

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
SUPPLEMENTARY AGENDA**

Thursday, December 14, 2017

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**ADMINISTRATION BYLAW**

**Bylaw for Adoption**

**94-95**      **No. 1815 – RDBN Electoral Area “A” (Smithers Rural) Economic Development Service Area Establishment Amendment**      **Adopt**  
*(All/Directors/Majority)*

**NEW BUSINESS**

**ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****Memorandum**

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

**FROM: Deneve Vanderwolf, Regional Transit Coordinator**

**SUBJECT: Smithers and District Transit/Para-Transit Service Funding Partners Agreement**

**DATE: December 13, 2017**

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Attached is the Smithers and District Transit/Para-Transit Service Funding Partners Agreement between the Town of Smithers and the Regional District of Bulkley-Nechako Electoral Area 'A' Smithers Rural.

**Recommendation**

**That the Regional District of Bulkley-Nechako Board of Directors receive the Smithers and District Transit/Para-Transit Service Funding Partners Agreement and that the Regional District of Bulkley-Nechako Board of Directors approve entering into the Funding Partners Agreement with the Town of Smithers.**

# Smithers and District Transit/Para-Transit Service

## *Funding Partners' Agreement (Effective January 1, 2017)*

- A. The Town of Smithers, the Village of Telkwa, the Regional District of Bulkley-Nechako (Electoral Area A: Smithers Para-Transit Service Area) and the Moricetown Band agree to be annual funding partners of the Smithers and District Transit/Para-Transit Service.
- a) The Town of Smithers agrees to sign the annual operating agreement between the Town of Smithers, BC Transit and the Smithers Community Services Association.
  - b) The Town of Smithers, the Village of Telkwa, Regional District of Bulkley Nechako (Electoral Area A: Smithers Para-Transit Service Area) and the Moricetown Band agree to fund the annual net Municipal Share of the annual Smithers and District Transit budgeted costs (as provided by BC Transit) as follows
    - i. Regional District of Bulkley Nechako (Electoral Area A: Smithers Para-Transit Service Area): the maximum allowed under their current RDBN Bylaw.
    - ii. Village of Telkwa 16% (based on the % established in the past Funding Partner's Agreement)
    - iii. Moricetown Band: 50% of the net Smithers-Moricetown route costs
    - iv. Town of Smithers – the balance

In-kind Transit expenses, such as the storage of the bus by the Village of Telkwa for an estimated in kind cost of \$5,000, are to be included within the annual transit budget. Costs incurred by the Town to administer the Committee are to be acknowledged during each transit budget process.

- B. The funding partners of the Smithers and District Transit/Para-Transit Service agree that the voting members of the Committee have the authority to make decisions related to the operations of the Smithers and District Transit/Para-Transit service that do not require changing or amending the Annual Operating Agreement with BC Transit. This can include things such as waiving or adjusting fees for short duration special events.
- C. The funding partners of the Smithers and District Transit/Para-Transit Service agree to consult with BC Transit before making recommendations on issues such as expansionary service levels and permanent fare changes.
- D. The funding partners of the Smithers and District Transit/Para-Transit Service agree that the voting members of the Committee can make recommendation concerning Transit changes that require amending or changing the Annual Operating Agreement (such as permanent transit fare changes or changes in service that impact the annual budget) to Smithers Council, the signatory on the Annual Operating Agreement with BC Transit.
- E. The funding partners of the Smithers and District Transit/Para-Transit Service agree that each funding partner is responsible for the repairs, replacement, additions and operations of Transit service infrastructure (such as bus shelters, benches etc) within their own specific locations.

# Smithers and District Transit/Para-Transit Service

## Funding Partners' Agreement

Signed at \_\_\_\_\_ British Columbia on \_\_\_\_\_ 2017

Signatures:

\_\_\_\_\_  
On behalf of the Town of Smithers  
Name:

February 28, 2017  
Date approved

\_\_\_\_\_  
On behalf of the Village of Telkwa  
Name:

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
On behalf of the Regional District of  
Bulkley Nechako (Electoral Area A)  
Name:

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
On behalf of the Moricetown Band  
Name:

\_\_\_\_\_  
Date Approved



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## Regional District of Bulkley-Nechako SUPPLEMENTARY Board of Directors December 14, 2017

To: Chair Miller and the Board of Directors  
From: Corrine Swenson, Manager of Regional Economic Development  
Date: December 11, 2017  
Regarding: Request for Letter of Support for Northern Youth Entrepreneurship Community  
Development Partnership – YELL, School District #91 & Futurepreneur

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Attached is a request from YELL, School District #91 & Futurepreneur for a letter of support from the Board of Directors in support of the Northern Youth Entrepreneurship Community Development Partnership's application to the BC Rural Dividend Fund.

### Project Description:

Launch new innovation and entrepreneurship course at high schools within the RDBN

- Development and implementation of enhanced Entrepreneurship 12 accredited course in the Nechako Lakes for grade 10-12 students
- Organization of an annual Northern BC Summit connecting youth to leading employers and drivers of innovation

Project Budget: \$400-425,000 over two years

Project costs mostly focused on the annual regional youth innovation summit, a new full time hire in the area, educational programming, and funds to ensure accessibility and transport for youth across the district.

Grant Request: \$225-250,000 over two years

### Attached:

- Request
- Letter of support template
- Press Releases

Does the RDBN Board of Directors wish to provide a letter of support for this initiative accessing a BC Rural Dividend Program Grant?

RECOMMENDATION:	(All/Directors/Majority)
Direction.	



**Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 82  
Burns Lake, British Columbia V0J 1E0**

**Attn: RDBN Board of Directors**

**Re: Letter of Support for the Northern Youth Entrepreneurship Community Development Partnership – YELL, SD91 & Futurpreneur**

To whom it may concern:

Investing in the resiliency and creative potential of youth is important to reinvigorate and diversify BC's rural economies. Traditionally we see a lot of bright young people leave these communities to pursue careers elsewhere. It is, therefore, increasingly necessary for rural communities to develop local strategies to retain and empower rural youth with the inspiration with local career possibilities and the necessary skills to help drive rural innovation and economic growth forward.

YELL is partnering with School District 91(SD91) and Futurpreneur to launch a new innovation and entrepreneurship course at high schools within the Regional District of Bulkley-Nechako. This program will connect youth to mentors, building their local support networks and inspiring local career possibilities. Programs like this are important to retaining talented youth and, consequently, driving innovation and economic growth in our communities.

YELL was first approached by SD91 in fall 2016 to explore supporting youth innovation in the community, and we are now excited to launch, in partnership with SD91 and Futurpreneur, programming within your district. To support this implementation, the partnership is seeking funding from the BC Rural Dividend Fund to develop a customized program that involves:

1. The development and implementation of an enhanced Entrepreneurship 12 accredited course in the Nechako Lakes school district for grades 10-12 students.
2. The organization of an annual Northern BC Summit connecting youth to some of the region's leading employers and drivers of innovation. YELL Canada and SD91 have already successfully launched the pilot for the first iCubed Summit on innovation, technology, and entrepreneurship, in November 2017.

To support our application, we are seeking a letter of support from the RDBN Board of Directors, recognizing the need and desire for this type of programming to support youth within the district.

Attached is

- A template letter of support that can be customized or changed further
- A press release detailing the earlier launch of the iCubed summit in Nov 2017 held in Nechako Lakes - a youth innovation and technology summit launched in partnership between SD91 and YELL.
- A press release from 2016 detailing the launch of YELL programming in the Sea-to-Sky corridor, which successfully launched this year. Communities within the Sea-to-Sky corridor are looking to retain and inspire youth towards local career development rather than losing them to the "big city". We will be building on lessons learned from this launch as well as continued community engagement, evidenced by the iCubed summit launch and continuous dialogue with students and educators in the Regional District of Bulkley-Nechako since fall 2016.

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Inspire Entrepreneurial Thinking™

[www.yellcanada.org](http://www.yellcanada.org)

Thank you for your consideration. We look forward to the opportunity to gather your support for the launch of our program within your community. If you have any other comments, please feel free to get in touch directly.

Sincerely,

---

David Cameron  
Executive Director – YELL Canada  
(778) 808-4641

**More about Yell:** YELL is a registered Canadian charity inspiring entrepreneurial thinking in youth through a partnership with educators to deliver real-world programming in. By exposing youth to local success stories and to mentorship for sustained guidance, YELL presents them with new pathways for career development and community engagement.



**\*\*Please place letter on organization letterhead\*\***

BC Rural Dividend Program

Re: Letter of Support for the Northern Youth Entrepreneurship Community Development Partnership – YELL, SD91 & Futurpreneur Program

To whom it may concern:

We **(insert name of organization)** are in support of the implementation of Northern Youth Entrepreneurship Community Development Partnership – YELL, SD91, & Futurpreneur Program. We have been made aware of the program and are excited to welcome its launch in our community.

Investing in the resiliency and creative potential of our youth is important to reinvigorate and diversify our local economies. Traditionally we see a lot of bright young people leave our communities to pursue careers elsewhere. We believe that programs like this, which connect youth to mentors and to rich support networks, are important to retaining talented youth and, consequently, driving innovation and economic growth in our communities. As far as we understand, YELL Canada's programs have been extremely successful towards increasing youth resiliency and job readiness.

We understand that YELL Canada and SD91 have already successfully launched the pilot for the first iCubed Summit in November 2017, serving youth interested in innovation, entrepreneurship and technology. Initiatives like this, which connect youth to leading and innovative local employers, are important to inspire youth to pursue diverse careers that enhance economic opportunities for our communities.

**\*\* INSERT ANY OTHER STATEMENTS TO EXPRESS YOUR SUPPORT \*\* -- To be customized.**

We look forward to the opportunity to support the launch of this program within our community. If you have any other comments, please feel free to get in touch directly.

Sincerely,

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Name

Title – Organization

Contact Details

SD#91 iCubed tech and entrepreneurship youth summit a first for Northern B.C. - Vanderhoof... <http://www.ominicaexpress.com/news/sd91-icubed-tech-and-entrepreneurship-youth-summit-a-...>

## SD#91 iCubed tech and entrepreneurship youth summit a first for Northern B.C.

FIONA MAUREEN / Nov 21, 2017 9:30 p.m. / NEWS

SD#91 - Nechako Lakes' Careers Department delivered the first ever iCubed - Tech and Entrepreneurship Summit for youth from Vanderhoof, Fraser Lake, Burns Lake and Fort St. James on Oct. 25, 2017 at Nechako Valley Secondary School in Vanderhoof. The iCubed name denotes the iterative process of 'Invention, Innovation and Integration.'

The day's packed agenda included guest speakers, panelists and industry exhibitors from Vanderhoof, Prince George and Vancouver as a part of this pilot initiative. The vision is to open any perceived closed doors for the youth in Nechako Lakes School District so students can learn and explore new pathways towards careers in technology and entrepreneurship, possibly something they may not have considered before.

"It was good to be back up north and see such inspirational and progressive thinking in terms of exposing youth to entrepreneurship. When I was growing up here nothing like this existed, as far as I know. With the launch of iCubed students now have an incredible opportunity to broaden their horizons. It was a fantastic event that I highly recommend for kids, parents and faculty alike consider attending," says panelist Paul Brassard, Managing Partner of Volition.

### **3 I = Invention, Innovation, Integration**

SD#91's iCubed is a platform for the youth to learn and be part of the Technology and Entrepreneurial Ecosystem. The event was created to kick start and sustain the entrepreneurial thinking among our youth in schools. It was also meant to help attract medium and large size companies to invest in our youth and the Nechako Lakes region.

### **Vision to level the playing field**

The summit this year was the first of many to come as part of the SD#91 vision for students to explore career opportunities within Tech sector, as entrepreneurs and develop the rapid problem solving mindset which will help them in any field they choose as a career path. At each Summit in the coming years, students will get to hear first hand stories from the entrepreneurs who share their journey to success. Students will get a chance to interact with players from the tech industry from around the province. The Summit will likely expand to cover two days and host communities will rotate through Burns Lake, Fraser Lake, Vanderhoof and Fort St. James.

### **Live streamed on you tube**

The 2017 Summit pilot was seen as a success with over 160 individuals including youth, industry and community members being part of it in person and over the NVSS Livestream YouTube channel. A grade 12 student, Candon Macfarlane, broadcast the event to share with the broader region and so the MC was able to pull questions from the online audience as well as those in attendance.

### **Grade 12 credit course, Venture Challenge**

SD#91 will be introducing a brand new, first ever for the north, Entrepreneurship credit course in partnership with Young Entrepreneur Leadership Launchpad (YELL) Canada, a registered charity which supports entrepreneurial thinking in young minds. This is unique course for local high school students will give them the opportunity to work as a team with business mentors from their communities in pitching their business model in an Inter-District venture challenge. This district-wide Venture Challenge will then lead the winning team to a provincial wide Venture Challenge competition.

Read more below

**Forward thinking education**

"We want to be where education is going, not just where it's always been. Our school district is strongly focused on Innovation and Integration. We are strengthening the culture of technology and entrepreneurship within our student population and introducing them to those untapped career opportunities which are not yet on their radar," said Sagar Saxena, SD#91 Community Engagement and Partnerships Officer.

**Problem solving skills**

Although it is named 'Tech and Entrepreneurial' it is essentially exploring entrepreneurial thinking and why it is valuable for people who may not want to start a business. Developing entrepreneurial thinking is essentially developing problem solving skills which are extremely transferable and give students more career options which can be harnessed here in the north.



**Quotes from presenters**

"The first iCubed Tech and Entrepreneurship Summit in Vanderhoof was a success as a result of the hard work put in to accelerate growth and establish Prince George and Vanderhoof as the technology and innovation hub of the North. It was a great pleasure to see so many wonderful organizations and entrepreneurs step forward to inspire youth and encourage entrepreneurial thinking that will be the fuel of the region for future years to come. I'm excited to return for next year's larger summit to see what innovative solutions will be born as a result of this collaborative effort" says 19 year old Georgi Seretariuk of Searing Technology Inc.

"The hands on exposure, to technology and its applications, the students received was amazing. It was great to be involved in such an engaging group. Looking forward to the next one!" says Melissa Mjolsness, Senior Research Assistant, College of New Caledonia.

"Innovation Central was excited to collaborate with School District 91 on this inaugural event. We want to make sure that youth in our region are aware of career and entrepreneurial opportunities in technology and innovation, and know that they don't have to leave to pursue them. It was fantastic to see some of our local innovators, who are already building new products and technologies in northern BC, give so generously of their time to tell their stories and hopefully inspire some of the students who attended," says Matt Hutcheon, Executive Director of Innovation Central Society Incubator.

"I was very impressed with the school district as well as students for recognizing the value in talking about entrepreneurship at a young age. There is no better time to start thinking about how you can make your mark on the world than while still in the comfort of high school, and I think the community of Vanderhoof will benefit immensely from instilling that mindset into their youth," says Terry Thlara, CEO of Rippli.ca

"It was a great opportunity for students and local community to see some cool innovations at work. Kudos to the organizers for an excellent and, I hope, very informative exhibit" says Sorin Pasca, Research Associate - Applied Research and Innovation, CNC.

Read more below

SD#91 iCubed tech and entrepreneurship youth summit a first for Northern B.C. - Vanderhoof... <http://www.omincaexpress.com/news/sd91-icubed-tech-and-entrepreneurship-youth-summit-a-...>

*Skip to the next and previous photo by typing j/k or ←/→.*



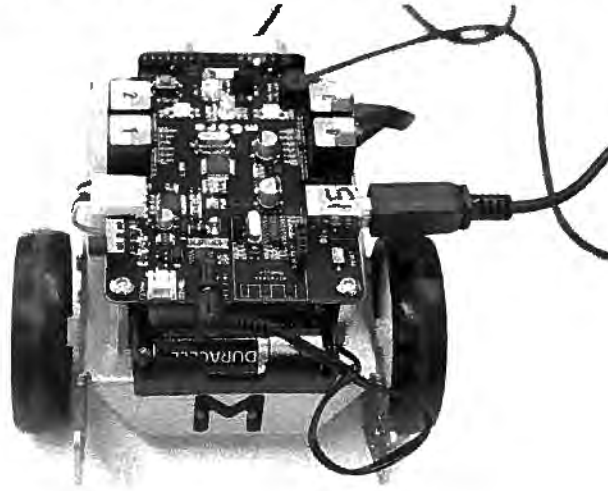
Event organizers, presenters, panelists, and SD91 staff. Photo submitted



SD#91 iCubed tech and entrepreneurship youth summit a first for Northern B.C. - Vanderhoof... <http://www.omincaexpress.com/news/sd91-icubed-tech-and-entrepreneurship-youth-summit-a-...>



Challenging Shawn of Volcanic Gaming, Prince George. Photo submitted



SD#91 iCubed tech and entrepreneurship youth summit a first for Northern B.C. - Vanderhoof... <http://www.ominicaexpress.com/news/sd91-icubed-tech-and-entrepreneurship-youth-summit-a-...>

Read more below



Students in the NVSS Intaglio Community Theatre with the panels up front. Photo submitted



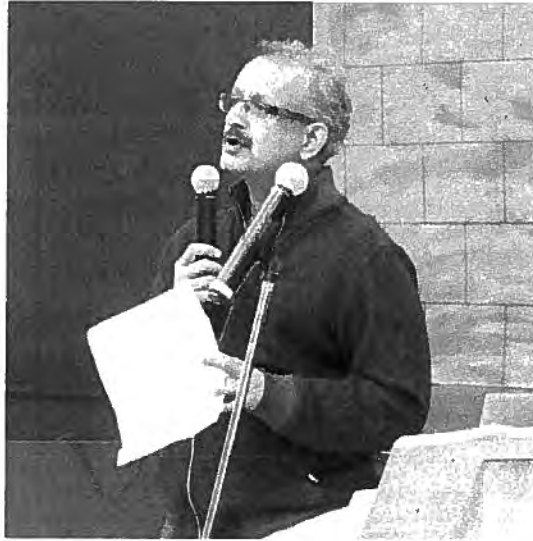
Elementary students gathered around a Lego Robotics presentation. Photo submitted

SD#91 iCubed tech and entrepreneurship youth summit a first for Northern B.C. - Vanderhoof... <http://www.ominicaexpress.com/news/sd91-icubed-tech-and-entrepreneurship-youth-summit-a-...>

Read more below



Flight simulator. Photo submitted



SD#91 iCubed tech and entrepreneurship youth summit a first for Northern B.C. - Vanderhoof... <http://www.ominex.ca/express.com/news/sd91-icubed-tech-and-entrepreneurship-youth-summit-a->

Mimi Madhok, SD#91 Deputy Superintendent. Photo submitted

Read more below



Flight simulator Photo submitted

SA  
PROCEDURE



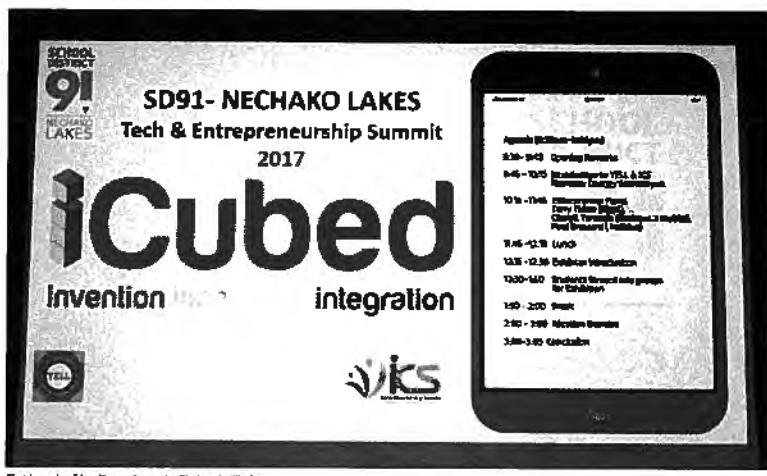


SD#91 iCubed tech and entrepreneurship youth summit a first for Northern B.C. - Vanderhoof... <http://www.ominicaexpress.com/news/sd91-icubed-tech-and-entrepreneurship-youth-summit-a-...>



Elementary students gathered around a Lego Robotics presentation. Photo submitted

Read more below



First keynote slide with event agenda. Photo submitted



## Regional District of Bulkley-Nechako SUPPLEMENTARY Board of Directors December 14, 2017

To: Chair Miller and the Board of Directors  
 From: Corrine Swenson, Manager of Regional Economic Development  
 Date: December 11, 2017  
 Regarding: Visit Bulkley-Nechako Print Advertising for 2018

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Included in the Regional Tourism Marketing Initiatives have been the purchase of print advertisements in MilePost and Northern BC Tourism Guide for the last six years and the Northern BC Mapbooks for the last three years. Print advertising is one activity that promotes tourism in our region to increase the number of visitors to the RDBN and tourism revenue.

Driving through the region to Alaska is a very popular activity with the tourists to Northern BC. The MILEPOST, Northern BC Travel Guide and Backroad Mapbooks are well utilized as a pre-planning tool and are picked up at the Visitor Information Centers along the way. As reported in the Value of Tourism Study, the RDBN sees 250,400 visitors annually and \$58,680,000 in annual direct visitor expenditures.

The advertisements placed by Visitbulkleynechako will direct the reader to the Discovery App. Google analytics will be used to track the effectiveness of the advertisements.

### The MILEPOST

- 50,000 readers
- Includes a mobile App "Tour Guide" and interactive digital edition
- Tourism Working Group Members had indicated they would not be partnering in an advertisement for 2017 due to the increase in costs. Last year was the first time the MILEPOST charged the RDBN in American dollars. This resulted in a large increase to the cost and a one page advertisement was purchased instead of the two page advertisement like previous years.
- A ¼ page ad costs \$1,737 (USD). NBCTA provides a rebate to the RDBN of \$635. Total cost is \$1,706 CA (purchased in November, 2017)

### The Northern BC Travel Guide:

- Has a distribution of 80,000 to key locations such as:
  - Automobile associations, shopping malls, Alaska marine highway ferry system, hotels, motels, rv parks, casinos, regional airports, BC Ferries, and Travel Shows in Canada and the US.
- Is available on the HelloBC.com website which receives more than 8 million visits a year
- Is supported by Northern BC Tourism which has partnered with the RDBN on a number of occasions and projects – Tourism Matters Info Sessions, Image Bank, Outdoor Adventure Travel shows
- ¼ page ad costs \$1,413

**Northern BC Backroad Mapbook**

- In print for a 3 years
- Minimum of 20,000 copies purchased, target is 40,000
- Permanent resource
- Distributed across Canada in urban and rural stores of outdoor supplies gear and services; retail stores such as Canadian Tire, Chapters, London Drugs, Bass-Pro, MEC
- 1/3 page ad costs \$1,260

If the Board wishes to purchase the print advertisements in 2017, the expenditures will take place in 2017, however this is a prepaid expense because the advertisements will appear in the 2018 edition. It is anticipated that the Regional Economic Development budget of \$6,700 for tourism advertisements from prior years, will be remain the same in the 2018 budget.

Staff are requesting ratification for the placement of the MilePost Ad and authorization to place a ¼ page advertisement in the Northern BC Travel Guide and 1/3 page advertisement in the Backroad Mapbooks for a cost of \$4,616.

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

That the Regional District of Bulkley-Nechako Board of Directors authorize staff to place ¼ page advertisement in the 2018 Northern BC Travel Guide and MILEPOST as well as 1/3 page advertisement in the Northern BC Backroad Mapbook.



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## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### MEMORANDUM

To: Chair Miller and Board of Directors (December 14, 2017)  
From: Kendra Kinsley  
Management Intern  
Date: December 11, 2017  
Subject: Janitorial Services – Request for Proposals Award

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On November 23, 2017, RDBN staff issued a Request for Proposals (RFP) document on for the Janitorial Services Contract. The deadline for submission of the Proposals was December 8, 2017 at 4:00pm. Prior to the closing date and time, the Regional District received two proposals that met all the mandatory requirements stated in the RFP. They were from the following companies:

- Sweeping Beauties Janitorial
- Shumka's Janitorial Services

RDBN staff have reviewed the received proposals in accordance with the terms outlined in the RFP document and identified the company to proceed to the next stage of the project, which is the awarding of the contract for janitorial services. Staff recommends that the Board of Directors award the janitorial services contract to Sweeping Beauties Janitorial. RDBN Staff negotiated the terms of agreement with Sweeping Beauties Janitorial to implement a \$2100/month value to provide the services outlined in the RFP and \$24/hour value for any work done over and above the outlined services. These values are subject to Consumer Price Index (CPI) increase each year.

#### RECOMMENDATIONS

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "Janitorial Services – Request for Proposals Award dated December 15, 2017".
2. Further, that the Board of Directors award the Janitorial Services contract to Sweeping Beauties Janitorial, for three years with the option to renew an additional two years, based on the recommendations provided from RDBN staff.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**JANITORIAL SERVICES CONTRACT**

**37 - 3rd AVENUE**

**BURNS LAKE, B.C.**

This Janitorial Services Contract is dated this first day of January 2018

**BETWEEN:**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**37, 3rd Avenue, Burns Lake B.C. VOJ 1E0**

**(hereinafter called the "Regional District")**

**OF THE FIRST PART**

**AND:**

**(hereinafter called the "Contractor")**

**OF THE SECOND PART**

**WHEREAS** the Contractor has agreed to enter into an agreement for services to the Regional District of Bulkley-Nechako and the Regional District has agreed to engage the Contractor on the terms and conditions hereinafter set forth for the term of this Agreement;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of their mutual covenants and agreements hereinafter set forth the parties hereto agree each with the other as follows:

- 1. The Regional District of Bulkley-Nechako agrees to engage the Contractor, and the Contractor agrees to be engaged by the Regional District in respect of the Contract terms and subject to the conditions set out in this Agreement at 37 3rd Avenue, Burns Lake B.C.**

2. The services to be provided under the terms of this agreement are as follows; Appendix - A-Specifications - Cleaning Services; Appendix -8- Task Schedule; Appendix - C Cleaning Services Standards; which are attached to and form part of this Agreement.

3. The Contractor agrees that he/she will be responsible and accountable to the Chief Administrative Officer and in her absence the Manager of Administrative Services of the Regional District of Bulkley-Nechako, and when not in contravention of this contract, to follow any directions that may be given by the Chief Administrative Officer or the alternates for the purposes of carrying out responsibilities as set forth in this agreement.

#### 4. Definitions

Statutory Holidays - The recognized holidays shall be as follows: New Years Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day (Dominion Day), British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.

Holidays - All Saturdays and Sundays.

#### 5. Term

The Contractor shall commence to actively proceed with the Cleaning Services on Monday, January 1, 2018 and shall actively proceed to carry out the Cleaning services regularly and uninterruptedly under this Agreement each day except Statutory Holidays until December 31, 2020.

The term of this contract shall initially be 36 months. Thereafter, it may be renewed annually (on a calendar year term) with the mutual consent of the parties by January 1st of each year. The parties may (upon mutual consent) renew the contract with a different annual fee and/or terms and conditions.

#### 6. Regional District

The Regional District of Bulkley-Nechako, in consideration of the faithful performance by the Contractor of the terms of this Agreement, agrees to:

- a) Pay the Contractor the sum of \$ per calendar month during the term of this contract.

b) Pay the Contractor an hourly rate of \$ as agreed upon between the Regional District of Bulkley-Nechako and the Contractor, for work done over and above that described in Appendix A.

c) Pay the Contractor an adjustment annually to reflect increases in the Consumer Price index for British Columbia.

#### 7. Contractor

a) The Contractor shall charge for the performance of all of the services only the fees and disbursements authorized under this Agreement.

b) The Contractor shall perform the Cleaning Services described in Appendix A in accordance with the agreed upon work standards as described in Appendix C.

c) Within 10 days of the date of this Agreement, the Contractor shall provide to the Regional District an Insurance Certificate with evidence of general liability as the Regional District of Bulkley-Nechako may reasonably request per occurrence, and crime insurance. The Regional District shall be identified as a named insured in the said policy.

d) The Contractor shall be responsible for its own Workers Compensation Board clearance. The Contractor must have a Workers Compensation Board Number which is.

#### 8. Confidentiality

The Contractor shall not, either during the term of this agreement or any time thereafter, disclose to any person, firm or corporation, any information concerning the business or affairs of the Regional District which the said Contractor may have acquired in the course of, or incidental to, his or her employment hereunder or otherwise, whether for his own benefit or to the detriment or intended or probable detriment of the Regional District, or otherwise.

#### 9. Termination

a) Either party may terminate this Agreement by serving one (1) month's written notice to the other party.

b) The Regional District may terminate this Agreement at any time without written prior notice by reason of the Contractor's dissipation, violation of instructions or failure to comply with any of the agreements or covenants on the part of the Contractor as herein set out.

#### 10. Entire Agreement

This Agreement constitutes the entire Agreement between the Regional District and the Contractor, supercedes all previous expectations, understandings, communications, representations and agreements, whether verbal or written, between the Regional District and the Contractor with respect to the services and may not be modified except by subsequent agreement in writing signed by both parties. The Regional District may issue to the Contractor a Change Notice to make changes to the work, omit part of the work, or require additional work. A Change Notice shall form a schedule to this Agreement. The terms of the Change Notice shall prevail over any other provision of the Agreement, in the event of an inconsistency between them. The Regional District and the Contractor shall appraise the value of the changes to the work specified by the Change Notice, and within 30 days of receipt of the Change Notice, agree on the new price to be paid for the work or the reduction in the fee payable to the Contractor.

#### 11. Indemnification

The Contractor shall compensate the Regional District for any loss or any damage to the Regional District's premises or property arising out of the performance of the Cleaning Services.

#### 12. Validity

If any part of this is declared invalid, the remainder shall continue in full force and effect and be construed as if this Agreement had been executed without the invalid portion.

#### 13. Payment Withheld

If the Contractor fails to perform the Work on each day of the Term of the Contract, except for Holidays, the Regional District may withhold payment to the contractor being a single day's payment, being \$ under the Contract as liquidated damages for each instance that the Work is not carried out properly by the Contractor.



14. The Contractor shall conduct such criminal record checks as the Regional District of Bulkley-Nechako may reasonably require, to ensure that neither the Contractor nor any person in the employ of the Contractor shall have a criminal conviction in the five years immediately proceeding the date of this contract for dishonesty, theft, fraud or others of a like nature or for any others which might reasonably be considered a threat to the employees of the Regional District of Bulkley-Nechako. The results of such criminal record checks must be available upon demand to the Chief Administrative Officer of the Regional District of Bulkley-Nechako.

15. The Contractor shall not subcontract any of the services to be provided further to this agreement to any party without first obtaining the written consent of the Chief Administrative Officer of the Regional District of Bulkley-Nechako, which may be withheld in the sole discretion of the Regional District of Bulkley-Nechako.

IN WITNESS WHEREOF the Regional District of Bulkley-Nechako and the Contractor have executed this Agreement as of the day, month and year first above written and hereto have affixed their hands and seals as of the day and year first above written.

SIGNED, SEALED AND DELIVERED  
on the 20th day of December 2017  
by the Regional District of Bulkley-Nechako

---

(Chairperson)

---

(Chief Administrative Officer)

25

SIGNED, SEALED AND DELIVERED  
on the 20th day of December 2017  
by \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
(Authorized Signatory)



## **Appendix A**

### **Specifications – Cleaning Services**

#### **1. Description**

The work of this Contract consists of furnishing of all labour, and the modern industrial equipment required for day to day maintenance and cleaning of the building. The work shall be done in accordance with this Specification, using the latest professional techniques of the trade in the frequencies given in the attached Services Schedule Appendix “B” so as to comply with the attached Regional District Cleaning Standards Appendix “B.”

#### **2. Supplies**

The Contractor is responsible to supply garbage bags, toilet paper, paper towels and hand soap, as well as clean mops, cloths, and cleaning products. These supplies shall be of a quality approved by the Regional District.

#### **3. Equipment**

Equipment shall be modern industrial type and be such so as not to damage or cause any wear and tear to the building surfaces, furnishings, or other equipment. The equipment will be kept clean and in safe repair and will be replaced by the Contractor at its cost when necessary. Unless otherwise arranged, specialized equipment used periodically by the Contractor shall not be kept in the building. The Contractor shall not use the equipment of the building elsewhere, nor shall any other operations of the contractor be directed from the premises.

#### **4. Building Security**

The Contractor shall be responsible for the security of the premises during the contracted hours, and for locking all exterior doors and windows and turning off lights as required at the completion of each day’s duties. If keys are necessary, the Regional District of Bulkley-Nechako will provide them to the Contractor; they will be signed for and upon completion or termination of the Contract will be returned to the Regional District of Bulkley-Nechako. At no time will the Contractor have additional keys reproduced.

#### **5. Storage**

Locked storage is available, and all equipment and supplies required to perform routine cleaning services must be kept on site and be available for inspection.

#### **6. Light Replacement**

The Contractor shall replace all burned out or flickering fluorescent and incandescent lights, including exterior and interior lights. The Regional District will supply tubes and bulbs.

#### **7. Access to Premises**

The Contractor shall permit only its employees to enter the building. Failure to abide by this regulation will result in the termination of the contract.

**8. Cleaning Task Schedule**

The work must be done in accordance with the attached Appendix "A" - Cleaning Task schedule as provided by the Regional District of Bulkley-Nechako.



## Appendix B

### Task Schedule

#### Daily Requirements:

- Empty waste baskets and put bagged refuse in designated area
- Sweep and mop linoleum floor surfaces in order to maintain a clean appearance
- Vacuum carpeted floor areas wall to wall
- Refill toilet paper and paper towel dispensers as well as replace or refill soap
- Check windows and doors, lock if they are unlocked
- Dry dust fixtures, window sills and ledges
- Change burned out light bulbs as required with the cost of the replacement bulbs to be borne by the Regional District, bugs should be removed from the light fixtures when changing the bulbs
- Clean kitchen, wash dishes, wipe down counters, microwaves, toaster oven and outside of the fridges and stove
- Clean and disinfect washrooms, shower, toilets, counters and sinks both upstairs and downstairs
- Shovel snow from walkways if required
- Clean second floor kitchen area.

#### Weekly Requirements:

- Clean and dust computers, telephones, photocopiers, fax machines, printers and office furniture
- Clean all entrance door glass and interior door glass
- Damp wash chairs if required
- Spot clean walls, doors and wood work
- Wash walls in bathroom as well as bathroom stalls
- Polish door handles and plates
- Empty office, copy room, boardroom recycling boxes and take out to the recycling bin
- Empty all paper recycling containers
- Thursday evenings of board meetings, clean up the boardroom; wash dishes, cups, utensils, put food away, vacuum board room and wash-down desks
- Night before all board and committee meetings, wash tables
- Pick up garbage around exterior of building, including leaves and branches
- Trim around edges of compound area, building and walkways
- Sweep walkways and steps
- Water and hand weed flowers in summer
- Wipe inside of fridge, microwave, toaster oven and stove

- Wash tea towels.

**Monthly Requirements:**

- Scrub, polish, and wax vinyl floor areas
- Disinfect and clean garbage cans
- Take everything out of fridges and thoroughly clean drawers, shelves and interior, defrost freezer if needed
- Clean inside of oven and microwave oven.

**Semi-Annual Requirements:**

- Shampoo rugs and office furniture
- Wipe baseboards, interior window ledges
- Clean windows inside and out
- All window blinds are to be dusted or vacuumed (whichever works best)
- Plant flowers in spring (cost of flowers to be borne by the Regional District)
- Clean light covers
- Clean debris off the roof in the fall
- Remove bugs from all light fixtures.

**Annual Requirements:**

- Strip and refinish linoleum floor areas
- Wash exterior of building in the spring
- Wipe down walls
- Remove flags and replace with new ones once a year (the cost to borne by the Regional District)
- Change flags to half-mast when requested by the Regional District

## Appendix C

### Cleaning Service Standards

#### Daily

The interior of the building includes entrances, lobbies, waiting areas, rooms, corridors (open and closed areas), meeting and conference rooms, common areas, stairways, elevator, coffee/lunch room areas and/or rooms, storage and mechanical rooms, etc.

Empty/clean all waste holding receptacles and containers. The use of and daily replacement of liners is mandatory for all washrooms, offices, and staff break area. All waste and recycle holding receptacles/containers to be cleaned and in their correct place. No waste or recycle holding containers or baskets to be placed upon desks or tables during cleaning operations.

Clean all counter tops, including splash backs, fronts and sides, all cupboard doors, hardware, exposed plumbing, stove, and sinks. Clean all surfaces and restock dispensers; empty and clean waste containers, and replace plastic liners. Dispensers to be restocked with approved product/supply only after cleaning the interior surfaces.

Flickering or burned out lights/tubes are to be replaced. Lights or tubes are to be replaced exactly as the ones removed. Dust walls, windowsills, and appurtenances, such as doors, trim, moldings, ledges and heat vents, all corners and crevices.

Vacuum/dust frames and fabric upholstered furniture. Fabric furniture must be free of dust, debris, and present an overall clean appearance. Clean windowsills, partition ledges, baseboards, and all other surfaces below two meters, moldings, and heat vents.

Vacuum and spot clean carpeted areas, including stairs and mats; move all light furniture other than desks, screens, cabinets. Carpets, rugs and entrance mats shall be vacuumed daily and vacuumed thoroughly wall to wall on a weekly basis using appropriate equipment and attachment tools. No debris or other soil matter shall be left in corners, around the edges of carpet or under furniture, tables, chairs, bookcases, between file cabinets, behind doors, along baseboards, and/or free-standing radiators.

Carpet sweepers are not permitted on or for use in the premises. Vacuums may be dual motor and have a beater brush bar with a disposable bag. Upright or canister with an electric or air driven power head are acceptable. All must have the appropriate tools to vacuum fabric furniture, draperies, corners, edges, and must be complete with approved filtration efficiency. Where spots cannot be removed by conventional methods, these shall be reported to the Regional District of Bulkley-Nechako.

Clean all hard surface flooring. All floors to be clean and free from debris, surface stains, mop or detergent streaks, and loose mop strands. Care must be taken throughout mopping operation to prevent cleaning solutions from collecting against and under furniture legs and cabinets. Special care and attention given to all corners and edges. For damp/wet mopping an effective free-rinsing detergent solution is to be used. Floor to be clean and bright-looking including under furniture and equipment. Furniture and equipment must not be marred or damaged. Furniture and equipment moved during operation is to be returned to original locations. This level of floor care and appearance is to be maintained at all times.

Clean washrooms upstairs and down. Clean with germicidal detergent the basins, toilets, shower, and plumbing fixtures. All interior and exterior surfaces of fixtures, wash basins, shower walls, toilet seats, bases, bowls, exposed flush tanks, piping and walls to be clean and free of spots, stains, fingermarks, soap scum, odours and mildew/mold. Chrome, brass or similar surfaces to be clean, bright, and free of fingermarks, spots and stains. Separate and identifiable cleaning cloths or disposable cloths are to be used for cleaning of washrooms. Toilets are to be cleaned using separate equipment or cloths. All sanitary and waste receptacles are to be cleaned with germicidal detergent. All dispensers of supplies/products to be clean and free of fingermarks, spots, stains, odours, and filled after cleaning the surfaces. Clean all surfaces inside and out, and restock all toilet tissue holders, soap, and towel dispensers. Clean with detergent all partitions, walls, including the enamel surfaces, doors, vents, kick plates, switch plates and ledges. Clean and polish all mirrors, windows, frames, counters, shelves, and counters, piping and toilet seat hinges. Mirrors and frames are to be clean and free from fingermarks, water streaks, etc. Wet mop floors with a non-filming detergent solution including bases. Floors, especially corners, to be clean and free of black marks, loose paper, mop strings, water, and mop marks. Bases to be clean and all areas free from odors. Wall bases and other surfaces to be free of watermarks and floor finish or water splashing.

The exterior of the building should have a tidy appearance. There should be no garbage around the building. The entrance areas and stairs should be clear of debris, snow, and ice. In the winter a de-icer may be used. The contents of the de-icer should be one that will not harm the concrete. The flowers must be maintained and cared for on a regular basis. The Regional District shall pay for the cost of the flowers.

### **Weekly**

Clean all furniture (i.e. book cases, desks, file cabinets, tables, furniture, glass, photocopiers, printers, and computers). Clean and polish all furniture, framing and trim, plastic, wood, vinyl, leather etc.

Spot clean fabric as required. Telephones, furnishings and fittings in public access areas are to be cleaned. All furniture, fixtures, telephones, glass tops, desks, accessories, vinyl, leather to be free of fingermarks, spots and stains, with no dust or streak marks present. Any such furniture and equipment moved during cleaning operations to be returned to their correct locations. All such surfaces shall be free of dust, stains, and soil, excluding those specific items such as



personal accessories (i.e. ceramics, ornaments, and free standing pictures). Special attention is to be given to the mouth, ear pieces, and cradle of telephones. The touch pad of office phones must be cleaned carefully to avoid de-programming. The use of an effective germicidal detergent and clean cloths is mandatory. All surfaces must be cleaned using a quality detergent.

Wipe inside of fridges, microwaves, toaster oven and stove. Clean all entrance door glass and interior door glass.

Clean metal and metal painted surfaces, such as stainless steel, doorknobs, push bars, kick plates, vents, handrails, switch plates, railings, and doors, exteriors of refrigerators, microwaves, stoves and elevator.

Empty paper recycling containers into recycling bags as provided.

All surfaces, including doors/frames, door grills, ledges, picture frames, exposed pipes, switch plates and surrounding wall areas are to be cleaned.

Spot clean and remove smudges from walls, doors, woodwork, and other similar surfaces. No marks to be visible; any spots that cannot be removed by normal means are to be reported to the Regional District of Bulkley-Nechako.

Clean stairways and elevator. Clean handrails, ledges, railings, baseboards, and banisters. Spot clean walls. After cleaning handrails, walls, they should be uniformly clean, free from dust, fingermarks, smudges, soil, and where applicable, present a polished appearance.

### **Monthly**

All floors are to be re-sealed and re-finished. The floor shall be rinsed using professional neutralizer, followed by at least two clear warm water rinses. Upon completion there must be present an overall appearance of cleanliness, while walls, baseboards, and other adjacent surfaces are to be free of watermarks, splashing and scars from equipment. The use of a buffing pad followed by an additional clean clear rinse will be required where a floor has a lot of standing fibers or impurities. Apply sufficient coats of sealer allowing sufficient drying time between applications. Apply sufficient coats of a slip resistant finish to offer floor protection for an overall attractive appearance.

Blinds are to be dusted and damp cleaned. All tracks, surfaces and sills are to be free of dust and fingerprints. All surfaces to be free of debris, dust, fingermarks, streaks, and spots.

### **Semi Annual**

Dust lights lenses including ceiling areas, and exhaust fans. Fixtures and fans are to be free of debris, and bugs/insects.

Carpets are to present an even, clean appearance, free of soil, spots, grit, and dust. Rugs are to be shampooed.

All window blinds are to be dusted or vacuumed (whichever works best).

### **Annual**

Wash walls, ceilings, and appurtenances (including doors, frames, glass, wood and metal). Surfaces are to be free from fingermarks and spots of any kind. There are to be no streaks or visible marking where portions of wall were separately washed, or line marks on ceilings. Walls to be uniformly clean all over. Water spillage on floor and furniture is to be wiped dry immediately. Window frames and adjoining areas to be free of dust, fingermarks, streaks, and spots.



## Regional District of Bulkley-Nechako Memo – Board Agenda December 14, 2017

**To:** Chair Miller and the Board of Directors  
**From:** John Illes Chief Financial Officer  
**Date:** December 14, 2017  
**Re:** Signing Agreements with Lake Kathlyn Protection Society

---

Lake Kathlyn Protection Society, a registered society in British Columbia in good standing, has signed an agreement to re-construct the diversion works to provide water from Glacier Gulch to Lake Kathlyn. The diversion work are the property of the Regional District and the Regional District holds a water license and a license of occupation on the diversion site.

Lake Kathlyn has successfully maintained the diversion works for many years; however, the works were damaged in flooding and require repair.

Director Fisher approved the use of Gas Tax funds for this project; however, the project was not complete before the winter season. The Gas Tax Agreement required an amendment to update the completion date.

I would be pleased to answer any questions.

**Recommendation:**

(all/directors/majority)

“That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer’s December 14, 2017 titled ‘Signing Agreements with Lake Kathlyn Protection Society’; and

That the Board authorize the signing of the ‘Diversion Works Construction Agreement’ and the ‘Addendum to Gas Tax Contract dated September 2, 2017’”

**ADDENDUM TO GAS TAX CONTRACT DATED SEPTEMBER 21, 2017**

This Agreement made as of December 7, 2017.

Between:

**Regional District of Bulkley-Nechako**  
PO Box 820  
Burns Lake BC V0J 1E0

A Regional District pursuant to the provisions of the *Local Government Act* of British Columbia, having its office at #37 3<sup>rd</sup> Avenue, Burns Lake, British Columbia  
(the "RDBN")

And:

**Lake Kathlyn Protection Society**  
7676 Hwy 16 West  
Smithers BC V0J 2N2  
(the "Recipient")

The following changes have been made to the above contract:

**Project Timeline**

The Recipient will implement the Project in a diligent and timely manner, in accordance with the following timeline:

Project Start Date: August 1, 2017  
End Date: September 30, 2018  
Final Report Due: October 31, 2018

**Funding Schedule**

The RDBN will distribute funds to the Society after copies of invoices have been submitted with the following information:

- Details of items completed to date;
- Estimated percentage of project completion; and
- Signed by the Project Manager.

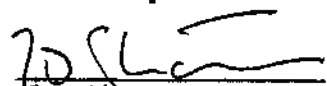
All other terms and provisions of said contract shall remain in full force and effect.

Signed on behalf of the  
Regional District of Bulkley-Nechako

Signed on behalf of the  
Lake Kathlyn Protection Society


Chair, Bill Miller

Date

 Dec 8/2017  
President, Terry Stuart Date

CAO,  
Melary de Weerd

Date

 Dec 8/2017  
Secretary-Treasurer, Kelly Jones Date

**DIVERSION WORKS CONSTRUCTION AGREEMENT**

**THIS AGREEMENT** dated for reference this 23 day of November, 2017.

**BETWEEN:**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

P.O. Box 820  
37 3<sup>rd</sup> Avenue  
Burns Lake, BC V0J 1E0

(the "**Regional District**")

**OF THE FIRST PART**

**AND:**

**THE LAKE KATHLYN PROTECTION SOCIETY**

(#S0020094)  
7676 Hwy 16 W  
Smithers, BC V0J 2N2

(the "**Society**")

**OF THE SECOND PART**

(together the "**Parties**")

**WHEREAS:**

- A. The Regional District holds a water licence permitting the development of works to divert water from Glacier Gulch Creek, to Club Creek and into Lake Kathlyn.
- B. The Regional District, with the assistance of the Society, constructed the Glacier Gultch Water diversion works (the "**Diversion Works**") in accordance with 1988 design drawings from RE Graham Engineering, as amended by the 1994 redesign of the intake structure from the Ministry of Environment modifications report (the "**Design Specifications**").
- C. Since 1994, the Society has maintained the Diversion Works with financial support from the Regional District.
- D. In 2016, a substantial portion of the Diversion Works were washed away.
- E. The Society wishes to undertake the re-construction of the Diversion Works using the existing Design Specifications.

- F. The Society has or has access to the personnel, equipment, appropriate skills, experience and financial capacity required to manage all aspects of construction and commissioning of the Diversion Works.

**IN CONSIDERATION** of the promises and the covenants contained in this Agreement, and other good and valuable consideration, the Parties agree as follows:

## **1.0 SCOPE OF WORK**

- 1.1 The Society covenants and agrees to re-construct the Diversion Works on the terms and conditions set out in this Agreement,
- 1.2 In re-constructing the Diversion Works, the Society covenants and agrees:
- (a) to provide the Regional District with a detailed schedule for construction of the Diversion Works within thirty (30) days of executing this Agreement;
  - (b) to construct the Diversion Works in accordance with the Design Specifications attached to this Agreement as Schedule "A", and the Conditional Water License #68043 attached to this Agreement as Schedule "B";
  - (c) to obtain the prior written approval of the Regional District for any changes to the specifications set out in Schedule "A", excepting the potential use of geotextile to strengthen gravel berms;
  - (d) to comply with all statutes, laws, regulations and orders of any authority having jurisdiction with respect to any aspect of the Diversion Works, which includes but is not limited to the Ministry of Environment best practices guidelines for environmental protection and the Department of Fisheries and Oceans regulations and policies; and
  - (e) not to employ any person or contractor in the construction of the Diversion Works who, in the reasonable opinion of the Regional District is unfit, incapable or unskilled
- 1.3 For purposes of this Agreement, the covenants, agreements, restrictions and requirements set out in sections 1.1 and 1.2 are referred to collectively as the "**Scope of Work**".

## **2.0 COMPLETION**

- 2.1 The Society shall complete the re-construction of the Diversion Works by September 1, 2018 (the "**Completion Date**").

- 2.2 Upon completion of the Diversion Works, the Society covenants and agrees to assign to the Regional District all of its right, title and interest in and to the Diversion Works, free and clear of all encumbrances.
- 2.3 The Society shall conduct testing to ensure that the completed Diversion Works function as designed and the Society shall remedy any defect within one (1) year of the Completion Date.
- 2.4 The Society shall provide the Regional District with as-built drawings of the completed Diversion Works within one (1) year of the Completion Date, to the satisfaction of the Regional District.

### **3.0 REPORTING**

- 3.1 The Society shall provide the Regional District with an annual report prior to December of each year, which report shall include the following:
- (a) an overview of that year's operation of the Diversion Works
  - (b) a detailed description of the maintenance, remedial and construction works undertaken in that year, and an accounting of the maintenance costs; and
  - (c) an estimate of the anticipated operating budget for the coming year.

### **4.0 PROJECT MANAGEMENT**

- 4.1 For the purpose of provincial health and safety regulations, including without limitation section 118 of the *Workers Compensation Act*, the Society shall be the "Prime Contractor" in completing the Scope of Work.
- 4.2 The Society shall be responsible for obtaining all licenses, permits, orders, authorizations and approvals required to complete the Scope of Work, and the Society shall execute all aspects of the Scope of Work in accordance with all licenses, permits, orders, authorizations and approvals required, and all applicable laws, throughout the term of this Agreement.

### **5.0 PROJECT COSTS**

- 5.1 The Society agrees to pay and be responsible for all costs and expenses incurred in completing the Scope of Work.
- 5.2 While this agreement is in effect the Regional District will not unreasonably withhold from the society the funds raised through the Glacier Gulch Water Diversion Bylaw and the Glacier Gulch Water Diversion Capital Reserve Bylaw.

### **6.0 REGIONAL DISTRICT COVENANTS**

6.1 The Regional District covenants and agrees that:

- (a) Upon completion of the Diversion Works, it will permit the Society to operate and maintain the Diversion Works in accordance with the requirements set out in section 1.2 of this Agreement.
- (b) it will issue a certificate of acceptance upon the Society satisfactorily completing the Diversion Works and performing all other requirements of this Agreement, except the permitted operation and maintenance of the Diversion Works allowed under section 6.1(a) of this Agreement.

## 7.0 INDEMNIFICATION

7.1 The Society shall release, and does hereby indemnify and save harmless the Regional District from and against:

- (a) All costs, expenses, claims, damages, demands, actions, suits and liability by whomever brought or made and however arising whether directly or indirectly, from the construction, operation or maintenance of the Diversion Works and any injury or damage thereby caused to person or property (including death) except that arising from the exclusive negligence or other fault of the Regional District; and
- (b) All expenses and costs incurred by reason of liens for nonpayment of labour or material, workers' compensation assessments, and unemployment insurance in relation to the Diversion Works.

## 8.0 INSURANCE

8.1 The Society shall take out and maintain at all times from the commencement of construction of the Diversion Works until the Regional District issues a certificate of acceptance, insurance at its sole expense. Such insurance shall include comprehensive general liability insurance against claims for bodily injury including death and property damage or loss arising from its operations in or about the Diversion Works, highways or other lands in carrying out the construction of the Diversion Works and in performing its obligations under this Agreement. Such insurance shall name the Regional District as a co-insured and shall contain a cross-liability or severability of interest clause so that the Regional District and the Society may be insured in the same manner and to the same extent as if individual policies had been issued to each. Such insurance shall be for the amount of not less than \$5,000,000 combined single limit or such other amount as the Regional District may reasonably require. The Society shall provide to the Regional District proof in writing of such insurance before commencing construction of the Diversion Works. The policy of insurance shall contain a provision requiring the insurer to give to the Regional District 30 days prior written notice before any alteration of or cancellation of the policy shall be effective.



**9.0 TERM**

9.1 This Agreement shall continue in force until such time that either Party terminates the Agreement pursuant to section 10.2.

**10.0 ASSIGNMENT AND TERMINATION**

10.1 The Society must not assign, mortgage or transfer this Agreement or any interest in it.

10.2 Either Party, upon giving 90 days notification in writing to the other, may terminate this Agreement.

10.3 Without limiting section 10.2, if the Society is in default of any of its obligations under this Agreement, and such default continues for more than (10) days after the giving of written notice of the default by the Regional District, the Regional District may terminate this Agreement immediately and without further notice.

**11.0 NOTICE**

11.1 Any notices hereunder or documents or deliveries required hereby may be served to the Parties by personal delivery or registered mail from within the Province of British Columbia to the addresses listed in this Agreement or at such other address as the Regional District or the Society may from time to time notify in writing. Any delivery or service as aforesaid, which is made by registered mail shall be deemed to have been received when actually delivered.

**12.0 GENERAL PROVISIONS**

12.1 This Agreement shall enure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns.

12.2 This Agreement shall be governed by, and construed and interpreted in accordance with, the laws of the Province of British Columbia.

12.3 Time is of the essence of this Agreement.

12.4 In the event of a dispute between the Parties regarding this agreement that the Parties cannot resolve otherwise, the dispute may be submitted to arbitration under the *Arbitration Act* for determination by a single arbitrator mutually acceptable to the Parties.

12.5 The headings to the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

12.6 A provision in this Agreement granting the Regional District a right of approval must be interpreted as granting a free and unrestricted right to be exercised by the Regional District in its discretion

12.7 Waiver of any default by a Party shall not be interpreted or deemed to be a waiver of any subsequent default

12.8 This is the entire agreement between the Parties.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the day, month and year first above written.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatories

Name:

Name:

THE LAKE KATHLYN PROTECTION SOCIETY by its authorized signatories:

*T. Stuart* T. STUART

Name:

*Kelly J. Jones*  
Name: Kelly J. Jones.



## Regional District of Bulkley-Nechako Memo Board Agenda - December 14, 2017

**To:** Chair Miller and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** December 14, 2017  
**Re:** Recycling Service Establishment Opportunity

---

Currently the recycling services is part of the Environmental Services program. All municipalities and rural areas are taxed for this program based on their converted assessments.

The expenses for each recycling area (Fraser Lake and Area, Burns Lake and Area, Smithers/Telkwa and Area, Houston and Area, Vanderhoof and Area, Fort St. James and Area, and Granisle and Area) are based on the services provided in each of the municipalities. Currently the taxation revenue and the expenses cannot be matched. For example, if one recycling area requires additional funding, we are not able to increase taxes for that geographic area to provide the additional amount. Currently, if we need to increase taxes to cover funding requests then every recycling area will have an increased funding amount (based on the recycling area's converted hospital assessments).

In order to provide flexibility for the directors in each recycling area to fund their recycling efforts and in order to match the recycling expenses for a local area with the taxation from that local area, I would recommend that the directors consider moving the recycling program into local services.

Under section 315 of the *Local Government Act (Management of solid waste and recyclable material)*, recycling services is one of the specific services that Regional Districts can provide. While the provision of these services is normally not required to go to the electorate on establishment, I am seeking clarification that this is still the case if the service provided does not encompass the entire Regional District.

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 December 14, 2017 titled 'Recycling Service Establishment Opportunity'; and

"That the Board direct staff to bring back further information, including draft establishment bylaws and budgets, for local recycling services."



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### MEMORANDUM

To: Chairperson Miller and Board of Directors (December 14, 2017)

From: Janette Derksen  
Deputy Director of Environmental Services

Date: December 13, 2017

Subject: 2018 Recycling Program Contract Renewals

---

At the February 26, 2015 Board meeting a resolution was passed regarding budget funding allocations for recycling programs in the RDBN following the development of the Packaging and Printed Paper program (PPP) by Recycle BC (formally known as MMBC). These allocation recommendations are still being utilized for the 2018 recycling budget as they have been since 2015.

As directed by the motion carried by the Board, the Environmental Services Staff have made efforts to expand programs in those areas where Recycle BC was not providing PPP recycling services, by subsidizing the recycling of those materials. Some areas' budgets are not sufficient to provide the full service through the recommended allocations that were carried at the February 26, 2015 Board level where as other areas' recycling budgets create a surplus that is carried over year to year. The Environmental Services recycling budget will be reassessed in 2018 to create a new budget model for the 2019 for recycling initiatives.

#### **2016 Cardboard Ban's Impact on Recycling Budgets**

In 2016, the RDBN Board of Directors implemented a region wide corrugated cardboard ban and committed to fund residential drop off recycling opportunities for packaging and printed paper materials, including cardboard, in those areas where Recycle BC did not provide services. The institutional, commercial and industrial (ICI) sector were to bear the costs of recycling their cardboard. The RDBN continues to fund the Cardboard bins at the Southside, Vanderhoof and Granisle Transfer Stations for the collection of residentially generated corrugated cardboard. The funds to cover these Cardboard bin initiatives comes out of that Area's recycling budget which increases the expenditure for this area's recycling component.

The RDBN funds the recycling of ICI mixed paper at the various recycling facilities in the region.

#### **Reuse Shed/Attendants**

Based on 2016 direction received from the Board for the re-opening of the reuse sheds, the budget for the wages of the reuse shed attendants for the Smithers/Telkwa, Burns Lake, Vanderhoof and Fort St. James Transfer Stations comes out their area's recycling budget. A recent motion at the November 23, 2017 Board meeting recommended that the consideration of whether to postpone the transition of the reuse shed attendants from a temporary to a full time position until the completion of the Solid Waste Management Plan is 2018.



The above initiatives have increased costs associated with the provision of recycling services in the RDBN. In preparing a 5 year recycling budget plan it is noted that the budgets for the majority of the areas' recycling components are not sustainable at the current proposed costs with the 2015 allocation recommendations. The tables below provide a summary of the current and proposed 2018 recycling expenditures for each area:

### **Fort St. James and Area**

#### Service Provision:

- Residential packaging (including plastics) and printed paper provided by Nak'azdli Band Council – paid for by Recycle BC.
- ICI paper and cardboard recycling through contract with Nak'azdli Band Council from January-June, 2016. The District of Fort St. James took over the contract and changed the contract to ICI paper only from July-December, 2016 through 2017.
- RDBN Reuse Shed Attendant – works 28 hours/week, currently temporary position with no benefits. Reuse shed was re-opened March of 2017.

The RDBN has received the District of Fort St. James proposal for continuance of ICI paper recycling services for the 2018 year. This proposal is attached. Further, a recommendation to extend the contract is outlined in the "recommendations" section of the memorandum for consideration by the Board of Directors.

Given the outlined current proposed 2018 costs, and unless provided different direction from the Board of Directors, the Budget line item for Fort St. James and Area Recycling will be set at **\$42,374.00** for the first draft of the 2018 budget.

### **Vanderhoof and Area**

#### Service Provision:

- Printed paper and plastics recycling through contract with Nechako Healthy Community Alliance – primarily residential based, although ICI is not excluded. Prior to July 1, 2016 recycling services included cardboard.
- Residential corrugated cardboard collection and recycling through agreement with Waste Management. 10 – 6 yard bins placed at Vanderhoof Transfer Station. This program was initiated on July 1, 2016. Within budget 2 – 6 yard bins were added in July 2017 to accommodate the volumes of cardboard.
- RDBN Reuse Shed Attendant – works 28 hours/week, currently temporary position with no benefits. Reuse shed was reopened in October 2016.

The proposal for the continuance of recycling services by the Nechako Waste Reduction Initiative for the time period of January 1-December 31, 2018 is attached for additional information. Further, a recommendation to extend the contract is outlined in the "recommendations" section of the memorandum for consideration by the Board of Directors.

Given the outlined proposed 2018 costs, and unless provided different direction from the Board of Directors, the Budget line item for Vanderhoof and Area Recycling will be set at **\$117,025.00** for the first draft of the 2018 budget.



### **Fraser Lake and Area**

#### Service Provision:

- Residential cardboard and paper recycling through contract with the Fraser Lake Bottle Depot. ICI customers are allowed to utilize the paper bins only as of July 1, 2016.
- Reuse shed was reopened utilizing existing RDBN staff, therefore no additional costs. Reuse shed was reopened in May 2016.

The proposal for the continuance of recycling services by the Fraser Lake Bottle Depot for the time period of January 1-December 31, 2018 is attached for additional information. Further, a recommendation to extend the contract is outlined in the “recommendations” section of the memorandum for consideration by the Board of Directors.

Given the outlined proposed 2017 costs, and unless provided different direction from the Board of Directors, the Budget line item for Fraser Lake and Area Recycling will be set at **\$52,400.00** for the first draft of the 2018 budget.

### **Burns Lake/Southside**

#### Service Provision:

- Residential packaging (including plastics) and printed paper provided by Burns Lake Recycling Depot – paid for by Recycle BC.
- Residential cardboard and paper recycling offered at the Southside Transfer Station through agreement with Waste Management.
- ICI paper recycling through contract with Burns Lake Recycling Depot and Cascades Recovery (this started in July 2016. From January-June, ICI cardboard and paper recycling was provided). Proposed for 2018 a contract through Waste Management to continue mixed paper recycling.
- RDBN Reuse Shed Attendant – works 28 hours/week, currently temporary with no benefits. Reuse shed was reopened in May 2016.

The proposal for the continuance of recycling services by Burns Lake Recycling Depot Ltd. for the time period of January 1-December 31, 2018 is attached for additional information. Further, a recommendation to extend the contract is outlined in the “recommendations” section of the memorandum for consideration by the Board of Directors.

Given the outlined proposed 2018 costs, and unless provided different direction from the Board of Directors, the Budget line item for Burns Lake and Area Recycling will be set at **\$69,664.00** for the first draft of the 2018 budget.

### **Granisle and Area**



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**Service Provision:**

- Residential cardboard recycling through agreement with Waste Management. 4, 6 yard bins placed at Granisle Transfer Station. This program was initiated on July 1, 2016.
- Reuse shed was reopened using existing RDBN staff, therefore no additional costs. Reuse shed was reopened in May 2016.

Given the outlined proposed 2018 costs, and unless provided different direction from the Board of Directors, the Budget line item for Granisle and Area Recycling will be set at **\$4,500.00** for the first draft of the 2018 budget.

**Houston and Area**

**Service Provision:**

- Residential cardboard, paper and plastics collection through agreement with Houston Bottle Depot. Transportation and recycling of collected materials through agreement with Cascades Recovery.
- Reuse shed at Knockholt Landfill was reopened using existing RDBN staff, therefore no additional costs. Hours of facility are limited to opening on weekends only. Reuse shed was reopened in September 2016.

The proposal for the continuance of recycling services by the Houston Bottle Depot for the time period of January 1-December 31, 2018 is attached for additional information. Further, a recommendation to extend the contract is outlined in the "recommendations" section of the memorandum for consideration by the Board of Directors.

Given the outlined proposed 2018 costs, and unless provided different direction from the Board of Directors, the Budget line item for Houston and Area Recycling will be set at **\$82,232.00** for the first draft of the 2018 budget.

**Smithers/Telkwa and Area**

**Service Provision:**

- Residential packaging (including plastics) and printed paper recycling provided by Village of Telkwa (curbside), Town of Smithers (curbside) and Bulkley Valley Bottle Depot – paid for by Recycle BC. Curbside materials are collected and bailed at the SARS facility on Tatlow Rd.
- Smithers and Area Recycling providing ICI cardboard, paper and plastics recycling.
- Started a new ICI program for multi-family and seniors building collection as well as other businesses. Contact with the RDBN October 1-December 31, 2017.
- RDBN Reuse Shed Attendant – works 28 hours/week, currently temporary with no benefits. Reuse shed was reopened in May 2016.

Smithers and Area Recycling Society is proposing to continue on with its ICI program. The attached proposal is included for further information. Further, a recommendation to extend the contract is outlined in the "recommendations" section of the memorandum for consideration by the Board of Directors.

Given the outlined proposed 2018 costs, and unless provided different direction from the Board of Directors, the Budget line item for Smithers and Area Recycling will be set at **\$50,110.44** and



**\$23,937.20** for Telkwa and Area for the first draft of the 2018 budget.

### 2018 Changes

The recycling firms in Metro Vancouver are seeing a backlog of recyclable materials after China decided to no longer accept other nations 'dirty' recovery materials. The Green Fence policy started in 2013 and will become stricter in 2018, possibly banning a variety of solid waste materials. The local recycling groups are already paying more to recycle mixed paper and plastics as this market has dropped, therefore increasing subsidies from the RDBN. As well, Recycle BC is undergoing a consultation phase addressing proposed changes to their program based on 3 years of performance data and the expiry of their collector contracts. These potential changes may affect how some groups operate a portion of their program. These proposed changes reflect what is happening with China's Green Fence on "dirty materials" and will be proposing lowering the contamination threshold to an almost impossible level.

With the Solid Waste Management Plan completion in 2018, staff is also predicting changes within the region's recycling framework and the way the RDBN subsidizes our region's recycling groups. Staff is promoting more curb-side collection and establishing more Recycle BC depot programs for those groups that can facilitate it. In summary, with the market for recyclable materials dropping and potential changes happening with Recycle BC's program staff feels the need to address these changes when they occur.

### 2017 Contract Renewals

At this time, Environmental Services staff requests that the Board approve the contract extensions with the District of Fort St. James, Nechako Healthy Community Alliance, Burns Lake Recycling Depot Ltd., Fraser Lake Bottle Depot, Houston Bottle Depot and the Smithers and Area Recycling Society (ICI program) for the continuance of recycling in the region as outlined in the recommendations to the Board below. Staff would also like to recommend the contract extensions be made in agreement for the time period of January 1, 2018 to December 31, 2018 but allow for terminology in the contract for termination or scope changes on a quarterly basis. Contracts would automatically be renewed quarterly if the RDBN hasn't notified the group(s) prior to a 60 day cut off period with intention to change the scope of service with justification.

RECOMMENDATION	(All/Directors/Majority)
1. That the Board of Directors receive the memorandum titled, "2018 Recycling Program Contract Renewals" and dated December 13, 2017.	
2. Further, that the Board of Directors approve the following recommendations:	
a. That the Board of Directors approve a contract extension with the District of Fort St. James in support of the proposal for the continuance of recycling services for Fort St. James and Area, for the time period of January 1 – December 31, 2018 at a total cost of <b>\$14,000.00</b> (excluding taxes).	
b. That the Board of Directors approve a contract extension with the Nechako Healthy Community Alliance in support of the proposal for the continuance of recycling services for Vanderhoof and Area, for the time period of January 1 – December 31, 2018 at a total cost of <b>\$5,651.00</b> (excluding taxes).	





- c. That the Board of Directors approve a contract extension with the Fraser Lake Bottle Depot in support of the proposal for the continuance of recycling services for Fraser Lake and Area, for the time period of January 1 – December 31, 2018 at a total cost of **\$52,400.00** (excluding taxes).
- d. That the Board of Directors approve a contract extension with the Burns Lake Recycling Depot Ltd. in support of the proposal for the continuance of recycling services for Burns Lake and Area, for the time period of January 1 – December 31, 2018 at a total cost of **\$31,980.00** (excluding GST).
- e. That the Board of Directors approve a contract extension with the Houston Bottle Depot in support of the proposal for the continuance of recycling services for Houston and Area, for the time period of January 1 – December 31, 2018 at a total cost of **\$42,232.00** (excluding taxes).
- f. That the Board of Directors approve a contract extension with the Smithers and Area Recycling Society in support of the proposal for the continuance of recycling services for Smithers/Telkwa and Area, for the time period of January 1 – December 31, 2018 at a total cost of **\$60,868.00** (excluding taxes).
- g. That the Board of Directors approve all of the above contracts subject to a quarterly contract review process where in the contract would automatically renew unless the RDBN provides in writing notification of intention to change scope of work 60 days before the end of each quarter.

District of Fort St. James

**Project Proposal**

**Regional District of Bulkley Nechako**

**3R's Funding Program**

January 1, 2018 – December 31, 2018

Submitted

**Primary Contact Information:**

**Name:** Kevin Crook  
**Office Phone:** 250-996-8233  
**Mobile Phone:** 250-996-1634  
**E-mail:** [cao@fortstjames.ca](mailto:cao@fortstjames.ca)  
**Mailing Address:** District of Fort St. James  
PO Box 640, Fort St. James, BC V0J 1P0  
**Street Address:** 477 Stuart Drive West

## **Introduction**

The GUF Society started fibre recycling in Fort St. James and continue to be a pillar in the community for recycling. However, due to the parallel MMBC residential program the 3R's funding was redirected to accommodate commercial recycling in July 2015. This redirection of funding limited the GUF society and prevented them from continuing with residential recycling. They decided to instead, focus on educating the public about recycling and environmentally friendly habits. The Nak'azdli Recycling Depot, District of Fort St. James and GUF Society did not wish to see the existing service discontinued. As a result, Nak'azdli took over operations at the Integris Recycling Centre last July. They approached the District of Fort St. James indicating that they would no longer be able to run the facility part way through their term, and the District of Fort St. James has taken over operations.

Currently, the Integris Recycling Centre ships out an average of nine Metric Tonnes (MT) of fibre per month. The District of Fort St. James provides a part time employee (up to 25 hours per week) to bale the fibre and equipment to load the bales, as well as covering all of the building costs such as heat and light.

District of Fort St. James proposes to continue to use the facility for accepting and recycling cardboard, mixed paper and shredded office paper from commercial and industrial users. In partnership with GUF, we will continue to educate the business owners of Fort St. James to bring all commercial recycling to this building and to divert residential fibre to the Nak'azdli Recycling Depot; all residential fibre material will be handled through the MMBC program and all commercial fibre will be handled through the Integris Recycling Centre.

The intentions of the Integris Recycling Centre continue to be:

- Acting as a depot facility for the collection of commercial fibre products in Fort St. James
- Baling the products using the existing baler and shipping the material to Prince George using the most efficient means
- Increasing existing fibre collection with commercial sectors through enhanced community education and outreach.

## **Project Description**

Funds from the 3 R's program will be used to support our operating costs for the mixed paper ICI sector, including employee wages, shipping costs, supplies, and signage, as well as other operational costs such as electricity and phone.

Contamination of materials must remain low. In addition to educating and assisting people who visit the depot, ongoing checks and sorting of the receptacle bins will be required by the worker.

We will continue to work with the GUF Society and hope to participate in community events alongside them.



### **Duties of Depot Staff**

The worker(s), in addition to their primary role of baling the materials, will be responsible for managing and maintaining organization and cleanliness of the facility; keeping the bins free of contaminants; educating the public about recycling in Fort St. James, etc. The employee will be supervised by the District of Fort St. James administration.

### **Diversion Estimates**

The Integris Recycling Centre currently diverts approximately 9 MT of solid waste from the landfill each month. On average, 25% of the volume received is mixed and office paper, with the remaining 75% being cardboard. In 2017 we were more successful diverting residential waste away from the depot, so there has been a reduction in total amount of fibre received in 2017 compared to previous years.

### **End Markets for Materials**

Cascades Recovery in Prince George has been and will continue to be the main end market for the recyclables. Cascades Recovery delivers bales to their processing plant in Burnaby, BC.

Red Spade is the current contractor for pickup and delivery of bales. They charge \$400 per load of 8 bales. Cascades charges \$55/MT of mixed paper they receive at their facility. They pay \$50/MT for corrugated paper and \$100/MT for clean office paper

### **Educational Component of Project**

The GUF Society, Nak'azdli and The District of FSJ will continue to educate the community about recycling initiatives. They will be present at the local fairs, appear regularly at First Nation's environmental days, assist in coordinating recycling opportunities offered outside the community, and green event planning. They will also continue with local bulletins and advertising to increase awareness and usage of the facilities available. The focus will continue to be on businesses and institutions, as they are currently the biggest fibre users. Educational goals for 2018 include informing residents and business owners about:

- The location of the recycling centre and the hours of operation
- The types of cardboard and mixed paper that can be put in the collection bins, and the types that cannot
- How to prepare cardboard and mixed paper products for recycling
- Where the cardboard and mixed paper are taken, and the things that they can be made into
- The current percentage of volume that cardboard and mixed paper that are recycled
- Other recycling opportunities available in the community (e.g., beverage containers, batteries, tin cans)
- Why, as a community, we should recycle



- How to positively impact our environment by reducing what we purchase

The desired behavior changes we anticipate in residents, businesses, and institutions in Fort St. James and surrounding areas as a result of this project are:

- Separating appropriate cardboard and mixed paper out of their regular garbage for deposit in the appropriate bins
- Taking uncontaminated beverage containers to the bottle depot
- Depositing the recycling products in the correct collection bins
- Through our educational efforts we hope to also expand the use of the MMBC program

Target audiences within the community may include, but are not limited to:

- Businesses in and out of town
- First Nations communities
- Schools
- Institutions

Products and activities that may be identified in the Educational Component may include, but are not limited to:

- Newspaper articles
- Signs and posters
- Waste reduction education through social media, websites etc.
- Displays and attendance at community events
- Local recycling workshops
- Presentations to, and activities with, schools, institutions, and businesses

### **Project Budget**

Total expenditures for operations of the Integris Recycling Depot for 2018 are anticipated to be \$51,950. Our cost estimates are based on building and recycling operations over the past year. We request that the 3R's program fund 30% of costs to a maximum of \$14,000 (approximately 30% of costs will be towards mixed paper and office paper).

**2018 Detailed Project Budget**

<b>REVENUES</b>		
DISTRICT OF FSJ	(32,150)	From taxation revenue and/or user fees
RD 3R's Grant	(14,000)	Requested from Regional District of Bulkley Nechako
CARDBOARD & OFFICE PAPER REVENUE	(5,800)	Sales of baled cardboard and office paper
	(51,950)	
<b>EXPENSES</b>		
PROPERTY INSURANCE	150	Insurance on the building
BC HYDRO	3,000	Electricity for heat, light and equipment
PHONE	300	Phone for employee safety
WAGES & MERCS	30,000	\$20/hour, 25 hours/week, 12% MERCS
TRANSPORTATION	14,000	Pickup and delivery of bales from Fort St. James to Prince George
MIXED PAPER FEES	2,000	Charges for receiving mixed paper bales
BUILDING MAINTENANCE	1,000	Building and grounds upkeep and repairs
SUPPLIES	1,500	Baling wire and office supplies
	51,950	

Note that outreach and education are provided in-kind by the District and GUF.

100% of these costs are allocated for direct implementation of paper recycling services. This includes:

- baling of fibre
- maintenance of bin areas
- tracking of volume
- community promotion and marketing

Approximately 30% of the costs will be allocated to mixed paper and office paper.

**Declaration Statement**

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



Kevin Crook, Chief Administrative Officer

November 20, 2017

Date



## **Nechako Healthy Community Alliance**

P.O. Box 1881, Vanderhoof, British Columbia V0J 3A0

October 18, 2017

Elaine Wiebe  
Regional District of Bulkley Nechako  
37 – Third Avenue, PO Box 820  
Burns Lake, British Columbia  
V0J 1E0

On behalf of the Nechako Waste Reduction Initiative (NWRI), the Nechako Healthy Community Alliance is submitting the following Waste Reduction Proposal for January 1 to December 31 of 2018 3 R's funding from the Regional District of Bulkley Nechako (RDBN). The proposal is for Vanderhoof and its surrounding rural area and focuses on the continuation of the recycling program, which began in late 2009.

The Nechako Waste Reduction Initiative appreciates the Regional District's willingness to step in to ensure that recycling and waste reduction services can continue in Vanderhoof after the news that Multi-Material BC would not be initiating any changes in our community. We look forward to continuing to work with the Regional District and Multi-Material BC to find a more permanent recycling service solution in Vanderhoof.

The main contact at this time will be Trinda Elwert, the current Sustainability Coordinator for the Nechako Waste Reduction Initiative. Her contact information is as follows:

Cell phone: 250-567-8538  
Email: nechakowri@gmail.com  
Mailing Address: PO Box 1881 Vanderhoof, BC V0J 3A0

In December 2009, the NWRI, with the help of the RDBN, began a paper and cardboard recycling program in Vanderhoof. The program consisted of one cardboard collection bin and one mixed paper collection bin. The materials were handled separately; the cardboard was baled using the Vanderhoof Co-op baler and the mixed paper was shipped into Prince George and then on to Vancouver for recycling. With the support of the RDBN, plastics recycling was added to this recycling program in July 2012. The plastics recycling program consists of one household plastics recycling bin that is shipped to Prince George. The cardboard program is no longer administered by NWRI.

NWRI has assisted the Nechako Valley Community Service Society (NVCSS) to start a commercial cardboard recycling service. The Residential Corrugated Cardboard Recycling Service has been running for 7 months, and currently has 130 households signed up. The community has supported this initiative and we hope to continue the service into 2018, with the intention to collect additional recyclable materials.

We will continue to meet and work with the Vanderhoof Co-Op, the District of Vanderhoof, NVSS Bottle Depot, community groups, and the Regional District to facilitate the establishment of a recycling depot in Vanderhoof. The NWR1 will also continue to advocate with Recycle BC to become part of this long term solution.

The mixed paper recycling will continue to be provided by Cascades Recovery+ Inc. (Cascades). Cascades provides a 30 cubic yard bin and transportation of the collected material. The bin will be emptied and replaced once a week. Cascades has generously offered to continue providing bins free of charge and will be charging a rate of \$269 per collection. Market prices for mixed paper recycling are fluctuating, we have used \$60/MT as an average to estimate prices for the year. As of January 1, 2014, Cascades added an 8% fuel surcharge to all clients' collection rates.

The plastics recycling program will continue to be provided by Cascades. Cascades provides a 30 cubic yard bin and transportation of the collected material. The bin will be emptied and replaced once a week. Cascades has generously offered to continue providing bins free of charge and will be charging a rate of \$269 per collection (lower than in 2014 because both bins are replaced simultaneously), however there is an additional sorting and processing fee of \$150 per collection for plastics sorting. As of January 1, 2014, Cascades added an 8% fuel surcharge to all clients' collection rates. The processing fee is exempt from the fuel surcharge.

The plastic and mixed paper bins will be inspected once a week to ensure they are not being contaminated with garbage and to check the volume of recycled material. The paper and plastic bins will continue to be located at the Vanderhoof Waste Transfer Station.

The materials expected to be diverted from the landfill are the following:

<i>Type of Material</i>	<i>Estimated Amount (tonnage) to be Diverted</i>	<i>Time Period Diversion is Proposed to Occur</i>	<i>Proof of end markets attached Yes/No</i>
Mixed paper: -newspaper -magazines -office and lined paper -box board, etc.	82.7 MT (Based on an average of 6.89 MT of material recycled per month)	12 Months (Jan - Dec)	No (was provided in original proposal)
Plastics 1-7 (including milk jugs & cartons)	21.9 MT (Based on an average of 1.82 tonnes of material recycled per month)	12 Months (Jan - Dec)	No (was provided in previous proposal)

All of the mixed paper and plastics are transported by Cascades to a recycling facility in Vancouver. The estimated amounts of diverted material are based on the actual weight of the mixed paper and plastic upon collection over the last 6-month period.

The public education component of our project involves ongoing campaigns to increase awareness of existing recycling options and waste reduction projects as well as pursuing and advertising new waste reduction opportunities. In 2016 and 2017, the NWR1 organized several activities including elementary school workshops, installing additional outdoor recycling receptacles, the Earth Day Community Clean-Up, a 90 Trees for 90 Years event, green events in Vanderhoof, supporting the Regional District's composting seminar, tabling at the Trade Show, Canada Day, and others. Looking ahead, a few of the initiatives that NWR1 will be involved with in 2018 are:



- The Community Clean Up and the Community Garden Harvest Celebration
- Green Toolkit for the community
- Community outreach via social media and existing print media
- Tabling at local events, with a focus on the Green Toolkit as a means of waste reduction

Mixed paper collection from the Vanderhoof Post Office is an ongoing NWRI initiative. An employee from NVCSS collects the mixed paper three times a week and transfers it to the paper recycling bin, as a result diverting a large amount of waste from the landfill. This initiative has received positive feedback from both the community and the Post Office employees. The placement of new mixed paper recycling bins with the recycling logo and the NWRI logo at the Post Office has also allowed this project to take on a public education angle. NVCSS informed the NWRI in May 2014 that they would begin to invoice us for mileage for the NVCSS employee, who uses a truck provided by the agency for his recycling work. This mileage fee is reflected in the budget.

Through local media sources such as the newspaper, school newsletters, radio, the NWRI website, and the NWRI Facebook Page we will continue to provide the District of Vanderhoof and its residents with information on waste reduction strategies, waste management news, and new recycling options. This will include the location of, and procedures for, services such as paper, plastic, and cardboard recycling, as well as electronics and beverage container recycling.

Appropriate signage has been posted to increase public awareness about where to recycle, which products are acceptable, and how to maintain a low level of contamination at these locations. We are committed to working with local businesses to continue promoting retail specific recycling options and initiatives, as well as to promote the idea of green business practices. In the past, the NWRI worked with local businesses to offer and advertise unique recycling options such as pen and plastic writing instruments, ink cartridges, cell phones, and more. We will be present at community events such as the Community Clean-Up to expand public knowledge of recycling practices and options the NWRI supports.

A joint initiative between the NWRI and Nechako Valley Food Network (NVFN) to help local events become "green" has been a success! Four events in 2014 (Community Clean-Up, Canada Day, Community Garden Opening, and BC Rivers Day) and two events in 2015, 2016 and 2017 (Community Clean-Up and the Harvest Dinner at the Community Garden) were successfully "greened" with positive feedback from community members and the support of a large group of volunteers committed to sustainability, local food, and waste reduction. A green event is an event in which waste is kept to a minimum, local food is served, and volunteerism is promoted. These actions work to engage our community in environmental stewardship, to support our local food producers and economy, as well as help to create a community identity. The NWRI is responsible for minimizing waste at these events and achieves this through the use of reusable dinnerware, composting food waste, and recycling beverage containers and paper or cardboard packaging. Although there were fewer "green" events in 2017 than 2014, this was primarily because of the event organizers' decisions about food service. Even though they didn't have the "green" event designation, many community events still minimized waste through their use of the NWRI's green toolkit.

The NWRI's "Green Toolkit", a set of reusable dishes that can be rented by community members and businesses, allows for green events to take place on a smaller scale throughout Vanderhoof throughout the year. In 2017 thus far, the green toolkit has been used 37 times, diverting thousands of plastic, Styrofoam, and paper plate settings from the landfill. In order to abide by Northern Health guidelines, we ensure the dishes are sanitized after each use. We pay an honorarium to two young ladies with diverse abilities to sanitize the dishes, using the commercial dishwasher located at the Vanderhoof Arena. We look forward to continuing to offer this service to

community members.

The NWRI was disappointed to hear that MMBC rejected the District of Vanderhoof's bid to provide curbside recycling collection of packaging and printed paper in Vanderhoof and, subsequently, MMBC's decision to decline to fund or initiate any recycling changes in Vanderhoof. The NWRI understands the unfortunate position that this put the Regional District of Bulkley-Nechako into and we are appreciative of the Regional District's decision to continue supporting recycling and waste reduction activities in Vanderhoof. The NWRI will continue to advocate for MMBC to take an active role in recycling in Vanderhoof as we look towards a permanent recycling arrangement that accounts for the fact that printed paper and packaging are now included in a provincial product stewardship plan.

In order to achieve our goals for 2018, we will need to continue employing a part time Sustainability Coordinator. Responsibilities of the Sustainability Coordinator will include:

- Maintain the paper and plastic bins and organize collection
- Submit invoices and progress reports to the Regional District
- Be the main contact person with the Regional District, municipal government, local businesses and recycling companies
- Continue to perform and administer all of the NWRI's advertising, education and marketing campaigns
- Work with the District of Vanderhoof to establish a new garbage bylaw
- Investigate ways to expand and improve waste reduction in Vanderhoof
- Coordinate the employees responsible for picking up mixed paper from the Vanderhoof Post Office
- Work with the NVSS Bottle Depot and other stakeholders to establish a recycling depot in Vanderhoof
- Analyze and identify ways to improve the utilization of our current recycling facilities in Vanderhoof
- Promote and increase awareness of recycling options in Vanderhoof
- Engage community members in waste reduction education and action through social media, community events, tabling and outreach activities, green events, and the green toolkit
- Coordinate and promote the green toolkit as a waste reduction option for personal and community events.
- Maintain the NWRI website as a source of waste reduction information for the community.

We feel the Sustainability Coordinator position is vital in order to continue promoting waste reduction in the community. The position will continue to be part-time, at 16 hours per week. We will be paying the Sustainability Coordinator \$25 per hour. We have developed a working agreement with the Nechako Valley Community Services Society whereby they pay the NWRI Sustainability Coordinator through their payroll system and charge the NHCA a 15% payroll administration fee. The Sustainability Coordinator salary indicated includes vacation pay, WCB, EI and CPP.

Attached is the financial statement that outlines the operation and maintenance costs of the proposed waste reduction program for 2018. Total funds required have been indicated, as well as the in-kind contributions.

We will continue employing one special needs individual who will be responsible for picking up mixed paper from the Vanderhoof Post Office. Based on the hours worked in 2017 to-date, this employee is projected to work approximately 5 hours per month for \$12/hr. The supervisor will be a volunteer position assisting the Sustainability Coordinator at an estimated 2 hours per week with an estimated hourly wage of \$25/hr. All administration costs associated with the supervisor are considered in kind.

It is NWRI's hope that the Regional District of Bulkley Nechako will approve this proposal and continue to fund waste reduction initiatives in the Vanderhoof area in the future.

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

Karen Scheffers

Applicant Name - Please Print

Oct 18, 2017

Date

Karen Scheffers

Applicant Signature

NHCA Secretary

**Nechako Waste Reduction Initiative****Waste Reduction Budget for January - December 2018****Paper Bin Collection & Transportation (excl. GST)**

Frequency	Months	Cost/Month	Jan-Dec Costs
4.3	12	\$1,707	\$20,488

**Bin Fuel Surcharge (8% of pickup charges applied as of Jan. 1, 2014)**

Amount	Months	Cost/Month	Jan-Dec Costs
8%	12	\$182	\$2,184

**Plastics Bin Collection, Transportation, and Sorting (excl. GST)**

Frequency	Months	Cost/Month	Jan-Dec Costs
4.3	12	\$1,816	\$21,788

**Total Costs**

Bin Fuel Surcharge	\$ 2,184.00
Bin Transportation & Processing	\$ 42,276.00
Advertising/Education Supplies	\$ 1,500.00
Marketing Campaign Supplies	\$ 300.00
Supervisor	\$ 2,600.00
Sustainability Coordinator	\$ 24,751.31
Post Office Pick-Up	\$ 720.00
Mileage-Post Office	\$ 316.80
Administration (5%)	\$ 3,732.41
<b>TOTAL REQUIRED</b>	<b>\$ 78,380.52</b>

**In Kind**

Supervisor	\$ 2,600.00
Administration (5%)	\$ 130.00
<b>TOTAL IN KIND</b>	<b>\$ 2,730.00</b>

**Total Requested from RDBN**

Bin Fuel Surcharge	\$ 2,184.00
Bin Transportation	\$ 42,276.00
Advertising/Education Supplies	\$ 1,500.00
Marketing Campaign Supplies	\$ 300.00
Sustainability Coordinator	\$ 24,751.31
Post Office Pick-Up	\$ 720.00
Mileage- Post Office	\$ 316.80
Administration (5%)	\$ 3,602.41
<b>TOTAL REQUESTED</b>	<b>\$ 75,650.52</b>

<b>Total Funds Requested from RDBN</b>	<b>\$ 75,650.52</b>
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## 2018 Project Plan (January 1 ~ December 31 2018)

Project Name : "Fraser Lake Recycling"

Under the name "Fraser Lake Bottle Depot"

Owner/Operator : Jonathan (Kwang Hyo) Lee

Address : Box 384 Fraser Lake, BC, V0J 1S0

E-mail : jonkh53@gmail.com

Phone : 1-250-699-8322

November 20, 2018

The following is our goal and proposal for January 1, 2018 to December 31, 2018. The Fraser Lake Recycling Plan is now in its eighth (8th) year from the previous owner / operator.

The previous operators Lynn and Adriana have now settled down and are on course. More and more people are now using the service and they want to add new recycling items to maintain this program and to continue using it.

We have relationship with a nearby school and various community club under the name, "Bottle Driver and community club".

We have other recycling plans that have been continuously expanding.

We also collect all kinds of batteries, light bulbs, florescent tubes, electronics, computers, small appliances, fire and carbon monoxide alarms.

The community is looking for more ways to recycle and their biggest concern is household plastic containers, glass and vinyl products and scrap metal.

We are located on a convenient location (beside Highway #16), on a large lot (0.69 acres) with a large building (3,824 s/f) and a metal fencing compound.

This bottle depot will be a good site for the future recycling programs.

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Furthermore, a good operating bottle depot will have a synergy effect each other for other recycling programs and we need more bins in the future.

RDBN is not allowed that cardboard from the institutional, commercial and industrial sectors but residential (household) is allowed.

The acceptance of paper from the the institutional, commercial and industrial sector, residential will continue with no changes.


New program was started from July 1, 2016.

We will continually look after the bins for safety, security, cleaning and proper usage, and will advise the community on these methods as well.

November 20, 2017

Fraser Lake Bottle Depot

Jonathan (Kwang Hyo) Lee



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## 2018 Recycling Plan (January 1 ~ December 31, 2018)

### A. Basic Information

- Project Name : Fraser Lake Recycling  
(Under the umbrella of the Fraser Lake Bottle Depot)
- Project contact name : Jonathan (Kwang Hyo) Lee
- Operation information
  - Business hour : 10:00am ~ 5:00pm (Tuesday ~ Saturday)
  - Location of bins : 20 Cougar St. Fraser Lake BC, V0J 1S0
  - Security : Bins are in the metal fencing compound and two (2) gates are locked after business hour. (\*See attached photos)

### B. Budget for twelve (12) months (January 1, 2018 ~ December 31, 2018)

- Cardboard and paper recycling bin costs
  - Cardboard (6 - 6 yard) : \$800 / month // \$9,600 for twelve (12) months
  - Paper (1 - 30 yard) : \$1,100 / pick up // \$13,200 for twelve (12) month
- Snow removal / Sanding : \$2,000 for twelve (12) month
- Land Rental : \$500 / month // \$6,000 for twelve (12) month
- Employee Cost : \$1,400 / month // \$16,800 for twelve (12) month
- Accounting, Administration, Insurance : \$400 / month // \$4,800 for twelve (12) month
- Total cost for twelve (12) month : \$52,400 (excluding taxes)

### C. Description of activities to take place over the twelve (12) month period

- Products to be collected : cardboard, paper
- Number of bin pick ups per month :
  - a. 6 - 6 yard cardboard bins - collect two (2) times a month
  - b. 1 - 30 yard paper bins - collect one (1) time a month
- Public education schedule :

- a. Advertise at local newspaper to inspire why recycling is important
  - b. Display recycling brochures in store, school and other public place in town
  - c. School classes tour at recycling depot
- Bin inspection schedule :
    - Tuesday ~ Saturday - morning, afternoon, evening and when necessary
    - Sunday, Monday & Holiday - morning and evening
  - Other recycling services :
    - Light bulbs, florescent tubes, all kinds of batteries, fire alarms, electronics, computers, small appliances, carbon monoxide detectors.
- D. Propose new recycling items:
- Household plastic
  - Glass
  - Vinyl products
  - Household scrap metal



# I.C.I. Recycling & Waste Reduction Education Funding Program Application

## 1. Project Name:

I.C.I. (Industrial/Commercial/Institutional)  
Recycling & Waste Reduction Education (for RDBN  
Areas B & E and the Village of Burns Lake) from  
January 1<sup>st</sup>, 2018 to December 31<sup>st</sup>, 2018.

## 2. Contact Information:

Ron Hales, Assistant Manager  
Burns Lake Recycling Depot Ltd.  
Box 242, Burns Lake, B.C., V0J-1E0  
250-691-1230

## 3. Organization:

The Burns Lake Recycling Depot (hereafter BLRD)  
is a small but growing private business, whose  
main purpose is to promote and provide drop-off

recycling services to Burns Lake, Area B and Area E residents in order to reduce the community waste stream and support a healthier environment.

We currently employ 4 part-time people and we participate in Work BC training programs for persons with disabilities and local First Nations work/volunteer experience programs.

We support the Burns Lake Food Bank, the Animal Friendship Society, the LDSS Snowboard Team, the Fall Fair, Minor Hockey bottle drives and many other community driven, non-profit entities and causes primarily through direct financial donation and by donating labour (to sort bottles in non-peak hours).

#### **4. Description of Current Operations:**

The Burns Lake Recycling Depot (BLRD) has been successfully operating numerous provincial stewardship programs for several years, adding programs as they have become available.

These include:

- Electro-Cycle
- Electronics
- Paint Recycle
- Call 2 Recycle
- Light Recycle
- Light Recycle Fixtures
- Alarm Recycle
- Thermostat Recovery Program
- Recycle BC
- Beverage Containers  
&
- I.C.I. Mixed Paper & I.C.I. Cardboard

The BLRD can confidently say we provide the most comprehensive, drop-off recycling services under one roof/at one location in the entire RDBN.

## **5. Brief Description of Project:**

*A. Provide ICI Mixed-Paper Drop-Off Recycling Service*

*B. Provide Waste Reduction Public Education*

- Location: Burns Lake Recycling Depot, 113 Park St. Burns Lake (across from Recreation Centre)
- 10 am – 5 pm, 5 days a week  
(35 hours, Tuesday – Saturday)

## 6. Description of Services Included in Project:

- ✓ Direct & Assist the public with depositing their I.C.I. mixed paper into the outdoor drop-off bin
- ✓ Educate the public and answer all questions on acceptable and unacceptable materials for the I.C.I. mixed paper drop-off bin
- ✓ Educate the public about the Cardboard Ban
- ✓ Educate the public about the (free) continuing residential cardboard program at the depot
- ✓ Continue educating the public about the *new (user-pay) commercial cardboard program at the depot (started July 1<sup>st</sup>, 2016)*
- ✓ Educate the public through the installation and



maintenance of proper signage inside and outside of the depot

- ✓ Educate the public through recycling depot tours (schools, gov't office staff, seniors, etc.)
- ✓ Educate the public through posting, handing out and explaining various recycling depot, local and provincial recycling pamphlets/literature
- ✓ Educate the public on all available residential and I.C.I. programs through local media: L.D. News, Yellow Pages, etc.
- ✓ Educate the public by maintaining a recycling depot Facebook page that will outline and explain all recycling services available at the depot and answer questions about recycling in the Lakes District on a daily/weekly basis
- ✓ Educate the public through on-site assistance about how to recycle used materials from the residential and I.C.I. sectors through the following provincial stewardship recycling collection programs:

- Electro-Cycle (small appliances and power tools)
- Electronics (T.V.s, computers, printers, scanners, all media – 8-tracks, cassettes, records, C.D.s, DVD's, etc.)
- Paint Recycle (paint cans and spray cans)
- Call 2 Recycle (household batteries & mobile phones)
- Light Recycle (all light bulbs)
- Light Recycle Fixtures (incl. lamps, fixtures and ballasts)
- Alarm Recycle (CO<sub>2</sub> and smoke alarms)
- Thermostat Recovery Program
- Recycle BC (printed paper and Packaging, including food containers)
- Beverage Containers (all ready-to-drink, non-dairy beverage containers)

This will in turn contribute to a further reduction of the local waste stream and increasing long-term economic savings for the RDBN.

**\*\*\* Est. Amounts to be Diverted from the Landfill through this project:**

- ***80 tonnes of mixed paper, cardboard and consumer packaging***

***(Average of 1.5 semi trucks per week all year long)***

- ***2.4 million units of beverage containers***

- ***27 tonnes of Electronics***

***(not including small appliances & power tools)***

## **1. Educational Component of Project**

The BLRD currently educates the public through local media and marketing (newspaper, Facebook, yellow pages); providing literature/pamphlets on our numerous recycling programs; through various

provincial stewardship marketing campaigns (i.e. Thermostat Recovery TV ads, Light Recycle TV ads, Electronic TV ads, etc.); and through day-to-day interaction with our customers. While stewardship programs significantly reduce the local waste stream, they are extremely labour-intensive in order to ensure contamination levels are maintained at acceptable levels. As such, our staff and management educate the public throughout each day, non-stop, on what materials can be recycled locally; where they can be recycled (i.e. at the Burns Lake Transfer Station, local retail shops, etc.); how best to sort their material; and what happens to their materials after they are shipped away for processing.

The BLRD also offers school and community group tours of the recycling depot (including our storage warehouse) and all programs we operate, and conduct on demand, one-on-one tours whenever possible.

*(\*\*\*Note: Please see more specific educational services described in previous section #6 above)*



## 8. Financial Statement

**(\*\*\*Please Note: The following hourly wage proposals are inclusive of all Payroll Taxes)**

### Expenditures:

- Wages for 5-Day I.C.I. Mixed Paper Drop-off Bin Service & Waste Reduction Education:
  - 5.5 hours x 15.00 p/hour = \$82.50 daily
  - Ave. 21 days per month = \$1732.50 monthly
  - 12 months x \$1732.50
  - **\$20,790 yearly**
  
- Expenses:
  - Insurance = \$800.00
  - Snow removal and sanding = \$1100.00
  - **\$1,900 yearly**

- Land Rental for Mixed Paper Bin Area:
  - \$750 per month for area in locked compound and accompanying parking, unloading space
  - **\$9000 yearly**
  
- Monthly Accounting Costs:
  - \$0.00 (In-Kind)
  
- Monthly Administration Costs:
  - \$0.00 (In-Kind)
  
- Monthly Advertising Costs:
  - \$0.00 (In-Kind)
  
- Monthly Overhead (Utilities, Land & Business Taxes, etc.) Costs:
  - \$0.00 (In-Kind)

**Total Contract Cost for January 1<sup>st</sup> – December 31<sup>st</sup>, 2018: \$31,690 (not including GST)**

The BLRD urges the RDBN to continue to fund this proposal as it will help ensure the delivery a level of I.C.I. recycling and waste reduction education in a ‘one-stop’ drop-off location to all the residents of the Lakes District. The public appetite for such programs continues to grow, month by month. We believe that by continuing to increase public I.C.I. and residential recycling participation rates we have delivered significant benefits to the RDBN by reducing the local waste stream.

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

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Applicant Name

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Applicant Signature

Date

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**2018 RDBN Recycling Funding Program****Houston Bottle Depot**

John J.H. Koo

250-845-2590 Tues-Sat (10AM – 5PM)

Box 1568 Houston, BC V0J 1Z0

Houston Bottle Depot("HBD") and RDBN have been running successfully recycling program in Houston area up to now for a long time. Especially through the implementation of cardboard ban from landfill since July 2016 HBD has been playing an important role as a recycling centre in the community of Houston & Area.

HBD has a spacious yard for recycling bins and customer's parking. Therefore the recycling bins are easily visible and accessible to customers. In addition the recycling bin for corrugated cardboard is best for the huge and heavy corrugated cardboard. We think HBD is the best location for the RDBN's recycling program as the yard area has enough space for placing the bins for collecting cardboard, mixed paper and mixed containers.

HBD is also taking lots of recyclable items as like scrap batteries of all sizes, fluorescent tubes and bulbs, electronics, small appliances, power tools, smoke alarms, light bulbs, lighting fixtures and used paint & paint plus products as well as cardboard, mixed paper, plastic containers and tin cans.

The yard area where the recycling bins are located is always keeping clean and well organized. The yard area is securely fenced. Therefore there is no risk that the bins are vandalized. Organizing works for these bins has been carried out every day after business hour. Whenever we found unacceptable stuffs we have taken it out of the bins. In addition we have been flattening the corrugated cardboard as much as possible as lots of customers are throwing their cardboard boxes without flattening.

First of all, HBD has a lot of know-how for managing recycling program accumulated through management of recycling program funded from RDBN. We have been doing our best to maximize the volume of cardboard and minimize the frequency of pick-up for recycling bins. As a result of our effort we expect the operation cost of this RDBN's recycling program has been influenced positively and economically.

We think HBD is a optimal place for the RDBN's recycling program on the basis of the above mentioned facts. The residents of Houston area are also accustomed to the current recycling program and satisfied with this recycling program.

We hope this proposal meet with RDBN's approval for the year of 2018.

John J.H. Koo



## RDBN Cost Proposal for Jan 1, 2018-Dec 31, 2018

Description	cost/month	cost/12 month	gst @ 5%	Total
Land Rental	\$600.00	\$7,200.00	\$360.00	\$7,560.00
Employee Costs**	\$2,545.20	\$30,542.40	\$1,527.12	\$32,069.52
Ads/Promotion	\$65.00	\$780.00	\$39.00	\$819.00
Snow removal		\$1,200.00	\$60.00	\$1,260.00
Accounting/Bookkeeping	\$41.50	\$498.00	\$24.90	\$522.90
	<b>\$3,251.70</b>	<b>\$40,220.40</b>	<b>\$2,011.02</b>	<b>\$42,231.42</b>

### \*\* Analysis of Employee Costs

	hourly rate	monthly hours	cost/month	cost/12 month
	\$36.36	70 Hours	\$2,545.20	\$30,542.40
Activities	To open and close gate daily			
	To explain and educate the existing and/or new customer how to sort cardboard, mixed paper and mixed containers			
	To make sure only residential cardboard is collected to the bin			
	To inspect the area where the bins are placed and clean up the debris around bins at least three times daily			
	To inform RDBN when bins are becoming full and prepare for a well-timed pick-up of the bins			
	To take the unaccepted stuffs out of the bins and organize the recycling bins as like flattening cardboard after business hours			

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PROJECT BUDGET

Smithers & Area Recycling Society

Revenue	Category	Project RDBN Yearly Budget	
Product Revenue	Project RDBN	\$	24,570.00
In-Kind Contributions, mng	Project RDBN	\$	14,078.00
RDBN Contributions	Project RDBN	\$	60,868.00
		\$	99,516.00
		\$	99,516.00

Expense	Category	SARS Operating Yearly Budget	Project RDBN Yearly Budget	Totals
Admin - Larry Judy	Project RDBN	\$ 30,000.00	\$ 5,190.00	
Supervision Scott	Project RDBN	\$ 44,000.00	\$ 7,612.00	
Management - in-kind	Project RDBN	\$ 46,000.00	\$ 7,958.00	
Labour (fulltime(173/hrs/monx12@\$20/hr	Project RDBN	\$ 47,500.00	\$ 41,500.00	
labour - min wage	Project RDBN	\$ 2,500.00	\$ 2,500.00	
Employee Benefits	Project RDBN	\$ 5,720.00	\$ 5,720.00	
Other casual labour -in-kind	Project RDBN	\$ 1,800.00	\$ 1,800.00	
				\$ 72,280.00
Advertising -shredding ad bv.news	Project RDBN	\$ 2,400.00	\$ 415.00	
Building Occupation	Project RDBN	\$ 24,000.00	\$ 4,152.00	
Heat, Light, Power	Project RDBN	\$ 1,800.00	\$ 311.00	
Equipment Repairs	Project RDBN	\$ 9,600.00	\$ 1,661.00	
Insurance - Bldg & Equip	Project RDBN	\$ 6,000.00	\$ 1,038.00	
Accounting & Legal	Project RDBN	\$ 7,000.00	\$ 1,211.00	
Outbound Freight - 8 loads/mon	Project RDBN	\$ 9,600.00	\$ 9,600.00	
Office, telephone	Project RDBN	\$ 2,400.00	\$ 415.00	
Supplies	Project RDBN	\$ 6,000.00	\$ 1,038.00	
Trucking - local	Project RDBN	\$ 2,400.00	\$ 2,400.00	
Collection Bins(3) \$120/mon in-kind	Project RDBN	\$ 4,320.00	\$ 4,320.00	
Snow Removal/sanding	Project RDBN	\$ 3,900.00	\$ 675.00	
				\$ 27,236.00
<b>Total Expenses</b>		\$ 250,940.00	\$ 99,516.00	\$ 99,516.00

Wed 2017-12-13 2:59 PM

Jennifer MacIntyre, Planner  
Regional District of Bulkley-Nechako

Dear Ms. MacIntyre

I have just a few minutes ago learned of a proposal to subdivide a lot at the end of Bluff Road to allow residential development.

There is no time prior to the 4:30 deadline to give this a careful look but I am fairly certain that this proposed Lot 1 lies within the largest and best developed occurrence of the red-listed SBSdk Rocky Mountain Juniper - Saskatoon-Slender wheatgrass savanna steppe ecosystem that occurs at the west end of Bluff Road overlooking Tyhee Lake. I was involved in mapping rare ecosystems in the Bulkley Forest District in the late 1990s for the BC Ministry of Environment, and that property, although on private land, was included in the sampling and mapping project and received the highest rating of all SBSdk/81 occurrences in the District.

Although I recognize it is on private land, this is an extremely important and valuable natural ecosystem with exceptional biodiversity, visual and cultural values that will be further compromised if there is additional residential development on the bluff. Retaining the property as a single unsubdivided parcel within the Agricultural Zone is a much better option for protecting these values. The slope is also very steep on the property (although I don't have a topographic map handy to determine where the slope break occurs ) and I assume there may be erosion and slope stability concerns associated with developing this property, that could potentially further compromise the slope including adjacent properties and the important views from Tyhee Lake and from Highway 16.

I urge you to reject the subdivision proposal and assist the landowners to consider other options for this property that will conserve the rare ecosystem.

Sincerely

Sybille Haeussler

Sybille Haeussler PhD RPF  
Forest ecologist, Skeena Forestry Consultants  
2041 Monckton Rd.  
Smithers, BC V0J 2N4  
phone: 250 847-6082

Wed 2017-12-13 3:12 PM

Addendum to my email:

To Jennifer MacIntyre.

PS. I won't be able to make the Dec. 14 meeting in Burns Lake, but I would be very happy to speak to the Regional District and any other interested parties at some other date about restoration work that I have been leading on contract to BC MFLNORD at the Tudin'ay property at the junction of Highway 16 and Hubert Road since 1999. This property was partially developed for a rural homesite (road constructed, hilltop levelled), then purchased by BC Habitat Conservation Trust Foundation for conservation purposes. This occurrence of the red-listed Rocky Mountain Juniper - savanna stepp is somewhat smaller and less biologically diverse than the Bluff Road ecosystem but has similar ecological and cultural values.

There are no few large, intact examples of this endangered red-listed Juniper savanna ecosystem remaining in the Bulkley Valley. It really should be a priority for the RBDN to work with landowners and the Province of BC to ensure their conservation and restoration and to ensure that no further subdivision occurs. I know that Regional Districts in other parts of the Province are involved in this sort of activity--so it doesn't seem to me that it should be completely outside your mandate (although I know you don't have a regional parks department).

Sincerely,

Sybille

Sybille Haeussler PhD RPF  
2041 Monckton Rd.  
Smithers, BC V0J 2N4  
phone: 250 847-6082



**Cheryl Anderson**

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**From:** Janet Harris <janet@bulkleyriver.com>  
**Sent:** December-11-17 1:42 PM  
**To:** Cheryl Anderson  
**Subject:** Cycle 16 Trail Society

Hi Cheryl,

Cycle 16 is working with grantwriter, Megan Peloso, at the Village of Telkwa on an application for funds from the B.C. Rural Dividend Fund. The application requires a letter of support from the RDBN. I am wondering if you would be able to get a letter of support for us at your next meeting. We are able to submit letters by January 31, 2018.

Cycle 16 Trail Society is submitting an application for \$10,000 to BC Rural Dividend Fund under the category of Community and Economic Development. The funds will be used to develop detailed engineered drawings pertaining to a specific section of Phase 1 of the Smithers to Telkwa Multi-Use Trail.

Do you require any further information?

Thanks very much, Janet Harris



October 22, 2017

Regional District of Skeena Queen Charlotte  
Regional District of Kitimat Stikine  
Regional District of Bulkley Nechako  
Regional District of Fraser Fort George  
Regional District of Cariboo

Dear Chairs and Boards,

**RE: Proposal – Electric Vehicle Charging Network Collaboration**

Seventeen (17) communities in the 5 regional districts have completed community energy and emissions plans (CEEPs). All these plans include reducing transportation emissions and increasing local economic development. Recent ones include acceleration of electric vehicle (EV) adoption and tourism to achieve these goals as EV's are one of the only ways small communities can significantly reduce transportation emissions the cost of fuel which is approximately \$680,000,000 annually community-wide in the 5 regional districts. It can cost 80% less to operate an EV than a traditional vehicle.

Transportation is a regional issue as well as a local issue. An effective transportation network requires collaboration and cooperation to ensure inter-community mobility. This is especially true in the north given the distances between communities.

With collaboration, there is the potential to leverage significant grants to realize the bold vision to electrify 1,200 km of highway from Prince Rupert to Kamloops. This will enable EV tourism while enabling greater choices and savings for residents.

The initial electrification will likely require 12-16 Level 3 chargers and 40-80 level 2 chargers along with education, outreach and engagement in the region with public, communities and auto dealers.

The non-profit Community Energy Association (CEA) has completed many of the CEEPs in the region and is completing a similar collaborative EV charging implementation in south-eastern BC on behalf of the three Kootenay regional districts. Accelerate Kootenays (<http://acceleratekootenays.ca>) project leveraged 30,000 contributions from each of the regional districts into a \$1,500,000 project.

The first step is a short project to refine the station mapping that Ministry of Transportation and Infrastructure conducted for 'Level 3' chargers and include the necessary 'Level 2' chargers, engage local governments and develop a plan for community and dealer engagement.

CEA requests that each Regional District pass a resolution supporting this project and committing \$9,000 in 2018 to the collaborative project subject to a successful grant application to the Federation of Canadian Municipalities (FCM) 'Municipalities for Climate Innovation Program', in particular the 'plans and studies' stream.

The following pages outline the current situation in the region, provide background on electric vehicles and suggest an approach to changing what is possible for transportation in the North.

Identifying a 'lead' Regional District would also be useful. CEA is in discussions with FCM to determine if a local must be the lead proponent or if CEA could manage all the administration on behalf of the local governments involved. If a local government is required to be the proponent, CEA will still develop the proposal and manage the reporting to FCM to minimize administrative burden on the local government.

Please feel free to contact me directly to discuss further at 604-628-7076 or [dlittlejohn@communityenergy.bc.ca](mailto:dlittlejohn@communityenergy.bc.ca).

Yours sincerely,

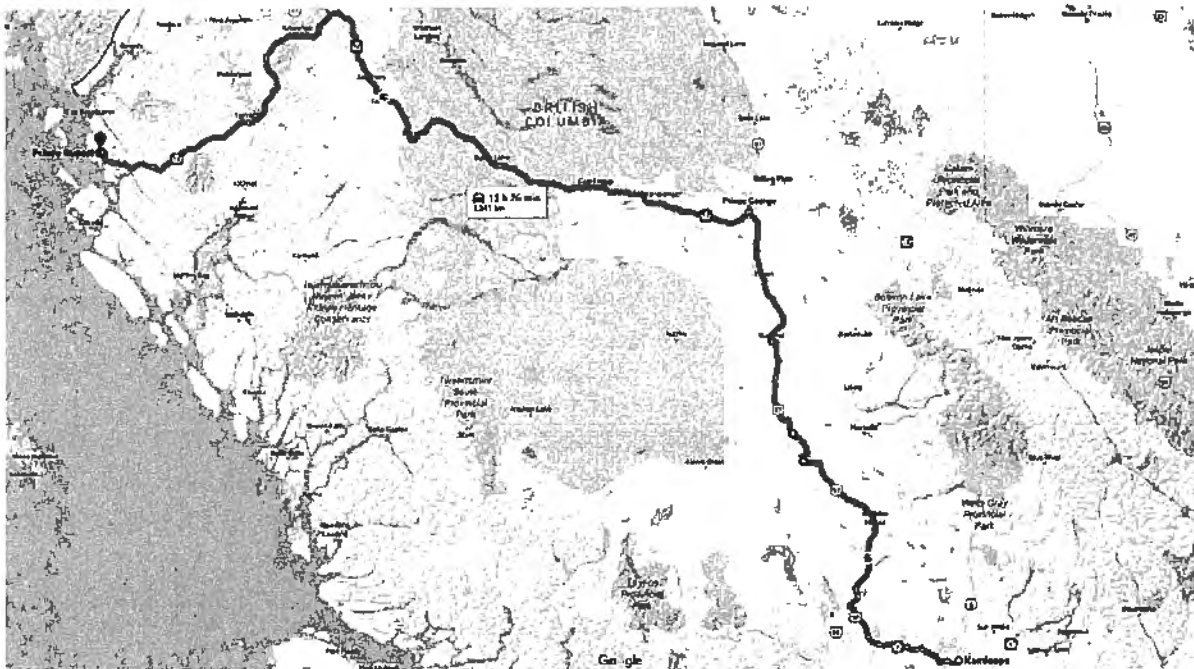


Dale Littlejohn  
Executive Director  
Community Energy Association

## Study Scope

The region, with CEA's assistance, has the potential to turn a \$9,000 contribution from each Regional District into a \$175,000 detailed study and engage capital funders. The proposed scope for the initial study includes:

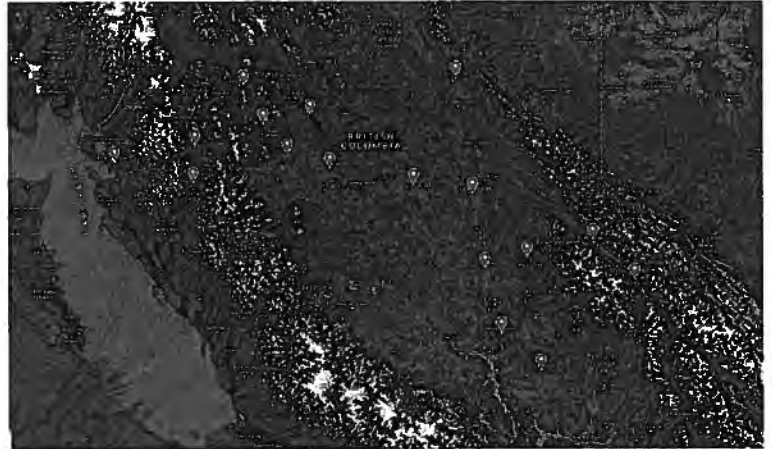
1. Facilitate **electric vehicle readiness workshops** for local governments in each regional district
  - o Provide each local government and regional district with all the information they need to make an informed decision on electric vehicles and charging networks
2. **Refine the report** an intern did for Ministry of Transportation on Level 3 Fast Charging infrastructure along highway 16 including identifying suitable sites with a preference for local government owned sites.
3. Define the additional '**level 2**' infrastructure required for a usable network (particularly for plug-in electric hybrids such as the Chevy Volt which cannot use 'Level 3' charging)
4. **Leverage learnings** from Accelerate Kootenays and similar work that CEA has underway in southern Alberta to deploy an EV charging network
5. **Model GHG, energy, and financial savings** overall and by regional district and community
6. Establish a **deployment strategy** including the role of local governments and other entities in both the deployment and ongoing ownership and operation
7. Develop a **community and car dealer outreach plan**
8. Assess the **technical potential** of extending the network to Granisle, MacKenzie and Valemount.
9. Deliver a plan including costs, timing, and roles to the regional districts
10. Engage other funders for capital including Federation of Canadian Municipalities, Northern Development Initiative Trust, Ministry of Transportation and Infrastructure and others



## Transportation in the North

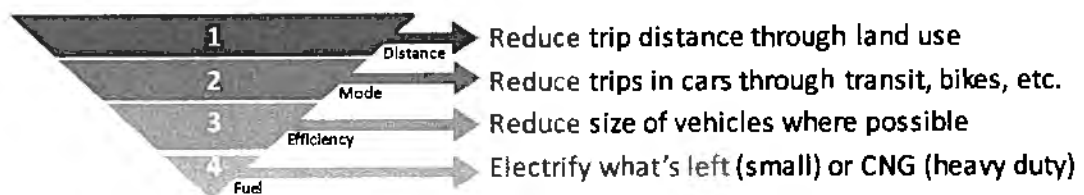
The communities with CEEPs are plotted on the map below. Plans vary in vintage from being completed a few months ago to approximately a decade ago. Transportation emissions are consistently over half the emissions in communities in the north. Transportation also accounts for the majority of community-wide energy spending across the north. A breakdown of transportation fuel spending by residents and businesses by regional district is shown in the table below.

Regional District	Community-wide Transport Spend
Bulkley-Nechako	\$ 125,100,000
Cariboo	\$ 177,600,000
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The diagram below depicts the transportation emissions reduction pyramid. In summary, the typical approach to transportation emissions is: "Reduce, reduce, reduce, and electrify what's left".



It starts with reducing in-community transportation needs by effective land use. This is the greatest lever communities growing at over 1.5% annually have, however few communities in the north enjoy that growth rate. The layout of northern communities in 2050 is likely to look very similar to today. It is difficult for northern communities to 'grow their way out' of transportation emissions. The next is shifting from single occupant vehicles to transit, active transportation, and car pools. These approaches are critical and will benefit northern communities. However, the total emissions reduction is typically low in the north due to a variety of factors including cost of providing rapid, convenient transit in low density communities coupled with the challenges of active transportation in the winter. The above approaches are primarily focused on in-community transportation which is typically about 50% of total transportation, the remainder being transportation to/from other communities. The next approach is to encourage right-sizing vehicles to which there are a variety of both legitimate and perceived barriers in the north. Finally, addressing the fuel, in this case electrification is an approach that can yield significant long-term energy and emissions reductions while promoting local economic development through EV tourism.

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## Why Now

BC Hydro and partners have electrified the south-coast and interior up to Kamloops. CEA has electrified the Kootenays from Midway to Golden. Highway 97/16 has not been identified as a priority for BC Hydro-led electrification. In the near term it is up to the communities to come together to drive the electrification. This leadership provides the benefit of being in control of the decisions around network layout, appropriate communications, etc.

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There is a window of opportunity to obtain funding with a small percentage investment from the local governments. We do not know how long this window will be open.

## Why CEA

### CEA knows the north.

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- CEA's staff have, before joining CEA, conducted extensive community engagement across the north on behalf of infrastructure proponents.
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  - Burns Lake
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  - New Hazelton
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  - Quesnel
  - Terrace
  - Valemount
  - Vanderhoof
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CEA also is familiar with economic development including writing the 'Clean Energy for a Green Economy' guide for the Beetle Action Committees several years ago. CEA is the Regional Facilitator for BC and Yukon for the Federation of Canadian Municipalities Partners for Climate Protection Program which gives CEA a direct line to FCM regarding questions on grants, evaluation criteria, and process. CEA, as noted before, turned 3X30,000 contributions into \$1,500,000 through leveraging and stacking grants for Accelerate Kootenays. Kootenay local governments are contributing 6% of the total project cost.

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December 10, 2017

Regional District of Skeena Queen Charlotte  
Regional District of Kitimat Stikine  
Regional District of Bulkley-Nechako  
Regional District of Fraser Fort George  
Regional District of Cariboo

Dear Regional District of Bulkley-Nechako,

**RE: Proposal – Electric Vehicle Charging Network Collaboration**

Seventeen (17) communities in the five regional districts have completed community energy and emissions plans (CEEPs). All these plans include reducing transportation emissions and increasing local economic development. Recent ones include acceleration of electric vehicle (EV) adoption and tourism to achieve these goals as EV's are one of the only ways small communities can significantly reduce transportation emissions the cost of fuel which is approximately \$680,000,000 annually community-wide in the five regional districts. It can cost 80% less to operate an EV than a traditional vehicle.

Transportation is a regional issue as well as a local issue. An effective transportation network requires collaboration and cooperation to ensure inter-community mobility. This is especially true in the north given the distances between communities.

With collaboration, there is the potential to leverage significant grants to realize the bold vision to electrify 1,200 km of highway from Kamloops through Prince George to Haida Gwaii. This will enable EV tourism while enabling greater choices and savings for residents.

The initial electrification will likely require 12-16 Level 3 chargers and 40-80 level 2 chargers along with education, outreach and engagement in the region with public, communities and auto dealers.

The non-profit Community Energy Association (CEA) has completed many of the CEEPs in the region and is completing a similar collaborative EV charging implementation in south-eastern BC on behalf of the three Kootenay regional districts. Accelerate Kootenays (<http://acceleratekootenays.ca>) project leveraged \$30,000 contributions from each of the three regional districts into a \$1,500,000 project.

The first step is a short project to refine the station mapping that Ministry of Transportation and Infrastructure conducted for 'Level 3' chargers and include the necessary 'Level 2' chargers, engage local governments and develop a plan for community and dealer engagement.

CEA requests that Regional District of Bulkley-Nechako pass a resolution supporting this project and committing \$9,000 in 2018 to the collaborative project subject to a successful grant application to the Federation of Canadian Municipalities (FCM) 'Municipalities for Climate Innovation Program', in particular the 'plans and studies' stream. This will result in a project of up to \$200,000 to set everything up for attracting capital grants.





Identifying a 'lead' Regional District would also be useful. CEA is in discussions with FCM to determine if a local must be the lead proponent or if CEA could manage all the administration on behalf of the local governments involved. If a local government is required to be the proponent, CEA will still develop the proposal and manage the reporting to FCM to minimize administrative burden on the local government.

The following pages outline the current situation in the region, provide background on electric vehicles and suggest an approach to changing what is possible for transportation in the North.

Please feel free to contact me directly to discuss further at 604-628-7076 or [dlittlejohn@communityenergy.bc.ca](mailto:dlittlejohn@communityenergy.bc.ca).

Yours sincerely,

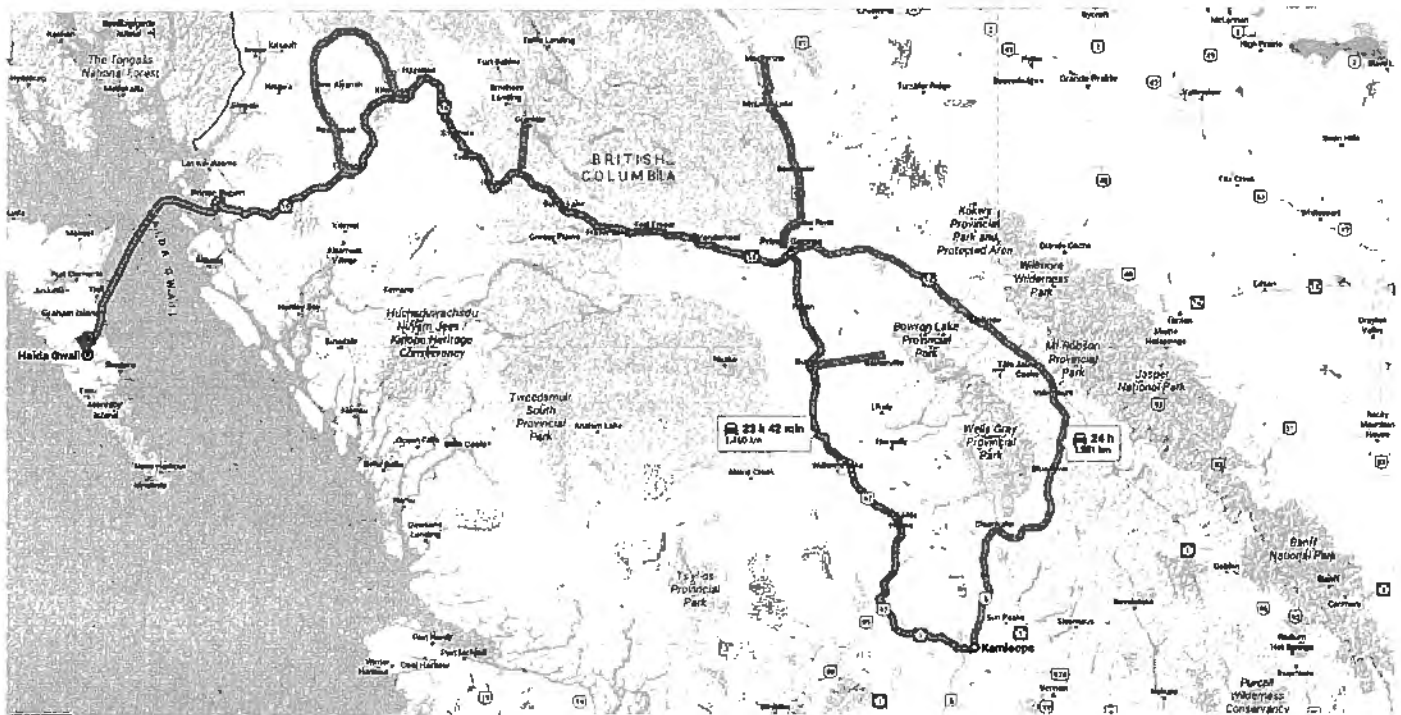
Dale Littlejohn  
Executive Director  
Community Energy Association

## Study Scope

The region, with CEA's assistance, has the potential to turn a \$9,000 contribution from each Regional District into a \$175,000 detailed study and engage capital funders. The proposed scope for the initial study includes:

1. Facilitate **electric vehicle readiness workshops** for local governments in each regional district
  - o Provide each local government and regional district with all the information they need to make an informed decision on electric vehicles and charging networks
2. **Refine the report** an intern did for Ministry of Transportation on Level 3 Fast Charging infrastructure along highway 16 including identifying suitable sites with a preference for local government owned sites.
3. Define the additional **'level 2' infrastructure** required for a usable network (particularly for plug-in electric hybrids such as the Chevy Volt which cannot use 'Level 3' charging)
4. **Leverage learnings** from Accelerate Kootenays and similar work that CEA has underway in southern Alberta to deploy an EV charging network
5. **Model GHG, energy, and financial savings** overall and by regional district and community
6. Establish a **deployment strategy** including the role of local governments and other entities in both the deployment and ongoing ownership and operation
7. Develop a **community and car dealer outreach plan**
8. Assess the **technical potential of extending the network**
9. Deliver a plan including costs, timing, and roles to the regional districts
10. Engage other funders for capital including Federation of Canadian Municipalities, Northern Development Initiative Trust, Ministry of Transportation and Infrastructure and others

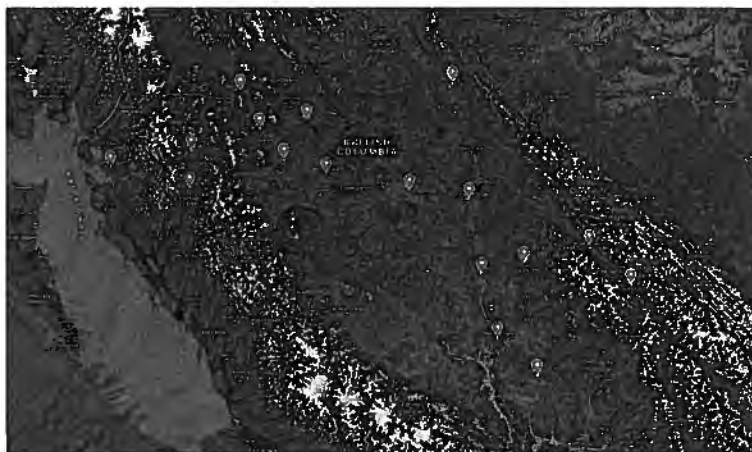
The graphic below shows in blue the **core electrification** and the grey indicates areas where the feasibility of connection will be analyzed and included if feasible.



## Transportation in the North

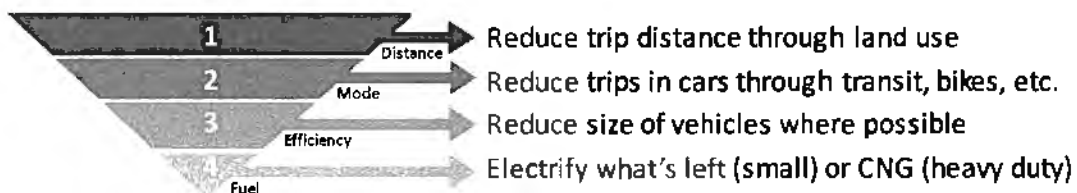
The communities with CEEPs are plotted on the map below. Plans vary in vintage from being completed a few months ago to approximately a decade ago. Transportation emissions are consistently over half the emissions in communities in the north. Transportation also accounts for the majority of community-wide energy spending across the north. A breakdown of transportation fuel spending by residents and businesses by regional district is shown in the table below.

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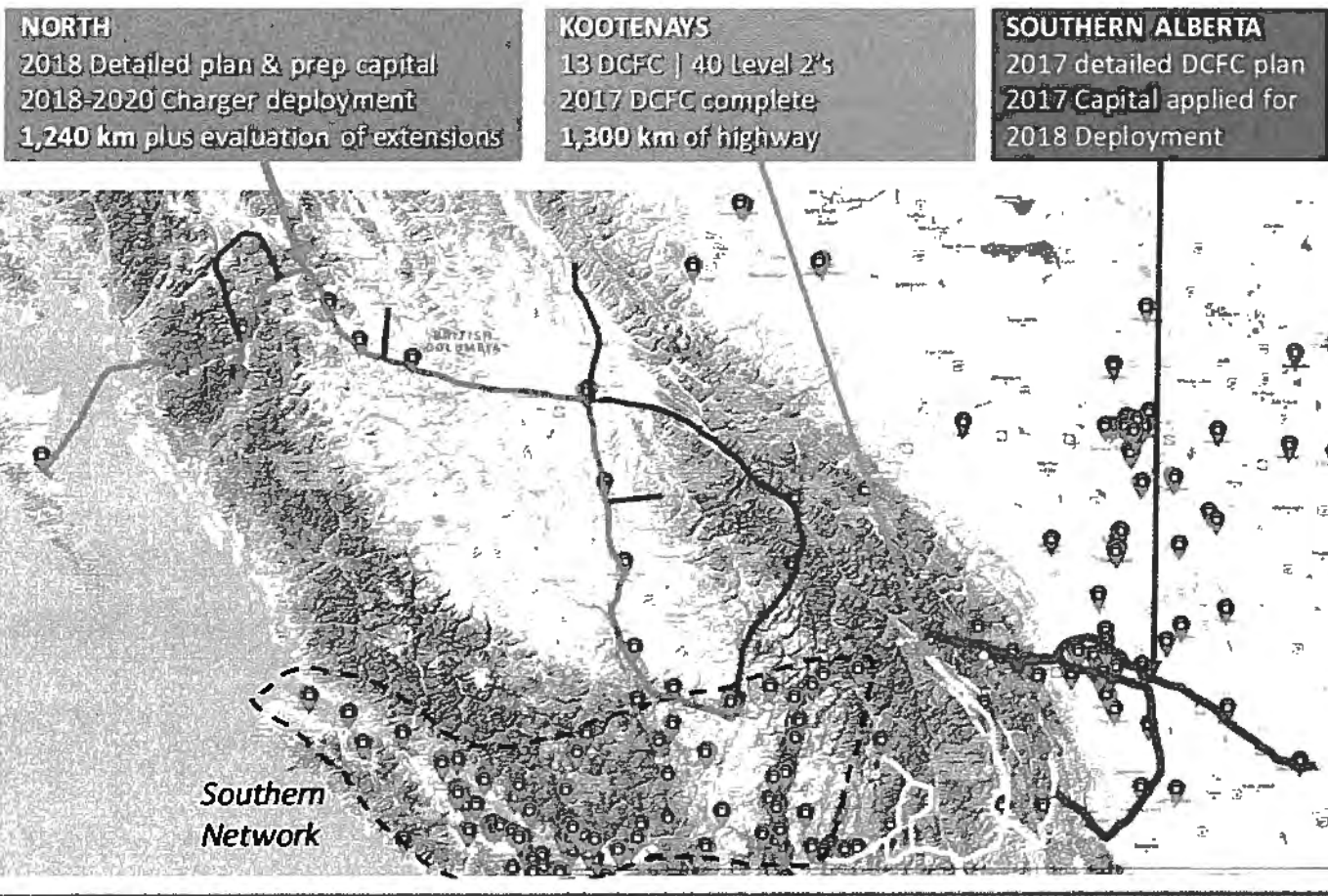
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CEA is completing a similar project for the 3 regional districts in the Kootenays with stations going live before end of 2017 and is awaiting capital grant approval for a network in Southern Alberta. These projects are mapped in the following graphic.



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## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1815

A bylaw to amend the Electoral Area "A" (Smithers Rural) Economic Development Service to allow for contributions to different economic development agencies

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 1566, the "Regional District of Bulkley-Nechako Electoral Area "A" (Smithers Rural) Economic Development Service Area Establishment";

**AND WHEREAS** the Regional Board wishes to allow more flexibility for its contribution of funds to different economic development agencies or programs in the Bulkley Valley;

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained under Section 349 of the *Local Government Act*.

**AND WHEREAS** under Section 349(1)(b) of the *Local Government Act*, at least 2/3 of the participants have consented to the adoption of this bylaw.

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

1. That "**WHEREAS**" clause 'B' of bylaw No. 1566 be deleted and replaced with the following:
  - B. The Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of economic development in the Bulkley Valley.
2. This bylaw may be cited as "Regional District of Bulkley-Nechako Electoral Area "A" (Smithers Rural) Economic Development Service Area Establishment Amendment Bylaw No 1815, 2017."

READ A FIRST TIME this 23 day of November, 2017.

READ A SECOND TIME this 23 day of November 2017.

READ A THIRD TIME this 23 day of November, 2017.

I hereby certify that this is a true and correct copy of Bylaw No. 1815 at third reading.

  
Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 11<sup>th</sup>  
day of December, 2017

ADOPTED this            day of            , 2017

\_\_\_\_\_  
Chairperson

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