



REGIONAL DISTRICT OF BULKLEY-NECHAKO

SPECIAL BOARD MEETING

Thursday, May 11, 2017

CALL TO ORDER

MOTION TO HOLD SPECIAL BOARD MEETING

In accordance with Section 220 of the *Local Government Act*, the Regional District of Bulkley-Nechako Board of Directors calls a Special Board Meeting.

PAGE NO.

ACTION

AGENDA – May 11, 2017

Approve

SUPPLEMENTARY AGENDA

Receive

REPORTS

2-9	Deneve Vanderwolf, Regional Transit Coordinator – BC Transit Marketing Model	Direction/Receive
10-12	Janette Derksen, Environmental Services Coordinator – Fort Fraser Infrastructure Improvement Project – Request for Proposals Award	Recommendation (Page 11)
13	Cheryl Anderson, Manager of Administrative Services – Bulkley Valley Food Security Initiative Workshop – May 19, 2017 - Smithers, B.C.	Recommendation (Page 13)

NEW BUSINESS

SPECIAL IN-CAMERA MEETING

In accordance with Section 90 (1)(c) of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to labour relations or other employee relations may be closed to the public and therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Miller and Board of Directors

**FROM: Deneve Vanderwolf
Regional Transit Coordinator**

DATE: May 4 , 2017

SUBJECT: BC Transit Marketing Material

BC Transit has provided the attached marketing material for review.

- Print Ad – We will be advertising in multiple publications, but the ads will all look like this version.
- IBC (Interior Bus Card – we will use these to advertise on buses in the Prince George and Smithers systems
- Poster – we will print these on weather-proof material for multi-purpose use
- Rider’s Guide proof

Recommendation: (all/directors/majority)

Direction/Receive

Bulkley-Nechako Transit

New Transit Service



Effective **June 19, 2017**



Burns Lake to Smithers* – Route 162

- Monday, Wednesday and Friday trips

Burns Lake to Prince George* – Route 161

- Tuesday, Thursday, and Saturday trips

*Service to/from Wet'suwet'en at the beginning and end of day.

Fare

\$5.00 for one way on each route.

Pick up a new Rider's Guide on board or
at community locations. Visit us at

www.bctransit.com, and go to Bulkley-Nechako Transit.

Regional District of
Bulkley-Nechako



4 Interior BUS Card for advertising on Smithers & P.G. buses

New Transit Service

Bulkley-Nechako Transit

Effective **June 19, 2017**



Fare \$5.00

Pick up a new Rider's Guide or visit us at www.bctransit.com

Transit Info
1-855-499-1119 • www.bctransit.com

Regional District of
Bulkley-Nechako



5 print HA for multiple publications

Bulkley-Nechako Transit New Transit Service

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Visit us at www.bctransit.com, and go to Bulkley-Nechako Transit.

Regional District of
Bulkley-Nechako



7114

Transit Info 1-855-499-1119 • www.bctransit.com

7114_BLK BC Transit
Burns Lake District News
5.8125" x 6"
Insertion Date: TBC

Reber Creative for BC Transit
250-383-5255

Mobility Aids

BC Transit wants to transport all of our customers safely, however some mobility devices may not fit or secure properly. Mobility devices must have securements and functioning brakes. Maximum length is 120 cm (48 in.), maximum width 60 cm (24 in.), combined weight of mobility aid and customer cannot exceed 272 kg (600lbs). Our buses are equipped with a lift. Check bctransit.com, Rider Info, for more information.

Strollers

- Should be collapsible
- Cannot exceed 2 feet by 4 feet (24" by 48" or 60.96 cm by 121.92 cm)
- Must be kept clear of the aisles (the width of the distance between the normal seats, not the width of the accessible area)
- For safety reasons, strollers are not permitted to use the lifts or securement devices. Securements on the buses are for scooters and wheelchairs only.

Food and Beverages

To keep buses clean and safe, any food or drink you bring on board must be in a closed container that is spill-proof. Coffee and other beverages can be consumed on board provided the beverage is carried in a sturdy container with a lid that will prevent the liquid from spilling. Open alcohol is not permitted on the bus.

Pets on Board

Assistance animals that are certified are allowed on public transit at all times. You may be asked to produce your Guide Animal Certificate.

Only small fur-bearing or feathered pets contained in secure, clean, hand-held cages are permitted on the bus. Cages (hard or soft shell pet carriers) must be small enough to fit on the owner's lap.

Passengers must hold onto their pet's cage at all times. If there is room, the passenger may place and hold the cage beside them on the floor. The cage should not block the aisle or restrict other passengers.

Fares

Effective June 19, 2017
all fares subject to change

Cash

All passengers	\$ 5.00
Child, 4 or under	free

Fare

Have your correct fare ready so that you can get seated as quickly as possible. Fareboxes or drivers do not provide change.

Fare is for one-way travel only.

Transfers

There are no transfers between routes 161 and 162. These routes operate on separate days requiring separate fare payment. Service in Prince George and Smithers have separate transit systems requiring separate fare payment.

Bulkley-Nechako Regional Transit

RIDER'S GUIDE

Effective June 19, 2017



BE PART OF THE SOLUTION...

REUSE YOUR RIDER'S GUIDE.

Transit Info 1-855-499-1119

www.bctransit.com

This guide is printed on environmentally responsible paper.

7114-5K

Regional District of
Bulkley-Nechako



- Draft -

Welcome Aboard

Your transit system serves the area from Burns Lake to Prince George and Burns Lake to Smithers, serving communities along Highway 16 between these destinations.

This service has a fixed-route and schedule. Buses are accessible and equipped with a lift.

About your transit system

Funding for this service on Highway 16 is provided through a partnership with the government of Canada and British Columbia and BC Transit. Ongoing funding for Bulkley-Nechako is cost shared between the Regional District of Bulkley-Nechako and BC Transit.

Decisions on fares, routes and service levels are made by the Bulkley-Nechako Regional District based on public feedback and information provided by BC Transit. Buses are operated by Pacific Western Transportation.

Operating costs are met by a combination of farebox revenues and joint local government and provincial funding.

Contact

Transit Information	1-855-499-1119
Lost and Found	Monday to Friday 8:00 am – 4:30 pm
Web	www.bctransit.com > Bulkley-Nechako Transit
Address	1041 Great St. Prince George, BC V2N 2K8

If you have comments about service in general or suggestions for improvements, contact:
Regional District of Bulkley-Nechako
Location: 37-3rd Avenue, PO Box 820
Burns Lake, British Columbia V0J 1E0

The Bus is a Safe Place

Transit drivers can contact local police, ambulance and other emergency services. Transit drivers are also trained to assist a child or adult in need. Tell the driver if you are concerned about your safety.

Holiday Service

There is no transit service on the following holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- B.C. Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Subject to change. Check online at www.bctransit.com for special event service.

Government of BC Bus Pass Program

The BC Bus Pass Program is offered by the Ministry of Social Development and Social Innovation. The annual bus pass is valid for the eligible rider on any fixed-route transit service. The pass is non-transferable.

For information on criteria for eligibility, visit www.buspass.gov.bc.ca or call 1-866-866-0800.

Flagging the Bus

In some rural communities that do not have physical bus stops, customers can "wave" down the bus from a safe location. A safe location is one where visibility is good and where the bus can easily pull off the road.

A driver may not be able to safely stop for you if the posted speed limit exceeds 60 km/hr.

As this service operates primarily on the highway where the posted speed limit exceeds 60km/hr, it is **strongly recommended** that customers use designated bus stops.

Be Safe and Be Seen

Sometimes it is difficult for transit drivers to see you at bus stops, especially along unlit roads. Wear light coloured clothing, wear a reflective strip, use a flashlight or use the light from your mobile phone to signal the driver that you are at the stop.

Riding the Bus

- Seats are for customers, not bags, feet or wet umbrellas. Please allow others to make use of the seats. Hold your bag on your lap or on the floor where it will not obstruct aisles or other customers.
- We appreciate your help in keeping the bus clean. Take your garbage with you when you leave.
- A bus ride is a great time to listen to music, but please be considerate — loud music coming from a headset can bother others.

Always

- Always arrive at the bus stop a few minutes early
- Always have your correct fare ready before boarding
- Always take a seat as soon as possible
- Always hold on while the bus is in motion
- Always keep your head, hands and arms inside the bus
- Always remind your driver, before you leave the bus, if you need to remove your bike from the bike rack
- Always hold on to your children, strollers, parcels, luggage and sports equipment
- Always assist your children on and off the bus

Never

- Never allow your children to stand or kneel on the seat while riding the bus
- Never enter the street in front of or directly behind a stopped bus—make sure traffic can see you
- Never use offensive or abusive language on the bus

Bike Racks

Before your bus arrives, make sure that saddlebags, antennas, child carriers or any other item that could interfere with the driver's vision are removed from the bike. Electronic and gas-powered bikes cannot be transported on the bike rack for safety reasons.

Bike racks on community buses can only be used during daylight hours as bikes can block the headlights.

Visit *Rider Info* at www.bctransit.com for an instructional video.

162 Smithers

To Smithers

Monday, Wednesday, Friday

Burns Lake: Government at Gilgan	6:46 am	—
Wet'suwet'en: Tom Dr at Hwy 16	7:00	—
Burns Lake: Government at Gilgan	7:14	—
Burns Lake: 3rd Ave at Kerr	7:24	—
Burns Lake: Centre St at 10th Ave	7:30	—
Decker Lake: Trading Post	7:38	—
Wet'suwet'en	7:40	—
Browman/Duncan: Hwy 16 at Duncan Lk Rd	7:58	—
Topley: Rest Area	8:10	—
Houston: Leisure Facility	8:33	1:00 pm
Quick: Quick Road West (By Request)	9:08	1:35
Telkwa: Post Office	9:18	1:45
Smithers: 8th Ave at Columbia D	9:34	—
Smithers	9:38 am	2:00 pm

162 Burns Lake

To Burns Lake

Monday, Wednesday, Friday

Smithers	11:30 am	3:00 pm
Smithers: 8th Ave at Columbia Dr	—	3:04
Telkwa: Post Office	11:45	3:20
Quick: Quick Road West (By Request)	11:55	3:30
Houston: Leisure Facility	12:30 pm	4:05
Topley: Rest Area	—	4:28
Browman/Duncan: Hwy 16 at Duncan Lk Rd	—	4:40
Wet'suwet'en: Tom Drive at Hwy 16	—	4:57
Decker Lake: Trading Post	—	5:02
Burns Lake: Government at Gilgan	—	5:10
Burns Lake: 3rd Ave at Kerr	—	5:20
Burns Lake: Centre St at 10th Ave	—	5:26
Decker Lake: Trading Post	—	5:34
Wet'suwet'en: Tom Dr at Hwy 16	—	5:39
Burns Lake: Government at Gilgan	—	5:53 pm

161 Prince George

To Prince George

Tuesday, Thursday, Saturday

Wet'suwet'en: Tom Dr at Hwy 16	7:00 am
Decker Lake: Trading Post	7:05
Burns Lake: Government at Gilgan	7:13
Burns Lake: 3rd Ave at Kerr	7:23
Burns Lake: Centre St at 10th Ave	7:29
Burns Lake: Government at Gilgan	7:33
Tintagel: Rest Area Hwy 16 at Tintagel	7:44
Endako: Endako Pub	8:14
Stellaquo: Slenyah Store	8:21
Fraser Lake: Fraser Lake Mall	8:27
Nautley: Nautley Whot'En Health Station	8:44
Fort Fraser: Community Hall	8:51
Vanderhoof: Co-Op	9:21
Hospital Rd at Health Care Ave	9:26
Vanderhoof: Co-Op	9:30
Beaverly: Petro Canada	10:28
Prince George: Westgate Mall	10:38
Prince George: Pine Centre	10:46
Prince George: Edmonton at 13th Ave (Hospital)	10:55
Prince George: Downtown 7th at Dominion	11:02 am

Bus Stops

Most bus stops are listed in the schedule, but not all of them. Some bus stops have shelters, marked with this icon ☒. Bus stop signs at bus stops in Prince George and Smithers will list other routes using that bus stop.

By Request

Service to/from Quick and the Fraser Lake Health Unit are By Request.

Pick-up: call 24 hours ahead to book.

Drop-off: ask the driver when you board.

161 Burns Lake

To Burns Lake

Tuesday, Thursday, Saturday

Prince George: Downtown 7th at Dominion	3:00 pm
Prince George: Edmonton at 13th Ave (Hospital)	3:04
Prince George: Pine Centre	3:14
Prince George: Westgate Mall	3:22
Beaverly: Petro Canada	3:32
Vanderhoof: Co-Op	4:30
Hospital Rd at Health Care Ave	4:35
Vanderhoof: Co-Op	4:39
Fort Fraser: Community Hall	5:09
Nautley: Nautley Whot'En Health Station	5:16
Fraser Lake: Fraser Lake Mall	5:33
Stellaquo: Slenyah Store	5:39
Endako: Endako Pub	5:46
Tintagel: Rest Area Hwy 16 at Tintagel	6:16
Burns Lake: Government at Gilgan	6:27
Burns Lake: 3rd Ave at Kerr	6:37
Burns Lake: Centre St at 10th Ave	6:43
Decker Lake: Trading Post	6:51
Wet'suwet'en: Tom Dr at Hwy 16	6:56 pm

Connections to Other Transit Systems

Each separate transit system requires separate fare payment.

For schedule, route and fare information, visit bctransit.com, under each system, or phone Transit Info below.

Prince George Transit: 250-563-0011

Smithers & District Transit: 250-847-4993

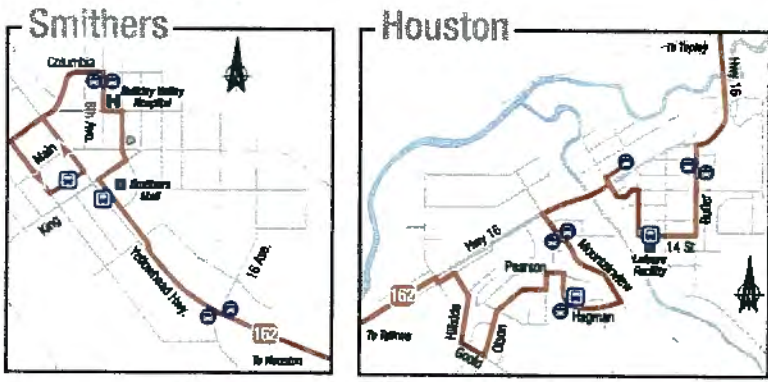
- Including service to Telkwa and Moricetown

Hazelton Regional Transit: 1-877-842-2131

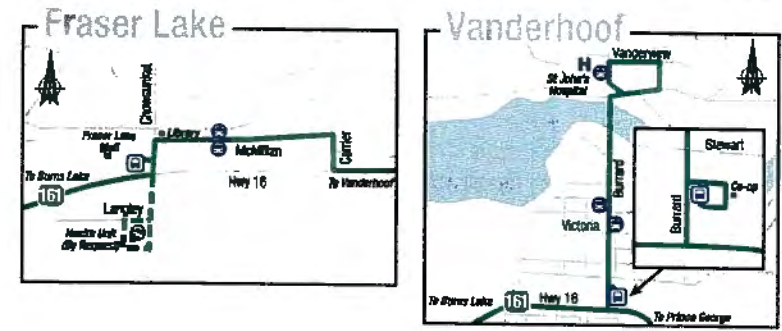
- including service from Smithers to Moricetown, Hazelton, Kispox, and Gitsegukla.

8

162 Burns Lake-Smithers

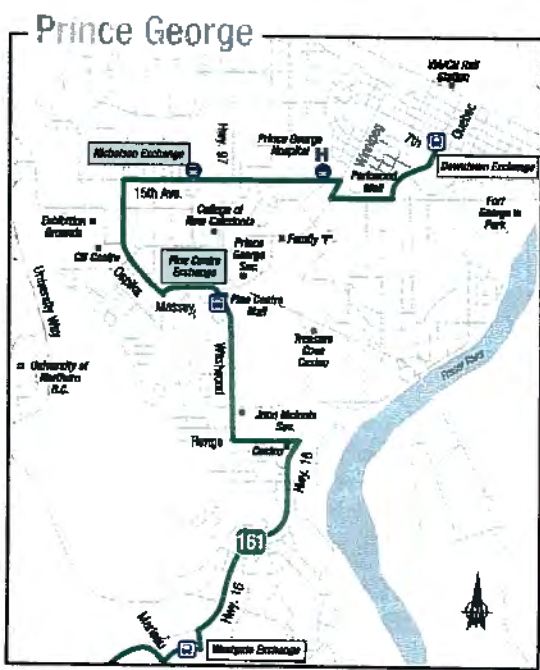
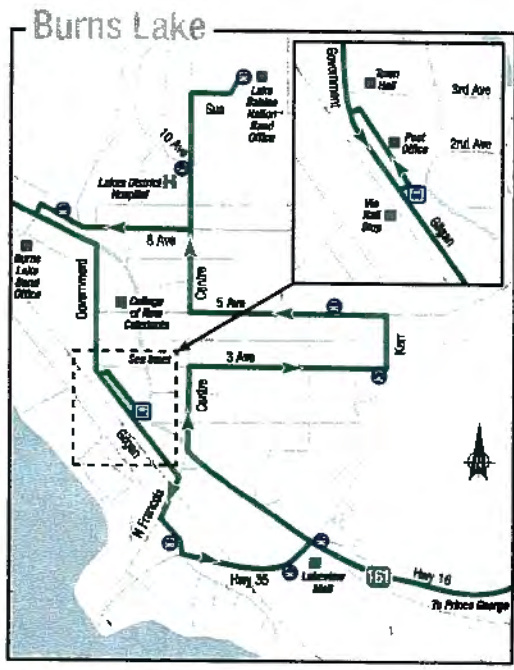
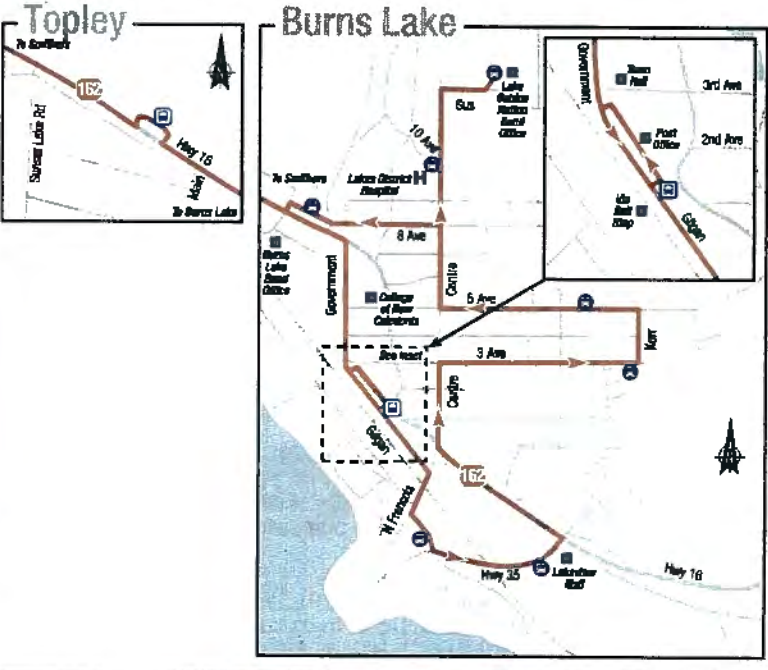


161 Burns Lake-Prince George



Bulkley-Nechako

- 161— Burns Lake to Prince George
- 162— Smithers to Burns Lake
- By request
- ⊗ Bus stop
- ⊠ Bus shelter



6



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

"Board Agenda"

To: Chair Miller and Board of Directors (May 11, 2017)

From: Janette Derksen
Environmental Services Coordinator

Date: April 28, 2017

Subject: Fort Fraser Infrastructure Improvement Project – Request for Proposals Award

Following the March 17th, 2017 provincial announcement of the Clean Water Wastewater BC Funding allocation for Fort Fraser, RDBN staff issued a Request for Proposals (RFP) document on BC Bid for the Fort Fraser Infrastructure Improvement Project (2017-RDBN-FFWS). The deadline for submission of Proposals was April 18th, 2017 at 3:00pm. Prior to the closing date and time, the Regional District received eight proposals. They were from the following companies (listed in no particular order):

- McElhanney Consulting Services Ltd.
- R.Radloff & Associates Inc.
- MSR Solutions Inc.
- WSP Canada Inc.
- Opus International (Canada) Consultants Ltd.
- Stantec Consulting Ltd.
- TRUE Consulting

Environmental Services staff have reviewed the received proposals in accordance with the terms outlined in the Request for Proposals document and identified the company to proceed to the next stage of the project, which is the awarding of the contract for consulting services. Staff recommends that the Board of Directors awards the consulting contract to TRUE Consulting. Please see attached Evaluation summary for results of the submitted proposals. TRUE Consulting is proposing a \$295,806 value to provide the services outlined in the RFP.

Following the awarding of the contract, the Regional District will be entering into a contract with the successful proponent for the following services:

- Survey and base plan preparation,
- Preliminary and detailed design,
- Tendering and construction administration services.

The initial 'Kick off' meeting will be scheduled once a contract has been signed. Staff will be working closely with the successful proponent throughout the project and will be



providing project updates to the Board of Directors at key stages of the project. Construction services tendering will be brought back to the Board of Directors with recommendation for award for that stage of the project. Project completion is set for December 2018.

RECOMMENDATIONS

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "Fort Fraser Infrastructure Improvement Project – Request for Proposals Award dated April 28, 2017".
2. Further, that the Board of Directors award the Fort Fraser Infrastructure Improvement Project contract to TRUE Consulting based on the recommendations provided from the Environmental Services staff.

Fort Fraser Infrastructure Improvement Project RFP - Evaluation Summary

Company	Points for Price = (lowest cost Proposal divided by Proposal being evaluated)* (20 weight)		Average from evaluated scores		Total Score (100 points)
	Proposed cost	Weighted points	Proponent (30 Points)	Proposal (50 points)	
True Consulting	\$ 295,806.00	9.59	28	47.5	85.09
Opus International	\$ 379,091.00	7.49	28	46.5	81.99
WSP Canada	\$ 299,360.00	9.48	24.5	46	79.98
Radloff & Associates	\$ 356,125.00	7.97	28	44	79.97
Stantec	\$ 414,637.00	6.84	27.5	45.5	79.84
MSR Solutions	\$ 489,126.00	5.80	28	46	79.80
McElhanney	\$ 643,386.00	4.41	28	47	79.41
Onsight Engineering Ltd.	\$ 141,885.00	20.00	18	33	71.00

Costs exclude GST

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

TO: Chair Miller and Board of Directors

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

DATE: May 3, 2017

**SUBJECT: Bulkley Valley Food Security Initiative Workshop – May 19, 2017 –
Smithers, B.C.**

The Permaculture Farm Festival Club is hosting a half day Bulkley Valley Food Security Initiative Workshop in Smithers on May 19, 2017. The workshop is targeting community leaders and key members of the food supply chain in the Bulkley Valley.

At this time, formal authorization is being requested for attendance at the workshop for Chair Miller, Director Fisher, and Director Parker. The cost of attending the workshop is \$30.

RECOMMENDATION: (All/Directors/Majority)

That the Board of the Regional District of Bulkley-Nechako authorize attendance of Chair Miller, Director Fisher, and Director Parker to the Bulkley Valley Food Security Initiative Workshop in Smithers on May 19, 2017 in Smithers, B.C.