

1

REGIONAL DISTRICT  
OF BULKLEY & NECHAKO

# AGENDA

## MEETING NO. 13

SEPTEMBER 6, 2018

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"A WORLD OF OPPORTUNITIES  
WITHIN OUR REGION"

## 2

### VISION

“A World of Opportunities  
Within Our Region”

### MISSION

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

### Strategic Priorities 2017-2019

#### Now

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

#### Next

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

#### Board Advocacy

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

AGENDA

Thursday, September 6, 2018



<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – September 6, 2018</u>	Approve
	<u>MINUTES</u>	
11	Board Meeting Minutes – August 16, 2018	Adopt
12-37	Board Meeting Minutes – July 19, 2018	Adopt
38-43	Transit Committee Meeting Minutes – July 19, 2018	Receive

BUSINESS ARISING OUT OF THE MINUTES

DELEGATIONS

TETRA TECH (via teleconference)  
 Carey McIver, Carey McIver & Associates  
 Re: Solid Waste Management Plan Draft Cost Recovery Report  
 (see pages 130-167)

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS  
 AND RURAL DEVELOPMENT (via teleconference)

Chris Hamilton, Director, Strategic Projects and Indigenous Policy  
 Re: Wildlife Management Strategy

MINISTRY OF AGRICULTURE/MINISTRY OF FORESTS, LANDS,  
 NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

Brent Barclay, Manager of Regional Development  
 Perry Grilz, Director, Range  
 Re: Agriculture and Range Recovery

<b><u>PAGE NO.</u></b>	<b><u>ADMINISTRATION REPORTS</u></b>	<b><u>ACTION</u></b>
44-46	Cheryl Anderson, Manager of Administrative Services – Union of B.C. Municipalities Meetings 2018	Direction
47	Cheryl Anderson, Manager of Administrative Services – Assent Voting – Lakes District Arts and Culture Service Establishment	Recommendation (Page 47)
48	Debbie Evans, Agriculture Coordinator - Agriculture Forum	Recommendation (Page 48)
49	Kristi Rensby, Finance/Administration Coordinator – Federal Gas Tax Funds – Electoral Area “A” (Smithers Rural) – Bulkley Valley Aquatic Centre Management Society	Recommendation (Page 49)
50	Kristi Rensby, Finance/Administration Coordinator – Federal Gas Tax Funds – Electoral Area “A” (Smithers Rural) – Bulkley Valley Aquatic Centre Management Society	Recommendation (Page 50)
51	Kristi Rensby, Finance/Administration Coordinator – Federal Gas Tax Funds – Electoral Area “F” (Vanderhoof Rural) and Electoral Area “A” (Smithers Rural) – RDBN Recycle Depots – Phase 2 Set-Up	Recommendation (Page 51)
52	John Illes, Chief Financial Officer – Chinook Community Society Proposed Bylaw Changes	Recommendation (Page 52)
53-54	John Illes, Chief Financial Officer – Topley Road Rescue Budge Update Service #7406	Recommendation (Page 53)
55-61	John Illes, Chief Financial Officer – Bylaw 1233 Amendment “Houston Rural Fire Protection”	Recommendation (Page 55)
62-63	John Illes, Chief Financial Officer – Fort St. James Fire Truck Budget Amendment for Local Service #7202	Recommendation (Page 62)
64-78	Cheryl Anderson, Manager of Administrative Services – Grant in Aid Applications	Recommendation (Page 64)
79	Corrine Swenson, Manager of Regional Economic Development – Letter to BC Rural Dividend Fund	Recommendation (Page 79)



<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
80	Deneve Vanderwolf, Regional Transit Coordinator Ratify - Transit Wrist Bands	
81	Corrine Swenson, Manager of Regional Economic Development – User Generated Content Partner Network	Receive
82-83	Kristi Rensby, Finance/Administration Coordinator – Electoral Area Allocations of Federal Gas Tax Funds – Second Quarter 2018	Receive
84-85	John Illes, Chief Financial Officer – Licence of Occupation – Ft. St. James Rest Area	Receive
<u>ENVIRONMENTAL SERVICES REPORTS</u>		
86-129	Rory Mckenzie, Director of Environmental Services – Submit the 2018 Solid Waste Management Plan for Approval by the Ministry of Environment and Climate Change	Recommendation (Page 86)
130-167	Rory Mckenzie, Director of Environmental Services – Solid Waste Management Plan - Cost Recovery Study	Receive
168	TRUE Consulting – Weekly Field Review Report – Fort Fraser Water Distribution Improvements	Receive
<u>DEVELOPMENT SERVICES</u>		
<u>Referral</u>		
169-172	Land Referral File No. 7410012 Raymond and Joyce Miller Electoral Area “F”	Recommendation (Page 169)
173-175	Land Referral File No. 7410015 Robert & Vicki Ophus Electoral Area “F”	Recommendation (Page 173)
176-178	Land Referral File No. 7410014 Ella & Ronald McCutcheon Electoral Area “C”	Recommendation (Page 176)
179-182	Land Referral File No. 6409077 David & Brenda Fountain Electoral Area “B”	Recommendation (Page 179)

6

<u>PAGE NO.</u>	<u>Memo</u>	<u>ACTION</u>
183-186	Jennifer MacIntyre, Planner 1 Subdivision Referral File No. 2018-04103 Electoral Area "C"	Recommendation (Page 184)
187-192	Jennifer MacIntyre, Planner 1 Coastal Gaslink Work Camp July 25 <sup>th</sup> , 2018 Open House Summary  <u>Development Variance Permit Application</u>	Receive
193-197	Development Variance Permit F-01-18 Kirby and Linda Pederson Electoral Area "F" <i>(call for comments from the gallery)</i>	Recommendation (Page 195)
<u>OTHER</u>		
198	<u>Building Inspector's Report</u> For July 2018	Receive
<u>VERBAL REPORT – Wildfires</u>		
<u>VERBAL REPORTS</u>		
<u>RECEIPT OF VERBAL REPORTS</u>		
<u>ADMINISTRATION CORRESPONDENCE</u> <i>(All grey highlighted items may be received as a block)</i>		
199	Nechako Valley Search and Rescue - Request for Letter of Support – Safety and Rescue Equipment	Ratify
200-201	Nechako Valley Community Services Society - Request for Letter of Support – Senior Housing Project	Ratify
202-203	Chinook Community Forest – Notice of Annual General Meeting of Chinook Comfor Limited Partnership	Receive
204-205	Ministry of Transportation and Infrastructure - Cycling and Pedestrian Transportation Infrastructure	Receive
206-207	Union of B.C. Municipalities – 2018 Resolutions	Receive
208	Union of B.C. Municipalities – Gas Tax Agreement Community Works Fund Payment	Receive

<b><u>PAGE NO.</u></b>	<b><u>ADMINISTRATION CORRESPONDENCE (CONT'D)</u></b>	<b><u>ACTION</u></b>
209	Autumn Services – Request for Sponsorship	Receive
210-211	Northern Society for Domestic Peace - Reporting Stats – Smithers RCMP Victim Assistance Program	Receive
212-213	Lakes District Arts Council – Thank you for Grant in Aid	Receive
214	Municipal Insurance Association of BC - MIABC Voting Delegate	Receive
215-216	Coast Mountain College – Name Change from Northwest Community College to Coast Mountain College	Receive
217-222	Trans Canada Yellowhead Highway Association - 2018 Annual General Meeting	Receive
223-224	BC Transit – BC Transit Regional Assignments Update – North	Receive
225-229	Cariboo Regional District – Support for the Province of British Columbia’s Caribou Recovery Program	Receive
230-231	Regional District North Okanagan – Support for UBCM Resolution – Business Licensing	Receive
232	City of Williams Lake – Employer Health Tax Impact on Local Government	Receive
233-236	Kim Demers – CN – Excessive Noise – No Mitigation	Receive
237-240	Fort Fraser Local Community Commission Meeting Minutes – July 11, 2018	Receive
241-244	BC Community Forest Association – July 2018 Member’s Newsletter	Receive
245-252	BC Wildfire Newsletter – July 26, 2018	Receive

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

253-254	Ministry of Forests, Lands, Natural Resource Operations and Rural Development/BC Wildfire Service – People Urged to Use Caution in the Backcountry	Receive
255-256	Ministry of Forests, Lands, Natural Resource Operations and Rural Development/BC Wildfire Service – Campfires to be Allowed Again in Part of Northeast B.C.	Receive
257	North Central Local Government Association - Highlights of the NCLGA Board of Directors Meeting	Receive
258	North Central Local Government Association - Media Release – North Central Local Government Association Signs Memorandum of Understanding with Spinal Cord Injury BC	Receive
259-260	Northern BC Tourism – Area Restriction in Effect for Shovel Lake Wildfire in the Burns Lake/ Fraser Lake Region	Receive
261	Northern Health – Update #3 – Response and Preparedness	Receive
262-280	Union of B.C. Municipalities <ul style="list-style-type: none"><li>• Executive Resolution on Greyhound</li><li>• Legislative Changes Proposed for Alternate EA Directors</li><li>• Policing Communication Portal Launched</li><li>• Consultation on Recycle BC's Program Plan</li><li>• Medal of Good Citizenship</li><li>• Provincial Update on Ride Sharing</li><li>• Phase 2 Funding Announced for Connectivity</li><li>• Executive Meeting Highlights</li><li>• Attracting New Doctors through Community Collaboration</li><li>• Province Reverses Decision on Fire Safety Act</li><li>• Interim Report on ALR and ALC</li><li>• Cannabis Production on the ALR</li></ul>	Receive

**PAGE NO.    UNION OF BC MUNICIPALITIES CONVENTION    ACTION**  
**2018 CORRESPONDENCE/INVITATIONS**

281-283	Convention Bulletin #2 – July 23, 2018	Receive
284-286	Convention Bulletin #3 – August 13, 2018	Receive
287-289	Convention Bulletin #4 – August 20, 2018	Receive
290-291	Emergency Management BC – Invitation to Meet and Discuss 2018 BC Floods and Wildfires During UBCM Convention	Receive
292-293	BC Liberal Official Opposition – 2018 UBCM Meeting Opportunities	Receive
294-297	Resource Breakfast Series – Additional Tickets Available	Receive
298	Clean Energy – Reception – September 11, 2018	Receive
299-300	Community Energy Association – Northern BC Electric Vehicle Workshop at UBCM	Receive
301-302	LNG Canada and Coastal GasLink Reception	Receive

**INVITATIONS**

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

303-305	BC Council of Forest Industries – Community Dinner – September 18, 2018 – Prince George, B.C.	Receive
306-310	BC Natural Resources Forum - Summer Update	Receive
311-320	- Fresh Outlook Foundation <ul style="list-style-type: none"><li>• Making the Links: Climate Change, Community Health &amp; Resilience – November 5-6, 2018, Kelowna, B.C.</li><li>• Building on Progress: Climate Action Across Local, Regional and Global Levels<ul style="list-style-type: none"><li>- September 13, 2018 – Kelowna, B.C.</li><li>- September 14, 2018 – Penticton, B.C.</li></ul></li></ul>	Receive

**FINANCIAL**

321-329	Operating Accounts - Accounts Paid July, 2018	Ratify
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<u>PAGE NO.</u>	<u>BYLAWS</u>	<u>ACTION</u>
	<u>Bylaw for First, Second and Third Reading</u>	
330-331	<u>No. 1838 – Houston Rural Fire Protection Service Establishment Amendment</u> (all/directors/majority)	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Reading
332-334	<u>No. 1839 – Vanderhoof Rural Fire Protection Service Area Boundary Amendment</u> (all/directors/majority)	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Reading

READING FILE

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEETING NO. 11**

**Thursday, August 16, 2018**

Directors	Taylor Bachrach
Absent	Chris Beach
	Eileen Benedict
	Shane Brienens
	Mark Fisher
	Tom Greenaway
	Dwayne Lindstrom
	Thomas Liversidge
	Rob MacDougall
	Bill Miller
	Rob Newell
	Mark Parker
	Jerry Petersen
	Darcy Repen
	Gerry Thiessen

Present: Staff Cheryl Anderson, Manager of Administrative Services

**CALL TO ORDER**

Cheryl Anderson, Manager of Administrative Services called the meeting to order at 10:30 a.m.

**ADJOURNMENT**

"There being no quorum the meeting was adjourned at 11:00 a.m."

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Cheryl Anderson, Manager of  
Administrative Services

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 11****Thursday, July 19, 2018**

**PRESENT:**

Chair	Bill Miller
Directors	Chris Beach – left at 12:08 p.m., arrived at 12:52 p.m. Shane Brienen Mark Fisher Tom Greenaway Rob MacDougall Rob Newell Mark Parker Jerry Petersen Darcy Repen Gerry Thiessen
Directors Absent	Taylor Bachrach, Town of Smithers Eileen Benedict, Electoral Area "E" (Francois/Ootsa Lake Rural) Dwayne Lindstrom, Village of Fraser Lake Thomas Liversidge, Village of Granisle
Alternate Directors	Gladys Atrill, Town of Smithers – left at 2:20 p.m. Carol Imus, Electoral Area "E" (Francois/Ootsa Lake Rural)
Staff	Melany de Weerdt, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Janette Derksen, Deputy Director of Environmental Services –left at 12:08 p.m. John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning –left at 11:35 a.m., returned at 1:55 p.m. , left at 2:35 p.m. Corrine Swenson, Manager of Regional Economic Development –left at 11:29 a.m., returned at 12:07 p.m. Wendy Wainwright, Executive Assistant
Others	Carey McIver, Carey McIver & Associates – left at 12:08 p.m. Lauren Quan, Project Engineer, Tetra Tech Canada Inc. – left at 12:08 p.m. Dawn Stronstad, RPF, Stewardship Forester, Nadina District, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – left at 11:32 a.m. Brent May, District Manager, Nadina District, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – left at 11:32 a.m. Susan Scheinbien, Burns Lake – left at 12:08 p.m.

**CALL TO ORDER**

Chair Miller called the meeting to order at 10:35 a.m.

**AGENDA &  
 SUPPLEMENTARY AGENDA**

Moved by Director MacDougall  
 Seconded by Director Petersen

2018-11-1

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of July 19, 2018 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**MINUTES**

Board Meeting Minutes  
 -May 24, 2018

Moved by Director Brienen  
 Seconded by Director Beach

2018-11-2

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of June 21, 2018 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DELEGATION**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Dawn Stronstad, RPF, Stewardship Forester, Nadina District RE: Lakes TSA Timber Supply Review**

Chair Miller welcomed Dawn Stronstad, RPF, Stewardship Forester, Nadina District, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Ms. Stronstad provided a PowerPoint Presentation.

**Presentation Outline**

- Timber Supply Review (TSR) Objectives and Process
- Lakes Timber Supply Area (TSA) Context
- Lakes Data Package Summary

**Timber Supply Review (TSR)**

- Provide Chief Forester with the information needed to make Annual Allowable Cuts (AAC) determination
- Update timber supply picture to reflect current management
- Identify information gaps and areas of uncertainty to set priorities for data collection and research

**TSR Principles**

- Consistent with legislated mandate
- Uses best available information
- Based on current forest management practices, land base, and policies: based on "what is"
- Open and transparent, allowing review and input from the public, First Nations and other interests
- Rigorous and thorough deliberation

**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Dawn Stronstad, RPF, Stewardship Forester, Nadina District RE: Lakes TSA Timber Supply Review (CONT'D)**

**Annual Allowable Cuts (AAC)**

**What are AAC?**

- An AAC is an allowed rate of harvest (usually volume) from a specified area of land
- AACs are decisions that reflect a balance among biological, environmental, economic & social factors

**Why do we determine AACs?**

- To ensure a sustainable & regulated flow of timber
- Stability of revenues & communities
- Allocation of harvesting rights to licensees
- Others: impact analyses, targets?

**TSR Process**

- Data package
  - First Nations consultation process
  - Public review process
- Timber supply analysis
- Analysis report and public discussion paper
  - First Nations consultation process
  - Public review process
- Chief forester
  - Legislation
  - Social and economic objectives of the Crown
- AAC determination and written rationale

**Lakes TSA (Timber Supply Area) Context:**

**Mountain Pine Beetle**

- 54 million m<sup>3</sup> of pine trees killed (1999 "TSA")
- 26 million m<sup>3</sup> of pine trees logged
  - 15 million m<sup>3</sup> dead logged
- Percentage of pine (live and dead) relative to total harvest is declining
- Most of the trees killed in 2005

**Annual Allowable Cut (AAC)**

Year	Lakes TSA AAC (m3)	Other Lands AAC (m3)	Total AAC (m3)
1999	1,500,000	21,098	1,521,098
2000	Mountain Pine Beetle Outbreak Begins		
2001	2,962,000	91,908	3,053,908
2004	3,162,000	390,026	3,552,026
2013	Mountain Pine Beetle Outbreak Ends		
2016	1,648,660	731,739	2,380,399
2018	1,648,660	580,210	2,228,870
Average AAC (1999-2017)	2,400,000	500,000	2,900,000
Average Harvest Level (1999-2017)	1,600,000	300,000	1,900,000

## DELEGATION (CONT'D)

### MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Dawn Stronstad, RPF, Stewardship Forester, Nadina District RE: Lakes TSA Timber Supply Review (CONT'D)

#### Data Package Overview

- Summarizes information and assumptions proposed to conduct a timber supply analysis
- Available for public review and First Nations consultation
- Consistent with legislated mandate
- Uses best available information
- Based on current forest management practices, land base, and policies: based on "what is"
- Open and transparent, allowing review and input from the public, First Nations and other interests
- Rigorous and thorough deliberation

#### Data Package Content

- Major forest management considerations
- Inventories
- Land Base Classification
- Forest Management Assumptions
- Sensitivity Analysis

#### Major Forest Management Considerations

- Biodiversity
- Equivalent clear-cut area
- Forest health MPB (Mountain Pine Beetle), Spruce Beetle, rusts
- Land base changes
- Marginally economic stands
- Minimum harvestable volume
- Shelf-life
- Visual quality (legally established objective)
- Wildlife, including habitat supply

#### Inventories

- Over 30 inventories
  - Land base definition
  - Areas where specific forest management activities apply
  - Areas where specific objectives must be accounted for
- All inventories available publicly, mostly within the British Columbia Geographic Warehouse

#### Land Base Classification

1. Gross Land Base = 1 577 450 ha
2. Crown Forested Land Base (CFMLB)
  - Land not administered by FLNRO for timber supply purpose (e.g. private lands community forests)
  - Non-forested areas and roads
  - 1 023 912 hectares removed
3. Gross Harvesting Land Base (GHLB) = 462 109 ha
  - Parks and protected areas
  - Old growth management areas
  - Goat winter range
  - Rare and hydro-riparian ecosystems
  - 91 429 hectares removed

## DELEGATION (CONT'D)

### MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Dawn Stronstad, RPF, Stewardship Forester, Nadina District RE: Lakes TSA Timber Supply Review (CONT'D)

4. Timber Harvesting Land Base (THLB) = 370 598 ha
  - Inoperable areas
  - Low productivity sites
  - Non-merchantable types
  - Riparian areas
  - Wildlife tree retention
  - 91 511 hectares removed
5. Net Crown Forest Management Land Base (CFMLB) Classification
  - Total area: 553 538

### Forest Management Assumptions

- Utilization levels (i.e. size of trees)
- Deciduous component of conifer-leading stands excluded
- Minimum harvestable volume
- Shelf-life of mountain pine beetle-killed stands
- Un-salvaged losses due to insect, disease, fire, or wind
- Basic Silviculture
- Incremental Silviculture
- Rust impacts (pine)
- About 214 000 ha of managed young stands (<50 years old) on the THLB
- Biodiversity and hydrology
- Wildlife requirements
- Scenic areas
- Lots of overlap amongst connectivity corridors, wildlife areas and scenic areas

### Sensitivity Analysis

- **Purpose of Sensitivity Analysis**
  - Help understand implications of uncertainty around:
    - Data
    - Management assumptions
  - Can be used to determine which variables have the greatest influence on harvest forecasts
- **Examples of Proposed Sensitivity Analysis**
  - Data
    - Use RESULTS rather than rust survey data to estimate rust impact
  - Management Assumptions
    - Increase shelf-life to 20 years
    - Reduce minimum harvestable volume to 140 m<sup>3</sup>/ha and 100 m<sup>3</sup>/ha
  - Variables
    - Limit equivalent clearcut area to 30%, by watershed
    - THLB changes by  $\pm$  5%

### How it all fits together, the process today in relation to the process...

Example: Morice Timber Supply Review – 2015

- Data Package – July 2013
- Public Discussion Paper – April 2014
- Base Case from Public Discussion Paper: AAC 2.1, dropping to 1.6, up to 1.9

**AAC Determination** – March 2015: 1.9 million m<sup>3</sup> (no more than 1.6 from live trees); from 2020 1.6 million m<sup>3</sup> – Chief Forester balances all the information



**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Dawn Stronstad, RPF, Stewardship Forester, Nadina District RE: Lakes TSA Timber Supply Review (CONT'D)**

**Where the process is at Today**

- Data Package – Currently

**Input is Vital!**

- What is important?
- What information should be incorporated in the data package?

Director Beach questioned that ability for industry to log on steep slopes as is done in other locations within the province. Ms. Stronstad commented that the Data Package doesn't restrict logging steep slopes but it speaks to practices in the past and to date and there is the ability to review optional practices to adjust to major changes moving forward.

Director Repen spoke of the second growth timeline for harvesting and questioned if climate change is considered regarding the regrowth patterns. Ms. Stronstad noted that there are a number of factors taken into account such as species, transition of species movement of seed lots to other locations, etc. She will provide further information to Director Repen in regard to the minimum age of the second growth timeline patterns for harvesting and the consideration of climate change.

Discussion took place in regard to higher density planting to address rust impacts and regrowth patterns. Ms. Stronstad noted that Forest Stewardship Plans from research generated provides the minimum density of 2 metres and in some difficult areas 1.5 metre spacing is utilized. Approximately three years ago the FLNRORD Lakes District, District Manager conducted a review of the planting practices and determined that it was not meeting certain tests and that the increase in density and diversity needed to be adjusted. The licensees in their Forest Stewardship Plans made adjustments in the planting of trees to address the issues.

Director Thiessen asked if there will be a need to reduce licensees if there is a reduction to the cut. Brent May, District Manager, Nadina District, FLNRORD noted that the Chief Forester will make the AAC determination and the Minister of Forests, Lands, Natural Resource Operations and Rural Development makes the decision in regard to the apportionment.

Discussion took place in regard to forest practices needing to be more flexible to adjust to changes in forestry. Director Beach questioned how a community and stakeholders can provide input to encourage more flexibility to allow for changes occurring. Ms. Stronstad commented that certain considerations like augmas and Visual Quality Objectives are legally established and is not a component of the Chief Forester's ability to change when reviewing the Timber Supply and determining the Annual Allowable Cut. There is opportunity to harvest inside visual quality areas with careful consideration in regard to harvesting techniques in those areas.

Ms. Stronstad noted that public meetings are being held in regard to fire mitigation and fire smarting homes. She spoke to research in regard to logging changing fire behavior but still burning forests and one of the main concerns being the embers that blow from a fire. Mr. May mentioned that the Province of B.C recently released new provincial fire maps. He is in discussions with Burns Lake Community Forest, Chinook Community Forest and a fuel specialist with FLNRORD and is wanting to work with community forests to determine the risks and develop a plan. He will provide more information as the plan moves forward. He also spoke of the funding that is available from the Forest Enhancement Society to licensees to harvest the low economic wood that can assist in community fire mitigation efforts. Fire and fuel management in relation to a community or Timber Supply Analysis may affect the timing and location of a harvest but doesn't affect the amount of harvest because there is an AAC.

**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Dawn Stronstad, RPF, Stewardship Forester, Nadina District RE: Lakes TSA Timber Supply Review (CONT'D)**

Chair Miller spoke of the importance of the data package of providing information to the Chief Forester to assist in their understanding of the impacts and potential opportunities that may exist. He also noted that any small change will have an impact.

Chair Miller thanked Ms. Stronstad for attending the meeting.

**DELEGATIONS**

**TETRA TECH – Carey McIver, Carey McIver & Associates and Lauren Quan, Project Engineer, Tetra Tech Canada Inc. RE: SWMP Overview**

Chair Miller welcomed Carey McIver, Carey McIver and Associates and Lauren Quan, Project Engineer, Tetra Tech Canada Inc.

Ms. McIver provided a PowerPoint Presentation.

**Agenda**

1. Introduction
2. Defining the Funding Gap
3. Closing the Gap – External Scan
4. Closing the Gap – Options for RDBN

**Introduction**

SWMP Update: Asses' Cost Recovery through User Fees

Issue: Cost recovery funded through primarily taxation versus tipping fees provides limited incentive to reduce, reuse and recycle

- a. Develop a strategy to increase cost recovery from municipal solid waste and other materials in the RDBN
- b. **Current Cost Recovery**
  - Taxes – 82%
  - Grants – 9%
  - Recycling – 4%
  - User Fees – 5%
- c. **Other Regional Districts**
  - Kitimat-Stikine – 33%
  - Peace River – 38%
  - RDFFG – 50%
  - Cariboo – 20%
  - Thompson-Nicola (excluding Kamloops) – 25%

**Defining the Funding Gap**

Ms. McIver provided a Proposed 5-Year Financial Plan, Proposed 10-Year Capital Plan and Funding Gap – Worst Case Scenario.

### DELEGATIONS (CONT'D)

#### TETRA TECH – Carey McIver, Carey McIver & Associates and Lauren Quan, Project Engineer, Tetra Tech Canada Inc. RE: SWMP Overview (CONT'D)

##### Closing the Gap-External Scan

	RDBN	CRD	RDEK	PRRD	RDFFG	TNRD	RDKS
Population	37,896	61,988	60,439	62,942	94,506	42,663*	37,367
Area	73,361	80,610	27,542	117,388	50,676	44,150	104,465
Density	0.5	0.8	2.2	0.5	1.9	1.0	0.4
Disposal Rate	600	748	561	685	844	531	769
Taxation	90%	49%	82%	38%	50%	80%	36%
User Fees	5%	NA	15%	26%	50%	20%	47%
Commercial Fees	No	Yes	Yes	Yes	Yes	Yes	Yes
Residential Fees	No	No	No	Yes	Yes	Yes	Yes

##### Cariboo Regional District

- Pop: 61,988
- Area: 80,610 km<sup>2</sup>
- Density: 0.8 persons/ km<sup>2</sup>
- Disposal Rate: 748 kg/cap
- Facilities:
  - 14 Landfills
  - 18 Transfer Stations
- Revenue: \$8,464,776
- Expense: \$8,464,779

##### CRD-Why User Fees?

- 2013 SWMP goal to move towards user pay approach
- Recognition that tax based fee structure does not encourage waste reduction
- Advisory Committee and public concerned about increased illegal dumping
- Moderate public support (56.3%)
- Move slowly towards user pay in sync with infrastructure to collect fees

**DELEGATIONS (CONT'D)**

**TETRA TECH – Carey McIver, Carey McIver & Associates and Lauren Quan, Project Engineer, Tetra Tech Canada Inc. RE: SWMP Overview (CONT'D)**

**CRD-Costs to Implement?**

- At first kept costs low
- Fees for commercial loads only – more waste per load
- Easy to administer (accounts)
- Weight based as scaled facilities – scale software
- Volume based for commercial at rural sites
- Commercial haulers won't dump in the bush
- Residential free for first 450 kg
- Charge for large loads over 450 kg

**CRD-Public Response?**

- Residents don't want user fees
- Preferred previous 24/7 access
- Residents don't want the hassle of paying at sites (i.e. slow them down)
- Fear of illegal dumping
- Support for user fees from municipalities (Williams Lake)

**CRD –Lessons Learned?**

- Make sure you know your costs then determine the fees
- Works best with scales
- User fees go hand-in-hand with access to recycling
- Phased in approach has been successful
- Challenge is rural sites

**Regional District of East Kootenay**

- Pop: 60,439
- Area: 27,542 km<sup>2</sup>
- Density: 2.2 persons/ km<sup>2</sup>
- Disposal Rate: 561 kg/cap
- Facilities:
  - 2 landfills
  - 5 urban transfer stations
  - 15 rural transfer stations
- Revenue: \$8,656,670
- Expense: \$8,656,670

**RDEK Cost Recovery Policy**

- Solid waste system almost entirely funded through tax base
- Tipping fees in place for some items and only enforced at attended transfer stations and landfills
- Free disposal of sorted MSW for commercial and residential
- Unsorted commercial charged \$100 per tonne

**Peace River Regional District**

- Pop: 62,942
- Area: 117,388 km<sup>2</sup>
- Density: 0.5 persons/ km<sup>2</sup>
- Disposal Rate: 685 kg/cap
- Facilities:
  - 3 Regional Landfills
  - 16 Attended Transfer Stations
  - 13 Unattended Transfer Stations
- Revenue: \$14,702,318
- Expense: \$14,702,318

## **DELEGATIONS (CONT'D)**

### **TETRA TECH – Carey McIver, Carey McIver & Associates and Lauren Quan, Project Engineer, Tetra Tech Canada Inc. RE: SWMP Overview (CONT'D)**

#### **PRRD-Why User Fees?**

- User fees have been in place since 1998 at attended transfer stations and landfills
- 2008 SWMP supported user fees wherever possible to encourage waste reduction
- Seen as fair approach to pay for services
- Weight based if scales, volume based if not
- Fees coincide with improved services

#### **PRRD – Costs to Implement?**

- Capital infrastructure
- 2012 Capital Build – 6 more attended transfer stations
- Scales and/or Attendant Shack - Additional Staff

#### **PRRD – Response/Lessons Learned?**

- Public supportive if combined with additional services
- Rural residents like improved services but still unhappy about fees
- User fees allow a "carrot and stick" approach to diversion
- Rates for unsorted commercial loads need to be higher to promote more diversion
- Illegal dumping addressed with free clean up coupons

#### **Regional District of Fraser-Fort George**

- Pop: 94,506
- Area: 50,676 km<sup>2</sup>
- Density: 1.9 persons/ km<sup>2</sup>
- Disposal Rate: 844 kg/cap
- Facilities:
  - 3 Landfills
  - 17 Transfer Stations
- Revenue: \$10,827,230
- Expense: \$10,827,230

#### **Thompson-Nicola Regional District (Excluding City of Kamloops)**

- Pop: 42,663\*
- Area: 44,150 km<sup>2</sup>
- Density: 3 persons/km<sup>2</sup>
- Disposal Rate: 531 kg/cap

#### **TNRD Solid Waste Services**

##### **Facilities**

- 10 Eco Depots
- 18 Transfer Stations
- 2 Landfills

##### **2018 Budget:**

- Revenue \$12,675,105
- Expenditures: \$12,675,105

##### **Cost Recovery**

- Taxation 80%
- User Fees 20%

#### **TNRD-Why User Fees?**

- Major initiative in 2008 SWMP
- Taxes were steadily increasing
- Stop annual tax increases and promote diversion
- 2009 introduced volume-based fees
- Coincided with closing dumps and providing attended transfer stations
- 2013 introduced weight-based fees at new Eco-Depots

## DELEGATIONS (CONT'D)

### TETRA TECH – Carey McIver, Carey McIver & Associates and Lauren Quan, Project Engineer, Tetra Tech Canada Inc. RE: SWMP Overview (CONT'D)

#### **TNRD-Costs to Implement?**

- TNRD Eco-Depots constructed with \$14 million Build Canada Grant
- Provided improved service levels
- Every site was upgraded to varying degree

#### **TNRD-Public Response?**

- 2009 - threats and complaints
- Most people couldn't fathom that anyone should have to pay for garbage
- Fees introduced at larger sites
- Some residents would drive 40 km each way to avoid paying fees
- Important to have an illegal dumping strategy to coincide with fees
- Budget \$50K per year for clean-up

#### **TNRD – Lessons Learned?**

- May not have implemented bag fees at small local transfer stations
- No cash on site – non-locals don't have cards
- Lot of work for very little revenue at small sites

#### **Regional District of Kitimat-Stikine**

- Pop: 37,367
- Area: 104,465 km<sup>2</sup>
- Density: 0.4 persons/ km<sup>2</sup>
- Disposal Rate: 769 kg/cap
- Terrace Service Area: 18,470
- Facilities:
  - 1 Landfill
  - 1 Compost Facility
  - 1 Transfer Station
- Revenue: \$3,854,271\*
- Expense: \$3,854,271
- Includes Terrace Area Curbside

#### **Closing the Gap – RDBN Options**

##### **Regional District of Bulkley-Nechako**

- Pop: 37,896
- Area: 73,361 km<sup>2</sup>
- Density: 0.5 persons/ km<sup>2</sup>
- Disposal Rate: 600 kg/cap
- Facilities:
  - 3 landfills
  - 8 transfer stations
- Revenue: \$6,291,644
- Expense: \$6,291,644

#### **Cost Recovery Options**

##### **Option 1:**

- Commercial Customers only
- Weight based at landfills/volume based at transfer stations
- Easy to administer – few accounts



### DELEGATIONS (CONT'D)

#### TETRA TECH – Carey McIver, Carey McIver & Associates and Lauren Quan, Project Engineer, Tetra Tech Canada Inc. RE: SWMP Overview (CONT'D)

Option 2:

- Commercial Customers first
- Phase-In Residential
  - Weight based at larger transfer stations
  - Volume based (eco-card?) at smaller attended sites

Option3:

- Status Quo

Discussion took place in regard to a universal tipping fee structure. Director Repen spoke to reviewing the current taxation mechanism for environmental services. Ms. McIver commented that some areas utilize a taxation mechanism that considers both assessed value and population.

Chair Miller and Director Fisher thanked staff, Ms. McIver and the consultants for everyone's hard work regarding the Solid Waste Management Plan.

**Break for lunch at 12:08 p.m.**

**Reconvened at 12:48 p.m.**

### ADMINISTRATION REPORTS

RDBN Northern Development  
 Application – Connecting  
 British Columbia Program

Moved by Director Repen  
 Seconded by Director Greenaway

2018-11-3

"That the Regional District of Bulkley-Nechako Board of Directors support the Regional District of Bulkley-Nechako's application to Northern Development Initiative Trust's – Connecting British Columbia Program – Connectivity Infrastructure Strategy, and; that the Regional District of Bulkley-Nechako Board of Directors agree to enter into a contract with Northern Development, should the funding be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

RDBN Environmental Services  
 BC Rural Dividend Program  
 Application

Moved by Director MacDougall  
 Seconded by Alt. Director Atrill

2018-11-4

"That the Regional District of Bulkley-Nechako Board of Directors authorize the submission of an application to the BC Rural Dividend Program for the Solid Waste Management Plan Priority Actions Project, and that the Board support this project through its duration."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Visit Bulkley-Nechako  
 Advertising for 2019

Moved by Alt. Director Atrill  
 Seconded by Director Brien

2018-11-5

"That the Regional District of Bulkley-Nechako Board of Directors authorize staff to purchase ¼ page advertisements in the 2019 Northern BC Travel Guide and the 2019 MILEPOST."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADMINISTRATION REPORTS (CONT'D)**

The Smithers Mountain Bike Association – Request for Grant in Aid-Electoral Area "A" (Smithers Rural)

Moved by Director Fisher  
 Seconded by Director Repen

2018-11-6

"That the Smithers Mountain Bike Association be given \$2,000 grant in aid monies from Electoral Area "A" (Smithers Rural) to repair trails."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional Transit Service Grant in Aid

Moved by Director Thiessen  
 Seconded by Director Greenaway

2018-11-7

"That Electoral Areas "B" (Burns Lake Rural) and "G" (Houston Rural) each contribute \$1,000 grant in aid monies toward 2018 operating costs for the Regional Transit Service."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

District of Fort St. James – Request for Grant in Aid -Electoral Area "C" (Fort St. James Rural)

Moved by Director Greenaway  
 Seconded by Director Thiessen

2018-11-8

"That the District of Fort St. James be given \$751.54 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for advertising costs associated with the North Road Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fraser Lake Saddle Club – Request for Grant in Aid -Electoral Area "D" (Fraser Lake Rural)

Moved by Director Parker  
 Seconded by Director MacDougall

2018-11-9

"That the Fraser Lake Saddle Club be given \$500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with the BC Interior Gymkhana Invitational & Jackpot."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fort Fraser Community Recreation Society– Request for Grant in Aid -Electoral Area "D" (Fraser Lake Rural)

Moved by Director Parker  
 Seconded by Director Petersen

2018-11-10

"That the Fort Fraser Community Recreation Society be given \$3,170 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with the Children's Summer Day Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Fraser Lake Arts Council  
– Request for Grant in Aid  
-Electoral Area "D" (Fraser  
Lake Rural)

Moved by Director Parker  
 Seconded by Director MacDougall

2018-11-11

"That the Fraser Lake Arts Council be given \$2,000 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with the Fraser Lake Festival of the Arts."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Upper Nechako Wilderness  
Council– Request for Grant  
in Aid -Electoral Area "F"  
(Vanderhoof Rural)

Moved by Director Petersen  
 Seconded by Director Thiessen

2018-11-12

"That the Upper Nechako Wilderness Council be given \$1,500 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for the design and development of the brand and online presence for the Upper Nechako Wilderness Council."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Houston Unis'tot'en  
Preservation Society  
– Request for Grant in Aid  
-Electoral Area "G"  
(Houston Rural)

Moved by Director Newell  
 Seconded by Director Brienen

2018-11-13

"That the Houston Unis'tot'en Preservation Society be given \$4,000 grant in aid monies from Electoral Area "G" (Houston Rural) for costs associated with a five-day film shoot and production."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional Economic  
Development Proposal Writing  
Quarterly Report

Moved by Director Newell  
 Seconded by Director Fisher

2018-11-14

"That the Regional District of Bulkley-Nechako Board of Directors receive the Regional Economic Development Coordinator's July 10, 2018 memo titled "Regional Economic Development Proposal Writing Quarterly Report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ADMINISTRATION REPORTS (CONT'D)

#### 2018 UBCM Minister Meeting Requests

Moved by Director MacDougall  
 Seconded by Director Thiessen

2018-11-15

"That the Regional District of Bulkley-Nechako Board of Directors receive the 2018 UBCM Minister Meeting Requests."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Parker mentioned that a teleconference has been scheduled with the Honourable Lana Popham, Minister of Agriculture on July 31, 2018.

Director Brienen has recently received correspondence in regard to Equity Mine and he will forward the information to Director Newell and Jason Llewellyn, Director of Planning.

Discussion regarding UBCM Directors attendance at specific Minister Meetings will be determined at the August 16, 2018 RDBN Board Meeting.

### ENVIRONMENTAL SERVICES

#### Nak'azdli Recycling Program -Review and Restructuring Options

Moved by Director Greenaway  
 Seconded by Director Newell

2018-11-16

"That the Regional District of Bulkley-Nechako Board of Directors receive the Director of Environmental Services' July 19, 2018 memo titled "Nak'azdli Recycling Program – Review and Restructuring Options."

2. That the Regional District of Bulkley-Nechako Board of Directors approve Carey McIver & Associates Ltd. to proceed with the "Nak'azdli Recycling Program – Review and Restructuring Options" for a cost of \$10,000.00 excluding GST."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### Break for the Regional Transit Committee Meeting at 1:03 p.m.

#### Reconvened the meeting at 1:51 p.m.

#### Regional Solid Waste Advisory Committee (RSWAC) Minutes

Moved by Director Fisher  
 Seconded by Director Petersen

2018-11-17

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Deputy Director of Environmental Services' July 9, 2018 memo titled "Regional Solid Waste Advisory Committee (RSWAC) Minutes;" and further, that the following be received:

- Regional Solid Waste Advisory Committee RSWAC Minutes
  - o February 21, 2018 Webinar
  - o March 7, 2018 meeting
  - o April 11, 2018 meeting
  - o April 25, 2018 meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DEVELOPMENT SERVICES (All Directors)**

**ALR APPLICATION**

ALR Application No. 1205  
(Butz) Non-Farm Use within  
the ALR, Electoral Area "A"

Moved by Director Fisher  
Seconded by Alt. Director Atrill

2018-11-18

"That Agricultural Land Reserve Non-Farm Use Application No. 1205 (Butz) be recommended to the Agricultural Land Commission for approval."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**PROVINCIAL REFERRALS**

Land Referral File No.  
0272313 Naomi Himechi  
- Electoral Area "G"

Moved by Director Newell  
Seconded by Director Brienen

2018-11-19

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral No. 0272313" be provided to the Province as the Regional District's comments on Crown Land Application File #0272313."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No.  
REC230132 MFLNRO -Rec  
Sites - Electoral Area "A"

Moved by Director Fisher  
Seconded by Director Repen

2018-11-20

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral REC230132" be provided to the Province as the Regional District's comments on Crown Land Application File REC230132."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No.  
7410010 Michael & Christina  
Dowling - Electoral Area "F"

Moved by Director Petersen  
Seconded by Director Greenaway

2018-11-21

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7410010" be provided to the Province as the Regional District's comments on Crown Land Application File 7410010."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No.  
7404687 Crystal French  
- Electoral Area "C"

Moved by Director Greenaway  
Seconded by Director MacDougall

2018-11-22

"That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7404687" be provided to the Province as the Regional District's comments on Crown Land Application File 7404687."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## ELECTORAL AREA PLANNING

### CORRESPONDENCE

#### Electoral Area Planning Correspondence

Moved by Director Brien  
 Seconded by Director Petersen

2018-11-23

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

-July 3, 2018 correspondence from the Ministry of Municipal Affairs and Housing titled "Housing Needs Reports – Bulletin" and Residential Rental Tenure Zoning – Bulletin"  
 -Union of B.C. Municipalities RE: Application for 2018 Community Excellence Award."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place in regard to housing challenges in a number of municipalities and electoral areas within the RDBN and the impacts of the regulatory changes that are increasing costs. In a number of communities it is cost prohibitive to build new homes. An increase in modular homes has also been noted. The issue has been identified by both Northern Development Initiative Trust and the Northwest BC Resource Benefits Alliance. Director MacDougall mentioned that the District of Fort St. James completed a housing strategy and during an open house the public identified five top priorities for the community. Director Repen mentioned that he has been in discussion with Director Bachrach in regard to potential options and solutions for Smithers and Telkwa. Discussion took place in regard to potential funding to complete housing studies. Jason Llewellyn, Director of Planning noted that the RDBN currently has an outstanding request to the Ministry of Municipal Affairs and Housing to attend a future Board meeting to discuss the issues. Staff will provide further information for discussion at a future RDBN Committee of the Whole Meeting.

### PROTECTIVE SERVICES

#### Cluculz Lake Volunteer Fire Department

Moved by Director Petersen  
 Seconded by Director Beach

2018-11-24

"That the Regional District of Bulkley-Nechako Board of Directors authorize the renewal of the Contribution Agreement attached to the Regional Fire Chief's June 29, 2018 staff report between the Regional District of Bulkley-Nechako and the Cluculz Lake Fire Department for a term of two (2) years."

(All/Directors/Majority) CARRIED UNANIMOUSLY



**PROTECTIVE SERVICES (CONT'D)**

**Regional Emergency Support Services**

Moved by Director MacDougall  
 Seconded by Director Brien

2018-11-25

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to:

1. Refer the draft Emergency Support Services Agreement to each municipality for formal consideration; and,
2. Report back to the Regional Board of Directors with a report regarding implementation of the Regional ESS Model."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Emergency Services Reports and Planning Enquiries Report**

Moved by Director Brien  
 Seconded by Director Greenaway

2018-11-26

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

- Monthly 9-1-1 Call Report – June 2018
- Building Inspector's Report for June 2018
- Planning Department Enquiries Report for June, 2018."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**VERBAL REPORTS**

**Rest Area on Highway 27**

Director Greenaway mentioned that Highway 27 has recently had public washrooms installed at the rest area along the highway.

**Burns Lake Indigenous Day-June 21, 2018**

Director Beach reported that the Indigenous Day Event held in Burns Lake on June 21, 2018 had a very successful turn out. The parade was held on a portion of Highway 16 again this year.

**Mouse Mountain Days -Fraser Lake - July 1, 2018**

Director Parker commented that Fraser Lake hosted its Mouse Mountain Days on July 1, 2018. This year an agriculture theme was chosen for its parade. It was a really good theme.

**Wildfires near Fraser Lake burning Fires**

Director Parker reported that a couple wildfires have been on both the north and south of the community.

**Canada Celebrations -Fort St. James**

Director MacDougall noted that Fort St. James hosted Canada Day Celebrations. It was a good event.

**Meeting with Premier Horgan & Minister Fraser, Ministry of Indigenous Relations and Reconciliation RE: Fort St. James Hospital Replacement**

Director Petersen mentioned that a meeting took place with Premier Horgan and Minister Fraser, Ministry of Indigenous Relations and Reconciliation in Fort St. James in regard to the Fort St. James Hospital Replacement Project. Premier Horgan commented he would return for the grand opening of the new hospital.

### VERBAL REPORTS (CONT'D)

#### ICBC Rates in Telkwa

Director Repen stated that the Village of Telkwa has been in dispute with ICBC in regard to their rate dividing line and the higher rates for Telkwa. He has forwarded a letter with a solution for a dividing line. He brought forward his frustrations in regard to the response from ICBC. He spoke with the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development in regard to the response provided.

#### Chair Miller Report -RBA/Timber Supply Review

Chair Miller mentioned that he spent the first week in Vancouver meeting with stakeholders in regard to the Northwest BC Resource Benefits Alliance, in order to provide further information to the RBA Negotiation Team in their meeting with the Province. He noted that the response from the stakeholders was positive.

#### Timber Supply Review

Chair Miller has been involved in the Lakes Timber Supply Review process at the local level and providing input into the data package.

#### Wildfire Information Sessions

Chair Miller mentioned that the RDBN has been invited to participate in public wildfire information sessions with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development Wildfire Management Branch that are held in Burns Lake and surrounding area to bring a level of awareness to rural residents in regard to wildfire mitigation.

#### RCMP Musical Ride

Chair Miller mentioned that the Lakes District Fall Fair Association is hosting the RCMP Musical Ride in Burns Lake on July 17, 2018 at the Lakes District Fall Fair Grounds. He encouraged everyone to attend.

#### Receipt of Verbal Reports

Moved by Director MacDougall  
 Seconded by Director Beach

2018-11-27

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ADMINISTRATION CORRESPONDENCE

#### Innovation Central Society - Request for Letter of Support -Northern Investment Group

Moved by Director Repen  
 Seconded by Director Fisher

2018-11-28

"That the Regional District of Bulkley-Nechako Board of Directors write a letter of support to the Innovation Central Society for its application to the Rural Dividend fund to build the Northern Investment Group."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

Smithers District Chamber of  
 Commerce – Smithers District  
 Music Strategy – Municipal  
 Government Recommendation

Moved by Director Fisher  
 Seconded by Director Brienen

2018-11-29

"That the Regional District of Bulkley-Nechako Board of Directors write a letter recognizing receipt of the Smithers District Chamber of Commerce – Smithers District Music Strategy – Municipal Government Recommendation."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Forests, Lands,  
 Natural Resource Operations  
 and Rural Development  
 – Bulkley-Nechako Workforce  
 Opportunities Table – Request  
 for Letter of Support

Moved by Director Newell  
 Seconded by Director Fisher

2018-11-30

"That the Regional District of Bulkley-Nechako Board of Directors write a letter of support for the Bulkley-Nechako Workforce Opportunities Table in regard to its application to Community Futures Nadina's BC Rural Dividend application."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern BC Tourism  
 Association – Northern BC  
 Tourism Summit  
 -Sponsorship Opportunities

Moved by Director Newell  
 Seconded by Director Brienen

2018-11-31

"That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence from Northern BC Tourism Association in regard to the Northern BC Tourism Summit – Sponsorship Opportunities."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Royal Canadian Legion  
 -Annual Military Service  
 Recognition Book  
 – Sponsorship Opportunities

Moved by Director Beach  
 Seconded by Director Fisher

2018-11-32

"That the Regional District of Bulkley-Nechako Board of Directors receive the Royal Canadian Legion – Annual Military Service Recognition Book – Sponsorship Opportunities."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

UBCM Resolution- Expansion  
 of Community Forest Program

Moved by Director Repen  
 Seconded by Director MacDougall

2018-11-33

"That the Regional District of Bulkley-Nechako Board of Directors ratify the UBCM Resolution – Expansion of Community Forest Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

**Administration  
 Correspondence**

Moved by Director Brienen  
 Seconded by Director Thiessen

2018-11-34

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

- Emergency Management BC – Plaque re: Seasonal Hazards Response 2017
- Greyhound – Greyhound Canada to Downsize its Canadian Business Based on a 41% Decline in Ridership Since 2010
- Union of BC Municipalities – Submission of Resolutions
- Fraser Lake Elementary-Secondary School- Grant in Aid – Follow Up Report – Sr. Girls Soccer Team
- Fort St. James Secondary School – Grant in Aid – Report/Update from FSJSS Grade 9 Haida Gwaii Trip
- Trans Canada Yellowhead Highway Association- 2018 Annual General Meeting
- Fortis BC – Safe Digging
- Northern Development Initiative Trust - Lakes District Fairgrounds Concession Renovation
- qathet Regional District – Powell River Regional District to be Renamed to qathet Regional District
- The Township of Spallumcheen – Employer Health Tax Impact on Local Government
- Fort Fraser Local Community Commission Meeting Minutes -
  - May 8, 2018
  - June 14, 2018
- BC Community Forest Association – July 2018 Member's Newsletter
- BC Wildfire Newsletter – July 1, 2018 to July 14, 2018
- Coastal Gaslink Pipeline Project – Coastal GasLink Pipeline Project Conditionally Awards \$620 Million in Contracting Opportunities to B.C. First Nations
- Union of B.C. Municipalities
  - Senate Passes Bill C-45 with Amendments
  - Cambodian Delegates' Victoria Study Tour
  - SWPI to Transition to CRIP
  - New Organics Infrastructure Program Fund
  - Community Climate Change Adaptation Workshops
  - BC Community Road Safety Toolkit
  - UBCM Submission to FOIPPA Review
  - Cannabis Legalization Legislation Passes Final Vote
  - Local Government Representation for PRIMECorp
  - Municipal Natural Assets Initiative
  - Community Overdose Crisis Grants
  - 2018 Convention Code of Conduct Finalized
  - Remembering Duncan Councillor John Horgan
  - Convention Registration Opens July 3<sup>rd</sup>
  - Environmental Assessment Revitalization Discussion Paper
  - Election Resources for Candidates
  - Input Sought for Convention Forums
  - Deadline for Executive Nominations
  - Small, Rural and Remote Child Care Survey
  - Emergency Preparedness Grant Intake

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

- Housing Needs & Rental Zoning Bulletins
- Funding & Resources Update
- University of BC – Wildfire and Fuels in the Wildland-Urban Interface

**INVITATIONS**

- BC Council of Forest Industries – COFI PG Community Dinner – September 18, 2018 - Prince George, B.C.
- Move the North: 2018 Physical Activity Summit - October 26, 2018 – Prince George, B.C.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**BC Council of Forest Industries  
 – COFI PG Community Dinner  
 – September 18, 2018 - Prince  
 George, B.C.**

Moved by Director Thiessen  
 Seconded by Director MacDougall

**2018-11-35**

“That the Regional District of Bulkley-Nechako Board of Directors authorize Chair Miller’s attendance at the-BC Council of Forest Industries – COFI PG Community Dinner – September 18, 2018 - Prince George, B.C.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Action Lists**

Moved by Director Repen  
 Seconded by Director Petersen

**2018-11-36**

“That the Regional District of Bulkley-Nechako Board of Directors receive the Action Lists for April and May, 2018.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**FINANCIAL**

**Operating Accounts  
 -May, 2018**

Moved by Director Beach  
 Seconded by Director Fisher

**2018-11-37**

“That the Regional District of Bulkley-Nechako Board of Directors ratify the Operating Accounts – Paid June, 2018.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Reading File

Moved by Director Newell  
 Seconded by Director Petersen

2018-11-38

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

**CORRESPONDENCE:**

- BC Achievement Foundation – 2018 BC Community Achievement Awards Post-Event Summary
- BC Healthy Communities – July eNews: Housing Needs Assessments Explained, Last Chance for PlanH Grants and More
- Clean Energy Review
  - July 3, 2018 – A Canadian Milestone
  - June 25, 2018 – Not so Hot on Ontario
  - June 18, 2018 – The Other Half of the EV Equation
- Federation of Canadian Municipalities – Voice:
  - July 9, 2018 – Get your #FCM2018AC Report
    - First Nations – Municipal Updates
    - Setting our sights on Election 2019
  - July 4, 2018
    - Report from FCM's 2018 Annual Conference
    - Training on Asset Management/Brownfield Email Series/Summer Schedule
  - June 28, 2018 – Build Asset Management Skills through Regional and National Training Events
  - June 25, 2018 – Removing Barriers for Women in Local Politics / ICLEI Conference / Reconciliation Through Collaboration
  - June 18, 2018 – New Homelessness Strategy / National Indigenous People's Day / Upcoming Webinar
- Ministry of Transportation and Infrastructure – Bulkley-Stikine District – Load Restrictions in the Lakes Service Area 24 – All Seasonal Load Restrictions are Rescinded
- New Gold Inc. – Blackwater Project – Spring 2018 Newsletter
- Northern BC Tourism – Industry News & Updates
- Resource Works – Newsletter
  - June 21, 2018 – Salmon Farming's New Uncertainty
- Rio Tinto Alcan - Nechako Reservoir Flow Facts:
  - Join our New Facebook Group
  - June 30 to July 6, 2018
  - June 23 to June 29, 2018
  - June 16 to June 22, 2018
  - June 9 to June 15, 2018
- Prince George, City of – Economic Update May 2018
- Privacy & Access Council of Canada – Newsworthy Nuggets About Privacy, Access & Data Protection
- Smithers Exploration Group
  - Invites you to Golf on September 14, 2018.
  - July 2018 Enews Update."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**SUPPLEMENTARY AGENDA**

**REPORTS**

**Risk Management Grant  
 Application for BV Pool**

Moved by Director Fisher  
 Seconded by Director Repen

2018-11-39

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 17, 2018 memo titled "Risk Management Grant Application for BV Pool;" and further, that the Regional District of Bulkley-Nechako Board of Directors submit the grant application to the Municipal Insurance Association for consideration."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Business Façade Program**

Moved by Director Fisher  
 Seconded by Director Parker

2018-11-40

"That the Regional District of Bulkley-Nechako Board of Directors authorize entering into an agreement with Honeysuckle Garden Centre for the Business Façade Funding Program and further, that the Regional District of Bulkley-Nechako Board of Directors agree to expand the eligible communities to include applications from all eligible businesses within the electoral areas."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADMINISTRATION CORRESPONDENCE**

**Union of B.C. Municipalities  
 -2018 Resolutions**

Moved by Director Repen  
 Seconded by Director Parker

2018-11-41

"That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence from the Union of B.C. Municipalities – 2018 Resolutions."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Administration  
 Correspondence**

Moved by Director Greenaway  
 Seconded by Director Repen

2018-11-42

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

- TRUE Consulting – Weekly Field Review Report – Fort Fraser Water Distribution Improvements – July 9, 2018;
- Fort Fraser Water Distribution Improvements – Progress Report – July 15, 2018;

**INVITATION**

-Town of Smithers – Open House Invitation – New Library/Art Gallery/Park;

**ADMINISTRATION CORRESPONDENCE**

**DEVELOPMENT SERVICES - ALR APPLICATIONS**

- Notice of Reconsideration "A" ALR Application 1197 (Kirsh);
- Environmental Assessment Office – Letter re: New Gold Inc. Black Water Project."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Concerns were brought forward in regard to:

- the impacts to New Gold Inc. Black Water Project in regard to caribou
- Inconsistencies concerning caribou limited entry hunting draws
- Challenges and potential impacts to the region in regard to investment opportunities
- The lack of local input into the decision making process;
- Lack of a coordinated discussion between all stakeholders.

Environmental Assessment  
 Office – Letter re: New Gold  
 Inc. Black Water Project.

Moved by Director Thiessen  
 Seconded by Director Brien

2018-11-43

"That the Regional District of Bulkley-Nechako Board of Directors draft a letter to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development expressing its concerns in regard to:

- o the need for local input into decisions regarding caribou
- o the opportunity for investment in northern BC
- o industry leaving B.C due to uncertainty
- o Is BC open for business
- o the Forest Industries potential downturn of the Annual Allowable Cut
- o the recognition that New Gold Blackwater Project is supported by the communities and First Nations in the region;

and, further that the letter be forwarded to the Regional Board by e-mail for review."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**NEW BUSINESS**

Connectivity Mapping

Director Newell brought forward concerns regarding the accuracy of the mapping showing available connectivity along the Highway 16 corridor. He also spoke of the download and upload speeds needing to be acceptable levels to meet resident's needs.



**NEW BUSINESS (CONT'D)**

**Connectivity Mapping  
Northern B.C.**

Moved by Director Newell  
Seconded by Director Repen

2018-11-44

"That the Regional District of Bulkley-Nechako Board of Directors write a letter to Network B.C. in regard to the accuracy of information provided regarding connectivity along Highway 16 in northwest B.C.; and further, that the letter be forwarded to NDIT and the Ministry of Citizens' Services."

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

**SPECIAL MEETING  
IN-CAMERA MOTION**

Moved by Director Brien  
Seconded by Director MacDougall

2018-11-45

"In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Sections 90(1)(c) labour relations or other employee relations and 90 (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (RBA) must be closed to the public therefore exercise their option of excluding the public for this meeting."

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

**ADJOURNMENT**

Moved by Director Beach  
Seconded by Director Greenaway

2018-11-46

"That the meeting be adjourned at 3:06 p.m."

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

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

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****REGIONAL TRANSIT COMMITTEE MEETING**  
**(Committee Of The Whole)****Thursday, July 19, 2018**

**PRESENT:**    Acting Chair    Bill Miller

                 Directors        Chris Beach  
   Shane Brienen  
   Mark Fisher  
   Tom Greenaway  
   Rob MacDougall  
   Rob Newell  
   Mark Parker  
   Jerry Petersen  
   Darcy Repen  
   Gerry Thiessen

                 Directors        Taylor Bachrach, Town of Smithers  
                 Absent            Eileen Benedict, Electoral Area "E" (Francois/Ootsa Lake Rural)  
   Dwayne Lindstrom, Village of Fraser Lake  
   Thomas Liversidge, Village of Granisle

                 Alternate        Gladys Atrill, Town of Smithers  
                 Directors        Carol Imus, Electoral Area "E" (Francois/Ootsa Lake Rural)

                 Staff                Melany de Weerd, Chief Administrative Officer  
   Cheryl Anderson, Manager of Administrative Services  
   John Illes, Chief Financial Officer  
   Jason Llewellyn, Director of Planning  
   Deneve Vanderwolf, Regional Transit Coordinator  
   Wendy Wainwright, Executive Assistant

                 Others                Chris Fudge, Senior Regional Transit Manager, BC Transit  
   Linda Harmon, Transit Crown Agency Programs, Ministry of  
   Transportation and Infrastructure  
   Ellen Lorentz, Councillor, Burns Lake Band

                 Via Tele-        Dave Birdi, Councillor, District of Fort St. James – arrived at 1:15  
                 Conference    p.m.  
   Jillian Merrick, Councillor, City of Prince George – arrived at  
   1:15 p.m.  
   Barb Tom, Lake Babine Nation – arrived at 1:33 p.m.

**CALL TO ORDER**

Acting Chair Miller called the meeting to order at 1:03 p.m.

**AGENDA &**  
**SUPPLEMENTARY AGENDA**Moved by Director MacDougall  
Seconded by Director Petersen**RTC. 2018-3-1**"That the Regional Transit Committee Agenda for July 19, 2018  
be adopted; and further, that the Supplementary Agenda be  
dealt with at this meeting."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**MINUTES**

Regional Transit Committee Meeting Minutes  
-May 24, 2018

Moved by Director Beach  
 Seconded by Alt. Director Atrill

RTC.2018-3-2

"That the Minutes of the Regional Transit Committee meeting of May 24, 2018 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DELEGATION**

**BC TRANSIT – Chris Fudge, Senior Regional Transit Manager and Linda Harmon, Transit Crown Agency Programs, Ministry of Transportation and Infrastructure RE: Bulkley Nechako Regional Transit Performance Overview**

Acting Chair Miller welcomed Chris Fudge, Senior Regional Transit Manager, BC Transit and Linda Harmon, Transit Crown Agency Programs, Ministry of Transportation and Infrastructure.

Mr. Fudge provided a PowerPoint Presentation.

**Bulkley-Nechako Regional Transit – Performance Overview**

**Overview**

- Annual Ridership
- Marketing
- Infrastructure
- Special Considerations & Strategies
- Collaboration and coordination
- Questions

**One year ago and 580 passengers later  
 Ridership**

**Total Boardings – Route 161**

- To Burns Lake: 2023 boardings
- To Prince George: 2042 boardings

**Total Boardings – Route 162**

- To Burns Lake: 746 boardings
- To Smithers: 978 boardings

**Average Boardings Per Trip – Route 161**

- To Burns Lake: 13.7 boardings per trip
- To Prince George: 13.6 boardings per trip

**Average Boardings – Route 162**

- To Burns Lake: 2.5 boardings per trip
- To Smithers: 3.3 boardings per trip

**Boardings by Local Jurisdiction – Route 161 (to Prince George)**

- Village of Burns Lake – 44%
- Village of Fraser Lake – 13%
- Vanderhoof – 20%
- Electoral Area B – 7%
- Electoral Area D – 16%
- Electoral Area C – 0%

**Boardings by Local Jurisdiction – Route 162 (to Smithers)**

- Village of Telkwa – 2%
- Village of Burns Lake – 21%
- Electoral Area G – 1%
- Electoral Area B – 8%
- Electoral Area A – 0%
- Houston – 68%

**DELEGATION (CONT'D)**

**BC TRANSIT – Chris Fudge, Senior Regional Transit Manager and Linda Harmon, Transit Crown Agency Programs, Ministry of Transportation and Infrastructure RE: Bulkley Nechako Regional Transit Performance Overview (CONT'D)**

**Service Design**

- **Did we get it right?**
  - o Days of week
  - o Schedules
  - o Communities served
  - o Stop locations
  - o Customer feedback

**Infrastructure**

- o Lucid Type 3 harsh weather shelters
- o Updated bus stop signage and branding
- o Strategically located
- o Enhanced customer information
- o Ongoing support from Ministry of Transportation staff
- o New stop locations planned for late summer 2018

**Special Considerations and Contingency Strategies**

- Vehicle breakdowns
- Service reception
- Inclement weather
- Washroom access
- Bicycles racks
- Luggage and parcel storage
- Flagging the bus

**New Vehicles - 2017 International El Dorado 320 AeroElite**

- High floor design
- 30 passenger capacity
- Interior luggage racks
- Automatic passenger counters
- 

**Schedule Adjustment – December 2017**

- Added schedule time for winter
- Increased time for rest stops at select locations
- Maintain departure times

**Collaboration & Coordination**

- Community Vehicle programs
- BC Transit Systems (Prince George, Smithers)
- Via Rail, Northern Health Connections, BC Bus North

Director Fisher requested further data in regard to ridership in respect to departure time for Houston to Smithers and Houston to Burns Lake Mr. Fudge will provide the information for a future Regional Transit Committee meeting. Discussion took place in regard to a future performance review being completed on an annual basis.

Director Newell spoke of the ridership in Whistler Mr. Fudge mentioned that there are some contributing factors such as the increase in tourism in the winter months, the layout of the community, etc. He also noted that local government has concentrated efforts on marketing transit to minimize vehicle use in and around Whistler.

**DELEGATION (CONT'D)**

**BC TRANSIT – Chris Fudge, Senior Regional Transit Manager and Linda Harmon, Transit Crown Agency Programs, Ministry of Transportation and Infrastructure RE: Bulkley Nechako Regional Transit Performance Overview (CONT'D)**

Ms. Harmon mentioned that the Ministry of Transportation and Infrastructure has the Transit Minor Betterments Funding Program to assist in funding infrastructure needs moving forward. She has provided the information to staff.

Ms. Harmon commented that it has been a very rewarding process in the development of the Bulkley-Nechako Regional Transit and congratulated everyone that worked to make it a success.

Ms. Harmon provided a PowerPoint Presentation.

**BC Bus North**

- What is Different?
  - o Daylight travel
  - o No freight
  - o Schedule coordinates with Northern Health Connections – where possible
  - o Relatively low fare
  - o Northern Health Connections expanded eligibility
- Your Opportunity
  - o Partner in promotion
  - o Ideas for community connections/benefits.

Ms. Harmon noted that the BC Bus North Program is a 12-month interim solution. She noted that feedback is required to understand the benefit to communities to have a long haul service and potential options to provide transportation to help to support the continuation of a service. Ms. Harmon mentioned that any suggestions or ideas can be forwarded to her.

Ms. Harmon noted that conversations have taken place between the Honourable Claire Trevena, Minister of Transportation and Infrastructure and the Honourable Marc Garneau, Minister of Transport Canada in regard to Greyhound providing notification that the company will be withdrawing service from western Canada.

Director Greenaway commented that Fort St. James and area has lacked bus service for a number of years and questioned the options to have bus service for the Fort St. James area. Ms. Harmon noted that consideration was given to have BC Bus North travel to Fort St. James but due to the size of the fleet it was unable to travel to Fort St. James. She noted that MoTI is aware of the need for service but a solution has not been found.

Director Beach noted that he has received very positive comments in regard to the Bulkley-Nechako Transit system.

Acting Chair Miller thanked Mr. Fudge and Ms. Harmon for attending the meeting.

**REPORTS**

**Reports**

Moved by Director MacDougall  
Seconded by Director Beach

**RTC.2018-3-3**

"That the Regional Transit Committee receive the following Reports and Correspondence:

- the Regional Transit Coordinator's July 5, 2018 memos
  - "Community Bus Grant Recipients in the RDBN";
  - "Public Transportation in the RDBN";
  - "March 2018 Rider Survey Report";
- RDBN Letters to Stellat'en First Nation and Cheslatta Carrier Nation – Thank you for Contribution";
- Regional District of Fraser-Fort George – June 21 Board Meeting Highlights - \$1,000 Grant Issued to Support the Regional Transit Initiative."

**CORRESPONDENCE**

- Northern Development Initiative Trust – Approval of Project – 2018 Marketing Strategy for Smithers and District Transit Service;
- Greyhound Canada – Greyhound Canada to Downsize its Canadian Business Based on a 41% Decline in Ridership Since 2010;
- BC Transit – CivicInfo BC Survey: Local Government Representative and CAO;
- BC Transit –Customer Satisfaction Tracking Research Annual Report 2017-2018."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**SUPPLEMENTARY AGENDA**

**Reports and Correspondence**

Moved by Director Brienon  
Seconded by Director Newell

**RTC.2018-3-4**

"That the Regional Transit Committee receive the following Reports and Correspondence:

- 2018 Ridership Table."

**CORRESPONDENCE**

- BC Transit-Bulkley-Nechako Regional Transit Performance Overview – RDBN Transit Committee – July 19, 2018."
- Ministry of Transportation and Infrastructure – BC Bus North."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Moved by Director MacDougall  
Seconded by Director Newell

RTC.2018-3-5

"That the meeting be adjourned at 1:51 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

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



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

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

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

**DATE: August 27, 2018**

**SUBJECT: Union of B.C. Municipalities Meetings 2018**

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Attached is a list of the Minister Meeting requests and miscellaneous meeting requests for the upcoming UBCM Convention.

At this time, staff is requesting that the lead spokesperson and attendees for each of the meetings be identified.

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

**Direction.**



## 2018 UBCM Minister Meeting Requests

### Minister of Transportation and Infrastructure

- Resource Road maintenance
- Colleymount Road Deterioration (nothing budgeted for upgrades)
- Active Transportation Networks (Telkwa Trail; trails generally)
- local government consultation (local projects)

### Minister of Agriculture

- Beef Packing Plant PG
- Importance and Role of Northern Panel
- Importance and Role of Zones 1 and 2
- Follow up to meeting with Minister Popham during the summer

### Minister of Environment and Climate Change Strategy

- curbside collection (5,000 population)
- Northern ICI
- Agricultural waste – support for Economic Opportunities

### Minister of Forests, Lands, Natural Resource Operations and Rural Development

- Resource Road maintenance
- Impacts of Caribou Recovery Program and Species at Risk regulations
- Limited Entry Hunting (restricted access for goats, how are agencies interacting, protecting vs. limited entry draws)
- Abbott Report; Coordination between Ministry and Wildfire BC – needs to be more collaborative
- Rural Development – What can we do in our backyard?
- Internet Connectivity
- curbside collection (5,000 population)
- Northern ICI
- Agricultural waste – support for Economic Opportunities

### Minister of Energy and Mines and Petroleum Resources and Jennifer Rice

- Equity Mine Tailings Pond
- New Gold Blackwater Project

### Minister of Public Safety and Solicitor General

- Emergency Response
- Road Rescue Bylaws
- Funding for Search and Rescue

### CN

- CN Rail Emergency Response Capacity (see resolution)

### Ministry of Health

- Fort St. James Hospital Replacement
- Stuart Nechako Manor Upgrade

46

**BC Hydro**

- Support for Buy Back Program
- Community collaboration – opportunities for government and industry to work together

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

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

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

**DATE:** August 24, 2018

**SUBJECT:** Assent Voting – Lakes District Arts and Culture Service Establishment

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At its May 24, 2018 Board Meeting, the Regional Board gave three readings to “Lakes District Arts and Culture Service Establishment Bylaw No. 1831, 2018.”

Assent voting is required, and therefore it is recommended that the referendum be held on Saturday, October 20, 2018 in conjunction with Local Government Elections.

**RECOMMENDATION:** (ALL/DIRECTORS/MAJORITY)

“That the Regional District of Bulkley-Nechako schedule a referendum to take place on Saturday, October 20, 2018 regarding “Lakes District Arts and Culture Service Establishment Bylaw No. 1831, 2018.”



Regional District of Bulkley-Nechako  
Board of Directors  
September 6, 2018

To: Chair Miller and the Board of Directors  
From: Debbie Evans, Agriculture Coordinator  
Date: August 27, 2018  
Regarding: Agriculture Forum

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In discussion with Chair Parker, Staff are recommending the cancelation of this fall's Agriculture Forum.

This summer's wildfire events have forced many producers from across the region from their homes as well as impacted their businesses. It is believed this is not the opportune time for the agriculture community to be attending a Forum and attendance will be quite low. The wildfire events have also required that the Agriculture Coordinator be working in the EOC fulltime, which has not allowed time for planning and coordinating of the Forum.

Does the RDBN Board agree with cancelling the Forum?

Recommendation:

(All/Directors/Majority)

That the Regional District of Bulkley-Nechako Board of Directors cancel the Agriculture Forum scheduled for this fall in Burns Lake.



**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
August 16, 2018**

**To:** Chair Miller and the Board of Directors  
**From:** Kristi Rensby, Finance/Administration Coordinator  
**Date:** August 7, 2018  
**Regarding:** Federal Gas Tax Funds – Electoral Area 'A' (Smithers Rural)  
 Bulkley Valley Aquatic Centre Management Society

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The Bulkley Valley Aquatic Centre Management Society has requested the Regional District of Bulkley-Nechako's assistance in the form of Federal Gas Tax Funds for a Community Energy Systems / Recreation Infrastructure improvement project at the Bulkley Valley Regional Pool & Recreation Centre located in Smithers.

The Society plans to install a dehumidifier to reduce humidity in the natatorium, resulting in less reliance on using heat energy. The total project cost has been quoted at \$29,679.

Director Fisher has indicated that he would like to support this Community Energy Systems / Recreation Infrastructure improvement project with Federal Gas Tax Funds in the amount of \$29,679.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'A' allocation is \$970,148.40. Director Fisher is supportive of this project and accessing Federal Gas Tax Funds in the amount of \$29,679. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

**RECOMMENDATION:**

1. That the RDBN Board of Directors authorize contributing \$29,679 of Electoral Area 'A' Federal Gas Tax allocation monies to the Bulkley Valley Aquatic Centre Management Society for a Community Energy Systems / Recreation Infrastructure project located at the Bulkley Valley Regional Pool in Smithers;  
**(All/Directors/Majority)**
2. That the RDBN Board of Directors authorize the withdrawal of up to \$29,679 from the Federal Gas Tax Reserve Fund.

**(Participants/Weighted/Majority)**



**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
August 16, 2018**

To: Chair Miller and the Board of Directors  
 From: Kristi Rensby, Finance/Administration Coordinator  
 Date: August 8, 2018  
 Regarding: Federal Gas Tax Funds – Electoral Area 'A' (Smithers Rural)  
 Bulkley Valley Aquatic Centre Management Society

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The Bulkley Valley Aquatic Centre Management Society has requested the Regional District of Bulkley-Nechako's assistance in the form of Federal Gas Tax Funds for a Community Energy Systems / Recreation Infrastructure improvement project at the Bulkley Valley Regional Pool & Recreation Centre located in Smithers.

The Society plans to install Variable Frequency Drives (VFDs) on three recirculation pool pumps and one jet pump. All four pumps are currently operating at 100% speed, which can be reduced with the installation of the VFDs. This reduction in speed will be accompanied by a reduction in hydro energy consumption, as well as reducing maintenance costs throughout the system. The total project cost has been quoted at \$16,825.60.

Director Fisher has indicated that he would like to support this Community Energy Systems / Recreation Infrastructure improvement project with Federal Gas Tax Funds in the amount of \$16,825.60.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'A' allocation is \$970,148.40. Director Fisher is supportive of this project and accessing Federal Gas Tax Funds in the amount of \$16,825.60. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

**RECOMMENDATION:**

1. That the RDBN Board of Directors authorize contributing \$16,825.60 of Electoral Area 'A' Federal Gas Tax allocation monies to the Bulkley Valley Aquatic Centre Management Society for a Community Energy Systems / Recreation Infrastructure project located at the Bulkley Valley Regional Pool in Smithers;  
**(All/Directors/Majority)**
  
2. That the RDBN Board of Directors authorize the withdrawal of up to \$16,825.60 from the Federal Gas Tax Reserve Fund.  
**(Participants/Weighted/Majority)**



**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
August 16, 2018**

**To:** Chair and the Board of Directors  
**From:** Kristi Rensby, Finance/Administration Coordinator  
**Date:** August 7, 2018  
**Regarding:** Federal Gas Tax Funds – Electoral Area 'F', Vanderhoof Rural and  
 Electoral Area 'A', Smithers Rural  
 RDBN Recycle Depots – Phase 2 Set-Up

The Environmental Services Department has requested the Regional District's assistance in the form of Federal Gas Tax Funds to continue the set-up of the Recycle Depot at both the Vanderhoof and Smithers-Telkwa Transfer Stations.

This second phase of the Recycle Depot set-up consists of site preparation, the purchase of an office building, construction of a pole shed, electrical hook ups, etc. Estimated cost is \$93,000 per transfer station.

Total uncommitted Gas Tax Funds remaining in the Electoral Area 'F' allocation is \$274,559.50 and in the Electoral Area 'A' allocation is \$970,148.40. Director Petersen and Director Fisher are supportive of these projects and of accessing Federal Gas Tax Funds in the amount of up to \$93,000 (plus recoverable GST) from each of the Area 'F' and Area 'A' Gas Tax allocations for the respective projects. A Board resolution is required to contribute Federal Gas Tax Funds to these projects.

**RECOMMENDATION:**

1. That the RDBN Board of Directors authorize contributing up to \$93,000 (plus recoverable GST) of Electoral Area 'F' Federal Gas Tax allocation monies and up to \$93,000 (plus recoverable GST) of Electoral Area 'A' Federal Gas Tax allocation monies for the Phase 2 Set Up of the two Recycle Depots, located one each at the Vanderhoof Transfer Station and the Smithers-Telkwa Transfer Station, and further,

**(All/Directors/Majority)**

2. That the RDBN Board of Directors authorizes the withdrawal of up to \$186,000 from the Federal Gas Tax Reserve Fund.

**(Participants/Weighted/Majority)**



## Regional District of Bulkley-Nechako Memo Board Agenda – September 6, 2018

**To:** Chair Miller and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** August 1, 2018  
**Re:** Chinook Community Society Proposed Bylaw Changes

---

The Regional District and the Village of Burns Lake recently appointed staff to the Chinook Community Society for the time required to establish a trust fund capable of providing grants to the Lakes District community.

This society is being created to provide grants to the Lakes District community for funds received by the Village of Burns Lake and the Regional District from Chinook Community Forest.

Provided legal advice suggest that section 4.7 of the proposed bylaws be amended to:

"4.7 An appointee is not qualified to be a Director if he or she is:

- a) a local government elected official; or
- b) a local government employee if appointed five or more years after the Society's date of incorporation."

This will address the possible conflict of interest problem created by *Schlenker v Tormgrinson* where an elected official receives a stipend or some other form of remuneration and will also ensure that members of the public are appointed within a period of five years (when the trust fund is estimated to have grown to a suitable size to provide community grants).

The Village of Burns Lake has passed a motion supporting this change on August 7, 2018. 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 August 1, 2018 titled 'Chinook Community Society Proposed Bylaw Changes'" and that

"The Board of the Regional District of Bulkley Nechako resolve to amend the Chinook Community Society proposed bylaws by replacing bylaw 4.7 with:

*"An appointee is not qualified to be a Director if he or she is:*

- a) a local government elected official; or*
- b) a local government employee if appointed five or more years after the Society's date of incorporation."*





## Regional District of Bulkley-Nechako Memo Board Agenda – September 6, 2018

**To:** Chair Miller and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** July 24, 2018  
**Re:** Topley Road Rescue Budget Update Service #7406

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The Topley Road Rescue Service provides road rescue to portions of Electoral Areas "B" and "G".

In reviewing the budget with the Topley fire department volunteers, it was discovered that other road rescue services were not assessed an administration recovery expense. Administration expenses are normally only included on fire department service budgets. This minor budget amendment increases the grant to the Topley Volunteer Fire Department by \$1,553 and reduces central administration costs by \$1553. As both expenses are operational in nature a formal budget amendment is not required. To move forward with this change staff are requesting this minor budget amendment be endorsed.

The administration cost helps to cover rural fire department expenses (department #7603). A review of rural fire departments is currently being undertaken by the Regional Fire Chief.

The changes are highlighted in yellow on the attached service budget.

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 July 24, 2018 titled 'Topley Road Rescue Budget Update Service #7406'" and further that

"That the Board endorse the Topley Road Rescue Service #7406 minor budget amendment."

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
TOPLEY ROAD RESCUE/MEDICAL FIRST RESPONDERS (7406)**

	2015 Actual	2016 Actual	2017 Budget	2017 Actual	Five Year Financial Plan:				
					2018	2019	2020	2021	2022
<b>REVENUE:</b>									
400004 Taxation									
Portion of Electoral Area "G and Portion of Area B" SRV #36									
Converted Hospital Assessments (Completed Roll)	4,054,497	6,693,985		7,485,350					
Estimated Residential Tax Rate (cents per \$1,000)	0.1717	0.1040		0.0930					
By-law No. 1745, 2015 - \$7,000		6,998	6,883	6,883	6,863	6,963	6,963	6,963	6,963
430003 Debenture Proceeds									
490001 Transfer from Equity in TCA		1,000	1,000		1,000	1,000	1,000	1,000	1,000
499999 Prior Year's Surplus			80	80	100				
<b>TOTAL REVENUE</b> .....	<b>-</b>	<b>7,998</b>	<b>7,963</b>	<b>6,963</b>	<b>7,963</b>	<b>7,963</b>	<b>7,963</b>	<b>7,963</b>	<b>7,963</b>
<b>EXPENDITURE:</b>									
601207 Administration Recovery		625	1,553	1,553	0	0	0	0	0
608002 Liability Insurance (MIA)		20	100		100	100	100	100	100
611001 Repayment of Referendum Costs		963							
612220 Monthly Grant to Topley Volunteer Fire Dept		5,300	5,300	5,300	6,853	6,853	6,853	6,853	6,853
780101 Amortization Expense		1,000	1,000		1,000	1,000	1,000	1,000	1,000
781004 Contribute to Insurance Reserve		10	10	10	10	10	10	10	10
799999 Prior year's deficit									
<b>TOTAL EXPENDITURE</b> .....	<b>-</b>	<b>7,918</b>	<b>7,963</b>	<b>6,863</b>	<b>7,963</b>	<b>7,963</b>	<b>7,963</b>	<b>7,963</b>	<b>7,963</b>
<b>Revenues minus Expenditures</b>	<b>-</b>	<b>80</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

51



## Regional District of Bulkley-Nechako Memo Board Agenda – September 6, 2018

**To:** Chair Miller and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** July 24, 2018  
**Re:** Bylaw 1233 Amendment "Houston Rural Fire Protection"

Bylaw 1233 was established in 2002 to provide rural fire protection in Area "G" utilizing the District of Houston fire department. The ***Regional Districts Establishing Bylaw Approval Exemption Regulation*** allows for an increase in the maximum taxation limit without electoral assent every five years.

The calculated maximum increase in taxation is to move the requisition limit from \$2.25 per thousand to \$2.57 per thousand of net taxable value of improvements only. Last year's taxation requisition was \$1.96 per thousand for a total taxation of \$25,026.

An increase in the taxation limit will allow the service establishment bylaw the taxation "room" to contribute to the District of Houston's fire department based on the rural area's proportion of assessed improvements. It is recommended that bylaw 1838 that proposes to amend bylaw 1233 be given three readings. This bylaw is presented later in the agenda.

The contract with the District of Houston to provide fire services to the surrounding rural area has expired on December 31, 2017. RDBN and District of Houston staff have reviewed that attached renewal agreement that provides a six contract from January 1, 2018 to December 31, 2024. This agreement provides fire protection for 123 properties in Electoral Area G.

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 July 24, 2018 titled 'Bylaw 1233 Amendment "Houston Rural Fire Protection"' and further that

"The Board of Directors consider giving Bylaw 1838 three readings later in the agenda" and further that

"The Board of Directors of the Regional District of Bulkley-Nechako authorize the execution of the Fire Protection Services contract between the District of Houston and the Regional District of Bulkley-Nechako dated for reference August 16, 2018"

THIS AGREEMENT DATED FOR REFERENCE THE 16<sup>th</sup> DAY OF AUGUST 2018

BETWEEN:

Regional District of Bulkley-Nechako  
P.O. Box 820  
Burns Lake, British Columbia  
VOJ IE0

(the "Regional District")

OF THE FIRST PART

AND:

District of Houston  
P.O. Box 370  
Houston, British Columbia  
VOJ 1Z0

(the "Municipality")

OF THE SECOND PART

WHEREAS:

- A. The Regional District may by bylaw establish and operate a service under the provisions of section 332 of the *Local Government Act* to provide fire protection and suppression services.
- B. The Regional District has adopted "Houston Rural Fire Protection Service Establishment Bylaw No. 1233, 2002" as amended from time to time which provides for the provision of fire protection and suppression services for a portion of Electoral Area "G" by way of a contractual agreement with the Municipality.
- C. Under section 23 of the *Community Charter*, the Municipality may make agreements with a public authority respecting the undertaking, provision and operation of activities, works and services within the powers of a party to the agreement.
- D. The District of Houston Bylaw No. 839, 2001 (as amended), a bylaw of the District of Houston to provide for the continuation and operation of the Fire Department, authorizes the Houston Fire Department to supply firefighting services outside the Municipality's boundaries as provided in a written agreement or with the approval of Council.
- E. The Regional District and the Municipality entered into an agreement dated December 31, 2012 pursuant to which the Municipality agreed to provide fire protection and suppression services to the residents of the Houston Rural Fire

Service Agreement between  
Regional District of Bulkley-Nechako  
And District of Houston

Protection Service Area, which agreement expired on December 31, 2017 and the parties wish to renew the agreement for a further six years.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of mutual covenants and agreements herein contained, the parties hereto covenant and agree each with the other as follows:

### **TERM OF AGREEMENT**

1. The term of this Agreement is from January 1, 2018 to December 31, 2023 (the "Term").

### **SERVICE TO BE PROVIDED**

2. The Municipality agrees to provide fire protection and suppression services for and to the residents of the "Houston Rural Fire Protection Service Area" shown on Schedule "A" to "Houston Rural Fire Protection Service Establishment Bylaw No. 1233, 2002" (the "Rural Service Area") in the same manner and to the same extent as such services are provided to the residents of the Municipality, except as provided otherwise in this Agreement, and taking into account that differing supplies of water may exist within the Municipality and in the Rural Service Area. Without limiting the foregoing, the parties acknowledge that the Rural Service Area is not serviced with fire hydrants and that neither party is obliged to install or make available a system of fire hydrants within the Rural Service Area. The Municipality agrees that Houston Fire Department fire fighting apparatus, equipment and personnel shall be dispatched and deployed in a manner that maximizes the effectiveness of the Services that can be provided, in light of the limitations on the availability of water for fire fighting purposes within the Rural Service Area.
3. The Municipality agrees to operate its Fire Department and provide the Services in compliance with all laws, statutes, regulations, by-laws, and orders of all authorities having jurisdiction.

### **ESTABLISHMENT OF CAPITAL RESERVE FUND**

4. (1) The Municipality will cause the establishment and ongoing maintenance of a reserve fund pursuant to section 188 of the *Community Charter* for the purpose of funding capital expenditures by the Municipality for Fire Department purposes.  
(2) The Municipality may designate an amount of the fee for service described under section 5 for the purposes of depositing such funds into the reserve established under this section, which will be calculated as provided for under section 5.

Service Agreement between  
Regional District of Bulkley-Nechako  
And District of Houston

- (3) Any funds allocated to the Fire Department which are not expended by the Municipality will be deposited into the reserve established under this section.
- (4) On or before January 31 of each year of the Term, the Municipality will report to the Regional District the balance in the Reserve Fund and any additions or withdrawals from the Reserve Fund.

### **ANNUAL FEE FOR SERVICE**

5. On or before August 10<sup>th</sup> of each year during the Term the Regional District shall pay a service fee to the Municipality (the "Service Fee") by calculating and paying to the Municipality the Regional District Share, as follows:
  - a) The parties shall determine the converted hospital assessment on improvements within the District of Houston, the Rural Service Area and both areas together;
  - b) The parties shall calculate the percentage of the converted hospital assessment on improvements within the District of Houston (the "Municipal Share") and the Rural Service Area (the "Regional District Share") respectively; and
  - c) The parties shall apply those percentages to:
    - a. the sum of the following District of Houston Fire Department budgeted expenses for the year: i) operating costs; ii) debt repayment costs (including principal and interest); iii) any budgeted contribution to the Reserve Fund; and iv) other capital expenditures;.
    - b. less i) any amounts to be transferred or utilized from the Reserve Fund; ii) any amounts to be transferred or utilized from a Regional District capital reserve fund for the purpose of the Services; iii) any capital grants; and iv) less any other source of funds received by the Municipality for the use of the Fire Department including but not limited to the payments for any fire protection agreements from industry or commercial enterprises and the Province of British Columbia.

### **CAPITAL EXPENDITURES**

6. Capital expenditures by the Municipality for the Fire Department will be funded by the Municipality through current year revenues, grants, debt, and/or funds withdrawn from the Reserve established under section 4.

### **GENERAL**

7. In no event shall the Regional District Share exceed the amount that may be lawfully requisitioned by the Regional District under "Houston Rural Fire Protection

Service Establishment Bylaw No. 1233, 2002". The Board of the Regional District will consider amendment to the maximum requisition should the maximum taxation amount be reached during the life of this Agreement.

8. The Regional District and the Municipality will use the most recent assessment information provided by the British Columbia Assessment Authority in determining the converted hospital assessment on improvements.

### **CONSULTATION**

9. The Municipality shall consult with the Electoral Area "G" Director of the Regional District in the preparation of the Municipality's Fire Department Annual Budget. The Municipality shall provide the Regional District with the District of Houston Council approved Fire Department budget in time to be included in the Regional District's Annual Budget for each year, and in no event later than February 1<sup>st</sup>, together with a reconciliation of the prior year's Fire Department budget as compared to the prior year's actual expenditures.

### **RECORD OF FIRES**

10. The Houston Fire Department shall keep a record of fires within the District of Houston and the Rural Service Area for the benefit and information of both the Municipality and the Regional District. The Regional District and the Municipality acknowledge and agree that the printed, electronic and other records produced and maintained by the Municipality for the purpose of or in connection with the provision of the Services are records for the purpose of the *Freedom of Information and Protection of Privacy Act* and the parties agree to work together cooperatively and in a timely manner to ensure each party discharges its statutory duties under that Act.

### **INDEMNITY**

11. The Municipality shall indemnify and save harmless the Regional District from any and all liability arising out of the provision by the Municipality of the fire protection and suppression service contemplated by this Agreement and that arise from or are contributed to by the negligence of the Municipality, its officers, employees, agents or contractors.
12. The Regional District shall indemnify and save harmless the Municipality from any and all liability arising from the provision by the Municipality of the fire protection and suppression service contemplated by this Agreement and that arise out of or are contributed to by the negligence of the Regional District, its officers, employees, agents or contractors.

60

Service Agreement between  
Regional District of Bulkley-Nechako  
And District of Houston

**GENERAL PROVISIONS**

- 13. Time shall be of the essence of this Agreement.
- 14. This Agreement shall not be assigned by any of the parties .
- 15. Nothing in this Agreement shall be interpreted as creating an agency, partnership or joint venture among or between the parties.
- 16. This Agreement will enure to the benefit of and be binding upon the parties and their respective heirs, administrators, executors, successors, and permitted assignees.
- 17. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar. A waiver must be in writing to be effective.
- 18. The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- 19. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
- 20. This Agreement may be executed in counterparts and when the counterparts have been executed by the parties, each originally executed counterpart, whether a facsimile, photocopy or original, will be affected as if one original copy had been executed by the parties to this Agreement.

IN WITNESS THEREOF the said parties hereto have hereunto affixed their seals the day and year first above written.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO:**

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

\_\_\_\_\_  
Melany de Weerd, Chief Administrative Officer



Service Agreement between  
Regional District of Bulkley-Nechako  
And District of Houston

61

**DISTRICT OF HOUSTON:**

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Shane Brienen, Mayor

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Gerald Pinchbeck, Chief Administrative Officer

M:\Protective Services\Fire Services\Fire-General\1 - Bylaw Drafting\Final Municipal Fire Agreement.docx

62



## Regional District of Bulkley-Nechako Memo Board Agenda – September 6, 2018

**To:** Chair Miller and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** August 13, 2018  
**Re:** Fort St. James Fire Truck Budget Amendment for  
Local Service #7202

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The District of Ft. St. James is purchasing a pumper truck for the Ft. St. James Fire Department. This truck will be utilized as a secondary vehicle to provide extra pumping capacity for Area c Fire Protection including the Luck Bay Area. The municipality has requested that \$50,000 be withdrawn from the RDBN local service reserve account to support the purchase.

The Chief Financial Officer and the Regional Fire Chief recommend that this initiative be supported. The recommended changes are highlighted in yellow on the attached service budget.

A bylaw for a consolidated budget amendment will be brought back to the board during a later meeting that will include several minor budget changes including this recommended change if endorsed.

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 July 24, 2018 titled ‘Fort St. James Fire Truck Budget Amendment for Local Service #7202’” and further that

“That the Board endorse the Fort St. James Rural Fire Protect Budget amendment”

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
FORT ST. JAMES RURAL FIRE PROTECTION**

**(7202)**

	2015 Actual	2016 Actual	2017 Budget	2017 Actual	Five Year Financial Plan:				
					2018	2019	2020	2021	2022
<b>REVENUE:</b>									
400004 Taxation									
Portion of Electoral Area C									
Converted Assessments (Completed Roll)	13,099,924	13,483,782	13,459,706		14,132,481				
Estimated Residential Tax Rate (cents per \$1,000)	1.17	0.96	1.0903		1.0645				
Total Assessments (Completed Roll)	121,823,811	125,444,116	124,764,255		131,347,370				
Tax Rate on Total Assessments	1.25	1.03	1.18		1.15				
Bylaw 738, 1993: Limitation \$2.00/\$1,000 Land & Improvements	152,778	129,163	146,755	146,755	150,438	162,159	164,472	166,832	169,239
420001 Transfer from Capital Reserve Fund					50,000				
480001 Miscellaneous Revenue			0		0	0	0	0	0
499999 Prior year's Surplus									
<b>TOTAL REVENUE</b>	<b>152,778</b>	<b>129,163</b>	<b>146,755</b>	<b>146,755</b>	<b>200,438</b>	<b>162,159</b>	<b>164,472</b>	<b>166,832</b>	<b>169,239</b>

**EXPENDITURE:**

612250 Annual Contract with District of Ft. St. James

<b>Converted Hospital Assessment (Completed Roll)</b>									
District of Fort St. James	22,063,155	29,300,909	30,688,807		31,575,002				
Rural	13,099,924	13,483,782	13,459,706		14,132,481				
Luck Bay	2,301,285	2,310,950	2,263,325		2,392,150				
Total	37,464,364	45,095,641	46,411,838		48,099,633				
Rural Share	35.0%	29.9%	29.0%		29.4%	29.4%	29.4%	29.4%	29.4%
Projected Operating Budget	407,251	418,469	415,265		448,766	457,741	466,896	476,234	485,759
Lease for 2 Water Truck Retrofits						-	-	-	-
Less Contract Revenue	(57,015)	(58,586)	(61,466)		(82,000)	(64,084)	(65,365)	(66,673)	(68,006)
Additional Contract Revenue received in 2014	(16,906)								
Projected Capital Budget	25,000	10,000	14,000		-	13,000	13,000	13,000	13,000
Less Capital Project Funded by Rural but not spent		(25,000)							
Contribution to Fire Protection Capital Reserve	50,000	50,000	100,000		107,500	107,500	107,500	107,500	107,500
Withdrawal from Capital Reserve									
Total	408,330	394,883	467,799		474,266	514,158	522,031	530,061	538,253
Rural share	142,778	118,072	135,664		139,347	151,068	153,381	155,741	158,148

District of Fort St. James - Regular Annual	142,778	118,072	135,664	135,664	139,347	151,068	153,381	155,741	158,148
District of Fort St. James - New Fire Truck					50,000	-	-	-	-
601209 RDBN Administration		1,091	1,091	1,091	1,091	1,091	1,091	1,091	1,091
781003 Contribute to Capital Reserve (for fire truck)	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
799999 Prior Year's Deficit	0		0		-				
<b>TOTAL EXPENDITURE</b>	<b>152,778</b>	<b>129,163</b>	<b>146,755</b>	<b>146,755</b>	<b>200,438</b>	<b>162,159</b>	<b>164,472</b>	<b>166,832</b>	<b>169,239</b>
<b>Revenues minus Expenditures</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

163

64



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

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

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

**DATE: August 7, 2018**

**SUBJECT: Grant in Aid Applications**

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The following grant in aid applications have been received:

- Smithers District Chamber of Commerce – Electoral Area “A”
  - Environmental Business of the Year Award (\$173.87)
- Cops for Cancer – Electoral Area “D”
  - Cops for Cancer Tour de North (\$500)
- Royal Canadian Legion – Electoral Area “D”
  - Kitchen Garden (\$2,500)
- Southside Seniors Housing Society – Electoral Area “E”
  - Southside Garden Tour 2018 (\$500)

**RECOMMENDATION**

(all/directors/majority)

1. That the Smithers District of Chamber of Commerce be given \$173.87 grant in aid monies from Electoral Area “A” (Smithers Rural) for the Environmental Business of the Year Award.
2. That Cops for Cancer be given \$500 grant in aid monies from Electoral Area “D” (Fraser Lake Rural) for costs associated with the Cops for Cancer Tour de North.
3. That the Royal Canadian Legion be given \$2,000 grant in aid monies from Electoral Area “D” (Fraser Lake Rural) for costs associated with building a greenhouse for its kitchen garden.
4. That the Southside Seniors Housing Society be given \$500 grant in aid monies from Electoral Area “E” (Francois/Ootsa Lake Rural) for costs association with the Southside Garden Tour 2018.

65

**Cheryl Anderson**

**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** July 17, 2018 10:23 AM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application"  
**Attachments:** 5b4e25e8f12a2-2018 Budget for Regional District.xlsx



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

APPLICATION SUBMITTED BY:

***Smithers District Chamber of Commerce***

Mailing Address:  
PO Box 2379

Email:

*info@smitherschamber.com*

Contact Person:

*Heather Gallagher or Susan  
Bundock 250-847-5072*

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

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

Amount Requested:

173.87

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

**Yes**

\_\_\_\_\_  
(signature of authorized signatory) (title)

\_\_\_\_\_  
Signature of Electoral Area Director

Amount Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPLICATION PROFILE**

Is your organization voluntary and non-profit?:

Yes

ldo

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

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

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

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

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

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

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

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

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

*As of July 17 the chamber has 190 members.*

## **PROJECT PROPOSAL PROFILE**

RDBN Assistance Requested:

*special event*

Other Assistance Requested:

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

*The Smithers District Chamber of Commerce is once again planning to award the "Environmental Business of the Year Award" at the 2017 Community and Business Awards. This award was established in 2008 and since that time has been sponsored jointly by the Town of Smithers and the Regional District Bulkley Nechako. The Award sponsor is acknowledged on all of the Chamber's promotional material including posters, award night programs, the slide show featuring the award*

67

*finalists, all correspondence regarding the event and promotional material during the nomination process and the final voting procedures to members.*

Describe how this proposal will benefit the community:

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

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

**FUNDING AND FINANCIAL INFORMATION**

files Submitted:

[5b4e25e8f12a2-2018 Budget for Regional District.xlsx](#)

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

No

If not, please comment.:

Name of Grant or Funding Agency1:

Amount Applied for 1:

Status of Grant Application1:

Name of Grant or Funding Agency2:

Amount Applied for2:

Status of Grant Application2:

Name of Grant or Funding Agency3:

Amount Applied for3:

Status of Grant Application3:

Name of Grant or Funding Agency4:

Amount Applied for4:

Status of Grant Application4:

Have you received assistance before from us.

Yes

Year, Amount and Purpose for assistance

2017 \$157.50 for the same award

Year, Amount and Purpose for assistance

2017 \$157.50 for the same award

Does your organization:

100

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:  
a senior government or a local service agency?:

Provide an opportunity for individuals to make direct contributions?:

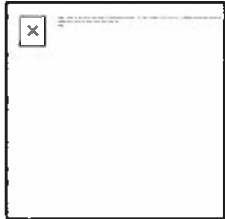
OR, is your organization: Part of a provincial or national fund raising  
campaign?:



69

**Cheryl Anderson**

**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** July 13, 2018 11:14 AM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application"  
**Attachments:** 5b48ebce94f2c-PROJECTED FOOD COST FOR COPS FOR CANCER RIDERS.docx



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

APPLICATION SUBMITTED BY:

***Cops For Cancer***

Mailing Address:  
*PO Box 70*

Email:

*judy.larocque@rcmp-grc.gc.ca*

Contact Person:

*Judy LaRocque, 250-699-7777  
Phone, 250-699-8454 Fax*

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*Cops for Cancer Tour de North riders travelling through Fraser Lake on September 15, 2018 overnight*

Amount Requested:

*\$500*

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

**Yes**

\_\_\_\_\_  
\_\_\_\_\_  
(signature of authorized signatory) (title)

\_\_\_\_\_  
Signature of Electoral Area Director

Amount Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPLICATION PROFILE**

Is your organization voluntary and non-profit?:

**Yes**

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

*The Cops for Cancer Rider's are travelling through on bicycles on September 15, 2018 and we would like help to provide them with dinner the night of the 15th of September.*

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

*Our area is inclusive of Area "D"*

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

*The financial aid will be used strictly for providing dinner to the Cops for Cancer Riders.*

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

*this is the 17th annual Cops for Cancer Tour De North ride and there will be approximately 30 riders and support staff in Fraser Lake for the night.*

## **PROJECT PROPOSAL PROFILE**

RDBN Assistance Requested:

*special event*

Other Assistance Requested:

*None*

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

*The Tour De North Riders (approx. 30 people) on bicycles will be arriving in Fraser Lake the evening of September 15, 2018. The ride is to promote assistance for Cops for Cancer Kids Camp for those families with children suffering with cancer. The request for financial backing is to provide a dinner for the rider's and support persons that will be here on the 15th.*

Describe how this proposal will benefit the community:

*This is an event that raises money to go towards the Camp for Kids. This camp is available to anyone who has a child suffering from cancer.*

## **FUNDING AND FINANCIAL INFORMATION**

files Submitted:

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

No

If not, please comment.:

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

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

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

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

Have you received assistance before from us.

Yes

Year, Amount and Purpose for assistance  
Year, Amount and Purpose for assistance

*2016 & 2014. \$500 Grant in Aid to help with accommodations.*

Does your organization:

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:  
a senior government or a local service agency?:

Provide an opportunity for individuals to make direct contributions?:

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

Yes  
Yes

72

**Cheryl Anderson**

---

**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** July 31, 2018 1:43 PM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application!"  
**Attachments:** 5b60c9ccc8d89-rdbn budget.pdf



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

APPLICATION SUBMITTED BY:

***Royal Canadian Legion***

Mailing Address:  
Box 211, Fraser Lake, BC

Email: *rcl274@outlook.com*  
Contact Person: *2506991234*

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*Our Kitchen Garden*

Amount Requested: *2500.00*

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

**Yes**

\_\_\_\_\_  
(signature of authorized signatory) (title)

\_\_\_\_\_  
Signature of Electoral Area Director

Amount Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPLICATION PROFILE**

Is your organization voluntary and non-profit?: **Yes**

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

*Benefits: "The essence of The Royal Canadian Legion is to serve Veterans and their dependents, to promote Remembrance and to act in the service of Canada and its communities."  
The Fraser Lake Legion kitchen cooks over 30 supper meals daily (and this number continues to grow), Mon-Fri for a minimal cost to the public. A large portion of the meals go to the community of Stelaten' First Nations and the majority of our customers are seniors or those who are physically handicapped in some way. We are also getting students coming in at lunchtime as we are across the street from our gr 4-12 school. What we cook in our kitchen is always made in the kitchen, from the soup and salad, to our burgers, bread and buns.*

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

*We serve the communities of Fort Fraser, Nadleh Whut'en, Fort Fraser, Fraser Lake, Stelat'en, and Endako, as well as the Veterans and their families in all 5 communities as well as those in Vanderhoof. Our goal is to serve our patrons as efficiently as we can so we in turn can serve our communities where and when needed.*

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

*There is no remuneration or funds paid to any officer or member of the executive. We have 2 paid kitchen staff and the rest are volunteers.*

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

*We currently have 83 members with several volunteers who are not members but are very active in our organization. We have been in operation in Fraser Lake since about the mid 60s. The exact date is unknown. We have members in Vanderhoof, Fraser Lake, Fort Fraser, Stelat'en and Nautleh Whut'en as well as other parts of BC and Canada.*

## **PROJECT PROPOSAL PROFILE**

RDBN Assistance Requested:

*capital project and/or equipment*

Other Assistance Requested:

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

*Our goal is to build and develop the back yard of the Fraser Lake Legion. We would do this by building a greenhouse and plant an edible garden that will supply the kitchen with fresh, healthy produce. Using locally grown produce and food ensures it is at its freshest and thereby its most nutritious. The*

*fresher it is, the better the taste, as well as being the most nutritious. Also growing it yourself, ensures that organic practices will be followed. We currently have an old fence around the property but due to neglect and age it needs to be replaced for both security and safety reasons. As it is to late to plant a greenhouse for this year, we would like to have it for the spring so we can get it going as soon as we can in the spring. Our goal is to also have some raised beds gardens as well.*

Describe how this proposal will benefit the community:

*We have 2 small grocery stores in town that are very helpful and try their best, but decent produce is usually not available, so we usually have to order from a warehouse 2 hours away and are unable to do a visual check before we buy Having our own supply that is reliable will make a big difference in quality of food. If there is an overabundance, we can work with our local senior center who has a food distribution center. We will be working with a local horticulturist as well as our local greenhouse to use plants that thrive in our climate and to plant them at the optimum time for their specific growing seasons. At this time there is no local farmer that sells produce in this area. We do have a local Farmers Market but they have very little produce for sale, usually excess from personal gardens now and then and are bought our right away.*

**FUNDING AND FINANCIAL INFORMATION**

files Submitted:

[5b60c9ccc8d89-rdbn budget.pdf](#)

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

Yes

If not, please comment.:

Name of Grant or Funding Agency1:

*Integrus Foundation*

Amount Applied for 1:

*4321.77*

Status of Grant Application1:

*Approved*

Name of Grant or Funding Agency2:

Amount Applied for2:

Status of Grant Application2:

Name of Grant or Funding Agency3:

Amount Applied for3:

Status of Grant Application3:

Name of Grant or Funding Agency4:

Amount Applied for4:

Status of Grant Application4:

Have you received assistance before from us.

Yes

Year, Amount and Purpose for assistance

*I know we did, just not sure of year and amount. Was used for kitchen renovations*

75

Year, Amount and Purpose for assistance

Does your organization:

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:

a senior government or a local service agency?:

Provide an opportunity for individuals to make direct contributions?:

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

76

**Cheryl Anderson**

**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** July 12, 2018 10:47 AM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application"!



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

APPLICATION SUBMITTED BY:

***Southside Seniors Housing Society***

Mailing Address:  
17781 Tatalrose Road Burns Lake, BC V0J 1E4

Email:  
Contact Person:

*mkhoesing@xplornet.com*  
*Kathy Hoelsing 250 694 3714*

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*Southside Garden Tour 2018*

Amount Requested: \$500.00

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

**Yes**

\_\_\_\_\_  
(signature of authorized signatory) (title)

\_\_\_\_\_  
Signature of Electoral Area Director

Amount Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPLICATION PROFILE**

Is your organization voluntary and non-profit? Yes

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



*Southside Seniors Housing Society's mandate is to provide housing for seniors on the Southside and surrounding areas.*

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

*The Southside of Francois Lake and surrounding areas.*

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

*N/A*

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

*Incorporated as a society in March of 2007. We have 30+ members.*

## **PROJECT PROPOSAL PROFILE**

RDBN Assistance Requested:

*special event*

Other Assistance Requested:

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

*The Garden Tour will be on the Northside this year. We will be boarding the school bus at the church parking lot next to Francois Lake School, at 10:00. The tour will start at 4420 Moe Road (4 km west of Burns Lake on Hwy 16). The next stop is the community garden in Burns Lake. We will then providing a light lunch. Next we will be travelling south of Burns Lake, stopping at 13826 Hwy 35. Final garden is on Brown Road and then we will be returning to the start point at about 2:00. Funding will cover cost of tour including the cost of the school bus and school board bus driver.*

Describe how this proposal will benefit the community:

*The garden tour is a wonderful social event enjoyed by all age groups in our community as well as attracting participants from the surrounding communities. We have the benefit of seeing beautiful local gardens as well as the produce and products that they provide to the community. Helps promote the idea of buying local first.*

## **FUNDING AND FINANCIAL INFORMATION**

78

files Submitted:

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

No

If not, please comment.:

Name of Grant or Funding Agency1:

Amount Applied for 1:

Status of Grant Application1:

Name of Grant or Funding Agency2:

Amount Applied for2:

Status of Grant Application2:

Name of Grant or Funding Agency3:

Amount Applied for3:

Status of Grant Application3:

Name of Grant or Funding Agency4:

Amount Applied for4:

Status of Grant Application4:

Have you received assistance before from us.

Yes

Year, Amount and Purpose for assistance

2017 \$500 Southside Garden  
Tour

Year, Amount and Purpose for assistance

Does your organization:

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:

a senior government or a local service agency?:

Provide an opportunity for individuals to make direct contributions?:

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

79



## Regional District of Bulkley-Nechako Board of Directors September 6, 2018

To: Chair Miller and the Board of Directors  
From: Corrine Swenson, Manager of Regional Economic Development  
Date: August 27, 2018  
Regarding: Letter to BC Rural Dividend Fund

---

Due to severity of the current wildfire events impacting the region, staff are requesting that the RDBN Board of Directors consider providing a letter to the BC Rural Dividend Program Office requesting that the Program Office:

- 1) Strongly consider applications made in the Fifth Round Intake from communities impacted by the 2018 Wildfires. These applications are expected to receive notification in November 2018.
- 2) Consider the timely implementation for a Sixth Round Intake for the BC Rural Dividend Fund prioritizing communities impacted by the 2018 Wildfires.

In addition, staff requests permission to cc the letter to the following elected officials:

John Rustad, MLA for Nechako-Lakes

Doug Donaldson, MLA – Stikine, Minister of Forests, Lands, Natural Resource Operations and Rural Development.

<b>RECOMMENDATION:</b>	<b>(All/Directors/Majority)</b>
That the Regional District of Bulkley-Nechako Board of Directors provide a letter to the BC Rural Dividend Program Office, MLA Rustad and MLA Donaldson with the requests above.	



## Regional District of Bulkley-Nechako Board of Directors Memorandum

**To:** Chair Miller and RDBN Board of Directors  
**From:** Deneve Vanderwolf, Regional Transit Coordinator  
**Date:** August 27, 2018  
**Re:** Transit Wrist Bands

---

A request was made on August 15 for the Regional District of Bulkley-Nechako to provide transit free of charge on the 161 route to Prince George and the 162 route to Smithers. Contact was made to both BC Transit and Pacific Western Transit. Prince George Transit already had a wrist band system in place.

The Bulkley-Nechako Transit System currently is utilizing orange wrist bands. The bands are handed out at the reception centres in Burns Lake and Smithers as well as at the Gathering Place in Burns Lake. So far, the demand has been minimal.

I would be pleased to answer any questions.

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

**That the Board ratify and authorize waving the \$5 fare for wild fire evacuees for the duration of the event.**



## Regional District of Bulkley-Nechako Board of Directors September 6, 2018

To: Chair Miller and the Board of Directors  
 From: Corrine Swenson, Manager of Regional Economic Development  
 Date: August 27, 2018  
 Regarding: User Generated Content Partner Network

---

In December, 2017 applications were submitted to Destination BC and the Rural Dividend Fund for participation in a User Generated Content Partnership, Crowdriff. This exciting program, headed by Destination Canada, will allow efficient and streamlined access to the authentic content captured on social media for use in marketing the region. The applications were successful and the annual Crowdriff membership was intended to be purchased in January, 2019.

Staff were able to negotiate with Crowdriff, a \$1,500 discount, a free month to set up the platform, and \$1,000 in Facebook advertisements. The agreement is in place and the RDBN as well as all municipal partners will have access to the program beginning in December, 2018. The Regional Economic Development Staff will support the municipalities with accessing the program as required. It is the intent of the Tourism Working Group and Staff to evaluate the effectiveness of the platform in 2019 to determine if the membership should be purchased for future years.

The budget for the program:

Expense	Budget	Actual
Cowdriff Membership	15,000	13,500
Total	\$ 15,000	\$ 13,500

Revenue	Budget	Actual
Destination BC	7,500	6,750
Rural Dividend	4,500	4,050
Regional District of Bulkley-Nechako	3,000	2,700
Total	\$ 15,000	\$ 13,500

Staff are happy to answer questions about the Crowdriff program.

Recommendation:	(All/Directors/Majority)
Receive.	

82



**Regional District of Bulkley-Nechako  
Rural Directors Committee Memorandum  
September 6, 2018**

To: Chair Benedict and Rural Directors  
From: Kristi Rensby, Finance/Administration Coordinator  
Date: August 7, 2018  
Regarding: Electoral Area Allocations of Federal Gas Tax Funds – Second Quarter 2018

---

The Electoral Area Allocations of the Federal Gas Tax Funds have been updated for the second quarter of 2018 as per the enclosed spreadsheet.

If you have any questions, I would be pleased to discuss them further with you.

**RECOMMENDATION:**

**(All/Directors/Majority)**

That the Rural Directors Committee receive the Finance/Administration Coordinator's August 7<sup>th</sup> memorandum titled "Electoral Area Allocations of Federal Gas Tax Funds – Second Quarter 2018".

Updated as of: June 30, 2018

**Federal Gas Tax Community Works Fund**

**Year: 2018**

<b>Electoral Area</b>	<b>Population</b>	<b>Opening Balance 2018</b>	<b>Interest Earnings</b>	<b>Funds Spent</b>	<b>Funds Committed</b>	<b>Funding Received</b>	<b>YTD Funds Available</b>
A	5,256	1,622,915.66	14,833.80	76,075.94	833,837.17	-	727,836.35
B	1,938	290,300.15	2,653.41	23,003.00	4,767.68	-	265,182.88
C	1,415	318,266.18	2,909.02	16,664.68	50,187.25	-	254,323.27
D	1,472	646,127.65	5,905.75	25,896.20	388,210.34	-	237,926.86
E	1,593	261,776.64	2,392.70	-	125,300.00	-	138,869.34
F	3,665	458,154.96	4,187.64	36,662.36	357,733.93	-	67,946.31
G	903	180,071.94	1,645.90	9,523.00	9,480.00	-	162,714.84
	<b>16,242</b>	<b>3,777,613.18</b>	<b>34,528.21</b>	<b>187,825.18</b>	<b>1,769,516.37</b>	<b>-</b>	<b>1,854,799.84</b>

83



## Regional District of Bulkley-Nechako Memo Board Agenda – September 6, 2018

**To:** Chair Miller and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** July 30, 2018  
**Re:** Licence of Occupation – Ft. St. James Rest Area

---

The Regional District held a license of occupation issued by the province in order to operate a rest area near the District of Ft. St. James.

Staff were requested to deactivate the site in preparation for the cancellation of this license. This included, removing garbage cans (including metal posts), removal of a gazebo and associated cement pad, remove of picnic tables and firepits, and to recontour and reseed all disturbed areas.

The province inspected the completed works and all work was found satisfactorily completed. The license was cancelled on July 27, 2018 and the Regional District no longer has any obligations with respect to this site.

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 July 24, 2018 titled ‘**Licence of Occupation – Ft. St. James Rest Area**’”



85



Our File: 0181968

July 27, 2018

Regional District Bulkley-Nechako  
PO Box 820  
Burns Lake BC V0J 1E0  
Via email: john.illes@rdbn.bc.ca

Dear Sir:

**Re: Cancellation Request of Licence of Occupation dated May 15, 2006 covering  
PART OF THE NORTH ½ OF DISTRICT LOT 549A RANGE 5 COAST DISTRICT**

I confirm that our office has received your cancellation request of the above noted Licence. **Effective July 27, 2018 your tenure has been cancelled.**

The Licence agreement is now at an end and any further occupation of the land will be considered as a trespass.

Should you require any further information, please contact me at 778-693-3036 or email [Evelyn.DuBois@gov.bc.ca](mailto:Evelyn.DuBois@gov.bc.ca) to discuss or make an appointment.

Thank you,

Evelyn DuBois  
Senior Portfolio Administrator

Pc: BC Assessment Authority, [northern.bc@bcassessment.ca](mailto:northern.bc@bcassessment.ca)  
Regional District of Bulkley-Nechako [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

86



## REGIONAL DISTRICT OF BULKLEY-NECHAKO MEMORANDUM

To: Chairperson Miller and Board of Directors (August 16, 2018)  
From: Rory Mckenzie  
Director of Environmental Services  
Date: August 3, 2018  
Subject: Submit the 2018 Solid Waste Management Plan for Approval by the Ministry of Environment and Climate Change

---

### Background

On July 26, 2017 The Environmental Services Staff received a proposal from Tetra Tech Canada Inc. to review and update the Regional District of Bulkley Nechako's Solid Waste Management Plan. In September 2017 the Board of Directors gave approval to award the 'RFP' to Tetra Tech Canada Inc. In the last 12 months since the award of the proposal the Environmental Services Staff along with Tetra Tech Canada Inc. and the Regional Solid Waste Advisory Committee have worked together to form what is now the new 2018 Solid Waste Management Plan.

### RECOMMENDATION

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "Submit the 2018 Solid Waste Management Plan for Acceptance by the Ministry of Environment and Climate Change" dated August 16, 2018.
2. Further, that the Board of Directors approve for adoption the 2018 Solid Waste Management Plan for Acceptance and Approval by the Ministry of Environment and Climate Change Strategy.
3. And further, that the Board of Directors direct staff to submit the 2018 Solid Waste Management Plan to the Ministry of Environment and Climate Change Strategy for approval.

Respectfully submitted,

Rory Mckenzie  
Director of Environmental Services



# 2018 SOLID WASTE MANAGEMENT PLAN

PREPARED FOR  
REGIONAL DISTRICT OF BULKLEY-NECHAKO

AUGUST 2018  
ISSUED FOR USE



Maura Walker & Associates  
CAREY McIVER & ASSOCIATES LTD.

Tetra Tech Canada Inc.  
1000 - 10th FL, 885 Dunsmuir St.,  
Vancouver, BC V6C 1N5  
Tel 604.685.0275

File No. 704-SWW.SWOP03664-01

88



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## TABLE OF CONTENTS

<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	Guiding Principles .....	1
1.2	Pollution Prevention Hierarchy and Targets .....	3
1.3	Plan Update Process .....	4
<b>2.0</b>	<b>PLAN AREA .....</b>	<b>5</b>
2.1	Population and Employment .....	6
2.2	Economic and Housing Data .....	7
<b>3.0</b>	<b>SOLID WASTE MANAGEMENT SYSTEM IN THE RDBN.....</b>	<b>8</b>
3.1	Plan History and Implementation Status .....	8
3.2	Current Solid Waste Management System .....	11
3.2.1	Collection Services .....	12
3.2.2	Facilities .....	14
3.3	System Participants .....	15
3.4	System Performance .....	16
3.4.1	Waste Disposal .....	16
3.4.2	Waste Composition .....	16
3.5	Key Issues .....	17
<b>4.0</b>	<b>GOALS AND STRATEGIES .....</b>	<b>18</b>
4.1	Reduce, Reuse, and Recycle Strategies .....	19
4.1.1	Strategy 1: Increase Reduction and Reuse .....	19
4.1.2	Strategy 2: Expand Access to Residential Recycling .....	19
4.1.3	Strategy 3: Increase Industrial Commercial Institution Sector Recycling .....	21
4.1.4	Strategy 4: Increase Organics Diversion .....	21
4.1.5	Strategy 5: Increase Construction and Demolition Waste Diversion .....	22
4.1.6	Strategy 6: Support Expansion of Extended Producer Responsibility Programs .....	22
4.1.7	Strategy 7: Support Household Hazardous Waste (HHW) Diversion .....	23
4.1.8	Strategy 8: Support Recycling and Diversion of Agricultural Plastics .....	23
4.1.9	Strategy 9: Expand Regional Education and Behaviour Change Programs .....	23
4.2	Residual Waste Management Strategies .....	24
4.2.1	Strategy 1: Continue to Operate the Clearview Sub-Regional Landfill .....	24
4.2.2	Strategy 2: Continue to Operate the Knockholt Sub-Regional Landfill .....	24
4.2.3	Strategy 3: Continue to Operate the Manson Creek Landfill .....	25
4.2.4	Strategy 4: Finalize Closure of Historical Landfills/Dumps .....	25
4.3	Supporting Policies and Bylaws .....	25
4.3.1	Assess Cost Recovery Through User Fees .....	25
4.3.2	Update Current Facility Regulation and User Fee Bylaw .....	26
4.3.3	Implement Disposal Charges for Camp Waste and Other Industries .....	26
4.3.4	Implement Municipal-Type Services Agreements with First Nations .....	26
4.3.5	Mitigate Illegal Dumping .....	27
4.4	Resulting Diversion Potential .....	27

<b>5.0</b>	<b>PLAN MONITORING AND MEASUREMENT .....</b>	<b>28</b>
5.1	Regional Solid Waste Advisory Committee .....	29
5.2	Annual Reporting .....	29
5.3	Five-Year Effectiveness Review .....	29
5.4	Waste Composition Studies .....	29
5.5	Plan Flexibility and Risk .....	29
<b>6.0</b>	<b>FINANCE AND ADMINISTRATION .....</b>	<b>30</b>
6.1	Staffing .....	30
6.2	Expenditures .....	31
<b>7.0</b>	<b>PLAN SCHEDULE .....</b>	<b>34</b>
7.1	Plan Implementation Schedule .....	34
<b>8.0</b>	<b>PLAN APPROVAL .....</b>	<b>35</b>

## LIST OF TABLES IN TEXT

Table 1-1:	Provincial Guiding Principles .....	1
Table 2-1:	Regional Demographic Information .....	6
Table 2-2:	Populations of Regional Electoral Areas and Municipalities .....	6
Table 2-3:	Occupied Dwelling Types in the RDBN (Statistics Canada 2016) .....	7
Table 3-1:	Summary of 1996 SWMP Completion Status .....	9
Table 3-2:	Collection Services Available by Municipality and Electoral Area .....	13
Table 3-3:	Municipal Solid Waste Management Participants .....	15
Table 4-1:	Anticipated Costs of Residual Waste Management Strategies .....	25
Table 4-2:	Diversion Potential with Programs Implemented .....	28
Table 4-3:	Category Items .....	28
Table 6-1:	Five-Year Financial Plan .....	32
Table 6-2:	Ten-Year Capital Plan .....	33
Table 7-1:	Implementation Schedule .....	34

## LIST OF FIGURES IN TEXT

Figure 1-1:	The Pollution Prevention Hierarchy .....	3
Figure 1-2:	Plan Update Process .....	4
Figure 2-1:	RDBN Plan Area .....	5
Figure 2-2:	Individual Income (Before Tax) in 2015 (Statistics Canada 2016) .....	7
Figure 3-1:	Historical Landfills and Dumps Closed Following the 1996 SWMP .....	11
Figure 3-2:	Components of the Current Solid Waste Management System .....	12
Figure 3-3:	Summary of Solid Waste Facilities and Waste Sheds .....	14
Figure 3-4:	RDBN Waste Disposal (tonnes landfilled) 2012-2016 .....	16
Figure 3-5:	Adjusted 2016 Waste Composition .....	17

---

## APPENDIX SECTIONS

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### APPENDICES

Appendix A	Tetra Tech's Limitations on the Use of this Document
Appendix B	SWMP Technical Memoranda
Appendix C	Plan Monitoring Advisory Committee Draft Terms of Reference
Appendix D	Plan Dispute Resolution Procedures

## ACRONYMS & ABBREVIATIONS

Acronyms/Abbreviations	Definition
BC	British Columbia
C&D	Construction and Demolition
CBSM	Community-based Social Marketing
EPR	Extended Producer Responsibility
FTE	Full Time Equivalent
HHW	Household Hazardous Waste
ICI	Industrial Commercial Institutional
OCC	Old Corrugated Cardboard
RDBN	Regional District of Bulkley-Nechako
RSWAC	Regional Solid Waste Advisory Committee
SWMP	Solid Waste Management Plan



93



### LIMITATIONS OF REPORT

This report and its contents are intended for the sole use of Regional District of Bulkley-Nechako and their agents. Tetra Tech Canada Inc. (Tetra Tech) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than Regional District of Bulkley-Nechako, or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this document is subject to the Limitations on the Use of this Document attached in the Appendix or Contractual Terms and Conditions executed by both parties.

## 1.0 INTRODUCTION

In British Columbia (BC), regional districts develop solid waste management plans (SWMPs) under the provincial Environmental Management Act. SWMPs are long term visions of how each regional district would like to manage its solid waste in accordance with the pollution prevention hierarchy. These plans are renewed on a 10-year cycle to ensure that they reflect the current needs of the regional district as well as current market conditions, technologies and regulations.

In 2017, the Regional District of Bulkley-Nechako (RDBN) initiated a renewal of its 1996 SWMP to set waste management principles, targets and strategies for the next ten years. The SWMP review process considered existing solid waste management policies and programs; identified and evaluated options for reduction, diversion and residual management; and addressed financial implications including staff requirements and cost recovery.

This draft document represents an update of the RDBN's 1996 SWMP and once approved by the Province (along with any approval conditions), becomes a regulatory document for solid waste management and serves to guide the solid waste management related activities and policy development in the RDBN. In conjunction with regulations and operational certificates that may apply, this plan regulates the operation of sites and facilities that make up the region's waste management system.

### 1.1 Guiding Principles

A SWMP provides regional districts – and their residents and businesses – clear direction on how they will achieve their solid waste goals. The province has provided guiding principles to follow in the development of SWMP as presented in Table 1-1.

**Table 1-1: Provincial Guiding Principles**

No.	Provincial Guiding Principles
1	Promote zero waste approaches and support a circular economy.
2	Promote the first 3 Rs (reduce, reuse and recycle).
3	Maximize beneficial use of waste materials and manage residuals appropriately.
4	Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes.
5	Prevent organics and recyclables from going into the garbage wherever practical.
6	Collaborate with other regional districts wherever practical.
7	Develop collaborative partnerships with interested parties to achieve regional targets set in plans.
8	Level the playing field within regions for private and public solid waste management facilities.

The Regional Solid Waste Advisory Committee (RSWAC), was established by the RDBN Board to review the existing SWMP and provide input from a stakeholder and community perspective, reviewed these guiding principles and modified them as described below based on priority.

**1. Promote the first 3 Rs (reduce, reuse and recycle).**

Elevate the importance of waste prevention by prioritizing programming and provision of services for the first 3 Rs in the 5 R pollution prevention hierarchy. Implement programs and services that consider provincial and regional targets for waste reduction and environmental protection. Encourage investments in technology and infrastructure, and ensure they occur as high up on the hierarchy as possible.

**2. Prevent organics and recyclables from going into the garbage wherever practical.**

Maintaining a system to prevent organics and recyclables from going into the garbage will provide clean feedstock of greater economic value as well as a potential end product use to the recycling industry, while reinforcing behaviour to reduce, reuse and recycle. Innovation in separation solutions, establishment and enforcement of disposal restrictions or other creative means will influence this approach.

**3. Level the playing field within and between regions to support equitable access to waste management and diversion opportunities throughout the province.**

Solid waste management facilities within a region should offer a similar level of service wherever practical. A consistent set of criteria should be used to evaluate the programs available at regional facilities. The region should advocate for equitable access to provincially mandated programs to ensure that rural and northern communities are receiving equivalent benefit from available programs.

**4. Promote zero waste approaches and support a circular economy.**

Encourage a shift in thinking from waste as a residual requiring disposal, to waste as a resource that can be utilized in closed-loop systems. Zero waste approaches aim to minimize waste generation and enable the sustainable use and reuse of products and materials. At the local level, look to remove barriers or encourage opportunities that will contribute to towards the establishment of a circular economy.

**5. Develop collaborative partnerships with interested parties to achieve regional targets set in plans.**

Strengthen partnerships with interested parties to achieve regional targets. All waste and recycling sector service providers, associations, and environmental organizations, product stewardship producers and agencies, and waste generators are key interested parties in achieving these targets. Cooperative efforts will optimize successful outcomes. Encourage a marketplace that will complement stewardship programs and drive private sector innovation and investment towards achievement of targets.

**6. Collaborate with other regional districts wherever practical.**

Collaboration on many aspects of solid waste management (e.g., to access facilities and markets, share campaigns and programs) will support the most efficient and effective overall municipal solid waste system. Partner with neighbouring regions to advocate to senior levels of on common issues.

**7. Maximize beneficial use of waste materials and manage residuals appropriately.**

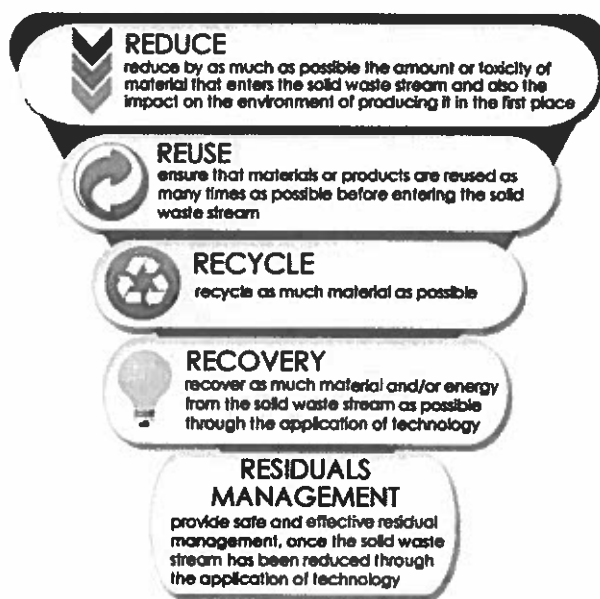
Technology, best practices and infrastructure investments should continue to develop to recover any remaining materials and energy from the waste stream, and to manage residuals for disposal.

**8. Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes wherever practical.**

Producer and user responsibility for the management of products can be supported through the provision of market-based incentives, disposal restrictions on industry-stewarded products, zoning to support collection facilities, and support for reuse and remanufacturing businesses. Education and behavior change strategies aimed at consumers and businesses will help foster further waste reduction, reuse and recycling. For example, user fees can be managed as incentives to increase waste reduction and diversion.

**1.2 Pollution Prevention Hierarchy and Targets**

This plan adopts the 5 R pollution prevention hierarchy as illustrated on Figure 1-1.



**Figure 1-1: The Pollution Prevention Hierarchy**

Source: (BC Ministry of Environment and Climate Change Strategy<sup>1</sup>)

The SWMP's proposed goals, strategies and actions are laid out in Section 4.0 and are presented in the order of the hierarchy: reduce, reuse, recycle, and residual waste management. Section 5.0 provides information on plan monitoring while Section 6.0 addresses financing and cost recovery and Section 7.0 provides the anticipated implementation schedule.

The implementation of the proposed strategies and actions over a 10-year timeframe is expected to reduce the annual per person disposal rate from 600 kg per capita in 2016 to 500 kg per capita over the next 10 years, by 2028, through a phased approach. Phasing implementation will optimize existing and implement new waste reduction and diversion programs with the capacity to reduce disposal per capita. This disposal rate target will contribute to meeting the BC Ministry of Environment and Climate Change Strategy's (Ministry) target provincial average disposal rate of 350 kg per capita per year by 2020.

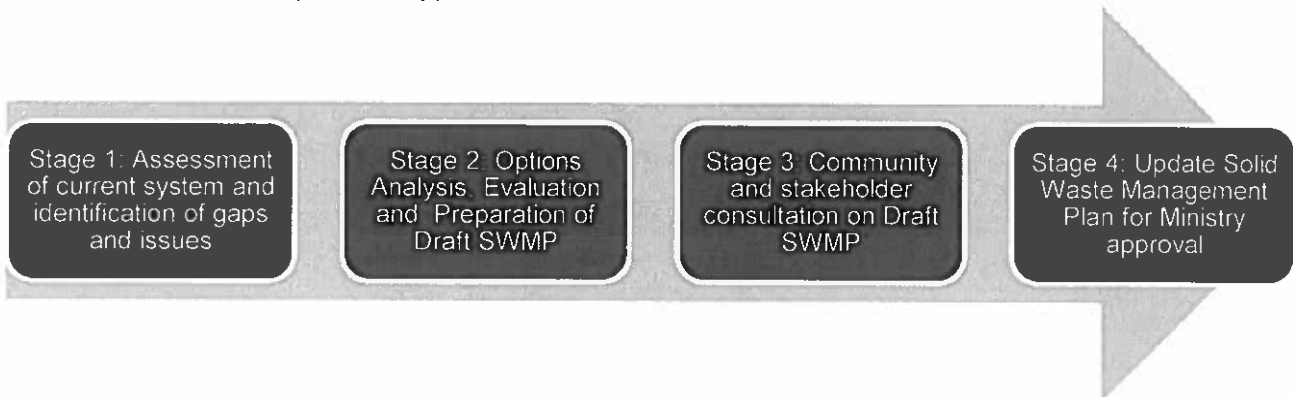
<sup>1</sup> Ministry of Environment Zero Waste & the Circular Economy (2017) <http://www2.gov.bc.ca/gov/content/environment/waste-management/zero-waste>

### 1.3 Plan Update Process

The process to review and update the SWMP was conducted in four stages as illustrated on Figure 1-2. During Stage One, the current system for managing municipal solid waste in the RDBN was assessed to identify potential gaps and opportunities. The findings of Stage One were presented in the Current Solid Waste Management System Report. Stage One also included establishment of the RSWAC which has provided input throughout the planning process.

Stage Two comprised analysis, evaluation and the development of a Draft SWMP. The options related to additional reduction and diversion as well as residual management were presented to the RSWAC in meetings and in two technical memoranda. A series of options were selected by the RSWAC for further analysis to determine costs, financial implications, and policy requirements. The RSWAC provided input on the ultimate inclusion of items within the Draft SWMP, which was approved for consultation by the RDBN Board of Directors.

In Stage Three the RDBN consulted the public, municipal and First Nations partners, and key stakeholders to collect feedback on all elements of the Draft SWMP. Stage Four included the final update of the SWMP for submission to the Ministry for final approval.



**Figure 1-2: Plan Update Process**

Several reports, as listed below, were prepared by the consultants to assist the RWSAC with their deliberations. These documents are available on the solid waste management page of the RDBN's website<sup>2</sup>. These reports, as seen in Appendix B, include:

- Current Solid Waste System Report;
- Technical Memorandum 1: Disposal Options;
- Technical Memorandum 2: Diversion Options; and
- Technical Memorandum 3: Options Costing and Financial Implications.

<sup>2</sup> Regional District of Bulkley-Nechako SWMP Site 2017  
<https://www.rdbn.bc.ca/environmentalservices/solid-waste-management/waste-watchers>

## 2.0 PLAN AREA

The SWMP applies to the entire RDBN region and includes the Town of Smithers, the Districts of Vanderhoof, Fort St. James and Houston, the Villages of Fraser Lake, Burns Lake, Granisle, Telkwa, the unincorporated community of Fort Fraser, and Electoral Areas A (Smithers Rural), B (Burns Lake Rural), C (Fort St. James Rural), D (Fraser Lake Rural), E (Francois/Ootsa Rural), F (Vanderhoof Rural) and G (Houston Rural), as shown on Figure 2-1.

The RDBN is located in central BC. It is bounded by the Regional District of Fraser-Fort George to the east, the Cariboo Regional District to the south, the Regional District of Kitimat-Stikine to the west and Stikine and Peace River Regional Districts to the north.

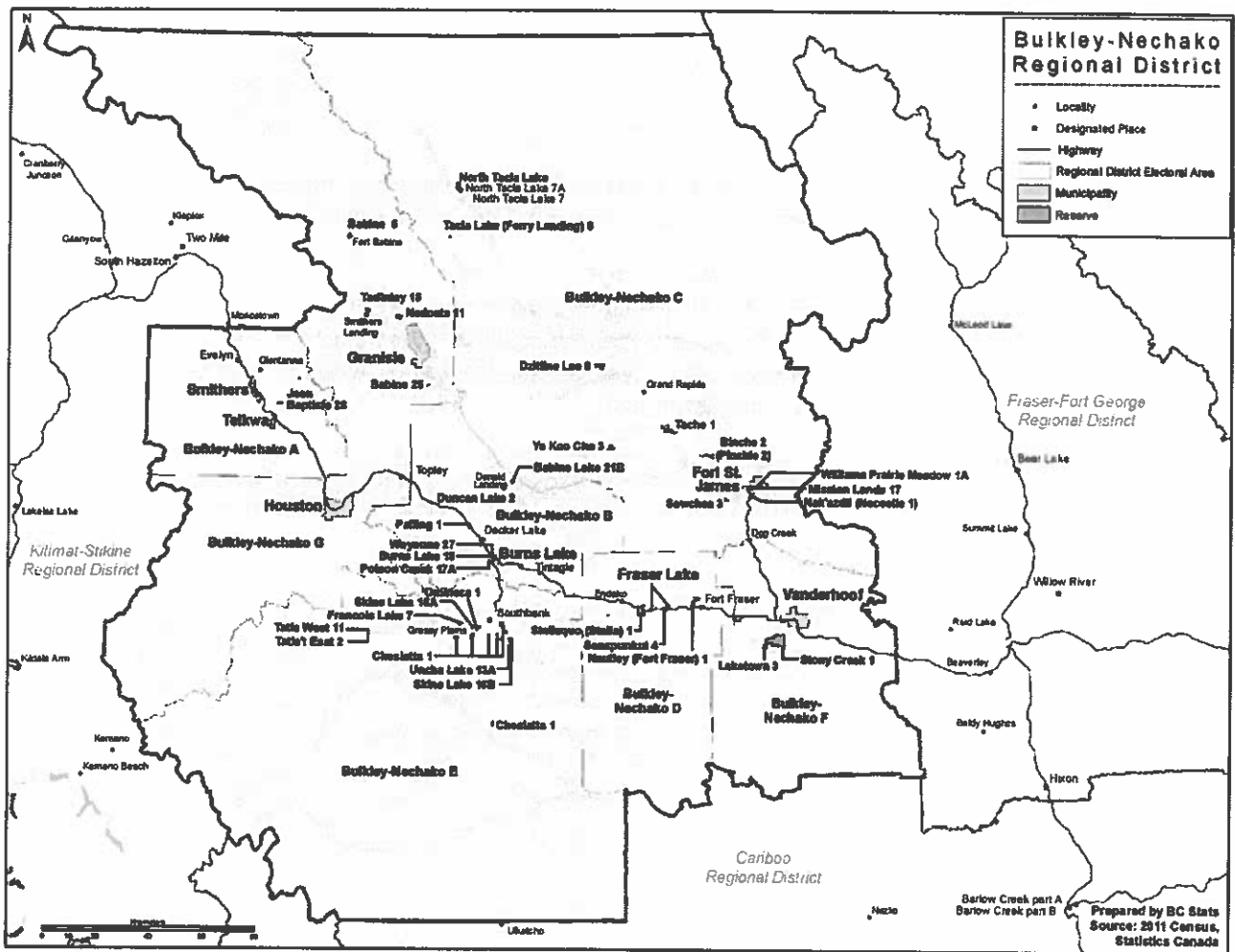


Figure 2-1: RDBN Plan Area<sup>3</sup>

<sup>3</sup> BC Statistics Census Boundary Maps 2017

<https://www2.gov.bc.ca/gov/content/data/geographic-data-services/land-use/administrative-boundaries/census-boundaries>

## 2.1 Population and Employment

The RDBN has seen an overall decrease in population since the 1996 SWMP was developed, as presented in Table 2-1. Data from Statistics Canada indicates that the Region's population has decreased slightly from 41,642 in 1996 to 37,896 in 2016, an average decrease of approximately 0.45% per year. This population decrease was most significant in rural areas.

**Table 2-1: Regional Demographic Information**

Demographic Measure	Reported by Statistics Canada <sup>4</sup>
Population, 2016	37,896
Population, 2011	39,208
Population, 2006	38,243
Population Change, 2011 to 2016	-3.3%
Population Change, 2006 to 2016	0.9%
Total private dwellings, 2016	17,564
Private dwellings occupied by usual residents, 2016	15,101

The population of RDBN is spread over the region's 73,000 km<sup>2</sup>, with the majority of the population clustered along the Highway 16 corridor. The region's largest population centres are the Town of Smithers in the West and District of Vanderhoof in the East.

The Statistics Canada data does not include the First Nations population which was estimated at 2,826 based on service agreements in the 2016 census. Table 2-2 summarizes community and electoral area populations based on 2016 census data from Statistics Canada and 2017 First Nations populations living on reserve based on RDBN service agreements which estimate First Nations population.

**Table 2-2: Populations of Regional Electoral Areas and Municipalities**

Community	Population 2016 <sup>5</sup>	Estimated First Nations Population <sup>6</sup>
Town of Smithers	5,401	-
District of Vanderhoof	4,439	-
District of Houston	2,993	-
Village of Burns Lake	1,779	-
District of Fort St. James	1,598	-
Village of Telkwa	1,327	-
Village of Fraser Lake	988	-
Village of Granisle	303	-
Unincorporated Community of Fort Fraser	275	-
Electoral Area A (Smithers Rural)	5,256	-
Electoral Area B (Burns Lake Rural)	1,938	509
Electoral Area C (Fort St. James Rural)	1,415	1,435
Electoral Area D (Fraser Lake Rural)	1,472	409
Electoral Area E (Francois/Ootsa Rural)	1,593	142
Electoral Area F (Vanderhoof Rural)	3,665	331
Electoral Area G (Houston Rural)	903	-
Subtotal	35,345	2,826
<b>Total</b>		<b>38,171</b>

<sup>4</sup> Statistics Canada 2016 Census Profile – RDBN <http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

<sup>5</sup> Population estimates based on Statistics Canada 2016 Census Profiles <http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E&TABID=1>

<sup>6</sup> First Nations populations estimated based on existing service agreements with the RDBN.

## 2.2 Economic and Housing Data

RDBN has a varied economy located within 8 unique municipalities, 7 electoral areas, and 13 First Nations. Income distribution in the region is similar to the province as a whole with proportionally more middle and higher income individuals than average. Manufacturing and resource management (e.g., agriculture/forestry/fishing/hunting) were the leading sources of employment in 2011; both of these industries employed a greater proportion of the labour force than anywhere else in northern BC.

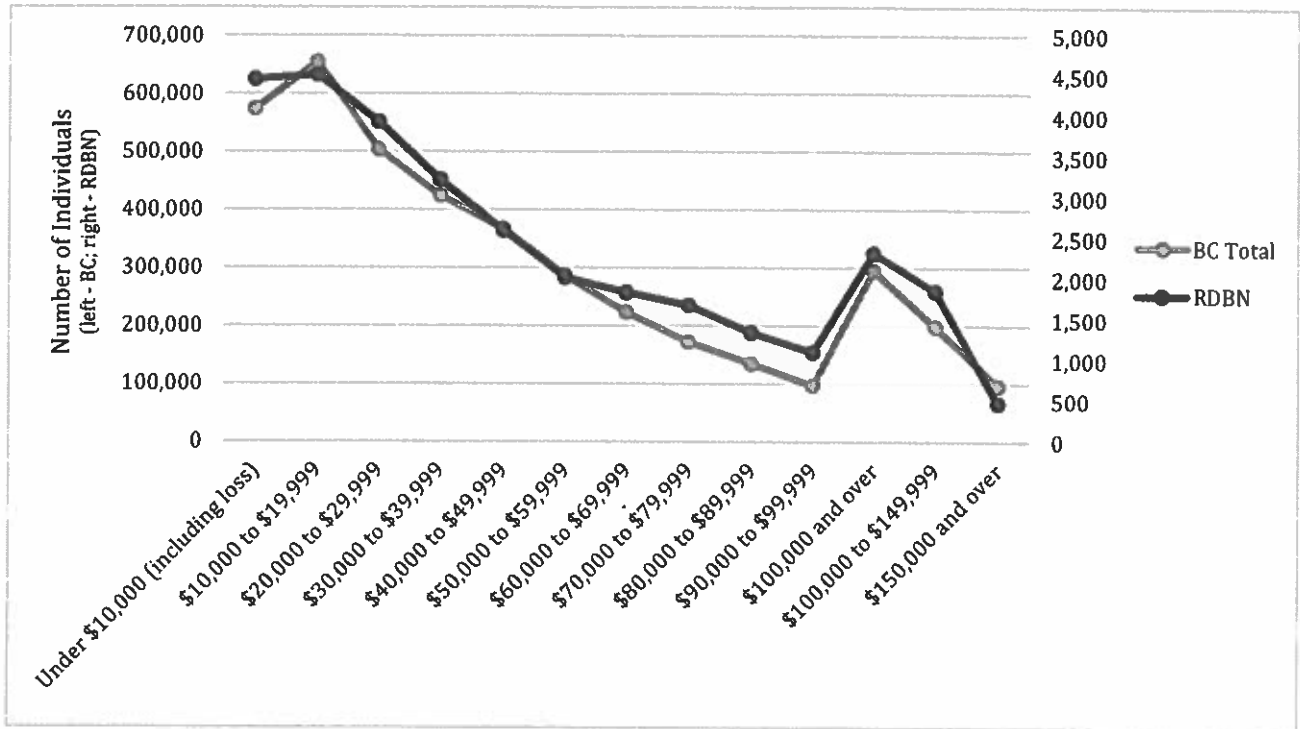


Figure 2-2: Individual Income (Before Tax) in 2015 (Statistics Canada 2016)

The most recent census data indicates that in 2016, there were 15,105 occupied private dwellings in the RDBN. For the purposes of the solid waste management planning, over 95% of the region’s housing stock is considered to be single-family with only 6% of dwellings considered to be multi-family (apartments). This distinction is important with respect to access to curbside collection services, which is discussed in Section 3.2.1.

Table 2-3: Occupied Dwelling Types in the RDBN (Statistics Canada 2016)

Occupied Dwelling Type	Number	Proportion
Single Detached House	11,745	78%
Semi-Detached, Row House, Duplex	935	6%
Apartments	935	6%
Movable Dwelling (mobile homes and other movable dwellings)	1,490	10%
<b>Total</b>	<b>15,105</b>	<b>100%</b>

\* Based on Statistics Canada 2016 Census Profiles, which exclude First Nations populations.



## 3.0 SOLID WASTE MANAGEMENT SYSTEM IN THE RDBN

This section provides a summary of the implementation status of the 1996 SWMP as well as an overview of the current solid waste management system, including data on the quantity and composition of solid waste disposed. This information was used to determine the options available to the RDBN to improve the existing system and is the baseline from which the 2018 SWMP was developed.

### 3.1 Plan History and Implementation Status

The RDBN's original 1996 SWMP transformed solid waste management in RDBN from many small disposal sites to two sub-regional landfills and one small modified landfill supported by a series of local transfer stations. In 2008, the RDBN commissioned a Stage 1 report to assess the solid waste management system. At that time, they decided to continue work on implementing the original SWMP instead of completing Stage 2 and Stage 3 of a full SWMP update. The completion of key items from the 1996 SWMP were in progress and no additional options could be accommodated by available resources.

The overall goal of the 1996 SWMP is to provide for the most environmentally safe and economically feasible method of managing solid waste in the region. The 1996 SWMP developed the following objectives to meet this goal:

- That the weight of solid waste per capita requiring disposal be reduced (using the volumes in 1990 as our standard) by using the most environmentally and economically efficient methods acceptable to the taxpayer and that the suggested reduction of 30% by 1998 and 50% by the year 2000 be used as a method of judging our efforts.
- That this reduction be achieved through sequential strategies of reduction, reuse, recycling and composting.
- That the SWMP identify problems with the present disposal system and supply possible solutions.
- That the SWMP be funded through an appropriate mix of user-pay and taxation mechanisms.

A number of the strategies and policies identified in the 1996 SWMP have been completed or are currently being carried out. Table 3-1 summarizes the strategies and policies identified in the 1996 SWMP and implementation progress at the time of writing.

**Table 3-1: Summary of 1996 SWMP Completion Status**

Strategy	Status	Notes
<b>Reduction and Reuse Programs – 12.5% Diversion Anticipated</b>		
<i>Objective: To reduce and reuse the amount of waste generated as much as is practically possible.</i>		
Education/media campaign.	Partially complete	Some education and outreach programs are in place. All major solid waste facilities are listed on the RDBN website and regional recycling brochures.
Tipping fees and variable rate charges.	Cancelled	Tipping fee changes have been considered but not changed. RDBN staff completed studies in 1999 and 2004 to assess options for tipping fees. Implementation of tipping fees was discussed in Inter-Municipal, RDBN Board, and APC meetings in 1998 and 1999. The RDBN Board has deferred implementation of tipping fees for municipal solid waste but has approved fees for specific materials.  Materials with tipping fees include special materials (construction and demolition), specified materials (specified risk materials, asbestos, appliances containing ozone depleting substances), and contaminated soils.
Tag-bag charges.	Cancelled	RDBN does not charge for residential waste dropped-off at regional facilities. Bag tagging was considered as an option in the 1999 User-Pay Implementation System study completed by RDBN staff.  Some municipalities (Burns Lake, Telkwa, and Smithers) have instituted variable rates for garbage collection and limits on disposal where cart-based collection is in place.
Waste reduction plans/waste audit manuals.	Not complete	No audit guides have been provided by RDBN to institutions or businesses to support diversion.
Reuse facilities at landfills and transfer stations.	Complete	Reuse sheds have been developed at all public landfills and transfer stations.
Political initiatives.	Complete	RDBN has contributed to lobbying and communication with senior levels of government.
Community group initiatives.	Complete	RDBN has provided information and grants to non-profit groups to promote waste reduction.
<b>Recycling – 8% to 14% Diversion Anticipated</b>		
<i>Objective: To support recycling as a viable method of reducing solid waste going to landfills provided that it is economically viable.</i>		
Residential recycling (sub-regional or region-wide).	Complete	Limited recyclable materials are accepted at RDBN-operated public solid waste facilities (landfill and transfer stations) including metals, propane tanks, and limited household recycling (mixed paper, mixed containers). The compactor units envisioned for drop-off depots have not been installed.  Curbside recycling for the residential sector is available in Smithers, Telkwa, and Fort St. James.  Private depots exist in most communities supported by extended producer responsibility (EPR) organizations (Encorp, Product Care, Recycle BC, etc.).
Commercial recycling.	Complete	Cardboard recycling was stimulated through the 2016 cardboard ban from landfills and transfer station tipping floors. RDBN provides commercial recycling bins at a number of locations in the region.
Ferrous metals and white goods recycling.	Complete	RDBN stockpiles these materials separately from the garbage stream for future recycling at all solid waste facilities it operates.
<b>Composting – 1% Diversion Anticipated</b>		
<i>Objective: To encourage composting as a method for waste reduction.</i>		
Backyard composting.	Complete	RDBN sells subsidized backyard composters to the community.
Centralized yard waste composting.	Complete	RDBN is working with local community gardens to support composting. Yard waste is collected for composting at all transfer stations. Food waste is not targeted as key material stream within this program.

Strategy	Status	Notes
<b>Residuals Management</b>		
<i>Objective: To operate all regional landfills in accordance with BC Environment's Landfill Criteria for Municipal Solid Waste, June 1993.</i>		
Closure of landfills** and replacement with transfer stations.	Partially complete	Closure operations have been completed but must be reviewed by the Ministry of Environment and Climate Change Strategy (Ministry). The RDBN will work with the Ministry to assess abandonment of historical disposal site permits.
Operation of two sub-regional engineered landfills and Manson Creek Landfill to meet Landfill Criteria.	Complete	Operations are underway at the RDBN's three remaining landfills.
Development of a transfer station network to replace closed landfills.	Complete	Transfer stations have been developed on many historical landfill locations.
<b>Problem Wastes</b>		
<i>Objective: To manage all problem wastes in an environmentally safe yet economic manner.</i>		
Household hazardous waste (HHW) program support and lobbying.	Partially Complete	Regeneration (Product Care Association) currently manages most typical HHW products and supports several depots in the region.
Investigate alternative methods for managing wood waste.	Deferred	RDBN has considered alternative methods but has not identified any long-term economically feasibility management technique.
Accept animal carcasses at landfill sites.	Complete	Procedures are in place to manage landfill disposal of specified risk material from local slaughter houses and hunting. A fee is in place for disposing of animal carcasses from outside of the region.
Ban tires for landfill sites and transfer stations.	Complete	Tires are not disposed in the landfill or accepted at transfer stations. Local tire shops are responsible for collecting and recycling tires.
<b>Financing</b>		
Financing the system through user-pay (70%) and taxation (30%).	Cancelled	Currently the majority of the system is financed through taxation.
<b>Administration</b>		
<i>Objective: To coordinate policies of this plan with other interested stakeholders.</i>		
RDBN is responsible for reduction, reuse, recycling, and composting, waste transfer and disposal.	N/A	RDBN manages solid waste in the region and provides oversight of recycling, which is offered by a mixture of public and private entities.
A permanent Plan Monitoring Advisory Committee should ensure that the plan is implemented.	Partially Complete	The board's solid waste committee monitored progress on the plan initially but the committee was not maintained long term.
The plan should be subject to annual reviews and a major review every five years.	Partially Complete	Internal annual reviews of the plan have occurred but only one addendum was officially completed. A major review has not occurred since plan creation in 1996.
RDBN will encourage communication among all stakeholders affected by the plans.	Partially Complete	Some amount of communication occurs between RDBN and stakeholders but no consistent forum has been created to foster regular stakeholder communication.
Staffing may include a waste management coordinator/planner and a field services supervisor.	Complete	Historically staffing levels in the Environmental Services department have included sufficient resources to support ongoing operations.

\*\* Inactive landfills closed following the 1996 SWMP include Vanderhoof Landfill, Fort St. James Landfill, Fraser Lake Landfill, Fort Fraser Landfill, Ootsa Lake Landfill, Burns Lake Landfill, Granisle Landfill, Smithers Landing Landfill, Old Smithers Landfill, Smithers/Telkwa Landfill, Endako Landfill, Cluculz Lake Landfill, Francois Lake, Grassy Plains Landfill, Southbank Landfill, Tatalrose Landfill, Topley Landing Landfill, Topley Landfill, Perow Landfill, Palling Landfill and Houston Landfill.

Inactive landfills (historical landfills/dumps) closed following the 1996 SWMP are identified in Figure 3-1.

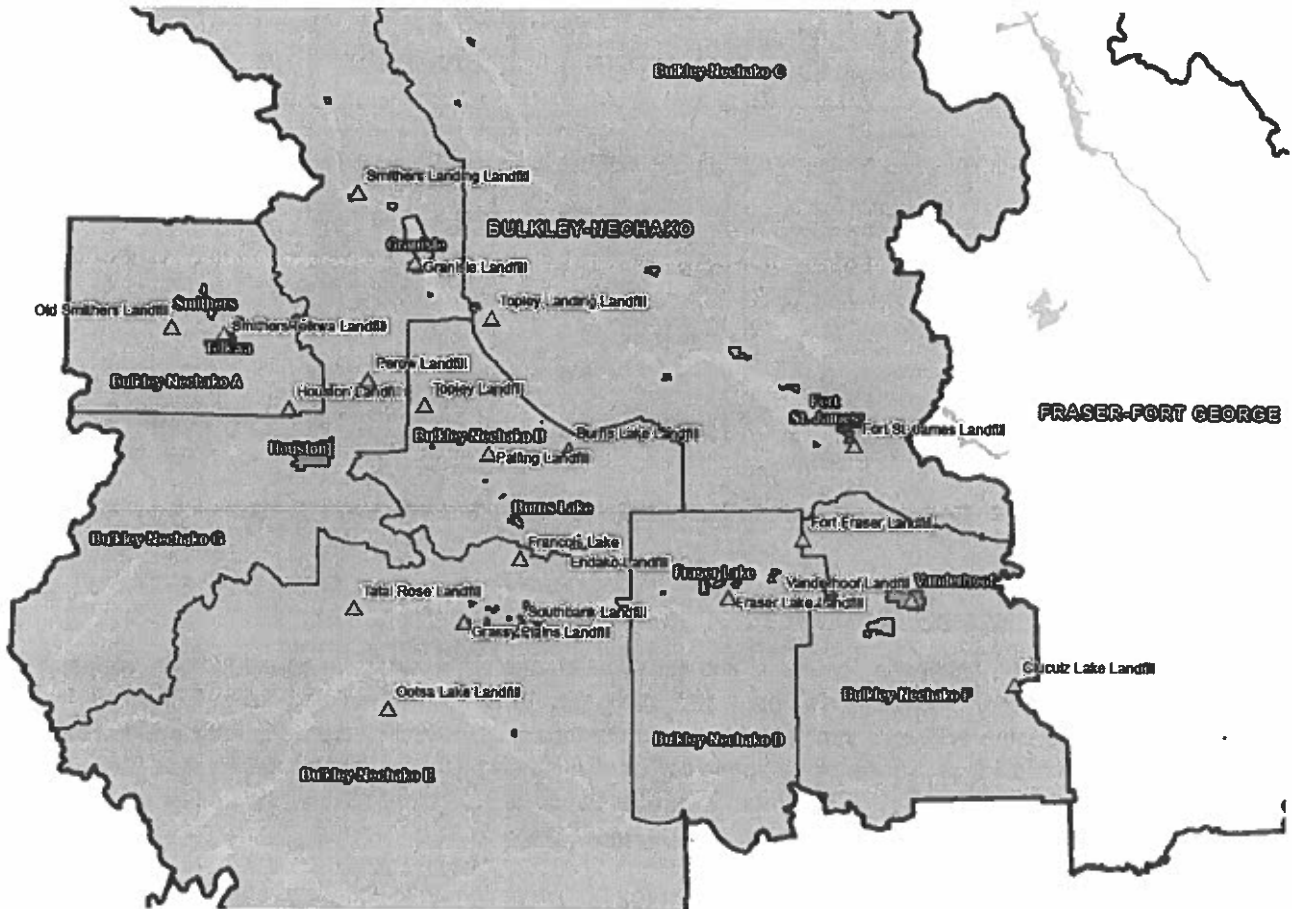


Figure 3-1: Historical Landfills and Dumps Closed Following the 1996 SWMP

### 3.2 Current Solid Waste Management System

Figure 3-2 outlines the key components of the RDBN current system for managing municipal solid waste, from those initiatives that prevent the creation of waste to collection to diversion, and then finally disposal. Waste generators are also included in this figure as a key component of the system since these are the sources of the solid waste that must be managed through collection, diversion and disposal.

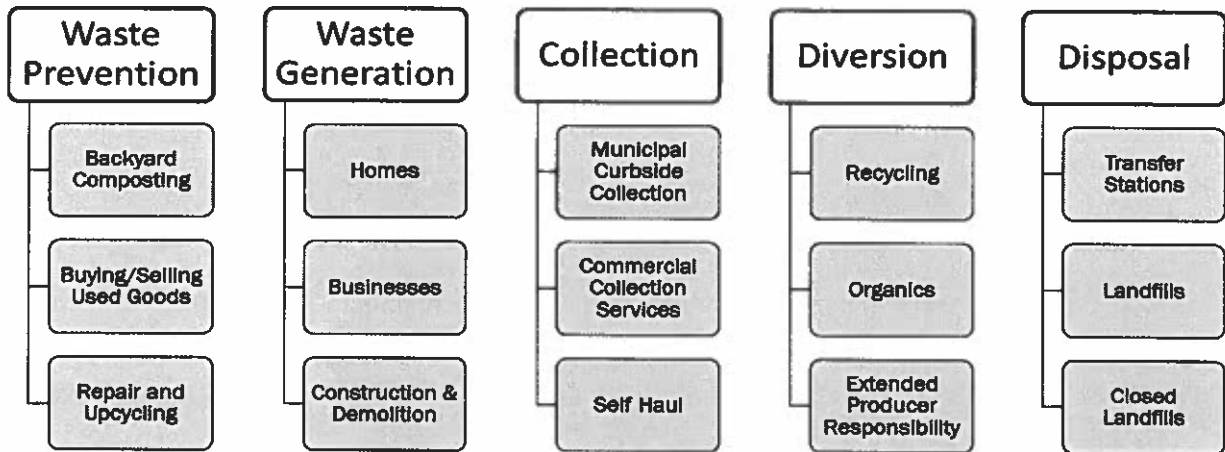


Figure 3-2: Components of the Current Solid Waste Management System

### 3.2.1 Collection Services

As indicated on Figure 3-2, residential, business and construction demolition waste is collected by municipalities, private commercial collection haulers or self-hauled to public and private diversion and disposal facilities in the RDBN. Due to the distance between communities, waste management collection services and facilities can be divided into distinct waste sheds. These waste sheds can be delineated by the waste generating area, such as the Town of Smithers and the adjacent rural community such as Electoral A (Smithers Rural) as well as the facility to which waste is delivered such as the Smithers Telkwa Transfer Station.

Table 3-2 presents the availability of curbside collection programs in each municipality and electoral area in RDBN as well as the adjacent transfer station or disposal facility. Most municipalities in the region provide curbside collection of garbage with some providing curbside recycling through Recycle BC. Private haulers offer curbside collection by subscription in many areas where it is not offered by municipal governments however the majority of rural electoral area residents do not have curbside collection of garbage or recyclables and must self-haul their waste to the nearest transfer station or private recycling facility if available.

Municipally and privately collected garbage is unloaded at the local landfill or transfer station for no fee. Material collected curbside is taken to transfer stations where it is consolidated into trailers with the garbage dropped off by residents, and hauled to one of the RDBN's sub-regional landfill facilities: Knockholt and Clearview Landfills.

**Table 3-2: Collection Services Available by Municipality and Electoral Area**

Community Waste Shed	Total Households (StatsCan 2016)	Residential Curbside Collection Availability	
		Garbage	Recycling
<b>Smithers-Telkwa Waste Shed</b>			
Town of Smithers	2,389	Curbside	Curbside
Electoral Area A (Smithers Rural)	2,213	Self-Haul	Self-Haul
Village of Telkwa	539	Curbside	Curbside
Smithers/Telwa Transfer Station			
<b>Knockholt Waste Shed</b>			
District of Houston	1,402	Curbside	Self-Haul
Electoral Area G (Houston Rural)	450	Self-Haul	Self-Haul
Knockholt Landfill			
<b>Granisle Waste Shed</b>			
Village of Granisle	284	Curbside	Self-Haul
Granisle Transfer Station			
<b>Takla Landing Waste Shed</b>			
Takla Landing	93	Curbside	Self-Haul
Takla Landfill Transfer Station			
<b>Burns Lake Waste Shed</b>			
Village of Burns Lake	748	Curbside	Self-Haul
Electoral Area B (Burns Lake Rural)	896	Self-Haul	Self-Haul
Burns Lake Transfer Station			
<b>Southside Waste Shed</b>			
Electoral Area E (Francois/Ootsa Rural)	840	Self-Haul	Self-Haul
Southside Transfer Station			
<b>Fraser Lake Waste Shed</b>			
Village of Fraser Lake	551	Curbside	Self-Haul
Fort Fraser	158	Self-Haul	Self-Haul
Electoral Area D (Fraser Lake Rural)	854	Self-Haul	Self-Haul
Area D Transfer Station			
<b>Fort St. James Waste Shed</b>			
District of Fort St. James	761	Curbside	Curbside
Electoral Area C (Fort St. James Rural)	854	Self-Haul	Self-Haul
Fort St. James Transfer Station			
<b>Vanderhoof Waste Shed</b>			
District of Vanderhoof	1,831	Curbside	Self-Haul
Electoral Area F (Vanderhoof Rural)	1,902	Self-Haul	Self-Haul
Vanderhoof Transfer Station			

### 3.2.2 Facilities

The solid waste management system in RDBN includes a number of public and private facilities. Figure 3-3 shows all facilities managed by RDBN. RDBN operates the majority of solid waste transfer and disposal facilities in the region. Many of the RDBN facilities include diversion and reuse services, including yard waste composting, scrap metals recycling, reuse sheds, and some household recyclable collections. The Takla First Nation also operates a small transfer station in the community of Takla Landing that currently only accepts garbage for transfer to landfill. A number of private recycling facilities are operating in the region with varying levels of financial support from RDBN and EPR organizations. With the exception of the Manson Creek Landfill, all solid waste transfer and disposal facilities are staffed during operating hours.

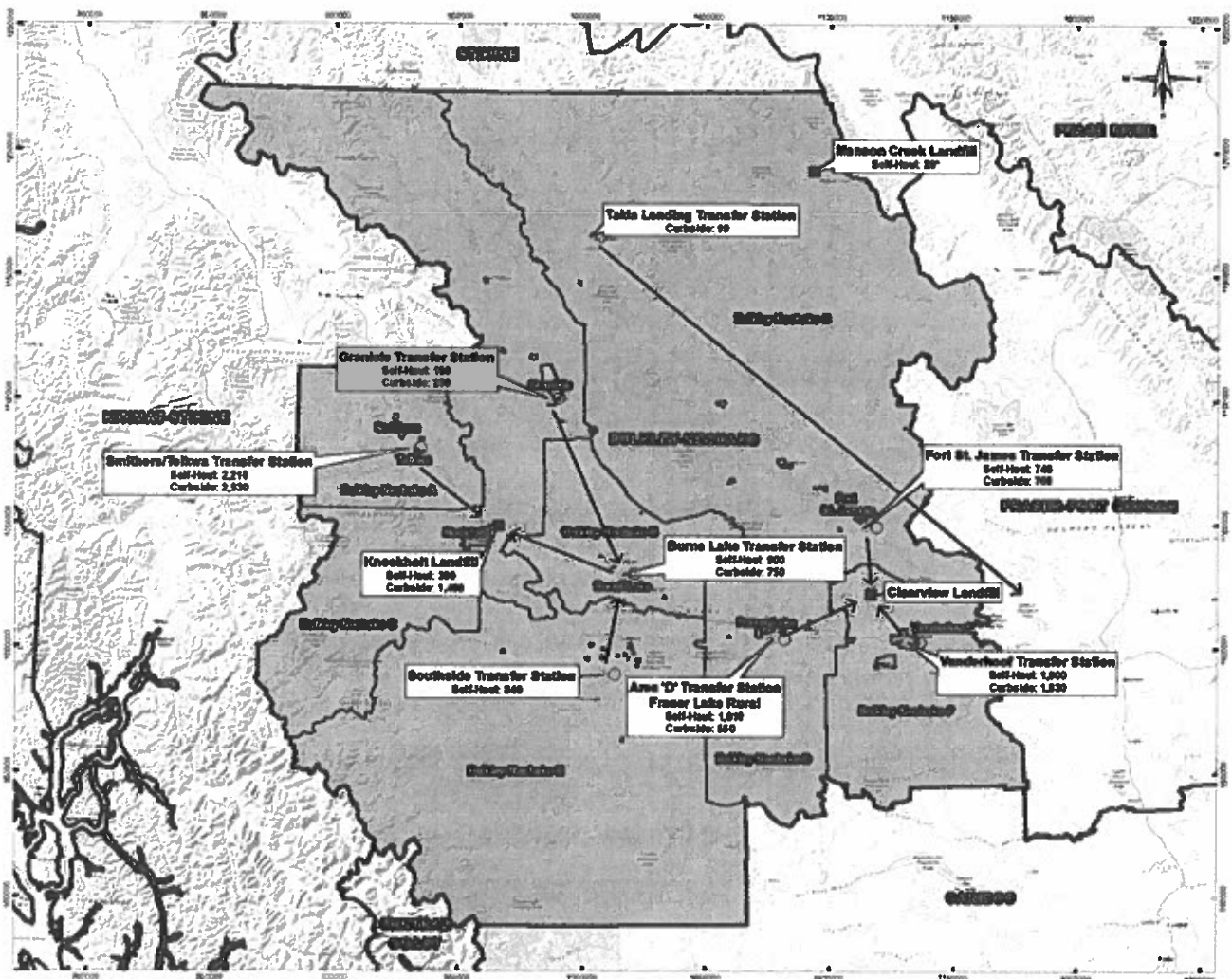


Figure 3-3: Summary of Solid Waste Facilities and Waste Sheds

The RDBN operates seven transfer stations in the region that are used by both residents and private haulers. Garbage is consolidated and transported for disposal at Knockholt or Clearview Landfill. In most instances, garbage is hauled directly from the transfer station to one of the region's two sub-regional landfills (Knockholt and Clearview sub-regional landfills). However, in order to increase transfer efficiency, garbage from small transfer stations is hauled to larger transfer facilities for consolidation and long-haul transfer to landfill (e.g., garbage from Southside

Transfer Station and Granisle Transfer Station is hauled to Burns Lake Transfer Station and subsequently to Knockholt Landfill).

The Region operates two engineered sub-regional landfills. A third small landfill (Manson Creek) exists in the northwest corner of Area C to serve local populations. RDBN conducts regular environmental monitoring of active and closed landfills to confirm that no contaminants are migrating off site onto adjacent properties.

### 3.3 System Participants

Table 3-3 provides a list of the various organizations that contribute to municipal solid waste management in the RDBN.

**Table 3-3: Municipal Solid Waste Management Participants**

Who	Roles in Solid Waste Management
Federal Government	<ul style="list-style-type: none"> <li>▪ Regulates waste management facilities under federal jurisdiction.</li> </ul>
Provincial Government	<ul style="list-style-type: none"> <li>▪ Approves SWMPs as regulated through the Environment Management Act.</li> <li>▪ Regulates Product Stewardship programs through the Recycling Regulation.</li> <li>▪ Authorizes discharges to the environment through permits and operational certificates.</li> <li>▪ Responsible for enforcement of Provincial regulations and the conditions set out in discharge permits and operational certificates.</li> <li>▪ Various Ministries have several other regulatory authorities related to waste management.</li> </ul>
RDBN	<ul style="list-style-type: none"> <li>▪ Develops plans to provide big picture oversight of waste management in the region.</li> <li>▪ Owns and operates waste management facilities.</li> <li>▪ Through regional plans and plan implementation (including bylaws), works to meet regional waste disposal goals and targets and ensures that the communities have access to RDBN facilities and services.</li> <li>▪ Collaborates and cooperates with local organizations, businesses and agencies to implement plans and new programs.</li> <li>▪ Ensures that legislative and policy requirements are followed, including monitoring and reporting.</li> <li>▪ Supports the provision of Product Stewardship programs in the RDBN.</li> <li>▪ Provides waste management related education and promotion of programs.</li> </ul>
Product Stewardship Producers and Agencies	<ul style="list-style-type: none"> <li>▪ Ensures reasonable and free consumer access to collection facilities.</li> <li>▪ Collects and processes stewarded products.</li> <li>▪ Coordinates local government delivery as a service provider where applicable.</li> <li>▪ Provides and/or funds education and marketing.</li> <li>▪ Provides deposit refunds to consumers (where applicable).</li> <li>▪ Monitors and reports on key performance indicators such as recovery rates to the Province on a regional district basis (when possible).</li> </ul>
First Nations Communities	<ul style="list-style-type: none"> <li>▪ Provides waste management services to residents and businesses.</li> </ul>
Non-Profit Sector	<ul style="list-style-type: none"> <li>▪ Applies for waste reduction funding through available grants and government support.</li> <li>▪ Engages in and promotes upcycling, reuse, and recycling.</li> </ul>
Residents and Businesses	<ul style="list-style-type: none"> <li>▪ Responsible for carrying out proper waste reduction, recycling and disposal activities.</li> <li>▪ Collaborates and cooperates with local government initiatives.</li> </ul>



### 3.4 System Performance

#### 3.4.1 Waste Disposal

Figure 3-4 presents the total annual municipal solid waste disposed in RDBN landfills. Municipal solid waste is made up of refuse from residential and industrial, commercial and institutional (ICI) sources, as well as construction and demolition (C&D)/wood waste generated from construction, demolition, and land clearing projects.<sup>7</sup> The overall quantity of waste disposed over the past five years has been fairly consistent. The most significant variations are the quantities of C&D waste, as shown on Figure 3-4. It is common for C&D waste quantities to vary annually due to varying levels of construction or demolition activities.

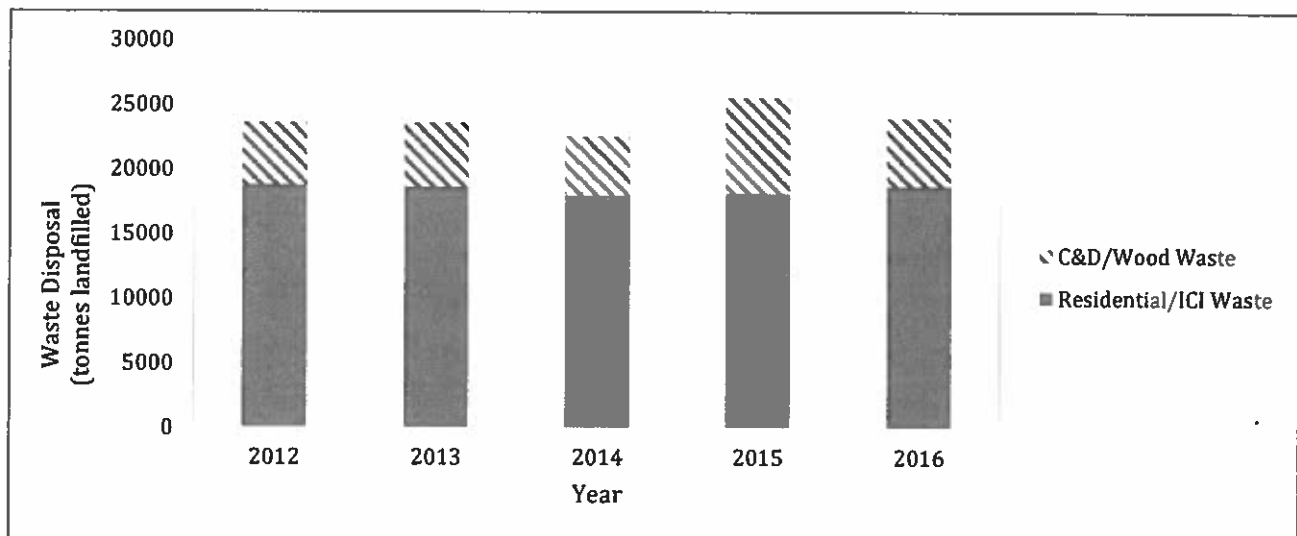


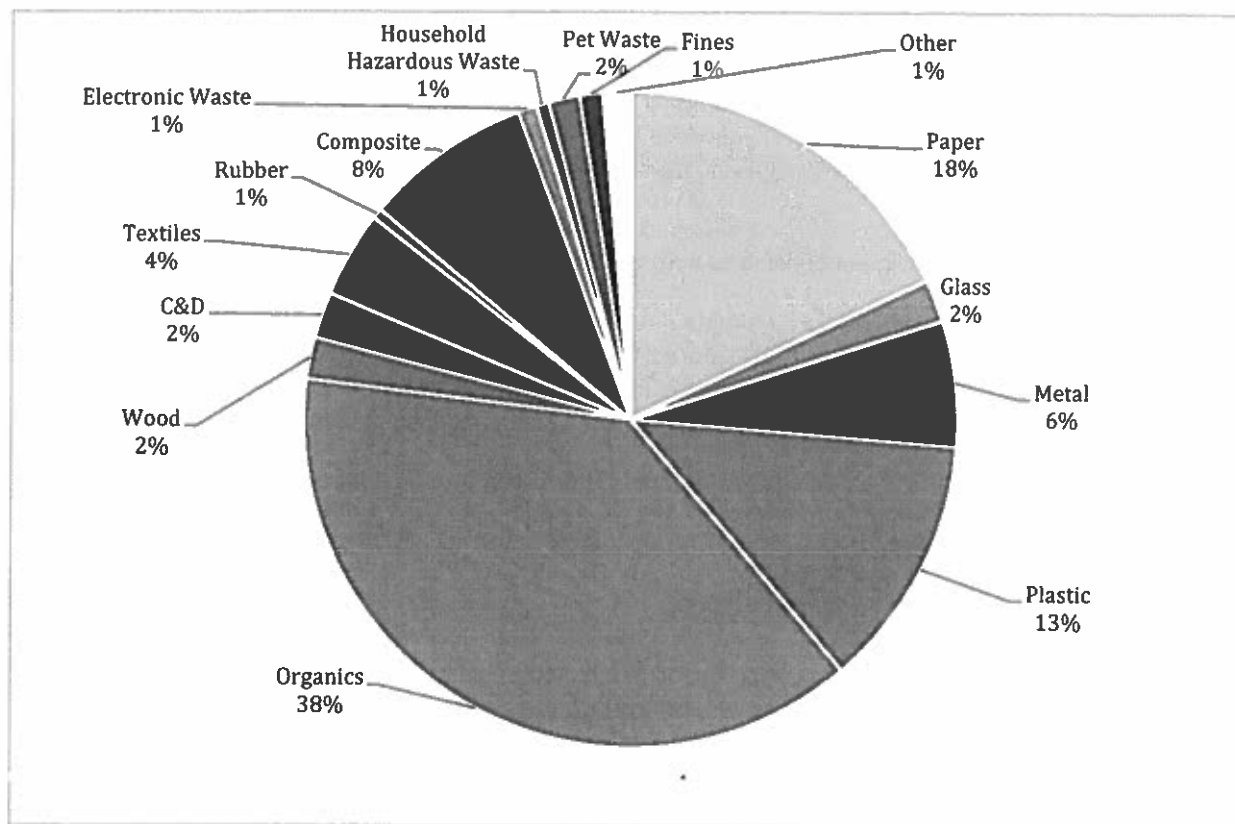
Figure 3-4: RDBN Waste Disposal (tonnes landfilled) 2012-2016

In 2016, a total of just over 23,100 tonnes of municipal solid waste was disposed in the region's three landfills including 8,400 tonnes at the Clearview Sub-regional Landfill, 15,800 tonnes at the Knockholt Sub-regional Landfill, and an estimated 40 tonnes at the Manson Creek Landfill. Based on the Ministry's municipal solid waste disposal calculator, the 2016 per capita disposal rate in the RDBN was 600 kg per capita. This is higher than the 2016 provincial average disposal rate of roughly 472 kg per capita and above the provincial average target disposal rate of 350 kg per capita per year by 2020.

#### 3.4.2 Waste Composition

Figure 3-5 shows the waste composition from a study in 2008 that was adjusted for 2016. The largest (by weight) component of what is landfilled is organic waste (37%), which includes food waste, yard waste and compostable paper products like paper toweling and tissues. The next largest component is paper (20%) such as cardboard, newspaper, office paper and magazines. The third largest is plastic (13%), including plastic containers, film plastic (e.g., bags) and rigid plastic items (chairs, toys, etc.).

<sup>7</sup> RDBN landfills also receive a small volume of Specified Risk Material from deceased cattle (roughly 150 tonnes per year). This type of waste is not considered municipal solid waste and has not been included in the annual solid waste disposal data.



**Figure 3-5: Adjusted 2016 Waste Composition**

### 3.5 Key Issues

Establishing sustainable waste diversion and disposal systems is challenging for regional districts located in northern BC. Harsh climates, low population density, long distance to recycling markets and low cost and abundant disposal capacity often hinder effective waste diversion efforts.

Within this context, the planning process identified the following key issues to be addressed in the updated SWMP.

1. Although the RDBN supports a range of reduction and reuse initiatives, there are currently no programs aimed at reducing the generation of food waste.
2. Only 50% of households in the RDBN receive curbside garbage collection and even less have access to curbside recycling. This limited access to packaging and paper recycling programs (Recycle BC) should be expanded to maximize the financial and logistical support offered under this provincial EPR program.
3. Recycle BC only deals with residential packaging and paper recycling programs. The ICI sector also produces these materials and diversion needs to be supported in this sector.
4. Roughly 38% of the current waste stream is compostable organics. Although organics diversion is currently occurring on a small scale at all of the region's public access facilities, opportunities exist to expand the amount and type of materials processed through small composting sites.

5. Wood waste is collected separately at all facilities and there is an opportunity to divert this and other construction demolition waste materials if markets are available.
6. EPR requirements have expanded since the original SWMP. The Ministry is likely to continue to add materials to the EPR system. As products are added, services in the region could expand to take advantage of additional support available. However, there is currently no framework for making decisions regarding participation in EPR programs.
7. There is currently limited public education and communication on proper handling and collection locations for HHW.
8. Although agricultural plastics are not considered to be municipal solid waste under the Environmental Management Act and therefore outside the scope of the SWMP, diversion and disposal of this material is a significant issue in the RDBN due to the additional handling costs and lack of alternatives to disposal.
9. No staff resources are currently focused on supporting and implementing residential and ICI waste reduction programs as well as programing and behavior change resources to support the first levels of the pollution prevention hierarchy including rethink, reduce and reuse initiatives.
10. The solid waste management system in the RDBN is primarily funded through taxation versus tipping fees which minimizes financial incentive for residents, business, and most municipalities to dispose of materials rather than recycle them. Implementing the options and actions identified in the SWMP will result in increases to operating costs which will need to be recovered through increases in taxation or tipping fees. Reassessing the feasibility of implementing tipping fees at all facilities may better support the solid waste management system, diversify revenue sources, and support the RDBN's strategic priorities.
11. The region's disposal facilities operate based on Operational Certificates issued prior to the most recent landfill guidelines. Future updates to Operational Certificates and the increasing size of landfills may require additions and improvements to environmental controls and protection.
12. Expansion of oil and gas and mining industries create an influx of workers all of whom generate a disproportionate amount of waste compared to their relative tax contribution in the region. The industries and camps that support them are not paying their "fair share" of the RDBN's costs for solid waste management under current financial policies.

## 4.0 GOALS AND STRATEGIES

The following goals, strategies and actions are recommended to address the region's key issues and work toward the disposal rate target of 500 kg per person. The strategies are divided into two sections: reduce, reuse and recycle which were addressed in detail in Technical Memorandum No. 2 Diversion Options and Technical Memorandum No. 3 Options Costing and Financial Implications; and residual management which were addressed in detail in Technical Memorandum No. 1 Disposal Options and Technical Memorandum No. 3.

For each strategy, a table is included that describes the costs associated with the proposed program. While the RDBN is ultimately responsible for these costs, they may be recovered through implementation of tipping fees, or increased taxation as further addressed in Section 4.3 and Section 6.0.

## 4.1 Reduce, Reuse, and Recycle Strategies

### 4.1.1 Strategy 1: Increase Reduction and Reuse

Issue: Although the RDBN supports a range of reduction and reuse initiatives, there are currently no programs aimed at reducing the generation of food waste.

- A. Promote ideas from "Love Food Hate Waste"-style campaigns in regional promotion and education.
- B. Encourage and promote food donation for businesses and restaurants to food banks and farms.
- C. Continue to promote existing programs at public access facilities and operated by private sector and non-profit organizations in the region.

Actions	Estimated Capital Cost	Estimated Operating Cost
Promote ideas from "Love Food Hate Waste"-style campaigns in regional promotion and education. Encourage and promote food donation for businesses and restaurants to food banks and farms.	-	0.1 FTE <sup>1</sup> (New)

<sup>1</sup> Full time equivalent (FTE)

### 4.1.2 Strategy 2: Expand Access to Residential Recycling

Issue: Only 50% of households in the RDBN receive curbside garbage collection and even fewer have access to curbside recycling. Access to packaging and paper recycling programs (through Recycle BC) should be expanded to maximize the financial and logistical support offered under this provincial EPR program by increasing the access to services where it is not being provided by existing operators.

- A. Lobby the Province to reduce or eliminate the proposed Recycle BC population cut-off for curbside service.
- B. Host Recycle BC depots at all RDBN public drop-off facilities (where practical). Provide infrastructure and staff as necessary to meet the standards set out in agreements with Recycle BC.
- C. Assess the potential to increase curbside recycling in the RDBN by studying expansion of curbside collection areas to the dense residential areas surrounding municipalities.
- D. Assess the need for consolidation capacity in the region and provide infrastructure if required based on the tonnage of materials collected, capacity of existing consolidation services, and business analysis for operations.
- E. Support the expansion of multi-family recycling by encouraging expansion and communication by collection providers (where practical).
- F. Where in line with the region's goals, provide a standard level of support for local non-profit recycling organizations to deliver public education, public communication, recycling coordination and local reduction, reuse, and recycling initiatives at a rate of \$2.50 per serviced population.

Actions	Estimated Capital Cost	Estimated Operating Cost
Lobby the Province to reduce the proposed Recycle BC population cut-off for curbside service.	-	Current Staff
Host Recycle BC depots at all RDBN public drop-off facilities (where practical).	System (at full depot implementation – year three)	Subsidy to local organizations for communications and education: ▪ -\$212,200/year
	Smithers-Telkwa Transfer Station: ▪ \$30,000 (previously purchased) (year one)	Full-time staff for re-use shed and Recycle BC depot: ▪ \$51,250/year (additional)
	Granisle Transfer Station: ▪ \$15,000 (year three)	Recycling Coordinator to support education and resident engagement: ▪ \$15,000/year
	Burns Lake Transfer Station: ▪ \$30,000 (year two)	Full-time staff for re-use shed and Recycle BC depot: ▪ \$51,250/year (additional)
	Fort St. James Transfer Station: ▪ \$15,000 (year two)	Part-time staff to supervise depot: ▪ \$30,000/year (additional)
	Area D Transfer Station – Fraser Lake Rural: ▪ \$15,000 (year two)	Part-time staff to supervise depot: ▪ \$30,000/year (additional)
	Southside Transfer Station: ▪ \$15,000 (year three)	Recycling Coordinator to support education and resident engagement: ▪ \$15,000/year
	Vanderhoof Transfer Station: ▪ \$25,000 (previously purchased) (year one)	Full-time staff for re-use shed and Recycle BC depot: ▪ \$51,250/year (additional)
	Public Drop-Off at Knockholt Landfill*: ▪ \$15,000 (year two)	Part-time staff to supervise depot: ▪ \$30,000/year (additional)
Study the potential to expand curbside collection to the dense areas surrounding municipalities and expanding programs to collect recyclables as well as garbage.		Curbside collection study: ▪ \$20,000 (year two)
Assess the need to consolidation capacity in the region and provide infrastructure for the eastern portion or western portion of the region if required.	Consolidation Centre: ▪ \$500,000 (eastern sub-region year four, western sub-region year five if required)	Part-time staff to operate Consolidation Centre: ▪ \$30,000/year/center (additional) Consolidation Center operating and maintenance costs: ▪ \$50,000/year/center (additional)
Support the expansion of multi-family recycling by collection providers (where practical).		Current Staff (in partnership with municipal and private collection providers)



### 4.1.3 Strategy 3: Increase Industrial Commercial Institution Sector Recycling

Issue: Recycle BC only deals with residential packaging and paper recycling programs. The ICI sector, estimated to generate approximately 40% of total materials in the region, also generates these materials and diversion needs to be supported in this sector.

- A. Develop, support, and collaborate with existing private and non-profit service providers to educate businesses on recycling options. Build on existing relationships to encourage consistent signage and messaging throughout the region. Work with private and non-profit service providers to promote the use of existing services.
- B. Implement disposal restrictions on other readily divertible materials. Expand disposal restrictions to additional materials as access to recycling expands throughout the region.
- C. Advocate for ICI packaging and printed paper (PPP) to be included in EPR legislation in the north.
- D. Increase access to recycling for small load ICI old corrugated cardboard (OCC). Support or facilitate access to recycling services by promoting use of shared bins or hosting bins on a cost-recovery basis at regional solid waste facilities (as required).

Actions	Estimated Capital Cost	Estimated Operating Cost
Collaborate with the private and non-profit sector to educate businesses on recycling options. Implement disposal restrictions on readily divertible materials. Advocate ICI to be included in EPR legislation in the north. Increase access to recycling for small load ICI OCC.	-	0.25 FTE (New)

### 4.1.4 Strategy 4: Increase Organics Diversion

Issue: Approximately 38% of the current waste stream is compostable organics (i.e., food scraps, food-soiled paper, yard and garden debris). Although organics diversion for yard and garden debris is currently occurring on a small scale at all of the region's public access facilities, opportunities exist to expand the amount and type of materials processed through small composting sites.

- A. Improve the backyard composting program to actively support source reduction.
- B. Develop an organics diversion strategy to provide clear direction with respect to policy, collection, processing, and transfer operations to provide cost-effective diversion.
  - Collaborate with municipalities to identify options to collect organics (i.e., food scraps, food-soiled paper, yard and garden debris) and implementation schedule.
  - Consider the quantity of specified risk materials from animal slaughter fatalities that could be processed in place of being disposed in the landfill.
  - Develop the approach to implement processing infrastructure.
- C. Implement the processing infrastructure necessary to process all organics collected in the region.

Actions	Estimated Capital Cost	Estimated Operating Cost
Improve backyard composting program.	-	Increase program budget by 20%: ▪ \$2,500/year (additional) beginning in year one
Develop an organics diversion strategy.		▪ \$25,000 to create a strategy (in year six)
Develop regional composting facilities.	Vanderhoof Transfer Station: ▪ \$476,000 (year nine)	Vanderhoof Transfer Station: ▪ \$95,692
	Smithers-Telkwa Transfer Station: ▪ \$515,200 (year seven)	Smithers-Telkwa Transfer Station: ▪ \$111,200
	Regional Compost Facility: ▪ \$621,400 (as required in future)	Regional Compost Facility: ▪ \$165,000

#### 4.1.5 Strategy 5: Increase Construction and Demolition Waste Diversion

Issue: Wood waste is collected separately at all facilities and there may be an opportunity to divert this and other construction demolition waste materials if markets are available.

- A. Work with local partners to identify potential processors and markets for higher value materials that could be managed by methods other than disposal in landfills or burn pads (for wood waste). Make materials available to the private sector for processing if financially neutral or positive for the RDBN.
- B. Lobby the Province to include C&D materials into BC's EPR system.
- C. Provide opportunities at transfer and disposal facilities for sorting and salvaging of C&D materials by customers where safe, practical and economical.

Actions	Estimated Capital Cost	Estimated Operating Cost
Work with local partners to identify potential processors and markets for high value materials. Lobby the Province to include C&D materials into BC's EPR system. Provide opportunities for reuse where safe, practical, and economical.	-	0.1 FTE (New)

#### 4.1.6 Strategy 6: Support Expansion of Extended Producer Responsibility Programs

Issue: There is currently no framework for making decisions regarding participation in EPR programs.

- A. Establish a policy framework for making decisions regarding participation in current and future EPR programs and partnerships with local organizations to provide collection services.

Actions	Estimated Capital Cost	Estimated Operating Cost
Establish a policy framework for making decisions regarding participation in current and future EPR programs.	-	Current Staff

#### 4.1.7 Strategy 7: Support Household Hazardous Waste (HHW) Diversion

Issue: There is currently limited public promotion and education on proper handling and collection locations for HHW.

- A. Increase public education and communication on proper handling and collection locations for HHW to improve use of existing programs.

Actions	Estimated Capital Cost	Estimated Operating Cost
Increase public education and communication on proper handling and collection locations for HHW.	-	Current Staff

#### 4.1.8 Strategy 8: Support Recycling and Diversion of Agricultural Plastics

Issue: Diversion and disposal of Agricultural Plastics is a significant issue in the RDBN due to the additional handling costs and lack of alternatives to disposal.

- A. Work with local partners to encourage alternative management of agricultural plastics. Provide information as requested to support and participate in pilot programs to manage these materials.
- B. Lobby the Ministry to create an EPR program for agricultural plastics.

Actions	Estimated Capital Cost	Estimated Operating Cost
Work with local partners to encourage alternative management of agricultural plastics. Lobby the Ministry to create an EPR program for agricultural plastics.	-	Current Staff

#### 4.1.9 Strategy 9: Expand Regional Education and Behaviour Change Programs

Issue: No staff resources are currently focused on supporting and implementing residential and ICI waste reduction programs as well as programing and behavior change resources to support the first levels of the pollution prevention hierarchy including rethink, reduce, reuse, and recycling/composting initiatives.

- A. Apply community based social marketing (CBSM) as an approach to develop new – and build on – existing waste reduction and diversion programs and campaigns.
- B. If available, use Recycle BC education and administration top-ups to support regional recycling education and promotions.
- C. Expand regional coordination of diversion, education, and behaviour change programs. Increase staff allocation to planning, program, and policy development.

Actions	Estimated Capital Cost	Estimated Operating Cost
Apply CBSM as a method to develop new and/or build on existing waste reduction and diversion programs and campaigns.	-	Current Staff
If available, use Recycle BC education and administration top-ups to support regional recycling education and promotions.		When all facilities are in operation: <ul style="list-style-type: none"> <li>▪ -\$42,000 (i.e., net revenue by year three)</li> </ul>



## 4.2 Residual Waste Management Strategies

Issue: The region's disposal facilities operate based on Operational Certificates issued prior to the most recent landfill guidelines. Future updates to Operational Certificates and the increasing size of landfills may require additions and improvements to environmental controls and protection.

### 4.2.1 Strategy 1: Continue to Operate the Clearview Sub-Regional Landfill

- A. The landfill's Operational Certificate was issued in 2005, prior to the release of the updated landfill guidelines (2016). Therefore, the landfill's operation is not required to meet the 2016 guidelines; however, future Operational Certificate updates may adjust requirements to the 2016 guidelines.
  - Complete a study to confirm compliance and conformance with the 2016 landfill guidelines.
- B. Leachate break-outs have been identified in Phase 1 and Phase 2 and stormwater runoff has not been diverted from contact water.
  - Complete a leachate management plan.
  - Installation of leachate treatment pond if required.
- C. Landfill gas generation assessments are required based on the municipal solid waste landfilled at the site.
  - LFG generation assessment studies every five years as required by the Ministry.
  - Consider alternative cover systems such as biocovers to minimize greenhouse gas production.

### 4.2.2 Strategy 2: Continue to Operate the Knockholt Sub-Regional Landfill

- A. The landfill's Operational Certificate was issued in 2003, prior to the release of the updated landfill guidelines (2016). Therefore, the landfill's operation is not required to meet the 2016 guidelines; however, future Operational Certificate updates may adjust requirements to the 2016 guidelines.
  - Complete a study to confirm compliance and conformance with the 2016 landfill guidelines.
  - Budget additional funds to support landfill design and planning.
- B. The performance and capacity of the leachate treatment ponds has not been assessed and compared to projected leachate generation as the landfilling area expands.
  - Study to assess the performance and capacity of existing leachate treatment ponds.
  - Leachate treatment pond improvements (if required).
- C. Landfill gas generation assessments are required based on the municipal solid waste landfilled at the site.
  - Landfill gas generation assessment studies every five years as required by the Ministry.
  - Consider alternative cover systems such as biocovers to minimize greenhouse gas production.

**4.2.3 Strategy 3: Continue to Operate the Manson Creek Landfill:**

- A. There is no design and operations plan for this facility and the lifespan of this site is unknown.
  - Budget additional funds to periodically assess landfill operation and management.
  - Budget additional funds for site maintenance (if required).

**4.2.4 Strategy 4: Finalize Closure of Historical Landfills/Dumps**

- A. The RDBN has completed closure works including clean-up and cover as needed at each site. However, the region has not received approval of closure works from the ministry.
  - The RDBN is currently engaging Ministry staff to confirm closure of the facilities and assess the potential to abandon previous permits for these historical facilities.

**Table 4-1: Anticipated Costs of Residual Waste Management Strategies**

Actions	Estimated Capital Cost	Estimated Operating Cost
Continue operating disposal sites according to Ministry requirements. (Clearview Sub-Regional Landfill)	Leachate management improvements: <ul style="list-style-type: none"> <li>▪ \$100,000 (year six)</li> </ul>	Landfill compliance and conformance review: <ul style="list-style-type: none"> <li>▪ \$6,000 (year two)</li> </ul> Leachate management plan: <ul style="list-style-type: none"> <li>▪ \$25,000 (year three)</li> </ul>
Continue operating disposal sites according to Ministry requirements. (Knockholt Sub-Regional Landfill)	Development of Phase 3B: <ul style="list-style-type: none"> <li>▪ \$382,000 (year six)</li> </ul> Development of Phase 3C: <ul style="list-style-type: none"> <li>▪ \$704,000 (year 10)</li> </ul> Leachate treatment pond improvements: <ul style="list-style-type: none"> <li>▪ \$250,000 (year seven)</li> </ul>	Additional landfill design and planning: <ul style="list-style-type: none"> <li>▪ \$5,000 per year (beginning year two)</li> </ul> Landfill gas generation assessment study: <ul style="list-style-type: none"> <li>▪ \$5,000 (year three)</li> </ul> Landfill compliance and conformance review: <ul style="list-style-type: none"> <li>▪ \$6,000 (year four)</li> </ul> Leachate pond performance and capacity study: <ul style="list-style-type: none"> <li>▪ \$15,000 (year five)</li> </ul>
Continue operating disposal sites according to Ministry requirements. (Manson Creek Landfill)	-	Landfill operation and management review: <ul style="list-style-type: none"> <li>▪ \$5,000 (year five)</li> </ul> Additional landfill site maintenance: <ul style="list-style-type: none"> <li>▪ \$10,000 (year five)</li> </ul>

**4.3 Supporting Policies and Bylaws**

**4.3.1 Assess Cost Recovery Through User Fees**

Issue: The solid waste management system in the RDBN is primarily funded through taxation versus tipping fees which minimizes financial incentive for residents, business, and most municipalities to dispose of materials rather than recycle them. As the cost of sustainable solid waste management increases, most northern regional districts have adopted bylaws to apply user fees in varying degrees to increase this funding source and balance the ratio of taxation versus tipping fees. Implementing the options and actions identified in the SWMP will result in increases to operating costs which will need to be recovered through increases in taxation or tipping fees. Reassessing the feasibility of implementing tipping fees at all facilities may better support the solid waste management system, diversify revenue sources, and support the RDBN's strategic priorities.

- A. Develop a strategy to increase cost recovery from municipal solid waste and other materials in the RDBN.
- Update previous studies on cost recovery through user fees with particular emphasis on the successful cost recovery policies and systems implemented in neighbouring regional districts.
  - Conduct consultation to confirm public and stakeholder support for implementation of user fees.
  - Implement user fees to fund a portion of the RDBN's operational costs.

Actions	Estimated Capital Cost	Estimated Operating Cost
Develop a strategy to increase cost recovery from municipal solid waste and other materials in the RDBN.	-	Cost recovery strategy: ▪ \$20,000 (in year one)

#### 4.3.2 Update Current Facility Regulation and User Fee Bylaw

Issue: If the Board approves a cost recovery strategy that includes tipping fees, the current solid waste management facility regulation and user fee bylaw will need to be amended to reflect additional fees and charges as well as achieve the targets laid out in this plan.

- A. Based on the cost recovery strategy approved by the Board, update the bylaw to implement additional user fees at all facilities.
- B. Expand the current list of regulated recyclable materials to include residential paper and packaging collected by Recycle BC at RDBN transfer stations.

Actions	Estimated Capital Cost	Estimated Operating Cost
Update the current Facility Regulation and User Fee Bylaw as required.	-	Current Staff

#### 4.3.3 Implement Disposal Charges for Camp Waste and Other Industries

Issue: Camps and other industries that support them are not paying their "fair share" of the RDBN's costs for solid waste management under current financial policies.

- A. Develop a policy to require that all materials from specified industries are delivered to scaled facilities and charge a weight-based tipping fee for all landfilled waste or set an annual per head or per bed cost for all facilities being constructed in the region and assess this as a solid waste disposal fee with other regional fees and taxes.

Actions	Estimated Capital Cost	Estimated Operating Cost
Implement disposal charges for camp waste and other industries not already paying into the system.	-	Current Staff No revenues have been projected.

#### 4.3.4 Implement Municipal-Type Services Agreements with First Nations

Issue: There are no processes in place to recover transfer and disposal costs for waste generated in First Nations communities on reserves who do not pay into RDBN taxes.

- A. Work to develop service agreements with all First Nations using RDBN solid waste facilities.
- Expand existing RDBN service agreements to include cost recovery for use of solid waste facilities on a per capita, per volume, or per tonne basis.
  - Develop new service agreements for use of solid waste facilities where agreements do not already exist.

Actions	Estimated Capital Cost	Estimated Operating Cost
Implement municipal-type service agreements with First Nations.	-	Current Staff No revenues have been projected.

### 4.3.5 Mitigate Illegal Dumping

Issue: As cost-recovery and user fees are implemented, the issue of illegal dumping may arise short-term during transitions.

- A. Collaborate with local governments, First Nations, and private sector stakeholders to identify and address illegal dumping issues.
- Assess the nature and extent of illegal dumping in the RDBN including mapping common problem sites.
  - Conduct a regional education campaign to discourage illegal dumping and encourage public reporting of illegal dumping.
  - Develop an "observe, record, report" program.
  - Following implementation of tipping fees, provide funding to waive tipping fees for clean-up events.

Actions	Estimated Capital Cost	Estimated Operating Cost
Collaborate with local governments, First Nations, and private sector stakeholders to identify and address illegal dumping issues.	-	0.5 FTE (New) No funding to waive tipping fees have been assumed as tipping fees for municipal solid waste are not in place.

## 4.4 Resulting Diversion Potential

The recommended actions have the potential to reduce the amount of solid waste disposed in the RDBN by approximately 100 kg per capita per year, as shown in Table 4-2. This means the disposal rate would be 500 kg per capita per year, meeting the Provincial and RDBN's disposal rate target.



**Table 4-2: Diversion Potential with Programs Implemented**

	Sector Contribution to Landfill	Material Contribution to Landfill	Diversion Potential out of Landfill (%)	Diversion Potential out of Landfill (kg/capita)
<b>Residential</b>	<b>60%</b>			
PPP		38.8%	12%	16
HHW and Electronics		1.6%	5%	0
Other Recyclable		4.2%	5%	1
Compostable		38.2%	34%	47
Building Material		4.3%	30%	5
<b>Residential Diversion Potential</b>				<b>68</b>
<b>ICI</b>	<b>40%</b>			
PPP		38.8%	10%	9
HHW and Electronics		1.6%	5%	0
Other Recyclable		4.2%	5%	1
Compostable		38.2%	20%	18
Building Material		4.3%	30%	3
<b>ICI Diversion Potential</b>				<b>31</b>
Potential Additional Diversion from Landfill				100
<b>Estimated Annual Disposal (assuming 600 kg/capita)</b>				<b>500 kg</b>

Table 4-3 provides a list of items that are included in the material groupings listed above.

**Table 4-3: Category Items**

Category	Included Items
EPR-PPP (SF RES)	Packaging and Printed Paper Materials (Residential Managed by Recyclable BC)
PPP (ICI)	Packaging and Printed Paper Materials
HHW and Electronic	Electronics, Batteries, Used Oil, and Containers, Etc.
Other Recyclable	Textiles and Plastic Film
Compostable	Compostable Food and Compostable Paper
Building Materials	Drywall, Masonry, Clean Wood, and Metals

## 5.0 PLAN MONITORING AND MEASUREMENT

The long-term achievement of the goals identified in the SWMP is ultimately dependent on plan implementation. Progress will be supported through regular monitoring and measurement of success. The following sections identify the monitoring and measurement programs to be enacted to support implementation of the SWMP.



## 5.1 Regional Solid Waste Advisory Committee

The RSWAC will transition to a Plan Monitoring Advisory Committee (PMAC) which will monitor the implementation of the SWMP and make recommendations to increase its effectiveness. A description of the PMAC tasks and make up are included in the preliminary terms of reference which can be found in Appendix C.

## 5.2 Annual Reporting

RDBN will compile data from RDBN sites on all residual disposal activities in the regional district and provide annual information to the Ministry's online disposal calculator.

## 5.3 Five-Year Effectiveness Review

Five years into the implementation of this Plan, RDBN will carry out a review of the SWMP's implementation and effectiveness, as prescribed by the Ministry. This review should result in a report that is made publicly available but does not need to be submitted to the Ministry for approval. This review may include:

- Overview of all programs or actions undertaken in the first five years to support the SWMP goals and targets, including status and implementation costs for each.
- Description and forecasted budget for programs or actions not yet started and status, including explanations for delays or cancellations of plan components.
- Five-year trend information for waste disposal per person.
- Five-year trend of greenhouse gases emitted and avoided, if available.
- Any significant changes that might impact the solid waste management system over the next five years.

Actions	Estimated Capital Cost	Estimated Operating Cost
<b>Effectiveness Review Implementation</b>	-	\$10,000 to be allocated in year five

## 5.4 Waste Composition Studies

In advance of the five-year review noted, a multi-season waste composition study on the residual waste management stream is proposed for year four, and – if appropriate – in advance of the next SWMP update to assess the success of current waste diversion programs and policies and identify opportunities for additional diversion.

Actions	Estimated Capital Cost	Estimated Operating Cost
<b>Waste Composition Studies</b>	-	\$25,000 to be allocated in year four

## 5.5 Plan Flexibility and Risk

The SWMP lays out the high level goals, costs, and timelines for solid waste program implementation in the RDBN. A number of factors may affect the cost and timeline to implement each strategy including external changes to priorities, partner programs, and regulations and internal variations in priorities and availability of budget and staff time to implement programs. The SWMP is intended to be flexible when warranted to implement plan components,

directly or through private firms and/or non-profit organizations. While the SWMP provides flexibility in implementation depending on internal and external factors the following risks should be considered:

- Achieving the identified disposal target is dependent on successful implementation of all strategies identified in Section 4.
- Costs provided are conceptual level estimates and may differ from the actual costs to implement programs depending on the details of program or infrastructure design and timing of implementation. As a result, major programs and infrastructure may undergo further assessment prior to implementation.
- The success of most items is dependent on allocation of staff to adequately design, implement, and assess programs.
- The success of reduce, reuse, and recycle strategies will be affected by the effectiveness education and behaviour change programs.
- Several items are dependent on partnerships with local, regional, or provincial organizations which may experience changes in priority throughout the SWMP timeframe.
  - Implementation of organics diversion depends on municipalities to collect materials from residents.
  - Increasing access to ICI recycling depends on private sector and other collection providers to continue and expand services available in the future.
  - Increasing C&D waste diversion depends on the private sector to provide alternatives to disposal for these materials.
- The Ministry may require changes to the operation of regional disposal facilities through orders and updates to Permits and Operational Certificates which would impact the timelines and priorities for investment at disposal facilities.

As the preparation of this SWMP was completed to meet requirements from the Ministry, the RDBN will seek guidance and the direction Ministry officials to assess the appropriate level of flexibility in plan implementation as needed.

## 6.0 FINANCE AND ADMINISTRATION

The strategies, actions and costs associated with improving the solid waste management system have been discussed in previous sections. This section of the SWMP presents a summation of the estimated staffing needs (in FTEs) and costs (in 2018 dollars) to the RDBN for the proposed solid waste management system and addresses options for how the implementation of the SWMP will be financed.

### 6.1 Staffing

A total of five senior management, management, and office staff are budgeted for the Environmental Services department in the region. Due to staff changes, the department has four of its five budgeted positions currently filled.

Based on existing needs and proposed programs for residual waste management, one FTE is required to fill the vacant position to support ongoing facility operations and management. Additional focus is required to plan and implement the reduce, reuse, and recycle strategies, regional education and behaviour change programs, policy changes, and illegal dumping mitigation identified in the SWMP. Implementation of the contemplated programs will

require an additional one FTE as the region takes on a greater role in waste diversion, education, and behaviour change.

Role	FTEs Required	Estimated Budget Implication
<b>Facility Operations and Management Support</b>	1	To be updated with staff input.
<b>Coordination and Implementation of Reduction, Reuse, and Recycling Strategies and Supporting Programs and Policies</b>	1	To be updated with staff input.

## 6.2 Expenditures

Table 6-1 provides the costs associated with the strategies and actions identified in the previous sections with respect to their implications to the Board's approved Financial Plan for 2018-2022. As shown, implementing the strategies and actions identified in the SWMP result in increased expenditures from year two through year five. Proposed capital costs (estimated to range from \$45,000 in year two to a high of \$500,000 in years four and five) will be recovered through grant funding and borrowing. Proposed operating costs (estimated to range from \$130,000 in year three to a high of \$300,000 in year five) will be recovered through increases in taxation or user fees. As discussed in Section 4.3.1, a cost recovery strategy will be developed in year one to assess the potential for increasing the portion of the system funded through user fees. Additionally, the RDBN's auditors have instructed that the annual contribution to capital and closure reserves for the region's landfills be increased to approximately \$600,000 per year to allow sufficient funds to cover the existing liability. The additional reserve funding requirements identified since the Board's approval of the Financial Plan for 2018-2022 is itemized at the bottom of Table 6-1.

Table 6-2 provides the ten-year capital plan reflecting the infrastructure development and equipment costs needed to implement the strategies and actions identified in the SWMP. The SWMP assumes that capital costs will be paid primarily through grants and borrowing. Therefore, the borrowing limit under the SWMP will be \$1 Million CAD (in 2018 dollars) as required to fund the anticipated costs summarized in Table 6-2.



**Table 6-1: Five-Year Financial Plan**

	2018	2019	2020	2021	2022
<b>REVENUE</b>					
Taxation	\$ 3,144,752	\$ 3,383,962	\$ 3,428,064	\$ 3,008,737	\$ 3,011,903
Recycling	\$ 240,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
Tipping Fees	\$ 206,000	\$ 206,000	\$ 206,000	\$ 206,000	\$ 206,000
Transfer from Reserves	\$ 1,043,700	\$ 783,700	\$ 741,700	\$ 693,700	\$ 693,700
Prior Year's Surplus	\$ 1,171,798	\$ -	\$ -	\$ -	\$ -
Grants (in lieu of taxes)	\$ 390,395	\$ 390,395	\$ 390,395	\$ 390,395	\$ 390,395
Other	\$ 95,000	\$ 5,000	\$ 220,000	\$ 5,000	\$ 5,000
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 6,291,644</b>	<b>\$ 4,909,057</b>	<b>\$ 5,126,159</b>	<b>\$ 4,443,832</b>	<b>\$ 4,446,998</b>
<b>EXPENDITURES</b>					
<b>Existing Operating Expenditures</b>					
Administration	\$ 2,249,988	\$ 1,764,351	\$ 1,776,830	\$ 1,382,498	\$ 1,393,608
Transfer Station Ops	\$ 1,683,821	\$ 1,658,334	\$ 1,681,933	\$ 1,704,256	\$ 1,726,842
Landfill Ops	\$ 663,943	\$ 651,618	\$ 664,645	\$ 667,328	\$ 680,668
Recycling	\$ 525,959	\$ 417,944	\$ 417,944	\$ 417,944	\$ 417,944
Contribution to Reserves	\$ 239,233	\$ 234,233	\$ 529,233	\$ 594,233	\$ 969,233
Post-Closure	\$ 93,700	\$ 93,700	\$ 43,700	\$ 43,700	\$ 43,700
Closure	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<b>Total Annual Existing Operating Expenditures</b>	<b>\$ 5,486,644</b>	<b>\$ 4,835,180</b>	<b>\$ 5,129,285</b>	<b>\$ 4,824,959</b>	<b>\$ 5,246,995</b>
<b>Existing Capital Expenditures</b>					
Capital Expenditures	\$ 805,000	\$ 105,000	\$ 323,000	\$ -	\$ -
<b>Total Annual Existing Capital Expenditures</b>	<b>\$ 805,000</b>	<b>\$ 105,000</b>	<b>\$ 323,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Annual Existing Expenditures</b>	<b>\$ 6,291,644</b>	<b>\$ 4,940,180</b>	<b>\$ 5,452,285</b>	<b>\$ 4,824,959</b>	<b>\$ 5,246,995</b>
Surplus	\$ -	\$ (31,123)	\$ (326,126)	\$ (381,127)	\$ (799,997)
<b>PROPOSED Operating Expenditures</b>					
<b>REDUCE/REUSE/RECYCLE</b>					
Increase Reduction and Reuse	\$ -	\$ -	\$ -	\$ -	\$ -
Expand Access to Residential Recycling (includes applicable staff costs and recycling revenue)	\$ (16,300)	\$ 26,100	\$ (3,800)	\$ 75,700	\$ 155,200
Increase ICI Sector Recycling	\$ 3,000	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
Increase Organics Diversion	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Expand Regional Education and Behaviour Change Programs	\$ (19,300)	\$ (27,100)	\$ (41,800)	\$ (41,800)	\$ (41,800)
<b>RESIDUAL MANAGEMENT</b>					
Continue facility operation and upgrades as needed.	\$ -	\$ 11,000	\$ 35,000	\$ 11,000	\$ 35,000
<b>POLICIES AND BYLAWS</b>					
Assess Cost Recovery Through User Fees	\$ 20,000				
<b>STAFF</b>					
Additional Coordinator/Supervisory Staffing Costs (2 FTE)	\$ 10,100	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
Additional Facilities/Operations Staff (Costs Included in Program Budgets)	2 FTE	3.5 FTE	5 FTE	5.5 FTE	6 FTE
<b>PLAN MONITORING</b>					
Waste Composition Study	\$ -	\$ -	\$ -	\$ 25,000	\$ -
5-year Effectiveness Review	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>Total Annual Proposed Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 151,000</b>	<b>\$ 130,400</b>	<b>\$ 210,900</b>	<b>\$ 299,400</b>
<b>PROPOSED Capital Expenditures</b>					
<b>DIVERSION</b>					
Expand Access to Residential Recycling (Capital)	\$ -	\$ 45,000	\$ 60,000	\$ 500,000	\$ 500,000
Increase Organics Diversion (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>DISPOSAL</b>					
Continue Facility Operation and Upgrades (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Annual Proposed Capital Expenditures</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 60,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
<b>Total Annual Proposed Expenditures</b>	<b>\$ -</b>	<b>\$ 196,000</b>	<b>\$ 190,400</b>	<b>\$ 710,900</b>	<b>\$ 799,400</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 5,486,644</b>	<b>\$ 4,986,180</b>	<b>\$ 5,259,685</b>	<b>\$ 5,035,859</b>	<b>\$ 5,546,395</b>
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 805,000</b>	<b>\$ 150,000</b>	<b>\$ 383,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
<b>TOTAL ANNUAL EXPENDITURES</b>	<b>\$ 6,291,644</b>	<b>\$ 5,136,180</b>	<b>\$ 5,642,685</b>	<b>\$ 5,535,859</b>	<b>\$ 6,046,395</b>
<b>Operating Funding Required</b>	<b>\$ -</b>	<b>\$ 151,000</b>	<b>\$ 130,400</b>	<b>\$ 210,900</b>	<b>\$ 299,400</b>
<b>Capital Funding Required</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 60,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
<b>Reserve Funding Required</b>		<b>\$ 75,000</b>	<b>\$ 370,000</b>	<b>\$ 425,000</b>	<b>\$ 800,000</b>

Note: This table assumes only costs to RDBN. Costs for individual jurisdictions will depend on how the SWMP is implemented.

**Table 6-2: Ten-Year Capital Plan**

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
<b>PROPOSED Capital Expenditures</b>										
<b>DIVERSION</b>										
Expand Access to Residential Recycling (Capital)	\$ -	\$ 45,000	\$ 60,000	\$ 500,000	\$ 500,000		\$ -	\$ -		\$ -
Increase Organics Diversion (Capital)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 515,000	\$ -	\$ 476,000	\$ -
<b>DISPOSAL</b>										
Continue Facility Operation and Upgrades (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 482,000	\$ 250,000	\$ -	\$ -	\$ -
<b>Total Annual Proposed Capital Expenditures</b>	\$ -	\$ 45,000	\$ 60,000	\$ 500,000	\$ 500,000	\$ 482,000	\$ 765,000	\$ -	\$ 476,000	\$ -

12/10



## 7.0 PLAN SCHEDULE

### 7.1 Plan Implementation Schedule

Table 7-1 provides the planned implementation schedule for the SWMP from 2018 to 2027.

**Table 7-1: Implementation Schedule**

	2018 – Year 1	2019 – Year 2	2020 – Year 3	2021 – Year 4	2022 – Year 5	2023 – Year 6	2024 – Year 7	2025 – Year 8	2026 – Year 9	2027 – Year 10
<b>Proposed Implementation Schedule</b>										
<b>REDUCE/REUSE/RECYCLE</b>										
Increase Reduction and Reuse										
Expand Access to Residential Recycling										
Increase ICI Sector Recycling										
Increase Organics Diversion										
Increase C&D Waste Diversion										
Support Expansion of EPR Programs										
Support HHW Diversion										
Support Recycling and Diversion of Agricultural Plastics										
Expand Regional Education and Behaviour Change Programs										
<b>RESIDUAL MANAGEMENT</b>										
Continue to Operate the Clearview Sub-Regional Landfill										
Continue to Operate the Knockholt Sub-Regional Landfill										
Continue to Operate the Manson Creek Landfill										
Work to Finalize Closure of Historical Landfills/Dumps										
<b>POLICIES AND BYLAWS</b>										
Assess Cost Recovery										
Update Facility Regulation and User Fee Bylaw										
Implement Disposal Charges for Camp Waste and Others										
Mitigate Illegal Dumping										
<b>STAFF</b>										
Additional Staff – Operations Assistant/Foreman (1 FTE)										
Additional Staff – Diversion Coordinator (1 FTE)										
<b>PLAN MONITORING AND EFFECTIVENESS</b>										
<b>PMAC</b>										
Annual Reporting										
Five Year Effectiveness Review										
Waste Composition Study										

128



## 8.0 PLAN APPROVAL

To be added following approval by the RDBN Board of Directors.

129



## APPENDIX A

### TETRA TECH'S LIMITATIONS ON THE USE OF THIS DOCUMENT

130



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

To: Chairperson Miller and Board of Directors (August 16, 2018)  
From: Rory Mckenzie, Director or Environmental Services  
Date: August 3, 2018  
Subject: Solid Waste Management Plan – Cost Recovery Study

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At the June 21, 2018 RDBN Board of Directors meeting the Board of Directors gave Tetra Tech Canada approval to complete a Cost Recovery Study-Scope of Work and Fee Estimate to be completed for the August 16, 2018 Board of Directors meeting. This study will give the Board of Directors a better look at what cost recovery (tipping fees) for Solid Waste Management in the Regional District of Bulkley Nechako would look like and how it could be implemented.

**RECOMMENDATION**

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "Solid Waste Management Plan – Cost Recovery Study" dated August 16, 2018.



## Cost Recovery Study Report



PRESENTED TO  
**Regional District of Bulkley-Nechako**

AUGUST 7, 2018  
ISSUED FOR REVIEW  
FILE: 704-SWM.PLAN03065-01

This "Issued for Review" document is provided solely for the purpose of client review and presents our interim findings and recommendations to date. Our usable findings and recommendations are provided only through an "Issued for Use" document, which will be issued subsequent to this review. Final design should not be undertaken based on the interim recommendations made herein. Once our report is issued for use, the "Issued for Review" document should be either returned to Tetra Tech Canada Inc. (Tetra Tech) or destroyed.

13a



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## TABLE OF CONTENTS

<b>1.0</b>	<b>INTRODUCTION</b> .....	<b>1</b>
1.1	Project Objectives .....	1
1.2	Overview and Structure of the Report .....	1
<b>2.0</b>	<b>DEFINING THE FUNDING GAP</b> .....	<b>2</b>
2.1	Impact of the SWMP .....	3
2.2	Auditor's Report .....	3
2.3	Funding Gap .....	4
<b>3.0</b>	<b>OPTIONS TO CLOSE THE FUNDING GAP</b> .....	<b>4</b>
3.1	Neighbouring Regional Districts .....	4
3.1.1	Cariboo Regional District .....	5
3.1.2	Regional District of East Kootenay .....	7
3.1.3	Peace River Regional District .....	7
3.1.4	Regional District of Fraser-Fort George .....	8
3.1.5	Thompson-Nicola Regional District .....	9
3.1.6	Regional District of Kitimat Stikine .....	11
3.1.7	External Scan Summary .....	11
3.2	Options for RDBN .....	12
<b>4.0</b>	<b>RECOMMENDATIONS FOR COST RECOVERY</b> .....	<b>12</b>
4.1	Scenario 1 – Increase Taxes .....	13
4.1.1	Advantages and Disadvantages of Increasing Taxes .....	14
4.2	Scenario 2 – Fees on Commercial Waste .....	14
4.2.1	Advantages and Disadvantages of Commercial Waste Fees .....	15
4.3	Scenario 3 – Fees on All Solid Waste .....	16
4.3.1	Advantages and Disadvantages of Fees on All Solid Waste .....	18
4.4	Recommended Scenario .....	19
<b>5.0</b>	<b>IMPLEMENTATION PLAN</b> .....	<b>19</b>
<b>6.0</b>	<b>CLOSURE</b> .....	<b>20</b>

## LIST OF TABLES IN TEXT

Table 2-1:	Existing Five Year Financial Plan (Approved in 2018) .....	2
Table 2-2:	Proposed Changes to the Approved Five Year Financial Plan .....	3
Table 2-3:	Projected Funding Gap (Worst Case Scenario) .....	4
Table 2-4:	Projected Impact on Tax Requisition (per \$100,000 of Residential Assessed Value) .....	4
Table 3-1:	Summary of Neighbouring Regional District Solid Waste Systems .....	12
Table 4-1:	Summary of Tipping Fee Required to Achieve Cost Recovery Target .....	13
Table 4-2:	Cost and Revenue Summary - Commercial Waste Fees .....	15
Table 4-3:	Cost and Revenue Summary – Fees on All Solid Waste .....	18

134

Table 5-1: User Fee Implementation Work Plan..... 19

**LIST OF FIGURES IN TEXT**

Figure 3-1: Cariboo Regional Landfill User Fees..... 6  
Figure 3-2: Volume-Based Tipping Fees in the Cariboo Regional District ..... 6  
Figure 3-3: Weight-Based Fees in the Peace River Regional District..... 7  
Figure 3-4: Volume Based Fees in the Peace River Regional District ..... 8  
Figure 3-5: Regional District of Fraser Fort-George Vanway Transfer Station..... 8  
Figure 3-6: Fee Schedule from the Thompson Nicola Regional District ..... 9  
Figure 3-7: Eco-Cards are One Option for Payment ..... 10  
Figure 3-9: Rates for Bagged Garbage in the TNRD..... 10  
Figure 3-8: Volume Based Rates at TNRD Facilities..... 10  
Figure 3-10: Thornhill Transfer Station Hours of Operation and Tipping Fees..... 11

**APPENDIX SECTIONS**

**APPENDICES**

Appendix A Tetra Tech's Services Agreement and Limitations on the Use of this Document  
Appendix B Conceptual Level Capital and Operations Costs by Facility  
Appendix C Summary of anticipated Costs and Revenues by Facility and Scenario

**LIMITATIONS OF REPORT**

This report and its contents are intended for the sole use of the Regional District of Bulkley Nechako (RDBN) and their agents. Tetra Tech Canada Inc. (Tetra Tech) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than RDBN, or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this document is subject to the Limitations on the Use of this Document attached in the Appendix or Contractual Terms and Conditions executed by both parties.

## 1.0 INTRODUCTION

Tetra Tech Canada Inc. (Tetra Tech) in partnership with MWA Environmental Consultants Ltd. and Carey McIver & Associates Ltd. has recently completed a review and update of the Regional District of Bulkley-Nechako's (RDBN) Solid Waste Management Plan (SWMP). The RDBN prepared their first Plan in 1996 and the focus for the last twenty years has been on improving residuals management by closing old small landfills and dump sites and replacing them with a transfer station network and two sub-regional engineered landfills. The focus of the current plan review and update has been to increase waste diversion by providing improved recycling services in the short term and organics diversion services in the long term.

The costs associated with implementing improved recycling and organics diversion services as well as regulatory requirements to fund closure and post-closure liabilities which require an increase in either taxes, user fees or both. The current solid waste management system in the RDBN is primarily funded through taxation rather than user fees, which provides no financial incentive for generators to reduce, reuse and recycle. Consequently, a key component of the 2018 SWMP is the need to address options for cost recovery that both support the financial sustainability of the RDBN's municipal solid waste management system and add incentives for generators to use improved recycling and organics management services to divert waste from disposal.

As the cost of sustainable waste management increases, most northern regional districts have adopted bylaws to apply user fees to varying degrees to increase this funding source and balance the ratio of taxation versus user fees. Assessing the feasibility of implementing user fees at all RDBN facilities may better support the solid waste management system, diversify revenue sources and support the RDBN's strategic objectives. This study assists the RDBN in determining reasonable methods of recovering costs and provides the inputs needed to choose a cost recovery model that will ensure the long-term viability of the solid waste management system.

### 1.1 Project Objectives

The key objectives of the study are to:

- Define the funding gap in the five-year financial plan including the operating and capital costs defined in the 2018 SWMP and required reserve funding;
- Review cost recovery models in similar regional districts and provide guidance on applicability to the RDBN;
- Define options for closing the funding gap;
- Provide summaries of projected revenue and conceptual costs of prioritized cost recovery options; and
- Provide information required to satisfy the RDBN Board that the 2018 SWMP can be funded through reasonable changes to the RDBN cost recovery model.

### 1.2 Overview and Structure of the Report

Section 2 of this report reviews the current cost recovery model as defined in the approved 2018-2022 Financial Plan, addresses the implications of the operating and capital expenditures contained in the draft SWMP as well as the required contributions to closure and post-closure reserve funds and then defines the funding gap over the 2018-2022 period. Section 3 provides cost recovery models used by six comparable regional districts and summarizes options that may be applicable to the RDBN. Section 4 provides three cost recovery scenarios specific to the RDBN and Section 5 provides a proposed implementation plan for the preferred scenario.



## 2.0 DEFINING THE FUNDING GAP

In British Columbia, municipalities and regional districts must annually adopt, by bylaw, a five-year financial plan which includes capital and operating expenditures. The current approved 2018-2022 Financial Plan is presented in Table 2-1.

**Table 2-1: Existing Five Year Financial Plan (Approved in 2018)**

	2018	2019	2020	2021	2022
<b>REVENUE</b>					
Taxation	\$3,144,752	\$3,383,962	\$3,428,064	\$3,008,737	\$3,011,903
Recycling	\$240,000	\$140,000	\$140,000	\$140,000	\$140,000
Tipping Fees	\$206,000	\$206,000	\$206,000	\$206,000	\$206,000
Transfer from Reserves	\$1,043,700	\$783,700	\$741,700	\$693,700	\$693,700
Prior Year's Surplus	\$1,171,798	\$ -	\$ -	\$ -	\$ -
Grants	\$390,395	\$390,395	\$390,395	\$390,395	\$390,395
Other	\$95,000	\$5,000	\$220,000	\$5,000	\$5,000
<b>TOTAL OPERATING REVENUE</b>	<b>\$6,291,645</b>	<b>\$4,909,057</b>	<b>\$5,126,159</b>	<b>\$4,443,832</b>	<b>\$4,446,998</b>
<b>EXPENDITURES</b>					
<b>Operating Expenditures</b>					
Administration	\$2,249,988	\$1,764,351	\$1,776,830	\$1,382,498	\$1,393,608
Transfer Station Ops	\$1,683,821	\$1,658,334	\$1,681,933	\$1,704,256	\$1,726,842
Landfill Ops	\$663,943	\$651,618	\$664,645	\$667,328	\$680,668
Recycling	\$525,959	\$417,944	\$417,944	\$417,944	\$417,944
Contribution to Reserves	\$239,233	\$159,233	\$159,233	\$169,233	\$169,233
Post-Closure	\$93,700	\$93,700	\$43,700	\$43,700	\$43,700
Closure	\$30,000	\$15,000	\$15,000	\$15,000	\$15,000
<b>Total Annual Operating Expenditures</b>	<b>\$5,486,644</b>	<b>\$4,760,180</b>	<b>\$4,759,285</b>	<b>\$4,399,959</b>	<b>\$4,446,995</b>
<b>Existing Capital Expenditures</b>					
Capital Expenditures	\$805,000	\$105,000	\$323,000	\$ -	\$ -
<b>Total Annual Capital Expenditures</b>	<b>\$805,000</b>	<b>\$105,000</b>	<b>\$323,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Balance</b>	<b>\$6,291,644</b>	<b>\$4,865,180</b>	<b>\$5,082,285</b>	<b>\$4,399,959</b>	<b>\$4,446,995</b>

As indicated in Table 2-1, the solid waste management system in the RDBN is funded primarily through taxation. For 2018 property taxes account for roughly 50% of revenue, transfer from reserves account for 17%, the prior years surplus account for 19% of revenue, and tipping fees account for 3%. However, considering that transfer from reserves is taxation revenue saved from the last three years and prior years surplus is taxation revenue from previous years, revenue from taxation is 83% in 2018. In subsequent years, the plan assumes that the complete budget for each year will be spent and there will be no surplus to carry-forward. For these years property taxes will account for roughly 84% of revenue requirements.

## 2.1 Impact of the SWMP

Table 2-2 provides the costs associated with the strategies and actions identified in the 2018 SWMP with respect to their implications to the Board's approved Financial Plan for 2018-2022

**Table 2-2: Proposed Changes to the Approved Five Year Financial Plan**

	2018	2019	2020	2021	2022
<b>PROPOSED Operating Expenditures</b>					
<b>REDUCE/REUSE/RECYCLE</b>					
Increase Reduction and Reuse	\$ -	\$ -	\$ -	\$ -	\$ -
Expand Access to Residential Recycling	\$ (16,300)	\$ 26,100	\$ (3,800)	\$ 75,700	\$ 155,200
Increase ICI Sector Recycling	\$ 3,000	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
Increase Organics Diversion	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Expand Regional Education and Behaviour Change Programs	\$ (19,300)	\$ (27,100)	\$ (41,800)	\$ (41,800)	\$ (41,800)
<b>RESIDUAL MANAGEMENT</b>					
Continue facility operation and upgrades as needed.	\$ -	\$ 11,000	\$ 35,000	\$ 11,000	\$ 35,000
<b>POLICIES AND BYLAWS</b>					
Assess Cost Recovery Through User Fees	\$ 20,000				
<b>STAFF</b>					
Additional Staffing Costs (2 FTE)	\$ 10,100	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
<b>PLAN MONITORING</b>					
Waste Composition Study	\$ -	\$ -	\$ -	\$ 25,000	\$ -
5-year Effectiveness Review	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>Total Annual Proposed Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 151,000</b>	<b>\$ 130,400</b>	<b>\$ 210,900</b>	<b>\$ 299,400</b>
<b>PROPOSED Capital Expenditures</b>					
<b>DIVERSION</b>					
Expand Access to Residential Recycling (Capital)	\$ -	\$ 45,000	\$ 60,000	\$ 500,000	\$ 500,000
Increase Organics Diversion (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>DISPOSAL</b>					
Continue Facility Operation and Upgrades (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Annual Proposed Capital Expenditures</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 60,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
<b>Total Annual Proposed Expenditures</b>	<b>\$ -</b>	<b>\$ 196,000</b>	<b>\$ 190,400</b>	<b>\$ 710,900</b>	<b>\$ 799,400</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 5,486,644</b>	<b>\$ 4,986,180</b>	<b>\$ 5,259,685</b>	<b>\$ 5,035,859</b>	<b>\$ 5,546,395</b>
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 805,000</b>	<b>\$ 150,000</b>	<b>\$ 383,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
<b>TOTAL ANNUAL EXPENDITURES</b>	<b>\$ 6,291,644</b>	<b>\$ 5,136,180</b>	<b>\$ 5,642,685</b>	<b>\$ 5,535,859</b>	<b>\$ 6,046,395</b>
<b>Operating Funding Required</b>	<b>\$ -</b>	<b>\$ 151,000</b>	<b>\$ 130,400</b>	<b>\$ 210,900</b>	<b>\$ 299,400</b>
<b>Capital Funding Required</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 60,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
<b>Reserve Funding Required</b>		<b>\$ 75,000</b>	<b>\$ 370,000</b>	<b>\$ 425,000</b>	<b>\$ 800,000</b>

## 2.2 Auditor's Report

Under Section 167 of the Community Charter, each year regional districts (and municipalities) must present their Board (or Council) with the jurisdiction's financial statements for its acceptance by May 15 the following year. The auditors for the RDBN have prepared the financial statements for the calendar year 2017 and have audited the financial proceedings of the regional district. In their notes to the consolidated financial statements the auditors address unfunded liabilities for landfill closure and post-closure costs. In their opinion the RDBN has insufficient reserves to fund future closure and post-closure costs of both active and inactive landfill sites in the regional district. To quote from their notes "The liability expense of \$1,699,304 is unfunded as at December 31, 2017, the landfill closure and post closure reserve funds have a balance of \$95,250."

## 2.3 Funding Gap

RDBN financial services staff have reviewed the impact of the 2018 SWMP on the approved Financial Plan as well as the requirement from the auditors to increase funding to the landfill closure and post-closure reserves.

Table 2-3 illustrates the magnitude of the funding gap based on several assumptions. In 2018 the tax requisition was artificially low because of a very large surplus carried over from 2017. This projection assumes that the complete budget for each year will be spent and there will be no surplus to carry forward. Going forward, if there is a surplus to be carried forward from one year to the next, the Board will need to decide if these funds should be used to reduce next year's taxes or if they should be allocated to the landfill closure or post-closure reserve. This projected financial plan also recognizes that in 2020 the RDBN will pay off a large Environmental Services loan allowing for nearly \$500,000 to be allocated to capital expenses (or to reserves) for future years. In this case the projection allocates \$1,000,000 to build two recycling consolidation centres (at the Smithers Telkwa Transfer Station and Vanderhoof Transfer Station). Although some portion of this amount may be offset by grant funding this is not an assumption for the worst case scenario

**Table 2-3: Projected Funding Gap (Worst Case Scenario)**

	2018	2019	2020	2021	2022
Funding Gap	\$0	\$867,000	\$1,052,000	\$1,252,000	\$1,312,000

Based on this review, staff have concluded that the current Financial Plan can accommodate increases to operating and capital expenditures associated with the SWMP if taxes are increased. The impact of this funding gap on the tax requisition levy on each \$100,000 of residential assessment is forecasted in Table 2-4.

**Table 2-4: Projected Impact on Tax Requisition (per \$100,000 of Residential Assessed Value)**

	2018	2019	2020	2021	2022
Tax Levy	\$54.70	\$69.80	\$73.02	\$76.50	\$76.50

Under this projection taxes are increased to approximately \$77.50 over period of 10 years with the greatest increase happening 2019-2020. This represents a roughly \$20 per \$100,000 in assessed value per household or \$50 per year for the average assessment of \$250,000. Residents with a higher property values will be faced with an even greater increase. This can be partially offset in 2020 if grant funds are available for the significant capital projects planned. However, even without the SWMP being implemented taxes would still be required to be increased to approximately \$72.50 over the next two years.

## 3.0 OPTIONS TO CLOSE THE FUNDING GAP

This section provides an overview of cost recovery models used by six comparable regional districts and summarizes options that may be applicable to the RDBN.

### 3.1 Neighbouring Regional Districts

The RDBN has much in common with its neighbouring regional districts. With a total population of 37,896 people (2016 Census) and a land area of 73,361 square kilometres (km<sup>2</sup>), the RDBN has a population density of only 0.5 persons per km<sup>2</sup>. The 2016 disposal rate for the RDBN was 600 kilograms per capita.



Prior to the advent of solid waste management planning in the 1990's, most rural solid waste disposal systems consisted of numerous small landfills and dumpsites adjacent to towns and villages. However, in accordance with their respective SWMPs, most rural regional districts have transitioned from non-engineered landfills to a system of transfer stations and engineered landfills.



This was the case for the RDBN where 21 old landfills have been closed and replaced with a system of seven regional transfer stations, two sub-regional engineered landfills, one small local landfill, and one First Nations community transfer station.

This transition has been expensive for rural regional districts and like the RDBN, due to low economies of scale, most rural regional districts have had to depend on taxation rather than tipping fees as a stable revenue source.

However, solid waste systems funded entirely through taxation do not provide a financial incentive for waste reduction and are unfair to those residents that do reduce, reuse and recycle. Consequently, as rural regional districts have moved beyond improvements to residual waste management

systems and switched focus to providing waste diversion services, user fees have become more prevalent.

This has been the case for the regional districts of Cariboo, East Kootenay, Peace River, Fraser-Fort George, Thompson-Nicola and Kitimat-Stikine. These regional districts have comparable populations, population density, area and number and type of facilities. The following sections discuss each of these regional districts and provides information on cost recovery models (proportion of costs recovered through taxes, user fees or other methods) and methods (how taxes and fees are applied and collected).

### 3.1.1 Cariboo Regional District

The Cariboo Regional District (CRD) flanks the southern border of the RDBN. With a total population of 61,988 people (2016 Census), and a land area of 80,610 km<sup>2</sup>, the CRD has a population density of 0.8 persons per km<sup>2</sup>. Historically there were 3 urban landfills and 28 rural landfills located in the CRD. The current residual waste management system in the CRD consists of 14 landfills and 18 transfer stations, with both attended and unattended sites. In 2018 the budgeted system cost is \$8.5 million of which 50% is recovered by taxation, 8% by user fees and 15% from other sources such as grants, reserves and prior year surplus. The 2018 tipping fee for refuse is \$70 per tonne. Revenue from tipping fees for refuse is budgeted at roughly \$700,000 annually. The 2016 disposal rate for the CRD was 748 kilograms per capita.

The CRD started to introduce user fees in accordance with their 2013 SWMP. Although the planning process recognized that a tax-based fee structure does not encourage waste reduction, both the SWMP Advisory Committee and the public were concerned that user fees would result in increased illegal dumping. Consequently, the CRD decided to move slowly towards user fees, starting at attended scaled sites and then expanding to more attended sites once the infrastructure was in place to collect fees.



To keep administration costs low, user fees were introduced for commercial loads only since commercial haulers had more waste per load and could be charge by account. The CRD also recognized that commercial haulers won't dump in the bush. Weight based fees were introduced at scaled facilities and volume-based fees at non-scaled attended sites.

Figure 3-1 illustrates the current commercial user fees for the Central Cariboo Landfill.

**CENTRAL CARIBOO LANDFILL - COMMERCIAL USER FEES**  
**EFFECTIVE JUNE 8, 2018**

WASTE CATEGORY	TIPPING FEES	TIPPING FEES
<u>Municipal Solid Waste</u>	<u>Secured, Non-contaminated Loads</u>	<u>Contaminated Loads</u>
Commercial mixed waste	\$70.00 per tonne	\$200.00 per tonne
Clean wood waste	\$70.00 per tonne, \$23.00 minimum charge	\$200.00 per tonne
Demolition/Construction Waste (DLC)	\$200.00 per tonne, \$23.00 minimum charge	\$250.00 per tonne

Figure 3-1: Cariboo Regional Landfill User Fees

To encourage waste diversion, the bylaw distinguishes between sorted, non-contaminated loads and un-sorted contaminated loads. Contamination generally refers to recyclable materials such as cardboard and scrap metal that could easily be recycled.

When fees for household waste were first introduced there was no charge for loads of 450 kilograms or less. This meant the large loads, which were often coming from commercial self-haul professing to be residential did have to

SCHEDULE "B"  
VOLUME BASED COMMERCIAL TIPPING FEES FOR \*150 MILE HOUSE, FROST CREEK AND WILDWOOD  
TRANSFER STATIONS

Depositing waste in an undesignated location	Double user fee	
Depositing a contaminated load of wood waste (>10% non-wood)	Triple user fee	
Pick-up Trucks (≤ 2m <sup>3</sup> )	Wood <sup>1</sup>	DLC <sup>2</sup>
<u>Small Box pick-up (&lt; 8 ft. box)</u>		
Full load or portion thereof	\$17.00	\$58.00
With extended sides	\$24.00	\$116.00
<u>Full sized pick-up (8 ft. box)</u>		
Full load or portion thereof	\$22.00	\$75.00
With extended sides	\$44.00	\$150.00
Utility Trailers	Wood <sup>1</sup>	DLC <sup>3</sup>
<u>Up to 8 ft. long (≤ 2m<sup>3</sup>)</u>		
Full load or portion thereof	\$22.00	\$75.00
With extended sides	\$44.00	\$150.00
<u>Up to 12 ft. long</u>		
Full load or portion thereof	\$34.00	N/A
With extended sides	\$68.00	N/A
<u>Up to 16 ft. long</u>		
Full load or portion thereof	\$46.00	N/A
With extended sides	\$92.00	N/A

pay a fee. Over time, the CRD has reduced the no charge level to 200 kilograms (in June 2018) and by January 2019 the no charge limit will be 100 kg or less.

The CRD also charges volume-based fees for commercial waste at several attended transfer stations. Residential waste is not charged at these sites. Figure 3-2 provides an example of volume-based tipping fees for commercial users at attended sites.

Figure 3-2: Volume-Based Tipping Fees in the Cariboo Regional District

Public response has been mixed regarding the introduction of user fees for residential waste. There is support for residential user fees in urban areas such as Williams Lake and Quesnel with curbside garbage collection, however rural residents who self-haul their waste don't want user fees.

In the past they had 24/7 access to old landfill sites and don't want the inconvenience of having to slow down and pay at attended rural landfills or transfer sites. The fear of increased illegal dumping is also another reason why some residents don't support user fees.


With respect to "lessons learned" staff interviewed from the CRD recommend that user fees work best if they are weight-based and if they go hand in and with improved access to recycling services. So far, their phased approach has been successful. The only challenge left is unattended rural sites.

### 3.1.2 Regional District of East Kootenay

Although the Regional District of East Kootenay (RDEK) is not adjacent to the RDBN, their cost recovery policy can provide some insights. With a total population of 60,439 people (2016 Census), and a land area of 27,542 km<sup>2</sup>, the RDEK has a population density of 2.2 persons per km<sup>2</sup>. The current residual waste management system in the RDEK consists of 2 landfills, 5 urban transfer stations and 15 rural transfer stations, including both attended and unattended sites. In 2018 the budgeted system cost is \$8.7 million of which 82% is recovered by taxation, 15% by user fees and 3% from other sources such as grants, reserves and prior year surplus. There is no charge for commercial and domestic refuse excluding controlled waste which is accepted for varying fees. However, to promote waste diversion, the 2018 tipping fee for loads containing banned recyclable materials from any category is \$100 per tonne. Revenue from tipping fees is budgeted at roughly \$990,000 annually. The 2016 disposal rate for the RDEK was 561 kilograms per capita.

### 3.1.3 Peace River Regional District

The Peace River Regional District (PRRD) flanks the northern border of the RDBN. With a total population of 62,942 people (2016 Census), and a land area of 117,388 km<sup>2</sup>, the PRRD has a population density of 0.5 persons per km<sup>2</sup>. The current residual waste management system in the CRD consists of 3 regional landfills, 16 attended transfer stations and 13 unattended transfers stations. In 2018 the budgeted system cost is \$14.7 million of which 38% is recovered by taxation, 26% by user fees and 36% from other sources such as grants, reserves and prior year surplus. The 2018 tipping fee for refuse is \$55 per tonne. Revenue from tipping fees for refuse is budgeted at roughly \$3.9 million annually. The 2016 disposal rate for the PRRD was 685 kilograms per capita.

REGULAR WASTE		CONTROLLED WASTE		RESTRICTED WASTE	
TYPE	FEE \$1.75 Minimum Charge	TYPE	FEE \$10.00 Minimum Charge	TYPE	FEE \$27.00 Minimum Charge
<b>SORTED</b> HOUSEHOLD & COMMERCIAL METAL	<b>\$55/tonne</b>	HOUSEHOLD APPLIANCES	<b>\$55/tonne</b>	SPECIFIED RISK MATERIALS	<b>\$125/tonne</b>
WOOD		CLEAN UNCRUSHED STEEL & PLASTIC DRUMS with lids removed		ANIMAL CARCASSES listed in Wildlife & Livestock Acts	
Domestic ANIMAL CARCASSES not listed in Wildlife & Livestock Acts		TIRES (MEDIUM - No Rim)	<b>\$55/tonne plus \$3.50/drum</b>	LOADS CONTAINING >23% OLD CORRUGATED CARDBOARD	<b>\$250/tonne</b>
3 garbage bags or less (Min. fee N/A)	<b>\$0.80 per bag</b>	TIRES (INDUSTRIAL/HEAVY DUTY - No Rim)	<b>\$55/tonne plus \$36/tire</b>	LEAD ACID BATTERIES	<b>\$55/tonne</b>
TIRES (Car, LT, SUV - No Rim)	<b>\$55/tonne plus \$6/tire</b>	PAVED DEMOLITION, LAND CLEARING & CONSTRUCTION STRIPPED VEHICLES	<b>\$110/tonne</b>	ASBESTOS	<b>\$150/tonne</b>
UNSORTED REGULAR WASTE	<b>\$110/tonne</b>	UNSTRIPPED VEHICLES	<b>\$110/tonne plus \$170/vehicle</b>	ALL OTHER RESTRICTED WASTE	<b>\$150/tonne</b>
PLEASE ASK SCALE ATTENDANT FOR ADDITIONAL INFORMATION		CLEAN SOILS/CONCRETE RUBBLE (pieces size <15 cm)	<b>NO CHARGE</b>	QUESTIONS? PLEASE CALL: 250-784-3200 OR 1-800-870-7773	
		UNSORTED CONTROLLED WASTE	<b>\$110/tonne</b>		

**UNSECURED LOADS ARE CHARGED DOUBLE!!**

Figure 3-3: Weight-Based Fees in the Peace River Regional District

User fees have been in place in the PRRD since 1998 at attended transfer stations and landfills. The PRRD SWMP had supported user fees wherever possible to encourage waste reduction. User fees are seen as a fair approach to pay for services. Fees are weight-based if scales are present and volume-based if not. The introduction of user fees has also coincided with the improved services. Figure 3-3 provides the current weight-based user fees in the PRRD and Figure 3-3 provides the current volume base fees.

According to PRRD staff, the public have been supportive of user fees if they are combined with additional services. Although rural residents like the improved services, they are still unhappy about fees. Concerns about illegal dumping were addressed by providing free clean up coupons. In response to concerns from commercial haulers, staff are considering raising the rates for unsorted commercial loads since the current double fee of \$110 per tonne does not seem to be enough of a penalty to encourage waste diversion.

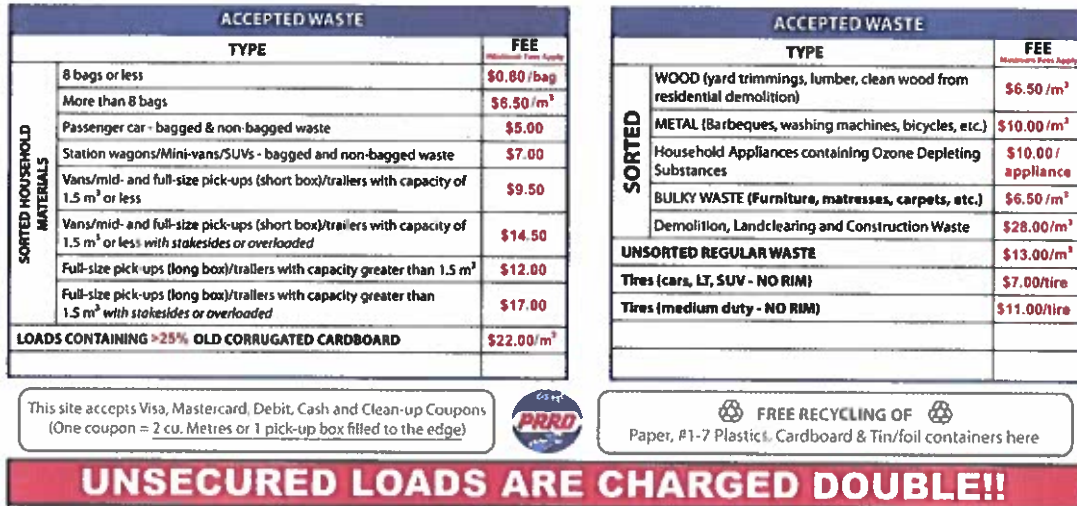


Figure 3-4: Volume Based Fees in the Peace River Regional District

### 3.1.4 Regional District of Fraser-Fort George

The Regional District of Fraser-Fort George (RDFFG) flanks the eastern border of the RDBN. With a total population of 94,506 people (2016 Census), and a land area of 50,676 km<sup>2</sup>, the RDFFG has a population density of 1.9 persons per km<sup>2</sup>. The current residual waste management system in the RDFFG consists of 3 landfills and 17 transfer stations. In 2018 the budgeted system cost is \$10.8 million of which 33% is recovered by taxation, 55% by user fees and 12% from other sources such as grants, reserves and prior year surplus. The 2018 tipping fee for refuse is \$85 per tonne. Revenue from tipping fees for refuse is budgeted at roughly \$5.4 million annually. The 2016 disposal rate for the RDFFG was 844 kilograms per capita.



Figure 3-5: Regional District of Fraser Fort-George Vanway Transfer Station

Although the RDFFG is not entirely comparable to the RDBN due to the large urban population concentrated in the City of Prince George that utilize the scaled Foothills Boulevard Regional Landfill, three of the RDFFG's smaller attended transfer sites provide some relevant examples regarding methods to collect fees. At the Vanway Transfer Station, just outside of the City limits, residential users from the City of Prince George can access the site for a flat fee of \$6.00 while rural users from the adjacent electoral area are provided with a swipe card to access the site. Figure 3-5 shows the attendants shack and automated gates.



At the McBride and Valemount Transfer Stations volume-based rates are applied to residential, commercial and municipal users. At both of these sites all site users must check with the on-site attendant for dumping instructions. The attendant uses a point-of-sale machine to collect fees using debit or credit. There is no cash on site. Of interest to the RDBN is the volume-based fee charges to municipal collection vehicles of \$105 per municipal collection for the Village of McBride and \$75 per municipal collection for the Village of Valemount. These fees are collected on account.

### 3.1.5 Thompson-Nicola Regional District

The Thompson-Nicola Regional District (TNRD) is not adjacent to RDBN but is very comparable. With a total population of 42,663 people (2016 Census), and a land area of 44,150 km<sup>2</sup>, (excluding the City of Kamloops who own and operate their own solid waste system) the TNRD has a population density of 1.9 persons per km<sup>2</sup>. The current residual waste management system in the TNRD consists of 2 landfills, 10 eco-depots and 18 transfer stations. In 2018 the budgeted system cost is \$12.7 million of which 58% is recovered by taxation, 20% by user fees and 22% from other sources such as grants, reserves and prior year surplus. The 2018 tipping fee for refuse is \$80 per tonne. Revenue from tipping fees for refuse is budgeted at roughly \$2.5 million annually. The 2016 disposal rate for the TNRD was 531 kilograms per capita.

The introduction of user fees was a major initiative of the TNRD's 2008 SWMP. Prior to that plan, taxes were steadily increasing, and user fees were seen as a method to stop tax increases and promote diversion. Volume-based fees were introduced in 2009 which coincided with closing dumps and providing attended transfer stations. In 2013 weight-based fees were introduced at the new fully scaled eco-depots. These eco-depots were constructed with a \$14 million Build Canada Grant and significantly improved services levels. Every site was upgraded to a varying degree.

TIPPING FEES		
HOUSEHOLD GARBAGE	WEIGHT BASED USER FEE LOADS OVER 50 KG	VOLUME BASED USER FEE
Solid waste generated from the day to day activities of households and non-industrial businesses. Household garbage is typically disposed of in bags. In addition, household items that are not part of a house or building would be considered household garbage, such as a garden hose.	\$80/tonne (\$4 min) Under 50kg \$1/bag up to 4 bags	\$10/m <sup>3</sup> \$1 min. charge \$1/bag
DEMOLITION / RENOVATION, LANDCLEARING & CONSTRUCTION (DLC)	WEIGHT BASED USER FEE LOADS OVER 50 KG	VOLUME BASED USER FEE
Solid waste generated from activities such as demolition, construction, renovations, industrial work, land clearing and grubbing. Any waste materials that was part of, or designed to be part of a house or building is considered DLC.	\$160/tonne (\$8 min.)	\$25/m <sup>3</sup>
<b>Wood Waste</b>	\$100/tonne (\$5 min.)	\$15/m <sup>3</sup>
<b>Asphalt Shingles</b>	\$100/tonne (\$5 min.)	\$15/m <sup>3</sup>

Figure 3-6: Fee Schedule from the Thompson Nicola Regional District

The introduction of tipping fees met with a significant public response. Staff received numerous threats and complaints. Most people couldn't fathom that anyone should have to pay for garbage. When fees were introduced

at larger sites, some residents would drive 40 kilometers each way to avoid paying fees. Since that time the public has come to accept the need for user fees. Staff from the TNRD advised that it is important to have an illegal dumping strategy in place to coincide with the introduction of fees. Currently the TNRD budget provides \$50,000 per year to clean-up illegal dump sites



Figure 3-7: Eco-Cards are One Option for Payment

In the TNRD system the accepted payment methods are debit, credit or Eco-Card. Cash is not accepted at any sites. The Eco-Card is a punch card worth \$20 for 20 punches. The cards are available for purchase at convenient sites through-out the TNRD. The only problem with the Eco-Card has been at remote sites where non-locals arrive without cards. This has resulted in a lot of work for very little revenue and in hindsight staff may not have implemented bag fees as small remote transfer stations.

Of all the regional districts reviewed for this study, the TNRD has some of the best graphics to illustrate to customers their volume based rates as illustrated in Figure 3-8 and Figure 3-9.

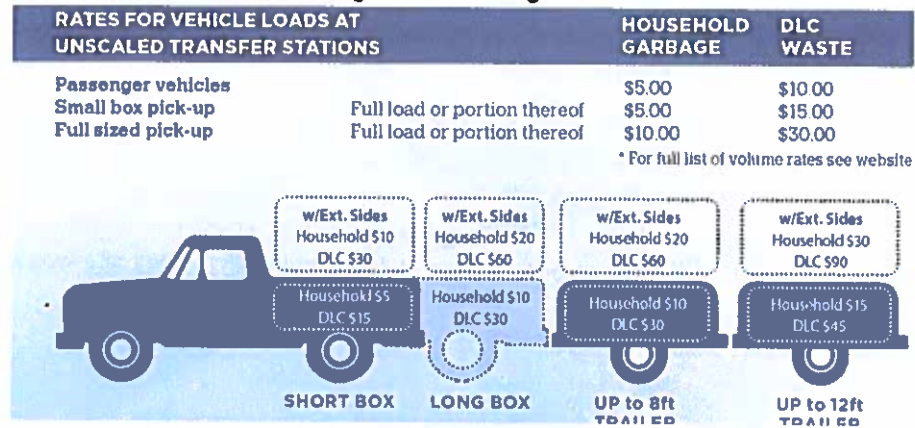


Figure 3-9: Volume Based Rates at TNRD Facilities

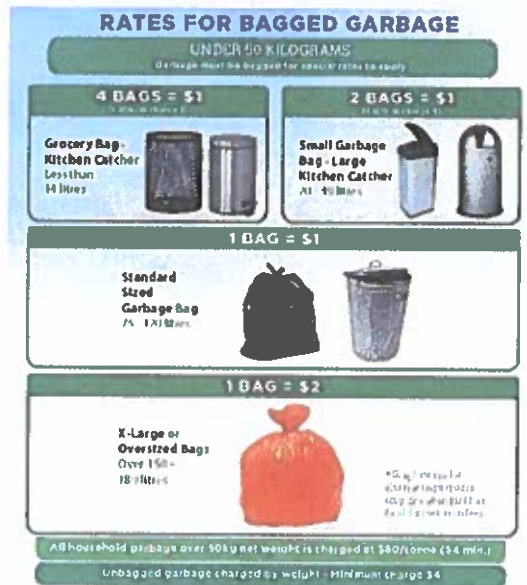


Figure 3-8: Rates for Bagged Garbage in the TNRD

### 3.1.6 Regional District of Kitimat Stikine

The Regional District of Kitimat-Stikine (RDKS) flanks the western border of the RDBN. With a total population of 37,367 people (2016 Census), and a land area of 104,465 km<sup>2</sup>, the CRD has a population density of 0.4 persons per km<sup>2</sup>. There are two solid waste service areas in the RDKS – the Terrace Service Area and the Hazelton and Stewart Service Area. This review deals with the Terrace Service Area which includes the City of Terrace and adjoining electoral areas. The City of Kitimat does not participate in the RDKS solid waste service, consequently the Terrace Service Area provides solid waste services to a population of 18,470.

## Thornhill Transfer Station

### Hours of Operation and Tipping Fees

**Public Hours:**  
 Summer (May 1 - Oct 31): Saturday, Sunday, and Monday 12 noon — 7 pm  
 Winter (Nov 1 - April 30): Saturday, Sunday, and Monday 12 noon — 5 pm

**Commercial Hours:**  
 Monday to Friday 9 am — 5 pm  
 Saturday 12 noon — 5 pm

**Minimum \$10 tipping fee applies.** This covers up to 200 lbs. of garbage or construction/ demolition waste or, up to 220 lbs. of organic waste (yard and garden)

**All tipped loads are charged as follows:**

- Garbage: \$110.00 / tonne
- Construction and Demolition Waste (Loads less than 5m<sup>3</sup>): \$110.00 / tonne
- Land Clearing Waste (Loads less than 5m<sup>3</sup>): \$110.00 / tonne
- Metal: \$55.00 / tonne
- Metal is also accepted at local salvage yards with no tip fee
- Organic Materials (including yard and garden waste): \$99.00 per tonne
- Animal Carcasses (Loads of 50 kg or less): \$110.00 per tonne\*\*
- If animal carcass is greater than 50 kg please call the RDKS office at 250-615-6100*

**NO CASH - Debit and Credit Only**

**CARDBOARD AND PAPER PRODUCTS, ELECTRONICS, TIRES, AND ALL OTHER E.P.R. RECYCLABLES ARE NOT ACCEPTED AT THE TRANSFER STATION.**

**Please ensure loads are secure and all materials are properly separated**

The current residual waste management system in the Terrace Service Areas consists of 1 new regional landfill, 1 new compost processing facility and one new transfer station. These new facilities, costing roughly \$17.5 million replaced an old landfill site in 2016. In 2018 the budgeted system cost is \$3.6 million (including the Terrace Area Curbside Program) of which 36% is recovered by taxation, 47% by user fees and 27% from other sources such as grants, reserves and prior year surplus.

The 2018 tipping fee for refuse is \$110 per tonne. Revenue from tipping fees for refuse is budgeted at roughly \$572,000 annually. The 2016 disposal rate for the RDKS was 769 kilograms per capita.

The Terrace Area Integrated SWMP includes curbside collection of garbage, recyclables and organics from households in the City of Terrace and the adjoining electoral areas. Commercial cardboard and organics is also banned from disposal. The hours of operation and tipping fees at the new Thornhill Transfer Station are provide in Figure 3-10.

**Figure 3-10: Thornhill Transfer Station Hours of Operation and Tipping Fees**

It is important to note that the transfer station is only open three days per week for the public and five days per week for commercial haulers. This is likely due to the fact that the majority of residents have curbside collection services.

### 3.1.7 External Scan Summary

Table 3-1 summarizes the information provided in the previous sections. It is clear from this table that rural regional districts with a large land base and low population have high solid waste system costs due to the number of facilities required to service disperse populations. The system cost per tonne in these regional districts is relatively high due to the number of facilities meaning that recovering costs entirely through user fees would be unrealistic. This is why most rural regional districts cover the majority of their costs from taxation while urban regional districts with higher population densities can recover the majority of their costs through user fees. Nevertheless, most of the rural regional districts reviewed have started to introduce tipping fees, to varying degrees, as an incentive to reduce waste and a method to diversity the sources of funding.



**Table 3-1: Summary of Neighbouring Regional District Solid Waste Systems**

	RDBN	CRD	RDEK	PRRD	RDFFG	TNRD	RDKS
Population	37,896	61,988	60,439	62,942	94,506	42,663	18,470
Area	73,361	80,610	27,542	117,388	50,676	44,150	104,465
Density	0.5	0.8	2.2	0.5	1.9	1.0	0.4
Disposal Rate	600	748	561	685	844	531	769
<b>Facilities</b>							
Landfills	2	14	2	3	3	2	1
Transfer Stations	7	18	20	29	17	28	1
System Cost	\$6.3M	\$8.5M	\$8.7M	\$14.7M	\$10.8M	\$12.7M	\$3.6M
System Cost/tonne	\$277	\$183	\$257	\$341	\$135	\$561	\$253
<b>Cost Recovery</b>							
Taxation	77%	49%	82%	38%	33%	58%	36%
User Fees	5%	8%	15%	26%	55%	20%	47%
Other	18%	33%	3%	36%	12%	22%	27%
Tipping Fee	\$0	\$70	\$100	\$55	\$85	\$80	\$110
Commercial Fees	No	Yes	Yes	Yes	Yes	Yes	Yes
Residential Fees	No	No	No	Yes	Yes	Yes	Yes

## 3.2 Options for RDBN

Based on the review of neighbouring regional districts, there are two major options available to the RDBN to recover a higher percentage of costs from user fees. The first option would be to follow the approach adopted in the CRD and RDEK and introduce user fees for commercial waste only. The second option would be to introduce user fees for both commercial and residential waste. Based on the response from rural regional districts, the latter appears to be the simplest and fairest cost recovery model.

With respect to methods of cost recovery, there are two approaches weight based at facilities with scales and volume-based at facilities without scales. In both cases, facilities need to be attended, which increases system costs. This is why some regional districts reduce operating hours at facilities as a means to limit additional staffing costs.

In many cases, the cost of installing scales was included in facility upgrades plans. At the TNRD, development of scaled eco-depots qualified for significant grant funding. The RDBN would be wise to follow this approach.

## 4.0 RECOMMENDATIONS FOR COST RECOVERY

The scenarios below outline the various options and methodologies available for the RDBN to recover costs through user fees. The scenarios have been built based on:

- Feasibility of implementation at the RDBN's facilities;
- Feedback from the SWMP's Regional Solid Waste Advisory Committee and the Board of Directors; and

- The experiences of neighbouring regional districts.

Implementation costs were estimated based on a high-level review of the existing infrastructure and staff available at each facility. Revenues were based on recorded non-charged waste received at the two scaled sub-regional landfills and estimated vehicle counts based on attendant journals (for commercial and municipal loads) and the number of households within the service area that do not receive curbside garbage collection. Before implementing any of the actions summarized below, the RDBN should work to confirm the number and types of customers using each of its facilities to aid in planning and scaling new infrastructure and services.

As summarized in Table 3-1, most neighbouring regional districts recover only a portion of the costs of solid waste management through user fees and tipping fees. Based on an approximate system cost of \$6.3M and assuming a disposal rate of 16,000 tonnes per year the RDBN's tipping fee for solid waste could range from \$79 to \$158 per tonne.

**Table 4-1: Summary of Tipping Fee Required to Achieve Cost Recovery Target**

	Required Tipping Fee (\$/tonne)	Maximum Potential Revenue
Cost Recovery Target - 20%	\$79	\$1,260,000
Cost Recovery Target - 25%	\$98	\$1,575,000
Cost Recovery Target - 30%	\$118	\$1,890,000
Cost Recovery Target - 40%	\$158	\$2,520,000

Conservative standard user fees were assumed for the purpose of calculating total revenue at each facility:

- Commercial Loads - \$85 per tonne or \$212.50 per load (assuming 2.5 tonnes in an average commercial load).
- Municipal Loads - \$80.75 per load based on small collection vehicles.
- Self-Haul Loads - \$5 per load.

The user fees above are at the low end of what the RDBN would reasonably set as standard fees. As a result, the projected revenues summarized in the sections below are considered conservative estimates.

Conceptual Level cost estimates for Scenario 3 have been included in Appendix B with a summary of estimated costs and anticipated revenues for each scenario included in Appendix C.

## 4.1 Scenario 1 – Increase Taxes

To accommodate increasing costs of disposal and diversion programs, the RDBN could choose to continue with the current funding model, relying primarily on taxes to fund all programs. As detailed in Section 2.0 in a worst-case scenario, the funding gap is projected to reach \$1,312,000 by 2022 resulting in a tax increase of \$50 per year for the average household as compared to the 2018 rate.

In a status quo scenario where the RDBN continues to rely almost exclusively on taxes to fund its solid waste management system, no infrastructure or staffing changes related to cost recovery would be required at RDBN facilities. It is assumed that scale systems would be installed and/or certified at the Smithers and Vanderhoof Transfer Stations to service future recycling consolidation centers even if no changes are made to the cost recovery model.



#### 4.1.1 Advantages and Disadvantages of Increasing Taxes

The primary advantage of the first scenario is that it maintains the status quo with no significant need for public communication or education. In the initial public survey for the RDBN's SWMP a few individuals did state their support of the current "no fee" waste disposal system.

There are two main disadvantages of increasing taxes to cover the increasing cost of solid waste. First, there is a limit to the public's acceptance of tax increases which will likely continue in order to fund the current and future solid waste management facilities and programs in the region. Second, a system primarily based on taxation offers no financial incentive for individuals, business, or communities to invest in waste diversion. It is the management of waste generated in the region that creates costs for the RDBN but without user fees it is the value of property that allocates the costs to residents.

#### 4.2 Scenario 2 – Fees on Commercial Waste

The RDBN could choose to focus its energy on implementing tipping fees on commercial waste haulers only as a small expansion of the RDBN's current policy of charging for large loads of C&D waste and other special wastes (Specified Risk Materials, and goods with Ozone Depleting Substances).

The approach of first implementing user fees for commercial haulers was taken at the CRD and RDEK in part due to administrative ease and due to the public's concerns about illegal dumping. Targeting commercial waste haulers limits the number of transactions required at facilities and limits the risk to the environment because commercial haulers are unlikely to engage in the practice of illegal dumping.

Commercial waste is estimated to comprise 40% to 50% of the total waste stream in the RDBN. Assuming a weight-based tipping fee of \$85 per tonne applied to 80% of the commercial waste in the region, revenue from fees on commercial waste haulers could be in the range of \$500,000 per year.

In implementing tipping fees for commercial waste haulers, the RDBN would focus on the facilities that receive enough commercial customers to fund collection of fees (effectively excluding the two smallest transfer stations). Since fees may not be uniformly applied across all RDBN facilities, additional policies would be required in order to effectively define commercial waste and direct the majority of this waste, especially large loads, to facilities that are able to collect user fees. Based on the estimated cost of operation and anticipated revenue (see Appendix C), commercial fees would be implemented at the following facilities:

- Clearview Sub-Regional Landfill (CLF) - Current facility operations would remain in place with all vehicles scaled in and out through an unstaffed scale system and presenting their ticket to the landfill attendant. Because CLF does not receive self-haul residential waste, this facility could easily implement commercial waste tipping fees.
- Knockholt Sub-Regional Landfill (KLF) - Minor facility upgrades may be required to allow attendants to adequately screen loads entering the facility to identify commercial vs residential loads. Current scaling operations could likely remain in place with vehicles carrying commercial waste scaled in and out through an unstaffed scale system and presenting their ticket to the landfill attendant.
- Vanderhoof Transfer Station (VTS) – Facility upgrades may be required to allow attendants to adequately screen and scale loads entering the facility to identify commercial vs residential loads. The anticipated infrastructure upgrades include at a minimum a single (inbound/outbound) scale and supporting infrastructure to weigh commercial loads of garbage and recyclables at a future recycling consolidation center. Based on attendant journals the transfer station receives an estimated 500+ commercial loads each year. Vehicle counts and calculation of peak traffic volumes would be considered in the business case for installing a second scale at the VTS.

- Smithers Telkwa Transfer Station (STTS) – Minimal facility upgrades would be required to certify and operationalize the existing scale system and scalehouse to screen and scale commercial loads. Based on the area’s population and economy there is likely a significant number small and medium sized loads of commercial waste brought to STTS which may be assessed a tipping fee under this scenario. With additional data (vehicle counts and types of loads), RDBN staff can fully assess the feasibility of charging fees on commercial loads at STTS.
- Burns Lake Transfer Station (BLTS) – In the longer term, some facility upgrades could allow the BLTS to collect commercial waste user fees based on a scaled weight. However, a volume based system could be implemented initially to charge commercial customers with minimal capital and operating costs such as improved signage at the transfer station, purchase of a handheld point-of-sale (POS) unit, and subscription for an additional license of the RDBN’s existing scale software. The transfer station attendant would be equipped with a POS unit which they would use to charge credit and debit cards or existing accounts.
- Fort St. James Transfer Station (FSJTS) – A volume based system could be implemented to charge commercial customers. Minor capital and operating costs would be incurred as described for the BLTS. The existing transfer station attendant would be equipped with a POS to charge commercial customers.
- Area D Transfer Station (ADTS) – A volume based system could be implemented to charge commercial customers. Minor capital and operating costs would be incurred as described for the BLTS. The existing transfer station attendant would be equipped with a POS to charge commercial customers.

**Table 4-2: Cost and Revenue Summary - Commercial Waste Fees**

Facility	Method of Measurement	Estimated Capital Cost	Estimated Additional Annual Operation Cost	Anticipated Additional Annual Revenue
Clearview Sub-Regional Landfill	Scale	0	0	\$51,000
Knockholt Sub-Regional Landfill	Scale	-\$35,000	-\$65,000	\$197,000
Vanderhoof Transfer Station	Scale	-\$163,000	-\$65,000	\$108,000
Smithers/Telkwa Transfer Station	Scale	-\$15,000	-\$65,000	\$66,000
Burns Lake Transfer Station	Volume/Load	-\$9,000	-\$6,000	\$34,000
Fort St. James Transfer Station	Volume/Load	-\$9,000	-\$6,000	\$25,000
Area D Transfer Station – Fraser Lake Rural	Volume/Load	-\$9,000	-\$6,000	\$19,000
Office/Administration Support (0.25 FTE)	N/A	N/A	-\$22,500	N/A
	Total	-\$240,000	-\$235,500	\$500,000

#### 4.2.1 Advantages and Disadvantages of Commercial Waste Fees

Several advantages of targeted tipping fees for commercial waste haulers were identified based on the experience of neighbouring regional districts and experiences throughout western Canada. For instance, there are a limited number of commercial haulers operating in rural areas, limiting the number of accounts and transactions that must be managed by the RDBN. Limiting the number of transactions at each facility may allow this extra duty to be completed by existing staff, minimizing operational costs. Additionally, commercial haulers are unlikely to engage in illegal dumping.

There are also a number of disadvantages to this targeted approach. Without charging for all waste entering its facilities, the RDBN will not be able to capture fees for all loads that should be charged. Applying tipping fees to only commercial waste haulers may encourage more businesses to self-haul their waste, decreasing business for

existing haulers and decreasing potential revenue for the RDBN. To address this issue, some regional districts have implemented tipping fees on all waste with an exemption for loads under a certain size (such as the CRD's previous policy to not charge for loads under 450kg). An alternate solution is to apply tipping fees for all commercial waste regardless of who hauls it. These policies tend to create a separate problem, forcing facility staff to assess whether the waste being brought in is residentially or commercially generated.

### 4.3 Scenario 3 – Fees on All Solid Waste

The most inclusive and simplest approach would be for the RDBN to phase in comprehensive user fees on all solid waste. This is the most common approach for local governments when applying user fees since the source of waste being disposed (whether commercial or residential) has little impact on the process or cost to transfer and landfill the material.

Approximately 16,000 tonnes of commercial and residential waste is disposed in the RDBN each year. Assuming a weight-based fee of \$85 per tonne, user fees applied to all solid wastes disposed could reach up to \$1,360,000 annually.

The implementation of tipping fees would most likely be phased in based on planned facility upgrades and availability of grant funding to subsidize portions of the capital costs. Based on the available tonnage and vehicle count data, it is assumed that scale systems will be installed at only the largest sites to ensure full cost recovery for the majority of waste disposed in the RDBN. Small and medium sized transfer stations will see minor capital improvements needed to apply volume-based fees on vehicle loads.

With the exception of the smallest facilities (Granisle Transfer Station and Southside Transfer Station), and CLF, one additional FTE was allocated to each facility to support collection of user fees. Appendix B includes conceptual level cost estimates for the facility capital upgrades and estimated operations costs:

- CLF - Current facility operations would remain in place with vehicles scaled in and out through an unstaffed scale system and presenting their ticket to the landfill attendant upon request.
- KLF - Minor facility upgrades may be required to allow attendants to adequately screen loads entering the facility. Current scaling operations could likely remain in place with vehicles carrying large loads of SRM, C&D, and commercial waste scaled in and out through an unstaffed scale system and presenting their ticket to the landfill attendant upon request. Additionally, an attendant located at the drop-off area would use a POS unit or punch card to charge all self-haul loads a per vehicle rate based on vehicle and/or trailer size.
- STTS – In the short term, volume-based user fees could be implemented while capital improvements are planned and completed. Ultimately, a weight-base system would be used to assess tipping fees. It is assumed that the existing scale would be certified as a component of the planned western regional recycling consolidation center to meet RecycleBC standards for a consolidation facility. Based on available data, the STTS receives an average 100-200 customers per day for waste disposal with peak days seeing 300-400 customers. Based on an assumed peak hour volume in excess of 35 vehicles, certification of a two-scale system for inbound traffic and outbound traffic would be recommended. This system would include purchase and installation of a second scale, relocation and upgrades to the existing scalehouse, and minor site works to optimize traffic flow within the facility. A further assessment of traffic flows is recommended to confirm the need for a second scale at the STTS.
- Granisle Transfer Station (GTS) – Based on the small size and limited customer base of the GTS, a volume-based fee system would be implemented. This system would require minimal capital and operating costs such as improved signage at the transfer station, purchase of a handheld point-of-sale (POS) unit, and subscription for an additional license of the RDBN's existing scale software. The transfer station attendant would be

equipped with a POS unit which they would use to charge credit and debit cards. The RDBN may also choose to sell punch cards at local government offices to accommodate those who prefer to use cash.

- **BLTS** – In the longer term, some facility upgrades could allow the BLTS to collect user fees based on a scaled weight. However, a volume based system could be implemented initially with minimal capital and operating costs while capital improvements are planned and implemented. Ultimately, a single scale system is anticipated to adequately accommodate the BLTS' average 40-70 customers per day. A further assessment of traffic flows is recommended to confirm that one scale will accommodate peak traffic volumes at BLTS.
- **FSJTS** – A volume based system could be implemented to charge customer fees at the FSJTS. Minor capital and operating costs would be incurred as described for the BLTS. A transfer station attendant would be equipped with a POS to charge commercial customers. RDBN may choose to sell punch cards at local government offices to accommodate those who prefer to use cash.
- **ADTS** – A volume based system could be implemented to charge customer fees at the ADTS. Minor capital and operating costs would be incurred as described for the BLTS. A transfer station attendant would be equipped with a POS to charge commercial customers. RDBN may choose to sell punch cards at local government offices to accommodate those who prefer to use cash.
- **Southside Transfer Station (SSTS)** - Based on the small size and limited customer base of the SSTS, a volume-based fee system would be implemented. This system would require minimal capital and operating costs such as improved signage at the transfer station, purchase of a handheld point-of-sale (POS) unit, and subscription for an additional license of the RDBN's existing scale software. The transfer station attendant would be equipped with a POS unit which they would use to charge credit and debit cards and the RDBN may choose to sell punch cards at local government offices to accommodate those who prefer to use cash.
- **VTS** – In the short term, volume-based user fees could be implemented while capital improvements are planned and implemented. Ultimately, a weight-base system would be used to assess tipping fees. It is assumed that at least one scale would be installed as a component of the planned eastern regional recycling consolidation center to meet RecycleBC standards for a facility of this type. Based on attendant journals the transfer station receives an estimated 500+ commercial loads each year with an estimated daily traffic volume of 90-140 vehicles for waste disposal. The available information indicates that a two-scale (inbound traffic, and outbound traffic) system would be warranted to best utilize the available space at the VTS and prevent cueing on the public road. Vehicle counts and calculation of peak traffic volumes should be considered in the business case for installing a second scale at the VTS.



**Table 4-3: Cost and Revenue Summary – Fees on All Solid Waste**

Facility	Method of Measurement	Estimated Capital Cost (Assumed 50% Grant Funding for Scaled Facilities)	Estimated Additional Annual Operation Cost	Anticipated Additional Annual Revenue
Clearview Sub-Regional Landfill	Scale	N/A	N/A	\$51,000
Knockholt Sub-Regional Landfill	Scale	-\$35,000	-\$65,000	\$223,000
Smithers/Telkwa Transfer Station	Scale	-\$79,000	-\$65,000	\$306,000
Granisle Transfer Station	Volume/Load*	-\$8,000	-\$6,000	\$57,000
Burns Lake Transfer Station	Scale	-\$85,000	-\$65,000	\$128,000
Fort St. James Transfer Station	Volume/Load*	-\$9,000	-\$65,000	\$122,000
Area D Transfer Station – Fraser Lake Rural	Volume/Load*	-\$9,000	-\$65,000	\$151,000
Southside Transfer Station	Volume/Load*	-\$8,000	-\$6,000	\$81,000
Vanderhoof Transfer Station	Scale	-\$163,000	-\$65,000	\$296,000
Office/Administration Support (1 FTE)	N/A	N/A	-\$90,000	N/A
Mitigating Illegal Dumping	N/A	N/A	-\$50,000	N/A
<b>Total</b>		<b>-\$364,000</b>	<b>-\$518,500</b>	<b>\$1,415,000</b>

\* Anticipated revenue for facilities without scale systems is based on estimated annual commercial and municipal loads projected from the data recorded in attendant journals and average residential use ever third week for households outside of municipal waste collection boundaries.

### 4.3.1 Advantages and Disadvantages of Fees on All Solid Waste

A strong advantage of applying fees to all solid waste disposed at RDBN facilities is that the approach is the simplest allocation of costs with no perceived bias for any one community or industry. This approach offers the optimal opportunity to influence behaviour at the household and business level by creating financial incentive for diversion and building portions of the infrastructure needed for future diversion programs such as collection of source separated organic waste. The focus on diversion may also provide an advantage in grant applications. Neighbouring regional districts were able to secure generous grants to fund a large portion of the capital costs required to upgrade their transfer stations to full service waste and diversion facilities (in some cases called “Eco Depots”).

Based on the feedback of neighbouring regional districts, the RSWAC, and RDBN staff some disadvantages of this approach have also been identified. Collection of user fees at all RDBN facilities has the highest associated operating and capital cost of the three scenarios identified especially where there is a preference for weight-based fees with the requisite scales and scalehouse attendants. Significant staffing increases are required to accommodate the new responsibilities for facility staff with labour costs comprising over 75% of the estimated annual operating costs associated with cost recovery. Additionally, to limit the staffing costs some changes to facility operating hours may be required over time to most efficiently utilize staff to accommodate peak times. Some regional districts have experienced an increase in illegal dumping related to the implementation of user fees necessitating the allocation of significant budget to prevent and clean up illegal dumping.

154

## 4.4 Recommended Scenario

Applying fees to all solid waste is the approach recommended to meet the RDBN's goals and needs. This approach provides the maximum benefit of financial incentives and potential cost recovery for the RDBN. Furthermore, a phased (go-slow) approach similar to that used by the TNRD will offer the RDBN the time needed to complete the planning, consultation, public education, infrastructure upgrades, and hiring required to successfully implement this approach.

An implementation plan for either Scenario 2 or Scenario 3 provided in Section 5.0.

## 5.0 IMPLEMENTATION PLAN

The following implementation plan provides a work plan for staff to plan and implement user fees in the RDBN.

**Table 5-1: User Fee Implementation Work Plan**

Task Description	2018	2019	2020	2021	2022
1. Collect data on facilities.	█				
Install traffic counters at facilities to collect several months of data.	█				
Track all commercial, municipal, and First Nations loads and their time of arrival for 2-3 weeks (through attendant journals).	█				
2. Develop a preliminary plan for implementation of user fees.	█	█			
3. Consult with the public and key stakeholders (municipalities, waste haulers, etc.).		█			
4. Develop policies and bylaw changes to support weight-based and volume-based user fees.		█			
5. Develop an illegal dumping mitigation program in partnership with First Nations and municipalities.		█			
6. Communicate the planned changes with the public.		█			
7. Procure and install equipment and infrastructure needed for fee collection.		█	█		
8. If applicable, develop a punch card for non-card transactions at the transfer station.		█	█		
9. Implement volume-based fees at relevant facilities. Implement weight-based fees at CLF and KLF.			█		
10. Confirm the number of scales needed at each facility and begin planning scale infrastructure such a potential development geotechnical assessments and foundation designs and develop plans for facility upgrades.		█	█		
11. Apply for grants to fund development of Eco-Depots at large facilities.			█		
12. Build Eco Depots at VTS and STTS. Implement weight-based user fees.				█	
13. Implement weight-based user fees at other facilities (as applicable).					█

## 6.0 CLOSURE

We trust this document meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully submitted,  
Tetra Tech Canada Inc.

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156



## APPENDIX A

### TETRA TECH'S SERVICES AGREEMENT AND LIMITATIONS ON THE USE OF THIS DOCUMENT



# LIMITATIONS ON USE OF THIS DOCUMENT

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## 1.4 DISCLOSURE OF INFORMATION BY CLIENT

The Client acknowledges that it has fully cooperated with TETRA TECH with respect to the provision of all available information on the past, present, and proposed conditions on the site, including historical information respecting the use of the site. The Client further acknowledges that in order for TETRA TECH to properly provide the services contracted for in the Contract, TETRA TECH has relied upon the Client with respect to both the full disclosure and accuracy of any such information.

## 1.5 INFORMATION PROVIDED TO TETRA TECH BY OTHERS

During the performance of the work and the preparation of this Professional Document, TETRA TECH may have relied on information provided by third parties other than the Client.

While TETRA TECH endeavours to verify the accuracy of such information, TETRA TECH accepts no responsibility for the accuracy or the reliability of such information even where inaccurate or unreliable information impacts any recommendations, design or other deliverables and causes the Client or an Authorized Party loss or damage.

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The Client, and any Authorized Party, acknowledges that the Professional Document is based on limited data and that the conclusions, opinions, and recommendations contained in the Professional Document are the result of the application of professional judgment to such limited data.

The Professional Document is not applicable to any other sites, nor should it be relied upon for types of development other than those to which it refers. Any variation from the site conditions present, or variation in assumed conditions which might form the basis of design or recommendations as outlined in this report, at or on the development proposed as of the date of the Professional Document requires a supplementary exploration, investigation, and assessment.

TETRA TECH is neither qualified to, nor is it making, any recommendations with respect to the purchase, sale, investment or development of the property, the decisions on which are the sole responsibility of the Client.

## APPENDIX B

### CONCEPTUAL LEVEL CAPITAL AND OPERATIONS COSTS BY FACILITY

Table B-1: Smithers/Telkwa Transfer Station Conceptual Costs

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
Site Preparations	Clearing and Grubbing	m <sup>2</sup>	50	\$4	\$200
Scale Facility	Scales (Inbound exists, 40' Outbound new) check 11'	Unit	1	\$60,000	\$60,000
	Traffic Controls	Unit	0	\$600	\$0
	Foundation	L.S.	1	\$10,000	\$10,000
	Scalehouse Changes/Upgrades	ft <sup>2</sup>	100	\$150	\$15,000
	Electrical	L.S.			\$10,000
Scale and Cost	POS Unit (Laptop with Card Reader)	L.S.	0	\$2,000	\$0
Site Changes and Traffic Control	Site Prep	m <sup>2</sup>	220	\$4	\$880
	Excavation	m <sup>3</sup>	15	\$9	\$135
	Backfill	m <sup>3</sup>	15	\$8	\$120
	Lock Block Wall for Traffic Control (delivered)	Unit	10	\$200	\$2,000
	Wheel Stops	Unit	5	\$275	\$1,375
	Signage and Line Work	L.S.			\$5,000
Surfaces	Gravel Surface	m <sup>2</sup>	150	\$15	\$2,250
	Base Course	m <sup>2</sup>	300	\$20	\$6,000
Subtotal					\$112,960
Geotechnical/Engineering Design (15%)					\$16,944
Construction Contract Administration (10%)					\$11,296
Contingency (15%)					\$16,944
Total (Excluding GST)					\$158,144

Operations Cost Increases	Description	Unit	Approx. Quantity	Unit Cost	Total Cost
Staffing	Scale Operator (1 FTE)	FTE	1	\$ 51,513	\$ 51,513
	Recycling and Reuse Attendant (2 FTEs - existing)	FTE	0	\$ 51,513	\$ -
	Transfer Station Attendant (2 FTEs - existing)	FTE	0	\$ 51,513	\$ -
Cost System	Scale Software License	Unit	1	\$ 1,100	\$ 1,100
	Phone Line	Unit	1	\$ 360	\$ 360
Utilities	Electricity	Unit	1	\$ 1,800	\$ 1,800
Subtotal					\$54,773
Contingency (15%)					\$8,216
Total (Excluding GST)					\$65,148

Table B-2: Vanderhoof Transfer Station Conceptual Costs

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
<b>Site Preparations</b>	Clearing and Grubbing	m <sup>2</sup>	0	\$4	\$0
<b>Scale Facility</b>	Scales (40' Inbound, 80' Outbound)	Unit	2	\$80,000	\$160,000
	Traffic Controls	Unit	0	\$600	\$0
	Foundation	L.S.	2	\$12,500	\$25,000
	Scalehouse	ft <sup>2</sup>	100	\$150	\$15,000
	Electrical	L.S.			\$19,000
<b>Scale and Cost</b>	POS Unit (Laptop with Card Reader)	L.S.	0	\$2,000	\$0
<b>Site Changes and Traffic Control</b>	Site Prep	m <sup>2</sup>	1,010	\$4	\$4,040
	Excavation	m <sup>3</sup>	0	\$9	\$0
	Backfill	m <sup>3</sup>	0	\$8	\$0
	Lock Block Wall for Traffic Control (delivered)	Unit	20	\$200	\$4,000
	Wheel Stops	Unit	5	\$275	\$1,375
	Signage and Line Work	L.S.			\$5,000
<b>Surfaces</b>	Gravel Surface	m <sup>2</sup>	0	\$15	\$0
	Base Course	m <sup>2</sup>	0	\$20	\$0
Subtotal					\$233,415
Geotechnical/Engineering Design (15%)					\$35,012
Construction Contract Administration (10%)					\$23,342
Contingency (15%)					\$35,012
<b>Total (Excluding GST)</b>					<b>\$326,781</b>

Operations Cost Increases	Description	Unit	Approx. Quantity	Unit Cost	Total Cost
<b>Staffing</b>	Scale Operator (1 FTE)	FTE	1	\$ 51,513	\$ 51,513
	Recycling and Reuse Attendant (2 FTEs - existing)	FTE	0	\$ 51,513	\$ -
	Transfer Station Attendant (2 FTEs - existing)	FTE	0	\$ 51,513	\$ -
<b>Cost System</b>	Scale Software License	Unit	1	\$ 1,100	\$ 1,100
	Phone Line	Unit	1	\$ 360	\$ 360
<b>Utilities</b>	Electricity	Unit	1	\$ 1,800	\$ 1,800
Subtotal					\$54,773
Contingency (15%)					\$8,216
<b>Total (Excluding GST)</b>					<b>\$65,148</b>

161

Table B-3: Burns Lake Transfer Station Conceptual Costs

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
Site Preparations	Clearing and Grubbing	m <sup>2</sup>	0	\$4	\$0
Scale Facility	Scales (Inbound/Outbound 40')	Unit	1	\$60,000	\$60,000
	Traffic Controls	Unit	2	\$600	\$1,200
	Foundation	L.S.	1	\$10,000	\$10,000
	Scalehouse Changes/Upgrades	ft <sup>2</sup>	100	\$150	\$15,000
	Electrical	L.S.			\$25,000
Scale and Cost Technology	POS Unit (Laptop with Card Reader)	L.S.		\$2,000	\$0
Site Changes and Traffic Control	Site Prep	m <sup>2</sup>	383	\$4	\$1,532
	Excavation	m <sup>3</sup>	0	\$9	\$0
	Backfill	m <sup>3</sup>	0	\$8	\$0
	Lock Block Wall for Traffic Control (delivered)	Unit	10	\$200	\$2,000
	Wheel Stops	Unit	5	\$275	\$1,375
	Signage and Line Work	L.S.			\$5,000
Surfaces	Gravel Surface	m <sup>2</sup>	0	\$15	\$0
	Base Course	m <sup>2</sup>	0	\$20	\$0
Subtotal					\$121,107
Geotechnical/Engineering Design (15%)					\$18,166
Construction Contract Administration (10%)					\$12,111
Contingency (15%)					\$18,166
<b>Total (Excluding GST)</b>					<b>\$169,550</b>

Operations Cost Increases	Description	Unit	Approx. Quantity	Unit Cost	Total Cost
Staffing	Scale Operator (1 FTEs)	FTE	1.0	\$ 51,513	\$51,513
	Recycling and Reuse Attendant (0.7 FTEs - existing)	FTE	0	\$ 51,513	\$0.00
	Transfer Station Attendant (2 FTEs - existing)	FTE	0	\$ 51,513	\$0.00
Cost System	Scale Software License	Unit	1	\$ 1,100	\$1,100.00
	Phone Line	Unit	1	\$ 360	\$360.00
Utilities	Electricity	Unit	1	\$ 1,800	\$1,800.00
Subtotal					\$54,773
Contingency (15%)					\$8,216
<b>Total (Excluding GST)</b>					<b>\$65,148</b>

162

Table B-4: Knockholt Sub-Regional Landfill Conceptual Costs

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
Site Preparations	Clearing and Grubbing	m <sup>2</sup>	0	\$4	\$0
Scale Facility	Scales (Inbound/Outbound)	Unit	0	\$60,000	\$0
	Traffic Controls	Unit	0	\$600	\$0
	Foundation	L.S.	0	\$10,000	\$0
	Scalehouse Changes/Upgrades	ft <sup>2</sup>	100	\$150	\$15,000
	Electrical	L.S.			\$5,000
Scale and Cost Technology	POS Unit (Laptop with Card Reader)	L.S.	1	\$2,000	\$2,000
Site Changes and Traffic Control	Site Prep	m <sup>2</sup>	20	\$4	\$80
	Excavation	m <sup>3</sup>	0	\$9	\$0
	Backfill	m <sup>3</sup>	0	\$8	\$0
	Lock Block Wall for Traffic Control (delivered)	Unit	5	\$200	\$1,000
	Wheel Stops	Unit	2	\$275	\$550
	Signage and Line Work	L.S.			\$3,000
Surfaces	Gravel Surface	m <sup>2</sup>	0	\$15	\$0
	Base Course	m <sup>2</sup>	0	\$20	\$0
Subtotal					\$26,630
Engineering and Construction Contract Administration (15%)					\$3,995
Contingency (15%)					\$3,995
<b>Total (Excluding GST)</b>					<b>\$34,619</b>

Operations Cost Increases	Description	Unit	Approx. Quantity	Unit Cost	Total Cost
Staffing	Scale Operator (1 FTEs)	FTE	1.0	\$ 51,513	\$51,513
	Recycling and Reuse Attendant (0 FTEs)	FTE	0	\$ 51,513	\$0.00
	Transfer Station Attendant (2 FTEs - existing)	FTE	0	\$ 51,513	\$0.00
Cost System	Scale Software License	Unit	1	\$ 1,100	\$1,100.00
	Phone Line	Unit	1	\$ 360	\$360.00
Utilities	Electricity	Unit	1	\$ 1,800	\$1,800.00
Subtotal					\$54,773
Contingency (15%)					\$8,216
<b>Total (Excluding GST)</b>					<b>\$65,148</b>

Table B-5: Area D and Fort St. James Transfer Station Conceptual Costs

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
Site Preparations	Clearing and Grubbing	m <sup>2</sup>	0	\$4	\$0
Scale Facility	Scales (Inbound/Outbound)	Unit	0	\$60,000	\$0
	Traffic Controls	Unit	0	\$600	\$0
	Foundation	L.S.	0	\$10,000	\$0
	Scalehouse Changes/Upgrades	ft <sup>2</sup>	0	\$150	\$0
	Electrical	L.S.			\$0
Scale and Cost Technology	POS Unit (Laptop with Card Reader)	L.S.	1	\$2,000	\$2,000
Site Changes and Traffic Control	Site Prep	m <sup>2</sup>	0	\$4	\$0
	Excavation	m <sup>3</sup>	0	\$9	\$0
	Backfill	m <sup>3</sup>	0	\$8	\$0
	Lock Block Wall for Traffic Control (delivered)	Unit	5	\$200	\$1,000
	Wheel Stops	Unit	2	\$275	\$550
	Signage and Line Work	L.S.			\$3,000
Surfaces	Gravel Surface	m <sup>2</sup>	0	\$15	\$0
	Base Course	m <sup>2</sup>	0	\$20	\$0
Subtotal					\$6,550
Engineering and Construction Contract Administration (15%)					\$983
Contingency (15%)					\$983
<b>Total (Excluding GST)</b>					<b>\$8,515</b>

Operations Cost Increases	Description	Unit	Approx. Quantity	Unit Cost	Total Cost
Staffing	Scale Operator (1 FTEs)	FTE	1	\$ 51,513	\$51,512.50
	Recycling and Reuse Attendant (0 FTEs)	FTE	0	\$ 51,513	\$0.00
	Transfer Station Attendant (2 FTEs - existing)	FTE	0	\$ 51,513	\$0.00
Cost System	Scale Software License	Unit	1	\$ 1,100	\$1,100.00
	Phone Line	Unit	1	\$ 360	\$360.00
Utilities	Electricity	Unit	1	\$ 1,800	\$1,800.00
Subtotal					\$54,773
Contingency (15%)					\$8,216
<b>Total (Excluding GST)</b>					<b>\$65,148</b>



Table B-6: Granisle and Southside Transfer Station Conceptual Costs

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
<b>Site Preparations</b>	Clearing and Grubbing	m <sup>2</sup>	0	\$4	\$0
<b>Scale Facility</b>	Scales (Inbound/Outbound)	Unit	0	\$60,000	\$0
	Traffic Controls	Unit	0	\$600	\$0
	Foundation	L.S.	0	\$10,000	\$0
	Scalehouse Changes/Upgrades	ft <sup>2</sup>	0	\$150	\$0
	Electrical	L.S.			\$0
<b>Scale and Cost Technology</b>	POS Unit (Laptop with Card Reader)	L.S.	1	\$2,000	\$2,000
<b>Site Changes and Traffic Control</b>	Site Prep	m <sup>2</sup>	0	\$4	\$0
	Excavation	m <sup>3</sup>	0	\$9	\$0
	Backfill	m <sup>3</sup>	0	\$8	\$0
	Lock Block Wall for Traffic Control (delivered)	Unit	5	\$200	\$1,000
	Wheel Stops	Unit	2	\$275	\$550
	Signage and Line Work	L.S.			\$3,000
<b>Surfaces</b>	Gravel Surface	m <sup>2</sup>	0	\$15	\$0
	Base Course	m <sup>2</sup>	0	\$20	\$0
<b>Subtotal</b>					<b>\$6,550</b>
Engineering and Construction Contract Administration (15%)					\$983
Contingency (15%)					\$983
<b>Total (Excluding GST)</b>					<b>\$8,515</b>

Operations Cost Increases	Description	Unit	Approx. Quantity	Unit Cost	Total Cost
<b>Staffing</b>	Scale Operator (0 FTEs)	FTE	0	\$ 51,513	\$0.00
	Recycling and Reuse Attendant (0 FTEs)	FTE	0	\$ 51,513	\$0.00
	Transfer Station Attendant (2 FTEs - existing)	FTE	0	\$ 51,513	\$0.00
<b>Cost System</b>	Scale Software License	Unit	1	\$ 1,100	\$1,100.00
	Phone Line	Unit	1	\$ 360	\$360.00
<b>Utilities</b>	Electricity	Unit	1	\$ 1,800	\$1,800.00
<b>Subtotal</b>					<b>\$3,260</b>
Contingency (15%)					\$489
<b>Total (Excluding GST)</b>					<b>\$5,909</b>



## APPENDIX C

### SUMMARY OF ANTICIPATED COSTS AND REVENUES BY FACILITY AND SCENARIO

Table C-1: Projected Costs and Revenues for Scenario 2

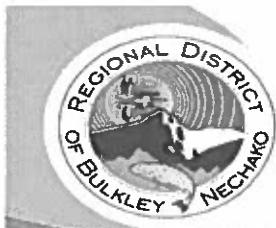
Transfer Station	Cost Recovery		2020		2021		2022		2023		2024		2025		2026		2027		2028	
	Fee Basis (W-Weight V-Volume)	New FTEs	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue
Smithers/Telkwa Transfer Station	W	1	\$ -	\$ -	\$(111,646)	\$ 33,150	\$ (65,148)	\$ 66,300	\$ (65,148)	\$ 66,368	\$ (65,148)	\$ 66,433	\$ (65,148)	\$ 66,499	\$ (65,148)	\$ 66,566	\$ (65,148)	\$ 66,632	\$ (65,148)	\$ 66,699
Granisle Transfer Station	V	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Burns Lake Transfer Station	W	0	\$ -	\$ -	\$ (11,470)	\$ 17,213	\$ (2,955)	\$ 34,425	\$ (2,955)	\$ 34,459	\$ (2,955)	\$ 34,494	\$ (2,955)	\$ 34,528	\$ (2,955)	\$ 34,563	\$ (2,955)	\$ 34,597	\$ (2,955)	\$ 34,632
Fort St. James Transfer Station	V	0	\$ -	\$ -	\$ (11,470)	\$ 12,489	\$ (2,955)	\$ 24,977	\$ (2,955)	\$ 24,977	\$ (2,955)	\$ 24,977	\$ (2,955)	\$ 24,977	\$ (2,955)	\$ 24,977	\$ (2,955)	\$ 24,977	\$ (2,955)	\$ 24,977
Area D Transfer Station - Fraser Lake Rural	V	0	\$ -	\$ -	\$ (11,470)	\$ 9,563	\$ (2,955)	\$ 19,125	\$ (2,955)	\$ 19,125	\$ (2,955)	\$ 19,125	\$ (2,955)	\$ 19,125	\$ (2,955)	\$ 19,125	\$ (2,955)	\$ 19,125	\$ (2,955)	\$ 19,125
Southside Transfer Station	V	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vanderhoof Transfer Station	W	1	\$ -	\$ -	\$(174,249)	\$ 53,763	\$ (10,858)	\$ 107,525	\$ (10,858)	\$ 107,633	\$ (65,148)	\$ 107,740	\$ (65,148)	\$ 107,848	\$ (65,148)	\$ 107,956	\$ (65,148)	\$ 108,064	\$ (65,148)	\$ 108,172
Takla Landing Transfer Station	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clearview Sub-Regional Landfill	W		\$ -	\$ 12,726	\$ -	\$ 50,905	\$ -	\$ 50,905	\$ -	\$ 50,956	\$ -	\$ 51,007	\$ -	\$ 51,058	\$ -	\$ 51,109	\$ -	\$ 51,161	\$ -	\$ 51,212
Knockholt Sub-Regional Landfill	W	1	\$(67,193)	\$ 98,341	\$(99,767)	\$ 196,882	\$ (65,148)	\$ 196,882	\$ (65,148)	\$ 196,878	\$ (65,148)	\$ 197,075	\$ (65,148)	\$ 197,272	\$ (65,148)	\$ 197,469	\$ (65,148)	\$ 197,667	\$ (65,148)	\$ 197,865
Manson Creek Landfill	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal - Facility Costs and Revenues</b>			<b>\$(67,193)</b>	<b>\$ 111,067</b>	<b>\$(420,071)</b>	<b>\$ 373,763</b>	<b>\$(150,018)</b>	<b>\$ 499,939</b>	<b>\$(150,018)</b>	<b>\$ 500,385</b>	<b>\$(204,309)</b>	<b>\$ 500,851</b>	<b>\$(204,309)</b>	<b>\$ 501,308</b>	<b>\$(204,308)</b>	<b>\$ 501,765</b>	<b>\$(204,308)</b>	<b>\$ 502,223</b>	<b>\$(204,308)</b>	<b>\$ 502,681</b>
Office Management	0.25		\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -
<b>Total</b>			<b>\$(89,693)</b>	<b>\$ 111,067</b>	<b>\$(442,571)</b>	<b>\$ 373,763</b>	<b>\$(172,518)</b>	<b>\$ 499,939</b>	<b>\$(172,518)</b>	<b>\$ 500,385</b>	<b>\$(226,809)</b>	<b>\$ 500,851</b>	<b>\$(226,809)</b>	<b>\$ 501,308</b>	<b>\$(226,809)</b>	<b>\$ 501,765</b>	<b>\$(226,809)</b>	<b>\$ 502,223</b>	<b>\$(226,809)</b>	<b>\$ 502,681</b>

116

Table C-2: Projected Costs and Revenues for Scenario 3

Transfer Station	Cost Recovery		2020		2021		2022		2023		2024		2025		2026		2027		2028	
	Fee Basis (W - Weight, V - Volume)	New FTEs	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue	Costs	Anticipated Revenue
Smithers/Telkwa Transfer Station	W	1	\$ -	\$ -	\$(11,846)	\$ 152,787	\$ (65,148)	\$ 305,574	\$ (65,148)	\$ 305,880	\$ (65,148)	\$ 306,186	\$ (65,148)	\$ 306,492	\$ (65,148)	\$ 306,798	\$ (65,148)	\$ 307,105	\$ (65,148)	\$ 307,412
Granisle Transfer Station	V	0	\$ -	\$ -	\$ (11,470)	\$ 28,545	\$ (5,909)	\$ 57,090	\$ (5,909)	\$ 57,147	\$ (5,909)	\$ 57,204	\$ (5,909)	\$ 57,261	\$ (5,909)	\$ 57,318	\$ (5,909)	\$ 57,376	\$ (5,909)	\$ 57,433
Burns Lake Transfer Station	W	0	\$ -	\$ -	\$(117,349)	\$ 63,791	\$ (65,148)	\$ 127,582	\$ (65,148)	\$ 127,710	\$ (65,148)	\$ 127,838	\$ (65,148)	\$ 127,965	\$ (65,148)	\$ 128,093	\$ (65,148)	\$ 128,222	\$ (65,148)	\$ 128,350
Fort St. James Transfer Station	V	0	\$ -	\$ -	\$ (41,089)	\$ 75,461	\$ (65,148)	\$ 122,013	\$ (65,148)	\$ 122,135	\$ (65,148)	\$ 122,257	\$ (65,148)	\$ 122,380	\$ (65,148)	\$ 122,502	\$ (65,148)	\$ 122,625	\$ (65,148)	\$ 122,747
Area D Transfer Station - Fraser Lake Rural	V	0	\$ -	\$ -	\$ (41,089)	\$ 75,461	\$ (65,148)	\$ 150,921	\$ (65,148)	\$ 151,072	\$ (65,148)	\$ 151,223	\$ (65,148)	\$ 151,374	\$ (65,148)	\$ 151,526	\$ (65,148)	\$ 151,677	\$ (65,148)	\$ 151,829
Southside Transfer Station	v	0	\$ -	\$ -	\$ (11,470)	\$ 40,276	\$ (5,909)	\$ 80,552	\$ (5,909)	\$ 80,633	\$ (5,909)	\$ 80,713	\$ (5,909)	\$ 80,794	\$ (5,909)	\$ 80,875	\$ (5,909)	\$ 80,956	\$ (5,909)	\$ 81,037
Vanderhoof Transfer Station	W	1	\$ -	\$ -	\$(195,965)	\$ 147,811	\$ (65,148)	\$ 295,621	\$ (65,148)	\$ 295,917	\$ (65,148)	\$ 296,213	\$ (65,148)	\$ 296,509	\$ (65,148)	\$ 296,805	\$ (65,148)	\$ 297,102	\$ (65,148)	\$ 297,399
Takla Landing Transfer Station	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clearview Sub-Regional Landfill	W		\$ -	\$ 25,453	\$ -	\$ 50,905	\$ -	\$ 50,905	\$ -	\$ 50,956	\$ -	\$ 51,007	\$ -	\$ 51,058	\$ -	\$ 51,109	\$ -	\$ 51,161	\$ -	\$ 51,212
Knockholt Sub-Regional Landfill	W	1	\$(67,193)	\$ 111,341	\$(99,767)	\$ 222,682	\$ (65,148)	\$ 222,682	\$ (65,148)	\$ 222,804	\$ (65,148)	\$ 223,127	\$ (65,148)	\$ 223,350	\$ (65,148)	\$ 223,574	\$ (65,148)	\$ 223,797	\$ (65,148)	\$ 224,021
Manson Creek Landfill	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal - Facility Costs and Revenues</b>			<b>\$(67,193)</b>	<b>\$ 136,793</b>	<b>\$(629,845)</b>	<b>\$ 857,718</b>	<b>\$(402,708)</b>	<b>\$ 1,412,941</b>	<b>\$(402,708)</b>	<b>\$ 1,414,354</b>	<b>\$(402,708)</b>	<b>\$ 1,415,768</b>	<b>\$(402,708)</b>	<b>\$ 1,417,184</b>	<b>\$(402,708)</b>	<b>\$ 1,418,601</b>	<b>\$(402,708)</b>	<b>\$ 1,420,019</b>	<b>\$(402,708)</b>	<b>\$ 1,421,440</b>
Office/Management	1		\$ (22,500)	\$ -	\$ (45,000)	\$ -	\$ (90,000)	\$ -	\$ (90,000)	\$ -	\$ (90,000)	\$ -	\$ (90,000)	\$ -	\$ (90,000)	\$ -	\$ (90,000)	\$ -	\$ (90,000)	\$ -
<b>Total</b>			<b>\$(89,693)</b>	<b>\$ 136,793</b>	<b>\$(674,845)</b>	<b>\$ 857,718</b>	<b>\$(492,708)</b>	<b>\$ 1,412,941</b>	<b>\$(492,708)</b>	<b>\$ 1,414,354</b>	<b>\$(492,708)</b>	<b>\$ 1,415,768</b>	<b>\$(492,708)</b>	<b>\$ 1,417,184</b>	<b>\$(492,708)</b>	<b>\$ 1,418,601</b>	<b>\$(492,708)</b>	<b>\$ 1,420,019</b>	<b>\$(492,708)</b>	<b>\$ 1,421,440</b>

107



37, 3RD AVE, PO Box 820  
BURNS LAKE, BC  
VOJ 1E0

168

Board-Receive



**GENERAL PROJECT INFORMATION**

**Date of Report:** July 19, 2018

**Client Name:** Regional District of Bulkley Nechako

**Project Engineer:** TRUE Consulting

**Contractor:** Infracon (formerly LNB Construction)

**Previous Week Report Period:** July 16<sup>th</sup> to July 22<sup>nd</sup>

**Current Week Report Period:** July 23<sup>rd</sup> to July 29<sup>th</sup> **On-site Contact:** Sheldon 1 867-446-9277

**Future Week Reporting Period:** July 30<sup>th</sup> to Aug 05<sup>th</sup>

**STATUS OF WORK:**

**Previous Week Progress:**

- o Completed watermain installation on 6<sup>th</sup> avenue and all associated work tasks – backfill, compaction, and street cleaning.
- o Completed watermain installation on Alexandra Street and all associated work tasks – backfill, compaction, and street cleaning.
- o Cleanup on 5<sup>th</sup> Avenue – includes removing all soil piles and stockpiling at firehall

**Current Week Schedule:**

- o Infracon will have a small crew on-site July 23<sup>rd</sup> to 26<sup>th</sup> repairing a water leak and continuing with restoration and watermain installation.
- o Infracon's full crew will return to site on Friday July 27<sup>th</sup>, 2018
- o Infracon to continue watermain installation on 5<sup>th</sup> avenue from Alexandra Street to end of road, and complete tie-in on Royals Street and 6<sup>th</sup> Avenue

**Future Week Tentative Schedule:**

- o To complete two (2) tie-in's at the reservoir on Berkshire Street, and Berkshire and 5<sup>th</sup> Avenue
- o Continue watermain installation on 5<sup>th</sup> Avenue from Alexandra street to end of road
- o Complete the Royal Street and 6<sup>th</sup> Avenue road crossing



106-197 Second Ave N. ■ Williams Lake BC ■ V2G 1Z5 ■ www.true.bc.ca ■ tel 250.305.6605 ■ fax 250.305.6615

ENGINEERING ■ PLANNING ■ URBAN DESIGN



# MEMORANDUM

To: Board of Directors  
 From: Jennifer MacIntyre, Planner I  
 Date: July 24, 2018  
 Re: Land Referral File No. 7410012 (Miller)

This application is regarding a Crown Grant to obtain additional land for extensive agriculture purposes. The subject property is legally described as Part of SE 1/4, Section 25, Township 9, Range 4, Coast District and is located on the Kluskus FSR and Telegraph Road, approximately 19 kilometres southwest of the District of Vanderhoof. The application area is approximately 60.23 ha. in size.

**Location Map**



The intent of this application is to provide additional arable land to their existing farm operation located on Giesbrecht Road near Vanderhoof. The applicants also own private property directly west of the application area. This Crown Grant will allow the applicant to establish fencing, harvest merchantable timber, and clear land for forage production.

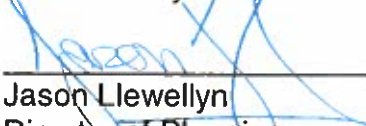
The application area is zoned Agricultural (Ag1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 and is within the Agricultural Land Reserve. The application complies with zoning.

**Recommendation**

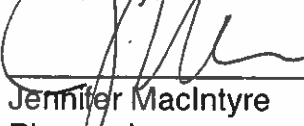
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410012.

*Rural Directors – All/Directors/Majority*

Reviewed by:

  
 Jason Llewellyn  
 Director of Planning

Written by:

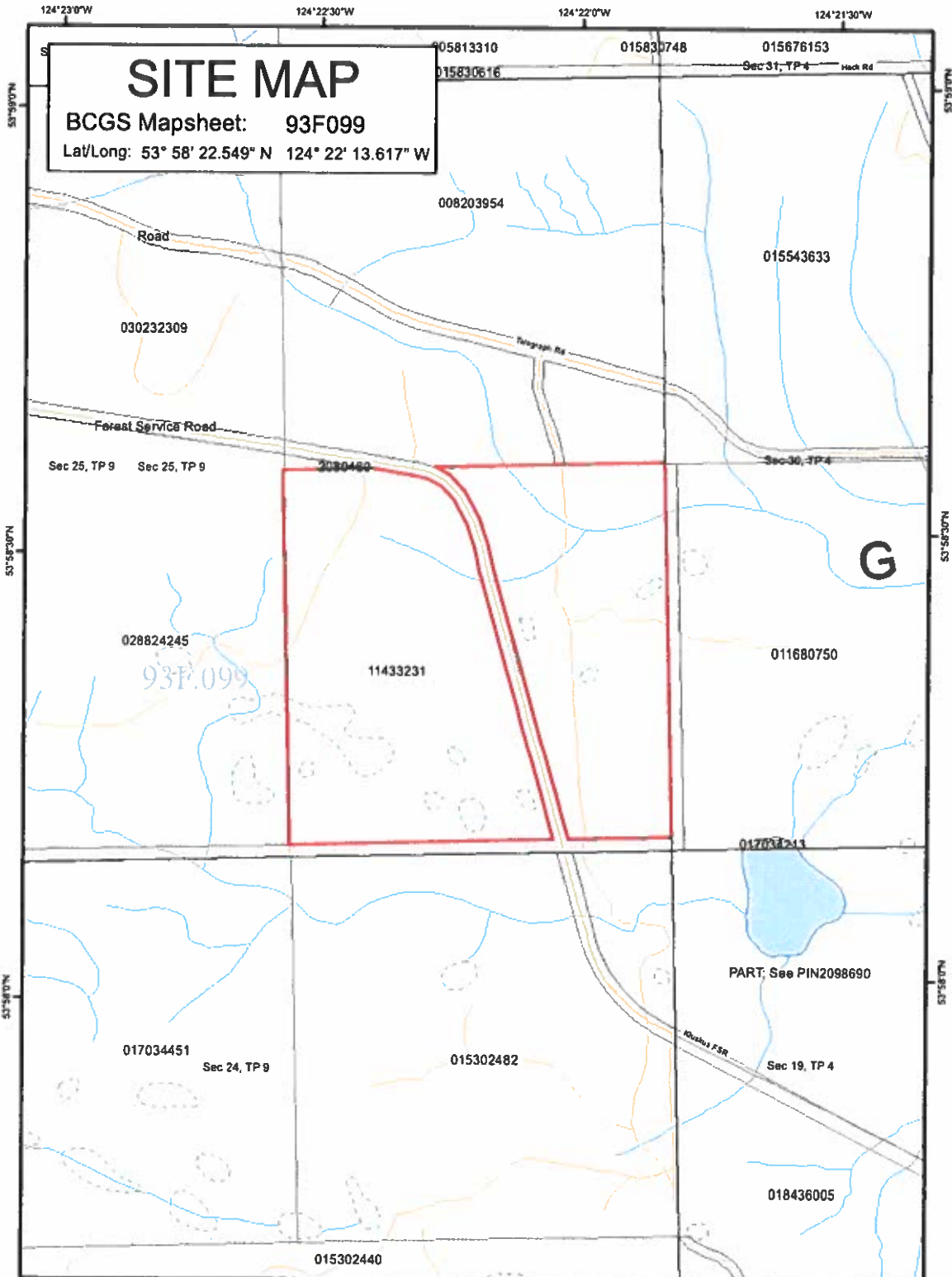
  
 Jennifer MacIntyre  
 Planner I



## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 7410012

<b>Electoral Area:</b>	F
<b>Applicant:</b>	Raymond & Joyce Miller
<b>Existing Land Use:</b>	Vacant, Forested
<b>Zoning:</b>	Agriculture (Ag1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
<b>Plan Designation</b>	Agriculture (AG) under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
	Section 3.1.2 (11) states that "The Province is encouraged to implement innovative approaches to making appropriately located Crown lands available and affordable for agricultural use."
<b>Proposed Use Comply With Zoning:</b>	Yes
<b>If not, why?</b>	
<b>Agricultural Land Reserve:</b>	Within the ALR
<b>Access Highway:</b>	Telegraph Road and Kluskus FSR
<b>Archaeological Site:</b>	None according to provincial mapping
<b>Building Inspection:</b>	Outside the Building Inspection Area
<b>Fire Protection:</b>	Outside the Rural Fire Protection Area
<b>Other comments:</b>	None





**SITE MAP**  
 BCGS Mapsheet: 93F099  
 Lat/Long: 53° 58' 22.549" N 124° 22' 13.617" W

**File Number: 7410012**  
 Site # 1 of 1 - APPLICATION    Area = 60.23 Ha.

TYPE: CROWN GRANT      PURPOSE: AGRICULTURE  
 SUBTYPE: DIRECT SALE      SUBPURPOSE: EXTENSIVE  
 LOCATION: Tachick Lake      IMAGERY: N/A

Produced by  
 Ministry of Forests, Lands &  
 Natural Resource Operations  
 Northern Service Centre  
 FrontCounterBC  
 Date July 5, 2018

Scale 1:10,000  
 \* if printed on 8.5X14 page

Projection: BC Albers  
 Datum: NAD 83

0 100 200 300 Meters

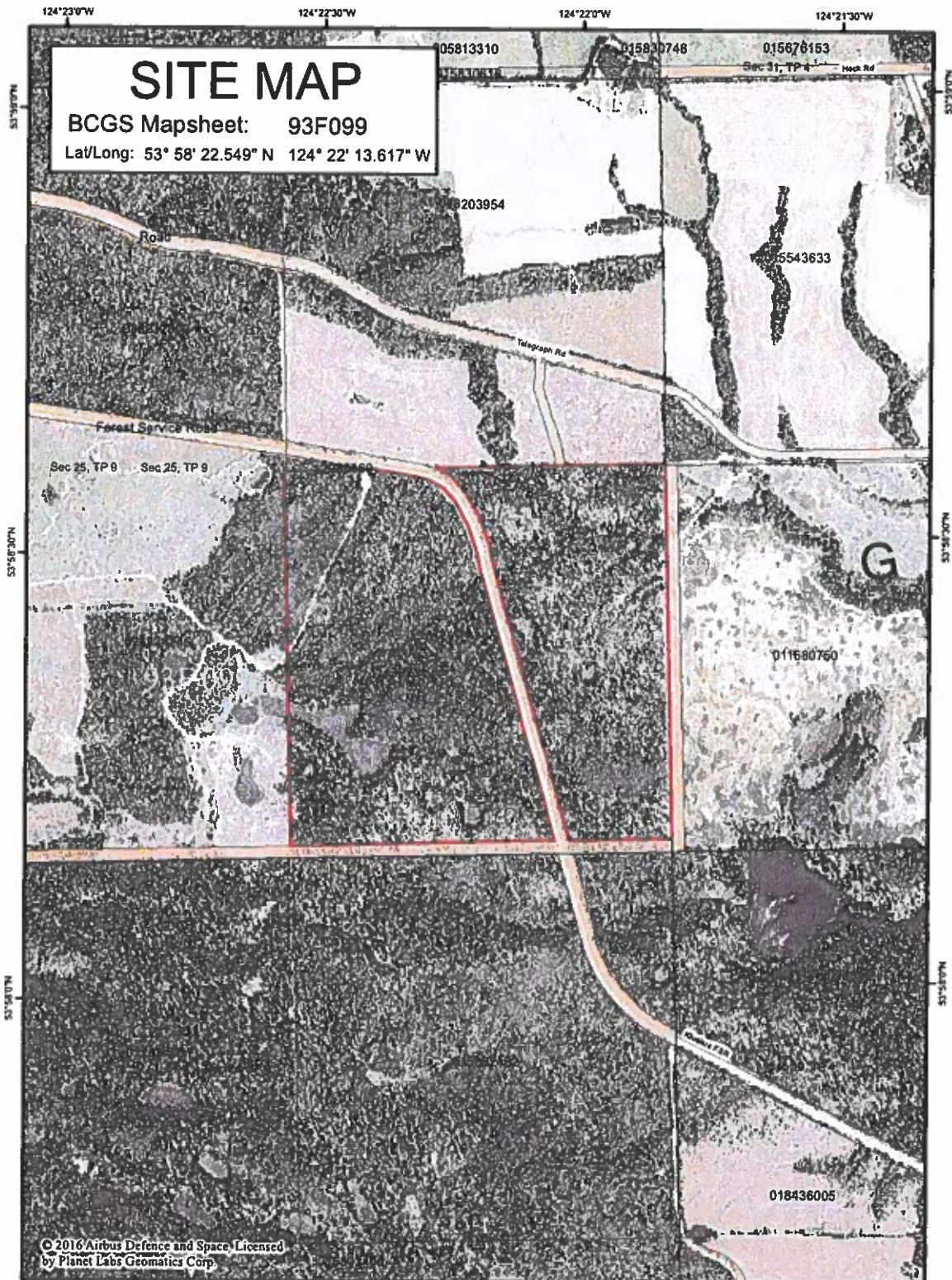
Produced by  
 FRONT COUNTER  
 BC

**Legend**

Crown Land Application	Protected Areas
Primary Survey Parcel	Provincial Park
Subdivision	Protected Area
Municipality	OIC Ecological Reserve
Surveyed Rights of Way	Recreation Area
Surveyed Road R/W	<b>Blue Mapping Features (20K)</b>
Gas/Oil R/W District Lot	River or Stream
Power Transmission R/W	River or Stream - Dry
Gas/Oil R/W	Lake
Telecom R/W District Lot	Reservoir - Definite
Macadam R/W	Gas/er/cold
Transportation Corridors	Contour - 20m Interval
Highway	<b>Transportation - Lines (20K)</b>
Railway	A/Feld Road
Surveyed Road R/W	Forest Service Road
	Road Permit
	Trail
	Rail Line

All measurements are approximate

112



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**File Number: 7410012**

Site # 1 of 1 - APPLICATION Area = 60.23 Ha.

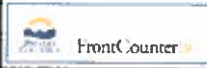
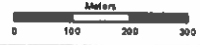
TYPE: CROWN GRANT  
 SUBTYPE: DIRECT SALE  
 LOCATION: Tachick Lake

PURPOSE: AGRICULTURE  
 SUBPURPOSE: EXTENSIVE  
 IMAGERY: Spot 2014-2015

Produced by  
 Ministry of Forests, Lands &  
 Natural Resource Operations  
 Northern Service Centre  
 FrontCounterBC  
 Date July 3, 2018

Scale: 1:10,000  
 \* if printed on 8.5X14 page

Projection: BC Albers  
 Datum: NAD 83



**Legend**

- |                          |                                    |
|--------------------------|------------------------------------|
| Crown Land Application   | Protected Area                     |
| Primary Survey Parcel    | Provincial Park                    |
| Subdivision              | Protected Reserve                  |
| Municipality             | DND Ecological Reserve             |
| Surveyed Rights of Way   | Recreation Area                    |
| Surveyed Road RW         | <b>Base Mapping Features (20K)</b> |
| Gas/Oil RW District Lot  | River or Stream                    |
| Power Transmission RW    | River or Stream - Dry              |
| Gas/Oil RW               | Lake                               |
| Telecom RW District Lot  | Reservoir - Devoid                 |
| Miscellaneous RW         | Glaciation/ice                     |
| Transportation Corridors | Contour - 20m interval             |
| Highway                  | Transportation - Lines (20K)       |
| Railway                  | Airfield                           |
| Surveyed Road RW         | Road                               |
|                          | Forest Service Road                |
|                          | Road Permit                        |
|                          | Trail                              |
|                          | Rail Line                          |

All measurements are approximate.





## MEMORANDUM

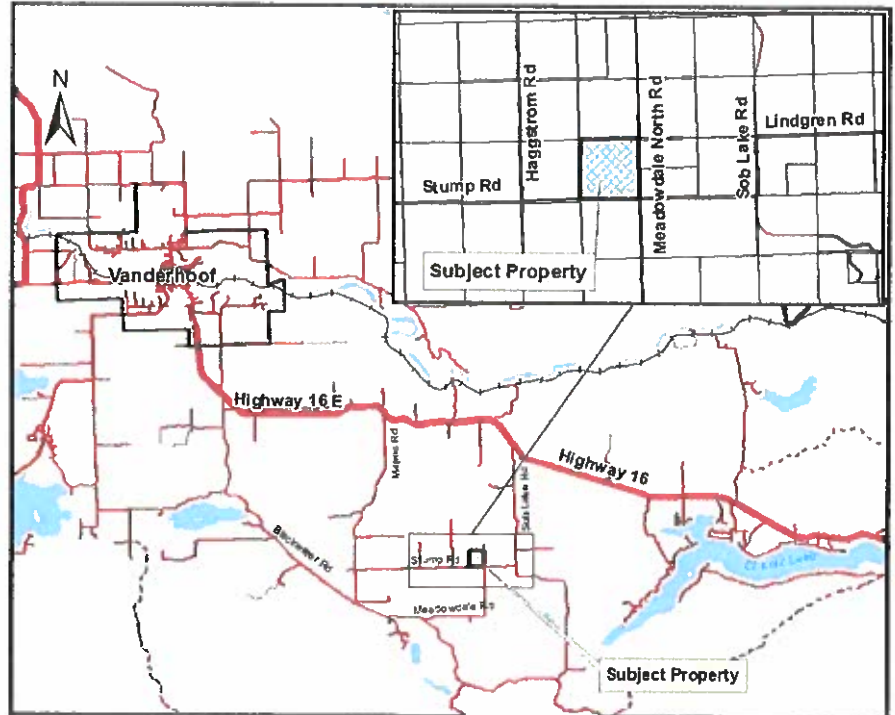
To: Board of Directors  
 From: Scott Brown, Planning Technician  
 Date: August 17, 2018  
 Re: Land Referral File No. 7410015 (Ophus)

This application is regarding a Crown Grant to obtain additional land for extensive agriculture purposes. The subject property is legally described as "Part of E1/2, Section 25, Township 8, Range 4, Coast District" located approximately 30 kilometres southeast of the District of Vanderhoof. The application area is approximately 64.35 ha. in size.

The intent of this application is to provide additional arable land to their existing farming operations. The proponents own adjacent

land to the east and west of subject property. This Crown Grant will allow the applicant to establish fencing, harvest merchantable timber, and clear land for forage production.

The application area is zoned Agricultural (Ag1) and is within the Agricultural Land Reserve.

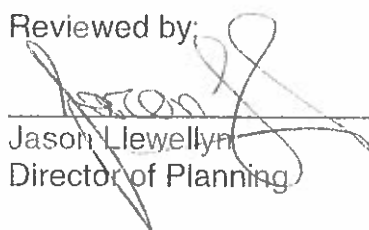


### Recommendation

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410015.

*Rural Directors – Ali/Directors/Majority*

Reviewed by:

  
 Jason Llewellyn  
 Director of Planning

Written by:

  
 Scott Brown  
 Planning Technician

**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT  
SHEET ON CROWN LAND REFERRAL 7410015**

---

**Electoral Area:** F

**Applicant:** Robert & Vicki Ophus

**Existing Land Use:** Agriculture

**Zoning:** Agricultural (Ag1)

**Plan Designation** Agricultural (Ag)

**Proposed Use Comply  
With Zoning:** Yes

**If not, why?**

**Agricultural Land Reserve:** Within the ALR

**Access Highway:** Stump Road

**Archaeological Site:** None according to provincial mapping

**Building Inspection:** Outside the Building Inspection Area

**Fire Protection:** Outside the Rural Fire Protection Area

**Other comments:** None.



# SITE MAP

BCGS Mapsheet: 93G082  
 Lat/Long: 53° 53' 10.127" N 123° 46' 55.698" W



File Number: 7410015

Site # 1 of 1 - APPLICATION Area = 64.345 Ha.

TYPE CROWN GRANT PURPOSE: AGRICULTURE  
 SUBTYPE DIRECT SALE SUBPURPOSE: EXTENSIVE  
 LOCATION SOB LAKE IMAGERY Spot - 2014-2015

Produced by  
 Ministry of Forests, Lands &  
 Natural Resource Operations  
 Northern Service Centre  
 FrontCounter/BC  
 Date: August 1, 2016

Scale: 1:10,000

\* if printed on 8.5X14 page

Projection: BC Albers Datum: NAD 83



### Legend

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| Crown Land Application          | Protected Area                      |
| Primary Survey Parcel           | Provincial Park                     |
| Subdivision                     | Protected Area                      |
| Municipality                    | (GC) Ecological Reserve             |
| Surveyed Rights of Way          | Recreation Area                     |
| Surveyed Road R/W               | <b>Blue Mapping Features (2014)</b> |
| Gas/Oil R/W Debit Lot           | River or Stream                     |
| Power Transmission R/W          | River or Stream - Dry               |
| Gas/Oil R/W                     | Lake                                |
| Telephone R/W Debit Lot         | Pipeline - Debit                    |
| Miscellaneous R/W               | Pipeline - Debit                    |
| <b>Transportation Corridors</b> | Pipeline - 20m Intake               |
| Highway                         | <b>Transportation - Lines (20K)</b> |
| Railway                         | Airfield                            |
| Surveyed Road R/W               | Road                                |
|                                 | Forest Service Road                 |
|                                 | Road Permit                         |
|                                 | Trail                               |
|                                 | Rail Line                           |

All measurements are approximate





176

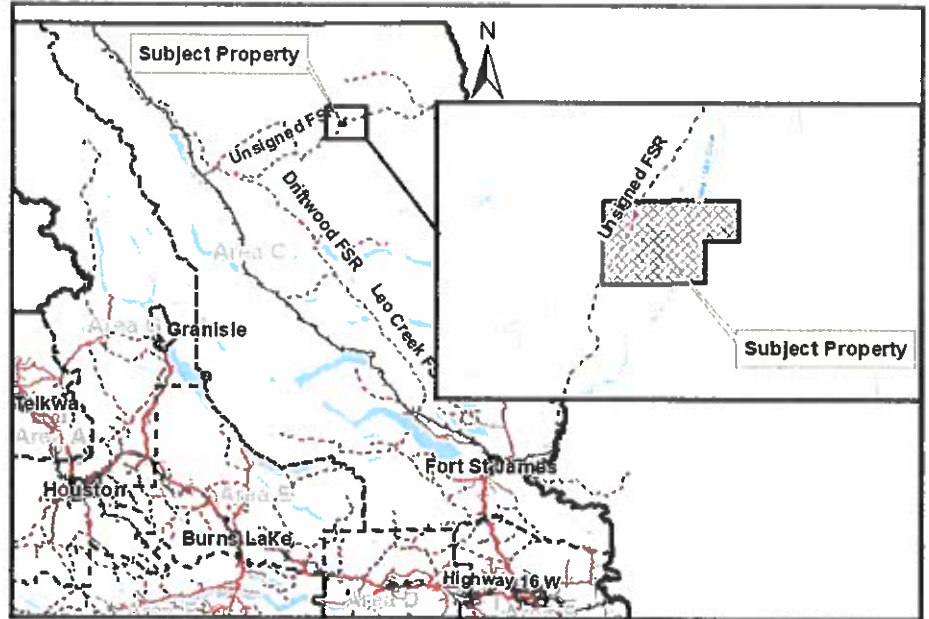
## MEMORANDUM

To: Board of Directors  
From: Scott Brown, Planning Technician  
Date: August 17, 2018  
Re: Land Referral File No. 7410014 (McCutcheon)

This application is regarding a License of Occupation on unsurveyed Crown land for seasonal residential purposes.

The applicant currently holds a placer mine claim for the subject property describe as "Unsurveyed Crown Land in the vicinity of Twenty Mile Creek and Germansen Lake Forest Service road, Cassiar District". The application area is approximately

127.8 ha. in size, it is not zoned, and is outside of the Building Inspection service area. The applicants wish to utilize an existing cabin for seasonal residential purposes while they work their claim. There are no current plans for any changes or construction to the existing cabin.



### Recommendation

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410014.

*Rural Directors – All/Directors/Majority*

Reviewed by:

Jason Llewellyn  
Director of Planning

Written by:

Scott Brown  
Planning Technician



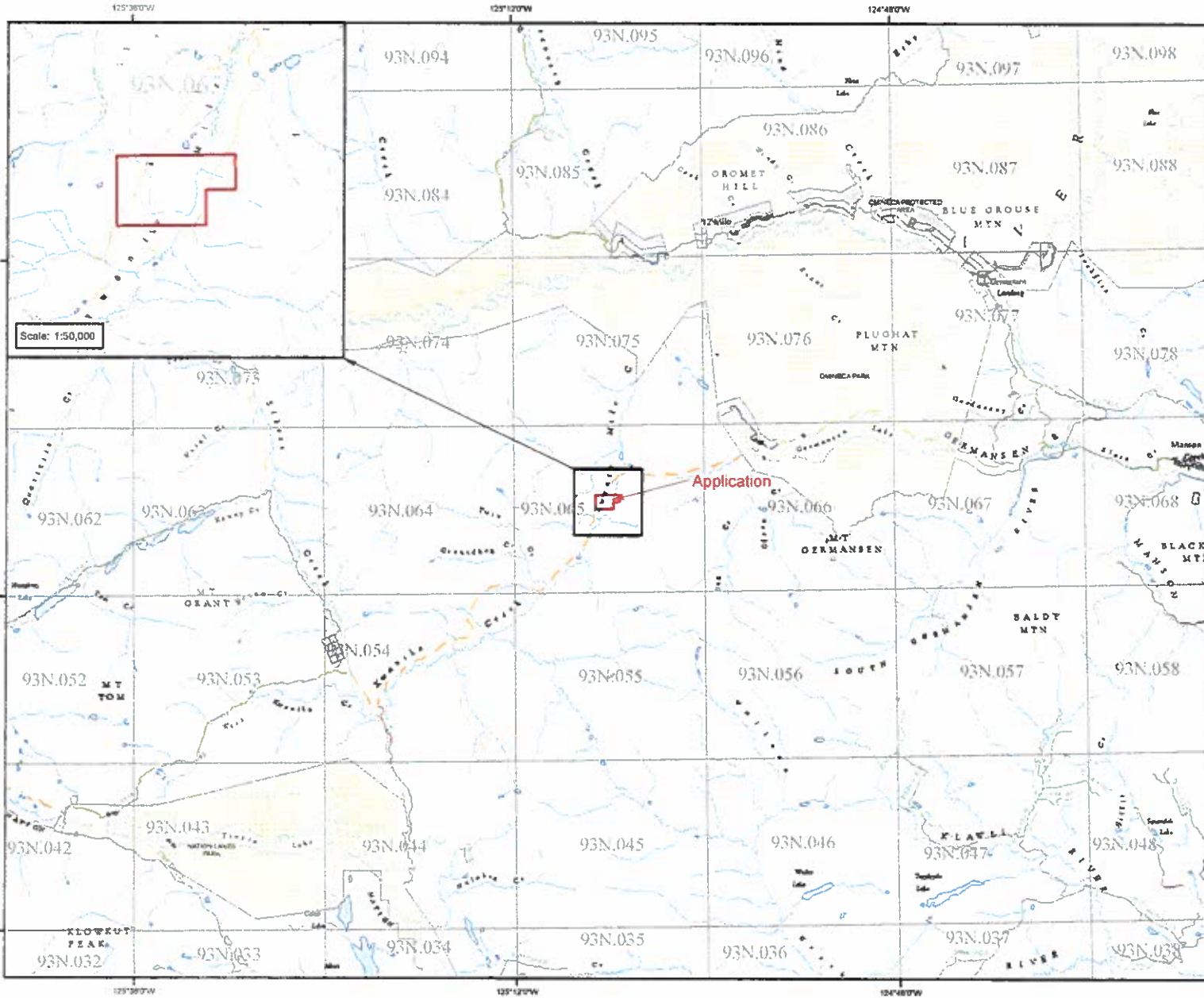


## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 7410014

---

<b>Electoral Area:</b>	C
<b>Applicant:</b>	Ella & Ronald McCutcheon
<b>Existing Land Use:</b>	Placer Mine claim
<b>Zoning:</b>	None
<b>Plan Designation</b>	None
<b>Proposed Use Comply With Zoning:</b>	N/A
<b>If not, why?</b>	
<b>Agricultural Land Reserve:</b>	Outside the ALR
<b>Access Highway:</b>	Unassigned FSR
<b>Archaeological Site:</b>	None according to provincial mapping
<b>Building Inspection:</b>	Outside the Building Inspection Area
<b>Fire Protection:</b>	Outside the Rural Fire Protection Area
<b>Other comments:</b>	It is noted that isolated development parcels like this proposal that are created by the Province, are scattered throughout the region and greatly increase the risk of interface fires. During a wildfire these isolated developments represent a challenge to firefighters who must focus attention on protecting the building. This can increase firefighting costs and take away from the protection of other resources.

178



Scale: 1:50,000

### LOCATION MAP

File - 7410014 Area = 127.8 Ha  
 Client - ELLA MCCUTCHEON / RONALD ARTHUR MCCUTCHEON

### Legend

- Crown Land Application
- Municipal Boundary
- Primary Survey Parcel
- Subdivison
- Surveyed Rights of Way
- Provincial Park
- Protected Area
- OIC Ecological Reserve
- Highway
- Railway
- Surveyed Road R/W
- Road
- Forest Service Road
- Trail
- Rail Line
- Rapids
- River or Stream - Definite
- River or Stream - Dry
- River or Stream - Indefinite
- Dam - section Base
- Flooded Land - Inundated
- Lake - Definite
- Lake - Indefinite
- Lake - Intermittent
- Reservoir - Definite
- Glacier
- Icefield
- Island - Definite
- Sand Bar
- Contours
- Contour - Interval 200m

Produced by  
 Ministry of Forests, Lands and  
 Natural Resource Operations  
 and Rural Development  
 Prince George  
 FrontCounterBC  
 Date: July 5, 2016

Scale - 1:250,000  
 \* if printed on 17X11 page

BC Albers Projection/NAD 83



Key Map of British Columbia



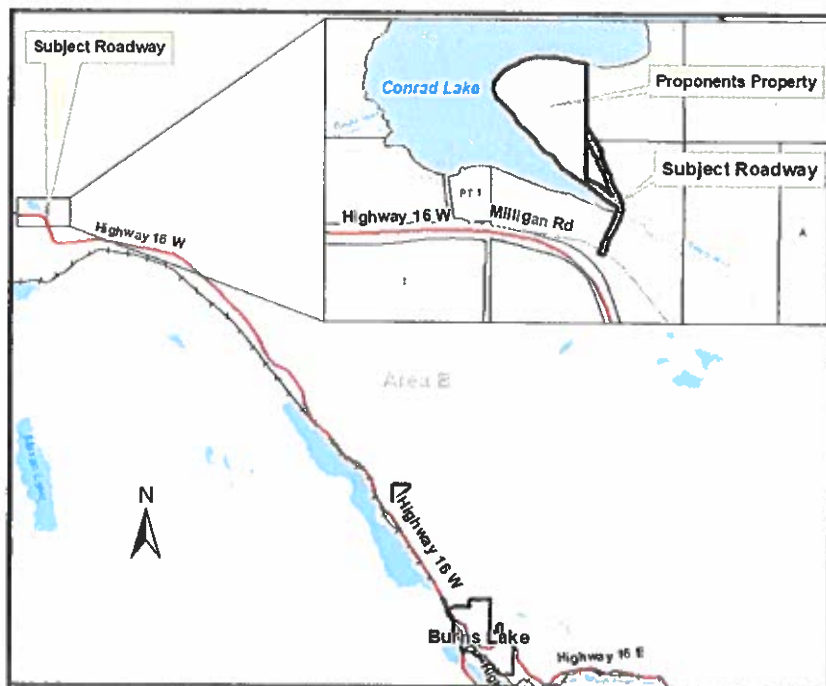
## MEMORANDUM

To: Board of Directors  
 From: Scott Brown, Planning Technician  
 Date: August 15, 2018  
 Re: Land Referral File No. 6409077 (Fountain)

This application is regarding a Roadway access for an existing roadway. The subject roadway described as "That Part of District Lot 3523A, and District Lot 3523, Range 5, Coast District" is located on Crown land in the vicinity of Conrad Lake off of Milligan Road, approximately 32 km northwest of the Village of Burns Lake.

This roadway has been in use for approximately 80 years as access to the subject property. In addition, the roadway is used for logging, hunting and recreation in the area. The applicants have done some upgrades and repair work to this roadway in the past and have committed to continuing to maintain the road as necessary.

The applicant's property is zoned Small Holdings (H1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993, there is a sewage permit and building permit on file for a mobile home issued in 1978.



### Recommendation

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 6409077.

Rural Directors – All/Directors/Majority

Reviewed by:

*Jason Llewellyn*  
 Jason Llewellyn  
 Director of Planning

Written by:

*Scott Brown*  
 Scott Brown  
 Planning Technician



## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 6409077

---

<b>Electoral Area:</b>	B
<b>Applicant:</b>	David & Brenda Fountain
<b>Existing Land Use:</b>	Roadway
<b>Zoning:</b>	Small Holdings (H1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
<b>Plan Designation</b>	Resource (RE) under Burns Lake Rural and Francois lake (North Shore) Official Community Plan, Bylaw No. 1785, 2017
<b>Proposed Use Comply With Zoning:</b>	N/A
<b>If not, why?</b>	
<b>Agricultural Land Reserve:</b>	Not within the ALR
<b>Access Highway:</b>	Milligan Rd
<b>Archaeological Site:</b>	None according to provincial mapping
<b>Building Inspection:</b>	Within the Building Inspection Area
<b>Fire Protection:</b>	Outside the Rural Fire Protection Area
<b>Other comments:</b>	None

---



Management Plan

Application for road access permit for an existing roadway.  
July 17/2018

To whom it may concern

We purchased this property many years ago and would like to continue using the access road we originally believed to be a legal access.

Barnaby Conrad (along with 29 other properties and owners), purchased this crown land from The Dominion of Canada, Province of British Columbia on the 13th of May 1911.

Mr. Conrad (who I assume the lake is named after), was a farmer from Maple Creek, Sask. Mr. Conrad would have accessed this property originally on foot then by horse, then by wagon as he cleared the field and moved onto the property. The land clearing was likely a pre-requisite to purchase. The access to his trail/road came via the Dominion Government Telegraph trail which became Highway #16 but and is now called Milligan road (Highway #16 was straightened and relocated just north of Milligan road). When wagons gave way to gasoline powered automobiles, I am told the wagon road to Mr. Conrad's property was upgraded to provide better access for vehicles and machinery. Since 1011, hunters, the forrest service and loggers have used the access from Milligan road to lands beyond, and it has been upgraded a number of times.

A very elderly pioneer in the area told me he was sure the road to this property had been in for more than 80 years. The piece we started to upgrade was said to have been put in as a Hydro right of way or access road but was never completed due to the swamp. We managed to put a road base and crossed the swamp (that portion of the road is currently blocked by a log).

The property has had a number of owners since Mr. Conrad a few of which include Wilfred Ashley, Ronald Ball, Lorn Johnson, Hedy Piper, and us David & Brenda Fountain. There were other owners prior to Mr Ashley, but I don't have a list of their names at this time.

Many of these owners have farmed the property and lived on the property. Their homes, some of which fell apart, were removed and one of which was built on a concrete foundation, burned down. The most recent dwelling was a mobile home.

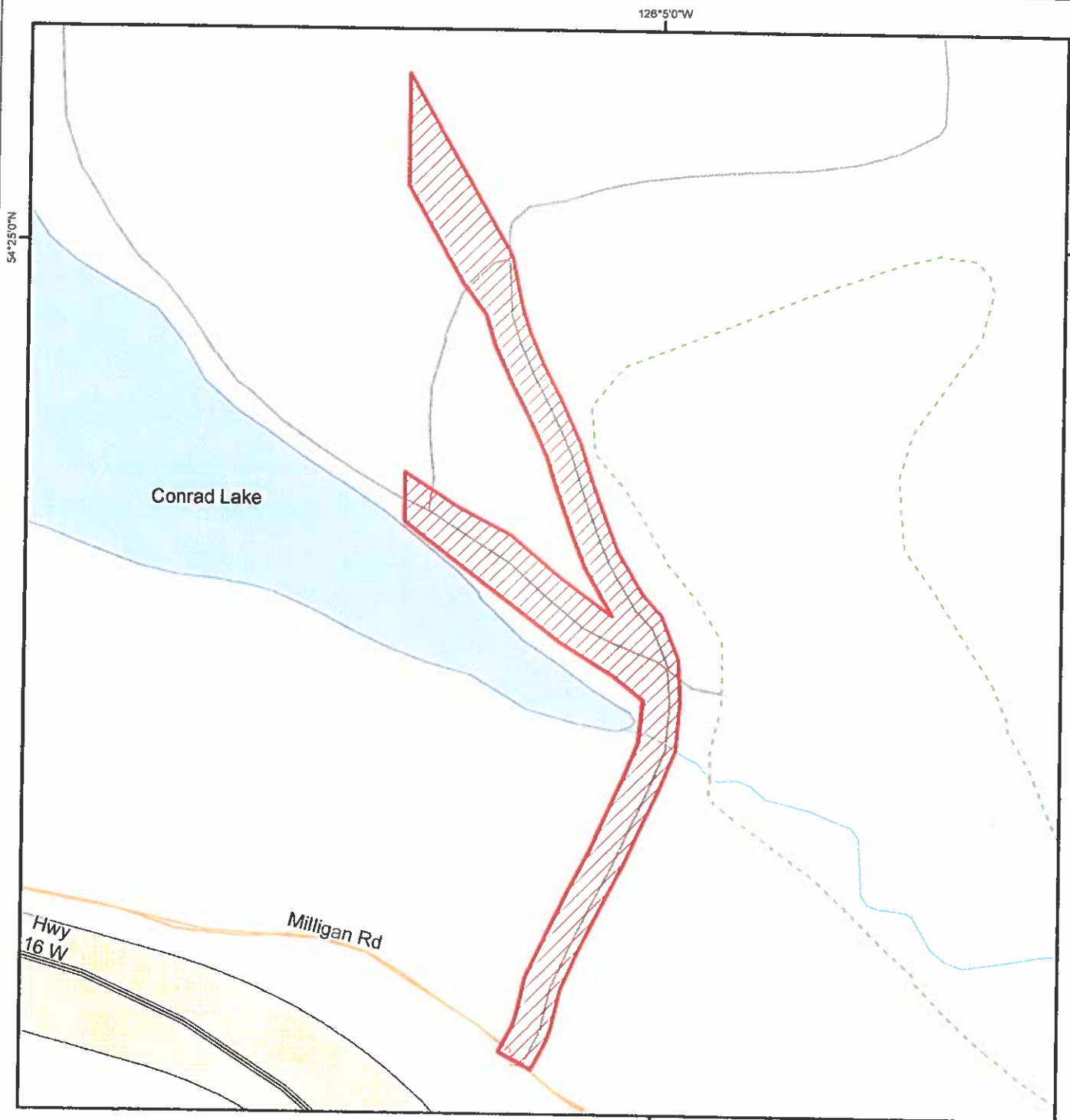
It is our desire to continue use of the road to access our property and we will maintain the existing road as is necessary to continue to access in the foreseeable future.

Thank You,  
David & Brenda Fountain




182

Interest Holder: David and Brenda Fountain

File No: 6409077  
Disposition No: 933632



Scale: 1:3,000  
 Type: Licence  
 Sub Type: Licence of Occupation  
 Purpose: Residential  
 Subpurpose: Rural Residential

-  Application Area
-  Indian Reserves
-  Parks and Protected Area

### Referral Map



Date: 30 Jul 2018  
 Area: 89 ha +/-



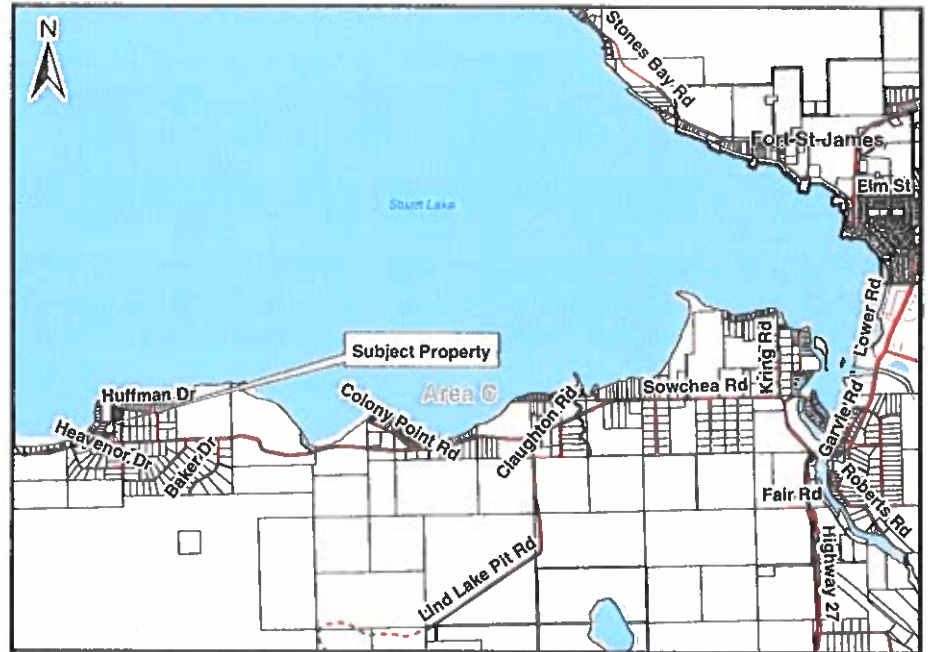
183

## MEMORANDUM

To: Board of Directors  
From: Jennifer MacIntyre, Planner I  
Date: August 24, 2018  
Re: Subdivision Referral File No. 2018-04103

### INTRODUCTION:

This memo is regarding a subdivision application referral from the Ministry of Transportation and Infrastructure (MoTI). The application proposes to subdivide the property legally described as "Lot A and an Undivided 5/38ths share in Lot 1, Plan 11635, District Lot 651, Range 5, Coast District, Plane PRP45168" located on Henry Drive, 20 kilometres southwest of the Village of Fort St. James. The property is 2.186 ha. (5.40 acres) in size.



### PROPOSAL:

The proposed subdivision would create 5 lots that are 0.424 ha (1.04 acres) in size.

The subject property is zoned Country Residential (R5) Zone.

The minimum parcel size requirement for the R5 zone is 0.99 acres. Therefore, the proposed parcel size meets the R5 zoning requirement.



## PARKLAND DEDICATION

The proposed 5 lot subdivision triggers the allowance for parkland dedication pursuant to Section 510 of the *Local Government Act*. Subdivisions of 3 lots or greater where the smallest lot being created is 2 hectares (4.9 acres) or smaller can be required to provide, without compensation, up to 5% of the lands for park in a location acceptable to the RDBN. There is also an allowance for local governments to accept an amount of cash equivalent to the market value of 5% of lands, only where the local government has a parks function.

The purpose of this report is to determine if the Board wishes to require the property owner to dedicate up to 5% (0.27 acres) of the subject property for future park use.

### DISCUSSION:

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

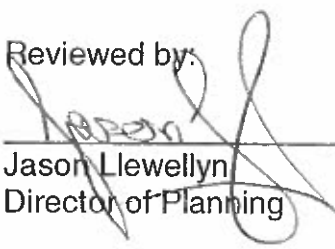
Should the Board establish a parks function it would be advisable that the RDBN develop a parkland acquisition strategy and policy regarding the acceptance of cash in lieu of parkland. However, as there is no parks function, and no strategy for park development; staff cannot recommend that the property owner be required to dedicate parkland as part of their proposed subdivision.

### Recommendation

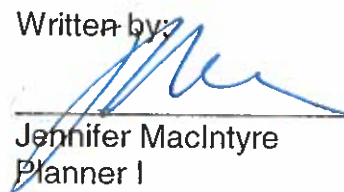
That the Regional District of Bulkley-Nechako not require the property owner to provide parkland dedication as part of their subdivision of "Lot A and an Undivided 5/38ths share in Lot 1, Plan 11635, District Lot 651, Range 5, Coast District, Plane PRP45168."

*All Directors/Majority*

Reviewed by:

  
 Jason Llewellyn  
 Director of Planning

Written by:

  
 Jennifer MacIntyre  
 Planner I



185

eDAS File #: 2018-04103  
Date: July/27/2018

Bulkley Nechako Regional District  
492 Yellowhead Highway 16  
PO Box 820,  
Burns Lake, BC  
V0J 1E0

**Re: Proposed Five (5) Lot Conventional Subdivision Application for LOT A AND AN UNDIVIDED 5/38THS SHARE IN LOT 1 PLAN 11635 DISTRICT LOT 651, RANGE 5 COAST DISTRICT PLAN PRP45168**

Enclosed is a copy of a proposed Conventional Subdivision Application regarding the above noted location on Henry Drive.

It would be appreciated if you would examine this application from the viewpoint of your regulations and policies and give us your comments. Should you require any additional information, please contact the applicant:

JENER HOLDINGS LTD., INC.NO. BC0426688  
1242 REDEKOP RD  
VANDERHOOF, BC  
V0J 3A1

In order to expedite the processing of the application, your agency's response would be appreciated by **August 27, 2018**, after which we will prepare recommendations for the Approving Officer's decision.

If you have any questions please feel free to call Anastassiya Smirnova at (250) 565-6119. Please quote file number 2018-04103 when contacting this office.

Yours truly,

Anastassiya Smirnova  
District Development Technician

Local District Address
Fort George District Ministry of Transportation & Infrastructure 360-1011- 4th Avenue Prince George, British Columbia V2L 3H9 Canada Phone: (250) 565-4410 Fax: (250) 565-6820

# PROPOSED SUBDIVISION PLAN

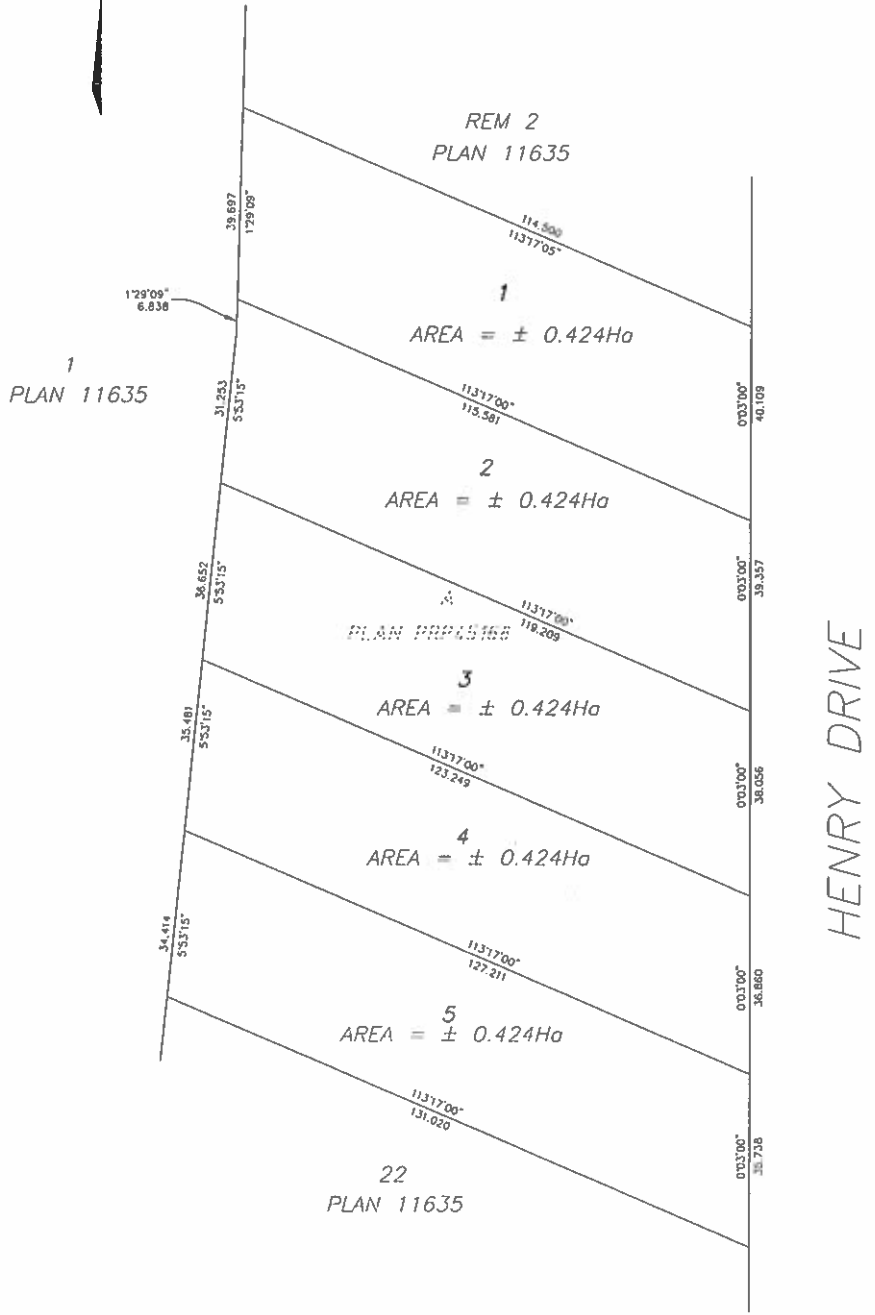
OF LOT A AND AN UNDIVIDED 5/38THS SHARE IN LOT 1  
 PLAN 11635 DISTRICT LOT 651 RANGE 5 COAST DISTRICT  
 PLAN PRP45168  
 BCGS 93K.048

1810



The intended plot size of this plan is 432mm in width by 560mm in height (C size) when plotted at a scale of 1:750.

Distances are horizontal ground level distances and decimals thereof unless otherwise denoted.



Sangha Geomatics &  
 Land Surveying Inc  
 PO BOX 1845 Vanderhoof, BC V0J 3A0  
 PROJECT REF/DRAWING No.  
 2017145-PROP SUB

This plan lies within the  
 Regional District of Bulkley-Nechako





## MEMORANDUM

To: Regional District Board  
 From: Jennifer MacIntyre, Planner I  
 Date: July 31, 2018  
 Re: **Coastal GasLink Work Camp for Areas 'B', 'E', and Village of Burns Lake  
 Open House Summary**

### PURPOSE

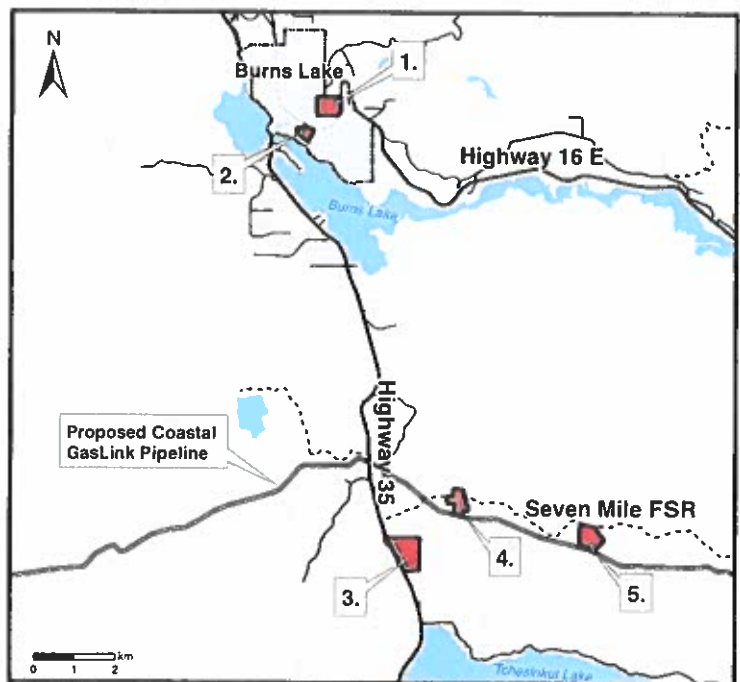
TransCanada requires a construction work camp within the Lakes District to support the construction of the proposed Coastal GasLink Pipeline Route. Originally, the work camp was proposed to be located at 14147 Highway 35 adjacent to Tchesinkut Lake, 14 kilometres south of the Village of Burns Lake. However, due to concerns raised from area residents, TransCanada agreed to find an alternative work camp location.

Regional District Staff met with Coastal GasLink team members on June 20, 2018 to discuss their next steps in choosing an alternative work camp location for the Lakes District. At that meeting, CGL asked if the Regional District and the Village of Burns Lake wished to co-organize an open house to gauge public feedback for 5 suggested locations.

At its June 21, 2018 meeting the Board directed RDBN staff to assist TransCanada with planning a presentation and open house style meeting for the Burns Lake rural area. This report is a summary of the proposed locations and, the results of the public meeting regarding these proposed sites.

### ALTERNATIVE WORK CAMP LOCATIONS

1. **Proposed Site 1** (Burns Lake Heights) is located within the Village of Burns Lake, legally described as "*District Lot 5345, Range 5, Coast District, Except the most southerly 15 chains and Excluding Plan 4623.*"
2. **Proposed Site 2** (Hamp) is located within the Village of Burns Lake beside Save On Foods, legally described as "*Part of District Lot 2502, Range 5, Coast District, Plan 2040*" and "*Lot C, District Lot 5344, Range 5, Coast District, Plan 3040.*"
3. **Proposed Site 3** (Sackney) is located within Electoral Area 'E' of the RDBN on Highway 35, legally described as "*Northeast ¼ of District Lot 5691, Range 5, Coast District, Except Plans 7605, 8946, and 7008.*"
4. **Proposed Site 4** (7 Mile 2 km) is located within Electoral Area 'E' of the RDBN on Crown Lands on 7 Mile FSR, legally described as "*Southeast 1/4 of District Lot 2449, Range 5, Coast District.*"
5. **Proposed Site 5** (7 Mile 5km) is located within Electoral Area 'B' of the RDBN on un-surveyed Crown lands on 7 Mile FSR.



**JULY 25<sup>TH</sup> 2018 WORK CAMP OPEN HOUSE**

TransCanada, RDBN Planning Staff and the Village of Burns Lake organized an Open House on July 25<sup>th</sup> 2018 at the Island Gospel Church, from 5:30 p.m. to 8:00 p.m.

TransCanada presented a general overview of the pipeline project and discussed the alternative locations for the proposed work camp.

RDBN staff provided the public with information regarding the RDBN's and the Village's land use approval processes. VBL staff provided the public with information regarding municipal infrastructure services; and, TransCanada representatives answered questions regarding the proposed pipeline and work camp.

**Presentation Displays**

TransCanada presented a 'Consideration Table' (see below) that illustrates their considerations in regards with the proposed sites. TransCanada's considerations are as follows.

- Safety and Security;
- Environment;
- Clearing required;
- Constructability;
- Traffic; and,
- Proximity to Residents.

Colors are used to visually represent their preference for each consideration.

- green = "Preferred"
- yellow = "Acceptable"; and,
- red = "Not Preferred"

**Consideration Table**

Burns Lake Area Camp - Potential Locations								
LOCATION	Considerations							Benefits
	Closest CGL KP	Safety & Security	Environment	Clearing Required	Constructability	Traffic	Proximity to Residents	
7 Mile Rd. Near PTP (Crown)	438	Green	Yellow	Green	Green	Green	Green	Demonstrates response to public feedback received; Avoids traffic
7 Mile Rd. (Crown)	440	Green	Yellow	Green	Green	Green	Green	Demonstrates response to public feedback received; Avoids traffic
Burns Lake Town Site	443	Yellow	Yellow	Red	Red	Yellow	Red	Potential access to Village water & sewer; Legacy development opportunity for Village
Hamp Property (Private)	443	Yellow	Green	Green	Yellow	Yellow	Red	Access to Village water and sewer; Demonstrates response to public feedback; Reduces amount of disturbance by using previously disturbed area
Sackney Property (Private)	441	Green	Yellow	Red	Green	Green	Yellow	Ease of access
<b>Legend</b>		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%;"> <p>Green: Preferred</p> <p>Yellow: Acceptable with appropriate design or configuration</p> <p>Red: Not preferred</p> </div> <div style="width: 35%; text-align: right;"> <p><b>Coastal GasLink</b> Pipeline Project</p> </div> </div>						



## PUBLIC INPUT SUMMARY

A total of 37 persons signed into the open house. TransCanada invited attendees to provide comments on the open house and proposed sites by completing a survey. In addition, TransCanada set up a map display where attendees could vote on their preferred site(s). The results from the survey and map display are summarized below.

### Survey

22 surveys were submitted at the open house. The 22 surveys received represents 59% of the attendees. The surveys are available by request from the Planning Department.

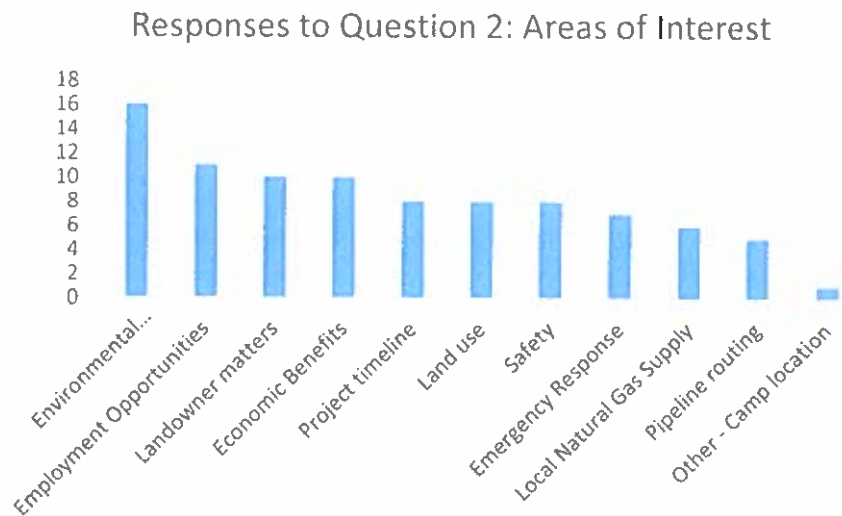
**Question 1 asked:** How much did you know about Coastal GasLink? (Sliding scale from 1, nearly nothing to 5, very knowledgeable.)

- Before the Open House
- After the Open House

Of those who answered this question, 18 (81%) responded that they knew more after the open house than they did before. One respondent felt they knew the same amount.

**Question 2 asked:** Regarding the project, what areas are you most interested in learning about? (Check all that apply.)

- Pipeline routing
- Project timeline
- Landowner matters
- Land use
- Environmental Considerations
- Safety
- Emergency Response
- Economic Benefits
- Employment Opportunities
- Local Natural Gas Supply
- Other



See the chart (right) for the responses to question 2.

**Question 3 asked:** To what extent do you agree or disagree with each of the following statements? (Sliding scale from 1, strongly disagree to 5, strongly agree.)

- Overall, the open house was informative
- I felt I could express my concerns freely
- The open house was well advertised
- The open house venue was appropriate

Average answers for all questions was rank 4. Meaning that the respondents 'agree' with the statements. Lowest scoring question was regarding advertisement, where respondents would 'somewhat agree' that the open house was well advertised.

**Question 4 asked:** How useful did you find the following information sources? (Sliding scale from 1, strongly disagree to 5, strongly agree.)

- Displays
- Maps
- Handouts
- Project Experts
- Other

Overall, the respondents seemed to find the information sources useful (72% of respondents chose rank 4).

**Question 5 asked:** I am

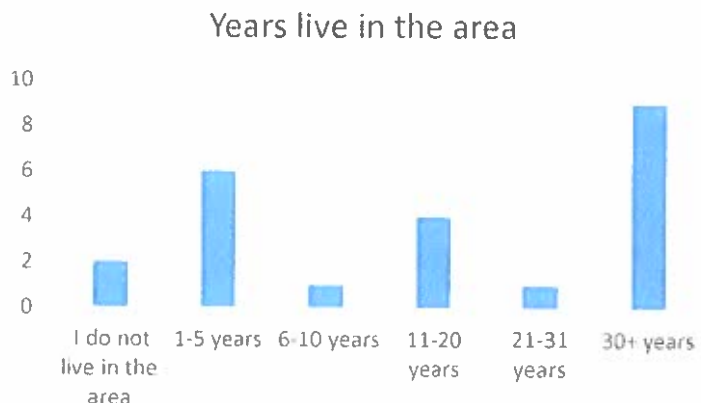
- A local resident with property on the proposed route
- A local resident without property on the proposed route
- Interested in learning about the project

A total of 7 respondents have property on the proposed route, meanwhile 13 of the respondents were local residents without property on the proposed route. 9 respondents were interested in learning about the project.

**Question 6 asked:** I have lived in the area for:

- I do not live in the area
- 1-5 years
- 6-10 years
- 11-20 years
- 21-31 years
- 30+ years

See the chart (right) for the responses to question 6.



#### Comment Section:

Of the 22 surveys received, 11 (50%) wrote in the comment section. Of the 11 comments received, 6 (54%) of the respondents suggested that they would prefer a location outside of the Village. Concerns were raised regarding the proximity the work camps to residents, increase in traffic and, safety issues. In addition, there were concerns regarding the loss of recreation and trails and environmental impact if TransCanada chose the Burns Lake Heights option.

Two of the comment sheets suggested the 7 mile location, but noted that there would be a loss in economic benefit for the Town. Three respondents (27%) noted the economic benefits to local business if the camp was located in the Village, and was their main justification for supporting a location within the Village.

### Map Display

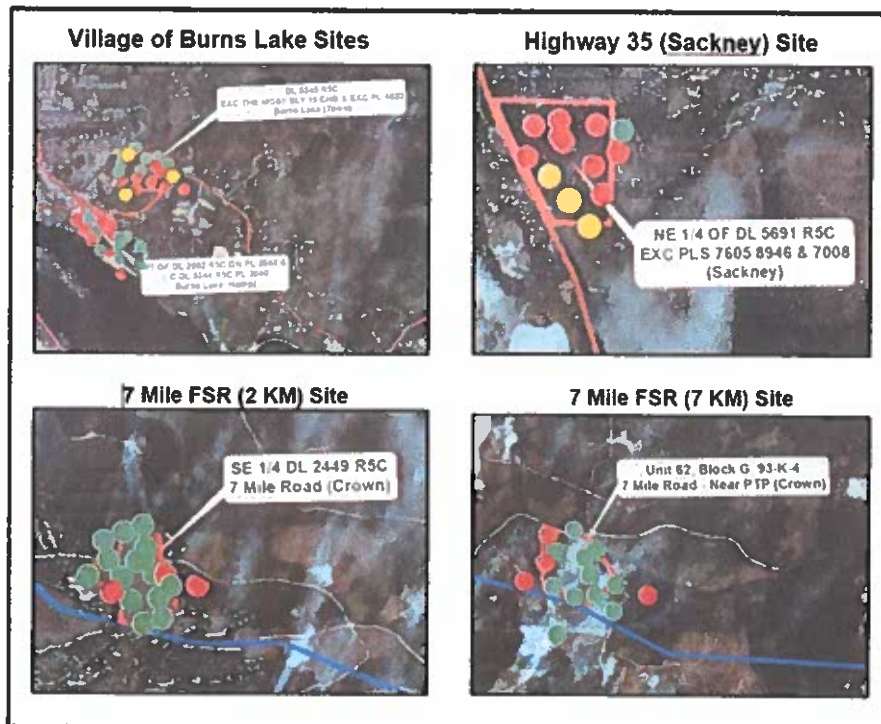
A map of the 5 potential sites was set up after the presentation. The map display allowed attendees to vote on each proposed site by placing sticky dots on the map. The sticky dots matched the colors shown on the consideration table.

Shown below is a picture of each proposed site with the sticky dots placed by the open house attendees. The map display is a good representation of how the open house attendees voted for a location. The graph below shows the voting distribution for the proposed sites.

Preference Distribution of Proposed Sites



It is noted that the proposed sites received different number of votes (sticky dots) because some attendees chose to place one sticky dot, and some attendees chose to place dots on all sites. As shown on the graph, the site with the most preferred (green dots) is the proposed site located 2 km down 7 Mile FSR. The least desirable site appears to be the Highway 35 (Sackney) location. Village of Burns Lake sites are almost split between preferred (green) and not preferred (red).



**Recommendation:**

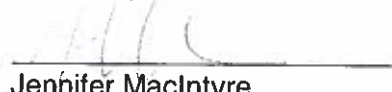
Receipt.

*Electoral Area Planning – All Directors/ Majority*

Reviewed by:

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

Written by:

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



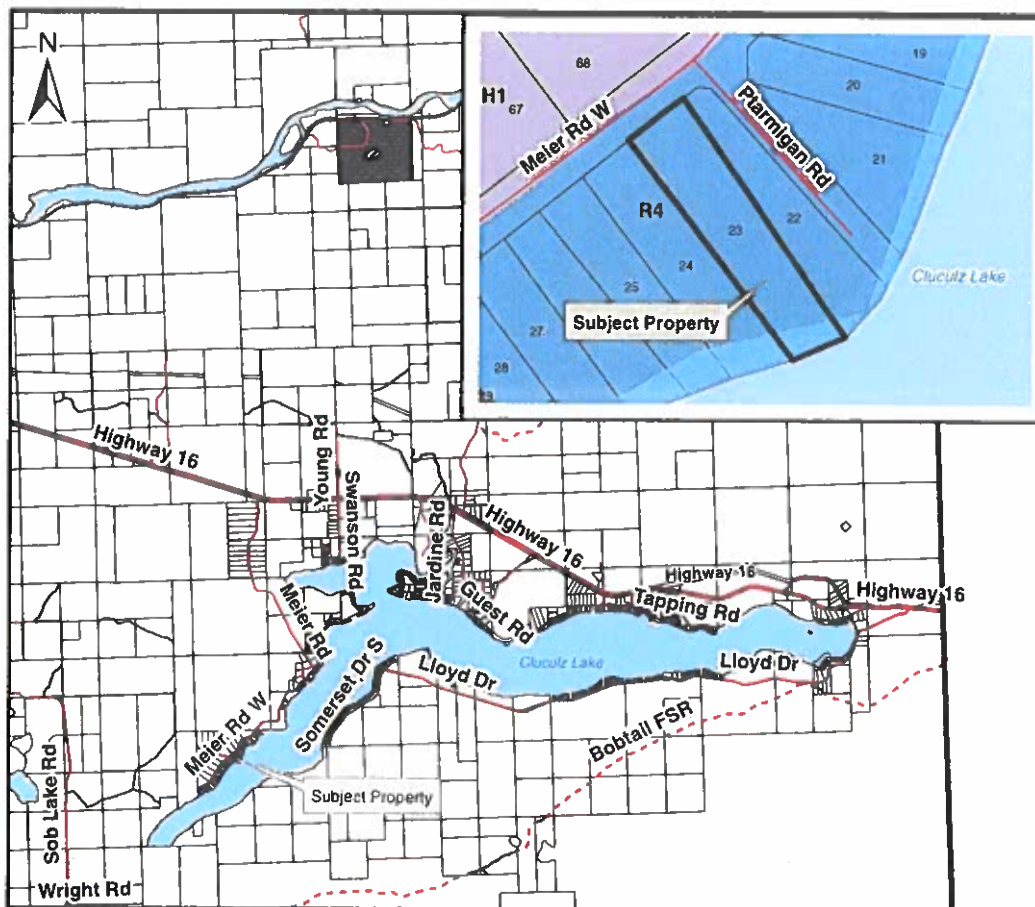
**Planning Department Report**  
**Development Variance Permit Application F-01-18**

July 27, 2018

## APPLICATION SUMMARY

<b>Name of Applicants:</b>	Kirby and Linda Pederson
<b>Electoral Area:</b>	F
<b>Subject Property:</b>	Lot 23, District Lot 1135, Cariboo, District Plan 26769. The subject property is approximately 0.615 ha. (1.52 acres) in size.
<b>OCP Designation:</b>	Lakeshore (L) in the Vanderhoof Rural OCP Bylaw No. 1517, 2009.
<b>Zoning:</b>	Waterfront Residential II (R4)
<b>Existing Land Use:</b>	Vacant
<b>Location:</b>	The subject property is located at 7050 Meier Road West, in the community of Cluculz Lake.

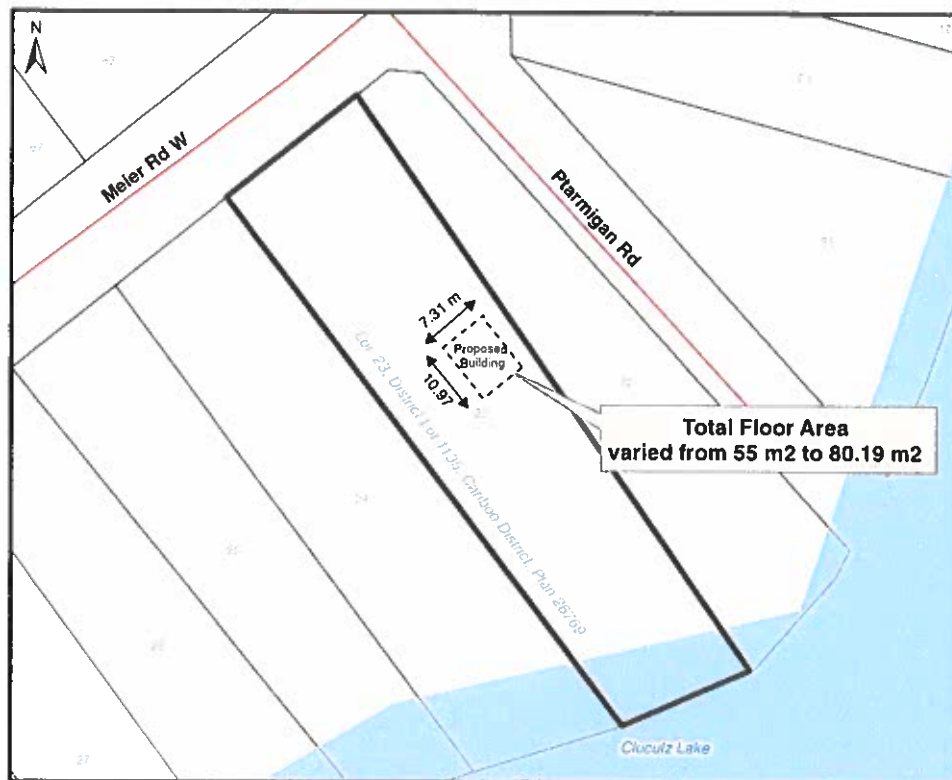
### Location Map





**Proposal:**

The applicants wish to build a 7.31 m x 10.97 m (80.19 m<sup>2</sup>) 24 ft. x 36 ft. (864 ft<sup>2</sup>) storage building prior to the construction of their single family dwelling. The proposed size is needed to provide secure storage for materials, and tools during the construction of their future home. In addition, the size would be large enough when the residence is complete to accommodate a boat with trailer as well as other items accessory to the residential use. In order to construct the proposed 80 m<sup>2</sup> storage building, the applicant is required to apply for a Development Variance Permit to vary Section 4.02 (e) of the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 to increase the size restriction from 55 m<sup>2</sup> (592 ft<sup>2</sup>) to 80.19m<sup>2</sup> (864 ft<sup>2</sup>) for an accessory building.

**Site Plan****PLANNING DEPARTMENT COMMENTS**

The adjacent property owners within 50m of the subject property have been provided notice of the application and will have an opportunity to comment on this application at the Board meeting on August 16, 2018. No comments have been received to date.

The Building Inspectors have no Building Code related objections to the increase in size of the structure. In addition, the applicant has submitted a building permit for the proposed storage building, and has submitted preliminary drawings for the residence.

Rezoning Bylaw 1833 to permit Storage Buildings not associated with any commercial operation or business in all zones was adopted by the Board on June 21, 2018. The Total Floor Area size restriction is to control the look and character of the area as these buildings can negatively affect the function and character of residential neighborhoods.

This particular application will not compromise the rural character as the applicants have proposed to build a residence in the future.

It is noted, that once the residence is built, the DVP can be removed from the title as the structure will be accessory to the primary use.

The Planning Department believes that the proposed size is reasonable for a building accessory to a residence and supports the issuance of the variance to increase the total floor area for this proposal.

**Recommendation**


That the Board approve Development Variance Permit F-01-18 for the property located at 7050 Meier Road West to vary Section 4.02 (e) of the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 to increase the Total Floor Area from 55 m<sup>2</sup> (592 ft<sup>2</sup>) to 80.19m<sup>2</sup> (864 ft<sup>2</sup>) for a storage building developed in general compliance with Schedule A of the permit.

*Electoral Area Planning – Participants/Directors/Majority*

Reviewed by:

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

Written by:

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

196



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
DEVELOPMENT VARIANCE PERMIT NO. F-01-18**

ISSUED TO: Kirby & Linda Pederson  
7050 Meier Road W  
Prince George BC V0J 5P6

WITH RESPECT TO THE FOLLOWING LANDS:

**Lot 23, District Lot 1135, Cariboo District, Plan 26769**

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 700 as follows:
  - Section 4.02 (e) of Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 is varied by increasing the Total Floor Area from 55 m<sup>2</sup> to 80.19 m<sup>2</sup> for a storage building.
1. This variance applies only to the proposed building shown on the plan attached as Schedule A, which forms part of this permit.
2. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.
3. This permit is not a building permit nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.
4. If a Building Permit for the development that is the subject of this permit has not been issued (if required), and the construction substantially commenced within 2 years after the date of this permit's issuance, this permit shall lapse.

AUTHORIZING RESOLUTION passed by the Regional Board this      day of  
, 2018.

PERMIT ISSUED on the \_\_\_\_ day of \_\_\_\_\_, 2018.

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

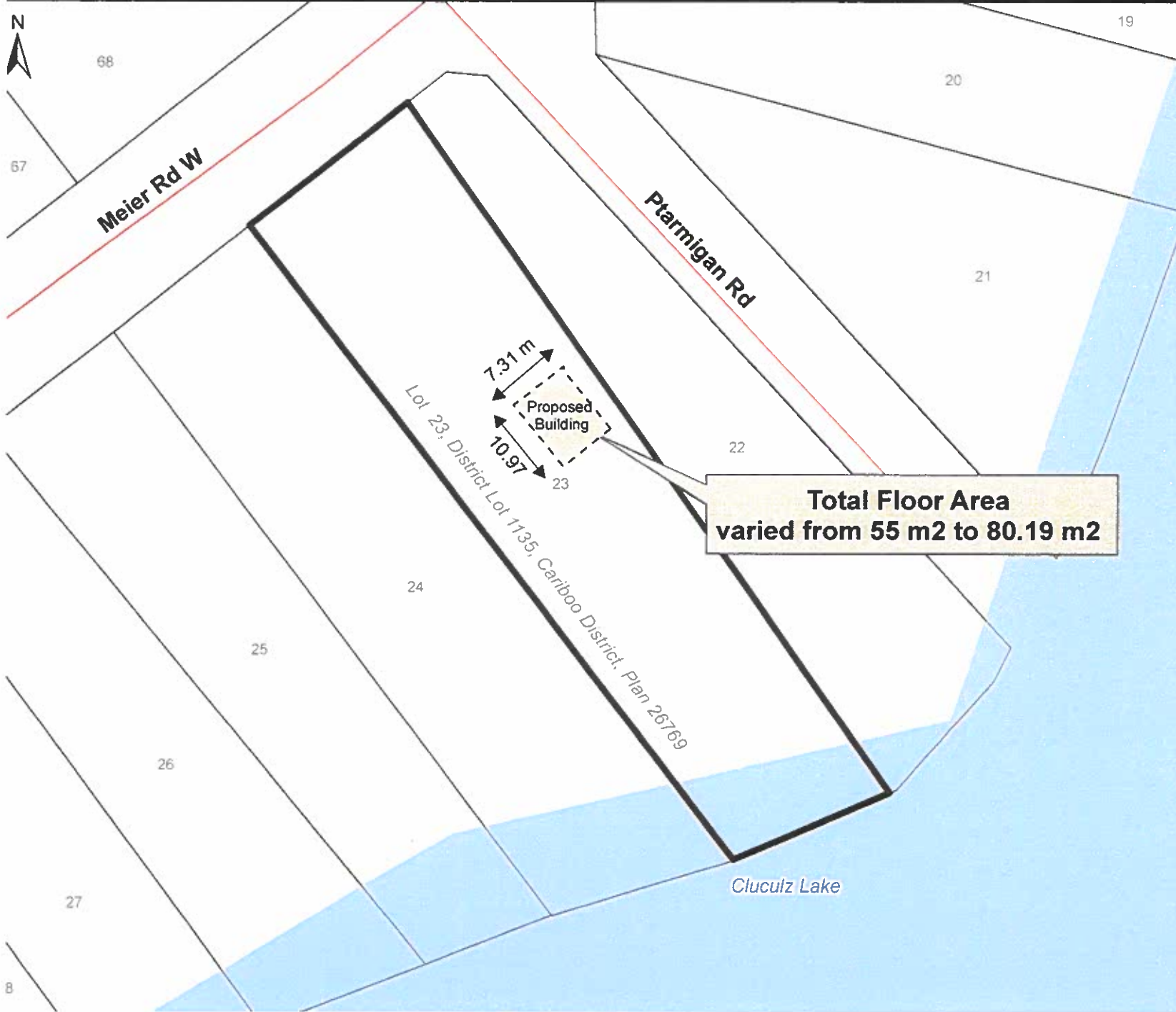




# Schedule A: DVP F-01-18

## Legend

- Cadastre
- Secondary Road
- Lake



DISCLAIMER: The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding other maps or other information provided herein or the sources of such maps or other information. The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein. Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

**Scale:**  
 User: jennifer.macintyre  
 Date: 2018-07-26



## ***Building Inspector's Report For July, 2018***

1. Building Permit Summary for the Regional District of Bulkley-Nechako

There were 17 building permit applications submitted this reporting period. The fees collected this reporting period amount to \$19,022.00, with a total construction value of \$3,427,000.00. There have been 73 permits issued to date in 2018.

2. Building Permit Summary for the Village of Burns Lake

There were 2 building permit applications submitted this reporting period with a total construction value of \$427,000.00. There have been 11 permits issued to date in 2018.

3. Building Permit Summary for the Village of Fraser Lake

There were no building permit applications submitted this reporting period. There have been 2 permits issued to date in 2018.

4. Building Permit Summary for the Village of Granisle

There were no building permit applications submitted this reporting period. There has been 1 permit issued to date in 2018.

5. Building Permit Summary for the District of Fort St. James

There were 2 building permit applications submitted this reporting period with a total construction value of \$220,000.00. There have been 9 permits issued to date in 2018.

6. Building Permit Summary for the Village of Telkwa

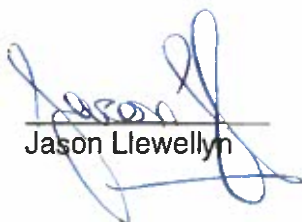
There were 4 building permit applications submitted this reporting period with a total construction value of \$163,050.00. There have been 15 permits issued to date in 2018.

7. Building Permit Summary for the District of Houston

There were no building permit applications submitted this reporting period. There have been 9 permits issued to date in 2018.

Reviewed by:

Written by:

  
\_\_\_\_\_  
Jason Llewellyn

  
\_\_\_\_\_  
Jason Berlin

199

Board-Ratify . .

**Cheryl Anderson**

---

**From:** Geraldine Craven  
**Sent:** August 7, 2018 9:09 AM  
**To:** Cheryl Anderson  
**Subject:** FW: Letter of support for Nechako Valley search and rescue.

**From:** Alex Chan <jachan@gmail.com>  
**Sent:** August 6, 2018 1:14 PM  
**To:** inquiries <inquiries@rdbn.bc.ca>  
**Subject:** Letter of support for Nechako Valley search and rescue.

Hi There,

My name is Alex from Nechako Valley Search and Rescue. Would you be able to write us a letter of support for our Community Gaming Grant application, due August 31, 2018?

The money will be used for safety and rescue equipment.

Thank you in advance,  
Alex

ADD

Board - Ratify  
(Letter of Support)

**Cheryl Anderson**

---

**From:** Jerry <jeraud@telus.net>  
**Sent:** August 9, 2018 3:33 PM  
**To:** Cheryl Anderson  
**Subject:** Fw: Letters of Support  
**Attachments:** image001.gif; Sample Letter of Support for Senior Housing Project.docx

Hi  
Cheryl  
I just received this request, Can we get it on the agendas for the 16th ?  
Thanks  
Jerry

**From:** Tyrell Arnold  
**Sent:** Thursday, August 9, 2018 10:45 AM  
**To:** Jerry Petersen  
**Subject:** Letters of Support

Hi Jerry,

I am writing to ask if we could get a letter of support for our seniors project from the Regional District and the SNRHD. I have attached a sample letter that can be used and modified to meet your needs.

If possible we are hoping to have letters of support back by the end of August.

Thanks



**Tyrell Arnold, M.Ed., R.C.C.**

*Executive Director*

Nechako Valley Community Services Society

PO Box 1249, 157 W. Victoria Street, Vanderhoof, BC V0J3A0

250-567-9205 / Cell: 250-570-8254 / Fax 250-567-3939

*Connected, Healthy and Growing Communities*

August X, 2018

To Whom It May Concern:

**RE: Support for Nechako Valley Community Services Society Senior Housing Development**

I am pleased to offer my support to Nechako Valley Community Services Society (NVCSS) as they move forward in developing a three story senior's residence with 20 independent living apartments. I also support their partnership with Northern Health in developing a specialized residential home on the main floor for up to eight seniors with dementia or care needs that can be monitored in a home like environment, located on the corner of Church Avenue and Victoria Street West in Vanderhoof.

NVCSS is a registered charity who has been an integral part of the Vanderhoof community since 1977, providing services to all age groups including safe, secure, affordable housing to seniors and persons with disabilities. Currently the Society operates Riverside Place, an assisted living and seniors supportive housing complex, and is operating Riverglen Apartments which is housing for low to moderate income families.

*Add a few sentences on how this housing development will benefit your organization/citizens or clients. Items you may want to include:*

- 1. Description on how this project can help you or your organization achieve its mission, strategic priorities or goals*
- 2. The need for more affordable seniors housing in Vanderhoof*
- 3. The value you see in building a specialized resource for seniors*
- 4. Any other information you feel would be helpful in the success of our application*

We fully support the vision that Nechako Valley Community Services Society has set forward with this initiative and see it as an important component in meeting the housing needs of seniors in Vanderhoof and surrounding communities while maintaining a healthy and vibrant community.

Sincerely,

*Name, Title  
Organization name*

202

# CHINOOK

Community Forest

RECEIVED

AUG 24 2018

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

August 8, 2018

Bill Miller  
Regional District of Bulkley-Nechako  
P.O. Box 820  
Burns Lake, B.C. VoJ 1E0

Dear Mr. Miller,

**RE: NOTICE OF ANNUAL GENERAL MEETING OF CHINOOK COMFOR LIMITED PARTNERSHIP**

Notice is hereby given that the Annual General Meeting of Chinook Comfor Limited Partnership will be held on September 19, 2018, at the Chinook Community Forest office, #37 Sampson Crescent, Burns Lake, British Columbia, VoJ 1E0.

- 1) To receive the audited financial statements of the Limited Partnership for the fiscal year ended March 31, 2018, and the auditors report.
- 2) To appoint the directors for the ensuing year. (Resolution 1)
- 3) To transact such further and other business as may properly be brought before the Meeting or any adjournment or postponement thereof.

All partners are entitled to attend and vote at the meeting in person or by proxy. Registered partners who are unable to attend the meeting are requested to complete, date, sign and deliver the enclosed form of proxy to: Chinook Comfor LP, Box 969, Burns Lake, B.C. VoJ 1E0 by no later than September 19, 2018, or present such proxy at the beginning of such meeting.

BY ORDER OF THE BOARD OF DIRECTORS



Miles Fuller, President  
Chinook Comfor Limited Partnership

Box 969 Burns Lake, B.C VoJ 1E0  
(250) 692-0025

chinookcomfor.ca  
info@chinookcomfor.ca

203

# CHINOOK

Community Forest

## CHINOOK COMFOR LIMITED PROXY LETTER

I, \_\_\_\_\_  
of \_\_\_\_\_ in the Province of British  
Columbia, being a Shareholder of Chinook Comfor Limited Partnership, hereby  
appoint

\_\_\_\_\_  
of \_\_\_\_\_ in the Province of British  
Columbia, as my proxy, with full power of substitution to vote for me and on my  
behalf at the Annual General Meeting of the Shareholders to be held on the 19th of  
September 2018, and every adjournment thereof and every poll that may take place  
in consequence thereof.

As witness my hand this \_\_\_\_\_ of \_\_\_\_\_, 2018.



RECEIVED  
AUG 13 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

August 8, 2018

Bill Miller, Chair  
Board of Directors  
Regional District of Bulkley-Nechako  
PO Box 820  
37 3rd Avenue  
Burns Lake BC V0J 1E0

Reference: 277900

Dear Chair Miller:

**Re: Cycling and pedestrian transportation infrastructure**

I am responding to your letter of June 29, 2018, addressed to the Honourable Claire Trevena, Minister of Transportation and Infrastructure, regarding your support for a pedestrian/cycling route along Highway 16 connecting the Village of Telkwa to the Town of Smithers.

The provincial government strongly supports cycling, walking and other modes of active transportation, and recognizes the importance of reducing greenhouse gas emissions from the transportation sector. Through a number of projects spanning the past decade, the ministry has widened highway shoulders, installed "Share the Road" signs, and worked with local maintenance contractors to provide additional roadside sweeping in the area. This work has done much to promote and support safe active transportation between Telkwa and Smithers along Highway 16.

I recognize you would like to see a pedestrian and bicycle transportation corridor developed on ministry right-of-way adjacent to the highway. The ministry's District Manager, Carl Lutz, has been working closely with local governments and the Cycle 16 Trail Society over the past several years and is familiar with local interest in this regard. Mr. Lutz would be glad to meet with you and members of the society to discuss this further. He can be reached directly by telephone at 250 847-7403 or by email at [Carl.Lutz@gov.bc.ca](mailto:Carl.Lutz@gov.bc.ca).

.../2

Ministry of Transportation  
and Infrastructure

Office of the  
Assistant Deputy Minister  
Highways Department

Mailing Address:  
PO Box 9850 Stn Prov Govt  
Victoria BC V8W 9T5  
Telephone: 250 387-3260  
Fax: 250 387-6431

Location:  
5B 940 Blanshard Street  
Victoria BC V8W 3E6  
[www.gov.bc.ca/tran](http://www.gov.bc.ca/tran)



You may be interested to know that the ministry supports local governments in their cycling infrastructure development through our BikeBC program. Every year, BikeBC invites local governments and First Nations to apply for cost share funding for the construction of new or upgraded cycling infrastructure in their communities. More details regarding this program are available online at:

<https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/cycling-infrastructure-funding>

Thank you for taking the time to write.

Sincerely,



Ed Miska  
Acting Assistant Deputy Minister  
Highways Department

Copy to: Honourable Claire Trevena  
Minister of Transportation and Infrastructure  
MLA, North Island

Carl Lutz, District Manager  
Bulkley-Stikine District

206



July 9, 2018

Chair Bill Miller  
Regional District of Bulkley-Nechako  
Box 820  
Burns Lake, BC V0J 1E0

RECEIVED  
JUL 13 2018  
REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

Dear Chair Miller:

**Re: 2018 Resolutions**

UBCM confirms receipt of the attached resolution(s) endorsed by your Board and submitted directly to UBCM by the June 30 deadline.

The resolution(s) will be presented to the UBCM membership for their consideration at the 2018 UBCM Convention in September.

Please feel free to contact Jamee Justason, Information & Resolutions Coordinator, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Sincerely,

A handwritten signature in cursive script that reads "Wendy Booth".

Director Wendy Booth  
President

*Enclosure*

207

**Expansion of Community Forest Program**

**Bulkley-Nechako RD**

Whereas there is a critical need to plan for wildfire and take action to reduce the risk to residents, and the Report and Findings of the BC Flood and Wildfire Review recommended that the Government of British Columbia expand the community forest program to communities where interest and capacity exist;

And whereas community forests have the mandate, the ability, and the interest to manage the threat of wildfire to create more resilient communities and forests and half of the existing community forests are held by First Nations or a partnership between Indigenous and non-Indigenous communities. The expansion of the community forest program has great potential to lead to more such partnerships:

Therefore be it resolved that the Government of British Columbia be petitioned to expand the community forest program by increasing both the number and size of community forests to help achieve wildfire protection, promote rural development, and strengthen relationships between Indigenous and non-Indigenous communities.

**Convention Decision:**

RECEIVED  
JUN 12 2008

208



July 20, 2018

Chair Bill Miller  
Regional District of Bulkley-Nechako  
Box 820  
Burns Lake, BC V0J 1E0

RECEIVED  
JUL 25 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Dear Chair Bill Miller:

**RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT**

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2018/2019. An electronic transfer of \$461,401.48 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at [www.ubcm.ca](http://www.ubcm.ca).

For further information, please contact Gas Tax Program Services by e-mail at [gastax@ubcm.ca](mailto:gastax@ubcm.ca) or by phone at 250-356-5134.

Kind regards,

A handwritten signature in black ink that reads 'Wendy Booth'. The signature is written in a cursive, flowing style.

Wendy Booth  
UBCM President

Pc: John Illes, Chief Financial Officer

209

Board-Receive

RECEIVED

JUL 31 2018

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO



AUTUMN SERVICES  
AUTUMN SERVICES  
312 McMillan Avenue,  
Box 557, Fraser Lake,  
BC V0J 1S0

July-26-18

Region District of Bulkley-Nechako  
Po Box 820  
Burns Lake, BC  
V0J1E0

Since opening our Autumn Services Centre in May 2013, we have enjoyed over 60,000 documented visits. The center has provided hundreds of people in Fraser Lake and surrounding area with free and low cost social and educational opportunities. Access to these programs is made possible through the generosity of granting agencies that typically fund events, workshops and capital expenditures.

Our non-profit has strong leadership and very active volunteers who have performed a variety of tasks from renovations to our centre to cooking turkey dinner for two hundred people. For the last four months the centre has been 100% volunteer-run since we had no option but to lay off our coordinator in Feb 2018. With everyone sharing the work-load, we have continued to document hundreds of unpaid volunteer hours with the infusion of a summer BBQ fundraiser every Friday afternoon at the Community Market.

At Autumn Services Centre we have played host to a mix of programs and events on-site and throughout the community. At these events a diverse range of not only seniors but parents, children, and teens come together in the spirit of partnership and fostering a sense of community and belonging.

Over the past two years it has become increasingly difficult to raise operational funds. Funds we have appreciated in the past thanks to our Provincial MLA, John Rustad, are no longer available. Our volunteers are constantly going to the same beleaguered friends and family with yet another book of tickets. The volunteers who once organized events and programs spend much of their time applying for grants and searching for funds.

Today, we are appealing to our community-minded business family to help us continue the work we do at our Centre. By financially contributing to our cause, you will help a senior to complete an on-line application to a Care Home or bring neighbors together for a Christmas dinner.

Last year, Autumn Services used donations and grants to fund a Seniors Healthfest, ten community potlucks, two sit-down Senior's Christmas luncheons, drop-in bingo, twice weekly soup program, computer assistance, a weekly coffee group, a walking group, and much more. Without the generosity of our donors, none of this would have been possible.

This year, our goal is to raise \$60,000 to run further programs and keep the center open. Studies have shown that social opportunities are valuable to the overall health of seniors. Consistent research reveals that seniors with a wider range of social ties have better well-being. Here at Autumn Services we strive to give our seniors this advantage.

We hope you will join us in reaching our fundraising goal. You can send a cheque payable to Autumn Services-Society for Senior Support or drop your donation off at the Centre at 312 McMillan Avenue Fraser Lake.

We have recently applied for Charity Status, and once approved, we can issue a Registered number receipt upon your donation.

Thank you for considering our request.

Anne Letz  
President  
Autumn Services-Society for Senior Support  
250.699-0056



NORTHERN SOCIETY FOR  
**DOMESTIC PEACE**

3772 1st Ave., P.O. Box 3836  
Smithers, BC V0J 2N0

Tel. 250-847-9000 • Fax 250-847-8911  
Email: [info@domesticpeace.ca](mailto:info@domesticpeace.ca)  
[www.domesticpeace.ca](http://www.domesticpeace.ca)

AID

Board-Receive

Regional District Bulkley Nechako  
Electoral Area A  
Box 820,  
37 - 3rd Avenue  
Burns Lake, BC, V0J 1E0  
Melany deWeerd

RECEIVED  
JUL 19 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Reporting Stats – Smithers RCMP Victim Assistance Program

Dear Melany and Council,

On behalf of the Northern Society for Domestic Peace enclosed please find quarterly program statistics for the RCMP Based Victim Assistance Program for the month of April, May and June 2018.

Staff continues to develop relationships with community and indigenous partners. Nicole is actively involved in local community coordination committees including the Women's Safety Committee, and the Critical Incident Response Team. Victim Assistance and members of the CIRT team have organized bringing in the team leader of the Provincial Mobile Response team (MRT) to introduce our local volunteers and first responders to this new initiative. The MRT provides immediate, short-term support to first responders, frontline workers, and people with lived experience who are responding to prevent drug overdoses and related deaths.

If you should require further information please feel free to call me at 250-847-9000 or Nicole at 250-847-9374.

Regards,

*Carol A Seychuk*

Carol A Seychuk  
Executive Director

211

**Police-based Victim Assistance Program**  
**QUARTER REPORTING STATISTICAL SUMMARY**

Program: Smithers PBVS

April, May, June 2018

Brief Service Contact	5
Average Active Caseload per/month	70

**CLIENT/INCIDENT INFORMATION**  
**Offence Type**

<b>1. Incident Type</b>	
Murder/Manslaughter	
Attempted Murder	
Robbery	
Abduction/Kidnapping	

<b>2. Sexual Assault/Abuse</b>	
Adult/Senior	2
Adult/Senior Survivor	
Youth	2
Child	

<b>3. Assault/Abuse</b>	
Partner	5
Senior	
Child	
Other	3
Other Familial	

<b>4. Other Incidents</b>	
Criminal Harassment	1
Property Crime	1
Threatening	2
Other Crime	2

<b>5. Non-CCC Offence Service</b>	
Suicide/Attempted Suicide	1
Missing Persons	
Sudden Death	3
Motor Vehicle Accident	2
Natural Disaster	
Other Incident	14
<b>*Total Offence Types</b>	<b>38</b>

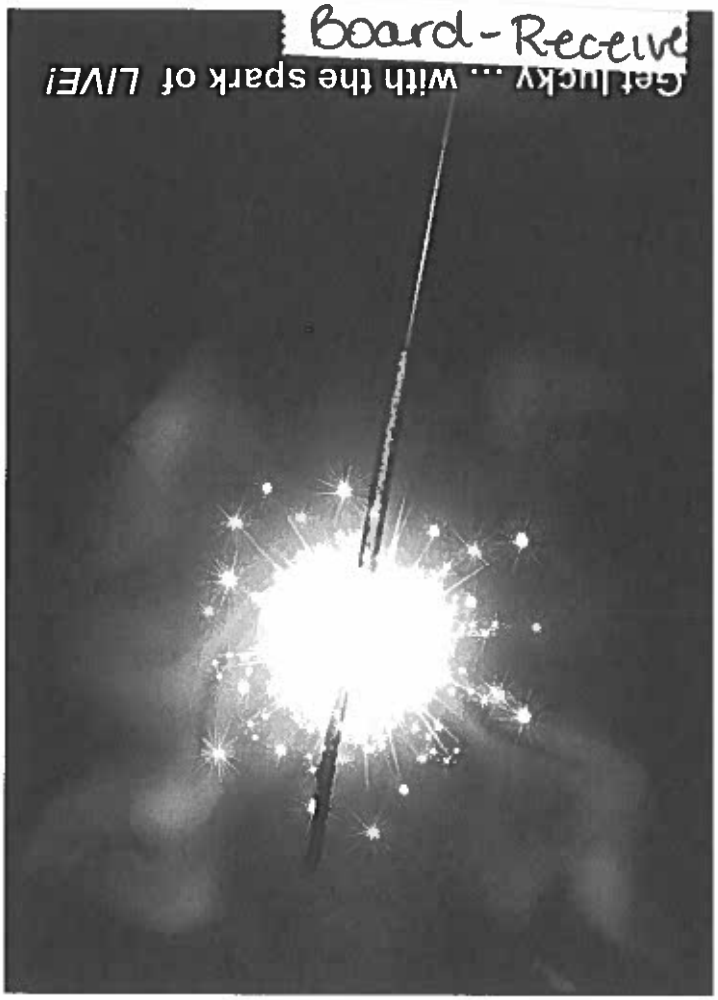
**Client Type**

<b>Primary # Males</b>	11
<b>Primary # Females</b>	27
<b>*Total Clients</b>	<b>38</b>

<b>Where Client Referred From:</b>	
<b>1. Funded VAP</b>	
Police Based	
Specialized	
<b>2. Justice System</b>	
Crown	1
Police	27
Other/Govt	
<b>3. Other Referrals</b>	
Community Agency	
Private Practitioners	
Other	2
Self	8
<b>*Total Referrals</b>	<b>38</b>

<b>PROGRAM STAFF</b>	
Staffing Hours	401
Call Out Hours	3
# Other staff Hours	
# Unpaid staff Hours	
# Volunteer Hours	2
<b>*Total Hours</b>	<b>406</b>
(staff and volunteers)	3
# Active Volunteers	2

212



LAKES DISTRICT  
**ARTS**  
COUNCIL

Box 835  
Burns Lake, BC  
V0J 1E0

 [www.lakesdistrictarts.com](http://www.lakesdistrictarts.com)



213

fall, including art camps in Burns Lake and Grassy Plains, school shows at WKE and Francois Lake school featuring the award winning children's entertainers The Kerplunks, and the start of our thirteenth (Lucky!) performing arts season. We'd be happy to see you and other members of the RDBN 'family' at some of those events, and will keep you informed about them. In the meantime, thank you again and best wishes to you and the RD 'family' as summer rolls along. For the LDAE volunteers,  
Jelm and Sandra Bar

2018/07/16

Bill:

Thank you, and thanks to the RDBN, for the 2018 grant-in-aid in support of the Arts Council's various projects and activities. Since we met earlier this spring we have had a successful couple of art workshops in Burns Lake and Grassy Plains and, as you know, partnered with the Chamber of Commerce in successful Canada Day 2018 celebrations at Spirit Square. We have a number of projects coming up this summer and

**Cheryl Anderson**

---

**Subject:** FW: MIABC Voting Delegate

**From:** Claudia Chan <[cchan@miabc.org](mailto:cchan@miabc.org)>  
**Sent:** July 16, 2018 9:11 AM  
**To:** Melany de Weerd <[melany.deweerd@rdbn.bc.ca](mailto:melany.deweerd@rdbn.bc.ca)>  
**Subject:** MIABC Voting Delegate

The 31st Annual General Meeting (AGM) of the Municipal Insurance Association of BC's (MIABC's) subscribers is scheduled to take place from 4:00pm - 5:30pm on Tuesday, September 11th at the Maury Young Arts Centre, located at 4335 Blackcomb Way in Whistler Village. This year, the five Director-at-Large positions are up for election.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement, the following delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or two alternates, please forward a resolution of your Council/Board directing these changes to the MIABC by September 7th, 2018.

The AGM Booklet with further voting information will be distributed by August 15th, 2018.

**Voting Delegate:** Director Eileen Benedict  
**Email address:** [benedict@xplornet.com](mailto:benedict@xplornet.com)

**Alternate #1:** Director Bill Miller  
**Email address:** [bill.miller@rdbn.bc.ca](mailto:bill.miller@rdbn.bc.ca)

**Alternate #2:**  
**Email address:**

Regards,  
Claudia Chan

215

coast  
mountain  
college

Board-Receive



July 3, 2018

REGIONAL DISTRICT BULKLEY  
Box 820  
Burns Lake, BC V0J 1E0

JUL 17 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

To Whom it May Concern:

**Re: Name change from Northwest Community College to Coast Mountain College**

Please note that, effective June 18, 2018, Northwest Community College has changed its name to "**Coast Mountain College**." All other contact details remain the same. Please update your records accordingly.

For your information, we have enclosed a copy of the Order of the Lieutenant Governor in Council of British Columbia of April 23, 2018 approving the name change.

If you have any questions, please contact [communications@coastmountaincollege.ca](mailto:communications@coastmountaincollege.ca).

Yours truly,

**COAST MOUNTAIN COLLEGE**

Per: \_\_\_\_\_

Michael Doyle, VP Corporate  
Services

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. 208

Approved and Ordered

April 23, 2018

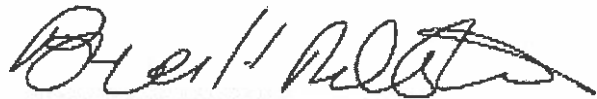
  
 Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective June 18, 2018, Northwest Community College is renamed Coast Mountain College.



Minister of Advanced Education, Skills and Training



Presiding Member of the Executive Council

*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: College and Institute Act, R.S.B.C. 1996, c. 52, s. 5 (1)

Other: OIC 1308/1997



Board- Receive

RECEIVED

JUL 17 2018

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

TCYHA Board 2018-2019

**TABLE OFFICERS**

**President**  
Paul Smith, Councillor, Strathcona County, AB  
**Past President**  
Sandy Salt, Councillor, Valemount, BC

**DIRECTORS:**

**British Columbia Directors**  
Rosemary Hrubey, Councillor, McBride  
Sandy Salt, Councillor, Valemount

**Alberta Directors**  
Chelsea Griffiths, Councillor, Wabamun  
Bert Journault, Councillor, Jasper  
Dennis Roth, Deputy Mayor, Kitscoty  
Paul Smith, Councillor, Strathcona County  
Daniel Warawa, Deputy Reeve, Lamont County  
Jerrold Lemko, Councillor, Vegreville

**Saskatchewan Directors**  
Randy Goulden, Councillor, Yorkton

**Manitoba Directors**  
Ray Orr, Mayor, Minnedosa  
Merv Starzyk, Deputy Mayor, RM Yellowhead

**Appointed Directors / Committee Chairs:**  
Planning Chair  
Alan Cayford, Life Member, Lloydminster, SK  
Staff Relations Chair  
Jack Wright, Life Member  
Chambers/Associations Liaison Chair  
Todd Banks, Sherwood Park & District Chamber  
Director Emeritus  
Ron Hayter, Life Member, Edmonton, AB  
Secretary/Treasurer  
Don Grumble

C.A.O.  
John Wojcicki

July 2018

Mayors, Reeves, Council Members, Regional Directors

Greetings, I hope 2018 is treating you well!

Attached is the information from the 2018 Annual General Meeting held in Edmonton April 7<sup>th</sup>.

MP Randy Boissonnault was our guest speaker and served as our presenter of awards. Alberta MLA Jessica Littlewood, Parliamentary Secretary to Minister of Economic Development and Trade brought greetings from the Legislature and assisted MP Boissonnault with our Award presentations.

With presentations from each province's Department of Transportation and seven Resolutions presented and debated, we consider the AGM a success.

As this year's President, I will endeavour to visit municipalities in each province. A list of expected actions for myself and the board of will be included in the next communication.

The more voices, the louder the message!

Regards

Paul Smith  
President TCYHA  
(Councillor, Strathcona County, AB)

...att



TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION  
- est'd 1947 -  
#3, 9343 50 STREET  
EDMONTON, AB, T6B 2L5  
PH: (780) 761-3800 EMAIL: admin@goyellowhead.com  
www.goyellowhead.com

# Trans Canada Yellowhead Highway Association



## SUMMER UPDATE



### To Mayor/Reeve and Council

At the recent TCYHA Annual General Meeting the following Resolutions were passed and presented to the respective Government indicated:

**TCYHA Resolution 2018-01:**

**SUBJECT:** Additional Passing Lanes between Hazelton and Prince Rupert

WHEREAS traffic levels on the Yellowhead Highway 16 between Hazelton and Prince Rupert have increased significantly as a result of the Prince Rupert Port expansion;

AND WHEREAS as traffic levels increase, vehicle passing opportunities on this two lane highway become more restricted resulting in serious implications for traffic operation and safety;

AND WHEREAS the use of passing lanes on two lane highways are a less costly alternative of upgrading to a continuous four-lane highway;

**THEREFORE BE IT RESOLVED** that the TransCanada Yellowhead Highway Association call upon the Minister of Transportation and Infrastructure to construct additional passing lanes on Highway 16 between Hazelton and Prince Rupert.

**TCYHA Resolution 2018-02:**

**SUBJECT:** Wider Highway Shoulder to Safely Accommodate Cyclist and Pedestrians

WHEREAS Yellowhead Highway 16 is the only highway access connecting the communities between Prince George and Prince Rupert;

AND WHEREAS safety of all road users is of paramount concern and wider paved shoulders allow vehicles to pass cyclists and pedestrian without having to move into the lane of oncoming traffic;

AND WHEREAS wider highway lanes and paved shoulders have a positive effect by increasing opportunities for active transportation such as cycling and walking while dramatically reducing the occurrence of accidents;

**THEREFORE BE IT RESOLVED** that the TransCanada Yellowhead Highway Association call upon the Minister of Transportation and Infrastructure to add wider paved shoulders whenever Highway 16 is upgraded or resurfaced.

**TCYHA Resolutions 2018-03 and 2018-04:**

**SUBJECT:** Safety Concerns on Highway 16 at "Car Wash Rock" 45 Km west of Terrace

WHEREAS the overhanging cliff face known as Car Wash Rock on Highway 16 between Terrace and Prince Rupert continues to be a safety concern from rocks, ice and water falling directly onto the roadway;

AND WHEREAS rock and ice become dislodged from the cliff face damaging vehicles and putting the travelling public at risk;

AND WHEREAS this rock formation is situated on a sharp narrow 50 km advisory speed corner of the highway with obstructing site lines for vehicles travelling in both directions;

**THEREFORE BE IT RESOLVED** that the TransCanada Yellowhead Highway Association call upon the Minister of Transportation and Infrastructure to undertake a capital upgrade project at Car Wash Rock 45 km west of Terrace to remove this dangerous corner and address safety concerns with visibility, and falling rock, ice and water onto the highway.

AND

WHEREAS the quality of highway 16 road maintenance service provided by the Ministry of Transportation and Infrastructure has a significant impact on the safety of our highway;  
AND WHEREAS the provision of quality highway road maintenance services not only ensures safe conditions for those travelling highway 16 but also ensures that the maximum life span of our highway infrastructure can be realized;

AND WHEREAS the Carwash Rock and Kasiks areas along highway 16 require additional consideration for increased maintenance for safety concerns;

**THEREFORE BE IT RESOLVED** that TransCanada Yellowhead Highway Association urge the Ministry of Transportation and Infrastructure ensure that contracted road maintenance provided fulfill their contractual obligations through enhanced monitoring and maintenance along highway 16, particularly at Carwash Rock and Kasiks.

**TCYHA Resolution 2018-05:**

SUBJECT: Passing Lane Construction between Tete Jaune, BC and the Western Border of Jasper National Park

WHEREAS Hwy 5 and 16 is the new oversized route into northern BC and neighbouring Alberta and is seeing a significant increase in heavy transportation traffic; AND,

WHEREAS 703 reported vehicle incidents, including 15 fatalities and 138 injuries have occurred in the Valemount RCMP's local jurisdiction since 2013;

**THEREFORE IT BE RESOLVED** That the TransCanada Yellowhead Highway Association advocate the Federal Government to secure and deploy infrastructure funding for passing lane construction between Tete Jaune, BC and the western border of Jasper National Park.

**TCYHA Resolution 2018-06:**

SUBJECT: Safety along TC Hwy 16 Corridor Between Jasper and Tete Jaune

WHEREAS there is a high level of motor vehicle incidents along the Highway 16 Corridor between Jasper and Tete Jaune, more specifically from just east of Mt. Robson to Tete Jaune;

AND WHEREAS there is a significant amount of commercial transport and tour bus traffic through the Highway 16 corridor between Jasper and Tete Jaune;

AND WHEREAS the occurrence of a motor vehicle incident along that corridor blocks traffic travelling from Alberta to BC for lengthy periods of time;

**THEREFORE BE IT RESOLVED** that the Trans Canada Yellowhead Highway Association will lobby the Provincial and Federal Governments to address the safety issue on the Highway 16 Corridor between Jasper, AB and Tete Jaune, BC including road improvements and cellular service connectivity.

**TCYHA Resolutions 2018-07:**

SUBJECT: Safety Infrastructure Funding

WHEREAS Highway 16 creates a significant hazard to pedestrians, cyclists and other motorists where it passes through populated areas and incorporated communities;

AND WHEREAS municipalities require passing lanes and pedestrian crosswalks;

AND WHEREAS those communities incur significant costs and impacts to their residents due to the Highway 16 corridor passing through those communities;

**THEREFORE BE IT RESOLVED** that the Trans Canada Yellowhead Highway Association lobby the Provincial and Federal Governments to support those communities financially to offset the costs of mitigating hazards and support necessary for safety infrastructure on Highway 16.

### **AGM Elections:**

The following were elected/appointed to these positions:

#### **Table Officers:**

**President** – Paul Smith, Councillor, Strathcona County, AB

**Past President** – Sandy Salt, Councillor, Valemount, BC

**Secretary/Treasurer** – Don Grimble, Edmonton, AB

#### **Provincial Directors:**

##### **Manitoba Directors (4)**

Merv Starzyk, Councillor, RM Yellowhead

Ray Orr, Mayor, Minnedosa

*[other Directors still To Be Confirmed]*

##### **Saskatchewan Directors (5)**

Randy Goulden, Councillor, Yorkton

*[other Directors still To Be Confirmed]*

##### **Alberta Directors (7)**

Paul Smith, Councillor, Strathcona County

Bert Journault, Councillor, Jasper

Daniel Warawa, Deputy Reeve, Lamont County

Dennis Roth, Deputy Mayor, Kitscoty

Chelsea Griffiths, Councillor, Wabamun

\*Jerrold Lemko, Councillor, Vegreville \* *subsequent Board appointment*

*[other Directors still To Be Confirmed]*

##### **British Columbia Directors (6; min. 3 from #16, min. 2 from #5)**

Sandy Salt, Councillor, Valemount

Rosemary Hruby, Councillor, McBride

*[other Directors still To Be Confirmed]*

#### **Appointed Directors / Committee Chairs**

Staff Relations Chair: Jack Wright, Life Member, Edmonton, AB

Chambers and Associations Chair: Todd Banks, Sherwood Park, AB

Planning Chair: Alan Cayford, Life Member

Secretary Treasurer: Don Grimble, Life Member

#### **Ex-Officio**

CAO John Wojcicki

*Note: Numbers in brackets next to Province relates to maximum number of Directors as per Bylaws*

**NOTE:** If you wish to fill a vacancy and add your voice as a Board member to ensure issues from your Province are kept front and center please contact the TYCYHA office by emailing [admin@goyellowhead.com](mailto:admin@goyellowhead.com).



## **Recent Advocacy Summary:**

Following are some announcements from Provincial / Federal Governments on areas the TCYHA has been advocating on your behalf:

- ❑ From Gov of BC: Pre-construction work has begun between Barriere and Little Fort in preparation for more new passing lanes along Highway 5 near Darfield. Contract awarded to construct passing lanes near Darfield / Barriere.
- ❑ From Gov of BC: Construction is nearing completion on the Vinsulla passing lanes project south of McLure (north of Kamloops). The Vinsulla project includes a 2.2 km northbound passing lane and a commercial vehicle pullout.
- ❑ From Gov of BC: construction will begin Spring 2018 to replace the rail level crossing on #16 at Mile 28 Duamont with a grade-separated fly-over.
- ❑ From Gov of BC: improvements being prepared for the intersection of #16 and #37
- ❑ From Gov of BC: resurfacing of Highway 16 between Josephine Road, west of Prince George, and Hillcrest Way, east of Vanderhoof and from West Twin Creek to Bell Mountain Road west of McBride.
- ❑ From Gov of Saskatchewan: An estimated \$52.4 million Highway 16 project east of Saskatoon that will improve safety and support the economy is targeted to open to traffic one year early.
- ❑ From Gov of Saskatchewan: New Highway 16 Twinning Project East of Saskatoon to Clavet completed; TCYHA invited to ribbon-cutting ceremony to open the section.
- ❑ From Gov of Canada Senate: Senator Black welcomes opportunity to discuss the role that Trans Canada Yellowhead Highway #16 can play in the Senate's "Tear Down These Walls" initiative.
- ❑ From Gov of Alberta: Alberta Government confirms it would cover its share of the cost of upgrading Yellowhead Trail in Edmonton. AB Minister Mason acknowledges TCYHA role in the decision in AB Transp social media, Fed Minister Sohi recognizes TCYHA's influence in Gov of Canada's decision during his speech at TCYHA 2017 AGM.
- ❑ From Gov of Manitoba: Completion of paving 34 kms of passing lanes west of Neepawa.
- ❑ From Gov of BC: Free, public Wi-Fi will soon be installed at the Highway 16 Mt. Terry Fox rest area six kilometers east of Tete Jaune. Wider cell coverage added along #16.
- ❑ From Gov of Alberta: Completed construction of a pass-holder's lane at Jasper Gate.
- ❑ From Gov of Alberta: Completed a functional planning study for twinning from Hinton to Jasper National Park boundary.
- ❑ From Gov of Manitoba: MIT confirms that renewing #16 through Neepawa remains one of MIT's priorities in the area.

**If you have highway-related issues that you would like to bring to TYCHA's attention please email [admin@goyellowhead.com](mailto:admin@goyellowhead.com) with the details.**





## TCYHA 2018 Award Recipients

The TCYHA is proud to add the following names inducted at our 72<sup>nd</sup> Annual General Meeting/Awards Luncheon to our list of Award Recipients:



### **BUILDER of the YELLOWHEAD AWARD:**

*"The "Builder of the Yellowhead" award recognizes exceptional service to the Association. It is usually presented to people who have made special contributions as Directors or Committee members in the promotion of the Trans Canada Yellowhead Highway."*

Recipient: **Paul Smith, Councillor, Strathcona County AB**

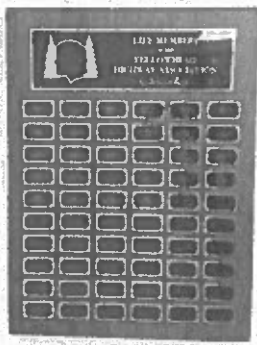


### **TÊTE JAUNE AWARD:**

*"The Tête Jaune Award is presented to people who have received the Builder of the Yellowhead Award and continued to support the Association. It is usually presented to people who have made special contributions as Director or Committee members, or in their work, towards the achievement of the objectives of the Yellowhead Highway Association."*

Recipient: **Bev Dubois, Councillor, Saskatoon, SK**

Recipient: **Chateau Louis Hotel and Conference Centre, Julian and Barbara Koziak**



### **HONORARY LIFE MEMBER:**

*The "Honourary Life Member Award" is presented to people who have received the Builder of the Yellowhead Award, the Tête Jaune Award and who have served the Association for at least 10 years.*

Recipient: **Clint McCullough, Councillor, Vermilion AB**

Recipient: **Don Grimble, Individual Member, Edmonton AB**

Recipient: **Miles Latimer, Councillor, County of Vermilion River AB**

Recipient: **Greg Pasychny, former Mayor, Edson AB**

These names have been added to a long list of individuals who over the 72 years of the TCYHA have given of their time to ensure that the highway continues to play an integral role in the economy of Western Canada in particular and Canada in general.

**Deneve Vanderwolf**

---

**From:** Weirmier, Cara <Cara\_Weirmier@BCTransit.Com>  
**Sent:** July 19, 2018 11:16 AM  
**Cc:** Schubert, Kevin; Ringma, Rob  
**Subject:** BC Transit Regional Assignments Update - North  
**Attachments:** GovtRelationsTeam.pdf

***Sent on behalf of Regional Transit Systems...***

I am very pleased to announce some important changes to the Regional Transit Systems (RTS) department.

We recently completed the final step of a department reorganization that began a little over a year ago in an effort to maintain consistent partnerships and regional knowledge as well as to place greater focus on our department's two key functions – Government Relations and Contracted Operations. A key component of this reorganization has been the introduction of progressive career levels within each of these functions. The objective is to ensure that valuable partnerships and knowledge are retained within the department, and that local government partners are supported by an experienced team of transit professionals.

To more accurately reflect their role, our Senior Regional Transit Managers have been promoted to the new title of Senior Managers of Government Relations (SMGR). The promotion acknowledges their expertise in the role and also their continued efforts to go above and beyond in the pursuit of aligning the expectations of their partners with the deliverables of their colleagues. A title change will also mitigate any confusion with the Regional Transit Managers of Operations (RTMO) who have the unique responsibility, not unlike any other business area supporting the SMGRs, for identifying and mitigating risk, ensuring value for money, and collaboratively driving continuous improvement in all of our contracted operations.

I also wish to inform you that Chris Fudge has recently accepted a new assignment to the Okanagan region. Chris has demonstrated a strong commitment to his partners in the North that I know will cause some sadness in a change. However, I am extremely confident that with Chris remaining an important member of the Government Relations team, and providing mentorship to our newest team member, you will continue to enjoy a high standard of partner support.

With this, I am very excited to announce Rob Ringma as the Manager of Government Relations for the North. Rob Ringma joined our team almost a year ago and came to BC Transit with strong background in senior management and a solid commitment to customer service. I am certain you will enjoy working with Rob and will appreciate his dedication to ensuring your community has an effective transit system. Rob will be reaching out imminently to introduce himself.

Over the coming months I will be contacting all of our local government partners to ensure our team continues to support your community in providing effective transit solutions and to learn how we can further improve on this objective. In the meantime, if you have any questions or concerns, I welcome you to reach out to me.

Sincerely,

**Kevin Schubert**

*Director, Regional Transit Systems*

**BC Transit**

520 Gorge Road East, PO Box 9861 Victoria, BC V8W 9T5  
250-995-5634 | [kevin\\_schubert@bctransit.com](mailto:kevin_schubert@bctransit.com) | [bctransit.com](http://bctransit.com)

## Government Relations Team



**Myrna Moore**  
Senior Manager  
250-995-5612



**Chris Fudge**  
Senior Manager  
250-995-5831



**Lisa Trotter**  
Senior Manager  
250-995-5699



**Chelsea Mossey**  
Manager  
*(Returning January 2019)*



**Rob Ringma**  
Manager  
250-995-5872

Island	Okanagan	South Coast	Thompson/ Kootenay	North
Alberni-Clayoquot Campbell River Capital Region Comox Valley Cowichan Valley Mt Waddington Nanaimo Port Alberni	Central Okanagan Coldstream Kelowna Lake Country North Okanagan Okanagan/Similkameen Peachland Penticton Princeton Salmon Arm Summerland Vernon West Bank West Kelowna	Abbotsford Chilliwack Fraser Valley Mission Pemberton Powell River Squamish Sunshine Coast Whistler	<i>Interim Coverage - Lisa Trotter</i> Central Kootenay Kootenay Boundary Nelson  <i>Interim Coverage - Chris Fudge</i> Ashcroft Clearwater Kamloops Merritt Revelstoke  <i>Interim Coverage - Myrna Moore</i> Cranbrook East Kootenay Kimberley	100 Mile House Bulkley Nechako Central Coast RHD Dawson Creek Fort St. John Kitimat Kitimat-Stikine Port Edward Prince George Prince Rupert Quesnel Smithers Terrace Williams Lake



File: 400-40

July 19, 2018

RECEIVED  
JUL 27 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

The Honourable Catherine McKenna, P.C., M.P.  
Minister of Environment and Climate Change  
Government of Canada  
200 Sacré-Coeur Boulevard  
Gatineau, QC K1A 0H3

Dear Minister McKenna:

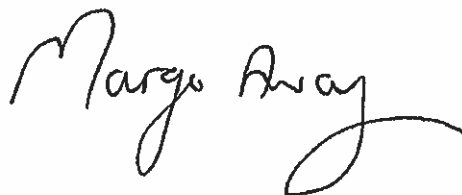
Re: Support for the Province of British Columbia's Caribou Recovery Program

The Cariboo Regional District Board supports the position of our neighbours the Regional District of Bulkley Nechako.

The protection of the caribou must consider the whole picture, including but not limited to, socioeconomic impacts, climate change and predation.

We also support the Province of British Columbia's effort to compile current, accurate and meaningful data to assist all parties in developing a reasoned, measured and viable caribou protection plan.

Yours truly,



Margo Wagner  
Chair

- c: The Honourable George Heyman, Minister of  
Environment and Climate Change Strategy  
The Honourable Doug Donaldson, Minister of  
Forests, Lands and Natural Resource Operations and Rural Development  
Cathy McLeod, MP, Kamloops-Thompson-Cariboo  
Todd Doherty, MP, Cariboo-Prince George  
Donna Barnett, MLA, Cariboo-Chilcotin  
Coralee Oakes, MLA, Cariboo North  
Chair Bill Miller, Regional District of Bulkley Nechako

226

Board-Receive



OFFICE OF THE MAYOR

REC'D  
JUL 25 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

July 23, 2018

Ministry of Environmental Climate Change Canada  
200 Sacré-Coeur Boulevard  
Gatineau, QC  
K1A 0H3

Attention: The Honourable Catherine McKenna  
Minister of Environment and Climate Change Canada

Dear Ms. McKenna,

**RE: Support of the Province of B.C.'s Caribou Recovery Program**

At the Regular Meeting on July 17<sup>th</sup>, 2018 the District of Houston received the attached correspondence from Bill Miller, Chair of the Regional District of Bulkley-Nechako.

At that meeting Council passed the following resolution:

"That Council resolves to issue a letter of support to the Honourable Catherine McKenna, Minister of Environment and Climate Change Canada, regarding support of the Province of B.C.'s Caribou Recovery Program."

The District of Houston supports the Regional District of Bulkley-Nechako's request for Ottawa to support the Province, in collaboration with all relevant local interests and inclusive of local governments, to develop and implement Caribou Recovery Program to maintain and recover B.C.'s caribou herds.

The District of Houston also agrees with Minister Donaldson, FLNRORD's opening remarks, in the *Provincial Caribou Recovery Program Discussion Paper*, that it is important to "reduce threats to caribou, while balancing the needs of all British Columbians, including Indigenous communities, industry and recreation enthusiasts."

The District of Houston supports the Province's ongoing efforts to compile current and accurate data reflecting caribou use as the most recent updated scientific information, including spatial representation of habitat, as an essential step to achieve the objective in protecting caribou herds while balancing the socioeconomic impacts and the needs of other species, including moose habitat and predator management.

227



Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "J VanBarneveld".

Jonathan VanBarneveld  
Acting Mayor

Attach: Correspondence from the Regional District of Bulkley-Nechako Re: Support of the Province of B.C.'s Caribou Recovery Program

cc: The Honourable John Horgan, Premier, Province of B.C.  
The Honourable George Heyman, Minister of Environment and Climate Change Strategy  
The Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development  
North Central Local Government Association Members  
Union of B.C. Municipalities Members

328



37, 3RD AVE, PO Box 820  
BURNS LAKE, BC  
VOJ 1E0

BULKLEY-NECHAKO  
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

Ministry of Environment and Climate Change Canada  
200 Sacré-Coeur Boulevard  
Gatineau, QC  
K1A 0H3

Attention: The Honourable Catherine McKenna  
Minister of Environment and Climate Change Canada

Dear Ms. McKenna,

**RE: Support of the Province of B.C.'s Caribou Recovery Program**

The Board of the Regional District of Bulkley-Nechako (RDBN), would like to request that Ottawa support the Province, in collaboration with all relevant local interests and inclusive of local governments, to develop and implement Caribou Recovery Program to maintain and recover BC's caribou herds.

The RDBN agrees with Minister Donaldson, FLNRORD's opening remarks, in the *Provincial Caribou Recovery Program Discussion Paper*, that it is important to "reduce threats to caribou, while balancing the needs of all British Columbians, including Indigenous communities, industry and recreation enthusiasts."

We cannot understate the need to balance socioeconomic needs while developing plans to maintain and recover caribou. Forestry, mining, and recreation are important values that must be considered concurrently with the caribou recovery. The Province has advised that it aims to include local governments in developing predictable zonation and thresholds to provide certainty to affected natural resource users.

The RDBN is committed to work with the province to plan natural resource utilization that supports our local communities and minimizes impacts to local caribou herds. Minister Donaldson has committed to involving local governments in the caribou recovery to ensure that local knowledge and priorities are incorporated as we move forward.

**MUNICIPALITIES:**

SMITHERS FORT ST. JAMES  
VANDERHOOF FRASER LAKE  
HOUSTON TELKWA  
BURNS LAKE GRANISLE

**ELECTORAL AREAS:**

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL  
B - BURNS LAKE RURAL F - VANDERHOOF RURAL  
C - FORT ST. JAMES RURAL G - HOUSTON RURAL  
D - FRASER LAKE RURAL

**INQUIRIES@RDBN BC C**

**WWW.RDBN.BC.C**

**PH: 250-692-319**

**FX: 250-692-330**

**TF: 800-320-333**



We support the Province's ongoing efforts to compile current and accurate data reflecting caribou use as the most recent updated scientific information, including spatial representation of habitat, as an essential step to achieve the objectives of protecting caribou herds while balancing the socioeconomic impacts and the needs of other species, including moose habitat and predator management.

Thank you for your consideration,



Bill Miller  
Chair  
Regional District of Bulkley-Nechako

cc: The Honourable John Horgan, Premier, Province of B.C.  
The Honourable George Heyman, Minister of Environment and Climate Change Strategy  
The Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development  
North Central Local Government Association Members  
Union of B.C. Municipalities Members

230



# REGIONAL DISTRICT NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG

CITY OF ENDERBY

DISTRICT OF COLDSTREAM

VILLAGE OF LUMBY

CITY OF VERNON

TOWNSHIP OF SPALLUMCHEEN

ELECTORAL AREAS:

\*B\* - SWAN LAKE

\*C\* - BX DISTRICT

\*D\* - LUMBY (RURAL)

\*E\* - CHERRYVILLE

\*F\* - ENDERBY (RURAL)

OFFICE OF: CORPORATE AND ADMINISTRATIVE SERVICES

OUR FILE No.: 0230 UBCM.

August 22, 2018

RECEIVED

AUG 22 2018

REGIONAL DISTRICT OF NORTH OKANAGAN  
BULK MAIL

BC Regional Districts  
via email

**Re: Support for UBCM Resolution – Business Licensing**

The Regional District of North Okanagan (RDNO) has submitted a resolution for consideration at the 2018 UBCM Convention regarding Business Licensing for Electoral Areas (Resolution B139).

This resolution was endorsed at the 2018 Southern Interior Local Government Association convention. The RDNO is respectfully requesting the support of your organization for this resolution.

**Business Licensing – Electoral Areas**

*WHEREAS regional districts do not have business licensing powers;*

*AND WHEREAS it is imperative to regulate and manage businesses to enhance economic development, fire fighter safety and community planning within electoral areas of regional districts;*

*THEREFORE BE IT RESOLVED that the Ministry of Municipal Affairs and Housing be requested to recommend an amendment to the Local Government Act to provide business licensing powers to regional districts.*

Thank you for your consideration. Your support is very much appreciated.

Sincerely,

David Sewell,  
Chief Administrative Officer  
DS/kc

Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream, BC  
V1B 2K9

Toll Free: 1-855-650-3700  
Phone: 250.550.3700  
Fax: 250.550.3701  
Web: www.rdno.ca  
E-Mail: info@rdno.ca

## Questions for Finance:

1. If the calculation with the new rate cards are less than the original approved amount (fewer animals moved), should we keep the amount of the approval as it is or amend to reflect the lower expenditure?
  - a. The updated numbers of animals moved will be on the attached spreadsheet
    - i. Do you want this highlighted in the notes section of the amendment
  
2. Is +/- 15 % acceptable for the "not to exceed" amounts?
  - a. I have decreased this from the 30% with the amendments to the rate cards
  
3. Should we be separating out the batched EAF's into individual submissions when we do rate card/ date amendments?
  - a. Some of the batched producers did not move livestock
  - b. If yes...would these require an assignment of a new EAF #?
  - c. How would you like the original EAF referenced to show that we are not exceeding the total approved for all the batched producers?
    - i. Can this be a column in the notes with the breakdown?

232

Board-Receive



## CITY OF WILLIAMS LAKE

450 MART STREET, WILLIAMS LAKE, BRITISH COLUMBIA V2G 1N3  
TELEPHONE (250)392-2311 FAX (250)392-4408

July 17, 2018

The Honourable Carole James  
Minister of Finance and Deputy Premier  
PO BOX 9048 STN PROV GOVT  
Victoria BC  
V8W 9E2

Dear Minister / Deputy Premier James:

**Re: Employer Health Tax Impact on Local Government**

This is to advise that the City of Williams Lake Council passed the following resolution at its regular meeting held Tuesday, May 29<sup>th</sup>, 2018:

*"That pursuant to the report of the Chief Financial Officer dated May 17, 2018, Council support the resolution of the Council for the City of Langley and request the Province of BC to exempt local governments, regional districts and school boards from the imposition of the EHT to lessen the financial burden on local taxpayers, especially those that are on fixed incomes and further that correspondence to that effect be sent to the Province of BC."*

The City of Williams Lake, like many local governments have a limited revenue base that relies heavily on property taxation. The new Employer Health Tax will put additional cost pressure on the City of Williams Lake (and other BC local governments) that would have to be passed to municipal taxpayers, placing an undue share on lower and middle income British Columbians.

If you have any questions in this regard, please contact the undersigned.

Sincerely,

  
Mayor Walt Cobb

cc: UBCM Member Municipalities



MUSEUM  
of the  
CARIBOO CHILCOTIN

[www.williamslake.ca](http://www.williamslake.ca)



**Cheryl Anderson**

---

**Subject:** FW: Excessive Noise - no mitigation (CID:2fvvww5dk60cq668jg)

**From:** One Eyed Dog [<mailto:oneeyeddogent@gmail.com>]  
**Sent:** Thursday, August 23, 2018 5:59 PM  
**To:** 'CONTACT' <[contact@cn.ca](mailto:contact@cn.ca)>  
**Cc:** Jason Llewellyn <[jason.llewellyn@rdbn.bc.ca](mailto:jason.llewellyn@rdbn.bc.ca)>  
**Subject:** RE: Excessive Noise - no mitigation (CID:2fvvww5dk60cq668jg)

Hello Nadia,

I am now in possession of the subject letter and will be proceeding with my complaint.

Before the complaint can be accepted and reviewed we must prove that we have exhausted all avenues with local government and with CN.

As we have made multiple noise complaints since June both online and by phone message to no avail, I am further including below, details of what the residents of the lakeside are seeking from CN as a response to our complaint.

As there is also a community hall on the lake with a recreation site, I will also be seeking support from the President of the community organization.

Additionally, a portion of the land surrounding Rose Lake is the territory of a local first nations band who I will be contacting this week to determine their position in this matter.

Listed below are the 2 items we would like to see CN agree to in order to satisfy the Noise and Vibration Complaint related to Subsection 95(1) of the Canada Transportation Act:

1. As part of this project, CN removed 75% of the foliage on the entire length at the South end of the lake. This foliage provided at least some sound barrier. It should be noted that because of the body of water between the CN rail yard and our residences, all noise is amplified. Currently we can hear workers having conversations over there. We ask that CN erect some form of sound barrier in the same location as that which was removed. Additionally, we ask that the barrier erected not be foliage as this then results in CN applying herbicide which we believe contributes negatively to the health of this body of water; not to mention the fact that it takes many years for that foliage to grow to the point of providing the noise barrier that existed before CN removed it.
2. Given that there are only 4 residents on the South side of the rail crossing on Bedore Road, we are asking that CN rail traffic cease blowing 4 warning signals between the hours of 11:00 pm and 7:00 a.m. daily. Whether due to the new rail line or the removal of the natural sound barrier, the noise from these warnings is at least 3 times worse than previously. Between those hours, there is sufficient light provided by rail traffic to provide clear warning well in advance. In order to be able to sleep or enjoy our residences, we can no longer open any windows on the South, or West side of our home during those hours. As well, it should be noted that while some of your engineers recognize that there are residences around that crossing and sound their warnings accordingly, others, for some reason insist on sounding the horn for 8-10 seconds for each of the 4 signals. That might not seem very long but perhaps you might want to lay on your car horn for that length of time and see what it sounds like. Not only that, but I have observed trains going through this crossing for many years and in almost every instance, the train is already well into that crossing with 3 warning signals left to sound. How can CN possibly consider this a valuable warning system?

If you are not the individual who should be receiving this notification in an official capacity, please advise me of the person I should be contacting and communicating with to resolve this issue.

234

Thank you.  
Regards,  
Kim Demers

---

**From:** CONTACT [<mailto:contact@cn.ca>]  
**Sent:** August-10-18 2:46 PM  
**To:** One Eyed Dog  
**Subject:** RE: Excessive Noise - no mitigation (CID:2fvvww5dk60cq668jg)

Good afternoon Ms. Demers,

Unfortunately I am not authorized to share that communication letter with the public. Please feel free to contact the Regional District for any further questions regarding the communication.

In addition, please note that the scheduled work that was set to occur this Sunday night has been cancelled and post-poned for another date. CN continues to communicate with the Regional District as the work continues and such night works may be required.

Thank you

**Nadia**

CN Public Inquiries

Renseignements généraux du CN

1-888-888-5909

[contact@cn.ca](mailto:contact@cn.ca)

-----Original Message-----

**From:** One Eyed Dog [<mailto:oneeyeddogent@gmail.com>]  
**Sent:** Thursday, August 09, 2018 19:41:51  
**To:** CONTACT  
**Subject:** Excessive Noise - no mitigation (CID:2fvvww5dk60cq668jg)

Nadia, would it be possible to receive a copy of the letter you mention below?  
Thank you.

---

**From:** CONTACT [<mailto:contact@cn.ca>]  
**Sent:** August-09-18 1:58 PM

235

**To:** One Eyed Dog

**Subject:** RE: Excessive Noise - no mitigation (CID:2fvvww5dk60cq668jg)

Ms. Demers,

In response to your latest email correspondence we have the following information. Letters from CN were sent to local communities in early May regarding upcoming infrastructure projects that would be happening in their regions. Accordingly, a letter was sent by email on May 2, 2018, to the Chairperson of the Regional District of Bulkley-Nechako with copy to the Chief Administrative Officer, advising the District of the work as well as extending an invitation to communicate with CN to discuss further.

Additionally, we wanted to make you aware that exceptionally CN will be performing night work in your area over night tonight and Sunday night. We apologize for the inconvenience that this will cause.

Thank you,

**Nadia**

CN Public Inquiries

Renseignements généraux du CN

1-888-888-5909

[contact@cn.ca](mailto:contact@cn.ca)

-----Original Message-----

**From:** One Eyed Dog [<mailto:oneeyeddogent@gmail.com>]

**Sent:** Tuesday, August 07, 2018 11:29:17

**To:** CONTACT

**Subject:** Excessive Noise - no mitigation (CID:2fvvww5dk60cq668jg)

Nadia,

1. Please provide the name of the contact at the Bulkley-Nechako Regional District who you say was contacted in May.
2. Please also advise on the 'form' of media used for this communication (letter? Email? Phone?).
3. And finally please advise on whether this notification was a 'consultation' or 'advisory'. That is, was there a discussion or was this informational only.

Thank you.

And please don't insult me any longer with comments about how CN's project will benefit our Community once completed. I've worked in Oil & Gas for over 25 years and I understand the 'spin' and how the game is played.

Thank you for your assistance

Kim Demers

236

**From:** CONTACT [<mailto:contact@cn.ca>]

**Sent:** July-20-18 12:40 PM

**To:** One Eyed Dog

**Subject:** RE: Excessive Noise - no mitigation (CID:2fvvww5dk60cq668jg)

Ms. Demers,

Upon verification of the location with our Engineering department, I have confirmed the work being performed in your community is the construction of a rail siding. This siding represents a two mile stretch of track and work should be completed by mid-September. Whereas our crews often work 24 hours a day, the crews in this area are currently working during daytime hours only from 7:00(PST) until 18:00(PST) in order to maximize efficiency while trying to minimize the impact of this work on the adjacent residents. You may hear crews as early as 6:00(PST) as they prepare the work site for the day ahead.

CN is currently investing in major infrastructure improvements on its rail network at strategic locations to benefit the Province's economy by moving BC's products to market more efficiently. The siding extension currently being constructed in your area represents one of these strategic locations. In an effort to communicate our work plans, we provided notification to the Bulkley-Nechako Regional District in early May. We apologize for any inconvenience the work is currently causing for nearby residents. This is an important and necessary project that will be beneficial to both CN and the Community once completed. We thank you for your understanding as we work to improve our network.

Regards,

**Nadia**

CN Public Inquiries

Renseignements généraux du CN

1-888-888-5909

[contact@cn.ca](mailto:contact@cn.ca)

-----Original Message-----

**From:** One Eyed Dog [<mailto:oneeyeddogent@gmail.com>]

**Sent:** Wednesday, July 18, 2018 13:06:16

**To:** CONTACT

**Subject:** Excessive Noise - no mitigation (CID:2fvvww5dk60cq668jg)

Hello,

Thank you for your response to my complaint.



FORT FRASER LOCAL COMMUNITY COMMISSION MEETING MINUTES  
Wednesday, July 11, 2018

\*\*\*\*\*

**Present** Commissioner Linda Cochran  
Commissioner Steve Cochran  
Commissioner Colleen Delong  
Commissioner Don Webster  
Area "D" Director Mark Parker  
Janette Derksen, Deputy Director of Environmental Services  
Rory McKenzie, Director of Environmental Services  
Melany de Weerd - Chief Administrative Officer  
Tammy Zimmerman, Recording Secretary

**Call To Order** The meeting was called to order at 12:35 pm by Commissioner Colleen Delong.

**Minutes** The minutes of the meeting held June 14, 2018 were read.  
  
Moved by Commissioner Linda Cochran  
Seconded by Commissioner Don Webster

**FFLCC 18-07-01** *"The minutes of the meeting held on June 14, 2018 be approved."*  
  
*Carried Unanimously*

**Ceremony** Pictures were taken at the Fort Fraser Fire Hall between 12:00 and 12:30, prior to the meeting.

**UPDATES**

**Water Project** Janette Derksen had a discussion with True Contracting to ensure information was sent out to affected homeowners regarding maps.

- More clarification has been provided to residents regarding moving forward.

- It was suggested that Roger Wiebe might to go door to door with more information if necessary.
- It was reiterated that this is a very big project and will take time to complete.
- The project work is unsightly at this time, but will look good when the project is completed.
- The contractor claims things are going well and that they are approximately one week behind schedule.
- Safety issues around the Earth Worm were expressed.
- It was noted that there should be “No Thru Road” signs at the appropriate corners.
- A request has been put forward for the contract to punch lines down the highway instead of digging as there is so much sloughing at the dig sites.

**Alley** Rory McKenzie stated that this problem will be taken care of.

**TePee** The man who has erected the tepee owns the land that it is on. If unsightly premises are a concern, a complaint can be made to Jason Blackwell.

Possible health and safety risks were also discussed.

## REPORTS

**Financial** An update will be available at the next meeting.

**FFLCC 18-07-02** *“The Financial report be accepted as presented”*

*Carried Unanimously*

**Wastewater/  
Water Report** No concerns noted.

**FFLCC 18-07-03** *“The Water/Wastewater report be accepted as presented”*

*Carried Unanimously*

**Area "D" Director****Mark Parker**

A letter was received from Judy Larocque regarding payments for water/sewer for the United Church when the building has not been in use for several years. It was agreed to make a recommendation to the Board to waive the payments until the building is sold and put back in use. The new lines would have to be hooked up at that time.

***Recommendation: That the water and sewer payments for the United Church at the corner of 5<sup>th</sup> Avenue and Corporation Street be waived until the building is being utilized again.***

Moved by Commissioner Colleen DeLong  
Seconded by Commissioner Don Webster

***Carried Unanimously***

**NEW BUSINESS****Tree on****Alexander**

It was noted that on inspection the roots of the tree had not been compromised, although it is leaning heavily to one side. The tree itself is not impacting the water project. Rory McKenzie will follow up with the Ministry of Transportation regarding the responsibility to remove the tree and update at the next meeting.

**New Resident**

A trailer has been moved on to a property at the west end of 5<sup>th</sup> Avenue. There is no water or sewer to the home. There was some discussion regarding options including permits, re-zoning, subdividing, or a stop work order.

The resident expressed he would like to have water and sewer to the residence. This would involve extending the lines approximately 100 meters further than the existing lines, possibly burrowing under the road, and up the alley to the

home. True Construction will supply a quote on the cost of this extension as it will not be included in the original project costs. It is hoped to have this quote by the next meeting.

**Remuneration** A review of remuneration for Commissioners is due.

**R. Wiebe** Roger Wiebe will not be attending the FFLCC meetings for the time being. This possibility will be reviewed at a later date.

**Next Meeting** August 8, 2018.

**ADJOURNMENT** Commissioner Colleen DeLong moved the meeting be adjourned at 1:36 pm. Carried.

---

Colleen DeLong, Chair  
FFLCC

---

Tammy Zimmerman, Secretary

**Geraldine Craven**

**From:** BC Community Forest Association <smulkey=bccfa.ca@mail251.atl221.rsgsv.net> on behalf of BC Community Forest Association <smulkey@bccfa.ca>  
**Sent:** July 10, 2018 1:13 PM  
**To:** inquiries  
**Subject:** BCCFA Newsletter - July 2018

RECEIVED

JUL 17 2018

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

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British Columbia  
**Community  
 Forest**  
 Association

local people, local forests, local decisions



Get the latest news



BUILDING RELATIONSHIPS AND  
 CULTIVATING SOCIAL LICENCE

A GUIDE FOR SMALL TENURE HOLDERS IN BC  
 July 2018



The new BCCFA resource for small tenure holders is about innovation in relationships that go beyond the transactional deals that are made to encourage support for your operations. The guide offers examples of lessons learned and a framework for developing relationship-based approaches which go beyond

## July 2018 Member's Newsletter

### Welcome to the new BCCFA Board and Executive

George Brcko, President (Wells Gray Community Forest)

Harley Wright, Vice President (Lower North Thompson Community Forest)

Duncan McKellar, Treasurer (Tumbler Ridge Community Forest)

Daniel Gratton, Secretary, (Creston Community Forest)

Directors at large: Crystal Fisher (Burns Lake Community Forest); Dave Gill (Westbank FN); Dave Lasser

(Sunshine Coast Community Forest); Albert Gerow

(Chinook Community Forest); Colin Macleod (Wetzinkwa Community Forest)

### 2018 BCCFA Conference Report

The [conference report](#) includes notes from the 20

the legal requirements for  
small tenures.  
[link to the guide](#)



**Christine Gelowitz,**  
**Association of BC Forest**  
**Professionals,**

CEO, responds to government  
review on professional reliance  
[read more](#)



**The Strategic Wildfire**  
**Prevention Initiative (SWPI)**  
will transition to a new  
**Community Resiliency**  
**Investment Program (CRIP)**  
that includes new criteria  
[read more](#)



**Clinton Community Forest**  
presentation answers  
questions, awards grants.  
[read more](#)

presentations, and 3 discussion sessions, links to the presentations, profiles of all speakers and a great collection of photos. It is a great resource for people not able to attend the event and serves as an important educational and information tool for all community forests. The 14th annual event, co-hosted by the Burns Lake, Chinook and Cheslatta Community Forests brought together representatives from thirty community forests, First Nations, elected officials, the provincial government, forest professionals, researchers and students. [read more](#)

### **2019 BCCFA Conference and AGM**

The conference will be in Mission, hosted by the Mission Municipal Community Forest, June 12-14. Note that we will be experimenting with a Wednesday to Friday event rather than going into the weekend.

### **Small Tenures in the Wildland Urban Interface (WUI) - A BCCFA Concept**

The BCCFA proposes an expansion in the number and size of community-based tenures around rural and Indigenous communities to help achieve wildfire protection and promote rural development. **Update on the project** - A full multiple accounts or cost/benefit analysis is required to gain a deeper understanding of the impacts of the BCCFA concept. Minister of Forests, Lands, Natural Resource Operations and Rural Development Doug Donaldson met with the BCCFA Board and Executive Director in Burns Lake in late May. He is interested in the concept and has asked the BCCFA to work with his staff to conduct the analysis. Discussion on analysis methodology is now underway. [read more](#)

### **New Community Tenures Regulation**

The new regulation comes as a result of amendments to the Forest Act and Community Tenures Regulation. With



**Ministry approves Fort Nelson Community Forest Agreement boundary application**

Once established, the Fort Nelson Community Forest will be the largest such tenure ever awarded in the province, with any revenue from the operating Community Forest available for reinvestment into local communities [read more](#)



**Eniyud Community Forest shareholder AGM**

Managing a community forest is not just about dividends By Jim Hilton, professional agrologist/forester [read more](#)



**Kelly Johnston, Executive Director of FireSmart Canada** gave a tour on a residence in Nelson to demonstrate where the house has risk of ignition

the change, the expansion of a community forest will be allowed, provided there is available area. Expansions of less than 100 hectares will follow a simplified process, whereas expansions of greater than 100 hectares will require a thorough process, including a management plan and community engagement. This is a long awaited technical change and does not actually put new volume for CFAs on the table. [read more](#)

**Community Wildfire Prevention and Fuel Management in the Wildland Urban Interface: BC Community Perceptions PLUS New Survey on community wildfire action in BC**

*Survey participation is optional – but your input is appreciated [link to the survey](#)*

The Problem: Wildfire in the wildland-urban interface is an increasing problem in BC

Purpose: Better understand community plans and actions on wildfire prevention.

Action: By July 31, answer 26-questions that will take about ~20 minutes:

Benefits: Identify barriers and share ideas to improve proactive fuels management

Survey conducted by: Lori Daniels and Shannon Hagerman, UBC Vancouver

*Summary report of the community survey on wildfire prevention conducted in 2016-2017 can be found here. [read more](#)*

**Proposed Insurance Package for Community Forests**

Jordan Fellner with Hub Insurance has set up a Commercial General Liability (CGL) and Director's & Officer's (D&O) Liability package for community forests. If enough CFs purchase the package, there is a promise of lower rates. Have a look at the package and if you would like to participate in a call with him, please let Susan know that you are interested. [read more](#)

from an ember in the nearby WUI area. The tour was part of the successful, sold out Kootenay Wildfire and Climate Change Conference.

A number of community forests participated in the event.



The provincial government issues order to protect wildlife habitat in southeastern B.C. to take effect on July 1 [read more](#)

## Other News

---

### Wildlife Management Engagement

A discussion paper, "Improving Wildlife Management and Habitat Conservation in British Columbia," has been produced and the public is invited to provide input by visiting [this link](#). The comment period ends on July 31.

### Government receives professional reliance final report

The Province has received the final report on the independent professional reliance review [read more](#)

### Forest Practices Board Releases 2017/2018 Annual Report [read more](#)

### Emerging Science and Applications Compiled by Patrick Daigle

Links to [scientific papers](#) regarding fires, fuel management and restoration [read more](#)

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You are receiving this newsletter because you have expressed interest in the work of the BCCFA

**Our mailing address is:**

British Columbia Community Forest Association  
130 Government St.  
Victoria, BC V8V 2K7  
Canada

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July 26, 2018

## Wildfire Newsletter

### Summary

Since July 15, BC Wildfire Service has responded to 21 new fires in the Prince George Fire Centre, 11 of which have now been declared out. As of July 26, there are currently 32 fires burning within the Prince George Fire Centre.

In the last two weeks most of the wildfires in B.C. have been in the Kamloops Fire Centre and South-east Fire Centre where high temperatures, lack of precipitation and high winds created challenging conditions.

The weather outlook for the rest of July and into August calls for hot and dry conditions for most of B.C.

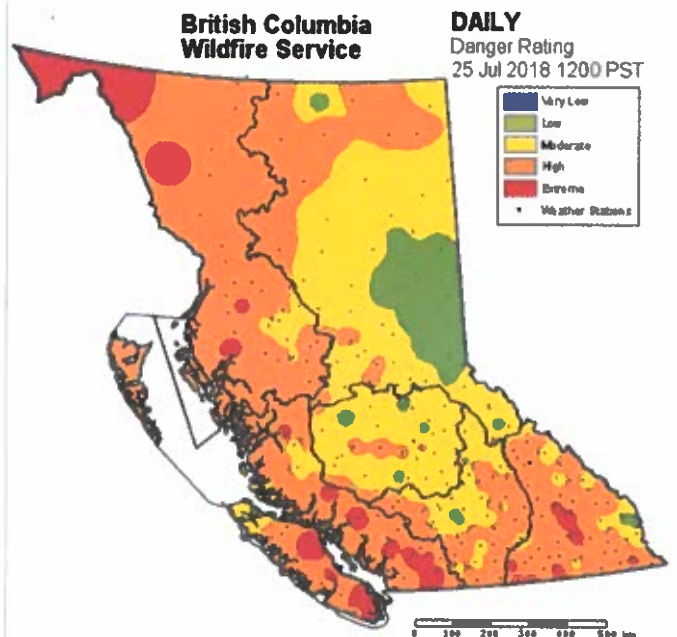
### Wildfires of Note

Currently, the Prince George Fire Centre has no Wildfire of Note. The largest wildfire currently is:




- Dog Creek Trail Wildfire "Being Held"
  - Estimated size: 400 hectares
  - Firefighters are monitoring this fire and patrolling the perimeter for hot spots.

More information on Wildfires of Note can be found on the BCWS website: <http://bcfireinfo.for.gov.bc.ca/hprScripts/WildfireNews/OneFire.asp>

### Current Danger Rating



### Current bans and prohibitions

-  Open burning prohibitions are not currently in effect in the Prince George Fire Centre.\*
-  A campfire ban is not currently in effect in the Prince George Fire Centre.\*
-  Forest use restrictions are currently not in effect in the Prince George Fire Centre.\*  
\*information valid as of July 26th, 2018.

Find out if open burning prohibitions or restrictions are in effect your area. Always check [bcwildfire.ca](http://bcwildfire.ca) for current bans and prohibitions before burning. You can face serious fines and penalties if you fail to adhere to these prohibitions and restrictions.



BRITISH  
COLUMBIA



July 26, 2018

## Wildfire Newsletter

### Weather Forecast Prince George Fire Centre

Valid as of 10am Thursday July 26, 2018

**SYNOPSIS:** A very warm and dry airmass continues over the fire centre for both today and Friday. With strong daytime heating there will be some thunderstorm activity across the fire centre for both late afternoons. Gusty winds will accompany the convective cells. Most of the late day thunderstorm activity will occur in and east of the Rockies with a 50% chance for the BC Peace and 30% for the Fort Nelson zone. A 20 to 30% chance for areas west of the Rockies. Not expecting any thunderstorm activity for the west and southwest parts of the fire centre. Very low pm rh values can be expected both days. Daytime highs will be into the low 30's C.

**OUTLOOK for Saturday to Monday:** Not much change in the current weather pattern expected for the first few days of the outlook period. We will continue with a very warm airmass over the fire centre with the 570 height line well to the north in the Yukon. The strong low level heating will give unstable air-masses for late day thus the threat of widely scattered thunderstorm activity will continue. Very low pm rh values will also continue. Wind gradients not too strong with the main concern for gustiness will be associated with the late day convective cells. This could give brief periods of moderately gusty winds. Models indicate that the ridge will weaken for Monday as an upper trough moves across the top of the ridge moving from the southern Yukon into northern Alberta. This will give cooling to the Fort Nelson Zone and likely deliver some scattered shower activity along with a thunderstorm chance. The southern part of the fire centre will see little change as the ridge holds strong over south and central B.C.

**CONFIDENCE DISCUSSION:** Good on the pattern. As with any convective situation only fair on the exact details. Fair confidence in the extended forecast of cooling with an increase in more organized shower activity.

**6 TO 10 DAY OUTLOOK:** Tuesday to Saturday of next week... For the extended forecast period the fire centre will trend from very warm back closer to seasonable normal. The 570 height line will drop into central B.C. and some shower activity will occur at times. There could be some further thunderstorm activity in this transition. There are signs of the ridge building again towards the end of this period but the expected ridge not as strong as the current one and will likely last for only a few days.

### Prince George Fire Centre Statistics

**Since April 1, 2018:**

**PG Fire Centre:**

Fires to date: **249**

Hectares burned: **45,107**

Person-caused fires: **79**

Lightning-caused fires: **170**

**Provincial:**

Fires to date: **808**

Hectares burned: **56,414**

Person-caused fires: **341**

Lightning-caused fires: **467**

**2017 at this time provin-  
cially:**

Fires to date: **779**

Hectares burned: **377, 800**

Person-caused fires: **398**

Lightning-caused fires: **381**





BRITISH  
COLUMBIA



July 26, 2018

## Wildfire Newsletter

### FIREHAWKS ASSIST QUEBEC



The Prince George Firehawks Unit Crew (along with an Initial Attack Crew from the Prince George Fire Centre) was deployed to Val-d'Or, Quebec to assist with the unusually aggressive fire season in that province.

The request for assistance was made through the Canadian Interagency Forest Fire Centre, which co-ordinates the mutual sharing of firefighting resources between B.C. and other jurisdictions. All associated costs will be covered by the jurisdiction that requested the

resources.

Given the invaluable assistance that Ontario and Quebec provided to B.C. last year, during one of this province's worst wildfire seasons, the BC Wildfire Service recognizes the importance of sharing firefighting resources. Crews can be deployed out-of-province for up to 19 days, but they can be recalled at any time.

Given the increase in activity over the past couple of weeks in B.C. these crews have been recalled back to B.C.

#### Quick Facts

- **Initial Attack Crew:** Initial Attack firefighters operate as part of a three-person crew, and are usually the first on scene of a new wildfire. Once there, the initial attack crew works quickly to set up water pumps, remove fuel from the fire's path and dig fireguards to help control or extinguish the blaze.
- **Unit Crew:** A 20-person sustained action unit crew typically works on large fires, and can remain self-sufficient in the field for up to 72 hours at a time. Crew members receive extensive training and are knowledgeable about wildfire behaviour, fire management tactics and fireline equipment use.



July 26, 2018

## Wildfire Newsletter

### Prince George Fire Centre Parattack



Photo credit: <https://smokejumper.ca>

*The following article is courtesy of [smokejumper.ca](https://smokejumper.ca). If you want to learn more about the Parattack program click the link above.*

The concept of delivering personnel to wildfire by parachute grew out of the need to reduce the length of time required to adequately mobilize resources to wildfire, thereby reducing the cost associated with fighting wildfire. The United States Forest Service considered smoke jumping as early as the mid 1930's. Foresters in the American northwest had begun successfully free-dropping equipment and food to ground crews from fixed-wing aircraft. Progressive thinking foresters soon envisioned dropping highly trained parachutists from these fast moving, long-range planes.

Smokejumping proved so successful that soon all areas of the continental United States employed smokejumpers as their primary initial-attack resource. The quick response time, large payload, low cost and impressive safety record of fixed wing aircraft has ensured that smokejumping remains the dominant initial attack resource in the United States.

Canadian firefighting authorities were also confronted with limited funding, large distances and very fast moving fires. In 1949, Canada's first smokejumping base was founded in La Ronge, Saskatchewan.

Between 1967 and the early 90's, smokejumping programs in Canada were very intermittent. Smokejumping was introduced to the North West Territories in 1974 by contract crews where it operated for only three years. In 1984, a smokejumping base was created in the Yukon where it operated for 12 years.

In BC, the Parattack program has been in operation since 1998. The program began in Smithers and moved to the Fort St. John in 2000. The North Peace Smokejumping program has expanded over the past five years and now includes three smokejumping crews based out of Mackenzie, BC.





BRITISH  
COLUMBIA



July 26, 2018

## Wildfire Newsletter

### The Fire Call

Forest fires started by lightning or by human activity are a common occurrence in Northern BC. Fire calls occur at anytime during the daylight hours, between the months of April and October. The initial fire report can be made by members of the public, industry, or patrol planes. Crews are deployed in three-person teams, with a maximum of two crews per Twin Otter load and four crews per a DC-3 load.

Once deployed on a fire, the crews are self sustainable with water food and fuel for a 48 hour period. The fire size and location will determine the amount of time a crew will stay out on a fire. Camping overnight on a fire is part of the Parattack experience and allows for the work to begin at daylight and end at sundown. Extraction from the fire can be done by two methods:

1. Pick up by a helicopter, or,
2. "Pack-out" where all crew members hike out to a road or access point for vehicle pickup.



Photo credit: <https://smokejumper.ca>



Photo credit: <https://smokejumper.ca>

### Aircraft

A DeHavilland Twin Otter aircraft, known as Jumpship 2, can support six smokejumpers and a command spotter. The DeHavilland DHC-6 Twin Otter is a Canadian STOL (Short

Takeoff & Landing) Aircraft.

The DC-3 was first signed on as a second jumpship in 2013. The DC-3, dubbed Jumpship 1, can hold 12 jumpers and all their gear. It is also very rugged and can take off and land on dirt or grass runways.



Photo credit: <https://smokejumper.ca>



July 26, 2018

## Wildfire Newsletter

### Parachute

The FS-14 Parachute is a product of 50 plus years of forest service canopy innovation. It is a parabolic, single porosity, steerable round canopy with 18" anti-inversion netting extending from its lower lateral band. A reserve parachute is worn on the chest of the jumper in case of a malfunction in the main parachute.



Photo credit: <https://smokejumper.ca>



Photo credit: <https://smokejumper.ca>

### Parachute Loft

The parachute loft is an area of the NPSB where parachutes are hung to dry, inspected, repaired, and re-packed. Certification is required for those involved in these processes and training continues throughout the season. Strict policies are also implemented to ensure the safety and lasting dependability of the parachutes.

### Para Cargo

Jumpers are responsible for maintaining and packing all the gear required to work on a fire. Water pumps, hose, chainsaws, sleeping gear, food and water are all carefully packed in bags with protective armour. These bags are clipped to cargo parachutes and dropped from the plane after jumpers have landed.



Photo credit: <https://smokejumper.ca>



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July 26, 2018

**Wildfire Newsletter**

## REMEMBERING 2017

*Looking back a year later at the start of the 2017 wildfire season for the Cariboo Fire Centre*



**ABOVE:** Trevor Briggs is pictured here conducting a burn-out to protect the Cariboo Fire Centre and Williams Lake airport on July 8, 2017. Photo by Stephan Karolat, Blackwater Unit Crew Leader.

**Read the story of the start of last years historic wildfire season in the words of Blackwater Unit Crew member Trevor Briggs: <https://www2.gov.bc.ca/gov/content/safety/wildfire-status/about-bcws/wildfire-history/remembering-2017>**



July 26, 2018

## Wildfire Newsletter

### Prince George Fire Centre Information Contacts

Information Officer: Amanda Reynolds

Phone: **250 319-2480** // Email: **Amanda.Reynolds@gov.bc.ca**

Information Officer: Forrest Tower

Phone: **250 614-6743** // Email: **Forrest.Tower@gov.bc.ca**

If you know anyone who would like to be added to the distribution list to receive these updates, please contact one of the above Information Officers.

To report a wildfire, unattended campfire or open burning violation, call 1 800 663-5555 toll-free or \*5555 on a cellphone. For the latest information on current wildfire activity, burning restrictions, road closures and air quality advisories, visit <http://www.bcwildfire.ca>

You can also follow the latest wildfire news on:

Twitter at <http://twitter.com/BCGovFireInfo>

Facebook at <http://facebook.com/BCForestFireInfo>

### Important Numbers

Report a wildfire	<b>*5555 on a cell or 1-800-663-5555</b>
Wildfire Information Line	<b>1-888-3FOREST</b>
Burn Registration Line	<b>1-888-797-1717</b>
Prince George Fire Information Officer	<b>1-778-693-2880</b>






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## INFORMATION BULLETIN

For Immediate Release  
2018FLNR0242-001627  
Aug. 24, 2018

Ministry of Forests, Lands, Natural Resource Operations  
and Rural Development  
BC Wildfire Service

### People urged to use caution in the backcountry

**SMITHERS** – Due to the dry conditions that the Northwest Fire Centre is currently experiencing and the ongoing wildfire risk, the BC Wildfire Service is urging the public and industry to use extreme caution when participating in any activity that could potentially spark a wildfire.

All open burning, including campfires, is prohibited throughout the Northwest Fire Centre until further notice.

The Northwest Fire Centre has not implemented any backcountry closures at this time, and trails and backroads that are not affected by area restriction orders or evacuation orders remain open for public use. However, members of the public must remain vigilant and behave responsibly when out in the backcountry.

- Operators of off-road vehicles can do their part by staying on established trails and avoiding tinder-dry areas, as heat from an exhaust system can start a wildfire. Idling in tall grass should be avoided for the same reason.
- Drivers should ensure that their off-road vehicles are well maintained. All off-road vehicles are required to have a spark arrestor installed to reduce wildfire risks when operating on Crown land. More information is available online: <https://news.gov.bc.ca/releases/2018FLNR0044-000479>
- Avoid carrying glass containers into the backcountry, since they can start fires by acting like a magnifying glass.
- Be aware of the wildfire hazard in your area and carry a small fire extinguisher, collapsible bucket and small shovel to extinguish any fire that you accidentally start.
- All users of forests and grassland in B.C. need to be aware of their legal obligations. Information about the Wildfire Act is available online: [http://www.bclaws.ca/civix/document/id/complete/statreg/04031\\_01](http://www.bclaws.ca/civix/document/id/complete/statreg/04031_01)
- Information about the Wildfire Regulation is available online: [http://www.bclaws.ca/Recon/document/ID/freeside/11\\_38\\_2005](http://www.bclaws.ca/Recon/document/ID/freeside/11_38_2005)

The BC Wildfire Service thanks members of the public and industry personnel for their continued co-operation and assistance in reporting wildfires.

To report smoke, flames or any open burning violation, call 1 800 663-5555 toll-free, or \*5555 on a cellphone.

For the latest information on current wildfire activity, burning restrictions, road closures and air quality advisories, visit: <http://www.bcwildfire.ca>

Follow the latest wildfire news:

254

- On Twitter: <http://twitter.com/BCGovFireInfo>
- On Facebook: <http://facebook.com/BCForestFireInfo>

**Contact:**

Joanna Brunsten  
Fire Information Officer  
BC Wildfire Service  
Northwest Fire Centre  
250 847-6639

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Connect with the Province of B.C. at: [news.gov.bc.ca/connect](http://news.gov.bc.ca/connect)

255



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REGIONAL DISTRICT OF  
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## INFORMATION BULLETIN

For Immediate Release  
2018FLNR0247-001635  
Aug. 27, 2018

Ministry of Forests, Lands, Natural Resource Operations  
and Rural Development  
BC Wildfire Service

### **Campfires to be allowed again in part of northeast B.C.**

PRINCE GEORGE – Effective at noon on Tuesday, Aug. 28, 2018, campfires will again be allowed in the Fort Nelson Forest District and Peace Forest District.

The combination of a return to more seasonal weather conditions, with rainfall and cooler temperatures, and decreased fire danger ratings have reduced the risk of wildfires in northeastern B.C.

However, the current prohibition against any open fire larger than a campfire (i.e., larger than 0.5 metres wide by 0.5 metres high) remains in effect throughout the Prince George Fire Centre. A map of the affected areas and their associated prohibitions is available online: <http://ow.ly/LfCJ30lyV1w>

The following activities remain prohibited throughout the Prince George Fire Centre:

- Category 2 and Category 3 open fires, as defined in the Wildfire Regulation
- the use of sky lanterns
- the use of fireworks, including firecrackers
- the use of sky lanterns
- the use of air curtain burners
- the use of burn barrels and burn cages
- the use of binary exploding targets

Anyone lighting a campfire in an area where campfires are allowed must maintain a fireguard by removing flammable debris from around the campfire area, and must have a hand tool or at least eight litres of water available nearby to properly extinguish the campfire.

Anyone found in contravention of an open burning prohibition may be issued a ticket for \$1,150, required to pay an administrative penalty of \$10,000 or, if convicted in court, fined up to \$100,000 and/or sentenced to one year in jail. If the contravention causes or contributes to a wildfire, the person responsible may be ordered to pay all firefighting and associated costs.

The Prince George Fire Centre extends from Yukon and the Northwest Territories in the north to Tweedsmuir Provincial Park, the Cottonwood River and Robson Valley in the south, and from the Alberta border in the east to the Skeena Mountains in the west.

To report a wildfire or open burning violation, call 1 800 663-5555 toll-free or \*5555 on a cellphone.

For the latest information on current wildfire activity, burning restrictions, road closures and air

256

quality advisories, visit: <http://www.bcwildfire.ca>

You can also follow the latest wildfire news:

- On Twitter: <http://twitter.com/BCGovFireInfo>
- On Facebook: <http://facebook.com/BCForestFireInfo>

**Learn More:**

A poster explaining the different categories of open burning is available online:

<http://ow.ly/znny309kJv5>

For more information about fire-related fines and penalties, visit: [www.gov.bc.ca/wildfirefines](http://www.gov.bc.ca/wildfirefines)

**Contact:**

Amanda Reynolds  
Fire Information Officer  
BC Wildfire Service  
Prince George Fire Centre  
778 693-2880

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Connect with the Province of B.C. at: [news.gov.bc.ca/connect](http://news.gov.bc.ca/connect)

257



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## Highlights of the NCLGA Board of Directors Meeting

July 20<sup>th</sup> & 21<sup>st</sup>, 2018  
Prince George, BC

### ***Report from the President***

President Gord Klassen reported on the series of NCLGA resolution related advocacy meetings with seventeen Ministers/MLAs held at the Legislative Assembly on May 28<sup>th</sup> in Victoria. The NCLGA representatives were well received and there was strong support for potentially adjusting the NCLGA Annual General Meeting (AGM) dates (by 1 to 2 days) to allow for more Ministers and MLAs to attend and engage with members.

### ***2018 NCLGA AGM and Convention***

Directors held roundtable discussions on the event and identified a number of potential strategies for continued improvements moving forward. Minutes from the 2018 Business Sessions can be reviewed at: <https://www.nclga.ca/conventions/2018-convention>

### ***Mayor's and Chair's Roundtable***

Mayor Lyn Hall (City of Prince George) provided an overview of the Mayor's and Chair's Roundtable and discussed, with the Board, potential methods to further enhance the event moving forward.

### ***NCLGA Strategic Priorities – Member Feedback***

Directors reviewed and discussed NCLGA strategic priorities based on the feedback received from members at the NCLGA AGM (May 2018) and will update members on the Four Year Strategic Plan at the September 2018 NCLGA Luncheon at the UBCM AGM and Convention in Whistler.

### ***Memorandum of Understanding (MOU) - Spinal Cord Injury BC***

Spinal Cord Injury BC (SCI BC) representative Nancy Harris presented background information and highlighted the work SCI BC does to advance accessibility in communities. Following which, Board Members participated in the signing of an MOU between the NCLGA and SCI BC to outline terms for mutual cooperation and communication, and provides a frame of reference for potential shared interests. For a copy of the MOU please email [admin@nclga.ca](mailto:admin@nclga.ca)

### ***BC Green Party, Deputy Leader Sonia Furstenau, MLA***

The Honorable Sonia Furstenau MLA attended the NCLGA Board meeting to discuss a number of issues facing NCLGA member communities; such as, the Species At Risk Act (e.g. Southern Mountain Caribou, Salmon), changing landscapes and economies (Mountain Pine and Spruce Beetle outbreaks) and professional reliance.

### ***2018 UBCM Convention (September 10 – 14, Whistler, BC)***

Hope to see you all at the UBCM in Whistler.  
<https://www.civicinfo.bc.ca/event/2018/ubcm.asp>

### ***2019 NCLGA Annual General Meeting (AGM) and Convention***

The 2019 AGM and Convention will be held in Williams Lake from May 7-10, 2019

258

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**Geraldine Craven**

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**From:** admin@nclga.ca  
**Sent:** July 31, 2018 11:52 AM  
**To:** admin@nclga.ca  
**Subject:** NCLGA-SCIBC Media Release: North Central Local Government Association Signs Memorandum of Understanding with Spinal Cord Injury BC  
**Attachments:** Media Release-NCLGA-SCIBC-July2018.docx



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## **MEDIA RELEASE**

### **North Central Local Government Association Signs Memorandum of Understanding with Spinal Cord Injury BC**

**Prince George, July 31, 2018** The North Central Local Government Association (NCLGA) on July 21<sup>st</sup>, in Prince George, signed a Memorandum of Understanding with Spinal Cord Injury BC (SCI BC).

The agreement outlines the terms for mutual cooperation and communication between the two groups, and provides a frame of reference for potential shared interests in the region, including the increased accessibility of outdoor spaces and promotion of opportunities for everyone to be active in their communities. The areas served by SCI BC overlap all of the regional districts within the NCLGA area.

“This MOU with Spinal Cord Injury BC represents our mutual interest in serving the communities in our shared areas”, says NCLGA president, Gord Klassen. “All of the residents in our area will benefit from coordinated efforts between our two groups.”

“Spinal Cord Injury BC is looking forward to collaborating with the North Central Local Government to help highlight and create universal and accessible recreation and tourism opportunities throughout North Central BC”, says SCI BC Executive Director Chris McBride. “Together, we can work to ensure our incredible outdoor spaces and recreational facilities are accessible to visitors exploring the region and to the diverse communities that call North Central British Columbia home.”

The two parties may share resources to advance a matter of common interest, however no funds are committed through this agreement.

#### **For more information, contact:**

Terry Robert  
trobert@nclga.ca  
250-564-6585

259

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**Geraldine Craven**

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**From:** Northern BC Tourism <info=nbctourism.com@mail122.suw13.rsgsv.net> on behalf of Northern BC Tourism <info@nbctourism.com>  
**Sent:** July 31, 2018 10:40 AM  
**To:** inquiries  
**Subject:** Forest Fire Area Restriction for Shovel Lake

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[View this email in your browser](#)



*Forest Fire Area Restriction - July 31, 2018*

## **Area restriction in effect for Shovel Lake wildfire in the Burns Lake/Fraser Lake region**

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Effective immediately, there is an area restriction order for Crown land in the vicinity of the Shovel Lake wildfire, which is burning about 30 kilometres northeast of Burns Lake and about 25 kilometres northwest of Fraser Lake.

The Shovel Lake fire currently covers about 2,000 hectares. The BC Wildfire Service has 75 personnel on site today, supported by 17 pieces of heavy equipment, five helicopters and airtankers.

This area restriction was put in place to protect public safety due to the wildfire's rate of spread and to avoid interference with fire suppression efforts. The area restriction will remain in place until noon on Sept. 15, 2018, or until the order is rescinded. The area restriction order applies to all Crown land outlined on the map that is available online [here](#).

Under this order and the Wildfire Act, a person must not remain in or enter the Shovel Lake wildfire restricted area without prior written authorization from an official designated for the purposes of the Wildfire Act, unless the person enters the area only in the course of:

- travelling to or from a principle residence that is not under an evacuation order;



- travelling to or from leased property for the purposes of accessing a secondary residence or recreational property that is not under an evacuation order;
- travelling as a person acting in an official capacity;
- travelling for the purpose of supporting wildfire suppression activities;
- using a highway as defined in the Transportation Act; and
- engaging and/or participating in agricultural activities pertaining to livestock management on private or leased property.

Click [here](#) for the official news release.

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To report any wildfire, unattended campfire or open burning violation, call 1 800 663-5555 toll-free, or \*5555 on a cellphone. For the latest information on current wildfire activity, burning restrictions, road closures and air quality advisories, go to: [www.bcwildfire.ca](http://www.bcwildfire.ca)

You can also follow the latest wildfire news:

- Twitter: <http://twitter.com/BCGovFireInfo>
- Facebook: <http://facebook.com/BCForestFireInfo>



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261

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## Update # 3 August 24, 2018

*Please forward/share internally as required.*

### Response & Preparedness

Northern Health Emergency Operations Centres continue planning for and monitoring wildfire-related impacts to NH facilities and services. With the exception of Stuart Lake Hospital in Fort St. James, no NH facilities are currently under evacuation alert or order. Northern Health proactively transferred patients and residents to Vanderhoof on August 16<sup>th</sup>, out of an abundance of caution while that community remains on evacuation alert.

If a person is seeking to locate a loved-one who is a Northern Health patient or client that was transferred to Vanderhoof from Fort St. James, please call 1-250-567-2013 to locate them in Vanderhoof.

NH has updated its [Health care information for evacuees](#) in Burns Lake, Terrace, Prince George, and Vanderhoof on the NH website, along with [other resources](#) related to public health, both during and following wildfire or smoky skies events. Northern Health staff and leadership have also been actively engaging with ESS reception sites and supporting evacuees as required in additional communities receiving those affected by wildfires including sites in Fraser Lake, Chetwynd, Dease Lake, Kitimat, and Smithers.

### Updates and information

Northern Health continues to work and share information with the First Nations Health Authority (FNHA), Emergency Social Services (ESS), and Health Emergency Management BC (HEMBC), among other agencies.

The following links to helpful resources can be shared across stakeholder networks as wildfire season continues:

- [Air Quality and Smoky Skies](#)
- [Emergency Info BC: Information for Residents Affected by Wildfire](#)
- [First Nations Health Authority Wildfire Information Portal](#)
- [Evacuee Health Care](#)
- [Active Wildfires Map](#)
- [Road Updates - DriveBC](#)

We will continue to update you on this situation. If you have questions or concerns, please contact Steve Raper at [Steve.Raper@northernhealth.ca](mailto:Steve.Raper@northernhealth.ca) or 250-640-0904.

267 Board-Receive



## **Executive Resolution on Greyhound**

July 18, 2018

In response to the decision by Greyhound to withdraw bus service throughout BC and across the Prairies, the UBCM Executive will be bringing forward a Special Resolution to the 2018 UBCM Convention seeking provincial and federal government support to find a national transportation solution. Executive members endorsed the direction at their July 13th Executive meeting.

In addition to the Special Resolution, the Executive will be seeking a meeting as soon as possible with BC's Minister of Transportation and Infrastructure, Claire Trevena to determine how the Province plans to respond to Greyhound's news.

UBCM is also reaching out to the Federation of Canadian Municipalities to identify where there are opportunities to collaborate and coordinate on a national local government response. Local governments with comments on this issue are asked to contact Marie Crawford, General Manager of Richmond Operations.

### **Follow Us On**

- Twitter: @ubcm



## Legislative Changes Proposed for Alternate EA Directors

July 18, 2018

UBCM's Ad-Hoc Committee on Alternate 'Unelected' Electoral Area Directors has completed its deliberations and conveyed its recommendations for legislative changes to the Minister of Municipal Affairs and Housing. The Ad-Hoc Committee was established in April 2017 to discuss the issue of alternate "unelected" directors.

Committee members were specifically asked to identify possible courses of action for addressing the challenges faced by regional district boards when elected directors are unable to serve and alternates take on a more permanent role.

The Committee's legislative recommendations are as follows:

1. Remove the "requirement" to appoint an alternate director.
2. Require that a by-election be held if a director does not attend meetings for six months.
3. Permit an appeal to the Minister should a 2/3 majority of the board feel more time should be given to the director, beyond six months.
4. Establish a quorum for regional board meetings that requires a 2/3 majority of elected officials thereby eliminating a situation where unelected alternate board members make up the majority and therefore able to make decisions.
5. Align regional districts with councils in regards to filling vacancies so that a by-election is not necessary if the vacancy occurs in the year of a general local election.

The Committee also recommended that, as a best practice, regional district bylaws stipulate that only an elected official can receive a director's stipend.

The Ad-Hoc Committee issued a discussion paper, made presentations, and sought feedback at both the EA Forum and CEO-CAO Forum in early 2018. This feedback informed the recommendations developed by the Committee.

UBCM wishes to thank the members of the Ad-Hoc Committee for all of their work:

*Al Richmond, Ad-Hoc Committee Chair, Cariboo RD*

*Wendy Booth, UBCM Executive, East Kootenay RD*

*Art Kaehn, UBCM Executive, Fraser-Fort George RD*

*Janis Bell, CAO, Cariboo RD (retired in December 2017)*

*John MacLean, CAO, Kootenay Boundary RD (2017) /Cariboo RD (2018)*

*Paul Gipps, CAO, Fraser Valley RD (joined Committee in January 2018)*

*Jim Martin, CAO, Fraser-Fort George RD*

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264

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## **Policing Communication Portal Launched**

July 18, 2018

UBCM and the Ministry of Public Safety and Solicitor General have partnered to develop a local government policing communications portal. This portal is intended to provide UBCM members with broad background information regarding policing in British Columbia.

Currently, information is available under the following categories:

- Structure of Policing in BC
- Local Governments with Populations Under 5,000
- Local Governments with Populations Over 5,000
- Statistics and Reporting
- Acts and Agreements

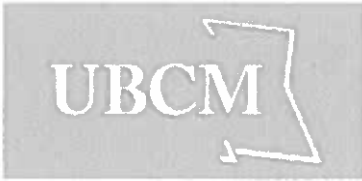
The idea for the portal came out of discussions within the RCMP Local Government Contract Management Committee (LGCMC). The portal is expected to evolve over time, based in part on issues identified by the UBCM membership and LGCMC.

Feedback, suggestions or questions may be directed to Bhar Sihota, UBCM Policy Analyst.

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## Consultation on Recycle BC's Program Plan

July 18, 2018

Recycle BC is conducting a second phase of consultation on an updated product stewardship program plan for packaging and printed paper. Stakeholder feedback may be provided to Recycle BC up to September 6th, 2018.

Substantive updates are being made to Recycle BC's draft program plan that include:

- an increased general recovery target; material-specific targets for plastics, metal, glass and paper;
- a broadened scope of obligated material to include packaging-like products and single-use plastic products such as drinking straws, plastic cutlery.

### Follow Us On

- Twitter: @ubcm

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## PURPOSE

Provincial honours are a memorable and distinctive way for the government of British Columbia to thank and pay special tribute to those British Columbians whose lives exemplify excellence and achievement of the highest order. The men and women we honour are truly representative of the province of British Columbia's caring and diverse society, and their lives and deeds stand as shining examples for us all.

In 1989, the government of British Columbia established the British Columbia Medal of Good Citizenship to recognize persons who have acted in a particularly generous, kind or selfless manner for the common good without expectation of reward. This Medal was launched in 2015.

## WHO IS ELIGIBLE?

Any Canadian citizen who is a current or former long-term resident of British Columbia is eligible for nomination for the BC Medal of Good Citizenship. No elected federal, provincial or municipal representative may be awarded the Medal while such person remains in office. The Medal is not awarded for acts of bravery. Self-nominations will not be accepted. There is no age limit—youth nominations are welcome.

## HOW ARE RECIPIENTS SELECTED?

An independent selection committee considers all nominations.

## WHEN IS THE DEADLINE?

Nominations are accepted year-round. The person submitting the nomination must sign nomination forms.

## NOMINATION GUIDELINES

The completed signed nomination form, 500 word description of achievement, two signed testimonials and any supporting materials must be submitted electronically as one package. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered. Please contact the Honours and Awards Secretariat for alternate submission options if required.

## NEED MORE INFORMATION?

Additional information and nomination forms may be obtained by contacting the British Columbia Honours and Awards Secretariat at 250-387-1616 or by email to [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca)

The information on this form is collected under the authority of the Section 26(c) and 27(1)(c) of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996 c.165] and will help us to assess the eligibility and to notify recipients of the Medal of Good Citizenship.

By submitting this form you are confirming that individuals who have agreed to submit letters in support of this nomination have authorized you to provide their information as disclosed on this form.

If you have any questions about the collection, use or disclosure of this information, please contact the Honours and Awards Secretariat at 250-387-1616 or by e-mail at [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca). Knowledge of a proposed nomination should be restricted to the individuals compiling the nomination.

267

## B.C. MEDAL OF GOOD CITIZENSHIP – NOMINATION FORM

### Legal Name of Person being Nominated

Mr. [REDACTED]

PREFIX

FIRST NAME

LAST NAME *(include post-nominals where applicable)*

TITLE

ORGANIZATION

ADDRESS

CITY/TOWN

British Columbia [REDACTED]

PROVINCE

POSTAL CODE

TELEPHONE

CELL

EMAIL

*Is your nominee a resident of British Columbia?*

DATE OF BIRTH (YYYY/MM/DD)

YES

NO *(specify)*

SHORT DESCRIPTION OF ACHIEVEMENT *(maximum 10 words)*

### Name of Nominator

Mr. [REDACTED]

PREFIX

FIRST NAME

LAST NAME *(include post-nominals where applicable)*

TITLE

ORGANIZATION

ADDRESS

CITY/TOWN

British Columbia [REDACTED]

PROVINCE

POSTAL CODE

TELEPHONE

CELL

EMAIL

SIGNATURE OF NOMINATOR

DATE (YYYY/MM/DD)

### Names of Nomination Supporters

Following are names of two people or organizations who have agreed to submit letters in support of my nomination:

NAME

NAME

EMAIL

EMAIL

TELEPHONE

TELEPHONE

Send the completed form and supporting material electronically to [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca).

## Useful Contacts:

MAIL: Honours and Awards Secretariat  
P.O. Box 9422 STN PROV GOVT  
Victoria, BC V8W 9V1

COURIER: 2<sup>nd</sup> Floor, 620 Superior Street  
Victoria, BC V8V 1V2

Nominations are accepted year-round. The person submitting the nomination must sign nomination forms.

For more information, contact the British Columbia Honours and Awards Secretariat at 250-387-1616 or by email to [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca)

## Each nomination must include the following:

- ▶ The completed nomination form signed by the nominator (including the 10 word summary)
- ▶ Description of achievement (500 words) submitted electronically describing:
  - ▶ an achievement which emphasizes and encourages the virtue of good citizenship by showing that the individual being nominated exemplifies that virtue;
  - ▶ the impact of the achievement and how the achievement enriched the lives of others;
  - ▶ what made this an outstanding achievement— indicate any extraordinary circumstances or challenges the nominee faced, if applicable include statistics or historical background;
  - ▶ examples of ongoing leadership and dedication;
  - ▶ how long you have known the nominee;
  - ▶ when the achievement was initiated and completed.
- ▶ A minimum of (2) two signed testimonials from (2) two separate individuals, other than the nominator, who have direct knowledge of the value and impact of the achievement and who support your nomination. Please ensure that the contact information (address, telephone number and e-mail) for the testimonial writers is included in the letter. Please *do not exceed six letters*. They must be on 8½ x 11" paper, typed or clearly hand-written in dark ink.

## Additional Information

You may provide material in support of your nomination. Please ensure that this material is succinct and directly relevant to the nomination. All support materials must be on 8½ x 11" paper, typed, reproduced or clearly hand-written in dark ink. Do not send originals of important or official documents, as they will not be returned.

## ACCEPTABLE

- ▶ Including an expanded statement of your reasons for the nomination
- ▶ Biography of the nominee
- ▶ List of achievements

## NON-ACCEPTABLE

- ▶ Cassettes
- ▶ Videotapes
- ▶ Compact discs
- ▶ Photographs
- ▶ Albums
- ▶ Newspaper clippings (unless photocopied onto 8½ x 11" paper) as they will be discarded

**PLEASE NOTE:** Nominations should be submitted electronically whenever possible. The completed Nomination Form, testimonial letters and any supporting materials are accepted year-round. The person submitting the nomination must sign nomination forms.



BRITISH  
COLUMBIA

## Submitting your completed application

Please review and acknowledge the following. Please email your completed nomination to [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca). Note that Supporters may be contacted to validate their testimonials.

- The Nominator (the person completing this form) is clearly identified and the contact information is complete to allow correspondence from the Honours and Awards Secretariat.
- Description of achievement (500 word max) is included.
- Two signed testimonials from two separate individuals, other than the nominator, are attached.
- The Freedom of Information requirements as specified are understood.
- I hereby declare that all the information provided in this application is true and accurate in every respect. I understand that the nominee would be denied the Medal if the information is found to be inaccurate for any reason.



269

Board - Receive



## Provincial Update on Ride Sharing

July 25, 2018

Transportation Minister Claire Trevena has announced that the Province will increase the number of taxis throughout the province while easing the way for ride-sharing services by fall 2019. The Province's direction comes in response to a report and recommendations from industry expert Dan Hara who consulted with industry and stakeholders last fall.

Provincial direction was also informed by a February 2018 report from an all-party legislative committee that identified the need to modernize the Passenger Transportation Act.

The Province has committed to acting immediately on increasing the number of taxis by 15% across the Province; providing flexibility to the taxi industry to discount fares on trips booked by an app; and ensuring the Passenger Transportation Board has better data and information to ensure transportation needs are being met while ensuring accessibility and safety.

Hara will be retained by the Province to assist and advise government, and work with the PTB to further consult with industry, including major rideshare stakeholders.

Legislation is expected in the fall sitting.

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Board- Receive



## **Phase 2 Funding Announced for Connectivity**

July 25, 2018

The Province has announced funding for local governments, internet service providers and community organizations to support and expand high-speed internet access. This round of funding will include two streams: Connectivity Infrastructure Strategy Funding and Last-Mile Project Funding. The Northern Development Initiative Trust will administer both programs.

For further information on this new round of funding watch the video explaining the program or connect directly with the Northern Development Initiative Trust.

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## Executive Meeting Highlights

July 25, 2018

Executive members met on July 11-13, 2018 in Richmond to hold their quarterly Committee and board meetings. In addition to a full complement of Committee meetings, the July Executive meeting agenda provides closure on a number of year-end matters but also establishes direction for the year ahead through the proposed annual work plan. Executive members also reviewed over 200 resolutions submitted for consideration at the 2018 Convention.

### Highlights of the July 13th Executive meeting include:

- received a report on the President's activities since the last meeting.
- approved a record high number of resolutions at 208 for consideration in September. See report from the Resolutions Committee.
- received an update on the following policy files: Vessel Operation Restriction Regulations; Problem Vessels; New RCMP Labour Relations Regime; Legalization of Cannabis; Electronic Roadside Ticketing; Traffic Fine Revenue Sharing Program; Auditor General for Local Government; *The Safe Drinking Water for First Nations Act*; Care Home Sprinkler Safety; Farm Assessment – Medical Cannabis Grow Operations; Federal Additions to Reserve Policy; Federal Comprehensive Land Claims Policy; Emergency Program Act Review; BC Ferries; National Inquiry into Missing & Murdered Aboriginal Women and Girls; Licensing of Commercial Dog & Cat Breeding; Auxiliary Program; 911 Call Answer Levy; Assessment Appeals: special use properties; Off Road Vehicle Management Framework; Natural Resource Roads Act.
- received an update on housing and adopted a communications strategy to continue to articulate recommendations from UBCM's Housing Strategy and promote evidence and research that informs a comprehensive approach to affordability.
- received an update on the activities and work undertaken by the Working Group for Responsible Conduct including, and approved, the distribution of a model code of conduct and companion guide.
- received a copy of UBCM's submission to Province as part of its review of the Freedom of Information and Privacy Protection Act.
- received a report from the 2018 Nominating Committee advising that the nominations process for Executive positions was underway and that the appointment of Chief and Deputy Chief Scrutineer had been completed.
- received reports on the annual review of MOU and Agreements; Financial Statements for the month and year ending May 31, 2018; annual statutory compliance report; a year-end status report of the 2017-18 annual work program; and the proposed work plan for 2018-2019.
- approved the Preliminary Budget for 2018-2019.
- received a report on meetings with visiting Cambodian officials as part of UBCM's International Program work through FCM.
- received an update on the legalization of non-medical cannabis; including a summary of recently passed legislation and work undertaken by UBCM and the Joint Provincial-Local Government Committee on Cannabis Regulation.
- received a report on the five year review of the Auditor General for Local Government.

- received reports on the status of Local Government Program Services (funding programs) and a status report on the federal Gas Tax Program.
- received a report on staff activities since the May meeting.
- received a delegation from the Ministry of Attorney General staff on the proposal to amend the Traffic Fine Revenue Sharing agreement.
- approved tentative dates for 2018-2019 Executive meetings, subject to approval by the incoming Executive in September.
- received a status report on UBCM's legal assistance fund.
- approved the annual allocation of \$7,500 to the Board of Examiners in support of the Jeff McKelvey scholarship fund.
- received a financial statement on the UBCM-FCM Small Communities Travel Fund.
- received the financial report for the period ending May 31, 2018.
- received a staff report on recent activities and updates for the Local Government Program Services and the Gas Tax Fund.
- received a delegation from the Honourable Selina Robinson, Minister of Municipal Affairs and Housing, and discussed: Phase 2 infrastructure funding; cannabis legalization and taxation; new provincial climate action goals; the *Fire Safety Act*; and the report on Alternate Area Directors.
- met with the First Nations Summit and renewed our Protocol on Cooperation and Communication.

#### **Highlights of the July 12th Committee meetings:**

##### **Presidents Committee**

Presidents Committee members approved recommendations for the winners of the 2018 Excellence Awards which will be presented at the 2018 Convention; received a status report on the implementation of a UBCM Convention Code of Conduct; discussed next steps with respect to the Commercial Vehicle Licencing Program; received interim report on 2018 member visits; discussed communications strategy related to housing; confirmed participation in FCM's Towards Parity in Municipal Politics National working group; discussed the federal government's Investing in Canada infrastructure program; and approved UBCM's new Employee Policy and Reference Guide.

Committee members also received the financial statements; reports on staffing; UBCM investment policy; 2018 Annual Report; member services; and discussed a number of year end matters such as the preliminary budget for 2018-2019. Delegations were received from KPMG (UBCM auditors) who discussed the Audit Findings Report, and from the Municipal Pension Plan Trustees and Plan Partners.

##### **Resolutions Committee**

Mayor Sharon Gaetz, Chair of the Resolutions Committee, presented the Committee's comments and recommendations on 208 resolutions to the Executive. She noted 205 resolutions came through the Area Associations and directly from members by the June 30 deadline. The three remaining resolutions include one Extraordinary Resolutions (ER1) and two Special Resolutions (SR1 and SR2) which are being put forward by the UBCM Executive.

The Extraordinary Resolution, ER1, addresses the handling of off-the-floor resolutions. SR1 will address cannabis tax revenue sharing; and SR2 will address the loss of Greyhound bus service across BC and throughout Western Canada.

The Executive approved comments and recommendations on the resolutions for consideration at the 2018 Convention. These resolutions will now be published in the 2018 Annual Report and Resolutions Book.

Due to the earlier UBCM Convention date, the Annual Report and Resolutions Book will be distributed first as a soft copy, via email to members; and posted to the UBCM website by the August 10 deadline. Hard copies will be distributed later in August to all elected officials and CAOs.

Mayor Gaetz also noted that Ian Izard, Q.C., the parliamentarian for the Annual Convention, provided training for the members of the Resolutions Committee. Mr. Izard reviewed the Convention Rules and Procedures for Handling Resolutions with the Committee members, and discussed techniques for supporting the flow of debate while remaining responsive to the assembly.

### **Convention Committee**

The Committee received updates on the overall planning schedule for the upcoming Convention as well as reports on catering and sponsorship. The Committee provided comments and recommendations on the session proposals that were submitted and brought forward for Executive approval.

### **Environment Committee**

The Environment Committee received two delegations from the Ministry of Environment and Climate Change Strategy. The first was on the Province's work on the Species at Risk legislation and the Species and Ecosystems at Risk Charter. The second was on provincial initiatives on spill planning and preparedness.

The Committee also received and discussed a report on BC's Environmental Assessment Revitalization Process, and recommended making a submission on the recently released discussion paper on the process. The Committee also received an update on provincial action on climate change, including new legislation and measures supporting the creation of a new climate change strategy. Committee action reported in the annual UBCM report was also reviewed.

### **Community Economic Development Committee**

The Committee received reports on forestry noting that UBCM had made a submission to the BC Forest Inventory Review Panel; congratulated Vice-Chair, Councillor Brian Frenkel, on his appointment to the Private Forest Land Council; and received the Minister of Forests' response to referred resolution 2017-B66 on management and preservation of old growth forests.

The Committee also discussed the status of the BC Utilities Commission inquiry into electric vehicle charging infrastructure; reviewed the draft survey questions by the Ministry of Jobs, Trade and Technology on local economic development; agreed to provide a submission in response to the discussion paper released on the Environmental Assessment Revitalization Process; and received information on BC's aquaculture policy and Greyhound service withdrawal.

A delegation was also received from the Ministry of Jobs, Trade and Technology, seeking local government input into BC's Provincial Nominee Program – Entrepreneur category in order to best promote settlement outside the major urban centres, encourage regional economic development, and ensure entrepreneurs are filling a void/need within a community, including determining that the right supports are in place within the community to assist the entrepreneur.

### **Healthy Communities Committee**

The Committee received a delegation from the Honourable Katrina Chen, Minister of State for Child Care and Christine Massey, ADM, Ministry of Children and Family Development. The group discussed the Universal Child Care program, including the need for flexible childcare, increased wages for early childhood educators, and the need to move child care to the Ministry of Education. The group also discussed funding streams, and the UBCM/Coalition of Child Care Advocates project on childcare in rural and remote communities.

The Committee also reviewed a request from the BC Alliance for Healthy Living to provide a financial contribution towards their advocacy. A decision was made that UBCM would provide \$1500 for the 2018/2019 fiscal year.

Updates were received on the Regional Hospital District Convention session and the Emergency Medical Assistants Education Fund. Committee action reported in the annual UBCM report was also reviewed.

### **Community Safety Committee**

Community Safety Committee members considered reports regarding changes to liquor policy; the Traffic Fine Revenue Sharing Agreement; the BC Flood and Wildfire Review; relevant policing activities and issues, including security requirements for the June 2018 G7 Leaders' Summit and the most recent Local Government Contract Management Committee meeting; and, the 2018 Annual Report. The Committee also discussed and considered an amended referred resolution seeking to expedite accident clearing.

### **Indigenous Relations Committee**

The Committee discussed ongoing work towards renewing an MOU on communications and consultation on Indigenous policy and initiatives with the Province, as well as the renewal of a Protocol on Cooperation and Communication with the First Nations Summit. The Committee also received information on the Draft Principles on the Province of British Columbia's relationship with Indigenous peoples.

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## Attracting New Doctors through Community Collaboration

July 25, 2018

With demand for primary care on the rise, communities are taking an active role in working with partners to attract new doctors. Learn how Chilliwack's collaborative efforts successfully brought new family doctors to their region.

Like many communities across the province, Chilliwack needed more family doctors to meet increasing demand from its growing population. To help attract doctors who are the right fit to live and work in the region for the long term, Chilliwack Economic Partners Corporation, an economic development organization funded by the City of Chilliwack, partners with the Chilliwack Division of Family Practice to recruit just the right candidates.

"We strive to recruit doctors who want to build their lives here," says Katrina Bepple, executive director for the Chilliwack Division of Family Practice, which represents family doctors in Chilliwack, Agassiz, Seabird Island, and Hope. "Patients benefit from having an ongoing relationship with a doctor or family practice office, so our priority is to attract doctors who will want to stay."

The key, says Bepple, is to "attract the doctors and retain the families." Questions relating to lifestyle, job opportunities for spouses, housing, and schools top the list of priorities prospective family doctors ask about when considering a move. As those topics are beyond what retiring physicians looking to sell their practices or recruiting clinics can answer, the Division stepped in to create what it calls "red-carpet recruitment," a process which relies on active community participation for success. After careful screening, doctors considering a move to the Chilliwack region are provided with not only detailed information about community life but also personalized, guided tours.

"We know our community really well, right down to the distinct characteristics of different neighbourhoods," says Netty Tam, manager of Business Development for Chilliwack Economic Partners Corporation. "The Division provides the medical side of the tour: the hospital, the clinic or practice, as well as answers any questions about working as a local family doctor. What we do is showcase all our community has to offer to both the doctor and their family from a lifestyle perspective."

"It was so welcoming," says Dr Dominick Black, a family doctor who chose to relocate with his wife from just outside London, England. "We knew a bit about the city from a doctor friend who was already living here. The president of the Chilliwack Economic Partners, Brian Coombes, took us to lunch and then spent time driving us around and showing us the city. The Division was also fantastic, showing us the primary care clinic in the hospital where I'd be working and even finding us a house to rent."

To help those considering a move to Chilliwack, the City of Chilliwack and Chilliwack Economic Partners created a website to provide information on moving to, living and working in the region. The Chilliwack Division of Family Practice's website offers complementary information aimed specifically at family doctors and nurse practitioners. [PracticeinBC.ca](http://PracticeinBC.ca), developed with funding from Doctors of BC and the BC Government, offers a one-stop information source for doctors locally and around the world who are considering a career in BC.

"Collaborating with the city on recruitment has made a tremendous difference in attracting family doctors who will want to call our region home," says Katrina Beppe. "We are seeing results that further enhance the appeal of this beautiful place we call home."

"Everyone here is incredibly friendly and supportive," says Dr. Black. "My wife and I love it to bits."

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## **Province Reverses Decision on Fire Safety Act**

Aug. 22, 2018

UBCM has received correspondence from Public Safety Minister Mike Farnworth advising that the Province has directed the Office of the Fire Commissioner (OFC) to implement a single standard of fire safety for public buildings whether located in municipalities or unincorporated areas. This directive overturns a commitment made by the previous provincial government.

Members will recall UBCM reported in a January 20, 2016 Compass article that the provincial government had committed to making amendments to the new Fire Safety Act to remove the requirement for mandatory fire inspections by regional districts. This commitment to amend the Act, before being brought into force, came after extensive advocacy work by UBCM members including endorsement of resolution A3 at the 2015 Convention.

In response to the recently announced change in direction, the UBCM has re-activated the file and established a working group to meet with the OFC about what this means for regional districts. The OFC will discuss the direction on the Fire Safety Act at the upcoming Electoral Area Directors Forum on Tuesday September 11 at the UBCM Convention.

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## Interim Report on ALR and ALC

Aug. 22, 2018

Earlier this month, the Minister's Advisory Committee for Revitalizing the Agricultural Land Reserve (ALR) and the Agricultural Land Commission (ALC) released its interim report, including recommendations for legislative changes and other actions.

A number of the committee's requested changes reflect recommendations that UBCM made in our submission to the committee in March 2018. For example:

### UBCM Recommendations

Support the principles of consistency, fairness and transparency in the governance of agriculture lands, and endorse the critical importance of local decision-making in agricultural land use planning.

Consider the issue of farmland speculation.

Consider concerns regarding residential uses in the ALR.

### Advisory Committee Recommendations

Ensure province-wide decision making that is consistent and fair with an ALC governance structure that is flexible, locally-informed, regionally-represented, and puts 'agriculture-first'

Address speculation through better land use planning by only considering exclusion of ALR land through a joint local government-ALC land use planning process

Protect the ALR from residential speculation by establishing a maximum total floor area for all primary residences and providing local government flexibility to zone below the maximum; enable new regulations for residential siting, secondary dwellings and home plate size

In terms of cannabis production, UBCM had asked that the committee carefully examine the means of production of recreational cannabis and, at its May 2018 meeting, the UBCM Executive agreed to support a moratorium on the production of non-medical cannabis on ALR land until the provincial government undertook a review and consultation process.

The Advisory Committee's report also recommended an immediate moratorium (on all non soil-bound cannabis production in the ALR) pending an analysis of impacts, and that the ALC establish criteria for cannabis production, including the requirement for applications to the ALC for production.

However, in advance of the release of the interim report, the provincial government amended the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* in order to designate the specific means of lawful cannabis production that are considered farm use in the ALR. This amendment does not advance a moratorium on cannabis production in the ALR, but it does identify some forms of cannabis production as non-farm use - which allows local governments to prohibit or regulate this use and requires ALR landowners to make applications to the ALC for non-farm use.

The full Interim Committee Report, as well as a summary of the public engagement process, are available on the Ministry of Agriculture website. The final report is expected this fall.

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## Cannabis Production on the ALR

Aug. 22, 2018

In July 2018, the provincial government amended the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* in order to designate the specific means of lawful cannabis production that are considered farm use in the ALR.

In section 2(2.5), the amendment identifies cannabis production as a farm use only in the cases that production is:

- Outside in a field
- In a structure with a base made entirely of soil
- In a pre-existing structure, or a structure that is under construction, provided that the structure was, or is being, constructed for growing crops inside

As local governments cannot prohibit activities identified as a farm use (except under section 552 of the *Local Government Act*), the amendment allows for the types of cannabis production identified in section 2(2.5) to proceed anywhere in the ALR without application to the Agricultural Land Commission (ALC).

However, the amendment also has the effect of identifying all forms of cannabis production that are not identified above (i.e. new construction of cement-based buildings) as non-farm use – which allows local governments to prohibit or regulate this use and requires ALR land owners to make applications to the ALC for non-farm use.

The ALC has developed *Information Bulletin 04: Cannabis Production in the ALR*. This document provides detailed information on the recent regulatory changes and clarity on the procedures for non-farm use.

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**Geraldine Craven**

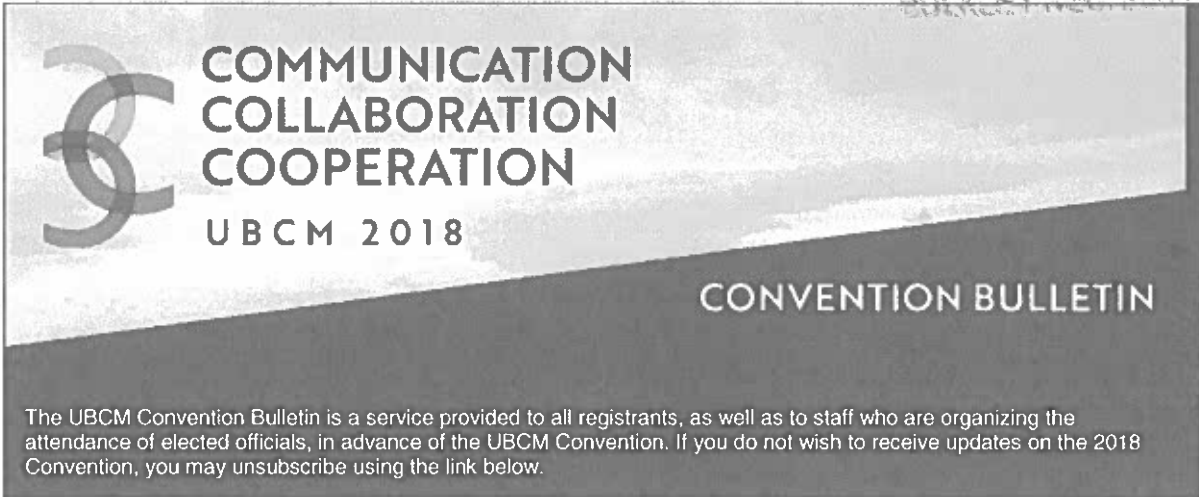
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**Government Appointments**

Requests for meetings with provincial government staff may be submitted to the [MACC Meeting Request Site](#) until July 27. After that date, please see the Provincial Appointments Desk at Convention to inquire about meeting availability. Please note that the meeting request system for meetings with the Premier and Cabinet Ministers is now closed.

July 23, 2018  
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**Annual Banquet**



An elegant and entertaining evening, the Annual Banquet is an opportunity for delegates and their partners to network with

colleagues from around the province. This semi-formal event includes a reception and three-course meal. Be prepared for an evening of exciting entertainment including an acrobat show by the Underground Circus, followed by a dance featuring the HairFarmers! Pre-registration is required and there will be no reserved seating.

## Networking Events

Convention is the perfect place to network - from Forum Lunches to Receptions and the UBCM Banquet. New for this year is the Excellence Awards Presentation & Networking open to all, held at the Westin on the evening of Tuesday, September 11. View the brief program online.

## Partner Program Group Tours



Don't miss the adventures and action in Whistler! This year, partners can book tours and experiences directly through Tourism Whistler. There are specific UBCM Partner Programs as well as the option to join tours with the general public. If you wish to explore other options click on the menu "View All Activities".

## Registration Cancellation Deadline

If you can no longer attend Convention, you must cancel your registration in writing to [convention@ubcm.ca](mailto:convention@ubcm.ca). Refund policies for cancellations are as follows:

- Cancel by August 3: 100% refund
- Cancel by August 24: 50% refund
- Cancel on/or after August 25: no refund

## Convention Code of Conduct

All UBCM Convention attendees are asked to read, understand and agree to comply with the Code of Conduct by signing off on

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the [Agreement and Acknowledgement Form](#) and returning it to UBCM at [codeofconduct@ubcm.ca](mailto:codeofconduct@ubcm.ca).

At the 2016 Convention, delegates endorsed resolution B103 asking UBCM to implement a convention code of conduct. Extensive work has been undertaken and we are pleased to advise that UBCM has a formal [Convention Code of Conduct](#) in place for the 2018 Convention.

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### 2018 Annual Report and Resolutions Book

The Annual Report and Resolutions Book is now available. Hard copies will be mailed out shortly to each local government with a copy for each CAO and elected official. If you are attending Convention, please bring the book with you.

August 13, 2018  
Bulletin #3



### Agricultural Tour



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Join the BC Ministry of Agriculture as we take a trip to the Pemberton Valley for an [Agricultural Tour](#) showcasing a number of new entrants, young successional farmers, and established farmers who are shifting focus to grow a variety of foods for local markets in



the Sea to Sky corridor. Partners and spouses are welcome as well, but must formally register for the tour.

### Childminding Registration Deadline Coming Up

A Child Minding Program will be offered once again during the 2018 Convention for elected officials of UBCM members at a nominal fee of \$30 plus GST per day per child. Elected officials of UBCM members requiring child-minding services must register by **August 17, 2018**. For more information, please contact Jennifer at [jkwok@ubcm.ca](mailto:jkwok@ubcm.ca) or visit the [UBCM Childminding webpage](#).

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- Cancel by August 24: 50% refund
- Cancel on/or after August 25: no refund

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### Download the UBCM Convention Event App



August 20, 2018  
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Explore many new functions this year:

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- Customizable calendar
- Session notes

- Session evaluation

To download, search **UBCM** on your app store and take an early sneak peek of the Program! Download here for [Apple](#) and [Android](#) devices.

### Sponsor Showcase

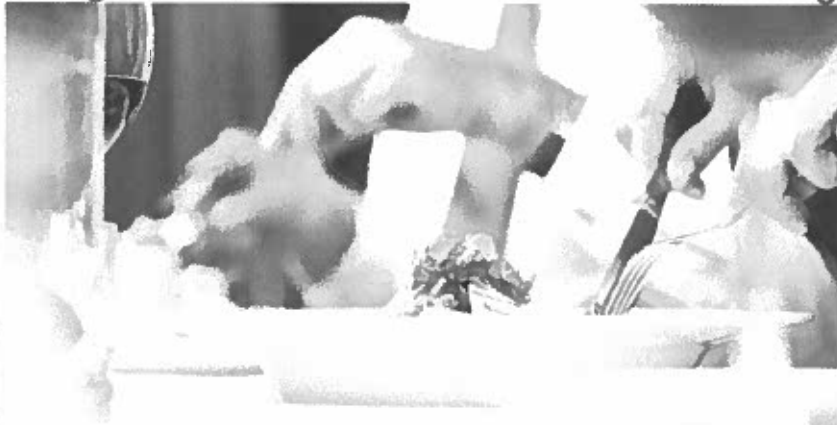
UBCM would like to thank all the 2018 Convention [sponsors](#) for their support. Be sure to check out the [Sponsor Showcase](#) exhibits in the Grand Foyer of the Whistler Conference Centre.

### Community Excellence Awards Ceremony

The winners of this year's [Community Excellence Awards](#) will be announced at 5:00 pm on Tuesday, September 11th at the Westin Hotel in Whistler. The awards recognize and celebrate UBCM members that have implemented projects and programs demonstrating excellence in meeting the purposes of local government in BC. This event will only be open to registered Convention delegates, please wear your name tags to ensure admittance.

There will be reserved seating at the front for five delegates from each of the submitting communities. RSVPs for the reserved seats are not required. Please notify staff at the door that you are with one of the submitting communities. We look forward to seeing you at the awards!

### Delegates' Lunch - Dine Around Whistler Village



This year, delegates are encouraged to explore the different options offered around Whistler Village. Advanced ticket purchase is not required; delegates are invited to order and purchase their lunches from the [participating restaurants](#) or take this opportunity to find a new favourite!

EVERY GOLDEN  
DROP OF OIL  
IS A GOLDEN  
OPPORTUNITY.

Recycle your motor oil and  
do your part for the planet.

UBCM

BC Used Oil

289

## Convention Code of Conduct

All UBCM Convention attendees are asked to read, understand and agree to comply with the Code of Conduct by signing off on the [Agreement and Acknowledgement Form](#) and returning it to UBCM at [codeofconduct@ubcm.ca](mailto:codeofconduct@ubcm.ca).

At the 2016 Convention, delegates endorsed resolution B103 asking UBCM to implement a convention code of conduct. Extensive work has been undertaken and we are pleased to advise that UBCM has a formal [Convention Code of Conduct](#) in place for the 2018 Convention.

## Registration Cancellation Deadline

If you can no longer attend Convention, you must cancel your registration in writing to [convention@ubcm.ca](mailto:convention@ubcm.ca). Refund policies for cancellations are as follows:

- Cancel by August 24: 50% refund
- Cancel on/or after August 25: no refund

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290

**Cheryl Anderson**

---

**Subject:** FW: Message from Emergency Management BC

**Importance:** High

**From:** [info@civicinfo.bc.ca](mailto:info@civicinfo.bc.ca) <[info@civicinfo.bc.ca](mailto:info@civicinfo.bc.ca)>

**Sent:** August 24, 2018 1:52 PM

**To:** 'CivicInfo BC' <[info@civicinfo.bc.ca](mailto:info@civicinfo.bc.ca)>

**Subject:** Message from Emergency Management BC

**Importance:** High

\*\*\*\*\*

This message is being sent by CivicInfo BC to all UBCM Member Municipalities, Regional Districts and First Nations on behalf of the Emergency Management BC.

\*\*\*\*\*

**Subject:** Invitation to Meet and Discuss 2018 BC Floods and Wildfires During UBCM Convention  
**Intended Recipient(s):** Mayors/Regional District Chairs/Islands Trust Chair/CAOs and cc: Administrative Assistants and Chiefs and Chief Councillors and cc: Secretaries and Alternates  
**Attachments:** None. See message below.

If you have received this message in error, we ask that you forward it to the appropriate person in your office.

\*\*\*\*\*

MESSAGE:

**Address to Union of British Columbia Members (UBCM) – 2018 Convention**

Senior staff from Emergency Management BC (EMBC) and Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) are pleased to offer UBCM Delegates an opportunity to meet to discuss matters related to the 2018 BC Floods and Wildfires.

The Provincial government is committed to making improvements regarding how British Columbia prepares for, responds to, and recovers from floods and wildfires. Several recent reports, such as "Addressing the New Normal: 21st Century Disaster Management in BC" have provided invaluable recommendations on this topic. The planned meetings with EMBC and FLNRORD staff during UBCM will provide an opportunity for delegates to communicate:

- What practices or circumstances have improved or worsened during the 2018 flood and wildfire seasons; and,
- Any new observations or recommendations which may have emerged.

The meetings will be held at the Hilton Whistler Resort & Spa on Tuesday, September 11, 2018, Wednesday, September 12, 2018 and Thursday, September 13, 2018. Meetings will be twenty minutes in length, in order to accommodate the maximum number of participants over the course of the three days.

291

If you would like to request a meeting at the upcoming Convention please contact Danielle Woodcock via email at [Danielle.Woodcock@gov.bc.ca](mailto:Danielle.Woodcock@gov.bc.ca) or via phone at 250-356-0840.

Sincerely,

Rebecca F. Denlinger  
Deputy Minister  
Emergency Management BC

\*\*\*\*\*

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CivicInfo BC makes no representations or warranties whatsoever, either expressed or implied, with respect to the accuracy, reliability or suitability for any purpose, of the information contained or referenced in this message.

\*\*\*\*\*

292



LEGISLATIVE ASSEMBLY  
of BRITISH COLUMBIA

**BY EMAIL**

August 13, 2018

Chair Bill Miller and Directors  
Regional District of Bulkley-Nechako

Dear Chair Miller,

**Re: 2018 UBCM Official Opposition Meeting Opportunities**

With the 2018 Union of BC Municipalities (UBCM) Convention in Whistler fast approaching, the Members of the Official Opposition would like to extend an invitation to meet during the UBCM Convention. As the Official Opposition, we value the positive working relationships we have with local governments and will continue to strongly advocate for you in Victoria. As the Opposition Critic for Municipal Affairs, I look forward to learning more about the unique challenges and opportunities facing your community. To set up a time to meet with me or any of our opposition critics at UBCM Convention, please contact Parveen Sandur at [Parveen.Sandur@leg.bc.ca](mailto:Parveen.Sandur@leg.bc.ca) or via telephone at 250-953-4759.

Our Caucus is once again hosting several roundtable discussions which will offer an opportunity for community leaders such as yourself to share your valuable knowledge and experience with the issues as well as provide any strategic recommendations. All three roundtables will be held at the Aava Whistler Hotel on Thursday, September 13:

TOPIC	CRITIC(S)	TIME	ROOM
Downloading onto Local Communities	Todd Stone	2:30-3:15pm	Summit A
Speculation Tax	Shirley Bond Tracy Redies	3:30-4:15pm	Summit A
Housing/Mental Health/Opioids	Todd Stone Jane Thornthwaite	4:30-5:15pm	Summit A

On Friday, September 14 we will be hosting the Official Opposition Breakfast at the Hilton Whistler in the Mount Currie Ballroom for all delegates from 6:30am to 7:55am and I invite you to join us for a hot breakfast to continue the conversation with our Caucus Members.

BC Liberal Official Opposition  
Parliament Buildings  
Victoria, BC V8V 1X4



293



LEGISLATIVE ASSEMBLY  
of BRITISH COLUMBIA

Serving as an MLA for the past five years, I have developed tremendous respect for the work of local governments. The passion you have for bettering your communities is inspiring. Local governments are often thought of as the “boots on the ground” when it comes to government interaction with our shared constituents. While times of crisis allow you to demonstrate the responsiveness and flexibility of your governments, your consistent and reliable delivery of services such as water, solid-waste collection, and arts and recreation programs, are essential to the quality of life we all enjoy as BC residents. It is my job to ensure you are receiving the necessary Provincial resources and supports to continue to provide these quality-of-life services to your residents.

In the spirit of this year’s convention theme of *Communication, Collaboration and Cooperation*, I hope each of you will take the time to meet with me and my caucus colleagues during the UBCM Convention so we can connect directly, learning of your greatest needs and opportunities. Solutions are possible when we work together towards creative and positive outcomes for our communities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd G. Stone'.

Todd G. Stone, MLA  
Official Opposition Critic for Municipal Affairs

294

**Geraldine Craven**

**From:** Resource Breakfast Series <info=c3alliancecorp.ca@mail73.atl31.mcdlv.net> on behalf of Resource Breakfast Series <info@c3alliancecorp.ca>  
**Sent:** August 21, 2018 3:27 PM  
**To:** Geraldine Craven  
**Subject:** 5th Annual Resource Breakfast Series - Additional Tickets Available!

[View this email in your browser](#)



September 11-13, 2018

## ADDITIONAL TICKETS AVAILABLE

**5<sup>th</sup> ANNUAL RESOURCE BREAKFAST SERIES**  
Garibaldi Lift Co. Bar & Grill, Whistler, BC • 7:00 am - 8:30 am

The 5<sup>th</sup> Annual Resource Breakfast series is quickly approaching. We are pleased to announce that, after meeting with the Garibaldi Lift Company (GLC) staff late last week, a limited block of additional tickets has been made available for the upcoming Breakfast Series. If you haven't reserved your tickets yet, registration is available at <https://resourcebreakfastseries2018.eventbrite.ca> or click below:



*Please register by Tuesday, August 28, 2018.*

## About the Event

This exciting yearly breakfast series will be held at Whistler's Garibaldi Lift Company, spanning three mornings. The breakfasts each focus on a different aspect of BC's resource sectors, including Mining, Energy, and Forestry. The Series presents an excellent opportunity for industry, community and provincial leaders to come together and discuss the latest news related to these sectors.



The *Resource Breakfast Series* has become a must-attend event with sellout crowds each day. We encourage you to purchase your tickets early, as seating is limited. We received many positive comments about the new format we launched last year, therefore we will continue with hosting panel discussions. We are pleased to include perspectives from the provincial government, local governments, resource sector leaders, and industry associations at each breakfast.

<b>MINING BREAKFAST</b>	Tuesday, September 11, 2018
<b>ENERGY BREAKFAST</b>	Wednesday, September 12, 2018
<b>FORESTRY BREAKFAST</b>	Thursday, September 13, 2018

296

**Time:** 7:00 am-8:30 am

**Style:** Buffet breakfast

**Location:** Garibaldi Lift Company

**Address:** 4165 Springs Lane, Whistler, BC, V0N 1B0

**Price:** \$25.00 + tax per breakfast

**Dress:** Business Casual

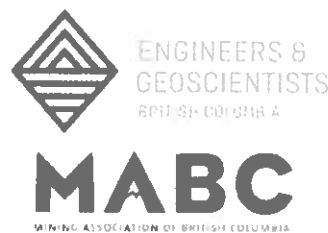
*Please note, this invitation is intended for elected local or provincial government representatives. If you are not an elected representative and still interested in attending, please contact the [event organizers](#). Did the registration button above not work? Use this URL: <https://resourcebreakfastseries2018.eventbrite.ca>*

**Thank You to Our Sponsors**

Series Patron Sponsor



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Mining Sector Breakfast



Energy Sector Breakfast



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Canada's Oil and Natural Gas Producers

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Opportunities for British Columbia's Energy for the world



Forest Sector Breakfast



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You are receiving this email based on past connections with our organization.

Our mailing address is:

Resource Breakfast Series  
688 West Hastings Street  
Suite 408  
Vancouver, BC V6B1P1  
Canada

[Add us to your address book](#)

298

RECEIVED

AUG 22 2018

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

**Clean Energy BC**

INVITES YOU TO THE

# **8TH ANNUAL UBCM RECEPTION**

IT WILL BRING TOGETHER GOVERNMENT,  
INDUSTRY AND ASSOCIATION LEADERS  
TO NETWORK AND DIALOGUE IN AN  
INFORMAL SETTING.

**DATE: TUESDAY SEPTEMBER 11TH 2018**

**LOCATION: HILTON. 4050 WHISTLER WAY.**

**CHEAKAMUS ROOM**

**TIME: 7:30PM - 10:00PM**

RSVP TO [LISA.BATEMAN@CLEANENERGYBC.ORG](mailto:LISA.BATEMAN@CLEANENERGYBC.ORG)

299

## Cheryl Anderson

---

**From:** Melany de Weerd  
**Sent:** August 27, 2018 5:37 PM  
**To:** Cheryl Anderson  
**Subject:** FW: Northern BC Electric Vehicle Workshop at UBCM (Sept 10 at 1 pm) - Registration Information  
**Attachments:** Northern BC EV Network - Project Overview.pdf

Thanks,

**Melany A. de Weerd**  
Chief Administrative Officer  
Regional District of Bulkley-Nechako  
Phone: (250) 692-3195  
[www.rdbn.bc.ca](http://www.rdbn.bc.ca)

**From:** Patricia Dehnel <pdehnel@communityenergy.bc.ca>  
**Sent:** August 8, 2018 3:44 PM  
**To:** Janice Keyes <jkeyes@communityenergy.bc.ca>  
**Cc:** Susan Chalmers <schalmers@communityenergy.bc.ca>  
**Subject:** Northern BC Electric Vehicle Workshop at UBCM (Sept 10 at 1 pm) - Registration Information

Dear Regional District Chairs, Mayors, and CAOs: (Please share with your Board, Council and Senior Staff. This invitation is open for all those planning to attend UBCM).

I would like to let you know about an exciting new project starting up in your area. Community Energy Association (CEA) is currently working with five Regional Districts, including North Coast, Kitimat-Stikine, Bulkley-Nechako, Fraser-Fort George and Cariboo RD, on an FCM funded feasibility study to create a network of electric vehicle charging stations connecting Kamloops to Haida Gwaii. We are facilitating a workshop at UBCM to bring together Mayors, Councillors, Regional Directors, CAO and senior staff from the study area and hope you might join us. Details are below and please see the attached project overview for information on the Highway 16/97 Electric Vehicle (EV) Network Feasibility Study. Please feel free to share this invitation and document with your colleagues. Hope to see you there. Janice

Get involved in EV planning in your region!  
Learn more at the 2018 UBCM EV workshop for local government elected officials and staff...

Monday, September 10 from 1:00 – 3:00 pm  
at the Tantalus Lodge in Whistler

- Meet the project team and Advisory Committee
- Understand the basics of EV charging, vehicle types and where the market is headed in BC
- Provide input on a draft network map for Highways 16 and 97
- Share local knowledge and identify key sites for EV charging stations in your community
- Register for this free workshop at <https://northernbcevworkshop.eventbrite.ca>



300

Janice Keyes, Senior Manager, Community Energy Engagement



**Community Energy  
Association**

*Connecting Communities Energy & Sustainability*

Tel: (604) 628-7076 | Mobile: (604) 561-0646

Connect with me: [Email](#)

Connect with CEA: [Website](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#)

**Upcoming Events:**

1. **Qualify to become a Certified COMMUNITY ENERGY MANAGER:** Visit [HTTPS://WWW.BCIT.CA/CONSTRUCTION/CEM/](https://www.bcit.ca/construction/cem/) to register for on-line courses



301

**From:** [Melany de Weerd](#)  
**To:** [Cheryl Anderson](#)  
**Subject:** FW: LNG Canada and Coastal GasLink Reception: Monday, September 10 at UBCM  
**Date:** August 27, 2018 5:36:53 PM

---

Thanks,

**Melany A. de Weerd**  
Chief Administrative Officer  
Regional District of Bulkley-Nechako  
Phone: (250) 692-3195  
[www.rdbn.bc.ca](http://www.rdbn.bc.ca)

**From:** CoastalGasLink <[CoastalGasLink@transcanada.com](mailto:CoastalGasLink@transcanada.com)>  
**Sent:** August 8, 2018 3:43 PM  
**Subject:** LNG Canada and Coastal GasLink Reception: Monday, September 10 at UBCM

*Please join us for an LNG Canada and Coastal GasLink Reception: Monday, September 10 in Whistler, at UBCM!*



302

## SAVE THE DATE LNG CANADA & COASTAL GASLINK RECEPTION

**WHEN:** Monday Sept 10, 2018 @ 8.00 pm

**WHERE:** Bearfoot Bistro, Whistler

**WHAT:** Mix and mingle find out what's  
going on with LNG Canada and  
Coastal GasLink

**RSVP:** [feedback@lngcanada.ca](mailto:feedback@lngcanada.ca) (before Aug 31st)

Coastal GasLink  
Pipeline Project

**LNGCANADA**  
Opportunity for British Columbia Energy for the world



Coastal GasLink Pipeline Project  
[coastalgaslink@transcanada.com](mailto:coastalgaslink@transcanada.com)  
[www.coastalgaslink.com](http://www.coastalgaslink.com)

450 - 1<sup>st</sup> Street SW  
Calgary, AB T2P 5H1

Tel: 1.855.633.2011  
Fax: 1.403.920.2371

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303

## Cheryl Anderson

---

**From:** Melany de Weerd  
**Sent:** August 27, 2018 5:32 PM  
**To:** Cheryl Anderson  
**Subject:** FW: COFI Community Dinner - September 18, 2018 - RSVP Required

invite

Thanks,

**Melany A. de Weerd**  
Chief Administrative Officer  
Regional District of Bulkley-Nechako  
Phone: (250) 692-3195  
[www.rdbn.bc.ca](http://www.rdbn.bc.ca)

**From:** BC Council of Forest Industries <[gillrie@cofi.org](mailto:gillrie@cofi.org)>  
**Sent:** August 16, 2018 11:13 AM  
**To:** Melany de Weerd <[melany.deweerd@rdbn.bc.ca](mailto:melany.deweerd@rdbn.bc.ca)>  
**Subject:** COFI Community Dinner - September 18, 2018 - RSVP Required



**The BC Council of Forest Industries  
is pleased to invite you to our**

304



## **2018 COFI Community Dinner**

This event brings together forest industry executives with senior representatives of local, provincial and federal governments, First Nations, businesses and chambers of commerce for their support of the forest industry.

### ***When***

**Tuesday, September 18, 2018**

Reception 5:45 pm

Dinner 7:00 pm

Complimentary Dinner and No-Host Bar

### ***Where***

**Ramada Plaza Hotel**

444 George Street, Prince George, BC V2L 1R6

### ***Please RSVP***

**Space is limited**

**Please RSVP by Friday, September 7, 2018**

to Diana Gillrie - via email to [gillrie@cofi.org](mailto:gillrie@cofi.org) or phone 778.760.1166

COFI Member Companies thank our Sponsors

305



Council of Forest Industries, 1220 - 595 Howe Street, Vancouver, BC V6C 2T5 Canada

[SafeUnsubscribe™ melany.deweerd@rdbn.bc.ca](#)

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Sent by [gillrie@cofi.org](mailto:gillrie@cofi.org) in collaboration with

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Board-Receive

**Geraldine Craven**

---

**From:** BC Natural Resources Forum  
<info=bcnaturalresourcesforum.com@mail59.sea91.rsgsv.net> on behalf of BC Natural Resources Forum <info@bcnaturalresourcesforum.com>  
**Sent:** July 31, 2018 10:07 AM  
**To:** inquiries  
**Subject:** Innovation & collaboration are the key themes of the 2019 BC Natural Resource Forum



## 16th Annual BC Natural Resources Forum - Summer Update

The 30+ representatives on the Forum Advisory Committee have been hard at work on the Forum program this summer. The 16th annual conference will be hosted at the Prince George Convention Centre, January 22-24, 2019. This year's conference will focus on the themes of innovation and collaboration in the resource sector. With unprecedented input and interest, it's shaping up to be the best Forum yet!



### Registration

Registration for the 2019 BC Natural Resources Forum will open on **Tuesday, September 18, 2018**. Be sure to add this date to your calendar as tickets generally sell quickly! [\[more\]](#)



### Trade Show

Our extremely popular trade show booths consistently sell out, and with good reason! Forum exhibitors have a unique on-site opportunity to connect with key people. [Contact us](#) for availability. [\[more\]](#)



### Speakers and Moderators

Several high-caliber speakers have confirmed their participation in this year's Forum including, Rick Rule (Sprott U.S. Holdings Inc.), key BC Ministers (Ministers Mungall, Donaldson, Fraser, & Heyman) and [\[more\]](#).



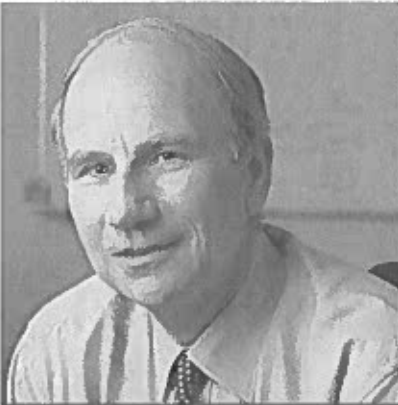
### Sponsors & Supporters

Sponsorship opportunities are now available and are selling quickly. In response to the demand, we are pleased to announce that we have introduced more new and exciting ways to support this important conference. [\[more\]](#)

## Speaker Spotlight

**Alan Winter | Innovation Commissioner | Government of BC**

We are happy to announce that Dr. Alan E. Winter has confirmed as the Luncheon Keynote Speaker on Thursday, January 24.



Dr. Alan E. Winter was appointed British Columbia's first Innovation Commissioner on February 5, 2018. In this position he is an advocate and ambassador on behalf of the B.C. technology sector in Ottawa and abroad, to enable B.C. companies to more easily tap into existing federal programs and build key strategic international relationships. [\[more\]](#)

## **PRESS RELEASE: BC Natural Resources Forum to Continue Under Current Management Structure**



309

**Prince George, BC - July 25, 2018 –**  
**Mike Morris, MLA, Prince George**  
**Mackenzie, and Dan Jepsen, President**  
**and CEO, C3 Alliance Corp., today**  
**announced that they have reached an**  
**agreement for C3 Alliance Corp. to**  
**host, manage, and operate the popular**  
**and successful BC Natural Resources**  
**Forum. The 16th annual Forum will be**  
**hosted January 22nd to 24th, 2019 at**  
**the Prince George Conference and**  
**Civic Centre.**

**"I acknowledge that henceforward the**  
**BC Natural ...**

[\[Read the full press release\]](#)



**BC Natural Resources Forum to Continue**  
**Under Current Management Structure**

Prince George, BC - July 25, 2018 - Mike Morris, MLA, Prince George Mackenzie, and Dan Jepsen, President and CEO, C3 Alliance Corp., today announced that they have reached an agreement for C3 Alliance Corp. to host, manage, and operate the popular and successful BC Natural Resources Forum. The 16th annual Forum will be hosted January 22nd to 24th, 2019 at the Prince George Conference and Civic Centre.

"I acknowledge that henceforward the BC Natural Resources Forum will be run exclusively by C3 Alliance Corp.," stated Mr. Morris. "The Forum has become a respected world-class event connecting communities across the province and showcasing northern BC's integral contribution to the provincial and national economy. Prince George is honoured and proud to continue be the host city for this important conference."

"The BC Natural Resources Forum has firmly established the ability to attract a wide range of speakers who share diverse views and insights on the challenges and opportunities facing BC's resource sector," said Dan Jepsen. "Working closely with our 30-member host committee, we will continue to ensure that the topical speakers, and perspectives from First Nations, the resource sector, and northern business leaders are featured for many years to come. The 2019 BC Natural Resources Forum will be another must-attend event."

Since its inception 15 years ago, the BC Natural Resources Forum has grown to become the largest multi-sector resource conference in Western Canada and a major contributor to the northern economy in BC. The Forum generates over \$2 million in business expenditures in Prince George alone. The 2018 Forum was the most successful in the event's history attracting 925 delegates, 47 speakers, and 70 exhibitors.

The Forum is proud to support the National Aboriginal Energy and Power Association, the BC Children's Hospital Foundation's annual Alving For Miracles campaign, and Outland Camps' First Nations Natural Resources Youth Employment Program.

For more information, please visit [www.bcnaturalresourcesforum.org](http://www.bcnaturalresourcesforum.org)

-end-

For additional information, please contact:

Dan Jepsen  
President and CEO  
C3 Alliance Corp.  
604-818-7078

## **Thank You to All Our Sponsors and Supporters**

We sincerely appreciate all the support we have received over the past 5 years.

The Forum contributed approximately \$2 million to the Northern economy in 2018. Without your support, this incredible event would not be possible!

PATRON

# RioTinto

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HARDWOODS**

GOLD | MAIN EVENTS



**Stantec**



better together



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remote



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**RFG 2018**  
RESOURCES FOR FUTURE GENERATIONS

SILVER | RECEPTIONS



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Investment Council**



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PRINCE RUPERT**



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Sustainable Development.



**LNG CANADA**  
Canada's first LNG export terminal



**KSM PROJECT  
SEABRIDGE GOLD**

**McElhanney**

**encana**

Energy at work

**FORTIS BC**

NUTRITION BREAKS



**PRETIVM  
BRUCEJACK MINE**



**Kitimat LNG**

STUDENT | WATER BOTTLES | COPPER



**PACIFIC  
CITY CONSTRUCTION**

**IUOE  
LOCAL 116**



**PAPER  
EXCELLENCE**



MEDIA



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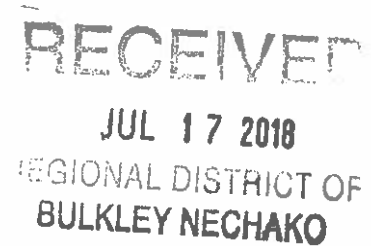
311

Board-Receive

**Geraldine Craven**

---

**From:** Fresh Outlook Foundation <rick@freshoutlookfoundation.org>  
**Sent:** July 17, 2018 9:52 AM  
**To:** inquiries  
**Subject:** Two Fantastic Learning Opportunities Coming This Fall



Hi... we hope you're enjoying this glorious summer season!

Please read on to learn about two exciting learning opportunities coming to Kelowna this fall. Fresh Outlook Foundation is a promotional partner for both events, and we hope to see you there! For more information please visit the conference links below.

\*\*\*Please note these are not Fresh Outlook Foundation events. If you have any questions about them, please contact the conference organizers directly.




## **Making the Links: Climate Change, Community Health & Resilience**

**November 5-6, 2018 / Kelowna, BC**

SHIFT Collaborative, along with Interior Health and Simon Fraser University, are co-hosting a first-of-its-kind symposium on collaborative action – an event that will bring together 150 participants from across BC and beyond to explore the links between climate change, community health, and how we can build enhanced resilience for an uncertain future. Topics like climate change impacts on health and well-being, collaborative leadership and action, creating healthy and resilient communities, and others will be explored during two days of inspiring speaker presentations, group discussion, and one-on-one engagement, all in an intimate setting at the Laurel Packinghouse in historic downtown Kelowna, BC.

Discounted early bird registration rates are available until August 15<sup>th</sup>, so for more information about the symposium, registration and logistics, please visit:

Here's another great conference for you...




**Building on Progress:  
Climate Action across Local,  
Regional and Global Levels**

In affiliation with the Global Climate Action Summit, this event will focus on positive progress in the Okanagan region on climate action, especially healthy energy systems and sustainable communities. These efforts are part of the broader momentum achieved by the Paris Agreement on Climate Change, which requires the world to communicate, educate, improve policies, and strengthen resilience efforts.

Sept. 13 Kelowna Campus Trades Atrium  
9 a.m. - 3 p.m.

Sept. 14 Penticton Campus Centre for Excellence  
9 a.m. - 3 p.m.

#GCAS2018 #StepUp2018



**GLOBAL  
CLIMATE  
ACTION SUMMIT**  
AFFILIATE EVENT

More Information:

<http://www.okanagan.bc.ca/GCAS2018>

Know someone else who could benefit from these experiences? Pass this email along, or mention it over your next trip to the communal coffee pot!

Joanne de Vries

*Founder & CEO*

*Fresh Outlook Foundation*

250-300-8797 (m)

[jo@freshoutlookfoundation.org](mailto:jo@freshoutlookfoundation.org)

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313 Board-Receive

# MAKING THE LINKS 2018: Climate Change, Community Health & Resilience



SYMPOSIUM ON COLLABORATIVE ACTION | NOV 5 & 6 | KELOWNA, BC

## Information for Promotional Partners

### **About the Symposium**

Two days of learning and strategies for collaborative action with other community and sector leaders on some of the most pressing issues of our time: Climate Change, Health and Resilience.

Join other community and sector leaders in beautiful Kelowna, BC for an event which is the first of its kind in BC. Through inspiring speakers, engaging workshops, community stories and cross-sector dialogue, we will uncover shared approaches to climate change that not only protect, but also improve community health and well-being.

### **Why does this matter?**

Climate change is impacting people, ecosystems and communities across BC, the health and stability on which we rely for clean air, water, food, safety and security, and which are essential for good health and wellbeing. Without attention to the health impacts of climate change we risk rolling back much of the progress that has been made for healthy communities in the last few decades. Decisions made today about how we respond to climate change will have lasting consequences for the health and prosperity of all populations and communities in BC. Many regions around the world are already taking bold action that not only plans for and minimizes the health risks of climate change, but also maximizes the opportunity to increase health and wellbeing by seeking win-win solutions. How can we work together to harness best thinking and practice to do the same?

## Symposium Themes



Knowledge to Action for Healthy, Climate-Resilient Communities



Community Safety, Preparedness & Resilience



Collaborative Leadership and Action



Climate Change, Vulnerability & Equity



Linking Climate Change Mitigation & Adaptation



Communicating the Story of Health and Climate Change



Climate Change Impacts on Health & Well-Being

## 2018 Partnership Package

Thank you for your interest in partnering on the 2018 Making the Links: Climate Change, Community Health and Resilience, a symposium on collaborative action taking place in Kelowna, BC from November 5-6, 2018. In this package, you will find event information and promotional content to help with your participation as a promotional partner.

In supporting Making the Links: Climate Change, Community Health & Resilience, your organization will be involved in a unique event bringing together diverse communities, sectors, and actors to enable aligned action in addressing climate change and public health. You will be helping to promote recognition of innovative ideas and collaboration across sectors and communities. You will also raise awareness of a range of roles and perspectives that are needed (now more than ever) to address the effects of climate change on our community health, well-being and resilience. The integration of ideas, collaborative effort, and awareness building will spur symposium attendees towards meaningful action, integration and further collaboration long after the Symposium has concluded.

### **What is expected of promotional partners?**

As a promotional partner, we ask that you connect with your networks to bring awareness to 'Making the Links' with the ultimate goal being to assist in driving registrations. Our registration target for the symposium is 150 participants from diverse sectors, and you will play a critical role in ensuring that individuals and organizations who would benefit from the symposium hear about it.

Here are some ways that you can help promote this symposium:

- Forward email communications provided about Making the Links to your networks: colleagues, members, friends, and whomever might take interest in a Symposium of this kind!
- Promote the event through your social media channels (We will be sharing content via Facebook, Instagram, and LinkedIn; we encourage you to engage with our channels and share content as you see fit!)
- Promote the Symposium in your own newsletter or any other publications on a monthly basis prior to the event.
- Reach out to key contacts by good old analog methods: coffee, a phone call, or in-person conversation.

## What are the benefits of becoming a promotional partner?

In exchange for your partnership in marketing the symposium, we will happily offer your organization the following benefits:

- Your logo and name will be promoted as a marketing partner on all written and electronic event materials
- Your logo and name will appear on the symposium webpage
- You will have the opportunity for greater profile of your work and enhanced connection with a larger audience
- Members of your organization will receive an additional 10% discount on symposium registration

Once you are aboard as a promotional partner, please reach out to our event planner Ryan at [makingthelinks@shiftcollaborative.ca](mailto:makingthelinks@shiftcollaborative.ca) for next steps!





## Symposium Details

As a partner on this Symposium, you will receive email updates (not too many, we promise!) with information such as: new speaker announcements, updates to symposium schedule, etc. To guide colleagues when promoting the symposium, direct them to the following web address:

<https://shiftcollaborative.ca/symposium/>

(Short URL for Twitter: <http://bit.ly/2tZKdHr>)

### Registration

Early Bird Pricing in Canadian Dollars (available until August 15, 2018)

- Full Symposium - \$299.00 + GST\*
- Student Rate - \$200.00 + GST
- Single Day - \$209.00 + GST\*\*

Regular Pricing in Canadian Dollars (effective after September 15, 2018)

- Full Symposium - \$425.00 GST
- Student Rate - \$200.00 + GST
- Single Day - \$298.00 + GST

Notes:

- \*10% discount available for groups of 2 or more from the same organization
- \*Promotional Partners receive an additional 10% discount per person from their organization
- \*Travel subsidies and scholarships available - contact Ryan at [makingthelinks@shiftcollaborative.ca](mailto:makingthelinks@shiftcollaborative.ca) for more info!
- \*To purchase tickets, please visit our Eventbrite page: <http://bit.ly/2ucovPG>
- \*\*Making the Links is a high energy, "roll up your sleeves" symposium where content and relationships will build over our 2 days together. We highly encourage you to attend both days to get the most out of this experience, however, one-day registration options are available if this is not possible for you.

### Social Media Channels

- Facebook - <https://www.facebook.com/shiftcollaborative1>
- LinkedIn - <https://www.linkedin.com/company/shift-collaborative/>
- Twitter - <https://twitter.com/shiftcollab>

### Symposium Hashtags

- #makingthelinks
- #makinglinks2018

## Promotional Content

### Email Sample:

#### Subject: Making the Links: Climate Change, Community Health & Resilience

Dear [First Name],

I wanted to let you know about an exciting learning opportunity that is coming to Kelowna, BC this fall that [name of your organization] is partnering with. SHIFT Collaborative, along with Interior Health and Simon Fraser University are co-hosting a first-of-its-kind symposium on collaborative action - an event that will bring together 150 participants from across BC and beyond to explore the links between climate change, community health, and how we can build enhanced resilience for an uncertain future. Topics like climate change impacts on health and well-being; collaborative leadership and action; creating healthy, resilient communities, and others will be covered during two days of inspiring speaker presentations, group discussion, and one-on-one engagement all in an intimate setting at the Laurel Packinghouse in historic downtown Kelowna, BC.

Discounted early bird registration rates are available until August 15th, so for more information about the symposium, registration and logistics, please visit: <https://shiftcollaborative.ca/symposium/>. Know someone else who could benefit from this experience? Pass this email along, or mention it over your next trip to the communal coffee pot.

Cheers,  
[Your name]  
[Your Organization]

## Newsletter Sample:

### **Making the Links: Climate Change, Community Health & Resilience November 5-6, 2018 | Kelowna, BC**

Making the Links 2018 is coming to Kelowna, BC!

Join leading thinkers and other community leaders this fall for two days of learning and creating strategies for collaborative action on some of the most pressing issues of our time: climate change, health, and resilience. Not your average conference, this symposium promises to deliver inspiring workshops, cross-sector dialogue, speakers, and community stories that together will help us uncover shared approaches to tackling climate change right here in Canada...approaches that will not only protect, but improve, our community health and well-being!

At Making the Links, you will...

- Learn, engage, collaborate, and lead with colleagues across sectors
- Discover opportunities for increased community resilience
- Become inspired by what is possible when sectors work together to build resilience and innovation

For more information and to register at the Early Bird rate, click on the link below!

<https://shiftcollaborative.ca/symposium/>





## Social Media Samples

### Facebook:

- (Organization Name) is partnering with SHIFT Collaborative, Interior Health and Simon Fraser University on 'Making the Links:' Climate Change, Community Health & Resilience. We hope you will join us in Kelowna this November for this two-day symposium on collaborative action on some of the most important issues of our time. Learn more: <https://shiftcollaborative.ca/symposium/>
- What if working collaboratively to respond to climate change can increase health, well-being and community resilience? Join us in Kelowna, BC for 'Making the Links:' Climate Change, Community Health & Resilience. This event will bring together a cross section of community and sector leaders to learn, engage, collaborate, and lead. Discover opportunities for increased community resilience in a world faced with an unpredictable climate future. Become inspired by what is possible when sectors work together to build resilience and innovation! <https://shiftcollaborative.ca/symposium/>

### Twitter:

Save the Date for this important event in November on health, climate change and resilience!  
<http://bit.ly/2tZKdHr> #makinglinks2018 #makingthelinks #climatechange #climateresilience

Join colleagues and establish new connections at #makingthelinks, a 2-day symposium in #kelownabc exploring the links btwn #climatechange, #communityhealth, & resilience. <http://bit.ly/2tZKdHr>

## Promotional image graphics

### Facebook Banner

<https://www.dropbox.com/sh/lvhqsp4dxhuf1in/AACYf9CXwgULoF3WP3XD3kYQa?dl=0>

### Logo Avatar

<https://www.dropbox.com/sh/c5fjq1k0qneqgcr/AADk2P4Ts78vLJlfuKG8g8Dda?dl=0>

For more information, contact Ryan at [makingthelinks@shiftcollaborative.ca](mailto:makingthelinks@shiftcollaborative.ca)

or visit the Symposium website at: <https://shiftcollaborative.ca/symposium/>

THANK YOU!

Board-Ratify

Sort order: Control account, vendor number, report group  
 Selection: Checks from Jul 01 2018 to Jul 31 2018 with  
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 All report groups  
 Include fully paid transactions.

Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (If changed)	Disc. Base (If changed)
<b>5MC001 5M CONTRACTING INC</b>									
PA	31353	07/19/18			31353	-630.00	0.00		
Vendor (5MC001) totals:						-630.00	0.00		
<b>ABC003 ABC COMMUNICATIONS</b>									
PA	31375	07/26/18			31375	-525.00	0.00		
Vendor (ABC003) totals:						-525.00	0.00		
<b>ACE002 ACE HARDWARE</b>									
PA	31354	07/19/18			31354	-95.05	0.00		
Vendor (ACE002) totals:						-95.05	0.00		
<b>ACI001 ACI COMPUTER SERVICE</b>									
PA	31343	07/19/18			31343	-1,476.16	0.00		
PA	31370	07/24/18			31370	-2,111.77	0.00		
Vendor (ACI001) totals:						-3,587.93	0.00		
<b>ALL004 ALL WEST GLASS - VANDERHOOF</b>									
PA	TP-387-001	07/19/18			TP-387-001	-105.00	0.00		
Vendor (ALL004) totals:						-105.00	0.00		
<b>ALT003 ALTERNATIVE GROUNDS</b>									
PA	TP-390-001	07/27/18			TP-390-001	-169.05	0.00		
Vendor (ALT003) totals:						-169.05	0.00		
<b>ARO001 ARO AUTOMOTIVE &amp; INDUSTRIAL</b>									
PA	TP-387-002	07/19/18			TP-387-002	-320.43	0.00		
Vendor (ARO001) totals:						-320.43	0.00		
<b>BAM001 BAM BAM TRUCKING LTD.</b>									
PA	31355	07/19/18			31355	-266.11	0.00		
Vendor (BAM001) totals:						-266.11	0.00		
<b>BCH002 BC HYDRO</b>									
PA	TP-387-003	07/19/18			TP-387-003	-5,987.15	0.00		
Vendor (BCH002) totals:						-5,987.15	0.00		
<b>BLA001 BLACK PRESS GROUP LTD</b>									
PA	TP-387-004	07/19/18			TP-387-004	-6,598.04	0.00		
Vendor (BLA001) totals:						-6,598.04	0.00		
<b>BLR001 BL RETURN-IT RECYCLING DEPOT</b>									
PA	TP-387-005	07/19/18			TP-387-005	-2,772.88	0.00		
Vendor (BLR001) totals:						-2,772.88	0.00		
<b>BRU004 THE BRUINS DEN</b>									
PA	31376	07/26/18			31376	-472.00	0.00		
Vendor (BRU004) totals:						-472.00	0.00		
<b>BUL008 BULKLEY VALLEY HOME CENTRE LTD</b>									
PA	TP-385-001	07/10/18			TP-385-001	-76.41	0.00		
Vendor (BUL008) totals:						-76.41	0.00		
<b>BUL010 BULKLEY VALLEY WATER SERVICES</b>									
PA	TP-385-002	07/10/18			TP-385-002	-136.50	0.00		
Vendor (BUL010) totals:						-136.50	0.00		
<b>BUR001 BURNS LAKE AUTOMOTIVE SUPPLY</b>									
PA	TP-387-006	07/19/18			TP-387-006	-1,754.32	0.00		
Vendor (BUR001) totals:						-1,754.32	0.00		
<b>BUR012 BURNS LAKE PUBLIC LIBRARY</b>									
PA	TP-389-001	07/26/18			TP-389-001	-17,264.92	0.00		

322

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<b>BUR012 BURNS LAKE PUBLIC LIBRARY (Continued)</b>									
Vendor (BUR012) totals:						-17,264.92	0.00		
<b>BUR014 BURNS LAKE REBROADCAST SOCIETY</b>									
PA	TP-389-002	07/26/18			TP-389-002	-2,500.00	0.00		
Vendor (BUR014) totals:						-2,500.00	0.00		
<b>BUR028 BURNS LAKE HOME HARDWARE</b>									
PA	TP-385-003	07/10/18			TP-385-003	-60.54	0.00		
PA	TP-387-007	07/19/18			TP-387-007	-40.00	0.00		
Vendor (BUR028) totals:						-100.54	0.00		
<b>BUS005 BUSINESS VANCOUVER</b>									
PA	31377	07/26/18			31377	-1,837.50	0.00		
Vendor (BUS005) totals:						-1,837.50	0.00		
<b>BVA001 B V AQUATIC CENTRE MANG. SOCIE</b>									
PA	TP-389-003	07/26/18			TP-389-003	-44,040.58	0.00		
Vendor (BVA001) totals:						-44,040.58	0.00		
<b>BVH001 B. V. HISTORICAL &amp; MUSEUM SOC.</b>									
PA	31378	07/26/18			31378	-137.00	0.00		
Vendor (BVH001) totals:						-137.00	0.00		
<b>BVT001 BV TAXI SERVICES</b>									
PA	31356	07/19/18			31356	-25.00	0.00		
Vendor (BVT001) totals:						-25.00	0.00		
<b>CAP002 CAPRI INSURANCE</b>									
PA	31357	07/19/18			31357	-60,427.00	0.00		
Vendor (CAP002) totals:						-60,427.00	0.00		
<b>CAP004 CAPRICMW BENEFITS INC</b>									
PA	31379	07/26/18			31379	-2,299.00	0.00		
Vendor (CAP004) totals:						-2,299.00	0.00		
<b>CAS002 CASCADES RECOVERY INC.</b>									
PA	TP-387-008	07/19/18			TP-387-008	-4,835.73	0.00		
Vendor (CAS002) totals:						-4,835.73	0.00		
<b>CHE002 PARKLAND REFINING (BC) LTD.</b>									
PA	TP-385-004	07/10/18			TP-385-004	-4,086.14	0.00		
Vendor (CHE002) totals:						-4,086.14	0.00		
<b>CLU003 CLUCULZ LAKE VOL. FIRE DEPT</b>									
PA	TP-389-004	07/26/18			TP-389-004	-1,491.75	0.00		
Vendor (CLU003) totals:						-1,491.75	0.00		
<b>D&amp;M001 D&amp;M INDUSTRIAL SUPPLIES</b>									
PA	31358	07/19/18			31358	-328.48	0.00		
Vendor (D&M001) totals:						-328.48	0.00		
<b>DAV003 DAVERN ENTERPRISES</b>									
PA	TP-387-009	07/19/18			TP-387-009	-2,031.75	0.00		
Vendor (DAV003) totals:						-2,031.75	0.00		
<b>DIS001 DISTRICT OF FORT ST JAMES</b>									
PA	TP-385-005	07/10/18			TP-385-005	-2,921.97	0.00		
PA	TP-390-002	07/27/18			TP-390-002	-751.54	0.00		
Vendor (DIS001) totals:						-3,673.51	0.00		
<b>DIS002 DISTRICT OF HOUSTON</b>									
PA	31359	07/19/18			31359	-761.60	0.00		

323

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DIS002 DISTRICT OF HOUSTON (Continued)									
Vendor (DIS002) totals:						-761.60	0.00		
EAG001	EAGLE AUTOMOTIVE CENTER								
PA	TP-385-006	07/10/18			TP-385-006	-80.50	0.00		
Vendor (EAG001) totals:						-80.50	0.00		
EVE002	EVERGREEN INDUSTRIAL SUPPLIES								
PA	TP-387-010	07/19/18			TP-387-010	-187.83	0.00		
Vendor (EVE002) totals:						-187.83	0.00		
FIN003	FINNING (CANADA)								
PA	TP-385-007	07/10/18			TP-385-007	-129.33	0.00		
Vendor (FIN003) totals:						-129.33	0.00		
FOR007	FORT FRASER RECREATION SOCIETY								
PA	31380	07/26/18			31380	-3,170.00	0.00		
Vendor (FOR007) totals:						-3,170.00	0.00		
FOR008	FORT FRASER VOL. FIRE DEP.								
PA	TP-389-005	07/26/18			TP-389-005	-1,516.67	0.00		
Vendor (FOR008) totals:						-1,516.67	0.00		
FOR015	FORT ST. JAMES LIBRARY								
PA	TP-389-006	07/26/18			TP-389-006	-1,145.83	0.00		
Vendor (FOR015) totals:						-1,145.83	0.00		
FOR033	FORT SAINT JAMES TV SOCIETY								
PA	TP-389-007	07/26/18			TP-389-007	-13,667.67	0.00		
Vendor (FOR033) totals:						-13,667.67	0.00		
FOU002	FOUR STAR COMMUNICATIONS INC								
PA	TP-387-011	07/19/18			TP-387-011	-123.64	0.00		
Vendor (FOU002) totals:						-123.64	0.00		
FRA014	FRASER LAKE LIBRARY BOARD								
PA	TP-389-008	07/26/18			TP-389-008	-2,013.00	0.00		
Vendor (FRA014) totals:						-2,013.00	0.00		
FRA016	FRASER LAKE REBROADCASTING SOC								
PA	TP-389-009	07/26/18			TP-389-009	-5,583.33	0.00		
Vendor (FRA016) totals:						-5,583.33	0.00		
FRA024	FRASER LAKE SADDLE CLUB								
PA	31381	07/26/18			31381	-500.00	0.00		
Vendor (FRA024) totals:						-500.00	0.00		
FRA025	FRASER LAKE BOTTLE DEPOT								
PA	TP-385-008	07/10/18			TP-385-008	-4,480.08	0.00		
Vendor (FRA025) totals:						-4,480.08	0.00		
FRA041	FRASER LAKE ARTS COUNCIL								
PA	31382	07/26/18			31382	-2,500.00	0.00		
Vendor (FRA041) totals:						-2,500.00	0.00		
GEM003	GEM STAR TRUCKING LTD.								
PA	31344	07/10/18			31344	-11.41	0.00		
Vendor (GEM003) totals:						-11.41	0.00		
HAU001	HAUL-ALL EQUIPMENT LTD.								
PA	31360	07/19/18			31360	-197.03	0.00		
Vendor (HAU001) totals:						-197.03	0.00		
HIL003	HILL STOP TRUCK WASH								

324

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<b>HIL003 HILL STOP TRUCK WASH (Continued)</b>									
PA	31361	07/19/18			31361	-53.12	0.00		
Vendor (HIL003) totals:						<b>-53.12</b>	<b>0.00</b>		
<b>HOT001 HOTSUNC COMPUTER SOLUTIONS</b>									
PA	TP-387-012	07/19/18			TP-387-012	-15,652.89	0.00		
PA	TP-390-003	07/27/18			TP-390-003	-3,050.25	0.00		
Vendor (HOT001) totals:						<b>-18,703.14</b>	<b>0.00</b>		
<b>HOU018 HOUSTON BOTTLE DEPOT</b>									
PA	TP-387-013	07/19/18			TP-387-013	-3,346.04	0.00		
Vendor (HOU018) totals:						<b>-3,346.04</b>	<b>0.00</b>		
<b>HOU021 HOUSTON UNIS'TOT'EN PRESERVATION</b>									
PA	31383	07/26/18			31383	-4,000.00	0.00		
Vendor (HOU021) totals:						<b>-4,000.00</b>	<b>0.00</b>		
<b>IGI001 IGI RESOURCES</b>									
PA	TP-385-009	07/10/18			TP-385-009	-1,173.77	0.00		
Vendor (IGI001) totals:						<b>-1,173.77</b>	<b>0.00</b>		
<b>IND006 INDUSTRIAL TRANSFORMERS</b>									
PA	TP-387-014	07/19/18			TP-387-014	-6,367.40	0.00		
Vendor (IND006) totals:						<b>-6,367.40</b>	<b>0.00</b>		
<b>INF001 INFOSAT COMMUNICATIONS</b>									
PA	TP-387-015	07/19/18			TP-387-015	-64.81	0.00		
Vendor (INF001) totals:						<b>-64.81</b>	<b>0.00</b>		
<b>INF002 INFRACON CONSTRUCTION INC</b>									
PA	31341	07/16/18			31341	-563,143.82	0.00		
Vendor (INF002) totals:						<b>-563,143.82</b>	<b>0.00</b>		
<b>ISL001 ISLAND GOSPEL FELLOWSHIP</b>									
PA	31345	07/10/18			31345	-600.00	0.00		
Vendor (ISL001) totals:						<b>-600.00</b>	<b>0.00</b>		
<b>KAL003 KAL TIRE - BURNS LAKE</b>									
PA	TP-385-010	07/10/18			TP-385-010	-4,164.19	0.00		
Vendor (KAL003) totals:						<b>-4,164.19</b>	<b>0.00</b>		
<b>KON001 KONE INC</b>									
PA	TP-390-004	07/27/18			TP-390-004	-1,207.74	0.00		
Vendor (KON001) totals:						<b>-1,207.74</b>	<b>0.00</b>		
<b>LAK004 LAKES DISTRICT AIRPORT SOCIETY</b>									
PA	TP-389-010	07/26/18			TP-389-010	-6,666.67	0.00		
Vendor (LAK004) totals:						<b>-6,666.67</b>	<b>0.00</b>		
<b>LAK012 LAKES DISTRICT MUSEUM SOCIETY</b>									
PA	TP-389-011	07/26/18			TP-389-011	-3,750.00	0.00		
Vendor (LAK012) totals:						<b>-3,750.00</b>	<b>0.00</b>		
<b>LAK014 LAKES DISTRICT PRINTING</b>									
PA	TP-387-016	07/19/18			TP-387-016	-1,181.60	0.00		
Vendor (LAK014) totals:						<b>-1,181.60</b>	<b>0.00</b>		
<b>LAK023 LD FALL FAIR ASSOCIATION</b>									
PA	31384	07/26/18			31384	-30.00	0.00		
Vendor (LAK023) totals:						<b>-30.00</b>	<b>0.00</b>		
<b>LAK032 LAKES DISTRICT FILM</b>									
PA	TP-389-012	07/26/18			TP-389-012	-150.00	0.00		





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Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (if changed)	Disc. Base (if changed)
<b>LAK032 LAKES DISTRICT FILM (Continued)</b>									
Vendor (LAK032) totals:						-150.00	0.00		
<b>LDF001 LDFC PRINTING &amp; STATIONARY</b>									
PA	TP-385-011	07/10/18			TP-385-011	-2,616.72	0.00		
Vendor (LDF001) totals:						-2,616.72	0.00		
<b>LEX001 LEXISNEXIS CANADA INC.</b>									
PA	TP-385-012	07/10/18			TP-385-012	-340.88	0.00		
Vendor (LEX001) totals:						-340.88	0.00		
<b>LIN002 LINO'S SALES &amp; SERVICE LTD.</b>									
PA	TP-387-017	07/19/18			TP-387-017	-542.08	0.00		
Vendor (LIN002) totals:						-542.08	0.00		
<b>M4E001 M 4 ENTERPRISES</b>									
PA	TP-387-018	07/19/18			TP-387-018	-2,583.00	0.00		
PA	TP-390-005	07/27/18			TP-390-005	-3,402.00	0.00		
Vendor (M4E001) totals:						-5,985.00	0.00		
<b>MED001 MEDICAL SER. PLAN</b>									
PA	31371	07/25/18			31371	-2,250.00	0.00		
Vendor (MED001) totals:						-2,250.00	0.00		
<b>MID001 MID-VALLEY VENTURES LTD.</b>									
PA	31385	07/26/18			31385	-9,954.00	0.00		
Vendor (MID001) totals:						-9,954.00	0.00		
<b>MIN002 MINISTER OF FINANCE</b>									
PA	31386	07/26/18			31386	-600.00	0.00		
Vendor (MIN002) totals:						-600.00	0.00		
<b>MOB001 MOBY CONCRETE LTD.</b>									
PA	TP-387-019	07/19/18			TP-387-019	-268.80	0.00		
PA	TP-390-006	07/27/18			TP-390-006	-268.80	0.00		
Vendor (MOB001) totals:						-537.60	0.00		
<b>MUN005 MUNICIPAL INSURANCE ASS. OF BC</b>									
PA	31362	07/19/18			31362	-250.00	0.00		
Vendor (MUN005) totals:						-250.00	0.00		
<b>NAD002 NADINA TRUCK SERVICE LTD</b>									
PA	31363	07/19/18			31363	-164.12	0.00		
Vendor (NAD002) totals:						-164.12	0.00		
<b>NAP003 NAPA AUTO PARTS - HOUSTON</b>									
PA	TP-385-013	07/10/18			TP-385-013	-40.27	0.00		
Vendor (NAP003) totals:						-40.27	0.00		
<b>NEC004 NECHAKO TRADING CO.</b>									
PA	TP-387-020	07/19/18			TP-387-020	-283.16	0.00		
Vendor (NEC004) totals:						-283.16	0.00		
<b>NEC012 NECHAKO HEALTHY COM. ALLIANCE</b>									
PA	TP-387-021	07/19/18			TP-387-021	-1,838.09	0.00		
PA	TP-390-007	07/27/18			TP-390-007	-2,295.11	0.00		
Vendor (NEC012) totals:						-4,133.20	0.00		
<b>NOR014 NORTHERN LOG HARVESTING LTD.</b>									
PA	TP-387-022	07/19/18			TP-387-022	-2,908.50	0.00		
Vendor (NOR014) totals:						-2,908.50	0.00		
<b>NOR022 NORTHWEST FUELS LTD.</b>									

326

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<b>NOR022 NORTHWEST FUELS LTD. (Continued)</b>									
PA	TP-390-008	07/27/18			TP-390-008	-1,786.84	0.00		
Vendor (NOR022) totals:						<b>-1,786.84</b>	<b>0.00</b>		
<b>NOR029 NORTH CENTRAL PLUMBING &amp; HEATI</b>									
PA	TP-385-014	07/10/18			TP-385-014	-227.96	0.00		
Vendor (NOR029) totals:						<b>-227.96</b>	<b>0.00</b>		
<b>OME002 Laura O'Meara</b>									
PA	31387	07/26/18			31387	-170.15	0.00		
Vendor (OME002) totals:						<b>-170.15</b>	<b>0.00</b>		
<b>OVE002 SAVE ON FOODS</b>									
PA	31364	07/19/18			31364	-224.73	0.00		
Vendor (OVE002) totals:						<b>-224.73</b>	<b>0.00</b>		
<b>PAC004 PACIFIC NORTHERN GAS LTD.</b>									
PA	TP-385-015	07/10/18			TP-385-015	-2,604.08	0.00		
Vendor (PAC004) totals:						<b>-2,604.08</b>	<b>0.00</b>		
<b>PRA002 PRAGMATIC CONFERENCING</b>									
PA	TP-390-009	07/27/18			TP-390-009	-63.37	0.00		
Vendor (PRA002) totals:						<b>-63.37</b>	<b>0.00</b>		
<b>RED004 RED ROCKET SERVICES</b>									
PA	TP-387-023	07/19/18			TP-387-023	-105.00	0.00		
Vendor (RED004) totals:						<b>-105.00</b>	<b>0.00</b>		
<b>REG001 REG.DIST.OF FRASER-FORT GEORGE</b>									
PA	31388	07/26/18			31388	-2,672.42	0.00		
Vendor (REG001) totals:						<b>-2,672.42</b>	<b>0.00</b>		
<b>REG004 REG DIST OF KITIMAT-STIKINE</b>									
PA	31365	07/19/18			31365	-5,681.79	0.00		
Vendor (REG004) totals:						<b>-5,681.79</b>	<b>0.00</b>		
<b>RIC001 RICH'S SAW SALES</b>									
PA	TP-387-024	07/19/18			TP-387-024	-26.25	0.00		
Vendor (RIC001) totals:						<b>-26.25</b>	<b>0.00</b>		
<b>RIT002 RITA WIEBE</b>									
PA	31346	07/10/18			31346	-30.00	0.00		
Vendor (RIT002) totals:						<b>-30.00</b>	<b>0.00</b>		
<b>ROG001 ROGERS</b>									
PA	TP-385-016	07/10/18			TP-385-016	-162.33	0.00		
PA	TP-390-010	07/27/18			TP-390-010	-162.33	0.00		
Vendor (ROG001) totals:						<b>-324.66</b>	<b>0.00</b>		
<b>SHE005 EVA SHERWOOD</b>									
PA	31372	07/25/18			31372	-375.00	0.00		
Vendor (SHE005) totals:						<b>-375.00</b>	<b>0.00</b>		
<b>SIG005 SIGNATURE WOODCRAFT</b>									
PA	31347	07/10/18			31347	-278.25	0.00		
Vendor (SIG005) totals:						<b>-278.25</b>	<b>0.00</b>		
<b>SMI007 SMITHERS PUBLIC LIBRARY</b>									
PA	TP-389-013	07/26/18			TP-389-013	-6,920.08	0.00		
Vendor (SMI007) totals:						<b>-6,920.08</b>	<b>0.00</b>		
<b>SMI025 SMITHERS COMMUNITY RADIO</b>									
PA	31348	07/10/18			31348	-2,000.00	0.00		

327

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<b>SMI025 SMITHERS COMMUNITY RADIO (Continued)</b>										
Vendor (SMI025) totals:							-2,000.00	0.00		
<b>SMI027 SMITHERS HOME HARDWARE</b>										
PA		31349	07/10/18			31349	-1,360.00	0.00		
Vendor (SMI027) totals:							-1,360.00	0.00		
<b>SMI030 THE SMITHERS MOUNTAIN BIKE ASSO</b>										
PA		31389	07/26/18			31389	-2,000.00	0.00		
Vendor (SMI030) totals:							-2,000.00	0.00		
<b>SMS001 SMS EQUIPMENT INC.</b>										
PA		TP-390-011	07/27/18			TP-390-011	-482.44	0.00		
Vendor (SMS001) totals:							-482.44	0.00		
<b>SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT.</b>										
PA		TP-389-014	07/26/18			TP-389-014	-1,992.00	0.00		
Vendor (SOU003) totals:							-1,992.00	0.00		
<b>SPO001 SPOTLESS UNIFORM LTD.</b>										
PA		TP-385-017	07/10/18			TP-385-017	-16.18	0.00		
Vendor (SPO001) totals:							-16.18	0.00		
<b>SSQ001 SSQ FINANCIAL</b>										
PA		31373	07/25/18			31373	-1,239.71	0.00		
Vendor (SSQ001) totals:							-1,239.71	0.00		
<b>STA008 STARLAND SUPPLY LTD</b>										
PA		TP-385-018	07/10/18			TP-385-018	-205.01	0.00		
Vendor (STA008) totals:							-205.01	0.00		
<b>STE012 STEWART MCDANNOLD STUART</b>										
PA		TP-387-025	07/19/18			TP-387-025	-3,658.89	0.00		
Vendor (STE012) totals:							-3,658.89	0.00		
<b>STO008 STUART LAKE OUTREACH GROUP SOC</b>										
PA		31390	07/26/18			31390	-15,750.00	0.00		
Vendor (STO008) totals:							-15,750.00	0.00		
<b>SUD001 SUDS N' DUDS</b>										
PA		TP-387-026	07/19/18			TP-387-026	-110.20	0.00		
Vendor (SUD001) totals:							-110.20	0.00		
<b>SUN002 SUN LIFE FINANCIAL</b>										
PA		31374	07/25/18			31374	-20,954.22	0.00		
Vendor (SUN002) totals:							-20,954.22	0.00		
<b>SWE001 SWEEPING BEAUTIES JANITORIAL</b>										
PA		TP-389-015	07/26/18			TP-389-015	-2,205.00	0.00		
Vendor (SWE001) totals:							-2,205.00	0.00		
<b>TAY002 TAYLOR BROS HARDWARE</b>										
PA		TP-387-027	07/19/18			TP-387-027	-200.00	0.00		
Vendor (TAY002) totals:							-200.00	0.00		
<b>TEC002 TECHNOPURE WATER</b>										
PA		31366	07/19/18			31366	-47.25	0.00		
Vendor (TEC002) totals:							-47.25	0.00		
<b>TEL002 TELUS COMMUNICATIONS INC.</b>										
PA		TP-390-012	07/27/18			TP-390-012	-3,278.79	0.00		
Vendor (TEL002) totals:							-3,278.79	0.00		
<b>TEL004 TELUS COMMUNICATIONS INC.</b>										

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<b>TEL004 TELUS COMMUNICATIONS INC. (Continued)</b>									
PA	31367	07/19/18			31367	-1,120.00	0.00		
Vendor (TEL004) totals:						<b>-1,120.00</b>	<b>0.00</b>		
<b>TEL007 TELUS MOBILITY</b>									
PA	TP-390-013	07/27/18			TP-390-013	-1,339.57	0.00		
Vendor (TEL007) totals:						<b>-1,339.57</b>	<b>0.00</b>		
<b>TOP005 TOPLEY FIRE PROTECTION SOC.</b>									
PA	TP-389-016	07/26/18			TP-389-016	-2,620.84	0.00		
Vendor (TOP005) totals:						<b>-2,620.84</b>	<b>0.00</b>		
<b>TOP007 CARMEN CHARLIE</b>									
PA	31350	07/10/18			31350	-202.00	0.00		
Vendor (TOP007) totals:						<b>-202.00</b>	<b>0.00</b>		
<b>TOW003 TOWER COMMUNICATIONS</b>									
PA	TP-387-028	07/19/18			TP-387-028	-2,450.01	0.00		
Vendor (TOW003) totals:						<b>-2,450.01</b>	<b>0.00</b>		
<b>UPP002 UPPER NECHAKO WILDERNESS COUN</b>									
PA	31391	07/26/18			31391	-1,500.00	0.00		
Vendor (UPP002) totals:						<b>-1,500.00</b>	<b>0.00</b>		
<b>USB001 US BANK CANADA</b>									
PA	TP-388-001	07/24/18			TP-388-001	-13,129.15	0.00		
Vendor (USB001) totals:						<b>-13,129.15</b>	<b>0.00</b>		
<b>VAL005 VALLEY DIESEL</b>									
PA	31368	07/19/18			31368	-717.20	0.00		
Vendor (VAL005) totals:						<b>-717.20</b>	<b>0.00</b>		
<b>VAN005 VANDERHOOF &amp; DISTRICTS CO-OP</b>									
PA	TP-387-029	07/19/18			TP-387-029	-9,986.95	0.00		
PA	TP-390-014	07/27/18			TP-390-014	-9,402.86	0.00		
Vendor (VAN005) totals:						<b>-19,389.81</b>	<b>0.00</b>		
<b>WAS001 WASTE MANAGEMENT OF CANADA CO</b>									
PA	TP-385-019	07/10/18			TP-385-019	-357.00	0.00		
PA	TP-387-030	07/19/18			TP-387-030	-4,202.10	0.00		
Vendor (WAS001) totals:						<b>-4,559.10</b>	<b>0.00</b>		
<b>WEL002 WELLMAN'S CAR AND TRUCK WASH</b>									
PA	TP-387-031	07/19/18			TP-387-031	-177.08	0.00		
Vendor (WEL002) totals:						<b>-177.08</b>	<b>0.00</b>		
<b>WIL007 WILLSON'S GENERAL PLUMBING</b>									
PA	31392	07/26/18			31392	-840.00	0.00		
Vendor (WIL007) totals:						<b>-840.00</b>	<b>0.00</b>		
<b>XER001 XEROX CANADA LTD.</b>									
PA	TP-385-020	07/10/18			TP-385-020	-4,873.02	0.00		
PA	TP-387-032	07/19/18			TP-387-032	-267.24	0.00		
Vendor (XER001) totals:						<b>-5,140.26</b>	<b>0.00</b>		
<b>YEL004 YELLOWHEAD ROAD &amp; BRIDGE</b>									
PA	31351	07/10/18			31351	-1,114.05	0.00		
Vendor (YEL004) totals:						<b>-1,114.05</b>	<b>0.00</b>		
Control account (1) totals:						<b>-981,139.86</b>	<b>0.00</b>		
<b>REC002 RECEIVER GENERAL</b>									
PA	31369	07/23/18			31369	-42,468.06	0.00		

329

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<b>REC002 RECEIVER GENERAL (Continued)</b>									
PA	31393	07/27/18			31393	-39,509.06	0.00		
	Vendor (REC002) totals:					-81,977.12	0.00		
<b>WOR001 WORK SAFE BC</b>									
PA	31340	07/05/18			31340	-15,547.37	0.00		
	Vendor (WOR001) totals:					-15,547.37	0.00		
	Control account (2) totals:					-97,524.49	0.00		
	Report Total					-1,078,864.35	0.00		

123 vendor(s) printed.

330

1st, 2nd & 3rd  
Reading

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1838**

**A bylaw to amend the tax limit for the "Houston Rural Fire Protection Service"**

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 1233 the Houston Rural Fire Protection Service;

**AND WHEREAS** the Regional District wishes to increase the maximum annual tax requisition for this service from TWO DOLLARS AND TWENTY-FIVE CENTS (\$2.25) per ONE THOUSAND (\$1,000) DOLLARS to TWO DOLLARS AND FIFTY-SEVEN CENTS (\$2.57) per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of improvements only;

**AND WHEREAS** pursuant to Section 349 (1)(b) of the *Local Government Act*, the sole participant has consented, in writing, to the adoption of this Bylaw;

**AND WHEREAS** under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

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

1. Section 4 of Bylaw No. 1233, is hereby repealed and the following substituted therefore:

"4. The maximum amount that may be requisitioned annually for the costs of this services shall be TWO DOLLARS AND FIFTY-SEVEN CENTS (\$2.57) per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of improvements only.

2. This bylaw may be cited as the "Houston Rural Fire Protection Service Establishment Amendment Bylaw No. 1838, 2018."

READ A FIRST TIME this            day of            , 2018

READ A SECOND TIME this            day of            , 2018

READ A THIRD TIME this            day of            , 2018

331

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1838.

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

ADOPTED this      day of      , 2018

\_\_\_\_\_  
Chairperson

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1839**

---

**A bylaw to amend the boundaries of the Vanderhoof Rural Fire Protection Service Area within a portion of Electoral Area "F"**

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 755 a service of fire protection to a portion of Electoral Area "F" known as the "Vanderhoof Rural Fire Protection Service Area";

**AND WHEREAS** the Regional District may amend a Local Service Establishment Bylaw under Section 802 of the *Local Government Act*;

**AND WHEREAS** the Regional District has received a request from owners of the property to be included in the Vanderhoof Rural Fire Protection Service Area;

**AND WHEREAS** the Director of Electoral Area "F" has consented in writing to the adoption of a bylaw which would amend the boundaries of the service area which amendments are described herein, in accordance with Section 801.5 of the *Local Government Act*;

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

- 1) That the Regional District hereby amends the boundaries of the Vanderhoof Rural Fire Protection Service Area by including the following property:

N ½ OF SEC 16 TP 2 R4C

and that the resulting boundaries of the Vanderhoof Rural Fire Protection Service Area are as shown on Schedule "A";

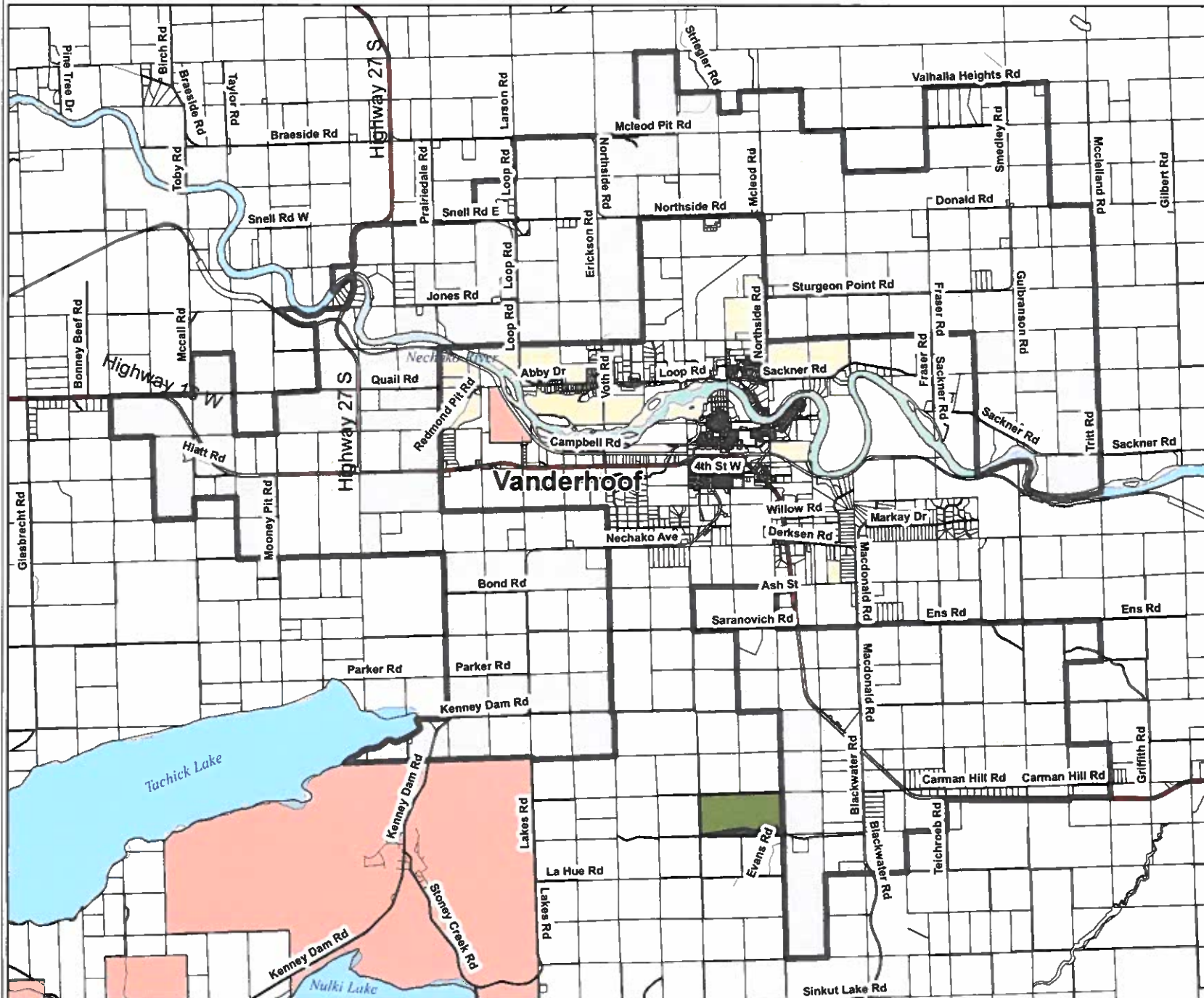
- 2) This bylaw may be cited as "Vanderhoof Rural Fire Protection Service Area Boundary Amendment Bylaw No. 1839, 2018."







# Vanderhoof Rural Fire Protection Area Expansion - Bylaw No. 1839 Schedule "A"



## Legend

- Expansion Property
- Protection Area
- Ferry
- Highway
- Forest Service Road
- Minor Road
- Cadastre
- Indian Reserve
- Municipal Boundary



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

Date: 23-Aug-2018

I hereby certify that this is Schedule "A" of Bylaw No. 1839

Corporate Administrator

334