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**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMITTEE OF THE WHOLE
AGENDA
Thursday, November 9, 2017**

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>CALL TO ORDER</u>	
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>AGENDA</u> – November 9, 2017	Approve
	<u>MINUTES</u>	
2-5	Committee of the Whole Meeting Minutes – October 12, 2017	Receive
	<u>DELEGATION</u>	
	Anne Marie Sam, Nak'azdli First Nation RE: Indigenous Communities and Industrial Camps Report	(Report Under Separate Cover)
	<u>REPORTS</u>	
6	Cheryl Anderson, Manager of Administrative Services – Northwest BC Resource Benefits Alliance – Authorization for Directors to Attend November 24, 2017 Meeting in Terrace, B.C.	Recommendation (Page 6)
7	Cheryl Anderson, Manager of Administrative Services – Solid Waste Management Plan - Authorization for Directors to Attend Site Visits	Recommendation (Page 7)
8-29	<u>PRE-BUDGET PLANNING SESSION</u>	Direction at the Discretion of the Regional Board
	<u>CORRESPONDENCE</u>	
30-35	Ministry of Transportation and Infrastructure - Expert Hired to Consult with Taxi Industry and Help Develop Made-in-B.C. Solution	Receive
	<u>INVITATION</u>	
36-38	The BC Chamber Cabinet Ministers Breakfast Series: The Honourable Bruce Ralston, Minister of Jobs, Trade and Technology – November 17, 2017 - Surrey, BC	Receive
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>ADJOURNMENT</u>	

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, October 12, 2017**

PRESENT: Chairperson Bill Miller

Directors Chris Beach
Eileen Benedict
Shane Brienen
Mark Fisher
Dwayne Lindstrom
Thomas Liversidge
Rob MacDougall
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Gerry Thiessen

Directors Taylor Bachrach, Town of Smithers
Absent Tom Greenaway, Electoral Area "C" (Fort St. James Rural)

Alternate Director Bob Hughes, Electoral Area "C" (Fort St. James Rural)

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
John Illes, Chief Financial Officer
Rory McKenzie, Director of Environmental Services – arrived at 11:07 a.m.
Janette Derksen, Deputy Director of Environmental Services
Wendy Wainwright, Executive Assistant

Others Alistair Schroff, Lakes Animal Friendship Society – left at 11:16 a.m.

Media Flavio Nienow, LD News – arrived at 11:07 a.m.

CALL TO ORDER

Chair Miller called the meeting to order at 11:06 a.m.

AGENDAMoved by Director Newell
Seconded by Director Beach**C.W.2017-8-1**

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of October 12, 2017 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – September 7, 2017

Moved by Director MacDougall
 Seconded by Director Petersen

C.W.2017-8-2

"That the Committee of the Whole meeting minutes of
 September 7, 2017 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

LAKES ANIMAL FRIENDSHIP SOCIETY –Alistair Schroff Re: Update

Chair Miller welcomed Alistair Schroff, Lakes Animal Friendship Society (LAFS).

Mr. Schroff provided an update in regard to the Lakes Animal Friendship Society. LAFS held the Animal Care Event in spring 2017 and had 48 dogs and cats from Electoral Areas "B" (Burns Lake Rural), "E" (Fransois/Ootsa Lake Rural) and the Village of Burns Lake. The Village of Burns Lake in the past three years has impounded an average of 9 dogs per year. In the past the Village of Burns Lake has impounded an average of 57 dogs per year and in 2004, prior to the start of the Animal Care Event, impounded 105 dogs. This initiative has saved the Village of Burns Lake approximately \$60,000 in bylaw enforcement and impound costs. Mr. Schroff thanked the Village of Burns Lake and the Regional Board for supporting the Animal Care Events and LAFS initiatives and encouraged continued support.

He mentioned that the Districts of Vanderhoof and Fort St. James also have groups performing similar successful animal care events in their communities.

Vet to Pet Mobile, Dr. Kim Hunter from Telkwa, a 2017 RDBN Start-up Business Contest Finalist, attended the Burns Lake Animal Care Event to provide assistance and has travelled to other communities such as Fort St. James to provide assistance to underserved areas.

Mr. Schroff noted that the Animal Care Event model and spay/neuter initiatives that have taken place in Burns Lake and the Regional District of Bulkley-Nechako have provided a model for other communities. LAFS has recently received an Imagine Grant from Northern Health to provide dog bite safety programs in Burns Lake, Vanderhoof and Fort St. James in the fall of 2017.

LAFS has been invited to speak at a Paws for Hope event in regard to solutions for overpopulation of dogs and cats in northern communities and First Nations communities. He mentioned that two volunteers are visiting Burns Lake from Minnesota, United States to visit schools with LAFS volunteers to learn about its program and initiatives, such as the build a dog house program. There is a sharing of information at a national level in regard to LAFS' successful animal care initiatives.

Director Petersen noted that spaying and neutering of animals can be cost prohibitive for some individuals. Mr. Schroff mentioned that there has been grant funding from BC SPCA in the past along with Veterinarian Clinics and Doctors volunteering their time to assist with the costs with spay and neuter clinics and address over population issues. He mentioned that annual maintenance costs are now approximately \$12,000 per year to operate as opposed to \$50,000 per year due to the initial large scale events that took place to control over population. Mr. Schroff mentioned that there is assistance to lower income individuals and families to assist with animal care. He noted that pet owners need to take as much responsibility as possible in their ownership.

Director Beach spoke of the positive impact that the LAFS initiatives and Animal Care Events have had for the Village of Burns Lake.

DELEGATION (CONT'D)

LAKES ANIMAL FRIENDSHIP SOCIETY –Alistair Schroff Re: Update

Mr. Schroff noted that his contact information can be provided to any community organization or individuals wanting to research further information in regard to LAFS programs.

Chair Miller commented that animal care, safety and bite education programs have assisted with proper care and treatment of animals in the community.

Chair Miller thanked Mr. Schroff for attending the meeting.

CORRESPONDENCE

North Central Local
Government Association
Letters re Greyhound Service
Reduction

Moved by Director MacDougall
Seconded by Director Lindstrom

C.W.2017-8-3

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors write a letter to the Passenger Safety Transportation Board outlining its concerns about Greyhound Canada Transportation Corp.'s application to reduce service in central and northern B.C."

Opposed: Director Fisher
Director Repen

CARRIED

(All/Directors/Majority)

Director MacDougall brought forward concerns in regard to the impact to Fort St. James if Greyhound reduced its one day per week service to the community. He noted that passenger transportation is similar to an essential service in the north and that Greyhound needs to make an effort in the region they provide service. Director MacDougall commented that Fort St. James had its own transportation business prior to Greyhound coming to the community.

Director Fisher mentioned that Greyhound has shown a lack and willingness to provide passenger transportation to northern B.C. and other options may need to be developed.

Director Repen spoke to the decision made by the Village of Telkwa in regard to writing a letter due to Greyhound Canada Transportation Corp. being a private business.

Discussion took place in regard to Greyhound's reason to request a reduction in service and non-local companies providing a service and not being good corporate citizens. Frustrations were expressed in regard to Greyhound's lack of adequate passenger service for a number of years. The times in which Greyhound stops in communities is not conducive to passenger ridership, but was noted, based on freight pickup and delivery.

CORRESPONDENCE (CONT'D)

Chair Miller mentioned that in the short term Greyhound provides a critical transportation option for passenger travel that is not yet met by another provider and that in the long term there needs to be a more credible and robust passenger transportation system in northern B.C.

Correspondence & Invitation

Moved by Director Parker
Seconded by Director Brienen

C.W.2017-8-4

"That the Committee of the Whole receive the following correspondence and invitation:

Correspondence

- Ministry of Municipal Affairs and Housing – Fort Fraser Sewer Condition Assessment Infrastructure Planning Grant;
- Northwest BC Resource Benefits Alliance – RBA Leaders Meet with Premier John Horgan to Start Revenue Sharing Agreement;
- BC Parks and Conservation Officer Service Division – Grizzly Bear Overpopulation Problem: Babine Lake Marine Provincial Park;

Invitation

-BC Municipal Climate Leadership Council – Deepening Climate Leadership, November 1-3, 2017 in Richmond, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Brienen
Seconded by Director Newell

C.W.2017-8-5

"That the meeting be adjourned at 11:29 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant



6

Regional District of Bulkley-Nechako Memo

TO: Chair Miller and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: November 1, 2017

SUBJECT: Northwest BC Resource Benefits Alliance – Authorization for Directors to Attend November 24, 2017 meeting in Terrace, B.C.

All RDBN Directors are encouraged to attend the upcoming Northwest BC Resource Benefits Alliance meeting in Terrace, B.C. on November 24, 2017.

At this time, staff is requesting a Board resolution authorizing the attendance of the CAO and any Directors wishing to attend the meeting.

RECOMMENDATION

(ALL/DIRECTORS/MAJORITY)

“That the Committee of the Whole recommend to the Regional District of Bulkley-Nechako Board of Directors that authorization attendance of the CAO and any Directors wishing to attend the Northwest BC Resource Benefits Alliance meeting in Terrace, B.C. on November 24, 2017.”



Regional District of Bulkley-Nechako Memo

TO: Chair Miller and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: November 1, 2017

SUBJECT: Solid Waste Management Plan – Authorization for Directors to Attend Site Visits

During the review of the Solid Waste Management Plan, there may be instances where Directors of the RDBN wish to attend site visits along with the consultants.

At this time, staff is requesting a Board resolution to cover off any expenses incurred by Directors should they attend any of these meetings.

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

"That the Committee of the Whole recommend to the Regional District of Bulkley-Nechako Board of Directors that authorization be given to Directors to attend site visits along with the consultants during the review of the Solid Waste Management Plan."



November 9, 2017 Pre-Budget Planning Session

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25	Fire Protection Services Function
26-29	Environmental Services

Discussion

RE: Additional Projects to be Considered



Regional District of Bulkley-Nechako

Administration Department Priorities and Projects:

2017 Update and Proposed 2018 Work Plan

NOVEMBER, 2017

Department: Administration

Submitted by: Melany de Weerd, CAO

2018 Proposed Work Plan

The 2018 proposed work plan is based on staffing levels and standards of service similar to 2017.

Administration Staffing:

Melany de Weerd, CAO

Cheryl Anderson, Manager of Administrative Services

Wendy Wainwright, Executive Assistant

Geraldine Craven, Administration Clerk/Receptionist

Deneve Vanderwolf, Regional Transit Service Coordinator

➤ 75% of resources applied to regular operations:

- Plan, organize, coordinate and direct ALL operations of the RDBN;
- Oversee, supervise, delegate, provide leadership to and mentor staff of the RDBN;
- Responsible for all human resources matters;
- Coordinate activities of all departments, ensuring that services are provided in an efficient and cost-effective manner;
- Ensure that policies and directives of the Regional Board are carried out;
- Make recommendations as to legal options available to the Regional Board on various legal matters;
- Develop RDBN policy as directed by the Regional Board;
- Oversee, administratively, the Fort Fraser Water and Sewer works in Fort Fraser, working with staff and the Fort Fraser Local Community Commission;
- Develop strategic and corporate goals through ongoing strategic planning process as directed by the Board:
 - **NOW**
 - Highway 16 Transit Service Partnership Agreements with First Nations
 - RDBN Relationship Protocol
 - Seymour Lake Aquatic Weed Control Petition
 - Laidlaw Street Lighting Alternative Approval Process
 - Braeside Recreation Commission Alternative Approval Process
 - Northern Health Authority Steering Committee for Fort St. James Primary Care Facility
 - Fort St. James Hospital Replacement
 - RDBN Staff Compensation Report (Executive Committee deferred from 2016)
 - RDBN Boundary Expansion



- Action IT Audit Report
- Northwest BC Resource Benefits Alliance
- Waste Management Strategy
 - Development of Solid Waste Management Plan
- Internet/Cell Phone Connectivity Strategy Development

○ **ONGOING**

- Wildfire Forum
- Nechako Watershed

○ **NEXT**

- Diversification Strategy (Mid-Term Timber Supply)
 - Forestry Committee engagement with MFLNRO
- Spruce Beetle

○ **COUNCIL ADVOCACY**

- Nechako Watershed
 - Meetings attended
- Wildfire Mitigation
- Foreign Ownership of Agricultural Lands
- Mental and Seniors Health Services

- Represent the RDBN at the intergovernmental level;
- Possible referenda/alternative approval process/elections at the discretion of the Board;
- Oversee Wildfire/Flooding Emergencies as EOC Director;
- First Nations Relationship Building;
- Bylaw Updates;
- Strategy re: Resource Revenue Sharing;
- Northwest Resource Benefits Alliance;
- Forest strategies inclusive of Wildfire Mitigation;
- CN Rail Issues;
- Cell Phone/Internet;
- Nechako Watershed.

➤ **25% of Staff Resources applied to assisting the Chair and Directors as required, aiding them to fulfill their functions; Report to each Director on matters and concerns in respect of their area;**

- Foster an environment of positive public relations both internally and externally;
- Initiate actions required by the Board and coordinate and monitor tasks emerging from Board direction;
- Work toward enhancing RDBN public awareness;
- Carry out statutory duties outlined in the *Local Government Act/Community Charter*;
- Perform the same statutory function for the SNRHD as CAO of the RDBN.



2018 Projects:

- Fort Fraser Water System Replacement
- Resource Revenue Sharing – NW Resource Benefits Alliance Partnership
- RDBN Boundary Expansion
- Northern Health Authority Steering Committee for Fort St. James Primary Care Facility
- 2018 Local Government Elections
- Agriculture Strategy/ Agriculture Sector Engagement

Potential Additional Projects/Workplan Activities as identified previously by the Regional Board:

- Healthcare/Seniors Services/Youth/Mental Health for Youth/Opioid Crisis;

Directors' Project Wish List:

Do the Directors have projects that are deemed priority for completion in 2018? If so, please list below in order of priority.

- 1.
- 2.
- 3.



Regional District of Bulkley-Nechako
November , 2017
Pre-Budget Priorities Discussion for 2018

Department: Finance
Submitted by: John Illes

Staff Level = 3.15 Full Time Equivalents

John Illes, Financial Administrator (1 FTE)

Laura Omeara, Senior Financial Assistant (1FTE)

Kristi Rensby, Finance/Administration Coordinator (.95 FTE)

Rebecca Goertzen, Accounts payable (0.25 FTE)

<p>60% of staff resources applied to regular operations</p>	<ul style="list-style-type: none"> • Accounts Receivable • Accounts Payable • Accounting • Cash Management and investment of surplus funds • Financial Planning & Budgeting • Insurance and Risk Management • Administration of Local Services • Hospital District Administration • Administration of Federal Gas Tax Funds 	<ul style="list-style-type: none"> • Payroll • Benefits Administration • Monthly/quarterly Financial Reporting • Borrowing for Capital Projects
<p>5% of Staff Resources spent on Network Administration</p>	<ul style="list-style-type: none"> • Network Administration • Connectivity • Security 	
<p>30% of resources applied to legislated annual</p>	<ul style="list-style-type: none"> • Annual Budget and 5 Year Financial Plan • Tax Requisition • Detailed Financial Reporting to the Ministry 	<ul style="list-style-type: none"> • Audited Financial Statements • Financial Information Act Reports • Federal Gas Tax Reporting

budgeting and reporting		<ul style="list-style-type: none"> • Carbon Emissions Reporting
5% of resources available for projects		

Ongoing Projects

- RDBN tax inserts Annual
- Annual Report Annual

2017 Projects completed

- New Service(s) – Transit Service
- Transition to new Chief Financial Officer (ongoing)
- Written Gas Tax Process approved

2017 projects started and moving forward to 2018

- Asset Management Plan Phase 1 – Document Current Practice 80% Complete
- MIA Insurance for Societies 60% Complete
- Internal Audit Property Tax Database for Service Areas 10% Complete
- Chinook Community Foundation Incorporation, agreement with the Prince George Foundation 60% Complete
- RDBN Debt, Capital Reserve Policies 60% Complete
- Investigate optimization of current payroll software 10% Complete
- Consider options for streamlining payroll processes 10% Complete
- Review and update Finance Procedures Manuals 30% Complete
- Information Technology (IT) education strategy for staff 20% Complete

2018 Projects

- Review and update financial policies and risk management policies 0% Complete
- Asset Management Plan Phase 2 – Implementation Plan 0% Complete
- Investigate software - Electronic Records Management, Budgeting, Asset Management 0% Complete



Regional District of Bulkley- Nechako Department Priorities and Projects: 2018

Department: Regional Economic Development
Submitted by: Corrine Swenson, Manager of Regional Economic Development

Resource Allocation

The 2018 work plan is based on:

- 1 FTE Manager of Regional Economic Development
- 1 FTE Regional Economic Development Coordinator
- 0.8 FTE Proposal Writer

Staffing: 2.8 FTE

% of Resources Applied	Activity
1%	Administering funding programs (Northern Development/Lakes Economic Development Service)
32%	Communication (report writing, inquiries, marketing, meetings, supervision, data warehouse)
29%	Proposal Writing
38%	Projects

2017 Projects

Getting the Conditions Right

Regional Skills Gap Analysis

- Participate on the Strategic Workforce Opportunities Team (SWOT)
 - Manage Labour Market Partnership Contract for Administrative Services (Completion: May, 2018)
 - Assist with implementation of the Regional Skills Gap Analysis - Ongoing
- Complete annual reporting on the SWOT – To be completed in December

Tourism Research Project - 2016/2017

- Value of Tourism in the RDBN Study - Complete
- Tourism Profiles – Complete

Rural Connectivity Study

- Complete Study on Rural Connectivity in the Region- 20% Complete (Completion May, 2018)

Growing the Economy

Tourism

- Support Northern BC Tourism to host Information Sessions – Moved to 2018
- Update, Print, Distribute Regional Tourism Brochure – 20% Complete To be complete December 2017
- Complete Itinerary Project – signage - Complete

Entrepreneurship

- 2017 RDBN Business Forum - Complete

- Coordinate and Host two day Business Forum to be held in Burns Lake Spring 2017

Agriculture

- Regional Agriculture Marketing Project
 - Sponsor Community Events promoting local food production - Complete
 - Revise "Connecting Consumers and Producers" Agriculture Brochure and print 1500 copies for distribution at Community Events - Complete

Diversifying the Economy

Regional Marketing

- Develop Investment Readiness Action Plan - 2016/2017
 - Identification of Target Markets – Moved to 2018 work plan
 - Repackaging Industrial Land Use Inventories – 80% Complete To be complete in November, 2017
 - Infographics – 80% Complete To be complete in November, 2017
 - Economic development in the RDBN stories – Moved to 2018 work plan
 - 3 Additional Sector Profiles – Moved to 2018 work plan
- Complete Marketing Initiatives that will ensure the RDBN is marketed for industry, residents, and visitors - Ongoing
 - Social Media Marketing
 - Print Marketing
 - Promotional Materials
- Exhibit at Vancouver's Outdoor Adventure Show – Complete (April)
- Maintain Image Bank
 - Professional photo/video acquisition – Complete

Entrepreneurship

- Develop webpage and social media to help entrepreneurs start up a company or purchase existing business (Opportunities in RDBN website) – funding opportunities updated, Project to be complete through SWOT Administration Services Contract
- 2017 Start-up Business Contest - Complete
 - Coordinate bi-annual business planning competition within the region to help identify potential gap-filling entrepreneurs from within the community.
 - Add youth component

2018 Department Priorities

Getting the Conditions Right

- Proposal writing assistance for Municipalities, Not for Profit, and First Nations Organizations in the region
- Semi-annual Regional Communication Meetings with Municipal, First Nations, Community Futures and Northern Development EDO's
- Administer funding programs – Northern Development, Lakes Economic Development Services, NDIT Business Façade Improvement Program
- Outreach to business/industry in the region
- Update and enhance Economic Development Section of the RDBN website
- Update and enhance opportunities.rdbn.bc.ca, visitbulkleynechako.ca, directory.rdbn.bc.ca
- Maintain Social Media accounts visitbulkleynechako, RDBN opportunities, Connecting Consumers and Producers
- Purchase Chamber memberships in each municipality and attend one Chamber meeting annually

- Compile and distribute Regional Data:
 - RDBN Data Warehouse
 - Regional Profiles
- Coordinate and host Economic Development workshops for:
 - Not for Profit Organizations
 - Regional Economic Development Professionals

2018 Projects

Getting the Conditions Right

Regional Skills Gap Analysis

- Participate on the Strategic Workforce Opportunities Team (SWOT)
 - Manage the Labour Market Partnership Contract for SWOT Administrative Services
 - Assist with implementation of the Regional Skills Gap Analysis
 - Manage Social Media posts and webpage (opportunities.rdbn.bc.ca/SWOT)
- Complete annual reporting on the SWOT

Rural Connectivity Study

- Complete Study on Rural Connectivity in the Region

Bulkley-Nechako Directory

- Compile a database of businesses operating in the region
- Review Directory use and determine best method for maintaining data

Growing the Economy

Tourism

- Support Northern BC Tourism to host Information Sessions
- Distribute Regional Tourism Brochure
- Distribute visitbulkleynechako signage
- Visitbulkleynechako Instagram contest

Entrepreneurship

- 2019 RDBN Business Forum
 - Prepare to collaborate and support the two-day Business Forum to be held in 2019

Agriculture

- Regional Agriculture Marketing Project
 - Sponsor Community Events promoting local food production
 - Update “Connecting Consumers and Producers” Agriculture Brochure and print 1500 copies for distribution at Community Events

Diversifying the Economy

Regional Marketing

- Identification of Target Markets
- Economic development in the RDBN stories – produced in-house monthly
- 3 Additional Sector Profiles – in consultation with the SWOT and produced in house
- Complete Marketing Initiatives that will ensure the RDBN is marketed for industry, residents, and visitors
 - Social Media Marketing
 - Print Marketing
 - Promotional Materials

- Exhibit at Vancouver's Outdoor Adventure Show
- Maintain Image Bank and promote use
- Purchase InDesign software and train staff to complete updates to marketing materials – eg Sector/Community Profiles, tourism profiles, infographics

Entrepreneurship

- 2019 Start-up Business Contest
 - Coordinate bi-annual business planning competition within the region to help identify potential gap-filling entrepreneurs from within the community.
 - Coordinate workshops to offer support to prepare business plans

Support municipality projects – by request

- Eg. Fraser Lake Eco Coop, Business Walks, Economic Development Events



Regional District of Bulkley- Nechako Priorities and Projects: 2018

Planning and Land Use Management Function

Department: Planning
Submitted by: Jason Llewellyn, Director of Planning and Protective Services

Staff Level: Maria Sandberg, Planner
Jennifer MacIntyre, Planner 1
June Straticchuk, Development Services Clerk

Services Provided

- Responding to resident, developer, and agency inquiries and information requests.
- Undertaking planning studies, and creating land use and development plans and policy.
- Processing development applications and referrals.
- Administering and implementing planning, land use and development bylaws, plans, and policy.
- Making recommendations to the Regional District Board on land use and development issues.
- Participating in, and making recommendations to the Board regarding, Provincial projects such as Environmental Assessment Reviews.

Resource Allocation Proposed for 2018

The 2018 work plan is anticipating that standards of service will remain similar to 2017. Work associated with Oil and Gas Commission referrals and RDBN approvals for pipelines will increase if pipeline construction begins.

- 55% of resources applied to building permit review, development applications, and referrals
- 20% of resources applied to public inquiries, questions, information requests, etc.
- 25% of resources applied to OCP development and projects (including Provincial projects)

2017 Notable Projects / Work

General

- | | |
|--|---------------|
| • Completed the Village of Burns Lake OCP and Regulatory Bylaw review | 100% complete |
| • Completed the Electoral Area B and E OCP review | 100% complete |
| • Completed the Prairie Village land use inventory and R8 Zone Review | 100% complete |
| • Initiated the Village of Fraser Lake and Electoral Area D OCP Review | 15% complete |
| • Zoning Bylaw Review | 95% complete |

Applications (to Oct. 2017)

- OCP amendment / Rezoning applications = 10
- Development Variance Permit Applications = 5
- ALR Applications = 11
- Temporary Use Permits = 3
- Building Permit Application Planning reviews = 96

Provincial Referrals (to Oct. 2017)

- Crown Land Referrals = 34
- Mines Referrals (gravel pits) = 2
- Subdivision referrals = 11
- Water License referrals = 6
- Woodlot referrals = 7
- Oil and Gas Commission referrals = 27
- Misc = 6

Environmental Assessment Participation

- Nulki Hills Wind Farm Environmental Assessment Application Working group ongoing
- Blackwater Gold Mine Environmental Assessment Application Working group ongoing

2018 Proposed Notable Projects

- Electoral Area D OCP Review 15% complete
- Village of Fraser Lake OCP Review 15% complete
- Zoning Bylaw Review (bylaw being finalized for Board and public review) 95% complete
- Development Procedures Bylaw Update 30% complete
- Liquor License Policy Update 50% complete
- Blackwater Gold Mine Environmental Assessment Application Working group ongoing
- Nulki Hills Windfarm Environmental Assessment Application Working group ongoing
- Environmental Assessment Certificate amendment applications as necessary



Regional District of Bulkley- Nechako Priorities and Projects: 2018

GIS and House Numbering Function

Department: Planning
 Submitted by: Jason Llewellyn, Director of Planning and Protective Services
 Staff Level: Eric Rehwald, GIS Technician

Services Provided

- Updating addressing and responding to addressing requests in electoral areas.
- Responding to staff and public requests for mapping and digital data.
- Maintaining GIS hardware, software and digital data.
- Maintaining municipalities, first nations, and electoral area addressing database for 911.

Resource Allocation Proposed for 2018

The 2018 work plan is based on one staff person and standards of service similar to 2017. However, there is a 10% shift from Department projects to allow an increased focus on data and system maintenance.

- 30% of resources on data and system maintenance.
- 25% of resources on staff mapping and data requests.
- 25% of resources on public mapping and inquiries.
- 20% of resources on Department projects.

2017 Notable Projects / Work

- 67 new addresses issued.
- Maintained a current and accurate GIS database and updates to the 911 system.
- Prepared and corrected new zoning maps for proposed new zoning bylaw.
- Prepared OCP and zoning maps for Granisle
- Plotter replacement
- GIS support for 3 new service areas.

2018 Proposed Notable Projects

- | | |
|--|--------------|
| • Review of data storage and maintenance protocols | 15% complete |
| • GIS systems and software review | 10% complete |
| • Zoning Bylaw Review Mapping | 95% complete |
| • BC Assessment software replacement project | 30% complete |



Regional District of Bulkley- Nechako Priorities and Projects: 2018 Building Inspection Function

Department: Planning
Submitted by: Jason Llewellyn, Director of Planning and Protective Services

Current Staff Level: Richard Wainwright, Chief Building Inspector
Jason Berlin, Chief Building Inspector
Steven Buhr, Building Inspector (50%)

Services Provided

- Processing building permit applications in Electoral Areas and participating municipalities (Fraser Lake, Granisle, Fort St. James, Burns Lake, Telkwa).
- Building Bylaw and Floodplain Bylaw implementation and enforcement.

Resource Allocation Proposed for 2018

The 2017 work plan is based on standards of service similar to 2016; however, with the addition of a ½ time building inspector in 2017 the RDBN was able to agree to provide building inspection services to Telkwa and can provide more resources towards dealing with building related enforcement issues throughout the region.

- 70 of resources undertaking inspections of construction and enforcement.
- 25% of resources processing applications and responding to public inquiries.
- 5% of resources on RDBN facilities maintenance.

2017 Notable Projects / Work

- 90 building permits issued in Electoral Areas.
- 44 building permits issued in municipalities under contract.
- Old Building Permit file follow-up

2018 Proposed Notable Projects

- Old Building Permit file follow-up
- A focus on registering notices on title (Section 57 CC) as an enforcement tool.
- Review of the revised MIA template Building Bylaw



Regional District of Bulkley- Nechako Planning Department Priorities and Projects: 2018

Bylaw Enforcement Function

Department: Planning
Submitted by: Jason Llewellyn, Director of Planning and Protective services

Current Staff Level: Steve Buhr, Bylaw Enforcement Officer (50%)

Services Provided

- Receive, and respond to, complaints regarding bylaw violations.
- Work closely with Planning Department staff to evaluate and resolve bylaw violations.
- Undertake site visits, notice delivery, and other activities in support of Planning Department.
- Undertake enforcement of department bylaws, plans, and policy.
- Making recommendations to the Regional District Board on bylaw enforcement issues and actions.

Resource Allocation Proposed for 2018

- 60% of resources applied to receiving and responding to inquiries regarding bylaw enforcement.
- 10% of resources applied to investigating and working with public to resolve bylaw infractions.
- 30% of resources applied to office work such as letter writing, report writing, and file management associated with bylaw enforcement.

2017 Notable Projects / Work

- Response to bylaw enforcement complaints
- Proceeding with the court injunction process for a bylaw enforcement issue in Electoral Area D

2018 Proposed Notable Projects

- Review bylaw enforcement policy and procedures.



Regional District of Bulkley- Nechako Priorities and Projects: 2018

Emergency Preparedness and Response Function

Department: Protective Services
Submitted by: Jason Llewellyn, Director of Planning and Protective Services

Staff Level: Haley Jeffrey, Emergency Services Manager
 Rebecca Goertzen, Emergency Services Coordinator (65%)

Services Provided

- Develop, maintain, and implement the RDBN's emergency plans.
- Play the lead role in responding to emergencies.
- Advise the Board regarding the RDBN's legislated responsibility relating to emergency response.
- Oversight and coordination of the RDBN's responsibilities regarding the 9-1-1 service.
- Coordination of the RDBN's occupational health and safety program.

Resource Allocation Proposed for 2018

The 2018 work plan is anticipating that the standards of service will remain similar to 2017 with regard to emergency preparedness, the 9-1-1 system, and OHaS.

- 80% of resources applied to emergency preparedness and response.
- 15% of resources applied to 9-1-1.
- 5% of resources applied to OHaS.

2017 Emergency Event Response

- Monitored an ice jam threatening the Ebenezer Flats area.
- Responded to an ice jam in Electoral Area B: declared a state of local emergency.
- Provided ESS services related to a landslide in Electoral Area A: residents evacuated.
- Responded to a Flood Watch on the Bulkley River.
- Responded to interface fires: issued 3 evacuation alerts and 1 evacuation order.
- Responded to road washout in the Manson Creek area.

ESS Response

- Provided ESS services to Williams Lake wildfire evacuees in Burns Lake.
- Provided ESS services to Electoral Area A landslide evacuees.
- Provided ESS services to the victims of house fires in Electoral Areas B, C and F.
- Coordinated ESS volunteer attendance to PG Reception Centre and group lodging.
- Assisted numerous municipalities in ESS response to Williams Lake wildfire evacuees.

2017 Notable Projects / Work

- | | |
|---|---------------|
| • Renewal of 9-1-1 agreements with First Nations. | 100% complete |
| • Help organize the NESST Conference | 100% complete |
| • Renewal of 911 Maintenance Contract | 90% complete |
| • Facilitated a seasonal preparedness committee meeting | 100% complete |
| • Regional ESS strategy with municipalities | 20% complete |

2018 Proposed Notable Projects / Work

- | | |
|--|--------------|
| • Regional ESS strategy with municipalities | 20% complete |
| • Initiate the process to update the RDBN's Emergency Plan | 0% complete |
| • Help organize the NESST conference | 10% complete |
| • Hold an emergency response exercise for staff and stakeholders | 0% complete |
| • Facilitate a seasonal preparedness meeting | 0% complete |
| • Renew 911 agreements with RDFFG | 0% complete |
| • Flood risk assessment and mitigation plan for Ebenezer Flats | 0% complete |



Regional District of Bulkley- Nechako Priorities and Projects: 2018

Fire Protection Services Function

Department: Protective Services
Submitted by: Jason Llewellyn, Director of Planning and Protective Services

Staff Level: Jason Blackwell, Regional Fire Chief

Services Provided

- Coordination of the RDBN's provision of fire protection and rescue service in the rural area.
- Work with and support rural fire departments in the general operation of their departments, and achieving the necessary training standards.
- Laisse with municipal fire departments in their provision of fire protection services in the rural area.

Resource Allocation Proposed for 2018

The 2018 work plan is anticipating that the standards of service will remain similar to 2017.

- 75% of resources applied to support of rural fire departments.
- 15% of resources applied to working with municipal fire departments.
- 10% of resources applied in support of bylaw enforcement.

2017 Notable Projects / Work

- | | |
|--|---------------|
| • Renewal of the Fort St. James Fire Department Agreement for Luck Bay | 100% complete |
| • Topley Rural Fire Protection Referendum. | 100% complete |
| • Round Lake Fire Protection Agreement and dry hydrant | 100% complete |
| • Renewal of Service agreements for Sunset Beach | 100 complete |
| • Evaluation of fire protection for the Nautley Administration Building. | 100% complete |
| • Renewal of Cluculz Lake Fire Department Service Agreement. | 100% complete |
| • Comprehensive assessment of the rural fire departments. | 60% complete |

2018 Proposed Notable Projects

- | | |
|--|--------------|
| • Complete comprehensive assessment of the rural fire departments. | 60% complete |
| • Research options for possible Regional Structural Protection trailer | 5% complete |



Regional District of Bulkley- Nechako Environmental Services Department Priorities and Projects: 2017 Update and Proposed 2018 Work Plan

(As of October 31, 2017)

Department: Environmental Services
Submitted by: Rory McKenzie, Director of Environmental Services & Janette Derksen, Deputy Director of Environmental Services

Staffing and Equipment

Environmental Services Department staffing is a mixture of both internal and external personnel. Internal staff include:

- Director of Environmental Services
- Deputy of Environmental Services
- Environmental Services Operations Supervisor
- Environmental Services Assistant

External staff include:

- Transfer Station Attendants – 12 plus 7 alternates (holiday and sick relief)
- Landfill Attendants – 4
- Waste Haul Drivers - 3
- Water/Sewer Operator (Fort Fraser) - 1
- Reuse Shed Attendant - 4

To provide solid waste services associated with transfer station and landfill operation as well as waste hauling the Environmental Services Department operates and maintains the following equipment:

- 8 skid-steer loaders (7 primary and 1 spare)
- 3 tractor units
- 8 – S3 foot walking floor trailers
- 1 roll off truck
- 2 dump truck
- 2 excavators
- 2 crawler dozers
- 2 landfill compactors
- 1 flat deck trailer
- 4 pickup trucks



Services Provided

- Solid Waste Management
 - Operation of 7 transfer stations, 2 sub-regional landfills and eastern/western waste haul
 - Contract admin for 1 secondary landfill (Manson Creek) and recycling depot funding and all Environmental Reporting.
- Liquid Waste Management
 - Septage receiving facilities at Smithers/Telkwa Transfer Station, Knockholt Landfill, Burns Lake Transfer Station, Fort Fraser Waste Water Treatment Facility
- Invasive Plant Management – In Partnership with the Northwest Invasive Plant Council
- Fort Fraser Water and Wastewater Systems
 - Small Water Supply and Distribution System
 - Two deep wells with pumps, storage tower, approximately 6.4km of distribution piping, approximately 135 service connections
 - Small Waste Water Collection and Treatment System
 - Approximately 4.9km of collection piping, anaerobic cell, aeration cell, polishing cell with discharge to Nechako River
- Occupational Health and Safety

Although the Environmental Services Department is involved in the various services as outlined above, **the following 2017 Update and Proposed 2018 Work Plan applies to Solid Waste Management only**, which impacts all Directors and areas of the RDBN.

2017 Projects Completed or Pending Completion in 2017

- Capital/Operational
 - Knockholt Phase 3 Development **(Completed)**
 - Knockholt Lagoon Desludging and Aeration Technology Assessment **(Tried nutrient/biological addition to lagoon to stimulate in-situ sludge degradation – trial was successful 2017 and will be ongoing.)**
 - Weigh scale software upgrades at Knockholt and Clearview Landfills **(In-process)**
 - Obtain discharge authorization for contact water pond at Clearview Landfill **(Complete)**
 - Vanderhoof Landfill post closure works - topsoil **(Completed)**
 - Area "D" Transfer Station recycling area upgrades **(Completed)**
- Planning Projects/Administrative
 - Initiate review and update of Solid Waste Management Plan **(In-Process, work will continue in 2018)**



- Subsidized backyard composting promotion program **(Complete)**
- Award contract for 2017 metal recycling services at RDBN solid waste management sites **(Completed) Work to be completed no later than January 2018.**
- Septage disposal service and fee review **(In-Process)**
- Assess impact of Phase 3 drainage on lagoon with the reduction of surface water entering into system. **(In-process)**
- Consultation process regarding the revision of the Environmental Monitoring Program in relation to Phase 3. **(In-Process)**
- Assessment of operational works to minimize leachate breakouts at Clearview Landfill to provide recommendation on contact water drainage to mitigate issue of storage capacity **(In-process)**
- **Ongoing Projects**
 - Extended producer responsibility programs – Participate in consultation sessions and on BC Product Stewardship Council.
 - Participate in the development of local recycling programs.
 - Recycling and sustainability education programs.
 - Review and negotiate new licence of occupation / lease documents for RDBN solid waste management facilities.

2017 Resource Allocation

- 60% of internal staff resources applied to regular operations including:
 - Transfer station, landfill, hauling operations;
 - Landfill leachate collection/treatment, environmental monitoring activities;
 - Report preparation, data collection/analysis and public education and inquiries.
- 20% of internal staff resources applied to projects required due to operational requirement or by Ministry of Environment.
- 20% of internal staff resources available for ongoing projects.

2018 Proposed Projects

- **Capital/Operational**
 - Issue RFQ's for 2 western waste haul tractor units, 2 replacement Bobcats and 1 replacement service truck (1-ton)
 - Knockholt Landfill facultative lagoon de-sludging trial project (On-going)



- Works to re-establish closure conditions at Former Smithers/Telkwa Landfill, Environmental Monitoring Plan Development and property purchase (**Re-grading work completed by property owner, grass seeding and Environmental Monitoring Plan development required in 2018, property purchase option investigation**).
 - Vanderhoof Transfer Station groundwater well remediation
 - Vanderhoof Transfer Station non-potable water well – office.
 - Fraser Lake Landfill post closure works (topsoil, grass seeding)
 - Works to re-establish closure conditions at Former Smithers/Telkwa Landfill
- **Planning Projects/Administrative**
 - Solid Waste Management Plan review and update
 - Clearview Landfill gas assessment
 - Subsidized backyard composting promotion program
 - Fraser Lake Landfill soil borrow pit closure plan
 - Septage User Fee Bylaw amendment.
- **Ongoing Projects**
 - Extended producer responsibility programs – Participate in consultation sessions and on BC Product Stewardship Council.
 - Participate in the development and promotion of local re-use and recycling programs.
 - Review and negotiate new licence of occupation / lease documents for RDBN solid waste management facilities.
- **Potential Additional Projects**
 - Any other projects the Board would deem as priority for 2018? If so, please provide list in order of priority.
 - 1.
 - 2.
 - 3.

Cheryl Anderson

From: Melany Deweerdt
Sent: October-26-17 2:42 PM
To: Cheryl Anderson
Subject: FW: Message from Hara Associates - Passenger Directed Vehicle Services

Melany A. de Weerd
Chief Administrative Officer
Regional District of Bulkley-Nechako
Phone: (250) 692-3195
www.rdbn.bc.ca

From: CivicInfo BC [mailto:info@civicinfo.bc.ca]
Sent: October 26, 2017 11:03 AM
To: CivicInfo BC <info@civicinfo.bc.ca>
Subject: Message from Hara Associates - Passenger Directed Vehicle Services

This message is being sent by CivicInfo BC to local governments in British Columbia on behalf of Hara Associates.

Subject: Passenger Directed Vehicle Services
Intended Recipient(s): Mayor and Council/Regional District Chair/Chief Administrative Officer
Attachments: None (0). See message below

If you have received this message in error, we ask that you forward it to the appropriate person in your office.

MESSAGE:

Subject: Passenger Directed Vehicle Services

Hara Associates (Hara) has been engaged by the Province of British Columbia to consult with stakeholders concerning passenger directed vehicle services, as discussed in these links:

- <https://news.gov.bc.ca/releases/2017TRAN0260-001759>
- <http://www.th.gov.bc.ca/rpt/index.htm>

As part of this process Hara will be consulting with municipalities, and has identified a number of ways your municipality can participate:

- a) Your municipality may email comments to municipal.BCreview@haraassociates.com

- b) Your municipality may participate in a workshop of municipalities that will be held the afternoon of Thursday November 23, 2017 in the Richmond area. If your municipality would like to attend this meeting, please advise so we will have a sense of the number of attendees and can book an appropriate facility.
- c) Hara will contact a sample of municipalities by telephone. If your municipality cannot attend the meeting, it may email municipal.BCreview@haraassociates.com to indicate an interest to be included in this sample. Please provide the name and phone number of a contact person.

Your interest in this matter would be welcome.

Brian Bourns
 Associate Principal
 Hara Associates

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British Columbia News

Expert hired to consult with taxi industry and help develop made-in-B.C. solution

<https://news.gov.bc.ca/15639>

Monday, October 16, 2017 2:35 PM

Victoria - The Government of British Columbia has hired industry expert Dan Hara to consult with and help prepare the taxi industry for a made-in-B.C. solution to ride-sharing that will allow people to get around more easily, Transportation and Infrastructure Minister Claire Trevena announced today.

“People want more options for getting around quickly, safely and affordably, including ride-sharing,” said Trevena. “That’s why we hired industry expert Dan Hara to help us deliver a made-in-B.C. approach to ride-sharing that will keep people safe, and work for all regions of the province.”

Hara of Ottawa-based Hara Associates is an industry professional with 21 years of experience advising government agencies on regulatory and transportation policy. He is renowned for his knowledge of the taxi industry in North America and has undertaken a number of reviews for cities and provinces across Canada as they brought in commercial ride-share services.

“Places that failed to move carefully when they brought in ride-sharing have seen safety issues, unpredictable prices and unstable access to services,” said Trevena. “That’s why we’re bringing in Dr. Hara. His expertise will help British Columbia put a ride-sharing system in place that is fair for workers and businesses, fair for customers, and safe for everyone.”

Hara will finish his work in early 2018. His recommendations will inform how the Province will create a made-in-B.C. system that will provide more choice and convenience for the people throughout British Columbia, as well as modernize safety regulations, vehicle licensing and the six different pieces of legislation that regulates the industry.

The Province’s plan and timeline to bring ride-sharing services into the province will be delivered in 2018 with legislative changes anticipated for the fall.

A copy of the terms of reference can be found on the Passenger Transportation Branch website: <http://www.th.gov.bc.ca/rpt/index.htm>

A backgrounder follows.

Contacts

Media Relations

Government Communications and Public Engagement
Ministry of Transportation and Infrastructure
250 356-8241

Backgrounders

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Biography of Dan Hara

Dan Hara has been providing consultation for vehicle-for-hire regulators through Hara Associates since 1987. Past clients include the cities of Los Angeles; Washington, D.C.; San Francisco; Edmonton; Sudbury; Halifax; Calgary; Ottawa; Waterloo; Hamilton; Mississauga, and, outside of the continent, the State of Victoria (Australia) and Saudi Arabia (via Ernst & Young).

Hara has studied other North American jurisdictions and conducted public consultations with stakeholders. His report recommendations cover the full spectrum of vehicle-for-hire regulation, including adequacy of supply, method and number of taxi licences to be issued, fare and meter rates, safety standards and training, enforcement and administration, insurance, cost indexes, information management and new technologies, driver incomes, controls on lease payments for taxi licences and regulator revenue and fee collection. As a result, Hara is intimately familiar with the industry, its players, and the variations in industry practice across jurisdictions.

In B.C., Hara has been involved in taxi regulation for a number of years, particularly in the Greater Vancouver area. He has provided expert testimony before the Passenger Transportation Board (PTB) and provincial courts on the issues of suburban taxis and access to the downtown market; the issue of part-time taxi licences in Vancouver; performance standards and adequacy of supply of accessible taxis in the Vancouver area; and the licensing of additional taxis in Richmond.

Hara provided support to the multi-stakeholder, multi-municipality, stakeholder engagement process of Vancouver's 2015 Vehicle-for-Hire dialogue. In addition, studies for other Canadian jurisdictions have required frequently documenting the regulatory approach in B.C. and Vancouver. Hara is familiar with both current regulatory frameworks and enforcement practices, and their development in British Columbia over time.

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Registrar, Passenger Transportation Board

Registrar, Passenger Transportation Branch

Welcome to the website of the Registrar of Passenger Transportation
(Registrar)

IMPORTANT INFORMATION

Regarding the upcoming consultation process

Modernizing Passenger Directed Vehicle Services - Terms of Reference

Posted October 16, 2017

For illegal "rideshare" drivers and their passengers

Public Advisory - The Illegal Operation of Passenger Directed Vehicles in B.C.

Posted October 2, 2017

[What's New? →](#)

This website provides information about the licensing requirements for those currently involved in, or wanting to obtain authority for, operating commercial ground passenger transportation services in British Columbia.

In addition, this website provides detailed information, including associated application forms and approval processes, for the two types of licences established by the *Passenger Transportation Act*.

Introduction to Passenger Transportation Licensing in British Columbia

Types of Passenger Transportation Licence

Special Authorization

General Authorization

Exclusions

Do I need a General Authorization or a Special Authorization Licence?

In the Passenger Transportation Branch's Coquitlam office, the Registrar accepts all applications (including those which require Board approval), verifies safety requirements for vehicles proposed for licensing, and issues all licences. The Registrar is also responsible for initiating compliance and enforcement actions against both licensed and unlicensed operators.

This website also provides a registry that consists of a monthly updated list of General Authorization Licences and a weekly updated list of General Authorization Application Decisions. The registry also provides links to the Passenger Transportation Board website for access to a list of Special Authorization approvals and the Weekly Bulletin which publishes notice of applications received and application decisions.

Print and Close

Cancel

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geraldine.craven

From: BC Chamber of Commerce <bccc=bcchamber.org@mail245.suw14.mcdlv.net> on behalf of BC Chamber of Commerce <bccc@bcchamber.org>
Sent: October 27, 2017 12:16 PM
To: inquiries
Subject: Cabinet Minister Breakfast Series - .Hon. Bruce Ralston

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The BC Chamber Cabinet Ministers Breakfast Series presents:

The Honourable Bruce Ralston

Friday, November 17, 2017

7:30 AM - 9:00 AM

Sheraton Guildford

Surrey



Join Us!

The BC Chamber of Commerce, in partnership with the Surrey Board of Trade, invite you to join us for our Cabinet Minister Breakfast Series with the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology as we gain insight on how the business community can best create jobs and grow the economy throughout B.C.

- Friday, November 17, 2017
- 7:30 AM - 9:00 AM
- Sheraton Guildford
15269 104 Ave
Surrey, BC V3R 1N5

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