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REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMITTEE OF THE WHOLE
AGENDA

FILE COPY

Thursday, March 10, 2016

PAGE NO.

ACTION

CALL TO ORDER

SUPPLEMENTARY AGENDA

Receive

AGENDA – March 10, 2016

Approve

MINUTES

2-11 Committee of the Whole Meeting
Minutes – February 11, 2016

Receive

REPORTS

12-21 Cheryl Anderson, Manager of Administrative
Services/Chief Election Officer – Mail Ballot Voting

Direction at the
Discretion of the
Board

22-44 Hans Berndorff, Financial Administrator
- 2016 Budget – Third Draft

Receive

45-47 Hans Berndorff, Financial Administrator
- 2015 Report on Short Term Investments

Receive

48-55 Corrine Swenson, Manager of Regional Economic
Development – Regional Image Bank 2015 Report

Receive

INVITATION

56-57 Minister of Community, Sport and Cultural
Development and Minister Responsible for
TransLink – Invitation to Engage on the Climate
Leadership Team's Recommendations

Receive

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO

COMMITTEE OF THE WHOLE MEETING

Thursday, February 11, 2016

- PRESENT:**
- Chairperson Bill Miller
 - Directors Eileen Benedict
Shane Brienen
Mark Fisher
Dwayne Lindstrom
Rob MacDougall
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Luke Strimbold
Gerry Thiessen
 - Directors Absent Taylor Bachrach, Town of Smithers
Tom Greenaway, Electoral Area "C" (Fort St. James Rural)
Thomas Liversidge, Village of Granisle
 - Alternate Director Bob Hughes, Electoral Area "C" (Fort St. James Rural)
 - Staff Gail Chapman, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Hans Berndorff, Financial Administrator
Janine Dougall, Director of Environmental Services
Deborah Jones-Middleton, Protective Services Manager – left at 1:42 p.m., returned at 1:51 p.m.
Jason Llewellyn, Director of Planning
Laura O'Meara, Senior Financial Assistant – left at 1:40 p.m.
Corrine Swenson, Manager of Regional Economic Development
Wendy Wainwright, Executive Assistant
 - Other Dean Allen, President, Summit Camps – left at 12:04 p.m.

CALL TO ORDER

Chair Miller called the meeting to order at 11:21 a.m.

AGENDA & SUPPLEMENTARY AGENDA

Moved by Director Benedict
Seconded by Director Petersen

C.W.2016-2-1

"That the Supplementary Agenda be received and dealt with at this meeting; and further that the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of February 11, 2016 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – January 14, 2016

Moved by Director Brien
Seconded by Director Newell

C.W.2016-2-2

"That the Committee of the Whole meeting minutes of January 14, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

DELEGATION

Dean Allen, President Summit Camps RE: Work Camps within the RDBN

Chair Miller welcomed Dean Allen, President, Summit Camps.

Mr. Allen provided a PowerPoint Presentation.

Summit Camps Overview

- ▶ Smithers based company;
- ▶ Operating since 2004;
- ▶ Sectors served since 2004 include:
 - Mining;
 - Construction;
 - Forestry;
 - Energy;
 - Military;
- ▶ In 2014, Summit merged with Royal Camp, a larger camp company, to be better positioned to do LNG related camps.

Summit First Nations Partners in RDBN

Band	Company
Nak'azdli Band	Nak'azdli Summit Camp Services LP
Lake Babine Nation	Babine Summit Catering and Logistics Ltd.
Monkstown Band	Kyah Summit @camp Services LP
Burns Lake Band	Burns Lake Summit Camp Services LP
Nadleh Band	Nadleh Summit (Pending)

50% First Nation Employees at Summit in 2015

Prince Rupert Gas Transmission (PRGT) Section 2 Camps in RDBN

Camp	Location
Camp 113	~ 80 km North of Fort St James
Camp 115	East side of Babine Lake
Camp 119	~7 km north of Fort Babine
PRGT Camp	Conditionally Awarded Work
Camp 113	Nak'azdli Summit Camp Services LP
Camp 115	Babine Summit Catering and Logistics Ltd.
Camp 119	Babine Summit Catering and Logistics Ltd.

There is also one small short term camp for building a compressor station, near Middle River.

DELEGATION (CONT'D)

Dean Allen, President Summit Camps RE: Work Camps within the RDBN

PRGT Overview of Main Construction camps in RDBN

- ▶ Subject to change;
- ▶ Each camp location will have a 'Pioneer Camp' with ~390 beds;
- ▶ Each camp will run ~42 months;
- ▶ A 400 bed 'Peak Phase' will move from east to west over ~18 months for the main pipeline construction.

Basic Outline Camp Sizes – PRGT

	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Camp 113	200	200	390	800	800	390	390	390	390	390	390	390
Camp 115	200	200	300	390	390	800	800	390	390	390	390	390
Camp 119	200	200	300	390	390	390	390	800	800	390	390	390

CGL Main Camps in RDBN

- ▶ Camp plan not finalized;
- ▶ Camp service providers not finalized;
- ▶ Prime contractors not finalized.

Camp	Location
Vanderhoof Camp	Vanderhoof Airport
Lajac Camp	Lajac location (previous camp location for Endako mine expansion camp)
Tehesinkut Lake Camp	South of Burns Lake, intersection of Hwy 35 and 700 Road
Main 8	South of Houston
Main 9	Morice Lake Area
Main 9A	Morice Lake Area

Summit's Scope – Civil Work

- ▶ Engineered design;
- ▶ 10-23 Ha of site prep;
- ▶ Storm water management.

Summit's Scope - Engineering and permitting

Item	Government Jurisdiction
Potable Water	Northern Health
Waste Water	Ministry of Environment
Solid Waste	Ministry of Environment
Construction Permit	Regional District (note that PRGT camps fall outside of RDBN inspection area as per Jason Berlin)

Summit's Scope - Camp Equipment Supply

- ▶ Kitchens;
- ▶ Recreation facilities;
- ▶ Dorms;
- ▶ Generators;
- ▶ Water treatment plants;
- ▶ Etc.

DELEGATION (CONT'D)

Dean Allen, President Summit Camps RE: Work Camps within the RDBN

Summit's Scope - Services

- ▶ Camp equipment transportation;
- ▶ Camp equipment set up;
- ▶ Catering and camp management;
- ▶ Security;
- ▶ Camp dismantle;
- ▶ Site decommissioning.

What is not in Summit's Scope

- ▶ Camp location selection;
- ▶ Medical services;
- ▶ Alcohol policies;
- ▶ Personal vehicle policies;
- ▶ Fishing/Hunting policies;
- ▶ Worker freedom of movement policies (i.e. driving to town etc.).

Intersection of Summit Scope and RDBN – PRGT

- ▶ Potentially Solid Waste;
- ▶ Building Permits;
- ▶ Potentially Solid Waste.

Review of Solid Waste -- PRGT

- ▶ Current plan is incineration;
- ▶ First Nations may not be in favour of incineration at all camps;
- ▶ Other option is to engage RDBN on using permitted solid waste facilities.

Estimated Total Solid Waste - PRGT

Camp	Estimated # Mandays	Estimated #G/manday Solid Waste	KG Solid Waste	Metric Tons Solid Waste
113	250,000	5	1,250,000	1,250
118	250,000	5	1,250,000	1,250
119	250,000	5	1,250,000	1,250
Estimated Total Solid Waste (Metric Tons)				3,750
Estimated Months of Project				42
Estimated Metric Tons Solid Waste/Month				89

Discussion Around Security

- ▶ Summit scope;
- ▶ Professional security companies;
- ▶ Fenced locations;
- ▶ Manned gates;
- ▶ Patrols throughout the day and night.

Discussion Around Medical Services

- ▶ Had discussions with the company that will be providing medical services on entire line;
- ▶ Indicated that the TCPL requirement is very high:
 - Nurse practitioners over certain sized camp;
 - Paramedics as is minimum;
- ▶ Their mantra is 2% or less of visits will go to local medical facilities.

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DELEGATION (CONT'D)

Dean Allen, President Summit Camps RE: Work Camps within the RDBN

Discussions Around Alcohol

- ▶ Damp camp (people can drink moderately in their rooms);
- ▶ idea is to keep people at camp (vs. going to town).

Mr. Allen noted that there may be a future request to engage the RDBN in regard to the use of permitted solid waste facilities.

Discussion took place in regard to site preparations for the foundations prior to the camps being placed on the land base. Director Newell brought forward the clearing of the sites for discussion. Mr. Allen mentioned that site clearing is not in the scope of Summit Camps.

Wildfire mitigation and fire safety was discussed. Mr. Allen commented that the most important priority is to keep people safe and that there is fire safety equipment and water storage on site along with a wildfire management plan for the work camp. Mr. Allen mentioned that his company has had experience with wildfire evacuations and also provides services to wildfire management camps.

Discussion took place regarding communities investigating the option to have the camps located within the communities.

Legacy options were discussed. Mr. Allen mentioned that discussions have taken place in regard to water facilities close to areas such as Fort Babine. There has also been discussion regarding waste management and the possibility to assist or upgrade systems already in place. He noted the importance of providing a benefit to local communities and First Nations. The possibility of communications equipment being provided was discussed.

Chair Miller thanked Mr. Allen for attending the meeting.

Break for lunch at 12:04 p.m.
Reconvened at 12:55 p.m.

REPORTS

**Construction/Demolition
and Land Clearing Waste
Tipping Fee Review – Budget**

Moved by Director Benedict
Seconded by Director MacDougall

C.W.2016-2-3

1. "That the Committee of the Whole receive the Director of Environmental Service's February 1, 2016 memo titled "Construction/Demolition and Land Clearing Waste Tipping Fee Review – Budget".

2. "That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors increase tipping fees for construction/demolition and land clearing waste from \$60/metric tonne to \$90/metric tonne, and direct staff to draft the required bylaw.

3. Further, that the Committee of the Whole recommend to the Regional District of Bulkley-Nechako Board of Directors that a methodology for adjusting the tipping fees for construction/demolition and land clearing waste be developed as part of the update to the RDBN Solid Waste Management Plan."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

2016 Budget – Second Draft

Moved by Director Benedict
Seconded by Director Thiessen

C.W.2016-2-4

"That the Committee of the Whole receive the Financial Administrator's February 2, 2016 memo titled "2016 Budget – Second Draft."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Miller mentioned that Hans Berndorff, Financial Administrator's plans to retire in 2016. He mentioned his dedication to assisting the RDBN and Stuart-Nechako Regional Hospital District in reducing costs during his time at the RDBN.

Mr. Berndorff provided an overview of the 2016 Budget – Second Draft. As per Chair Miller's direction adjustments will be made in regard to the CAO position and Planning Department salary and benefits. The changes will adjust the projected tax rates for Regional Services and Regional Rural Services excluding local services. Mr. Berndorff noted that at the January 14th Committee of the Whole Meeting discussion took place in regard to national salary increases. Mr. Berndorff surveyed various human resource organizations nationally and included the information for the Regional Board's review. He noted that the RDBN has had no merit increases in 2014 or 2015.

Discussion took place in regard to the possible time line to draft a bylaw in regard to an increase of tipping fees for construction/demolition and land clearing waste.

Janine Dougall, Director of Environmental Services reviewed the re-evaluation of the costs and timing of certain Environmental Services department projects. Discussion took place in regard to the Regional District of Bulkley-Nechako and the Village of Telkwa investigating lagoon desludging options.

Northwest Resource Benefits Alliance

Mr. Berndorff mentioned that the RDBN has received an invoice for costs associated with the Northwest Resource Benefits Alliance.

Moved by Director Brien
Seconded by Director Newell

C.W.2016-2-5

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors allocate \$50,000 to the Northwest Resource Benefit Alliance 2016 Budget line item."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

**Education Strategy – Initiative
for 2016**

Moved by Director Fisher
Seconded by Director Strimbold

C.W.2016-2-6

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors remove the \$5,000 Education Strategy line item from the Initiatives for 2016."

(All/Directors/Majority)

DEFEATED

Discussion took place in regard to the Education Strategy. The RDBN signed a Memorandum of Understanding (MOU) with School District 91 Nechako Lakes in regard to initiatives for job shadowing opportunities between RDBN employees and students of SD 91. Further discussion took place in regard to the use of the funding to assist regional school boards in regard to the recruitment of certified teaching staff. Staff has contacted SD 91 Nechako Lakes specific to the MOU and is awaiting a response. Director Petersen spoke of initiatives such as the Nechako Valley Secondary School Greenhouse "Living Classroom" Infrastructure project in regard to possible need for funding support. Director Fisher expressed his concerns in regard to the RDBN funding education initiatives and that it should be a mandate of the Ministry of Education. He noted the opportunities through Northern Development Initiative Trust's (NDIT) Northern Development Local Government Management Internship program.

Discussion took place regarding the transition of the retirement of the Chief Administrative Officer and the anticipated budget reductions for 2017.

**Minerals North 2016
Attendance**

Moved by Director Fisher
Seconded by Director Repen

C.W.2016-2-7

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors authorize the attendance of the RDBN Chair and two Directors as per Regional Board policy to Minerals North in Smithers on May 18-20, 2016."

(All/Directors/Majority)

DEFEATED

Director Benedict spoke of the importance of Rural Directors having the opportunity to advocate for residents throughout the region at conferences and conventions such as Minerals North. Discussion took place regarding the opportunity to gather information in regard to possible benefits and impacts to the region.

Mr. Berndorff commented that the local service area and sub-regional budgets have been provided to the Directors directly affected for review. The information will be brought forward for budget discussions at the March 10, 2016 Committee of the Whole meeting.

CORRESPONDENCE

North Central Local
Government Association
-Call for Nominations

Moved by Director MacDougall
Seconded by Director Newell

C.W.2016-2-8

"That the Committee of the Whole receive the correspondence from the North Central Local Government Association – Call for Nominations."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

INVITATION

City of Prince George
-Celebrate Prince George
Winter Festival – February
1-14, 2016

Moved by Director Benedict
Seconded by Director Thiessen

C.W.2016-2-9

"That the Committee of Whole receive the invitation from the City of Prince George titled "Celebrate Prince George Winter Festival – February 1-14, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEM

NCLGA Resolutions

The following potential resolutions to be submitted to the North Central Local Government Association Convention was discussed:

- *Emergency Program Act* review;
 - o UBCM (Union of B.C. Municipalities) Executive Committee addressing the issues;
 - o Encourage UBCM to be very engaged in the review process.
- Environmental Services – Landfill Criteria for Municipal Solid Waste
 - o Ministry of Environment indicated the last draft of the Landfill Criteria for Municipal Solid Waste would be completed the end of January, 2016 and they would then move forward to finalize guidelines;
 - o Concerns were discussed in regard to the increased costs to landfilling under the new Landfill Criteria for Municipal Solid Waste guidelines and the impacts to waste reduction initiatives.

NCLGA Resolutions
-RE: Landfill Criteria for
Municipal Solid Waste Impacts
to Waste Reduction Initiatives

Moved by Director Benedict
Seconded by Director Brienon

C.W.2016-2-10

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako direct staff to draft a resolution to the North Central Local Government Association for Regional Board review in regard to the cost implications of the Landfill Criteria for Municipal Solid Waste guidelines impacting waste reduction initiatives."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEM (CONT'D)

NCLGA Resolutions
-RE Emergency Response

Moved by Director Repen
Seconded by Director Brienen

C.W.2016-2-11

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako direct staff to draft a resolution to the North Central Local Government Association for Regional Board review in regard to the Provincial Government needing to be responsible for providing Emergency Response Teams in regard to emergency response events with consultation and communication from the local government; and further, that the Provincial Government also be responsible for the administration and implementation, including the funding, of regulations and training for rural fire departments."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

REPORTS

Invest North West Investment
Attraction Portal

Moved by Director Strimbold
Seconded by Director Newell

C.W.2016-2-12

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors support the Invest North West Investment Attraction Portal for the period of one year in the amount of \$2,000; and further, that the funds be provided by the rural government special projects budget."

(All/Directors/Majority)

DEFEATED

Discussion took place regarding the coalition of Economic Development Officers from Burns Lake to Prince Rupert wishing to continue the Invest North West Investment Attraction Portal.

Concerns were brought forward in regard to the Northern Development Initiative Trust's (NDIT) decision to no longer support the initiative that they implemented.

2016 Marketing Initiatives

Moved by Director MacDougall
Seconded by Director Parker

C.W.2016-2-13

"That the Committee of the Whole receive the Manager of Regional Economic Development's February 3, 2016 memo titled "2016 Marketing Initiatives."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

**Canadian Environmental
Assessment Draft Report
in Response to Pacific LNG**

Director Newell asked if the RDBN responds to the Canadian Environmental Assessment process in regard to LNG applications. Staff is unaware of the Regional Board providing responses to the process.

**CRTC request for Input and
BC Broadband Conference**

Director Newell spoke of the request for input from the CRTC (Canadian Radio-television Telecommunications Commission) in regard to telecommunications services, including internet services, which are offered in Canada and the possibility of bringing the issue forward at the BC Broadband Conference. Director Benedict will bring forward the item at the Rural Directors Committee Meeting scheduled for later today.

**Chinook Community Forest
Official Ceremonial Signing**

Chair Miller mentioned that the official ceremonial signing of the Chinook Community Forest Agreement will take place tomorrow, Friday, February 12, 2016 in Burns Lake.

**Vanderhoof Community
Foundation**

Director Thiessen announced that the District of Vanderhoof and Electoral Area "F" (Vanderhoof Rural) established a Community Foundation last evening, Wednesday, February 10, 2016. It is very exciting for the community.

ADJOURNMENT

Moved by Director Brien
Seconded by Alternate Director Hughes

C.W.2016-2-14

"That the meeting be adjourned at 2:17 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

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

TO: Chair Miller and Committee of the Whole

FROM: Cheryl Anderson
Manager of Administrative Services/Chief Election Officer

DATE: February 29, 2016

SUBJECT: Mail Ballot Voting

In August, 2011 the Regional District of Bulkley-Nechako Board of Directors, upon the request of a number of seasonal dwellers in a portion of Electoral Area "F" (Vanderhoof Rural), specifically Cluculz Lake, adopted "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011" (attached) to allow for Mail Ballot Voting within a portion of Electoral Area "F" for referenda only.

Following adoption of the bylaw, there has been one referendum which included the Cluculz Lake area where Mail Ballot Voting was used. There were 181 mail ballots requested and 162 were returned prior to the close of voting. The process was extremely onerous and time consuming.

In November, 2015 the Regional Board received a delegation from the Cluculz Lake area wherein it was requested that the RDBN consider allowing all eligible RDBN electors to vote by mail ballot for both elections and referenda. As a result, the RDBN Board of Directors requested that staff prepare a report in regard to Mail Ballot Voting.

Staff have been researching mail ballot voting and have contacted other Regional Districts to determine if they conduct mail ballot voting, and if so, what their procedures are. Out of 29 Regional Districts (inclusive of Islands Trust and Northern Rockies Regional Municipality) five do not conduct mail ballot voting of any kind, and three, including RDBN, allow mail ballot voting in specified areas only.

The majority of Regional Districts have noted that the number of electors voting by mail is relatively small. I would like to note that the number of requests for mail ballots we received from the Cluculz Lake area exceeds the number received by other Regional Districts for their entire regional district. In addition, I believe a controversial referendum will result in more mail ballot requests than an election (ie past Vanderhoof Pool Referendum).

The following is information related to the number of mail ballots requests to date in other regional districts:

- Regional District of Central Okanagan
 - 2014 Elections – 16 requested, 6 returned
- Capital Regional District
 - 2014 Elections – 200 requested, 120 returned
- Cariboo Regional District – typically 20-30 requested
- Regional District of Central Kootenay
 - 2008 Elections – 57 requested
 - 2011 Elections – 68 requested
 - 2014 Elections – 77 requested
- Comox Valley Regional District
 - 2014 Elections – 45 requested
 - 2015 Referendum (Hornby Island Fire Hall) – 193 requested
 - 2015 Referendum (Homelessness) – 19 requested
- Regional District of East Kootenay
 - 2008 Elections– (Elections in 4 areas) 49 requested, 44 returned
 - 2011 Elections – (Elections in 3 areas) 18 requested, 14 returned
 - 2014 Elections – (Elections in 3 areas) 39 requested, 36 returned
- Regional District of Kitimat-Stikine
 - 2011 Election – 4 requested
 - 2014 Election – 2 requested
- Regional District of Kootenay Boundary – 11 requested, 8 returned
- Regional District of Nanaimo
 - Recent referendum for one electoral area – 62 returned
 - 2014 Election – 75 returned
 - Comments – It is surprising how much time it takes to process the applications. Processing registrations can take up more time, especially when packages are returned incomplete and time is spent obtaining the correct information.
- Regional District of Okanagan-Similkameen
 - 2014 Election – 7 requested
- Peace River Regional District
 - 2015 Referendum (3 Electoral Areas) – 7 requested, 5 returned

Prior to March, 2008, legislation permitted mail ballot voting for electors with a disability or electors considered living in a “remote area” with a great distance from polling stations. On March 31, 2008, legislation changed which enabled local governments to expand the provision of mail ballot voting to include persons who expected to be absent from the Regional District on both general and advance voting days. Section 110 of the *Local Government Act* states that a Regional District **MAY**, by bylaw, permit voting by mail ballot.

Typical Process for Conducting Mail Ballot Voting

- Advertisements are placed in local newspapers, as well as the P.G. Citizen for Cluculz Lake residents, indicating mail balloting information.

- Upon receipt of a valid application for a mail ballot, the Chief Election Officer sends to the applicant a mail ballot package together with an application for registration as an elector.
- The Chief Election Officer records the name and address of the person to whom the mail ballot package has been sent.
- Upon receipt of a mail ballot package, the Chief Election Officer shall record the date of such receipt and remove and examine the certification envelope and the completed elector registration application and mark the certification envelope as "ACCEPTED" or "REJECTED."
- Certification envelopes remain unopened until such time as determined by the Chief Election Officer.

Mail Ballot Voting Benefits

- Creates additional voting opportunity for eligible electors.
- May increase voter turnout for non-resident property electors and "snowbirds".
- May eliminate complaints by the public in regard to the lack of additional voting opportunities.
- May assist those with mobility challenges.

Mail Ballot Voting Challenges

Mailing and Return of Ballots

- Voters are required to formally request a mail ballot package.
- For an election, ballots cannot be printed until one week after the close of the nomination period. It takes approximately one week for the ballots to be printed. This leaves about a 3 week window for the ballots to be sent to electors and returned to the Chief Election Officer prior to the close of voting.
- Will be problematic should the elector be outside of the province or the country, however, the *Local Government Act* states that it is the responsibility of the person applying to vote by mail ballot to ensure that the mail ballot is received before the close of polls on general voting day.
- Referendum ballots may be printed much further in advance, allowing sufficient time for the elector to return their ballot.

Cost of Mail Ballot Packages

The cost to mail out each package could range in price as follows (Canada Post Regular mail):

- Canada \$1.71 - \$2.77 per package
- US \$2.68 - \$4.85 per package
- International \$5.56 - \$9.69 per package
- Prices will vary depending on the weight of the package.
- There is no way of knowing how many voters will request a mail ballot package, a total cost cannot be estimated.

Validity of Mail Ballots

- May be questions raised or challenges regarding the validity of the mail ballot.
- Legislation provides that the onus is on the voter signing a declaration stating that they are eligible to vote.
- Voter eligibility will be difficult to verify as the legislation does not include any regulations that require electors to provide proof that they are eligible to vote.

Additional Staffing for Issuance and Collection of Mail Ballots

- Administrative process for mail ballot voting is very intensive.
- Additional work for the Chief Election Officer and Deputy Chief Election Officer would be required.
- If mail ballot voting were to be implemented region wide for elections, additional staffing would be a necessity. Even more staff would be required should a region-wide referendum be held.
- It is difficult to estimate the number of additional staff needed as it will be dependent on public interest.
- A minimum of 2 additional staff would be required in-house for a 3 week period to prepare ballot packages, record mail ballot requests, mail out packages, and answer telephone and email requests.
- Cost of 2 temporary full-time staff for a 3 week period is estimated to be \$4,800.
- Added cost to advertise and interview for additional staff required.

Additional Staffing on General Voting Day

- Sought a legal opinion in regard to implementing a deadline for the receipt of mail ballots by the Chief Election Officer prior to the close of voting.
- Does not seem reasonable that the Regional District office be staffed on general voting day in the event that a mail ballot is delivered.
- Canada Post is closed on Saturdays and Courier services in the area do not deliver on the weekends.
- The only way a mail ballot could be received would be if it was hand-delivered, in which case the mail ballot should be delivered to the appropriate polling station.
- Legal opinion indicates that the legislation is not clear - even though the legislation allows the Chief Election Officer to establish time limits in relation to mail ballot voting, it also states that the elector is obligated to ensure delivery of the mail ballot to the Chief Election Officer prior to the close of voting on General Voting day.
- Legal opinion indicated that if challenged, the courts would interpret the legislation in a manner that prevented local governments from imposing stricter time limits for the return of mail ballots which may pose a problem.
- Difficult for an RD Chief Election Officer to be stationed at a specific location on general voting day as there could be up to 18 polling stations operational at the same time across the region.
- CEO and Deputy CEO need to be available to attend any polling stations should issues arise.

- A legal opinion was sought in regard to appointing election officials at specific polling stations to accept any walk-in mail ballots.
- Legal opinion indicated that is reasonable, and that there is nothing in the legislation that prohibits this.
- In order for mail ballots to be accepted and opened at specific polling stations, 2 additional election officials would be required at each of the specified polling stations to receive walk-in ballots and count all mail ballots received at the close of voting.
- Due to the lack of RD ability to impose timelines in relation to a deadline for receipt of mail ballots, all mail ballots will be in the possession of the CEO at the close of voting on the day prior to general voting.
- It has been the practice of the RD to combine ballot boxes containing less than 25 ballots with another box, as per Section 137 of the *Local Government Act*, for the purpose of preserving the secrecy of the ballot.
- Mail Ballots received at the RD office would have to be delivered to the appropriate polling station prior to the close of general voting.
- Hiring up to three additional staff to deliver the ballots may be required.
- Advertising costs would increase as 2 additional newspaper ads would be required for each election/referendum specific to Mail Ballot Voting.
- Newspaper ads are extremely expensive.

Financial Implications

Increased costs to implement mail ballot voting are difficult to quantify as it will be partially dependent upon how many electors choose to vote by mail ballot, and how many areas are impacted by the election/referendum. The costs to mail the packages would vary depending on the size of the package and where the package is being sent. In addition, the number of additional staff required in-house to administer the process would depend upon the scale of the election/referendum. Following is a list of additional costs:

- | | |
|---|----------------------------|
| • Mail ballot packages | unknown |
| • Mailing costs | unknown |
| • 2 additional staff at RDBN (3 week period) | \$4,800 |
| • Workstation (telephone and computer)
for additional staff | unknown |
| • 2 additional Election Officials in each area | \$4,500 (\$650 per area) |
| • 2 additional advertisements in each area | \$8,000 (\$1,000 per area) |
| • 3 staff to deliver mail ballots on general voting
Day plus transportation cost | unknown |
| • Advertisements for Additional Staffing and
Election Officials | \$300 per area |
| • Staff/Election official training | unknown |

Summary

Changes to the *Local Government Act* have expanded the provision of mail ballot voting to eligible electors who expect to be absent from the regional district on advance and general voting days. There are significant challenges with the implementation and provision of mail ballot voting. The benefits are unknown at this time, although it does provide an opportunity for non-resident property electors to vote.

RECOMMENDATION:

(All/Directors/Majority)

Direction at the Discretion of the Board

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1617****A Bylaw to Allow for Mail Ballot Authorization and Procedures**

WHEREAS pursuant to Section 100 of the *Local Government Act*, a Regional District may, by bylaw, permit voting by mail ballot and establish procedures therefor;

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

1. CITATION

- 1.1 This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011."

2. AUTHORIZATION

- 2.1 Pursuant to Section 100 of the *Local Government Act*, voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized for referenda only.
- 2.2 The only persons to whom section 2.1 applies are those persons who:
- a) qualify to register as a resident or non-resident property elector in that portion of Electoral Area "F" (Cluculz Lake) as shown outlined on the map attached as Schedule "A" to this bylaw; and
 - a) persons who expect to be absent from that portion of Electoral Area "F" (Cluculz Lake) as shown outlined on the map attached as Schedule "A" to this bylaw on general voting day and at the advance voting opportunity.

3. APPLICATION PROCEDURE

- 3.1 The Chief Election Officer is hereby authorized to establish time limits in relation to voting by mail ballot.
- 3.2 Upon receipt of a valid application for a mail ballot, the Chief Election Officer or designate shall:

5. CHALLENGE OF ELECTOR

- 5.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 116 of the *Local Government Act* before close of voting on general voting day and prior to the Chief Election Officer or designate opening the certification envelope.
- 5.2 The provisions of Section 116(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

6. MAIL BALLOT – REPLACEMENT OF SPOILED BALLOT

- 6.1 Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer or designate, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.
- 6.2 The Chief Election Officer or designate shall, upon receipt of the spoiled ballot package, record such fact, and issue a replacement ballot package in accordance with section 3.2 of this bylaw.

7. BALLOT ACCEPTANCE OR REJECTION

- 7.1 Before close of voting on general voting day, the Chief Election Officer or designate shall, in the presence of at least one other election official, proceed as follows:
- a) Open the outer envelope and remove and examine the certification envelope and the application to register as an elector.
 - b) If the elector's certification and application to register as an elector are complete, the Chief Election Officer or designate shall mark the certification envelope as "ACCEPTED."
 - c) If the elector's certification and application to register as an elector are not complete, the Chief Election Officer or designate shall mark the certification envelope as "NOT ACCEPTED" in which case the certification envelope shall not be opened and the ballots contained therein shall not be counted.

- d) Unless an elector's right to vote has been challenged, the Chief Election Officer shall open the certification envelopes marked as "accepted," and the secrecy envelopes contained therein shall be placed in a ballot box designated for that purpose.
- e) Mail ballots received after the close of voting on general voting day shall remain unopened and the Chief Election Officer or designate shall mark "REJECTED" on the outer envelopes, and shall note thereon the reasons for rejection, and the ballot contained therein shall not be counted in the referendum.
- e) If fewer than twenty-five (25) secrecy envelopes are received, they may be placed in any other ballot box in order to preserve secrecy.
- f) After close of voting on general voting day, the ballot box containing the secrecy envelopes and the secrecy envelopes contained therein shall be opened and the ballots shall be counted in the same manner as other ballots.

READ A FIRST TIME this 18th day of August, 2011

READ A SECOND TIME this 18th day of August, 2011

READ A THIRD TIME this 18th day of August, 2011

Certified a true and correct copy of Bylaw No. 1617.

Gail Chapman
Corporate Administrator

ADOPTED this 18th day of August, 2011

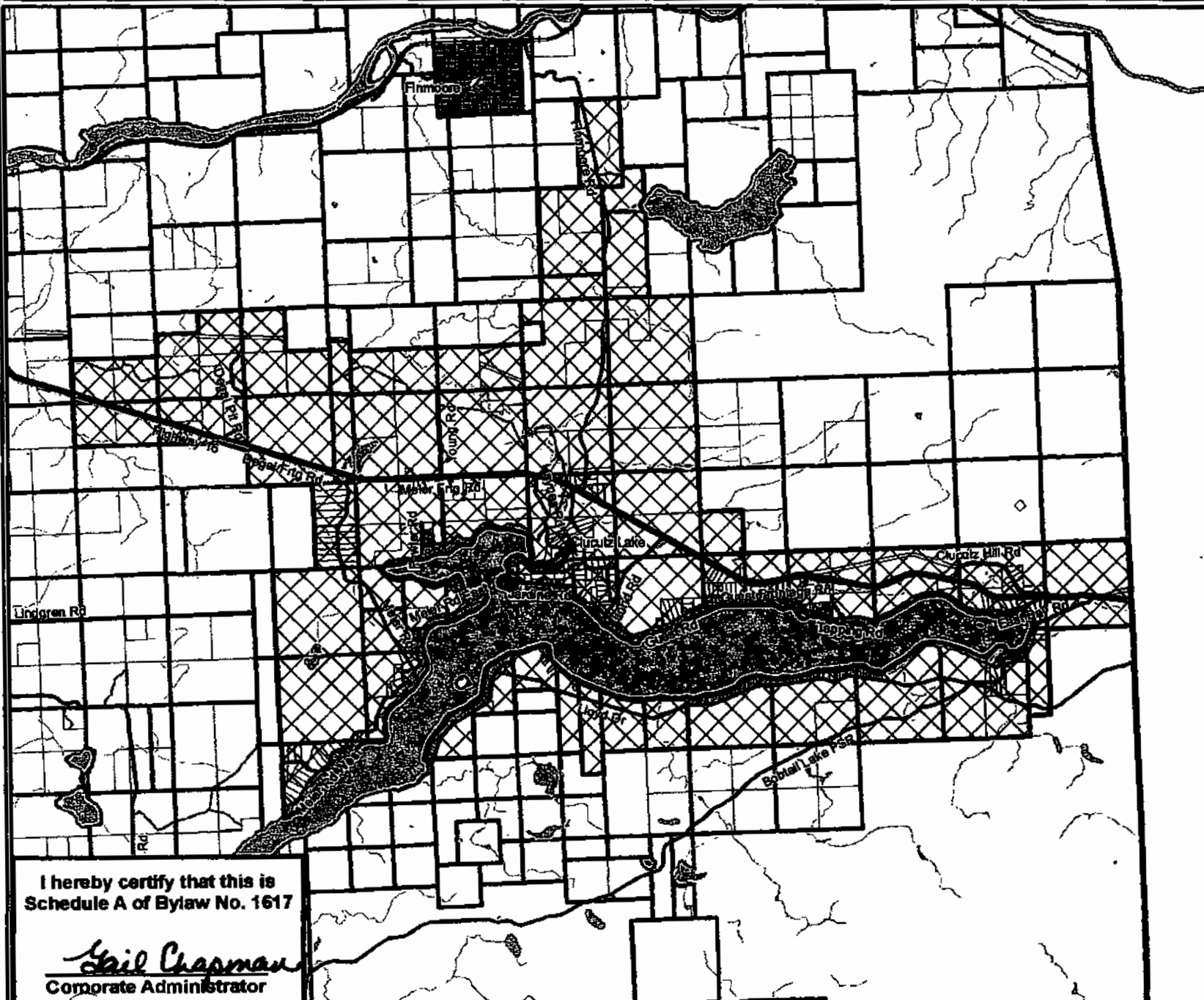
[Signature]
Chairperson

Gail Chapman
Corporate Administrator



Regional District of Bulkley Nechako Mail Ballot Authorization & Procedure Bylaw No. 1617, 2011

Legend



- Highway
- Secondary
- Street
- Railway
- Cadastre
- District Lots
- Lakes
- Streams
- Municipalities
- First Nation Reserve
- Service Area

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This map is an approximate representation and should only be used for reference purposes.

Created by the
Regional District of
Bulkley-Nechako
Wednesday, August 3, 2011 2:11:50 PM

SC 1:100,000

I hereby certify that this is
Schedule A of Bylaw No. 1617

Gail Chapman
Corporate Administrator



Regional District of Bulkley-Nechako Memo – Committee of the Whole Agenda March 10, 2016

To: Chair Miller and the Committee of the Whole
From: Hans Bemdorff, Financial Administrator
Date: March 1, 2016
Re: 2016 Budget – Third Draft

The Third draft of the 2016 budget for regional services is complete. The budgets for local services have been sent out for review by the Directors that participate in each local service.

Revised Projected Change in Taxation from 2015 to 2016

Schedule 3 indicates the overall projected 2016 tax change:

	Second Draft	Third Draft	Difference
Region-wide Services	\$45,023	\$38,475	(\$6,548)
Regional Rural Services	(\$77,440)	(\$41,591)	\$35,849

Revised Projected Change in Tax Rates from 2015 to 2016

Schedule 3 indicates the overall projected 2016 change in tax rates for a \$100,000 property:

	Second Draft	Third Draft	Difference
Region-wide Services	\$1.66	1.54	(\$0.12)
Regional Rural Services	(\$2.13)	(\$1.89)	\$0.24

Components of the Change in Taxation Compared with Draft No. 2

The following is a summary of the changes from the second draft of the budget.

- At the direction of the Committee of the Whole, the savings resulting from moving the Planning Director into the CAO position and not fully replacing the Planning Director position were reversed;
- The budget for C& D tipping fee revenue was increased by \$58,000 due to the increase in tipping fees from \$60 per tonne to \$90 per tonne starting May 1, 2016;
- Withdrawal from the insurance reserve, net of additional legal fees from the Funk claim reduced taxation by about \$15,000;
- \$6,200 has been added to the Admin Capital Expenditure Budget for LED lighting to replace the perimeter security lighting at the Administration building, resulting in annual savings of about \$1,500 in the future;
- Additional costs of about \$14,000 were added for the replacement of the CAO and CFO at the request of the Executive Committee;
- The Board has approved the allocation of about \$31,000 in training, evaluation, compliance and administration costs incurred by the Emergency Preparedness



Department for Rural Fire Protection to the applicable rural fire protection services, to the extent permitted by the tax limits in the respective rural fire protection bylaws.

- There were several minor changes to the 2015 actual results from late invoices and other corrections, resulting in a small decrease in the surplus carried forward from last year.

Tax Rate Trend

Schedule 2 includes updated bar graphs showing our actual tax rates from 2012 to 2015 and the projected tax rate for 2016. The trend lines represent an average tax rate increase from 2012 to 2016 of 1.1% for municipal taxpayers and 1.7% for rural taxpayers. The additional increase for rural taxpayers is due largely to increases in provincially mandated costs for Emergency Preparedness as well as an increase in Building Inspection costs and costs for the new Unsightly Premises service.

2016 Initiatives

Schedule 4 is an updated listing of proposed new initiatives included in the 2016 budget.

Projected Tax Changes for Each Service

Schedules 6 through 17, which highlight the major items affecting the projected tax change in each region-wide service and each regional rural service has been updated to reflect the changes in Draft No. 3 of the budget.

Tax Rates by Property Class

Schedule 18 is a graphical representation of the share of regional taxes paid by each property class. Schedule 19 outlines taxation by property class for each regional service.

Assessments by Property Class

Schedule 20 shows total property assessments in each RDBN jurisdiction by property class. Schedule 21 converts total assessments by the property class multipliers to generate converted assessments.

Detailed Service Budgets

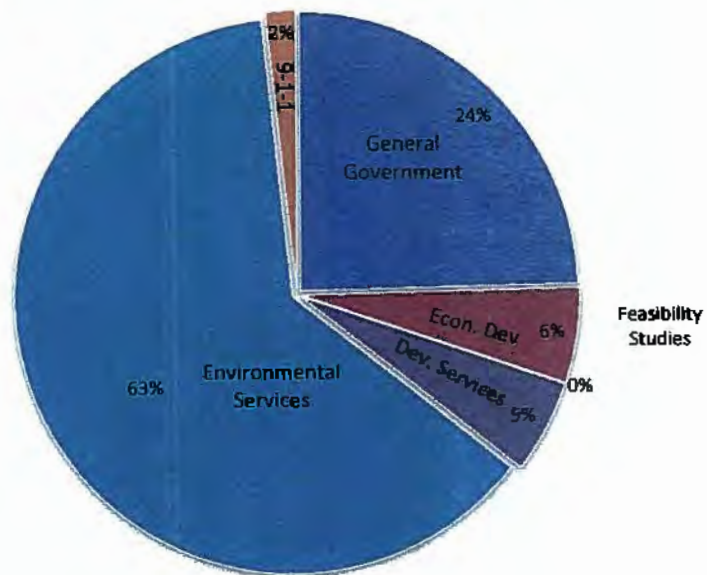
If Directors would like copies of the detailed budgets for each service, these are available on request.

I would be pleased to answer any questions.

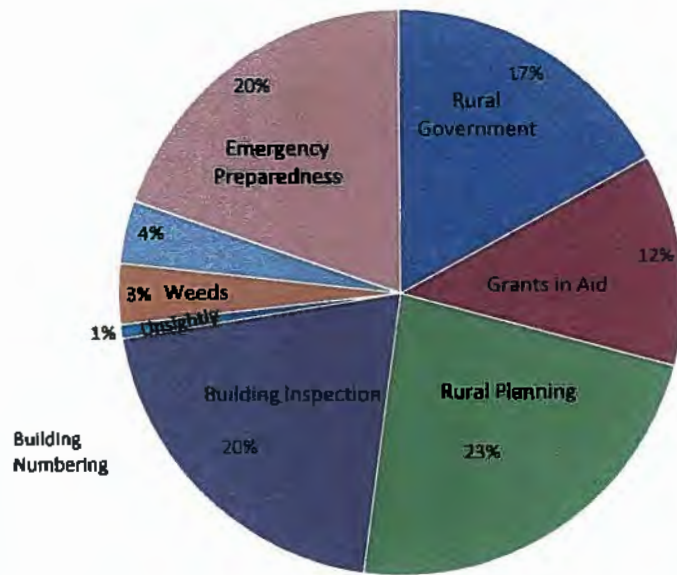
Recommendation:	(all/directors/majority)
That the Committee of the Whole receive March 1, 2016 memo from the Financial Administrator regarding the third draft of the 2016 Budget.	

RDBN - 2016 Budget
Major Components of Region-wide and Regional Rural Taxation

Taxation for Region-Wide Services

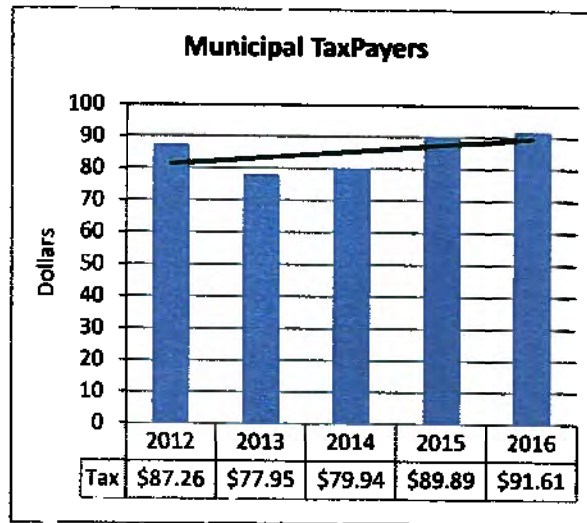
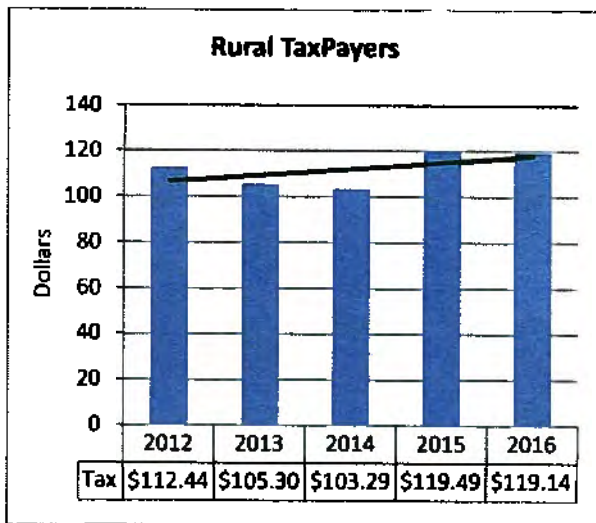


Taxation for Regional Rural Services



re

RDBN 2016 Budget - Tax on a \$100,000 Property (excludes local services)



- Includes:**
- General Government
 - Regional Economic Development
 - Feasibility Studies
 - Planning
 - Development Services
 - Environmental Services
 - 9-1-1 Service
 - Rural Government
 - Rural Grants in Aid
 - Building Inspection
 - Building Numbering
 - Unightly Premises
 - Noxious Weed Control
 - Emergency Preparedness

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

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RDBN - 2016 Budget
Projected Tax Rates for Regional Services
(excludes local services)

Dept	Service	Taxation			Converted Assessments		Tax on a \$101,000 Residential Property					
		2015 Tax	2016 Tax	2015 vs 2016	2015 Revised Roll	2016 Completed Roll	Rural Taxpayers			Municipal Taxpayers		
							2015	2016	2016 vs 2015	2015	2016	2016 vs 2015
Region-Wide Services												
1201	General Govt - Legislative	257,641	281,931	24,290	556,512,401	551,179,049	4.63	5.12	0.49	4.63	5.12	0.49
1202	General Govt - Administration	491,327	593,980	102,653	556,512,401	551,179,049	8.83	10.78	1.95	8.83	10.78	1.95
1203	General Govt - Finance	288,121	327,857	39,736	556,512,401	551,179,049	5.18	5.95	0.77	5.18	5.95	0.77
		1,037,089	1,203,768	166,679	556,512,401	551,179,049	18.64	21.84	3.20	18.64	21.84	3.20
1301	Feasibility Studies	-	-	-	556,512,401	551,179,049	-	-	-	-	-	-
2500	Regional Economic Development	294,550	274,274	(20,276)	556,512,401	551,179,049	5.29	4.98	(0.32)	5.29	4.98	(0.32)
4301	Development Serv	278,687	265,293	(13,394)	556,512,401	551,179,049	5.01	4.81	(0.19)	5.01	4.81	(0.19)
5000	Environmental Serv.	3,007,330	3,065,098	57,768	556,512,401	551,179,049	54.04	55.61	1.57	54.04	55.61	1.57
7501	9-1-1 Service	237,235	84,932	(152,303)	556,512,401	551,179,049	4.26	1.54	(2.72)	4.26	1.54	(2.72)
	Total Region-Wide Services	4,854,891	4,893,366	38,475	556,512,401	551,179,049	87.24	88.78	1.54	87.24	88.78	1.54
Regional Rural Services												
1101	Rural Govt - Legislative	79,152	64,955	5,803	275,651,333	275,372,034	2.87	3.09	0.21			
1102	Rural Govt - Administration	60,379	56,359	(4,020)	275,651,333	275,372,034	2.19	2.05	(0.14)			
		139,531	141,314	1,783	275,651,333	275,372,034	5.06	5.13	0.07			
1103	Rural Grant in Aid	134,381	102,519	(31,862)	275,651,333	275,372,034	4.88	3.72	(1.15)			
4101	Rural Planning	199,178	192,153	(7,025)	556,512,401	556,512,401	3.98	4.25	0.27	2.65	2.83	0.18
4201	Building Inspection	141,041	168,887	27,846	162,065,979	165,105,843	8.70	10.23	1.53			
4401	Building Numbering	5,896	6,716	820	275,651,333	275,372,034	0.21	0.24	0.03			
4501	Unseightly Premises	36,131	29,505	(6,626)	255,798,754	255,031,890	1.41	1.16	(0.26)			
5901	Weed Control	36,602	30,312	(6,290)	275,651,333	275,372,034	1.40	1.10	(0.30)			
7601	Emergency Preparedness	182,180	120,599	(61,581)	275,651,333	275,372,034	6.61	4.98	(2.23)			
7602	Emergency Response	-	4,085	4,085	275,651,333	275,372,034	-	0.15	0.15			
7603	Rural Fire Dept Training & Eval & Compliance	-	39,259	39,259	275,651,333	275,372,034	-	1.43	1.43			
		182,180	163,943	(18,237)								
	Total Regional Rural Services	876,940	835,349	(41,591)			32.26	30.36	(1.89)			
		5,731,831	5,728,715	(3,116)			119.49	119.14	(0.35)	89.89	91.61	1.72

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Percentage Change - Region-wide Services	0.8%
Percentage Change - Regional Rural Services	-4.7%
Percentage Change - Total	-0.1%

Tax Rate	1.19	1.19	-0.00	0.90	0.92	0.02
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RDBN - 2016 Budget
Initiatives for 2016

Administration & Finance

Forestry Strategy	10,000
Legacy Funding	10,000
Northwest Resource Benefit Alliance	50,000
Education Strategy	5,000
Transportation Strategy	5,000
Agricultural Strategy	2,500
Records Management Software	25,000
50th Anniversary	2,500
Asset Management Software	30,000
Purchase Additional Main Server (funded from capital reserve)	12,100
Replace File Server (funded from capital reserve)	7,800
Replace Admin Building Perimeter Security Lights with LED Lighting	6,200
	<u>166,100</u>

Regional Economic Development

Tourism Research (Profiles/Values of Tourism) - Funded 100% with grants	60,000
Investment Readiness Action Plan (funded 77% with grants)	40,000
Regional Skills Gap Analysis Implementation (Funded 100% with grants)	141,500
	<u>241,500</u>

Planning

Plotter Purchase (Funding from Capital Reserve)	34,000
2 Building Inspection Vehicle Purchase (Funding from Capital Reserve)	62,000
Property Database (funded from contingency built up in previous years)	50,000
	<u>146,000</u>

Environmental Services

Increase contingency for carbon emission reduction initiatives	13,250
Update the Solid Waste Management Plan (\$100,000 over 2 years)	50,000
Final Closure at Fraser Lake Landfill - Topsoil and seed (Funded by Capital Reserve)	15,000
Final Closure at Vanderhoof Landfill - top soil, grass seed and rip-rap (Funded by Capital Rese	10,000
Post Closure activities at Former Smithers/Telkwa Landfill	50,000
Knockholt Phase Development (Funded by Capital Reserve)	350,000
Knockholt Scale Upgrade (Funded by Capital Reserve)	20,000
Knockholt Lagoon Desludging (Funded by Capital Reserve)	60,000
Clearview Landfill Scale Upgrade	25,000
Area "D" Transfer Station Recycling Area Upgrades	15,000
Well Remediation at Vanderhoof Transfer Station	10,000
New Bobcat at Vanderhoof Transfer Station	60,000
Increase Landfill Closure Reserve Contribution from \$75,000 to \$90,000	15,000
	<u>693,250</u>

Emergency Preparedness

NEST Program	15,000
Consulting Fees - GIS Study (Fully funded by Grant)	150,000
	<u>165,000</u>

1,411,850

Surplus Comparison

<u>Dept</u>	<u>Service</u>	<u>Surplus from Prior Year</u>		
		2015	2016	2015 vs 2016
<u>Region-Wide Services</u>				
1201	General Govt - Legislative	68,725	55,347	(13,378)
1202	General Govt - Administration	98,648	131,075	32,427
1203	General Govt - Finance	30,411	46,736	16,325
		197,784	233,158	35,374
1301	Feasibility Studies	17,277	8,217	(9,060)
2500	Regional Economic Development	74,932	97,748	22,814
4301	Development Serv	65,933	79,845	13,912
5000	Environmental Serv.	859,604	1,105,449	245,845
7501	9-1-1 Service	32,795	114,829	82,034
Total Region-Wide Services		1,248,325	1,639,243	390,918
<u>Regional Rural Services</u>				
1101	Rural Govt - Legislative	46,481	51,511	5,030
1102	Rural Govt - Administration	3,582	9,310	5,728
		50,063	60,821	10,758
1103	Rural Grant in Aid	182,844	213,346	30,502
4101	Rural Planning	35,964	62,818	26,854
4201	Building Inspection	22,974	4,514	(18,460)
4401	Building Numbering	2,939	1,974	(965)
4501	Unightly Premises	3,612	14,536	10,924
5901	Weed Control	6,757	18,698	11,941
7601	Emergency Preparedness	32,024	54,717	22,693
7602	Emergency Response	1,163	(0)	(1,163)
7603	Rural Fire Dept Traing & Eval & Compliance	-	-	-
		33,187	54,717	21,530
Total Regional Rural Services		338,340	431,424	93,084
		1,586,665	2,070,667	484,002

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
Rural Government

	(\$000s)
2015 Taxation	140
2016 Taxation	141
Increase (Decrease)	1

	(\$000's)		
Item	2015 Budget	2016 Budget	Tax Increase (Decrease)
<u>Revenue</u>			
Grant in lieu of Alcan taxes	29	31	(2)
Surplus from Prior Year	50	61	(11)
			(13)
<u>Expenditures</u>			
Directors remuneration	78	83	5
Directors travel	52	61	9
Liability Insurance	9	11	2
Other			(2)
			14
			1

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
General Government

	(\$000s)
2015 Taxation	1,037
2016 Taxation	1,204
Increase (Decrease)	167

	(\$000's)		
Item	2015 Budget	2016 Budget	Tax Increase (Decrease)
<u>Revenue</u>			
Surplus from Prior Year	198	233	(35)
Investment Income	10	12	(2)
Other Grant Revenue	15	-	15
Transfer from Capital Reserve (Includes new phone system)	31	27	4
Transfer from Vehicle Reserve	11	-	11
Grant in lieu of Alcan taxes	107	134	(27)
Administration Recovery - SNRHD	12	15	(3)
			(37)
<u>Expenditures</u>			
Directors remuneration	258	268	10
Directors CPP	4	7	3
Directors Travel	84	86	2
Salaries & Benefits	798	983	185
Staff Travel	9	8	(1)
Hiring Expense	4	10	6
Consulting Fees	-	5	5
Allocated Building Occupancy Costs	49	50	1
Communications (Includes new phone system)	49	23	(26)
Newsletters	3	-	(3)
Sponsorship	4	3	(1)
Liability Insurance	10	11	1
Supplies	22	17	(5)
Special Projects	136	161	25
Capital Expenditures	56	57	1
Interest Expense	4	8	4
Other			(3)
			204
			167

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
Feasibility Studies

			(\$000s)
2013 Taxation			-
2014 Taxation			-
Increase (Decrease)			-
<u>Item</u>	<u>2012 Budget</u>	<u>2013 Budget</u>	<u>Tax Increase (Decrease)</u>
Feasibility Studies			-

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
Regional Economic Development

	(\$000s)
2015 Taxation	295
2016 Taxation	274
Increase (Decrease)	<u>(21)</u>

	(\$000's)		
<u>Item</u>	<u>2015</u>	<u>2016</u>	<u>Tax Increase</u>
	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>
<u>Revenue</u>			
Surplus from Prior Year	75	98	(23)
Project Grants	113	247	<u>(1)</u>
			<u>(157)</u>
<u>Expenditures</u>			
Salaries & Benefits	243	239	(4)
Staff Education	16	11	(5)
Allocated Building Occupancy Costs	27	22	<u>(5)</u>
			<u>(14)</u>
<u>Projects</u>			
- Tourism	44	108	<u>21</u>
- Bulkley Nechako Directory	9	8	(1)
- Opportunities Website	5	6	1
- Agriculture Project	30	28	(2)
- Marketing Initiatives	10	6	(4)
- Business Forum	2	5	3
- Economic Development Workshops	35	8	<u>(27)</u>
- Regional Skills Gap Analysis	68	142	74
- Action Plan	8	48	38
- Minerals North & Roundup	6	8	2
- Image Bank	29	34	5
			<u>153</u>
Other			<u>(3)</u>
Total Expenditures			<u>136</u>
			<u>(21)</u>

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
Rural Planning

	(\$000s)
2015 Taxation	199
2016 Taxation	192
Increase (Decrease)	(7)

Item	(\$000's)		
	2015 Budget	2016 Budget	Tax Increase (Decrease)
<u>Revenue</u>			
Transfer from Vehicle Reserve	11	-	11
Grants in lieu of Alcan taxes	28	26	2
Surplus from Prior Year	36	63	(27)
			(14)
<u>Expenditures</u>			
Salaries & Benefits	179	187	8
Associate Dues	1	2	1
Building Occupancy Costs	16	17	1
Computer Systems	3	5	2
Legal	16	21	5
Capital Expenditures	11	-	(11)
Other			1
			7
			(7)

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
Building Inspection

	(\$000s)
2014 Taxation	141
2015 Taxation	169
Increase (Decrease)	28

	(\$000's)		
<u>Item</u>	<u>2014</u>	<u>2015</u>	<u>Tax</u>
	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>
			<u>(Decrease)</u>
<u>Revenue</u>			
Surplus from Prior Year	23	5	23 (18)
Transfer from Vehicle Reserve	-	31	(31)
Building Permit Fees	70	60	10
Cost Sharing by Municipalities	90	103	(13)
			<u>(16)</u>
<u>Expenditures</u>			
Salaries & Benefits	211	225	14
Computer Systems	2	4	2
Special Projects	4	-	(4)
Liability Insurance	20	24	4
Capital Expenditures - Vehicle	-	31	31
Other			(3)
			<u>44</u>
			<u>28</u>

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
Development Services

	<u>(\$000s)</u>
2015 Taxation	279
2016 Taxation	265
Increase (Decrease)	<u>(14)</u>

	<u>(\$000's)</u>		
<u>Item</u>	<u>2015</u>	<u>2016</u>	<u>Tax Increase</u>
	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>
<u>Revenue</u>			
Surplus from Prior Year	66	79	(13)
Grants in Lieu of Alcan Taxes	29	30	(1)
			<u>(14)</u>
<u>Expenditures</u>			
Salaries & Benefits	241	252	11
Computer Systems	74	67	(7)
Contribution to Reserve	6	-	(6)
Other			2
			<u>(14)</u>

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
Unightly Premises Regulatory Control

	(\$000s)
2015 Taxation	36
2016 Taxation	29
Increase (Decrease)	(7)

Item	(\$000's)		
	2015 Budget	2016 Budget	Tax Increase (Decrease)
<u>Revenue</u>			
Grants in Lieu of Alcan Taxes	5	4	1
Surplus from Prior Year	4	15	(11)
			(10)
<u>Expenditures</u>			
Salaries & Benefits	27	29	2
Other			1
			3
			(7)

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
Environmental Services

	(\$000s)
2015 Taxation	3,007
2016 Taxation	3,065
Increase (Decrease)	58

	(\$000's)		
Item	2015 Budget	2016 Budget	Tax Increase (Decrease)
<u>Revenue</u>			
Surplus from Prior Year	880	1,105	(245)
Transfer from Landfill Closure Reserve	950	420	530
Transfer from Capital Reserve	150	125	25
Transfer from Gas Tax Reserve	20	-	20
MFA Equipment Financing	1,547	-	1,547
Grants in lieu of Alcan Taxes	310	341	(31)
Metal Recycling Revenues	150	25	125
Construction & Demolition Waste	175	233	(58)
Bobcat Trade In Revenue	34	20	14
			1,927
<u>Administration Expenditures</u>			
Director's Remuneration & Benefits	9	7	(2)
Salaries & Benefits	486	496	10
Staff Travel	40	50	10
Contingency	-	50	50
Liability Insurance	15	18	3
Landfill Equipment Debt Payments	-	319	319
Debenture Repayment	256	176	(80)
Update of SWMP	-	50	50
Carbon Emission Reduction Initiatives	40	53	13
Allocated Building Occupancy Costs	32	36	4
Computer Network	-	3	3
Other			3
			383
<u>Operations</u>			
- Landfills	803	657	(146)
- Transfer Stations	1,587	1,630	43
- Operating Contingencies	24	27	3
- Landfill Closure Costs	165	138	(27)
- Recycling Expenditures	861	922	61
- Capital Expenditures	2,752	540	(2,212)
- Contributions to Reserves	131	159	28
- Other			(2)
			(2,252)
Total Expenditures			(1,869)
			58

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
Weed Control

	<u>(\$000s)</u>
2015 Taxation	39
2016 Taxation	30
Increase (Decrease)	<u>(9)</u>

	<u>(\$000's)</u>		
<u>Item</u>	<u>2015</u>	<u>2016</u>	<u>Tax Increase</u>
	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>
<u>Revenue</u>			
Surplus from Prior Year	9	19	(10)
Grant in Lieu of Alcan Taxes	8	7	1
			<u>(9)</u>
<u>Expenditures</u>			
Salaries & Benefits	9	10	(1)
Other			1
			<u>-</u>
			<u>(9)</u>

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
9-1-1 Service

	(\$000s)
2015 Taxation	237
2016 Taxation	85
Increase (Decrease)	(152)

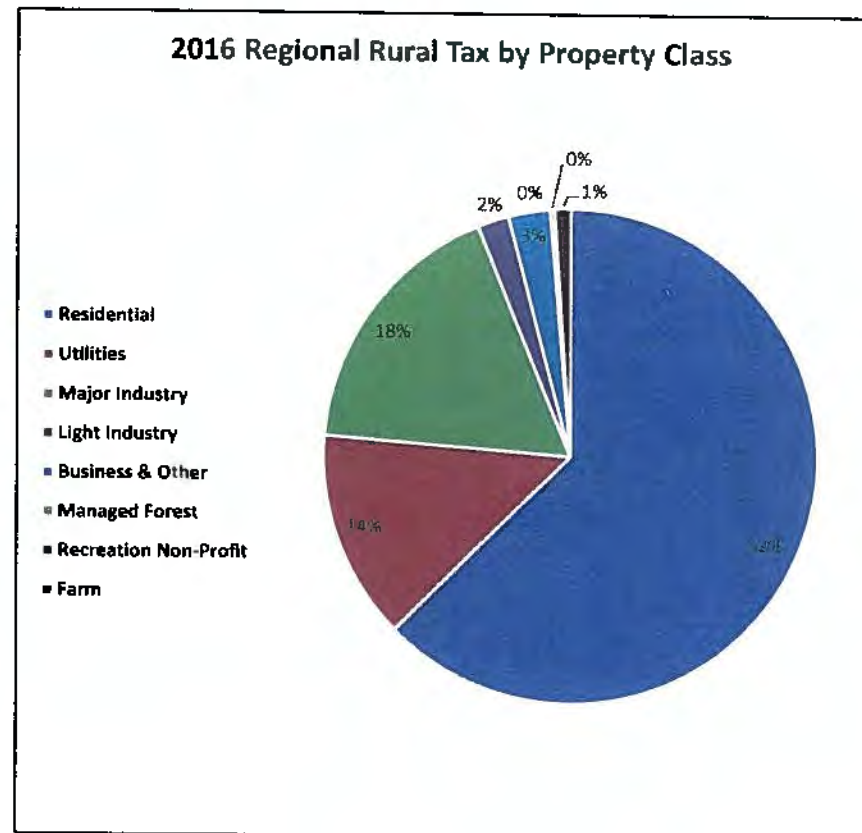
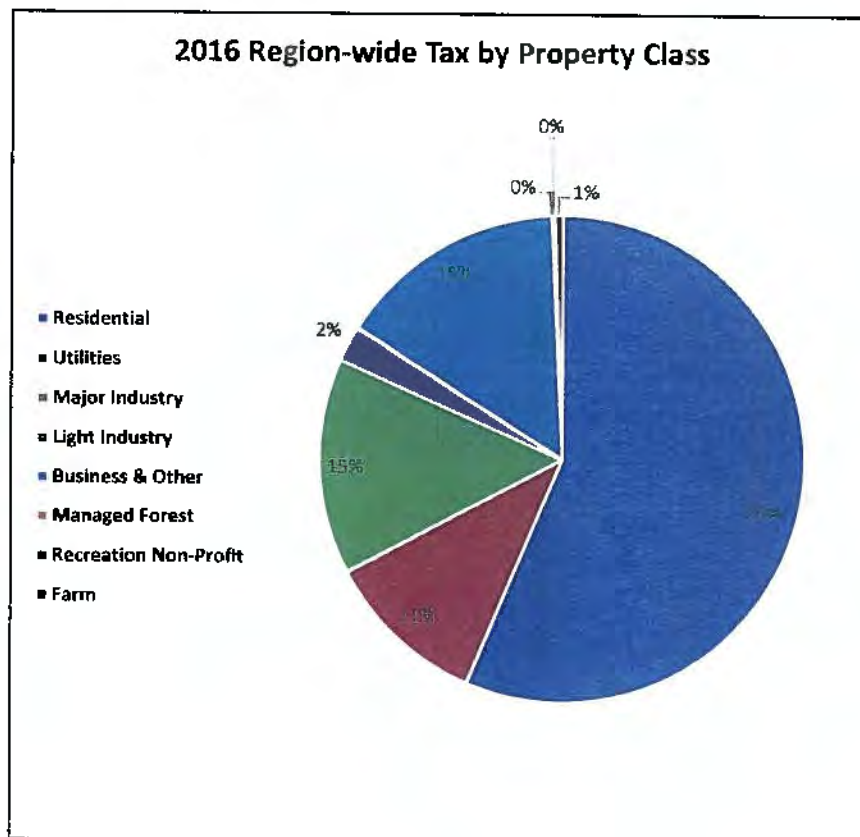
Item	(\$000's)		
	2015 Budget	2016 Budget	Tax Increase (Decrease)
<u>Revenue</u>			
Surplus from Prior Year	39	115	(82)
Grants in Lieu of Alcan Taxes	21	6	13
User Fees - Telus Land Lines	142	138	4
			(65)
<u>Expenditures</u>			
Salaries & Benefits	37	41	4
Repairs & Maintenance	45	54	9
PSAP Costs	55	50	(5)
FOCC Operating Costs	223	145	(78)
GIS Maintenance Costs	11	-	(11)
RDFFG Technician & Administration	9	-	(9)
Public Education & Kindergarten/Grade 1	2	4	2
Other			1
			(87)
			(152)

Regional District of Bulkley-Nechako
Details of Projected Tax Changes
Emergency Preparedness Planning

	(\$000s)
2015 Taxation	182
2016 Taxation	164
Increase (Decrease)	<u>(18)</u>

Item	(\$000's)		
	2015 Budget	2016 Budget	Tax Increase (Decrease)
<u>Revenue</u>			
Surplus from Prior Year	33	55	(22)
Transfer from Vehicle Reserve	11	-	11
Grants in Lieu of Alcan Taxes	37	37	-
Other Grant Revenue	76	150	(74)
Donation Revenue	-	15	(15)
Misc Revenue	14	-	14
			<u>(86)</u>
<u>Expenditures</u>			
Salaries & Benefits	170	184	14
Staff Travel	5	4	(1)
Computer Systems	-	4	4
Consulting Fees - GIS Study	76	150	74
Emergency Volunteer Program	25	14	(11)
NESST Program	-	15	15
Supplies	3	5	2
Capital Expenditures	11	-	(11)
Contribution to Emergency Response R	-	5	5
Costs allocated to Rural Fire Depts	-	(31)	(31)
Other			8
			<u>68</u>
			<u>(18)</u>

2016 Taxation by Property Class



**Taxation for Regional Services
By Property Class**

Dept	Service	2016 Tax	Class 1	Class 2	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9
			Residential	Utilities	Major Industry	Light Industry	Business & Other	Managed Forest	Recreation Non-Profit	Farm
Region-Wide Services										
1201	General Govt - Legislative	281,931	159,007	30,540	40,811	6,702	42,970	22	513	1,566
1202	General Govt - Administration	593,980	335,001	64,342	85,560	14,121	90,529	47	1,081	3,298
1203	General Govt - Finance	327,857	184,909	35,515	47,228	7,784	49,869	26	597	1,821
		1,203,768	678,917	130,397	173,398	28,617	183,468	95	2,192	6,684
1301	Feasibility Studies	-	-	-	-	-	-	-	-	-
2500	Regional Economic Development	274,274	154,689	28,710	39,508	6,520	41,803	22	499	1,523
4301	Development Serv	265,293	149,624	28,738	38,214	6,307	40,434	21	483	1,473
5000	Environmental Serv.	3,065,098	1,728,694	332,023	441,514	72,867	467,157	242	5,581	17,020
7501	9-1-1 Service	84,932	47,901	9,200	12,234	2,019	12,945	7	155	472
	Total Region-Wide Services	4,893,366	2,759,824	530,068	704,866	118,331	745,808	387	8,909	27,172
Regional Rural Services										
1101	Rural Govt - Legislative	84,955	53,127	11,677	14,922	1,756	2,318	13	223	919
1102	Rural Govt - Administration	56,359	35,244	7,747	9,899	1,165	1,538	9	148	610
		141,314	88,371	19,424	24,821	2,920	3,856	22	370	1,529
1103	Rural Grant in Aid	102,519	64,111	14,091	18,007	2,119	2,797	16	269	1,109
4101	Rural Planning	192,153	120,164	26,411	33,751	3,971	5,243	30	504	2,079
4201	Building Inspection	168,887	105,814	23,213	29,664	3,490	4,608	27	443	1,827
4401	Building Numbering	6,716	4,200	923	1,180	139	183	1	18	73
4501	Unslightly Premises	29,505	18,451	4,055	5,182	610	805	5	77	319
5901	Weed Control	30,312	18,956	4,166	5,324	626	827	5	79	328
7601	Emergency Preparedness	120,599	75,417	16,576	21,183	2,492	3,291	18	316	1,305
7602	Emergency Response	4,085	2,555	561	718	84	111	1	11	44
7603	Rural Fire Dept Training & Eval & Comp	39,259	24,551	5,396	6,896	811	1,071	6	103	425
		163,943	102,522	22,534	28,796	3,388	4,474	26	430	1,774
	Total Regional Rural Services	835,349	522,388	114,818	146,725	17,282	22,794	132	2,189	9,039
		5,728,715	3,282,212	644,887	851,594	133,593	768,601	519	11,099	36,211

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Regional District of Bulkley-Nechako

2016 Completed Roll

Total Assessments

	Class 1	Class 2	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Total
	Residential	Utilities	Major Industry	Light Industry	Business & Other	Managed Forest	Recreation Non-Profit	Farm	
Houston	156,059,520	6,113,093	21,725,170	8,412,212	21,322,081	-	313,100	470,450	214,415,626
Smithers	510,861,300	12,408,851	12,673,344	6,117,668	86,306,081	-	856,900	-	629,224,144
Burns Lake	72,582,700	3,228,173	-	1,268,826	17,432,039	-	359,900	-	94,871,637
Fort St. James	100,603,700	32,012,250	14,810,903	682,387	13,526,994	-	161,100	-	161,797,333
Fraser lake	47,006,900	13,005,433	24,737,244	-	2,580,399	-	133,800	-	87,463,776
Granisle	12,680,900	470,523	-	189,006	380,559	-	-	-	13,720,987
Telkwa	120,146,800	1,576,372	-	86,469	2,585,936	-	-	6,660	124,402,237
Vanderhoof	366,620,630	7,681,832	31,545,506	8,447,123	43,271,182	-	993,600	331,640	458,891,513
	1,386,562,450	76,496,525	105,492,167	25,203,690	187,405,270		2,818,400	808,750	1,784,787,252
Percentage	77.7%	4.3%	5.9%	1.4%	10.5%	0.0%	0.2%	0.0%	100.0%
Area "A"	635,398,470	27,759,284	-	1,353,214	5,273,647	-	1,018,700	7,158,180	677,961,495
Area "B"	150,268,400	28,969,707	3,408,119	10,894,260	1,810,129	-	445,500	853,090	196,649,204
Area "C"	194,687,110	18,183,239	140,460,358	2,434,652	4,424,563	-	1,198,800	1,002,660	362,391,381
Area "D"	168,103,300	21,262,658	4,331,532	572,567	2,013,062	18,000	1,177,100	3,466,570	200,944,788
Area "E"	138,162,370	1,223,583	15,288,562	1,021,673	2,054,278	-	1,220,700	4,166,330	163,137,496
Area "F"	358,399,990	22,475,198	-	1,024,910	1,077,985	99,090	418,600	11,835,250	395,331,022
Area "G"	77,028,930	12,600,301	962,139	2,046,236	1,756,074	13,590	1,737,500	1,315,350	97,460,120
	1,722,048,570	132,473,968	164,450,710	19,347,510	18,409,739	130,680	7,216,900	29,797,430	2,093,875,506
Percentage	82.2%	6.3%	7.9%	0.9%	0.9%	0.0%	0.3%	1.4%	100.0%
Total	3,108,611,020	208,970,493	269,942,878	44,551,200	205,815,009	130,680	10,035,300	30,606,180	3,878,662,758
Percentage	80.1%	5.4%	7.0%	1.1%	5.3%	0.0%	0.3%	0.8%	100.0%

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**Regional District of Bulkley-Nechako
2016 Completed Roll
Converted Assessments**

	Class 1	Class 2	Class 3	Class 5	Class 6	Class 7	Class 8	Class 9	Total
	Residential	Utilities	Major Industry	Light Industry	Business & Other	Municipal	Generation	Other	
Houston	15,605,952	1,746,598	6,389,756	2,474,180	8,702,890		31,310	47,045	34,997,731
Smithers	51,086,130	3,545,386	3,727,454	1,799,314	35,226,972		85,690		95,470,946
Burns Lake	7,258,270	922,335		373,184	7,115,118		35,990		15,704,897
Fort St. James	10,060,370	9,146,357	4,356,148	200,702	5,521,222		16,110		29,300,909
Fraser lake	4,700,690	3,715,838	7,275,660		1,053,224		13,380		16,758,792
Granisle	1,268,090	134,435		55,590	155,330				1,613,445
Telkwa	12,014,680	450,392		25,432	1,055,484			666	13,546,654
Vanderhoof	36,662,063	2,194,809	9,278,090	2,484,448	17,661,707		99,360	33,164	68,413,641
	138,656,245	21,856,150	31,027,108	7,412,850	76,491,947		281,840	80,875	275,807,015
Percentage	50.3%	7.9%	11.2%	2.7%	27.7%		0.1%	0.0%	100.0%
Area "A"	63,539,847	7,931,224		398,004	2,152,509		101,870	715,818	74,839,272
Area "B"	15,026,840	8,277,059	1,002,388	3,204,194	738,828		44,550	85,309	28,379,168
Area "C"	19,468,711	5,195,211	41,311,870	716,074	1,805,944		119,880	100,266	68,717,956
Area "D"	16,810,330	6,075,045	1,273,980	168,402	821,658	6,000	117,710	346,657	25,619,782
Area "E"	13,816,237	349,595	4,496,636	300,492	838,481		122,070	416,633	20,340,144
Area "F"	35,839,999	6,421,485		301,444	439,994	33,030	41,860	1,183,525	44,261,337
Area "G"	7,702,893	3,600,086	282,982	601,834	716,765	4,530	173,750	131,535	13,214,375
	172,204,857	37,849,705	48,367,856	5,690,444	7,514,179	43,560	721,690	2,979,743	275,372,034
Percentage	62.5%	13.7%	17.6%	2.1%	2.7%	0.0%	0.3%	1.1%	100.0%
Total	310,861,102	59,705,855	79,394,964	13,103,294	84,006,126	43,560	1,003,530	3,060,618	551,179,049
Percentage	56.4%	10.8%	14.4%	2.4%	15.2%	0.0%	0.2%	0.6%	100.0%

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Regional District of Bulkley-Nechako Memo – Committee of the Whole Agenda March 10, 2016

To: Chair Miller and the Board of Directors
From: Hans Berndorff, Financial Administrator
Date: March 2, 2016
Re: 2015 Report on Short Term Investments

The RDBN invests short term surplus funds to earn interest income. Previously, these funds were invested in the Municipal Finance Authority (MFA) Money Market Fund. Starting in November, 2014, the RDBN began investing in short term GICs through Raymond James Canada.

Attached is a schedule detailing the investments held at December 31, 2015, along with a schedule outlining the interest earned each month during the year compared with the MFA Money Market Fund interest. As shown, the RDBN earned total interest of \$125,762 in 2015 compared with \$64,644 that would have been earned if the previous policy of investing in the MFA Money Market had been continued.

I would be pleased to answer any questions.

A handwritten signature in black ink, appearing to read "Hans Berndorff".

Recommendation:

(all/directors/majority)

That the memorandum from the Financial Administrator, dated March 2, 2016 regarding the 2015 investment report be received.

Regional District of Bulkley-Nechako

Raymond James Investments

Dec-15

Number of Days in Month 31

Investment	Maturity	Cashable	Principal	Rate	Opening Amount		New Investment			Redemptions			Interest	Closing Balance	Weighted Average Amount Invested for the Month
					Opening Balance	Days Interest	Investment Amount	Date	Days Interest	Redemption Amount	Date	Days No Interest			
				1.00%	-	31							-	-	-
						31							-	-	-
Vancity GIC 1.4%	14-Nov-16	12-Feb-16	3,593,278.56	1.40%	3,595,753.97	31							4,260.88	3,600,014.25	3,595,753.97
Vancity GIC 1.29%	02-Aug-16	30-Oct-15	1,300,000.00	1.29%	1,308,152.38	31							1,420.41	1,309,572.79	1,308,152.38
						31							-	-	-
Nahore GIC 1.55%	27-Jul-16	27-Jul-16	2,000,000.00	1.35%	2,010,672.13	31							2,625.68	2,013,297.81	2,010,672.13
WestM Savings GIC 1.41%	26-Feb-16	25-Feb-16	1,000,000.00	1.41%	1,004,712.88	31							1,197.53	1,005,910.41	1,004,712.88
WestM Savings GIC 1.43%	28-Mar-16	28-Mar-16	1,000,000.00	1.43%	1,004,766.67	31							1,211.20	1,005,977.88	1,004,766.67
					0.00	31							-	0.00	0.00
Total			8,893,278.56		8,924,057.44								10,715.71	8,934,773.15	8,924,057.44

1.41%

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2015 Interest Income
Raymond James Short Term GICs vs. MFA Money Market fund

	Regional District of Bulkley-Nechako						Stuart-Nechako Regional Hospital District					
	Average	Interest		MFA		Average	Interest		MFA			
	Amount Invested	Interest Rate	Income Earned	MFA Rate	Interest	Difference	Amount Invested	Interest Rate	Income Earned	MFA Rate	Interest	Difference
January	7,843,125	1.68%	11,173	1.13%	7,386	3,787	3,995,737	1.72%	5,822	1.13%	3,763	2,059
February	7,497,698	1.72%	9,888	1.08%	6,748	3,140	2,606,004	1.73%	3,468	1.08%	2,345	1,123
March	6,864,728	1.74%	10,172	0.99%	5,641	4,531	1,834,164	1.78%	2,774	0.99%	1,507	1,267
April	6,270,141	1.78%	9,151	0.93%	4,849	4,302	1,735,466	1.77%	2,522	0.93%	1,342	1,180
May	5,523,859	1.76%	8,267	0.92%	4,235	4,032	1,063,950	1.77%	1,603	0.92%	816	787
June	5,053,562	1.75%	7,249	0.87%	3,664	3,585	877,062	1.47%	1,060	0.87%	636	424
July	4,087,490	1.79%	6,210	0.82%	2,776	3,434	878,123	1.47%	1,098	0.82%	596	502
August	11,639,665	1.49%	14,718	0.72%	6,984	7,734	2,329,221	1.38%	2,737	0.72%	1,398	1,339
September	10,809,851	1.52%	13,539	0.69%	6,216	7,323	2,331,958	1.39%	2,655	0.69%	1,341	1,314
October	10,253,371	1.56%	13,567	0.68%	5,802	7,765	2,278,303	1.39%	2,681	0.68%	1,289	1,392
November	9,003,169	1.50%	11,112	0.69%	5,192	5,920	1,464,486	1.42%	1,713	0.69%	845	868
December	8,924,057	1.41%	10,716	0.69%	5,154	5,562	1,461,812	1.42%	1,767	0.69%	844	923
			<u>125,762</u>		<u>64,644</u>	<u>61,118</u>			<u>29,900</u>		<u>16,721</u>	<u>13,179</u>

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Regional District of Bulkley-Nechako
March 10, 2016
Committee of the Whole

To: Chair Miller and the Board of Directors
From: Corrine Swenson, Manager of Regional Economic Development
Date: March 1, 2016
Regarding: Regional Image Bank 2015 Report

Please find attached an annual report on the Regional Image Bank.

RECOMMENDATION:	(All/Directors/Majority)
Receive.	



**2015 Regional Marketing
Regional Image Bank
Annual Report**



Introduction

The Regional Image Bank was created in 2012. It is a partnership between the RDBN and its eight member municipalities. Image Bank assets (7,432) have been collected a number of ways; the annual "Give Us Your Best Shot" photo contest, municipal partners, and professional photographer image purchases. An average of 1,500 images are uploaded annually to the Regional Image Bank. Due to slow upload speeds, it is necessary to send a hard drive to the contractor in Vancouver for uploading. The cost for the 2015 upload was \$1,625.

This project has been very beneficial for RDBN marketing projects, but it has also been accessed by others in the region for marketing their projects/communities. Although there are a great number of photos in the Image Bank, they are often not useable, as the size is not appropriate for print media. In 2016, a feature will be added to the Image Bank that will allow the user to choose the image quality for the appropriate marketing medium.

A two year professional photography project began in 2015 where the western half of the region was photographed and in 2016 the eastern half will be completed. These projects have been necessary to ensure photos are of adequate quality for all media and to fill identified gaps in the Image Bank, especially of people in the region. Shots of people in the region enjoying the many recreational activities, as customers of businesses, working in the region, and participating in community events show the potential tourist, employee, resident, business what they might experience in the RDBN.

Maintenance work in 2015 included enhancing key wording, promoting the Image Bank as a marketing tool, and providing support for Image Bank users. The Image Bank was accessed 387 times by 26 users in 2015. There has been a steady increase in the number of times the Image Bank has been accessed over the last three years.

"Give Us Your Best Shot" Photo Contest

In 2015, the "Give Us Your Best Shot" Photo Contest ran from May through to the end of October. A total of 257 images and 14 videos were collected and uploaded to the Regional Image Bank. The table below provides statistics for the four years the contest has been running.

Year	2012	2013	2014	2015
Total Photos	659	272	407	257
Total Videos	N/A	N/A	29	14
Number of Entrants	153	80	104	80
Number of First Time Entrants	153	35	45	41

Compared to past years, 2015 had fewer submissions. This is due in part to the entry categories for 2015, which included Our Animal Friends, Adventure in the Region, Experiencing the Arts, Creative Photography, and People in Action. There was an emphasis of including people in the photos. Photos of people are difficult to obtain because all recognizable individuals must sign model releases and this extra step can be discouraging for the entrant. Contest judges agreed that photos with people were

difficult to obtain. A number of recommendations for future contest categories and guidelines were made.

The contest is promoted through the project webpage, community partners, Visitor Information Centres and a very active Facebook page (758 followers, 216 new followers in 2015).

As photos submitted are selected by the entrant and not the RDBN, this contest has complimented the purchase of professional photos very well. Images acquired through the contest have been used in Visit Bulkley-Nechako tourism marketing material, investment print ads, and on the opportunities, RDBN, and visitbulkleynechako websites.

The photo contest has been supported by grant funding, however, for 2016 the grant funding to support this project was not secured. In an evaluation of the 2016 contest a number of factors were considered; staff time to coordinate, low submissions with an increase in promotion in 2015, and lack of grant funding. It is recommended that the contest not run for 2016. Engagement with the Facebook community will continue with monthly posts encouraging amateur photographers to “keep taking those shots.”

See attachments 1 and 2 for financials and 2015 winners.

Professional Photo Acquisition (Areas A/G/B/E/Smithers/Telkwa/Granisle/Houston/Burns Lake)

RDBN Staff identified gaps in the Image Bank and consulted with the communities to create a prioritized shot list. An RFP was issued for each of the four Electoral Areas (municipalities were included within the electoral area). The RDBN has an extensive list of professional photographers in the region, therefore the RFP was issued to the photographers on the list and community partners forwarded the RFP on to their contacts. To be cost effective, priority was given to a photographer located in the electoral area. Electoral Area G did not receive a response from a photographer in the area. In consultation with the community partners, the photographer from neighbouring Electoral Area B agreed to photograph Electoral Area G. All four contracts included the prioritized list of photos and in July a professional photographer for each area began working on this project. The contracts were dated to Feb 28, 2016 to capture summer, fall and winter shots.

Successes

- To date, 1517 high resolution images have been received.
- A variety of images have been captured to fill the gaps in the Regional Image Bank.
- Community groups have been included in the project.
 - Groups have learned of and requested access to the Regional Image Bank.
 - Groups worked with the photographer to secure shots of their events.
 - Groups assisted with model releases.

Challenges

- Photographers had a difficult time securing model releases.
 - Solution: Photographers were prompted to ensure photos of people were taken.
 - Solution: Community Groups were contacted and photo shoots were arranged through the community partner or group to assist with model releases.
 - Solution: Posters at event entrances were posted with project and contact information for the photographer and RDBN.

- Photographers weren't always able to make deadlines or capture events that were on the priority list due to health issues, other work commitments, and being unable to secure model releases.
 - Solution: Electoral Area B and G contracts were extended through September, 2016 to ensure events and summer locations are captured.
 - Solution: In Electoral Area E, individual photos with people were secured from other professional photos.
 - Solution: Review of the upcoming shot list was done by community partners and the RDBN to ensure photos of people were included.
- Project was expected to begin in May but securing funding, creating priority lists, and drafting RFP information, resulted in photographers not starting until July.
 - Extended contract for Electoral Area B and G.
 - Contract and RFP documents are drafted for the 2016 Project.
 - Will work with community partners to prioritize shot lists simultaneously with issuing RFP.
 - Will issue RFP immediately after funding is secured.

Acquired experience will aid in completion of the 2015 project, and inclusion of other electoral areas in 2016. It is expected that by the end of 2016, 2,500 high resolution photos will have been acquired for the Regional Image Bank.

See attachments 1 and 3 for financials and selected photography.

Attachments

1. Financials
2. 2015 "Give Us Your Best Shot" Photo Contest Winners
3. Selected photos from Professional Video/Photo Acquisition

1. Financials

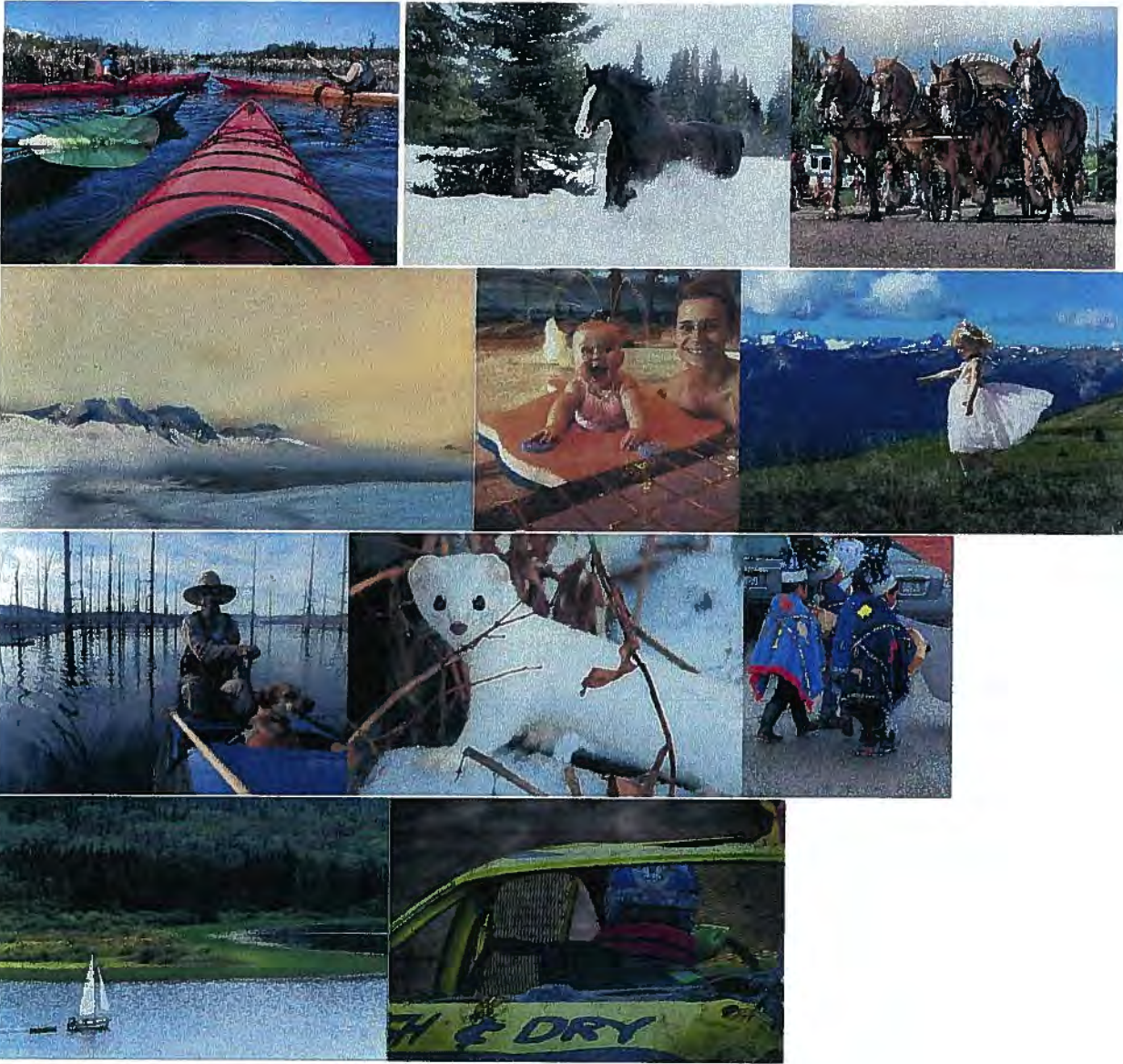
Expenses

Activity	Budget	Actual Project Cost
Regional Image Bank Hosting Fees	2,700	2,583
Image Upload	2,000	1,759
Photo Contest - Prizes	3,000	3,000
Photo Contest – Judging	1,000	666
2015/2016 Professional Photo Acquisition (Area A/G/B/E)	20,000	22,500
	\$ 28,700	\$ 30,508

Revenue

Funding Agency	Amount
NDI Capacity Building Funds	3,000
RDBN	9,905
Village of Burns Lake 2015 (professional photography)	8,400
Village of Granisle (professional photography)	1,000
Destination BC (professional photography)	3,575
NDI-Marketing Funds 2015 (contest and professional photography)	4,628
	\$ 30,508

2. 2015 "Give Us Your Best Shot" Photo Contest Winners



3. Professional Photo Acquisition



Cc: mfraser@cdpr.bc.ca; ksoltis@city.pg.bc.ca; robert.long@princerupert.ca; rzerr@princeton.ca; dsailand@qualicumbeach.com; cao@queencharlotte.ca; bjohnson@quesnel.ca; Mark.Read@radiumhotsprings.ca; achabot@revelstoke.ca; administratoroffice@richmond.ca; cecilearnott@rossland.ca; paul.thorkelsson@saanich.ca; diane.kalensukra@salmo.ca; cbannister@salmonarm.ca; cao@saywardvalley.net; bbeamish@sechelt.ca; dhill@sechelnation.net; eparliament@sicamous.ca; XT:Randy Humble, Town of Sidney MTIC:IN; mmiles@silverton.ca; admin@villageofslocan.ca; ayanciw@smithers.ca; tsullivan@sooke.ca; corey.paiement@spallumcheentwp.bc.ca; tnelcer@sparwood.ca; lglenday@squamish.ca; XT:District, Stewart, CAO TRAN:IN; ltynan@summerland.ca; cao@sunpeaksmunicipality.ca; valalonde@surrey.ca; mtatchell@villageoftahsis.com; cmcleod@districtoftaylor.com; debbiejoujan@telkwa.com; havison@terrace.ca; bmacpherson@tofino.ca; dperehudoff@trail.ca; XT:TumblerRidge, District ENV:IN; ayeates@ucluelet.ca; cao@valemount.ca; sadhu.johnston@vancouver.ca; community@district.vanderhoof.ca; wpearce@vernon.ca; jjohnson@victoria.ca; kanema@viewroyal.ca; warfieldadmin@shawlink.ca; administrator@wells.ca; jim.zaffino@westkelownacity.ca; nleemhuis@westvancouver.ca; mfurey@whistler.ca; dbottrill@whiterockcity.ca; dgarceau@williamslake.ca; zeballos@recn.ca; rdyson@acrd.bc.ca; Gail Chapman; rlapham@crd.bc.ca; jbell@cariboord.ca; cao@ccrd-bc.ca; shorn@rdck.bc.ca; breardon@cord.bc.ca; chamilton@csrd.bc.ca; djoakman@comoxvalleyrd.ca; bcarruthers@cverd.bc.ca; lcrane@rdek.bc.ca; pgipps@fvrd.bc.ca; jmartin@rdffg.bc.ca; Carol.Mason@metrovancover.org; XT:KitimatStikine, RegionalDistrict ENV:IN; jmaclean@rdkb.com; gfletcher@rdmw.bc.ca; dtrudeau@rdn.bc.ca; david.sewell@rdno.ca; bnewell@rdos.bc.ca; chris.cvik@prrd.bc.ca; al.radke@powellriverrd.bc.ca; cao@sqcrd.bc.ca; iflynn@slrd.bc.ca; rhotsenpiller@strathconard.ca; janette.loveys@scrd.ca; sgill@tnrd.ca; pluckham@islandstrust.bc.ca; Minister, ENV ENV:EX; Reimer.MLA, Linda LASS:EX; Sturdy.MLA, Jordan LASS:EX; Arichmond@cariboord.ca; GMacisaac@ubcm.ca; Hotsenpiller, Russ; atlincid@gmail.com

Subject: Ref. 166321: Invitation to Engage on the Climate Leadership Team's Recommendations

Ref: 166321

All Mayors and Chairs of Local Governments in British Columbia

cc: The Honourable Mary Polak, Minister of Environment
 Ms. Linda Reimer, Parliamentary Secretary for Local Government
 Mr. Jordan Sturdy, Parliamentary Secretary for Energy Literacy and the Environment
 Mr. Al Richmond, President, UBCM
 Mr. Gary MacIsaac, Executive Director, UBCM
 All Chief Administrative Officers of Local Governments in British Columbia

Dear Mayors and Chairs:

Subject: Invitation to Engage on the Climate Leadership Team's Recommendations

I am writing to invite each of you to participate in one of six upcoming local government engagement sessions on the Climate Leadership Plan.

As part of the Climate Leadership Plan (CLP) Consultation Process, which began in May 2015 with the announcement of the Province of British Columbia's Climate Leadership Team (CLT), a second round of public consultation was announced on January 25, 2016. The public, industry, First Nations, local governments and other stakeholders are invited to

provide their feedback on the CLT's recommendations described in the Consultation Guide. In addition to the multiple ways to provide feedback—through an online form, email, a survey and Ipsos Reid public polling, available at: <http://engage.gov.bc.ca/climateleadership/>—the Province is conducting sector-specific consultations, including with local governments.

My goal is to ensure that every local government in British Columbia has the opportunity to engage with the Province on the CLP and review and provide feedback on the CLT's recommendations, before the close of consultation at noon on March 25, 2016. To achieve that, Provincial staff together with my colleagues, Ms. Linda Reimer, Parliamentary Secretary for Local Government, and Mr. Jordan Sturdy, Parliamentary Secretary for Energy Literacy and the Environment, are leading the organization of five two-hour tele-conference/video-conference sessions. These will be geographically focused according to the five regions represented by British Columbia's Local Government Area Associations. A sixth session will be held for those local governments not able to attend a regional session.

The sessions will take place as follows:

March 8, 2016	Kootenay-Boundary Region	1:00pm – 3:00pm
March 9, 2016	Vancouver Island and Coastal Communities	10:00am -12:00noon
March 10, 2016	Lower Mainland Region	2:00pm – 4:00pm
March 15, 2016	North Central Region	1:00pm – 3:00pm
March 16, 2016	Southern Interior Region	10:00am -12:00noon
March 17, 2016	Province-wide	1:00pm – 3:00pm

Additional details about how to join a session in your region will be sent to you and your Chief Administrative Officers soon.

In addition to these engagement sessions, you will have recently received a letter from my colleague, the Honourable Mary Polak, Minister of Environment, seeking your input on climate activities as part of British Columbia's preparation for engagement in the federal process to develop a Pan-Canadian framework for combatting climate change. In the letter, Minister Polak indicated our desire to attend each of the province's local government annual Area Association meetings over the coming months to further discuss the Climate Leadership Plan.

I will be working with Minister Polak regarding the Province's attendance at those meetings, with a primary objective of being able to address you directly on the CLT'S Recommendation #21 –Undertake a collaborative review and update of the Climate Action Charter to align provincial and community goals.

I have been impressed with the progress British Columbia local governments have made on their climate commitments, and with their efforts to provide thoughtful submissions on the Climate Leadership Plan process to date. I look forward to the upcoming discussions, recognizing that local governments' work on climate will positively impact the way British Columbians live and work in our communities.

Sincerely,

Peter Fassbender
Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink