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REGIONAL DISTRICT
OF BULKLEY & NECHAKO

AGENDA

MEETING NO. 12

AUGUST 16, 2018

P.O. BOX 820
BURNS LAKE, BC V0J 1E0
PHONE: (250) 692-3195 OR 1-800-320-3339
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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, August 16, 2018



<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – August 16, 2018</u>	Approve
	<u>MINUTES</u>	
	Board Meeting Minutes – July 19, 2018 (to be included on the Supplementary Agenda)	Adopt
	Transit Committee Meeting Minutes – July 19, 2018 (to be included on the Supplementary Agenda)	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>DELEGATIONS</u>	
	<u>TETRA TECH</u> (via teleconference) Carey McIver, Carey McIver & Associates Re: Solid Waste Management Plan Draft Cost Recovery Report (see pages)	
	<u>ADMINISTRATION REPORTS</u>	
8	Kristi Rensby, Finance/Administration Coordinator – Federal Gas Tax Funds – Electoral Area “A” (Smithers Rural) – Bulkley Valley Aquatic Centre Management Society	Recommendation (Page 8)
9	Kristi Rensby, Finance/Administration Coordinator – Federal Gas Tax Funds – Electoral Area “A” (Smithers Rural) – Bulkley Valley Aquatic Centre Management Society	Recommendation (Page 9)
10	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 10)
11	John Illes, Chief Financial Officer – Chinook Community Society Proposed Bylaw Changes	Recommendation (Page 11)

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
12-13	John Illes, Chief Financial Officer – Topley Road Rescue Budge Update Service #7406	Recommendation (Page 12)
14-20	John Illes, Chief Financial Officer – Bylaw 1233 Amendment “Houston Rural Fire Protection”	Recommendation (Page 14)
21-35	Cheryl Anderson, Manager of Administrative Services – Grant in Aid Applications	Recommendation (Page 21)
36-37	John Illes, Chief Financial Officer – Licence of Occupation – Ft. St. James Rest Area	Recommendation (Page 36)

ENVIRONMENTAL SERVICES REPORTS

38-81	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 38)
82-119	Rory Mckenzie, Director of Environmental Services – Solid Waste Management Plan - Cost Recovery Study	Receive
120	TRUE Consulting – Weekly Field Review Report – Fort Fraser Water Distribution Improvements	Receive

PAGE NO. DEVELOPMENT SERVICES ACTION

Referral

121-124	Land Referral File No. 7410012 Raymond and Joyce Miller Electoral Area “F”	Recommendation (Page 121)
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Memo

125-130	Jennifer MacIntyre, Planner 1 Coastal Gaslink Work Camp July 25 th , 2018 Open House Summary	Receive
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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING</u> <i>(All Directors)</i>	<u>ACTION</u>
	<u>Development Variance Permit Application</u>	
131-135	Development Variance Permit F-01-18 Kirby and Linda Pederson Electoral Area "F" <i>(call for comments from the gallery)</i>	Recommendation (Page 133)
	<u>OTHER</u>	
	<u>Building Inspector's Report</u>	
136	For July 2018	Receive
	<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>	
137	Nechako Valley Search and Rescue - Request for Letter of Support – Safety and Rescue Equipment	Direction
138-139	Union of B.C. Municipalities – 2018 Resolutions	Receive
140	Union of B.C. Municipalities – Gas Tax Agreement Community Works Fund Payment	Receive
141	Autumn Services – Request for Sponsorship	Receive
142-143	Northern Society for Domestic Peace - Reporting Stats – Smithers RCMP Victim Assistance Program	Receive
144-145	Lakes District Arts Council – Thank you for Grant in Aid	Receive
146	Municipal Insurance Association of BC - MIABC Voting Delegate	Receive
147-148	Coast Mountain College – Name Change from Northwest Community College to Coast Mountain College	Receive
149-154	Trans Canada Yellowhead Highway Association - 2018 Annual General Meeting	Receive



<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE (CONT'D)</u>	<u>ACTION</u>
155-156	BC Transit – BC Transit Regional Assignments Update – North	Receive
157	Cariboo Regional District – Support for the Province of British Columbia’s Caribou Recovery Program	Receive
158-161	District of Houston – Support of the Province of B.C.’s Caribou Recovery Program	Receive
162	City of Williams Lake – Employer Health Tax Impact on Local Government	Receive
163-166	Fort Fraser Local Community Commission Meeting Minutes – July 11, 2018	Receive
167-170	BC Community Forest Association – July 2018 Member’s Newsletter	Receive
171-178	BC Wildfire Newsletter – July 26, 2018	Receive
179	North Central Local Government Association - Media Release – North Central Local Government Association Signs Memorandum of Understanding with Spinal Cord Injury BC	Receive
180-181	Northern BC Tourism – Area Restriction in Effect for Shovel Lake Wildfire in the Burns Lake/ Fraser Lake Region	Receive
182-184	Union of B.C. Municipalities – Convention Bulletin 2	Receive
185-199	Union of B.C. Municipalities <ul style="list-style-type: none">• Executive Resolution on Greyhound• Legislative Changes Proposed for Alternate EA Directors• Policing Communication Portal Launched• Consultation on Recycle BC’s Program Plan• Medal of Good Citizenship• Provincial Update on Ride Sharing• Phase 2 Funding Announced for Connectivity• Executive Meeting Highlights• Attracting New Doctors through Community Collaboration	Receive

<u>PAGE NO.</u>	<u>INVITATIONS</u> (All grey highlighted items may be received as a block)	<u>ACTION</u>
200-204	BC Natural Resources Forum - Summer Update	Receive
205-214	- Fresh Outlook Foundation <ul style="list-style-type: none">• Making the Links: Climate Change, Community Health & Resilience – November 5-6, 2018, Kelowna, B.C.• Building on Progress: Climate Action Across Local, Regional and Global Levels<ul style="list-style-type: none">- September 13, 2018 – Kelowna, B.C.- September 14, 2018 – Penticton, B.C.	Receive
<u>FINANCIAL</u>		
215-223	Operating Accounts - Accounts Paid July, 2018	Ratify
<u>BYLAWS</u>		
<u>Bylaw for First, Second and Third Reading</u>		
224-225	No. 1838 – Houston Rural Fire Protection Service Establishment Amendment (all/directors/majority)	1st, 2nd and 3rd Reading
<u>READING FILE</u>		
<u>SUPPLEMENTARY AGENDA</u>		
<u>NEW BUSINESS</u>		
<u>ADJOURNMENT</u>		



**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

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

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 – August 16, 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).

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 – August 16, 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

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
REVENUE:									
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				
TOTAL REVENUE.....	-	7,998	7,963	6,963	7,963	7,963	7,963	7,963	7,963
EXPENDITURE:									
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									
TOTAL EXPENDITURE.....	-	7,918	7,963	6,863	7,963	7,963	7,963	7,963	7,963
Revenues minus Expenditures	-	80	-	100	-	-	-	-	-

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Regional District of Bulkley-Nechako Memo Board Agenda – August 16, 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 16th 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

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.

- (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 10th 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 1st, 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.

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

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

DISTRICT OF HOUSTON:

Shane Brienen, Mayor

Gerald Pinchbeck, Chief Administrative Officer

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



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

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.

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

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

24

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:

25

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:

a senior government or a local service agency?:

Provide an opportunity for individuals to make direct contributions?:

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

Cheryl Anderson

From: Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>
Sent: 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 or 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

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

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?:

Yes

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

Yes

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 or 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

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?:

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 or 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

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?:



Regional District of Bulkley-Nechako Memo Board Agenda – August 16, 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**’”

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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 and 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 to discuss or make an appointment.

Thank you,

Evelyn DuBois
Senior Portfolio Administrator

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



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
ENGINEERING CONSULTANTS
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

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APPENDICES

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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

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.

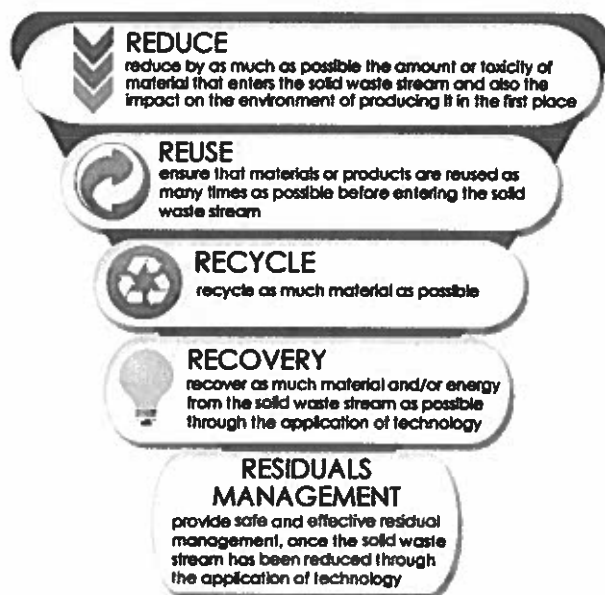


Figure 1-1: The Pollution Prevention Hierarchy

Source: (BC Ministry of Environment and Climate Change Strategy¹)

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.

¹ 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.

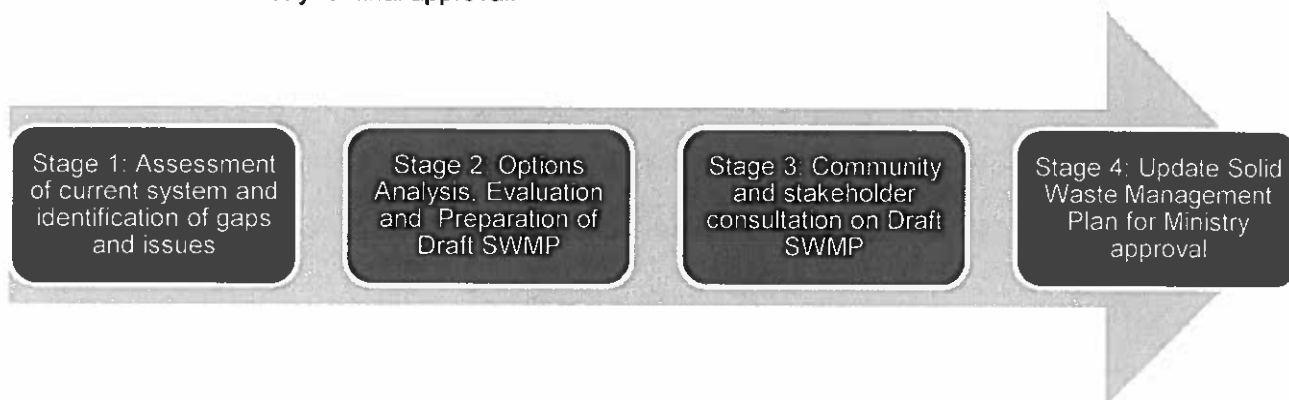


Figure 1-2: Plan Update Process

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 website². 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.

² 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.

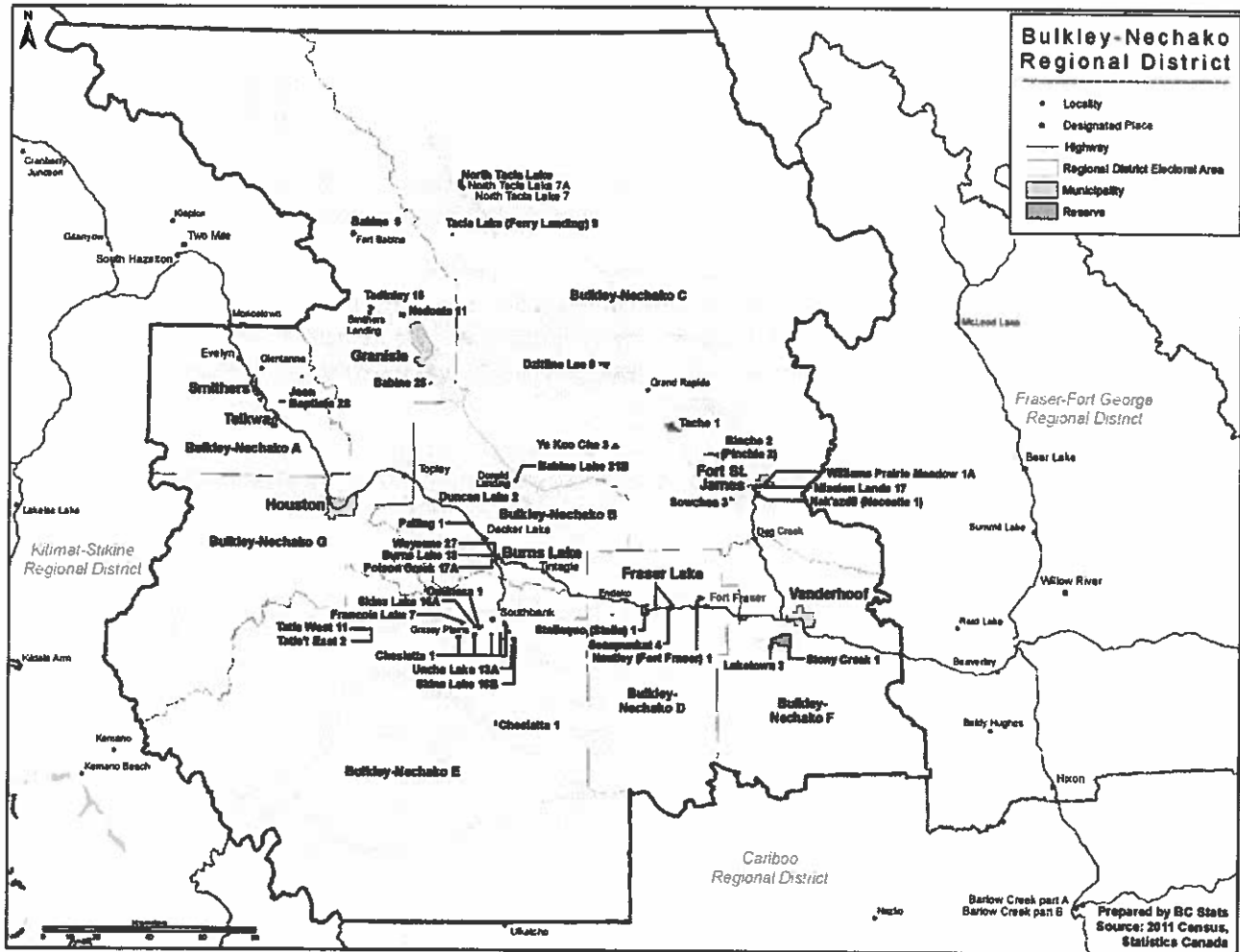


Figure 2-1: RDBN Plan Area³

³ 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 ⁴
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 km², 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 ⁵	Estimated First Nations Population ⁶
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
Total		38,171

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

⁵ 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>

⁶ 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.

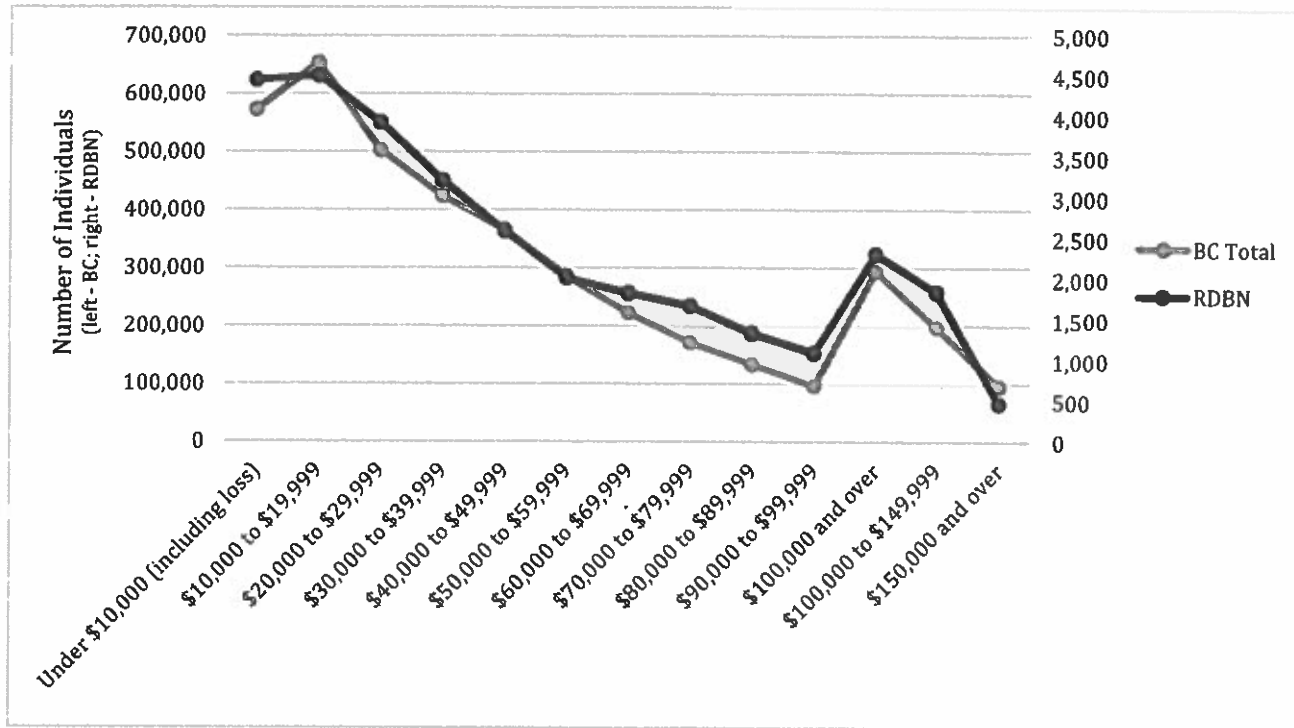


Figure 2-2: Individual Income (Before Tax) in 2015 (Statistics Canada 2016)

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%
Total	15,105	100%

* 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
Reduction and Reuse Programs – 12.5% Diversion Anticipated		
<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	<p>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.</p> <p>Materials with tipping fees include special materials (construction and demolition), specified materials (specified risk materials, asbestos, appliances containing ozone depleting substances), and contaminated soils.</p>
Tag-bag charges.	Cancelled	<p>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.</p> <p>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.</p>
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.
Recycling – 8% to 14% Diversion Anticipated		
<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	<p>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.</p> <p>Curbside recycling for the residential sector is available in Smithers, Telkwa, and Fort St. James.</p> <p>Private depots exist in most communities supported by extended producer responsibility (EPR) organizations (Encorp, Product Care, Recycle BC, etc.).</p>
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.
Composting – 1% Diversion Anticipated		
<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	<p>RDBN is working with local community gardens to support composting.</p> <p>Yard waste is collected for composting at all transfer stations. Food waste is not targeted as key material stream within this program.</p>

Strategy	Status	Notes
Residuals Management		
<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.
Problem Wastes		
<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.
Financing		
Financing the system through user-pay (70%) and taxation (30%).	Cancelled	Currently the majority of the system is financed through taxation.
Administration		
<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.

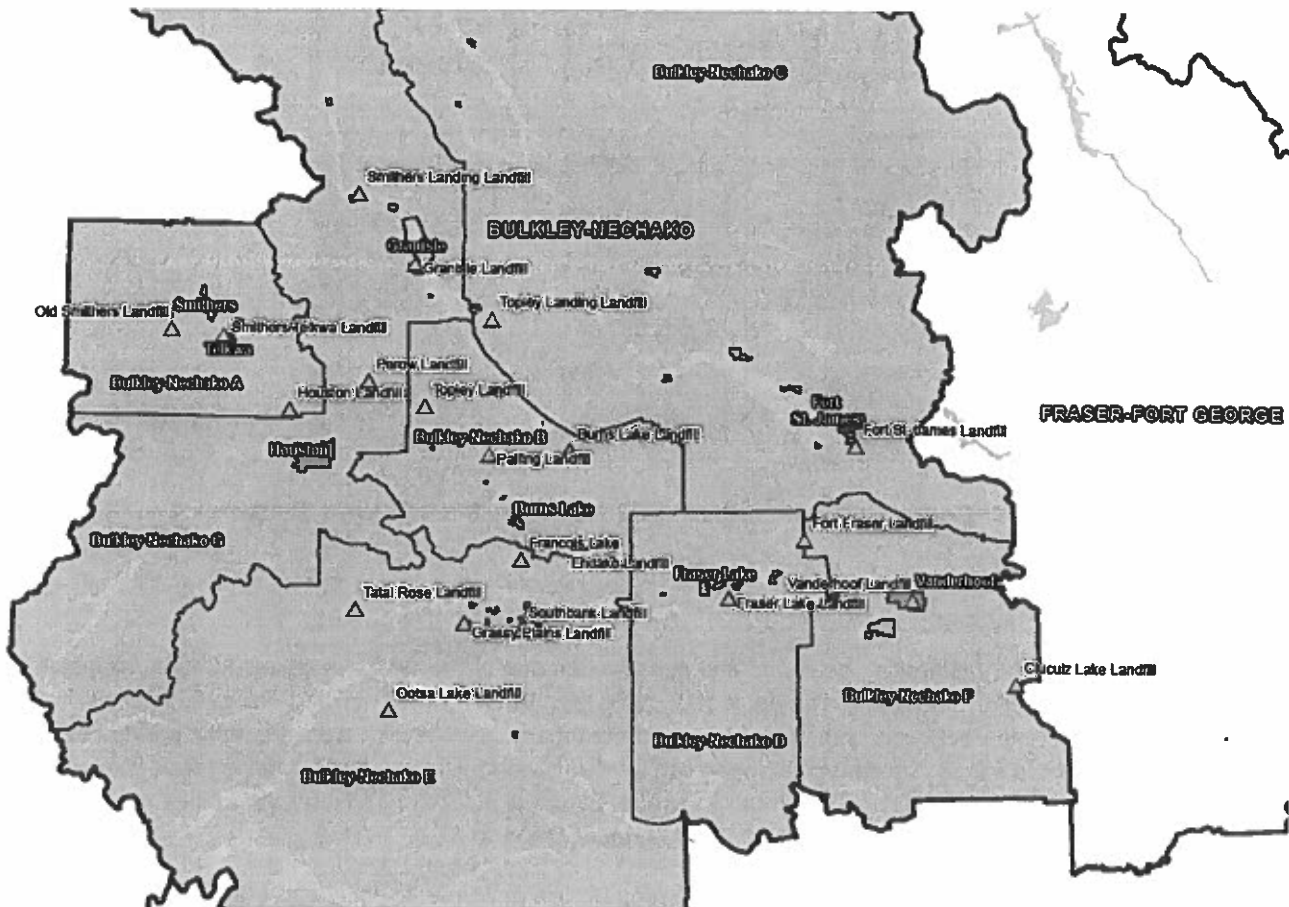


Figure 3-1: Historical Landfills and Dumps Closed Following the 1996 SWMP

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.

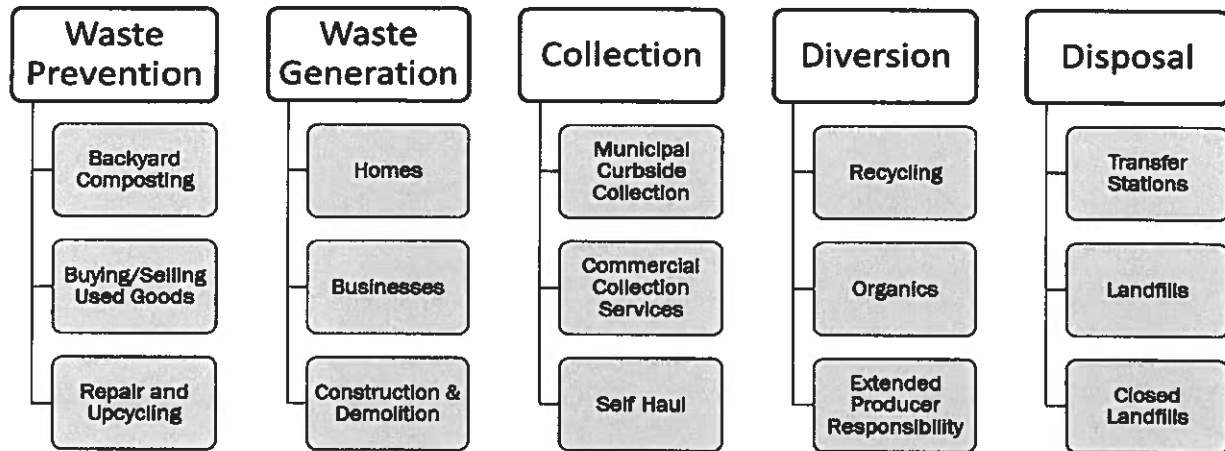


Figure 3-2: Components of the Current Solid Waste Management System

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
Smithers-Telkwa Waste Shed			
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			
Knockholt Waste Shed			
District of Houston	1,402	Curbside	Self-Haul
Electoral Area G (Houston Rural)	450	Self-Haul	Self-Haul
Knockholt Landfill			
Granisle Waste Shed			
Village of Granisle	284	Curbside	Self-Haul
Granise Transfer Station			
Takla Landing Waste Shed			
Takla Landing	93	Curbside	Self-Haul
Takla Landfill Transfer Station			
Burns Lake Waste Shed			
Village of Burns Lake	748	Curbside	Self-Haul
Electoral Area B (Burns Lake Rural)	896	Self-Haul	Self-Haul
Burns Lake Transfer Station			
Southside Waste Shed			
Electoral Area E (Francois/Ootsa Rural)	840	Self-Haul	Self-Haul
Southside Transfer Station			
Fraser Lake Waste Shed			
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			
Fort St. James Waste Shed			
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			
Vanderhoof Waste Shed			
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.

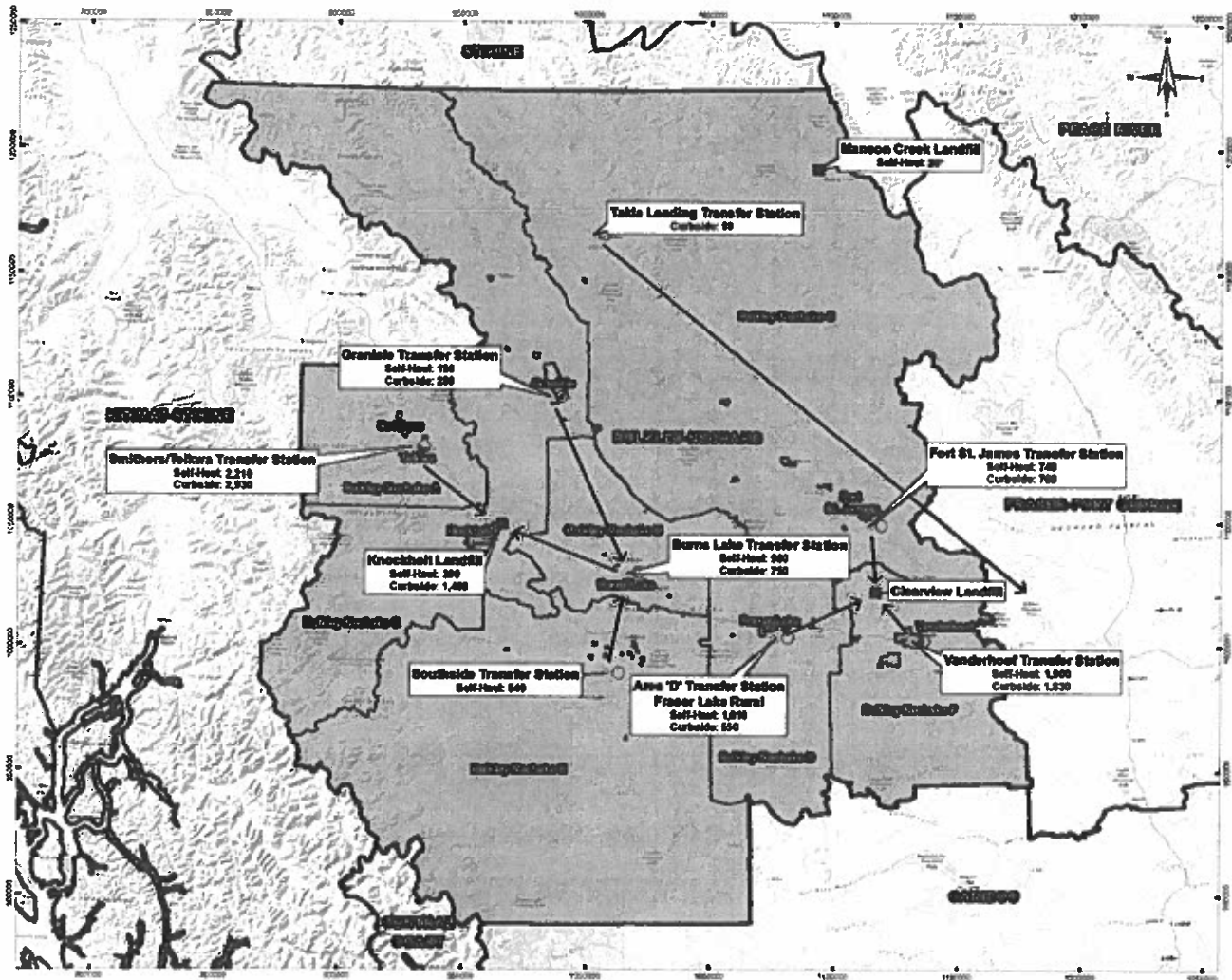


Figure 3-3: Summary of Solid Waste Facilities and Waste Sheds

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

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.⁷ 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.

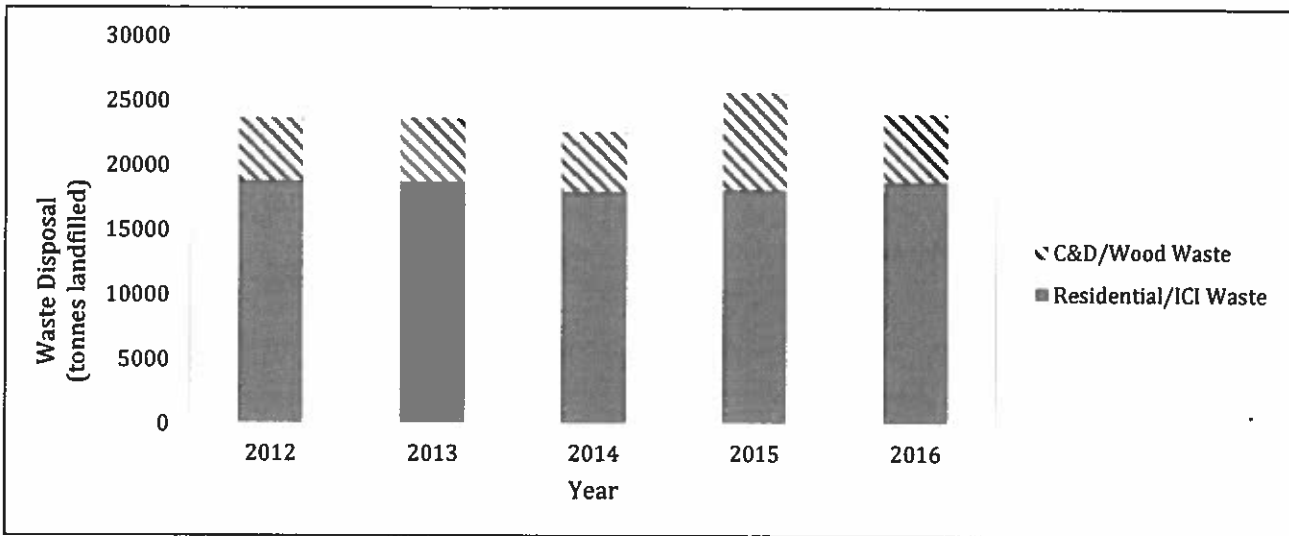


Figure 3-4: RDBN Waste Disposal (tonnes landfilled) 2012-2016

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.).

⁷ 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.

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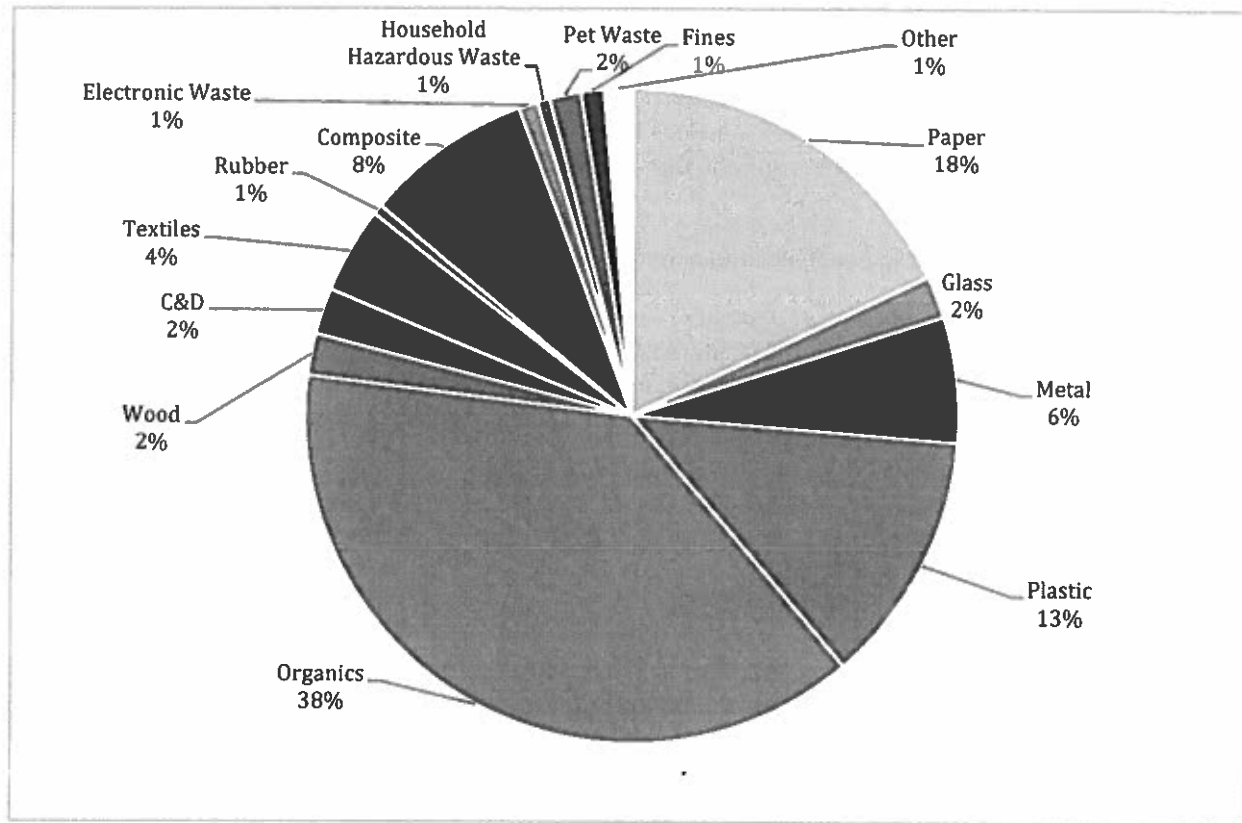


Figure 3-5: Adjusted 2016 Waste Composition

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 programming 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 ¹ (New)

¹ 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%: <ul style="list-style-type: none"> \$2,500/year (additional) beginning in year one
Develop an organics diversion strategy.		<ul style="list-style-type: none"> \$25,000 to create a strategy (in year six)
Develop regional composting facilities.	Vanderhoof Transfer Station: <ul style="list-style-type: none"> \$476,000 (year nine) 	Vanderhoof Transfer Station: <ul style="list-style-type: none"> \$95,692
	Smithers-Telkwa Transfer Station: <ul style="list-style-type: none"> \$515,200 (year seven) 	Smithers-Telkwa Transfer Station: <ul style="list-style-type: none"> \$111,200
	Regional Compost Facility: <ul style="list-style-type: none"> \$621,400 (as required in future) 	Regional Compost Facility: <ul style="list-style-type: none"> \$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"> ▪ -\$42,000 (i.e., net revenue by year three)

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

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)
Residential	60%			
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
Residential Diversion Potential				68
ICI	40%			
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
ICI Diversion Potential				31
Potential Additional Diversion from Landfill				100
Estimated Annual Disposal (assuming 600 kg/capita)				500 kg

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
Effectiveness Review Implementation	-	\$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
Waste Composition Studies	-	\$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
Facility Operations and Management Support	1	To be updated with staff input.
Coordination and Implementation of Reduction, Reuse, and Recycling Strategies and Supporting Programs and Policies	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
REVENUE					
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
TOTAL OPERATING REVENUE	\$ 6,291,644	\$ 4,909,057	\$ 5,126,159	\$ 4,443,832	\$ 4,446,998
EXPENDITURES					
Existing Operating Expenditures					
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
Total Annual Existing Operating Expenditures	\$ 5,486,644	\$ 4,835,180	\$ 5,129,285	\$ 4,824,959	\$ 5,246,995
Existing Capital Expenditures					
Capital Expenditures	\$ 805,000	\$ 105,000	\$ 323,000	\$ -	\$ -
Total Annual Existing Capital Expenditures	\$ 805,000	\$ 105,000	\$ 323,000	\$ -	\$ -
Total Annual Existing Expenditures	\$ 6,291,644	\$ 4,940,180	\$ 5,452,285	\$ 4,824,959	\$ 5,246,995
Surplus	\$ -	\$ (31,123)	\$ (326,126)	\$ (381,127)	\$ (799,997)
PROPOSED Operating Expenditures					
REDUCE/REUSE/RECYCLE					
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)
RESIDUAL MANAGEMENT					
Continue facility operation and upgrades as needed.	\$ -	\$ 11,000	\$ 35,000	\$ 11,000	\$ 35,000
POLICIES AND BYLAWS					
Assess Cost Recovery Through User Fees	\$ 20,000				
STAFF					
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
PLAN MONITORING					
Waste Composition Study	\$ -	\$ -	\$ -	\$ 25,000	\$ -
5-year Effectiveness Review	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total Annual Proposed Operating Expenditures	\$ -	\$ 151,000	\$ 130,400	\$ 210,900	\$ 299,400
PROPOSED Capital Expenditures					
DIVERSION					
Expand Access to Residential Recycling (Capital)	\$ -	\$ 45,000	\$ 60,000	\$ 500,000	\$ 500,000
Increase Organics Diversion (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -
DISPOSAL					
Continue Facility Operation and Upgrades (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Annual Proposed Capital Expenditures	\$ -	\$ 45,000	\$ 60,000	\$ 500,000	\$ 500,000
Total Annual Proposed Expenditures	\$ -	\$ 196,000	\$ 190,400	\$ 710,900	\$ 799,400
TOTAL OPERATING EXPENDITURES	\$ 5,486,644	\$ 4,986,180	\$ 5,259,685	\$ 5,035,859	\$ 5,546,395
TOTAL CAPITAL EXPENDITURES	\$ 805,000	\$ 150,000	\$ 383,000	\$ 500,000	\$ 500,000
TOTAL ANNUAL EXPENDITURES	\$ 6,291,644	\$ 5,136,180	\$ 5,642,685	\$ 5,535,859	\$ 6,046,395
Operating Funding Required	\$ -	\$ 151,000	\$ 130,400	\$ 210,900	\$ 299,400
Capital Funding Required	\$ -	\$ 45,000	\$ 60,000	\$ 500,000	\$ 500,000
Reserve Funding Required	\$ -	\$ 75,000	\$ 370,000	\$ 425,000	\$ 800,000

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
PROPOSED Capital Expenditures										
DIVERSION										
Expand Access to Residential Recycling (Capital)	\$ -	\$ 45,000	\$ 60,000	\$ 500,000	\$ 500,000		\$ -	\$ -		\$ -
Increase Organics Diversion (Capital)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 515,000	\$ -	\$ 476,000	\$ -
DISPOSAL										
Continue Facility Operation and Upgrades (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 482,000	\$ 250,000	\$ -	\$ -	\$ -
Total Annual Proposed Capital Expenditures	\$ -	\$ 45,000	\$ 60,000	\$ 500,000	\$ 500,000	\$ 482,000	\$ 765,000	\$ -	\$ 476,000	\$ -

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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
Proposed Implementation Schedule										
REDUCE/REUSE/RECYCLE										
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										
RESIDUAL MANAGEMENT										
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										
POLICIES AND BYLAWS										
Assess Cost Recovery										
Update Facility Regulation and User Fee Bylaw										
Implement Disposal Charges for Camp Waste and Others										
Mitigate Illegal Dumping										
STAFF										
Additional Staff – Operations Assistant/Foreman (1 FTE)										
Additional Staff – Diversion Coordinator (1 FTE)										
PLAN MONITORING AND EFFECTIVENESS										
PMAC										
Annual Reporting										
Five Year Effectiveness Review										
Waste Composition Study										

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8.0 PLAN APPROVAL

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

APPENDIX A

TETRA TECH'S LIMITATIONS ON THE USE OF THIS DOCUMENT

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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: Solid Waste Management Plan – Cost Recovery Study

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.

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APPENDIX SECTIONS

APPENDICES

- Appendix A Tetra Tech's Services Agreement and Limitations on the Use of this Document
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- 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
REVENUE					
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
TOTAL OPERATING REVENUE	\$6,291,645	\$4,909,057	\$5,126,159	\$4,443,832	\$4,446,998
EXPENDITURES					
Operating Expenditures					
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
Total Annual Operating Expenditures	\$5,486,644	\$4,760,180	\$4,759,285	\$4,399,959	\$4,446,995
Existing Capital Expenditures					
Capital Expenditures	\$805,000	\$105,000	\$323,000	\$ -	\$ -
Total Annual Capital Expenditures	\$805,000	\$105,000	\$323,000	\$ -	\$ -
Balance	\$6,291,644	\$4,865,180	\$5,082,285	\$4,399,959	\$4,446,995

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

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 worse 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.

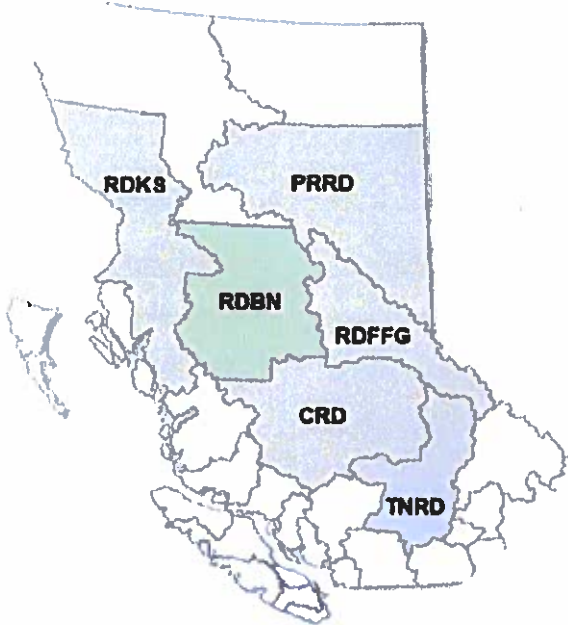
3.0 OPTIONS TO CLOSE THE FUNDING GAP

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 (km²), the RDBN has a population density of only 0.5 persons per km². 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 km², the CRD has a population density of 0.8 persons per km². 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 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.

**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 ³)		Wood ¹	DLC ²
Small Box pick-up (< 8 ft. box)			
Full load or portion thereof	\$17.00	\$58.00	
With extended sides	\$24.00	\$116.00	
Full sized pick-up (8 ft. box)			
Full load or portion thereof	\$22.00	\$75.00	
With extended sides	\$44.00	\$150.00	
Utility Trailers		Wood ¹	DLC ³
Up to 8 ft. long (≤ 2m³)			
Full load or portion thereof	\$22.00	\$75.00	
With extended sides	\$44.00	\$150.00	
Up to 12 ft. long			
Full load or portion thereof	\$34.00	N/A	
With extended sides	\$68.00	N/A	
Up to 16 ft. long			
Full load or portion thereof	\$46.00	N/A	
With extended sides	\$92.00	N/A	

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

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.

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 km², the RDEK has a population density of 2.2 persons per km². 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 km², the PRRD has a population density of 0.5 persons per km². 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 \$175 Minimum Charge	TYPE	FEE \$100.00 Minimum Charge	TYPE	FEE \$175.00 Minimum Charge
SORTED: HOUSEHOLD & COMMERCIAL	\$55/tonne	HOUSEHOLD APPLIANCES	\$55/tonne	SPECIFIED RISK MATERIALS	\$125/tonne
METAL		CONCRETE (> 18 cm piece size, no soil or gravel)		ANIMAL CARCASSES listed in Wildlife & Livestock Acts	
WOOD		Clean UNCRUSHED STEEL & PLASTIC DRUMS with caps removed	LOADS CONTAINING >25% OLD CORRUGATED CARDBOARD		
Domestic ANIMAL CARCASSES not listed in Wildlife & Livestock Acts	\$0.80 per bag	TIRES (MEDIUM - No Rim)	\$55/tonne plus \$10/tire	LEAD ACID BATTERIES	\$55/tonne
3 garbage bags or less (Min. fee N/A)		TIRES (INDUSTRIAL/HEAVY DUTY - No Rim)	\$55/tonne plus \$36/tire	ASBESTOS	\$150/tonne
TIRES (Cars, LT, SUV - No Rim)	\$55/tonne plus \$4/tire	MIXED DEMOLITION, LAND CLEARING & CONSTRUCTION	\$110/tonne	ALL OTHER RESTRICTED WASTE	\$150/tonne
UNSORTED REGULAR WASTE	\$110/tonne	STRIPPED VEHICLES	\$110/tonne plus \$170/vehicle		
		UNSTRIPPED VEHICLES			
		CLEAN SOILS/CONCRETE RUBBLE (piece size < 15 cm)	NO CHARGE		
		UNSORTED CONTROLLED WASTE	\$110/tonne		

**PLEASE ASK SCALE ATTENDANT
FOR ADDITIONAL INFORMATION**

QUESTIONS?
PLEASE CALL:
250-784-3200 OR 1-800-870-7773

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.

ACCEPTED WASTE		FEE	
TYPE		Minimum Fees Apply	
SORTED HOUSEHOLD MATERIALS	8 bags or less	\$0.80/bag	
	More than 8 bags	\$6.50/m ³	
	Passenger car - bagged & non-bagged waste	\$5.00	
	Station wagons/Mini-vans/SUVs - bagged and non-bagged waste	\$7.00	
	Vans/mid- and full-size pick-ups (short box)/trailers with capacity of 1.5 m ³ or less	\$9.50	
	Vans/mid- and full-size pick-ups (short box)/trailers with capacity of 1.5 m ³ or less with stakesides or overloaded	\$14.50	
	Full-size pick-ups (long box)/trailers with capacity greater than 1.5 m ³	\$12.00	
	Full-size pick-ups (long box)/trailers with capacity greater than 1.5 m ³ with stakesides or overloaded	\$17.00	
	LOADS CONTAINING >25% OLD CORRUGATED CARDBOARD		\$22.00/m ³

ACCEPTED WASTE		FEE
TYPE		Minimum Fees Apply
SORTED	WOOD (yard trimmings, lumber, clean wood from residential demolition)	\$6.50/m ³
	METAL (Barbeques, washing machines, bicycles, etc.)	\$10.00/m ³
	Household Appliances containing Ozone Depleting Substances	\$10.00/appliance
	BULKY WASTE (Furniture, mattresses, carpets, etc.)	\$6.50/m ³
	Demolition, Landclearing and Construction Waste	\$28.00/m ³
UNSORTED REGULAR WASTE		\$13.00/m ³
Tires (cars, LI, SUV - NO RIM)		\$7.00/tire
Tires (medium duty - NO RIM)		\$11.00/tire

This site accepts Visa, Mastercard, Debit, Cash and Clean-up Coupons (One coupon = 2 cu. Metres or 1 pick-up box filled to the edge)

PRRD

FREE RECYCLING OF Paper, #1-7 Plastics, Cardboard & Tin/foil containers here

UNSECURED LOADS ARE CHARGED DOUBLE!!

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 km², the RDFFG has a population density of 1.9 persons per km². 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 km², (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 km². 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 ³ \$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 ³
Wood Waste	\$100/tonne (\$5 min.)	\$15/m ³
Asphalt Shingles	\$100/tonne (\$5 min.)	\$15/m ³

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.

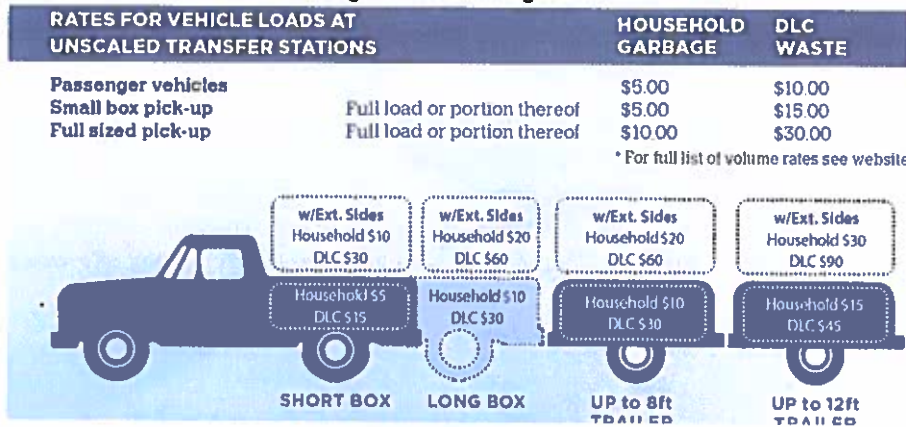


Figure 3-9: Volume Based Rates at TNRD Facilities

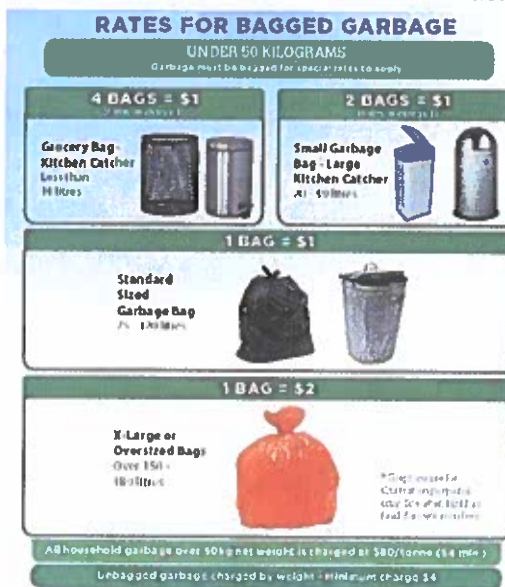


Figure 3-8: Rates for Bagged Garbage in the TNRD

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 km², the CRD has a population density of 0.4 persons per km². 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 - Apr 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 5m³): \$110.00 / tonne
- Land Clearing Waste (Loads less than 5m³): \$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 250-613-6100

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
Facilities							
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
Cost Recovery							
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
	Total	-\$364,000	-\$518,500	\$1,415,000

* 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.

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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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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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 ²	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 ²	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 ²	220	\$4	\$880
	Excavation	m ³	15	\$9	\$135
	Backfill	m ³	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 ²	150	\$15	\$2,250
	Base Course	m ²	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
Site Preparations	Clearing and Grubbing	m ²	0	\$4	\$0
Scale Facility	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 ²	100	\$150	\$15,000
	Electrical	L.S.			\$19,000
Scale and Cost	POS Unit (Laptop with Card Reader)	L.S.	0	\$2,000	\$0
Site Changes and Traffic Control	Site Prep	m ²	1,010	\$4	\$4,040
	Excavation	m ³	0	\$9	\$0
	Backfill	m ³	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
Surfaces	Gravel Surface	m ²	0	\$15	\$0
	Base Course	m ²	0	\$20	\$0
Subtotal					\$233,415
Geotechnical/Engineering Design (15%)					\$35,012
Construction Contract Administration (10%)					\$23,342
Contingency (15%)					\$35,012
Total (Excluding GST)					\$326,781

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-3: Burns Lake Transfer Station Conceptual Costs

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
Site Preparations	Clearing and Grubbing	m ²	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 ²	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 ²	383	\$4	\$1,532
	Excavation	m ³	0	\$9	\$0
	Backfill	m ³	0	\$8	\$0
	Lock Block Wall for Traffic Control (delivered)	Unit	10	\$200	\$2,000
	Wheel Stops	Unit	5	\$275	\$1,375
Surfaces	Signage and Line Work	L.S.			\$5,000
	Gravel Surface	m ²	0	\$15	\$0
	Base Course	m ²	0	\$20	\$0
Subtotal					\$121,107
Geotechnical/Engineering Design (15%)					\$18,166
Construction Contract Administration (10%)					\$12,111
Contingency (15%)					\$18,166
Total (Excluding GST)					\$169,550

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
Total (Excluding GST)					\$65,148

Table B-4: Knockholt Sub-Regional Landfill Conceptual Costs

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
Site Preparations	Clearing and Grubbing	m ²	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 ²	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 ²	20	\$4	\$80
	Excavation	m ³	0	\$9	\$0
	Backfill	m ³	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 ²	0	\$15	\$0
	Base Course	m ²	0	\$20	\$0
Subtotal					\$26,630
Engineering and Construction Contract Administration (15%)					\$3,995
Contingency (15%)					\$3,995
Total (Excluding GST)					\$34,619

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
Total (Excluding GST)					\$65,148

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 ²	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 ²	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 ²	0	\$4	\$0
	Excavation	m ³	0	\$9	\$0
	Backfill	m ³	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 ²	0	\$15	\$0
	Base Course	m ²	0	\$20	\$0
Subtotal					\$6,550
Engineering and Construction Contract Administration (15%)					\$983
Contingency (15%)					\$983
Total (Excluding GST)					\$8,515

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
Total (Excluding GST)					\$65,148

Table B-6: Granisle and Southside Transfer Station Conceptual Costs

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
Site Preparations	Clearing and Grubbing	m ²	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 ²	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 ²	0	\$4	\$0
	Excavation	m ³	0	\$9	\$0
	Backfill	m ³	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 ²	0	\$15	\$0
	Base Course	m ²	0	\$20	\$0
Subtotal					\$6,550
Engineering and Construction Contract Administration (15%)					\$983
Contingency (15%)					\$983
Total (Excluding GST)					\$8,515

Operations Cost Increases	Description	Unit	Approx. Quantity	Unit Cost	Total Cost
Staffing	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
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					\$3,260
Contingency (15%)					\$489
Total (Excluding GST)					\$5,909

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)	\$ 66,366	\$ (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)	\$ 196,682	\$ (65,148)	\$ 196,682	\$ (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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal - Facility Costs and Revenues			\$(67,193)	\$ 111,067	\$(420,871)	\$ 373,763	\$(150,018)	\$ 499,939	\$(150,018)	\$ 500,395	\$(204,309)	\$ 500,851	\$(204,309)	\$ 501,308	\$(204,309)	\$ 501,765	\$(204,309)	\$ 502,223	\$(204,309)	\$ 502,681
Office/Management		0.25	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -	\$(22,500)	\$ -
Total			\$(89,693)	\$ 111,067	\$(442,571)	\$ 373,763	\$(172,518)	\$ 499,939	\$(172,518)	\$ 500,395	\$(226,809)	\$ 500,851	\$(226,809)	\$ 501,308	\$(226,809)	\$ 501,765	\$(226,809)	\$ 502,223	\$(226,809)	\$ 502,681

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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	\$ -	\$ -	\$(11,646)	\$ 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)	\$ 222,904	\$ (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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal - Facility Costs and Revenues			\$(67,193)	\$ 136,793	\$(629,845)	\$ 857,718	\$(492,708)	\$ 1,412,941	\$(492,708)	\$ 1,414,354	\$(492,708)	\$ 1,415,768	\$(492,708)	\$ 1,417,184	\$(492,708)	\$ 1,418,601	\$(492,708)	\$ 1,420,019	\$(492,708)	\$ 1,421,440
Office/Management		1	\$(22,500)	\$ -	\$(45,000)	\$ -	\$(90,000)	\$ -	\$(90,000)	\$ -	\$(90,000)	\$ -	\$(90,000)	\$ -	\$(90,000)	\$ -	\$(90,000)	\$ -	\$(90,000)	\$ -
Total			\$(89,693)	\$ 136,793	\$(674,845)	\$ 857,718	\$(492,708)	\$ 1,412,941	\$(492,708)	\$ 1,414,354	\$(492,708)	\$ 1,415,768	\$(492,708)	\$ 1,417,184	\$(492,708)	\$ 1,418,601	\$(492,708)	\$ 1,420,019	\$(492,708)	\$ 1,421,440

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Board-Receive



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

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 16th to July 22nd

Current Week Report Period: July 23rd to July 29th On-site Contact: Sheldon 1 867-446-9277

Future Week Reporting Period: July 30th to Aug 05th

STATUS OF WORK:

Previous Week Progress:

- o Completed watermain installation on 6th 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 5th Avenue – includes removing all soil piles and stockpiling at firehall

Current Week Schedule:

- o Infracon will have a small crew on-site July 23rd to 26th repairing a water leak and continuing with restoration and watermain installation.
- o Infracon's full crew will return to site on Friday July 27th, 2018
- o Infracon to continue watermain installation on 5th avenue from Alexandra Street to end of road, and complete tie-in on Royals Street and 6th Avenue

Future Week Tentative Schedule:

- o To complete two (2) tie-in's at the reservoir on Berkshire Street, and Berkshire and 5th Avenue
- o Continue watermain installation on 5th Avenue from Alexandra street to end of road
- o Complete the Royal Street and 6th 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

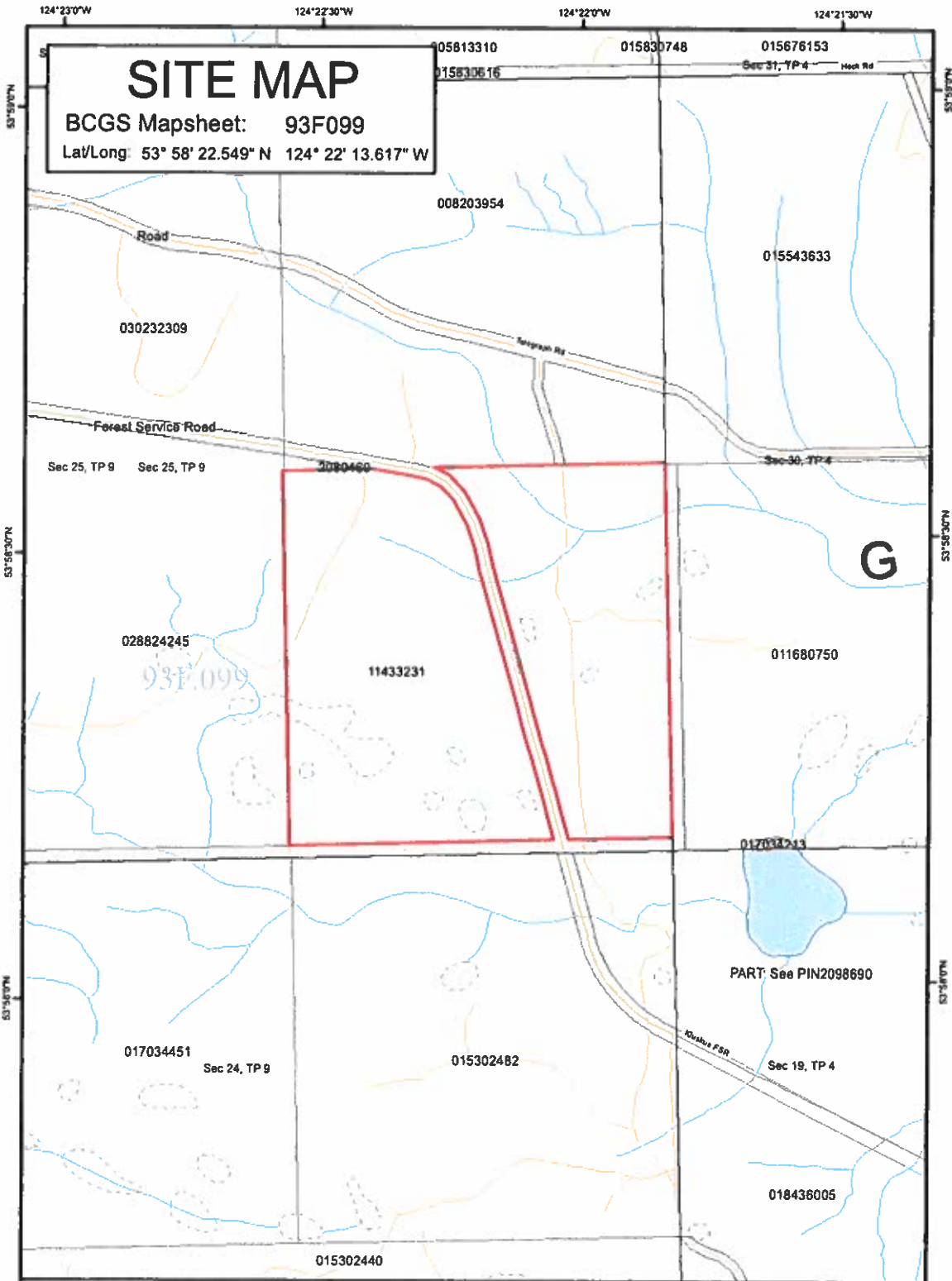
Written by:

Jennifer MacIntyre
 Planner I



REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 7410012

Electoral Area:	F
Applicant:	Raymond & Joyce Miller
Existing Land Use:	Vacant, Forested
Zoning:	Agriculture (Ag1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Plan Designation	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."
Proposed Use Comply With Zoning:	Yes
If not, why?	
Agricultural Land Reserve:	Within the ALR
Access Highway:	Telegraph Road and Kluskus FSR
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: 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.

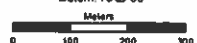
TYPE: CROWN GRANT
 SUBTYPE: DIRECT SALE
 LOCATION: Tachick Lake

PURPOSE: AGRICULTURE
 SUBPURPOSE: EXTENSIVE
 IMAGERY: N/A

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

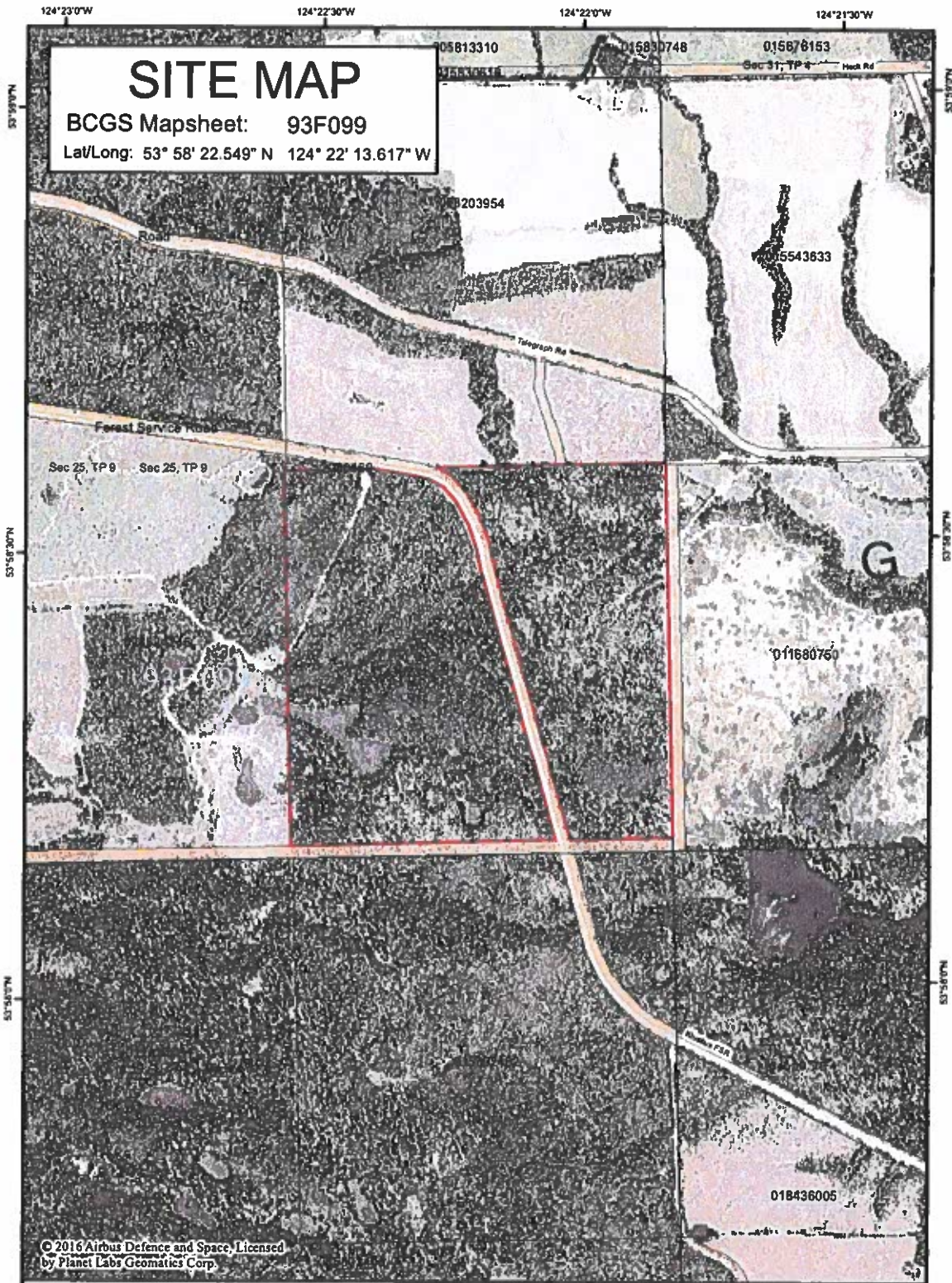


Legend

- | | |
|--------------------------|------------------------------|
| Crown Land Application | Protected Area |
| Primary Survey Parcel | Provincial Park |
| Subdivision | Protected Area |
| Municipality | CIC Ecological Reserve |
| Surveyed Rights of Way | Recreation Area |
| Surveyed Road R/W | Base Mapping Features (20K) |
| 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 - Define |
| Miscellaneous R/W | Glacier/icefield |
| Transportation Corridors | Contour - 20m Interval |
| Highway | Transportation - Lines (20K) |
| Railway | Aulfield |
| Surveyed Road R/W | Road |
| | Forest Service Road |
| | Forest Permit |
| | Trail |
| | Rail Line |

All measurements are approximate

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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

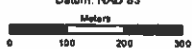
IMAGERY: Spot 2014-2015

Produced by
Ministry of Forests, Lands &
Natural Resource Operations
Horizon 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 Areas |
| Primary Survey Parcel | Provincial Park |
| Subsection | Protected Area |
| Municipality | OIC Ecological Reserve |
| Surveyed Rights of Way | Recreation Area |
| Surveyed Road RW | Base Mapping Features (20K) |
| Gas/DJ RW District Lot | River or Stream |
| Power Transmission RW | River or Stream - Dry |
| Gas/DJ RW | Lake |
| Telecom RW District Lot | Reservoir - Debris |
| Miscellaneous RW | Glacier/Field |
| Transportation Corridors | Contour - 20m Interval |
| Highway | Transportation - Lines (20K) |
| Railway | Airstrip |
| Surveyed Road RW | Road |
| | Forest Service Road |
| | Road Permit |
| | Trail |
| | Road Line |

All measurements are approximate.





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

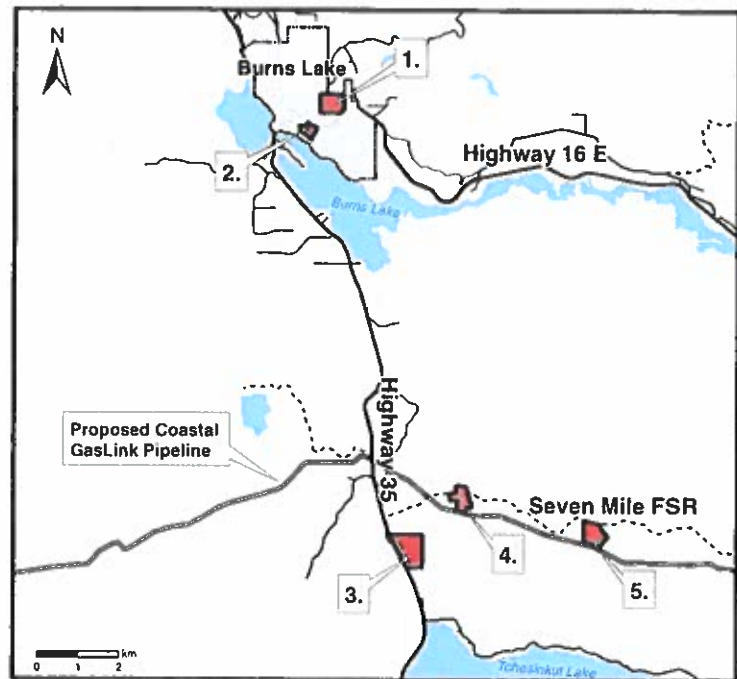
TransCanada requires a construction work camp within the Lakes District to support the construction of the proposed Coastal GasLink Pipeline Route. Originally, the work camp was proposed to be located at 14147 Highway 35 adjacent to Tchesinkut Lake, 14 kilometres south of the Village of Burns Lake. However, 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 25TH 2018 WORK CAMP OPEN HOUSE

TransCanada, RDBN Planning Staff and the Village of Burns Lake organized an Open House on July 25th 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						
Legend	<table border="0"> <tr> <td style="width: 20px; height: 15px; background-color: #90EE90;"></td> <td>Preferred</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #FFFF00;"></td> <td>Acceptable with appropriate design or configuration</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #FFB6C1;"></td> <td>Not preferred</td> </tr> </table>								Preferred		Acceptable with appropriate design or configuration		Not preferred	<p>Coastal GasLink Pipeline Project</p>
	Preferred													
	Acceptable with appropriate design or configuration													
	Not preferred													

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.

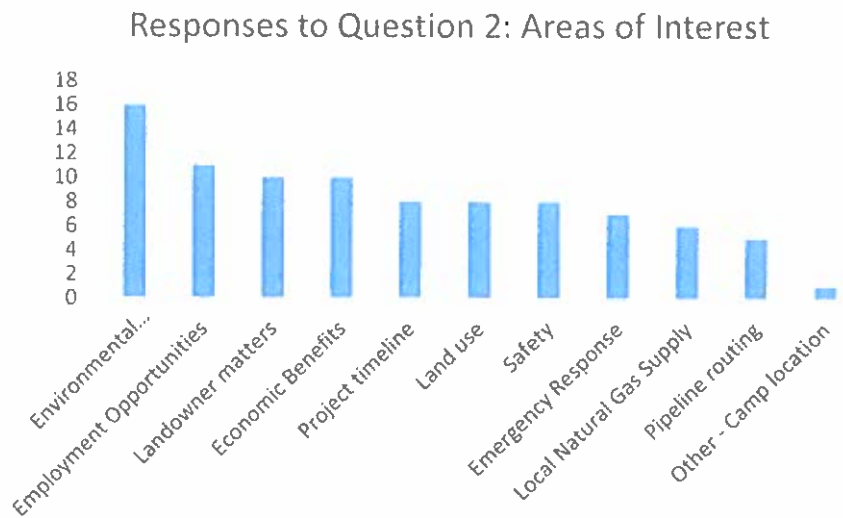
Question 1 asked: How much did you know about Coastal GasLink? *(Sliding scale from 1, nearly nothing to 5, very knowledgeable.)*

- 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

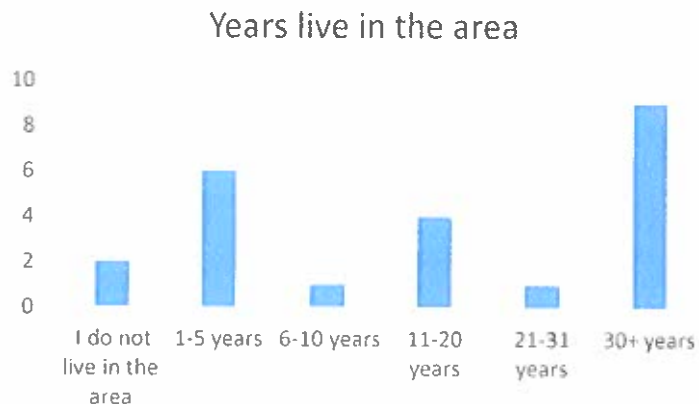
- A local resident with property on the proposed route
- A local resident without property on the proposed route
- Interested in learning about the project

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.

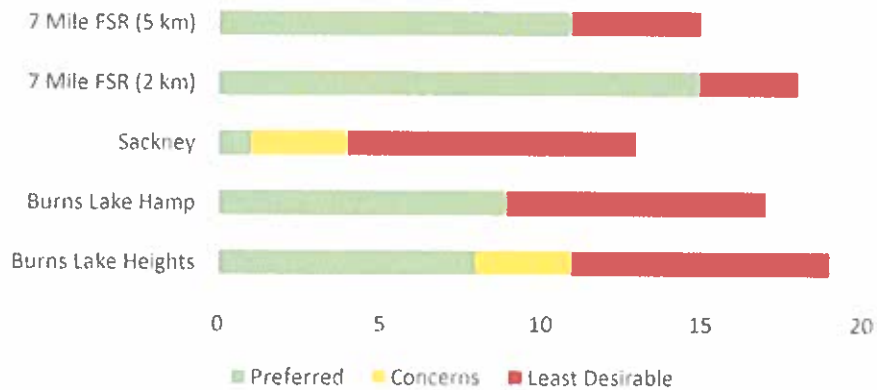
Two of the comment sheets suggested the 7 mile location, but noted that there would be a loss in economic benefit for the Town. Three respondents (27%) noted the economic benefits to local business if the camp was located in the Village, and was their main justification for supporting a location within the Village.

Map Display

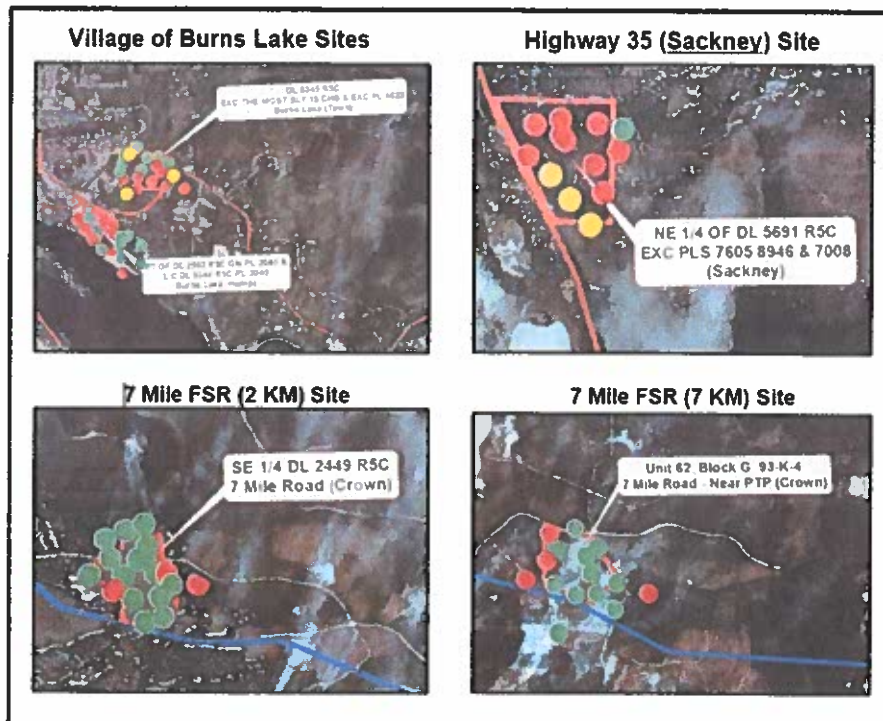
A map of the 5 potential sites was set up after the presentation. The map display allowed attendees to vote on each proposed site by placing sticky dots on the map. The sticky dots matched the colors shown on the consideration table.

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



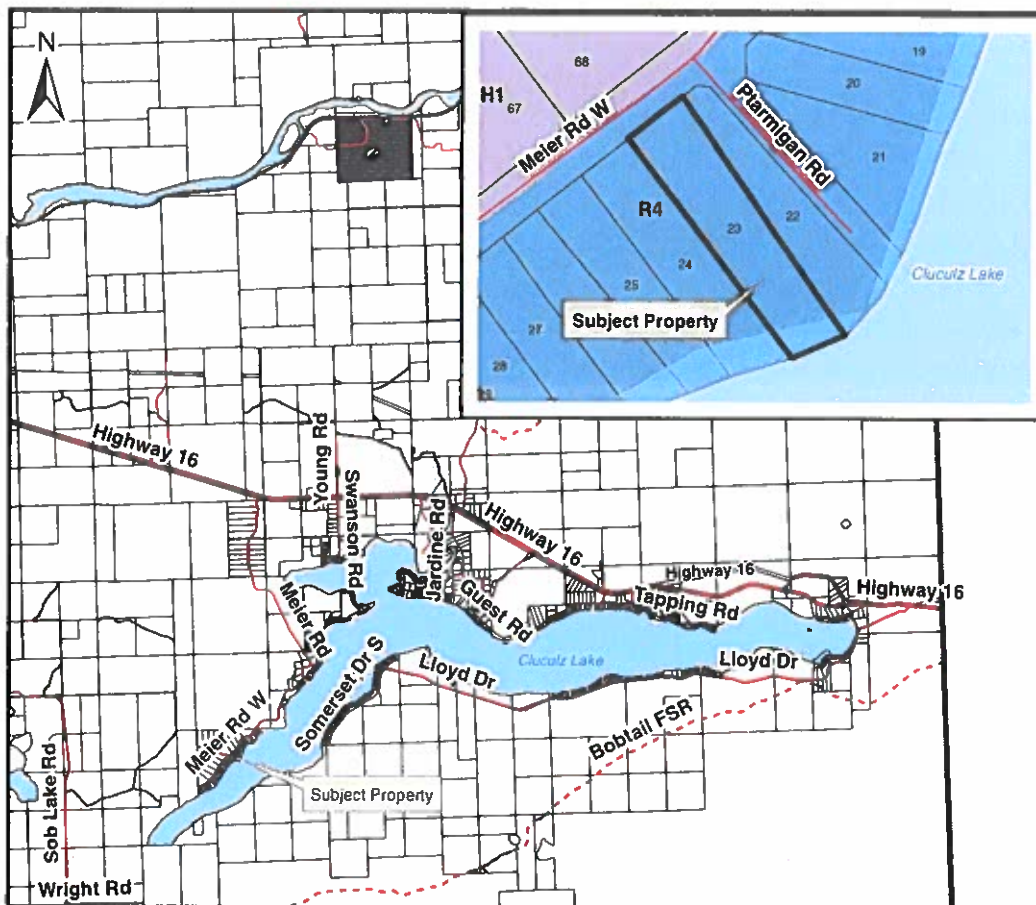
Planning Department Report
Development Variance Permit Application F-01-18

July 27, 2018

APPLICATION SUMMARY

Name of Applicants:	Kirby and Linda Pederson
Electoral Area:	F
Subject Property:	Lot 23, District Lot 1135, Cariboo, District Plan 26769. The subject property is approximately 0.615 ha. (1.52 acres) in size.
OCP Designation:	Lakeshore (L) in the Vanderhoof Rural OCP Bylaw No. 1517, 2009.
Zoning:	Waterfront Residential II (R4)
Existing Land Use:	Vacant
Location:	The subject property is located at 7050 Meier Road West, in the community of Cluculz Lake.

Location Map

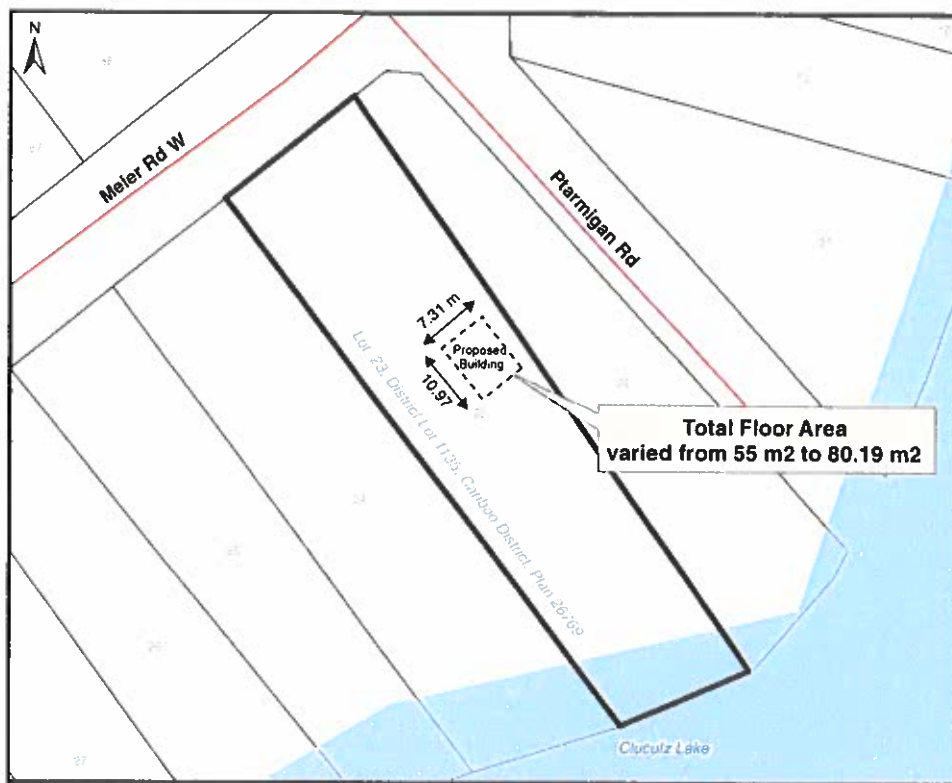


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Proposal:

The applicants wish to build a 7.31 m x 10.97 m (80.19 m²) 24 ft. x 36 ft. (864 ft²) 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 m² 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 m² (592 ft²) to 80.19m² (864 ft²) 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 m² (592 ft²) to 80.19m² (864 ft²) for a storage building developed in general compliance with Schedule A of the permit.

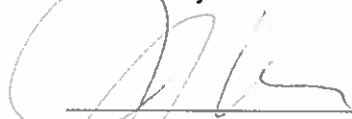
Electoral Area Planning – Participants/Directors/Majority

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:



Jennifer MacIntyre
Planner I



**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 m² to 80.19 m² 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.

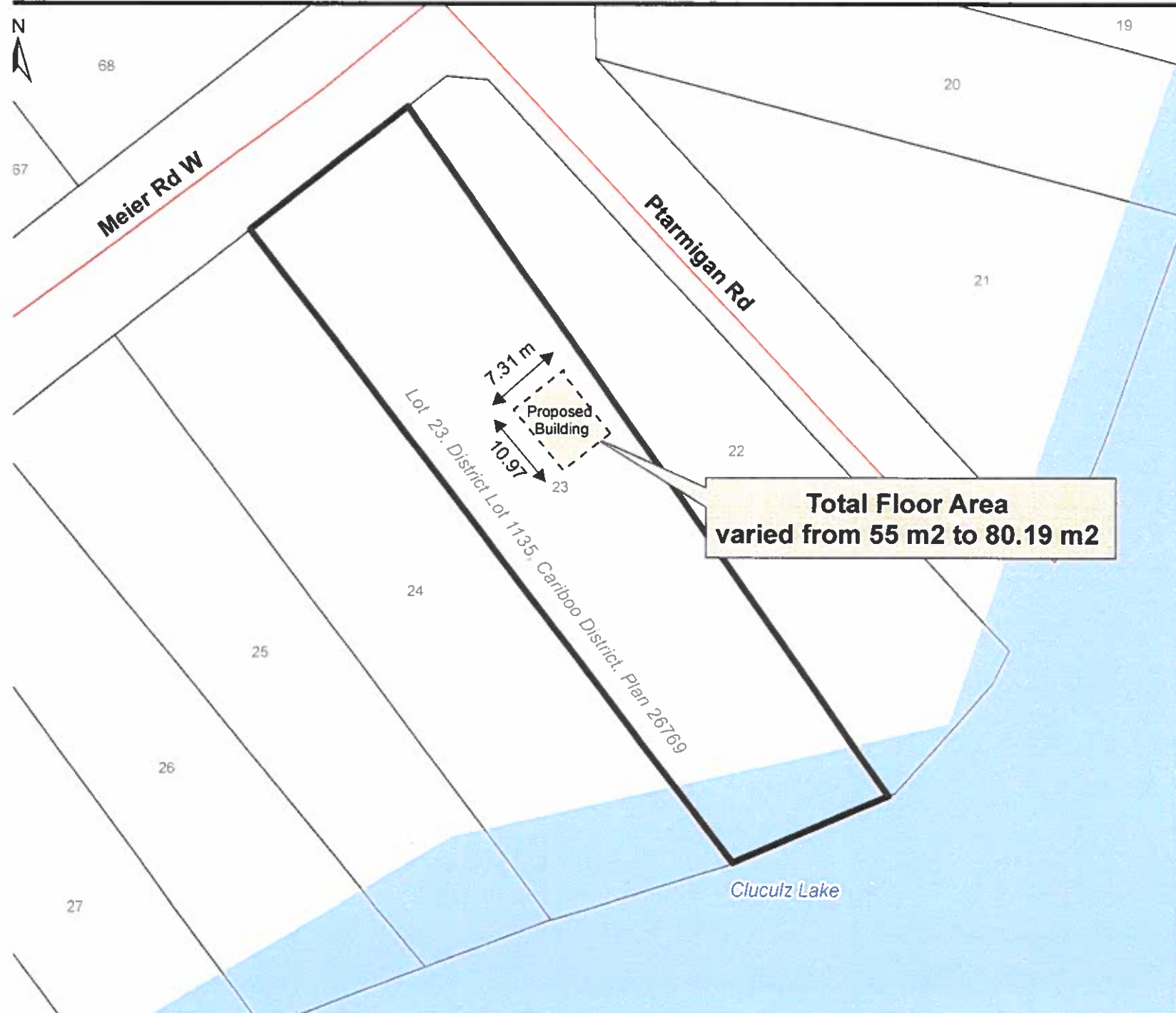
Corporate Administrator



Schedule A: DVP F-01-18

Legend

- Cadastre
- Secondary Road
- Lake



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*DISCLAIMER: The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the source 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.

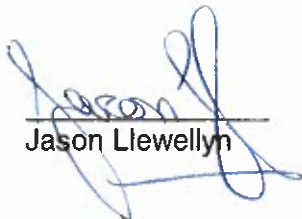
6. Building Permit Summary for the Village of Telkwa

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:


Jason Llewellyn

Written by:


Jason Berlin

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Board-Direction
(Letter of Support)

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.

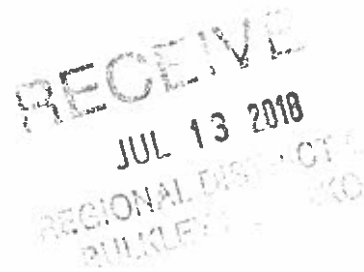
Thank you in advance,
Alex

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July 9, 2018

Chair Bill Miller
Regional District of Bulkley-Nechako
Box 820
Burns Lake, BC V0J 1E0



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

Sincerely,

A handwritten signature in cursive script, which appears to read 'Wendy Booth', is located below the 'Sincerely,' text.

Director Wendy Booth
President

Enclosure



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
JUL 13 2008

140



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.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Kind regards,

Wendy Booth
UBCM President

Pc: John Illes, Chief Financial Officer

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Board-Receive

RECEIVED
JUL 31 2018
REGIONAL DISTRICT OF
BULKLEY-NECHAKO


AUTUMN SERVICES
SOCIETY FOR SENIOR SUPPORT
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

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Board-Receive



NORTHERN SOCIETY FOR
DOMESTIC PEACE

3772 1st Ave., P.O. Box 3836
Smithers, BC V0J 2N0

Tel. 250-847-9000 • Fax 250-847-8911
Email: info@domesticpeace.ca
www.domesticpeace.ca

Regional District Bulkley Nechako
Electoral Area A
Box 820,
37 - 3rd Avenue
Burns Lake, BC, V0J 1E0
Melany deWeerd

RECEIVED
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

**Police-based Victim Assistance Program
QUARTER REPORTING STATISTICAL SUMMARY**

Program: Smithers PBVS

April, May, June 2018

Brief Service Contact

5
70

Average Active Caseload per/month

CLIENT/INCIDENT INFORMATION

Offence Type

Client Type

1. Incident Type	
Murder/Manslaughter	
Attempted Murder	
Robbery	
Abduction/Kidnapping	

Primary # Males	11
Primary # Females	27
*Total Clients	38

2. Sexual Assault/Abuse	
Adult/Senior	2
Adult/Senior Survivor	
Youth	2
Child	

Where Client Referred From:	
1. Funded VAP	
Police Based	
Specialized	
2. Justice System	
Crown	1
Police	27
Other/Govt	
3. Other Referrals	
Community Agency	
Private Practitioners	
Other	2
Self	8
*Total Referrals	38

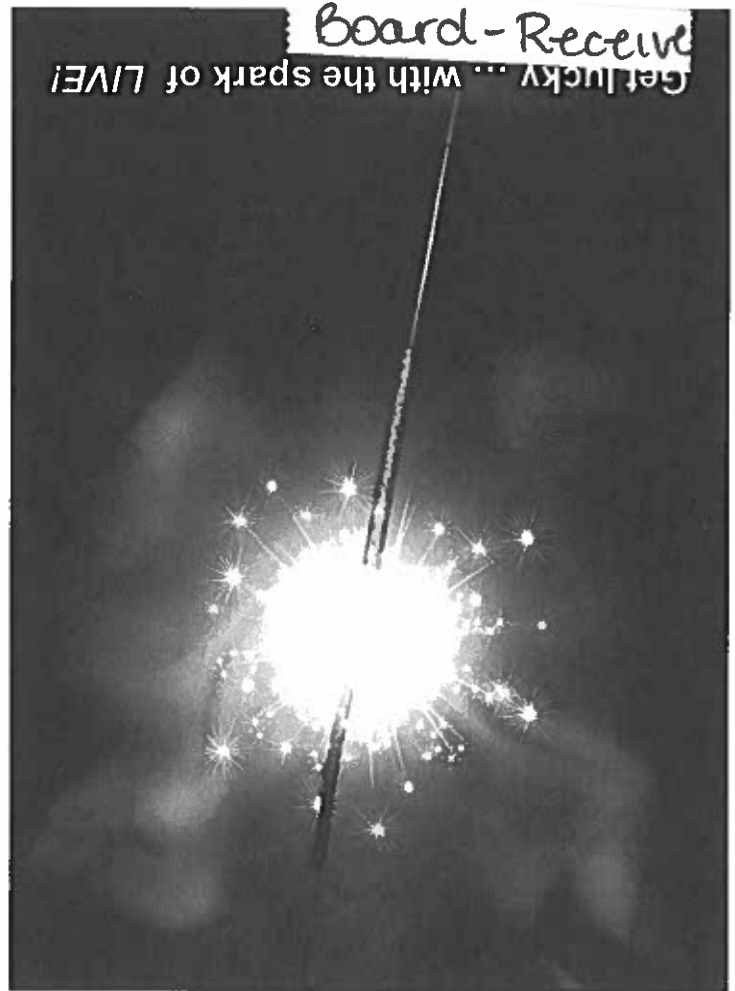
3. Assault/Abuse	
Partner	5
Senior	
Child	
Other	3
Other Familial	

4. Other Incidents	
Criminal Harassment	1
Property Crime	1
Threatening	2
Other Crime	2

PROGRAM STAFF	
Staffing Hours	401
Call Out Hours	3
# Other staff Hours	
# Unpaid staff Hours	
# Volunteer Hours	2
*Total Hours	406
(staff and volunteers)	3
# Active Volunteers	2

5. Non-CCC Offence Service	
Suicide/Attempted Suicide	1
Missing Persons	
Sudden Death	3
Motor Vehicle Accident	2
Natural Disaster	
Other Incident	14
*Total Offence Types	38

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LAKES DISTRICT
ARTS
COUNCIL

Box 835
Burns Lake, BC
V0J 1E0

 www.lakesdistrictarts.com

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tall, 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 all the RD 'family' as summer rolls along. For the LDAE volunteers,

John and Sandra Banta

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>
Sent: July 16, 2018 9:11 AM
To: Melany de Weerd <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

Alternate #1: Director Bill Miller
Email address: bill.miller@rdbn.bc.ca

Alternate #2:
Email address:

Regards,
Claudia Chan

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coast
mountain
college



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

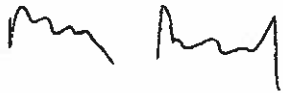
Please note that, effective June 18, 2018, Northwest Community College has changed its name to "**Coast Mountain College**." All other contact details remain the same. Please update your records accordingly.

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.

Yours truly,

COAST MOUNTAIN COLLEGE



Per: _____

Michael Doyle, VP Corporate
Services

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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 Jomault, 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 Gimble

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 7th.

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

yellowhead

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.

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 with the details.



TCYHA 2018 Award Recipients

The TCYHA is proud to add the following names inducted at our 72nd 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**

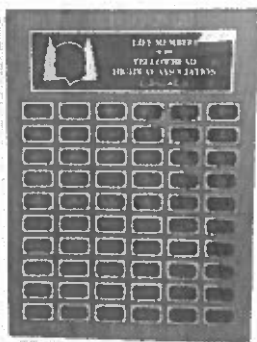


TÊTE JAUNE AWARD:

"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 | 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

Interim Coverage - Lisa Trotter
Central Kootenay
Kootenay Boundary
Nelson

Interim Coverage - Chris Fudge
Ashcroft
Clearwater
Kamloops
Merritt
Revelstoke

Interim Coverage - Myrna Moore
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

150

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:

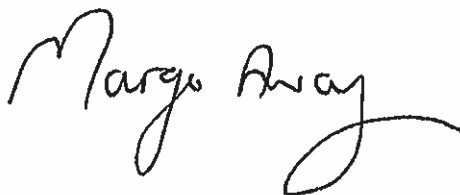
Re: Support for the Province of British Columbia's Caribou Recovery Program

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

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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 17th, 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.

ISA



Thank you for your attention to this matter.

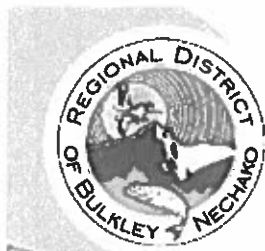
Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan 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



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

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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 29th, 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



www.williamslake.ca



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 5th 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 5th Avenue. There is no water or sewer to the home. There was some discussion regarding options including permits, rezoning, 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

Is this email not displaying correctly?
[View it in your browser.](#)



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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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.

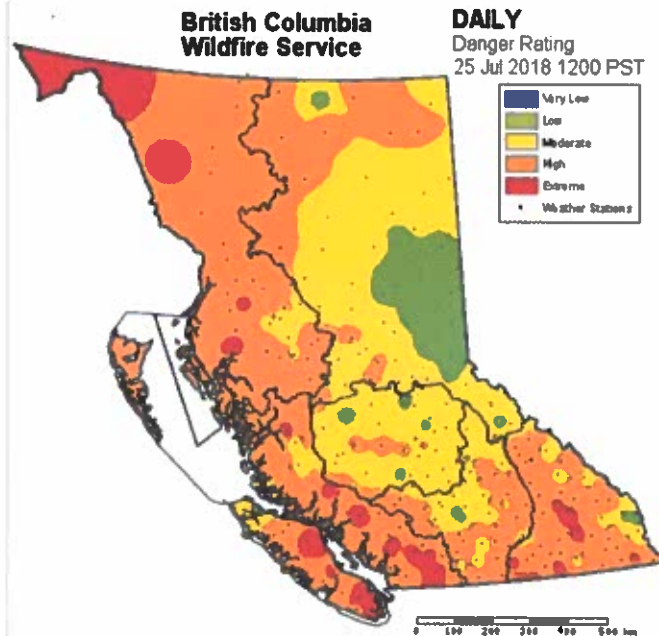
Wildfires of Note

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 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
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July 26, 2018

Wildfire Newsletter

Prince George Fire Centre Statistics

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.

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 Inter-agency 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



ABOVE: The Prince George Firehawks Unit Crew

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.

BRITISH
COLUMBIA

July 26, 2018

Wildfire Newsletter

Prince George Fire Centre Parattack

Photo credit: <https://smokejumper.ca>

The following article is courtesy of [smoke-jumper.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.



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>

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.

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



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>

BRITISH
COLUMBIA

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	*5555 on a cell or 1-800-663-5555
Wildfire Information Line	1-888-3FOREST
Burn Registration Line	1-888-797-1717
Prince George Fire Information Officer	1-778-693-2880

Geraldine Craven

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 21st, 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

Geraldine Craven

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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JUL 31 2018

REGIONAL DISTRICT OF
BULKLEY NECHAKO[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

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;

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- 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.

*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*

You can also follow the latest wildfire news:

- *Twitter: <http://twitter.com/BCGovFireInfo>*
- *Facebook: <http://facebook.com/BCForestFireInfo>*



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Geraldine Craven

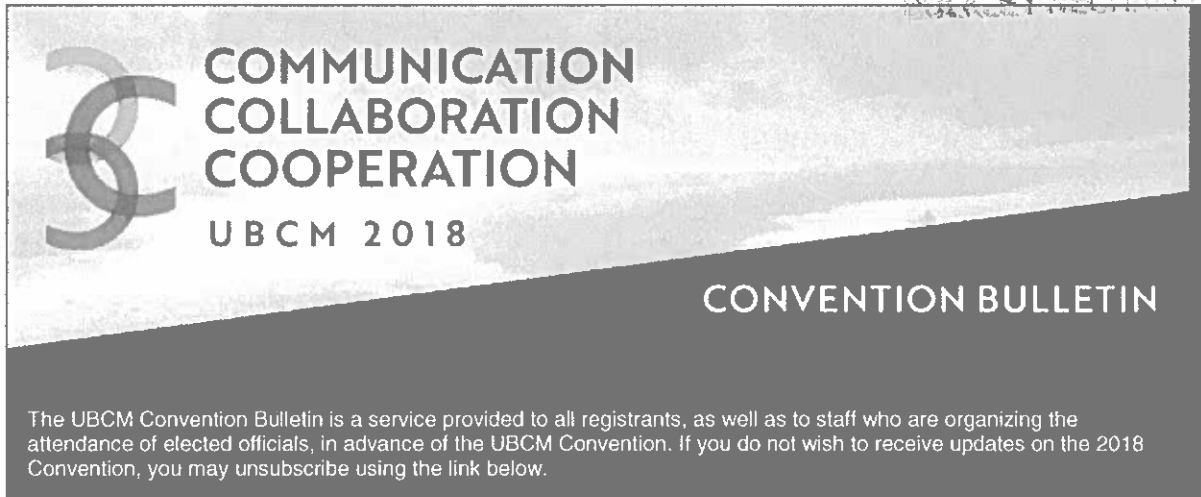
From: Union of BC Municipalities <convention@ubcm.ca>
Sent: July 23, 2018 10:04 AM
To: inquiries
Subject: UBCM Convention Bulletin #2

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**COMMUNICATION
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UBCM 2018

CONVENTION BULLETIN

The UBCM Convention Bulletin is a service provided to all registrants, as well as to staff who are organizing the attendance of elected officials, in advance of the UBCM Convention. If you do not wish to receive updates on the 2018 Convention, you may unsubscribe using the link below.

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
Bulletin #2



Quick Links

[Registration](#)

[Contact Us](#)

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**Missed the Last
Convention
Bulletin?**

[See Past Issues](#)

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.

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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. 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.

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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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.

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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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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:

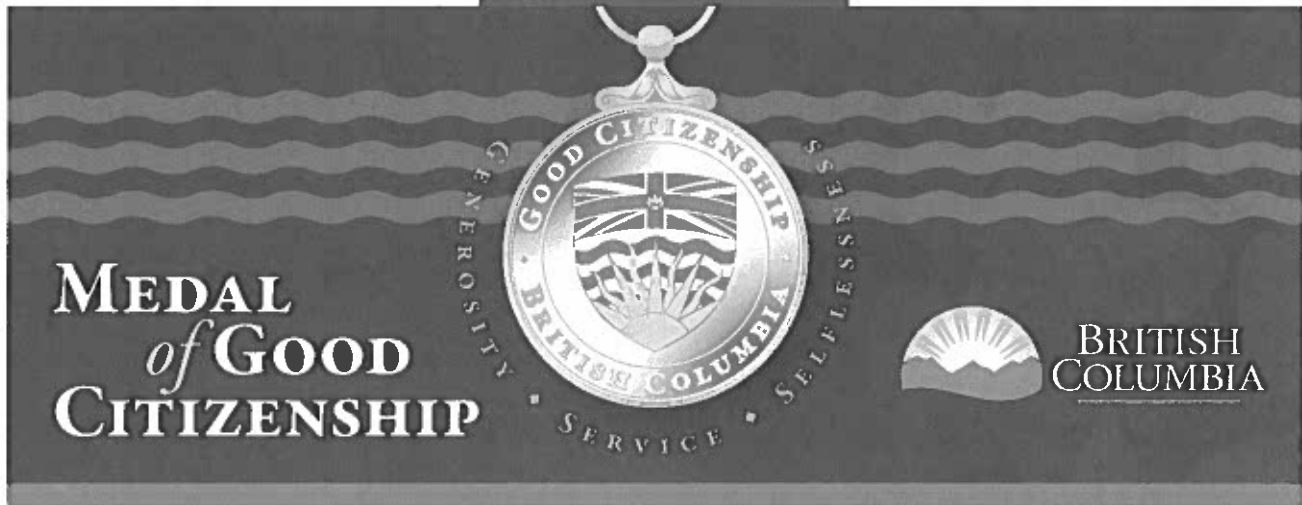
- an increased general recovery target; material-specific targets for plastics, metal, glass and paper;
- a broadened scope of obligated material to include packaging-like products and single-use plastic products such as drinking straws, plastic cutlery.

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Board-Receive



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

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. Knowledge of a proposed nomination should be restricted to the individuals compiling the nomination.

B.C. MEDAL OF GOOD CITIZENSHIP – NOMINATION FORM

Legal Name of Person being Nominated

Mr. _____
PREFIX FIRST NAME LAST NAME (include post-nominals where applicable)

TITLE ORGANIZATION

ADDRESS

CITY/TOWN PROVINCE POSTAL CODE
British Columbia

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. _____
PREFIX FIRST NAME LAST NAME (include post-nominals where applicable)

TITLE ORGANIZATION

ADDRESS

CITY/TOWN PROVINCE POSTAL CODE
British Columbia

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.

Useful Contacts:

MAIL: Honours and Awards Secretariat
P.O. Box 9422 STN PROV GOVT
Victoria, BC V8W 9V1

COURIER: 2nd 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

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 | › Albums |
| › Videotapes | › Newspaper clippings (unless photocopied onto 8½ x 11" paper) as they will be discarded |
| › Compact discs | |
| › Photographs | |

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. 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.



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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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 Beppe, 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 Beppe, 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, 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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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 [\[more\]](#).



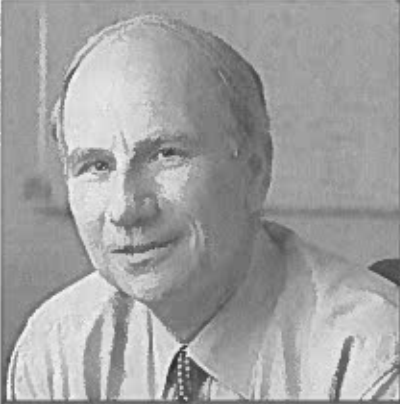
Sponsors & Supporters

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

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, M.L.A., 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 to 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 topics, 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 symposium 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 Mining for Miracles campaign, and Outland Camps' First Nations Natural Resources Youth Employment Program.

For more information, please visit www.BCNaturalResourcesForum.com.

-end-

For additional information, please contact:

Dan Jepsen
 President and CEO
 C3 Alliance Corp.
 604-818-7878

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!

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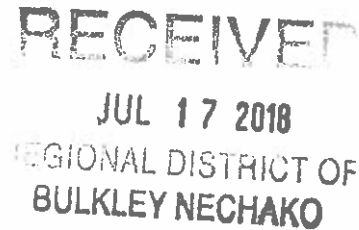


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Board-Receive

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 15th, 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 #StopUp2018



**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

If you are no longer interested in receiving our newsletter, [click here](#) to unsubscribe.

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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 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 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/lvhgsp4dxhuf1in/AACYf9CXwgULoF3WP3XD3kYQa?dl=0>

Logo Avatar

<https://www.dropbox.com/sh/c5fjq1k0qneqqcr/AADk2P4Ts78vLJfuKG8q8Dda?dl=0>

For more information, contact Ryan at 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
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

Vendor Name / Number	Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (if changed)	Disc. Base (if changed)
5MC001 5M CONTRACTING INC									
PA	31353	07/19/18			31353	-630.00	0.00		
Vendor (5MC001) totals:						-630.00	0.00		
ABC003 ABC COMMUNICATIONS									
PA	31375	07/26/18			31375	-525.00	0.00		
Vendor (ABC003) totals:						-525.00	0.00		
ACE002 ACE HARDWARE									
PA	31354	07/19/18			31354	-95.05	0.00		
Vendor (ACE002) totals:						-95.05	0.00		
ACI001 ACI COMPUTER SERVICE									
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		
ALL004 ALL WEST GLASS - VANDERHOOF									
PA	TP-387-001	07/19/18			TP-387-001	-105.00	0.00		
Vendor (ALL004) totals:						-105.00	0.00		
ALT003 ALTERNATIVE GROUNDS									
PA	TP-390-001	07/27/18			TP-390-001	-169.05	0.00		
Vendor (ALT003) totals:						-169.05	0.00		
ARO001 ARO AUTOMOTIVE & INDUSTRIAL									
PA	TP-387-002	07/19/18			TP-387-002	-320.43	0.00		
Vendor (ARO001) totals:						-320.43	0.00		
BAM001 BAM BAM TRUCKING LTD.									
PA	31355	07/19/18			31355	-266.11	0.00		
Vendor (BAM001) totals:						-266.11	0.00		
BCH002 BC HYDRO									
PA	TP-387-003	07/19/18			TP-387-003	-5,987.15	0.00		
Vendor (BCH002) totals:						-5,987.15	0.00		
BLA001 BLACK PRESS GROUP LTD									
PA	TP-387-004	07/19/18			TP-387-004	-6,598.04	0.00		
Vendor (BLA001) totals:						-6,598.04	0.00		
BLR001 BL RETURN-IT RECYCLING DEPOT									
PA	TP-387-005	07/19/18			TP-387-005	-2,772.88	0.00		
Vendor (BLR001) totals:						-2,772.88	0.00		
BRU004 THE BRUINS DEN									
PA	31376	07/26/18			31376	-472.00	0.00		
Vendor (BRU004) totals:						-472.00	0.00		
BUL008 BULKLEY VALLEY HOME CENTRE LTD									
PA	TP-385-001	07/10/18			TP-385-001	-76.41	0.00		
Vendor (BUL008) totals:						-76.41	0.00		
BUL010 BULKLEY VALLEY WATER SERVICES									
PA	TP-385-002	07/10/18			TP-385-002	-136.50	0.00		
Vendor (BUL010) totals:						-136.50	0.00		
BUR001 BURNS LAKE AUTOMOTIVE SUPPLY									
PA	TP-387-006	07/19/18			TP-387-006	-1,754.32	0.00		
Vendor (BUR001) totals:						-1,754.32	0.00		
BUR012 BURNS LAKE PUBLIC LIBRARY									
PA	TP-389-001	07/26/18			TP-389-001	-17,264.92	0.00		

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Vendor Vendor Name / Number Doc. Number Doc. Date Due Date Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (If changed)	Disc. Base (If changed)
BUR012 BURNS LAKE PUBLIC LIBRARY (Continued)					
Vendor (BUR012) totals:			-17,264.92	0.00	
BUR014 BURNS LAKE REBROADCAST SOCIETY					
PA TP-389-002 07/26/18	TP-389-002	-2,500.00	0.00		
Vendor (BUR014) totals:			-2,500.00	0.00	
BUR028 BURNS LAKE HOME HARDWARE					
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	
BUS005 BUSINESS VANCOUVER					
PA 31377 07/26/18	31377	-1,837.50	0.00		
Vendor (BUS005) totals:			-1,837.50	0.00	
BVA001 B V AQUATIC CENTRE MANG. SOCIE					
PA TP-389-003 07/26/18	TP-389-003	-44,040.58	0.00		
Vendor (BVA001) totals:			-44,040.58	0.00	
BVH001 B. V. HISTORICAL & MUSEUM SOC.					
PA 31378 07/26/18	31378	-137.00	0.00		
Vendor (BVH001) totals:			-137.00	0.00	
BVT001 BV TAXI SERVICES					
PA 31356 07/19/18	31356	-25.00	0.00		
Vendor (BVT001) totals:			-25.00	0.00	
CAP002 CAPRI INSURANCE					
PA 31357 07/19/18	31357	-60,427.00	0.00		
Vendor (CAP002) totals:			-60,427.00	0.00	
CAP004 CAPRICMW BENEFITS INC					
PA 31379 07/26/18	31379	-2,299.00	0.00		
Vendor (CAP004) totals:			-2,299.00	0.00	
CAS002 CASCADES RECOVERY INC.					
PA TP-387-008 07/19/18	TP-387-008	-4,835.73	0.00		
Vendor (CAS002) totals:			-4,835.73	0.00	
CHE002 PARKLAND REFINING (BC) LTD.					
PA TP-385-004 07/10/18	TP-385-004	-4,086.14	0.00		
Vendor (CHE002) totals:			-4,086.14	0.00	
CLU003 CLUCULZ LAKE VOL. FIRE DEPT					
PA TP-389-004 07/26/18	TP-389-004	-1,491.75	0.00		
Vendor (CLU003) totals:			-1,491.75	0.00	
D&M001 D&M INDUSTRIAL SUPPLIES					
PA 31358 07/19/18	31358	-328.48	0.00		
Vendor (D&M001) totals:			-328.48	0.00	
DAV003 DAVERN ENTERPRISES					
PA TP-387-009 07/19/18	TP-387-009	-2,031.75	0.00		
Vendor (DAV003) totals:			-2,031.75	0.00	
DIS001 DISTRICT OF FORT ST JAMES					
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	
DIS002 DISTRICT OF HOUSTON					
PA 31359 07/19/18	31359	-761.60	0.00		

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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									

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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)
HIL003 HILL STOP TRUCK WASH (Continued)									
PA	31361	07/19/18			31361	-53.12	0.00		
Vendor (HIL003) totals:						-53.12	0.00		
HOT001 HOTSUNC COMPUTER SOLUTIONS									
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:						-18,703.14	0.00		
HOU018 HOUSTON BOTTLE DEPOT									
PA	TP-387-013	07/19/18			TP-387-013	-3,346.04	0.00		
Vendor (HOU018) totals:						-3,346.04	0.00		
HOU021 HOUSTON UNIS'TOT'EN PRESERVATION									
PA	31383	07/26/18			31383	-4,000.00	0.00		
Vendor (HOU021) totals:						-4,000.00	0.00		
IGI001 IGI RESOURCES									
PA	TP-385-009	07/10/18			TP-385-009	-1,173.77	0.00		
Vendor (IGI001) totals:						-1,173.77	0.00		
IND006 INDUSTRIAL TRANSFORMERS									
PA	TP-387-014	07/19/18			TP-387-014	-6,367.40	0.00		
Vendor (IND006) totals:						-6,367.40	0.00		
INF001 INFOSAT COMMUNICATIONS									
PA	TP-387-015	07/19/18			TP-387-015	-64.81	0.00		
Vendor (INF001) totals:						-64.81	0.00		
INF002 INFRACON CONSTRUCTION INC									
PA	31341	07/16/18			31341	-563,143.82	0.00		
Vendor (INF002) totals:						-563,143.82	0.00		
ISL001 ISLAND GOSPEL FELLOWSHIP									
PA	31345	07/10/18			31345	-600.00	0.00		
Vendor (ISL001) totals:						-600.00	0.00		
KAL003 KAL TIRE - BURNS LAKE									
PA	TP-385-010	07/10/18			TP-385-010	-4,164.19	0.00		
Vendor (KAL003) totals:						-4,164.19	0.00		
KON001 KONE INC									
PA	TP-390-004	07/27/18			TP-390-004	-1,207.74	0.00		
Vendor (KON001) totals:						-1,207.74	0.00		
LAK004 LAKES DISTRICT AIRPORT SOCIETY									
PA	TP-389-010	07/26/18			TP-389-010	-6,666.67	0.00		
Vendor (LAK004) totals:						-6,666.67	0.00		
LAK012 LAKES DISTRICT MUSEUM SOCIETY									
PA	TP-389-011	07/26/18			TP-389-011	-3,750.00	0.00		
Vendor (LAK012) totals:						-3,750.00	0.00		
LAK014 LAKES DISTRICT PRINTING									
PA	TP-387-016	07/19/18			TP-387-016	-1,181.60	0.00		
Vendor (LAK014) totals:						-1,181.60	0.00		
LAK023 LD FALL FAIR ASSOCIATION									
PA	31384	07/26/18			31384	-30.00	0.00		
Vendor (LAK023) totals:						-30.00	0.00		
LAK032 LAKES DISTRICT FILM									
PA	TP-389-012	07/26/18			TP-389-012	-150.00	0.00		

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LAK032 LAKES DISTRICT FILM (Continued)									
Vendor (LAK032) totals:						-150.00	0.00		
LDF001 LDFC PRINTING & STATIONARY									
PA	TP-385-011	07/10/18			TP-385-011	-2,616.72	0.00		
Vendor (LDF001) totals:						-2,616.72	0.00		
LEX001 LEXISNEXIS CANADA INC.									
PA	TP-385-012	07/10/18			TP-385-012	-340.88	0.00		
Vendor (LEX001) totals:						-340.88	0.00		
LIN002 LINO'S SALES & SERVICE LTD.									
PA	TP-387-017	07/19/18			TP-387-017	-542.08	0.00		
Vendor (LIN002) totals:						-542.08	0.00		
M4E001 M 4 ENTERPRISES									
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		
MED001 MEDICAL SER. PLAN									
PA	31371	07/25/18			31371	-2,250.00	0.00		
Vendor (MED001) totals:						-2,250.00	0.00		
MID001 MID-VALLEY VENTURES LTD.									
PA	31385	07/26/18			31385	-9,954.00	0.00		
Vendor (MID001) totals:						-9,954.00	0.00		
MIN002 MINISTER OF FINANCE									
PA	31386	07/26/18			31386	-600.00	0.00		
Vendor (MIN002) totals:						-600.00	0.00		
MOB001 MOBY CONCRETE LTD.									
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		
MUN005 MUNICIPAL INSURANCE ASS. OF BC									
PA	31362	07/19/18			31362	-250.00	0.00		
Vendor (MUN005) totals:						-250.00	0.00		
NAD002 NADINA TRUCK SERVICE LTD									
PA	31363	07/19/18			31363	-164.12	0.00		
Vendor (NAD002) totals:						-164.12	0.00		
NAP003 NAPA AUTO PARTS - HOUSTON									
PA	TP-385-013	07/10/18			TP-385-013	-40.27	0.00		
Vendor (NAP003) totals:						-40.27	0.00		
NEC004 NECHAKO TRADING CO.									
PA	TP-387-020	07/19/18			TP-387-020	-283.16	0.00		
Vendor (NEC004) totals:						-283.16	0.00		
NEC012 NECHAKO HEALTHY COM. ALLIANCE									
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		
NOR014 NORTHERN LOG HARVESTING LTD.									
PA	TP-387-022	07/19/18			TP-387-022	-2,908.50	0.00		
Vendor (NOR014) totals:						-2,908.50	0.00		
NOR022 NORTHWEST FUELS LTD.									

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NOR022 NORTHWEST FUELS LTD. (Continued)									
PA	TP-390-008	07/27/18			TP-390-008	-1,786.84	0.00		
Vendor (NOR022) totals:						-1,786.84	0.00		
NOR029 NORTH CENTRAL PLUMBING & HEATI									
PA	TP-385-014	07/10/18			TP-385-014	-227.96	0.00		
Vendor (NOR029) totals:						-227.96	0.00		
OME002 Laura O'Meara									
PA	31387	07/26/18			31387	-170.15	0.00		
Vendor (OME002) totals:						-170.15	0.00		
OVE002 SAVE ON FOODS									
PA	31364	07/19/18			31364	-224.73	0.00		
Vendor (OVE002) totals:						-224.73	0.00		
PAC004 PACIFIC NORTHERN GAS LTD.									
PA	TP-385-015	07/10/18			TP-385-015	-2,604.08	0.00		
Vendor (PAC004) totals:						-2,604.08	0.00		
PRA002 PRAGMATIC CONFERENCING									
PA	TP-390-009	07/27/18			TP-390-009	-63.37	0.00		
Vendor (PRA002) totals:						-63.37	0.00		
RED004 RED ROCKET SERVICES									
PA	TP-387-023	07/19/18			TP-387-023	-105.00	0.00		
Vendor (RED004) totals:						-105.00	0.00		
REG001 REG.DIST.OF FRASER-FORT GEORGE									
PA	31388	07/26/18			31388	-2,672.42	0.00		
Vendor (REG001) totals:						-2,672.42	0.00		
REG004 REG DIST OF KITIMAT-STIKINE									
PA	31365	07/19/18			31365	-5,681.79	0.00		
Vendor (REG004) totals:						-5,681.79	0.00		
RIC001 RICH'S SAW SALES									
PA	TP-387-024	07/19/18			TP-387-024	-26.25	0.00		
Vendor (RIC001) totals:						-26.25	0.00		
RIT002 RITA WIEBE									
PA	31346	07/10/18			31346	-30.00	0.00		
Vendor (RIT002) totals:						-30.00	0.00		
ROG001 ROGERS									
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:						-324.66	0.00		
SHE005 EVA SHERWOOD									
PA	31372	07/25/18			31372	-375.00	0.00		
Vendor (SHE005) totals:						-375.00	0.00		
SIG005 SIGNATURE WOODCRAFT									
PA	31347	07/10/18			31347	-278.25	0.00		
Vendor (SIG005) totals:						-278.25	0.00		
SMI007 SMITHERS PUBLIC LIBRARY									
PA	TP-389-013	07/26/18			TP-389-013	-6,920.08	0.00		
Vendor (SMI007) totals:						-6,920.08	0.00		
SMI025 SMITHERS COMMUNITY RADIO									
PA	31348	07/10/18			31348	-2,000.00	0.00		

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SMI025 SMITHERS COMMUNITY RADIO (Continued)									
Vendor (SMI025) totals:						-2,000.00	0.00		
SMI027 SMITHERS HOME HARDWARE									
PA	31349	07/10/18			31349	-1,360.00	0.00		
Vendor (SMI027) totals:						-1,360.00	0.00		
SMI030 THE SMITHERS MOUNTAIN BIKE ASSO									
PA	31389	07/26/18			31389	-2,000.00	0.00		
Vendor (SMI030) totals:						-2,000.00	0.00		
SMS001 SMS EQUIPMENT INC.									
PA	TP-390-011	07/27/18			TP-390-011	-482.44	0.00		
Vendor (SMS001) totals:						-482.44	0.00		
SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT.									
PA	TP-389-014	07/26/18			TP-389-014	-1,992.00	0.00		
Vendor (SOU003) totals:						-1,992.00	0.00		
SPO001 SPOTLESS UNIFORM LTD.									
PA	TP-385-017	07/10/18			TP-385-017	-16.18	0.00		
Vendor (SPO001) totals:						-16.18	0.00		
SSQ001 SSQ FINANCIAL									
PA	31373	07/25/18			31373	-1,239.71	0.00		
Vendor (SSQ001) totals:						-1,239.71	0.00		
STA008 STARLAND SUPPLY LTD									
PA	TP-385-018	07/10/18			TP-385-018	-205.01	0.00		
Vendor (STA008) totals:						-205.01	0.00		
STE012 STEWART MCDANNOLD STUART									
PA	TP-387-025	07/19/18			TP-387-025	-3,658.89	0.00		
Vendor (STE012) totals:						-3,658.89	0.00		
STO008 STUART LAKE OUTREACH GROUP SOC									
PA	31390	07/26/18			31390	-15,750.00	0.00		
Vendor (STO008) totals:						-15,750.00	0.00		
SUD001 SUDS N' DUDS									
PA	TP-387-026	07/19/18			TP-387-026	-110.20	0.00		
Vendor (SUD001) totals:						-110.20	0.00		
SUN002 SUN LIFE FINANCIAL									
PA	31374	07/25/18			31374	-20,954.22	0.00		
Vendor (SUN002) totals:						-20,954.22	0.00		
SWE001 SWEEPING BEAUTIES JANITORIAL									
PA	TP-389-015	07/26/18			TP-389-015	-2,205.00	0.00		
Vendor (SWE001) totals:						-2,205.00	0.00		
TAY002 TAYLOR BROS HARDWARE									
PA	TP-387-027	07/19/18			TP-387-027	-200.00	0.00		
Vendor (TAY002) totals:						-200.00	0.00		
TEC002 TECHNOPURE WATER									
PA	31366	07/19/18			31366	-47.25	0.00		
Vendor (TEC002) totals:						-47.25	0.00		
TEL002 TELUS COMMUNICATIONS INC.									
PA	TP-390-012	07/27/18			TP-390-012	-3,278.79	0.00		
Vendor (TEL002) totals:						-3,278.79	0.00		
TEL004 TELUS COMMUNICATIONS INC.									

Sort order: Control account, vendor number, report group
 Selection: Checks from Jul 01 2018 to Jul 31 2018 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

Vendor Name / Number	Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (If changed)	Disc. Base (If changed)
TEL004 TELUS COMMUNICATIONS INC. (Continued)									
PA	31367	07/19/18			31367	-1,120.00	0.00		
Vendor (TEL004) totals:						<u>-1,120.00</u>	<u>0.00</u>		
TEL007 TELUS MOBILITY									
PA	TP-390-013	07/27/18			TP-390-013	-1,339.57	0.00		
Vendor (TEL007) totals:						<u>-1,339.57</u>	<u>0.00</u>		
TOP005 TOPLEY FIRE PROTECTION SOC.									
PA	TP-389-016	07/26/18			TP-389-016	-2,620.84	0.00		
Vendor (TOP005) totals:						<u>-2,620.84</u>	<u>0.00</u>		
TOP007 CARMEN CHARLIE									
PA	31350	07/10/18			31350	-202.00	0.00		
Vendor (TOP007) totals:						<u>-202.00</u>	<u>0.00</u>		
TOW003 TOWER COMMUNICATIONS									
PA	TP-387-028	07/19/18			TP-387-028	-2,450.01	0.00		
Vendor (TOW003) totals:						<u>-2,450.01</u>	<u>0.00</u>		
UPP002 UPPER NECHAKO WILDERNESS COUN									
PA	31391	07/26/18			31391	-1,500.00	0.00		
Vendor (UPP002) totals:						<u>-1,500.00</u>	<u>0.00</u>		
USB001 US BANK CANADA									
PA	TP-388-001	07/24/18			TP-388-001	-13,129.15	0.00		
Vendor (USB001) totals:						<u>-13,129.15</u>	<u>0.00</u>		
VAL005 VALLEY DIESEL									
PA	31368	07/19/18			31368	-717.20	0.00		
Vendor (VAL005) totals:						<u>-717.20</u>	<u>0.00</u>		
VAN005 VANDERHOOF & DISTRICTS CO-OP									
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:						<u>-19,389.81</u>	<u>0.00</u>		
WAS001 WASTE MANAGEMENT OF CANADA CO									
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:						<u>-4,559.10</u>	<u>0.00</u>		
WEL002 WELLMAN'S CAR AND TRUCK WASH									
PA	TP-387-031	07/19/18			TP-387-031	-177.08	0.00		
Vendor (WEL002) totals:						<u>-177.08</u>	<u>0.00</u>		
WIL007 WILLSON'S GENERAL PLUMBING									
PA	31392	07/26/18			31392	-840.00	0.00		
Vendor (WIL007) totals:						<u>-840.00</u>	<u>0.00</u>		
XER001 XEROX CANADA LTD.									
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:						<u>-5,140.26</u>	<u>0.00</u>		
YEL004 YELLOWHEAD ROAD & BRIDGE									
PA	31351	07/10/18			31351	-1,114.05	0.00		
Vendor (YEL004) totals:						<u>-1,114.05</u>	<u>0.00</u>		
Control account (1) totals:						<u>-981,139.86</u>	<u>0.00</u>		
REC002 RECEIVER GENERAL									
PA	31369	07/23/18			31369	-42,468.06	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)
REC002 RECEIVER GENERAL (Continued)									
PA	31393	07/27/18			31393	-39,509.06	0.00		
	Vendor (REC002) totals:					-81,977.12	0.00		
WOR001 WORK SAFE BC									
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	-1,078,664.35	0.00		

123 vendor(s) printed.

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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

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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