				TP-413-016	-13.94	0.00		
Vendor (STA008) totals:							-13.94	0.00		
STE012 STEWART MCDANNOLD STUART										
PA	31728	10/29/18				31728	-1,027.16	0.00		
PA	TP-415-010	10/24/18				TP-415-010	-1,855.53	0.00		
Vendor (STE012) totals:							-2,882.69	0.00		
STE017 STELLAT'EN FIRST NATION										
PA	31691	10/26/18				31691	-282.75	0.00		
Vendor (STE017) totals:							-282.75	0.00		
SUD001 SUDS N' DUDS										
PA	TP-411-024	10/12/18				TP-411-024	-76.36	0.00		
Vendor (SUD001) totals:							-76.36	0.00		
SUN001 SUNSHINE INN										
PA	31736	10/29/18				31736	-5,244.33	0.00		
Vendor (SUN001) totals:							-5,244.33	0.00		
SUS004 SUSTAIN MENTAL HEALTH CONSULTIN										
PA	TP-414-001	10/17/18				TP-414-001	-15,582.40	0.00		

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<b>SUS004 SUSTAIN MENTAL HEALTH CONSULTING &amp; (Continued)</b>									
Vendor (SUS004) totals:						-15,582.40	0.00		
<b>SWE001 SWEEPING BEAUTIES JANITORIAL</b>									
PA	TP-416-015	10/29/18			TP-416-015	-2,205.00	0.00		
Vendor (SWE001) totals:						-2,205.00	0.00		
<b>SYL001 ELLEN HANSEN</b>									
PA	31622	10/05/18			31622	-862.50	0.00		
RC	31506	10/05/18				862.50	0.00		
Vendor (SYL001) totals:						0.00	0.00		
<b>TAY002 TAYLOR BROS HARDWARE</b>									
PA	TP-413-017	10/17/18			TP-413-017	-95.60	0.00		
Vendor (TAY002) totals:						-95.60	0.00		
<b>TEL004 TELUS COMMUNICATIONS INC.</b>									
PA	31655	10/11/18			31655	-2,240.00	0.00		
Vendor (TEL004) totals:						-2,240.00	0.00		
<b>TEL007 TELUS MOBILITY</b>									
PA	TP-413-018	10/17/18			TP-413-018	-1,451.72	0.00		
Vendor (TEL007) totals:						-1,451.72	0.00		
<b>TEL012 TELKWA CHRISTIAN REFORMED CHUR</b>									
PA	31620	10/02/18			31620	-2,000.00	0.00		
Vendor (TEL012) totals:						-2,000.00	0.00		
<b>TET001 TETRA TECH CANADA INC</b>									
PA	TP-411-025	10/12/18			TP-411-025	-624.09	0.00		
Vendor (TET001) totals:						-624.09	0.00		
<b>TIP001 TIP OF THE GLACIER WATER CO</b>									
PA	31656	10/11/18			31656	-100.00	0.00		
Vendor (TIP001) totals:						-100.00	0.00		
<b>TOP005 TOPLEY FIRE PROTECTION SOC.</b>									
PA	TP-416-016	10/29/18			TP-416-016	-2,620.84	0.00		
Vendor (TOP005) totals:						-2,620.84	0.00		
<b>TOU001 TOURISM PRINCE GEORGE</b>									
PA	31637	10/05/18			31637	-2,113.51	0.00		
Vendor (TOU001) totals:						-2,113.51	0.00		
<b>TOU003 TOURISM SMITHERS</b>									
PA	31638	10/05/18			31638	-139.53	0.00		
Vendor (TOU003) totals:						-139.53	0.00		
<b>TOW001 TOWN OF SMITHERS</b>									
PA	31729	10/29/18			31729	-8,926.35	0.00		
Vendor (TOW001) totals:						-8,926.35	0.00		
<b>TOW003 TOWER COMMUNICATIONS</b>									
PA	TP-411-026	10/12/18			TP-411-026	-2,567.61	0.00		
Vendor (TOW003) totals:						-2,567.61	0.00		
<b>TRA006 TRACTION TIRE &amp; CARWASH LTD.</b>									
PA	31669	10/16/18			31669	-28.67	0.00		
RC	31669	10/18/18				28.67	0.00		
Vendor (TRA006) totals:						0.00	0.00		
<b>TRO001 TROUT CREEK HALL</b>									
PA	31730	10/29/18			31730	-100.00	0.00		

Sort order: Control account, vendor number, report group  
 Selection: Checks from Oct 01 2018 to Oct 31 2018 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)
<b>TRO001 TROUT CREEK HALL (Continued)</b>									
Vendor (TRO001) totals:						-100.00	0.00		
<b>VAL005 VALLEY DIESEL</b>									
PA	31657	10/11/18			31657	-1,992.22	0.00		
Vendor (VAL005) totals:						-1,992.22	0.00		
<b>VAN005 VANDERHOOF &amp; DISTRICTS CO-OP</b>									
PA	TP-413-019	10/17/18			TP-413-019	-15,717.86	0.00		
Vendor (VAN005) totals:						-15,717.86	0.00		
<b>VEL001 VELVET HOGARTH</b>									
PA	31610	10/02/18			31610	-765.00	0.00		
PA	31683	10/24/18			31683	-1,275.00	0.00		
Vendor (VEL001) totals:						-2,040.00	0.00		
<b>VIL004 VILLAGE OF BURNS LAKE</b>									
PA	31731	10/29/18			31731	-8,004.51	0.00		
PA	TP-415-011	10/24/18			TP-415-011	-11,000.00	0.00		
Vendor (VIL004) totals:						-19,004.51	0.00		
<b>VIS001 VISTA RADIO LTD.</b>									
PA	31621	10/02/18			31621	-247.80	0.00		
Vendor (VIS001) totals:						-247.80	0.00		
<b>WAL004 C &amp; M WALKER</b>									
PA	31611	10/02/18			31611	-16,146.38	0.00		
PA	31732	10/29/18			31732	-17,530.80	0.00		
Vendor (WAL004) totals:						-33,677.18	0.00		
<b>WAS001 WASTE MANAGEMENT OF CANADA CO</b>									
PA	31670	10/16/18			31670	-3,383.10	0.00		
PA	TP-411-027	10/12/18			TP-411-027	-442.93	0.00		
Vendor (WAS001) totals:						-3,826.03	0.00		
<b>WEL002 WELLMAN'S CAR AND TRUCK WASH</b>									
PA	TP-409-011	10/05/18			TP-409-011	-51.71	0.00		
Vendor (WEL002) totals:						-51.71	0.00		
<b>WEL003 KARL WELLER</b>									
PA	31733	10/29/18			31733	-2,125.00	0.00		
Vendor (WEL003) totals:						-2,125.00	0.00		
<b>WET002 WET'SUWET'EN FIRST NATION</b>									
PA	31692	10/26/18			31692	-78.30	0.00		
Vendor (WET002) totals:						-78.30	0.00		
<b>WIE004 KEN WIEBE</b>									
PA	TP-411-028	10/12/18			TP-411-028	-191.20	0.00		
Vendor (WIE004) totals:						-191.20	0.00		
<b>WIL004 WILLIAMS MACHINERY</b>									
PA	TP-415-012	10/24/18			TP-415-012	-1,380.12	0.00		
Vendor (WIL004) totals:						-1,380.12	0.00		
<b>XCG001 XCG CONSULTANTS LTD.</b>									
PA	TP-410-003	10/09/18			TP-410-003	-5,226.38	0.00		
Vendor (XCG001) totals:						-5,226.38	0.00		
<b>XER001 XEROX CANADA LTD.</b>									
PA	TP-409-012	10/05/18			TP-409-012	-7,468.07	0.00		
PA	TP-411-029	10/12/18			TP-411-029	-452.12	0.00		

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Sort order: Control account, vendor number, report group  
 Selection: Checks from Oct 01 2018 to Oct 31 2018 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)
<b>XER001 XEROX CANADA LTD. (Continued)</b>									
	Vendor (XER001) totals:					-7,920.19	0.00		
	Control account (1) totals:					-1,975,806.18	0.00		
<b>REC002 RECEIVER GENERAL</b>									
PA	31658	10/12/18			31658	-35,666.01	0.00		
PA	31734	10/29/18			31734	-58,109.72	0.00		
	Vendor (REC002) totals:					-93,775.73	0.00		
<b>WOR001 WORK SAFE BC</b>									
PA	31596	10/01/18			31596	-17,060.69	0.00		
	Vendor (WOR001) totals:					-17,060.69	0.00		
	Control account (2) totals:					-110,836.42	0.00		
	Report Total					-2,086,642.60	0.00		

181 vendor(s) printed.

**Regional District of Bulkley-Nechako**

**Action List - June 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Committee of the Whole June 7, 2018	Delegation Thank You	Write a thank you letter to Alistair Schroff, Lakes Animal Friendship Society.	Cheryl	Completed	June 27, 2018
Committee of the Whole June 7, 2018	Delegation Thank You	Write a thank you letter to Frank Varga, RPF, Burns Lake Community Forest.	Cheryl	Completed	June 27, 2018
C.W.2018-5-3 Committee of the Whole June 7, 2018	Appreciation for Term in Office for Elected Officials	Staff to plan and organize an end of term BBQ at Chair Miller's residence after an RDBN Meeting for late afternoon/evening.	Ger	Completed	September 27, 2018
C.W.2018-5-4 Committee of the Whole June 7, 2018	Appreciation for Term in Office for Elected Officials	Order one coat for each elected official wanting a coat in 2018 (outgoing and incoming); and further, that the Height 3 & 1 coat in the Chief Administrative Officer's May 30, 2018 report be the coat for consideration.	Wendy	In progress	Anticipating Completion November 15
C.W.2018-5-5 Committee of the Whole June 7, 2018	Rail Safety UBCM Resolution	Staff to replace the Rail Safety resolution approved on May 24, 2018 for consideration at the Union of B.C. Municipalities 2018 Convention with the resolution proposed in the Director of Protective Services' June 7, 2018 memo titled "Rail Safety UBCM Resolution" as amended to include all railways and rail operators.	Cheryl	Completed	
AG.2018-4-7 Agriculture Committee June 7, 2018	2018 UBCM Session Proposal Support to Agriculture in the RDBN	That the 2018 UBCM Session Proposal titled "Support to Agriculture in the RDBN" be ratified as amended to include additional presenters to participate in the session along with the RDBN.	Cheryl	Completed	
AG.2018-4-8 Agriculture Committee June 7, 2018	Invitation to the Honourable Lana Popham, Minister of Agriculture	Invite the Honourable Lana Popham, Minister of Agriculture to the RDBN to discuss the proposed changes to the Agriculture Land Commission; and further, that if Minister Popham is unable to attend a Meeting in the RDBN that the Chair of the Agriculture Committee and one Director meet with Minister Popham in Victoria, B.C.	Cheryl	Completed	Met August 2018 Via Teleconference/Met at UBCM

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Board - Receive

**Regional District of Bulkley-Nechako**

**Action List - June 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
RDC.2018-5-4 Rural Directors Committee June 7, 2018	CICK 93.9 FM Smithers Community Radio Society Request for Grant in Aid - Electoral Area "A" (Smithers Rural)	Write a letter and contribute \$2,000 grant in aid monies from Electoral Area "A" (Smithers Rural) to CICK 93.9 FM Smithers Community Radio Society for costs associated with Board development and volunteer training.	Cheryl/Kristi	Completed	June 25, 2018
RDC.2018-5-5 Rural Directors Committee June 7, 2018	Burns Lake Mountain Biking Association - Request for Grant in Aid - Electoral Area "B" (Burns Lake Rural)	Write a letter and contribute \$500 grant in aid monies from Electoral Area "B" (Burns Lake Rural) to the Burns Lake Mountain Biking Association for costs associated with the Big Pig Mountain Biking Festival	Cheryl/Kristi	Completed	June 25, 2018
RDC.2018-5-6 Rural Directors Committee June 7, 2018	Lakes District Arts Council - Request for Grant in Aid - Electoral Area "B" (Burns Lake Rural)	Write a letter and contribute \$2,000 grant in aid monies from Electoral Area "B" (Burns Lake Rural) to the Lakes District Arts Council for costs associated with events during the 2018/19 season.	Cheryl/Kristi	Completed	June 25, 2018
RDC.2018-5-7 Rural Directors Committee June 7, 2018	Stuart Lake Sailing Club - Request for Grant in Aid - Electoral Area "C" (Fort St. James Rural)	Write a letter and contribute \$500 grant in aid monies from Electoral Area "C" (Fort St. James Rural) to the Stuart Lake Sailing Club for costs associated with sail comps on Stuart Lake	Cheryl/Kristi	Completed	June 25, 2018
RDC.2018-5-8 Rural Directors Committee June 7, 2018	Music on the Mountain Society - Request for Grant in Aid - Electoral Area "C" (Fort St. James Rural)	Write a letter and contribute \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) to the Music on the Mountain Society for costs associated with the 2018 Music on the Mountain Festival.	Cheryl/Kristi	Completed	June 25, 2018
RDC.2018-5-9 Rural Directors Committee June 7, 2018	Fraser Lake Elementary Secondary School - Request for Grant in Aid - Electoral Area "D" (Fraser Lake Rural)	Write a letter and contribute \$1,500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) to the Fraser Lake Elementary-Secondary School - Track Team for costs associated with the Track Team attending Provincial Championships in Langley, B.C.	Cheryl/Kristi	Completed	June 25, 2018

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**Regional District of Bulkley-Nechako**

**Action List - June 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
RDC.2018-5-10 Rural Directors Committee June 7, 2018	Fraser Lake Elementary Secondary School - Sr. Girls Soccer Team- Request for Grant in Aid - Electoral Area "D" (Fraser Lake Rural)	Write a letter and contribute \$2,500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) to the Fraser Lake Elementary-Secondary School - Sr. Girls Soccer Team for costs associated with the attending Provincial Championships in Penticton, B.C.	Cheryl/Kristi	Completed	June 25, 2018

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**Regional District of Bulkley-Nechako**

**Action List - June 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
RDC.2018-5-11 Rural Directors Committee June 7, 2018	Fraser Lake Elementary Secondary School -Golf Team- Request for Grant in Aid - Electoral Area "D" (Fraser Lake Rural)	Write a letter and contribute \$1,000 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) to the Fraser Lake Elementary-Secondary School - Golf Team for costs associated with the Golf Team attending Provincial Championships in Osoyoos, B.C.	Cheryl/Kristi	Completed	June 25, 2018
RDC.2018-5-12 Rural Directors Committee June 7, 2018	School District 91- Request for Grant in Aid - Electoral Area "E" (Francois/Ootsa Lake Rural)	Write a letter and contribute \$4,200 grant in aid monies from Electoral Area "E" (Francois/Ootsa Lake Rural) to School District 91 for costs associated with the Southside (Area E) WOW Bus Service.	Cheryl/Kristi	Completed	June 25, 2018
RDC.2018-5-13 Rural Directors Committee June 3, 2018	Nechako Valley Search and Rescue Society - Request for Grant in Aid - Electoral Area "F" (Vanderhoof Rural)	Write a letter and contribute \$2,500 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) to the Nechako Valley Search and Rescue Society for its 3 bay heated garage project.	Cheryl/Kristi	Completed	June 25, 2018
2018-10-7 Board Meeting June 21, 2018	Internet Connectivity Study	Enter into an agreement with Sandbox Systems Inc. in the amount of \$24,000 plus travel expenses, and further, that up to \$12,000 will be allotted from the special projects contingency budget.	Corrine/John	Completed	Presenting Final Report November 15 Board mtg
2018-10-8 Board Meeting June 21, 2018	Federal Gas Tax Funds - Electoral Area "D" (Fraser Lake Rural) Village of Fraser Lake - C.H. Foote Memorial Arena	1. Write a letter and contribute up to \$46,710.34 of Electoral Area "D" Federal Gas Tax allocation monies to the Village of Fraser Lake towards the recreation infrastructure improvement project at the Fraser Lake Arena; and further, 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$46,710.34 from the Federal Gas Tax Reserve Fund.	Kristi/John	In progress	

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**Regional District of Bulkley-Nechako**

**Action List - June 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-10-9 Board Meeting June 21, 2018	Federal Gas Tax Funds - Electoral Area "A" (Smithers Rural) - Village of Telkwa	1. Write a letter and contribute up to \$21,957.95 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; and further, 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$21,957.95 from the Federal Gas Tax Reserve Fund.	Kristi/John	In progress	
2018-10-13 Board Meeting June 21, 2018	Cost Recovery Study - Scope of Work and Fee Estimate	Tetra Tech Canada Inc. to proceed with the "Cost Recovery Study - Scope of Work and Fee Estimate" for a cost of \$22,760.00 excluding taxes.	Rory	Completed	September, 2018
2018-10-14 Board Meeting June 21, 2018	Nechako Healthy Community Alliance (NHCA) Contract Scope Change	Staff to implement the contract scope change with the Nechako Healthy Community Alliance for the proposed term of May 1 to July 31, 2018 to shift the program to focus on education and promotion of the new residential recycling program at the cost of \$10,234.38; and further, That the Board of Directors authorize staff to rescind the contract after the proposed education and promotion program is completed at the end of the term May 1 - July 31, 2018.	Janette/Rory	Completed	
2018-10-25 Board Meeting June 21, 2018	Search and Rescue and Road Rescue Services	Staff to submit the resolutions attached to the June 7, 2018 staff report regarding Search and Rescue and Road Rescue to the Union of B.C. Municipalities.	Jason L/Cheryl	Completed	
2018-10-28 Board Meeting June 21, 2018	Burns Lake Mountain Biking Association - Request for Letter of Support	Write a letter of support to the Burns Lake Mountain Biking Association for its Gaming Grant application.	Cheryl	Completed	

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**Regional District of Bulkley-Nechako**

**Action List - June 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-10-29 Board Meeting June 21, 2018	Burns Lake Community Forest Ltd. - Request for Letter of Support	Write a letter of support to the Burns Lake Community Forest for its Management Plan & Mountain Pine Beetle Mitigation Efforts.	Cheryl	Completed	
2018-10-32 Board Meeting June 21, 2018	BC Hydro - UBCM - 2018 BC Hydro Meetings - September 22-13, 2018 - Whistler, B.C.	Staff to request a meeting with BC Hydro at UBCM September 11-13, 2018 in Whistler, B.C. in regard to the following topics: Support for Buy Back Program and Community Collaboration – opportunities for government and industry to work together.	Cheryl	Completed	
2018-10-34 Board Meeting June 21, 2018	Resource Breakfast Series - Registration now Open - September 11-13, 2018 - Whistler, B.C.	Register the following attendance at the Resource Breakfast Series on September 11-13, 2018 in Whistler, B.C.: - Mining Breakfast – Tuesday, September 11, 2018 o Chair Bill Miller and Director Newell - Energy Breakfast – Wednesday, September 12, 2018 o Chair Bill Miller and Director Greenaway - Forestry Breakfast – Thursday, September 13, 2018 o Chair Bill Miller and Director Parker.	Ger	Completed	
2018-10-41 Board Meeting June 21, 2018	Nechako Lakes District Soccer, Burns Lake - Request for Grant in Aid - Electoral Area "D" (Fraser Lake Rural)	Write a letter and contribute \$500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) to the Nechako Lakes District Soccer, Burns Lake for costs associated with Provincial Tournament expenses.	Cheryl/Kristi	Completed	June 25, 2018
2018-10-42 Board Meeting June 21, 2018	ABC Communications - Request for Letter of Support re: Reduction of Spectrum Holdings	Write a letter of support in regard to preserving rural broadband services to the Minister of Innovation, Science and Economic Development (ISED); and further, that the RDBN Board of Directors write a letter to ISED in regard to the consultation process.	Cheryl	Completed	

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**Regional District of Bulkley-Nechako**

**Action List - June 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-10-44 Board Meeting June 21, 2018	BC Advisory Council for Wild Salmon Protection	Write a letter to the BC Advisory Council for Wild Salmon Protection in regard to the need for northern representation on the council; and further, that the Regional District of Bulkley-Nechako Board of Directors recommend that the BC Advisory Council for Wild Salmon Protection appoint Wayne Salewski, Chair, Nechako Environment and Water Stewardship Society to the advisory council.	Cheryl	Completed	
2018-10-45 Board Meeting June 21, 2018	CN Railway	Invite Joslyn Young, Manager, Public Affairs, BC Region, Corporate Services CN Railway to attend a future RDBN meeting to discuss and test CN Railways Emergency Identification system phone number; and further, that an invitation be sent to the Federal Ministry of Transportation to attend the meeting.	Haley/Cheryl	In progress	
2018-10-46 Board Meeting June 21, 2018	RBA Stakeholder Meetings in Vancouver, July 2018	Travel arrangements for Chair Miller's attendance at the RBA Stakeholder Meetings in Vancouver, B.C., July 2018.	Ger	Completed	

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**Regional District of Bulkley-Nechako**

**Action List - July 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Board Meeting July 19, 2018	Delegation Thank You	Write a thank you letter to Dawn Stranstad, RPF, Stewardship Forester, Nadina Distric, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.	Cheryl	Completed	
2018-11-3 Board July 19, 2018	RDBN Northern Development Application - Connecting British Columbia Program	Provide notification of the Regional District of Bulkley-Nechako's support of application to Northern Development Initiative Trust's – Connecting British Columbia Program – Connectivity Infrastructure Strategy, and; that the Regional District of Bulkley-Nechako Board of Directors agree to enter into a contract with Northern Development, should the funding be approved.	Nellie	Application Not Approved	
2018-11-4 Board July 19, 2018	RDBN Environmental Services BC Rural Dividend Program Application	Submit an application to the BC Rural Dividend Program for the Solid Waste Management Plan Priority Actions Project, and that the Board support this project through its duration.	Nellie	Completed	
2018-11-5 Board July 19, 2018	Visit Bulkley-Nechako Advertising for 2019	Staff to purchase ¼ page advertisements in the 2019 Northern BC Travel Guide and the 2019 MILEPOST.	Corrine	Completed	
2018-11-6 Board July 19, 2018	The Smithers Mountain Bike Association - Request for Grant in Aid - Electoral Area "A" (Smithers Rural)	Write a letter and contribute \$2,000 grant in aid monies from Electoral Area "A" (Smithers Rural) to the Smithers Mountain Bike Association to repair trails.	Cheryl/Kristi	Completed	July 23, 2018
2018-11-7 Board July 19, 2018	Regional Transit Service- Request for Grant in Aid -	Contribute \$1,000 grant in aid monies from Electoral Areas "B" (Burns Lake Rural) and "G" (Houston Rural) toward 2018 operating costs for the Regional Transit Service.	Cheryl/Laura	Completed	

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Board-Receive

**Regional District of Bulkley-Nechako**

**Action List - July 2018 Board Meetings**

<b>MOTION #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
2018-11-8 Board July 19, 2018	District of Fort St. James - Request for Grant in Aid - Electoral Area "C" (Fort St. James Rural)	Write a letter and contribute \$751.54 grant in aid monies from Electoral Area "C" (Fort St. James Rural) to the District of Fort St. James for advertising costs associated with the North Road Meeting.	Cheryl/Kristi	Completed	
2018-11-9 Board July 19, 2018	Fraser Lake Saddle Club - Request for Grant in Aid - Electoral Area "D" (Fraser Lake Rural)	Write a letter and contribute \$500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) to the Fraser Lake Saddle Club for costs associated with the BC Interior Gymkhana Invitational & Jackpot.	Cheryl/Kristi	Completed	July 23, 2018
2018-11-10 Board July 19, 2018	Fort Fraser Community Recreation Society - Request for Grant in Aid - Electoral Area "D" (Fraser Lake Rural)	Write a letter and contribute \$3,170 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) to the Fort Fraser Community Recreation Society for costs associated with the Children's Summer Day Program.	Cheryl/Kristi	Completed	July 23, 2018
2018-11-11 Board July 19, 2018	Fraser Lake Arts Council - Request for Grant in Aid - Electoral Area "D" (Fraser Lake Rural)	Write a letter and contribute \$2,000 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) to the Fraser Lake Arts Council for costs associated with the Fraser Lake Festival of the Arts.	Cheryl/Kristi	Completed	July 23, 2018
2018-11-12 Board July 19, 2018	Upper Nechako Wilderness Council - Request for Grant in Aid - Electoral Area "F" (Vanderhoof Rural)	Write a letter and contribute \$1,500 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) to the Upper Nechako Wilderness Council for the design and development of the brand and online presence for the Upper Nechako Wilderness Council.	Cheryl/Kristi	Completed	July 23, 2018
2018-11-13 Board July 19, 2018	Houston Unis'to'en Preserevntion Society - Request for Grant in Aid - Electoral Area "G" (Houston Rural)	Write a letter and contribute \$4,000 grant in aid monies from Electoral Area "G" (Houston Rural) to the Houston Unis'to'en Preservation Society for costs associated with a five-day film shoot and production.	Cheryl/Kristi	Completed	July 23, 2018

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**Regional District of Bulkley-Nechako**

**Action List - July 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-11-16 Board July 19, 2018	Nak'azdli Recycling Program - Review and Restructuring Options	Staff to follow up with Carey McIver & Associates Ltd. to proceed with the "Nak'azdli Recycling Program - Review and Restructuring Options" for a cost of \$10,000.00 excluding GST.	Janette/Rory	In Progress	On Board Agenda Nov 15
2018-11-24 Board July 19, 2018	Cluculz Lake Volunteer Fire Department	Staff to complete the renewal of the Contribution Agreement attached to the Regional Fire Chief's June 29, 2018 staff report between the Regional District of Bulkley-Nechako and the Cluculz Lake Fire Department for a term of two (2) years.	Jason B/Jason L	Completed	
2018-11-25 Board July 19, 2018	Regional Emergency Support Services	staff to: 1. Refer the draft Emergency Support Services Agreement to each municipality for formal consideration; and, 2. Report back to the Regional Board of Directors with a report regarding implementation of the Regional ESS Model.	Haley/Jason L	In Progress	
2018-11-28 Board July 19, 2018	Innovation Central Society Request for Letter of Support - Northern Investment Group	Write a letter of support to the Innovation Central Society for its application to the Rural Dividend fund to build the Northern Investment Group.	Cheryl	Completed	
2018-11-29 Board July 19, 2018	Smithers District Chamber of Commerce - Smithers District Music Strategy - Municipal Government Recommendation	Write a letter recognizing receipt of the Smithers District Chamber of Commerce – Smithers District Music Strategy – Municipal Government Recommendation.	Cheryl	Completed	

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**Regional District of Bulkley-Nechako**

**Action List - July 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-11-30 Board July 19, 2018	Ministry of Forests, Lands, Natural Resource Operations and Rural Development - Bulkley-Nechako Workforce Opportunities Table - Request for Letter of Support	Write a letter of support for the Bulkley-Nechako Workforce Opportunities Table in regard to its application to Community Futures Nadina's BC Rural Dividend application.	Nellie	Completed	
2018-11-35 Board July 19, 2018	BC Council of Forest Industries - COFI PG Community Dinner - September 18, 2018 - Prince George, B.C.	Registration/Travel arrangements for Chair Miller's attendance at the-BC Council of Forest Industries – COFI PG Community Dinner – September 18, 2018 - Prince George, B.C.	Ger/Cheryl	Completed	
2018-11-39 Board July 19, 2018	Risk Management Grant Application for BV Pool	Staff to: submit the grant application to the Municipal Insurance Association for consideration.	John	Completed	
2018-11-40 Board July 19, 2018	Business Façade Program	Enter into an agreement with Honeysuckle Garden Centre for the Business Façade Funding Program and further, that the Regional District of Bulkley-Nechako Board of Directors agree to expand the eligible communities to include applications from all eligible businesses within the electoral areas.	Corrine	Completed	
2018-11-43 Board July 19, 2018	Environmental Assessment Office - Letter re: New Gold Inc. Blackwater Project	Draft a letter to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development expressing its concerns in regard to: <ul style="list-style-type: none"> <li>o the need for local input into decisions regarding caribou</li> <li>o the opportunity for investment in northern BC</li> <li>o industry leaving B.C due to uncertainty</li> <li>o Is BC open for business</li> <li>o the Forest Industries potential downturn of the Annual Allowable Cut</li> <li>o the recognition that New Gold Blackwater Project is supported by the communities and First Nations in the region;</li> </ul> and, further that the letter be forwarded to the Regional Board by e-mail for review.	Jason L	In-Progress	

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**Regional District of Bulkley-Nechako**

**Action List - September 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Agriculture Committee September 6, 2018	Climate Action Initiative Regional Agriculture Adaptation Strategies Project	Provide up to \$3,500 for the Regional Agricultural Adaptation Strategies Project Workshops.	Debbie/John	In Progress	Nov 14 - Telkwa Feb 7 - Teikwa
Board Meeting September 6, 2018	Delegation Thank You	Write a thank you letter to Brent Barclay, Manager of Regional Development, Ministry of Agriculture and Perry Grilz, Director, Range, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.	Cheryl	Completed	
2018-13-6 Board Meeting September 6, 2018	Invitation to the Honourable Doug Donaldson, Ministry of Forests, Lands, Natural Resource Operations and Rural Development	Invite the Honourable Doug Donaldson, Ministry of Forests, Lands, Natural Resource Operations and Rural Development to attend a future meeting within six months of local government elections.	Cheryl	In Progress	
2018-13-7 Board Meeting September 6, 2018	Assent Voting - Lakes District Arts and Culture Service Establishment	Schedule a referendum to take place on Saturday, October 20, 2018 regarding "Lakes District Arts and Culture Service Establishment Bylaw. No. 1831, 2018.	Cheryl/Ger/Wendy	Completed	October 20, 2018
2018-13-9 Board Meeting September 6, 2018	Federal Gas Tax Funds - Electoral Area "A" (Smithers Rural) Bulkley Valley Aquatic Centre Management Society	1. Write a letter and contribute up to \$29,679 of Electoral Area "A" Federal Gas Tax allocation monies to the Bulkley Valley Aquatic Centre Management Society for a Community Energy Systems/Recreation Infrastructure project located at the Bulkley Valley Regional Pool in Smithers; and further, 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$29,679 from the Federal Gas Tax Reserve Fund.	Kristi/John	In Progress	
2018-13-10 Board Meeting September 6, 2018	Federal Gas Tax Funds - Electoral Area "A" (Smithers Rural) Bulkley Valley Aquatic Centre Management Society	1. Write a letter and contribute up to \$16,825.60 of Electoral Area "A" Federal Gas Tax allocation monies to the Bulkley Valley Aquatic Centre Management Society for a Community Energy Systems/Recreation Infrastructure project located at the Bulkley Valley Regional Pool in Smithers; and further, 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$16,825.60 from the Federal Gas Tax Reserve Fund.	Kristi/John	In Progress	

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Board - Receive



**Regional District of Bulkley-Nechako**

**Action List - September 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-13-11 Board Meeting September 6, 2018	Federal Gas Tax Funds - Electoral Area "F" (Vanderhoof Rural) and "A" (Smithers Rural) RDBN Recycle Depots - Phase 2 Set-up	1. Write a letter and contribute up to \$93,000 (plus recoverable GST) of Electoral Area "F" Federal Gas Tax allocation monies and up to \$93,000 (plus recoverable GST) of Electoral Area "A" Federal Gas Tax allocation monies for the Phase 2 Set up of the two Recycle Depots, located one each at the Vanderhoof Transfer Station and the Smithers Telkwa Transfer Station, and further, 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$186,000 from the Federal Gas Tax Reserve Fund.	Kristi/John	In Progress	
2018-13-12 Board Meeting September 6, 2018	Chinook Community Society Proposed Bylaw Changes	Amend the Chinook Community Society proposed bylaws by replacing bylaw 4.7 with: "An appointee is not qualified to be a Director if he or she is: a. A local government elected official; or b. A local government employee if appointed five or more years after the Society's date of incorporation.	John	Completed	
2018-13-14 Board Meeting September 6, 2018	Bylaw 1233 Amendment "Houston Rural Fire Protection"	Execute the Fire Protection Services contract between the District of Houston and the Regional District of Bulkley-Nechako dated for reference August 16, 2018.	John	Completed	
2018-13-16 Board Meeting September 6, 2018	Grant in Aid Applications	Write a letter and contribute the following: 1. "That the Smithers District Chamber of Commerce be given \$173.87 grant in aid monies from Electoral Area "A" (Smithers Rural) for the Environmental Business of the Year Award. 2. That the Cops for Cancer be given \$500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with the Cops for Cancer Tour de North. 3. That the Royal Canadian Legion be given \$2,000 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with building a greenhouse for its kitchen garden. 4. 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 2018.	Cheryl/Kristi	Completed	September 25, 2018

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**Regional District of Bulkley-Nechako**

**Action List - September 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-13-17 Board Meeting September 6, 2018	Letter to BC Rural Dividend Fund	Provide a letter to the BC Rural Dividend Program Office, MLA Rustad and MLA Donaldson with the following requests to the Program Office: 1. Strongly consider applications made in the Fifth Round Intake from communities impacted by the 2018 Wildfires. These applications are expected to receive notification in November, 2018. 2. Consider the timely implementation for a Sixth Round Intake for the BC Rural Dividend Fund prioritizing communities impacted by the 2018 Wildfires.	Nellie	Completed	
2018-13-20 Board Meeting September 6, 2018	Submit the 2018 Solid Waste Management Plan for Approval by the Ministry of Environment and Climate Change	Staff to submit the 2018 Solid Waste Management Plan to the Ministry of Environment and Climate Change Strategy for approval as amended.	Janette/Rory	Completed	
2018-13-22 Board Meeting September 6, 2018	Solid Waste Management Plan Cost Recovery Study Report	Staff to implement the Solid Waste Management Plan – Cost Recovery Study Scenario 3 – Fees on All Solid Waste when the Ministry of Environment has formally approved the RDBN 2018 Solid Waste Management Plan.	Janette/Rory	In Progress	
2018-13-36 Board Meeting September 6, 2018	BC Council of Forest Industries - Community Dinner - September 18, 2018, Prince George, B.C.	Registration/Travel arrangements for Chair Miller's attendance at the BC Council of Forest Industries - Community Dinner September 18, 2018 in Prince George, B.C.	Ger/Cheryl	Completed	
2018-13-41 Board Meeting September 6, 2018	Investment Account with Bulkley Valley Investment Services	Staff to open an investment account with Bulkley Valley Financial Services Ltd. and Qtrade Advisor with signing (trading) authority restricted to any two of the Chief Financial Officer, Chief Administrative Officer and Corporate Officer; and further, that any investments be bound by the Regional District's current investment policy.	John	Completed	

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**Regional District of Bulkley-Nechako**

**Action List - September 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-13-43 Board Meeting September 6, 2018	Meeting Request - Update on Kitimat LNG Project and the Pacific Trails Pipeline	Staff to schedule a meeting with Chevron Canada regarding an Update on Kitimat LNG Project and the Pacific Trails Pipeline at the UBCM 2018 Convention; and further, that Directors Newell and Benedict will attend.	Wendy/Cheryl	Completed	
Board Meeting September 27, 2018	Delegation Thank You	Dave Van Dolah, District Manager, Stuart Nechako and Josh Pressey, District Manager, Quesnel Ministry of Forests, Lands, Natural Resource Operations and Rural Development.	Cheryl	Completed	October 19, 2018
	BC Ministry of Agriculture Top 10 Farm Financial Mistakes and How to Avoid them Workshop - Friday, October 26, 2018, Burns Lake	Contribute the \$100 rental of the Vineyard Church and staff organization time for the BC Ministry of Agriculture sponsored Top 10 Farm Financial Mistakes and How to Avoid Them Workshop with Chris Henderson for October 26, 2018.	Debbie/Kristi	Completed	Mr. Henderson paid the rental fee
2018-14-6 Board Meeting September 27, 2018	Grant in Aid Applications	Write a letter and contribute the following: 1. That the Telkwa Christian Reformed Church be given \$2,000 grant in aid monies from Electoral Area "A" (Smithers Rural) toward its Community Space Project. 2. That the Burns Lake Public Library be given \$2,555.56 from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) for High Speed Internet. 3. That the Fort St. James Secondary School be given \$2,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with its Breakfast Program. 4. That the Nechako Valley Community Services Society be given \$500 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for its Gala Dinner.	Cheryl/Kristi	Completed	October 2, 2018
2018-14-8 Board Meeting September 27, 2018	Conclusion of Petition to Establish Aquatic Weed Control for Seymour Lake in Rural Smithers	Staff to close the petition for Aquatic Weed Control for Seymour Lake; and further, staff restrict further petitions to a maximum of three months from the date of commencement.	Cheryl/John	Completed	

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**Regional District of Bulkley-Nechako**

**Action List - September 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-14-9 Board Meeting September 27, 2018	Federal Gas Tax Funds - Electoral Area "A" (Smithers Rural) - Smithers Curling Club	1. Write a letter and contribute up to \$35,000 of Electoral Area "A" Federal Gas Tax allocation monies to the Smithers Curling Club for a sport and recreation infrastructure upgrades project; and further, 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$35,000 from the Federal Gas Tax Reserve Fund.	Kristi/John	Completed	
2018-14-10 Board Meeting September 27, 2018	Federal Gas Tax Funds - Electoral Area "B" (Burns Lake Rural) -Rose Lake Community Club	1. Write a letter and contribute up to \$5,000 of Electoral Area "B" Federal Gas Tax allocation monies to the Rose Lake Community Club for a Recreation Infrastructure project at the Rose Lake Hall; and further, 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$5,000 from the Federal Gas Tax Reserve Fund.	Kristi/John	In Progress	
2018-14-11 Board Meeting September 27, 2018	Federal Gas Tax Funds - Electoral Area "E" (Francois/Ootsa Lake Rural) Lakes District Fair Association	1. Write a letter and contribute up to \$25,000 of Electoral Area "E" Federal Gas Tax allocation monies to the Lakes District Fair Association for a drinking water project at Eagle Creek Fairgrounds; and further, 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$25,000 from the Federal Gas Tax Reserve Fund.	Kristi/John	In Progress	
2018-14-12 Board Meeting September 27, 2018	Extension to Transit Management Contract	Notify BC Transit of the RDBN Board of Directors support of the recommendation from BC Transit and authorize a 3 year extension to the Transit Management Contract with Pacific Western Transportation.	Deneve/Cheryl	Completed	
2018-14-14 Board Meeting September 27, 2018	Recommendation to Waive the ODS and C&D Disposal Fees for Residents Affected by the 2018 Wildfires	Waive the \$20/unit disposal fee for ODS units from residents whose homes were affected by the 2018 wildfires. Waive the \$90/MT disposal fee for the C&D waste brought to the Knockholt and Clearview Landfills during the clean-up of the buildings and structures that were lost or damaged by the 2018 wildfires.	Janette/Rory	Completed	

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**Regional District of Bulkley-Nechako**

**Action List - September 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-14-15 Board Meeting September 27, 2018	Fort Fraser Infrastructure Improvement Project Change Order Updates	Approve the scope of work change additional costs of up to \$190,000 for road restoration due to the surface disturbances with the Infrastructure Improvement Project implementation reflected in Change Order No. 5; and That the Regional District of Bulkley-Nechako Board of Directors approve the withdrawal from Reserves to a maximum of \$200,000 to cover the above noted costs for the Fort Fraser Infrastructure Improvement Project, with payments to the Reserves over four years to repay the withdrawal.	John	On Going	
2018-14-23 Board Meeting September 27, 2018	Planning Service to the Municipalities	RDBN enter into agreements with municipalities for the provision of Planning Services as discussed in the staff report dated September 18, 2018.	Jason L	Completed	
2018-14-25 Board Meeting September 27, 2018	Ministry of Public Safety and Solicitor General RE: Policy of A Single Standard of Fire Safety for Public Buildings	Write a letter to the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General opposing the governments direction to implement a single standard of fire safety for public buildings, whether located in a municipality or in unincorporated areas, and the added administrative and operational costs of setting up a compliance program; and further, that the letter be sent to MLA's Doug Donaldson and John Rustad.	Jason L	Completed	October 19, 2018
2018-14-27 Board Meeting September 27, 2018	Bulkley Valley Lakes District Airshed Management Society - Request for Letter of Support - 2019 Woodstove Exchange Program	Write a letter of support to the Bulkley Valley Lakes District Airshed Management Society for its 2019 Woodstove Exchange Program.	Cheryl	Completed	October 19, 2018
2018-14-28 Board Meeting September 27, 2018	Smithers Exploration Group - Request for Letter of Support - Rock Room	Write a letter of support to the Smithers Exploration Group for its Rock Room.	Cheryl	Completed	October 19, 2018

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**Regional District of Bulkley-Nechako**

**Action List - September 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-14-31 Board Meeting September 27, 2018	RDKS Solid Waste Management Plan Public and Technical Advisory Committee	Provide notification to the RDKS regarding the RDBN Board of Directors approval of the RDBN Waste Management Committee Chair and RDBN staff to participate in the Regional District of Kitimat-Stikine's Solid Waste Management Plan Public and Technical Advisory Committee (PTAC).	Janette	In Progress	
2018-14-38 Board Meeting September 21, 2018	Meeting with Eamon O'Donoghue, Regional Executive Director, Skeena & Diane Nicholls, Chief Forester, FLNRORD RE: Lakes TSR	Invite the current RDBN Board of Directors and newly acclaimed RDBN Board of Directors to attend a meeting with Eamon O'Donoghue, Regional Executive Director, Skeena and Diane Nicholls, Chief Forester, Ministry of Forests, Lands, Natural Resource Operations and Rural Development on October 23, 2018 at the Regional District of Bulkley-Nechako.	Melany	In Progress	Due to scheduling-mtg date changed to Nov 29th with Eamon O'Donoghue & Jim Snetsinger, Governance Chair, Forest Enhancement Society of B.C. in attendance Chief Forester planning to attend a mtg in early 2019
2018-14-39 Board Meeting September 21, 2018	Timber Supply Analysis Re-evaluation Request	Write a letter requesting that the Chief Forester reevaluate all Timber Supply Analysis (TSA) within the Regional District of Bulkley-Nechako boundaries and impacted by the 2018 Wildfire event.	Cheryl	Completed	
2018-14-43 Board Meeting September 21, 2018	SkyTem Canada Inc, - Request for Letter of Support – Nechako Basin – Geoscience BC Hydrogeological Study Administration Correspondence	Write a letter of support to SkyTem Canada Inc, for its Nechako Basin Geoscience BC Hydrogeological Study.	Cheryl	Completed	October 19, 2018
2018-14-46 Board Meeting September 21, 2018	Fraser Basin Council Board of Directors Meeting - October 11, 2018 in Vancouver, B.C.	Travel arrangements for Chair Miller's attendance at the Fraser Basin Council Board of Director Meeting October 11, 2018 in Vancouver, B.C. to provide a presentation in regard to the 2018 Wildfire Event.	Ger/Cheryl	Completed	

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**Regional District of Bulkley-Nechako**

**Action List - October 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-15-3 Board Meeting October 18, 2018	Grant in Aid from Electoral Areas B and E for Burns Lake Library	Write a letter and contribute \$2,400 grant in aid monies from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) to the Burns Lake and District Public Library Association be given for costs associated with obtaining a financial review.	Cheryl/John	Completed	November 2, 2018
2018-15-4 Board Meeting October 18, 2018	Direct Award Decision - MDB Insight	Provide notification in regard to the RDBN Board of Directors approval of a Direct Award to the Tourism Investment Package Creation contract (Maximum \$25,000) to MDB Insight.	Nellie	In Progress	
2018-15-5 Board Meeting October 18, 2018	Tourism Project Support	Enter into a partnership with Route 16 with a contribution of \$7,500 and Ride North with a contribution of \$5,000 in 2019.	Nellie	In Progress	
2018-15-6 Board Meeting October 18, 2018	Grant Opportunity: Northern Development Initiative Trust - Building Façade Improvement Program	Provide notification of the RDBN Board of Directors support requesting that the existing agreement with Northern Development Initiative Trust's - Building Façade Improvement Program remain open for 2019. That the Regional District of Bulkley-Nechako Board of Directors agree to continue to provide overall grant management for the project.	Nellie	Completed	
2018-15-7 Board Meeting October 18, 2018	Federal Gas Tax Funds - Electoral Area "B" (Burns Lake Rural) - Burns Lake Mountain Biking Association	1. Write a letter and contribute up to \$30,000 of Electoral Area "B" Federal Gas Tax allocation monies to the trail expansion project being done by the Burns Lake Mountain Biking Association; with additional funding up to a maximum of \$30,000 authorized in the event that other funding is not available; and further, 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$60,000 from the Federal Gas Tax Reserve Fund.	Kristi/John	In Progress	
2018-15-8 Board Meeting October 18, 2018	Federal Gas Tax Funds - Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) - Lakes District Film Appreciation Society	1. Write a letter and contribute up to \$50,000 of Electoral Area "B" Federal Gas Tax allocation monies and \$50,000 of Electoral Area "E" Federal Gas Tax allocation monies to the building upgrades project at the Beacon Theatre being done by the Lakes District Film Appreciation Society; and further, 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$100,000 from the Federal Gas Tax Reserve Fund.	Kristi/John	In Progress	

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Board - Receive

**Regional District of Bulkley-Nechako**

**Action List - October 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-15-9 Board Meeting October 18, 2018	Federal Gas Tax Funds - Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) - Omineca Ski Club	1. Write a letter and contribute up to \$80,000 of Electoral Area "B" Federal Gas Tax allocation monies and \$40,000 of Electoral Area "E" Federal Gas Tax allocation monies to the ski trail lighting upgrade project being done by the Omineca Ski Club at the Omineca Ski Trails; and further, 2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$120,000 from the Federal Gas Tax Reserve Fund.	Kristi/John	In Progress	
2018-15-10 Board Meeting October 18, 2018	Town of Smithers - Invitation to Attend Elected Officials Orientation Session by Don Lidstone, Lidstone and Company - November 21, 2018-Smithers, B.C.	Contact the Town of Smithers regarding the attendance of Rural Directors and senior staff at the Don Lidstone Elected Officials Orientation Session in Smithers on November, 21, 2018.	Ger/Cheryl	Completed	
2018-15-11 Board Meeting October 18, 2018	Local Government Leadership Academy - 2019 Elected Officials Seminar - January 30-February 1, 2019-Prince George, B.C.	Registration and Travel arrangements for the attendance of Rural Directors, the Chief Administrative Officer, and Manager of Administrative Services at the LGLA 2019 Elected Officials Seminar from January 30 to February 1, 2019 in Prince George, B.C."	Ger/Cheryl	Completed	
2018-15-15 Board Meeting October 18, 2018	Environmental Monitoring Consulting	Staff to issue an RFP for the Regional District's Environmental Monitoring Services for a short-term contract in 2019-2020.	Janette/Rory	In Progress	
2018-15-34 Board Meeting October 18, 2018	Chinook Community Society 2018	Staff to transfer \$15,360.47 to the Chinook Community Society in recognition of the 2018 dividend payment from Chinook Cornfor Limited Partnership; and further, That full repayment of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) grant in aid funding is reimbursed in 2019.	John	Completed/On going	

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**Regional District of Bulkley-Nechako**

**Action List - October 2018 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2018-15-37 Board Meeting October 18, 2018	UBCM Emergency Support Services Funding Application	Support an application to UBCM's Community Emergency Preparedness Fund's Emergency Social Services program for the purchase and conversion of a trailer for use as a Mobile ESS Unit. "That the Regional District of Bulkley-Nechako Board of Directors provide overall grant management; and, that the Regional District of Bulkley-Nechako Board of Directors authorize RDBN staff to enter into an agreement with UBCM for any grants received for the above purposes.	Haley/Jason L	Completed	
2018-15-38 Board Meeting October 18, 2018	2018 Wildfire Response & Recovery Overview	Staff to work with the Chinook Community Forest to deliver their 2018 wood donation to the Trout Creek Community Hall for residents' use as firewood.	Haley/Jason L	Completed	
2018-15-39 Board Meeting October 18, 2018	Provincial & Red Cross Recovery Funding	Staff to send the drafted letters to the Minister of Public Safety and Solicitor General and the President and CEO of the Canadian Red Cross, and that the letter be provided to the media to raise public awareness of the issue.	Jason L	Completed	

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 1831**

Being a Bylaw to Establish a Local Service within Electoral Area "B" (Burns Lake Rural), Electoral Area "E" (Francois/Ootsa Lake Rural), and the Village of Burns Lake for Arts and Culture

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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 contributing to the Burns Lake Library, the Burns Lake Museum, and other arts and culture societies and organizations within the boundaries of Electoral Area "B" (Burns Lake Rural), Electoral Area "E" (Francois/Ootsa Lake Rural), and the Village of Burns Lake;
- 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 in Electoral Areas "B" and "E" have been obtained under section 344 of the *Local Government Act* and Section 86 (2) of the *Community Charter* and consent on behalf of the electors in the Village of Burns Lake has been obtained under section 346 of the *Local Government Act*.

**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 Electoral Areas "B" and "E" and the Village of Burns Lake, a service for the purpose of contributing to the Burns Lake Library, the Burns Lake Museum, and other arts and culture societies and organizations.

**2) Boundaries**

The boundaries of the service area shall be Electoral Area "B", Electoral Area "E", and the Village of Burns Lake."

3) **Participating Area**

The participating areas are Electoral Area "B", Electoral Area "E", and the Village of Burns Lake.

4) **Cost Recovery**

As provided in Section 378 of the *Local Government Act*, the annual cost of providing this 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) **Tax Base for Property Value Taxes**

The tax base for property value taxes shall be for the participating municipality in accordance with section 384 (2) (f) of the *Local Government Act* - the net taxable value of improvements in the participating area.

The tax base for property value taxes shall be for the participating electoral areas in accordance with section 384 (5) (c) of the *Local Government Act* - the net taxable value of improvements in the participating area.

6) **Maximum Requisition**

The maximum amount that may be requisitioned annually for the costs of this local service shall be FIFTY-FIVE (\$0.55) CENTS per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.

7) **Citation**

This Bylaw may be cited as "Lakes District Arts and Culture Service Establishment Bylaw No. 1831, 2018."

READ A FIRST TIME this 24<sup>th</sup> day of May, 2018

READ A SECOND TIME this 24<sup>th</sup> day of May, 2018

READ A THIRD TIME this 24<sup>th</sup> day of May, 2018

I hereby certify that this is a true and correct copy of Bylaw No. 1831.

Anderson  
Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 8<sup>th</sup> day of August, 2018

ASSENT OF ELECTORS OBTAINED this 20<sup>th</sup> day of October, 2018

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Chairperson

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



Bylaw No. 1846

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ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
Chair

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



Bylaw No. 1847

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ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
Chair

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





Regional District of Bulkley-Nechako  
2018 to 2022 Financial Plan - Bylaw No. 1827

Schedule "A"

2018 Financial Plan:

Service	FUNDING					TRANSFERS From/(To)				EXPENDITURES:					Total Expenditures	
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Reserve Funds	Surplus of Prior Yr	Equity in TCAs	Total Transfers	Debt Prnt. Int. & Ppal.	Capital Expenditures	Amortization of TCAs	Other Expenses		Deficit from Prior Year
1101 Rural Government Services	262,833				1,051,119	1,333,952	-182,621	252,514		69,893				1,403,843	1,403,843	
1200 General Government Services	1,202,003		15,900		380,818	1,578,821	-21,134	308,254	70,000	355,120	7,800	71,000	70,000	1,785,143	1,933,943	
1301 Feasibility Studies	0				2,332	2,332		17,427		17,427				19,759	19,759	
1401 Agriculture	65,289				70,333	135,612		2,877		2,877				137,689	137,689	
1501 Local Community of Fort Fraser	6,014				5,000	11,014		2,686		2,686				13,700	13,700	
1701 Chenook Community Forest								18,239		18,239				18,239	18,239	
2100 Lakes Economic Development	98,580				1,000	97,580		27,064		27,064				124,644	124,644	
2200 Area "E" Economic Development	6,927				9,392	16,319		21,981		21,981				38,300	38,300	
2300 Stuart-Nechako Economic Development								10,218		10,218				10,218	10,218	
2400 Area "A" Economic Development	10,000					10,000								10,000	10,000	
2500 Regional Economic Development	184,245				469,757	654,002	-3,253	221,022		217,769				871,771	871,771	
3101 Member Fiscal Services					891,287	891,287					891,287			891,287	891,287	
4101 Planning	177,112		12,250		26,073	215,435	9,412	59,448	5,500	71,358		11,000		270,293	286,793	
4201 Building Inspection	131,367		217,991			349,358		73,431	12,485	73,963			12,485	410,836	423,321	
4301 Development Services	238,327		3,500		30,047	271,874	-4,781	89,026	10,000	94,245			10,000	356,119	366,119	
4401 Building Numbering Extended Service	8,903				1,595	8,498		-420	2,854	2,434				10,932	10,932	
4501 Unsanitary Premises Regulatory Control	22,881				3,147	26,028	-3,209	14,804		11,595				37,623	37,623	
5101 Environmental Services	3,142,752		448,000		487,395	4,078,147	202,457	1,171,798	650,000	2,024,265	479,352	678,000	650,000	3,983,060	6,106,412	
5901 Weeds	37,011		5,029		15,072	57,112		13,274		13,274				70,386	70,386	
5902 Lake Kathryn Aquatic Weed Harvesting		8,272	544		150	8,966		9		9				8,975	8,975	
5903 Glacier Gulch Water Diversion		2,662	180		25	2,867		13,485		13,485				16,352	16,352	
6101 Ft. Fraser Sewer System		39,359	25,500		20,000	84,859	-41,093	38,526	16,000	13,433			16,000	82,262	98,292	
6201 Ft. Fraser Water System		67,945	42,129	100,000	3,009,041	3,219,115	524,794	46,857	50,000	621,651	3,684,266	50,000	106,499.90	3,840,766	3,840,766	
6301 Clucutz Lake - Somerset Estates Sewer								3,358		3,358				3,358	3,358	
6401 Pump & Haul Sewer Disposal			500			500								500	500	
6402 Liquid Waste Disposal			5,000			5,000		4,839		4,839				9,839	9,839	
7101 Ft. Fraser Fire Protection	50,458				5,000	55,458	-3,613	3,423	10,800	10,610	14,617		10,800	40,651	66,068	
7102 Southside Rural Fire Protection	40,568					40,568	-4,114	315	18,000	14,201			18,000	36,769	54,769	
7103 Topley Rural Fire Protection	71,597					71,597	-8,071	243	23,000	15,172	17,741		23,000	46,028	86,789	
7201 Burns Lake Rural Fire Protection	105,473					105,473	5,000			110,473				110,473	110,473	
7202 Ft. St. James Rural Fire Protection	150,438					150,438	40,000			40,000				190,438	190,438	
7203 Houston Rural Fire Protection	25,026					25,026				25,026				25,026	25,026	
7204 Luck Bay Rural Fire Protection	38,971					38,971	-5,000	10,162	9,300	14,462	7,095	9,300		37,038	53,433	
7205 Smithers Rural Fire Protection	181,789					181,789	-10,000			-10,000				181,789	181,789	
7206 Telkwa Rural Fire Protection	114,920					114,920				114,920				114,920	114,920	
7207 Vanderhoof Rural Fire Protection	36,353					36,353				36,353				36,353	36,353	
7208 Round Lake Fire Protection	8,394					8,394		3,607	400	4,007	1,025	400		10,976	12,401	
7301 Clucutz Lake Emergency Response	18,750					18,750				18,750				18,750	18,750	
7401 Area "A" Emergency Services	5,000					5,000				5,000				5,000	5,000	
7402 Area "F" Extermination Services																
7403 Lakes District Emergency Services								185		185				185	185	
7404 Area "D" Extermination	1,592				2,157	3,749		2,408		2,408				6,157	6,157	
7405 Area "C" Road Rescue Service	18,903					18,903		89		89				18,992	18,992	
7406 Topley Road Rescue/First Responders	6,863					6,863	-10	100	1,000	1,090		1,000		6,953	7,953	
7501 9-1-1 Service	182,070		135,404		18,597	346,071	-52,007	43,857	70,000	61,850			70,000	337,921	407,921	
7600 Emergency Preparedness Planning	108,834				3,707,121	3,905,955	55,595	74,797	4,000	134,362		11,000	4,000	4,022,265	4,040,317	
7701 Burns Lake & Area Victim Services	8,254				2,249	10,503		7,172		7,172				17,675	17,675	
7702 Smithers Victim Services	35,348					35,348		1,625		1,625				36,973	36,973	
8101 Lakes District Airport	109,055				43,449	152,504	-35,000	8,521		-26,479	36,025			90,000	126,025	
8201 Smithers Para-Transit	5,000					5,000				5,000				5,000	5,000	
8202 FSJ Seniors Helping Seniors Transportation S	43,000					43,000		700		700				43,700	43,700	
8203 Regional Public Transit & Para Transit Service	51,102		83,905		67,846	202,883		65,315		65,315				268,198	268,198	
8301 Telkwa Pedestrian Crosswalk	1,000					1,000				1,000				1,000	1,000	
9101 Decker Lake Street Lighting		9,415	350					9,765		326				10,091	10,091	
9102 Endako Street Lighting	3,157		224					3,381		221				3,602	3,602	
9103 Ft. Fraser Street Lighting	7,304		353					7,657		805				8,462	8,462	
9104 Gerow Island Street Lighting	4,055							4,055		121				4,176	4,176	
9105 Goetzen Road Street Lighting										504				504	504	
9106 Colony Point Street Lighting	3,884					3,884				3,884				3,884	3,884	
9107 Lardlaw Street Lighting	1,496					1,496				1,496				1,496	1,496	
10101 Bulkley Valley Regional Pool and Rec. Centre	934,807				20,135	954,942	-266,716	48,418	120,000	-98,300	1,200		120,000	735,442	856,642	
10102 Vanderhoof Pool	185,203					185,203	-15,000							170,203	170,203	
10201 Ft. St. James Arena Grant	37,500					37,500								37,500	37,500	
10202 Burns Lake Arena	243,251				2,500	245,751	-64,371	150		-64,221	18,030			162,500	181,530	
10301 Smithers Rural Recreation/Culture	292,362					292,362				292,362				292,362	292,362	
10302 Vanderhoof Recreation & Culture	95,985					95,985				95,985				95,985	95,985	
10401 Ft. Fraser Cemetery Grant	1,968		35			2,003				2,003				2,003	2,003	
10402 Topley Cemetery Grant	1,500					1,500				1,500				1,500	1,500	
10501 Smithers, Telkwa, Houston TV Rebroadcast	59,424				600	60,024				60,000				60,024	60,024	
10502 Fraser Lake and Area TV Rebroadcasting	34,623				25,621	60,244		12,756		12,756				73,000	73,000	
10503 Ft. St. James and Area TV Rebroadcasting	161,280				2,200	163,480		552		552				164,012	164,012	
10504 Burns Lake and Area TV Rebroadcasting	33,881				13,814	47,705		7,795		7,795				55,500	55,500	
10601 Burns Lake and Area Library Grant	155,184				71,942	227,126		3,153		3,153				230,279	230,279	
10602 Fraser Lake Rural Library Grant	10,113		60		12,948	23,121		4,235		4,235				27,356	27,356	
10603 Fort St. James Library	13,683					13,683		67		67				13,750	13,750	
10701 Burns Lake Museum Society	32,551				10,378	42,929		2,571		2,571				45,500	45,500	
10801 Fort Fraser Community Hall	2,458		46			2,504				2,504				2,504	2,504	
10802 Braeaside Community Hall	5,000					5,000				5,000				5,000	5,000	
Total for all Departments 2018-11-06	9,459,853	127,853	994,930	100,000	10,460,240	21,142,478	101,872	2,713,380	1,070,485	3,885,736	1,475,172	4,755,266	1,070,485	17,723,668	3,402	25,028,213

3560

367

1st, 2nd, 3rd Reading  
& Adoption

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1848**

A bylaw to establish an Operating Reserve for Electoral Area Government Services

---

**WHEREAS** pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

**AND WHEREAS** the Board of the Regional District of Bulkley-Nechako has determined that an Operating Reserve be established for Electoral Area Government Services;

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

1. There shall be and is hereby established an Operating Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Electoral Area Government Services Operating Reserve."
2. Money from the annual budget, general revenue fund surplus from a service not requiring an establishment bylaw and where taxation is limited to be collected from all electoral areas or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Electoral Area Government Services Operating Reserve.
3. This fund will be available for general purposes but restricted to be used in services not requiring an establishing bylaw and further sharing the same source of taxation revenue.
4. This bylaw may be cited for all purposes as "Electoral Area Government Services Operating Reserve Establishment Bylaw No. 1848, 2018."

388

READ A FIRST TIME this      day of                      , 2018

READ A SECOND TIME this      day of                      , 2018

READ A THIRD TIME this      day of                      , 2018

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1848.

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

ADOPTED this      day of                      , 2018

\_\_\_\_\_  
Chairperson

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

389

1st, 2nd, 3rd Reading  
& Adoption

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1849**

A bylaw to establish an Operating Reserve for Environmental Services

**WHEREAS** pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

**AND WHEREAS** the Board of the Regional District of Bulkley-Nechako has determined that an Operating Reserve be established for Environmental Services;

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

1. There shall be and is hereby established an Operating Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Environmental Services Operating Reserve."
2. Money from the annual budget, general revenue fund surplus from the Environmental Services local service or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Environmental Service Operating Reserve.
3. This fund will be available for general purposes but restricted to Environmental Services – a Service created by Bylaw 638 "Refuse Disposal Local Service Establishment" as amended from time to time.
4. This bylaw may be cited for all purposes as "Environmental Services Operating Reserve Establishment Bylaw No. 1849, 2018."

READ A FIRST TIME this        day of                    , 2018

READ A SECOND TIME this        day of                    , 2018

READ A THIRD TIME this        day of                    , 2018

390

Page 2 of Bylaw No. 1849

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1849.

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

ADOPTED this      day of                      , 2018

\_\_\_\_\_  
Chairperson

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

391

1st, 2nd, 3rd Reading  
& Adoption

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1850**

A bylaw to establish an Operating Reserve for Emergency Preparedness Services

**WHEREAS** pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

**AND WHEREAS** the Board of the Regional District of Bulkley-Nechako has determined that an Operating Reserve be established for Emergency Preparedness Services;

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

1. There shall be and is hereby established an Operating Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Emergency Preparedness Services Operating Reserve."
2. Money from the annual budget, general revenue fund surplus from the Emergency Preparedness Services local service or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Emergency Preparedness Service Operating Reserve.
3. This fund will be available for general purposes but restricted to Emergency Preparedness Services – a Service created by Bylaw 1201 "Regional District of Bulkley-Nechako Emergency Program Service Establishment Bylaw" as amended from time to time.
4. This bylaw may be cited for all purposes as "Emergency Preparedness Services Operating Reserve Establishment Bylaw No. 1850, 2018."

READ A FIRST TIME this        day of                    , 2018

READ A SECOND TIME this        day of                    , 2018

READ A THIRD TIME this        day of                    , 2018

392

Page 2 of Bylaw No. 1850

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1850.

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

ADOPTED this      day of              , 2018

\_\_\_\_\_  
Chairperson

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



393

1st, 2nd, 3rd Reading  
& Adoption

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1851**

A bylaw to establish an Operating Reserve for General Government Services

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**WHEREAS** pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

**AND WHEREAS** the Board of the Regional District of Bulkley-Nechako has determined that an Operating Reserve be established for General Government Services;

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

1. There shall be and is hereby established an Operating Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "General Government Services Operating Reserve."
2. Money from the annual budget, general revenue fund surplus from the a service not requiring an establishment bylaw and where taxation is limited to be collected from all electoral areas and all municipalities on a basis of net assessments or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the General Government Services Operating Reserve.
3. This fund will be available for general purposes but restricted to be used in services not requiring an establishing bylaw and further sharing the same source of taxation revenue.
4. This bylaw may be cited for all purposes as "General Government Services Operating Reserve Establishment Bylaw No. 1851, 2018."

394

Page 2 of Bylaw No. 1851

READ A FIRST TIME this      day of      , 2018

READ A SECOND TIME this      day of      , 2018

READ A THIRD TIME this      day of      , 2018

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1851.

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

ADOPTED this      day of      , 2018

\_\_\_\_\_  
Chairperson

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

395

1st, 2nd, 3rd Reading  
✓ Adoption

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1852**

A bylaw to establish an Operating Reserve for Electoral Area Planning

---

**WHEREAS** pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

**AND WHEREAS** the Board of the Regional District of Bulkley-Nechako has determined that an Operating Reserve be established for Electoral Area Planning;

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

1. There shall be and is hereby established an Operating Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Electoral Area Planning Operating Reserve."
2. Money from the annual budget, general revenue fund surplus from the a service not requiring an establishment bylaw and with a purpose of Electoral Area Planning or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the General Government Services Operating Reserve.
3. This fund will be available for general purposes but restricted to be used in services with a focus on Electoral Area Planning.
4. This bylaw may be cited for all purposes as "Electoral Area Planning Operating Reserve Establishment Bylaw No. 1852, 2018."

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Page 2 of Bylaw No. 1852

READ A FIRST TIME this      day of      , 2018

READ A SECOND TIME this      day of      , 2018

READ A THIRD TIME this      day of      , 2018

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1852.

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

ADOPTED this      day of      , 2018

\_\_\_\_\_  
Chairperson

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