



REGIONAL DISTRICT
OF BULKLEY-NECHAKO

AGENDA

MEETING NO. 7

MAY 25, 2017

P.O. BOX 820
BURNS LAKE, BC V0J 1E0
PHONE: (250) 692-3195 OR 1-800-320-3339
FAX: (250) 692-3305
www.rdbn.bc.ca

"A WORLD OF OPPORTUNITIES
WITHIN OUR REGION"

VISION

**“A World of Opportunities
Within Our Region”**

Mission

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

AGENDA

Thursday, May 25, 2017



| <u>PAGE NO.</u> | <u>CALL TO ORDER</u> | <u>ACTION</u> |
|-----------------|--|---------------|
| | <u>AGENDA – May 25, 2017</u> | Approve |
| | <u>SUPPLEMENTARY AGENDA</u> | Receive |
| | <u>MINUTES</u> | |
| | (All grey highlighted items may be received as a block) | |
| 10-28 | Board Meeting Minutes – April 20, 2017 | Adopt |
| 29-32 | Special Board Meeting Minutes – May 11, 2017 | Adopt |
| 33-39 | Agriculture Committee Meeting Minutes -April 20, 2017 (Unapproved) | Receive |
| 40-46 | Committee of the Whole Meeting Minutes - April 6, 2017 | Receive |
| 47-52 | Regional Transit Committee Meeting Minutes -April 20, 2017 (Unapproved) | Received |
| 53-58 | Rural Directors Committee Meeting Minutes - May 11, 2017 (Unapproved) | Receive |
| 59-64 | Rural Directors Committee Meeting Minutes - April 6, 2017 | Receive |
| 65-70 | Waste Management Committee Meeting Minutes -April 6, 2017 (Unapproved) | Receive |
| 71-74 | Waste Management Committee Meeting Minutes -September 8, 2016 | Receive |
| | <u>BUSINESS ARISING OUT OF THE MINUTES</u> | |

| <u>PAGE NO.</u> | <u>ADMINISTRATION REPORTS</u> | <u>ACTION</u> |
|-----------------|--|---------------------------|
| 75-79 | Cheryl Anderson, Manager of Administrative Services – Royal Canadian Legion – Military Service Recognition Book | Direction |
| 80-84 | Roxanne Shepherd, Chief Financial Officer - FCM's Legal Defense Fund Contribution | Direction |
| 85-90 | Roxanne Shepherd, Chief Financial Officer - Municipal Finance Authority's Socially Responsible Investing (SRI) Fund | Direction |
| 91-96 | Roxanne Shepherd, Chief Financial Officer -Chinook Comfor Limited March 30, 2017 Shareholders' Resolution | Direction |
| 97-100 | Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - April 20 & May 11, 2017 | Recommendation (Page 100) |
| 101-128 | Deneve Vanderwolf, Regional Transit Coordinator -Transit Service Agreement, Annual Operating Agreement | Recommendation (Page 101) |
| 129 | Kristi Rensby, Finance/Administration Coordinator - Federal Gas Tax Funds - Electoral Area "A" (Smithers Rural) Town of Smithers | Recommendation (Page 129) |
| 130 | Kristi Rensby, Finance/Administration Coordinator - Federal Gas Tax Funds - Electoral Area "A" (Smithers Rural) Bulkley Valley Aquatic Centre Management Society | Recommendation (Page 130) |
| 131 | Kendra Kinsley, Management Intern -RDBN – Northern Development Application -Marketing Initiatives Program | Recommendation (Page 131) |
| 132 | Kendra Kinsley, Management Intern -RDBN – Bulkley Valley Agricultural and Industrial Association – Northern Development Application – North West RAC | Recommendation (Page 132) |
| 133 | Corrine Swenson, Manager of Regional Economic Development – Vanderhoof Community Foundation – Northern Development Application -Prince George RAC – RDBN, Electoral Area "F" | Recommendation (Page 133) |

| <u>PAGE NO.</u> | <u>ADMINISTRATION REPORTS (CONT'D)</u> | <u>ACTION</u> |
|---|--|------------------------------|
| 134 | Roxanne Shepherd, Chief Financial Officer -Withdrawal from Development Services Capital Reserve – Plotter Purchase | Recommendation (Page 134) |
| 135-136 | Roxanne Shepherd, Chief Financial Officer -Round Lake Dry Hydrant Security Issuing Bylaw 1791 | Recommendation (Page 135) |
| 137 | Cheryl Anderson, Manager of Administrative Services – Items to be Brought Forward to the Public Agenda from Special (In-Camera) Meeting | Receive |
| 138 | Cheryl Anderson, Manager of Administrative Services – 2017 UBCM Resolution Deadline | Receive |
| 139 | Roxanne Shepherd, Chief Financial Officer -Item to be Brought Forward to the Public Agenda From Special (In-Camera) Meeting May 11, 2017 | Receive |
| 140-142 | Roxanne Shepherd, Chief Financial Officer -Report on 2016 Short Term Investments | Receive |
| 143-144 | Haley Jeffrey, Emergency Services Manager -Monthly 9-1-1 Call Report – April, 2017 | Receive |
| <u>ENVIRONMENTAL SERVICES</u> | | |
| 145-192 | Janette Derksen, Environmental Services Coordinator – Paint, Pesticides and Flammable Liquids Collection Revenue Report | Recommendation (Page 151) |
| 193-207 | Elaine Wiebe, Environmental Services Assistant -Climate Action Revenue Incentive Program (CARIP) Public Report – Climate Action Survey 2016 | Receive |
| <u>DEVELOPMENT SERVICES (All Directors)</u> | | |
| <u>ALR Applications</u> | | |
| 208-219 | ALR Application No. 1192 (Redekop) Subdivision within the ALR Electoral Area “F” | Recommendation (Page 215) |
| <u>MEMOS</u> | | |
| 220-258 | Jason Llewellyn, Director of Planning RE: Coastal Gaslink Pipeline Referral | Recommendation (Page 220) |

6

| <u>PAGE No.</u> | <u>ELECTORAL AREA PLANNING</u> (All Directors) | <u>ACTION</u> |
|-----------------|---|------------------------------|
| | <u>Memo</u> | |
| 259-273 | Maria Sandberg, Planner RE: Joint OCP Review process for Electoral Area "D" and the Village of Fraser Lake | Recommendation (Page 263) |
| | <u>Bylaws for Third Reading</u> | |
| 274-292 | Rezoning File No. A-03-16 Phil's Boxes Ltd. Electoral Area "A" | Recommendation (Page 279) |
| | <u>Bylaw for Third Reading and Adoption</u> | |
| 293-302 | Rezoning File No. A-04-17 Bylaw 1799 Cynthia Cardinal Electoral Area "A" | Recommendation (Page 298) |
| | <u>PROTECTIVE SERVICES</u> (All Directors) | |
| | <u>Memos</u> | |
| 303-304 | Jason Llewellyn, Director of Protective RE: Equity Mine Emergency Response Plan | Receive |
| 305-306 | Haley Jeffrey, Emergency Services Manager RE: Emergency Event Response Updates | Receive |
| 307-308 | Clucluz Lake Volunteer Fire Department Jason Blackwell, Regional Fire Chief | Recommendation (Page 308) |
| | <u>OTHER</u> (All Directors) | |
| | <u>Planning Department Enquiries Report</u> | |
| 309 | For April 2017 | Receive |
| | <u>Building Inspector's Report</u> | |
| 310 | For April 2017 | Receive |

| <u>Page No.</u> | <u>Memos</u> | <u>Action</u> |
|-----------------|---|------------------------------|
| 311-314 | Jason Llewellyn, Director of Planning RE: Owner Building Authorizations and Meeting with the Building and Safety Standards Branch (BSSB) | Receive |
| 315-324 | Jason Llewellyn, Director of Planning RE: Building Inspection Service to Telkwa | Recommendation (Page 316) |
| | <u>Action List</u> | |
| 325-326 | Action List – April 2017 <u>Correspondence</u> | Receive |
| 327-328 | Coastal GasLink Pipeline Project Re: Proposed Huckleberry Multi-Use Site | Receive |
| 329-332 | Assistant Deputy Minister, Ministry of Natural Gas Development and Minister Responsible for Housing | Receive |

VERBAL REPORTS

RECEIPT OF VERBAL REPORTS

| <u>PAGE NO.</u> | <u>ADMINISTRATION CORRESPONDENCE</u> | <u>ACTION</u> |
|-----------------|--|---------------|
| | (All grey highlighted items may be received as a block) | |
| 333-334 | Rick Braam, Adams Creek Consulting Ltd. Request for Letter of Support - Kyahwood Rural BC Dividend Program Application | Direction |
| 335 | District of Fort St. James – Gas Tax Grant | Receive |
| 336-338 | Fire Prevention Officers Association of B.C. -Fire Away Magazine – Request for Sponsorship | Receive |
| 339-342 | Brink Group of Companies – B.C. Value Added Lumber Secondary Remanufacturers are Again Victimized by the Softwood Lumber Battle of the Major Producers, While Christy Clark and the BC Liberal Party are Asleep at the Wheel | Receive |
| 343 | Social Planning & Research Council of B.C. (sparc bc) –Re: Access Awareness Day – June 3, 2017 – Accessible Communities are Inclusive Communities | Receive |

PAGE NO. ADMINISTRATION CORRESPONDENCE (CONT'D) ACTION

| | | |
|----------------|---|----------------|
| 344-345 | Northern Society for Domestic Peace Re: 2016/2017 RCMP Based Victim Assistance Program Stats | Receive |
| 346-348 | Federation of Canadian Municipalities - Call to Action: Supporting Flood-Affected Communities/FCM 30 Years; Municipal Asset Management Program | Receive |
| 349-351 | Federation of Canadian Municipalities - The Countdown is on to #FCM2017AG | Receive |
| 352-355 | Federation of Canadian Municipalities - Making Railway Safety a Priority | Receive |
| 356-358 | Federation of Canadian Municipalities - Budget 2017 Social Media Shareables | Receive |
| 359 | Federation of Canadian Municipalities - Marijuana Legalization: Municipalities are Vital Partners | Receive |
| 360-384 | Union of B.C. Municipalities <ul style="list-style-type: none"> • Update on Marijuana Legalization • Marijuana Survey Underway • Province Wide Community to Community Forum • In Memoriam: Eydie Fraser • Session Proposal Process • Saving Lives Through Organ Donation • Federal Marijuana Legislation Introduced • 2017 Provincial Election Platform Commitments • Executive Meeting Highlights • 2017 Community Excellence Awards • Province Wide Community to Community Forum: Update • Funding & Resources Update • 2017 UBCM Member Visits • Seismic Safety Council Seeks Representative • Initiative to Prevent Distracted Driving | Receive |

PAGE NO. INVITATIONS ACTION

| | | |
|----------------|--|----------------|
| 385-388 | British Columbia Community Forest Association - BCCFA 2017 Conference and AGM in Tumbler Ridge – June 15-17, 2017 | Receive |
|----------------|--|----------------|

9

PAGE NO. INVITATIONS (CONT'D) ACTION

**389-391 Resource Breakfast Series – 4th Annual Resource Receive
Breakfast Series – Vancouver BC
-September 26-29, 2017**

**392 Walk for Reconciliation – September 24, 2017 Receive
-Vancouver, B.C.**

FINANCIAL

**393-399 Operating Accounts Ratify
- Accounts Paid April, 2017**

ADMINISTRATION BYLAW

Bylaw for First, Second, Third Reading & Adoption

**400-404 No. 1791 - RDBN Security Issuing –Round Lake 1st, 2nd, 3rd,
Fire Protection Service Reading &
(All/Weighted/Majority) Adoption**

READING FILE

- Contents listed under Separate Cover

SUPPLEMENTARY AGENDA

NEW BUSINESS

SPECIAL IN-CAMERA EXECUTIVE COMMITTEE MEETING

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90 (1)(g) – litigation or potential litigation and Section 90(1)(i) – the receipt of advice that is subject to solicitor-client privilege, including communications for that purpose or information received relating to these matters (Home Occupation at 22361 Gala Bay Road) must be closed to the public therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 5****Thursday, April 20, 2017**

PRESENT:

| | |
|--------------------|---|
| Chair | Bill Miller |
| Directors | Eileen Benedict Shane Brienen Mark Fisher Tom Greenaway Dwayne Lindstrom Thomas Liversidge – left at 2:50 p.m. Rob MacDougall Rob Newell Mark Parker Jerry Petersen Darcy Repen John Illes Gerry Thiessen |
| Director Absent | Taylor Bachrach, Town of Smithers |
| Staff | Melany de Weerd, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Jason Blackwell, Regional Fire Chief arrived at 1:19 p.m., left at 2:23 p.m. Jason Llewellyn, Director of Planning, arrived at 1:19 p.m., left at 2:58 p.m. Laura O'Meara, Senior Financial Assistant – left at 1:24 p.m. Corrine Swenson – arrived at 3:02 p.m., left at 3:04 p.m. Wendy Wainwright, Executive Assistant |
| Others | Steffen Apperloo, Steti Transport Ltd., Smithers, left at 2:07 p.m. Colin Bruintjes, Westend Ventures Ltd., Smithers – left at 2:07 p.m. Norm Hildebrandt, Audit Partner, Price Waterhouse Coopers – left at 1:30 p.m. Fred Wilson, Westend Ventures Ltd., Smithers – left at 2:07 p.m. |

CALL TO ORDER

Chair Miller called the meeting to order at 1:15 p.m.

**AGENDA &
SUPPLEMENTARY AGENDA**

Moved by Director Greenaway

Seconded by Director Illes

2017-5-1

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of April 20, 2017 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes -March 23, 2017

Moved by Director Petersen
Seconded by Director Parker

2017-5-2

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of March 23, 2017 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting Minutes

Moved by Director Illes
Seconded by Director MacDougall

2017-5-3

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Committee Meeting Minutes as amended:

- Committee of the Whole Meeting Minutes
 - April 6, 2017 (Unapproved);
- Committee of the Whole Meeting Minutes
 - March 9, 2017
- Rural Directors Committee Meeting Minutes
 - April 6, 2017 (Unapproved);
- Rural Directors Committee Meeting Minutes
 - March 9, 2017;
- RDBN Planning Session – February 9, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

PRICE WATERHOUSE COOPERS – Norm Hildebrandt, Audit Partner RE: 2016 Audit

Chair Miler welcomed Norm Hildebrandt, Audit Partner, Price Waterhouse Coopers.

Mr. Hildebrandt spoke to the new Canadian generally accepted auditing standards and that the 2016 RDBN Audit was a very in depth detailed audit. Price Waterhouse Coopers found no errors and Mr. Hildebrandt noted that it was an excellent audit. Director Lindstrom thanked staff for their hard work in providing excellent financial management.

Chair Miller thanked Mr. Hildebrandt for attending the meeting.

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORTS

2016 Audited Financial Statements

Moved by Director Illes
Seconded by Director Repen

2017-5-4

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's April 12, 2017 memo titled "2016 Audited Financial Statements."
2. That the audited Financial Statements for the year ended December 31, 2016 be approved for signature; and,
3. That the 2016 Audit Findings Reports be approved for signature."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

12

ADMINISTRATION REPORTS

**FCM's Legal Defense Fund
Contribution**

Moved by Director Benedict
Seconded by Director Repen

2017-5-5

"That the Regional District of Bulkley-Nechako Board of Directors defer the Chief Financial Officer's April 7, 2017 memo titled "FCM's Legal Defense Fund Contribution;" and further, direct staff to research how FCM's Legal Defence Fund was previously funded and examples of how the fund was utilized; and further, that staff bring forward the report at a future RDBN Board Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Committee Meeting
Recommendations
-April 6, 2017**

Moved by Director Benedict
Seconded by Director Greenaway

2017-5-6

"That the Regional District of Bulkley-Nechako Board of Directors approve Recommendations 1 through 15 as written:

Rural Directors Committee Meeting - April 6, 2017

Recommendation 1:

**Re: St. Luke's on the Lake Society - Request for Grant in Aid-
Electoral Area "E" (Francois/Ootsa Lake Rural)**

"That St. Luke's on the Lake Society be given \$5,000 grant in aid monies from Electoral Area "E" (Francois/Ootsa Lake Rural) for costs associated with improvements to its building."

Recommendation 2:

**Re: Lakes District Folk Music Society - Request for Grant in
Aid – Electoral Area "E" (Francois/Ootsa Lake Rural)**

"That Lakes District Folk Music Society be given \$10,000 grant in aid monies from Electoral Area "E" (Francois/Ootsa Lake Rural) for costs associated with a summer music festival at the Grassy Plains fairgrounds."

Recommendation 3:

**Re: Stuart Lake Outreach Group Society- Request for Grant
in Aid – Electoral Area "C" (Fort St. James Rural)**

"That Stuart Lake Outreach Group Society be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with its Hot Lunch Program/Foodbank."

Recommendation 4:

**Re: Vanderhoof Community Foundation- Request for Grant in
Aid – Electoral Area "F" (Vanderhoof Rural)**

"That Vanderhoof Community Foundation be given \$25,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) to assist in building the Endowment Fund."

ADMINISTRATION REPORTS (CONT'D)

Rural Directors Committee Meeting - April 6, 2017 (CONT'D)

Recommendation 5:

Re: Nechako Valley Rodeo Association- Request for Grant in Aid – Electoral Area "F" (Vanderhoof Rural)

"That Nechako Valley Rodeo Association be given \$5,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with the 2017 BCRA Finals Rodeo."

Recommendation 6:

Re: Burns Lake Community Forest Referral- Electoral Areas "B" & "E"

"That staff be directed to send a letter to the Burns Lake Community Forest Ltd. indicating that the RDBN has no comments regarding their 5 year plan."

Recommendation 7:

Re: Village of Granisle OCP Referral- Electoral Area "G"

"That staff be directed to send a letter to the Village of Granisle indicating that the RDBN has no land use concerns or comments regarding their Draft Official Community Plan."

Recommendation 8:

Re: Pipeline Referrals

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

- a) write a letter outlining concerns in regard to the consultation process;
- b) that the letter be sent to John Rustad, MLA Nechako Lakes and Doug Donaldson, MLA Stikine;
- c) that a press release be drafted and sent to regional newspapers providing information in regard to the Regional District's concerns in regard to the consultation process; and further,
- d) that the Oil and Gas Commission be requested to attend a future Regional District of Bulkley-Nechako Board Meeting."

Recommendation 9:

Re: Permaculture Farm Festival Club- Request for Grant in Aid - Electoral Area "A" (Smithers Rural)

"That the Permaculture Farm Festival Club be given \$2,500 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with the Bulkley Valley Food Security Initiative Forum May 19, 2017 in Smithers."

Recommendation 10:

Re: Southside Seniors Housing Society - Request for Grant in Aid – Electoral Area "E" (Francois/Ootsa Lake Rural)

"That Southside Seniors Housing Society be given \$3,500 grant in aid monies from Electoral Area "E" (Francois/Ootsa Lake Rural) for costs associated with hiring M'akola Development Services to complete an Expression of Interest for the Provincial Investment in Affordable Housing to build a 6 unit housing project for seniors."

ADMINISTRATION REPORTS (CONT'D)

Rural Directors Committee Meeting - April 6, 2017 (CONT'D)

Recommendation 11:

Re: Nechako Valley Exhibition Society- Request for Grant In Aid – Electoral Area "F" (Vanderhoof Rural)

"That Nechako Valley Exhibition Society be given \$10,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for upgrades to the kitchen in the indoor arena."

Committee of the Whole Meeting -April 6, 2017

Recommendation 12:

Re: Federation of Canadian Municipalities Convention June 1-4, 2017 - Ottawa, ON

"That the Regional District of Bulkley-Nechako Board of Directors authorize Chair Miller and Director Greenaway's attendance at the Federation of Canadian Municipalities Convention June 1-4, 2017 in Ottawa, ON."

Recommendation 13:

Re: Meeting with Building and Safety Standards Branch - Request for Meeting Date

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to follow-up with the Building and Safety Standards Branch in regard to data numbers in relation to Owner Builder Authorizations in the region; and further that the next conference call meeting with the Building Safety Standards Branch occur at the next Committee of the Whole Meeting."

Waste Management Committee Meeting - April 6, 2017

Recommendation 14:

Re: RCBC Conference 2017 Attendance

"That the Regional District of Bulkley-Nechako Board of Directors authorize Chair Mark Fisher and the Environmental Services Assistant's attendance at the 2017 RCBC Conference in Whistler, B.C. June 21-23, 2017."

Recommendation 15:

Re: Backyard Composter for Fraser Lake Tradeshow - April 22, 2017

"That the Regional District of Bulkley-Nechako Board of Directors provide Director Parker, Electoral Area "D" (Fraser Lake Rural) a Backyard Composter for the Fraser Lake Tradeshow April 22, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Smithers and District Transit/
 Paratransit Service Funding
 Partners' Agreement

Moved by Director Fisher
 Seconded by Director Repen

2017-5-7

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Administrative Officer's April 5, 2017 memo titled "Smithers and District Transit/Paratransit Service Funding Partners' Agreement be received," and
 "That the Regional District of Bulkley-Nechako Board of Directors approve the revised Smithers and District Transit/Paratransit Service Funding Partners' Agreement, and
 "That the Regional District of Bulkley-Nechako Board of Directors approve the revised Terms of Reference."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax Funds
 Electoral Area "C" (Fort St.
 James Rural) – District of Fort
 St. James

Moved by Director Greenaway
 Seconded by Director Benedict

2017-5-8

"That the Regional District of Bulkley-Nechako Board of Directors authorize contributing \$30,000 of Electoral Area "C" Federal Gas Tax allocation monies to the District of Fort St. James' Cottonwood Marina upgrade project; and further,

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. That the RDBN Board of Directors authorize the withdrawal of up to \$30,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

The Regional News
 -Spring, 2017

Moved by Director Parker
 Seconded by Director Illes

2017-5-9

"That the Regional District of Bulkley-Nechako Board of Directors ratify the Spring 2017 edition of "The Regional News."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Fisher, Director,
 Electoral Area "A" – Electoral
 Area Directors Forum Report
 January 31/February 1, 2017

Moved by Director Illes
 Seconded by Director Repen

2017-5-10

"That the Regional District of Bulkley-Nechako Board of Directors receive the Administration Report from Mark Fisher, Director, Electoral Area "A" (Smithers Rural) in regard to the Electoral Area Directors Forum Report January 31/February 1, 2017 Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Director Fisher spoke of new technology for fire suppression available with standard plumbing which provides a misting suppression system that is very effective and affordable for rural properties. Director Fisher requested staff to investigate the technology to determine its effectiveness and provide the information at a future Regional Board Meeting.

DEVELOPMENT SERVICES (All Directors)

MEMO

Proposed CN Radio
Communication Towers

Moved by Director Petersen
Seconded by Director Lindstrom

2017-5-11

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to send a letter to CN stating that:
1. the RDBN has no objection to the proposed communication tower location; and
2. the RDBN objects to the arbitrary and unreasonable deadlines included in their referral letters, which are not in accordance with Industry Canada's Public Communication Policy."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ALR APPLICATIONS

ALR Application No. 1193
(Hennig) Subdivision within
the ALR, Electoral Area "A"

Moved by Director Fisher
Seconded by Director Repen

2017-5-12

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Supplementary Agenda Correspondence item from the Ministry of Agriculture regarding ALR Application No. 1193 (Hennig), Electoral Area "A"."

2. "That the Agricultural Land Reserve Subdivision Application No. 1193 be recommended to the Agricultural Land Commission for Approval."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING

TEMPORARY USE PERMITS

Chair Miller called for comments from the Gallery.

Temporary Use Permit No.
A-01-17 RE: B & A Rentals Ltd
Electoral Area "A"

Moved by Director Fisher
Seconded by Director Repen

2017-5-13

"That the Regional District of Bulkley-Nechako Board of Directors approve the issuance of Temporary Use Permit No. A-01-17 as amended to include a requirement that the applicant keep records of the days and times of operation of the gravel crusher, and that the information, including the expected remaining days of operation, be provided to the Regional District of Bulkley-Nechako on request."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the cumulative effects of various industrial and recreational activities on and near the Bulkley River in the Tatlow Road area south of the Town of Smithers. Director Repen spoke to having community conversation in regard to the resource, economic and employment opportunities of the area. Jason Llewellyn, Director of Planning noted that the most appropriate time to conduct a community review process in regard to this type of issue is during the Official Community Plan (OCP) review process. Smithers and Area OCP review was completed in 2015 and a future review will be in approximately four years. Discussion took place regarding preliminary community discussions taking place prior to an OCP review to determine the values in the area. The Planning Department noted that their 2017 work plan is very optimistic and includes a review of the Fraser Lake, Fort Fraser and Area "D" (Fraser Lake Rural) OCP. Staff noted that if the work in Area A is undertaken in 2017 it will delay the work in Area D. Staff would bump the Area A planning work in front of the Area D Planning work at the Board's direction. Discussion also took place regarding a summer student completing the preliminary works. Staff noted that funding has not been allocated to have a planning student in 2017, and the nature of the work would require notable attention from regular Planning staff to do the project justice.

Mr. Llewellyn spoke to the role of local governments in regard to the processing of gravel in a gravel pit through the Temporary Use Permit process and the role of the Ministry of Energy and Mines and Responsible in the regulation of gravel pits. It was noted that the RDBN has little control over the location and operation of gravel pits. Local governments have no authority to outline operating times, and/or days of operation for gravel pits.

TEMPORARY USE PERMITS (CONT'D)

Temporary Use Permit No.
A-02-17 RE: Steti Transport
Ltd., Electoral Area "A"

Director Fisher mentioned that a Temporary Use Permit for a 1 year period, instead of a 3 year period, would provide an opportunity to understand the impacts to the surrounding area of the TUP No. A-02-17. He also spoke to moving the TUP No. A-02-17 to a future meeting in May to Permit a public feedback meeting process.

Chair Miller called for comments from the Gallery.

Steffen Apperloo, Steti Transport Ltd., noted the area residents' concerns regarding his intention to have an asphalt plant in his gravel pit. He outlined his plans in regard to two paving projects in the area. The deadline for submission is May 2, 2017 and both projects have a completion date of September 30, 2017. The delay required to hold the meeting would impact his ability to submit a bid on those paving projects. Mr. Apperloo indicated that 20-30 days may be sufficient to satisfy the requirements of the projects. Mr. Apperloo's regular operations are for gravel extraction and removal, and these projects are a onetime opportunity. Mr. Apperloo spoke to asphalt operations that have taken place in a Ministry of Transportation and Infrastructure gravel pit in the area.

Temporary Use Permit No.
A-02-17 RE: Steti Transport
Ltd., Electoral Area "A"

Moved by Director Fisher
Seconded by Director Repen

2017-5-14

"That the Regional District of Bulkley-Nechako Board of Directors approve the issuance of Temporary Use Permit No. A-02-17 with the following amendments:

1. Section 4. (g) Operate the asphalt plant for a maximum of 30 days per calendar year;
2. Section 5. This Permit authorizes the temporary use identified in Section 1 of this Permit to occur only for a term of one year from the date of issuance of this permit;
3. That after the maximum 30 days of operation is complete that the Planning Department consult with area residents to determine the land use impact of the asphalt plant for future consideration."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT PERMIT

Development Permit No.
A-01-16 RE: West-End
Ventures Inc. Electoral Area "A"

Moved by Director Fisher
Seconded by Director Repen

2017-5-15

"That Development Permit No. A-01-16 be approved and that staff not issue the permit until the required landscaping security has been received in a form satisfactory to the Director of Planning."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

APPLICATION FOR FIRST AND SECOND READING

Rezoning File No. A-04-17
Cynthia Cardinal
Electoral Area "A"

Moved by Director Fisher
Seconded by Director Repen

2017-5-16

1. "That Supplementary Correspondence from the Town of Smithers RE: Rezoning Application No. A-04-17 (Cardinal), Electoral Area "A" be received."
2. "That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1799, 2017" be given first and second reading this 20th day of April, 2017 and subsequently be taken to Public Hearing."
3. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1799, 2017" be held and delegated to the Director or Alternate Director for Electoral Area "A"."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Rezoning File No. A-02-17
Hudson Bay Mountain
Electoral Area "A"

Moved by Director Fisher
Seconded by Director Repen

2017-5-17

- "That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1797, 2017" be given first and second reading this 20th day of April, 2017 and subsequently be taken to Public Hearing."
2. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1797, 2017" be held and delegated to the Director or Alternate Director for Electoral Area "A"."

(All/Directors/Majority) CARRIED UNANIMOUSLY

BYLAW FOR THIRD READING AND ADOPTION

Rezoning File No. A-01-17
Gary Fearnside
Electoral Area "A"

Moved by Director Fisher
Seconded by Director Repen

2017-5-18

1. That the Regional District of Bulkley-Nechako Board of Directors receive the Report of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1794, 2017."
2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1794, 2017 be given third reading, and adoption this 20th day of April, 2017."

(All/Directors/Majority) CARRIED UNANIMOUSLY

PROTECTIVE SERVICES

Luck Bay Fire Department

Moved by Director Illes
Seconded by Director Liversidge

2017-5-19

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

1. Send out letters to residences within 8 km of Luck Bay Fire Hall looking for new members;
2. Look into options and costs for an adequate water source within the Luck Bay Fire Protection Area;
3. Work with the District of Fort St. James to come up with solutions to keep the Luck Bay Hall operational."

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

Director Greenaway brought forward concerns regarding the lack of membership for the Luck Bay Fire Department and the struggle to increase the numbers. He also voiced concerns regarding the large size of a water tank that was recommended for a secondary water source. Jason Blackwell, Regional Fire Chief mentioned that he will further research the cost to install a 3,000 to 5,000 gallon tank as a secondary water source. Director MacDougall noted the need for further discussion to determine a possible solution.

Director Thiessen commented that a number of the volunteer Fire Departments are experiencing the same issues with the regulations and requirements currently being mandated by the province. Director Thiessen noted the importance of having a discussion with all Volunteer Fire Departments and the Regional Fire Chief to review the issues of adequate membership, the impacts of the Playbook requirements/regulations, the additional work for volunteer firefighters and the inability to respond to certain types of fires, challenges of extrication and pressure on volunteers and the requirements and regulations for equipment replacement.

OTHER (All Directors)

**Planning Department
Reports and Correspondence**

Moved by Director MacDougall
Seconded by Director Newell

2017-5-20

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Planning Department Reports:

- Planning Department Enquiries Report – March 2017;
- Action List – March, 2017;
- Building Inspector's Report – March, 2017."

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

OTHER (All Directors) (CONT'D)

Electoral Area "A" Recreation Services

Moved by Director Fisher
Seconded by Director Illes

2017-5-21

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

1. work with community stakeholders and the Director of Electoral Area "A" to evaluate the full range of options for the establishment and operation of trails and recreation sites in Electoral Area A, including the proposed Highway 16 trail;
2. and , that staff report back to the Regional Board for further direction following the above noted evaluation."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Planning Department Correspondence

Moved by Director Newell
Seconded by Director Greenaway

2017-5-22

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Planning Department Correspondence:

- Prince Rupert Gas Transmission Newsletter RE: Transmission signs project agreement Lax Kw'allaams Band;
- Coastal GasLink Connector;
- News Release – Provincial Investment in Emergency Preparedness National Disaster Mitigation Program;
- Fort St. James Green Energy Limited Partnership RE: Application pursuant to the Environmental Management Act;
- TransCanada Corporation RE: Response to OGC Notification/Invitation to Consult Regarding Permit Extension Applications."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Repen expressed the need for TransCanada Corporation to provide an outline of the process that it has undertaken in the past in regard to pipeline development in a region.

Director Newell requested an update in regard to Equity Silver Mine's earthquake and emergency preparedness plan. Mr. Llewellyn commented that he has met with representatives of Equity Silver Mine to review their emergency preparedness plan. The plan presented was a communications plan in the event of an emergency. Mr. Llewellyn requested that an emergency management plan be provided. Director Brienen noted that Equity Silver Mine has dams on both the Maxan and Buckflats areas of the mine and that it is critical that the company develop a plan for the possible occurrence of a disaster event.

Discussion took place regarding the Province's recent announcement of \$80 million for emergency preparedness and whether a portion of that funding will be provided to Northern B.C. for emergency preparedness.

VERBAL REPORTS

Chair Miller RE: RBA Update

- Chamber of Commerce Meetings
 - o Meetings have been scheduled and taken place with the six Chambers of Commerce in the RDBN;
 - o Smithers – April 11, 2017 – Director Fisher attended;
 - o Houston – April 18, 2017 – Chair Miller, Directors Brienen and Newell attended;
 - o Burns Lake – April 19, 2017 – Chair Miller, Director Illes and Mayor Chris Beach attended;
 - o Fraser Lake – April 19, 2017 – Director Parker attended;
 - o Fort St. James – April 12, 2017 – District of Fort St. James Councillor Judy Greenaway attended and questioned the candidates in regard to their support of RBA; Anne Marie Sam, BC NDP Candidate Nechako Lakes and Al Trampuh, BC Independent Candidate for Nechako Lakes verbally supported RBA, John Rustad, Incumbent MLA BC Liberals, Nechako Lakes spoke to the Rural Dividend Fund addressing additional funding for rural initiatives;
 - o Vanderhoof – April 20, 2017 – Directors Petersen and Thiessen will attend;
- The Burns Lake and Houston Chambers of Commerce have indicated their willingness to question the Provincial Candidates at the All Candidate Forums in regard to their position about the RBA;
 - o Feedback from Candidates has been positive:
 - Wanda Good, BC Liberal Candidate – Stikine – positive and supportive of the RBA;
 - Anne Marie Sam, BC NDP Candidate – Nechako Lakes – attended today's meeting for an RBA update;
 - o Director Benedict noted that RBA members in attendance at the All Candidates Forums to question candidates would be beneficial;
- The Chambers of Commerce have indicated a willingness to bring forward a resolution of support of the RBA at the BC Chamber of Commerce Executive;
- Munro Thompson Communications Inc.
 - o Producing marketing and media materials;
 - Buttons and paraphernalia;
 - o Website is now live and interactive;
 - o All print material developed and printed is also linked to the RBA website;
 - o Up to date news feed;
 - o Focus media attention during the BC Election Campaign and continue after the election;
 - o Strongly committed to continuing public information campaign;
 - o Material needs to be provided to the communities to ensure that residents are well educated;
 - o RDBN staff will be in attendance at Minerals North in Prince George, B.C. April 25-27, 2017 and will have RBA material for distribution;
 - o Will have material available at the North Central Local Government Association's Annual Convention in Terrace, B.C. May 3-5, 2017;
- Chair Miller spoke to the importance of representing and working for the constituents;
- Director Repen has registered with Elections BC as a third party advertising sponsor under the *Local Elections Campaign Financing Act* to promote the RBA and will be touring the Province.

Director Benedict voiced frustrations regarding lack of response from the MLA in Nechako Lakes when she has attempted to contact him in regard to issues in Electoral Area "E" (Francois/Ootsa Lake Rural).

VERBAL REPORTS (CONT'D)

Receipt of Verbal Reports

Moved by Director MacDougall
Seconded by Director Repen

2017-5-23

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Pat Pimm, MLA Peace River North – MLA Pimm's First Nations Stakeholder Advisory Committee

Moved by Director Illes
Seconded by Director Newell

2017-5-24

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to investigate lands impacted under Notice of Interest by the Ministry of Aboriginal Relations and Reconciliations within the Regional District of Bulkley-Nechako."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

College of New Caledonia Nechako Region/Nadleh Whut'en First Nation – Aboriginal Education Conference 2017 in Nadleh Whut'enne Yah – Request for Conference Sponsors

Moved by Director Parker
Seconded by Director Illes

2017-5-25

"That the College of New Caledonia Nechako Region/Nadleh Whut'en First Nation/Prince George Nechako Aboriginal Employment Training Associations (PGNAETA) Aboriginal Education Conference 2017 be given \$250 grant in aid funds from each of Electoral Areas "D" (Fraser Lake Rural) and "B" (Burns Lake Rural) for costs associated with being a Musdzi (owl) level sponsor."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Administration Correspondence

Moved by Director Lindstrom
Seconded by Director Benedict

2017-5-26

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

- British Columbia Housing Management Commission;
- Environmental Assessment Office – Response to RDBN Letter re: Blackwater Gold Project Environmental Assessment;
- Ministry of Community, Sport and Cultural Development and Minister Responsible for TransLink - *Local Government Grants Act* Approval of General Government Asset Management Planning;
- Canada Post - Response to RDBN Letter re: Germansen Landing Post Office;

ADMINISTRATION CORRESPONDENCE (CONT'D)

- Northern Development Initiative Trust - Regional Tourism Brochure Update Marketing Initiatives Program;
- Rio Tinto Alcan - Consultation and Engagement About Rio Tinto Operations;
- Rio Tinto Alcan - Rio Tinto Integrated Pest Management Plan to Manage Vegetation on Electrical, Rail, Landfill, and Dam Sites, and Associated Infrastructure;
- LDSS Snowboard/Ski Teams - Thank You for Support for the 2017 Provincial Championships in Whistler, B.C.
- Fort St. James Secondary School Ski and Snowboard Team
 - Thank you for Support;
- Selina Robinson, MLA for Coquitlam-Maillardville - Local Government Spring Newsletter;
- Ministry of Forests, Lands and Natural Resource Operations
 - District of Coldstream Council's Resolution on the Provincial Private Moorage Program;
- Harrison Hot Springs - Council's Support Re: Provincial Private Moorage Program;
- Peter Urbanc, CAO, Municipal Finance Authority - Presentation to the RD Chairs/CAO Forum;
- The BC Rural Centre - Southern Interior Beetle Action Coalition
 - 2016 Year End Review and Conference;
- Documents Posted to the Species at Risk Public Registry for Public Comment;
- Fort Fraser Local Community Commission Meeting Minutes
 - March 14, 2017;
- Federation of Canadian Municipalities- Nominations to FCM's Board of Directors;
- Federation of Canadian Municipalities - Budget 2017: A Game-Changer for Communities;
- Ministry of Forests, Lands and Natural Resource Operations/BC Wildfire Service - Dry and Windy Conditions Increase Wildfire Threats;
- Municipal Advocacy Solutions Federal Budget 2017 - What's in Store for Municipalities and New Funding Available;
- Rio Tinto - Nechako Reservoir in Review - 2015 and 2016;
- The University of B.C. - Wildfire Prevention Survey;
- Union of B.C. Municipalities
 - UBCM Submission to National Energy Board Consultation
 - Funding & Resources Update
 - New Funding for Emergency Preparedness
 - Input Sought for Marijuana Regulation
 - UBCM-FCM Small Communities Travel Fund
 - Building Act Update
 - Federal Legacy Infrastructure Funds
 - Gas Tax Information Management System
 - Budget 2017 Advances Infrastructure, Housing Investments
 - Additional Funding for Wildfire Risk Reduction
 - RCMP Contract Committee Seeks Input;

ADMINISTRATION CORRESPONDENCE (CONT'D)

INVITATIONS

- FCM Communiqué - Shaping Canada's Future - June 1-4, 2017, Ottawa, ON;
- Northern Healthy Communities Forum 2017 - May 2, 2017 - Terrace, B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Jason Llewellyn, Director of Planning commented that staff has followed-up with the Building and Safety Standards Branch (BSSB) in regard to the data numbers in relation to the Owner Builder Authorizations in the region and is awaiting a response. An invitation was also extended to the BSSB to attend the May 11, 2017 RDBN Committee of the Whole Meeting. They have said they are unable to attend and will provide a workshop at the Building Inspectors Conference in regard to Owner Builder Authorizations. Mr. Llewellyn communicated that the Regional Board of Directors still requires a meeting and has provided a schedule of RDBN meetings they could attend.

Southern Interior Beetle Action Coalition – Keeping it Rural 2017 Conference-June 20-21, 2017 in Kelowna, B.C.

Moved by Director Greenaway
Seconded by Director Illes

2017-5-27

“That the Regional District of Bulkley-Nechako Board of Directors authorize Director Thiessen's attendance at the Southern Interior Beetle Action Coalition – Keeping it Rural 2017 Conference on June 20-21, 2017 in Kelowna, B.C.; and further, that Chair Miller be authorized to attend should Director Thiessen be unavailable.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

FINANCIAL

Operating Accounts -March 2017

Moved by Director Benedict
Seconded by Director Thiessen

2017-5-28

“That the Regional District of Bulkley-Nechako Board of Directors ratify the Operating Accounts – Paid March, 2017.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

READING FILE

Reading File

Moved by Director MacDougall
Seconded by Director Illes

2017-5-29

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

INVITATIONS:

- Webinar – April 19 & 25, 2017 – Draft Plant and Animal Health Strategy;

READING FILE (CONT'D)

CORRESPONDENCE:

- Canada Wood Group – Canada Wood Global Markets Newsletter - March 2017;
- Canfor News Release March 21, 2017 – Canfor Corporation and Canfor Pulp Products Inc. Announce Annual General Meeting and First Quarter Results Conference Call on April 26, 2017;
- Clean Energy Canada Review:
 - April 10, 2017 – Ontario Sells out (in a good way!)
 - April 4, 2017 – Webinar – Can Clean Energy Thrive in the Trump era?
 - April 3, 2017 – The Unstoppable Force
 - March 27, 2017 – So, How about that Budget
 - March 20, 2017 – Trump Takes on Electric Cars;
- Federation of Canadian Municipalities – Green Update
 - April 10, 2017 – Sign up for our Free Webinar Series about FCM Funding
 - April 6, 2017 - Apply for FCM's Climate and Asset Management Network
 - March 29, 2017 – FCM Member Discount for 2017 Renewable Cities Conference;
- Federation of Canadian Municipalities – President's Corner –March 2017;
- Federation of Canadian Municipalities – FCM Voice
 - March 31, 2017 – Budget 2017/Community Leaders/ CEDI in Saskatchewan/Membership;
- Federation of Canadian Municipalities – What #Budget 2017 Means for Cities and Communities;
- Fresh Outlook Foundation
 - April 4, 2017 - Event & Donation Update
 - March 28, 2017 – Become An FOF Member & Save;
- Ministry of Forests, Lands and Natural Resource Operations
 - Update from the Minister – March 2017;
- Nechako Reservoir Update - Flow Facts:
 - April 1-7, 2017
 - March 31, 2017
 - March 24, 2017
 - March 17, 2017;
- Northern Health – Healthier Northern Communities ebrief;
- Plant and Animal Health Strategy Team – Consultation on Draft Plant and Animal Health Strategy for Canada;
- Resource Works – Newsletter: BC Election and Resources;
- Resource Works – Innovation for the World: Live Broadcast From Global Natural Resources Conclave;
- Thompson-Nicola Regional District Board of Directors' Meeting of March 23, 2017;
- Whistler Centre for Sustainability – Spring into Action with the Whistler Centre."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORTS

Approval of Terms and
Conditions of Infrastructure
Planning Grant #P175388

Moved by Director Parker
Seconded by Director Illes

2017-5-30

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Financial Administrator's April 12, 2017 memo titled "Approval of Terms and Conditions of Infrastructure Planning Grant #P175388"; and,
2. Approve the Terms and Conditions of Infrastructure Planning Grant Project #P175388 for signature."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SWOT Administration
Services Contract

Moved by Director Newell
Seconded by Director Illes

2017-5-31

"That the Regional District of Bulkley-Nechako Board of Directors authorize entering into an agreement for Strategic Workforce Opportunities Team (SWOT) Administration Services with the successful proponent to a maximum of \$70,000."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Corrine Swenson, Manager of Regional Economic Development noted that the SWOT Administration Services is funded by grants received by the Province.

APC MINUTES

Electoral Area "A" Advisory
Planning Commission
-April 10, 2017 Meeting Minutes

Moved by Director Fisher
Seconded by Director Repen

2017-5-32

"That the Regional District of Bulkley-Nechako Board of Directors receive the Electoral Area "A" Advisory Planning Commission April 10, 2017 Meeting Minutes."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Correspondence

Moved by Director Fisher
Seconded by Director MacDougall

2017-5-33

"That the Regional District of Bulkley-Nechako Board of Directors receive the following correspondence in regard to Temporary Use Permit No. A-02-17 (Steti), Electoral Area "A":
-Ministry of Transportation;
-Bernadette Miners;
-Doug Veenstra;
-Derek Botchford;
-Steffen Apperloo;
-Debby Meissner."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BUILDING INSPECTION

Correspondence

BC Building & Safety
Standards RE: BC Energy
Step Code Implementation
Guide

Moved by Director MacDougall
Seconded by Director Repen

2017-5-34

"That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence from the BC Building & Safety Standards RE: BC Energy Step Code Implementation Guide."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Groundbreakers Agricultural
Association – Young Agrarian
Program

Director Fisher mentioned that the Groundbreakers Agricultural Association Young Agrarian program is developing an 8 week youth employment pilot program that is requesting funding support. Director Fisher indicated that the program may be able to apply for funding through the Northern Development Initiative Trust's proposed Agriculture Initiative."

**SPECIAL IN-CAMERA
MEETING MOTION**

Moved by Director Illes
Seconded by Director Greenaway

2017-5-35

"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 be held in confidence, and therefore exercise their option of excluding the public for this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Repen
Seconded by Director Newell

2017-5-36

"That the meeting be adjourned at 3:09 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**SPECIAL MEETING NO. 6****Thursday, May 11, 2017**

PRESENT:

| | |
|-----------------------|---|
| Chair | Bill Miller |
| Directors | Taylor Bachrach Eileen Benedict Shane Brien Mark Fisher Tom Greenaway John Illes Dwayne Lindstrom Rob Newell Mark Parker Jerry Petersen Darcy Repen |
| Directors Absent | Thomas Liversidge, Village of Granisle Rob MacDougall, District of Fort St. James Gerry Thiessen, District of Vanderhoof |
| Alternate Director | Linda McGuire, Village of Granisle |
| Staff | Melany de Weerd, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Janette Derksen, Environmental Services Coordinator – left at 2:42 p.m. Kendra Kinsley, Management Intern Rory McKenzie, Environmental Services Operations Manager – left at 2:42 p.m. Roxanne Shepherd, Chief Financial Officer Deneve Vanderwolf, Regional Transit Coordinator – left at 2:38 p.m. Wendy Wainwright, Executive Assistant |

CALL TO ORDER

Chair Miller called the meeting to order at 2:25 p.m.

MOTION TO HOLD SPECIAL BOARD MEETINGMoved by Director Brien
Seconded by Director Petersen2017-6-1"In accordance with Section 220 of the *Local Government Act*, the Regional District of Bulkley-Nechako Board of Directors calls a Special Board Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**AGENDA & SUPPLEMENTARY AGENDA**Moved by Director Bacharach
Seconded by Alternate Director McGuire2017-6-2

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of May 11, 2017 be approved; and further, that the Supplementary Agenda be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

BC Transit Marketing Model

Moved by Director Newell
Seconded by Director Bachrach

2017-6-3

"That the Regional District of Bulkley Nechako Board of Directors receive the Regional Transit Service Coordinator's May 4, 2017 memo titled "BC Transit Marketing Material."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Melany de Weerd, CAO mentioned that the BC Transit Marketing Material is being amended to include the RDBN circle logo instead of the RDBN name. Director Bachrach spoke of past discussion in regard to branding the Bulkley-Nechako Transit the Northwest Regional Transit. BC Transit indicated to staff that rebranding may come in the future.

Director Fisher indicated his willingness to assist in the promotion of the Bulkley-Nechako Transit in Electoral Area "A" (Smithers Rural), Smithers and Telkwa with school and youth groups. Director Fisher suggested RDBN Directors could ride the transit system to a future meeting in promotion of the service. Chair Miller spoke of encouraging people to ride the transit and promote the system to youth in the region. The riders guide will be available on the bus, the RDBN, municipalities, libraries, Tourist Information Centres, and local information areas. BC Transit has a structured marketing process when new services are implemented and do a complete media campaign including digital, radio, T.V. and print campaigns. Municipalities can provide a link to the BC Transit website on their websites.

The ability to distribute and purchase ticket books along with the inability for a rider to pay a fare was discussed.

**Fort Fraser Infrastructure
Improvement Project - Request
for Proposals Award**

Moved by Director Parker
Seconded by Director Lindstrom

2017-6-4

1. "That the Regional District of Bulkley Nechako Board of Directors receive the Environmental Services Coordinator's April 28, 2017 memo titled "Fort Fraser Infrastructure Improvement Project – Request for Proposals Award."
2. Further, that the Regional District of Bulkley-Nechako Board of Directors award the Fort Fraser Infrastructure Improvement Project contract to TRUE Consulting based on the recommendations provided from the Environmental Services staff."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Bulkley Valley Food Security Initiative Workshop
-May 19, 2017, Smithers, B.C.

Moved by Director Bachrach
Seconded by Director Repen

2017-6-5

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

Vanderhoof Area Illegal Dump

Moved by Director Illes
Seconded by Director Petersen

2017-6-6

1. "That the Regional District of Bulkley Nechako Board of Directors receive the Environmental Services Coordinator's May 10, 2017 memo titled "Vanderhoof Area Illegal Dump Site Project – Request."

2. That the fees for disposal be waived for the Spring Clean-up of illegal dump sites in the Vanderhoof area for 2017 starting May 17, expiring May 31, 2017 under the following conditions:

- That the Ministry of Forests, Lands and Natural Resource Operations ensure that materials disposed at RDBN Solid Waste Management facilities originate from sites within the RDBN;
- Campers and damaged trailers (if greater than 2m³ in volume) are required to be disposed at the Clearview Landfill;
- That during cleanup activities any metal materials that can be recycled be separated and taken to RDBN Transfer Stations for placement in the metal collection areas;
- Time period for authorization to waive tipping fees expires May 31, 2017.

3. Further, that the Regional District of Bulkley-Nechako Board of Directors authorize the waiving of tipping fees annually to assist in the clean-up of illegal dump sites in the Vanderhoof area, restricted to a two-week time frame, decided upon between the Ministry of Forests, Lands & Natural Resource Operations and the Regional District of Bulkley-Nechako."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

North Central Local Government Association Convention – Terrace, B.C.
-May 3-5, 2017

Director Bachrach spoke of the work to organize the North Central Local Government Association (NCLGA) Convention every year but voiced concerns in regard to the nature of the key note and sponsorship speeches. He spoke of elected officials attending the NCLGA Convention to discuss the events and issues occurring in the region.

NEW BUSINESS (CONT'D)

Letter to NCLGA Executive

Moved by Director Bachrach
Seconded by Director Repen

2017-6-7

"That the Regional District of Bulkley Nechako Board of Directors write a letter to the North Central Local Government Association (NCLGA) Executive thanking them for their work organizing the 2017 convention; and further, that the Regional District of Bulkley-Nechako Board of Directors express concern over the nature of the sponsor speeches and keynote presentation at the convention; and further, encourage the NCLGA Executive to create policies that limit the role of lobbyists and the perception of cash for access at future conventions."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the increase to registration fees to attend the NCLGA Convention if there is little or no sponsorship. Structuring sponsorships in a different manner may be an option. Concerns were brought forward in regard to the messaging provided by the sponsorships and appropriate engagement between corporations/companies and local government representatives. The Regional Board noted frustrations in regard to previous requests for engagement with industries conducting business within the region and lack of response.

The sponsorship monies, extravagances and the current cost to attend the NCLGA Convention was discussed. The need to focus workshops on the concerns and issues facing the region along with debating and discussing resolutions brought forward to NCLGA and provided to the Union of B.C. Municipalities was discussed.

SPECIAL IN-CAMERA MEETING

Moved by Director Repen
Seconded by Director Newell

2017-6-8

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Repen
Seconded by Director Bachrach

2017-6-9

"That the meeting be adjourned at 3:00 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REGIONAL DISTRICT OF BULKLEY-NECHAKOAGRICULTURE COMMITTEE MEETING
(Committee Of The Whole)Thursday, April 20, 2017

PRESENT: Chair Mark Parker

Directors Eileen Benedict
Shane Brienen
Mark Fisher
Tom Greenaway
Dwayne Lindstrom
Thomas Liversidge
Rob MacDougall
Bill Miller
Rob Newell
Jerry Petersen
Darcy Repen
John Illes
Gerry Thiessen

Director Taylor Bachrach, Town of Smithers

Absent

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Jason Llewellyn, Director of Planning – arrived at 1:00 p.m.
Laura O'Meara, Senior Financial Assistant
Corrine Swenson, Manager of Regional Economic Development
Wendy Wainwright, Executive Assistant

Others Steffen Apperloo, Steti Transport Ltd., Smithers
Chris Beach, Mayor, Village of Burns Lake – arrived at 1:08 p.m.
Colin Bruintjes, Westend Ventures Ltd., Smithers
Norm Hildebrandt, Audit Partner, Price Waterhouse Cooper
Alex Kulchar, Nechako Valley Regional Cattlemen's Association
Wayne Ray, Nechako Valley Regional Cattlemen's Association
Anne Marie Sam, BC New Democratic Party Candidate Nechako
Lakes – arrived at 1:00 p.m.
Trevor Tapp, Nechako Valley Regional Cattlemen's Association
Fred Wilson, Westend Ventures Ltd., Smithers

Media Flavio Nienow, LD News – arrived at 11:18 a.m., left at 11:28
a.m.

CALL TO ORDER

Chair Parker called the meeting to order at 11:00 a.m.

AGENDAMoved by Director Lindstrom
Seconded by Director MillerAG.2017-3-1"That the Agriculture Committee Agenda of April 20, 2017 be
adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Agriculture Committee
Meeting Minutes
-March 2, 2017

Moved by Director Newell
Seconded by Director Fisher

AG.2017-3-2

"That the Minutes of the Agriculture Committee Meeting of March 2, 2017 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

NECHAKO VALLEY REGIONAL CATTLEMEN'S ASSOCIATION FIBRE COMMITTEE – Wayne Ray, Trevor Tapp and Alex Kulchar

Chair Parker welcomed Wayne Ray, Trevor Tapp and Alex Kulchar, Nechako Valley Regional Cattlemen's Association Fibre Committee.

Mr. Kulchar provided an overview of the Nechako Valley Regional Cattlemen's Association (NVRCA).

- 163 members, 163 farm businesses;
- Inventory ~ 23 000 cattle in 2015;
- Boundaries:
 - o North of Fort St. James
 - o West to Endako – Savory Road;
 - o East to the Chilako River;
 - o South to Tatlakuz Lake;
- 2nd largest economic driver in the region;
- \$39M cattle traded at the stock yard in Vanderhoof;
 - o Doesn't include the cattle transferred to feedlots in Alberta;
- Represent 260 Families;
- Represented provincially by the BC Cattlemen's Association;
- Region is mostly cow/calf family operations;
- 100 head cow/calf operation investment:
 - o Not including the value of the home;
 - o 4 ¼ of productive land at \$1,000 per acre = \$640,000;
 - o 100 head of good productive mother cows \$2,500 per head = \$250,000;
 - o Basic infrastructure for the livestock \$75,000;
 - o Tractor and haying equipment \$175,000;
 - \$11,400 per cow;
 - Total in membership of \$262M invested;
- Provincially – cattle growth is moving north – room for further expansion and investment in the beef industry in the region;
- Proposed projects of a slaughter house in Prince George;
- Challenging for Nechako Valley Cattlemen's Association ranchers - will not be able to take advantage of feeding animals for a plant without reliable quality bedding for the animals;
- Calves produced by NVRCA members are sold in the fall to Alberta feedlots;
- Feedlot developing, backgrounding and expansion would be an opportunity to add value to the economy and add value to the cows;
- Potential for the Dairy Industry to move north;
- Farmland values in central and northern BC increased by 9% in 2016 according to a recent report released by Farm Credit Canada;
 - o Due to foreign ownership;
 - o Family farm expansion;
- Economic impact of beef production in the Nechako region is substantial;

DELEGATION (CONT'D)

NECHAKO VALLEY REGIONAL CATTLEMEN'S ASSOCIATION FIBRE COMMITTEE – Wayne Ray, Trevor Tapp and Alex Kulchar (Cont'd)

- NVRCA members and families make a substantial contribution to the local economy;
 - o Purchasing products;
 - o Participating and volunteering with local organizations, charities, youth groups, etc.
 - o Community events;
- Agriculture will continue to be a consistent economic driver in the region in the future

Messrs. Kulchar, Ray and Tapp provided a PowerPoint Presentation.

Nechako Valley Regional Cattlemen's Association

- A sustainable Cattle Industry provides long term stability for families and the economy of the Nechako Valley;
- Cattle ranching has been a part of the Nechako Valley since before the railroad came in 1914;
- The Cattle Industry is the second largest industry in the Nechako Valley;
- In 2015, 39 million dollars in cattle were traded through the BC Livestock Co-op yards in Vanderhoof;

Beef demand globally is expected to rise approximately 20% by 2023.

- Canadian Cattle inventory at lowest level since 1994;
- Opportunity for increased beef production in Nechako Region;

Diversification to the local economy is essential to healthy communities.

- The cattle sector contributes both economically and socially to the region;

Local ranchers support local business and the community's tax base.

- "We run two agro centers one in Quesnel and one in Vanderhoof both successful because of the support we receive from not only the cattle producers but all farmers. The agricultural community adds in excess of \$20 million to our annual sales." *Joe von Doellen, Vanderhoof and Districts Co-op.*
- Glendale Agra is a crop input supplier to the Nechako Valley Region. "The livestock industry significantly contributes to the success of our business as well as to the entire economy locally" *Glen Birky, President*

Factors that will make a difference to Canadian Beef Exports

- The Trans-Pacific Partnership between Pacific nations has lost the USA as a partner, however that agreement may move forward with the other nations;
- Canada continues to work on beef trade with Japan and others including China.
- The Comprehensive Economic Trade Agreement (CETA) between Canada and the European Union has been approved and is moving forward.
- More countries are opening to Canadian beef.
- Recent indications the Canadian Cattle Inventory is about to expand – retention of heifers.

Importance of fibre supply to the Cattle Producers of the Region

- Since the 1960s when shavings had no value to the local mills, farms have been using shavings for livestock bedding.
- During the 1980's the Regional Cattlemen's Association struck an agreement with Plateau division of Westar to obtain shavings for use as cattle bedding.
- Cattlemen built a facility for loading shavings at the mill site.
- The association charged a fee to producers to cover the cost of construction.
- 1988 – All costs had been covered, the fee was continued with excess funds distributed to local charities.
- These donations continued for 14 years, estimated to be \$105,000.

DELEGATION (CONT'D)

NECHAKO VALLEY REGIONAL CATTLEMEN'S ASSOCIATION FIBRE COMMITTEE – Wayne Ray, Trevor Tapp and Alex Kulchar (Cont'd)

2002 - The Loading Facility needed upgrading

- NVRCA borrowed money to help with the construction and backed off from the community donations as the debt needed to be repaid.
- Cattlemen at that point in time were second in line for shavings as the Plateau Energex plant had first priority.
- Premium Pellet Plant took any excess shavings (third in line).

2003 – BSE (Bovine Spongiform Encephalopathy) Crisis

- The Canadian Cattle Industry was brought to its knees.
- The USA, the largest importer of Canadian Beef slammed the borders shut. Many other countries followed suit.
- The negative effects lasted almost a decade.
- Ranchers were shipping off mother cows and some exited the business altogether, unable to pay the bills.
- Canadian Cattle inventories eventually fell.

Imagine the impact of the total shut down of BC Lumber exports to the USA and other countries and the impact on local families and communities. Devastation!

Pellet and Bio-Energy Industries

- Over the same decade that the Cattle Industry was suffering from dealing with BSE, more Pellet Plants and Bio-energy Industries have emerged.
- Canfor has now put the shavings up to the highest bidder, which is currently Pacific Bioenergy.
- Ranchers now procure our supply of shavings from Pac-Bio, paying current market price with a limit of 10,000 bone dry tonnes under a short term contract.

Benefits of using Shavings for Bedding Cattle

- The Beef Industry is based on production of pounds. 100 lbs of additional gain could equate to \$25,000 on 100 head of calves.
- Comfortable clean cattle are healthier, gaining weight more efficiently; bedding alleviates stress increasing feed efficiency.
- Bedding packs 12 to 18 inches deep establishes a heat source throughout the winter;
- Cattle without proper winter bedding packs tend to have more tag (clumps of manure) on their hides.
- Excess tag reduces the insulation value of their coats. More energy is put into heat to keep warm than into weight gain.

Clean Cattle – Reduce E.coli Contamination

- Reduced risk of contamination of the meat with E.coli at slaughter.
- Cattle with large amounts of tag can contaminate meat at the slaughter house when cut.
- Tag particles can easily become air borne at slaughter attaching themselves to the meat.

North Dakota State University Study – Found bedding to:

- Increase Dressing percentage (#lbs of actual meat for market).
- Increase Marbling scores (indicator for carcass quality scores).
- Bedding is a factor in reducing ammonia volatilization from animal manure. Raw manure loses 65% of its nitrogen, manure mixed with shavings reduces that to 20% loss. The bedding then becomes fertilizer for crop land reducing the reliance on commercially produced soil amendments.
- *Points above relate to feedlot and backgrounded cattle in our Region. These producers pen calves in the fall, feed through the winter and market the cattle in the spring or put them to summer pasture marketing them the following fall.*

DELEGATION (CONT'D)

NECHAKO VALLEY REGIONAL CATTLEMEN'S ASSOCIATION FIBRE COMMITTEE – Wayne Ray, Trevor Tapp and Alex Kulchar (Cont'd)

The Mother Cow

- Largest portion of the beef industry in the Nechako Valley is the cow calf operation.
- Shavings keep calves warm, dry and comfortable during calving season.
- The milk bag of the mother cow is cleaner with the use of bedding reducing the spread of disease in the calf crop.
- Disease free calves that have clean bedding gain weight more efficiently increasing the financial returns to the industry when sold in the fall.

Added Benefits – Softwood Shavings

- Less bacterial growth;
- Locally available;
- Easily aerated for composting;
- Applied to fields as compost improve soil biological activity;
- Resulting in greater nutrient cycling;
- Potential for higher forage production;
- Reduces the use of fossil fuels.

Long Term Supply of Fibre

- The Cattle producers of the Nechako Valley require a long term secure supply of shavings for bedding helping to provide good animal husbandry and producing quality product to markets while maintaining profits.
- Cattlemen have been bumped down the list of users, finding that they are at the bottom of the list. Now wondering where NVRCA will be in 2018 when the current contract for shavings supply runs out.
- Area forest companies have shavings for livestock bedding on their lists of products.
- Canfor in their 2014/2015 Sustainable Forest Management Plan and West Fraser in their 2014 Responsibility Report.
- Cattle producers were using shavings as bedding material for livestock long before the sawmills were using them and therefore one would expect that cattle producers should have the ability to have a 'first in line' consideration that would enable the purchase of a reasonable amount of the available shavings being sold to satisfy the amount required for bedding for livestock husbandry needs.

The Cattle Industry has a large impact on the economic and social stability of the Nechako Region.

- The industry requires that same level of respect and attention given to any value-added sector of the Forest Industry.
- The Cattle Industry added value to the Forest Industry long before the term "value-added" was used.

The Nechako Valley Cattlemen's Association

- Not looking for free or cheap shavings;
- Willing to pay the full market value;
- Only want a small percentage of the shavings that are available, but NVRCA wants a secure long term supply to ensure a healthy and sustainable cattle industry far into the future.

Discussion took place regarding the difference between chips and shavings. Shavings have a higher absorbency and break down easier working into the ground/soil at a faster rate.

DELEGATION (CONT'D)

**NECHAKO VALLEY REGIONAL CATTLEMEN'S ASSOCIATION FIBRE COMMITTEE –
Wayne Ray, Trevor Tapp and Alex Kulchar (Cont'd)**

Director Lindstrom mentioned that while attending the COFI Convention in Vancouver on April 5-7, 2017 a company was present that makes chips and shavings. He will forward the information. Discussion took place regarding the costs associated with purchasing and operating chipping machines. Director Lindstrom commented that at a recent Northern Development Initiative Trust (NDIT) meeting discussion and a decision was made to support agriculture in the region through agricultural funding opportunities.

Mr. Kulchar noted that pellet plants may be changing their mixture of products used and needed in making pellets.

Write a Letter of Support
RE: Shavings for the
Agriculture and Cattle Industry

Moved by Director Repen
Seconded by Director Illes

AG.2017-3-3

"That the Agriculture Committee recommend that the Regional District of Bulkley-Nechako Board of Directors write a letter of support for the Agriculture and Cattle Industry to be provided a secure long term supply of shavings to ensure a healthy and sustainable cattle industry; and further, that the letter be provided to sawmills and pellet plants throughout the region."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Thiessen spoke of finding a solution in regard to the need for shavings for the agriculture sector throughout the region. He commented that it would be beneficial for the RDBN Agriculture Committee, the Regional Cattlemen's Associations within the RDBN and NDIT to meet to find an innovative solutions to the issues.

Chair Parker thanked Messrs. Ray, Tapp and Kulchar for attending the meeting.

Break at 11:28 a.m.

Reconvened at 1:00 p.m.

DISCUSSION ITEMS

Funding Opportunities for Northern Development Initiative Trust (NDIT)

1. Long term solutions to provide shavings to cattle ranchers and farmers
 - Innovative ideas to allow ranchers and farmers access to shavings/fibre;
 - Utilizing cardboard for shavings
 - e.g. Western Resource Group – Eco Shred;
2. Agriculture research funding
 - need for science and technical studies to encourage growth of products in the region;
 - e.g. Summerland Research Centre:
 - Orchard management research;
 - Variety development;
 - Seed development;
 - Hybridization.

DISCUSSION ITEMS (CONT'D)

Funding Opportunities for Northern Development Initiative Trust (NDIT)

3. Human Resources
 - Internship;
 - Supporting community initiatives;
 - e.g. Groundbreakers Agricultural Association (Smithers).
4. Cold Storage in the region
 - Food security and stability;
 - Increase growing capacity to extend season.
5. Funding assistance for an Agriculture Coordinator in the Region
 - Ministry of Agriculture has received some funding for an Agriculture Coordinator to provide workshops/courses.

Discussion took place regarding funding for Beyond the Market. Corrine Swenson, Manager of Regional Economic Development commented that Beyond the Market has recently received funding for two years from the Rural Dividend Fund. Due to the recent resignation of the Beyond the Market Coordinator the Planning Session that was scheduled to take place has been delayed.

CORRESPONDENCE

Correspondence

Moved by Director Benedict
Seconded by Director Miller

AG.2017-3-4

"That the Agriculture Committee receive the following:
correspondence:
-ALC Application Portal Update – New Public Search
Functionality;
-Country Life in BC – February 2017 Edition – RDBN Ag
Committee Turns one."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Vaccination Protocols

Director Benedict asked if others are aware of potential changes wherein vaccines have to be administered by a veterinarian. Chair Parker mentioned that he's been made aware of potential vaccination protocols being considered.

ADJOURNMENT

Moved by Director MacDougall
Seconded by Director Repen

AG.2017-3-5

"That the meeting be adjourned at 1:14 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, April 6, 2017**

| | | |
|-----------------|---|---|
| PRESENT: | Chairperson | Bill Miller |
| | Directors | Taylor Bachrach Eileen Benedict Mark Fisher Tom Greenaway John Illes Rob Newell Mark Parker Jerry Petersen Darcy Repen Gerry Thiessen |
| | Directors Absent | Shane Brienen, District of Houston Dwayne Lindstrom, Village of Fraser Lake Thomas Liversidge, Village of Granisle Rob MacDougall, District of Fort St. James |
| | Alternate Director | Linda McGuire, Village of Granisle |
| | Staff | Melany de Weerd, Chief Administrative Officer Janette Derksen, Environmental Services Coordinator – arrived at 11:03 a.m. Jason Llewellyn, Director of Planning Rory McKenzie, Environmental Services Operations Manager – arrived at 11:03 a.m. Roxanne Shepherd, Chief Financial Officer Wendy Wainwright, Executive Assistant |
| | Others | Cale, Vanderhoof – left at 10:57 a.m. Nikles, Vanderhoof – left at 10:57 a.m. |
| | Media | Flavio Nienow, LD News –arrived at 11:21 a.m. |
| | <u>CALL TO ORDER</u> | Chair Miller called the meeting to order at 10:43 a.m. |
| | <u>AGENDA & SUPPLEMENTARY AGENDA</u> | Moved by Director Illes Seconded by Director McGuire |
| | <u>C.W.2017-4-1</u> | “That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of April 6, 2017 be approved as amended to include a verbal report from the Chair; and further, that the Supplementary Agenda be received.” |
| | (All/Directors/Majority) | <u>CARRIED UNANIMOUSLY</u> |

MINUTES

Committee of the Whole
Minutes – March 9, 2017

Moved by Director Petersen
Seconded by Director Illes

C.W.2017-4-2

“That the Committee of the Whole meeting minutes of March 9, 2017 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Vancouver Outdoor Adventure
Show

Moved by Director Newell
Seconded by Director Benedict

C.W.2017-4-3

“That the Committee of the Whole receive the Manager of Regional Economic Development’s March 29, 2017 memo titled “Vancouver Outdoor Adventure Show.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CHAIR'S REPORT

UBCM Chairs/CAO Forum and Municipal Finance Authority Annual General Meeting – March 28-30, 2017 – Victoria, B.C.

- Introduction speech – the Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development;
 - Recognized the infrastructure and social deficit in communities;
 - Spoke of the speed of the changes/climate change coming forward – how fast its occurring;
 - Need to be prepared for the future;
 - The status quo is not acceptable.
- Chair Miller and Phil Germuth, Chair, Regional District of Kitimat-Stikine and asked questions of Minister Fassbender;
 - Emphasized the need for the RBA moving forward;
 - Negotiations needed to open.

Topics at UBCM Chairs/CAO Forum

Integrity Commission – Do B.C. Local Governments Need an Integrity Commissioner?

- The Province and UBCM completed a report;
 - Options local governments have to manage behavior at board and council tables;
 - Censor motions – verbal reprimand;
 - Codes of conduct – sense of protocol for meetings;
 - Integrity Commissioner – third party to review and give recommendation potentially with legislative backing and have enforceable penalties/reprimands;
 - Ministry oversight (no interest from the forum participants);
- Opportunity currently to build the policy – don’t want it to become a provincial mandate;
- Want autonomy within own organization;
- Possibility for UBCM to have a group or contract.

Director Reppen mentioned that a 2015 UBCM resolution for a municipal recall mechanism was endorsed. Chair Miller noted that it was briefly discussed in regard to a method for penalties or consequence to the issue. Chair Miller mentioned the issues that Regional Districts are experiencing in regard to Alternate Directors attending a number of meetings due to Director illness or some form of incapacitation. The electorate has voiced concerns in regard to the Alternate Director not being an elected official. Melany de Weerd, CAO recently provided the document titled “Responsible Conduct of Local Government Officials.” It was recommended that local governments keep their autonomy. Chair Miller mentioned that discussion took place

CHAIR'S REPORT (CONT'D)

regarding the number of By-Elections occurring in this term of office. He indicated that some Regional Districts are moving towards supporting policy changes to remove from the *Local Government Act* the requirement to have Alternate Directors. Discussion took place regarding potential options for the electorate to choose an Alternate Director and the challenges associated with finding Alternate Directors and their involvement during meetings. The RDBN Board of Directors has been a functional Board and has had good participation from its Directors.

Staff will provide the Survey of Local Government Elected Officials on Responsible Conduct at the May 11, 2017 Committee of the Whole Meeting.

Emergency Preparedness Exercise

- Vancouver Island – Complete disaster exercise that included an earthquake with tidal wave;
 - Key findings – not enough people for a sustained process –including the use of provincial backing - didn't have human resources;
 - Need for a resource pool to build capacity.

Building Inspection Issues

- Building inspectors recommending that inspectors need practical experience;
 - Impact - cost of construction;
 - Lack of certified people;
 - Market value not there at the end of a new home build;
 - Cost to local government for provincial regulation:
 - Building code - provincial regulation;
 - All local governments across BC are opposed;
 - Metro Vancouver and other urban centres are not the drivers;
 - Drivers -building associations and developers;
 - Strong backing to not support the new building code;
 - Meeting with Building Safety Standard Branch.

Transit Advice

- Key to success:
 - Ride the bus;
 - Once the transit system is in operations ride the bus to understand and relate to those using the transit system;
 - Keep dynamic – process that grows.

Gas Tax – Operational Funding

- No response from forum participants.

Presentation - 9-1-1 Levy

- Level of support was good;
- Some opposition from Metro Vancouver – open to options;
- Retaining autonomy of local governments to set up levy according to the level of service provided;
- Cost allocation - property tax vs. levy – political concerns;
- Province moving towards collecting the levy and administer;
- Continue to monitor what will happen moving forward.

Municipal Finance Authority Presentation – Peter Urbanc, CAO

- Engaging, personable and understandable;
- Presentation will be included in the April 20th Regional Board Meeting;
- Indicated he would attend a Regional Board Meeting in 2018;
- Participants have been asking for green investment opportunities;
- Session on how to structure and set up the funds;
- Discussed pitfalls – looking at options;

CHAIR'S REPORT (CONT'D)

- As financial investors – legal responsibility to do due diligence on investment returns;
- Will send a survey to Municipalities, Regional Districts, Mayors, Chairs and CAO's regarding green investment funds – level of interest;
- Requires a minimum of \$100 million for investment purposes.

Infrastructure funding – Three Presentations

- Partnerships BC:
 - Provincial organization can help facilitate P3's (Public, Private, Partnerships);
 - Assist with Procurement;
 - Assist with setting up financing;
- Canadian Infrastructure Bank
 - Not fully developed as of yet;
 - Ensure that gaps in funding;
 - Help facilitate Public, Private, Partnerships;
 - Facilitate funding partnership.

NWBC Resource Benefits Alliance

- Chairs and CAO's met;
- Engaged Communication Consultants:
 - Draft communication strategies and briefing notes being developed;
 - Moving forward at a quick pace.
- Sent letters:
 - Provincial Government and Ministries;
 - Members of the Legislative Assembly;
- Engaged Industry and Provincial Election Candidates;
- Asking representatives to attend Chamber of Commerce meeting within the region:
 - Smithers Chamber of Commerce April 11, 2017 – Director's Bachrach and Fisher;
 - Burns Lake Chamber of Commerce April 19, 2017 – Chair Miller, Directors Benedict and Illes;
 - Houston Chamber of Commerce – April 18, 2017 – Director Newell (Chair Miller will contact Director Brienen);
 - Vanderhoof Chamber of Commerce – Director Thiessen and Petersen will contact;
 - Fort St. James Chamber of Commerce – April 12, 2017 – Director Greenaway (Chair Miller will contact Director MacDougall);
 - Fraser Lake Chamber of Commerce – April 19, 2017 – Director Parker (will contact Director Lindstrom);

Discussion took place regarding the function of the Vanderhoof Chamber of Commerce and the Fort St. James Chamber of Commerce. Concerns were discussed regarding capacity of Chamber of Commerce. Chair Miller noted that the RBA wants to speak to small local business to promote the RBA initiative.

Meeting with Ministry of Transportation and Infrastructure (MoTI) – March 27, 2018 in Prince George, B.C.

- Current issue – interface with frozen culverts and backup ice flows and potential flooding to home owners;
- Outline responsibility levels and messaging;
- MoTI – very good communication;
- EMBC – Northwest Provincial Emergency Operations Centre;
 - Wanted to move responsibility to local government;
- Manning roads and road closures during events:
 - MoTI – responsible for MoTI roads;
 - Ministry of Forests, Lands and Natural Resource Operations – responsible for Forest Service Roads.

CHAIR'S REPORT (CONT'D)

Federation of Canadian
Municipalities Convention
June 1-4, 2017 – Ottawa, ON

Moved by Director Benedict
Seconded by Alternate Director McGuire

C.W.2017-4-3

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors authorize Chair Miller and Director Greenaway's attendance at the Federation of Canadian Municipalities Convention June 1-4, 2017 in Ottawa, ON."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Receipt of Chair's Verbal
Reports

Moved by Director Bachrach
Seconded by Director Illes

2017-4-26

"That the Committee of the Whole receive the Chair's verbal report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

CORRESPONDENCE

The Board discussed the letter from BC Housing dated March 27, 2017 regarding Owner / Builder regulations. There were questions regarding the statistics provided in the letter, and staff indicated that they would like to work with the Province to analyze the data.

Director Thiessen commented that the District of Vanderhoof is currently hiring a Building Inspector and spoke to the impacts of the Building Officials' (BO) Qualifications. Chair Miller spoke to the Regional District continuing to voice its concerns in regard to the BO Qualifications.

Jason Llewellyn, Director of Planning noted that the provincial regulations that were passed did not include any of the measures that were proposed to reduce the impacts on local governments. All of these measures are proposed to be considered in the future as part of future regulation changes. Therefore, local governments need to ensure that the Province follows through on the needed changes regulations.

Meeting with Building and
Safety Standards Branch
-Request for Meeting Date

Moved by Director Illes
Seconded by Director Fisher

C.W.2017-4-4

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako direct staff to follow-up with the Building and Safety Standards Branch in regard to data numbers in relation to Owner Builder Authorizations in the region; and further that the next conference call meeting with the Building Safety Standards Branch occur at the next Committee of the Whole Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA (CONT'D)

CORRESPONDENCE (CONT'D)

NewGold Blackwater Project
-Proposed Change to the
Transmission Line Routing
- Open House and Invitation
to Comment – April 10, 2017,
Vanderhoof, BC

Moved by Director Illes
Seconded by Director Petersen

C.W.2017-4-5

"That the Committee of the Whole receive the invitation titled
"NewGold Blackwater Project – Proposed Change to the
Transmission Line Routing – Open House and Invitation to
Comment – April 10, 2017, Vanderhoof, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Additional wind turbine development in the region was discussed. Chair Miller indicated that New Gold's proposed changes to the transmission line alignment proposed in New Gold's Application for an Environmental Assessment (EA) Certificate was due to conversation with First Nations Communities.

Director Thiessen spoke of supporting New Gold Blackwater Gold Project by attending the meeting and in the future providing letters of support.

Discussion took place regarding New Gold Blackwater Gold Project's EA process and the benefits to the region from the project. New Gold has been a good corporate citizen in the region. The company is moving forward but construction may be delayed if the Environmental Assessment Process is not completed in a timely manner.

The link to the Resource Benefits Alliance in regard to industry that has completed its due diligence, fully engaged and is a benefit was discussed.

NEW BUSINESS

Podiatrist in the Region is
Leaving

Alternate Director McGuire commented that the Podiatrist that has been practicing in the area is leaving in August, 2017. They have been attempting to recruit a replacement for the past two years with little success. She indicated that this may be a concern for area residents.

46

ADJOURNMENT

Moved by Director Illes
Seconded by Director Bachrach

C.W.2017-4-6

"That the meeting be adjourned at 11:55 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKOREGIONAL TRANSIT COMMITTEE MEETING
(Committee Of The Whole)Thursday, April 20, 2017

PRESENT:

| | |
|-----------------------------|--|
| Acting Chair | Bill Miller |
| Directors | Taylor Bachrach – via-teleconference – 11:45 a.m. – 12:00 p.m. Eileen Benedict Shane Brien Mark Fisher Tom Greenaway Dwayne Lindstrom Thomas Liversidge Rob MacDougall Bill Miller Rob Newell Mark Parker Jerry Petersen Darcy Repen Luke Strimbold Gerry Thiessen |
| Staff | Melany de Weerd, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Laura O'Meara, Senior Financial Assistant – left at 11:58 a.m., returned at 12:07 p.m. Deneve Vanderwolf, Regional Transit Service Coordinator Wendy Wainwright, Executive Assistant |
| Others | Chris Beach, Mayor, Village of Burns Lake – left at 12:16 p.m. Matthew Boyd, Manager, Planning, BC Transit Chris Fudge, Senior Regional Transit Manager, BC Transit Norm Hildebrandt, Audit Partner, Price Waterhouse Cooper Anne Marie Sam, BC New Democratic Party Candidate Nechako Lakes– arrived at 12:10 p.m. Sheryl Worthing, CAO, Village of Burns Lake – left at 12:00 p.m. |
| ViaTele- Conference | Deborah Bowman, Assistant Deputy Minister, Transportation Policy and Programs, Ministry of Transportation and Infrastructure Silas Brownsey, Executive Director, Transit & Crown Agency Programs, Ministry of Transportation and Infrastructure Tom Clement, Chief Administrative Officer, District of Vanderhoof Zoe Dhillon, Special Projects Coordinator, District of Vanderhoof Linda Harmon, Transit Crown Agency Programs, Ministry of Transportation and Infrastructure Tiina Schaeffer, Manager of Sustainable Community Development and Transit, City of Prince George Kathleen Soltis, City Manager, City of Prince George |
| Media | Flavio Nienow, Lakes District News – left at 12:19 p.m. |
| <u>CALL TO ORDER</u> | Acting Chair Miller called the meeting to order at 11:30 a.m. |

AGENDA

Moved by Director Petersen
Seconded by Director MacDougall

RTC. 2017-2-1

"That the Regional Transit Committee Agenda for April 20, 2017 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Regional Transit Committee
Meeting Minutes
-January 26, 2017

Moved by Director Illes
Seconded by Director Benedict

RTC.2017-2-2

"That the Minutes of the Regional Transit Committee Meeting of January 26, 2017 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEMS

BC TRANSIT – Chris Fudge Senior Regional Transit Manager, and Matthew Boyd, Manager, Planning RE: Bulkley-Nechako Regional Transit Service Implementation Plan

Acting Chair Miller welcomed Chris Fudge, Senior Regional Transit Manager and Matthew Boyd, Manager, Planning, BC Transit.

Messrs. Fudge and Boyd provided a PowerPoint Presentation.

Update

- > Smithers-Morisetown service implementation (late January);
- > Transit Service Agreement signed between RDBN and BC Transit (early March);
- > Direct award for service provision to Pacific Western Transportation (PWT) (mid-March);
- > Community Transportation Grant Program (late March).

Where are we now?

- > **Completed:**
 - o Service area segment meetings;
 - o Revise options, engage further partners;
 - Detailed scheduling;
 - Revise route maps;
 - Confirm stop locations;
 - Assess vehicles;
 - o Finalize governance & agreement strategy;
 - o Begin procurement process;
 - o Conduct further engagement;
 - Finalize operating details;
 - Finalize schedules, routes;
 - Confirm service hours;
 - Build infrastructure;
 - Order signage;
 - Prepare vehicles;

DISCUSSION ITEMS (CONT'D)

BC TRANSIT – Chris Fudge Senior Regional Transit Manager, and Matthew Boyd, Manager, Planning RE: Bulkley-Nechako Regional Transit Service Implementation Plan (Cont'd)

- **We are here**
 - Finalize Implementation Plan and Agreements;
 - Create marketing materials;
 - Coordinate with other providers;
 - Ramp up operating centres;
 - Deliver & prepare vehicles;
 - Train new staff;
 - Install signage, wayfinding;
 - Implement Service.

Burns Lake to Prince George

Service:

- Route 161;
- One round trip per day;
- 3 days per week (Tue., Thru. Sat.);
- 4 hour window in Prince George;
- No service on stat holidays.

Communities served:

- Wet'suwet'en;
- Decker Lake;
- Burns Lake*;
- Tintagel;
- Endako;
- Stellaquo;
- Fraser Lake;
- Nautley;
- Fort Fraser;
- Vanderhoof*;
- Beaverly;
- Prince George*.

(*denotes local routing).

Burns Lake to Smithers

Service:

- Route 162;
- One round trip per day;
- 3 days per week (Mon. Wed. Fri)
- 5 hour window in Smithers;
- No service on stat holidays.

Communities served:

- Wet'suwet'en;
- Burns Lake;
- Decker Lake;
- Broman/Duncan Lake;
- Topley;
- Houston*
- Telkwa
- Smithers*;
- Additional midday round trip between Houston and Smithers.

(*denotes local routing).

DISCUSSION ITEMS (CONT'D)**BC TRANSIT – Chris Fudge Senior Regional Transit Manager, and Matthew Boyd, Manager, Planning RE: Bulkley-Nechako Regional Transit Service Implementation Plan (Cont'd)****Infrastructure**

- New transit shelters and bus stop signage being installed.

Special Consideration and Contingency Strategies

- Vehicle breakdowns;
- Service overloads;
- Cell reception?
- Inclement weather;
- Washroom access;
- Bicycle racks;
- Luggage and parcel storage;
- Flagging the bus:
 - Recommend using designated bus stops;
 - Safety concerns.

Fare Structure

- Single \$5.00 cash fare – one way;
- Sheet of 10 TICKETS: \$45;
- Children five and under travel free if with paying guardian;
- BC Bus Pass
 - Universal bus pass for low income seniors, people with a disability;
- Transfer policies;
- Vendors.

Marketing/Communication Action Plan

- Riders Guide;
- Web-site;
- Interior Bus Cards-Prince George & Smithers;
- Print advertising;
- Radio advertising;
- Social media (Facebook/Twitter)
- Promotional items;
- Additional material?

Riders Guide*

- Still in development.

Website

- In development;
- Mobile version:
 - Trip alerts;
 - Subscribe to those alerts;
- Report a concern:
 - Provide suggestions, complaints, and comments.

Regional Transit System

- BC Transit staff provide operational support to operating partners and focus on enhancing stakeholder relations;
- Annual partner communications calendar;
- Quarterly Performance Report to BC Transit senior leadership;
- Annual Performance Summary;
- The Hub – Partner Site;
- Marketing & Communication.

DISCUSSION ITEMS (CONT'D)

BC TRANSIT – Chris Fudge Senior Regional Transit Manager, and Matthew Boyd, Manager, Planning RE: Bulkley-Nechako Regional Transit Service Implementation Plan (Cont'd)

Vehicles

Ford Polar

- Passenger Capacity – 20;
- Wheelchair positions – 4 or 6;
- Length – 7.46m;
- Width 2.44m;
- GVW – 6,373-6,577kg.

Aero Elite 320

"International"

- Passenger Capacity – 30;
- Wheelchair positions – 4 or 6;
- Length – 9.83m;
- Width – 2.4m;
- GVW – 10,659kg.

Post Implementation

- Service will be monitored closely by BC Transit and the local partners to ensure the schedules and route alignments are meeting the customer needs;
- Include ridership analysis, on-time performance analysis, operator feedback and customer feedback;
- If required, adjustments will be made to the service within a reasonable timeframe;
- Full thorough service review after three years.

Discussion took place in regard to ensuring the transit service provider is fully engaged with the local communities and the region. BC Transit will forward the request to PWT, the service provider for the Regional Transit, to ensure full engagement.

Director Fisher voiced concerns in regard to the recommendation from BC Transit to use designated bus stops and discouraging flagging the bus. Discussion took place to the safety concerns in regard to flagging the bus and finding a balance in regard to creating and developing safe stop locations. Mr. Boyd spoke of ensuring dialogue continues in regard to flagging the bus and bus stops along the Bulkley-Nechako Regional Transit route. Director Fisher and Newell emphasized the need to provide service to the rural residents of the region. Deborah Bowman, Assistant Deputy Minister, Transportation Policy and Programs, Ministry of Transportation and Infrastructure (MoTI) commented that the maintenance, snow removal and safety considerations are a main consideration of MoTI and its regional highways departments. The safety action funding of \$1.5M of the five point Highway 16 Action Plan was to specifically support the safety of bus stops in providing transit shelters with wifi access for the Regional Transit Service and the Community Vehicle Programs. Ms. Bowman noted that the MoTI will be working with BC Transit and the organizations that were granted the Community Vehicle Programs to develop the links between the Bulkley-Nechako Regional Transit and the Community Vehicle Programs.

Chair Miller thanked Messrs. Fudge and Boyd for attending the meeting.

REPORT

**Implementation Memorandum
of Understanding**

Moved by Director MacDougall
Seconded by Director Lindstrom

RTC.2017-2-3

"That the Regional Transit Committee recommend that the Regional District of Bulkley-Nechako Board of Directors that it approve and execute the Implementation Memorandum of Understanding between BC Transit and the Regional District of Bulkley-Nechako."

Opposed: Director Fisher **CARRIED**

(All/Directors/Majority)

Director Fisher voiced concerns in regard to bus stop locations and the need to find solutions and for constant communication. Director MacDougall mentioned that the Regional Transit System is a work in progress and may need adjustments as it develops.

**Regional Transit Service
Coordinator & Correspondence**

Moved by Director Illes
Seconded by Director Petersen

RTC.2017-2-4

"That the Regional Transit Committee receive the following:

Report

Chief Administrative Officer's April 11, 2017 memo titled "Regional Transit Service Coordinator";

CORRESPONDENCE

- from the Village of Telkwa RE: Regional District of Bulkley-Nechako Regional Public Transit and Para – Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016";
- from the Ministry of Transportation and Infrastructure RE: Highway 16 Transportation Action Plan Enables \$2 Million for Community Grants";
- from the Ministry of Transportation and Infrastructure RE: Highway 16 Transportation Action Plan Enables Enhance Transit Service in Kitimat-Stikine";
- from BC Transit RE: #ExploreBCbyBus-Spring Province-wide Campaign."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Newell
Seconded by Director Repen

RTC.2017-2-5

"That the meeting be adjourned at 12:22 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REGIONAL DISTRICT OF BULKLEY-NECHAKO

RURAL DIRECTORS COMMITTEE MEETING

Thursday, May 11, 2017

PRESENT: Chair Eileen Benedict

Directors Mark Fisher.
Tom Greenaway
Bill Miller
Rob Newell
Mark Parker
Jerry Petersen

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Kendra Kinsley, Management Intern
Jason Llewellyn, Director of Planning
Roxanne Shepherd, Chief Financial Officer
Corrine Swenson, Manager of Regional Economic Development – left at 3:37 p.m.
Wendy Wainwright, Executive Assistant

Others Shane Brien, District of Houston – left at 3:26 p.m.
John Illes, Village of Burns Lake – left at 3:31 p.m.
Linda McGuire, Village of Granisle – arrived at 3:30 p.m.

CALL TO ORDER

Chair Benedict called the meeting to order at 3:23 p.m.

AGENDA

Moved by Director Miller
Seconded by Director Greenaway

RDC.2017-5-1

"That the Rural Directors Committee Agenda for May 11, 2017 be approved as amended to include a verbal report from Jason Llewellyn, Director of Planning regarding the spring freshet."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

Moved by Director Parker
Seconded by Director Miller

RDC.2017-5-2

"That the Rural Directors Committee Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Rural Directors Committee Meeting Minutes -April 6, 2017

Moved by Director Petersen
Seconded by Director Greenaway

RDC.2017-5-3

"That the minutes of the Rural Directors Committee meeting of April 6, 2017 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORT – SPRING FRESHET UPDATE

Jason Llewellyn, Director of Planning provided an update in regard to the coming weather patterns for the region. Environment Canada has indicated there is a severe thunderstorm watch Burns Lake and west of Burns Lake that may have 40-60 mm of rain. The River Forecast Centre has upgraded the Bulkley River to a high stream flow advisory and will be further monitoring the situation.

Mr. Llewellyn noted that with the current flooding occurring in parts of the province the ability to have sandbags delivered may be a challenge. The RDBN has ordered 15 pallets of sandbags from the province to address the possible need. Discussion took place regarding the challenges associated with storing sandbags.

Director Petersen mentioned that on May 12, 2017 he is attending a meeting in Vanderhoof along with Chair Miller and Melany de Weerd, CAO with Rio Tinto to discuss the water levels in the Nechako Reservoir.

Staff will provide information regarding developments via e-mail.

REPORTS

Connectivity Project

Moved by Director Newell
Seconded by Director Miller

RDC.2017-5-4

“That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors approve the Connectivity in the Regional District of Bulkley-Nechako Project.

Further, that the RDBN Board of Directors submit an application for \$10,000 to the Rural Dividend Fund;

And further, that it approve contributing up to \$15,000 towards the project and agrees to enter into a contract with the Province if the application is approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Newell mentioned that while attending the BC Broadband Conference in Richmond B.C. May 2-3, 2017 he spoke with Network BC, Citywest and ABC Communications Ltd. and was encouraged to move forward expediently with the Connectivity in the RDBN Project. Discussion took place regarding the RDBN contributing in-kind value and identifying key stakeholders to create a Regional Connectivity Advisory Group. Director Newell spoke of the potential cost savings of purchasing the fibre directly from suppliers.

Smithers Public Library
-Request for Grant in Aid
-Electoral Area "A"
(Smithers Rural)

Moved by Director Fisher
Seconded by Director Parker

RDC.2017-5-5

“That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Smithers Public Library be given \$1,500 grant in aid monies from Electoral Area “A” (Smithers Rural) for costs associated with its Summer Reading Club.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

RDBN Business Forum
-Request for Grant in Aid
-Electoral Areas "B" (Burns Lake
Rural) and "E" (Francois/Ootsa
Lake Rural)

Moved by Director Miller
Seconded by Director Greenaway

RDC.2017-5-6

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the RDBN Business Forum be given \$1,000 grant in aid monies from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) to sponsor the Business Forum Gala Dinner."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Lakes District Secondary
School-Request for Grant in
Aid – Electoral Area "B"
(Burns Lake Rural)

Moved by Director Miller
Seconded by Director Greenaway

RDC.2017-5-7

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Lakes District Secondary School be given \$500 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for costs associated with the Mountain Bike Team attending Provincial Championships in Cumberland, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Music on the Mountain
Society-Request for Grant in
Aid – Electoral Area "C"
(Fort St. James Rural)

Moved by Director Greenaway
Seconded by Director Miller

RDC.2017-5-8

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Music on the Mountain Society be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with the 2017 Music on the Mountain Festival."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Stuart Lake Seniors'
Association-Request for Grant
in Aid – Electoral Area "C"
(Fort St. James Rural)

Moved by Directors Greenaway
Seconded by Director Parker

RDC.2017-5-9

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Stuart Lake Seniors' Association be given \$500 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with its Strawberry Tea."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Fraser Lake Festival of the Arts- Request for Grant in Aid- Electoral Area "D" (Fraser Lake Rural)

Moved by Director Parker
Seconded by Director Greenaway

RDC.2017-5-10

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Fraser Lake Festival of the Arts be given \$2,500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with the Fraser Lake Festival of the Arts."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Nechako Valley Community Alliance - Request for Grant in Aid- Electoral Area "F" (Vanderhoof Rural)

Moved by Director Petersen
Seconded by Director Greenaway

RDC.2017-5-11

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Nechako Valley Community Alliance be given \$500 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) to install the pottery kiln and exhibition wall hanging equipment in the Integris Community Centre Art Wing."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Vanderhoof Children's Theatre- Request for Grant in Aid- Electoral Area "F" (Vanderhoof Rural)

Moved by Director Petersen
Seconded by Director Parker

RDC.2017-5-12

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Vanderhoof Children's Theatre be given \$4,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with its Seussical Production."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

College of New Caledonia - Request for Grant in Aid- Electoral Area "G" (Houston Rural)

Moved by Director Newell
Seconded by Director Miller

RDC.2017-5-13

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the College of New Caledonia be given \$2,321.17 grant in aid monies from Electoral Area "G" (Houston Rural) for costs associated with its Seniors Painting Retreat in Granisle."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (All Directors)

REFERRALS

Land Referral File No. 7409906 Moved by Director Petersen
Sheldon Mayert Seconded by Director Parker
- Electoral Area "F"

RDC.2017-5-14 "That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral No. 7409906 be provided to the Province as the Regional District's comments on Crown Land Referral 7409906."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No. Moved by Director Parker
7409911, 7409912, 7409913 Seconded by Director Greenaway
& 7409914, MFLNRO
- Electoral Area 'D'

RDC.2017-5-15 "That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409911, 7409912, 7409913 & 7409914" be provided to the Province as the Regional District's comments on Crown Land Referral 7409911, 7409912, 7409913 & 7409914."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No. Moved by Director Petersen
7409922 - Chad Johnson Seconded by Director Greenaway
Electoral Area "F"

RDC.2017-5-16 "That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409922" be provided to the Province as the Regional District's comments on Crown Land Referral 7409922."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No. Moved by Director Newell
6408989 - West Fraser Mills Seconded by Director Miller
Ltd - Electoral Area "G"

RDC.2017-5-17 "That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 6408989" be provided to the Province as the Regional District's comments on Crown Land Referral 6408989."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No. Moved by Director Newell
6408981 - Reddog Logging Seconded by Director Petersen
Ltd - Electoral Area "G"

RDC.2017-5-18 "That the comment sheet titled "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 6408981" be provided to the Province as the Regional District's comments on Crown Land Referral 6408981."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

REPORT

Bulkley Valley Co-Existence Discussions-Request for Grant in Aid -Electoral Area "A" (Smithers Rural) Moved by Director Fisher
Seconded by Director Parker

RDC.2017-5-19

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Bulkley Valley Co-Existence Discussions be given \$400 grant in aid monies from Electoral Area "A" (Smithers Rural) to be utilized to cover the cost of the Bulkley Valley Co-Existence Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Bulkley Valley Co-Existence Meeting, Smithers -May 18, 2017 Moved by Director Fisher
Seconded by Director Miller

RDC.2017-5-20

"That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors authorize Chair Miller and Director Parkers attendance at the Bulkley Valley Co-Existence Meeting in Smithers on May 18, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Benedict and Director Parker spoke of the benefits of having discussions regarding farming co-existence in the Bulkley Valley and those discussions will assist the entire region. Chair Benedict thanked Director Fisher for taking the initiative to have community discussions regarding farming co-existence.

North Central Local Government Association Convention

Chair Benedict spoke of the original intent of the North Central Local Government Association Convention to bring northern local government issues forward as a collective group to the Union of B.C. Municipalities and the Province. She noted the importance of concentrating on regional issues for future conferences.

ADJOURNMENT

Moved by Director Petersen
Seconded by Director Fisher

RDC.2017-5-21

"That the meeting be adjourned 3:51 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL DIRECTORS COMMITTEE MEETING****Thursday, April 6, 2017**

PRESENT: Chair Eileen Benedict

Directors Mark Fisher – arrived at 10:06 a.m.
Tom Greenaway
Bill Miller
Rob Newell
Mark Parker
Jerry Petersen

Staff Melany de Weerd, Chief Administrative Officer
Jason Llewellyn, Director of Planning
Roxanne Shepherd, Chief Financial Officer
Wendy Wainwright, Executive Assistant

Others Linda McGuire, Village of Granisle
John Illes, Village of Burns Lake- arrived at 10:26 a.m.

CALL TO ORDER

Chair Benedict called the meeting to order at 10:00 a.m.

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Director Miller
Seconded by Director Petersen**RDC.2017-4-1**

"That the Rural Directors Committee Agenda for April 6, 2017 be approved; and further, that the Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural Directors Committee
Meeting Minutes
-March 9, 2017**Moved by Director Greenaway
Seconded by Director Newell**RDC.2017-4-2**

"That the minutes of the Rural Directors Committee meeting of March 9, 2017 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**REPORTS****St. Luke's on the Lake Society
-Request for Grant in Aid
-Electoral Area "E"
(Francois/Ootsa Lake Rural)**Moved by Director Miller
Seconded by Director Greenaway**RDC.2017-4-3**

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the St. Luke's on the Lake Society be given \$5,000 grant in aid monies from Electoral Area "E" (Francois/Ootsa Lake Rural) for costs associated with improvements to its building."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Lakes District Folk Music Society-Request for Grant in Aid – Electoral Area "E" (Francois/Ootsa Lake Rural)

Moved by Director Miller
Seconded by Director Greenaway

RDC.2017-4-4

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Lakes District Folk Music Society be given \$10,000 grant in aid monies from Electoral Area "E" (Francois/Ootsa Lake Rural) for costs associated with a summer music festival at the Grassy Plains fairgrounds."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Stuart Lake Outreach Group Society-Request for Grant in Aid – Electoral Area "C" (Fort St. James Rural)

Moved by Director Greenaway
Seconded by Director Parker

RDC.2017-4-6

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Stuart Lake Outreach Group Society be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with its Hot Lunch Program/Foodbank."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Vanderhoof Community Foundation- Request for Grant in Aid– Electoral Area "F" (Vanderhoof Rural)

Moved by Director Petersen
Seconded by Director Parker

RDC.2017-4-7

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Vanderhoof Community Foundation be given \$25,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) to assist in building the Endowment Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Nechako Valley Rodeo Association - Request for Grant in Aid– Electoral Area "F" (Vanderhoof Rural)

Moved by Director Petersen
Seconded by Director Parker

RDC.2017-4-8

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Nechako Valley Rodeo Association be given \$5,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with the 2017 BCRA Finals Rodeo."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (All Directors)

REFERRALS

Land Referral File No.7404971 Moved by Director Petersen
Ministry of Transportation and Seconded by Director Greenaway
Infrastructure – Electoral Area “F”

RDC.2017-4-9 “That the comment sheet titled “Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral No. 7404971 be provided to the Province as the Regional District’s comments on Crown Land Referral 7404971.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No. Moved by Director Petersen
7409919 – Tamara & Michael Seconded by Director Greenaway
Park - Electoral Area ‘F’

RDC.2017-4-10 “That the comment sheet titled “Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409919” be provided to the Province as the Regional District’s comments on Crown Land Referral 7409919.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No. Moved by Director Greenaway
6406353 – Maxine St. Amand Seconded by Director Miller
Electoral Area “C”

RDC.2017-4-11 “That the comment sheet titled “Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 6406353” be amended to include: “The RDBN requests that the Province ensures consultation takes place with the Yekooche First Nations”; and further, that the comment sheet as amended be provided to the Province as the Regional District’s comments on Crown Land Referral 6406353.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Burns Lake Community Forest Moved by Director Miller
Referral – Electoral Areas “B” Seconded by Director Parker
& “E”

RDC.2017-4-12 “That staff be directed to send a letter to the Burns Lake Community Forest Ltd. indicating that the RDBN has no comments regarding their 5 year plan.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Village of Granisle OCP Moved by Director Newell
Referral – Electoral Area “G” Seconded by Director Petersen

RDC.2017-4-13 “That staff be directed to send a letter to the Village of Granisle indicating that the RDBN has no land use concerns or comments regarding their Draft Official Community Plan.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION

Pipeline Referrals

Coastal GasLink Pipeline and Prince Rupert Gas Transmission Pipeline Report on Referrals and Future Development Issues

Moved by Director Miller
Seconded by Director Petersen

RDC.2017-4-14

"That the Rural Directors Committee receive the Director of Planning's report in regard to Coastal GasLink Pipeline and Prince Rupert Gas Transmission Pipeline Report on Referrals and Future Development Issues."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Parker spoke of the importance of the pipeline companies needing to consult with all landowners potentially impacted by the proposed pipeline. Director Miller mentioned that the expectation to consult with the companies should not be on the landowner and/or tax payer but the companies themselves.

Director Miller voiced concerns regarding the capacity required to address the number of referrals that are received by the RDBN with high level technical information. He also noted that First Nations communities have similar concerns.

Discussion took place regarding the need for a more transparent and user responsible process in regard to the land use process. Engaging the Union of B.C. Municipalities and North Central Local Government Association to lobby to change the process was discussed. The pipeline companies may have a negative impact in the region in regard to camps, road use, solid waste management, policing, etc. and with proper consultation and due process some of these issues may be mitigated.

Pipeline Referrals

Moved by Director Miller
Seconded by Director Fisher

RDC.2017-4-15

"That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to:

- a) write a letter outlining concerns in regard to the consultation process;
- b) that the letter be sent to John Rustad, MLA Nechako Lakes and Doug Donaldson, MLA Stikine;
- c) that a press release be drafted and sent to regional newspapers providing information in regard to the Regional District's concerns in regard to the consultation process; and further,
- d) that the Oil and Gas Commission be requested to attend a future Regional District of Bulkley-Nechako Board Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to bringing the concerns forward at the North Central Local Government Association's Rural Forum Roundtable discussion.

Pipeline Referrals (Cont'd)

Director Parker spoke to having clear direction to provide to area residents in regard to the consultation process. Discussion took place in regard to referring the landowner to pipeline companies if there are land use concerns. Jason Llewellyn, Director of Planning noted that referrals related to work camps require Regional Board approval and are brought forward to the Regional Board for consideration. The RDBN has also provided the following statement to the OGC and TransCanada: "that a lack of response from the RDBN to referrals is not an indication that the RDBN supports, or has no objection to, the proposed activity". Discussion took place regarding the number of issues that the lack of consultation will cause moving forward.

SUPPLEMENTARY AGENDA

REPORTS

Permaculture Farm Festival Club-Request for Grant in Aid -Electoral Area "A" (Smithers Rural)

Moved by Director Fisher
Seconded by Director Miller

RDC.2017-4-16

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Permaculture Farm Festival Club be given \$2,500 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with the Bulkley Valley Food Security Initiative Forum May 19, 2017 in Smithers."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Southside Seniors Housing Society -Request for Grant in Aid -Electoral Area "E" (Francois/Ootsa Lake Rural)

Moved by Director Greenaway
Seconded by Director Miller

RDC.2017-4-17

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Southside Seniors Housing Society be given \$3,500 grant in aid monies from Electoral Area "E" (Francois/Ootsa Lake Rural) for costs associated with hiring M'akola Development Services to complete an Expression of Interest for the Provincial Investment in Affordable Housing to build a 6 unit housing project for seniors."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Nechako Valley Exhibition Society- Request for Grant in Aid- Electoral Area "F" (Vanderhoof Rural)

Moved by Director Petersen
Seconded by Director Greenaway

RDC.2017-4-18

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Nechako Valley Exhibition Society be given \$10,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for upgrades to the kitchen in the indoor arena."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

64

NEW BUSINESS

Internet Connectivity

Director Newell asked if the Rural Directors required assistance in reviewing the CRTC mapping of each Electoral Area and correcting missing information. Ms. de Weerd mentioned that the Regional District had received updated mapping from CityWest in regard to the areas surrounding Burns Lake, Vanderhoof and Fraser Lake. Letters of Support have been provided to CityWest and ABC Communications in regard to the Connect to Innovate Fund. Director Newell indicated that in some areas there is last mile but not backbone infrastructure. Director Newell commented that if Electoral Area Directors required help reviewing their maps he would be willing to provide assistance. Staff will forward maps to Electoral Area Directors for review and changes can be provided at the May 11, 2017 meeting.

ADJOURNMENT

Moved by Director Greenaway
Seconded by Director Parker

RDC.2017-4-19

"That the meeting be adjourned 10:39 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Eileen Benedict, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**WASTE MANAGEMENT COMMITTEE MEETING**
(Committee Of The Whole)**Thursday, April 6, 2017**

PRESENT: Chair Mark Fisher

Directors Taylor Bachrach
Eileen Benedict
Tom Greenaway
John Illes
Bill Miller
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Gerry Thiessen

Directors Shane Brienen, District of Houston
Absent Dwayne Lindstrom, Village of Fraser Lake
Thomas Liversidge, Village of Granisle
Rob MacDougall, District of Fort St. James

Alternate Director Linda McGuire, Village of Granisle

Staff Melany de Weerd, Chief Administrative Officer
Rory McKenzie, Environmental Services Operations Manager
Janette Derksen, Environmental Services Coordinator
Roxanne Shepherd, Chief Financial Officer
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Fisher called the meeting to order at 12:33 p.m.

SUPPLEMENTARY
AGENDAMoved by Director Miller
Seconded by Director Greenaway**WMC.2017-1-1**

"That the Waste Management Committee receive the April 6, 2017 Supplementary Agenda."

(All/Directors/Majority) **CARRIED UNANIMOUSLY****AGENDA**Moved by Alternate Director McGuire
Seconded by Director Miller**WMC.2017-1-2**

"That the Waste Management Committee receive the April 6, 2017 Agenda."

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

66

MINUTES

Waste Management Committee Meeting Minutes -September 8, 2016

Moved by Director Benedict
Seconded by Director Illes

WMC.2017-1-3

"That the Minutes of the Waste Management Committee for September 8, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEMS

1. RCBC Conference 2017

RCBC Conference 2017 Attendance

Moved by Director Miller
Seconded by Director Bachrach

WMC.2017-1-4

"That the Waste Management Committee receive the Environmental Services Assistant's April 5, 2017 memo titled "Attendance of the Chair of the Waste Management Committee and Environmental Services Assistant at the 2017 RCBC Conference in Whistler, B.C."
2. Further, that the Waste Management Committee recommend that the RDBN Board of Directors authorize Chair Mark Fisher and the Environmental Services Assistant's attendance at the 2017 RCBC Conference in Whistler, B.C. June 21-23, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. Zero Waste Provincial Policy

Chair Fisher mentioned that he is a member of the Zero Waste Provincial Policy group. The group is an informal group of elected officials from throughout B.C. that are developing a discussion paper to focus on how provincial policy can be developed that will assist Regional Districts to meet zero waste goals. Some suggestions are: how companies can redesign packaging to minimize waste, more definition for agriculture and forestry waste, and encouraging value added initiatives.

Frustrations were expressed regarding the amount of packaging used and that the current structure of collection of packaging and printed paper is still falling to local government to address. Meeting provincial targets for packaging and printed paper and the economies of scale for volume collection of the material was discussed.

3. Update on HR Transition

Melany de Weerd, CAO mentioned that discussions regarding the Environmental Services Department personnel transition will take place at a Special In-Camera meeting as outlined in the *Local Government Act*.

4. Mattress Recycling

Chair Fisher spoke of preliminary works that could possibly take place prior to the Solid Waste Management Plan completion that would address such issues as mattress recycling.

Ms. de Weerd mentioned that the Director of Environmental Services had met with the Salvation Army representatives to find a solution for items that the thrift stores in the region reject and divert the items from the transfer stations and landfills. The Salvation Army can deliver the items for use to other areas in Canada and Nationally. Preliminary discussions took place in regard to how

4. Mattress Recycling (Cont'd)

the RDBN could facilitate making the material available for pick up by the Salvation Army at no cost to the RDBN, with the intent to divert the material from the landfills. Mattress recycling was not discussed at the original meeting but can be brought forward in future discussions to explore potential opportunities.

Director Thiessen mentioned that the Salvation Army is considering Vanderhoof as a potential location for their thrift store.

5. Update on Solid Waste Management Plan RFP

Rory McKenzie, Environmental Services Operations Manager mentioned that when the Solid Waste Management Plan RFP was first issued there was no response from proponents. Janine Dougall, Past Director of Environmental Services contacted potential proponents and their response was: more time was required and they would be better able to submit an RFP in the spring of 2017. Currently the Environmental Services Department is considering reissuing the RFP in April/May, 2017.

Discussion took place in regard to moving the Solid Waste Management Plan (SWMP) forward and conducting preliminary works such as speaking with community members that may be willing to consider being a part of the SWMP Advisory Committee and Monitoring Committee. Chair Fisher spoke of the Waste Management Committee outlining a concise action plan for the new Director of Environmental Services. Receiving no response to the original RFP was also discussed. The reissuing of the RFP and the timeframe required was reviewed.

Director Bachrach spoke of meeting with the Smithers and Area Recycling Society and their request that the RDBN defer more materials to their operations for recycling through the SWMP.

Discussion took place in regard to completing a comprehensive update of the SWMP and the legislation requiring an advisory and monitoring committee to be formed. The composition of the committees was considered. Chair Fisher noted that there is interest from people in his community in participating in the SWMP committees.

Director Bachrach mentioned that the intent was to review the original SWMP to determine what has moved forward from that plan and what hasn't. He noted that there are new ways to recycle since the plan was developed and society's expectations have changed. He commented that the Extended Producer Responsibility programs have also created challenges wherein some products have complete producer responsibility to the end of life and some do not. Director Greenaway mentioned that Fort St. James very rarely receives pickup for end of life electronics and there is a need to provide storage for the items for when pickup can occur. He suggested the use of a C-Can storage unit at the Fort St. James Transfer Station. Director Greenaway mentioned the challenges associated with products that are damaged and determined to be hazardous waste and can't be recycled and need to be landfilled.

Director Repen spoke of the SWMP being a plan that can be used to provide information to residents in regard to the cost to taxpayers in landfilling products that can and should be recycled. Director Miller commented that landfill costs have increased with the landfill requirements and regulations mandated by the province. Discussion took place in regard to the RDBN completing the SWMP process rather than a consultant. Director McGuire spoke of the time commitment that may be required to a member of the advisory committee. She commented, to determine possible outcomes, it may be necessary to determine specific action items with a specific time frame. Alternate Director McGuire also noted the importance of public education for all residents in the region.

Chair Fisher encouraged the Waste Management Committee to research ideas that will work for their respective communities that can be provided to the new Director of Environmental Services.

5. Update on Solid Waste Management Plan RFP (Cont'd)

Director Thiessen mentioned that as community leaders there are initiatives that community members and businesses can be encouraged to undertake to help reduce products being brought to the transfer stations and landfills to assist in reducing the waste management budget. Director Thiessen spoke of initiatives in the current SWMP that are not being implemented such as tipping fees.

Director Newell spoke to the importance of considering rural areas of the region in the development of a new SWMP as there is no curbside collection.

Discussion took place regarding the industrial tax base that contributes to the waste management budget and diverting products from the landfills may not always be inexpensive in the north due to increase in transportation costs, etc.

6. Salvaging

Chair Fisher mentioned that a process for a safe and efficient solution to allow salvaging of metal and wood at RDBN Transfer Stations and Landfills has been identified. Director Repen commented that wood and metal salvaging are separate items as the metal is a revenue source for the RDBN through a contract for removal and compensation. He mentioned that if the safety issues can be addressed and there can be a solution found for the drop off and salvaging of metal and wood there wouldn't be a need to wait for the SWMP to be complete. Discussion took place regarding the possibility to provide wood salvaging but there are concerns in regard to commercial salvaging of the metal at the transfer stations and landfills.

Wood and Metal Salvaging

Moved by Director Repen
Seconded by Director Newell

WMC.2017-1-5

"That the Waste Management Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that pending resolution of safety concerns the RDBN provide metal and wood salvaging at RDBN Transfer Stations."

Director Thiessen brought forward concerns regarding metal salvaging and commercial salvagers stripping the high grade metal from the metal piles at the transfer stations. He spoke of allowing the salvage of wood and small scale salvage of metal and mentioned the need to have policies in place. He voiced concerns regarding liability.

Moved by Director Thiessen
Seconded by Director Illes

WMC.2017-1-6

"That the Waste Management Committee defer Motion WMC.2017-1-5 and further, that staff be directed to prepare a report in regard to wood and metal salvaging options to be brought forward at a future Waste Management Committee Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Product Stewardship: An Overview of Recycling in B.C.

Moved by Director Miller
Seconded by Director Illes

WMC.2017-1-7

"That the Waste Management Committee receive the correspondence from Product Stewardship RE: An Overview of Recycling in B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

REPORTS

2017 Backyard Composting Program

Moved by Alternate Director McGuire
Seconded by Director Illes

WMC.2017-1-8

"That the Waste Management Committee receive the Environmental Services Assistant's March 30, 2017 memo titled "2017 Backyard Composting Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Miller spoke of the importance of providing education in regard to diverting compost from the solid waste management facilities and the Backyard Composting Program provides the opportunity for education. Director Parker commented that he is attending the Fraser Lake Tradeshow in the near future and would be willing to have a composter at the booth to assist in further education.

Moved by Director Miller
Seconded by Director Parker

WMC.2017-1-8

"That the Waste Management Committee recommend that the Regional District of Bulkley-Nechako Board of Directors provide Director Parker, Electoral Area "D" (Fraser Lake Rural) a Backyard Composter for the Fraser Lake Tradeshow April 22, 2017.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Alternate Director McGuire spoke of the number of Single Family Households outlined in the memo titled "2017 Backyard Composting Program". Staff will review the Single Family Households numbers.

Director Thiessen recommended the use of the tumbler composters. Janette Derksen, Environmental Services Coordinator mentioned that the composter rebate program is being introduced for the purposes of allowing residents a choice in the type of composter they purchase.

pNEW BUSINESS

**Cardboard Ban and
Recycling of Cardboard**

Director Bachrach mentioned that there has been some concerns in regard to cardboard being dumped on the tipping floor of the Smithers/Telkwa Transfer Station. Mr. McKenzie mentioned that there has been a noticeable decrease in the amount of cardboard being dumped on the tipping floors of all RDBN Transfer Stations. He noted that at times when attendants are busy residents put cardboard on the tipping floor because not all residents have accepted the cardboard ban.

Alternate Director McGuire asked if a cardboard bin could be placed near the Granisle Fire Department. Staff suggested that the Village of Granisle contact Waste Management to determine if that is a possibility.

Director Thiessen mentioned that Vanderhoof has seen a reduction in cardboard due to out of town businesses no longer bringing cardboard to the Vanderhoof Transfer Station and the Nechako Waste Initiative building a business plan and collecting household cardboard.

**SPECIAL IN-CAMERA
EXECUTIVE COMMITTEE
MEETING MOTION**

Moved by Director Illes
Seconded by Alternate Director McGuire

WMC.2017-1-9

"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 be held in confidence, and therefore exercise their option of excluding the public for this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Parker
Seconded by Director Illes

WMC.2017-1-10

"That the meeting be adjourned at 1:48 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Fisher, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO

WASTE MANAGEMENT COMMITTEE MEETING
(Committee Of The Whole)

Thursday, September 8, 2016

PRESENT: Chair Taylor Bachrach

Directors Eileen Benedict
Shane Brien
Mark Fisher
Tom Greenaway
Dwayne Lindstrom
Thomas Liversidge
Rob MacDougall
Bill Miller
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Luke Strimbold
Gerry Thiessen

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Janine Dougall, Director of Environmental Services
Roxanne Shepherd, Chief Financial Officer
Wendy Wainwright, Executive Assistant

CALL TO ORDER Chair Bachrach called the meeting to order at 1:18 p.m.

AGENDA Moved by Director Miller
Seconded by Director Repen

WMC.2016-2-1 "That the Waste Management Committee receive the September 8, 2016 Waste Management Committee Agenda."
(All/Directors/Majority) **CARRIED UNANIMOUSLY**

MINUTES

Waste Management Committee Meeting Minutes -January 14, 2016 Moved by Director Petersen
Seconded by Director MacDougall

WMC.2016-2-2 "That the Minutes of the Waste Management Committee for January 14, 2016 be received."
(All/Directors/Majority) **CARRIED UNANIMOUSLY**

REPORTS

**RDBN Solid Waste
Management Plan Update
-Process Forward**

Moved by Director Petersen
Seconded by Director Miller

WMC.2016-2-3

"That the Waste Management Committee recommend that the Regional District of Bulkley-Nechako Board of Directors begin the process of updating the solid waste management plan for the entire regional district (including the Town of Smithers, District of Houston, District of Vanderhoof, District of Fort St. James, Village of Burns Lake, Village of Fraser Lake, Village of Telkwa, and Village of Granisle) and direct staff to notify the public of its intention to update the plan and begin a process of consultation."

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

Director Reppen spoke to including in the review discussions on waste to energy and increasing recycling along with removing organics from the waste stream. He also noted the need to continue the discussion in regard to wood and metal salvaging at RDBN Facilities. Janine Dougall, Director of Environmental Services commented that the intent is to have a very broad overview of what will work for the RDBN following applicable Ministry of Environment regulations, guidelines and principles.

**RDBN Solid Waste
Management Plan Scope
of Work**

Moved by Director Petersen
Seconded by Director Miller

WMC.2016-2-4

"That the Waste Management Committee recommend that the Regional District of Bulkley-Nechako Board of Directors that the scope of work for the RDBN Solid Waste Management Plan Update include a full review and update of the existing 1996 Plan."

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

Ms. Dougall provided an overview of establishing a planning team and advisory committees and that the composition of the advisory committees being a complete representation of the region. She also spoke to the plan monitoring committee being a committee that will work best for the RDBN.

Reports

Moved by Director MacDougall
Seconded by Director Fisher

WMC.2016-2-5

"That the Waste Management Committee receive the following reports:
-the Director of Environmental Services August 25, 2016 memo titled "Solid Waste Management Plan Update Information;
-the RDBN Solid Waste Management Plan Review – Stage 1 Report, March 19, 2009;
-the RDBN Solid Waste Management Plan – September, 1996."

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

REPORTS (CONT'D)

Paint, Pesticides and
 Flammable Liquids Collection
 -Information – Burns Lake
 Recycling Center

Moved by Director Benedict
 Seconded by Director Miller

WMC.2016-2-6

“That the Waste Management Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Burns Lake Recycling Center be provided the opportunity to become a partner with the Extended Producer Responsibility (EPR) Stewardship organization ReGeneration for Paint Collection; and further, that if the Burns Lake Recycling Center does partner with ReGeneration, that paint collection be removed from the Burns Lake Transfer Station.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Paint, Pesticides and
 Flammable Liquids Collection
 -Information – Smithers/Telkwa
 Transfer Station

Moved by Director Repen
 Seconded by Director Fisher

WMC.2016-2-7

“That the Waste Management Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Smithers/Telkwa Transfer Station remain a partner with the Extended Producer Responsibility (EPR) Stewardship organization ReGeneration for Paint, Pesticides and Flammable Liquids due to environmental concerns and ReGeneration's recommendation that due to the population base served a second drop off location is required.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Paint, Pesticides and
 Flammable Liquids Collection
 -Information – Fraser Lake
 Bottle Depot

Moved by Director Lindstrom
 Seconded by Director Parker

WMC.2016-2-8

“That the Waste Management Committee recommend to the Regional District of Bulkley-Nechako that the Fraser Lake Bottle Depot be provided the opportunity to become a partner with the Extended Producer Responsibility (EPR) Stewardship organization ReGeneration for Paint Collection; and further, that if the Fraser Lake Bottle Depot does partner with ReGeneration, that paint collection be removed from the Area “D” Transfer Station.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Gordon Murphy and Patrick Kane, Co-Chairs, CCME Waste Management Task Group RE: Notification: Fall 2016 Request for Comment: Guidance on Selecting Policies for Reducing and Diverting CRD Waste Moved by Director Miller
Seconded by Director Strimbold

WMC.2016-2-9 "That the Waste Management Committee receive the correspondence titled "Gordon Murphy and Patrick Kane, Co-Chairs, CCME Waste Management Task Group, Re: Notification: Fall 2016 Request for Comment: Guidance on Selecting Policies for Reducing and Diverting CRD Waste."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Ms. Dougall noted that the CCME (Canadian Councils of the Ministers of the Environment are harmonizing Extended Producer Responsibility across Canada. They are investigating materials that are problematic to the waste stream. Discussion took place regarding EPR programs addressing end of use products so this may allow for salvaging and reuse of metal and wood products.

ADJOURNMENT

Moved by Director MacDougall
Seconded by Director Brien

WMC.2016-2-10 "That the meeting be adjourned at 1:44 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Taylor Bachrach, Chair

Wendy Wainwright, Executive Assistant



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Miller and Board of Directors

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

DATE: May 12, 2017

SUBJECT: Royal Canadian Legion – Military Service Recognition Book

Every year since 2009, the Regional District of Bulkley-Nechako has sponsored a ¼ page, full colour advertisement in the Royal Canadian Legion "Military Service Recognition Book."

Direction is being sought from the Regional Board as to whether it wishes to sponsor a ¼ page advertisement this year at a cost of \$565.

Recommendation: (All/Directors/Majority)

Direction,

76

Cheryl Anderson

From: Tom Campbell <tcampbell@campaign-office.com>
Sent: April-26-17 3:49 PM
To: Cheryl Anderson
Subject: Royal Canadian Legion Veterans & Troops Support/Remembrance Ad
Attachments: letter&rates05.pdf; RD Bulkley-Nechako Veterans Support Ad.pdf

Hello Board of Directors,

First of all, we would like to Thank the Regional District of Bulkley-Nechako very much for your generous support and recognition of our Veterans and Troops in our Remembrance project the "Military Service Recognition Book" last year. Your support is a big help and greatly appreciated.

We are honored to invite the Regional District of Bulkley-Nechako to be included in this years Remembrance Day Project by our Veterans. The "Military Service Recognition Book" is a first class, full sized publication, approximately 300 pages. The content of the book honours Veterans who bravely served in WW1, WWII the Korean Conflict and our current Troops serving overseas. The Recognition Books will be available free of charge for all to see at all of our Local Legion Branches for Remembrance Day 2017. The books will be available all year free of charge to Schools and public libraries to educate our younger generation on the sacrifices of our Local Veterans.

The proceeds raised from this project will help in supporting BC's Veterans assistance programs, BC's Military Personnel and our local Legion Members as well as our Local Youth Programs such as scholarships, cadets and sports in British Columbia.

The Regional District of Bulkley-Nechako has been a great help with your 1/4 Page Full Color Ad in the Military Service Recognition Book. Your continued support would be greatly appreciated for this years success.

****Attached is a Greeting from our President , The Sizes with Dimensions + Ratesheet and a Copy of your 1/4 Page Full Color Ad.**

I will forward the Ad instructions with some more information upon your confirmation. If you have any questions, please let me know. Thank You Very Much Cheryl.

Best Regards,

Tom Campbell
Royal Canadian Legion
BC/ Yukon Command
1866-354-6277
TCampbell@campaign-office.com



Legion 

www.legionbcyukon.ca

**British Columbia / Yukon Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

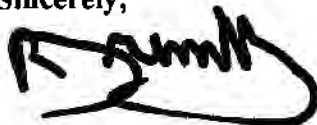
Our **BC/Yukon Command Legion** is very proud to be printing **9,000 copies** of our Annual “**Military Service Recognition Book**”, scheduled for release by Remembrance Day 2017, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the “**Keepers of Remembrance**”, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our “**Military Service Recognition Book.**” Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada’s largest “Community Service” organizations, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **149 Branches and 80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,



**Marc Tremblay
President**



78
Legion

www.legionbcyukon.ca

**British Columbia / Yukon Command
The Royal Canadian Legion**

“Military Service Recognition Book”

| <u>Ad Size</u> | <u>Advertising Prices</u> | | |
|---|---------------------------|------------|--------------|
| | <u>Cost</u> | <u>GST</u> | <u>Total</u> |
| Full Colour Outside Back Cover | \$1,795.24 + | \$89.76 = | \$1,885.00 |
| Inside Front/Back Cover (Full Colour) | \$1,595.24 + | \$79.76 = | \$1,675.00 |
| Full Colour 2-Page Spread | \$2,990.48 + | \$149.52 = | \$3,140.00 |
| Full Page (Full Colour) 7" X 9.735" | \$1,495.24 + | \$74.76 = | \$1,570.00 |
| Full Page 7" X 9.735" | \$1,000.00 + | \$50.00 = | \$1,050.00 |
| ½ Page (Full Colour) 7" X 4.735" | \$866.67 + | \$43.33 = | \$910.00 |
| ½ Page 7" X 4.735" | \$595.24 + | \$29.76 = | \$625.00 |
| ¼ Page (Full Colour) 3.375" X 4.735" | \$538.10 + | \$26.90 = | \$565.00 |
| ¼ Page 3.375" X 4.735" | \$423.81 + | \$21.19 = | \$445.00 |
| 1/10 Page (Business Card-Full Colour) | \$295.24 + | \$14.76 = | \$310.00 |
| 1/10 Page (Business Card) 3.375" X 1.735" | \$247.62 + | \$12.38 = | \$260.00 |

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:
BC/Yukon Command
The Royal Canadian Legion
(BC/Y RCL)
(Campaign Office)
P O Box 5555
Vancouver, BC V6B 4B5





REGIONAL DISTRICT
OF BULKLEY-NECHAKO

*In Flanders fields the poppies blow
Between the crosses, row on row,
That mark our place; and in the sky
The larks, still bravely singing, fly
Scarce heard amid the guns below.*

*We are the dead. Short days ago
We lived, felt dawn, saw sunset glow,
Loved, and were loved, and now we lie
In Flanders fields.*

- ***Lt.-Col. John McCrae (1872 - 1918)***

REGIONAL DISTRICT OF BULKLEY-NECHAKO

P.O. BOX 820, BURNS LAKE, BC V0J 1E0
PHONE: (250) 892-3195 OR 1-800-320-3339
FAX: (250) 892-3306
www.rdbn.bc.ca

MUNICIPALITIES:

| | |
|------------|----------------|
| SMITHERS | FORT ST. JAMES |
| VANDERHOOF | FRASER LAKE |
| HOUSTON | TELKWA |
| BURNS LAKE | GRANISLE |

ELECTORAL AREAS:

| | |
|--------------------------|-------------------------|
| A - SMITHERS RURAL | E - FRANCOISADOTSA LAKE |
| B - BURNS LAKE RURAL | F - VANDERHOOF RURAL |
| C - FORT ST. JAMES RURAL | G - HOUSTON RURAL |
| D - FRASER LAKE RURAL | |

A WORLD OF OPPORTUNITIES
WITHIN OUR REGION



REGIONAL DISTRICT OF BULKLEY-NECHAKO
Memo – Board Agenda May 25, 2017

To: Chair Miller and the Board of Directors
From: Roxanne Shepherd, Chief Financial Officer
Date: May 15, 2017
Re: FCM's Legal Defense Fund Contribution

At the April 20, 2017 Board meeting, the Board directed staff to research how FCM's Legal Defence Fund was previously funded and examples of how the fund was utilized.

The Legal Defense Fund was established in 1997 as a result of significant federal deregulation of the telecommunications industry in the 1990's, which presented many rights-of-way management challenges for municipalities.

The Fund was initially financed by a fundraising drive in 1997 and a follow-up drive about a decade later. The fund has been solely supported by voluntary contributions of members of FCM. However, growing demand has depleted the fund.

The scope of work by the fund has evolved to include acting as an intervener in precedent-setting cases of national legal interest that have implications for the entire municipal sector. They also obtain proactive legal opinions on emerging policy files of concern to local governments.

As an intervener, FCM has been involved in a number of cases of constitutional jurisdiction of municipalities, where the basic ability of municipalities to use their legislative powers has been at stake. An example of this is *Spraytech V. Hudson*, attached.

FCM has negotiated Payments In Lieu of Taxes (PILTs) with the federal government on behalf of municipalities. This resulted in the Supreme Court endorsing FCM's interpretation of the act and federal properties paying an amount close to what would be charged if these properties were taxable.

FCM has also intervened at the Supreme Court regarding federal-municipal jurisdiction and rights-of-way management. Details on the rights-of-way management case are in the attached information.

The attached voluntary invoice is an effort to re-capitalize the Legal Defense Fund. The invoice total is \$946.87 including GST. This is a voluntary invoice and any amount may be contributed. Starting next year, local governments will be asked to make an annual contribution to ensure the long-term viability of the Fund.

81



R. Shepherd

I would be pleased to answer any questions.

| | |
|---|-------------------------|
| Recommendation: | (all/weighted/majority) |
| That the Board of Directors: | |
| <ol style="list-style-type: none">1. Receive the Chief Financial Officers memo titled "FCM's Legal Defense Fund Contribution"; and,2. Direction. | |

82

FCM

FEDERATION OF CANADIAN MUNICIPALITIES
FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

RECEIVED

MAR 27 2017

REGIONAL DISTRICT OF
BULKLEY NECHAKO

04276

March 17, 2017

Dear Mayor and Members of Council,

For the past 20 years, FCM's Legal Defense Fund has been a critical tool in defending the national legal interests of Canada's municipalities. When a member calls on FCM to intervene in a court case of national importance, it's the Legal Defense Fund that makes this support possible. The Fund has been instrumental in setting important legal precedents on a number of issues that are of crucial importance to all municipalities. These include rights-of-way management, payments in lieu of taxes, environmental protection as well as the constitutional ability of municipalities to exercise their legislative powers.

After years of activity, FCM's Legal Defense Fund has been fully depleted. Now we need municipalities like the Regional District of Bulkley-Nechako to help restore the long-term health of the Fund.

A robust Legal Defense Fund is more important than ever. As courts — particularly the Supreme Court — become more strict with regard to the number of intervening parties they will allow in any given case, FCM is consistently recognized as the sole municipal intervener in cases with national implications. That means the Fund is the most certain and cost-effective way of protecting municipal legal rights in bodies such as the Courts of Appeal (provincial and federal), the Supreme Court of Canada and administrative bodies like the CRTC. While the Fund is used specifically for costs incurred directly by FCM, its influence in setting national legal precedents benefits every municipality in Canada. A recapitalized Fund will enable FCM to continue its longstanding efforts to maintain adequate municipal control over local rights-of-way and to maximize cost-recovery — while also bringing the municipal voice to a broad range of legal issues. What's more, it will support a growing demand for FCM to seek out proactive legal opinions on emerging policy issues, such as marijuana legalization. This will help provide all municipalities with the best legal advice available at a fraction of the cost, while contributing to the development of a united municipal response on national issues.

FCM has established a long-term strategy to recapitalize the Legal Defense Fund annually — beginning with an immediate call for contributions to cover ongoing legal costs. While support is voluntary, we strongly encourage members to contribute. FCM's Board of Directors has established a set contribution formula of 2 cents per capita. Enclosed is a voluntary invoice that indicates the Regional District of Bulkley-Nechako's proposed contribution for this year. This amount can be changed based on your budgetary situation. Starting next fall, municipalities will be invited to make an annual voluntary contribution to the long-term viability of the Fund as part of FCM's yearly membership drive.

All of us have a role to play in advancing the legal interests of Canada's municipalities. Thank you in advance for your immediate and ongoing support of the Legal Defense Fund. For more information, visit the membership page at fcm.ca or email info@fcm.ca.

Sincerely,

Clark Somerville
FCM President

President
Président
Clark Somerville
Councillor
Regional Municipality of
Halton ON

First Vice-President
Présidents vice-présidents
Jenny Gerbasi
Councillor
City of Winnipeg MB

Second Vice-President
Deuxième vice-présidents
Sylvie Gosselin
Conseillère
Ville de Gatineau QC

Third Vice-President
Troisième vice-président
Bill Karolien
Councillor
Halifax Regional
Municipality NS

Past President
Président sortant
Raymond Louie
Acting Mayor
City of Vancouver BC

Chief Executive Officer
Chef de la direction
Brock Carlton
Ottawa ON

2A rue Clarence Street
Ottawa Ontario K1N 5P3

T 613-241-5221
F 613-241-7440

www.fcm.ca





FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Invoice / Facture

24, rue Clarence Street, Ottawa,
Ontario, K1N 5P3
T. 613-241-5221 F. 613-241-7440

RECEIVED

MAR 27 2017

REGIONAL DISTRICT OF
BULKLEY NECHAKO

de Weerd, Melany
Regional District of Bulkley-Nechako
P.O. Box 820
Burns Lake, British Columbia /
Colombie-Britannique V0J 1E0

Invoice / Facture: ORD-04276-X4L3D4

DATE: 03/01/2017

ACCOUNT/COMPTE: 232

DUE DATE/DATE 04/01/2017
LIMITE:

| ITEM/DESCRIPTION | QTY/QTE | RATE/TAUX | TAX/TAXE | TOTAL |
|--|--------------|----------------------|----------|----------|
| Legal Defense Fund/Fonds de défense juridique | 39,208.00000 | \$0.0230 | \$45.09 | \$946.87 |
| | | GST/TPS (5%): | | \$45.09 |
| | | TOTAL: | | \$946.87 |

PAYMENT/PAIEMENT

By cheque payable to:
Federation of Canadian Municipalities
Par chèque à l'ordre de:

By Electronic Funds Transfer/Par transfert
électronique de fonds

Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7

Transit Number/Numéro de transit: 00006

Account Number/Numéro de compte: 1006603

Fédération canadienne des municipalités

24, rue Clarence Street

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

Ottawa, Ontario K1N 5P3

HST # / No. de TVH: 11891 3938 RT0001
QST # / No. de TVQ: 1202728231DQ0001

Ref No. / No. de
référence : 232

84 FCM's Legal Defense Fund

A TRACK RECORD OF SUCCESS



CONSTITUTIONAL JURISDICTION OF MUNICIPALITIES

The 2001 decision by the Supreme Court of Canada in the *Spraytech v. Hudson* case, in which FCM intervened on behalf of the municipal sector, ushered in a new approach to how courts should interpret the legislative authority of municipal councils. In that case, the Supreme Court indicated that courts should show deference to the choices made by local elected officials, in this case the Town of Hudson, Quebec. The Court also indicated that municipal legislative authority should be interpreted broadly and that local rules could coexist with federal regulations. Since then, FCM has continued to play an active role, as intervener, in a number of cases where the basic ability of municipalities to use their legislative powers has been at stake. Recent examples include *Rogers v. Châteauguay*, *Windsor v. Canadian Transit Company* (both heard by the Supreme Court in 2016) and *Hamilton v. Canada Post* (Court of Appeal for Ontario in 2016).



RIGHTS-OF-WAY MANAGEMENT

The deregulation of the telecommunications sector in 1993 completely changed the ROW environment overnight. A number of new, commercially aggressive providers sought quick access to municipal ROWs to deploy their networks. Through its Technical Committee on ROWs (some 40 legal and technical experts from across the country), FCM has coordinated the municipal sector's response for 25 years: development of best practices, information sharing and active participation in a number of legal cases. FCM was the Appellant to the Federal Court of Appeal in the landmark *Ledcor* case that established the principle that municipalities have the right to recover all incremental costs related to telecommunications activity on their land. FCM also intervened in early cases such as the Edmonton LRT tunnels as well as recent precedent-setting cases: next-generation access agreements (CRTC decision in *Hamilton v. Bell*), the applicability of general ROW bylaws to federal undertakings (Court of Appeal for Ontario in *Hamilton v. Canada Post*) and the use of bylaws to grant "consent" under the *Telecommunications Act* (brought by Calgary and currently before the CRTC).



WHAT MUNICIPAL LEADERS ARE SAYING ABOUT THE LEGAL DEFENSE FUND:

"The FCM Legal Defense Fund has played a critical role in advancing municipalities' constitutional and legal interests. In 2012, FCM defended the sector's interests in our city's payments in lieu dispute before the Supreme Court of Canada with the federal government regarding the valuation of Halifax's Citadel Hill. After a successful Supreme Court decision, this case was successfully resolved in 2018. The Fund remains a key tool for bringing the national voice to legal disputes and in defending the municipal sector's collective interests."

Mayor Mike Savage,
City of Halifax, Nova Scotia

"Defending municipal jurisdiction in court is a tall task for municipalities to bear on their own – especially for smaller municipalities. That's why FCM's Legal Defense Fund is such a critical tool. A well-supported Fund is key to defending the legal interests of municipalities of all sizes. FCM is consistently recognized by the courts as the sole national representative of our sector in cases of national importance. We need to continue to support the Fund to ensure that FCM is able to intervene in precedent-setting cases that impact each and every one of us."

Councillor Lorne Olsvik,
Leo Stn. Anne County, Alberta

To learn more, visit the membership page at fcm.ca.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
Memo – Board Agenda May 25, 2017

To: Chair Miller and the Board of Directors
From: Roxanne Shepherd, Chief Financial Officer
Date: May 15, 2017
Re: Municipal Finance Authority's Socially Responsible Investing (SRI) Fund

The Municipal Finance Authority (MFA) is evaluating the possibility of creating a new Socially Responsible Investment (SRI)-based pooled investment fund. The MFA has requested that each local government complete the attached survey regarding an SRI based investment fund.

Socially responsible investing is an investment strategy which considers both financial return and social good to bring about social change. SRI funds use positive or negative screens of environmental, social, and governance risks to align a portfolio to specific values.

The negative trade-offs of an SRI fund include increased cost and complexity, reduced diversification, and reduced liquidity.

The Regional District currently does not have any funds invested with the Municipal Finance Authority. The regional district holds several GICs that are averaging an annual return of 1.4%. The MFA's Money Market Fund, which has relatively the same risk and liquidity, earned 0.82% over the past year.

An SRI investment would conflict with two of the three prioritized objectives in the current Investment Policy; liquidity and maximization of returns. Due to increased costs and complexity, returns would be reduced. Liquidity would be greatly reduced as the fund would require a minimum three-year commitment of funds (see attached survey).

I would be pleased to answer any questions.

R Shepherd



86

Recommendation: (all/weighted/majority)

That the Board of Directors:

1. Receive the Chief Financial Officers memo titled "Municipal Finance Authority's Socially Responsible Investing (SRI) Fund"; and,
2. Direction.



Socially Responsible Investing

Survey Instructions

Each BC local government may submit only ONE (1) survey. To submit a response, you must provide your contact information and you must acknowledge that you are the person authorized to respond to the survey on behalf of your local government.

Local Government*

Your Name*

Position or Job Title*

Email Address*

Phone Number*

Acknowledgement*

- I am the person authorized to submit this survey on behalf of my local government.

Question 1*

Would your Municipality / Regional District be interested in investing in a socially responsible pooled investment fund if offered by the Municipal Finance Authority of BC? *(If "No" is selected, you may skip to Question 4.)*

- Yes
- No

Question 2

Would your organization accept the following requirements of participation in a socially responsible (SRI) fund:

- a) Funds must remain on deposit for a minimum period of 3 years to allow the fund to defray costs and ensure viability.
- b) Confirm your understanding that an SRI-type fund has reduced diversification and attracts higher fees relative to traditional pooled funds.
- c) Confirm commitment, prior to investing, either through a council resolution or an investment policy, that specifically allows for investment in an SRI-type fund.
- d) A representative from your organization must be willing to participate upon request in an "advisory group" to define the parameters of such a fund.

- Yes, agree to all.
- No.

Question 3

What is the dollar amount your organization would be willing to invest in an SRI fund?

Question 4

Do you have any additional comments you would like to share with the MFA about Socially Responsible Investing?

Submit

Save and resume later

0%



Regional District of Bulkley-Nechako Memo – Board Agenda May 25, 2017

To: Chair Miller and the Board of Directors
From: Roxanne Shepherd, Chief Financial Officer
Date: May 17, 2017
Re: Chinook Comfor Limited March 30, 2017 Shareholders' Resolution

Chinook Comfor Limited has submitted the attached resolution for shareholder approval.

Chinook Comfor Limited consists of eight separate shareholders including the Regional District, the Village of Burns Lake and six First Nation economic development corporations representing six separate First Nations. Each shareholder of the Company is entitled to appoint a single director to the Board of Directors except the Regional District that appoints two directors. Chinook Comfor Limited is the general partner and manager of Chinook Comfor Limited Partnership. Chinook Comfor Limited Partnership is the business.

Point 1 of the resolution would waive the requirement to produce and publish annual financial statements for the corporation.

Point 2 would appoint the auditors for the corporation and Point 3 would appoint directors for the next fiscal year (Annual Reference Period).

Point 4 would approve all contracts, acts, proceedings, appointments and payments in the previous fiscal year. It would also confirm that all transactions have been previously disclosed to the shareholders.

Point 5 would waive the requirement of an Annual General Meeting.

Point 6 allows for shareholder authorization to be submitted electronically and separately.

Chinook Comfor Limited Partnership, the business, will produce audited financial statements and hold an annual general meeting.

I would be pleased to answer any questions.

R Shepherd



Recommendation:

(all/weighted/majority)

1. That the memorandum from the Chief Financial Officer, dated May 17, 2017 regarding 'Chinook Comfor Limited March 30, 2017 Shareholders' Resolution' be received.
2. Direction.

SHAREHOLDERS' RESOLUTION OF
CHINOOK COMFOR LIMITED (the "Company")

RESOLVED THAT:

1. The requirements as set out in the *Business Corporations Act* for the production and publication of the financial statements by the directors of the Company for the 2017 financial year be waived pursuant to section 200 of the *Business Corporations Act*.

2. Tony Tiani and Company be appointed as the auditors for the Company for the 2017 financial year.

3. The following persons be elected as directors of the Company for the next Annual Reference Period or until their successors are elected or appointed:

- | | |
|-----------------------|-------------------------|
| Kenneth W. Nielsen | Lloyd Adams |
| James Michael Rakochy | Adele Gooding |
| Doris Munger | Dolores Funk |
| Louise E. Fisher | Walter Miles Fuller Jr. |
| Shannon Haizmsque | |

4. All lawful contracts, acts, proceedings, appointments and payments, made by the directors of the Company during the last Annual Reference Period, and which have previously been disclosed to the shareholders, are approved, ratified and confirmed.

5. AND WHEREAS the shareholders have consented to all the business required to be transacted at the Annual General Meeting; NOW THEREFORE BE IT RESOLVED that the annual general meeting of the Company for the year 2017 will be deemed to have been held on the date of these resolutions and the date of the resolutions be confirmed as the Annual Reference Date for the Company.

6. These resolutions may be executed and transmitted by facsimile, electronic mail, or other electronic means, and in as many counterparts as may be necessary, each of which so signed and transmitted shall be deemed to be an original, and such counterparts together shall constitute one and the same original instrument and notwithstanding the date of execution shall be deemed to bear the date set out below.

Effective date: March 30, 2017

YINKA DENE ECONOMIC DEVELOPMENT LIMITED PARTNERSHIP,
by the authorized signatory(ies) of its general partner:

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

HUNUST' OT' EN INVESTMENT CORP.,
by its authorized signatory(ies):

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

NATANLII DEVELOPMENTS LTD.,
by its authorized signatory(ies):

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

NOOT'SENAY ENTERPRISES LIMITED PARTNERSHIP,
by the authorized signatory(ies) of its general Partner,
Noot'senay Enterprises Ltd.:

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

LAKE BABINE FORESTRY LTD.,
by its authorized signatory(ies):

Per: 
Signature

Print Name: WOLF ADAM

Per: _____

Signature

Print Name: _____

TS'IL KAZ KOH DEVELOPMENT LIMITED PARTNERSHIP,
by its authorized signatory(ies) of its general partner,
Ts'il Kaz Koh Development Corporation:

Per: 
Signature

Print Name: Daniel Cunningham

Per: _____
Signature

Print Name: _____

THE VILLAGE OF BURNS LAKE,
by its authorized signatory(ies):

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

96

REGIONAL DISTRICT OF BULKLEY NECHAKO,
by its authorized signatory(ies):

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEMORANDUM**

TO: Chairperson Miller and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: May 17, 2017

**SUBJECT: Committee Meeting Recommendations
– April 20 & May 11, 2017**

Following are recommendations from the April 20 & May 11, 2017 Committee meetings for the Regional Board's consideration and approval.

Agriculture Committee Meeting – April 20, 2017**Recommendation 1:**

Re: Write a Letter of Support RE: Shavings for the Agriculture and Cattle Industry

"That the Regional District of Bulkley-Nechako Board of Directors write a letter of support for the Agriculture and Cattle Industry to be provided a secure long term supply of shavings to ensure a healthy and sustainable cattle industry; and further, that the letter be provided to sawmills and pellet plants throughout the region."

Regional Transit Committee Meeting – April 20, 2017**Recommendation 2:**

Re: Implementation Memorandum of Understanding

"That the Regional District of Bulkley-Nechako Board of Directors approve and execute the Implementation Memorandum of Understanding between BC Transit and the Regional District of Bulkley-Nechako."

Rural Directors Committee Meeting – May 11, 2017**Recommendation 3:**

Re: Connectivity Project

"That the Regional District of Bulkley-Nechako Board of Directors approve the Connectivity in the Regional District of Bulkley-Nechako Project.

Further, that the RDBN Board of Directors submit an application for \$10,000 to the Rural Dividend Fund;

And further, that it approve contributing up to \$15,000 towards the project and agrees to enter into a contract with the Province if the application is approved."

Rural Directors Committee Meeting – May 11, 2017 (Cont'd)

Recommendation 4:

**Re: Smithers Public Library -Request for Grant in Aid -Electoral Area "A"
(Smithers Rural)**

"That the Smithers Public Library be given \$1,500 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with its Summer Reading Club."

Recommendation 5:

**Re: RDBN Business Forum-Request for Grant in Aid - Electoral Areas "B"
(Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural)**

"That the RDBN Business Forum be given \$1,000 grant in aid monies from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) to sponsor the Business Forum Gala Dinner."

Recommendation 6:

**Re: Lakes District Secondary School-Request for Grant in Aid – Electoral Area
"B" (Burns Lake Rural)**

"That the Lakes District Secondary School be given \$500 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for costs associated with the Mountain Bike Team attending Provincial Championships in Cumberland, B.C."

Recommendation 7:

**Re: Music on the Mountain Society-Request for Grant in Aid – Electoral Area
"C" (Fort St. James Rural)**

"That the Music on the Mountain Society be given \$1,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with the 2017 Music on the Mountain Festival."

Recommendation 8:

**Re: Stuart Lake Seniors' Association-Request for Grant in Aid – Electoral Area
"C" (Fort St. James Rural)**

"That the Stuart Lake Seniors' Association be given \$500 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with its Strawberry Tea."

Recommendation 9:

**Re: Fraser Lake Festival of the Arts- Request for Grant in Aid– Electoral Area
"D" (Fraser Lake Rural)**

"That the Fraser Lake Festival of the Arts be given \$2,500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with the Fraser Lake Festival of the Arts."

Rural Directors Committee Meeting – May 11, 2017 (Cont'd)

Recommendation 10:

Re: Nechako Valley Community Alliance - Request for Grant in Aid– Electoral Area “F” (Vanderhoof Rural)

“That the Nechako Valley Community Alliance be given \$500 grant in aid monies from Electoral Area “F” (Vanderhoof Rural) to install the pottery kiln and exhibition wall hanging equipment in the Integris Community Centre Art Wing.”

Recommendation 11:

Re: Vanderhoof Children’s Theatre - Request for Grant in Aid– Electoral Area “F” (Vanderhoof Rural)

“That the Vanderhoof Children’s Theatre be given \$4,000 grant in aid monies from Electoral Area “F” (Vanderhoof Rural) for costs associated with its Seussical Production.”

Recommendation 12:

Re: College of New Caledonia- Request for Grant in Aid– Electoral Area “G” (Houston Rural)

“That the College of New Caledonia be given \$2,321.17 grant in aid monies from Electoral Area “G” (Houston Rural) for costs associated with its Seniors Painting Retreat in Granisle.”

Recommendation 13:

Re: Bulkley Valley Co-Existence Discussions -Request for Grant in Aid - Electoral Area “A” (Smithers Rural)

“That the Bulkley Valley Co-Existence Discussions be given \$400 grant in aid monies from Electoral Area “A” (Smithers Rural) to be utilized to cover the cost of the Bulkley Valley Co-Existence Meeting.”

Recommendation 14:

Re: Bulkley Valley Co-Existence Meeting, Smithers – May 18, 2017

“That the Regional District of Bulkley-Nechako Board of Directors authorize Chair Miller and Director Parkers attendance at the Bulkley Valley Co-Existence Meeting in Smithers on May 18, 2017.”

Committee of the Whole Meeting – May 11, 2017

Recommendation 15:

Re: Community to Community Forum Facilitators

“That the Regional District of Bulkley-Nechako Board of Directors authorize staff to retain the services of Dan George, Four Directions Management Services Ltd. to facilitate the Community to Community Forum for June 28, 2017 to be hosted at the Nadleh Whut’en Administrative Building; and further, if Mr. George is unable to facilitate, staff is directed to choose a second facilitator.”

100

RECOMMENDATION:

(ALL/DIRECTORS/MAJORITY)

Recommendations 1 through 15 as written.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****Memorandum**

TO: Chair Miller and Board of Directors

FROM: Deneve Vanderwolf, Regional Transit Coordinator

SUBJECT: Transit Service Agreement, Annual Operating Agreement

DATE: May 15, 2017

Attached are the Transit Service Agreement and Annual Operating Agreement (AOA) that formalize the partnership between the RDBN and BC Transit. Annual operating amounts determined in the AOA are consistent with the initial numbers that were presented by BC Transit. The AOA will be renewed on an annual basis.

These documents are currently under review. If any amendments are required they will be presented as supplementary items under separate cover.

Recommendation

That the Regional District of Bulkley-Nechako Board of Directors receive the Transit Service Agreement and Annual Operating Agreement and that the Regional District of Bulkley-Nechako Board of Directors approve entering into the Transit Service Agreement and Annual Operating Agreement.

TRANSIT SERVICE AGREEMENT

between

REGIONAL DISTRICT OF BULKLEY-NECHAKO

and

BRITISH COLUMBIA TRANSIT

Effective

April 1, 2017

INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

TRANSIT SERVICE AGREEMENT

BETWEEN:

THE REGIONAL DISTRICT OF BULKLEY-NECHAKO

(the "Municipality")

AND:

BRITISH COLUMBIA TRANSIT

(the "Authority")

WHEREAS the Authority has, at the request of the Municipality, established the Transit Service Area described in this agreement pursuant to the *British Columbia Transit Act*;

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area; and,

WHEREAS the Municipality and the Authority wish to define their respective rights and responsibilities with respect to the provision of transit services in the Transit Service Area.

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

Contents

| | |
|---|----|
| SECTION 1: DEFINITIONS..... | 4 |
| SECTION 2: INCORPORATION OF SCHEDULES..... | 4 |
| SECTION 3: ANNUAL OPERATING AGREEMENT..... | 4 |
| SECTION 4: INCORPORATION OF ANNUAL OPERATING AGREEMENT..... | 4 |
| SECTION 5: TRANSIT SERVICE AREA..... | 4 |
| SECTION 6: TERM AND TERMINATION..... | 4 |
| SECTION 7: MUNICIPAL RESPONSIBILITIES..... | 5 |
| SECTION 8: AUTHORITY RESPONSIBILITIES..... | 6 |
| SECTION 9: FUNDING AGREEMENT..... | 7 |
| SECTION 10: CAPITAL AND OPERATING EXPENDITURES..... | 7 |
| SECTION 11: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT..... | 8 |
| SECTION 12: AMENDMENT..... | 8 |
| SECTION 13: SETTLEMENT OF DISPUTES..... | 8 |
| SECTION 14: ENUREMENT..... | 8 |
| SECTION 15: ASSIGNMENT..... | 8 |
| SECTION 16: GOVERNING LAW..... | 8 |
| SECTION 17: COUNTERPARTS..... | 8 |
| SECTION 18: NOTICES AND COMMUNICATIONS..... | 9 |
| SCHEDULE "A": DEFINITIONS..... | 11 |
| SCHEDULE "B": TRANSIT SERVICE AREA..... | 14 |
| SCHEDULE "C": SERVICE STANDARDS..... | 15 |

SECTION 1: DEFINITIONS

The Definitions that shall apply to this Agreement as approved pursuant to the *British Columbia Transit Act* and Regulations are defined in Schedule "A" and, unless the context clearly indicates to the contrary, any words defined in the singular shall include the plural and vice versa.

SECTION 2: INCORPORATION OF SCHEDULES

The parties agree that the attached schedules form part of this agreement and are binding on the parties.

SECTION 3: ANNUAL OPERATING AGREEMENT

The Municipality and the Authority shall enter into an Annual Operating Agreement prescribed by regulation made pursuant to the *British Columbia Transit Act*.

SECTION 4: INCORPORATION OF ANNUAL OPERATING AGREEMENT

Upon execution, this Transit Service Agreement shall be deemed integrated into the Annual Operating Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 5: TRANSIT SERVICE AREA

For the purposes of this agreement, the "Transit Service Area" is defined as the area comprised within the boundaries shown in Schedule "B" to be known as the Bulkley-Nechako Regional Transit Service Area.

SECTION 6: TERM AND TERMINATION

Once this agreement and the associated Annual Operating Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement with respect to the rights and obligations as between the Authority and the Municipality.

The term of this agreement shall commence on April 1, 2017 and end March 31, 2022. Thereafter, the agreement will remain in full force and effect unless and until terminated in accordance with the provisions of this Agreement. After March 31, 2022, either party may terminate this agreement as follows:

- a) Cancellation by the Authority: In the event that the Authority decides to terminate this Master Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 11.
- b) Cancellation by the Municipality: In the event that the Municipality decides to terminate this Master Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 11.

106

SECTION 7: MUNICIPAL RESPONSIBILITIES

In accordance with the terms and provisions of this Agreement, and the *British Columbia Transit Act*, and regulations made pursuant to the Act, the Municipality shall be responsible for:

- a) Participating in the development of, and where in agreement approving, plans and amendments to the Public Passenger Transportation System including:
 - i. Determining service goals, levels and objectives for the Public Passenger Transportation System;
 - ii. Establishing service performance standards and guidelines for the System;
 - iii. Approving transit service plans and, where feasible, incorporating these plans into Official Community Plans and transportation plans for the Municipality;
 - iv. Approving bus routes;
 - v. Approving the Service Specifications prepared by the Authority consistent with operating and capital budgets set by the Authority; and,
 - vi. Approving, after prior consultation with the Authority, requests for Special Transit Services in accordance with the policies and procedures developed by the Authority and the contingency budget provisions or as otherwise agreed to by parties for the payment of the Special Transit Services;
- b) Bus stops, shelters and related amenities including:
 - i. Approving, installing and maintaining bus stops, shelters and related amenities. The purchasing of materials, installation and maintenance of stops and shelters and related costs are the responsibility of the Municipality except in instances where the Authority has, by a separate written agreement entered into with the Municipality, agreed to share the costs according to the terms of that agreement; and,
 - ii. Identifying bus stops or shelters with signs and decals provided by the Authority and consistent with the Authority's brand standards;
- c) Notifying the Operating Company and the Authority at least 48 hours in advance of any scheduled or anticipated street closures or traffic disruptions affecting transit service; develop alternate routings in consultation with the Operating Company; and ensure that adequate signage is posted along affected portions of routes;
- d) Establishing on their streets, or where appropriate work with other jurisdictions to establish, necessary traffic control by-laws and transit priority measures;
- e) With respect to System Revenues:
 - i. Participating in the development of, and where in agreement, approving tariff and Fares including the terms and conditions applicable to each Fare category and amending this Fare structure in whole or in part from time to time;
 - ii. Depositing system revenues received from the Operating Company; and,
 - iii. Submitting a completed "Report of Revenue" form, supplied by the Authority, within 10 working days of the end of each month showing all system revenues collected on a monthly basis;
- f) With respect to budgets and payment:
 - i. Approving annual budgets consistent with the Service Specification and the Authority's budgets;
 - ii. Paying the amounts owing to the Authority on a monthly basis as invoiced by the Authority in accordance with the budget provided in the Annual Operating Agreement; and,
 - iii. Where requested by the Authority, the Municipality shall determine its administration costs relative to its responsibilities. Payment for these costs shall not exceed 2% of the Direct Operating Costs provided in the budget provided in the Annual Operating Agreement;

107

- g) Supporting the sustainability of the Public Passenger Transportation System by:
 - i. Taking into consideration the impacts on transit service effectiveness when making local land use decisions; and,
 - ii. Promoting the use of the Public Passenger Transportation System;
- h) Notifying the Operating Company and the Authority of any customer complaints or concerns received by the Municipality;
- i) The Municipality may negotiate and enter into Community Transit Partnership Agreements only with prior written approval from the Authority; and,
- j) The Municipality agrees that the Authority will be the primary spokesperson for transit operational issues relating to the Public Passenger Transportation System and will cooperate when necessary to ensure accurate and effective public communications.

SECTION 8: AUTHORITY RESPONSIBILITIES

The Authority shall:

- a) Set the annual operating and capital budgets for all transit services in the Transit Service Area following consultation with the Municipality;
- b) Provide the personnel required to develop and implement transit service plans, fare tariffs and marketing programs for the Transit Service Area;
- c) Administer and manage the activities of the Operating Company with respect to the services provided under this agreement, including:
 - i. Conducting financial and service audits of the Public Passenger Transit System; and,
 - ii. Monitor the Transit Services provided in the Transit Service Area and report and make recommendations to the Municipality with respect to the standards of service and performance of the public transportation systems;
- d) Institute marketing programs for transit service in the Transit Service Area, including:
 - i. In consultation with the Municipality, providing public information, marketing and communications services consistent with the budget established in the Annual Operating Agreement and the Authority's branding standards to promote the Public Passenger Transportation System; and,
 - ii. Ensuring that the Municipality's respective corporate graphic standards are met in local promotions and communications;
- e) In accordance with the terms and provisions of this Agreement, and the *British Columbia Transit Act* and relevant *Regulations*, the Authority shall be responsible for directing and managing the Operating Company's overall delivery of Transit Services including:
 - i. Negotiating and entering into operating and all other contracts related to public transit or required by the *British Columbia Transit Act*;
 - ii. Ensuring that the agreement entered into with the Operating Company names the Municipality among the indemnified parties from any suit, claim, loss, damage, injury of any nature or kind whatsoever arising out of or connected with the Transit Service provided by the Operating Company;
 - iii. Ensuring the agreement entered into with the Operating Company include the requirement of the Municipality as an additional insured party for Commercial General Liability Insurance;
 - iv. Establishing customer service practices and procedures; and,
 - v. Conducting any inspections and audits the Authority deems necessary of the Operating Company, Transit Services, Revenue Service Vehicles, Premises and other Physical Assets;

108

- f) Develop policies and procedures for the delivery of the Transit Services including:
 - i. Prescribing Registered User eligibility criteria and developing procedures and policies to be used by the Operating Company for the assessment and registration of Eligible Users for Custom Transit Services; and,
 - ii. Developing procedures and policies for the delivery of Extra Services;
- g) Plan, prepare and implement the Transit Services including:
 - i. Providing Public Passenger Transportation System marketing in accordance with Section 8(d) of this agreement;
 - ii. Ensuring that the terms and conditions of the transit advertising agreement between the Authority and the advertising contract company are met, and that the designated revenues generated by this contract are credited to the Municipality;
 - iii. Negotiating the terms of the Provincial BC Bus Pass and ensuring that the designated revenue is credited to the Municipality;
 - iv. Providing to the Municipality on a periodic basis reports which will specify:
 - 1) The actual costs of service compared to the budgeted costs specified in the Annual Operating Agreement;
 - 2) The revenue accrued to date, including farebox and other transit revenue (obtained from the Municipality or credited to the Municipality) compared to the budgeted revenue amount; and,
 - 3) The annual performance summary of the service compared to the service standards established by the Municipality as outlined in Schedule "C";
- h) Determining and providing the Revenue Service Vehicles, Premises and other Physical Assets required by the Operating Company for the provision of the Transit Services pursuant to lease or license agreements with the Authority and monitor the use, maintenance and conditions of such Revenue Service Vehicles, Premises and Physical Assets;
- i) Provide to the Municipality contact information for the Operating Company so that the Municipality may fulfill all obligations under this agreement and/or the Annual Operating Agreement with respect to providing notice to the Operating Company;
- j) Exercise its authority as primary spokesperson for transit operational issues relating to the Public Passenger Transportation System in a manner which does not interfere with the authority of the Municipality to communicate with the public with respect to local public transportation issues; and,
- k) The Authority shall receive and review any and all proposals from the Municipality to enter into a Community Transit Partnership Agreement and, if acceptable to the Authority, provide its prior written approval of such Community Transit Partnership Agreement, such approval not to be unreasonable withheld by the Authority.

SECTION 9: FUNDING AGREEMENT

The Municipality and the Authority agree to contribute their respective portion of the annual cost of the Public Passenger Transportation System as prescribed in the Annual Operating Agreement.

SECTION 10: CAPITAL AND OPERATING EXPENDITURES

Nothing in this agreement shall be construed as committing the Authority or the Municipality to incur capital or operating expenditures for equipment, facilities or otherwise, within the Transit Service Area unless the same shall be contained within the approved budget of the Authority.

SECTION 11: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the Freedom Of Information And Protection Of Privacy Act ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

SECTION 12: AMENDMENT

This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.

SECTION 13: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 14: ENUREMENT

This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

SECTION 15: ASSIGNMENT

This Agreement shall not be assignable without prior written consent of the parties.

SECTION 16: GOVERNING LAW

This Agreement is governed by and shall be construed in accordance with the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the government of Canada.

SECTION 17: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or .pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 18: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed or if mailed by prepaid registered mail to the Authority at:

BRITISH COLUMBIA TRANSIT
c/o President & CEO
P.O. Box 610
520 Gorge Road East
Victoria, British Columbia V8W 2P3

and to the Municipality at:

REGIONAL DISTRICT OF BULKLEY-NECHAKO
c/o Chief Administrative Officer
P.O. Box 820
37 3rd Avenue
Burns Lake, British Columbia V0J 1E0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.



IN WITNESS WHEREOF, the parties have hereunto set their hand this ____ day of _____,
20____.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BRITISH COLUMBIA TRANSIT

PRESIDENT & CEO

CORPORATE SECRETARY

SCHEDULE "A": DEFINITIONS

- a) **"Annual Operating Agreement"** means the Annual Operating Agreement and all attached schedules negotiated and entered into on a periodic basis pursuant to the British Columbia Transit Act, between the parties hereto this Transit Service Agreement;
- b) **"Attendant"** means a person whose presence is essential to the Registered User to enable the Registered User to physically use the service and whose origin and destination are the same as the Registered User;
- c) **"Community Transit Partnership Agreement"** means a partnership agreement entered into by the Municipality and a third party pursuant to Section 7(i) and Section 8(k), whereby the third party agrees to pay a fee to the Municipality in order to fund certain services provided under the Service Specifications;
- d) **"Companion" or "Escort"** means a person who accompanies the Registered User but whose presence is not essential to the Registered User to physically use the service and whose origin and destination are the same as the Registered User;
- e) **"Conventional Transit Services"** shall mean services and facilities operated by or for a Public Passenger Transportation System to transport persons on specified fixed routes and schedules using public streets or thoroughfares, but does not include Custom Transit Services or Paratransit Services;
- f) **"Custom Transit Services"** shall mean services and facilities operated or provided by a Public Passenger Transportation System for on demand point to point transportation of any Registered User;
- g) **"Direct Operating Costs"** means the sum of the Fixed Costs and Variable Costs of service, maintenance and other costs of service, where:
 - i. **"Fixed Costs"** means items of cost that may be reasonably and conveniently identified with the overall service but which cannot be directly assigned to a unit of service such as hours or kilometres of service. Items of cost will exclude the cost of items which are normally capitalized but may include appropriate charges for depreciation of capital assets or the leasing of capital assets. The use of the term Fixed Costs does not mean that some items of cost included will not vary depending on service requirements;
 - ii. **"Variable Costs"** means items of cost which may be reasonably and conveniently identified and allocated to a specific unit of service such as hours or kilometres of service;
 - iii. **"Maintenance Costs"** means parts and materials, sublet and labour costs of a qualified licensed mechanic for the maintenance of the Revenue Service Vehicles, but shall not include costs associated with interior and exterior transit advertising signs and non-mechanical servicing of Revenue Service Vehicles such as fuelling, clearing fareboxes, cleaning and painting wheel rims, vehicle washing and other work performed by a serviceman; and,
 - iv. **"Other Costs"** shall include but not be limited to vehicle insurance costs, incurred by the Authority and Operating Company, contingency costs, taxi program costs (if applicable);
- h) **"Eligible User"** means any person who is deemed eligible to use Custom Transit Services as defined in Section 11 of the *British Columbia Transit Act Regulations*;
- i) **"Extra Service"** means Overloads or Special Transit Service;
- j) **"Fare"** means an entitlement to ride upon the services of the Public Passenger Transportation System;
- k) **"FOIPPA"** means the Freedom of Information and Protection of Privacy Act and Regulations (British Columbia);
- l) **"Municipality"** includes a regional district or part of a regional district;
- m) **"Operating Company"** means:

- i. the company, companies, or person contracted by the Authority to operate and manage the Public Passenger Transportation System within the Transit Service Area, or
 - ii. a person designated by the minister to contract with the Authority with respect to the operation by that person of a Public Passenger Transportation System in the Transit Service Area;
- n) **"Overloads"** means additional Revenue Service Vehicles operating on specified routes to cope with ridership demands which cannot be served by the regularly scheduled service;
- o) **"Paratransit Services"** shall mean services and facilities operated or provided by a Public Passenger Transportation System offering more flexible service than Conventional Transit Services. Paratransit Service is a blend of Conventional Transit Services and Custom Transit Services providing service to able bodied transit passengers as well as Registered Users using the same Revenue Service Vehicles that deviate periodically from their fixed route and fixed schedules to provide on demand point to point service;
- p) **"Physical Assets"** other than revenue service vehicles, means any land, buildings, equipment or other items of a material nature which for accounting purposes are considered to contribute to delivery of Transit Services for a period exceeding one fiscal year;
- q) **"Premises"** means the lands, buildings and equipment owned or leased by the Authority and used in the provision of the Public Passenger Transportation System;
- r) **"Public Passenger Transportation System"** means a public transit system as prescribed by the *British Columbia Transit Act*;
- s) **"Registered User"** means an Eligible User who has satisfied certification and registration requirements established by the Authority to allow them to use Custom Transit Services;
- t) **"Revenue Hours", "Revenue Kilometres"** means those units of service that are actually offered to the public as reflected in the public timetable and set out in the Service Specification, including lay over time between trips;
- u) **"Service Specifications"** means a detailed description of the Public Passenger Transportation System;
- v) **"Shared Services Resources"** means the management, planning, financial, procurement, fleet and maintenance management, contract and performance management, marketing, environmental, safety, training and other services and resources provided by the Authority to support the Public Passenger Transportation System;
- w) **"Special Transit Service"** means infrequent and temporary service provided within the Transit Service Area for specific events or purposes beyond the Revenue Hours outlined in the Service Specifications. Special Transit Services will not exceed the boundaries of the ICBC coverage unless written permission is given in advance by the Municipality and the Authority;
- x) **"Statutory Holidays"** means New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day and/or any other days that may be gazetted as being a holiday in and for the Province of British Columbia;
- y) **"System Revenues"** means the revenue of the Public Passenger Transportation System and includes revenue from farebox, revenue from sale of passes and tickets, revenue from advertising contracts and any other Fare related revenue accruing from the operation of the Public Passenger Transportation System pursuant to this Agreement;
- z) **"Transit Services"** includes without limitation any activity related to the provision of the Public Passenger Transportation System, whether conducted directly or indirectly by the

Operating Company or its agents, affiliates, subsidiaries, contractors or representatives, to operate, maintain, repair or store vehicles, equipment or infrastructure and conduct any related environmental and waste management measures and includes Conventional, Custom and Paratransit Transit Services;

- aa) **"Taxi Supplement"** A portion of Custom Transit Service in which the operating company dispatches taxis in the same shared-ride manner as regular custom transit vehicles in accordance with the Service Specifications; and,
- bb) **"Transit Service Area"** means the boundaries of the Transit Services as defined in Schedule "B" of this Agreement.

SCHEDULE "B": TRANSIT SERVICE AREA

Transit Service Area for the Bulkley-Nechako Regional Transit Service Area:

The boundaries of the Bulkley-Nechako Transit Service Area shall be the corporate boundaries of the Regional District of Bulkley-Nechako and the major travel corridors within the municipal boundaries of the City of Prince George.

SCHEDULE "C": SERVICE STANDARDS

The service standards established for the Bulkley-Nechako Regional Transit System are to be reviewed, confirmed and incorporated into this schedule at a future date in accordance with Section 12 of this Agreement to satisfy the requirements of Section 8(g)iv(3).

ANNUAL OPERATING AGREEMENT

between

REGIONAL DISTRICT OF BULKLEY-NECHAKO

and

BRITISH COLUMBIA TRANSIT

Effective

June 19, 2017

INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

ANNUAL OPERATING AGREEMENT

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

(the "Municipality")

AND:

BRITISH COLUMBIA TRANSIT

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

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

Contents

SECTION 1: DEFINITIONS..... 4

SECTION 2: INCORPORATION OF SCHEDULES..... 4

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT 4

SECTION 4: TERM AND RENEWAL 4

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT 4

SECTION 6: SETTLEMENT OF DISPUTES 5

SECTION 7: MISCELLANEOUS PROVISIONS 5

SECTION 8: GOVERNING LAW 6

SECTION 9: COUNTERPARTS 6

SECTION 10: NOTICES AND COMMUNICATIONS 7

SCHEDULE "A": TARIFF AND FARES 9

 Appendix 1: Tariff Notes 9

 Appendix 2: Tariff and Fares10

SCHEDULE "B": SERVICE SPECIFICATIONS.....11

SCHEDULE "C": BUDGET12

120

SECTION 1: DEFINITIONS

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto; and,
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto.

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be June 19, 2017, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2018 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
 - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to

121

the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
 - a. BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.
 - b. Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
 - c. Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
 - i. *For Conventional Transit Service:*
 - i. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
 - ii. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
 - iv. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement.
 - ii. *For Custom Transit Service:*
 - i. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - ii. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;

- iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
 - iv. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement.
- d. Eligible Expenses exclude the costs of providing third-party 100%-funded services.
 - e. BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.
- e) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

SECTION 8: GOVERNING LAW

This Agreement is governed by and shall be construed in accordance with the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the government of Canada.

SECTION 9: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

123

SECTION 10: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed or if mailed by prepaid registered mail to the Authority at:

BRITISH COLUMBIA TRANSIT
c/o President & CEO
P.O. Box 610
520 Gorge Road East
Victoria, British Columbia V8W 2P3

and to the Municipality at:

REGIONAL DISTRICT OF BULKLEY-NECHAKO
c/o Chief Administrative Officer
P.O. Box 820
37 3rd Avenue
Burns Lake, British Columbia
V0J 1E0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this ____ day of _____, 20____.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BRITISH COLUMBIA TRANSIT

PRESIDENT & CEO

CORPORATE SECRETARY

SCHEDULE "A": TARIFF AND FARES**Appendix 1: Tariff Notes**

Passenger Categories: There shall be the following passenger categories:

- a) Child - a person who is under six (6) years of age.
- b) Student - a person, other than a child, who is:
 - a) under the age of 21 years; and
 - i. regularly attending classes at a public or private school at or below the level of Grade 12; and
 - ii. the holder of a current Student I.D. Card or other identification approved by the Municipality.
- c) Senior - a person who is sixty-five (65) years of age or over and the holder of valid identification.
- d) Adult - a person not defined as a child, student or senior.

Mode of Payment: There shall be the following modes of payment:

- a) Fare - an entitlement to ride upon the services of the Public Passenger Transportation System, as defined in terms of the Passenger Category, time and Zones of travel.
- b) Cash - legal tender issued by the authority of the Government of Canada for use as money, or the equivalent in legal tender issued by the authority of the Government of the United States of America for use as money
- c) Ticket - a prepaid form of fare, issued by the Municipality, for use in lieu of cash, for payment of a single fare.
- d) Single Fare - payment of a fare by means of cash or ticket, for individual travel within designated zones, and within a specified period of time.
- e) BC Bus Pass - a Pass available to BC residents who receive:
 - Federal Guaranteed Income Supplement with the Old Age Security Pension or Spouse's Allowance (60 years and older); or
 - Disability allowance under BC Benefits (18-64 years of age)
- f) Canadian National Institute of the Blind Pass - a pass available to those who are certified by the Institute and are residents of B.C.

Terms and Conditions: There shall be the following terms and conditions:

- a) Young Children - Not more than four children under five years of age who board a vehicle with, and who are at all times accompanied by an Adult, Student or Senior, shall be carried free.
- b) Proof of fare when boarding - Each passenger boarding a transit vehicle must present proof of a valid fare by means of either:
 - i) deposit of correct Fare in the farebox, plus presentation of any entitlement to a reduced fare; or
- c) BC Bus Pass - A Provincial Pass honoured only upon compliance with all of the following conditions:
 - i) valid only for year indicated;
 - ii) valid only when presented face-up and unfolded; void if mutilated or altered;
 - iii) valid only when presented with signature of bearer.
- d) CNIB Pass - A Canadian National Institute of the Blind pass will be honoured only upon compliance of the following conditions:
 - i) valid only for year indicated;
 - ii) valid only when presented face-up and unfolded; void if mutilated or altered;
 - iii) valid only when presented with signature of bearer.

Appendix 2: Tariff and Fares**Fares:** For each one-way passenger trip*Effective as of June 19, 2017*

- | | | |
|----|---|---------|
| a) | Cash Fares | |
| | Adult/Students/Seniors | \$5.00 |
| | Child (5 or under) | Free |
| b) | Tickets (sheet of 10): | |
| | Adult/Students/Seniors | \$45.00 |
| c) | BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program. | |
| d) | CNIB Identification Card available from the local office of the CNIB. | |
| e) | BC Transit Employee Bus Pass | |

Fares valid on Regional Service only.

SCHEDULE "B": SERVICE SPECIFICATIONS

The Local Transit Service Area for the Bulkley-Nechako Regional Transit service shall be coterminous with the boundaries of the Town of Smithers, the Village of Telkwa, the District of Houston, the Village of Granisle, the Village of Burns Lake, the Village of Fraser Lake, the District of Fort St. James, and the District of Vanderhoof, as per Regional District of Bulkley-Nechako Bylaw No. 1790.

The Annual Service Level for Bulkley-Nechako Regional Transit Service shall be 2700 Revenue Service Hours.

The Exception Days recognized annually for the Bulkley-Nechako Regional Transit Service are:

| Exception Day | Service Level |
|----------------------|----------------------|
| Good Friday | No Service |
| Easter Monday | Regular Service |
| Victoria Day | No Service |
| Canada Day | No Service |
| BC Day | No Service |
| Labour Day | No Service |
| Thanksgiving Day | No Service |
| Remembrance Day | No Service |
| Christmas Day | No Service |
| Boxing Day | No Service |
| New Years Day | No Service |
| Family Day | No Service |

SCHEDULE "C": BUDGET

Effective June 19, 2017

| | Base Budget 2017/2018 |
|--|----------------------------------|
| Total Revenue | \$27,258 |
| Total Direct Operating Costs | \$301,073 |
| Total Operating Costs | \$343,158 |
| Total Costs (including Local Government Share of Lease Fees) | \$343,683 |
| Net Local Government Share of Costs | \$81,552 |



**Regional District of Bulkley-Nechako
Board of Directors Memorandum
May 25, 2017**

To: Chair Miller and the Board of Directors
 From: Kristi Rensby, Finance/Administration Coordinator
 Date: May 15, 2017
 Regarding: Federal Gas Tax Funds – Electoral Area 'A' (Smithers Rural)
 Town of Smithers

The Town of Smithers has requested the Regional District of Bulkley-Nechako's assistance in the form of Federal Gas Tax Funds to put towards the capital leasing cost of the Smithers and area transit buses.

Director Fisher has indicated that he would like to support this Public Transit initiative with Federal Gas Tax Funds in the amount of \$10,000. The Town of Smithers will continue to cover the remaining costs from their funds as usual.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'A' allocation is \$876,830.34. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

RECOMMENDATION:

1. That the RDBN Board of Directors authorize contributing \$10,000 of Electoral Area 'A' Federal Gas Tax allocation monies to the Town of Smithers towards the capital leasing costs of the Smithers and area transit buses;
(All/Directors/Majority)

2. That the RDBN Board of Directors authorize the withdrawal of up to \$10,000 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)



**Regional District of Bulkley-Nechako
Board of Directors Memorandum
May 25, 2017**

To: Chair Miller and the Board of Directors
 From: Kristi Rensby, Finance/Administration Coordinator
 Date: May 15, 2017
 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 to complete an interior LED Lighting upgrade at the Bulkley Valley Regional Pool & Recreation Centre located in Smithers.

The project includes replacing the inefficient lighting with highly efficient LED lighting on the change rooms, administration office, lobby, storage rooms, mechanical and electrical rooms, climbing wall and courts. This will complete the facility lighting change over to LED lighting. The total project cost has been quoted at \$22,495.

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 \$22,495.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'A' allocation is \$876,830.34. Director Fisher is supportive of this project and accessing Federal Gas Tax Funds in the amount of \$22,495. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

RECOMMENDATION:

1. That the RDBN Board of Directors authorize contributing \$22,495 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 \$22,495 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)



131

**Regional District of Bulkley-Nechako
Board of Directors
May 25, 2017**

To: Chair Miller and the Board of Directors
From: Kendra Kinsley, Management Intern
Date: May 12, 2017
Regarding: RDBN- Northern Development Application- Marketing Initiatives Program

The RDBN has submitted a marketing initiatives application to Northern Development Initiative Trust's North West and Prince George Regional Advisory Committee Accounts for the Connecting Consumers and Producers Agriculture Brochure. An RDBN Board resolution is required in order for the Northern Development Board to approve the applications.

The Connecting Consumers and Producers Regional Agriculture Brochure includes:

- Farmers Market guide
- Directory of producers in the RDBN
- Support and resources
- Tips to eating local year round

The project includes:

- Gathering and updating brochure content (RDBN Staff)
- Agriculture Photo Shoots
- Hiring a graphic designer to design the brochure
- Printing 1,500 copies of the brochure

Rationale:

- Last edition was printed in 2016 and no stock remains for 2017.
- Integral to informing consumers about local producers and products available in the region.
- Supports the agriculture outcomes outlined in the RDBN Agriculture Plan (2012) that are aimed at promoting the agriculture sector of the Bulkley-Nechako.
- The graphic design used to create the brochure can be used for future Agriculture Brochures the RDBN produces.

Budget: \$12,752

Request: \$3,643

A copy of the application with attachments will be available at the Board meeting should Directors wish to review the information in greater detail.

Recommendation:

(All/Directors/Majority)

That the Regional District of Bulkley-Nechako Board of Directors

1. supports the Connecting Consumers and Producers Regional Agriculture Brochure application to the Northern Development Initiative Trust – Marketing Initiatives Program in the amount of \$3,643.
2. authorizes entering into an agreement for funding of the Connecting Consumers and Producers Regional Agriculture Brochure project with Northern Development Initiative Trust, should the funding request be successful.

132



**Regional District of Bulkley-Nechako
Board of Directors
May 25, 2017**

To: Chair Miller and the Board of Directors
From: Kendra Kinsley, Management Intern
Date: May 12, 2017
Regarding: Bulkley Valley Agricultural and Industrial Association - Northern Development Application- North West RAC

The Bulkley Valley Agricultural and Industrial Association has submitted an application to Northern Development Initiative Trust's (Northern Development) Fabulous Festivals and Events, North West Regional Advisory Committee Account. An RDBN Board resolution is required in order for the Northern Development Board to approve the application.

Bulkley Valley Agricultural and Industrial Association is requesting \$2,500 for their 98th annual Exhibition to be used to enhance the marketing of the event, including advertising on both newspaper and television.

The Bulkley Valley Exhibition consists of a four day event in August which includes large livestock show, local music, logger sports, rodeos, horse events, children's events and 4-H. The event draws 17,400 attendees over the three days and averages over 450 volunteers. The event supports local businesses.

The projected 2017 budget for the Annual Fall Fair includes expenses of \$487,515 and revenue of \$488,115.

A copy of the application with attachments will be available at the Board meeting should Directors wish to review the information in greater detail.

| | |
|---|---------------------------------|
| Recommendation: | (All/Directors/Majority) |
| That the Regional District of Bulkley-Nechako Board of Directors supports the Bulkley Valley Agricultural and Industrial Association application to the Northern Development Initiative Trust – Fabulous Festivals and Events in the amount of \$2,500. | |



Regional District of Bulkley-Nechako
Board of Directors
May 25, 2017

To: Chair Miller and the Board of Directors
From: Corrine Swenson, Manager of Regional Economic Development
Date: May 5, 2017
Regarding: Vanderhoof Community Foundation
Northern Development Application- Prince George RAC – RDBN, Electoral Area 'F'

The RDBN Electoral Area 'F' (Vanderhoof Rural) is requesting \$25,000 in matching funds from Northern Development Trust Initiative's Community Foundation Matching Grants, Prince George Regional Advisory Committee's (PGRAC) Account to support the Vanderhoof Community Foundation.

A copy of the application will be available for review at the RDBN Board of Directors meeting.

Electoral Area 'F' Director Petersen is supportive of this application. A Board resolution is required in order for Northern Development Board approval.

Recommendation: (All/Directors/Majority)
That the Regional District of Bulkley-Nechako Board of Directors supports the RDBN, Electoral Area F's application to the Northern Development Initiative Trust – Community Foundation Matching Grants in the amount of \$25,000 for support of the Vanderhoof Community Foundation.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
Memo – Board Agenda May 25, 2017

To: Chair Miller and the Board of Directors
From: Roxanne Shepherd, CFO
Date: April 28, 2017
Re: Withdrawal from Development Services Capital Reserve – Plotter Purchase

The 2017 Development Services budget includes a withdrawal from capital reserve of \$30,500.

At this time, I would ask the Board to authorize the withdrawal of \$18,387.95 from the Development Services capital reserve for the purchase of a new plotter.

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

RShepherd

Recommendation:

(all/directors/majority)

That the Board of Directors receive the Chief Financial Officer's April 28, 2017 memo titled "Withdrawal from Development Services Capital Reserve" and authorize the withdrawal of \$18,387.95 from the capital reserve.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
Memo – Board Agenda May 25, 2017

To: Chair Miller and the Board of Directors
 From: Roxanne Shepherd, Chief Financial Officer
 Date: May 8, 2017
 Re: Round Lake Dry Hydrant Security Issuing Bylaw 1791

In 2015, the Board adopted Loan Authorization Bylaw 1723 to pay for a dry hydrant for Round Lake Fire Protection. The borrowing bylaw is for a maximum of \$20,000 with a maximum debenture term of 20 years.

The dry hydrant was installed in fall of 2016. The total cost of the dry hydrant, including installation and permits was \$14,909. The Telkwa Fire Chief reported that he had no issues throughout the winter with the hydrant. On May 3, 2017, the Regional Fire Chief conducted an inspection of the hydrant and authorized release of the contractor holdback.

After the Security Issuing Bylaw is adopted, there will be a 10-day quashing period as per Local Government Act S. 425. Staff will then apply to the Ministry of Community, Sport, and Cultural Development for a Certificate of Approval. Once the certificate is received, paperwork will be sent to the Municipal Finance Authority for approval to be included in their fall 2017 borrowing. Loan funding is typically received in October.

The current 10-year rate on long-term debt is 2.47%. On this 20-year borrowing, the rate will reset to the current MFA long term borrowing rate in years 11 and 16. Interest payments will be required semi-annually and will begin six months after proceeds are received. Principle payments will be required annually. The amortization schedule for the loan is attached. Total annual payments will be \$923,10 for 20 years.

I would be pleased to answer any questions.

R Shepherd

Recommendation:

(all/weighted/majority)

That the Board of Directors:

1. Receive the Chief Financial Officers memo titled "Round Lake Dry Hydrant Security Issuing Bylaw 1791"; and,
2. Consider giving three readings and adoption to Regional District of Bulkley-Nechako Security Issuing – Round Lake Fire Protection Service Bylaw No. 1791, 2017 further in the agenda.

136

20 Year Term

3% Capitalization Rate

S/F Factor:

0.037215708

Principal: 14,909.00

Interest Rate: 2.47%

| | Principal Pymnt | Interest Pymnt | Total Pymnt | Actuarial | Reducing Balance |
|-------------------|------------------|-----------------|------------------|-----------------|------------------|
| | | | | | 14,909.00 |
| Yr 1 Semi Annual | | 184.13 | 184.13 | | 14,909.00 |
| Yr 1 Annual | 554.85 | 184.13 | 738.98 | | 14,354.15 |
| Yr 2 Semi Annual | | 184.13 | 184.13 | | 14,354.15 |
| Yr 2 Annual | 554.85 | 184.13 | 738.98 | 16.65 | 13,782.66 |
| Yr 3 Semi Annual | | 184.13 | 184.13 | | 13,782.66 |
| Yr 3 Annual | 554.85 | 184.13 | 738.98 | 33.79 | 13,194.02 |
| Yr 4 Semi Annual | | 184.13 | 184.13 | | 13,194.02 |
| Yr 4 Annual | 554.85 | 184.13 | 738.98 | 51.45 | 12,587.72 |
| Yr 5 Semi Annual | | 184.13 | 184.13 | | 12,587.72 |
| Yr 5 Annual | 554.85 | 184.13 | 738.98 | 69.64 | 11,963.23 |
| Yr 6 Semi Annual | | 184.13 | 184.13 | | 11,963.23 |
| Yr 6 Annual | 554.85 | 184.13 | 738.98 | 88.37 | 11,320.01 |
| Yr 7 Semi Annual | | 184.13 | 184.13 | | 11,320.01 |
| Yr 7 Annual | 554.85 | 184.13 | 738.98 | 107.67 | 10,657.49 |
| Yr 8 Semi Annual | | 184.13 | 184.13 | | 10,657.49 |
| Yr 8 Annual | 554.85 | 184.13 | 738.98 | 127.55 | 9,975.10 |
| Yr 9 Semi Annual | | 184.13 | 184.13 | | 9,975.10 |
| Yr 9 Annual | 554.85 | 184.13 | 738.98 | 148.02 | 9,272.23 |
| Yr 10 Semi Annual | | 184.13 | 184.13 | | 9,272.23 |
| Yr 10 Annual | 554.85 | 184.13 | 738.98 | 169.10 | 8,548.28 |
| Yr 11 Semi Annual | | 184.13 | 184.13 | | 8,548.28 |
| Yr 11 Annual | 554.85 | 184.13 | 738.98 | 190.82 | 7,802.61 |
| Yr 12 Semi Annual | | 184.13 | 184.13 | | 7,802.61 |
| Yr 12 Annual | 554.85 | 184.13 | 738.98 | 213.19 | 7,034.57 |
| Yr 13 Semi Annual | | 184.13 | 184.13 | | 7,034.57 |
| Yr 13 Annual | 554.85 | 184.13 | 738.98 | 236.23 | 6,243.48 |
| Yr 14 Semi Annual | | 184.13 | 184.13 | | 6,243.48 |
| Yr 14 Annual | 554.85 | 184.13 | 738.98 | 259.97 | 5,428.67 |
| Yr 15 Semi Annual | | 184.13 | 184.13 | | 5,428.67 |
| Yr 15 Annual | 554.85 | 184.13 | 738.98 | 284.41 | 4,589.41 |
| Yr 16 Semi Annual | | 184.13 | 184.13 | | 4,589.41 |
| Yr 16 Annual | 554.85 | 184.13 | 738.98 | 309.59 | 3,724.97 |
| Yr 17 Semi Annual | | 184.13 | 184.13 | | 3,724.97 |
| Yr 17 Annual | 554.85 | 184.13 | 738.98 | 335.52 | 2,834.61 |
| Yr 18 Semi Annual | | 184.13 | 184.13 | | 2,834.61 |
| Yr 18 Annual | 554.85 | 184.13 | 738.98 | 362.23 | 1,917.52 |
| Yr 19 Semi Annual | | 184.13 | 184.13 | | 1,917.52 |
| Yr 19 Annual | 554.85 | 184.13 | 738.98 | 389.74 | 972.93 |
| Yr 20 Semi Annual | | 184.13 | 184.13 | | 972.93 |
| Yr 20 Annual | 554.85 | 184.13 | 738.98 | 418.08 | -0.00 |
| TOTALS: | 11,096.98 | 7,365.05 | 18,462.03 | 3,812.02 | |



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Miller and Board of Directors

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

DATE: May 12, 2017

**SUBJECT: Items to be brought forward to the public agenda from Special
(In-Camera) Meeting**

As per the Regional Board recommendation, the following motion is being brought forward from the Special (In-Camera) meeting of May 11, 2017:

“That Rory McKenzie be appointed as the Director of Environmental Services.”

CARRIED UNANIMOUSLY

Recommendation: (All/Directors/Majority)

Receive.

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

TO: Chair Miller and Board of Directors

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

DATE: May 12, 2017

SUBJECT: 2017 UBCM Resolution Deadline

The deadline to submit resolutions for consideration at the UBCM Convention is June 30, 2017. Resolutions received after June 30th will not be printed in the Resolutions Book and can only be admitted for debate by special motion during the Convention.

Any resolutions that the Board wishes to put forward must be adopted by the Board of Directors by the June 22, 2017 Board meeting.

RECOMMENDATION: (All/Directors/Majority)

Receive



REGIONAL DISTRICT OF BULKLEY-NECHAKO
Memo – Board Agenda May 25, 2017

To: Chair Miller and the Board of Directors
 From: Roxanne Shepherd, Chief Financial Officer
 Date: May 16, 2017
 Re: Item to be brought forward to the public agenda from Special (In-Camera) Meeting of May 11, 2017

As per the Regional Board recommendation, the following motion is being brought forward from the Special (In-Camera) meeting of May 11, 2017:

“That the Regional District of Bulkley-Nechako Board of Directors ratify the sale of the Home Trust demand note purchased by Raymond James on behalf of the Regional District of Bulkley-Nechako on September 13, 2016 for \$999,505, and sold on April 28, 2017 at a loss of \$17,374.09 in order to reduce the risk to public funds held by the Regional District of Bulkley-Nechako.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

I would be pleased to answer any questions.

R Shepherd

Recommendation:

(all/weighted/majority)

That the Board of Directors:

Receive the Chief Financial Officers memo titled “Item to be brought forward to the public agenda from Special (In-Camera) Meeting of May 11, 2017”.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
Memo – Board Agenda May 25, 2017

To: Chair Miller and the Board of Directors
 From: Roxanne Shepherd, Chief Financial Officer
 Date: May 12, 2017
 Re: Report on 2016 Short Term Investments

The RDBN invests short term surplus funds to earn interest income. Funds are currently invested through Raymond James and Hollis Wealth.

Attached is a schedule detailing the investments held at December 31, 2016. At year-end 2016, the Regional District had \$4,852,247 invested through Raymond James and \$4,289,515 invested through Hollis Wealth, for a total of \$9,141,762. These investments include one-year GICs that are redeemable after 90 days. They also include a demand note that is guaranteed at maturity in May 2017 but it redeemable at market value at any time.

Also attached is a schedule outlining the interest earned each month during the year. The Regional District earned \$120,495 in interest on short term investments in 2016. The average monthly return on investments ranged from 1.39% to 1.55% throughout the year.

I would be pleased to answer any questions.

R. Shepherd

Recommendation:

(all/directors/majority)

That the Board of Directors:

1. Receive the Chief Financial Officers memo titled "Report on 2016 Short Term Investments".

Regional District of Bulkley-Nechako

Raymond James Investments

Dec-16

Number of Days In Month 31

| Investment | Maturity | Cashable | Opening Principal | Rate | Opening Amount | | New Investment | | | Redemptions | | | Interest | Closing Balance | Weighted Average Amount Invested for the Month | |
|-----------------------|-----------|-----------|---------------------|-------|---------------------|---------------|-------------------|------------------|---------------|-------------------|------|------------------|-----------------|---------------------|--|---------------------|
| | | | | | Opening Balance | Days Interest | Investment Amount | Date | Days Interest | Redemption Amount | Date | Days No Interest | | | | |
| | | | | | | | | | | | | | | | | |
| First West GIC 1.45% | 21-Jul-17 | 20-Aug-16 | 270,883.73 | 1.45% | 274,628.17 | 31 | | | | | | | 333.60 | 274,961.77 | 274,628.17 | |
| First West GIC 1.45% | 25-Jul-17 | 24-Aug-16 | 2,500,000.00 | 1.45% | 2,512,712.33 | 31 | | | | | | | 3,078.77 | 2,515,791.10 | 2,512,712.33 | |
| Home TR 2.35% | 24-May-17 | 24-May-17 | 990,000.00 | 2.35% | 990,382.44 | 31 | | | | | | | 1,975.93 | 992,358.37 | 990,382.44 | |
| Affinity CU GIC 1.76% | 25-Feb-17 | | 1,008,112.33 | 1.76% | 1,021,589.09 | 31 | | | | | | | 1,502.80 | 1,023,091.89 | 1,021,589.09 | |
| Manulife HISA 1.00% | | | 34,351.00 | 1.00% | 34,379.23 | 31 | 11,632.50 | 21-Dec-16 | 10 | | | | 32.36 | 46,044.09 | 38,131.65 | |
| CASH | | | | | 0.00 | 31 | | | | | | | | 0.00 | 0.00 | 0.00 |
| Total | | | 4,803,347.06 | | 4,833,691.26 | | | 11,632.50 | | | | | 6,923.46 | 4,852,247.22 | | 4,837,443.66 |

1.69%

Hollisweath

Dec-16

Number of Days In Month 31

| Investment | Maturity | Cashable | Principal | Rate | Opening Amount | | New Investment | | | Redemptions | | | Interest | Closing Balance | Weighted Average Amount Invested for the Month | |
|---------------------------|-----------|-----------|---------------------|-------|---------------------|---------------|-------------------|------|---------------|-------------------|------|------------------|-----------------|---------------------|--|---------------------|
| | | | | | Opening Balance | Days Interest | Investment Amount | Date | Days Interest | Redemption Amount | Date | Days No Interest | | | | |
| | | | | 1.00% | | 31 | | | | | | | | | | |
| Prospera Credit Union GIC | 30-Mar-17 | 29-Jun-16 | 1,009,000.00 | 1.45% | 1,018,820.60 | 31 | | | | | | | 1,242.59 | 1,020,063.19 | 1,018,820.60 | |
| First West CU GIC | 17-Aug-17 | 16-Sep-16 | 3,250,000.00 | 1.41% | 3,265,559.38 | 31 | | | | | | | 3,891.99 | 3,269,451.37 | 3,265,559.38 | |
| | | | | | | 31 | | | | | | | | | | |
| | | | | | | 31 | | | | | | | | | | |
| | | | | | | 31 | | | | | | | | | | |
| | | | | | 0.00 | 31 | | | | | | | | 0.00 | 0.00 | 0.00 |
| Total | | | 4,259,000.00 | | 4,284,379.99 | | | | | | | | 5,134.58 | 4,289,514.56 | | 4,284,379.99 |

1.41%

| | | | | | | |
|----------------------------------|---------------------|------------------|----------|------------------|---------------------|---------------------|
| Total Investments Balance | 9,118,071.25 | 11,632.50 | - | 12,058.04 | 9,141,761.79 | 9,121,823.67 |
|----------------------------------|---------------------|------------------|----------|------------------|---------------------|---------------------|

1.55%

141

2016 Investment Interest Income

Regional District of Bulkley-Nechako

| | Average Amount Invested | Interest Rate | Total Interest Earned |
|-----------|--|--------------------------|--------------------------------------|
| January | 8,725,051 | 1.42% | 10,489.87 |
| February | 8,080,526 | 1.43% | 9,171.79 |
| March | 7,303,888 | 1.47% | 9,197.19 |
| April | 7,068,670 | 1.47% | 8,651.86 |
| May | 6,234,848 | 1.48% | 7,941.24 |
| June | 5,301,929 | 1.49% | 6,605.41 |
| July | 5,601,837 | 1.47% | 7,068.66 |
| August | 9,389,361 | 1.39% | 10,969.99 |
| September | 11,027,157 | 1.46% | 13,310.53 |
| October | 10,016,988 | 1.55% | 13,161.54 |
| November | 9,285,792 | 1.55% | 11,868.78 |
| December | 9,121,824 | 1.55% | 12,058.04 |
| | | | <u>120,494.90</u> |

Stuart Nechako Regional Hospital District

| | Average Amount Invested | Interest Rate | Total Interest Earned |
|--|--|--------------------------|----------------------------------|
| | 1,399,966 | 1.44% | 1,714.16 |
| | 1,393,129 | 1.44% | 1,588.67 |
| | 1,341,269 | 1.43% | 1,631.46 |
| | 1,260,701 | 1.44% | 1,490.67 |
| | 1,070,391 | 1.47% | 1,334.70 |
| | 1,071,726 | 1.46% | 1,288.07 |
| | 1,073,014 | 1.48% | 1,346.62 |
| | 1,074,361 | 1.48% | 1,346.62 |
| | 1,075,707 | 1.47% | 1,303.18 |
| | 2,343,462 | 1.38% | 2,744.92 |
| | 2,589,755 | 1.37% | 2,916.60 |
| | 2,081,837 | 1.34% | 2,377.48 |
| | | | <u>21,083.15</u> |

ehi

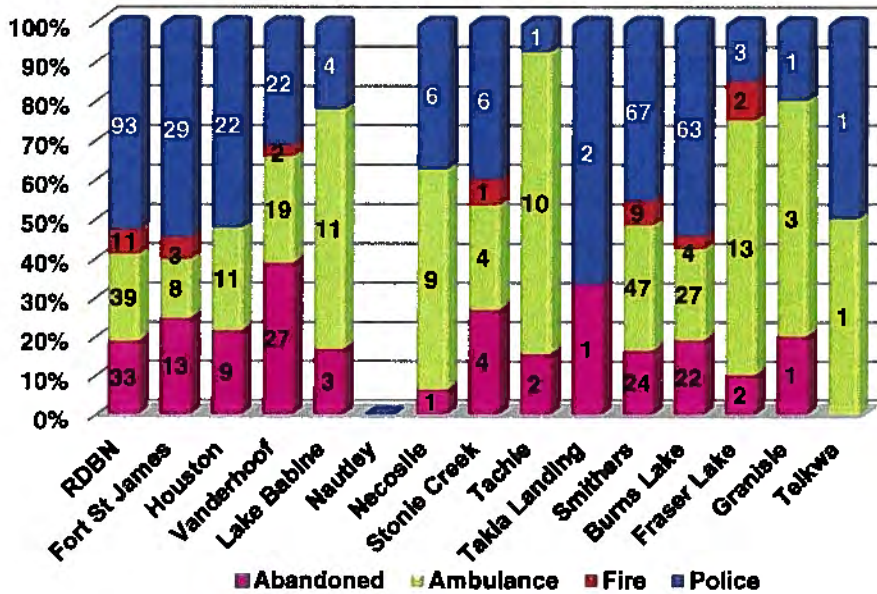


Memorandum

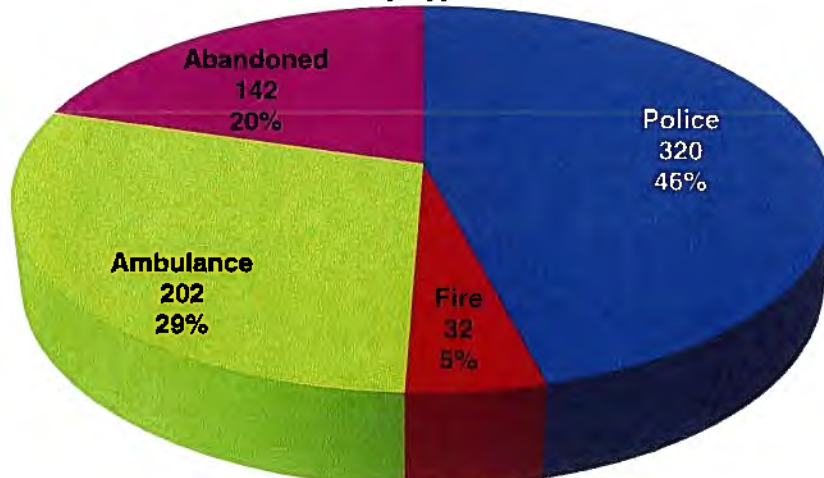
To: Chair Miller and the Board of Directors
 From: Haley Jeffrey, Emergency Services Manager
 Date: May 10, 2017
 Re: Monthly 9-1-1 Call Report – April 2017

E-COMM received a total of 696 9-1-1 calls for the month of April 2017 within the Regional District of Bulkley-Nechako. The charts below show the 9-1-1 calls received by jurisdiction and call type.

April 2017
 Monthly 9-1-1 Call Summary
 By Area

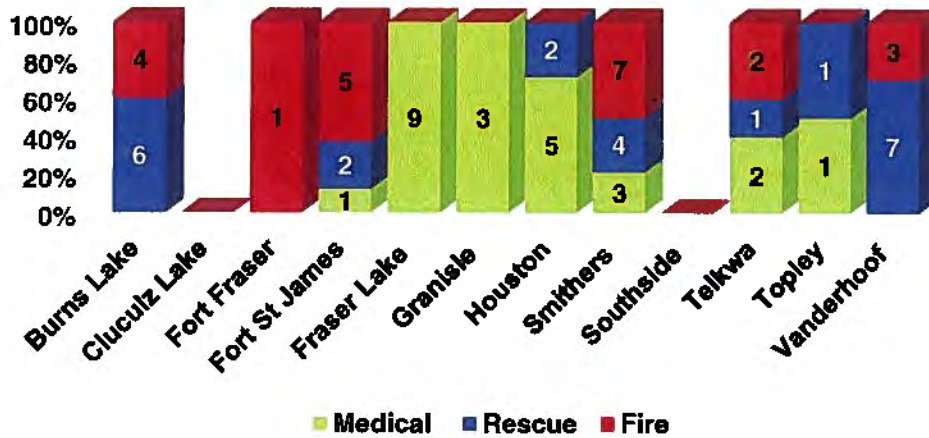


April 2017
 Monthly 9-1-1 Call Summary
 By Type

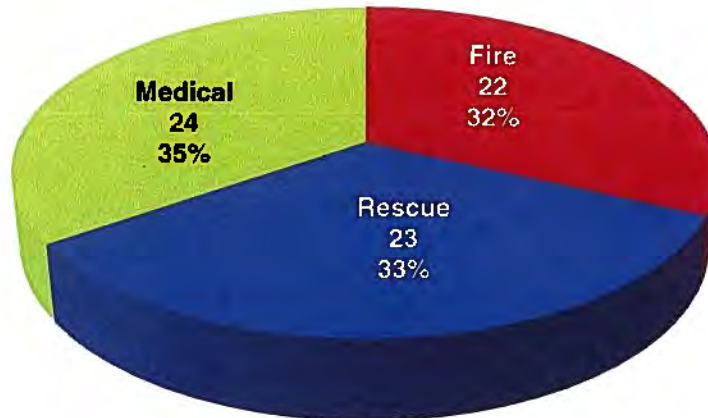


Of the 640 911 calls received in April, 69 were forwarded to the Fire Operation Communication Centre for Fire Department response. The charts below show the 9-1-1 calls received by Fire Department and by call type.

April 2017
Fire Department Call Summary
By Area



April 2017
Fire Service Call Summary
By Activity



Recommendation

That the Board of Directors receive the memorandum titled "Monthly 9-1-1 Call Report".

All/Directors/Majority

Written By:

Haley Jeffrey
Emergency Services Manager

Reviewed by:

Jason Llewellyn
Director of Planning
and Protective Services



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

To: Chairperson Miller and Board of Directors (May 25, 2017)

From: Janette Derksen
Environmental Services Coordinator

Date: May 15, 2017

Subject: Paint, Pesticides and Flammable Liquids Collection Revenue Report

At a previous Committee of the Whole meeting, May 11, 2017, staff were requested to provide a report in regard to the partnership with the Extended Producer Responsibility (EPR) Stewardship organization ReGeneration for Paint, Pesticides and Flammable Liquids Collection at the Smithers/Telkwa Transfer Station. The report should be including implications of proposed changes; and further, that the report includes the revenues that the RDBN no longer receives wherein the EPR Stewardship organization ReGeneration transferred it's drop off locations to area Bottle Depots. The board would like to explore opportunities to provide financial support to S.A.R.S. recycling activities. The purpose of this memorandum is to provide the information requested.

Background

The Regional District of Bulkley-Nechako has partnered with the Extended Producer Responsibility Stewardship organization ReGeneration (previously known as Product Care) since before 2000 for the collection of household hazardous waste products including paint, pesticides and flammable liquids. The following table shows the breakdown of RDBN facilities as well as non-regional facilities in the region:

| RDBN Facility Locations | Products Accepted |
|---|---|
| Fort St. James Transfer Station | Paint |
| Area "D" Transfer Station | Paint |
| Burns Lake Transfer Station (ends May 30) | Paint |
| Knockholt Landfill | Paint |
| Smithers/Telkwa Transfer Station | Paint, Pesticides and Flammable Liquids |
| Non-Regional Facility Locations | Products Accepted |
| Nechako Valley Bottle Depot | Paint |
| Houston Bottle Depot | Paint, Pesticides and Flammable Liquids |
| Ouellette Bros Building Supplies | Paint, Pesticides and Flammable Liquids |
| Burns Lake Bottle Depot | Paint |
| Bulkley Valley Bottle Depot (in progress) | Paint, Pesticides and Flammable Liquids |

The RDBN receives revenue from the collection of household paint, pesticide and flammable liquid products. For the Burns Lake, Knockholt and Smithers/Telkwa sites the revenue includes a monthly storage fee ('grand-fathered' in for placement collection bins) and from product collected. For the Fort St. James and Area "D" facilities, revenue is only received for the collection of product.



146

The table below shows the breakdown of payment terms for RDBN facilities:

| Location | Monthly Storage Fee | Collection Fee (minus penalties) |
|---|---------------------|----------------------------------|
| Fort St. James Transfer Station | n/a | \$45/bin |
| Area "D" Transfer Station | n/a | \$45/bin |
| Burns Lake Transfer Station (ends May 30, 2017) | \$150 | \$45/bin |
| Knockholt Landfill | \$150 | \$45/bin |
| Smithers/Telkwa Transfer Station | \$350 | \$45/bin |

The table below shows the breakdown of revenue generated through the partnership with Regeneration for the 2015 & 2016 years.

| Location | 2015 Revenue | 2016 Revenue |
|--------------------------------------|-------------------|-------------------|
| STTS--storage payments | \$3,850.00 | \$4,200.00 |
| Revenue | \$1,755.00 | \$456.50 |
| Penalties | -\$26.00 | 0.00 |
| Subtotal | \$5,579.00 | \$4,656.50 |
| Labor and Equipment (yearly average) | \$1,920.00 | \$1,920.00 |
| Total | \$3,659.00 | \$2,736.50 |
| KNLF--storage payments | \$1,650.00 | \$1,800.00 |
| Revenue | \$360.00 | \$450.00 |
| Penalties | -\$20.50 | -\$15.00 |
| Subtotal | \$1,989.50 | \$2,235.00 |
| Labor and Equipment (yearly average) | \$500.00 | \$500.00 |
| Total | \$1,489.50 | \$1,735.00 |
| BLTS--storage payments | \$1,650.00 | \$1,800.00 |
| Revenue | \$900.00 | \$1,035.00 |
| Penalties | -\$9.00 | -\$208.75 |
| Subtotal | \$2,541.00 | \$2,626.25 |
| Labor and Equipment (yearly average) | \$1,000.00 | \$1,000.00 |
| Total | \$1,541.00 | \$1,626.25 |
| ADTS--no storage payments | \$0.00 | \$0.00 |
| Revenue | \$315.00 | \$0.00 |
| Penalties | -\$52.75 | \$0.00 |
| Subtotal | \$262.25 | \$0.00 |
| Labor and Equipment (yearly average) | \$500.00 | \$240.00 |
| Total | -\$237.75 | -\$240.00 |
| FSJTS--no storage payments | \$0.00 | \$0.00 |
| Revenue | \$810.00 | \$630.00 |
| Penalties | -\$180.00 | -\$32.25 |
| Subtotal | \$630.00 | \$597.75 |
| Labor and Equipment (yearly average) | \$1,000.00 | \$1,000.00 |
| Total | -\$370.00 | -\$402.25 |
| (Revenue - Expenses) Total | \$6,081.75 | \$5,455.50 |



To summarize the above, the EPR program ReGeneration has a broad range of collection depots in our region which shows the successfulness of the program mandate, to provide a way for consumers to recycle their product at end of life. The revenue collected from the EPR program located at the RDBN facilities reduces the amount of costs associated to run the operations at the RDBN-owned sites therefore decreasing the amount of annual taxation needed.

The Burns Lake Bottle Depot is currently a household hazardous waste collection facility that accepts only paint. The collection depot located at the Burns Lake Transfer Station is being phased out by May 31, 2017. Staff have posted signs at the BLTS location promoting the new facility at the Burns Lake Bottle Depot. As of June 2017, RDBN will no longer be receiving revenue from this program. Presently, RDBN does not provide any source of stewardship revenue to other non-RDBN household hazardous waste collection facilities where a RDBN collection depot co-exists with an alternative location.

So the question is still arising as to whether the RDBN should be phasing out those locations where other alternative options exist, if the local alternative is requesting this to occur. The reason for this is that the alternative locations also generate revenue from collection of product and therefore the rationale is competing locations ultimately split available revenue. Currently as seen in the phasing out of the location at the Burns Lake Transfer station, the RDBN will lose approximately \$2,600 per year from net revenue, this goes towards site operations.

The following is a table showing the advantages and disadvantages with phasing out the collection depots at the sites which co-exists with an alternative location.

| Advantages of Phasing Out | Disadvantages of Phasing Out |
|---|--|
| <ul style="list-style-type: none">-Support the sustainability of local recycling by not competing for revenue.-Less staff time would be spent on monitoring and maintaining the collection site and employee training. | <ul style="list-style-type: none">-Minimizes convenient locations that consumers have to recycle the product.-Loss of revenue from this service.-Offsetting increase in taxation.-Loss of revenue from placement of collection bin. |

In discussions with representatives from ReGeneration, they are not opposed to the idea of the RDBN phasing out the solid waste facilities as collection sites (other than potentially the Smithers/Telkwa Transfer Station due to the population base served) as long as the RDBN is willing to take the program back on, should the alternate location not work out.

In addition, it is confirmed that for those facilities currently receiving monthly storage fees, that this revenue would not be part of any new contracts with ReGeneration should the alternative locations not work out and the RDBN sites are requested to become collection facilities again.

Task

The topic of the revenue generated from Paint, Pesticides and Flammable Liquids Collection Stewardship program, ReGeneration, has been brought back to the table from an informal request by Smithers and Area Recycling Society (S.A.R.S.) to have the revenue from this Stewardship program transferred from the Smithers/Telkwa Transfer Station to S.A.R.S. In discussion with the 3 Western Board members (Repen, Bachrach and Fisher) and staff, staff were asked to look into



the processes for allowing revenue to be given to this Society. The following chart show recent development process that RDBN has been working with specific request:

| Stewardship program Material | S.A.R.S Request | Outcome |
|--|---|--|
| Metal | -Moved to a S.A.R.S location | RDBN outlined the process that the site operations involved and the loss of Revenue to the RDBN – S.A.R.S. decided that the task was too large and they didn't have storage. |
| Paint, Pesticides and Flammable Liquids Collection | <p>-To allow S.A.R.S staff come monthly to the Donaldson Rd. site to collect material from the Smithers/Telkwa Transfer Station Bins.</p> <p>-To become a collection depot for material.</p> <p>-To transfer revenue generated by STTS PaintPlus program to them.</p> | <p>-Hazardous Waste Regulations states that materials be transported by a licensed transporter and based on volume requires product manifests. - S.A.R.S felt that was not a path they wanted to take.</p> <p>- RDBN does not control the locations on where EPR Stewardship program depots are. -S.A.R.S is now a PaintPlus facility, currently receiving paint and in process to be able to collect the PaintPlus.</p> <p>- RDBN is not under obligation or function to transfer any revenue to a business or organization outside of contract or sale of purchase. Please refer to LGA 263 (1)(c)</p> |
| Automotive Batteries | <p>-Collect batteries from the STTS collection bins to S.A.R.S facility on a monthly basis.</p> <p>-To Transfer revenue generated by STTS from the</p> | <p>-Federal Regulation States that this product over certain weight must follow the Transportation of Dangerous Goods Act. Also, Hazardous Waste Regulations states that materials be transported by a licensed transporter and based on volume requires product manifests. - S.A.R.S felt that wasn't the path to take with their staff.</p> <p>- RDBN is not under obligation or function to transfer any revenue to business or</p> |



| | | |
|--|--|--|
| | <p>Battery collection be transferred to S.A.R.S.</p> | <p>organization outside of contract or sale of purchase. -BVBL currently accepts automotive batteries. Stewardship program reps feels it important to provide multiple options for consumers to recycle product.</p> |
|--|--|--|

Potential Solutions to be Considered

S.A.R.S. has requested that the RDBN contribute to their costs of operating recycling program the benefit Smithers and Area. Directors Bachrach, Reppen and Fisher have directed staff to explore opportunities to accommodate this request. In order to ensure the legislature requirements, EPR contract requirements and the sustainability of Smithers and Area recycling requirements are all met, staff have investigated potential solutions as outlined below.

#1: Application for Grant in Aid

During discussion with 3 western directors (Reppen, Bachrach and Fisher) on Dec 12, 2016, staff noted that they would look into the possibility of providing Grant in Aid to S.A.R.S for the amount requested. At the time of the discussion the requested amount was the \$5,579 from the ReGeneration revenue generated from the Smithers/Telkwa Transfer Station. According to the Regional District of Bulkley-Neuchako Electoral Area Grant in Aid Assistance Policy guided by the authority of the Local Government Act (Sec. 263(1) (c)) "That the governing powers of a board include to provide assistance for the purpose of benefitting the community or any aspect of the community." Stating this, S.A.R.S may submit an application to the RDBN Board for Grant in Aid providing that they can prove that the funds received from this assistance program will benefit the community or electoral area. The RDBN Board could approve the application if it meets all of the criteria outlined in the policy. Building on that (Sec. 273) prohibits assistance to an industrial, commercial or business undertaking. Even though S.A.R.S is a not-for-profit organization with a charitable status, they are considered a business. Following (Sec.274) of the Act, in summary the Board may refer the organization to Option 1 above in that a board may provide assistance under a partnering agreement. Please see supporting documentation for copies of the above mentioned sections.

#2: Transfer of Revenue

Upon formal written request to the RDBN, S.A.R.S could provide an updated business plan and request funding from such Stewardship Programs offered at the Smithers/Telkwa Transfer Station that they wish to have transferred from the Regional District to their organization. If justification could be found that would not put the RDBN at risk and that would allow for fair treatment across the regions' electoral areas, then the Board could approve such a transaction. Section 374 (9) of the Local Government Act limits the RDBN expenditures respecting assistance other than under a partnering agreement.



#3: Enter into a Recycling service contract agreement with S.A.R.S.

The historical practice for any recycling depot in the Regional District of Bulkley Nechako is for the organization to submit a sustainable business plan along with a proposal to the RDBN. This proposal requests cost subsidies from the RDBN to support the services that their organization would provide to the recycling community, resulting in waste reduction from the Regional Landfills. Since the MMBC program and other stewardship programs cover a majority of the revenue generated by a recycling facility the RDBN is subsidizing costs for land and bin rental, education and awareness, snow removal and maintenance of the recycling facility. (Please see supporting documents under Memorandum titled 2017 Recycling Program Contract Renewals for examples of the 2017 agreements with the other regional recycling organizations). The RDBN will enter into a one year contract agreement with each of the recycling organization after negotiation of agreement. This contract could be extended upon request after its expiry. Currently, the RDBN Board has extended 5 recycling contracts in 2017. The RDBN contracts are with the following organizations and this is the amount contributed:

- Burns Lake Bottle Depot - \$31,980 (excluding taxes)
- Nechako Healthy Community Alliance - \$82,455 (excluding taxes)
- Fraser Lake Bottle Depot- \$50,000 (excluding taxes)
- Houston Bottle Depot - \$ 42,232 (excluding taxes)
- District of Fort St. James (Intergris Center) - \$14,000 (excluding taxes)

Currently, the RDBN is not under a contract agreement with S.A.R.S as they have been since 2004. Their last contract extension with the RDBN expired June 31, 2016. The majority of S.A.R.S revenue is generated by other sources (including MMBC and other stewardship programs). After the cardboard ban (July 1, 2016) the RDBN Board passed a motion not pay for the Cardboard ICI sector, Mr. Harding, S.A.R.S representative, felt that there wasn't any need to further their contract thereafter. The RDBN would like to work with the Society to find a way to alleviate some of the costs associated with recycling by allocating funding for this area for a service that compares with other recycling facilities in the region. See chart below for the 2016 costs and allocations. Unused allocations have been carried over into 2017.

| Area | Recycling Group 2016 Costs | Reuse Shed Costs 2016 | RDBN Annual Allocation | Unused 2016 Allocation | Previous Years Unused Monies (Reserves) | Unused 2016 Annual Allocation + Reserves Carried to 2017 |
|-----------------------|----------------------------|-----------------------|------------------------|------------------------|---|--|
| Smithers and Area "A" | \$ 40,142 | 9,120.50 | 86,236 | 36,973.50 | 37,981 | 75,942 |
| Telkwa and Area "A" | \$ 5,202 | 9,120.50 | 15,971 | 1,648.50 | 47,912 | 50,548 |

Conclusion:

With the information outlined in this report, staff would like to recommend that the RDBN Board of Directors shows consistency across the region between the individual recycling groups by suggesting to the Smithers and Area Recycling Society that they submit an updated sustainable



business plan and request RDBN funding to offset the cost of the work that the Society is currently providing or could potentially provide. This method is proving successful and mutually beneficial in existing contract agreements with other recycling organizations in the Regional District of Bulkley-Nechako.

RECOMMENDATION

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "Paint, Pesticides and Flammable Liquids Collection Revenue Report" and dated May 15, 2017.
2. Further, that the Board of Directors direct that staff:
 - a) Request from S.A.R.S. an updated Business Plan with Financial information that supports a sustainable business, and then
 - b) Work with S.A.R.S. to negotiate an agreement that will be finalized to provide a cost contribution for recycling initiatives and services in comparison to other recycling organizations in the Regional District that complies with legislation and does not contravene the requirements of the Stewardship programs.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM

To: Chairperson Miller and Board of Directors (December 15, 2016)

From: Janine Dougall
Director of Environmental Services

Date: December 6, 2016

Subject: 2017 Recycling Program Contract Renewals

At the February 26, 2015 Board Meeting the following recommendation was carried regarding budget funding allocations for recycling programs in the RDBN:

That the Regional District of Bulkley-Nechako Board of Directors continue to support sustainable recycling initiatives across the RDBN; and further that, the Board of Directors authorize the allocation of sufficient funding in the annual recycling budgets in each area to fully cover the projected costs of the expanded recycling programs in those areas where MMBC is not providing PPP recycling services.

Further that, in those areas where the current annual allocation is sufficient to cover costs of the expanded program, keep the annual allocations the same and continue to carry forward unused allocations to future years. In those areas where the annual allocation is insufficient, increase the annual allocation to match the projected costs of the expanded recycling program. The increase in annual allocation would only take effect once any residual (unused) allocations were fully utilized.

As directed by the motion carried by the Board, the Environmental Services Budget was adjusted as required in 2015 and 2016 and efforts were made by RDBN staff to expand programs in those areas where MMBC was not providing packaging and printed paper (PPP) recycling services.

2016 Recycling Program Changes

In 2016, the RDBN Board of Directors implemented a region wide corrugated cardboard ban and committed to fund residential drop off recycling opportunities for packaging and printed paper materials, including cardboard, in those areas where MMBC did not provide services. The institutional, commercial and industrial (ICI) sector were to bear the costs of recycling their cardboard. This resulted in the RDBN placing cardboard collection bins at the Vanderhoof and Granisle Transfer Stations for the collection of residentially generated corrugated cardboard.

2016 also saw the reopening of reuse sheds with RDBN staff at the Smithers/Telkwa, Burns Lake and Vanderhoof Transfer Stations, based on direction received from the Board and local area Directors.

The above initiatives have increased costs associated with the provision of recycling services in the RDBN. The tables below provide a summary of the current and proposed 2017 recycling expenditures for each area:



Fort St. James and Area

Service Provision:

- Residential packaging (including plastics) and printed paper provided by Nak'azdli Band Council – paid for by MMBC.
- ICI paper and cardboard recycling through contract with Nak'azdli Band Council from January-June, 2016. Contract changed to ICI paper only from July-December, 2016.
- Reuse shed has not been reopened.

At this time a proposal for continuance of ICI paper recycling services for the 2017 year has not been received by the Regional District.

Fort St. James and Area Cost Breakdown Summary:

| Recycling Component | 2016 Costs (estimated) | 2016 Budget | 2016 Budget Carryover to 2017 | 2017 Budget without Uplift in Costs (annual allocation of \$28,478 plus 2016 carryover) | 2017 Proposed Costs | Increase in 2017 Budget Required to Cover 2017 Proposed Costs |
|----------------------------|-------------------------------|--------------------|--------------------------------------|--|----------------------------|--|
| Nak'azdli | \$21,300 | | | | Unknown | |
| Reuse Shed (Not Reopened) | \$0 | | | | None | |
| Total | \$21,300 | \$99,474 | \$78,174 | \$106,652 | \$0 | None |

Given the outlined current proposed 2017 costs, and unless provided different direction from the Board of Directors, the Budget line item for Fort St. James and Area Recycling will be set at \$106,652 for the first draft of the 2017 budget.

Vanderhoof and Area

Service Provision:

- Printed paper and plastics recycling through contract with Nechako Healthy Community Alliance – primarily residential based, although ICI is not excluded. Prior to July 1, 2016 recycling services included cardboard.
- Residential corrugated cardboard collection and recycling through agreement with Waste Management. 10 – 6 yard bins placed at Vanderhoof Transfer Station. This program was initiated on July 1, 2016.
- RDBN Reuse Shed Attendant – works 28 hours/week, currently temporary position with no benefits. Reuse shed was reopened in October 2016.

The proposal for the continuance of recycling services by the Nechako Waste Reduction Initiative for the time period of January 1-December 31, 2017 is attached for additional information. Further, a recommendation to extend the contract is outlined in the "recommendations" section of the memorandum for consideration by the Board of Directors.



Vanderhoof and Area Cost Breakdown Summary:

| Recycling Component | 2016 Costs (estimated) | 2016 Budget | 2016 Budget Carryover to 2017 | 2017 Budget without Uplift In Costs (annual allocation of \$65,223 plus 2016 carryover) | 2017 Proposed Costs | Increase in 2017 Budget Required to Cover 2017 Proposed Costs |
|---|-------------------------------|--------------------|--------------------------------------|--|----------------------------|--|
| Nechako Healthy Community Alliance | \$81,560 | | | | \$82,455 | |
| Residential Cardboard Recycling – Bins at VTS | \$7,700 | | | | \$11,000 | |
| VTS Reuse Shed Attendant | \$6,972 | | | | \$28,374 | |
| VTS Reuse Shed Supplies/ Maintenance /Other | \$2,105 | | | | | |
| Total | \$98,337 | \$138,672 | \$40,335 | \$105,558 | \$121,829 | \$16,271 |

Given the outlined proposed 2017 costs, and unless provided different direction from the Board of Directors, the Budget line item for Vanderhoof and Area Recycling will be set at \$121,829 for the first draft of the 2017 budget.

Fraser Lake and Area

Service Provision:

- Residential cardboard and paper recycling through contract with the Fraser Lake Bottle Depot. ICI customers are allowed to utilize the paper bins only as of July 1, 2016.
- Reuse shed was reopened utilizing existing RDBN staff, therefore no additional costs. Reuse shed was reopened in May 2016.

The proposal for the continuance of recycling services by the Fraser Lake Bottle Depot for the time period of January 1-December 31, 2017 is attached for additional information. Further, a recommendation to extend the contract is outlined in the "recommendations" section of the memorandum for consideration by the Board of Directors.



Fraser Lake and Area Cost Breakdown Summary:

| Recycling Component | 2016 Costs (estimated) | 2016 Budget | 2016 Budget Carryover to 2017 | 2017 Budget without Uplift In Costs (annual of allocation of \$26,517 plus 2016 carryover) | 2017 Proposed Costs | Increase in 2017 Budget Required to Cover 2017 Proposed Costs |
|----------------------------|-------------------------------|--------------------|--------------------------------------|---|----------------------------|--|
| Fraser Lake Bottle Depot | \$40,826 | | | | \$50,000* | |
| Area "D" Reuse Shed | None | | | | None | |
| Total | \$40,826 | \$50,000 | \$9,174 | \$35,691 | \$50,000 | \$14,309 |

Notes: *Increase in Fraser Lake Bottle Depot proposal costs due to additional paper processing fees charged by processor.

Given the outlined proposed 2017 costs, and unless provided different direction from the Board of Directors, the Budget line item for Fraser Lake and Area Recycling will be set at \$50,000 for the first draft of the 2017 budget.

Burns Lake/Southside

Service Provision:

- Residential packaging (including plastics) and printed paper provided by Burns Lake Recycling Depot – paid for by MMBC.
- Residential cardboard and paper recycling offered at the Southside Transfer Station through agreement with Waste Management.
- ICI paper recycling through contract with Burns Lake Recycling Depot and Cascades Recovery (this started in July 2016. From January-June, cardboard and paper recycling was provided).
- RDBN Reuse Shed Attendant – works 28 hours/week, currently temporary with no benefits. Reuse shed was reopened in May 2016.

The proposal for the continuance of recycling services by Burns Lake Recycling Depot Ltd. for the time period of January 1-December 31, 2017 is attached for additional information. Further, a recommendation to extend the contract is outlined in the "recommendations" section of the memorandum for consideration by the Board of Directors.



Burns Lake and Area Cost Breakdown Summary:

| Recycling Component | 2016 Costs (estimated) | 2016 Budget | 2016 Budget Carryover to 2017 | 2017 Budget without Uplift in Costs (annual of allocation of \$44,746 plus 2016 carryover) | 2017 Proposed Costs | Increase in 2017 Budget Required to Cover 2017 Proposed Costs |
|--------------------------------------|-------------------------------|--------------------|--------------------------------------|---|----------------------------|--|
| Burns Lake Recycling Depot | \$46,153 | | | | \$31,980 | |
| Cascades Recovery | \$6,000 | | | | \$6,000 | |
| Southside Paper and Cardboard | \$3,000 | | | | \$3,600 | |
| BLTS Reuse Shed Attendant | \$16,268 | | | | \$28,374 | |
| BLTS Reuse Shed Supplies/Maintenance | \$2,055 | | | | | |
| Total | \$73,476 | \$295,239 | \$221,763 | \$266,508 | \$69,954 | None |

Given the outlined proposed 2017 costs, and unless provided different direction from the Board of Directors, the Budget line item for Burns Lake and Area Recycling will be set at \$266,508 for the first draft of the 2017 budget.



Granisle and Area

Service Provision:

- Residential cardboard recycling through agreement with Waste Management. 4-6yard bins placed at Granisle Transfer Station. This program was initiated on July 1, 2016.
- Reuse shed was reopened using existing RDBN staff, therefore no additional costs. Reuse shed was reopened in May 2016.

Granisle and Area Cost Breakdown Summary:

| Recycling Component | 2016 Costs (estimated) | 2016 Budget | 2016 Budget Carryover to 2017 | 2017 Budget without Uplift in Costs (annual of allocation of \$6,582 plus 2016 carryover) | 2017 Proposed Costs | Increase in 2017 Budget Required to Cover 2017 Proposed Costs |
|--------------------------------------|-------------------------------|--------------------|--------------------------------------|--|----------------------------|--|
| Residential Cardboard Collection | \$3,000 | | | | \$4,100 | |
| Granisle Transfer Station Reuse Shed | None | | | | None | |
| Total | \$3,000 | \$41,881 | \$38,881 | \$45,463 | \$4,100 | None |

Given the outlined proposed 2017 costs, and unless provided different direction from the Board of Directors, the Budget line item for Granisle and Area Recycling will be set at \$45,463 for the first draft of the 2017 budget.

Houston and Area

Service Provision:

- Residential cardboard, paper and plastics collection through agreement with Houston Bottle Depot. Transportation and recycling of collected materials through agreement with Cascades Recovery.
- Reuse shed at Knockholt Landfill was reopened using existing RDBN staff, therefore no additional costs. Hours of facility are limited to opening on weekends only. Reuse shed was reopened in September 2016.

The proposal for the continuance of recycling services by the Houston Bottle Depot for the time period of January 1-December 31, 2017 is attached for additional information. Further, a recommendation to extend the contract is outlined in the "recommendations" section of the memorandum for consideration by the Board of Directors.



Houston and Area Cost Breakdown Summary:

| Recycling Component | 2016 Costs (estimated) | 2016 Budget | 2016 Budget Carryover to 2017 | 2017 Budget without Uplift In Costs (annual of allocation of \$35,786 plus 2016 carryover) | 2017 Proposed Costs | Increase in 2017 Budget Required to Cover 2017 Proposed Costs |
|-------------------------------|------------------------|-----------------|-------------------------------|--|---------------------|---|
| Houston Bottle Depot | \$36,510 | | | | \$42,232 | |
| Cascades Recovery | 37,100 | | | | \$40,000 | |
| Knockholt Landfill Reuse Shed | None | | | | None | |
| Total | \$73,610 | \$75,000 | \$1,390 | \$37,176 | \$82,232 | \$45,056 |

Given the outlined proposed 2017 costs, and unless provided different direction from the Board of Directors, the Budget line item for Houston and Area Recycling will be set at \$82,232 for the first draft of the 2017 budget.

Smithers/Telkwa and Area

Service Provision:

- Residential packaging (including plastics) and printed paper recycling provided by Village of Telkwa (curbside), Town of Smithers (curbside) and Smithers Bottle Depot – paid for by MMBC.
- Smithers and Area Recycling providing ICI cardboard, paper and plastics recycling. Contract expired on June 30, 2016. Continued funding has not been requested to date.
- RDBN Reuse Shed Attendant – works 28 hours/week, currently temporary with no benefits. Reuse shed was reopened in May 2016.



Smithers/Telkwa and Area Cost Breakdown Summary:

Smithers and Area:

| Recycling Component | 2016 Costs (estimated) | 2016 Budget | 2016 Budget Carryover to 2017 | 2017 Budget without Uplift in Costs (annual allocation of \$86,236 for Smithers and Area plus 2016 carryover) | 2017 Proposed Costs | Increase in 2017 Budget Required to Cover 2017 Proposed Costs |
|---|------------------------|------------------|-------------------------------|---|---------------------|---|
| Smithers and Area Recycling (January-June) | \$34,940 | | | | None | |
| STTS Reuse Shed Attendant (costs split 50/50 with Telkwa and Area) | \$8,134 | | | | \$14,187 | |
| STTS Reuse Shed Supplies/ Maintenance/ Other (costs split 50/50 with Telkwa and Area) | \$5,202 | | | | | |
| Total | \$48,276 | \$124,217 | \$75,941 | \$162,177 | \$14,187 | None |



Telkwa and Area:

| Recycling Component | 2016 Costs (estimated) | 2016 Budget | 2016 Budget Carryover to 2017 | 2017 Budget without Uplift in Costs (annual allocation of \$15,971 for Telkwa and Area plus 2016 carryover) | 2017 Proposed Costs | Increase in 2017 Budget Required to Cover 2017 Proposed Costs |
|---|------------------------|-----------------|-------------------------------|---|---------------------|---|
| STTS Reuse Shed Attendant (costs split 50/50 with Smithers and Area) | \$8,134 | | | | \$14,187 | |
| STTS Reuse Shed Supplies/ Maintenance/ Other (costs split 50/50 with Smithers and Area) | \$5,202 | | | | | |
| Total | \$13,336 | \$63,883 | \$50,547 | \$66,518 | \$14,187 | None |

Given the outlined proposed 2017 costs, and unless provided different direction from the Board of Directors, the Budget line item for Smithers and Area Recycling will be set at \$162,177 and \$66,518 for Telkwa and Area for the first draft of the 2017 budget.

2017 Contract Renewals

At this time, Environmental Services Staff are requesting that the Board approve contract extensions with the Nechako Healthy Community Alliance, Burns Lake Recycling Depot Ltd., Fraser Lake Bottle Depot and Houston Bottle Depot for the continuance of recycling services for January 1 – December 31, 2017, as outlined in the proposals attached to this memorandum.



161

RECOMMENDATION

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "2017 Recycling Program Contract Renewals" and dated December 6, 2016.
2. Further, that the Board of Directors approve the following recommendations:
 - a. That the Board of Directors approve a contract extension with the Nechako Healthy Community Alliance in support of the proposal for the continuance of recycling services for Vanderhoof and Area, for the time period of January 1 – December 31, 2017 at a total cost of \$82,455 (excluding taxes).
 - b. That the Board of Directors approve a contract extension with the Burns Lake Recycling Depot Ltd. in support of the proposal for the continuance of recycling services for Burns Lake and Area, for the time period of January 1 – December 31, 2017 at a total cost of \$31,980 (excluding GST).
 - c. That the Board of Directors approve a contract extension with the Fraser Lake Bottle Depot in support of the proposal for the continuance of recycling services for Fraser Lake and Area, for the time period of January 1 – December 31, 2017 at a total cost of \$50,000 (excluding taxes).
 - d. That the Board of Directors approve a contract extension with the Houston Bottle Depot in support of the proposal for the continuance of recycling services for Houston and Area, for the time period of January 1 – December 31, 2017 at a total cost of \$42,232 (excluding taxes).

Respectfully submitted,

Handwritten signature of Janine Dougall in cursive.

Janine Dougall
Director of Environmental Services

162



Nechako Healthy Community Alliance

P.O. Box 1881, Vanderhoof, British Columbia V0J 3A0

November 29, 2016

Janine Dougall
Regional District of Bulkley Nechako
37 – Third Avenue, PO Box 820
Burns Lake, British Columbia
V0J 1E0

On behalf of the Nechako Waste Reduction Initiative (NWRI), the Nechako Healthy Community Alliance is submitting the following Waste Reduction Proposal for January 1 to December 31 of 2017 3 R's funding from the Regional District of Bulkley Nechako (RDBN). The proposal is for Vanderhoof and its surrounding rural area and focuses on the continuation of the recycling program, which began in late 2009.

The Nechako Waste Reduction Initiative appreciates the Regional District's willingness to step in to ensure that recycling and waste reduction services can continue in Vanderhoof after the news that Multi-Material BC would not be initiating any changes in our community. We look forward to continuing to work with the Regional District and Multi-Material BC to find a more permanent recycling service solution in Vanderhoof.

The main contact at this time will be Trinda Elwert, the current Sustainability Coordinator for the Nechako Waste Reduction Initiative. Her contact information is as follows:

Cell phone: 250-567-8538
Email: nechakowri@gmail.com
Mailing Address: PO Box 1881 Vanderhoof, BC V0J 3A0

In December 2009, the NWRI, with the help of the RDBN, began a paper and cardboard recycling program in Vanderhoof. The program consisted of one cardboard collection bin and one mixed paper collection bin. The materials were handled separately; the cardboard was baled using the Vanderhoof Co-op baler and the mixed paper was shipped into Prince George and then on to Vancouver for recycling. With the support of the RDBN, plastics recycling was added to this recycling program in July 2012. The plastics recycling program consists of one household plastics recycling bin that is shipped to Prince George. The cardboard program is no longer administered by NWRI.

NWRI has assisted the Nechako Valley Community Service Society (NVCSS) to start a commercial cardboard recycling service. NWRI and NVCSS are currently applying for funding from other sources for a pilot curbside residential cardboard recycling project. The project is being designed as a pilot project to prove the concept of a curbside recycling service offered by NVCSS employees with diverse abilities. At the conclusion of this project, we believe that the model will be proven and that additional, sustainable funding can be secured as a result, either by exploring a fee-for-service model or applying for additional recycling service monies.

We will continue to meet and work with the Vanderhoof Co-Op, the District of Vanderhoof, NVSS Bottle Depot,

community groups, and the Regional District to facilitate the establishment of a recycling depot in Vanderhoof. NWRI plans to complete a feasibility study in 2017 to identify and evaluate the challenges of establishing a recycling depot in Vanderhoof. The NWRI will also continue to advocate with Multi-Material BC to become part of this long term solution.

The mixed paper recycling will continue to be provided by Cascades Recovery Inc. (Cascades). Cascades provides a 30 cubic yard bin and transportation of the collected material. The bin will be emptied and replaced once a week. Cascades has generously offered to continue providing bins free of charge and will be charging a rate of \$262.50 per collection. Cascades has recently added a charge per ton of recycled paper at a rate of \$60/MT. This new charge has added approximately \$500/month to our 2017 budget. As of January 1, 2014, Cascades added an 8% fuel surcharge to all clients' collection rates.

The plastics recycling program will continue to be provided by Cascades. Cascades provides a 30 cubic yard bin and transportation of the collected material. The bin will be emptied and replaced once a week. Cascades has generously offered to continue providing bins free of charge and will be charging a rate of \$262.50 per collection (lower than in 2014 because both bins are replaced simultaneously), however there is an additional sorting and processing fee of \$150 per collection for plastics sorting. As of January 1, 2014, Cascades added an 8% fuel surcharge to all clients' collection rates. The processing fee is exempt from the fuel surcharge.

The plastic and mixed paper bins will be inspected once a week to ensure they are not being contaminated with garbage and to check the volume of recycled material. The paper and plastic bins will continue to be located at the Vanderhoof Waste Transfer Station.

The materials expected to be diverted from the landfill are the following:

| <i>Type of Material</i> | <i>Estimated Amount (tonnage) to be Diverted</i> | <i>Time Period Diversion is Proposed to Occur</i> | <i>Proof of end markets attached Yes/No</i> |
|---|--|---|---|
| Mixed paper: -newspaper -magazines -office and lined paper -box board, etc. | 94.4 MT (Based on an average of 7.87 MT of material recycled per month) | 12 Months (Jan - Dec) | No (was provided in original proposal) |
| Plastics 1-7 (including milk jugs & cartons) | 21.9 MT (Based on an average of 1.82 tonnes of material recycled per month) | 12 Months (Jan - Dec) | No (was provided in previous proposal) |

All of the mixed paper and plastics are transported by Cascades to a recycling facility in Vancouver. The estimated amounts of diverted material are based on the actual weight of the mixed paper and plastic upon collection over the last 6-month period.

The public education component of our project involves ongoing campaigns to increase awareness of existing recycling options and waste reduction projects as well as pursuing and advertising new waste reduction opportunities. In 2015 and 2016, the NWRI organized several activities including a series of waste-related film screenings, elementary school and summer camp workshops, installing additional outdoor recycling receptacles, the Earth Day Community Clean-Up, a 90 Trees for 90 Years event, green events in Vanderhoof, supporting the Regional District's composting seminar, tabling at the Trade Show, Canada Day and Rivers Day, and others.

Looking ahead, a few of the initiatives that NWRI will be involved with in 2017 are:

- The Community Clean Up and the Community Garden Harvest Celebration
- Green Toolkit for the community
- Community outreach via social media and existing print media
- Tabling at local events, with a focus on the Green Toolkit as a means of waste reduction

Mixed paper collection from the Vanderhoof Post Office is an ongoing NWRI initiative. An employee from NVCSS collects the mixed paper three times a week and transfers it to the paper recycling bin, as a result diverting a large amount of waste from the landfill. This initiative has received positive feedback from both the community and the Post Office employees. The placement of new mixed paper recycling bins with the recycling logo and the NWRI logo at the Post Office has also allowed this project to take on a public education angle. NVCSS informed the NWRI in May 2014 that they would begin to invoice us for mileage for the NVCSS employee, who uses a truck provided by the agency for his recycling work. This mileage fee is reflected in the budget.

Through local media sources such as the newspaper, school newsletters, radio, the NWRI website, and the NWRI Facebook Page we will continue to provide the District of Vanderhoof and its residents with information on waste reduction strategies, waste management news, and new recycling options. This will include the location of, and procedures for, services such as paper, plastic, and cardboard recycling, as well as electronics and beverage container recycling.

Appropriate signage has been posted to increase public awareness about where to recycle, which products are acceptable, and how to maintain a low level of contamination at these locations. We are committed to working with local businesses to continue promoting retail specific recycling options and initiatives, as well as to promote the idea of green business practices. In the past, the NWRI worked with local businesses to offer and advertise unique recycling options such as pen and plastic writing instruments, ink cartridges, cell phones, and more. We will be present at community events such as the Community Clean-Up to expand public knowledge of recycling practices and options the NWRI supports.

A joint initiative between the NWRI and Nechako Valley Food Network (NVFN) to help local events become "green" has been a success! Four events in 2014 (Community Clean-Up, Canada Day, Community Garden Opening, and BC Rivers Day) and two events in 2015 and 2016 (Community Clean-Up and the Harvest Dinner at the Community Garden) were successfully "greened" with positive feedback from community members and the support of a large group of volunteers committed to sustainability, local food, and waste reduction. A green event is an event in which waste is kept to a minimum, local food is served, and volunteerism is promoted. These actions work to engage our community in environmental stewardship, to support our local food producers and economy, as well as help to create a community identity. The NWRI is responsible for minimizing waste at these events and achieves this through the use of reusable dinnerware, composting food waste, and recycling beverage containers and paper or cardboard packaging. Although there were fewer "green" events in 2016 than 2014, this was primarily because of the event organizers' decisions about food service. Even though they didn't have the "green" event designation, many community events still minimized waste through their use of the NWRI's green toolkit.

The NWRI's "Green Toolkit", a set of reusable dishes that can be rented by community members and businesses, allows for green events to take place on a smaller scale throughout Vanderhoof throughout the year. In 2016 thus far, the green toolkit has been used 35 times, diverting thousands of plastic, Styrofoam, and paper plate settings from the landfill. In order to abide by Northern Health guidelines, we ensure the dishes are sanitized after each use. We pay an honorarium to two young ladies with diverse abilities to sanitize the dishes, using the

commercial dishwasher located at the Vanderhoof Arena. We look forward to continuing to offer this service to community members.

The NWRI was disappointed to hear that MMBC rejected the District of Vanderhoof's bid to provide curbside recycling collection of packaging and printed paper in Vanderhoof and, subsequently, MMBC's decision to decline to fund or initiate any recycling changes in Vanderhoof. The NWRI understands the unfortunate position that this put the Regional District of Bulkley-Nechako into and we are appreciative of the Regional District's decision to continue supporting recycling and waste reduction activities in Vanderhoof. The NWRI will continue to advocate for MMBC to take an active role in recycling in Vanderhoof as we look towards a permanent recycling arrangement that accounts for the fact that printed paper and packaging are now included in a provincial product stewardship plan.

In order to achieve our goals for 2017, we will need to continue employing a part time Sustainability Coordinator. Responsibilities of the Sustainability Coordinator will include:

- Maintain the paper and plastic bins and organize collection
- Submit invoices and progress reports to the Regional District
- Be the main contact person with the Regional District, municipal government, local businesses and recycling companies
- Continue to perform and administer all of the NWRI's advertising, education and marketing campaigns
- Work with the District of Vanderhoof to establish a new garbage bylaw
- Investigate ways to expand and improve waste reduction in Vanderhoof
- Coordinate the employees responsible for picking up mixed paper from the Vanderhoof Post Office
- Work with the NVSS Bottle Depot and other stakeholders to establish a recycling depot in Vanderhoof
- Analyze and identify ways to improve the utilization of our current recycling facilities in Vanderhoof
- Promote and increase awareness of recycling options in Vanderhoof
- Engage community members in waste reduction education and action through social media, community events, tabling and outreach activities, green events, and the green toolkit
- Coordinate and promote the green toolkit as a waste reduction option for personal and community events.
- Maintain the NWRI website as a source of waste reduction information for the community.

We feel the Sustainability Coordinator position is vital in order to continue promoting waste reduction in the community. The position will continue to be part-time, at 16 hours per week. We will be paying the Sustainability Coordinator \$25 per hour. We have developed a working agreement with the Nechako Valley Community Services Society whereby they pay the NWRI Sustainability Coordinator through their payroll system and charge the NHCA a 15% payroll administration fee. The Sustainability Coordinator salary indicated includes vacation pay, WCB, EI and CPP.

Attached is the financial statement that outlines the operation and maintenance costs of the proposed waste reduction program for 2017. Total funds required have been indicated, as well as the in-kind contributions.

We will continue employing one special needs individual who will be responsible for picking up mixed paper from the Vanderhoof Post Office. Based on the hours worked in 2016 to-date, this employee is projected to work approximately 7 hours per month for \$12/hr. The supervisor will be a volunteer position assisting the Sustainability Coordinator at an estimated 2 hours per week with an estimated hourly wage of \$25/hr. All administration costs associated with the supervisor are considered in kind.

It is NWRI's hope that the Regional District of Bulkley Nechako will approve this proposal and continue to fund waste reduction initiatives in the Vanderhoof area in the future.


In making this application, we the undersigned, declare to the best of our knowledge, the information contained in this application is correct and all required information is enclosed. Further, that should our proposal be accepted in part or in whole, that the funding will be used for the stated purposes only, and that we will comply with all terms and conditions as outlined.

Zoe Dillon, NHCA

Applicant Name - Please Print

Dec. 5/16

Date


Applicant Signature

| Nechako Waste Reduction Initiative | | | |
|---|--------|---------------------|---------------------|
| Waste Reduction Budget for January - December 2017 | | | |
| Paper Bin Collection & Transportation (excl. GST) | | | |
| Frequency | Months | Cost/Month | Jan-Dec Costs |
| 4.3 | 12 | \$1,679 | \$20,150 |
| Bin Fuel Surcharge (8% of pickup charges applied as of Jan. 1, 2014) | | | |
| Amount | Months | Cost/Month | Jan-Dec Costs |
| 8% | 12 | \$182 | \$2,184 |
| Plastics Bin Collection, Transportation, and Sorting (excl. GST) | | | |
| Frequency | Months | Cost/Month | Jan-Dec Costs |
| 4.3 | 12 | \$1,788 | \$21,450 |
| Total Costs | | | |
| Bin Fuel Surcharge | | \$ 2,184.00 | |
| Bin Transportation & Processing | | \$ 41,600.00 | |
| Advertising/Education Supplies | | \$ 1,500.00 | |
| Marketing Campaign Supplies | | \$ 300.00 | |
| Supervisor | | \$ 2,600.00 | |
| Sustainability Coordinator | | \$ 24,751.31 | |
| Post Office Pick-Up | | \$ 1,008.00 | |
| Mileage-Post Office | | \$ 356.40 | |
| Administration (15%) | | \$ 11,144.96 | |
| TOTAL REQUIRED | | \$ 85,444.67 | |
| In Kind | | | |
| Supervisor | | \$ 2,600.00 | |
| Administration (15%) | | \$ 390.00 | |
| TOTAL IN KIND | | \$ 2,990.00 | |
| Total Requested from RDBN | | | |
| Bin Fuel Surcharge | | \$ 2,184.00 | |
| Bin Transportation | | \$ 41,600.00 | |
| Advertising/Education Supplies | | \$ 1,500.00 | |
| Marketing Campaign Supplies | | \$ 300.00 | |
| Sustainability Coordinator | | \$ 24,751.31 | |
| Post Office Pick-Up | | \$ 1,008.00 | |
| Mileage- Post Office | | \$ 356.40 | |
| Administration (15%) | | \$ 10,754.96 | |
| TOTAL REQUESTED | | \$ 82,454.67 | |
| Total Funds Requested from RDBN | | | \$ 82,454.67 |

168

2017 Project Plan (January 1 ~ December 31 2017)

Project Name : "Fraser Lake Recycling"

Under the name "Fraser Lake Bottle Depot"

Owner/Operator : Jonathan (Kwang Hyo) Lee

Address : Box 384 Fraser Lake, BC, V0J 1S0

E-mail : jonkh53@gmail.com

Phone : 1-250-699-8322

October 24, 2016

The following is our goal and proposal for January 1, 2017 to December 31, 2017.

The Fraser Lake Recycling Plan is now in its seventh (7th) year from the previous owner / operator.

The previous operators Lynn and Adriana have now settled down and are on course.

More and more people are now using the service and they want to add new recycling items to maintain this program and to continue using it.

We have a relationship with a nearby school and various community club under the name, "Bottle Driver and community club".

We have other recycling plans that have been continuously expanding

We also collect all kinds of batteries, light bulbs, florescent tubes, electronics,

Computer, small appliance, fire and carbon monoxides alarms.

The community is looking for more ways to recycle and their biggest concern is

169

household plastic containers, glass and vinyl products, scrap metal.

We are located on a convenient location (beside Highway #16), on a large lot (0.69 acres) with a large building (3,824 s/f) and a metal fencing compound.

This bottle depot will be a good site for future recycling programs.

Furthermore, a good operating bottle depot will have a synergy effect each other for other recycling programs.

RDBN is not allowed that cardboard from the institutional, commercial and Industrial sectors but residential (household) is allowed.

The acceptance of paper from the institutional, commercial and industrial sector, residential will continue with no changes.

New program was started from July 1, 2016.

We will continually look after the bins for safety, security, cleaning and proper usage, and will advise the community on these methods as well.

Fraser Lake Bottle Depot

Jonathan (Kwang Hyo) Lee



2017 Recycling Plan (January 1 ~ December 31, 2017)

A. Basic information

- **Project Name : Fraser Lake Recycling**

(Under the umbrella of the Fraser Lake Bottle Depot)

- **Project contact name : Jonathan (Kwang Hyo) Lee**

- **Operation information :**

Business Hour : 10:00am ~ 5:00pm (Tuesday ~ Saturday)

Location of bins : 20 Cougar St Fraser Lake BC, V0J 1S0

Security : Bins are in the metal fencing compound and two(2) gates are locked after business hour. (* See attached photos)

B. Budget for twelve(12) month (January 1, 2017 ~ December 31, 2017)

- **Cardboard and paper recycling bin costs**

Cardboard (6 - 6yard) : \$700/month // \$8,400 for twelve(12) month

Paper (1 - 30yard) : \$1200/ per pick up // \$14,400 for twelve (12) month

- **Snow removal / Sanding : \$2,000 for twelve(12) month**

- **Land Rental : \$500/month // \$6,000 for twelve(12) month**

- **Employee cost : \$1,400/month // \$16,800 for twelve(12) month**

- **Accounting, Administration, Insurance : \$200/month // \$2400 for twelve(12) month**

- **Total cost for twelve(12) month : \$50,000 (excluding taxes)**

C. Description of activities to take place over the twelve(12) month period

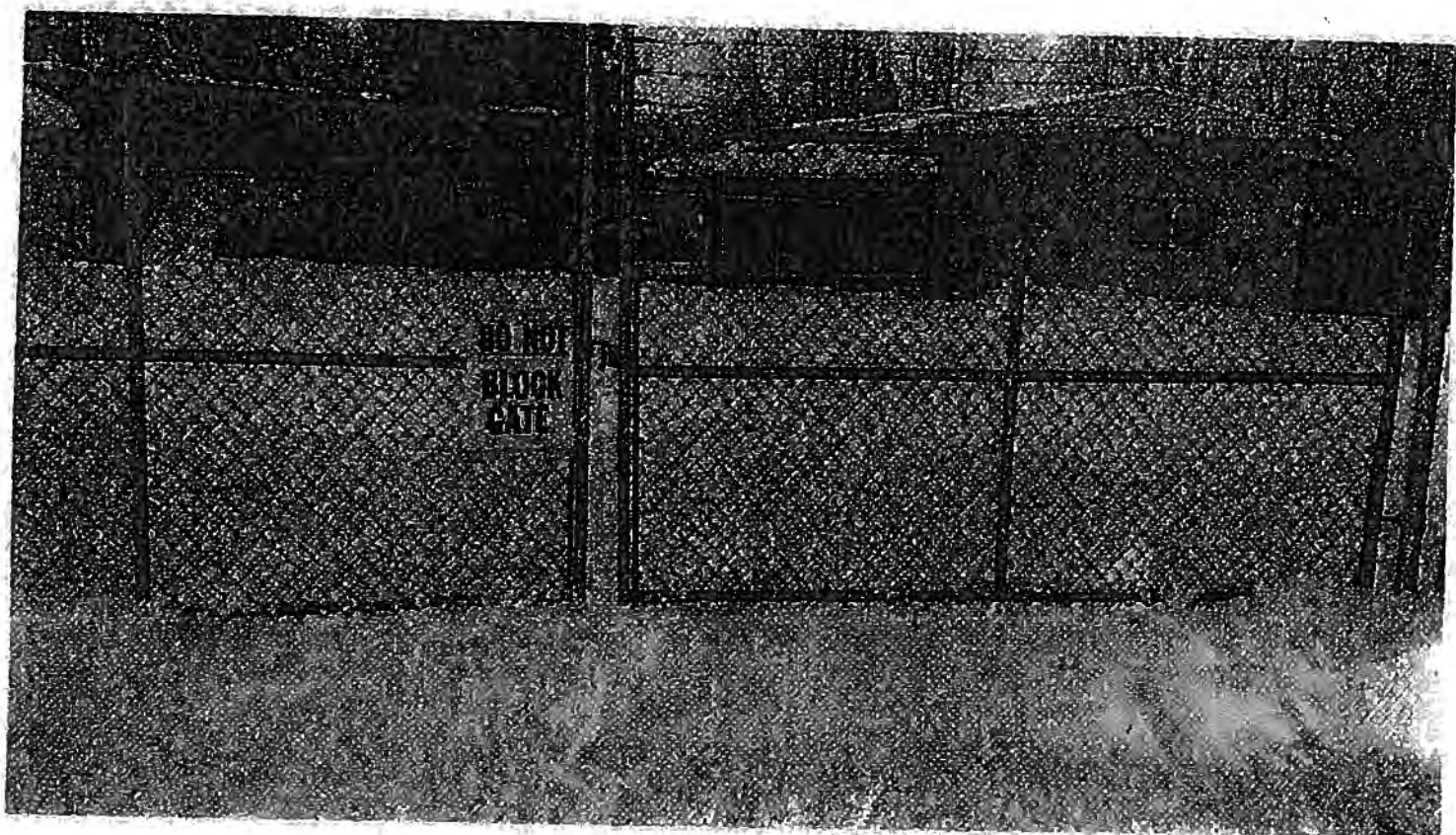
- Products to be collected : cardboard, paper
- Number of bin pickups per month :
 - a. 6 – 6 yard cardboard bins – collect two(2) times a month
 - b. 1 – 30 yard paper bin – collect one(1) time a month
- Public education schedule :
 - a. Advertise at local newspaper to inspire why recycling is important.
 - b. Display recycling brochures in store, school and other public place
In town
 - c. School classes tour at recycling depot.
- Bin inspection schedule :
 - a. Tuesday – Saturday – morning, afternoon, evening and necessarily
 - b. Sunday, Monday and Holiday – Morning and Evening
- Other recycling services :

Light bulbs, florescent tubes, all kinds of batteries, fire alarms, electronics
Computer, small appliances, carbon monoxide detectors.

D. Propose new recycling items :

- * Household plastic
- * Glass
- * Vinyl products
- * Household scrap metal

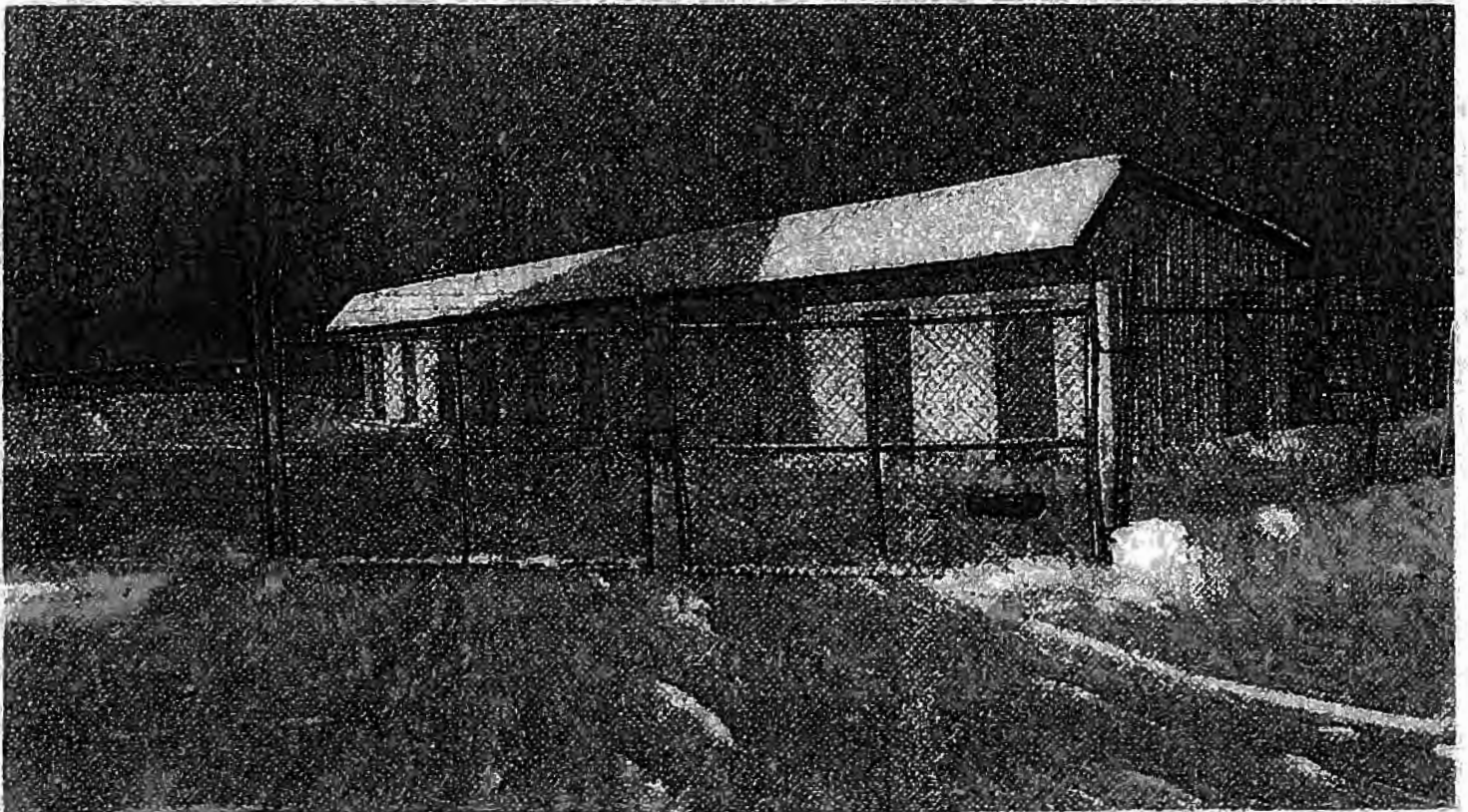
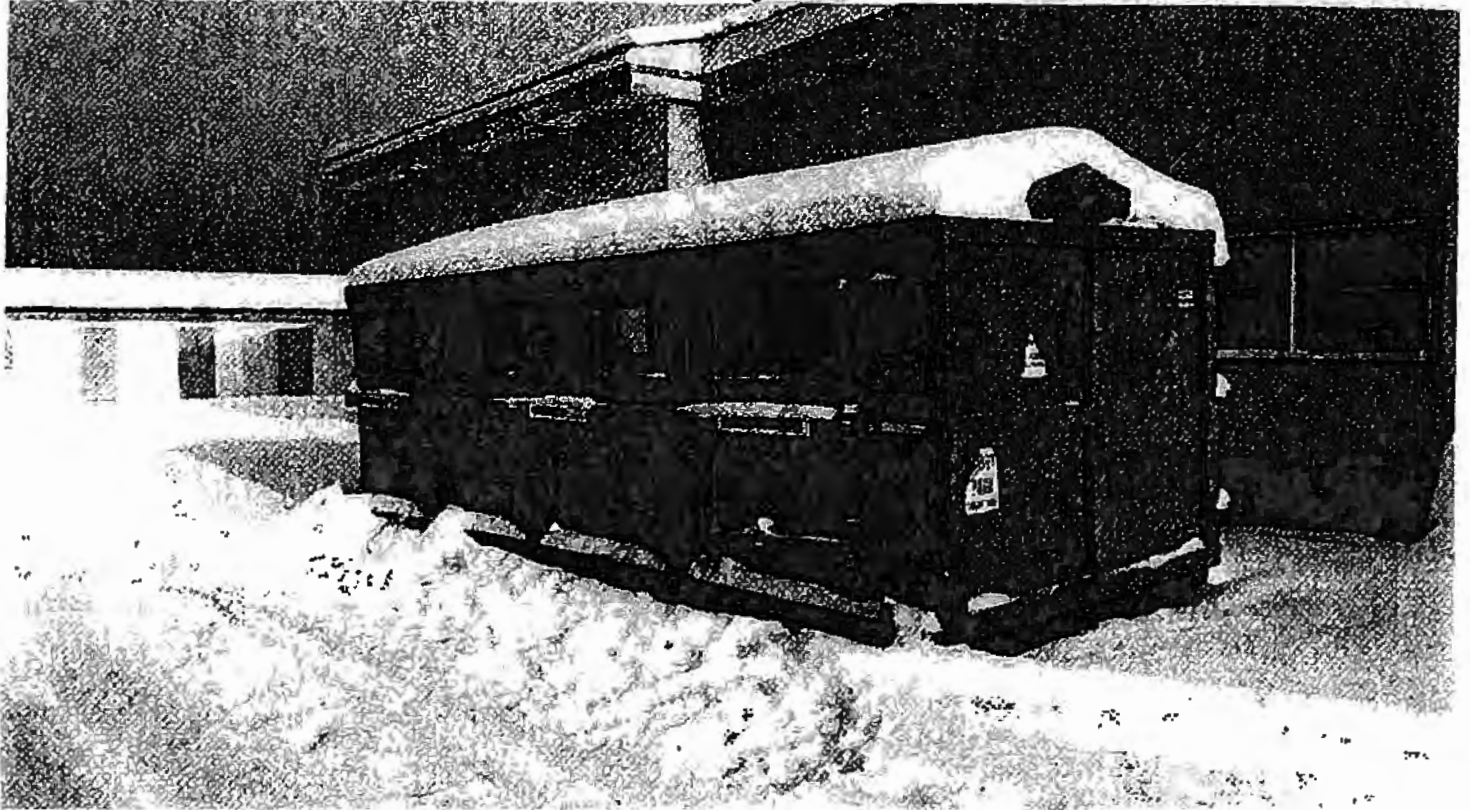
172



173



179



Burns Lake Recycling Depot Ltd.

113 Park Street,
250-692-4824/9723 (mobile)
P.O. Box 242,
Burns Lake, B.C. V0J 1E0
Chris Beach

Proposal for Industrial/Commercial/Institutional (ICI) Recycling Drop-off Services and Waste Reduction Education Programs in the Lakes District

November 1st, 2016

Janine Dougall
Regional District of Bulkley-Nechako
37 - Third Avenue, PO Box 820
Burns Lake, British Columbia
V0J 1E0

The Burns Lake Recycling Depot Ltd. (hereafter BLRD) is submitting the following ICI Recycling & Waste Reduction Education Proposal to the Regional District of Bulkley -Nechako (RDBN) for the period of January 1st, 2017 to December 31st, 2017, for the Village of Burns Lake and the surrounding communities in the Lakes District, composing Areas B and E of the RDBN.

I. Primary Objectives of Proposal

A. To Meet the Increasing Public Need in the Lakes District for Expanded Recycling Services at One Central Location

B. To Reduce the Community Waste Stream Through Public Education & Assistance

II. Background

The Burns Lake Recycling Depot Ltd. (BLRD) has been successfully operating an Encorp recycling facility for used beverage containers and electronics for several years in Burns Lake. As the only Recycling Depot between Fraser Lake, Southside/Francois Lake and Houston, it serves the entire Lakes District Community. With an established client-base across the community and years of collecting, packaging and shipping recycling experience behind it, the BLRD successfully and very significantly expanded and relocated its operations on June 1st, 2015 and began providing comprehensive ICI and residential drop-off recycling and waste reduction education programs to the Lakes District.

III. Overview

This proposal is for

A. Providing ICI Mixed Paper Drop-Off Recycling Service:

- ✓ provide land rental in a locked, fenced compound large enough for cars to drive into for larger drop-off loads and for several public users to access the bin simultaneously by hand

- ✓ monitor the bin on an hourly/daily basis
- ✓ allow access to the bin during all business hours (7 hours a day, 5 days a week)
- ✓ clean the compound area for fallen paper debris and blown-in litter
- ✓ mow and weed-wack the grass and edges in the Spring, Summer and Fall months
- ✓ provide snow-plowing for access space inside and outside the compound during the Winter
- ✓ provide snow shoveling in and around the compound for the areas that the plow-truck can't reach during the winter months

B. Providing Waste Reduction Public Education Programs:

- ✓ Educate the public and answer all questions on acceptable and unacceptable materials for the I.C.I. mixed paper drop-off bin
- ✓ Educate the public about the recently imposed Cardboard Ban
- ✓ Educate the public about the (free) continuing residential cardboard program at the depot
- ✓ Continue educating the public about the new (user-pay) commercial cardboard program at the depot (started July 1st, 2016)
- ✓ Educate the public through the installation and maintenance of proper signage inside and outside of the depot
- ✓ Educate the public through recycling depot tours (schools, gov't office staff, seniors, etc.)
- ✓ Educate the public through posting and handing out and explaining various recycling depot, local and provincial recycling pamphlets/literature
- ✓ Educate the public on all available residential and I.C.I. programs through local media: L.D. News, Lakes District Free Classifieds, Beacon Theatre Screen Ads, Yellow Pages
- ✓ Educate the public by maintaining a recycling depot facebook page that will outline and explain all recycling services available at the depot and answer questions about recycling in the Lakes District on a daily/weekly basis
- ✓ Educate the public through on-site assistance about how to recycle used materials from the residential and I.C.I. sectors through the following provincial stewardship recycling collection programs:
 - Electro-Cycle (small appliances and power tools)
 - Encorp Electronics (T.V.s, computers, printers, scanners, all media - 8-tracks, cassettes, records, C.D.s, DVD's, etc.)
 - Call 2 Recycle (mobile phones and smaller batteries)
 - Light Recycle (all light bulbs, tubes, fixtures and ballasts)
 - Alarm Recycle (CO2 and smoke alarms)
 - Switch the Stat (thermostats)
 - MMBC (printed paper and packaging)
 - Encorp Beverages (all ready-to-drink, non-dairy beverage containers)
 - and other prospective stewardship programs that may be added that will collectively contribute to reducing the local waste stream

IV. Depot Update/Improvements

For 17 months the BLRD has successfully provided I.C.I. drop-off service and waste reduction education programs for the Village of Burns Lake and the Areas B and E of the RDBN. In this period we have listened to our customers and have worked to provide better, faster, more efficient and more comprehensive service. In particular we have:

- ✓ expanded our hours to 7 hours a day (10:00 am to 5:00 pm) 5 days a week (consistent with other depots in the RDBN)
- ✓ expanded our media/advertising coverage of depot programs (L.D. News, Lakes District Free Classifieds, Beacon Theatre Screen Ads, Yellow Pages, as well as printed posters new recycling programs, educational messaging on site, etc.)
- ✓ started in 2016 to be open for regular hours on Saturdays during Holiday (long) Weekends to provide better access to our growing number of recycling services, including commercial cardboard drop-off service
- ✓ provided recycling depot tours for school groups and other organizations in order, to promote waste reduction education
- ✓ Coordinated and help set up local school recycling programs for the I.C.I. mixed paper drop-off bin
- ✓ began hiring employees with disabilities under a joint program with Work B.C. and the federal government
- ✓ provided volunteer experiences for high school students with disabilities
- ✓ provided work experiences for high school students through Lake Babine Nation's Bladerunners program
- ✓ Added a computer inventory/cash and 'big-bag' system which has created complete transparency and reduced line-ups (only the Smithers depot in the RDBN has a similar system)
- ✓ diverted over 70 tons of MMBC printed paper and packaging (primarily fibre and milk jug/cartons, plastics, metals) from the local RDBN waste stream since June 2015.
- ✓ Been the recipient of 3 Burns Lake & District Chamber Business Excellence Awards, including 'Rookie Business of the Year' and 'Innovation & Ingenuity'.

VI Proposed Costs to RDBN

A. Management/Labour Costs:

- 8 management hours per week at \$30.00 per hour (including all payroll deductions). This will include managing the ICI recycling program and educating the public about available recycling programs at the depot and how to generally reduce materials going into the local waste stream. This will include coordinating and maintaining local marketing and social media, such as maintaining the depot facebook page, doing workshops and generally providing residents of the Lakes District with information on current and new recycling options at the depot. This will include informing residents of how to sort the materials, where the materials are shipped to and how they are processed, and providing general waste reduction strategies and news.

These hours would also cover responsibilities such as liaising with Cascades Recovery and the RDBN to ensure recycling stream policies are followed, materials are fully prepared for shipment, and that the cardboard ban is fully and properly implemented through all recycling programs. (8 hours x \$30.00 = \$240.00 p/week)

- 15 employee hours per week at \$25.00 per hour (including all payroll deductions) to monitor and maintain the ICI bin, clean the fenced compound, etc., and educate the public about available recycling programs at the depot and how to generally reduce materials going into the local waste stream. This will include informing residents of how to sort the materials, where the materials are shipped to and how they are processed. (15 hours x \$25.00 = \$375.00 p/week)
- Total Management & Employee 12-Month Costs = \$31,980.00 (including W.C.B., E.I., C.P.P.)

B. No Bin Space Rental Costs:

- For the duration of this contract the BLRD will cover the bin space rental costs in its efforts to sustain and promote I.C.L. paper recycling in the community.

C. Total Contract Cost for January 1st – December 31st, 2017:

- **\$31,980.00 (payroll taxes included), (not incl. GST)**

VII. Conclusion:

The BLRD urges the RDBN to continue to fund this proposal as it will help ensure the delivery a level of ICI recycling and waste reduction education in a 'one-stop' drop-off location to all the residents of the Lakes District. The public appetite for such programs continues to grow, month by month. We believe that by continuing to increase public I.C.I. and residential recycling participation rates we have delivered significant benefits to the RDBN by reducing the local waste stream.

179

2017 RDBN Recycling Funding Program

Houston Bottle Depot

John J.H. Koo

250-845-2590 Tues-Sat (10AM – 5PM)

Box 1568 Houston, BC V0J 1Z0

Houston Bottle Depot("HBD") and RDBN have been maintaining a close cooperative relationship for a long time. Especially the relationship has been further strengthened through the enforcement of new expanded recycling program started from July 2015. As a result the recycling program funded from RDBN has been set up very successfully and the residents in community of Houston & Area are very much satisfied with this recycling program. With the support of RDBN HBD has been the essential site as like recycling centre in the community of Houston & Area.

HBD has lots of advantages and convenience.

First, the customers are able to recycle lots of items through HBD as like cardboard, mixed paper, plastic containers, scrap batteries of all sizes, fluorescent tubes and bulbs, electronics, small appliances, power tools, smoke alarms, light bulbs, lighting fixtures and used paint & paint plus products.

Second, HBD has a spacious yard for recycling bins and customer's parking. Therefore the recycling bins are easily visible and accessible to customers. We think HBD is the best location for the RDBN's recycling program as the yard area has enough space for placing the bins for collecting cardboard, mixed paper and mixed containers.

Third, the huge and heavy corrugated cardboard can be recycled easily and conveniently. As a result our customers are proud of this recycling program.

Finally, the yard area where the recycling bins are located clean and well organized. The yard area is securely fenced. Therefore there is no risk that the bins are vandalized. Inspection of these bins will be carried out at least 3 times daily by me and my partner. Whenever we found unacceptable stuffs we have taken it out of the bins. In addition we have been flattening the corrugated cardboard as much as possible as lots of customers are throwing their cardboard boxes without flattening.

We think HBD has the ideal location conditions for the RDBN's recycling program when considering the above listed advantages. My partner and me will monitor the volume of each bin frequently and inform the RDBN when the bins are becoming full so that the RDBN organize pickup.

Now the residents of Houston & Area absolutely admit HBD is an essential facility for their recycling need. And they want eagerly this RDBN's recycling program to last for a long term. We hope that this proposal meets with your approval.

John J.H. Koo



RDBN Cost Proposal for Jan 1, 2017-Dec 31, 2017

| Description | cost/month | cost/12 month | gst @ 5% | Total |
|------------------------|-------------------|----------------------|-------------------|--------------------|
| Land Rental | \$600.00 | \$7,200.00 | \$360.00 | \$7,560.00 |
| Employee Costs** | \$2,545.20 | \$30,542.40 | \$1,527.12 | \$32,069.52 |
| Ads/Promotion | \$65.00 | \$780.00 | \$39.00 | \$819.00 |
| Snow removal | | \$1,200.00 | \$60.00 | \$1,260.00 |
| Accounting/Bookkeeping | \$41.50 | \$498.00 | \$24.90 | \$522.90 |
| | \$3,251.70 | \$40,220.40 | \$2,011.02 | \$42,231.42 |

**** Analysis of Employee Costs**

| | hourly rate | monthly hours | cost/month | cost/12 month |
|-------------------|---|----------------------|-------------------|----------------------|
| | \$36.36 | 70 Hours | \$2,545.20 | \$30,542.40 |
| Activities | To open and close gate daily | | | |
| | To explain and educate the existing and/or new customer how to sort cardboard, mixed paper and mixed containers | | | |
| | To make sure only residential cardboard is collected to the bin | | | |
| | To inspect the area where the bins are placed and clean up the debris around bins at least three times daily | | | |
| | To inform RDBN when bins are becoming full and prepare for a well-timed pick-up of the bins | | | |
| | To take the unaccepted stuffs out of the bins and organize the recycling bins as like flattening cardboard after business hours | | | |



REGIONAL DISTRICT OF BULKLEY-NECHAKO

**ELECTORAL AREA GRANT IN AID APPLICATION
COMPLETION GUIDE**

SUBMIT APPLICATIONS TO:

Regional District of Bulkley-Nechako
37-3rd Avenue
Burns Lake, B.C. V0J 1E0

**APPLICATIONS MUST BE SUBMITTED ON THE FORM
PROVIDED.**

NOTE TO APPLICANTS:

- **Industrial, commercial, individuals, and business undertakings ARE NOT eligible for assistance under this program;**
- **Please use the attached RDBN Board policies and Application Completion instructions as a guideline and be advised that the Regional Board of the Regional District of Bulkley-Nechako reserves the right to amend the said policies from time to time as it deems appropriate;**
- **Please make sure that your application is clearly legible and will photocopy with good results. Your application should either be typed or completed in black ink.**
- **If you have any questions or require assistance, please contact the Manager of Administrative Services of the Regional District of Bulkley-Nechako at the above address, or:**

**Phone: (250) 692-3195 or toll free at 1-800-320-3339
Fax: (250) 692-3305 email: inquiries@rdbn.bc.ca**

REGIONAL DISTRICT OF BULKLEY-NECHAKO
ELECTORAL AREA GRANT IN AID ASSISTANCE POLICY

PURPOSE

To provide grants to community groups. Non-profit registered societies, organizations, Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

APPLICATION

This policy shall apply to all electoral area grant in aid requests being considered for funding from the individual Grants-In-Aid budgets.

AUTHORITY

LOCAL GOVERNMENT ACT (Sec. 176(1)(c): the Regional District may provide assistance for the purpose of benefiting the community.

LOCAL GOVERNMENT ACT (Sec. 804)(2)(g): a grant may be charged to the electoral area benefiting from the assistance.

PROCEDURE

1. To be considered for funding, grant requests shall be referred to the Regional Board of the Regional District of Bulkley-Nechako on the recommendation of the Electoral Area Directors. **ALL REQUESTS MUST BE IN WRITING.**
 - a) Applications must be submitted on the form provided by the Regional District, with all supporting documentation attached. Applicants must: clearly indicate the amount of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the Regional District would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
 - b) Applications that are not submitted on the required form will be returned to the applicant.

RDBN Electoral Area Grant in Aid Policy
Page 2

2. The following factors shall be used in evaluation and prioritizing the Applications for Assistance under Section 176(1)(c) of the LOCAL GOVERNMENT ACT.

- i) Purpose for which the funding is required.
- ii) What funding opportunities have been considered, (ie. fund raising, grants from senior levels of government, etc.).
- iii) Benefits to the community as a whole.
- iv) Amount of grant requested.
- v) Whether or not the applicant has previously received assistance from the Regional District of Bulkley-Nechako.
- vi) Whether or not there is an opportunity for individuals to make direct contributions.

3. If a grant in aid is approved the following will apply:

- a) If the grant does not exceed \$2,500, a cheque will be issued to the requesting organization. A letter documenting the grant approval will be sent under the signature of the Regional Board.
- b) If the grant exceeds \$2,500, a cheque will be issued when the following conditions have been met:
 - i) Satisfactory evidence that the goods or services have been obtained, (ie. a report from the organization), and/or
 - ii) submission of invoice(s)/receipts ;

4. The Regional Board may at the time of grant approval:

- a) Impose additional requirements to be met by an organization prior to receipt of grant funds;
- b) Reduce or modify the requirements to be met for an organization prior to receipt of grant funds.

5. Applications for Assistance under Section 176(1)(c) of the LOCAL GOVERNMENT ACT will NOT be approved for:
- a) Purposes for which the Regional Board identifies as potentially exposing the Regional District of Bulkley-Nechako to risk of unacceptable liability;
 - b) Purposes disallowed by the LOCAL GOVERNMENT ACT:
Section 182 – As a limitation on section 176(1)(c), a Board must not provide assistance to an industrial, commercial or business undertaking.
 - c) Purposes which, in the Regional Board's opinion, would be appropriately addressed by establishing a Regional District service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
 - d) No grants shall be approved for individuals or for privately-owned businesses.

REMOVED (b) Groups/projects/services which fall under the funding jurisdiction of other levels of government, government agencies, affiliates and crown corporations;

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

APPLICATION SUBMITTED BY:

Applicant Name: _____

Mailing Address: _____

E-mail Address: _____

Contact(s): _____

Name, Telephone/Fax Number

Name, Telephone/Fax Number

APPLICATION SUMMARY

Project or purpose for which you require assistance: _____

Amount of Grant Requested \$ _____

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.

(signature of authorized signatory)

(title)

Amount Approved: _____

Date: _____

Signature of Electoral Area Director

APPLICANT PROFILE

1. 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?

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

3. Is your organization voluntary and non-profit? YES NO

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

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

PROJECT/PROPOSAL PROFILE

1. Assistance is being requested for:

- _____ capital project and/or equipment
- _____ special event
- _____ other purpose (_____)

2. 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.

3. Describe how this proposal will benefit the community.

Funding and Financial Information

1. Attach supporting financial information, ie., budget/financial report. Ensure the following information is clearly itemized:
 - Total cost of project/proposal;
 - Grants/funding from other sources;
 - Funding contributed by applicant through funding raising activities or other sources of revenue;
 - Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant/funding from other source(s)?
 _____YES _____NO

If yes, complete the following chart. If not, please comment.

| Name of Grant or Funding Agency | \$ Amount Applied for | Status of Grant Application | | |
|---------------------------------|-----------------------|-----------------------------|------------|-------------|
| | | Approved (Y) | Denied (Y) | Pending (Y) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

3. Have you received assistance (grant in aid/waiving of fees , etc.), from the Regional District of Bulkley-Nechako in previous years?

_____ YES _____ NO If yes, complete the following chart.

| Year: | \$ Amount | Purpose for which assistance was used |
|-------|-----------|---------------------------------------|
| | | |
| | | |
| | | |

4. Does your organization:

a) Offer direct financial assistance to individuals or families? _____ YES _____ NO

b) Duplicate services that fall within the mandate of either a senior government or a local service agency? _____ YES _____ NO

c) Provide an opportunity for individuals to make direct contributions? _____ YES _____ NO

OR, is your organization:

d) Part of a provincial or national fund raising campaign? _____ YES _____ NO

Don't forget to attach the required financial report.

Division 4 — Providing Assistance

Definition of "assistance"

271 For the purposes of section 263 (1) (c) [*assistance for community benefit*] and this Division, "**assistance**" means providing a grant, benefit, advantage or other form of assistance, including

- (a) any form of assistance referred to in section 272 (1), and
- (b) an exemption from a tax, fee or charge.

Publication of intention to provide certain kinds of assistance

272 (1) A board must publish in a newspaper its intention to provide any of the following assistance:

- (a) disposing of land or improvements, or any interest or right in or with respect to them, for less than market value;
- (b) lending money;
- (c) guaranteeing repayment of borrowing or providing security for borrowing;
- (d) assistance under a partnering agreement.

(2) The notice must be published before the assistance is provided and must include

- (a) the intended recipient of the assistance, and
- (b) the nature, term and extent of the proposed assistance.

General prohibition against assistance to business

273 As a limitation on section 263 (1) (c) [*assistance for community benefit*], a board must not provide assistance to an industrial, commercial or business undertaking.

Exception for assistance under partnering agreements

274 Despite section 273 and in addition to the power under section 263 (1) (c) [*assistance for community benefit*], a board may provide assistance under a partnering agreement.

191

Division 4 — Providing Assistance

Definition of "assistance"

271 For the purposes of section 263 (1) (c) [*assistance for community benefit*] and this Division, "**assistance**" means providing a grant, benefit, advantage or other form of assistance, including

- (a) any form of assistance referred to in section 272 (1), and
- (b) an exemption from a tax, fee or charge.

Publication of intention to provide certain kinds of assistance

272 (1) A board must publish in a newspaper its intention to provide any of the following assistance:

- (a) disposing of land or improvements, or any interest or right in or with respect to them, for less than market value;
- (b) lending money;
- (c) guaranteeing repayment of borrowing or providing security for borrowing;
- (d) assistance under a partnering agreement.

- (2) The notice must be published before the assistance is provided and must include
- (a) the intended recipient of the assistance, and
 - (b) the nature, term and extent of the proposed assistance.

General prohibition against assistance to business

273 As a limitation on section 263 (1) (c) [*assistance for community benefit*], a board must not provide assistance to an industrial, commercial or business undertaking.

Exception for assistance under partnering agreements

274 Despite section 273 and in addition to the power under section 263 (1) (c) [*assistance for community benefit*], a board may provide assistance under a partnering agreement.

192

Annual financial plan

- 374.** (1) A regional district must have a financial plan that is adopted annually, by bylaw, by March 31.
- (2) For certainty, the financial plan may be amended by bylaw at any time.
- (3) The planning period for a financial plan is 5 years, that period being the year in which the plan is specified to come into force and the following 4 years.
- (4) The financial plan must set out the following for each year of the planning period, shown separately for each service:
- the proposed expenditures for the service;
 - the proposed funding sources for the service;
 - the proposed transfers between funds in respect of the service.
- (5) For any year, the total of the proposed expenditures and transfers to other funds in respect of a service must not exceed the total of the proposed funding sources and transfers from other funds for the service.
- (6) The proposed expenditures for a service must set out separate amounts for each of the following as applicable:
- the amount required to pay interest and principal on regional district debt;
 - the amount required for capital purposes;
 - the amount required for a deficiency referred to in subsection (11);
 - the amount required for other purposes.
- (7) The proposed funding sources for a service must set out separate amounts for each of the following as applicable:
- revenue from property value taxes;
 - revenue from parcel taxes;
 - revenue from fees and charges;
 - revenue from other sources;
 - proceeds from borrowing, other than borrowing under section 404 [*revenue anticipation borrowing*].
- (8) The proposed transfers between funds in respect of a service must set out separate amounts for
- reserve funds, and
 - accumulated surplus.
- (9) As a limit on expenditures, the amounts that may be included in a financial plan as expenditures respecting assistance to be apportioned under section 380 (2) (g) [*assistance other than under a partnering agreement*] must not, in total, exceed the amount that would be obtained by a tax of 10¢ per \$1 000 on the net taxable value of land and improvements in the regional district.
- (10) As a limit on revenues,
- if section 339 (1) (e) [*requisition limits in establishing bylaw*] applies in relation to a service, the total of the amounts included under subsection (7) (a) and (b) of this section for the service must not exceed the maximum amount set under section 339 (1) (e), and
 - the total of the amounts requisitioned in respect of the service under the following must not exceed the amounts included under subsection (7) (a) and (b):
 - section 257 [*tax base, requisition and collection of funds for treaty lands*];
 - section 385 [*municipal requisitions*];
 - section 387 [*electoral area requisitions*].
- (11) If actual expenditures and transfers to other funds in respect of a service for a year exceed actual revenues and transfers from other funds in respect of the service for the year, the resulting deficiency must be included in the next year's financial plan as an expenditure for the service in that year.

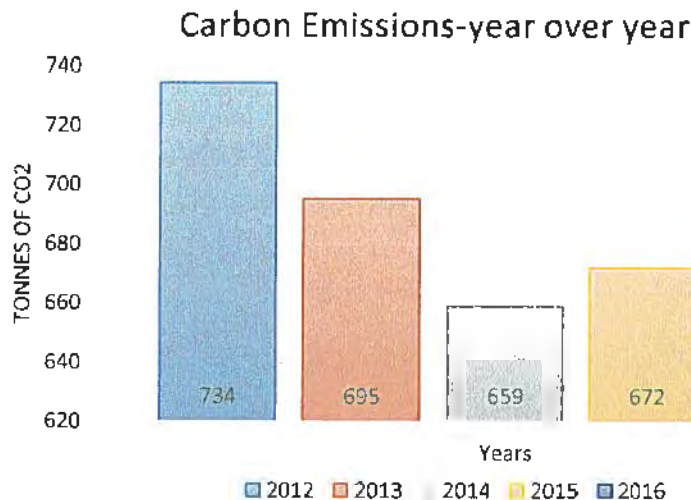
RS2015-1-374 (B.C. Reg. 257/2015).



Regional District of Bulkley-Nechako Board of Directors Memorandum May 25, 2017

To: Chair Miller and the Board of Directors
From: Elaine Wiebe, Environmental Services Assistant
Date: May 15, 2017
Regarding: Climate Action Revenue Incentive Program (CARIP) Public Report – Climate Actions Survey 2016

As a signatory on the Community Climate Action Charter, we continue to track the emissions produced by the RDBN, not only in the traditional services we provide, but also services that are contracted out. Below is a chart that shows the emissions from year to year. Some factors that contribute to the rise of our emissions is the addition of services, such as taking over the operations at the sub-regional landfills (which meant more staff and more traveling) as well as the addition of volunteer fire departments.



The Climate Actions Survey will be submitted to the Ministry of Community, Sport and Cultural Development on May 31, 2017, from which the attached report was generated. The report outlines measures the RDBN undertook in 2016 to reduce carbon emissions and move towards carbon neutrality. As per our reporting requirements for the 2016 CARIP grant, this report is hereby being made public prior to the deadline of June 1, 2017.

RECOMMENDATION:

(All/Directors/Majority)

That the RDBN Board of Directors receive the Environmental Services Assistant's May 15th memorandum titled, "Climate Action Revenue Incentive Program (CARIP) Public Report 2016".

Respectfully yours,



Elaine Wiebe

195

Climate Action Revenue Incentive (CARIP) Public Report for 2016

Local Government:
Regional District of Bulkley-Nechako

Report Submitted by:
Name: Elaine Wiebe
Role: Environmental Services Assistant
Email: elaine.wiebe@rdbn.bc.ca
Phone: 250-692-3195

Date: May 2017



The Regional District of Bulkley-Nechako has completed the 2016 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2016 and proposed for 2017 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

2016 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, centred) plays an especially important role in energy and GHG reduction.

| | |
|---|---|
| Community-Wide Actions Taken in 2016 | |
| | Reviewed the Official Community Plan for Electoral Areas B & E (Burns Lake Rural). |
| | Continued to distribute the Sustainable Rural Land Development Checklist document. |
| Community-Wide Actions Proposed for 2017 | |
| | Initiated the review of the Official Community Plan for Electoral Area D (Fraser Lake Rural). |

| | |
|--|--|
| Corporate Actions Taken in 2016 | |
| | |
| Corporate Actions Proposed for 2017 | |
| | |

| | |
|---|--|
| Broad Planning | |
| What is (are) your current GHG reduction target(s)? | We have adopted the Provincial targets as our visionary target. |
| Has your local government used the Community Energy and Emissions Inventory (CEEI) to measure progress? | No |
| What plans, policies or guidelines govern the implementation of climate mitigation in your community? <ul style="list-style-type: none"> • Community Energy and Emissions (CEE) Plan • Climate Action Plan • Integrated Community Sustainability Plan • Official Community Plan (OCP) • Regional Growth Strategy (RGS) • Do not have a plan • Other: | Yes Yes Yes Yes No |
| Does your local government have a corporate GHG reduction plan? | No |
| Does your local government have a climate reserve fund or something similar? | Yes |

2016 BUILDINGS AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

| Community-Wide Actions Taken in 2016 | |
|---|--|
| | The Topley Fire Hall had renovations done to make it more energy efficient. This included insulating walls and ceilings, installing a new heating system and replacing lighting. This project was supported with federal gas tax funds. |
| Community-Wide Actions Proposed for 2017 | |
| | Continue to work with community groups to realize energy efficiencies at their facilities. Some projects that are planned are lighting upgrades at the Fort St. James Curling Club, energy upgrades at the Stuart Lake Golf Club, Bulkley Valley Cross Country Ski Club and Burns Lake Thrift Store. |

| Corporate Actions Taken in 2016 | |
|--|--|
| | Upgrades to the lighting at the BV Pool, specifically in the pool natatorium, continued. Twenty-one metal halide fixtures and twenty-three screw-in fluorescent fixtures were replaced with LED ones. The old gas hot water tank (with about 40% efficiency) was replaced with a high efficiency (93%) on-demand cascade system. |
| | The BV Pool continued to add to the Distribution Digital Control (DDC) system. There is now a controller on the main pool boiler. They also cleaned and inspected all their ventilation duct work. This will enhance air quality in the building and make the system more effective and efficient. |
| Corporate Actions Proposed for 2017 | |
| | Explore the possibility of energy efficiencies at transfer stations with LED lighting. |
| | The BV Pool will continue to upgrade the rest of the building lights to LED and expand the DDC system further. They also plan to have a facility energy assessment study completed. |

2016 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

| | |
|---|---|
| Community-Wide Actions Taken in 2016 | |
| | The Topley Fire Hall's new heating system is a more efficient heat pump system. |
| Community-Wide Actions Proposed for 2017 | |
| | Continue to work with community groups to acquire funding and make older facilities more efficient. |

| | |
|--|--|
| Corporate Actions Taken in 2016 | |
| | |
| Corporate Actions Proposed for 2017 | |
| | |

| | |
|---|----------|
| Energy Generation | |
| Is your local government developing, or constructing: <ul style="list-style-type: none"> • A district energy system • A renewable energy system | No No |
| Is your local government operating: <ul style="list-style-type: none"> • A district energy system • A renewable energy system | No No |
| Is your local government connected to a district energy system that is operated by another energy provider? | No |
| Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit ? | Yes |

2016 GREENSPACE/ NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

| | |
|---|--|
| Community-Wide Actions Taken in 2016 | |
| | |
| Community-Wide Actions Proposed for 2017 | |
| | |

| | |
|--|--|
| Corporate Actions Taken in 2016 | |
| | |
| Corporate Actions Proposed for 2017 | |
| | |

| | |
|---|-----------|
| Greenspace | |
| Does your local government have urban forest policies, plans or programs? | No |

2016 SOLID WASTE ACTIONS

Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

| | |
|---|---|
| Community-Wide Actions Taken in 2016 | |
| | Implemented a cardboard ban for the landfills. |
| | Continued promotion of backyard composting with the sale of 200 subsidized composters. |
| | Provided direct funding to local community based recycling groups to support waste reduction initiatives. |
| Community-Wide Actions Proposed for 2017 | |
| | Explore the possibility of expanding textile recycling in our region. |
| | Continued promotion of backyard composting. |

| | |
|--|---|
| Corporate Actions Taken in 2016 | |
| | Began the review of Solid Waste Management Plan. |
| Corporate Actions Proposed for 2017 | |
| | Developing a portable recycling station for events at our facilities. |
| | Remaining closure works at Fraser Lake Landfill site. |
| | Completion of the Solid Waste Management Plan. |

| | |
|--|------------|
| Solid Waste | |
| Does your local government have construction and demolition waste reduction policies, plans or programs? | Yes |
| Does your local government have organics reduction/diversion policies, plans or programs? | Yes |

2016 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

| | |
|---|---|
| Community -Wide Actions Taken in 2016 | |
| | Planning began for a Regional Transit Service. |
| Community-Wide Actions Proposed for 2017 | |
| | The Regional Transit Service will begin operation this summer, allowing people to travel between communities without driving their own car. |
| | Provided funding to Smithers Transit, increasing their route coverage. |
| | Provided funding to Fraser Lake Transit, allowing them to add a new bus service. |

| | |
|--|---|
| Corporate Actions Taken in 2016 | |
| | Research process before purchasing any vehicles, to ensure we are making the best choices in terms of needs and fuel consumption. |
| | Policy regarding staff carpooling when traveling to conferences, seminars and meetings continues to be in force. |
| | Our two new excavators have tier 4 emission systems, which are the most up to date and efficient. |
| Corporate Actions Proposed for 2017 | |
| | Development of an anti-idling policy for RDBN vehicles and education for the public regarding benefits of reduced idling times. |

| Transportation | |
|---|----------------------------|
| Does your local government have policies, plans or programs to support: <ul style="list-style-type: none"> • Walking • Cycling • Transit Use • Electric Vehicle Use • Other (please specify) | No No No No No |
| Does your local government have a transportation demand management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)? | No |
| Does your local government have policies, plans or programs to support local food production (thus reducing transportation emissions)? | Yes |

2016 WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions.

| Community-Wide Actions Taken in 2016 | |
|---|--|
| | Distributed a notice to all residents in Fort Fraser regarding ways to be "water-wise", i.e. minimize water usage, best times to water lawns, etc. |
| | Review existing studies regarding water system and develop plan for completing studies necessary for infrastructure grant application. |
| Community-Wide Actions Proposed for 2017 | |
| | Design of 5 km of up-to-date, efficient replacement of water distribution system in the unincorporated municipality of Fort Fraser. |
| | Update of the water conservation plan for that community. |

| Corporate Actions Taken in 2016 | |
|---|--|
| | Used bacteria (ProZyme) to biologically control sludge build up in the lagoon at the Knockholt Landfill. This treatment was successful and is ongoing. |
| Corporate Actions Proposed for 2017 | |
| | Plan to do a sewer condition assessment (infrastructure). |
| | Look into replacing electric aerator with a more efficient, solar system. |
| | Implement a bacteria treatment program at the Clearview Landfill in the leachate collection pond to control sludge and contaminants there, too. |
| Water Conservation | |
| Does your local government have water conservation policies, plans or programs? | Yes |

2016 CLIMATE CHANGE ADAPTATION ACTIONS

Climate Change Adaptation Actions

For local governments, adaptation to a changing climate can take the form of changes in policy, management, technology and behaviour that minimize negative impacts or exploit opportunities. It can involve both "hard" and "soft" solutions, including: changes in infrastructure engineering, planning, zoning, bylaws, and public education.

| Climate Change Adaptation Actions Taken in 2016 | |
|---|---|
| | A sustainability newsletter with green ideas and tips, along with earth-friendly recipes and ideas was distributed throughout the region on a bi-monthly basis. This also inspired a spin-off sustainability Facebook page. |
| Climate Change Adaptation Actions Proposed for 2017 | |
| | Continue to promote sustainable living through the newsletter and other related public education. |

| Resources you have used to support climate change adaptation (e.g. Plan2Adapt , Preparing for Climate Change: Implementation Guide) | |
|--|--|
| | Preparing for Climate Change: Implementation Guide |

| In 2016 did you consider climate change impacts in any of the following areas? (check if yes) | |
|---|---|
| Risk reduction strategies | |
| Risk and Vulnerability assessment | |
| Asset management | X |
| Infrastructure upgrades (e.g. stormwater system upgrades) | |
| Cross-department working groups | X |
| Emergency response planning | X |
| Land-use policy changes (eg. OCP, DPA) | |
| Economic diversification initiatives | |
| Ecosystem-based approaches (incl. shorelines) | |
| Incentives (e.g. property owner reducing stormwater run-off) | |
| Public education and awareness | X |
| Research (e.g. mapping, participation in studies) | |
| Other (Please Identify): | |

2016 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

| | |
|---|--|
| Community-Wide Actions Taken in 2016 | |
| | |
| Community-Wide Actions Proposed for 2017 | |
| | |

| | |
|--|--|
| Corporate Actions Taken in 2016 | |
| | |
| Corporate Actions Proposed for 2017 | |
| | |

| | |
|---|-----------|
| Other | |
| Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC)? | No |
| Have you used CLIC? | No |

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative Corporate and/or Community-Wide GHG reduction or climate change adaptation activity that your local government has undertaken and that has had or has the potential to have a significant impact. Projects included here may be featured as success stories on the B.C. Climate Action Toolkit and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

| |
|---|
| Community-Wide Innovative Action |
| |
| Corporate Innovative Action |
| |

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below.

| Programs and Funding |
|----------------------|
| |

2016 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, especially *Becoming Carbon Neutral: A Guide for Local Governments in British Columbia*.

Reporting Emissions

| Did you measure your local government's corporate GHG emissions in 2016? | Yes |
|--|-----------------------------|
| If your local government measured 2016 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered <u>directly</u> by your local government: | 678 |
| If your local government measured 2016 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from <u>contracted</u> services: | 6 |
| TOTAL A: CORPORATE GHG EMISSIONS FOR 2016 | 684 tCO₂e |

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions by one or a combination of the following actions:

- undertake GCC-supported Option 1 Projects
- undertake GCC-supported Option 2 Projects (community GHG emissions reduction projects that meet project eligibility requirements)
- purchase carbon offsets from a credible offset provider

If applicable, please report the 2016 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 1 GHG Reduction Projects:

| OPTION 1 PROJECTS | REDUCTIONS |
|--|--------------|
| Energy Efficient Retrofits | |
| Solar Thermal | |
| Household Organic Waste Composting | |
| Low Emission Vehicles | |
| Avoided Forest Conversion | |
| TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2016 | tCO2e |

If applicable, please report the names and 2016 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 2 GHG Reduction Projects:

| OPTION 2 PROJECT NAME | REDUCTIONS |
|--|--------------|
| | |
| | |
| | |
| | |
| TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2016 | tCO2e |

If applicable, please report the number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO2e)) from an offset provider for the 2016 reporting year:

(NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND)

| OFFSET PROVIDER NAME | OFFSETS |
|----------------------|---------|
| | |
| | |
| | |

| | |
|--|-------------------------|
| | |
| TOTAL D: OFFSETS PURCHASED FOR 2016 | tCO₂e |

TOTAL REDUCTIONS AND OFFSETS FOR 2016 (Total B+C+D) = 0 tCO₂e

Corporate GHG Emissions Balance for 2016

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2016 = (A – (B+C+D)) = 684 tCO₂e

**If your Corporate GHG Emissions Balance is negative or zero,
your local government is carbon neutral.**

CONGRATULATIONS!

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee (GCC) Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

This year a new recognition level has been added – **Level 3: Accelerating Progress on Charter Commitments**–. Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

Level 2 – Measuring GHG Emissions: for local governments that achieve level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI)

Level 3 – Accelerating Progress on Charter Commitments: for those local governments who have achieved level 1 and 2 and have demonstrated undertaking significant action (corporately or community wide) to reduce GHG emissions in the reporting year (ie: through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: for local governments who achieve carbon neutrality in the reporting year.

For purposes of Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time or financial resources and is intended to result in significant GHG reductions:

| |
|----------------------|
| PROJECT NAME: |
| |

Based on your local government's 2016 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

| | | |
|--------------------------|---|----------|
| <input type="checkbox"/> | Level 1 – Demonstrating Progress on Charter Commitments | |
| <input type="checkbox"/> | Level 2 – Measuring GHG Emissions | X |
| <input type="checkbox"/> | Level 3 – Accelerating Progress on Charter Commitments | |
| <input type="checkbox"/> | Level 4 - Achievement of Carbon Neutrality | |
| <input type="checkbox"/> | Not Sure | |



APPLICATION SUMMARY

Name of Applicants: Richard and Roselynn Redekop

Agent: Manjit Sangha

Electoral Area: F

Subject Property: SE ¼ of Section 25, Township 11, Range 5, Coast District, Plan 4337

Location: The subject property is located at 6470 Donald Road, 4.7 km northeast of the District of Vanderhoof.

Proposal:

The purpose of this application is to allow the ±64 ha. subject property be subdivided in two parcels creating a 16.1 ha. parcel (Proposed Lot 1) and a 47.9 ha. parcel (Proposed Remainder Lot) so that the applicants can downsize their farming operation. The neighbouring farmer Gulbranson Cattle Corp. is interested in purchasing the remaining parcel.

O.C.P. Designation: Agriculture (Ag) in Vanderhoof Rural Official Community Plan Bylaw No. 1517, 2009.

Zoning: Agricultural (Ag1) in Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.

Existing Land Use: Agriculture and residential.

Agricultural Capability:

Based on Canada Land Inventory mapping:

96.5 % of the Subject Property is
 100 % Class 5 limited by cumulative and minor adverse conditions

3.5 % of the Subject Property is
 50% Class 5 limited by topography
 50% Class 5 limited by undesirable soil structure

Class 5 Land is capable of production of cultivated perennial forage crops and specially adapted crops. Soil and/or climate conditions severely limit capability.

Surrounding Applications:

No. 709 Application for a 3.75 ha. homesite severance from land described as the NE ¼ of Section 24, Township 11, Range 5, Coast District except Highway R/W Plan 5813 (1988).

| | |
|--------------------------------|----------|
| Staff recommendation: | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision: | Approved |

No. 72 Application to subdivide land described as N ½ of Section 19, Township 10, Range 5, Coast District into 2 lots of approximately 64.7 ha. each (1976).

| | |
|--------------------------------|----------|
| Staff recommendation: | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision: | Approved |

No. 1064 Application to subdivide land described as Lot 1, Section 19, Township 10, Range 5 Coast District, Plan 8937 into a homesite lot of 16 ha and a remainder of 48 ha. The owners wish to dispose of the farm land but stay in their residence on the property (2008).

| | |
|--------------------------------|----------|
| Staff recommendation: | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision: | Approved |

No. 270 Application to locate a mobile home as a secondary dwelling on Lot 2, NE ¼ Section 19, Township 10, Range 5, Coast District, Plan 8937 (1979).

| | |
|--------------------------------|----------|
| Staff recommendation: | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision: | Approved |

No. 171 Application to place a trailer on SE 1/4, Section 23, Township 11, Range 5 (1977)

| | |
|--------------------------------|----------|
| Staff recommendation: | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision: | Approved |

No. 574 Application to exclude 0.405 ha. from 64 ha. from land described as SE 1/4, Section 23, Township 11, Range 5, Coast District, except Hwy R/W Plan 5813 (1984).

| | |
|--------------------------------|--------|
| Staff recommendation: | Denial |
| Regional Board recommendation: | Denial |
| A.L.C. Decision: | Denied |

- No. 773** Application to subdivide land described as SE 1/4 of Section 23, Township 11, Range 5, Coast District to create one parcel of 2.02 ha for a homesite (1990).
- | | |
|--------------------------------|--------|
| Staff recommendation: | Denial |
| Regional Board recommendation: | Denial |
| A.L.C. Decision: | Denied |
- No. 145** Application to subdivide land described as North 1/2 of Section 18, Township 10, Range 5 Coast Land District to create a 1.4 ha. parcel for a mobile home (1977).
- | | |
|--------------------------------|----------|
| Staff recommendation: | Approval |
| Regional Board recommendation: | Denial |
| A.L.C. Decision: | Denied |
- No. 226** Application to exclude 2 ha. from ALR that is separated from the remainder of the property by Knight Cr. on lands described as North 1/2 of Section 18, Township 10, Range 5 Coast Land District (1978).
- | | |
|--------------------------------|--------|
| Staff recommendation: | Denial |
| Regional Board recommendation: | Denial |
| A.L.C. Decision: | Denied |
- No. 921** Application to subdivide land described as North 1/2 of Section 18, Township 10, Range 5 Coast Land District to create a 2 ha. parcel and a 127 ha. remainder (1999).
- | | |
|--------------------------------|--------|
| Staff recommendation: | Denial |
| Regional Board recommendation: | Denial |
| A.L.C. Decision: | Denied |
- No. 1141** Application to subdivide land described as North 1/2 of Section 18, Township 10, Range 5 Coast Land District to create a 2 ha. parcel and a 127 ha. remainder (2013).
- | | |
|--------------------------------|--|
| Staff recommendation: | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision: | Closed by applicant before ALC decision. |
- No. 1103** Submitted under the Agricultural Land Commission's Homesite Severance Policy to subdivide a 7.1 ha. parcel from the 63 ha. parent parcel on the property described as SE 1/4 of Section 31, Township 10, Range 5, Coast District (2010).
- | | |
|--------------------------------|----------|
| Staff recommendation: | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision: | Approval |

REFERRAL COMMENTS

Advisory Planning Commission

New Business: Application # 1192 Subdivision

Moved Joe Meier, Second Barb Ephron – That application be denied, Carried.

Ministry of Agriculture

Thank you for providing BC Ministry of Agriculture staff the opportunity to comment on the subdivision in the Agricultural Land Reserve (ALR) application from Richard and Roselynn Redekop. I have reviewed the documents you have provided as well as other reference materials relating to the application. From an agricultural perspective I can provide the following comments for your consideration:

- The parcel and immediate surrounds are in an area of predominantly Agricultural Capability Class 5X (cumulative minor adverse limitations) with Vanderhoof soils and a small portion of 50% Class 5T (topographic limitations) and 50% Class 5D (soil structure/permeability limitations) both with Pineview soils at the northern edge. The combinations of Vanderhoof/Pineview soils and Agricultural Capability Class 5 (multiple sub-classes) are most often associated with forage and coarse grain production which are the predominant crops in the area. It is important to note that limitations do not preclude production but provide insight for management requirements.
- The results of the Agricultural Land Use Inventory were reviewed and the cropped uses reflect the documented capability/soil data however it should be noted that while the forested portion of the parcel could potentially be developed for crops it is also possible that the areas are currently being, or could be, used as pasture.
- While the proposal indicates that both proposed parcels would contribute to agriculture, it should be noted that it has generally been found that subdivision in agricultural areas can: erode long term agricultural and economic potential of the parcels, increase land cost per acre which limits farm business opportunities, and in some cases have been shown to increase conflict between adjacent land uses.
- The proposed subdivision separates the farm infrastructure i.e. buildings in Proposed Lot 1 from the majority of the cropping land base, while an interest has been expressed in purchasing the Proposed Remainder (47.9 ha) for agricultural purposes, it is unclear if additional infrastructure would be established on it; if this was done the available crop production area would be reduced.
- If subdivision were to occur, the Proposed Remainder would be reduced in both overall size and active cropping area, these reductions and the separation from farm infrastructure could impact its viability as a separate farm operation in long term. Similarly the long-term agricultural potential of Proposed Lot 1 as part of an economically viable farm business would be limited.
- If subdivision or lot line adjustment were to occur, binding the Proposed Remainder to another agricultural parcel could minimize the impacts to the long-term viability of the Proposed Remainder for farm operations.

- The proposed boundary between proposed Lot 1 and Proposed Remainder would result in a portion of an existing field being divided and a small forested area at the edge of a field/parcel; this does not match optimal agricultural use or management. If subdivision were to be allowed, planning boundaries to minimize impact to crops/crop potential is in the interest of agriculture.
- Any access points and structures that are to be established on the resulting parcels should be sited in a way that minimizes impact on most arable/productive areas and/or areas required for farming operations. Applicants/owners are advised to consult the "Guide for Bylaw Development in Farming Areas" for information on siting, size, and setback information, at:
www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-andseafood/agricultural-land-and-environment/strengthening-farming/local-government/bylawstandards/8400001_guide_for_bylaw_development_in_farming_areas.pdf
- If subdivision were to take place it is highly recommended that appropriate, lawful fences are established for all resulting parcels. This is an important step in agricultural areas and can be a key step in protecting both parcels and any owners/future owners from legal issues such as livestock being at large and reduces the potential for complaints and conflict. For more information on fencing requirements in rural areas please refer to Section 3 of the Trespass Act www.bclaws.ca/civix/document/id/complete/statreg/96462_01.
- If subdivision were to occur without exclusion, the resulting parcels would remain in the ALR and continue to be subject to all pertinent regulations and policies. It is important that applicants/owners/purchasers be made aware that the parcels are located in an agricultural area and that many activities associated with the business of farming and ranching that may generate noise, dust, odours, or other disturbances. The Farm Practices Protection (Right to Farm) Act protects farmers right to farm provided they use normal farm practices.

If you have any questions or would like to discuss this proposal further, please do not hesitate to contact me.

PLANNING DEPARTMENT COMMENTS

Bylaws and Policies:

The application area is zoned Agricultural (Ag1). The minimum parcel size requirement for the Ag1 zone is 16 ha. Proposed Lot 1 and the Proposed Remainder Lot both meet this requirement.

The current OCP designation for the property is Agriculture. This designation is intended to preserve these lands for the purposes of farming and other related activities.

Section 3.1.2(6) of the OCP states that:

Severances for small lot residential (other than home site severances approved by the Agricultural Land Commission), institutional, commercial or industrial

development shall be avoided. However, Applications for exclusions, subdivisions, and non-farm uses within the Agricultural Land Reserve may be supported if:

- a) There is limited agricultural potential within the proposed area;*
- b) Soil conditions are not suitable for agriculture;*
- c) Neighbouring uses will not be compromised;*
- d) Adequate provisions for fencing are provided, where necessary;*
- e) There is a demonstrated need for the proposed development; and,*
- f) The application is in the best interest of the local community.*

A guiding policy under RDBN's Agricultural Plan is to maintain appropriately large parcel sizes and to keep smaller parcel residential development away from farming areas. This policy helps preserve the integrity of agricultural lands and minimizes conflict between agriculture and non-agriculture uses. The Agriculture Plan recommends that:

The RDBN should continue with its efforts to protect and preserve farm land and soil having capability for agricultural purposes through the restriction of subdivision, and limited encroachment of non-farm uses.

Land Use:

The property is located east of Vanderhoof on Donald Road. This area is recognized as one of the most favourable areas for farming in the northern interior for cattle and hay production.

Land use is a mix of agriculture and residential. Surrounding parcel sizes are large ranging from 60 ha to 120 ha parcels of land with the exception of the 2 acre parcel subdivided from the subject property in 1963 for a church and the western neighbouring parcel that has a 16 ha parcel that was created through a boundary adjustment application in 1995.

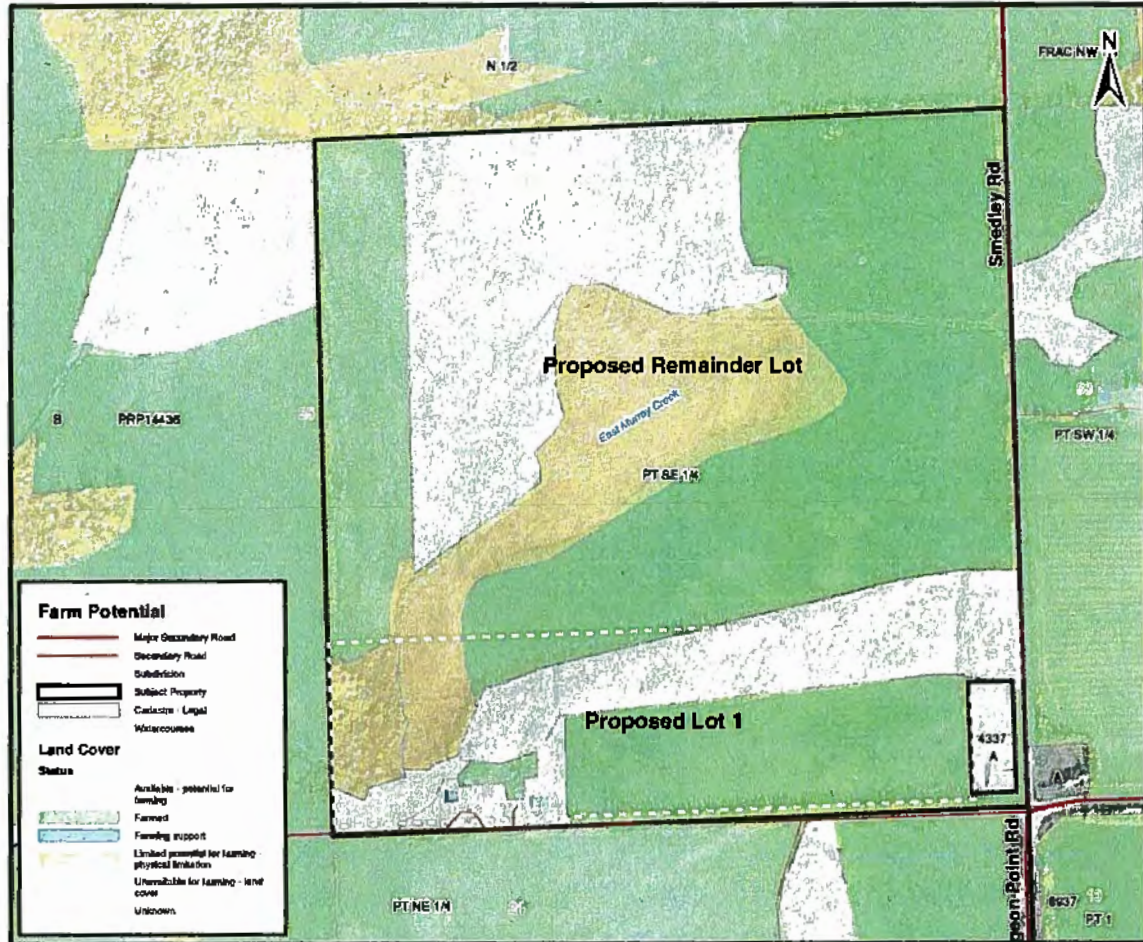
Agricultural Land Use Inventory:

In the summer of 2013, RDBN staff and the Ministry of Agriculture completed an Agricultural Land Use Inventory (ALUI), which identified the farm uses, crop types and underutilized farm areas within the Vanderhoof and Smithers areas of the Region. The subject property was included in this study.

The ALUI identified 33.5 ha. (52%) of the property is actively farmed with mixed grass/legume grown for hay production and pasture. 16% of the property has limited potential for farming due to the riparian area around East Murray Creek which is classified as shrubland used for pasture. Meanwhile, 31% of the property is treed and has the potential to be farmed.

Proposed Lot 1 includes a 7 ha. hayfield (20% of the total actively farmed area) and the farm buildings.

Agricultural Land Use Inventory Map

**Discussion:**

Staff do not support the application as it appears the proposal would not benefit agriculture. The proposed subdivision would compromise the arable land currently available, separate farm infrastructure from the farm and divide existing field crops. In addition, subdivision of this size in an area of predominately large parcels can erode long term agricultural and economic potential of the parcels, increase land cost per acre which limits farm business opportunities, and can create conflict between farm and non-farm uses.

Section 25 (3) of the ALCA requires that this application not proceed to the ALC for consideration unless it is authorized by a local government resolution. The Regional District Board may:

1. Not provide a local government resolution authorizing the application to the ALC.
2. Forward the application to the ALC with a recommendation that the application not be supported.
3. Forward the application to the ALC with a recommendation that the application be supported.

Where staff do not support a subdivision application staff typically recommend option 2. This allows the ALC to approve the application contrary to the recommendation of the Board. However, given the unanimous recommendations to deny this application from the Ministry of Agriculture, the APC and the RDBN Planning Department, staff are recommending that the application not be forwarded to the ALC for consideration. The effect of this is that the subdivision cannot proceed.

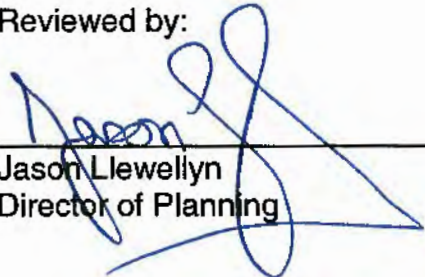
The applicants are encouraged to lease the property to the neighbouring farmer to preserve the quarter section intact.

Recommendation

That the Regional District Board not authorize the submission of Agricultural Land Reserve Subdivision Application No. 1192 (Redekop) to the Agricultural Land Commission.

Development Services – All/Directors/Majority

Reviewed by:



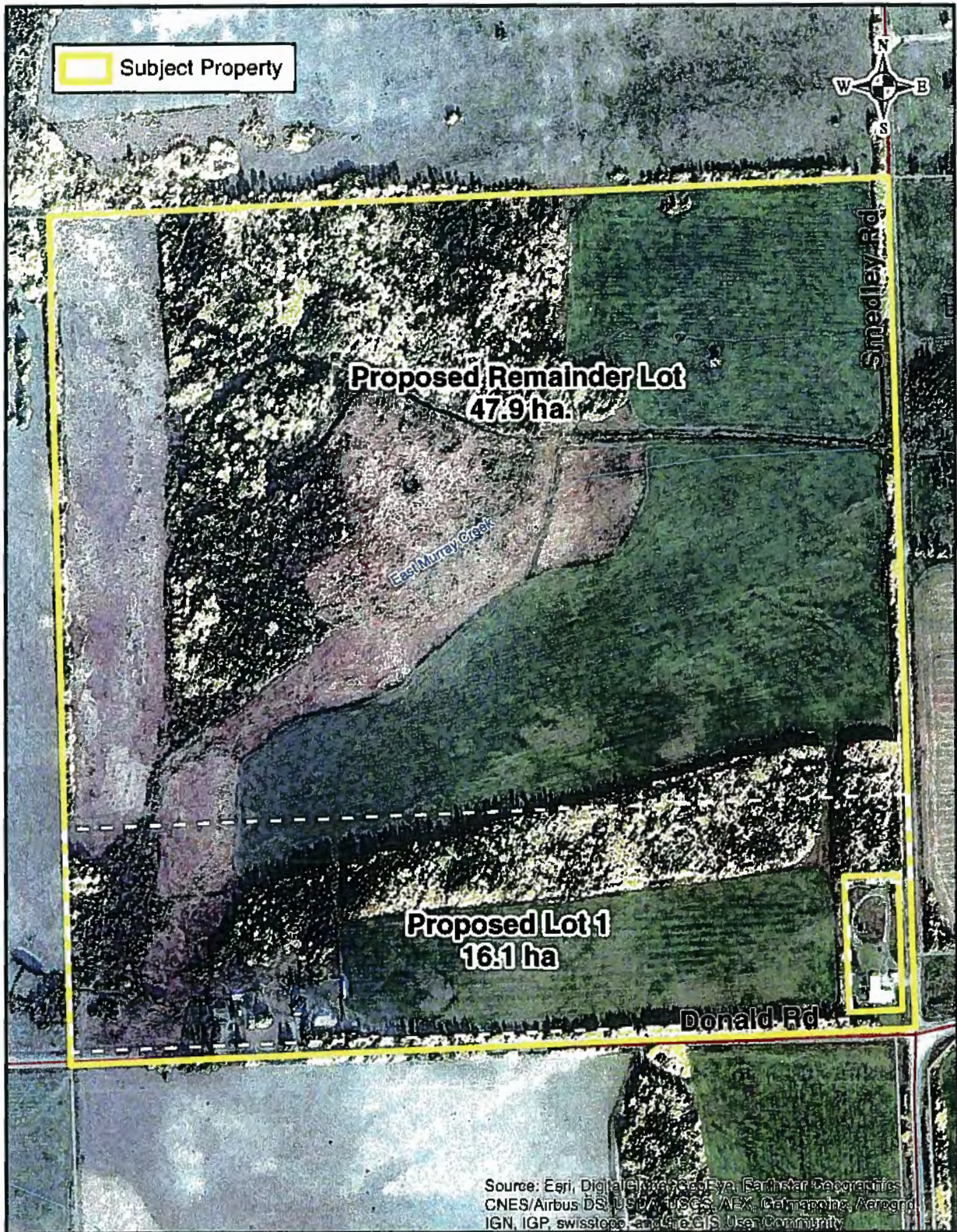
Jason Llewellyn
Director of Planning

Written by:

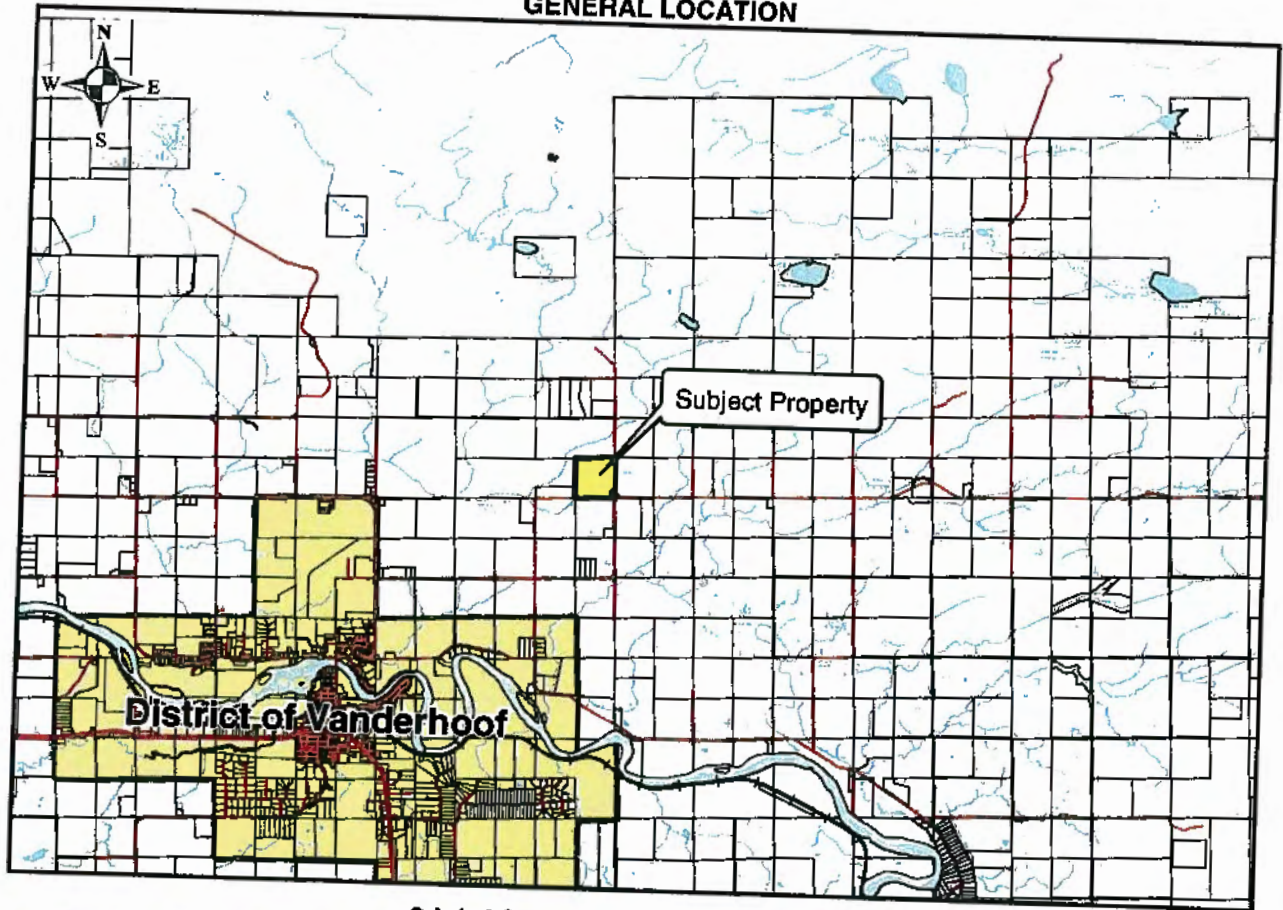


Jennifer MacIntyre
Planner I

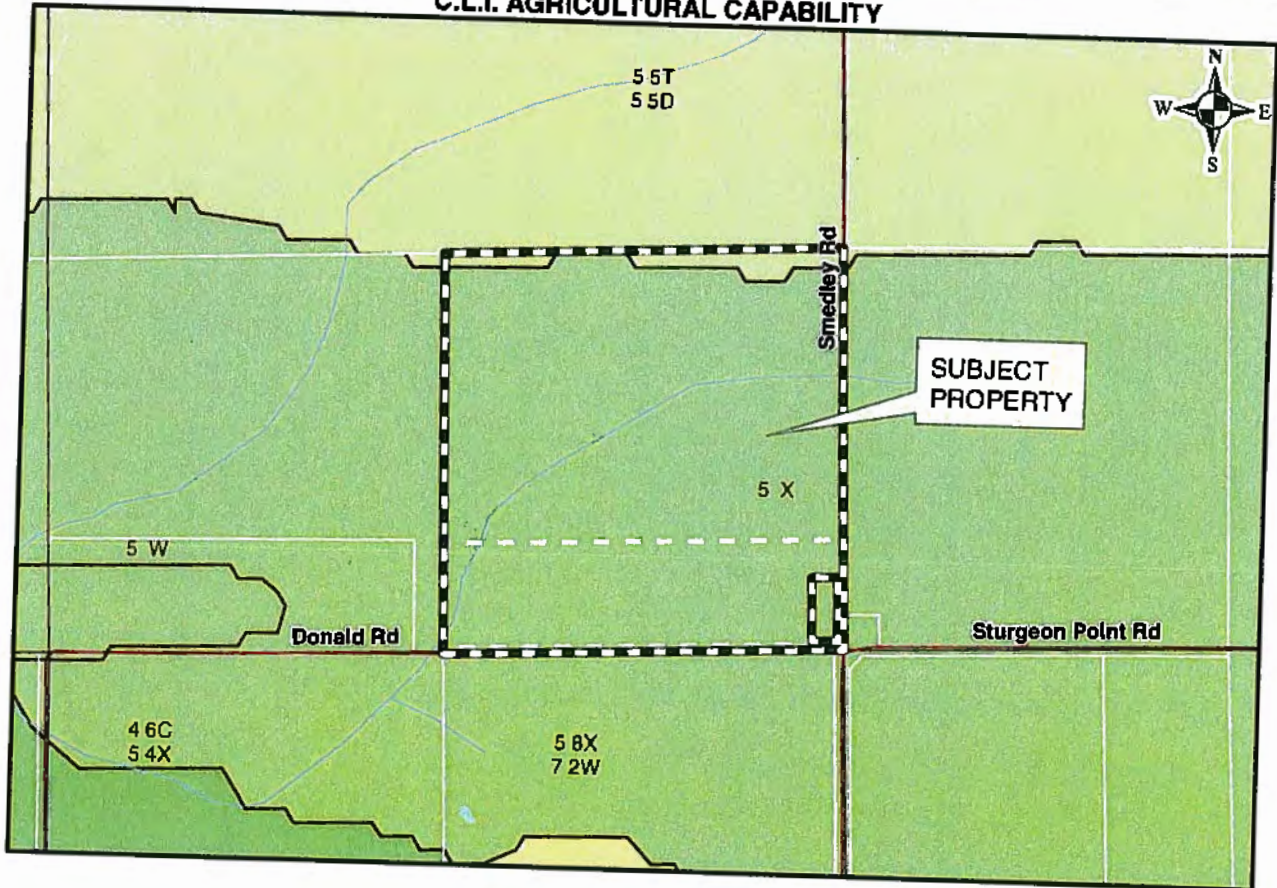
Specific Location



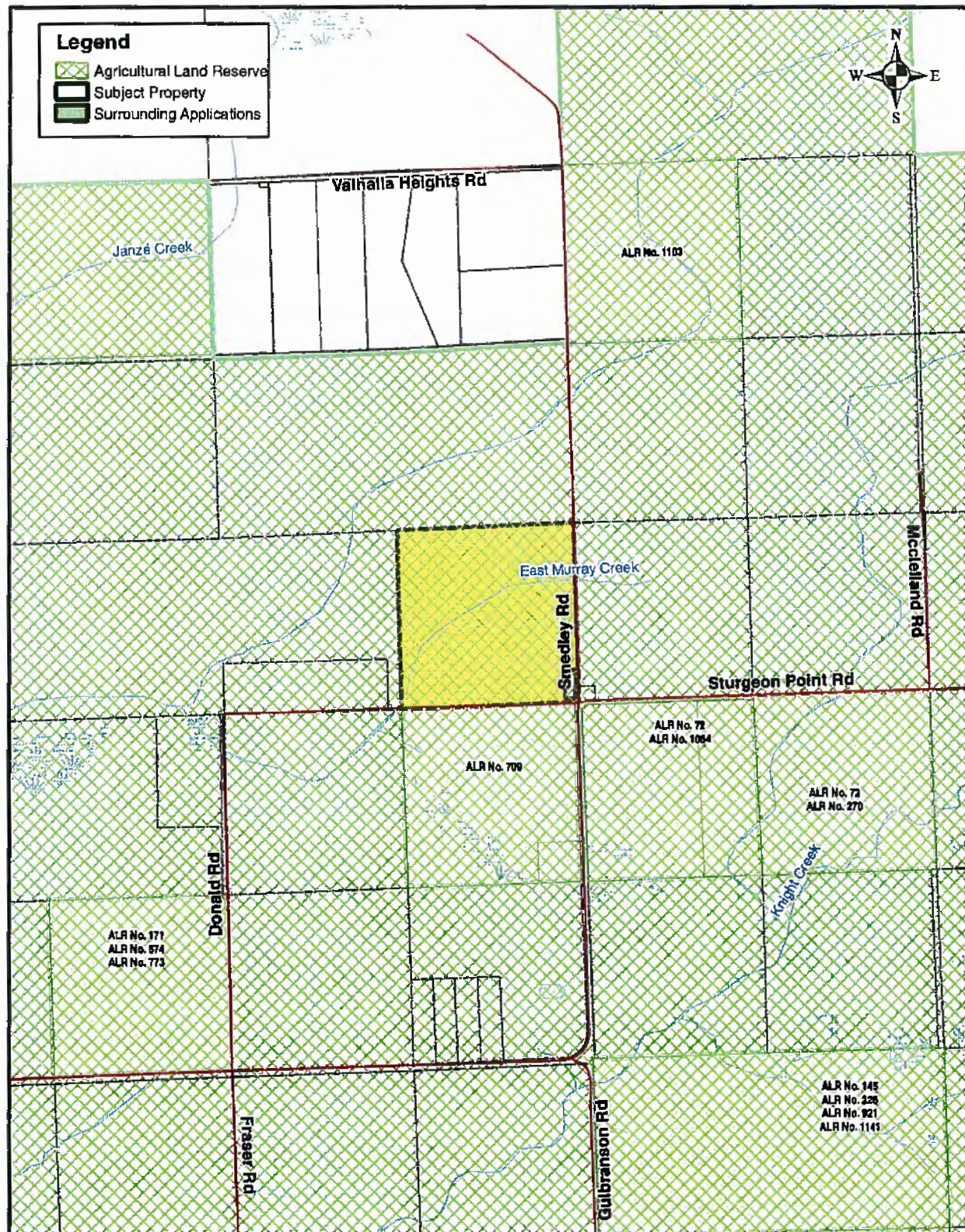
GENERAL LOCATION



C.L.I. AGRICULTURAL CAPABILITY



Surrounding Applications, ALR Status & Surrounding Development



219

26 September 2016

To Whom it May Concern;

We are very interested in purchasing the remaining part of the southeast $\frac{1}{4}$ of section ³⁵ township 11, range 5, coast district, except plan 4337. This will be without the house and whatever acres go with it.

Sincerely,



Emil Gulbranson

Gulbranson Cattle Corp.

Box 2519

Vanderhoof, BC

V0J 3A0



220

MEMORANDUM

To: Regional District Board
From: Jason Llewellyn, Director of Planning
Date: April 27, 2017
Re: **Coastal Gaslink Pipeline Referral**

PURPOSE

The RDBN has received a new referral regarding the renewal of a permit which was issued in 2015 that authorize the construction and operation of a section of the Coastal Gaslink Pipeline. This referral is attached and additional renewal referrals are expected.

In response to similar renewal referrals regarding the Coastal Gaslink Pipeline Project and the Prince Rupert Gas Transmission Project staff were directed by the Board to send the attached letter.

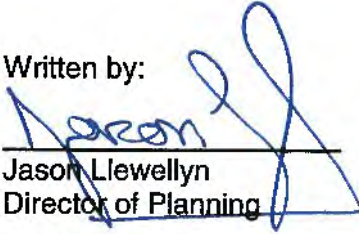
Staff recommend that the Board direct staff to inform the Oil and Gas Commission that the Board's letter dated March 13th, 2017 is the Boards response to all similar renewal referrals for the Coastal Gaslink Pipeline Project and the Prince Rupert Gas Transmission Project.

Recommendation

That staff send a letter to the OGC and TransCanada stating the Board's letter dated March 13th, 2017 is the Boards response to all renewal referrals for the Coastal Gaslink Pipeline Project and the Prince Rupert Gas Transmission Project.

All Directors / Majority

Written by:


Jason Llewellyn
Director of Planning

221



RECEIVED

APR 26 2017

March 10, 2017

Sent Via Regular Mail

REGIONAL DISTRICT OF
BULKLEY NECHAKO

Regional District Of Bulkley-Nechako
37-3rd Avenue
Burns Lake, BC V0J 1E0

TransCanada Corporation
450 – 1st Street S.W.
Calgary, AB, Canada T2P 5H1

Tel: 1-855-633-2011

Email:

coastalgaslink@transcanada.com

Doc: CGW4703-HMA-LA-LTR-0456

RE: NOTIFICATION LETTER
Coastal GasLink Pipeline Project (Section 7)
Permit Extension Application
Location: 93-L-2/I to 93-L-4/J
File Number: 12-3313
Disposition: Regional District

This letter is to advise you that in compliance with Section 32 (3) of the *Oil and Gas Activities Act* (OGAA) Coastal GasLink Pipeline Ltd. (**Coastal GasLink**) intends to submit a permit extension application to the BC Oil and Gas Commission (**the Commission**). This permit was previously applied for in 2014, approved in 2015 and there no changes to the pipeline project and its relationship to your land interest. This is only an application to extend the permit expiry date. Your interest in relation to the Project is shown on the enclosed map with the ID number noted above.

Coastal GasLink has approval to construct and operate a sweet natural gas pipeline and associated facilities, approximately 670 km in length, starting from the area near the community of Groundbirch, approximately 40 km west of Dawson Creek, BC. to the proposed LNG Canada Development Inc. liquefied natural gas export facility near Kitimat, BC. The current permit approval will expire on June 29, 2017, and will be renewed for a total of one year.

In July 2016, LNG Canada (our customer) announced that due to the challenges of the current global energy market, their joint venture participants need more time prior to making a final investment decision (FID) on their proposed liquefied natural gas export facility near Kitimat. As a result, construction of the Coastal GasLink project which will supply gas to their project, will also be delayed. For further information about the Coast GasLink Pipeline Project please visit our project website at www.coastalgaslink.com.

Coastal GasLink
Pipeline Project



Should you have any questions regarding this application, please do not hesitate to contact one of the following representatives.

Sandra Dixon – Associate Project Manager
Email: sandra.dixon@rpsgroup.com

RPS
Phone: 403-385-4255

Dave Kmet – Sr. Land Representative
Email: dave_kmet@transcanada.com

Coastal GasLink Pipeline Project
Phone: 403-920-7061

Yours truly,

Coastal GasLink Pipeline Ltd.

Dave Kmet
Sr. Land Representative
Coastal GasLink Project

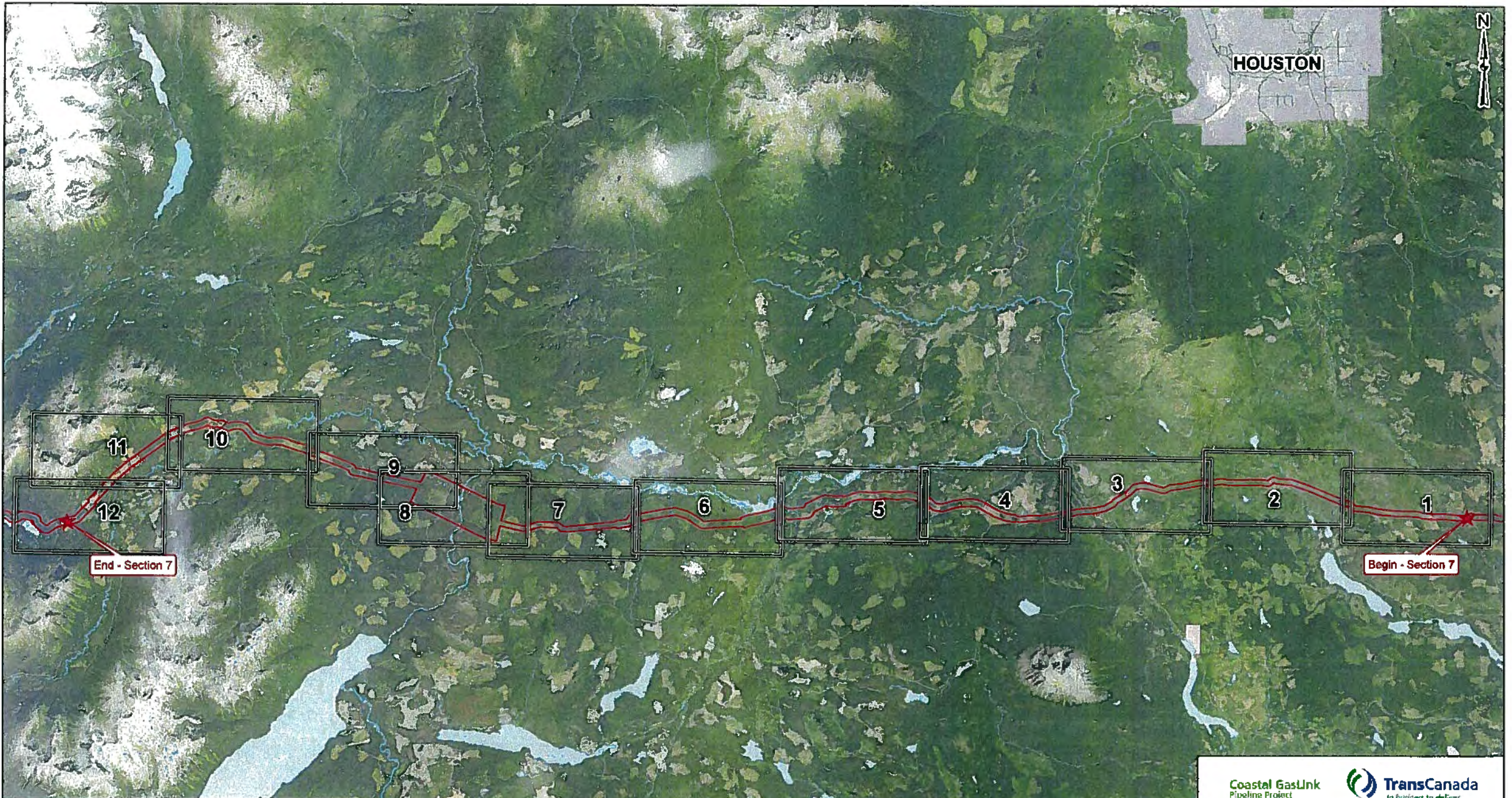
DK/sd

Encl.

CGW4703-MCSL-G-MP-1471-000
CGW4703-MCSL-G-MP-1471-001
CGW4703-MCSL-G-MP-1471-002
CGW4703-MCSL-G-MP-1471-003
CGW4703-MCSL-G-MP-1471-004
CGW4703-MCSL-G-MP-1471-005
CGW4703-MCSL-G-MP-1471-006
CGW4703-MCSL-G-MP-1471-007
CGW4703-MCSL-G-MP-1471-008
CGW4703-MCSL

| Reference Number / IS4 | File Number | File Type | Balance | File Purpose | Project Number | Legal Description | Client/Owner/Program | Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6 | Page 7 | Page 8 | Page 9 | Page 10 | Page 11 | Page 12 | |
|------------------------|----------------|-------------------|---------|--------------|----------------|-------------------|-----------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---|
| IS4 | BU1017-01-COMM | REGIONAL DISTRICT | 0.0 | | | | REGIONAL OFFICE OF BU1017-01-COMM | 5 | 8 | 3 | 6 | 8 | 5 | 8 | 3 | 3 | 8 | 3 | 8 | 3 |

224



Legend

- Application Section Beginning/End Points
- Map Book Page
- Permitted Pipeline Corridor
- Road
- Lake / Water Body
- Indian Reserve
- Municipalities

| REVISION | DESCRIPTION |
|----------|----------------------------------|
| 0 | Issued for Use February 27, 2017 |

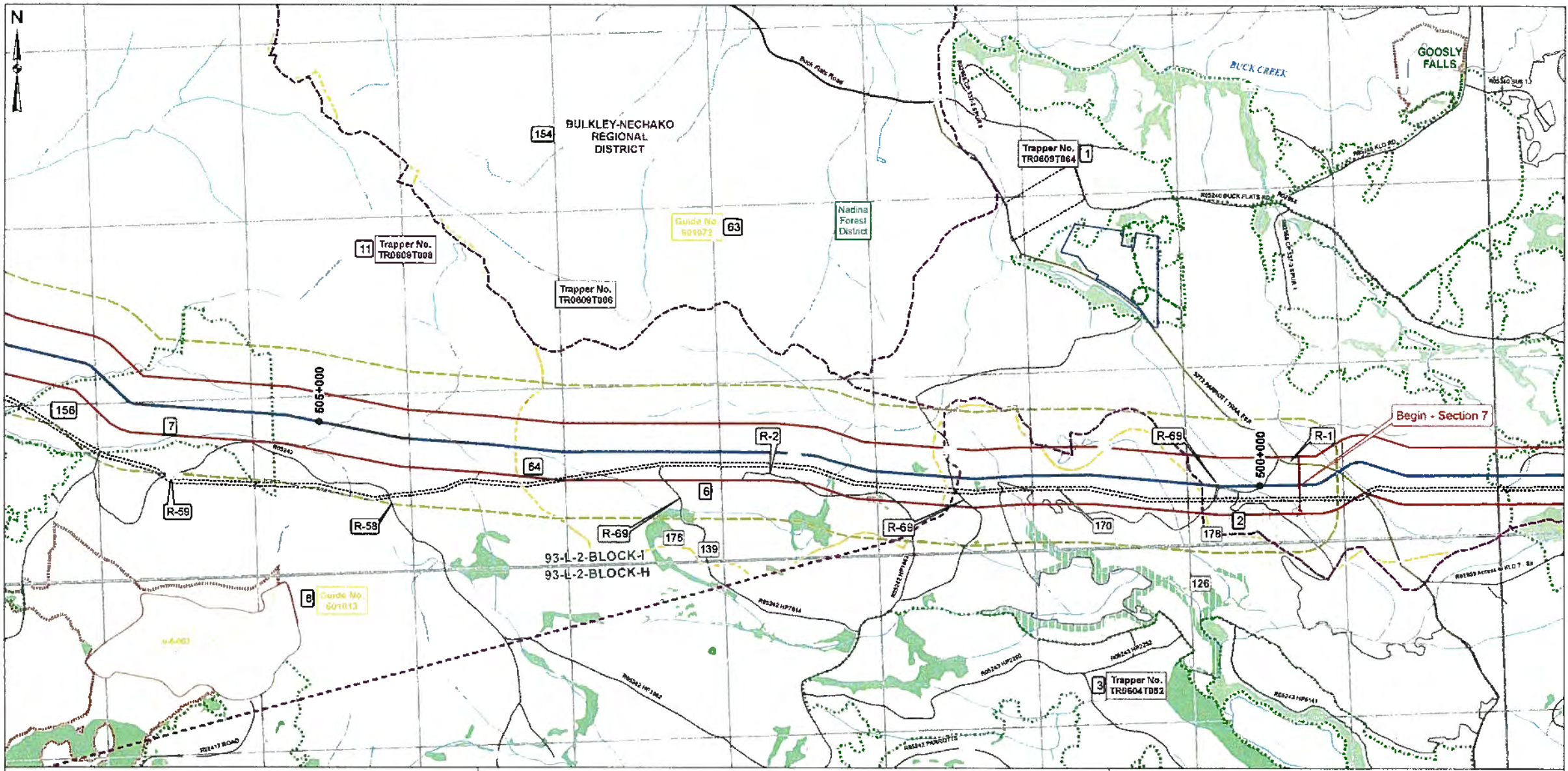


Coastal GasLink Pipeline Project TransCanada
In business to deliver

COASTAL GASLINK PIPELINE LTD.

Notification Map
Section 7
OGC Permit No.: 9708371

225

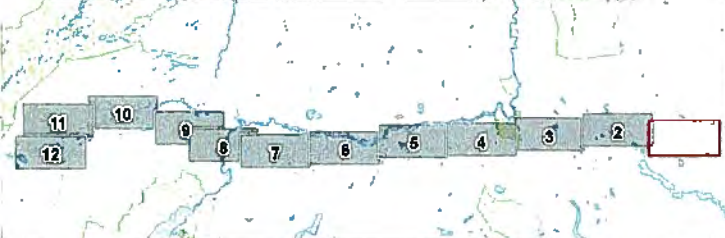


| Legend | |
|---|--------------------------------|
| Permitted Pipeline Proposed Centerline | Agricultural Land Reserve |
| Permitted Pipeline Corridor | Range Tenure |
| Notification Zone (200m Buffer) | Forest District |
| Highway | Trapper Boundary |
| MOTV Road | Guide Boundary |
| Forest Service Road (FSR) | Mining Interest |
| Road Permit | Forest Tenure Special Use |
| Road / Trail | Forest Tenure Special Access |
| Recreation Trail | OGC Tenure |
| Railway | Proposed Wildlife Habitat Area |
| River / Creek / Drainage | Geopark Habitat |
| Lakes | Slope and Winter Range |
| Regional District | Camp / Recreation Site |
| Right of Way | Water License |
| License | |
| Lease | |
| Permit | |
| Reservation | |
| Crown Grant | |
| Inventory | |
| Special Caribou Range | |
| Forest Research Area | |
| Growth Yield Sample Plot | |
| Tree Farm License (TFL 41) | |
| MOF Opening | |
| Timber Supply Area | |
| FTA Cutoff | |
| Forestry Map Notation | |
| Wildlife Tree Retention Area | |
| Managed License | |
| Wildlife | |
| OGC Growth Management Area (GMA) | |
| Municipal Boundary | |
| Indian Reserve | |
| Titled - Private Land | |
| Titled - Crown Land | |
| Park - Protected Area - Recreation Site | |
| Wildlife Habitat Area | |
| Endangered Species (2314377) | |
| Residence | |

Notes
The proposed project is within the South West OGC Zone.



| Revision | Description |
|----------|----------------------------------|
| 0 | Issued for Use February 27, 2017 |



McElhanney
8808 72nd Street
Port St. John, BC, V1J 6M2
Tel: 250-787-0356
Job: 3111-21422

Coastal GasLink Pipeline Project **TransCanada**
In business to deliver

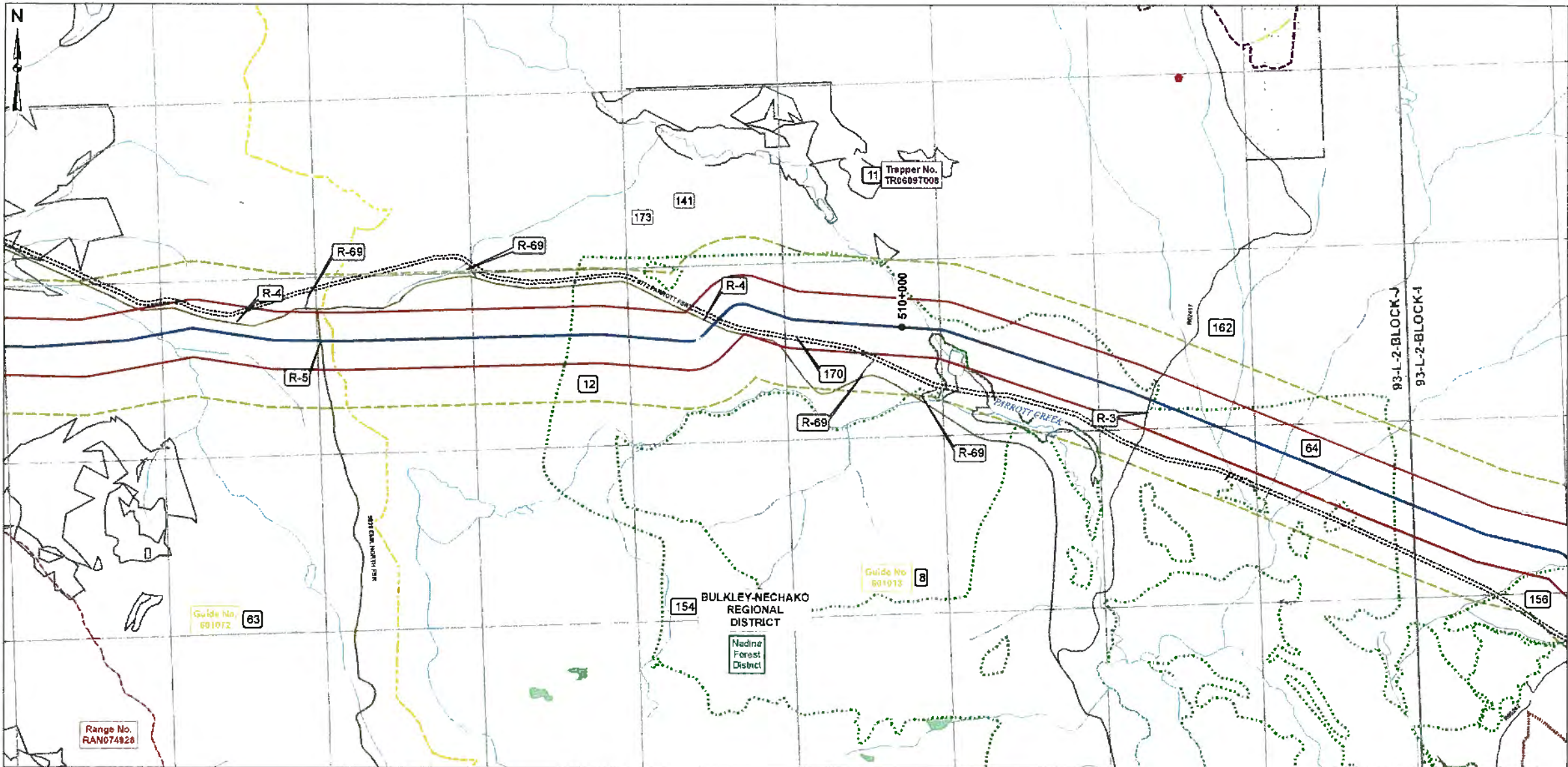
COASTAL GASLINK PIPELINE LTD.

Notification Map
Section 7
OGC Permit No.: 9708371

Route Reference: CGL_Route_RevF
Document No.: CGW4703-MCSL-G-MP-1471-001
February 27, 2017

The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

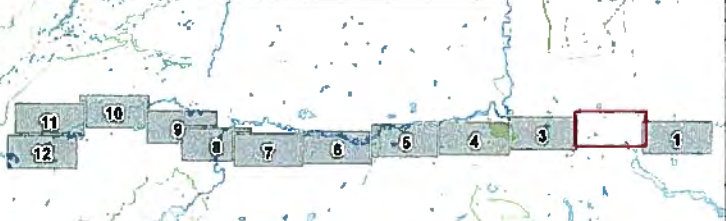
2026



Notes
The proposed project is within the South West OGC Zone.



| Revision | Description |
|----------|----------------------------------|
| 0 | Issued for Use February 27, 2017 |



McElhanney
8805 72nd Street
Fort St. John, BC, V1J 8M2
Tel. 250-787-0356
Job: 3111-21422

Coastal GasLink Pipeline Project **TransCanada**
In business to deliver

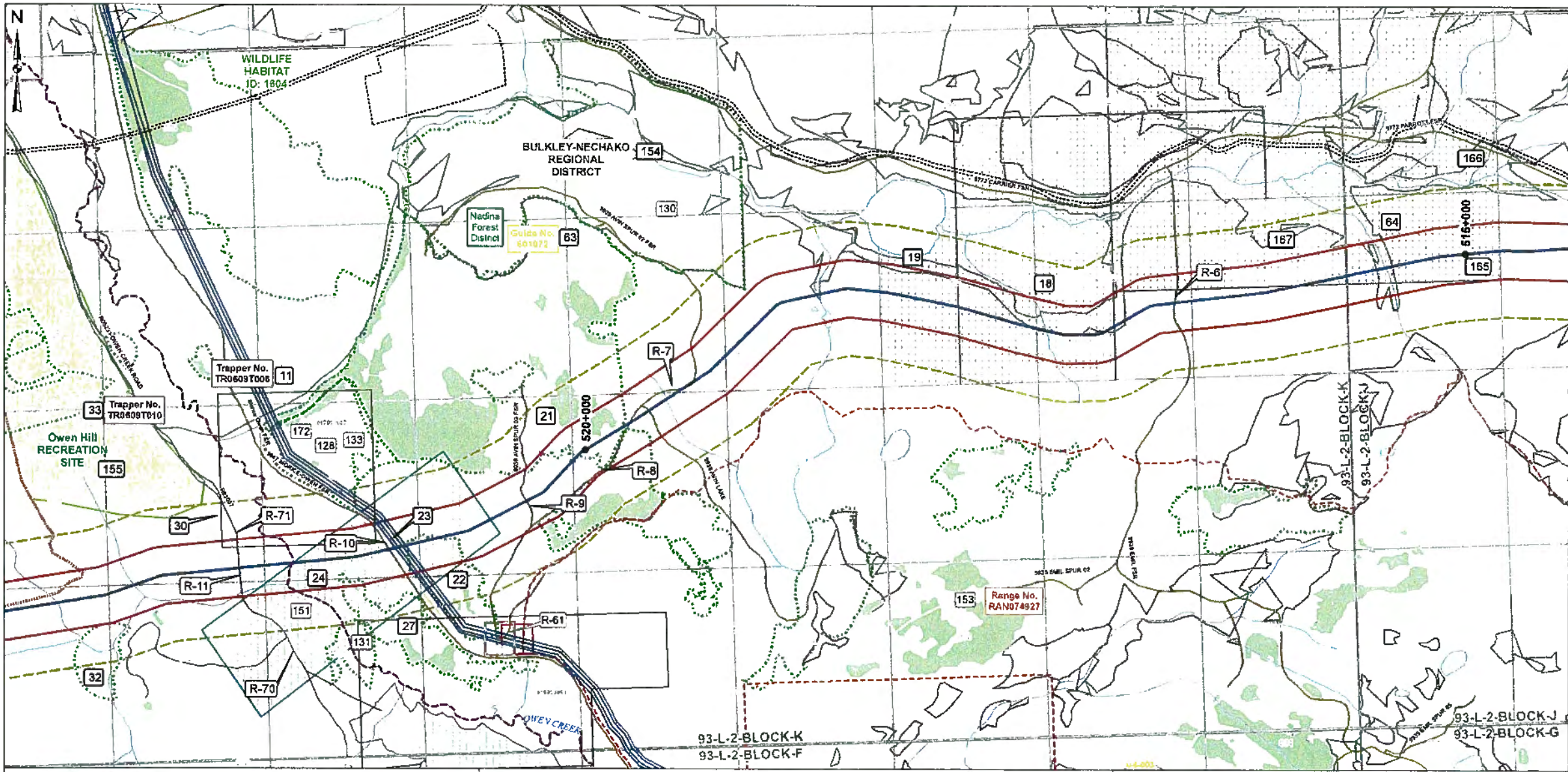
COASTAL GASLINK PIPELINE LTD.

Notification Map
Section 7
OGC Permit No.: 9708371

Route Reference: CGL_Route_RevF
Document No.: CGW4703-MCSL-G-MP-1471-002
February 27, 2017

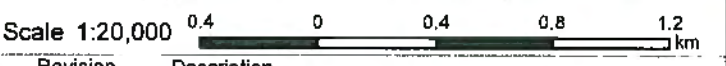
The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

227



| Legend | |
|--------|---------------------------------------|
| | Permitted Pipeline Proposed Corridor |
| | Permitted Pipeline Centerline |
| | Notification Zone (200m Buffer) |
| | Numbered Highway |
| | MOTI Road |
| | Forest Service Road (FSR) |
| | Road Permit |
| | Road / Trail |
| | Recreation Trail |
| | Railway |
| | River / Creek / Drainage |
| | Lakes |
| | Regional Districts |
| | Agricultural Land Reserve |
| | Range Tenure |
| | Forest District |
| | Trapper Boundary |
| | Quilts Boundary |
| | Mining Interest |
| | Forest Tenure - Special Use |
| | Forest Tenure - Special Access |
| | OGC Tenure |
| | Proposed Wildlife Habitat Area |
| | Gasbank Habitat |
| | Unsuble Winter Range |
| | Camp / Recreation Site |
| | Right of Way |
| | License |
| | Lease |
| | Farm |
| | Reserve/Notation |
| | Chew Sheet |
| | Inventory |
| | Barred Caribou Range |
| | Forestry Research Area |
| | Grow/Yield Sample Plot |
| | Tree Farm License (TFL) |
| | MOP Opening |
| | Timber Supply Area |
| | FTA Curbside |
| | Water Licence |
| | Foresty Map Notation |
| | Wildlife Tenure Retention Area |
| | Management License |
| | Woodlot |
| | OGC Growth Management Area (GOMA) |
| | Municipal Boundary |
| | Indian Reserve |
| | Titled - Private Land |
| | Titled - Crown Land |
| | Park Protected Area - Recreation Site |
| | Wildlife Habitat Area |
| | Endangered Species (2314377) |
| | Residence |

Notes
The proposed project is within the South West OGC Zone.



| Revision | Description |
|----------|----------------------------------|
| 0 | Issued for Use February 27, 2017 |



McElhanney
8808 72nd Street
Fort St. John, BC, V1J 6M2
Tel: 250-787-0356
Job: 3111-21422

Coastal GasLink
Pipeline Project

TransCanada
In business to deliver

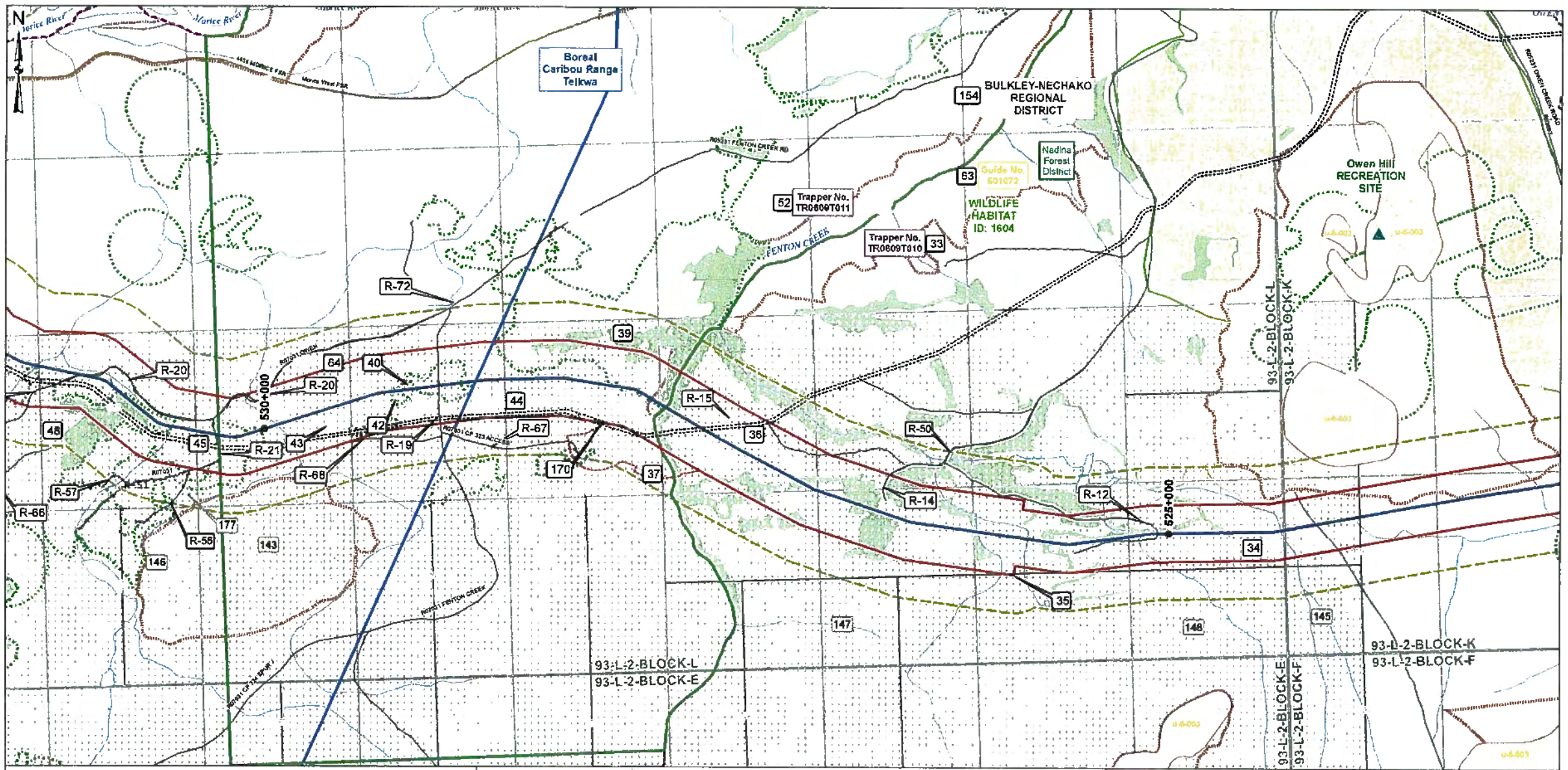
COASTAL GASLINK PIPELINE LTD.

Notification Map
Section 7
OGC Permit No.: 9708371

Route Reference: CGL_Route_RevF February 27, 2017
Document No.: CGW4703-MCSL-G-MP-1471-003

The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

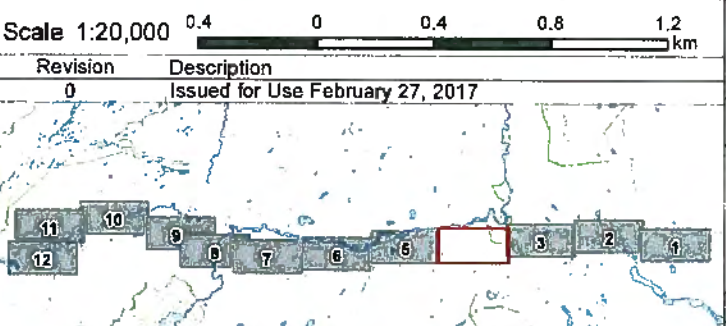
208



| Legend | |
|-----------------------------|--|
| Permitted Pipeline Proposed | Agricultural Land Reserve |
| Permitted Pipeline Corridor | Range Tenure |
| Matheson Zone (200m Buffer) | Forest District |
| Numbered Highway | Trapper Boundary |
| MCTI Road | Guide Boundary |
| Forest Service Road (FSR) | Mining Interest |
| Road Permit | Forest Tenure Special Use |
| Road / Trail | Forest Tenure Special Access |
| Recreation Trail | OGC Tenure |
| Railway | Proposed Wildlife Habitat Area |
| River / Creek / Drainage | Goosehawk Habitat |
| Lakes | Ungulate Winter Range |
| Regional Districts | Camp / Recreation Site |
| Right of Way | Forestry Map Notation |
| Lease | Wildlife Tree Retention Area |
| License | Managed Licence |
| Permit | Woodlot |
| Reserve/Notation | OGC Queen Management Area (OQMA) |
| Crown Grant | Municipal Boundary |
| Inventory | Indian Reserve |
| Boreal Caribou Range | Titled - Private Land |
| Forestry Research Area | Titled - Crown Land |
| Forest Yield Sample Plot | Park - Protected Area, Recreation Site |
| Time Farm Licence (TFL-1) | Wildlife Habitat Area |
| MCF Opening | Endangered Species (23/14377) |
| Timber Supply Area | Residence |
| FTA Cutblock | |
| Water Licence | |

Notes
The proposed project is within the South West OGC Zone.

McElhanney
8608 72nd Street
Fort St. John, BC, V1J 5M2
Tel: 250-787-0355
Job: 3111-21422



Coastal GasLink
Pipeline Project

TransCanada
In business to deliver

COASTAL GASLINK PIPELINE LTD.

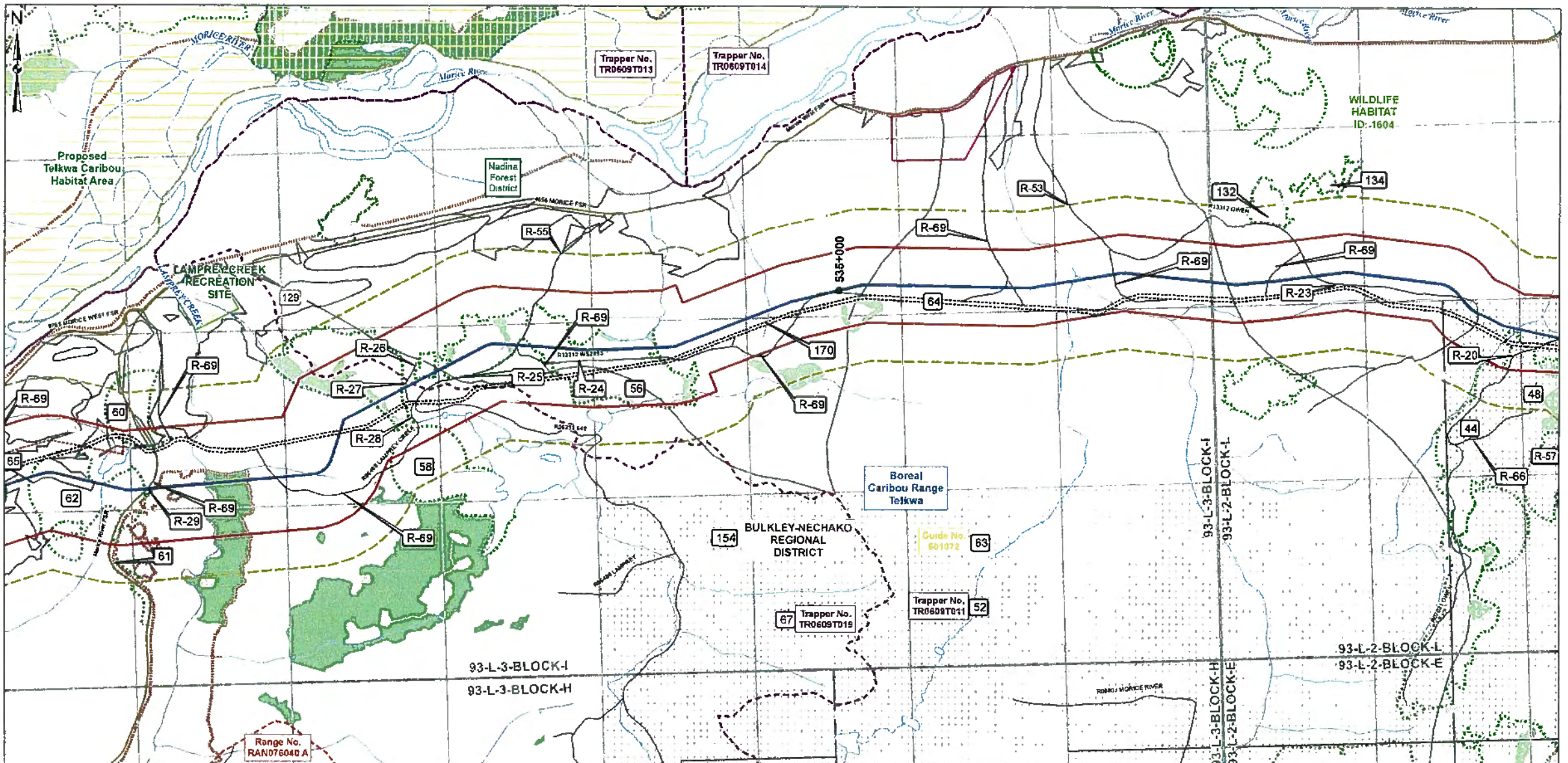
Notification Map
Section 7
OGC Permit No.: 9708371

Route Reference: CGL_Route_RevF February 27, 2017

Document No.: CGW4703-MCSL-G-MP-1471-004

The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

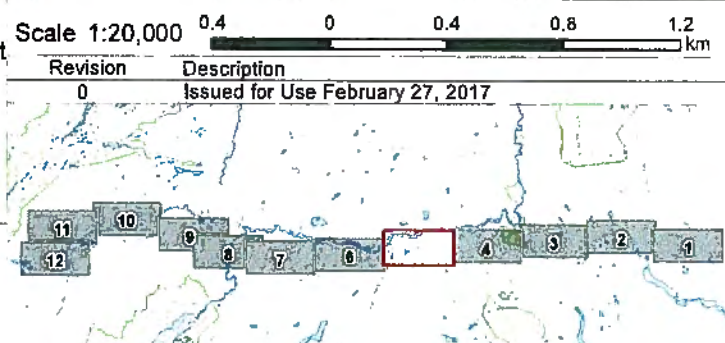
229



| Legend | |
|--------|--|
| | Permitted Pipeline Proposed Centerline |
| | Permitted Pipeline Centerline |
| | Notification Zone (200m Buffer) |
| | Nearest Highway |
| | MOTI Road |
| | Forest Service Road (FSR) |
| | Road/Farm |
| | Road/Trail |
| | Recreation Trail |
| | Railway |
| | River / Creek / Drainage |
| | Lake |
| | Regional Districts |
| | Agricultural Land Reserve |
| | Range Tenure |
| | Forest District |
| | Trapper Boundary |
| | Reserve/Notatum |
| | OGC Tenure |
| | Proposed Wildlife Habitat Area |
| | Gamebird Habitat |
| | Ungulate Winter Range |
| | Camp / Recreation Site |
| | Right of Way |
| | License |
| | Lease |
| | Permit |
| | Reserve/Notatum |
| | Crown Grant |
| | Inventory |
| | Boreal Caribou Range |
| | Forestry Research Area |
| | Genetic Yield Sample Plot |
| | Tree Farm License (TFL/L) |
| | MOF Opening |
| | Timber Supply Area |
| | FTA Outlook |
| | Water Licence |
| | Forestry Map Notatum |
| | Wildlife Tree Retention Area |
| | Managed License |
| | Wildlife |
| | Old Growth Management Area (OGMA) |
| | Managed Boundary |
| | Indian Reserve |
| | Titled - Private Land |
| | Titled - Crown Land |
| | Park - Protected Area, Recreation Site |
| | Wildlife Habitat Area |
| | Endangered Species (2314377) |
| | Residence |

Notes
The proposed project is within the South West OGC Zone.

McElhanney
8808 72nd Street
Fort St. John, BC, V1J 6M2
Tel: 250-787-0358
Job: 3111-21422



Coastal GasLink
Pipeline Project

TransCanada
In business to deliver

COASTAL GASLINK PIPELINE LTD.

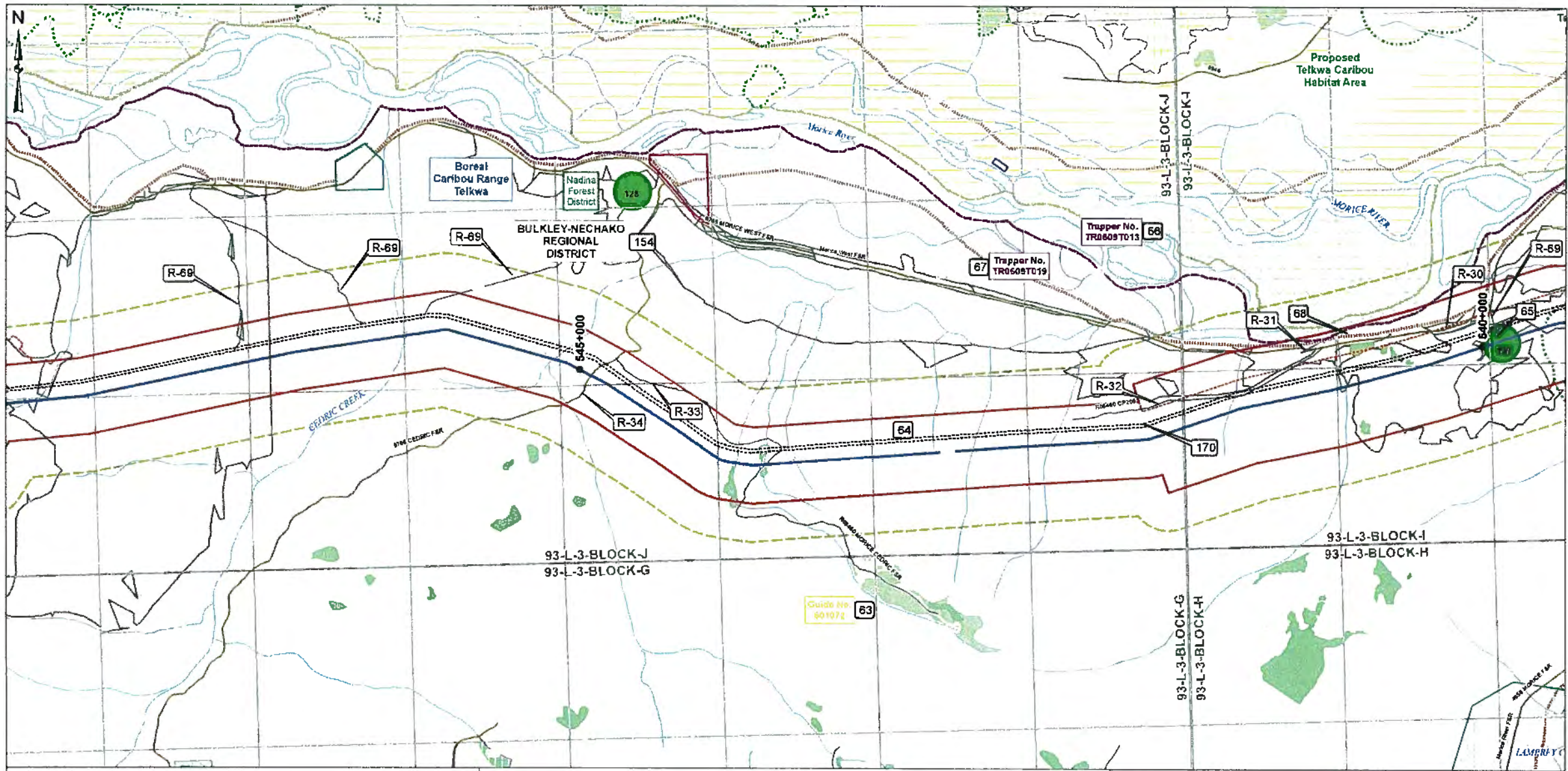
Notification Map
Section 7
OGC Permit No.: 9708371

Route Reference: CGL_Route_RevF February 27, 2017

Document No.: CGW4703-MCSL-G-MP-1471-005

The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

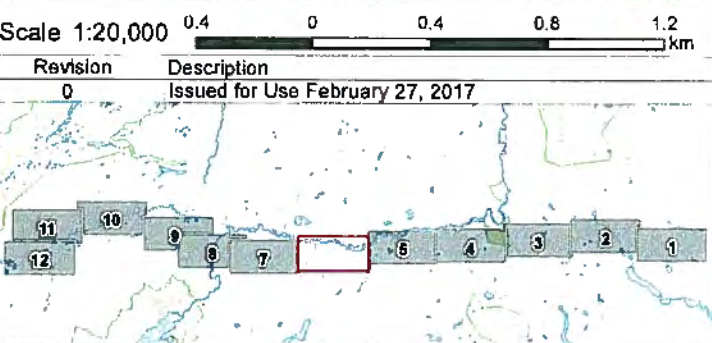
230



| Legend | |
|--|---------------------------------------|
| Permitted Pipeline Proposed Corridor | Permitted Pipeline Corridor |
| Mediation Zone (200m Buffer) | Numbered Highway |
| MOTI Rest | Forest Service Road (FSR) |
| Road Permit | Road / Trail |
| Recreation Trail | Railway |
| River / Creek / Drainage | Lake |
| Regional District | Agricultural Land Reserve |
| Range Tenure | Forest District |
| Trapper Boundary | Guide Boundary |
| Mining Interest | Forest Tenure Special Use |
| Forest Tenure Special Access | OGC Tenure |
| Proposed Wildlife Habitat Area | Wildlife Habitat |
| Upland Water Range | Camp / Recreation Site |
| Right of Way | Lease |
| Lease | Permit |
| Release/Relinquish | Drone Grant |
| Inventory | Boreal Caribou Range |
| Foresty Research Area | Foresty Research Area |
| Orchard Yield Sample Plot | Tree Farm Licence (TFL41) |
| MOP Opening | Timber Supply Area |
| FTA Cutback | Water Licence |
| Foresty Map Notation | Wildlife Retention Area |
| Wildlife Licence | Woodlot |
| Wild Growth Management Area (WGM) (OGMA) | Multiple Boundary |
| Indian Reserve | Titled - Private Land |
| Titled - Crown Land | Park Protected Area - Recreation Site |
| Wildlife Habitat Area | Endangered Species (214377) |
| Wildland | |

Notes
The proposed project is within the South West OGC Zone.

McElhanney
8808 72nd Street
Fort St. John, BC, V1J 6M2
Tel: 250-787-0356
Job: 3111-21422



Coastal GasLink
Pipeline Project

TransCanada
In business to deliver

COASTAL GASLINK PIPELINE LTD.

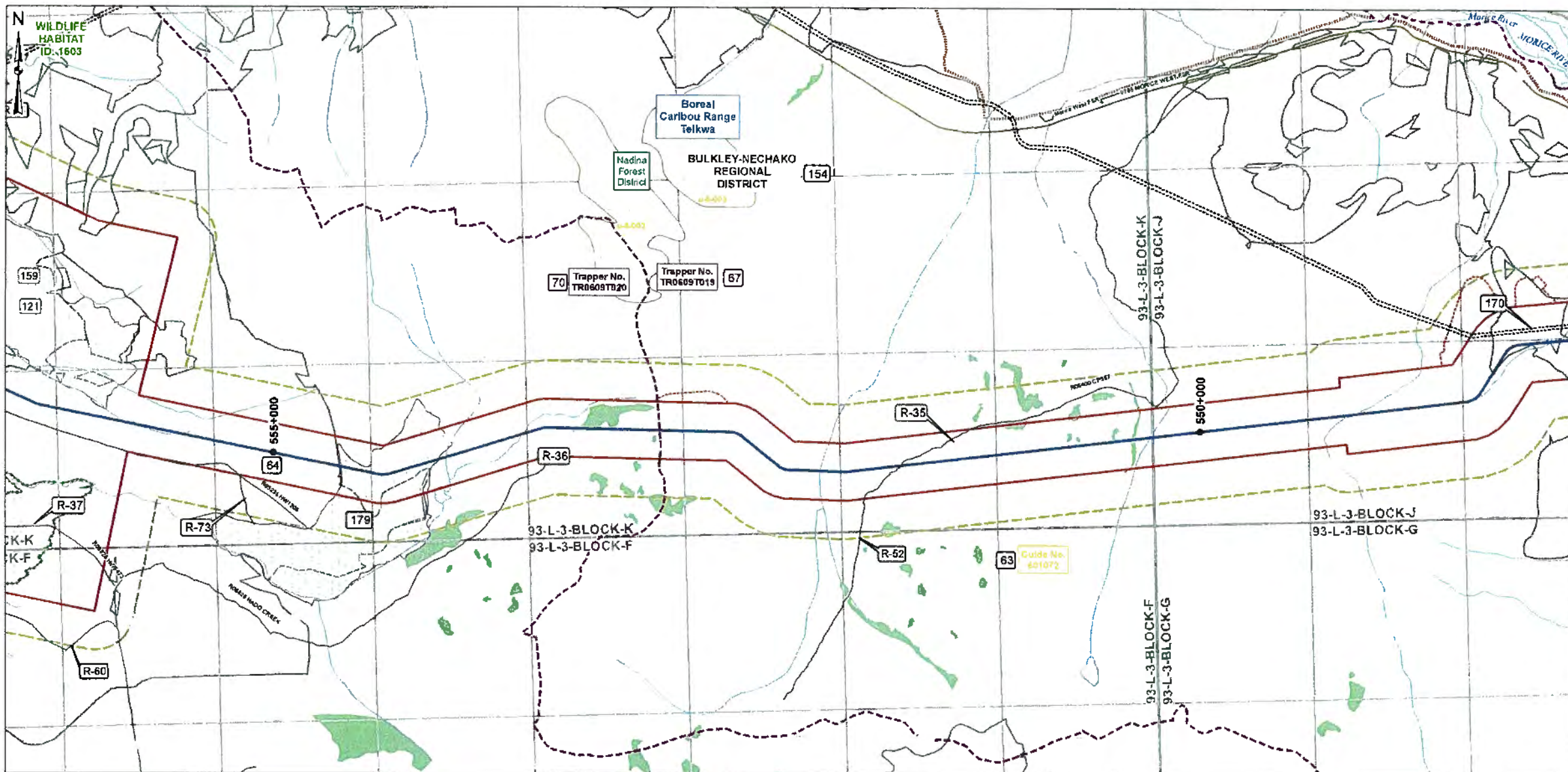
Notification Map
Section 7
OGC Permit No.: 9708371

Route Reference: CGL_Route_RevF February 27, 2017

Document No.: CGW4703-MCSL-G-MP-1471-006

The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

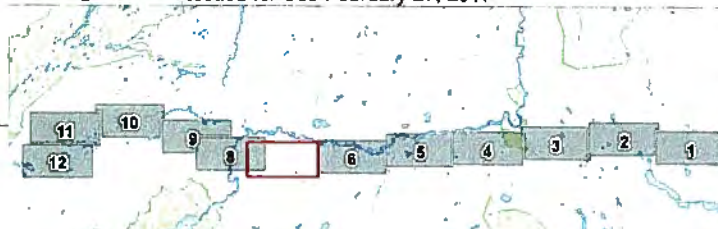
231



Legend

| | | | |
|--|---|--|--|
| <ul style="list-style-type: none"> Proposed Pipeline Proposed Centerline Proposed Pipeline Corridor Notification Zone (200m Buffer) Intersecting Highway MOTI Road Forest Service Road (FSR) Road Permit Road - Trail Recreation Trail Railway River / Creek / Drainage Lakes Regional District | <ul style="list-style-type: none"> Agricultural Land Reserve Range Tenure Forest District Trapper Boundary Guide Boundary Mining Interest Forest Tenure - Special Use Forest Tenure - Special Access OGC Tenure Proposed Wildlife Habitat Area Gameable Habitat Ungulate Winter Range Camp / Recreation Site | <ul style="list-style-type: none"> Right of Way License Lease Permit Reserve/Retain Convey Grant Inventory Boreal Caribou Range Forest Yield Sample Plot Tree Plant License (TPL4) MCF Opening Timber Supply Area FTA Cutblock Water License | <ul style="list-style-type: none"> Forestry Map Notation Wildlife Tax Relocation Area Managed License Woodlot Old Growth Management Area (OGMA) Municipal Boundary Indian Reserve Titled - Private Land Titled - Crown Land Park - Protected Area - Recreation Site Wildlife Habitat Area Endangered Species (231437) Residence |
|--|---|--|--|

Notes
The proposed project is within the South West OGC Zone.



McElhanney
8808 72nd Street
Fort St. John, BC, V1J 6M2
Tel: 250-787-0359
Job: 3111-21422

Coastal GasLink Pipeline Project

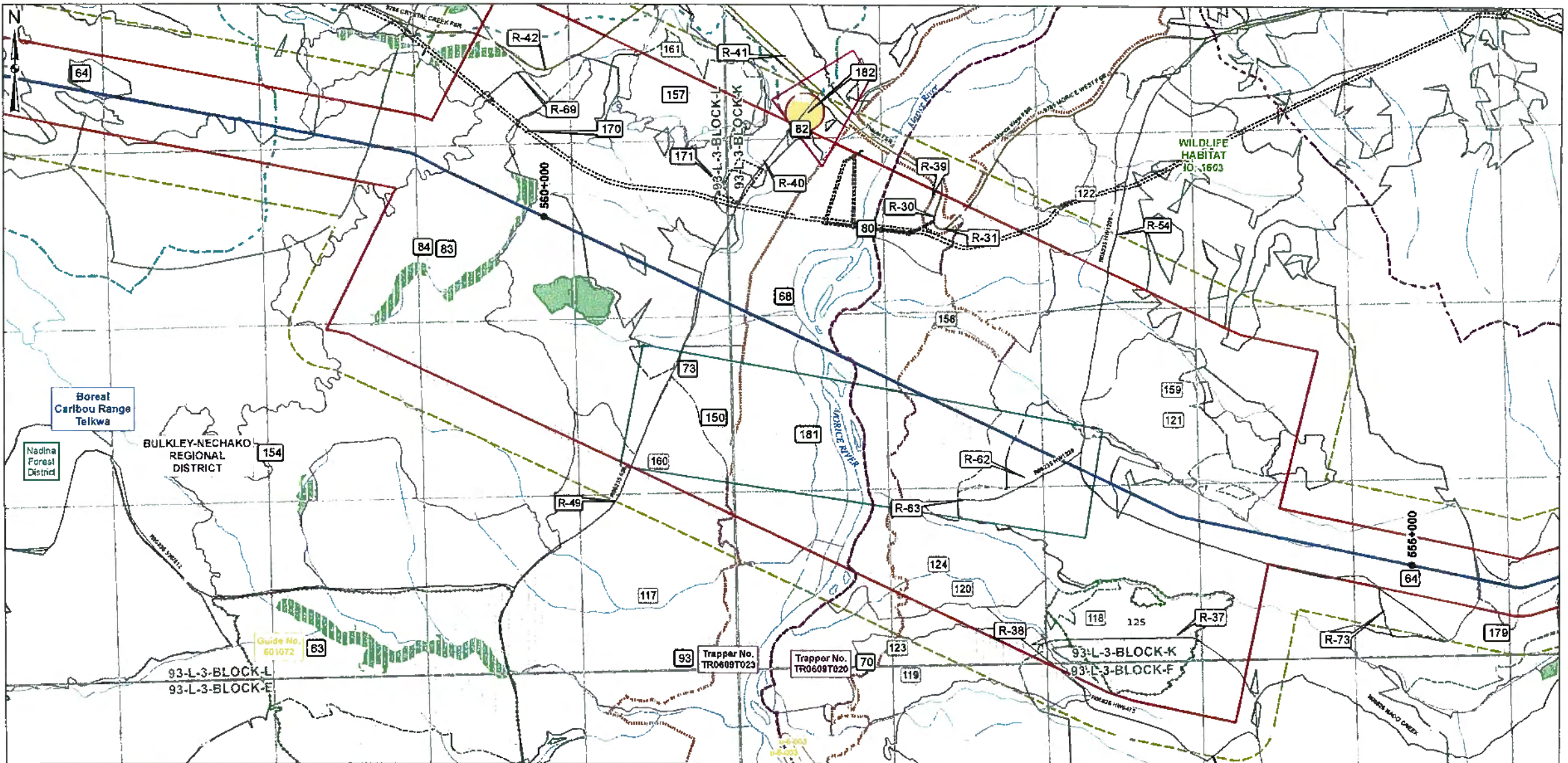
COASTAL GASLINK PIPELINE LTD.

Notification Map Section 7
OGC Permit No.: 9708371

Route Reference: CGL_Route_RevF
Document No.: CGW4703-MCSL-G-MP-147 1-007
February 27, 2017

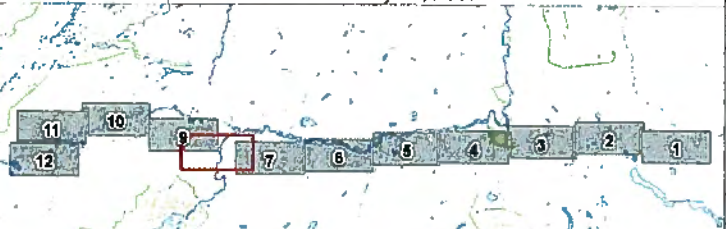
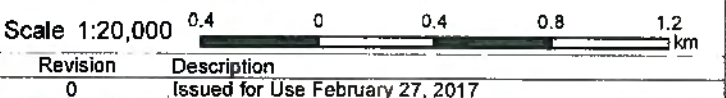
The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

232



| Legend | |
|--------------------------------------|-----------------------------|
| Permitted Pipeline Proposed Corridor | Agricultural Land Reserve |
| Permitted Pipeline Corridor | Range Tenure |
| Notification Zone (200m Buffer) | Forest District |
| Numbered Highway | Trapper Boundary |
| MOTI Road | Guide Boundary |
| Forest Service Road (FSR) | Mining Interest |
| Road / Trail | Forest Tenure - Special Use |
| Recreation Trail | Road Permit |
| Railway | Road / Trail |
| River / Creek / Drainage | Recreation Trail |
| Lake | Railway |
| Regional District | River / Creek / Drainage |
| Right of Way | Lake |
| License | Regional District |
| Lease | Water Licence |
| Permit | Water Licence |
| Reserve/Relation | Water Licence |
| Crown Grant | Water Licence |
| Inventory | Water Licence |
| Boreal Caribou Range | Water Licence |
| Foresty Research Area | Water Licence |
| Growth Yield Sample Plot | Water Licence |
| Tree Farm License (TFL/4) | Water Licence |
| MOF Opening | Water Licence |
| Timber Supply Area | Water Licence |
| FTA Corridor | Water Licence |
| Parkway Map Station | Water Licence |
| Wildlife Tree Retention Area | Water Licence |
| Managed Licence | Water Licence |
| Wildlife | Water Licence |
| Old Growth Management Area (OGMA) | Water Licence |
| Municipal Boundary | Water Licence |
| Indian Reserve | Water Licence |
| Titled - Private Land | Water Licence |
| Titled - Crown Land | Water Licence |
| Park Protected Area Recreation Site | Water Licence |
| Wildlife Habitat Area | Water Licence |
| Endangered Species (2314371) | Water Licence |
| Residence | Water Licence |

Notes
The proposed project is within the South West OGC Zone.



McElhanney
8008 72nd Street
Fort St. John, BC, V1J 6M2
Tel: 250-787-0356
Job: 3111-21422

Coastal GasLink
Pipeline Project

TransCanada
In business to deliver

COASTAL GASLINK PIPELINE LTD.

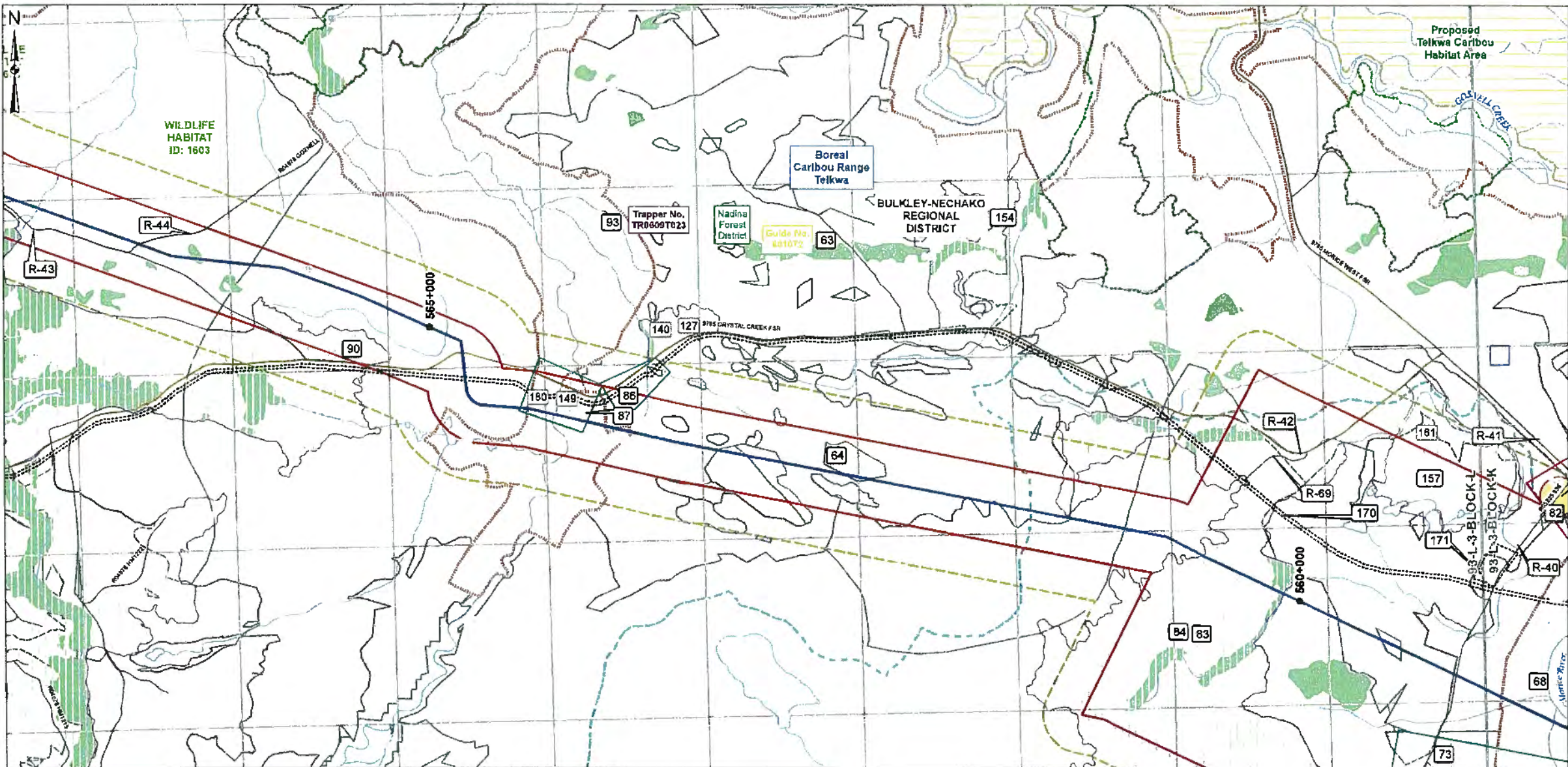
Notification Map
Section 7
OGC Permit No.: 9708371

Route Reference: GGL_Route_RevF February 27, 2017

Document No.: CGW4703-MCSL-G-MP-1471-008

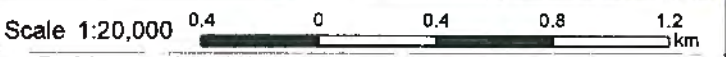
The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

283



| Legend | |
|--------------------------------------|---------------------------------------|
| Permitted Pipeline Proposed Corridor | Agricultural Land Reserve |
| Permitted Pipeline Corridor | Range Tenure |
| Notification Zone (200m Buffer) | Forest District |
| Numbered Highway | Trapper Boundary |
| MOTI Road | Guide Boundary |
| Forest Service Road (FSR) | Mining Interest |
| Road Farm | Forest Tenure: Special Use |
| Road / Trail | Road Tenure: Special Access |
| Recreation Trail | OGC Tenure |
| Railway | Proposed Wildlife Habitat Area |
| River / Creek / Drainage | Quahawk Habitat |
| Lakes | Upland Winter Range |
| Regional Districts | Camp / Recreation Site |
| Right of Way | Lease |
| License | Permit |
| Reserve/Notation | Crown Grant |
| Inventory | Boreal Caribou Range |
| Forest Research Area | Forest Research Area |
| Design Yield Sample Plot | Timber Supply Area |
| Tree Farm Licence (TFL) | MAF Opening |
| PTA Outbreak | Water Licence |
| Foresty Map Nation | Wildlife Tree Retention Area |
| Managed Licence | Woodlot |
| OGC Steward Management Area (OGCMA) | Municipal Boundary |
| Indian Reserve | Titled - Private Land |
| Titled - Crown Land | Park, Protected Area, Recreation Site |
| Wildlife Habitat Area | Endangered Species (231-4377) |
| Reference | |

Notes
The proposed project is within the South West OGC Zone.



| Revision | Description |
|----------|----------------------------------|
| 0 | Issued for Use February 27, 2017 |



McElhanney
8808 72nd Street
Fort St. John, BC, V1J 6M2
Tel: 250-787-0356
Job: 3111-21422

Coastal GasLink Pipeline Project **TransCanada**
In business to deliver

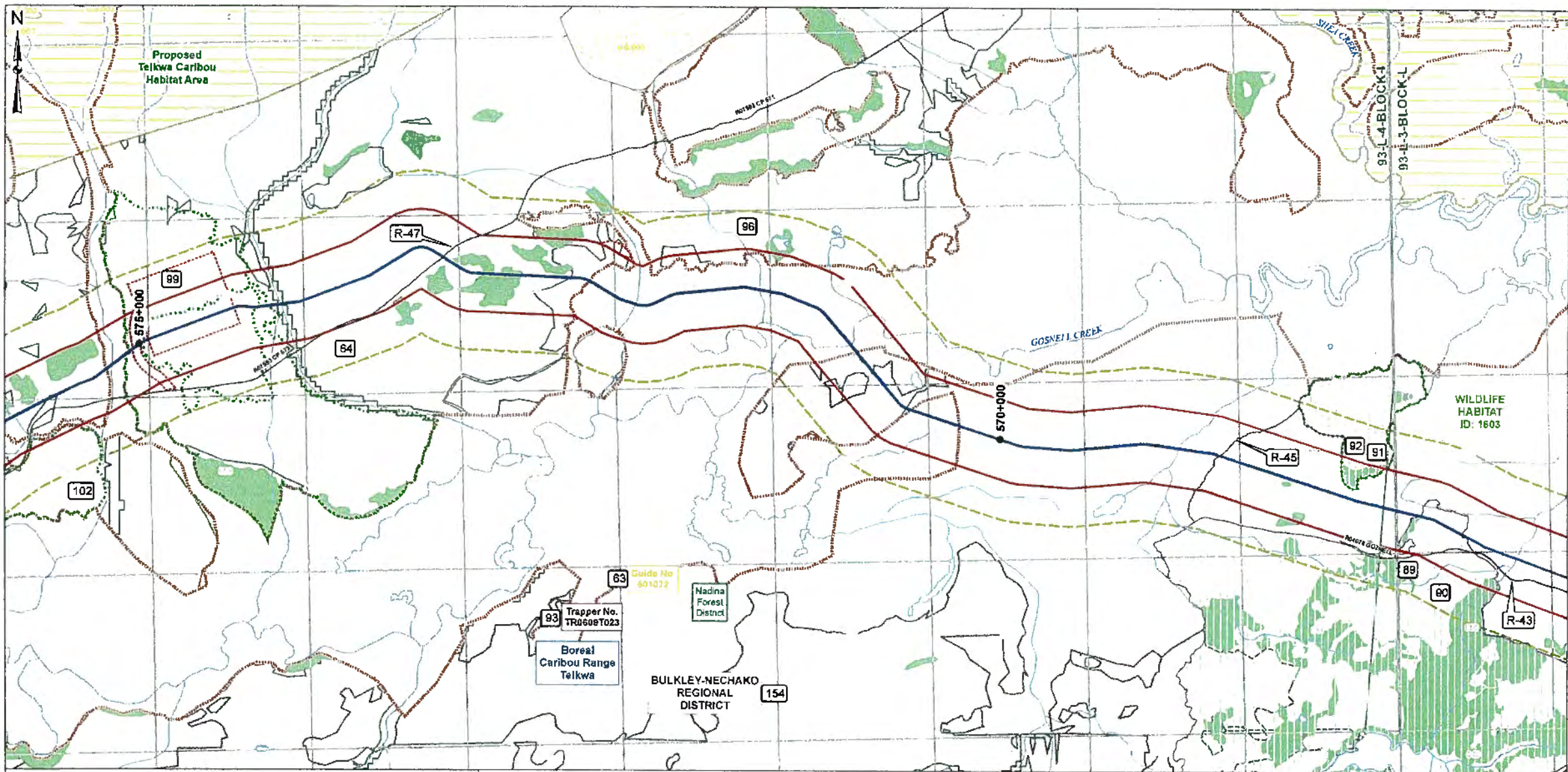
COASTAL GASLINK PIPELINE LTD.

Notification Map Section 7
OGC Permit No.: 9708371

Route Reference: CGL_Route_RevF February 27, 2017
Document No.: CGW4703-MCSL-G-MP-1471-009

The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

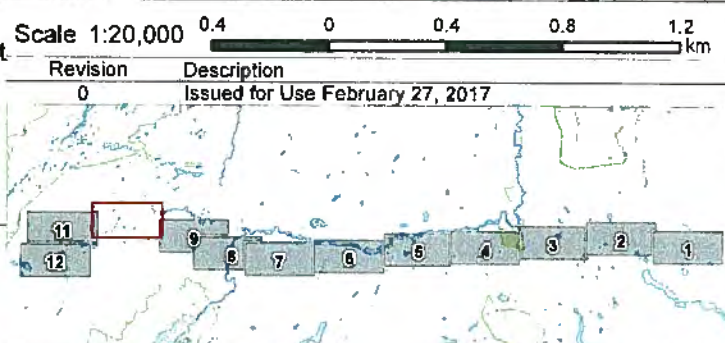
234



| Legend | |
|--|------------------------------|
| Permitted Pipeline Proposed Centerline | Agricultural Land Reserve |
| Permitted Pipeline Corridor | Range Tenure |
| Notification Zone (200m Buffer) | Forest District |
| Numbered Highway | Trapper Boundary |
| MCTV Road | Guide Boundary |
| Forest Service Road (FSR) | Mining Interest |
| Road / Trail | Forest Tenure Special Use |
| Recreation Trail | Forest Tenure Special Access |
| Railway | OGC Tenure |
| River / Creek / Drainage | Proposed W&M Habitat Area |
| Lakes | Geohack Habitat |
| Regional District | Ungulate Winter Range |
| Right of Way | Camp / Recreation Site |
| License | MCF Opening |
| Lease | Timber Supply Area |
| Permit | FTA Outblock |
| Reserve/Notation | Water Licence |
| Derive Grant | |
| Inventory | |
| Boreal Caribou Range | |
| Pasture Research Area | |
| Crown Yield Sample Plot | |
| Tree Farm Licence (TFL) | |
| Indian Reserve | |
| Private Land | |
| Crown Land | |
| Park, Protected Area, Recreation Site | |
| W&M Habitat Area | |
| Engaged Species (2314377) | |
| Residence | |

Notes
The proposed project is within the South West OGC Zone.

McElhanney
8805 72nd Street
Fort St. John, BC, V1J 6M2
Tel: 250-767-0356
Job: 3111-21422



Coastal GasLink
Pipeline Project

TransCanada
In business to deliver

COASTAL GASLINK PIPELINE LTD.

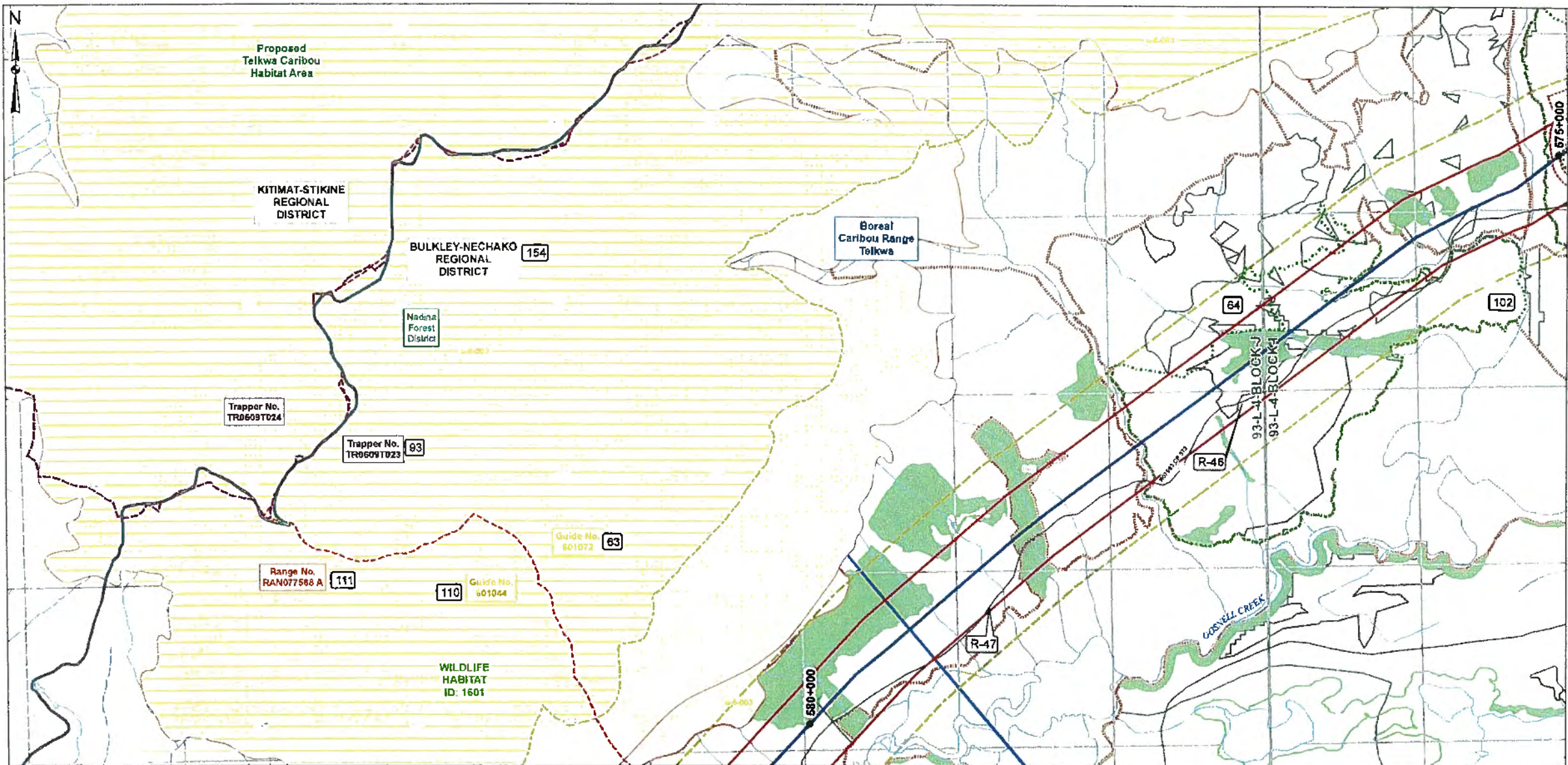
Notification Map
Section 7
OGC Permit No.: 9708371

Route Reference: CGL_Route_RevF
February 27, 2017

Document No.: CGW4703-MCSL-G-MP-1471-0010

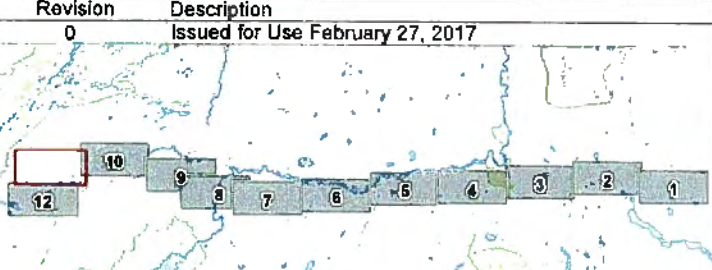
The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

235



| Legend | |
|--|-----------------------------------|
| Permitted Pipeline Proposed Centreline | Agricultural Land Reserve |
| Permitted Pipeline Corridor | Range Tenure |
| Notification Zone (200m Buffer) | Forest District |
| Numbered Highway | Trapper Boundary |
| INOTI Road | Game Boundary |
| Forest Service Road (FSR) | Forest Tenure: Special Use |
| Road Permit | Forest Tenure: Special Access |
| Road / Trail | OGC Tenure |
| Recreation Trail | Proposed Wildlife Habitat Area |
| River / Creek / Drainage | Sachukin Habitat |
| Lakes | Ungulate Winter Range |
| Regional Districts | Camp / Recreation Site |
| Right of Way | Fee Property |
| License | Wildlife Tree Retention Area |
| Lease | Management Licence |
| Permit | Woodlot |
| Reserve/Rejection | Old Growth Management Area (OGMA) |
| Deed Grant | Inventory |
| Boreal Caribou Range | Percey Research Area |
| Growth Yield Sample Plot | Tree Farm Licence (TFL/4) |
| Tree Farm Licence (TFL/4) | MOF Opening |
| Timber Supply Area | Wildlife Habitat Area |
| FTA Outback | Endangered Species (2314377) |
| Water Licence | Residence |

Notes
The proposed project is within the South West OGC Zone.



McElhanney
8808 72nd Street
Fort St John, BC, V1J 6M2
Tel. 250-787-0156
Job: 3111-21422

Coastal GasLink
Pipeline Project

TransCanada
In business to deliver

COASTAL GASLINK PIPELINE LTD.

Notification Map
Section 7
OGC Permit No.: 9708371

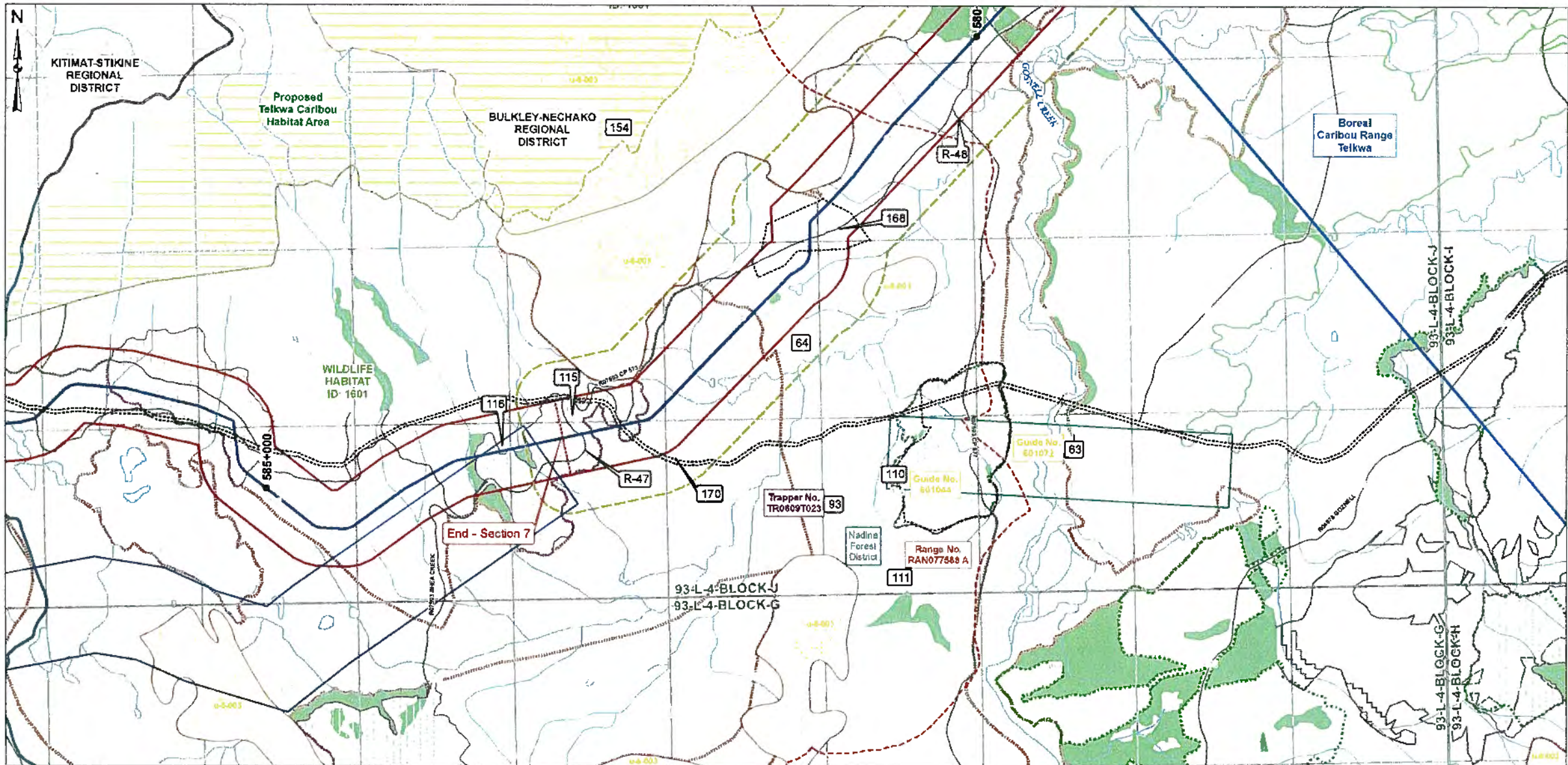
Route Reference: CGL_Route_RevF

February 27, 2017

Document No.: CGW4703-MCSL-G-MP-1471-0011

The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

236

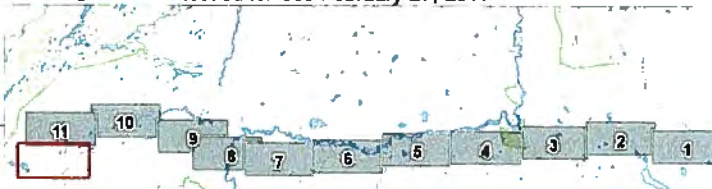


End - Section 7

Scale 1:20,000 0.4 0 0.4 0.8 1.2 km

Notes
The proposed project is within the South West OGC Zone.

| Revision | Description |
|----------|----------------------------------|
| 0 | Issued for Use February 27, 2017 |



McElhanney
5505 72nd Street
Fort St. John, BC, V1J 6M2
Tel: 250-787-0358
Job: 3111-21422

Coastal GasLink Pipeline Project  **TransCanada**
In business to deliver

COASTAL GASLINK PIPELINE LTD.

Notification Map
Section 7
OGC Permit No.: 9708371

Route Reference: CGL_Route_RevF February 27, 2017
Document No.: CGW4703-MCSL-G-MP-1471-0012

The information shown on this plan is obtained from various sources including the Government of British Columbia. Information from these sources may change without notice and may not reflect the status as shown on this plan. McElhanney takes no responsibility for the accuracy or completeness of this information, spatially or otherwise.

237



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

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

March 13th, 2017

Peter Wijtkamp, Manager, Special Projects
BC Oil and Gas Commission
8ag 2, Fort St. John, British Columbia V1J 2B0

Sent by e-mail to Peter.Wijtkamp@bcogc.ca

Re: Notification / Invitation to Consult Regarding Permit Extension Applications for the Coastal GasLink Pipeline Project and the Prince Rupert Gas Transmission Project

This letter is provided on behalf of the Board of the Regional District of Bulkley-Nechako (RDBN) regarding the permit extension applications for the above noted pipelines.

Please be advised of the following.

- The RDBN Board's previous responses to referrals provided by letters dated July 21st, 2014; October 14th, 2014; October 26th, 2015; and December 10th, 2015 remain valid and are the Board's response to the 2017 permit renewal referrals for CGL and PRGTL. These letters are attached.
- The RDBN Board recommends that the Oil and Gas Commission ensure that the Province and industry develop the procedures and processes necessary to directly accept, evaluate, and respond to public complaints associated with pipeline construction.
- The RDBN Board reminds the OGC of the Board's recommendations regarding public communication contained in the Board's May 20th, 2014 letter to the OGC. This letter is attached.

Also, please be advised that a lack of response from the RDBN to the multitude of referrals being received regarding Oil and Gas Commission permitting is not an indication that the RDBN supports, or has no objection to, the proposed activity.

Please be encouraged to call me at your convenience should you have any questions.

Sincerely,

Jason Llewellyn
Director of Planning

cc: David Kmet, Sr. Lands Representative, Coastal GasLink Pipeline Project, TransCanada Corporation, 450 – 1st Street SW, Calgary, AB, Canada, T2P 5H1 (Dave_Kmet@transcanada.com).
Ken Bruce, Land Representative, Prince Rupert Gas Transmission Pipeline Project TransCanada Corporation, 450 – 1st Street SW, Calgary, AB, Canada, T2P 5H1 (keri-lynn_bruce@transcanada.com).

M:\Planning\Referrals\OGC Referrals\CGL\2017\March 10th, 2017 referral response letter.docx

MUNICIPALITIES:
SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

ELECTORAL AREAS:
A - SMITHERS RURAL E - FRANCOIS/DOUSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA
PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339



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

238

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

July 21, 2014

David Hohm, Project Manager
TransCanada Corporation
450 - 1st Street SW
Calgary, AB, Canada, T2P 5H1

Sent by e-mail to david.hohm@rpsgroup.com

Re: Notification / Invitation to Consult Regarding the Coastal GasLink Pipeline Project

This letter is provided on behalf of the Board of the Regional District of Bulkley-Nechako regarding your Notification / Invitation to Consult with the Regional District. The Regional District of Bulkley-Nechako would like to accept TransCanada's invitation to consult with respect to the pipeline project and associated facilities.

During the Environmental Assessment review process the Regional District was informed by the Environmental Assessment Office (EAO) and representatives of TransCanada that our issues relating to the proposed pipeline are primarily permitting issues; therefore, we are eager to address these issues with TransCanada and the Oil and Gas Commission (OGC).

As we have communicated to the EAO, the OGC, and TransCanada over the last number of months we have a number of issues that should be given immediate attention. We are concerned that further delay in addressing the issues, and waiting for the construction contractors and worker camp operators to address the issues with the Regional District, may have unnecessary negative implications to all parties. Therefore, we would like the issues to be addressed at this time.

The RDBN's issues relate to the following:

The Location and Size of Worker Camps and other Pipeline Facilities

The location and size of worker camps, and other facilities associated with construction have not been confirmed. Also issues associated with these facilities, such as emergency response, waste disposal, traffic management, local employment and local business opportunities, etc. have not been addressed beyond TransCanada indicating that plans will be developed in the future.

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELRWA
BURNS LAKE GRANBLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - OOTSA LAKE/FRANCOIS LAKE
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

In a meeting with representative from Coastal GasLink on June 4th, 2014 the tentative locations of facilities were identified and discussed. However, these locations need to be confirmed and issues associated with their proposed establishment need to be addressed. For example, a number of worker camps and other facilities, as well as the Clear Creek compressor station, cannot legally occur where proposed.

Further information relating to the location of proposed pipeline facilities in the Regional District are discussed in the attached brochure.

Solid and Liquid Waste Disposal

The RDBN has asked that information regarding the pipeline's solid waste disposal needs be provided to allow the RDBN to identify any potential impacts on our infrastructure, and determine our ability to accommodate the waste. For example the following information is required:

- How much solid waste (in tonnes) is proposed to be disposed of at each RDBN landfill?
- How much of that waste is industrial waste and hazardous waste?
- Over what time period is the waste proposed to be disposed?
- What waste reduction activities will be conducted to minimize waste generated (recycling, composting, etc.)

There is no certainty that the RDBN may be able to accommodate certain solid waste from pipeline construction and worker camps at our landfills. There needs to be discussions relating to the capacity of our facilities, our operational limitations, and our long term costs well in advance of any request to utilize RDBN facilities.

The RDBN's ability to accept liquid waste at our facilities is very limited. The most practical solution may be the disposal of liquid waste at municipal facilities; however, the capacity of municipal facilities to accommodate the waste from all of the potential pipeline projects is likely not known. It may be in the best interest of TransCanada Pipelines Ltd. to begin working with municipalities to identify their capacity to accept liquid waste, identify any facility upgrades that may be necessary, and discuss the fees that may be associated with utilizing municipal facilities. It may also be an option to develop a regional facility. This may be an opportunity for the region to obtain upgrades to infrastructure for the benefit of the region's residents. This same opportunity may be available for municipal water systems. The RDBN's Environmental Services Department is open to facilitating the necessary discussions between the municipalities and the pipelines.

TransCanada has indicated that their preference is to allow the construction contractors and worker camp operators to sort out the manner in which solid and liquid waste is disposed once the contracts have been awarded. The Regional District is concerned that this process will result in the inability of the

Regional District to plan for notable increases in landfill utilization, and missed opportunity for improvements to municipal infrastructure and revenue generation.

In a meeting with representative from TransCanada on June 4th, 2014 the RDBN again requested that waste management plans for construction sites and construction camps be developed and be preceded by an evaluation of the capacity of local facilities to accommodate waste, including an assessment of the opportunity for infrastructure upgrades to accommodate liquid waste. The RDBN also requested an evaluation of the capacity of local facilities to provide potable water to the work camps and an assessment of the opportunity for infrastructure upgrades necessary to provide potable water. TransCanada has not confirmed the action they will take in this regard.

Invasive Plant Control

The proposed Coastal Gaslink Pipeline right of way can be expected to facilitate the spread of invasive plants. The RDBN has asked that TransCanada develop and commit to implementing an invasive plant management plan within the right of way, and commit to provide annual funding to the NWIPC to support their weed control efforts in the RDBN.

TransCanada has indicated that they will have had discussions with the Northwest Invasive Plant Council (NWIPC) about programs and opportunities for participation, and will prepare an Invasive Plant Management Plan in advance of construction, and in accordance with the applicable legislation and in consultation with the appropriate regulatory authorities. However, TransCanada Pipelines Ltd. has not yet provided their invasive plant management plan, and have not agreed to contribute financially to NWIPC efforts. The Regional District is concerned that this process will result in the inability of the RDBN to ensure that the plans are adequate, and that TransCanada deals appropriately with their long term impact on invasive plant management in the region.

Fire Protection and Emergency Response

The RDBN has requested that TransCanada consult with the RDBN regarding fire protection and emergency response, and develop an emergency management plan that includes communications protocols and evacuation plans for camps and workers.

TransCanada has indicated that their preference is to allow the construction contractors and worker camp operators to develop the emergency management plans once the contractors are hired. The Regional District is concerned that this process will result in the inability of the RDBN to ensure that the plans are adequate and will result in inconsistent plans and protocols between camps, and pipeline contractors. Of particular concerns are the communications protocols and emergency evacuation components of the plan.

Log and Wood Fiber Utilization

The cutting of trees and the long term loss of forested lands associated with the proposed pipeline represents a negative impact to the long term sustainability of the regions forest industries. To minimize this loss it is important that all useable logs cut from the pipeline right of way be utilized. It is expected that the logs that can be economically harvested and transported to an end user would be sold. The RDBN has expressed concern that where the cost of harvesting and transportation are too high the logs will not be utilized in support of the forest products industries. The RDBN would like TransCanada Pipelines Ltd. to ensure that wood fibre is utilized in support of the forest products industries even if it cannot be sold or otherwise economically transported to market.

Employee Training and Apprenticeships

TransCanada Pipelines Ltd. has identified general strategies to facilitate the training of workers in the region; however, there are limited specific commitments regarding the steps that will be taken to ensure local employment is maximized, and that apprenticeship positions for local employees are provided. The specific actions that TransCanada is committing to undertake to maximize local training and employment needs to be further discussed and confirmed.

TransCanada has been involved in discussions with local training organizations, postsecondary institutions and Aboriginal communities and TransCanada has indicated they will provide further information about partnerships for local education and training initiatives in mid-2014. However, TransCanada has not agreed to include the RDBN in their process to plan for worker training and utilization.

Use of Local Business

The RDBN has encouraged TransCanada to do all that is possible to scale the size of contracts related to pipeline construction and operation in a manner which allows local business to take advantage of the opportunity offered by the pipeline. Early communication with local business regarding the opportunities that will be available has also been identified as important to ensure that these opportunities are taken advantage of by local entrepreneurs. The specific actions that TransCanada is committing to undertake to maximize the involvement of local business in the pipeline construction, and maintenance, process needs to be further discussed and confirmed.

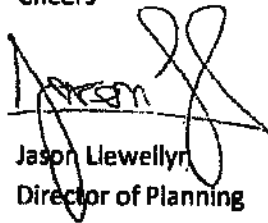
TransCanada has indicated that they have met with local Chambers of Commerce and have presented information to members of the local business communities. They also indicate that they will work with their prime contractors to help local businesses to pursue opportunities for work packages. However, the Regional District remains concerned that very few contracts associated with pipeline construction will go to local business given the scale of the contracts and a lack of knowledge of the procurement process.

242

There is opportunity for local businesses to expand or be created as a result of pipeline construction; however, the extent of the local opportunity is entirely dependent on the business practices of TransCanada Pipelines Ltd.

The Regional District of Bulkley-Nechako looks forward to addressing these issues with TransCanada and the OGC as part of the OGC permitting process.

Cheers



Jason Llewellyn
Director of Planning

cc: Peter Wijtkamp, Manager, Special Projects, OGC (Peter.Wijtkamp@bcogc.ca)



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

243

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

July 21, 2014

David Hohm, Project Manager
TransCanada Corporation
450 - 1st Street SW
Calgary, AB, Canada, T2P 5H1

Sent by e-mail to david.hohm@rpsgroup.com

Re: Notification / Invitation to Consult Regarding the Prince Rupert Gas Transmission Project

This letter is provided on behalf of the Board of the Regional District of Bulkley-Nechako regarding your Notification / Invitation to Consult with the Regional District (your documents PRGT004776-HMA-LA-LT-2134, 2176, 2234, 2251, and 2242). The Regional District of Bulkley-Nechako would like to accept TransCanada's invitation to consult with respect to the pipeline project and associated facilities.

The Regional District has a number of issues relating to the proposed pipeline that we are eager to address with TransCanada and the Oil and Gas Commission (OGC). TransCanada is aware of the pipeline related issue through our dealings on the Coastal GasLine Pipeline project. And as you are aware we are concerned that further delay in addressing the issues, and waiting for the construction contractors and worker camp operators to address the issues with the Regional District may have unnecessary negative implications to all parties. Therefore, we would like the issues to be addressed at this time.

The RDBN's issues relate to the following:

The Location and Size of Worker Camps and other Pipeline Facilities

We appreciate the information regarding the location of worker camps, and other facilities associated with pipeline construction contained in your referrals. However, issues associated with these facilities, such as emergency response, waste disposal, traffic management, local employment and local business opportunities, etc. have not been adequately addressed. We note that the location of any other facilities should also be discussed with the Regional District so that any Regional District issues related to specific locations can be raised.

Further information relating to the location of proposed pipeline facilities in the Regional District are discussed in the attached brochure.

MUNICIPALITIES:
SMITHERS FORT ST. JAMES
VANDERHOOP FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANELE

ELECTORAL AREAS:
A - SMITHERS RURAL E - DOTSA LAKE/FRANCOIS LAKE
B - BURNS LAKE RURAL F - VANDERHOOP RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA
PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

Solid and Liquid Waste Disposal

The RDBN requires information regarding the pipeline's solid waste disposal needs to allow the RDBN to identify any potential impacts on our infrastructure, and determine our ability to accommodate the waste. For example the following information is required.

- How much solid waste (in tonnes) is proposed to be disposed of at each RDBN landfill?
- How much of that waste is industrial waste and hazardous waste?
- Over what time period is the waste proposed to be disposed?
- What waste reduction activities will be conducted to minimize waste generated (recycling, composting, etc.)

There is no certainty that the RDBN may be able to accommodate certain solid waste from pipeline construction and worker camps at our landfills. There needs to be discussions relating to the capacity of our facilities, our operational limitations, and our long term costs well in advance of any request to utilize RDBN facilities.

The RDBN's ability to accept liquid waste at our facilities is very limited. The most practical solution may be the disposal of liquid waste at municipal facilities; however, the capacity of municipal facilities to accommodate the waste from all of the potential pipeline projects is likely not known. It may be in the best interest of TransCanada Pipelines Ltd. to begin working with municipalities to identify their capacity to accept liquid waste, identify any facility upgrades that may be necessary, and discuss the fees that may be associated with utilizing municipal facilities. It may also be an option to develop a regional facility. This may be an opportunity for the region to obtain upgrades to infrastructure for the benefit of the region's residents. This same opportunity may be available for municipal water systems. The RDBN's Environmental Services Department is open to facilitating the necessary discussions between the municipalities and the pipelines.

TransCanada has indicated that their preference, with regard to the Coastal GasLink Pipeline, is to allow the construction contractors and worker camp operators to sort out the manner in which solid and liquid waste is disposed once the contracts have been awarded. The Regional District is concerned that this process will result in the inability of the Regional District to plan for notable increases in landfill utilization, and missed opportunity for improvements to municipal infrastructure and revenue generation.

In a meeting with representative from TransCanada on June 4th, 2014 the RDBN again requested that waste management plans for construction sites and construction camps be developed and be preceded by an evaluation of the capacity of local facilities to accommodate waste, including an assessment of the opportunity for infrastructure upgrades to accommodate liquid waste. The RDBN also requested an evaluation of the capacity of local facilities to provide potable water to the work camps and an

assessment of the opportunity for infrastructure upgrades necessary to provide potable water. This same request applies to the Prince Rupert Gas Transmission Project.

Invasive Plant Control

The proposed Prince Rupert Gas Transmission Project right of way can be expected to facilitate the spread of invasive plants. The RDBN has asked that TransCanada develop and commit to implementing an invasive plant management plan within the right of way which is reviewed by the RDBN, and commit to provide annual funding to the NWIPC to support their weed control efforts in the RDBN.

Fire Protection and Emergency Response

The RDBN requests that TransCanada consult with the RDBN regarding fire protection and emergency response, and develop an emergency management plan that includes communications protocols and evacuation plans for camps and workers.

TransCanada has indicated that their preference, with regard to the Coastal GasLink Pipeline, is to allow the construction contractors and worker camp operators to develop the emergency management plans once the contractors are hired. The Regional District is concerned that this process will result in the inability of the RDBN to ensure that the plans are adequate and will result in inconsistent plans and protocols between camps, and pipeline contractors. Of particular concerns are the communications protocols and emergency evacuation components of the plan.

Log and Wood Fibre Utilization

The cutting of trees and the long term loss of forested lands associated with the proposed pipeline represents a negative impact to the long term sustainability of the regions forest industries. To minimize this loss it is important that all useable logs cut from the pipeline right of way be utilized. It is expected that the logs that can be economically harvested and transported to an end user would be sold. The RDBN has expressed concern that where the cost of harvesting and transportation are too high the logs will not be utilized in support of the forest products industries. The RDBN would like TransCanada Pipelines Ltd. to ensure that wood fibre is utilized in support of the forest products industries even if it cannot be sold or otherwise economically transported to market.

Employee Training and Apprenticeships

The RDBN requests that TransCanada Pipelines Ltd. identify the specific actions that will be taken to ensure local employment is maximized, and that apprenticeship positions for local employees are provided. The RDBN would also like to be included in the process to plan for worker training and utilization.

Use of Local Business

The RDBN encourages TransCanada to do all that is possible to scale the size of contracts related to pipeline construction and operation in a manner which allows local business to take advantage of the opportunity offered by the pipeline. Early communication with local business regarding the opportunities that will be available has also been identified as important to ensure that these opportunities are taken advantage of by local entrepreneurs. The specific actions that TransCanada is committing to undertake to maximize the involvement of local business in the pipeline construction, and maintenance, process needs to be further discussed and confirmed with the RDBN.

The Regional District remains concerned that very few contracts associated with pipeline construction will go to local business given the scale of the contracts and a lack of knowledge of the procurement process. There is opportunity for local businesses to expand or be created as a result of pipeline construction; however, the extent of the local opportunity is entirely dependent on the business practices of TransCanada Pipelines Ltd. We would like to understand the specific steps that TransCanada Pipelines Ltd. is planning to take to take maximize local opportunity.

The Regional District of Bulkley-Nechako looks forward to addressing these issues with TransCanada and the OGC as part of the OGC permitting process.

Cheers



Jason Llewellyn
Director of Planning

cc: Peter Wijtkamp, Manager, Special Projects, OGC (Peter.Wijtkamp@bcogc.ca)



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

247

REGIONAL DISTRICT
OF BULKLEY & NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

October 14, 2014

Sacha Plotnikow, Project Manager
Roy Northern Land and Environmental
sacha@roynorthernbc.com

Keri Bruce, Land Representative
Prince Rupert Gas Transmission Limited Partnership
keri-lynn_bruce@transcanada.com

Sent by e-mail

Re: Notification / Invitation to Consult Regarding the Prince Rupert Gas Transmission Project

This letter is provided by the Board of the Regional District of Bulkley-Nechako regarding your Notification / Invitation to Consult with the Regional District (your documents PRGT004776-TC-LA-CC-0424. The Regional District of Bulkley-Nechako would like to accept TransCanada's invitation to consult with respect to the pipeline project and associated facilities.

The Regional District has a number of issues relating to the proposed pipeline that we are eager to address further with TransCanada and the Oil and Gas Commission (OGC). TransCanada is aware of the pipeline related issue through our dealings on the Coastal GasLine Pipeline project. And we are concerned that further delay in addressing the issues, and waiting for the construction contractors and worker camp operators to address the issues with the Regional District may have unnecessary negative implications to all parties. Therefore, we would like the issues to be addressed at this time.

The RDBN's issues relate to the following:

The Location and Size of Worker Camps and other Pipeline Facilities

Issues associated with the location of worker camps and other facilities associated with pipeline construction such as emergency response, waste disposal, traffic management, local employment and local business opportunities, etc. have not been adequately addressed. We note that the location of all facilities should be discussed with the Regional District so that any Regional District issues related to specific locations can be raised.

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOP FRASER LAKE
HOUSTON TELJWA
BURNS LAKE GRANISLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - OOTSA LAKE/FRANCOIS LAKE
B - BURNS LAKE RURAL F - VANDERHOOP RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

Further information relating to the location of proposed pipeline facilities in the Regional District are discussed in the attached brochure.

Solid and Liquid Waste Disposal

The RDBN requires information regarding the pipeline's solid waste disposal needs to allow the RDBN to identify any potential impacts on our infrastructure, and determine our ability to accommodate the waste. For example the following information is required.

- How much solid waste (in tonnes) is proposed to be disposed of at each RDBN landfill?
- How much of that waste is industrial waste and hazardous waste?
- Over what time period is the waste proposed to be disposed?
- What waste reduction activities will be conducted to minimize waste generated (recycling, composting, etc.)

There is no certainty that the RDBN will be able to accommodate certain solid waste from pipeline construction and worker camps at our landfills. There needs to be discussions relating to the capacity of our facilities, our operational limitations, and our long term costs well in advance of any request to utilize RDBN facilities.

The RDBN's ability to accept liquid waste at our facilities is very limited. The most practical solution may be the disposal of liquid waste at municipal facilities; however, the capacity of municipal facilities to accommodate the waste from all of the potential pipeline projects is likely not known. It may be in the best interest of TransCanada Pipelines Ltd. to begin working with municipalities to identify their capacity to accept liquid waste, identify any facility upgrades that may be necessary, and discuss the fees that may be associated with utilizing municipal facilities. It may also be an option to develop a regional facility. This may be an opportunity for the region to obtain upgrades to infrastructure for the benefit of the region's residents. This same opportunity may be available for municipal water systems. The RDBN's Environmental Services Department is open to facilitating the necessary discussions between the municipalities and the pipelines.

TransCanada has indicated that their preference, with regard to the Coastal GasLink Pipeline, is to allow the construction contractors and worker camp operators to sort out the manner in which solid and liquid waste is disposed once the contracts have been awarded. The Regional District is concerned that this process will result in the inability of the Regional District to plan for notable increases in landfill utilization, and missed opportunity for improvements to municipal infrastructure and revenue generation.

The RDBN has requested that waste management plans for construction sites and construction camps be developed and be preceded by an evaluation of the capacity of local facilities to accommodate waste, including an assessment of the opportunity for infrastructure upgrades to accommodate liquid waste. The RDBN also requested an evaluation of the capacity of local facilities to provide potable water to the work camps and an assessment of the opportunity for infrastructure upgrades necessary to provide potable water. Representatives from TransCanada have indicated that this evaluation work will begin in the fall of 2014;

however, we are not aware that this work has begun. This same request applies to the Prince Rupert Gas Transmission Project.

Invasive Plant Control

The proposed Prince Rupert Gas Transmission Project right of way can be expected to facilitate the spread of invasive plants. The RDBN requests that TransCanada develop and commit to implementing an invasive plant management plan within the right of way which is reviewed by the RDBN, and commit to provide annual funding to the NWIPC to support their weed control efforts in the RDBN.

Fire Protection and Emergency Response

The RDBN requests that TransCanada consult with the RDBN regarding fire protection and emergency response, and develop an emergency management plan that includes communications protocols and evacuation plans for camps and workers.

TransCanada has indicated that their preference, with regard to the Coastal GasLink Pipeline, is to allow the construction contractors and worker camp operators to develop the emergency management plans once the contractors are hired. The Regional District is concerned that this process will result in the inability of the RDBN to ensure that the plans are adequate and will result in inconsistent plans and protocols between camps, and pipeline contractors. Of particular concerns are the communications protocols and emergency evacuation components of the plan.

Log and Wood Fibre Utilization

The cutting of trees and the long term loss of forested lands associated with the proposed pipeline represents a negative impact to the long term sustainability of the regions forest industries. To minimize this loss it is important that all useable logs cut from the pipeline right of way be utilized. It is expected that the logs that can be economically harvested and transported to an end user would be sold. The RDBN has expressed concern that where the cost of harvesting and transportation are too high the logs will not be utilized in support of the forest products industries. The RDBN would like TransCanada Pipelines Ltd. to ensure that wood fibre is utilized in support of the forest products industries even if it cannot be sold or otherwise economically transported to market.

Employee Training and Apprenticeships

The RDBN requests that TransCanada Pipelines Ltd. identify the specific actions that will be taken to ensure local employment is maximized, and that apprenticeship positions for local employees are provided. The RDBN would also like to be included in the process to plan for worker training and utilization.

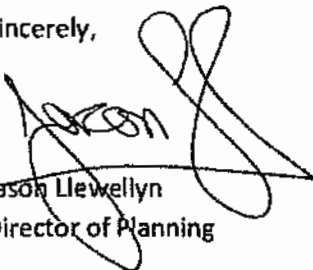
Use of Local Business

The RDBN encourages TransCanada to do all that is possible to scale the size of contracts related to pipeline construction and operation in a manner which allows local business to take advantage of the opportunity offered by the pipeline. Early communication with local business regarding the opportunities that will be available has also been identified as important to ensure that these opportunities are taken advantage of by local entrepreneurs. The specific actions that TransCanada is committing to undertake to maximize the involvement of local business in the pipeline construction, and maintenance, process needs to be further discussed and confirmed with the RDBN.

The Regional District remains concerned that very few contracts associated with pipeline construction will go to local business given the scale of the contracts and a lack of knowledge of the procurement process. There is opportunity for local businesses to expand or be created as a result of pipeline construction; however, the extent of the local opportunity is entirely dependent on the business practices of TransCanada Pipelines Ltd. We would like to understand the specific steps that TransCanada Pipelines Ltd. is planning to take to take maximize local opportunity.

The Regional District of Bulkley-Nechako looks forward to addressing these issues with TransCanada and the OGC as part of the OGC permitting process.

Sincerely,



Jason Llewellyn
Director of Planning

cc: Peter Wijkamp, Manager, Special Projects, OGC (Peter.Wijkamp@bcogc.ca)



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

251

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

October 26, 2015

Dave Kmet, Regional Manager Prince George & LNG Land
TransCanada Corporation
450 – 1st Street SW
Calgary, AB, Canada, T2P 5H1

Sent by e-mail to Dave_Kmet@transcanada.com

Re: Notification / Invitation to Consult Regarding the Coastal GasLink Pipeline Project

This letter is provided on behalf of the Board of the Regional District of Bulkley-Nechako regarding your Notification / Invitation to Consult with the Regional District. The Regional District of Bulkley-Nechako would like to accept TransCanada's Invitation to consult with respect to the pipeline project and associated facilities.

During the Environmental Assessment review process the Regional District was informed by the Environmental Assessment Office (EAO) and representatives of TransCanada that our issues relating to the proposed pipeline are primarily permitting issues; therefore, we are eager to address these issues with TransCanada and the Oil and Gas Commission (OGC).

As we have communicated to the EAO, the OGC, and TransCanada over the last number of years, we have a number of issues that should be given immediate attention. We are concerned that further delay in addressing the issues may have unnecessary negative implications to all parties. Therefore, we would like the issues to be addressed at this time so that the RDBN can be in a position to consider supporting the project.

The RDBN's issues relate to the following:

The Location and Size of Worker Camps and other Pipeline Facilities

The location and size of worker camps, and other facilities associated with construction have not been confirmed. Also issues associated with these facilities, such as emergency response, waste disposal, and traffic management have not been adequately discussed. We note that a number of tentative locations, as well as the Clear Creek compressor station, cannot legally occur where proposed.

MUNICIPALITIES:
SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

ELECTORAL AREAS:
A - SMITHERS RURAL E - FRANCO S/DOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA
PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

Further information relating to the location of proposed pipeline facilities in the Regional District is provided in the attached brochure.

Solid Waste Disposal

The RDBN is again asking that there be discussion regarding the pipeline's solid waste disposal needs as necessary to allow the RDBN to identify any potential impacts on our infrastructure, determine our ability to accommodate the waste, and allow for the necessary planning and budgeting. The following is an example of some of the information required:

- How much solid waste (in tonnes) is proposed to be disposed of at each RDBN landfill?
- How much of that waste is industrial waste and hazardous waste?
- Over what time period is the waste proposed to be disposed?
- What waste reduction activities will be conducted to minimize waste generated (recycling, composting, etc.)

There is no certainty that the RDBN may be able to accommodate certain solid waste from pipeline construction and worker camps at our landfills. There needs to be discussions relating to the capacity of our facilities, our operational limitations, and our long term costs well in advance of any request to utilize RDBN facilities.

Liquid Waste Disposal

The RDBN's ability to accept liquid waste at our facilities is very limited. The most practical solution may be the disposal of liquid waste at municipal facilities; however, the capacity of municipal facilities to accommodate the waste from all of the potential pipeline projects is likely not known. It may be in the best interest of TransCanada Pipelines Ltd. to begin working with municipalities to identify their capacity to accept liquid waste, identify any facility upgrades that may be necessary, and discuss the fees that may be associated with utilizing municipal facilities. It may also be an option to develop a regional facility. This may be an opportunity for the region to obtain upgrades to infrastructure for the benefit of the region's residents. This same opportunity may be available for municipal water systems. The RDBN's Environmental Services Department is open to facilitating the necessary discussions between the municipalities and the pipelines.

Invasive Plant Control

The proposed Coastal Gaslink Pipeline right of way can be expected to facilitate the spread of invasive plants. The RDBN has asked that TransCanada develop and commit to implementing an invasive plant management plan within the right of way, and commit to provide annual funding to the Northwest Invasive Plant Council (NWIPC) to support their weed control efforts in the RDBN.

TransCanada Pipelines Ltd. has not consulted with the RDBN regarding their Invasive Plant Management Plan and has not agreed to contribute financially to NWIPC efforts. The Regional District is concerned that this process will result in the inability of the RDBN to ensure that TransCanada deals appropriately with their long term impact on Invasive plant management in the region.

Fire Protection and Emergency Response

TransCanada has not consulted with the RDBN regarding fire protection, emergency response, and an emergency management plan that includes communications protocols and evacuation plans for camps and workers.

The Regional District is concerned that there will be inadequate and inconsistent plans and protocols between camps, and pipeline contractors. Of particular concerns are the communications protocols and emergency evacuation components of the plan.

Log and Wood Fiber Utilization

The cutting of trees and the long term loss of forested lands associated with the proposed pipeline represents a negative impact to the long term sustainability of the region's forest industries. To minimize this loss it is important that all useable logs cut from the pipeline right of way be utilized. It is expected that the logs that can be economically harvested and transported to an end user would be sold. The RDBN has expressed concern that where the cost of harvesting and transportation are too high the logs will not be utilized in support of the forest products industries. The RDBN would like TransCanada Pipelines Ltd. to ensure that wood fibre is utilized in support of the forest products industries even if it cannot be sold or otherwise economically transported to market.

Employee Training and Apprenticeships

TransCanada Pipelines Ltd. has identified general strategies to facilitate the training of workers in the region; however, there are limited specific commitments regarding the steps that will be taken to ensure local employment is maximized, and that apprenticeship positions for local employees are provided. The specific actions that TransCanada is committing to undertake to maximize local training and employment needs to be further discussed and confirmed.

Use of Local Business

The RDBN has encouraged TransCanada to do all that is possible to scale the size of contracts related to pipeline construction and operation in a manner which allows local business to take advantage of the opportunity offered by the pipeline. Early communication with local business regarding the opportunities that will be available has also been identified as important to ensure that these opportunities are taken advantage of by local entrepreneurs. The specific actions that TransCanada is

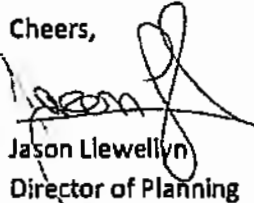
254

committing to undertake to maximize the involvement of local business in the pipeline construction, and maintenance process, needs to be further discussed and confirmed.

The Regional District remains concerned that very few contracts associated with pipeline construction will go to local business given the scale of the contracts and a lack of knowledge of the procurement process. There is opportunity for local businesses to expand or be created as a result of pipeline construction; however, the extent of the local opportunity is entirely dependent on the business practices of TransCanada Pipelines Ltd.

The Regional District of Bulkley-Nechako looks forward to addressing these issues with TransCanada and the OGC as part of the OGC permitting process.

Cheers,



Jason Lewellyn
Director of Planning

cc: Peter Wijtkamp, Manager, Special Projects, OGC (Peter.Wijtkamp@bcogc.ca)
Sandra Dixon, Associate Project Manager, TransCanada (Sandra.dixon@rpsgroup.com)
Scott Bailey, Executive Project Director LNG Facilities, EAO (Scott.Bailey@gov.bc.ca)

255



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

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

December 10th, 2015

Dave Kmet, Sr. Land Representative
TransCanada Corporation.
450-1 Street SW
Calgary, AB, Canada, T2P 5H1

Sent by e-mail to Dave_Kmet@transcanada.com

Re: Notification regarding Coastal GasLink Pipeline Ltd. (TransCanada) Multi-use and Stockpile Sites referral document CGW 4703-HMA-LA-LTR-0191, 0913, 0915, and 0917

The lands containing the proposed Multi-use and Stockpile Sites are not zoned and are not in the ALR according to our records. The locations are also outside of building inspection and fire protection areas. Our mapping indicates that there are no residences or private properties in the vicinity of the referral sites.

As TransCanada is aware the Regional District of Bulkley-Nechako has the following concerns regarding worker camps, and other facilities associated with the construction process.

Solid Waste Disposal

There is additional consultation required regarding the pipeline's solid waste disposal needs to allow the RDBN to identify any potential impacts on our infrastructure, determine our ability to accommodate the waste, and allow for the necessary planning and budgeting. The following is an example of some of the information required:

- How much solid waste (in tonnes) is proposed to be disposed of at each RDBN landfill?
- How much of that waste is industrial waste and hazardous waste?
- Over what time period is the waste proposed to be disposed?
- What waste reduction activities will be conducted to minimize waste generated (recycling, composting, etc.)

There is no certainty that the RDBN may be able to accommodate certain solid waste from pipeline construction at our landfills. There needs to be discussions relating to the capacity of our facilities, our operational limitations, and our long term costs well in advance of any request to utilize RDBN facilities.

MUNICIPALITIES:

| | |
|------------|----------------|
| SMITHERS | FORT ST. JAMES |
| VANDERHOOF | FRASER LAKE |
| HOUSTON | TELJANA |
| BURNS LAKE | GRANISLE |

ELECTORAL AREAS:

| | |
|--------------------------|-------------------------------|
| A - SMITHERS RURAL | E - FRANCOIS/ODTSA LAKE RURAL |
| B - BURNS LAKE RURAL | F - VANDERHOOF RURAL |
| C - FORT ST. JAMES RURAL | G - HOUSTON RURAL |
| D - FRASER LAKE RURAL | |

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

Liquid Waste Disposal

The RDBN's ability to accept liquid waste at our facilities is very limited. The most practical solution may be the disposal of liquid waste at municipal facilities; however, the capacity of municipal facilities to accommodate the waste from all of the potential pipeline projects is likely not known. It may be in the best interest of Coastal GasLink Pipeline Ltd. to begin working with municipalities to identify their capacity to accept liquid waste, identify any facility upgrades that may be necessary, and discuss the fees that may be associated with utilizing municipal facilities. It may also be an option to develop a regional facility. This may be an opportunity for the region to obtain upgrades to infrastructure for the benefit of the region's residents. This same opportunity may be available for municipal water systems. The RDBN's Environmental Services Department is open to facilitating the necessary discussions between the municipalities and the pipelines.

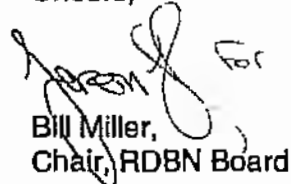
Invasive Plant Control

The proposed Coastal Gaslink Pipeline right of way can be expected to facilitate the spread of invasive plants. The RDBN is asking that Coastal GasLink Pipeline Ltd. develop an invasive plant management plan (for the RDBN's review), and commit to provide annual funding to the Northwest Invasive Plant Council (NWIPC) to support their weed control efforts in the RDBN.

Fire Protection and Emergency Response

Coastal GasLink Pipeline Ltd. should consult with the RDBN regarding fire protection, emergency response, and their emergency management plan. The Regional District is concerned that there will be inadequate and inconsistent plans and protocols between camps, and pipeline contractors. Of particular concerns are the communications protocols and emergency evacuation components of the plan.

Cheers,



Bill Miller,
Chair, RDBN Board

cc: Peter Wijkamp, Manager, Special Projects, OGC (Peter.Wijkamp@bcogc.ca)
Scott Bailey, Executive Project Director LNG Facilities, EAO (Scott.Bailey@gov.bc.ca)
BC Oil and Gas Commission, Bag 2, Fort St. John, BC, V1J 2B0
Sandra Dixon – Project Manager, (Sandra.dixon@rpsgroup.com)

257



37, 3RD AVE, PO Box 820
BURNS LAKE, BC
V0J 1E0

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

May 20, 2014

James O'Hanley
Deputy Director of Resource Development
B.C Oil and Gas Commission
Fort St John Office
Bag 2,
Fort St. John, B.C. V1J 2B0

Dear Mr. Hanley,

RE: Oil and Gas Commission Referrals

At its meeting of May 15th, 2014 the Board of the Regional District of Bulkley-Nechako asked that this letter be sent. This letter is in relation to the referrals that the Regional District is receiving regarding applications to the Oil and Gas Commission for permits to allow the use of land for activities associated with the construction of pipelines.

The Regional District of Bulkley-Nechako Board requests the following.

- a. *That the Oil and Gas Commission require that residents in proximity to any proposed on site work associated with a pipeline be informed of the dates, times and location of the proposed work in advance of the works occurring.*
- b. *That the Oil and Gas Commission require that open communications be maintained with residents in proximity to any proposed on site work so that resident concerns can be identified and addressed.*
- c. *That the Oil and Gas Commission require that all future referrals include overview maps showing the general location of the proposed activity, including the identification of landmarks necessary to locate the proposed activity, as well as detailed maps with coordinates.*
- d. *And, that the Oil and Gas Commission require that the time frame for the Regional District to respond to referrals relating to the establishment of work camps and other significant activities associated with pipeline construction be increased to a minimum of 45 days to allow the Regional District to provide meaningful comment.*

MUNICIPALITIES:

| | |
|------------|----------------|
| SMITHERS | FORT ST. JAMES |
| VANDERHOOF | FRASER LAKE |
| HOUSTON | TELUKA |
| BURNS LAKE | GRANISLE |

ELECTORAL AREAS:

| | |
|--------------------------|------------------------------|
| A - SMITHERS RURAL | E - OOTSA LAKE/FRANCOIS LAKE |
| B - BURNS LAKE RURAL | F - VANDERHOOF RURAL |
| C - FORT ST. JAMES RURAL | G - HOUSTON RURAL |
| D - FRASER LAKE RURAL | |

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

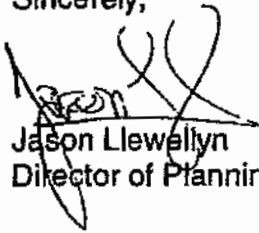
FX: 250-692-3305

TF: 800-326-2220

258

Thank you for your time and consideration of the above requests. Please feel encouraged to contact me at your convenience should you have any comments or questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Llewellyn", is written over a horizontal line. The signature is stylized and somewhat cursive.

Jason Llewellyn
Director of Planning



259

MEMORANDUM

To: Chair Miller and Board of Directors
From: Maria Sandberg
Date: May 12, 2017
Re: Joint OCP Review process for Electoral Area D and the Village of Fraser Lake

INTRODUCTION:

At the July 23rd 2015 Board meeting staff proposed to undertake a concurrent review of the Village of Burns Lake, and the Electoral Areas B and E Official Community Plans (OCP), with the RDBN Planning Department undertaking the OCP review process for the Village on a cost recovery basis.

At the July 23rd, 2015 meeting the Board made the following motion:

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

- 1. Approach the Village of Burns Lake regarding the RDBN Planning Department undertaking the municipal OCP review process at the same time as the RDBN reviews the OCP for Electoral Area B and E;*
- 2. Work with the Village of Burns Lake to develop a work plan for the municipal OCP review, and a contract for the planning services to be provided to the Village of Burns Lake;*
- 3. Report back to the RDBN Board of Directors with the proposed work plan and contract;*
- 4. Remain open to discussions with other municipalities within the RDBN."*

The Board approved the contract for the Planning Department to review the Village of Burns Lake's Official Community Plan and regulatory bylaws in January 2016. The Planning Department concurrently reviewed the Village of Burns Lake and Electoral Areas B and E Official Community Plans during 2016. New OCP documents were recently adopted by the Board and the Village Council.

This report provides the Regional District Board with an evaluation of the concurrent reviews, and makes recommendations regarding the start of a joint OCP review process for the Village of Fraser Lake and Electoral Area D.

THE VILLAGE OF BURNS LAKE OCP PROCESS

The concurrent OCP review process with the Village of Burns Lake was proposed as a pilot project to determine if this cooperative effort could be efficiently accomplished and result in a better end product for both parties.

In staff's opinion, undertaking both the rural and municipal OCP review processes at the same time results in efficiencies relating to the holding of joint open houses, public meetings, and other consultation processes. Staff resources spent researching, understanding, and planning for the various issues and trends can be more effectively achieved; and OCP content and the planning approach to issues could be more easily coordinated between the rural and the municipal OCP.

The undertaking of the OCP review process for the Village was done on a cost recovery basis. The cost billed to the municipality from January 2016 to February 2017 came to a total of approximately \$12,900. It is noted that this amount included OCP work as well as some time for review of other land use bylaws. A letter from the Village of Burns Lake CAO regarding the Village of Burns Lake OCP Review process is attached.

CONTRACT WITH THE VILLAGE OF FRASER LAKE

The Village of Fraser Lake has indicated that they are interested in the RDBN undertaking their OCP review process under contract concurrently with the Electoral Area D OCP (Endako, Fraser Lake, Fort Fraser Rural OCP).

Attached to this report is a draft contract which is substantially the same contract that was entered into with the Village of Burns Lake. It is proposed that the RDBN entered into the contract with the Village of Fraser Lake and undertake the Village's OCP review concurrently with the rural OCP review. The fees charged are intended to represent cost recovery.

AREA D OCP REVIEW

The Importance of OCPs

The current Area D OCP (Endako, Fraser Lake, Fort Fraser Rural OCP) was adopted in June 2009 and is next in line for review. An OCP contains the broad objectives and policies respecting the form and character of existing and proposed land use and servicing requirements for an area. It must consider anticipated housing needs, schools, service requirements, public facilities, location and requirements for commercial, industrial, agricultural and other land uses, and restrictions on lands that are environmentally sensitive or hazardous.

An OCP provides goals and objectives for the area, and policies to guide future land use, development, and other decisions of the Regional District Board in an

effort to achieve those goals and objectives. An OCP allows business and landowners to make informed investment decisions. Also, an OCP is available for use by other levels of government to help direct their priorities and focus in the area.

An OCP provides a level of assurance and predictability for residents and businesses regarding the manner in which the RDBN will view and approach issues, and how the Board may approach decisions in critical areas like land use, habitat protection, and economic development. It also provides staff direction regarding how to respond to the public regarding development inquiries.

It is important to periodically review OCPs as the legislation, the attitudes and priorities of residents, the regional economy, and the development patterns and issues change over time. The process of reviewing the OCP also serves to raise awareness of, and support for, the community vision and objectives contained in the plan.

Fort Fraser

The community of Fort Fraser is unique in the Regional District as it is an unincorporated area with a notably high residential density. This density introduces certain planning and development challenges; therefore, staff propose to develop a detailed land use plan for Fort Fraser within the Endako, Fraser Lake, Fort Fraser Rural OCP.

Separate open houses and public consultation will be held for Fort Fraser, and Fort Fraser residents will be invited to sit on the working group discussed below. It is anticipated that the Planning Department will look for opportunities to combine OCP public meetings with public meetings associated with the Fort Fraser water system redevelopment.

Area D OCP work plan

The proposed process and work plan for the Area D OCP is attached as Appendix "A" to this report. It is proposed that the OCP review process include the creation of a working group made up of Regional District staff, community members, first nations and stakeholders. It is intended that the membership in the working group be solicited from the following organizations:

- Village of Fraser Lake
- Community Futures Stuart-Nechako
- Chamber of Commerce
- Northern Health
- Ministry of Transportation and Infrastructure
- Ministry of Forests, Lands and Natural Resource Operations
- Community at large

Membership from the community will be solicited at the proposed initial public open houses. Interested members of the public would fill out an application form for working group membership. After review, the APC would then appoint four of the applicants to the working group. This working group would meet as identified in Appendix A, and play a role in reviewing and amending a draft plan. The working group will make recommendations to the Electoral Area D Advisory Planning Commissions (APC), along with staff's recommendations, on the content of the plan. The plan prepared by the working group is then taken to the general public for input at open houses.

It is proposed that the Electoral Area D APC play the higher level role of reviewing and commenting on the draft document prepared by the working group. The APC would also oversee the OCP review process and make recommendations to staff and the Board regarding the content of the plan. It is noted that the APC would not be directly involved in the detailed work of drafting the plan. This is undertaken by staff and the working group.

The consultation checklist identified in Appendix B works hand in hand with the work plan to ensure that the process is inclusive and thorough.

Legislated Consultation

Section 475 of the *Local Government Act* states the following.

- (1) During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultations with persons, organizations and authorities it considers will be affected.
- (2) For the purposes of subsection (1), the local government must:
 - (a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing; and
 - (b) specifically consider whether consultation is required with
 - (i) the board of a regional district in which the area covered by the plan is located, in the case of a municipal official community plan;
 - (ii) the board of any regional district that is adjacent to the area covered by the plan;
 - (iii) the council of any municipality that is adjacent to the area covered by the plan;
 - (iv) first nations;
 - (v) school district boards, greater boards and improvement district boards; and
 - (iv) the Provincial and Federal governments and their agencies.
- (3) Consultation under this section is in addition to the public hearing required under section 477 (3)(c).
- (4) If the development of an official community plan, or the repeal or amendment of an official community plan, might affect agricultural land, the proposing local government must consult with the Agricultural Land Commission.

Also, Section 476 of the *Local Government Act* requires the Regional District to consult with boards of education with regards to the following:

- (a) the actual and anticipated needs for school facilities and support services in the school districts;
- (b) the size, number and location of the sites anticipated to be required for the school facilities referred to in paragraph (a);
- (c) the type of school anticipated to be required on the sites referred to in paragraph (b);
- (d) when the school facilities and support services referred to in paragraph (a) are anticipated to be required;
- (e) how the existing and proposed school facilities relate to existing or proposed community facilities in the area.

The entire Plan area is located within School District 91. The checklist in Appendix B contains the proposed consultation strategy for the OCP. This strategy meets the requirements of s. 475 of the *Local Government Act*, and the referral to the School Board shall be undertaken in a manner that satisfies s. 476 of the *Local Government Act*. Therefore, staff recommends that the Board consider and approve the process as identified in the work plan, and the consultation strategy.

It is noted that the work plan is intended to serve only as a guideline for the process, and the consultation strategy is intended to identify a minimum level of consultation. Issues may arise that require change to the process and timelines, in consultation with the Area Directors. Also, issues may arise that result in increased consultation with the public, agencies, or interest groups beyond that identified in Appendix B.

Recommendations

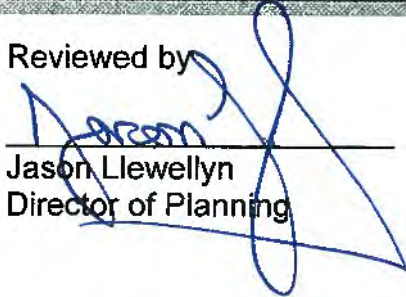
1. That the Board approve the work plan and consultation checklist for the Area D OCP review, identified as Appendices A and B.

Electoral Area Planning – Participants/Directors/Majority

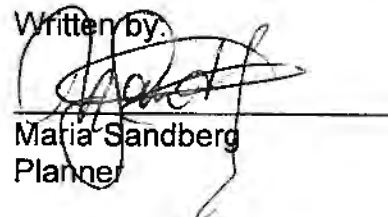
2. That the Board approve the RDBN entering into the contract, attached to the staff report dated May 12th, 2017 as Appendix C, with the Village of Fraser Lake.

Directors – Majority

Reviewed by


Jason Llewellyn
Director of Planning

Written by


Maria Sandberg
Planner



264

April 27, 2017

**Regional District of Bulkley Nechako
P.O. Box 820
Burns Lake, BC V0J 1E0**

Attention: Jason Llewellyn – Director of Planning

Dear Jason:

RE: Village of Burns Lake Official Community Plan Review Process

On behalf of the Village of Burns Lake, I am pleased to offer this letter of support and convey my gratitude to the Regional District of Bulkley Nechako Planning Department for the recent work done to update the Village of Burns Lake Official Community Plan.

Both you and Ms. Sandberg were able to offer leadership, professionalism, and experience which directly benefited the Village of Burns Lake during the Official Community Plan Review Process. We were pleased to be able to partner with the Regional District and feel that being able to share resources and expertise is both helpful and advantageous to small local governments in our region. I would certainly recommend partnering again if other opportunities arise.

Thank you once again for your hard work and dedication. It was a pleasure working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Sheryl Worthing".

**Sheryl Worthing
Chief Administrative Officer**

cc Melany de Weerd, CAO, RDBN

APPENDIX A

Endako, Fraser Lake, Fort Fraser Rural Official Community Plan Work Plan

| Task | Anticipated Completion | 2017 | | | | | | | | | | | | 2018 | | |
|---|------------------------|------|---|---|---|---|---|---|---|---|---|---|---|------|--|--|
| | | M | J | J | A | S | O | N | D | J | F | M | A | | | |
| 1. Preliminary Consultation and Review | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Memo to Board on work plan and consultation strategy | May | ■ | | | | | | | | | | | | | | |
| <input type="checkbox"/> Preliminary input through referrals as in consultation strategy | June | | ■ | | | | | | | | | | | | | |
| <input type="checkbox"/> Hold public open house in Fraser Lake, to introduce the process and identify volunteers for working group | July | | | ■ | | | | | | | | | | | | |
| <input type="checkbox"/> Hold open house in Fort Fraser, to introduce the process and identify volunteers for working group (WG) | July-August | | | ■ | ■ | | | | | | | | | | | |
| <input type="checkbox"/> Meeting with Area D Advisory Planning Commission (APC) | August | | | | ■ | | | | | | | | | | | |
| <input type="checkbox"/> Prepare Preliminary OCP Draft for discussion purposes | August | | | | ■ | | | | | | | | | | | |
| <input type="checkbox"/> 1 st WG meetings in Fraser Lake and Fort Fraser - review preliminary OCP Draft - discuss concerns /issues, community vision, and plan goals | August | | | | ■ | | | | | | | | | | | |
| 2. Staff Research / Draft Preparation | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Further research (concerns / issues/statistics/demographics) | August-September | | | | ■ | ■ | | | | | | | | | | |
| <input type="checkbox"/> Revise Preliminary OCP Draft | September | | | | | ■ | | | | | | | | | | |
| <input type="checkbox"/> Working Group Meetings - discussion of issues and goals | September-October | | | | | ■ | ■ | | | | | | | | | |
| 3. Public Review of Draft | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Amend Draft based on Working Group comments | November | | | | | | | | | ■ | | | | | | |
| <input type="checkbox"/> Final Working Group Meetings - review amended draft | November | | | | | | | | | ■ | | | | | | |
| <input type="checkbox"/> Review draft with APC and municipality | November | | | | | | | | | ■ | | | | | | |
| <input type="checkbox"/> Refer draft to First Nations and stakeholders | November | | | | | | | | | ■ | | | | | | |
| <input type="checkbox"/> Amend draft based on comments | December | | | | | | | | | | ■ | | | | | |
| <input type="checkbox"/> Hold Open Houses in Fraser Lake & Fort Fraser to present Draft to the public | January | | | | | | | | | | | ■ | | | | |
| <input type="checkbox"/> Amend OCP Draft based on public input | January | | | | | | | | | | | ■ | | | | |
| <input type="checkbox"/> Present final draft to APC , and send to FN & stakeholders) | January | | | | | | | | | | | ■ | | | | |
| 4. Formal Adoption | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Present OCP Draft to Board for First and Second Reading | February | | | | | | | | | | | | ■ | | | |
| <input type="checkbox"/> Formal referrals and final revisions if required | February | | | | | | | | | | | | ■ | | | |
| <input type="checkbox"/> Public Hearing | March | | | | | | | | | | | | | ■ | | |
| <input type="checkbox"/> Present draft plan to Board for Third Reading and Adoption | March-April | | | | | | | | | | | | | ■ | | |

265

APPENDIX B: Fraser Lake Rural Official Community Plan Consultation Strategy Checklist

Consideration of affected persons, organizations, and authorities

At the beginning of the OCP review process, during the stakeholder review phase and during the public review and referral phase, consideration has been given to consultation with the following organizations.

Consultation is recommended with:

- Cariboo Regional District
- Regional District of Fraser-Fort George
- Regional District of Kitimat-Stikine
- Regional District of Peace River
- District of Vanderhoof
- District of Fort St. James
- Village of Fraser Lake
- Village of Burns Lake
- District of Houston
- Village of Telkwa
- Village of Granisle
- Town of Smithers

- Federal / Provincial Ministries or Agencies**
 - Agricultural Land Commission
 - Ministry of Transportation and Infrastructure
 - Ministry of Agriculture
 - Ministry of Forests, Lands and Natural Resource Operations
 - Ministry of Energy and Mines
 - Ministry of Community, Sport and Cultural Development
 - Ministry of Jobs, Tourism and Innovation
 - Department of Fisheries and Oceans
 - Northern Health Authority
 - Other (specify) _____

- School District No. 54 Board
- School District No. 91 Board
- Improvement Districts

- First Nations**
 - Burns Lake Band (Ts'il Kaz Koh First Nation)
 - Cheslatta Carrier Nation
 - Carrier Sekani Tribal Council

- Carrier Chilcotin Tribal Council
 - Gitksan First Nation
 - Kitselas First Nation
 - Lake Babine First Nation
 - Lhoosk'uz Dene Nation
 - Moricetown Band
 - Nadleh Whut'en First Nation
 - Nak'azdli First Nation
 - Nee Tahi Buhn Band
 - Nazko First Nation
 - Office of the Wet'suwet'en
 - Saik'uz First Nation
 - Skin Tyee First Nation
 - Stelat'en First Nation
 - Takla Lake First Nation
 - Tl'azt'en First Nation
 - Tsilqot'in National Government
 - Tl'etinqox-T'in Government Office (Anaheim Indian Band)
 - Toosey Indian Band
 - Ulkatcho First Nations
 - Wet'suwet'en First Nation
 - Yekooche First Nation
 - Other (specify) _____
- Community groups/Associations**
- Community Futures – Stuart Nechako
 - Fraser Lake Chamber of Commerce
 - Fort Fraser Local Commission
 - Fort Fraser Hall Society
 - Endako Hall Society
 - Endako Rod & Gun Club
 - Fort Fraser Livestock Association
 - Glenannan Community Association
- Public**
- Immediate neighbours (within 30 metres of subject property)
 - Surrounding neighbourhood
 - Region wide
- Other (specify) see work plan

APPENDIX C



**OFFICIAL COMMUNITY PLAN
REVIEW PROJECT: 2017**

BETWEEN

**REGIONAL DISTRICT OF BULKLEY-
NECHAKO**

AND

VILLAGE OF FRASER LAKE

269

OFFICIAL COMMUNITY PLAN REVIEW AGREEMENT, 2017

THIS AGREEMENT made this day of 2017

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Box 820
37 3rd Avenue
Burns Lake, BC, V0J 1E0

(hereinafter called the "RDBN")

OF THE FIRST PART

AND:

VILLAGE OF FRASER LAKE

Box 430, 210 Carrier Crescent
Fraser Lake, British Columbia, V0J 1S0

(hereinafter called the "Village")

OF THE SECOND PART

WHEREAS the RDBN and Village, under Section 176 (1)(b) and 334 of the *Local Government Act*, may enter into an agreement to provide the municipality a service that is a work or service within the powers of the Municipality;

AND WHEREAS the RDBN and Village are willing to enter into an agreement for the RDBN to provide a service within the boundaries of the Village in relation to the Village's review of their Official Community Plan;

NOW THEREFORE the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledge, covenant and agree as follows:

Term:

1. This Agreement is for a term of 1 year commencing _____, 2017 and terminating on _____, 2018.

Intent:

2. The intent of this Agreement is to outline the manner and terms by which the RDBN shall assist the Village in a review of their Official Community Plan.
3. Both parties agree that the Service shall be delivered in accordance with this Agreement.
4. This Agreement forms a contract between the RDBN and Village, with the RDBN being the contractor for the Village. The Planners and Director of Planning for the RDBN shall be representatives of the Village during the course of their duties under this Agreement.

Termination or Amendment:

5. Either party may terminate this Agreement by delivering to the other party written notice, a minimum of two (2) weeks in advance of the termination date.

Waiver

6. This Agreement is binding upon the parties hereto and their successors and assignees. 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.

The RDBN's and Villages Responsibilities:

7. The RDBN shall be responsible for the following.

Managing and undertaking the process to develop a new official community plan for the Village of Fraser Lake in general accordance with the consultation strategy and work plan attached as Schedule A and B to this agreement, as amended by the Village.

This includes the following work, hereinafter referred to as the "Service":

- (a) making written recommendations to the Council of the Village regarding the review process and associated bylaws;
- (b) ensuring that the process recommended is in accordance with the requirements of Part 26 of the *Local Government Act*;

- (c) engaging with the community, First Nations, and stakeholders as a representative of the Village regarding the official community plan development process;
 - (d) drafting a new official community plan document and associated maps;
 - (e) presenting a draft official community plan document and associated maps with written recommendations to the Council of the Village regarding its adoption.
8. The RDBN will deliver the Service in a diligent manner, in accordance with good planning practice, utilizing qualified professional Planners having suitable training and being properly supervised.
9. The Village shall be responsible for the following.
 - a. Designating the Chief Administrative Officer for the Village, and designate, as the contact with RDBN staff with respect to the provision of the services.
 - b. Providing the staff reports from the RDBN Planner or Director of Planning to Council of the Village at regular meetings of Council as necessary.
 - c. Providing for the attendance of Village staff as necessary at open houses and meetings as necessary.
 - d. Provide the administrative and clerical support associated with the project in a diligent manner. This work includes the organization of public meetings, advertising of events and meetings, mailing of notices and letters, and similar clerical tasks.
 - e. Drafting the bylaws associated with the adoption of the official community plan, and advising the Council of the Village on the bylaw adoption process.
 - f. Facilitating the legal review of the bylaws considered by the Council of the Village in association with this project.
10. In the event of the absence of RDBN staff necessary to provide the Service the RDBN may not be required to provide the Service until adequate resources are available. The RDBN shall make all reasonable efforts to ensure that required staffing levels are provided.
11. The Village Mayor or Councillors shall not provide direction to RDBN staff regarding the provision of the Service outside of the formal Council resolution process, unless a Councillor has been delegated authority by the Council to provide such direction. If a Councillor is delegated such authority all direction shall be documented and reported to the Village Council.

272

Service Delivery Cost Recovery:

12. In consideration for providing the Service under this Agreement:
 - a. The RDBN shall receive a fee of \$36.00 per hour for the Planner's time spent providing the Service, and \$59.00 per hour for the Director of Planning's time spent providing the Service.
 - b. The RDBN shall bill monthly for the costs incurred in the previous month, and the Village shall pay the costs within one month of receiving an invoice.
13. All costs associated with the Service and project are the responsibility of the Village. The RDBN shall not incur any costs over \$100 associated with the Service without first obtaining the Village's written consent.

Cost of Claims:

14. The Village shall reimburse the RDBN for any deductible amount that the RDBN is obliged to pay in relation to a claim arising from services provided within the municipality.
15. The Village shall reimburse the RDBN for any damages award or portion thereof that actually results from a claim and that is not covered by the RDBN's errors and omissions insurance.
16. The Village shall reimburse the RDBN for any staff costs actually incurred by the RDBN in dealing with a claim arising from services provided within the municipality.

Binding Effect:

17. This Agreement shall endure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

Dispute Resolution:

18. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by either party first written notice may be provided by either party to the other party describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the parties shall:
 - a. immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
 - b. if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party, then either party may

serve a second written notice upon the other party that the matter is to be referred to binding arbitration; and

- c. a single arbitrator shall be appointed by Agreement of the parties within 90 (ninety) days of the second written notice being delivered, and failing such Agreement, the arbitrator shall be appointed pursuant to the *Commercial Arbitration Act* to hear both parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on both parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

Law Applicable:

- 19. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this Agreement shall negate or fetter the legal authority of either party.

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

The Corporate Seal of the
RDBN was affixed hereto in the
presence of:

Chairperson

Chief Administrative Officer

The Corporate Seal of the
VILLAGE OF FRASER LAKE
was affixed hereto in the
presence of:

Mayor

Chief Administrative Officer



Planning Department Report
OCP Amendment Bylaw No. 1786
& Rezoning Bylaw No. 1787
3rd Reading File No. A-03-16
May 15, 2017

APPLICATION SUMMARY

Name of Property Owner: Phils Boxes Ltd.

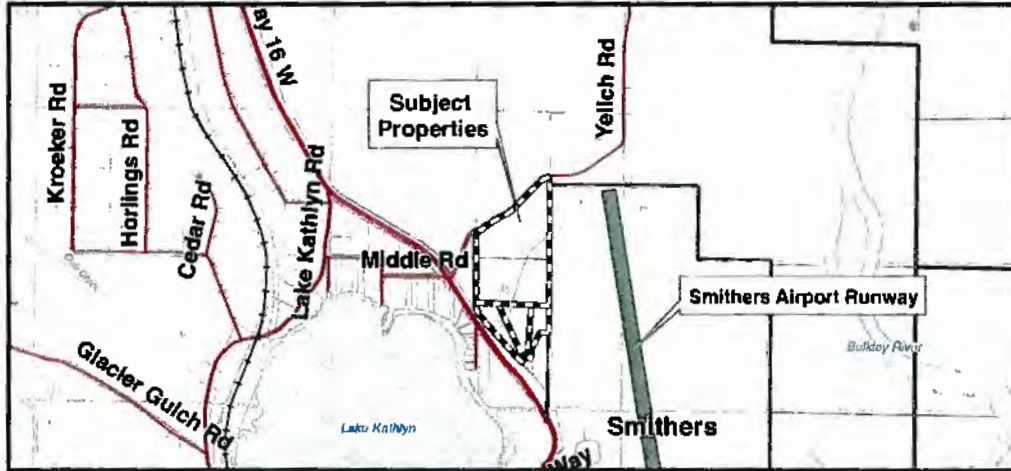
Name of Agent: Gina Hidber, HBH Land Surveying Inc.

Electoral Area: A

Subject Properties: Lot B, Section 14, Township 1A, Range 5, Coast District, Plan EPP25548, Except Plan EPP42101 (referred to as Lot B); and, Lots 2, 3, and 4, Section 14, Township 1A, Range 5, Coast District, Plan EPP 42101 (referred to as Lots 2, 3, and 4).

Location: The subject properties are located west of the Smithers airport on Yelich Road and Highway 16, approximately 7 km north of the Town of Smithers.

Location Map



O.C.P. Designation: Agricultural (Ag) in Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014.

Zoning: Small Holdings (H1) and Large Holdings (H2) in Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.

Existing Land Use: Vacant, forested.

ALR Status: Not in the ALR

Proposal:

To amend the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014 from **Agricultural (AG)** to **Rural Residential (RR)** for Lot B and Lots 2, 3 and 4.

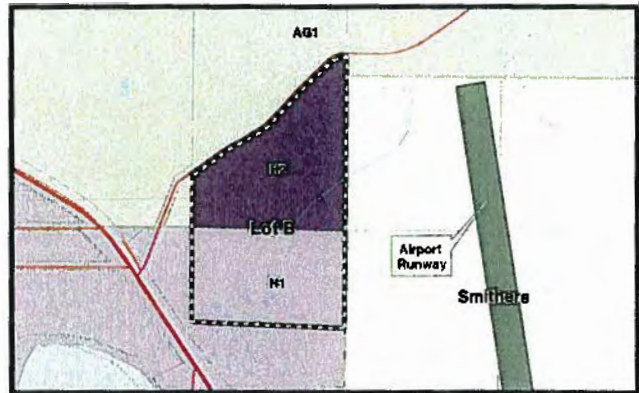
To amend the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 from **Large Holdings (H2)** to **Small Holdings (H1)** for Part of Lot B and to amend the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 from **Small Holdings (H1)** to **Large Holdings (H2)** for Part of Lot B.

Existing Zoning

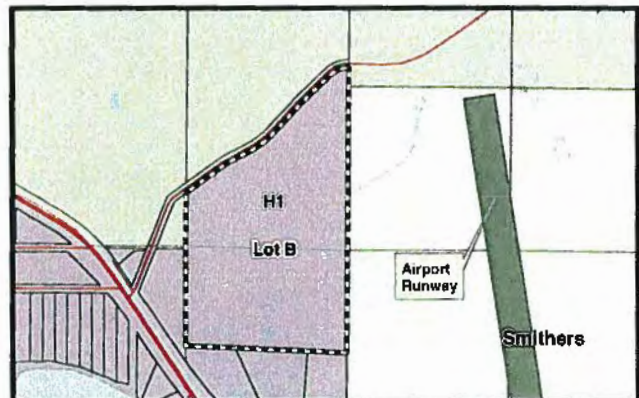
Lot B is currently split zoned Small Holdings (H1) and Large Holdings (H2).

The H1 zoned area is approximately 9.82 ha. in size. The minimum parcel size for the H1 Zone is 2 ha.

The H2 zoned area is approximately 11.5 ha. in size. The minimum parcel size for the Large Holdings zone is 8 ha.

**Denied Zoning**

The applicant proposed to rezone all of Lot B to Small Holdings to accommodate an eight lot subdivision. This application was denied by the Regional District Board at its August 18, 2016 meeting.

**Proposed Zoning**

The current application proposes to swap the Small Holding's zone with the Large Holdings zone to allow a six lot subdivision. The northern portion of the property, currently zoned Large Holdings (H2) will become Small Holdings (H1) to create five 2.0 ha. lots. The southern portion of the property is proposed to be changed from Small Holdings (H1) to Large Holdings (H2) to accommodate a 9.82 ha. lot.



The applicant intends to achieve the proposed 6 lot subdivision in 3 phases.

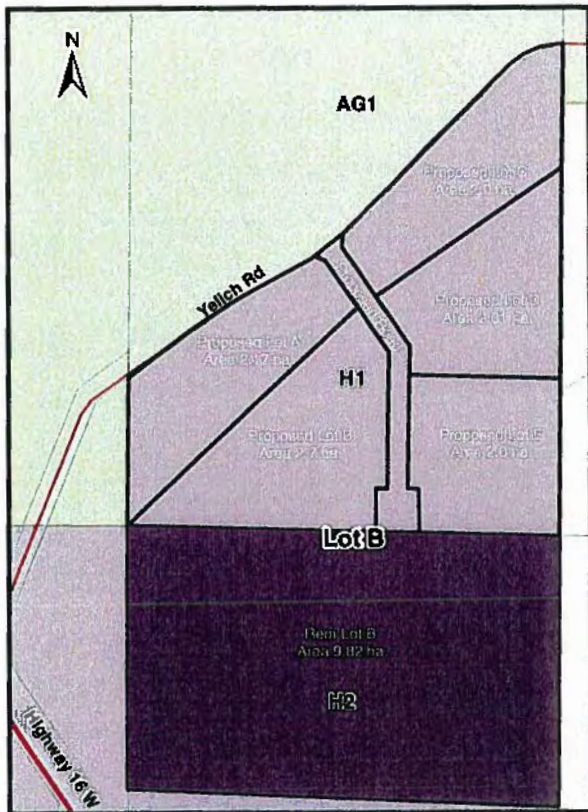
- Phase 1 is proposed to create three lots; two on the portion proposed to be rezoned to H1 and one lot on the portion proposed to be rezoned to H2.
- Phase 2 is proposed to create five lots; 4 lots on the portion proposed to be rezoned to H1 and one lot on the portion proposed to be rezoned H2.
- Phase 3 is proposed to create 6 lots on the portion proposed to be rezoned to H1 and 1 lot on the portion proposed to be rezoned H2.

Existing Subdivision Potential

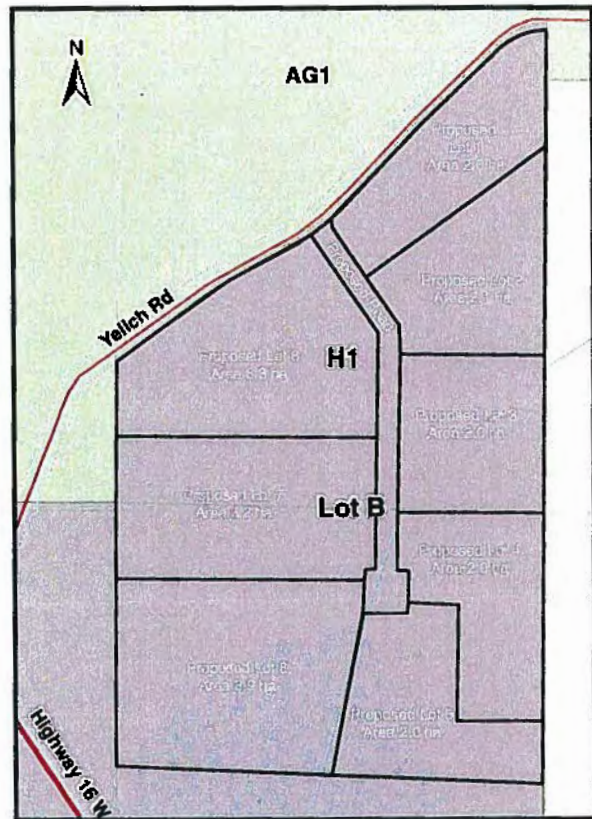
The current zoning on Lot B would potentially allow the land to be subdivided into 6 lots in total. However, the area that is currently zoned H1, and has subdivision potential is quite swampy. The area that is currently zoned H2 is more suited for subdivision, and is more easily accessed by Yelich Road.

The previously proposed subdivision Plan, which was denied, is shown below on the right. The subdivision plan proposed with the current rezoning application is shown below on the left.

Phase 3 (final) Subdivision Plan



Previous Proposed Subdivision Plan



277
REFERRAL COMMENTS

Area 'A' Advisory Planning Commission (October 11, 2016 meeting)

Resolution: Application not supported as presented

Comments: Upon discussion, we thought that we would recommend the zoning amendment, but were not in favour of the subdivision as submitted. It was noted that we may support an application for the zoning amendment and a total of three lots.

Area 'A' Advisory Planning Commission (November 7, 2016 meeting)

Comments: Gina wanted to ensure that any questions / concerns that the APC had were answered (she was unable to attend the October meeting) and asked if the application should be amended before presented to the RDBN. This question came based upon APC comments regarding the number of lots in the application for rezoning implying that the application for subdivision may be made as presented in the application for rezoning. We expressed that we did not have concerns for the rezoning as submitted, but did in fact have concerns regarding the number of lots indicated as presented on the application.

Ministry of Transportation

No objections

Northern Health

No comments received

PLANNING DEPARTMENT COMMENTS

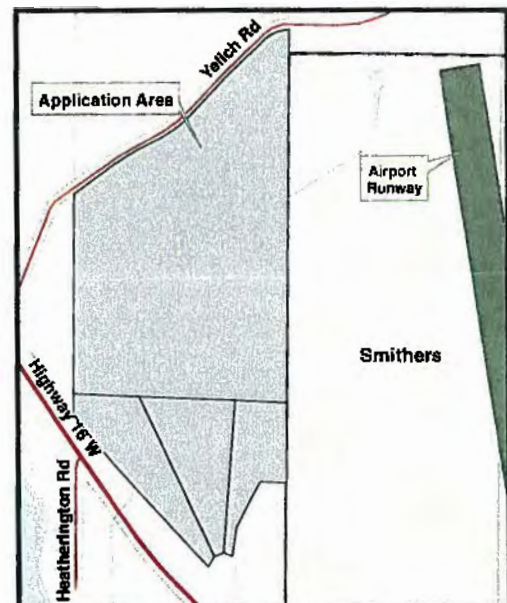
The public hearing for Bylaw 1794 was held on April 10, 2017. The report of the Public Hearing is attached to this report.

Official Community Plan

The properties to the south of the subject property were subdivided into a four lot subdivision by the applicant in 2009. These lands were zoned H1; therefore, a rezoning or OCP amendment were not necessary (it is noted one of these parcels was rezoned for industrial use).

An OCP change from AG to RR is proposed for the previously subdivided residential parcels (lots 2, 3, and 4) in addition to Lot B to reflect their use and zoning.

The Rural Residential (RR) designation in the Smithers Telkwa Rural OCP is intended to provide



opportunities for people to live in a rural setting while protecting and preserving the rural character of the area.

Zoning

Lot B is currently split zoned Small Holdings (H1) and Large Holdings (H2).

The rezoning application does not intend to change the use, rather than to change the locations of the zones to allow the proposed subdivision layout noted above.

The following uses are permitted in the Small Holdings (H1) Zone.

- (a) *single family dwelling;*
- (b) *two family dwelling;*
- (c) *agriculture;*
- (d) *horticulture, nursery, greenhouse;*
- (e) *silviculture;*
- (f) *kennel and veterinary clinic;*
- (g) *home occupation;*
- (h) *buildings and structures accessory to the permitted principal uses.*

The following uses are permitted in the Large Holdings (H2) Zone.

- (a) *agriculture;*
- (b) *intensive agriculture;*
- (c) *horticulture, nursery, greenhouse;*
- (d) *single family dwelling;*
- (e) *two family dwelling;*
- (f) *logging and silviculture;*
- (g) *portable sawmill and lumber kiln (provided that the floor of the lumber kiln does not exceed 45 m²);*
- (h) *mineral, placer, coal and aggregate exploration, extraction and processing;*
- (i) *waste disposal site;*
- (j) *outdoor recreation facilities;*
- (k) *kennel and veterinary clinic;*
- (l) *primitive campsite;*
- (m) *guest ranch;*
- (n) *rural retreat;*
- (o) *peat extraction;*
- (p) *home occupation;*
- (q) *buildings and structures accessory to the permitted principal uses.*

The proposed 2 ha. sized lots are an appropriate size for the area and facilitate privately drilled wells and sewage lagoons that may not need municipal servicing. In addition, the proposed rezoning is not expected to result in an increased potential for residential development surrounding the airport. The existing zoning allows the same number of parcels to be created as the proposed rezoning. If developed, the proposed rezoning

development surrounding the airport. The existing zoning allows the same number of parcels to be created as the proposed rezoning. If developed, the proposed rezoning will allow for the subdivision to be placed on lands better suited for development and will not impact the existing swamp.

Conflict with Airport Lands

There is concern that conflicts may occur between the proposed residential development and noise associated with airport operations, and future light industrial land use contemplated on the airport lands.

To address this concern the applicant has agreed to the registration of a noise covenant on title of the proposed subdivided properties.

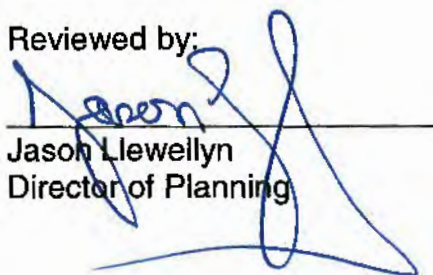
The draft Noise Covenant has been completed to the satisfaction of the Regional District Director of Planning and the Town of Smithers and is attached to this report.

Recommendations:

1. That the Regional District Board Receive the Report of the Public Hearing for "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1786, 2016" and "Regional District of Bulkley Nechako Rezoning Bylaw No. 1787, 2016"
2. That "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1786, 2016" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1787, 2016" be given Third Reading.
3. That should Bylaws No. 1786 and 1787, 2016 be supported at 3rd reading, final reading not be considered until the applicant have the attached Section 2019 Covenant registered on the title of the property legally described as Lot B, Section 14, Township 1A, Range 5, Coast District, Plan EPP25548, Except Plan EPP42101 to the satisfaction of the Director of Planning.

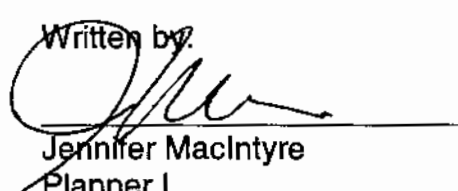
Electoral Area Planning – All Directors/ Majority

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:



Jennifer MacIntyre
Planner I



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO.1786

A Bylaw to Amend "Smithers Telkwa Rural Official Community Plan,
Bylaw No. 1704, 2014"

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

That the "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014" be amended such that the designation of the following land is changed from Agriculture (AG) to Rural Residential (RR).

Lot B, Section 14, Township 1A, Range 5, Coast District, Plan EPP25548, Except Plan EPP42101, and;

Lot 2, 3, and 4, Section 14, Township 1A, Range 5, Coast District, Plan EPP 42101, shown on Schedule "A", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1786, 2016".

READ A FIRST TIME this 24th day of November, 2016

READ A SECOND TIME this 24th day of November, 2016

PUBLIC HEARING HELD this 8th day of May, 2017

READ A THIRD TIME this this day of , 2017

I hereby certify that the foregoing is a true and correct copy of "Smithers Telkwa Rural Official Community Plan Amendment Bylaw No. 1786, 2016".

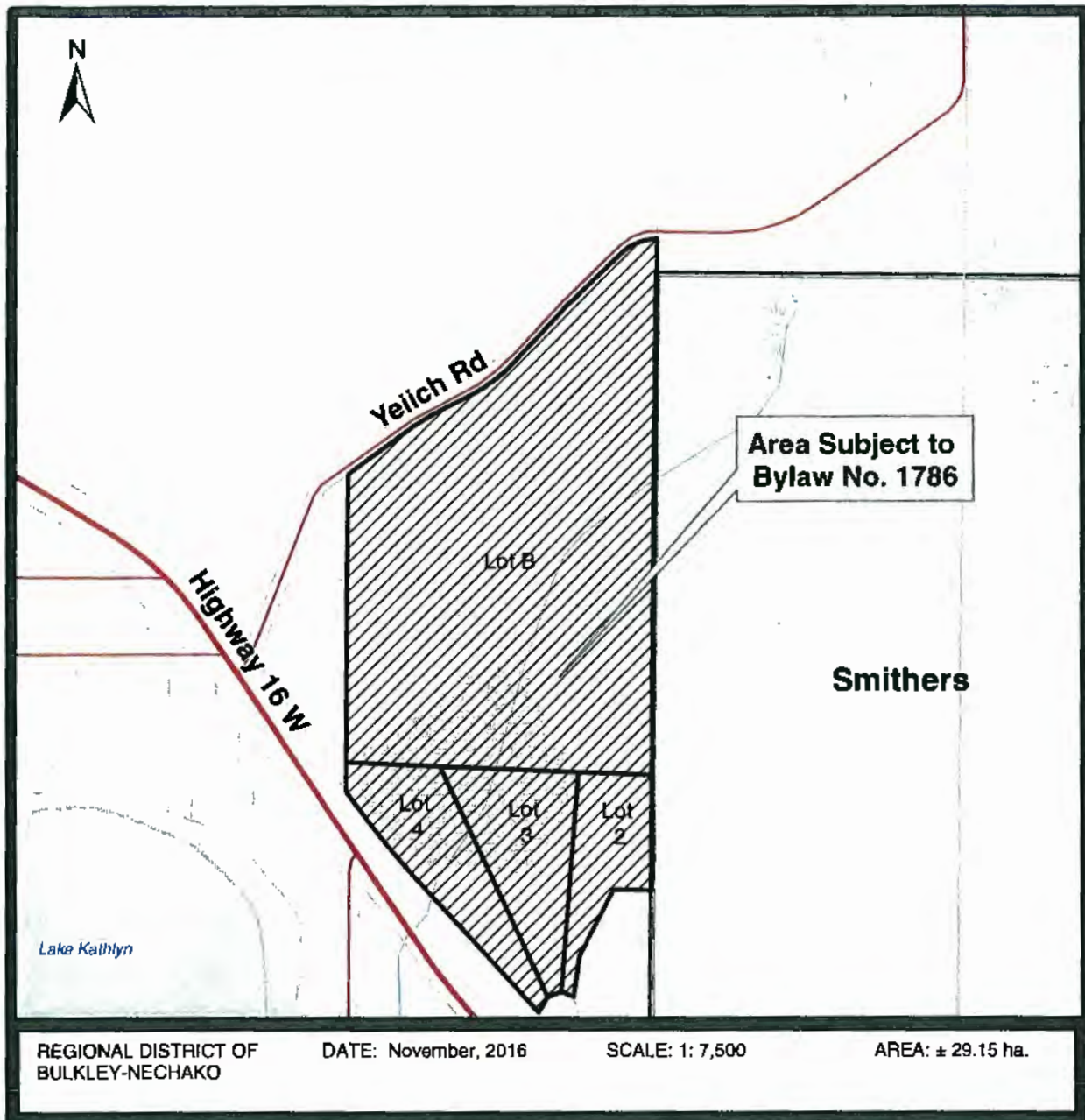
DATED AT BURNS LAKE this day of , 2017

Corporate Administrator

ADOPTED this day of , 2017

Chairperson

Corporate Administrator



SCHEDULE "A" BYLAW NO. 1786

Lot B, Section 14, Township 1A, Range 5, Coast District, Plan EPP25548, Except Plan EPP42101 comprising of 21.4 ha. and Lots 2, 3, and 4, Section 14, Township 1A, Range 5, Coast District, Plan EPP 42101 comprising of 7.75 ha. Designation being changed from Agriculture (AG) to Rural Residential (RR) as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

I hereby certify that this is Schedule "A" of Bylaw No. 1786, 2016.

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1787

A Bylaw to Amend "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993"

The Board of the Regional District of Bulkley-Nechako in open meeting enacts as follows:

1. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the following land is rezoned from the "Small Holdings (H1)" Zone to the "Large Holdings (H2)" Zone.

"Portion of Lot B, Section 14, Township 1A, Range 5, Coast District, Plan EPP25548, Except Plan EPP42101", shown on Schedule "A", which is incorporated in and forms part of this bylaw.

2. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the following land is rezoned from the "Large Holdings (H2)" Zone to the "Small Holdings (H1)" Zone.

"Portion of Lot B, Section 14, Township 1A, Range 5, Coast District, Plan EPP25548, Except Plan EPP42101", shown on Schedule "A", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1787, 2016".

READ A FIRST TIME this 24th day of November, 2016

READ A SECOND TIME this 24th day of November, 2016

PUBLIC HEARING HELD this 8th day of May, 2017

READ A THIRD TIME this day of , 2017

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1787, 2016"

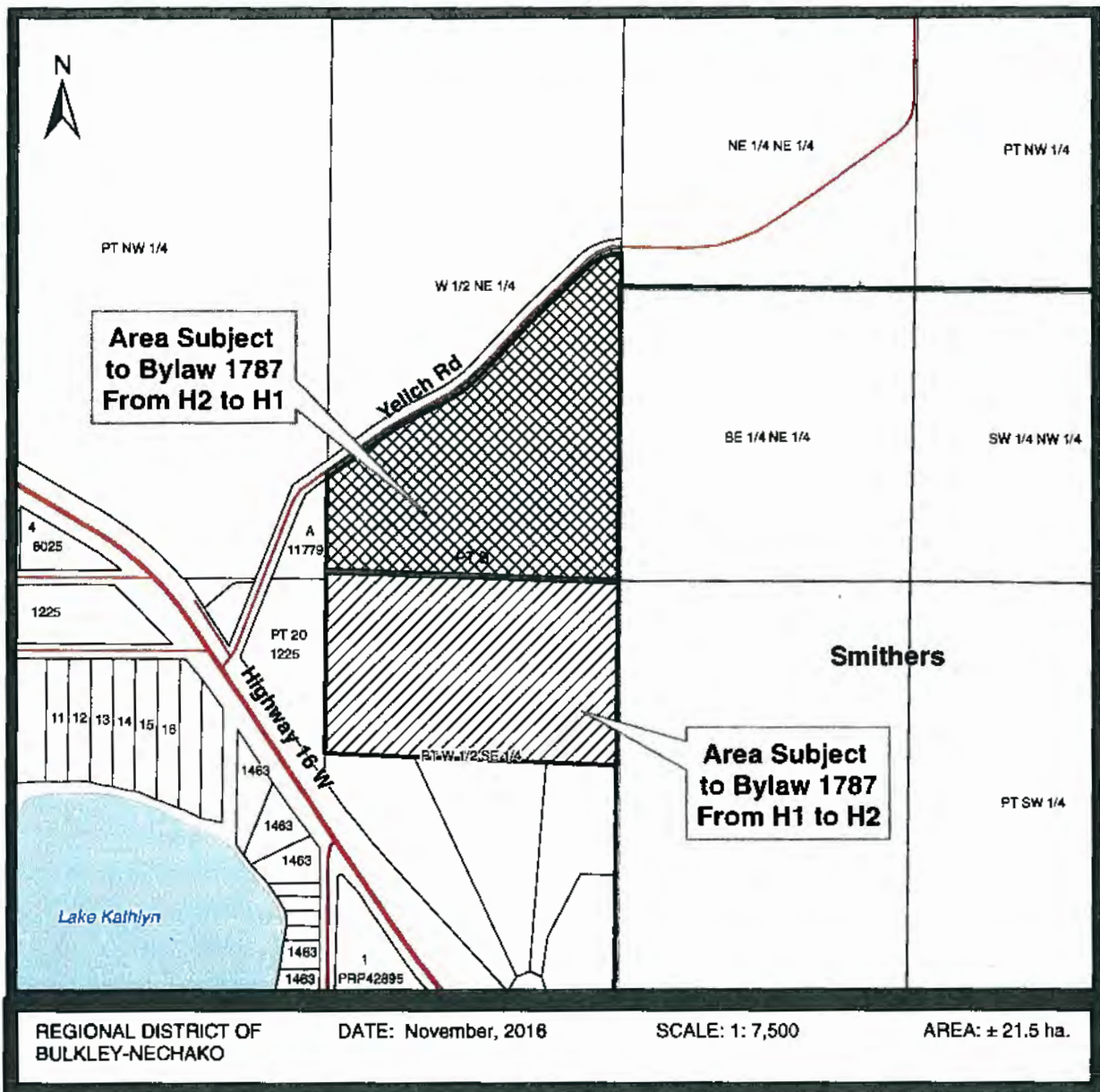
DATED AT BURNS LAKE this day of , 2017

Corporate Administrator

ADOPTED this day of , 2017

Chairperson

Corporate Administrator



SCHEDULE "A" BYLAW NO. 1787

A portion of Lot B, Section 14, Township 1A, Range 5, Coast District, Plan EPP25548, Except Plan EPP42101 comprising of 9.82 ha. Being rezoned from "Small Holdings (H1)" Zone to the "Large Holdings (H2)" Zone, as shown.

A portion of Lot B, Section 14, Township 1A, Range 5, Coast District, Plan EPP25548, Except Plan EPP42101 comprised of 11.5 ha. Being rezoned from "Large Holdings (H2)" Zone to the "Small Holdings (H1)" Zone, as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1787, 2016.

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO
REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 1786 AND 1787
May 8th, 2017

Report of the Public Hearing held at 7:00 p.m. Monday, May 8th, 2017 in the West Fraser Room at the Smithers Municipal Office, 1027 Aldous Street, Smithers, B.C. regarding Bylaw No. 1786 and 1787

Present: Mark Fisher, Chairperson
 Jason Llewellyn, Recording Secretary
 Gina Hidber, Applicant
 Mark Hagan, 7041 Yelich Road
 Dale Hagen, 7041 Yelich Road
 Barry Lester, 6315 Hetherington Road
 Steve Page 9421 Highway 16 West

CALL TO ORDER:

The meeting was called to order at 7:01 p.m.

BUSINESS:

| | |
|-----------------|---|
| Chair Fisher | Welcomed everyone to the public hearing and read a statement introducing the application and the public hearing process. |
| Chair Fisher | Called for comments on Bylaw No. 1786 and 1787 |
| Jason Llewellyn | Provided an overview of the application and the proposed subdivision. |
| Barry Lester | Said that his concern is that the water quality of Lake Kathlyn was not impacted by the development. He was hopeful that the process would ensure that there were no impacts. |
| Mark Hagan | Described his understanding regarding the water drainage patterns in the area. It was noted that the area that is being downzoned from H1 to H2 is the swampy parcel, and the land proposed for rezoning is much higher and drier. The rezoning results in a net benefit to the lake and water quality. |
| Steve Page | Questioned the number of dwellings that are permitted in the H2 and H1 Zones. |
| Jason Llewellyn | Said that the H2 zone allows 2 dwelling per parcel, and the H1 Zone permits one dwelling per parcel for the lots as proposed. |
| Mark Hagan | Said that he thinks the proposal is a good use of the land. |
| Barry Lester | Asked if there were any mechanism to evaluate the impacts on water quality going into the lake. |

Jason Llewellyn

Said that there was no such mechanism being proposed.

Barry Lester

Said that this testing water testing should be required.

Jason Llewellyn

Asked if Mr Lester would be opposed to the rezoning if the applicant did not agree to long term testing.

Barry Lester

Said that he would support the application regardless.

Chair Fisher

Called for comments on Bylaw No. 1786 and 1787 three times.

Chair Fisher

Closed the hearing at 7:25 p.m.

Mark Fisher, Chairperson



Jason Llewellyn, Recording Secretary

TERMS OF INSTRUMENT - PART 2**WHEREAS:**

A. The Transferor is the registered owner of:

PID: 029-020-794

Lot B Section 14 Township 1A Range 5 Coast District Plan EPP25548
Except Plan EPP42101

(the "Property")

B. The Transferee is the registered owner of the following parcels of land:

PID: 029-842-778

Lot A Sections 11 and 14 Township 1A Range 5 Coast District Plan
EPP58302

PID: 015-753-085

SE ¼ of NE ¼ Section 14 Township 1A Range 5 Coast District

PID: 015-753-051

E ½ of SE ¼ Section 14 Township 1A Range 5 Coast District Except
Plans PRP14065 and EPP58302

(together the "Airport Lands")

C. The Transferee and its related predecessors in title and its and their servants, agents, contractors, licensees and related corporations have, over a substantial period of years, developed and conducted, now conduct and/or will hereafter continue to conduct on the Airport Lands or portion or portions thereof, existing and future industrial land uses, including but not limited to:

(a) the Smithers Regional Airport; and

(b) other industrial operations including but not limited to: *airport operations, terminal and aviation related uses, air cargo and runway maintenance 24 hours per day, seven days a week, airport construction, airport equipment maintenance, manufacturing, land clearing, building construction, industrial park, fuel storage, dispensing & sales, automobile rental, trucking & freight depot, laboratory, testing facility, outdoor storage, warehousing, wholesaling, camp & expediting services*

(together the "Industrial Uses");

- (c) the Transferor shall maintain, in perpetuity, the existing 7.5m treed buffer on any portion of the Property adjacent to the Airport Lands.

INDEMNITY AND RELEASE

3. The Transferor covenants and agrees:
- (a) To save harmless and indemnify the Transferee, its officers, invitees, licensees, employees, servants and agents from and against all actions, causes of action, losses, damages, costs, claims, debts, injurious affection, and demands whatsoever and by any person, whether known or unknown, which has arisen or may arise out of or in any way due directly or indirectly to the granting or existence of this Agreement including:
- i. any impact on the use of or value of the Property arising from the Industrial Uses or breach of any covenant or agreement on the part of the Transferor contained in this Agreement; and
 - ii. the granting of the easement or this Covenant.

GENERAL

4. The rights and easements granted under this Agreement shall run with and bind the Property and each and every part thereof in perpetuity, constitute a charge on the Property and each and every part thereof, and enure to the benefit of and be binding on the parties and their respective heirs, executors, legal representatives, administrators, successors and assigns.
5. Wherever the singular or masculine is used, it shall be construed as if the plural or the feminine or neuter, as the case may be, had been used, where the parties or the context so require and the rest of the sentence shall be construed as if the grammatical and terminological changes rendered necessary had been made.
6. Time is of the essence in this Agreement

PRIORITY

7. Bulkley Valley Credit Union (the "Chargeholder"), the registered holder of a charge by way of Mortgage No. CA927473 extended by CA3026801 and Assignment of Rents No. CA927474 extended by CA3026802 against the Property (the "Charges"), agrees with the Transferee, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration (receipt and sufficiency acknowledged), that the Agreement shall be an encumbrance upon the Property in priority to the Charges in the same manner and to the same effect as if the Agreement had been dated and registered in the Land Title Office prior to the Charges.



288

Rebecca Broten, EIT, BCLS
Gina Hidber, PEng, BCLS
Mark Rossmann, BCLS

Our file: PHI1302

August 29th, 2016

Regional District of Bulkley Nechako
PO Box 820
Burns Lake
V0J 1E0

Attn: Planning Department

**Re: Application for Rezoning of
Lot B Section 14 Township 1A Range 5 Coast District Plan EPP25548 Except Plan
EPP42101.**

Please find enclosed the following in support of a rezoning application of Lot B Section 14 Township 1A Range 5 Coast District Plan EPP25548 except Plan EPP42101:

- Completed application
- Copy of Title search
- Sketch Plan of area to be rezoned (and Proposed future development)
- Agency form and contaminated sites declaration
- ALC Resolution #325/2015
- Surrounding Tenure (RDBN mapping sketch plan)

The proponent wishes to flip the split zoning of Lot B Sec 14 Tp1A R5C Plan EPP25548 from H2 to H1 and H1 to H2 facilitate a future proposed subdivision. This property has recently been removed from the ALR as the "North Panel believes the property has no meaningful agricultural capability, is not appropriately designated as ALR and that the property is not suitable for agricultural use". A copy of the resolution is included with this submission. Should the rezoning be approved the proponent intends to subdivide the lot directly south of Yelich Road and create 5 residential lots. A sketch of this proposal is attached. This is part of an overall development plan that the applicant has been working on since 2009.

In reviewing the previous comments from the Town of Smithers, the applicant would like to address the potential land use conflicts by offering to register a noise covenant on title. This will indicate to potential buyers not familiar with the noise and traffic associated with the Smithers Airport, in essence offering full disclosure for out of town buyers and alleviating complaints in the future. The lots will be a minimum of 5 acres in size and will be serviced privately by drilled wells and sewage lagoons. The road maintenance falls under the jurisdiction of the Ministry of Transportation and Infrastructure and will not create an additional burden on the Town of Smithers' operating and maintenance costs.



289

Rebecca Broten, EIT, BCLS
Gina Hidber, PEng, BCLS
Mark Rossmann, BCLS

At present, the property to the north and northwest is not farmed. This property owner has cleared a 20 acre section of land over the past 10 years and has no intention of planting crops due to the rocky conditions of the soils. To the east is the Town of Smithers airport and west and south are small residential lots (0.5 acre to 5 acre). There are agricultural developments to the east of the Smithers airport boundaries, but for the most part, the large parcels are single family homes.

With respect to the economic and social considerations of this proposed subdivision, it has been my experience over the past 8 years in land surveying in Smithers that there is a demand for the 5 acre "hobby farm" lifestyle. In order to keep with the green initiatives of the province and people in general, it is necessary to create this type of subdivision in locations where a person can exercise green transportation options. There are few subdivisions of this type in the Smithers area where a person can have the hobby farm lifestyle and be close enough to town to walk or bike to school or work. This subdivision will offer this alternative as the recent upgrades of Highway 16 in this area provide a widened shoulder for this purpose.

Increase to traffic along Yelich Road will be minimal with the introduction of 1 additional residential lot. The road location, approved by the Ministry of Transportation, has safe site lines along Yelich Road.

With respect to the OCP Amendment and the request of the Regional District of Bulkley Nechako, we request that the OCP designation for Lot B Plan EPP25548 and Lots 2,3 and 4 Plan EPP42101 be designated as Rural Residential as the land is no longer in the ALR and should not be considered Agricultural.

A cheque for the application fee will follow by mail. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Gina
Hidber
CSIUC9

Digitally signed by Gina Hidber CSIUC9
DN: cn=Gina Hidber CSIUC9, o=HBH
Land Surveying Inc., email=Gina.Hidber@hbh.com, c=CA, email=CSIUC9

Gina Hidber, PEng BCLS
HBH Land Surveying Inc.

Sketch Plan to Accompany a Rezoning Application Proposal Phase 1 – Nov 14/16

Part of Lot B Section 14 Township 1A
Range 5 Coast District Plan EPP25548
Except Plan EPP42101

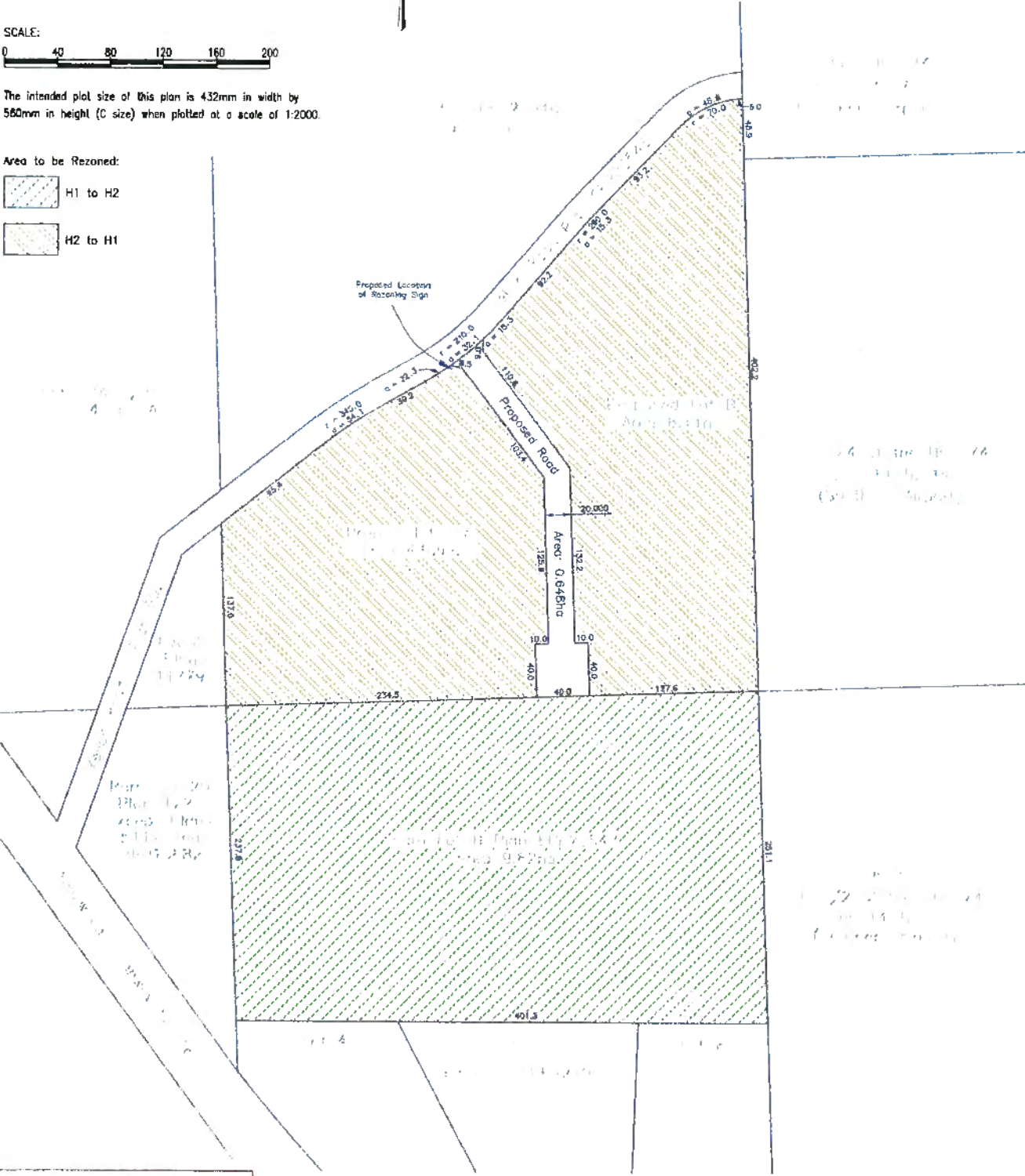
SCALE:



The intended plot size of this plan is 432mm in width by
560mm in height (C size) when plotted at a scale of 1:2000.

Area to be Rezoned:

- H1 to H2
- H2 to H1



Sketch Plan to Accompany a Rezoning Application Proposal Phase 2 - Nov 14/16

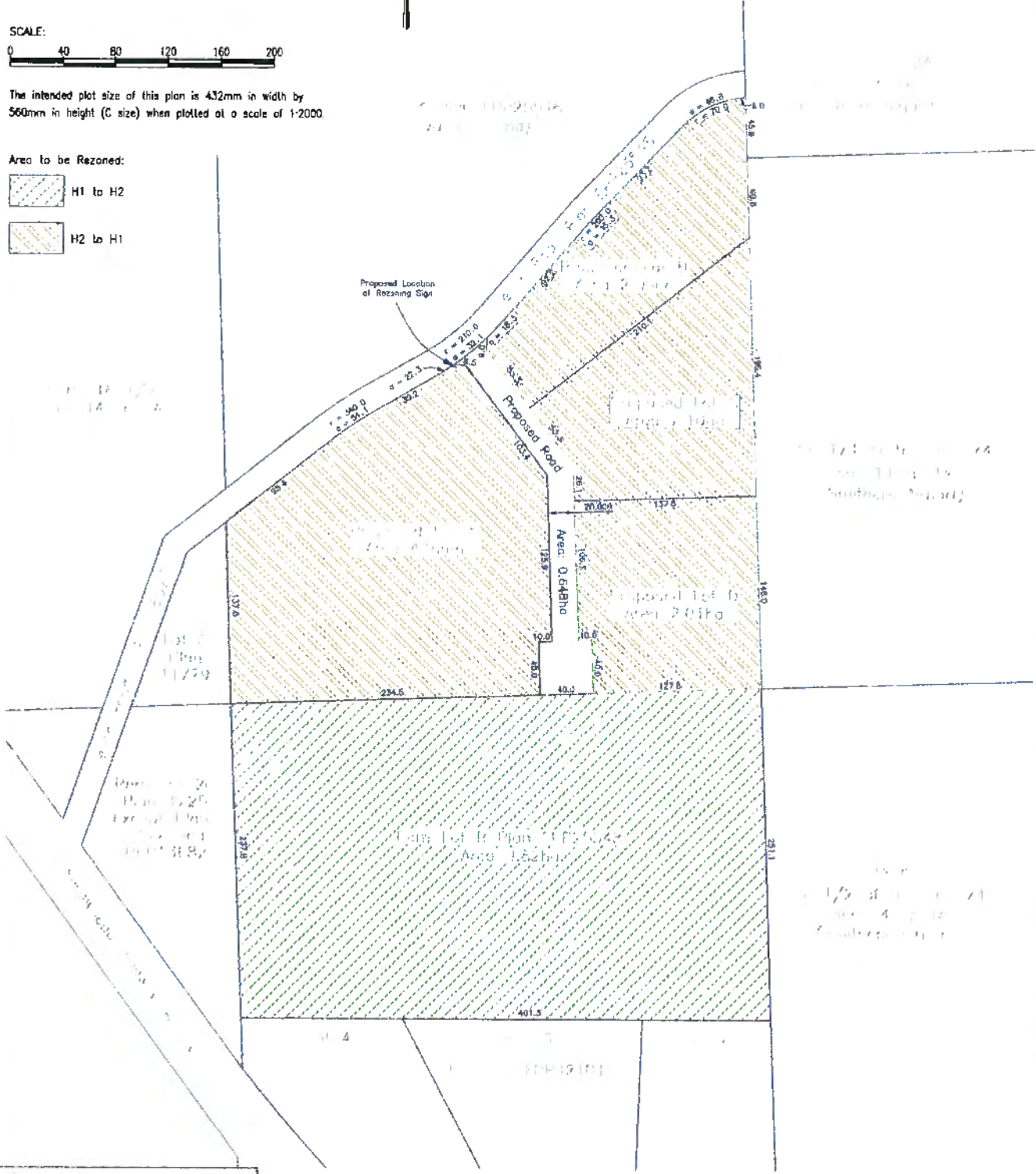
Part of Lot B Section 14 Township 1A
Range 5 Coast District Plan EPP25548
Except Plan EPP42101



The intended plot size of this plan is 432mm in width by 560mm in height (C size) when plotted at a scale of 1:2000

Area to be Rezoned:

- H1 to H2
- H2 to H1



CHBH
Land Surveying
3750 1st Avenue, PO Box 536
Smithers, BC V0J 2N0
Phone & Fax: 250.847.3808
BCLSO@CHBHLandSurveying.ca

Date Drawn: November 14, 2016
HBM File No. PH1302

Sketch Plan to Accompany a Rezoning Application

Part of Lot B Section 14 Township 1A
 Range 5 Coast District Plan EPP25548
 Except Plan EPP42101

292



The intended plot size of this plan is 432mm in width by 560mm in height (C size) when plotted at a scale of 1:2000.

Area to be Rezoned:



Lot A Plan EPP25548
 (Vacant Land)

NE 1/4 NE 1/4
 Sec 14 Tp 1A
 (Smithers Airport)

Rem NW 1/4
 Sec 14 Tp 1A

Proposed Location
 of Rezoning Sign

Yelich Road Plan EPP25548

Proposed Lot C
 Area 2.00ha

Proposed Lot D
 Area 2.10ha

SE 1/4 of the NE 1/4
 Sec 14 Tp 1A
 (Smithers Airport)

Proposed Lot A
 Area 2.17ha

Proposed Lot B
 Area 2.75ha

Proposed Lot E
 Area 2.01ha

Lot A
 Plan
 11779

Area: 0.648ha

Rem Lot 20
 Plan 1225
 Except Plans
 5112 and
 PRP13682

Rem Lot B Plan EPP25548
 Area 9.82ha

Rem
 E 1/2 of the SE 1/4
 Sec 14 Tp 1A
 (Smithers Airport)

Yelich Road Plan 6025

Yellowhead Highway No. 16

Lot 4

Lot 3

Lot 2

Plan EPP42101



3750 1st Avenue, PO Box 536
 Smithers, BC V0J 2N0
 Phone & Fax: 250.847.3808
 BCLSO@HBHLandSurveying.ca

Date Drawn: August 29, 2016
 HBH File No. PH1302



Planning Department Report
Rezoning Bylaw No. 1799
3rd Reading & Adoption Report
File No. A-04-17
May 15, 2017

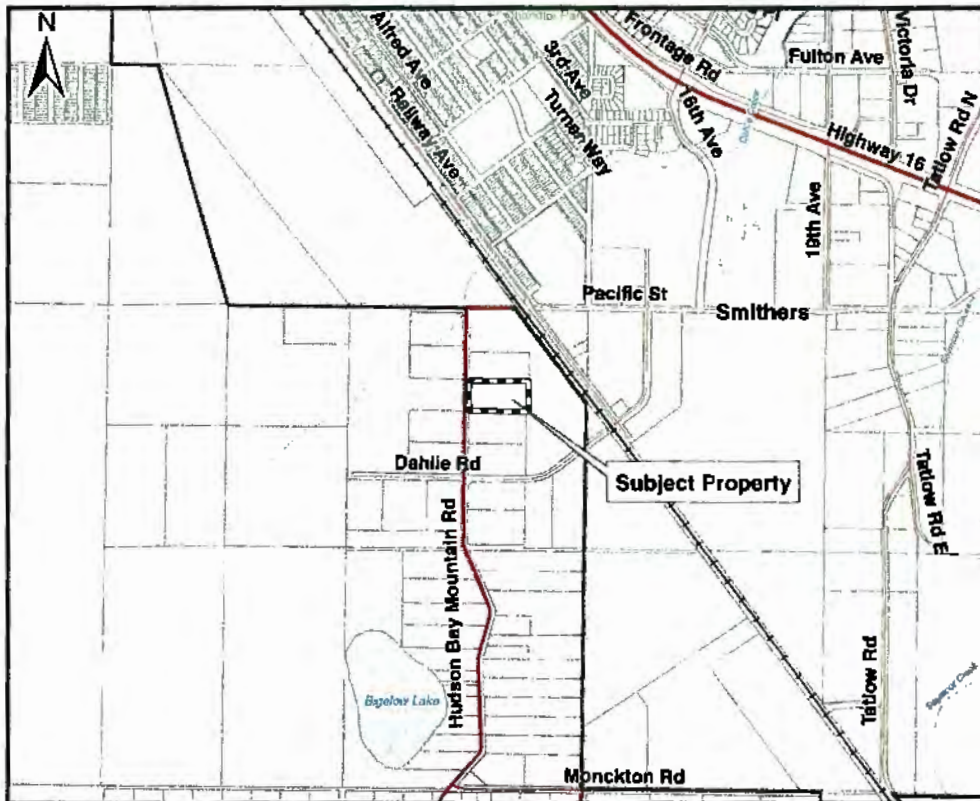
APPLICATION SUMMARY

Name of Applicants: Cynthia Cardinal

Electoral Area: A

Subject Property: Lot A, District Lot 4266, Range 5, Coast District, Plan 8133.
The subject property is approximately 2.14 ha. in size.

Location: The subject property is located at 530 Hudson Bay Mountain Road, 240 metres from the Town of Smithers.



O.C.P. Designation: Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014

Zoning: Small Holdings (H1) zone in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993

Existing Land Use: Residential and agriculture

ALR Status: Outside the ALR

Proposed Rezoning:

To amend Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 from **Small Holdings (H1)** to **Small Holdings (Additional Dwelling) (H1 A)** to allow a second dwelling on the subject property.

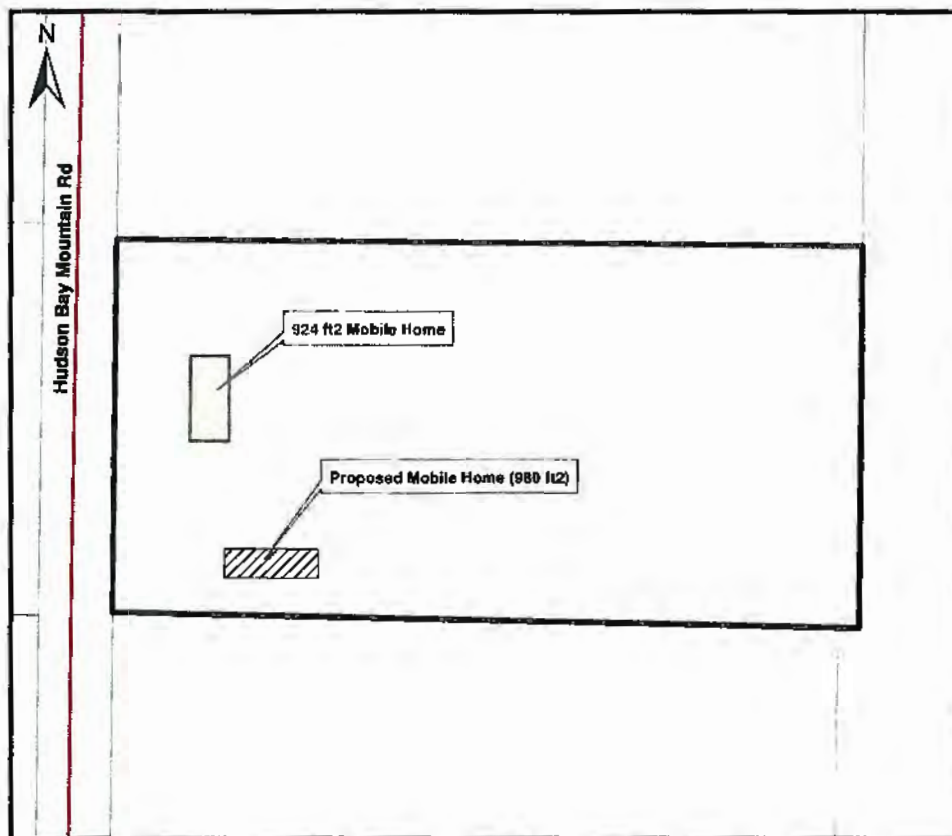
The property contains a new 14' x 66' (924 ft²) mobile home. The property also contains farm buildings consisting of a 15' x 30' hay shed, 2 small horse shelters, a storage shed and a wood shed. The applicant wishes to place a 2nd 14' x 70' (980 ft²) mobile home on the property for a family member.

The proposed second dwelling does not conform to the Small Holdings Zone (H1) Section 12.03 (1) of the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 states that:

- (1) *Not more than one single family dwelling or one two family dwelling shall be located on a parcel which is less than 4 hectares (9.88 acres) in area in the Small Holdings Zone.*

The applicant has therefore applied to rezone the subject property to the H1 A zone in order to allow the additional dwelling.

Site Plan



REFERRAL COMMENTS

Town of Smithers

Approval not recommended due to reasons outlined below:

- Smithers' commitment to accommodating growth within Town boundaries is intrinsically related to how lands outside of the town boundaries are managed (OCP Bylaw #1614, Sec. 5.1).
- Town staff is concerned that permitting an additional dwellings in rural properties within 3km or a 30 minute walk from its Downtown would undermine the Town's efforts to concentrate growth within its boundaries, as well as undermine the rural character of the lands lying just outside the Town's boundaries.
- Allowing one additional small residential building to a single detached lot is considered a gentle form of infill in an urban setting. That's said, this type of development is not commonly associated with small rural holdings.
- Within Town boundaries there are a handful of properties zoned R6 Rural Residential and R7 Rural Residential Hobby Farm where single detached homes, boarding housing and two-family dwelling are permitted. Secondary suites are permitted only as an auxiliary use (a use subordinate to the principal use) and no additional dwelling is permitted. The intentional selection of permitted uses allow for the preservation of the rural character of these properties. An additional residential dwelling would not have protected the rural nature of these lots.
- Town staff would recommend investigating other auxiliary uses including secondary suites to help address the desire of rural residents for 'a mortgage helper' or ageing in place.

Northern Health Authority

No comments were received.

Ministry of Transportation

No Objections

Area 'A' Advisory Planning Commission (APC)

Resolution: Approval with a Covenant that it is a temporary consideration and to remove the 2nd mobile when current title owner's mother no longer lives there, or prior to title change.

Comments: The fact that the current residence is a mobile home and the secondary residence will also be a mobile home was the strongest consideration for this decision. Consideration regarding this parcel being on a dead-end, the parcels on this stretch being wide enough to accommodate 2nd dwellings and neighbouring properties also having two residences were also factors.

PLANNING DEPARTMENT COMMENTS

The public hearing for Bylaw 1799 was held on May 15, 2017. The report of the Public Hearing is attached to this report.

OCP

The subject property is designated Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014 which is intended to provide opportunities for people to live in a rural setting while protecting and preserving the rural character of the area.

With regards to an additional dwelling in the RR designation, Section 3.4.2 (7) of the OCP states that rezoning applications to allow a second single family dwelling on a parcel may be considered under the following circumstances:

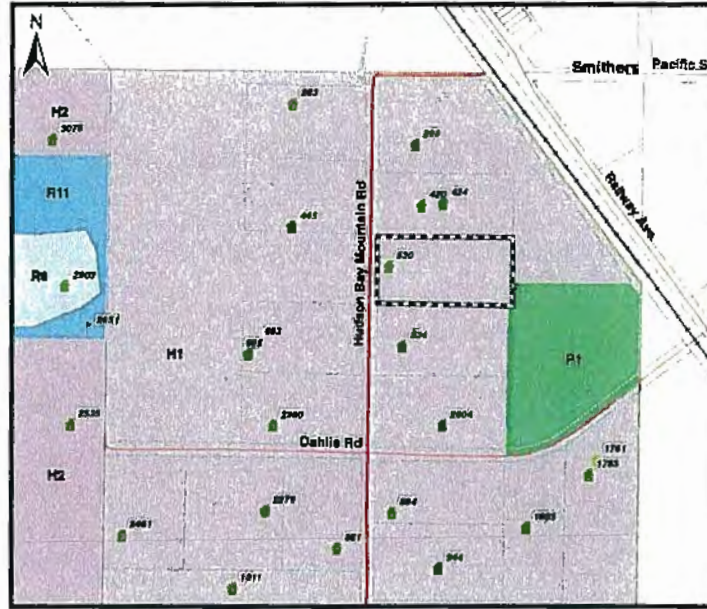
- (a) *The subject property is a minimum of 2 hectares (5 acres) in size or larger, or a 2nd single family dwelling exists and is legal but non-conforming to zoning.*
- (b) *It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.*
- (c) *The development is compatible with adjacent land uses and maintains the rural character of the area.*
- (d) *The parcel is not located within a floodplain or on other hazard lands.*
- (e) *The development addresses wildlife and ecological values.*
- (f) *And, the future subdivision of the land into a parcel smaller than 2 hectares (5 acres) is prohibited.*

Staff have no reason to believe that the proposed 2nd dwelling is not in compliance with OCP policy. The applicant will be required to demonstrate that the application area can support an additional on-site sewage disposal system as part of any building permit approval process. Further subdivision of the property cannot occur under the current or the proposed zoning due to the existing parcel size of 2.0 ha.

Zoning

The Small Holdings (Additional Dwelling) Zone only permits one single family dwelling per parcel with a gross floor area exceeding 100 m² (1,076 ft²). The H1A zone has a relatively small parcel size requirement of 2 ha. Limiting the size of the second dwelling reduces the potential visual impact associated with two large houses on the property. In addition, the size restriction also serves to limit the number of bedrooms and therefore control the on-site sewage disposal impacts.

Zoning Map



Land Use

The surrounding area consists of residential parcels that range in size from 1.9 ha. to 2.3 ha.

Within the boundaries of Electoral Area 'A' there are only 8 properties zoned Small Holdings Additional Dwelling (H1A). This particular application to rezone to H1A will not significantly increase the density in the surrounding area so as to compromise its rural character.

Site Visit



Previous decisions

It is noted that the Board voted to not approve a similar application for a second dwelling for a family member on Hudson Bay Mountain Road in October 2016. The Advisory Planning Commission took the opinion that approval of the rezoning application would set precedent in allowing second dwellings in an already densely populated area and on a busy road.

Given the close proximity to the Town of Smithers and the limited increase in density proposed by the application, staff support the rezoning application to allow a second residence on the subject property.

Section 219 Covenant

It is noted that the APC has recommended that a Section 219 Restrictive Covenant be placed on the property that will restrict the long term use of the property for two dwellings. A similar covenant was applied to a property by the Regional District in 2008 in Area 'B'.

If the Board wish to consider the covenant option, final reading would not be considered until the covenant is placed on title of the property by the applicant to the satisfaction of the Regional District limiting the long term use of the property to one single family dwelling, and allowing the mobile home only while occupied by the family member.

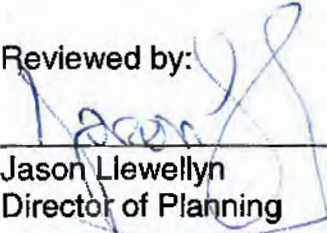
The applicant has notified Staff that they do not wish to register the suggested covenant on the property. They are concerned that the cost to set up the utilities and foundation for the mobile home and to move the mobile home and utilities will not benefit their situation.

Recommendations:

1. That the Regional District Board receive the Report of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1799, 2017"
2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1799, 2017" be given third reading and adoption.

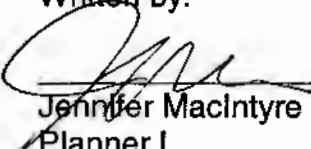
Electoral Area Planning – All Directors/Majority

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:



Jennifer MacIntyre
Planner I



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1799

A Bylaw to Amend "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993"

The Board of the Regional District of Bulkley-Nechako in open meeting enacts as follows:

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the following land is rezoned from the "Small Holdings (H1)" Zone to the "Small Holdings (Additional Dwelling) (H1A)" Zone.

Lot A, District Lot 4266, Range 5, Coast District, Plan 8133, shown on Schedule "A", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1799, 2017".

READ A FIRST TIME this 20th day of April, 2017

READ A SECOND TIME this 20th day of April, 2017

PUBLIC HEARING HELD this 15th day of May, 2017

READ A THIRD TIME this day of ,2017

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1799, 2017"

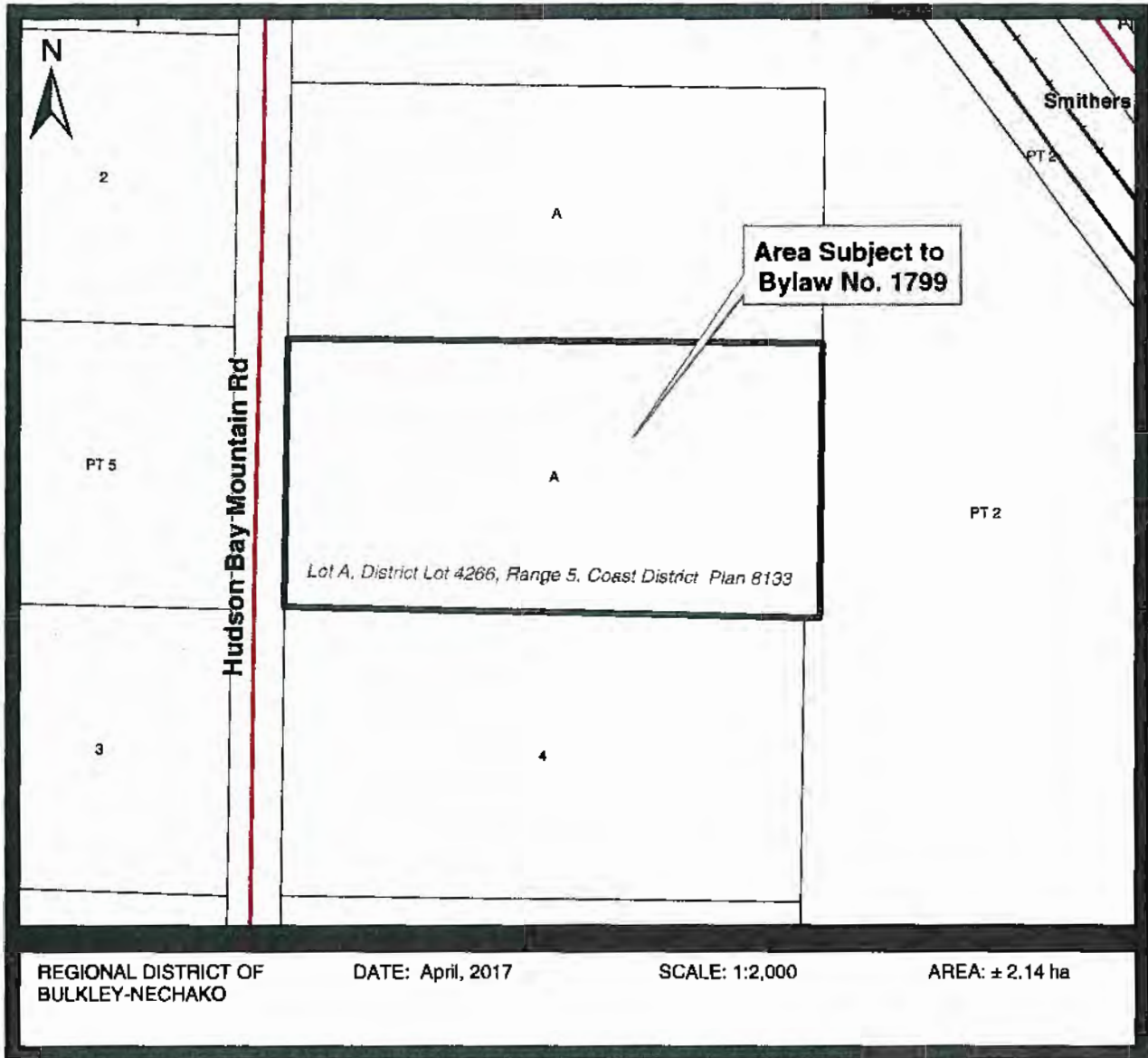
DATED AT BURNS LAKE this day of

Corporate Administrator

ADOPTED this day of

Chairperson

Corporate Administrator



SCHEDULE "A" BYLAW NO. 1799

Lot A, District Lot 4266, Range 5, Coast District, Plan 8133, comprising of ±2.14 ha. Being rezoned from the "Small Holdings (H1)" Zone to the "Small Holdings (Additional Dwelling) (H1A)" Zone, as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1799, 2017.

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO
REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 1799
May 15, 2017

Report of the Public Hearing held at 7:00 p.m. Monday, May 15, 2017 in the West Fraser Room at the Smithers Municipal Office, 1027 Aldous Street, Smithers, B.C. regarding Bylaw No. 1799.

Present: Mark Fisher, Chairperson
Jason Llewellyn, Recording Secretary
Cindy Cardinal, Applicant
John Barendregt
Blair Andrews

CALL TO ORDER: The meeting was called to order at 7:04 p.m.

BUSINESS:

Chair Fisher Welcomed everyone to the public hearing and read a statement introducing the application and the public hearing process.

Chair Fisher Called for comments on Bylaw No. 1799.

Blair Andrews Said that he has no issue with the rezoning and he lives across the street.

John Barendregt Asked if this will open the doors for rezoning of other properties.

Jason Llewellyn Explained the rezoning process that is required for each application.

There was general discussion regarding non-conforming uses, carriage homes, and suites.

John Barendregt Stated that he had no objections.

Chair Fisher Called for comments on Bylaw No. 1799 three times.

Chair Fisher Closed the hearing at 7:14 p.m.

Mark Fisher, Chairperson



Jason Llewellyn, Recording Secretary

From:
Sent: May 15, 2017 12:56 PM
To: Jennifer.MacIntyre
Subject: Rezoning letter for meeting May.15/17

Dear Regional District of Bulkley Nechako,

I would like the Regional District of Bulkley Nechako and the public to consider my application as it is for a good cause to be able to help my aging mom who lives on a pension and is going to need further assistance in the near future. My mom currently lives in Hazelton cause its more affordable but such an inconvenience in so many ways for all involved in her life. Hazelton doesn't offer the amenities Smithers does and she is traveling more & more to Smithers to access them but won't be able to in the winter as she is not comfortable winter or night driving.

Another thing to consider is the 12x70 trailer that was previously on the property was a 3 bedroom with a large addition and had to be recently replaced due to a total loss fire to our trailer on January 17 of this year. There is now a 2 bedroom 14x66 mobile as our primary residence. It is only my husband & I that reside on the property. If the property is rezoned we will be adding another 2 bedroom 14x66 trailer that I already own and this trailer is in the Houston area. Essentially if it is rezoned we are only adding 1 more bedroom to the property compared to what was there.

The road I/we live on is a quiet dead end road but there are other properties that have two dwellings. Recently there was a subdivision put in on Dahlie Road just less than half mile away on the west side of my property and also wanted to say that I don't agree entering into a restricted covenant after my mom is deceased as the cost to set up & removed a trailer is a very expensive undertaking.

Thank you
Cindy Cardinal



303

MEMORANDUM

To: Chair Miller and Board of Directors
From: Jason Llewellyn, Director of Protective Services
Date: May 14, 2017
Re: Equity Mine Emergency Response Plan

INTRODUCTION:

The purpose of this report is to update the Board on the Equity Mine Emergency Response Plan review process.

DISCUSSION:

On March 1st, 2017 Protective Services Staff attended a meeting with other emergency response agency representatives to give input into Equity Mine's draft Emergency Response Plan.

The minutes from this meeting were received on March 6 (available from staff on request). Staff sent an e-mail to the Equity Mine representative on March 8 detailing staff's concerns with the draft plan as the concerns raised at the meeting were not included in the meeting minutes. Staff's comments were:

Thank you for the draft minutes. I have the following follow up comments for consideration.

The draft plan does a nice job of outlining protocols for contacting response agencies in the event of a potential emergency. However, I would like to see the plan take the next step and deal with the response activities that would be necessary after the agencies are informed of an emergency.

For example it would be good to have draft evacuation plans associated with each of the emergency scenarios including maps showing the extent of the recommended evacuation area, road closure locations, checkpoints that will require staffing, etc. These plans should be developed with input from the RDBN and the RCMP. There will also be many questions related how evacuees are dealt with.

There should also be a response plan that outlines the response likely to be necessary to deal with water quality and health issues for each emergency scenario. What is the extent of the area where residents should be advised to not drink surface water? What is the drinking water distribution plan? It would

be good to include Northern Health and the Ministry of Environment in this planning process.

These are all issues the RDBN, and other response agencies, will be trying to answer if an event occurs. The more work that can be done to answer these questions in advance the better. The RDBN looks forward to working with Equity Mine further on this, and reviewing future drafts of the plan.

On April 27th, 2017 staff followed up with the Equity Mine representative to determine the status of the draft Equity Mine Emergency Plan. Staff were informed that the RDBN's comments relating to "lodging, drinking water", etc were not included in the plan as they are beyond the scope of the plan.

Staff asked for a copy of the latest draft of the Emergency Management Plan. To date a copy of the revised plan has not been provided and there has been no response to staff's follow up request to see the draft plan.

On March 4th, 2017 staff made contact with the District Manager for the Ministry of Mines, as the Emergency Response Plan appears to be a requirement of the Ministry. The Ministry were made aware of the situation and were asked to explain the process by which the Ministry will review and approve Equity's draft Emergency Response Plan, and indicate how the RDBN can best provide formal input to the Ministry regarding the plan. To date the Ministry has not responded.

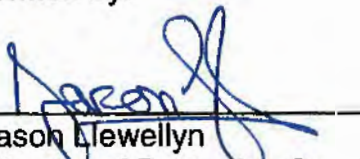
Staff will continue to work with Equity Mine representatives and the Ministry of Mines on the content of the Equity Mine Emergency Response Plan and report to the Board as appropriate.

Recommendations

Receipt

All Directors - Majority

Written by:



Jason Jewell
Director of Protective Services



Memorandum

To: Chair Miller and the Board of Directors
 From: Haley Jeffrey (Emergency Services Manager)
 Date: May 15, 2017
 Regarding: Emergency Event Response Updates

INTRODUCTION:

The purpose of this report is to update the Board of Directors regarding the Protective Services Department's recent emergency event response activities.

DISCUSSION:

Landslide on Balsam Road, Smithers, Rural Area 'A':

May 8th

- RDBN staff received notification that there had been a Landslide on Balsam Road originating from a BC Hydro "Right-of-way".
- RDBN staff contacted EMBC to request FLNRO to evaluate the property situation.

May 10th

- FLNRO determined residents would no longer be able to stay in their home due to high-risk of the landslide progressing.
- ESS volunteers were dispatched to respond to the event.

May 13th

- FLNRO reassessed the property and it was determined residents would be able to return to their home.

Bulkley River Flood Watch:

May 10th

- Provided a media release regarding a High Streamflow Advisory for the Bulkley River.

May 11th

- Provided a media release regarding a Flood Watch for the Bulkley River.
- Liaised with Emergency Response Agencies in Electoral Area C and A in preparation of flooding (ESS, RCMP, Fire Depts, Search and Rescue, etc).

- Attended the Provincial Emergency Coordination Conference Call.

May 12th

- Ran a Flood Watch Advisory notice on Local Radio.
- Hand delivered information packages to Ebenezer Flats and Harmatti Road residents.
- Met with Smithers Fire Department and Smithers / Telkwa ESS Team.
- Attended the Provincial Emergency Coordination Conference Call.
- Assisted the District of Houston in establishing ESS for flooding.

May 13th

- Attended the Provincial Emergency Coordination Conference Call.
- Provided updates to the Regional District Board

May 14th

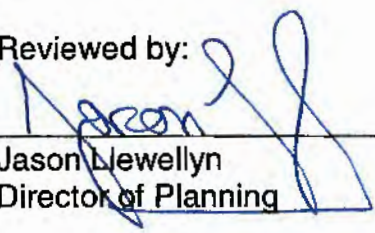
- Provided a media release regarding a High Streamflow Advisory for the Bulkley River.
- Provided updates to the Regional District Board.

Recommendations:

Receipt

All Directors / Majority

Reviewed by:



Jason Lewellyn
Director of Planning

Written by:



Haley Jeffrey
Protective Services Manager



307

Memorandum

To: Chair Miller and the Board of Directors
From: Jason Blackwell (Regional Fire Chief)
Date: May 4th, 2017
Regarding: Cluculz Lake Volunteer Fire Department

BACKGROUND:

On October 24, 2016 RDBN staff were requested to attend a meeting at the Cluculz Lake Fire hall to discuss the fate of the Department. The Fire Chief at the time, Tanya Spooner, was concerned with the lack of participation, and commitment that she had seen over the past year. She informed staff that practices were not being held due to lack of participants, which in turn means training requirements were also not being met. RDBN staff answered questions from the members with regards to the training requirements, and Standard Operating Guidelines, etc. The consensus from the membership by the end of the meeting was that they would commit to try and save the department, continue to operate, and try to meet the minimum requirements.

It's clear that the Cluculz Lake Fire Department, are in default of their Contribution agreement with the RDBN. Section 8.1 states they must comply with British Columbia Training Standards, RDBN Standard Operating Guidelines, Occupational Health & Safety, WCB requirements, etc.

The Current Contribution agreement is for a 5 year term, and expires on June 30th, 2017.

DISCUSSION:

Since the meeting in October, a new executive of the Cluculz Lake Fire Department have been appointed, and there is a new Fire Chief, and Deputy Chief. Staff recently met with the new Executive during the field portion of the Fire Services review. Both new members seem keen, and motivated to ensure the Cluculz lake Fire Department succeeds. Some improvements have already taken place, and staff advised them on additional areas of concern, and how to improve. They plan on applying for funding to acquire some critical equipment necessary for safe operations, and start implementing a scheduled and structured training night.

Staff feels it is in the RDBN's best interest to only renew the contribution agreement for a 1 year term at this time. Stipulations will be in place that ensure Cluculz lake Fire Department has an established training program, and acquire essential equipment prior to the 1 year expiry date, or staff will recommend that the agreement not be renewed.

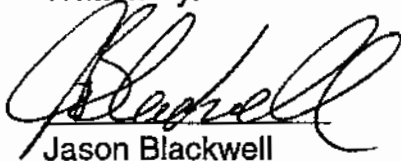
Staff discussed timelines with the new executive, and they agreed that a 1 year time frame should be adequate to make notable progress to get the Department back on track. Staff gave the executive all the RDBN's Fire Service Training curriculum to assist them with practice nights, and offered their assistance should they need advice, or have any questions along the way.

Recommendation

- 1.) Renew the Contribution Agreement between the Regional District of Bulkley Nechako and the Cluculz Lake Fire Department for a term not exceeding 1 year.
- 2.) Include a clause in the agreement that states a re-assessment will be conducted in one years' time to determine if a training program has been established, as well as essential equipment acquired and maintained.
- 3.) Include a clause that states the Department will not perform fire suppression activities that are outside of their current skill level, or outside the limits of their current equipment when responding to calls.

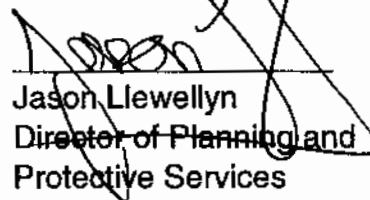
All/Directors/Majority

Written By:



Jason Blackwell
Regional Fire Chief

Reviewed by:



Jason Llewellyn
Director of Planning and
Protective Services



Planning Department Enquiries Report, Month of April 2017

Planning Enquiries

For the Directors' information, the Planning Department has kept track of and tabulated the number of planning enquiries from the public that were processed by the department for the month of April 2017. During this month the Planning Department responded to 168 enquiries. The enquiries are divided into 5 main subject areas: Development Services; Electoral Area Planning; House Numbering; Maps; Bylaw Enforcement; and Other. In March 2017, the Planning Department answered 181 enquiries.

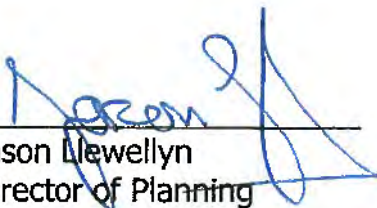
| Subject Area | Dec 2016 | Jan 2017 | Feb 2017 | March 2017 | April 2017 |
|-------------------------|-----------------|-----------------|-----------------|-------------------|-------------------|
| Development Services | 33 | 34 | 44 | 26 | 25 |
| Electoral Area Planning | 40 | 45 | 50 | 57 | 51 |
| House Numbering | 4 | 23 | 6 | 4 | 7 |
| Maps | 28 | 29 | 27 | 38 | 30 |
| Bylaw Enforcement | 2 | 5 | 4 | 4 | 8 |
| Other | 43 | 39 | 55 | 52 | 47 |
| Total | 150 | 175 | 186 | 181 | 168 |

Recommendation

"That the Board receive the April 2017 Planning Department Enquiries Report."

(All Directors)

Respectfully submitted,



Jason Jewellyn
Director of Planning



Building Inspector's Report For April, 2017

1. Building Permit Summary for the Regional District of Bulkley-Nechako

There were 9 building permit applications submitted this reporting period. The fees collected this reporting period amount to \$9,202.00, with a total construction value of \$1,517,000.00. There have been 20 permits issued to date in 2017.

2. Building Permit Summary for the Village of Burns Lake

There were no building permit applications submitted this reporting period. There have been 3 permits issued to date in 2017.

3. Building Permit Summary for the Village of Fraser Lake

There were no building permit applications submitted this reporting period. There have been no permits issued to date in 2017.

4. Building Permit Summary for the Village of Granisle

There was 1 building permit application submitted this reporting period with a total construction value of \$50,000.00. There has been 1 permit issued to date in 2017.

5. Building Permit Summary for the District of Fort St. James

There were no building permit applications submitted this reporting period. There have been 3 permits issued to date in 2017.

Reviewed by:

Written by:


Jason Llewellyn


Jason Berlin



MEMORANDUM

To: Chairperson Miller and the Board of Directors
From: Jason Llewellyn, Director of Planning
Date: May 5, 2017
Re: Owner Builder Authorizations Data and
Meeting with the Building and Safety Standards Branch (BSSB)

INTRODUCTION:

At the April Committee of the Whole Meeting the Committee received the attached correspondence from Shayne Ramsay, Chief Executive Officer of the BC Housing Management Commission. The Minister Responsible for Housing had referred the Board's November 3rd, 2016 letter to Mr. Ramsay for response (attached).

The BC Housing Management Commission (BC Housing) is a Crown corporation that is responsible for the administration of the *Homeowner Protection Act*.

At the Committee of the Whole Meeting the Committee passed the following motion that was approved by the Regional District Board.

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako direct staff to follow-up with the Building and Safety Standards Branch in regard to data numbers in relation to Owner Builder Authorizations in the region; and further that the next conference call meeting with the Building Safety Standards Branch occur at the next Committee of the Whole Meeting."

This report is a follow up to the above motion.

DISCUSSION:

Owner Builder Authorization Data

The letter from the CEO of BC Housing states that "You may be interested to learn that more than 34 Owner Builder Authorizations were issued in the Bulkley-Nechako Regional District. I am advised that this includes 11 Owner Builder Authorizations issued to applicants with an address in the district since the introduction of the exam." The context of the letter and the above statement gives the impression that these 11 authorizations involved people taking and passed the exam.

Staff contacted BC Housing staff and asked them to identify how many of the 11 Owner Builder Authorizations issued since the introduction of the exam were required to pass the exam. BC Housing staff confirmed that only one of the 11 Authorizations was required to take and pass the exam. The other 10 persons had submitted their applications for Owner Builder Authorizations before the requirement for an exam and were exempted from that requirement.

Meeting with BSSB

RDBN staff informed BSSB staff that the Board wished to have the next meeting with BSSB occur as part of a Committee of the Whole Meeting, and that the next meeting date was May 11th, 2017. The BSSB responded that it was not possible to meet with the Board on May 11th and suggested that there could alternatively be a rural discussions forum at the Building Officials Association of BC conference to be held on May 15th and that our building inspectors could participate.

RDBN staff informed BSSB that staff did not expect that this would satisfy the Board's desire to discuss their concerns with the Province. RDBN staff identified May 25, June 8, June 22, July 20, Aug. 17, Sept. 7, and Sept. 21 as possible dates for a meeting between the Board and BSSB.

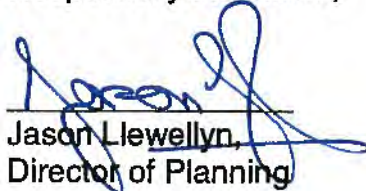
The BSSB has not yet responded regarding their ability to meet with the Board or the Committee of the Whole on any of the above mentioned dates. However, they do indicate that they are working on their response.

Recommendation

Receipt

All Directors / Majority

Respectfully submitted,


Jason Llewellyn,
Director of Planning



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

313

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

November 3rd, 2016

Rich Coleman
Minister of Natural Gas Development and Minister Responsible for Housing and Deputy Premier
Fort Langley-Aldergrove
Room 128, Parliament Buildings
Victoria, BC
V8V 1X4

Sent by e-mail to: rich.coleman.MLA@leg.bc.ca

Dear Minister Coleman:

This letter is regarding the impact of the Homeowner Protection Office's eligibility requirements for Owner Builder Authorization in the Regional District of Bulkley-Nechako. As you are aware, as of July 4th 2016, applicants for Owner Builder Authorization must successfully pass a 90 minute exam consisting of 100 questions and obtain a grade of 70% or higher to be able to build their own house. This is in addition to the other eligibility requirements necessary for authorization.

The challenges associated with obtaining Owner Builder Authorization are notable, and are having a real impact in our communities. In recent years in our region 75% to 80% of new homes were owner built homes. In 2016 this percentage dropped to 50%. Since July 4th, and the requirement for an examination, no applications for an owner built home have been received.

We estimate that over the last 20 years the cost of building a new home in our region has increased by nearly 70%. A significant cause of the increased cost of building a new dwelling in the region is a direct result of changing regulations relating to the Homeowner Protection Act, the BC Building Code, and the Sewerage System Regulations.

Given the increasingly high cost of construction in relation to market value it is important that owner builders are able to build their own dwellings. The cost to construct an owner built dwelling is estimated to be between 15% - 20% less than the cost for the same dwelling built by an insured builder.



MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/DOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339



BC Housing

314

Home Office
1701 - 4555 Kingsway
Burnaby, BC V5H 4V8

Tel 604-433-1711
Fax 604-439-4722
www.bchousing.org
Ref: 22499

Bill Miller, Chair
Regional District of Bulkley-Nechako Board
37 3rd Avenue
PO Box 820
Burns Lake BC V0J 1E0

March 27, 2017

RECEIVED

MAR 31 2017

REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Bill Miller:

Your November 3, 2016 letter to Honourable Rich Coleman, Minister Responsible for Housing regarding Owner Builder Authorization in the Regional District of Bulkley-Nechako was forwarded to me for response. I am pleased to respond and appreciate the information you provided us on the homebuilding environment in your region. I apologize for the delay.

Your letter expressed concerns on the requirements for an Owner Builder Authorization, including meeting eligibility criteria and passing an exam. BC Housing strongly believes that the requirements strengthen consumer protection for both the owner builder and any subsequent purchaser by ensuring owner builders have the knowledge and understanding of home building basics.

You may be interested to learn that in 2016 more than 34 Owner Builder Authorizations were issued in the Bulkley-Nechako Regional District. I am advised that this includes 11 Owner Builder Authorizations issued to applicants with an address in the district since the introduction of the exam.

If you have any further questions or concerns on Owner Builder Authorizations or regional statistics, please feel free to contact Wendy Acheson, Vice President and Registrar, Licensing & Consumer Services at BC Housing. Wendy can be reached at 604-646-7066 or wacheson@bchousing.org.

I appreciate you taking the time to write.

Yours truly,

Shayne Ramsay
Chief Executive Officer





315 MEMORANDUM

To: Regional District Board
From: Jason Llewellyn, Director of Planning
Date: May 15, 2017
Re: Building Inspection Service to the Village of Telkwa

INTRODUCTION:

The District of Telkwa has requested that the Regional District of Bulkley Nechako (RDBN) provide building inspector services to the Village on a full time basis.

This report discusses this request and recommends that the services be provided as outlined in the attached agreement.

DISCUSSION:

The Village of Telkwa received approximately 18 building permit applications per year, based on statistics for the last 5 years. Based on this activity the estimated fee for the service for the remainder of 2017 (July to December) is approximately \$16,300.00.

Given the new building inspector / bylaw enforcement position, approved in the 2017 budget, the Planning Department is able to provide the service without a notable impact on operations. The permit numbers are not excessive, and the building inspectors are in the area on a regular basis given the building activity in electoral Area A. It is noted that the provision of building inspection services to Telkwa will result in a cost reduction to the Electoral Areas and participating municipalities.

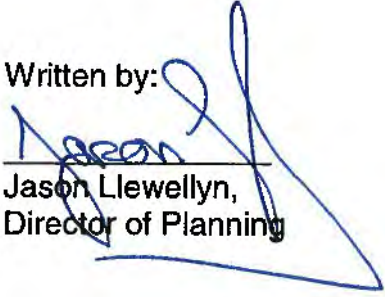
Attached to this report is a draft agreement with Telkwa regarding the service. The term of the agreement has been set so that it expires on December 31, 2020. This is the same date that the agreements with other municipalities expire.

The contract is the same as that entered into with other municipalities, with the exception of section 8.h which notes that the building inspectors shall not be enforcing any aspect of the Villages Building Bylaw relating to the connection of a building to a municipal storm drainage, sewer, or water system. This should be undertaken by Village Public Works staff.

Recommendation

That the Regional District Board authorize the RDBN entering into an agreement with the Village of Telkwa for the provision of building inspection services, as outlined in the May 15, 2017 staff report from the Director of Planning.

Written by:



Jason
Jason Llewellyn,
Director of Planning



**BUILDING INSPECTION
SERVICE AGREEMENT**

BETWEEN

**REGIONAL DISTRICT OF BULKLEY-
NECHAKO**

AND

VILLAGE OF TELKWA

318

BUILDING INSPECTION SERVICE AGREEMENT

THIS AGREEMENT made this day of 2016

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

37 3rd Avenue

Box 820

Burns Lake, BC, V0J 1E0

(hereinafter called the "RDBN")

OF THE FIRST PART

AND:

VILLAGE OF TELKWA

1415 Hankin Avenue

Box 220

Telkwa, BC, V0J 2X0

(hereinafter called the "Village")

OF THE SECOND PART

WHEREAS the RDBN and Village, under Section 176 (1)(b) and 837 of the *Local Government Act*, may enter into an agreement to provide the municipality a service that is a work or service within the powers of the Municipality;

AND WHEREAS the RDBN and Village are willing to enter into an agreement for the RDBN to provide Building Inspection Service within the boundaries of the Village;

NOW THEREFORE the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree as follows:

319

Term:

1. This Agreement is for a term of 5 years commencing on January 1st, 2016 and terminating on December 31st, 2020.

Intent:

2. The intent of this Agreement is to outline the manner and terms by which the RDBN shall provide Building Inspection Service to the Village. The parties, as independent jurisdictions, agree that the RDBN shall provide Building Inspection Service to the Village for the benefit of both the RDBN and Village.
3. Both parties agree that Building Inspection Service shall be delivered in accordance with this Agreement.
4. This Agreement forms a contract between the RDBN and Village, with the RDBN being the contractor for the Village. The Building Inspectors for the RDBN shall be representatives of the Village during the course of their duties under this Agreement, and all terms of the *Local Government Act* and the *Community Charter* respecting building inspection shall apply.

Termination or Amendment:

5. Either party may terminate this Agreement by delivering to the other party written notice, a minimum of six (6) months in advance of the termination date.

Waiver

6. This Agreement is binding upon the parties hereto and their successors and assignees. 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.

Definitions:

7. In this Agreement:

“Building Bylaw” means the Village of Telkwa Building Bylaw No. 533, as amended, or a replacement building bylaw.

“Building Inspection Service” means administering and enforcing the Village of Telkwa Building Bylaw No. 533 as amended, or a replacement building bylaw, and performing the role of the building inspector in relation to Division 8 of the *Community Charter*. This includes the following:

320

- (a) receiving, reviewing and renewing applications for permits under the Building Bylaw;
- (b) issuing permits;
- (c) processing permit renewal applications;
- (d) carrying out building inspections;
- (e) following up on apparent Building Bylaw violations and lapsed permits and using best efforts to resolve these occurrences and close files;
- (f) issuing stop work orders and correction notices as necessary;
- (g) reporting unresolved Building Bylaw violations to the Village;
- (h) handling requests from members of the public to review or obtain copies of the contents of building inspection files, including requests under the *Freedom of Information and Protection of Privacy Act* (British Columbia).

Provision of Building Inspection Service:

- 8. The RDBN shall be responsible for the following.
 - a. Providing Building Inspection Service for the area incorporated as the Village of Telkwa from the RDBN office.
 - b. Providing the Building Inspection Service according to the policies of the Council of the Village and in accordance with accepted procedures established by the Director of Planning, CAO, or designate of the RDBN.
 - c. Maintaining all building inspection files open for review by the Village during ordinary business hours.
 - d. Ensuring that enforcement action involving stop work orders are undertaken with the knowledge of the Village. In the case where an imminent threat to public safety or damage to property exists a stop work order may be issued without Village knowledge. The Village will be advised as soon as reasonably possible.
 - e. Designating the Director of Planning, Building Inspector, and Chief Administrative Officer for the RDBN as the sole contacts with Village staff with respect to the provision of Building Inspection Service.
 - f. Providing a monthly report on building inspection activity within the Village.
 - g. Reporting to the Chief Administrative Officer of the Village any infractions of building or zoning bylaws noted during inspections.
 - h. Enforcing any aspect of the "Building Bylaw" relating to the connection of a building to a municipal storm drainage, sewer, or water system.
- 9. The RDBN will deliver the building inspection service in a diligent manner utilizing qualified building officials having suitable training and being properly supervised.

321

10. The Village shall be responsible for the following.
 - a. Designating the Building Inspectors for the RDBN by Council as building inspectors for the municipality and as persons to enforce the Building Bylaw as authorized agents under Section 16 of the *Community Charter*.
 - b. Designating the Chief Administrative Officer for the Village as the contact with RDBN staff with respect to the provision of Building Inspection Service.
 - c. Providing all necessary information to the Building Inspector including, but not limited to, community plans, zoning bylaws, and municipal service information on an ongoing basis as necessary. The Village shall also provide the required interpretation and administration of these bylaws and documents associated with the provision of the Building Inspection Service on an ongoing basis.
 - d. Dealing with any enforcement action involving fines or Court action.
 - e. Required Building Permit fees calculated by the Building Inspectors in accordance with the Village's fee schedule, shall be made to and collected by, the Village.
11. The RDBN and the Village acknowledge the powers contained within Part 21 of the *Local Government Act* that can only be exercised exclusively by the Village Council.
12. The RDBN will provide the Building Inspection Service in accordance with RDBN procedure unless a specific request for an alternative procedure is made by the Village. The RDBN may require this request in writing.
13. The Village shall not adopt any procedures in relation to the provision of the Building Inspection Service inconsistent with those of the RDBN without the prior written consent of the RDBN.
14. The RDBN and the Village shall communicate annually to exchange information pertaining to outstanding permit files. The RDBN and Village shall jointly establish goals for closing outstanding files.
15. In the event of the absence of Building Inspector/s necessary to provide the Services the RDBN may not be required to provide Building Inspection Service until adequate resources are available. The RDBN shall make all reasonable efforts to ensure that required staffing levels are provided.
16. The Village Mayor or Councillors shall not contact the Building Inspectors directly regarding Building Inspection Services.

322

Service Delivery Cost Recovery:

17. In consideration for providing the Services under this Agreement:
- a. The RDBN shall receive an annual fee (paid quarterly) for the Building Inspection Service calculated in accordance with the table attached as Schedule A to this agreement.
 - b. The RDBN shall receive a fee of \$45.00 per hour for Building Inspector time spent preparing evidence or attending in court to give evidence of alleged violations of the Building Bylaw or BC Building Code, on behalf of the Village.
 - c. The fee identified in Section 17a. shall be amended annually on the same basis as the fee identified in Section 17a. and shall take effect January 1st of each year.

Cost of Claims:

18. The Village shall reimburse the RDBN for any deductible amount that the RDBN is obliged to pay in relation to a claim arising from services provided within the municipality.
19. The Village shall reimburse the RDBN for any damages award or portion thereof that actually results from a claim and that is not covered by the RDBN's errors and omissions insurance.
20. The Village shall reimburse the RDBN for any staff costs actually incurred by the RDBN in dealing with a claim arising from services provided within the municipality.

Binding Effect:

21. This Agreement shall endure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

Dispute Resolution:

22. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by either party first written notice may be provided by either party to the other party describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the parties shall:
- a. immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and

323

- b. if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party, then either party may serve a second written notice upon the other party that the matter is to be referred to binding arbitration; and
- c. a single arbitrator shall be appointed by Agreement of the parties within 90 (ninety) days of the second written notice being delivered, and failing such Agreement, the arbitrator shall be appointed pursuant to the *Commercial Arbitration Act* to hear both parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on both parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

Law Applicable:

23. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this Agreement shall negate or fetter the legal authority of either party.

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

The Corporate Seal of the
RDBN was affixed hereto in the
presence of:

Chairperson

Chief Administrative Officer

The Corporate Seal of the
VILLAGE OF TELKWA
was affixed hereto in the
presence of:

Mayor

324

Chief Administrative Officer

REGIONAL DISTRICT OF BULKLEY-NECHAKO
Planning Department

April 2017 - Action List

| PAGE # | AGENDA ITEM | ACTION REQUIRED | RESPONSIBILITY | STATUS | DATE COMPLETED |
|--|--|--|-----------------------|---------------|-----------------------|
| Pages 108-126 Board Agenda April 20, 2017 | CN Radio Communications Tower | Respond with Letter | Jennifer | Complete | May 15 2017 |
| Pages 127-142 Board Agenda April 20, 2017 | ALR Application No. 1193 Hennig Electoral Area "A" | Submit Application to ALC Request Cheque | Jennifer | Complete | May 5 2017 |
| 325 Pages 143-155 Board Agenda April 20, 2017 | Temporary Use Permit A-01-17 B&A Rentals Electoral Area "A" | Amend Text in Permit Issue Permit Register | Jennifer | Complete | May 3 2017 |
| Pages 156-163 Board Agenda April 20, 2017 | Temporary Use Permit A-02-17 Steti Transport Electoral Area "A" | Amend Text in Permit Issue Permit Register Initiate Public Consultation | Jennifer | Complete | May 3 2017 |
| Pages 164-182 Board Agenda April 20, 2017 | Development Permit A-01-16 West-End Ventures Electoral Area "A" | Letter to Applicant Re: Board Decision | Maria | Complete | April 25 2017 |
| Pages 183-189 Board Agenda April 20, 2017 | Rezoning File No. A-04-17 Cardinal Electoral Area "A" | Schedule Public Hearing | Jennifer | Complete | April 21 2017 |
| Pages 190-218 Board Agenda April 20, 2017 | Rezoning File No. A-02-17 Hudson Bay Mountain Electoral Area "A" | Schedule Public Hearing | Jennifer | Complete | April 21 2017 |

REGIONAL DISTRICT OF BULKLEY-NECHAKO**Planning Department**

April 2017 - Action List Cont'd

| PAGE # | AGENDA ITEM | ACTION REQUIRED | RESPONSIBILITY | STATUS | DATE COMPLETED |
|---|--|---|-----------------------|---------------|-----------------------|
| Pages 219-226 Board Agenda April 20, 2017 | Rezoning File No. A-01-17 Fearnside Electoral Area "A" | Notify Applicant Close File | Jennifer | Complete | April 21 2017 |
| Pages 232-233 Board Agenda April 20, 2017 | Recreation Service Electoral Area "A" | Staff Report | Jason | Ongoing | |
| Pages 234-236 Board Agenda April 20, 2017 | Pipeline Referral | Letter Invite OGC to Board Meeting Press Release | Jason | Ongoing | |
| Pages 62-79 Supp Board Agenda 20-Apr-17 | BC Building & Safety Standards | Arrange Meeting | Jason | Ongoing | |

327



April 21, 2017

Regional District of Bulkley Nechako
Attention: Jason Llewellyn, Director of Planning
PO Box 820
Burns Lake, British Columbia V0J 1E0

TransCanada Corporation
450 – 1st Street S.W.
Calgary, AB, Canada T2P 5H1

Tel: 250-596-8060
Email: Dave_Kmet@transcanada.com
www.transcanada.com/

Doc: CGL4703-CGP-LA-LTR-2015

Dear Mr. Llewellyn:

**RE: Coastal GasLink Pipeline Project
Proposed Huckleberry Multi-Use Site**

RECEIVED
MAY 01 2017
**REGIONAL DISTRICT OF
BULKLEY NECHAKO**

Receipt of your letter dated April 6, 2017 is acknowledged.

Thank you for your advice about the requirement for temporary use permits for the proposed uses for the Huckleberry Multi-Use Site. Coastal GasLink will be submitting applications for the required permits in consideration of the application review timeline and the construction schedule for the Coastal GasLink Pipeline Project.

Please also be advised that any written response received and subsequent reply will be included in the consultation summary which is submitted to the BC Oil & Gas Commission (OGC). You may also make a Written Submission to the OGC at any time prior to the permit being issued at:

BC Oil & Gas Commission
Bag 2
Fort St. John, BC V1J 2B0

If you have any additional concerns in regards to these matters, please feel free to contact the undersigned.

Yours truly,

Dave Kmet, RPF RPFT
Team Lead, BC LNG Land
TransCanada
Coastal GasLink Pipeline Project

Cc: C. Goertzen, Oil & Gas Commission, #3-1445 102 Ave., Dawson Creek, B.C., V1G 2E1



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

328

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

April 6, 2017

Peter Wijkamp, Manager, Special Projects
BC Oil and Gas Commission
Bag 2, Fort St. John, British Columbia
V1J 2B0

Sent by e-mail to Peter.Wijkamp@bcogc.ca

**Re: Notification / Invitation to Consult Regarding the proposed
Huckleberry Multi-Use Site**

This letter is provided on behalf of the Board of the Regional District of Bulkley-Nechako regarding the proposed Huckleberry Multi-Use Site associated with the Coastal GasLink Pipeline.

Please be advised that the uses proposed to occur in the Huckleberry Multi Use Site may not legally occur pursuant to "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993." Also, please be aware that Multi-Use Site #8, and all other proposed pipeline related uses which are contrary to zoning may not legally occur. The Oil and Gas Commission should not approve any permits to construct and operate illegal land uses.

TransCanada has the option to apply for a Temporary Use Permit to have the Regional District Board consider allowing a proposed temporary use. These applications should be made as soon as possible as the Board's approvals are discretionary.

Please be encouraged to call me at your convenience should you have any questions.

Sincerely,

Jason Llewellyn
Director of Planning

cc: David Kmet, Sr. Lands Representative, TransCanada Corporation, 450 – 1st Street SW, Calgary, AB, Canada, T2P 5H1 (Dave_Kmet@transcanada.com)

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.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339



RECEIVED Ref: 23093

May 8, 2017

MAY 15 2017

Mr. Bill Miller, Chair
Regional District of Bulkley-Nechako
37 - 3rd Avenue
PO Box 820
Burns Lake BC V0J 1E0

**REGIONAL DISTRICT OF
BULKLEY NECHAKO**

Dear Mr. Miller:

Thank you for your March 24, 2017 letter addressed to the Honourable Rich Coleman, Minister Responsible for Housing, regarding the impact of the BC Energy Step Code in the Regional District of Bulkley-Nechako. As the Assistant Deputy Minister for the Office of Housing and Construction Standards, I am pleased to respond.

I appreciate your feedback on the potential impacts of the Energy Step Code, particularly coming on the heels of new qualification requirements for owner-builders and building officials. Unlike the new qualification requirements for builders and building officials, the Energy Step Code is entirely voluntary. Local governments are not required to start referencing the Energy Step Code in bylaws, but may do so if they choose.

To manage the implementation of the Energy Step Code, the Province has established the Energy Step Code Council, a multi-stakeholder committee tasked with supporting local governments and industry with training, communication, and research. The Energy Step Code Council has commissioned research on anticipated costs of the Energy Step Code in all climate zones across British Columbia, and this research will be made public once finalized. The results of this research will help guide local governments towards implementation of the Energy Step Code that balances housing affordability and capacity in the industry.

.../2

Ministry of Natural Gas
Development
and Minister
Responsible for Housing

Assistant Deputy Minister's
Office
Office of Housing and
Construction Standards

Mailing Address:
PO Box 9844 Stn Prov
Govt
Victoria BC V8W 9T2

Telephone: 250-356-2115
Facsimile: 250-387-8164
Website:
www.housing.gov.bc.ca

In closing, I would like to reiterate the current voluntary nature of the Energy Step Code. The Province recognizes that successful implementation over the long term will require attentiveness to the particular challenges faced by every region. Thank you, again, for sharing the concerns of the Regional District of Bulkley-Nechako.

Respectfully,



Greg Steves
Assistant Deputy Minister

RECEIVED

MAY 11 11 11 AM

REG. OF. LAND & FORESTRY

Faint, illegible text, likely bleed-through from the reverse side of the page.

Faint, illegible text, likely bleed-through from the reverse side of the page.

Faint, illegible text, likely bleed-through from the reverse side of the page.

Faint, illegible text, likely bleed-through from the reverse side of the page.

Faint, illegible text at the bottom of the page, possibly a footer or distribution list.



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

331

REGIONAL DISTRICT
 OF BULKLEY & NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

March 24th, 2017

Rich Coleman
 Minister of Natural Gas Development and Minister Responsible for Housing and Deputy Premier
 Room 128, Parliament Buildings
 Victoria, BC
 V8V 1X4

Sent by e-mail to: rich.coleman.MLA@leg.bc.ca

Dear Minister Coleman:

This is the third letter that the Region District Board has asked me to write to you in my role as Board Chair in the last few months regarding the negative impacts associated with your Ministry's initiatives. The first letter was regarding the introduction of mandatory qualification requirements for local government building officials. The second letter was regarding the impact of the new Homeowner Protection Office's eligibility requirements for Owner Builder Authorizations. Unfortunately, I am required to now send this letter regarding the Energy Step Code.

The Energy Step Code will introduce notable new costs for building materials, mechanical equipment, and testing by professionals. Given our climate, and limited access to the professional services requires by the step code, the challenges and impacts to our region can be expected to be notably greater than in other areas of the province. The plan to allow local government to move towards net zero building in voluntary stages prior to mandatory implementation does little to resolve the inevitable negative impacts associated with the strategy.

As you are aware the increasingly high cost of construction in relation to property values limits the amount of new building construction in our region. Also, we believe that the new Homeowner Protection Office's eligibility requirements for Owner Builder Authorizations has further reduced new home construction in our region. The additional costs associated with the Energy Step Code would further stifle new building. It would not be responsible for the RDBN to voluntarily implement the Energy Step Code in the foreseeable future.

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.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

The RDBN appreciates the intent behind the Energy Step Code; however, the anticipated impact is counterproductive to the intent. The reality in our region is that the costs associated with the Step Code will result in older less energy efficient homes not being replaced by new homes.

As a region our challenge is to grow and diversify our local economy while managing the effects of the pine beetle infestation. These challenges are exacerbated by the array of new Provincial Government regulations that control how we provide services to our residents, download responsibility, stifle development, and increase taxation. The Province needs to better understand and consider the negative impacts of its decisions on the wellbeing of northern and rural British Columbia.

Please reconsider the implementation of the Energy Step Code in our region.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Miller', with a large, stylized initial 'B' and 'M'.

Bill Miller, Chair,
Regional District of Bulkley-Nechako Board

333

Board - DIRECTION

wendy.wainwright

From: wendy.wainwright
Sent: Monday, May 15, 2017 10:56 AM
To: wendy.wainwright
Subject: FW: Request for Letter of Support

From: Mark.Fisher <mark.fisher@rdbn.bc.ca>
Sent: Friday, May 5, 2017 6:51 AM
Subject: Re: Request for Letter of Support
To: Cheryl Anderson <cheryl.anderson@rdbn.bc.ca>, Rick Braam <adamscreekconsulting@gmail.com>

Thanks for the background info on Kyahwood Rick.
Cheryl, could we get this on the next agenda to get a letter of support from the board please. Thanks.

Sent from my iPhone

On May 5, 2017, at 2:38 AM, Rick Braam <adamscreekconsulting@gmail.com> wrote:

Hello all:

The Rural BC Dividend project we are pursuing for Kyahwood is the development of a business plan for the operation.

The Rural BC Dividend program has project "phases" and the first acquisition of an initial \$10000 to cover pre-project costs such as business plans, engineering studies, etc.

Kyahwood is developing a business plan to support capital asset upgrades to increase efficiency at its plant in Moricetown. This award winning value added finger-jointing plant employs 53 Moricetown residents and supports incomes in approximately 40% of homes. It contributes \$2 million dollars in payroll and an additional \$6 million dollars to the regional economy. Kyahwood is an invaluable skill builder and provides "first job" and career pathing for many residents. It is unique as the only First Nation owned plant of its kind in the Province of BC

The business plan is vital to moving forward with both the Rural BC Dividend program and other partnership agencies.

Your letter of support would help our application for the initial \$10000 grant to move forward. }

If you have any questions, please call me at 250-877-8024.

Kind regards,

Rick Braam RPF MBA
Adams Creek Consulting Ltd
Smithers, BC
V0J 2N7

334

On Thu, May 4, 2017 at 6:53 AM, Rick Braam <adamscreekconsulting@gmail.com> wrote:

Hello All: We are working on multiple fronts. Kyahwood is also applying for a Rural BC Dividend grant for \$10000 for a business plan and would appreciate a letter of support for this initiative as well. Could you please consider this and send a letter of support to me in digital form as I am preparing this application for a May 31 deadline, I have contacted some of you already so thank you if you have responded.

Thank you,

Rick Braam RPF MBA
Adams Creek Consulting Ltd.
Smithers, BC
250-877-8024

On Mon, May 1, 2017 at 12:39 PM, Norma Stumborg <ecdev@mbed.ca> wrote:

Dear All,

Please see the attached press release. Kyah Wood Forest Products Ltd injects \$7 million into the local and regional economy. We request a letter of support for our grant applications to the Business Equity Fund to do a feasibility study to examine other markets for our wood.

In the spirit of healthy communities,

Best Regards,

Norma Stumborg
Economic Development Officer, Moricetown Band
Suite #3 – 205 Beaver Road
Smithers, B.C. V0J 2N1
250-847-2133 ext. 264

This electronic message and any attached documents are intended only for the named addressee(s).

If you have received this message in error, please notify the sender immediately and delete the original message.



May 2, 2017

Director Tom Greenaway
Regional District of Bulkley Nechako
PO Box 820
Burns Lake, BC
V0J 1E0

RECEIVED
MAY 12 2017
REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Director Greenaway:

Re: Gas Tax Grant

Council has learned that the Regional District of Bulkley Nechako recently approved a grant to the District of Fort St. James towards Cottonwood Marina capital improvements.

We wish to acknowledge and thank you on behalf of the community for your part in helping us to get this grant. The \$30,000 will be of great assistance to us in implementing the multi-year improvement project for all of the people who use the marina. We appreciate the opportunity for partnership with the Regional District.

Sincerely,

Rob MacDougall
Mayor

Cheryl Anderson

From: Nick Kypriotis <nick@firesafecommunications.com>
Sent: May-05-17 9:01 AM
To: Nick Kypriotis
Subject: Fire Prevention Officers of B.C- Fire Away Magazine
Attachments: FPOABC Rates.pdf; FPOABC Cover Letter.pdf
Sensitivity: Personal

Dear Trade Member,

F.S.C. is putting together the B.C. Fire Prevention officers annual magazine. These are the men and women who educate our children in the schools and the community in fire prevention and safety.

We are asking for your support once again with an Advertisement in the magazine which will greatly help us put it together and mail it out to all the Fire Prevention Officers as well as the Fire Halls throughout B.C. for free.

We have no government or outside funding and our only way of support is through your help with an advertisement in the magazine.

Attached is a rate sheet for all ad sizes.
Please let me know if you will be supporting us with an Advertisement.

Regards,

Nick Kypriotis
Fire Prevention Officers Association of B.C. Fire Away Magazine
1-877-308-2762
email: nick@firesafecommunications.com

FireSafe Communications Inc. on behalf of the
Fire Prevention Officers' Association of
British Columbia Publication
#142 4111 Hastings Street, Burnaby, BC, V5C 6T7
TEL: 1-877-308-2762 FAX: 1-888-546-0705
EMAIL: nick@firesafecommunications.com



ad space

\$399.00

business card

dimensions: 3.5" (w) X 2" (h)

\$499.00

one sixth page

dimensions: 3.625" (w) X 3.5"

\$795.00

quarter page

dimensions: 3.625" (w) X 4.875" (h)

\$1195.00

one third page

dimensions: 7.5" (w) X 3.166" (h)

\$1495.00

half page

dimensions: 7.5" (w) 4.875" (h)

\$2795.00

full page

dimensions: 7.5" (w) X 10"

\$3200.00

inside front/back cover

dimensions: 8.5" (w) X 10" (h)

ink: CMYK bleed: add ¼"

\$3500.00

outside back cover

dimensions: 8.5" (w) X 11" (h)

ink: CMYK bleed: add ¼"



Fire Prevention Officers' Association of British Columbia Publication

#142 4111 Hastings Street
Burnaby, BC, V5C 6T7

Fire Away Magazine

PRESIDENT

Gayanne Pacholzuk
Kelowna Fire Department

1st VICE PRESIDENT

Lisa Axelson
Chilliwack Fire Department

2nd VICE PRESIDENT

Mark Smitton
Maple Ridge Fire Department

ZONE ONE DIRECTOR

Umesh Lal
Nanaimo Fire Rescue

ZONE ONE DIRECTOR

Bryan Erwin
Colwood Fire Department

ZONE TWO DIRECTOR

Shaun Neighbour
Port Coquitlam Fire & Emerg. Services

ZONE TWO DIRECTOR

Stewart Navok
Port Coquitlam Fire & Emerg. Services

ZONE THREE DIRECTOR

Paul Johnson
Kelowna Fire Department

ZONE FOUR DIRECTOR

Rick Maida
Nelson Fire Rescue

ZONE FIVE DIRECTOR

Marcel Profeit
Prince George Fire Rescue

ZONE FIVE DIRECTOR

Alyn Stobbe
Fort S. John Fire Department

ADMINISTRATIVE ASSISTANT

Connie Hol

The Fire Prevention Officers' Association of British Columbia is comprised of dedicated men and women from Fire Departments and fire service related industries throughout the province of British Columbia as well as from others parts of Canada. Our members play a key role in establishing fire and life safety initiatives in our province, delivering training to our members and communities, conducting fire investigations and for providing input to the authorities on relevant codes and standards that directly relate to life safety.

We are a non-profit organization, run by a volunteer board of directors. Our organization depends on membership dues and corporate support/sponsorship to generate the financial resources necessary for the operation of our association. The first line of defense in the fire service is prevention and with your support, we can provide the best training possible to our members who deliver vital fire and life safety initiatives throughout our province.

Should you choose to support us through advertizing in the Fire Away Magazine; we thank you for your generous support.

Sincerely,
Gayanne Pacholzuk, President
Fire Prevention Officers' Association of BC

Thank you for your support!

April 25th, 2017

B.C. Value Added Lumber Secondary Remanufacturers are again victimized by the Softwood Lumber battle of the major producers, while Christy Clark and the BC Liberal Party are asleep at the wheel!

The ongoing and never-ending softwood lumber battle between U.S. lumber producers reached a critical stage today. The basis for the U.S. Lumber Coalition's allegations is that the Provincial Governments of Canada are providing non-competitive timber licenses to Canadian lumber producers, ultimately injuring the U.S. lumber industry. Yesterday evening, the U.S. announced the countervailing duty rate that will apply to Canadian exporters of lumber. The major primary producers who allegedly receive the subsidies will NOT be charged retroactive CVD duties! Shockingly, a category identified as "ALL OTHERS" which includes secondary manufacturers, who have received NO subsidies nor have access to timber will be paying retroactive duties!

I have been involved in now five sets of negotiations over the past 35 years. Each time I have fought to protect the labor force we employ from devastating duties; one of the many factors in the Government's hands that have placed us at risk of potentially going out of business.

We have been in business for 42 years. In 1975, we started to produce laminated and finger-jointed lumber products using wood that other mills consider waste. Our company has grown from a mere four employees and one location in 1975 to over 350 employees in 3 different locations across Northern British Columbia to date. Over 50 percent of our workforce is a visible minority, many of whom are developing new skills. Over our life, I can proudly say that our company has no timber rights nor has received any subsidies nor handouts!

Today, the innocent secondary manufacturers are again hit with a 20 percent retroactive, 90-day, duty, while the major primary sector (who are the true target of the U.S. Lumber Coalition) walk free of any such retroactive duties!

The Provinces have known for the past 12 months that the softwood lumber battle would start again and that those who have received no subsidies, nor timber licenses will become victims once again. Amidst this, the Provincial Government chose to stand still and remain quiet. Even today, they have done absolutely nothing to protect the labor-intensive secondary manufacturing sector.

To Premier Christy Clark and other want-to-be politicians from either party;

Start addressing our dysfunctional forest policies. The current system will always remain a target for the U.S. lumber industry. We must become more competitive. Stop implementing policies that subtract value from our forest resource. You need to understand that there is more to the forest sector than the four or five major lumber companies we all know, more than two-thirds of the value-added companies have disappeared since 2000 along with the thousands of jobs they had created while the Government stood silent and in fact, rather than saving jobs (as we would expect them to), they did the opposite. It is clear they learned nothing... This fight on CVDs should have started 12 months ago.

Kind Regards,



John A. Brink

Brink Group's Position on the Softwood Lumber Agreement between Canada and the United States of America

Background on the Brink Group

The Brink Group is comprised of three secondary manufacturing operations:

- Brink Forest Products Ltd.
- Pleasant Valley Remanufacturing Ltd.
- Vanderhoof Specialty Wood Products Ltd.

Based out of Prince George, Brink Group's primary operation, Brink Forest Products has been in business since 1975. Brink Forest Products is an independent secondary remanufacturer which, in its entire history, has never received any subsidies from Government (Provincial or Federal), nor has held any timber licenses or been affiliated with those that do. Under the leadership of its Founder, John A. Brink, the company has demonstrated significant growth over the last 42 years as a secondary manufacturer of dimensional finger-joint wood products; making it the largest producer of finger-jointed lumber in North America. The Brink Group is a firm believer in social responsibility. With this, it continues to make various contributions in the communities in which it operates; this includes three operations located in Prince George, Vanderhoof and Houston. Combined, the Brink Group directly employs over 350 people, of which 50 percent are female, first nations or a visible minority. Indirectly, the Brink Group impacts over 1,000 jobs in Northern British Columbia.

The Allegations of USLC

The U.S. Lumber Coalition ('USLC') has alleged "gross under-pricing of timber as a result of Canadian Governments providing non-competitive tenure" to its domestic producers. This has allegedly damaged the competitiveness of the lumber industry in the United States. In turn, the USLC is seeking to impose duties on lumber imported from Canada to offset the alleged harm caused to their industry.

Independent Secondary Remanufacturers

The scope of the current investigation has placed a target on independent secondary remanufacturers. 'Independent Secondary Remanufacturers' are an operation, free of any timber licenses that produce lumber products from lumber inputs purchased on the open markets, in direct competition with domestic and international buyers. Independent Secondary Remanufacturers have received no subsidies above the *de minimus* nor the benefits associated with the tenure system. Furthermore, they maintain arms-length relationships with those that do.

341

The Canada Revenue Agency, with reference to *Section 25 of the Softwood Lumber Products Export Charge Act, 2006* provides criterion for which a party must meet to obtain "independent remanufacturer" status. This status rightfully provided independent secondary remanufacturers with the differential treatment they, at a minimum, deserve. The criteria that must be met to achieve "Independent Remanufacturer" status states that a party who is an Independent Remanufacturer:

- a. Does not hold Crown tenure rights in that province; and
- b. After the effective date, has not acquired standing timber directly from the provincial Crown in that province
- c. ... that they are not an associated person with any company that holds provincial Crown tenure rights or that has acquired standing timber directly from a province

Having met the above criterion and achieved "Independent Remanufacturer" status, such remanufacturers were provided with differential treatment to determine the export tax or duty amount. This gave such parties the ability to pay export tax or duties on the cost of the raw material (input value) utilized to produce the finished product, opposed to paying export tax or duties on the market value of the finished product. This treatment is referred to as "first mill".

The purpose of first mill was to protect, and not penalize, those that do not receive subsidies and benefits associated with the tenure system from paying unjust export taxes or duties. This prior action has established a precedent and valid argument for allowing first mill to remain in place. If first mill is not attained, it will be uneconomical to remanufacture lumber in Canada, ultimately destroying what presently remains of the industry.

Industry Competitiveness

With the facts stated above, it is easily determinable that there is a rigorous process already in place to certify that Independent Remanufacturers are free of any subsidies or benefits associated with the tenure system.

In addition, there is further evidence in the mechanics of how raw materials are purchased to corroborate the fact that the secondary manufacturing sector of Canada does not negatively impact the competitiveness of the lumber industry in the United States, as alleged.

The raw materials utilized to produce finger-joint lumber are primarily either trim-ends or low-grade lumber produced in the primary sawmill production process. Both raw material items are purchased in an open market that is accessible by the global economy. This is evidenced by the fact that a majority of low grade lumber is sold to the United States and China. Furthermore, the price that is determined at point of sale is based on market prices (in U.S. dollars) printed in a weekly, industry accepted report by a U.S. based company, known as Random Lengths Publications Inc. With this, it can be concluded that

342

Independent Remanufacturers, like the Brink Group, do not receive the subsidization and benefits that are allegedly damaging the lumber industry in the United States through the purchase of its raw materials.

In summary, there is not a valid and defensible argument supporting the allegation of subsidization with respect to the inputs utilized by Independent Remanufacturers because such inputs are transacted upon in an open market daily, in direct and fair competition with the United States remanufacturing industry.

Conclusion

In the words of US Coalition spokesperson, John Ragosta, independent remanufacturers are being caught in the dispute between the USLC and Canadian primary producers, and "are [similar] to unfortunate, innocent victims of a drive-by shooting".

The Canadian position should be that further manufacturing (remanufacturing) should be encouraged in Canada. This sector individually creates more direct employment than the primary sector. The USLC has demanded that "Canadian provinces allow fully open market competition to determine the price of timber". The factual evidence is transparent in demonstrating that the secondary manufacturing sector is a perfect example of open market trading. With this, by implementing a duty on remanufactured products exported by Canadian Independent Remanufacturers, at their expense, we will, in essence, be subsidizing the remanufacturing sector in the United States.

In due fairness, the reasonable conclusion is to exclude Independent Remanufacturers from export duties. At a minimum, if this is not achievable, the Canadian position should be "First Mill" (similar to Lumber IV, which has established a precedent). Failure to achieve the inconsequential technicality of First Mill will ensure the collapse of the entire secondary manufacturing industry that remains in Canada. This will impact thousands of families across Canada through loss of employment. In simple terms, Independent Secondary Remanufacturers cannot operate with a duty on the finished value of the product. The margins do not exist for secondary manufacturing to be economical in such a scenario. **The request for exemption, and at a minimum, First Mill, is a defensible, modest and righteous request of the United States of America and, at minimum, must be the starting position of Canada.**

Kind Regards,



John A. Brink
Founder, President and Chief Executive Officer
Brink Group of Companies

RECEIVED

MAY 11 2017

REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Mayor and Council:

RE: Access Awareness Day – June 3, 2017 – Accessible Communities are Inclusive Communities

June 3, 2017 marks SPARC BC's 20th annual Access Awareness Day! Access Awareness Day gives each of us an opportunity to look at our community and to think about how to make it more accessible and inclusive for everyone. The theme for this year's Access Awareness Day is "Accessible Communities are Inclusive Communities". As part of this year's focus, our goal is to draw attention to the different ways that communities can come together to promote greater accessibility and inclusion. The series of posters enclosed as part of this letter show the many different ways that accessibility is part of community life.

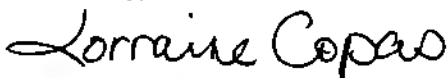
There are a number of different ways that your community can take part in Access Awareness Day. This includes passing a proclamation, hosting an accessibility event, or sharing information about some of your recent efforts to help make your community as accessible and inclusive as possible. As part of this package of materials we have also included a survey to learn more about local accessibility priorities and about the different types of accessibility-related initiatives that you have implemented in your community.

In 2016, forty-three different local governments passed a proclamation or wrote a letter of support recognizing the importance of accessibility and the role that it plays in building inclusive communities. Accessibility is not just about physical access and technical devices; it is also about ensuring that everyone has the right to share their talents, experience and abilities, and to engage in all aspects of community life. We hope that you will consider joining us in celebrating Access Awareness Day this year.

To help to support you in your efforts, we have included a number of different posters that can be used to build increased public awareness and support around the importance of working together to ensure that our communities are as accessible and inclusive as possible. As well, we have a limited amount of funding (small grants of \$500 per community) to help promote and support local accessibility events. To request additional posters or to suggest possible ways to partner around Access Awareness Day please do not hesitate to reach out to us by calling 604.718.7736 or by sending an email to mycommunity@sparc.bc.ca.

We know that true accessibility and inclusion is achieved by people and communities working together. By looking at ways to achieve greater accessibility, we are also building stronger, healthier and more inclusive communities. As part of this year's Access Awareness Day activities, our goal is to demonstrate the many different ways that communities across British Columbia have been successful in building accessibility and in creating communities where everyone is included! Please take a moment to reach out and to share your stories or ideas! We look forward to hearing from you.

Sincerely,



Lorraine Copas
Executive Director, SPARC BC



344

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

Smithers RCMP Based Victim Services

P.O. Box 2020, Smithers, BC

VOJ 2N0

Telephone: 250-847-9374

Fax: 250-847-9383

RECEIVED

MAY 12 2017

**REGIONAL DISTRICT OF
BULKLEY NECHAKO**

Regional District of Bulkley Nechako
37-3rd Ave, PO Box 820
Burns Lake, BC
VOJ 1E0

Dear Council Members,

RE: 2016/2017 RCMP Based Victim Assistance Program stats

Dear Council;

On behalf of the Northern Society for Domestic Peace, Smithers Police Based Victim Services program (PBVS), I am writing to thank you for your support of the program and to provide you with statistical reporting for the program from April 2016-March end 2017. I will continue to provide you with stats on a quarterly basis unless you advise otherwise.

If you should require or want any further information please do not hesitate to contact me.

Warm regards,

Carol A Seychuk
Executive Director

CC: Village of Telkwa
CC: Town of Smithers

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

Program: Smithers PBVS

April 1, 2016 - March 31, 2017

| | |
|-----------------------------------|-----|
| Brief Service Contact | 32 |
| Average Active Caseload per/month | 113 |

**CLIENT/INCIDENT INFORMATION
Offence Type**

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

| | |
|--------------------------------|---|
| 2. Sexual Assault/Abuse | |
| Adult/Senior | 3 |
| Adult/Senior Survivor | 9 |
| Youth | 2 |
| Child | 2 |

| | |
|-------------------------|----|
| 3. Assault/Abuse | |
| Partner | 17 |
| Senior | 2 |
| Child | 1 |
| Other | 5 |
| Other Familial | |

| | |
|---------------------------|---|
| 4. Other Incidents | |
| Criminal Harassment | 3 |
| Property Crime | |
| Threatening | 2 |
| Other Crime | 1 |

| | |
|-----------------------------------|------------|
| 5. Non-CCC Offence Service | |
| Suicide/Attempted Suicide | 4 |
| Missing Persons | 3 |
| Sudden Death | 13 |
| Motor Vehicle Accident | 6 |
| Natural Disaster | |
| Other Incident | 32 |
| *Total Offence Types | 109 |

Client Type

| | |
|-----------------------|------------|
| Primary # Males | 21 |
| Primary # Females | 88 |
| *Total Clients | 109 |

| | |
|------------------------------------|------------|
| Where Client Referred From: | |
| 1. Funded VAP | |
| Police Based | |
| Specialized | |
| 2. Justice System | |
| Crown | |
| Police | 87 |
| Other/Govt. | 2 |
| 3. Other Referrals | |
| Community Agency | 5 |
| Private Practitioners | 2 |
| Other | 9 |
| Self | 4 |
| *Total Referrals | 109 |

| | |
|------------------------|-------------|
| PROGRAM STAFF | |
| Staffing Hours | 1523 |
| Call Out Hours | 13 |
| # Other staff Hours | |
| # Unpaid staff Hours | |
| # Volunteer Hours | 16 |
| *Total Hours | 1552 |
| (staff and volunteers) | |
| # Active Volunteers | 2 |

RECEIVED

MAY 12 2017

REGIONAL DISTRICT OF
BULKLEY

geraldine.craven

From: FCM Communiqué <communiqué@fcm.ca>
Sent: May 12, 2017 1:50 PM
To: inquiries
Subject: FCM Voice May 12: Spring flooding appeal | FCMI 30 years | Municipal Asset Management Program | and more

FCM NEWS | May 12, 2017



Voice

Canada's Voice of
Municipal Government



Call to action: supporting flood-affected communities

Over the past week, we've watched our colleagues in communities in Quebec, Eastern Ontario, New Brunswick and British Columbia deal with relentless spring flooding. We've seen rising waters damage homes, overwhelm neighbourhoods and upend lives.

FCM and Canada's municipal sector want to express support for our colleagues in the

flood-affected areas. Municipalities are on the front lines of extreme weather. When the worst hits, we need to be there for one another — just like we have in the past.

The Canadian Red Cross is already at work in impacted communities, and has set up a fund to help. We're asking municipalities to consider making a donation to support these critical efforts.

IN THIS ISSUE

- AC 2017: Take a sneak peek at our workshop descriptions
- Celebrating 30 years of international programming
- Apply for new funding to improve asset management
- Message from FCM Corporate Partner: Governance Solutions

AC 2017: Take a sneak peek at our workshop descriptions

With less than 3 weeks to go until FCM's 2017 Annual Conference and Trade Show, our many workshop, plenary and forum descriptions are now available online. Take a look and start planning which sessions you want to attend. If you haven't already, be sure to register for the largest gathering of municipal leaders in Canada, June 1-4 in the nation's capital!

Video: Celebrating 30 years of international programming

FCM has been a key partner in Canada's international development efforts since 1987, and we couldn't have done it without you. Watch FCM members talk about the benefits of participating in international programs and explain why they encourage others to do the same. Check out the full video here.

Apply for new funding to improve asset management

The call for applications is now open for FCM's Municipal Asset Management Program. Apply for funding up to \$50,000 for initiatives that help your city or community make informed decisions about investing in infrastructure such as roads, buildings and sanitation services. Apply today.

10 high-performance council barometers

Do you ever find that — despite your best efforts in time, money and relationship-building — the “perfect” high-performing council remains elusive? Did you know that there are 10 top markers of a high-performance council culture, proven over 25 years of research? Take a simple step to solving this puzzle: check your

 GovernanceSolutions

council's barometer now with this [interactive online tool](#)!

FCM Tweets 

Join FCM International for the next chapter! "It's just the right thing to do". <http://bit.ly/2pK5XVR>

Announcing new funding to help [#CDNmuni](#) make better [#infrastructure](#) investments, with [@INFC_eng](#). News release: <http://bit.ly/2pNHypg>

FCM stands in solidarity with communities facing dangerous [#Flood2017](#) and encourages [#CDNmuni](#) to give generously: <http://bit.ly/2qWpBvO>

Find us:    



This is a publication of the Federation of Canadian Municipalities ©2017.
24 Clarence Street, Ottawa, Ontario K1N 5P3 | T. 613-241-5221 | F. 613-241-7440

This newsletter was sent to inquiries@rdbn.bc.ca.
To opt-out, follow this link: [Unsubscribe](#) | [Privacy Policy](#)
[View email in your browser](#)

349

Board - Receive
RECEIVED

geraldine.craven

MAY 08 2017

REGIONAL DISTRICT OF
BULKLEY NECHAKO

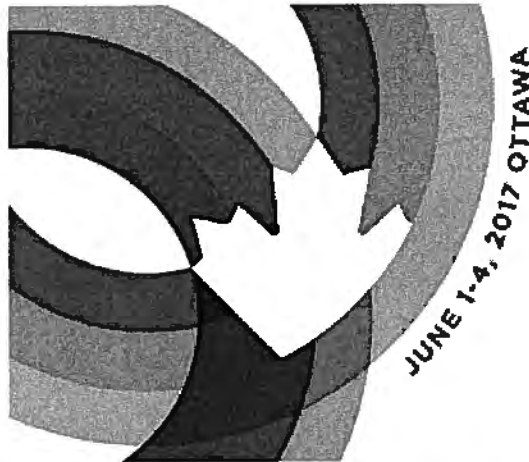
From: FCM Communiqué <communiqué@fcm.ca>
Sent: May 5, 2017 1:25 PM
To: geraldine.craven
Subject: FCM Voice May 5: Annual Conference 2017 | World Environment Day | New CEDI initiative in Quebec | and more

FCM NEWS | May 5, 2017

f in t v

Voice

Canada's Voice of
Municipal Government



Annual Conference and Trade Show

SHAPING CANADA'S FUTURE

FCM.CA/AC | #FCM2017AC

The countdown is on to #FCM2017AC

We're now less than a month away from FCM's 2017 Annual Conference and Trade Show in the nation's capital. This year's conference promises to be one of the most exciting yet!

With more than 60 plenaries, keynotes, workshops, industry-led seminars and study tours, there truly is something for everyone. Learn from our rural-focused plenary, workshops and study tours. Explore the ever-popular Trade Show, with more than 175 exhibitors. Network with your colleagues at the special FCM 2017 Lounge. And be entertained and inspired by Olympic champion and TV host Jon Montgomery — our closing keynote speaker. New this year, we're also offering child-minding services for delegates.

We hope to see you there.

IN THIS ISSUE

- Take part in World Environment Day!
- Joint tourism initiative in Quebec
- Webinar: Wastewater treatment best practices
- Message from FCM Corporate Sponsor: Mitsubishi

Minister McKenna invites #CDNmuni to take part in World Environment Day

Canada is hosting World Environment Day this year, and the Minister of Environment and Climate Change, the Honourable Catherine McKenna, is inviting communities from across Canada to take part in the festivities on June 5.

This year's theme, *Connecting People to Nature*, celebrates the role that nature plays in our lives every day. Cities and communities from coast-to-coast-to-coast are already modelling some of the country's best green innovations, so this is a great opportunity to showcase what you're doing in your community to protect the environment.

To learn more about World Environment Day — including just some of the ways your community can get involved — read Minister McKenna's [invitation](#).

Joint tourism initiative a first for Quebec municipalities and neighbouring First Nation

In 2014, the Town of Témiscaming, Kebaowek First Nation and the municipality of Kipawa signed a historic Friendship Accord through FCM and Cando's [First Nation - Municipal Community Economic Development Initiative](#). This week they're launching a joint tourism initiative, strategically timed with the opening of nearby [Opemican Park](#) in 2018. The initiative promotes the region as a prime destination for nature lovers and showcases Algonquin culture. It's a great example of how municipalities and First Nations are working together on important joint initiatives. Since its inception, the partnership has grown to include the neighbouring municipality of Laniel.

Webinar: Wastewater treatment best practices

Are you looking for information to help your municipality meet new federal *Wastewater Systems Effluent Regulations*? Join our free webinar, [Optimizing your wastewater treatment plant](#), taking place May 25. Learn best practices to help identify ways to optimize your existing wastewater treatment resources. Speakers include representatives from the Ontario Ministry of the Environment and Climate Change, and the Grand River Conservation Authority. [Register today](#).

Mitsubishi Outlander PHEV at FCM's Annual Conference

Please stop by the Mitsubishi booth at this year's FCM Annual Conference and Trade Show to see the Canadian spec Outlander Plug-In Hybrid. This vehicle represents a fusion of technologies that provides significant efficiency, superior environmental performance, the quietness of an electric vehicle, stability and handling of Super-All Wheel Control (S-AWC) and the practicality and spaciousness of a Sport Utility Vehicle (SUV). For more info: fleet@mmcan.ca.



FCM Tweets

New webinar on optimizing your wastewater treatment plant on May 25. Register now: <http://bit.ly/2qzgn9n>

Proud to announce funding for electric car-sharing program @Plessisville et al. <http://bit.ly/2ovrxtx> #CDNmuni @NRCan

@JennyGerbasi spoke on a panel about #Housing4All w/ @TOAdamVaughan, @MariBoutinSweet, @stephcorriveau + Don McBain #CDNmuni

Find us:    

FCM

This is a publication of the Federation of Canadian Municipalities ©2016.
24 Clarence Street, Ottawa, Ontario K1N 5P3 | T. 613-241-5221 | F. 613-241-7440

This newsletter was sent to geraldine.craven@rdbn.bc.ca.
To opt-out, follow this link: [Unsubscribe](#) | [Privacy Policy](#)
[View email in your browser](#)

352

Board - Receive

geraldine.craven

From: FCM Communiqué <communiqué@fcm.ca>
Sent: April 28, 2017 1:46 PM
To: geraldine.craven
Subject: FCM Voice April 28: Railway safety | Marijuana legalization | FCM at UMQ | more

FCM NEWS | April 28, 2017

f in t v

Voice

Canada's Voice of
Municipal Government

RECEIVED

MAY 01 2017

REGIONAL DISTRICT OF
BULKLEY NECHAKO



Making railway safety a priority

On Wednesday, FCM President Clark Somerville joined Minister of Transport Marc Garneau as he [announced](#) the government's acceleration of the upcoming *Railway Safety Act* review.

“Railway operations have a daily impact on cities and communities across Canada, and FCM looks forward to bringing those local perspectives to this important review. This needs to be about ensuring a safer rail system and safer communities for all Canadians,” said President Somerville.

Over the next year, FCM looks forward to working with Transport Canada officials on ensuring municipal perspectives and concerns are considered in the *Railway Safety Act* review.

FCM’s [National Municipal Rail Safety Working Group](#) will be watching this issue closely and keep you informed.

IN THIS ISSUE

- Marijuana legalization
- FCM to take part in UMQ conference
- Poverty Reduction Strategy
- Transit expansions
- Message from FCM Corporate Partner: Frank Cowan Company

Marijuana legalization: municipalities are vital partners

On April 13, the federal government introduced its legislation (Bill C-45) to legalize and control the sale and consumption of recreational cannabis. Companion legislation (Bill C-46) would strengthen impaired driving laws in connection with cannabis use.

Read [FCM’s overview](#) of the new marijuana legislation

Passing this legislation will trigger an extensive implementation process involving all orders of government. Municipal responsibilities could range from updating zoning by-laws to enforcing new impaired driving laws, and potentially much more.

FCM has made it clear that municipalities need to be at the planning table early and often if the government wants to meet its July 2018 deadline.

FCM to take part in UMQ conference next week

FCM will take part in the Union of Quebec Municipalities [2017 Annual Conference](#), which takes place in Montreal, May 4-5. CEO Brock Carlton will address two regional caucuses, which will strengthen the ties between the two organizations. Second Vice-President Sylvie Goneau will also be on site, while program representatives will introduce delegates to FCM’s range of programs and funding during the municipal trade show.

FCM submission to the Government of Canada's Poverty Reduction Strategy

The federal government is developing a Canadian Poverty Reduction Strategy and is seeking input from individuals, organizations and other orders of government. Municipalities of all sizes are on the front lines of efforts to reduce and eliminate poverty and are well-placed to provide valuable feedback.

FCM is developing a sector-wide submission and has been actively engaged with government officials. If your municipality or an organization in your community would like to provide input directly to the Government of Canada, please see [this website](#). The consultation process runs until the end of June.

Transit expansions: Full partnership needed

FCM's Big City Mayors' Caucus [wrote to Infrastructure Minister Amarjeet Sohi](#) this week to stress the need to engage provinces as full financial partners on public transit.

Federal Budget 2017 delivered a historic allocation-based funding plan for transit expansions, with a 40 per cent federal cost-share. But without matching provincial contributions, important projects will stall. Launching the next era of Canadian public transit will require strong leadership from all orders of government.

Our insurance guideline for municipal contracts – making your work easier

Frank Cowan Company has reviewed many contracts on behalf of municipalities. One of our major strengths is our ability to guide our clients in selecting the appropriate insurance requirements for their contracts.



To further support our municipal clients, Frank Cowan Company has developed an exclusive and extensive [insurance requirement contract guideline workbook](#) to assist municipal staff when drafting insurance requirements.

FCM Tweets

The Railway Safety Act review needs to be about ensuring a safer rail

FCM was instrumental in shaping [#Budget2017](#) so [#CDNmuni](#) leaders can

Learn the historic relationship of Indigenous & non-Indigenous peoples at

system & safer
[#CDNmuni](#). [#RailSafety](#)
[#RSW2017](#)

build more prosperous,
livable communities.
<http://bit.ly/2phqZLY>

[#FCM2017AC's](#)
[#BlanketExercise](#) study
tour: <http://bit.ly/2oKnpnC>

Find us: [f](#) [in](#) [t](#) [v](#)

FCM

This is a publication of the Federation of Canadian Municipalities ©2016.
24 Clarence Street, Ottawa, Ontario K1N 5P3 | T. 613-241-5223 | F. 613-241-7440

This newsletter was sent to geraldino.craven@rdbn.bc.ca.
To opt-out, follow this link: [Unsubscribe](#) | [Privacy Policy](#)
[View email in your browser](#)

356

RECEIVED-Receive ^{Board}

APR 21 2017

REGIONAL DISTRICT OF
BULKLEY NECHAKO

geraldine.craven

From: FCM Communiqué <communiqué@fcm.ca>
Sent: April 21, 2017 1:37 PM
To: inquiries
Subject: FCM Voice April 21: Social media shareables | CEDI workshop | Diverse Voices | more

FCM NEWS | April 21, 2017

f in t v

Voice

Canada's Voice of
Municipal Government

A better Canada means
more affordable housing

With new federal commitments, #CDNmuni are ready to work with all orders of government to tackle Canada's housing crisis.

Together, we're building tomorrow's Canada.

FCM Learn more at fcm.ca/housing

Budget 2017 social media shareables

We already know that municipal leaders drive local solutions to national challenges. And we know that Federal Budget 2017 puts important tools in local hands to help us do just that. Now we need to spread the word.

FCM has created a series of engaging social media shareables highlighting local priorities — public transit, affordable housing, strong rural communities and climate action. Each one points to the central role municipal leaders play in delivering results for Canadians.

We encourage you to share these resources on Twitter and Facebook to create a buzz on social media. Don't forget to use the hashtag #CDNmuni. Together, let's get the word out that the road to a better Canada runs through our cities and communities.

Social media shareables:

- Housing: [Facebook](#) | [Twitter](#)
- Climate: [Facebook](#) | [Twitter](#)
- Rural: [Facebook](#) | [Twitter](#)
- Transit: [Facebook](#) | [Twitter](#)

IN THIS ISSUE

- Joint CEDI workshop
- Women leaders, up-and-comers gather in Edmonton
- National Energy Board Modernization Panel
- Message from FCM Corporate Partner: Frank Cowan

Paqtnkek Mi'kmaw Nation and the Municipality of the County of Antigonish strengthen their collaboration

Members of council and senior staff from the Paqtnkek Mi'kmaw Nation and the Municipality of the County of Antigonish, along with the Eastern Straight Regional Enterprise Network, gathered for a second joint CEDI workshop, where they set a strategic direction for their partnership. They have intentions to pursue joint work in the following areas: culture and diversity, recreation, renewable energy and entrepreneurship.

Women leaders and up-and-comers gather in Edmonton to share experiences and insights

This two-day event, part of a series of workshops organized around the country, featured a vibrant dialogue around ensuring the participation of women of all cultural, economic and social backgrounds in local government decision-making. Participants also explored how they could build on their existing skills to make a tangible difference in the #CDNmuni political sphere. Speakers included City of Edmonton Councillor Bev Esslinger.

Visit our [website](#) and like our [Facebook](#) page to get the latest on FCM's initiatives in support of women in local government.

FCM submission to the National Energy Board Modernization Panel

On March 30, FCM made a submission to the federal government's Expert Panel on National Energy Board (NEB) Modernization. The 37 recommendations in the submission reflect a broad consensus amongst municipalities that, going forward, the NEB must reflect local perspectives, respect municipal jurisdiction and provide

meaningful opportunities for engagement in decision-making. [FCM's submission can be found here.](#)

New videos highlight the importance of municipal risk mitigation

Frank Cowan Company has released a [series of videos](#) that help municipalities across Canada reduce their risk exposure through education, documentation and customized inspection services offered by the company. These videos offer a quick snapshot of a pressing issue and demonstrate how we, through our fully staffed operations, are able to offer professional risk advice and solutions.



FCM Tweets

Read about how #CDNmuni are poised to build public transit for the next generation.
<http://bit.ly/2pmhGa6>

Learn about funding and training offered through our Climate and Asset Management Network and apply today:
<http://bit.ly/2mZcA2M>
#CDNmuni

Today is the final day for #FCM2017AC early bird registration. Don't delay!
<http://bit.ly/2lsc6Fh>
#CDNmuni

Find us:    

FCM

This is a publication of the Federation of Canadian Municipalities ©2016.
24 Clarence Street, Ottawa, Ontario K1N 5P3 | T. 613-241-5221 | F. 613-241-7440

This newsletter was sent to inquiries@rdbn.bc.ca.
To opt-out, follow this link: [Unsubscribe](#) | [Privacy Policy](#)
[View email in your browser](#)

Cheryl Anderson

Subject:

FW: Marijuana legalization: Municipalities are vital partners

April 26, 2017

f in t v



On April 13, the federal government introduced its legislation (Bill C-45) to legalize and control the sale and consumption of recreational cannabis. Companion legislation (Bill C-46) would strengthen impaired driving laws in connection with cannabis use.

- ***Read FCM's overview of the new marijuana legislation***

Passing this legislation will trigger an extensive implementation process involving all orders of government. Federal responsibilities will include regulating production, age standards, impairment and personal cultivation. Provinces and territories will have wide flexibility to regulate distribution. For municipalities, while the legislation responds to some of our concerns, important questions remain about the full implications for local governments.

Municipal responsibilities will be largely driven by the rules and regulations around licensing, distribution, consumption, and health and safety that emerge at the provincial level. These local roles could range from updating zoning by-laws to enforcing new impaired driving laws, and potentially much more. To carry this out in a safe and principled way across Canada, within the federal government's July 2018 timeline, municipalities need to be at the planning table early and often.

FCM continues to take that message to federal officials, at both political and staff levels. We are seeking clarity on unanswered questions that this legislation raises. In particular, we all need to know that legalization will not download unsustainable financial or operational burdens to municipalities. And we're encouraged by federal ministers' clear public statements that local governments are vital partners in realizing this federal commitment.

It is already clear that the work ahead will vary across the country. Therefore, as an immediate next step, FCM will convene a call with Provincial and Territorial Associations to discuss the implications of this legislation — and the most effective direction for national advocacy.

For more information, please contact:

Tim Stiles
Policy Advisor, Policy and Government Relations
tstiles@fcm.ca | 613-907-6217

Find us: f in t v



Update on Marijuana Legalization

Apr. 12, 2017

UBCM has met with Bill Blair, Parliamentary Secretary to the Minister of Justice and Attorney General, to discuss the federal government initiative to legalize and regulate marijuana. In June 2016, Blair was tasked with overseeing the federal Task Force on Cannabis Legalization and Regulation.

Mr. Blair conveyed the federal government's next steps in the legalization process, including the impending legislation, which he described as "imminent". In particular, Blair discussed the necessity for communication between all three orders of government, as well as the need to provide local governments the resources they need to manage responsibilities under the regime for legalized marijuana.

As part of the Task Force's final report, it was recommended that local governments bear responsibility for oversight and approval of personal cultivation operations. During the meeting with Mr. Blair, there was discussion around this issue and the difficulty many local governments would have in assuming this responsibility due to the burden placed on bylaw and law enforcement from inspections, licensing, oversight, and hazards (e.g. fire and building code violations).

UBCM representatives Councillor Kerry Jang and Mayor Wayne Baldwin expressed concern with the lack of a local government voice at the table during the federal government's process to develop legislation. Local governments are wary of potential downloads in areas such as enforcement, oversight and approval, licensing and bylaw duties. UBCM asked that the Federal Government provide direction to the provinces and territories to ensure that local government is adequately consulted with regard to distribution and sale.

Mr. Blair, referencing his decades of experience in as a city police chief, expressed a desire to support local governments. He noted that provinces and territories have been told that transferring their responsibilities to local governments does not provide a "quick solution" when it comes to successfully managing distribution and sale. Blair also discussed providing affordable technology and training for law enforcement agencies.

Background

Following the February 2017 Executive meeting, UBCM requested meetings with several key federal and provincial politicians to discuss local government concerns related to the legalization and regulation of marijuana. UBCM has been actively advocating for local government interests through federal meetings, collaboration with FCM, and a recently released local government survey, which all BC local governments are encouraged to complete prior to April 28, 2017.

Follow Us On

- Twitter: @ubcm



Marijuana Survey Underway

Apr. 12, 2017

Local governments have until April 28, 2017 to provide input for a survey on marijuana legalization and regulation. This survey is intended for all local elected officials and senior staff in British Columbia.

UBCM will use information collected through the survey in conjunction with policy set by the membership to inform its advocacy.

Questions regarding the survey or UBCM's advocacy related to marijuana may be directed to Bhar Sihota, UBCM Policy Analyst. UBCM appreciates the membership's participation and attention to this request.

Follow Us On

- Twitter: @ubcm



Province Wide Community to Community Forum

Apr. 12, 2017

In partnership with the First Nations Summit, UBCM is pleased to advise that registration is now open for the sixth Province Wide Community to Community Forum to be held on June 6th at the Musqueam Community Centre. The forum is designed to bring together First Nation and local government elected officials and senior staff to encourage dialogue and identify areas of common responsibility and mutual concern. There is no registration fee to attend.

Under the theme of *Joint Ventures*, the 2017 forum will focus on communities that are embarking on journeys of reconciliation and relationship strengthening, and exploring joint opportunities to the mutual benefit of their communities. Creating opportunities for dialogue is essential to fostering relationships that address both present and future community challenges and goals.

Delegates are responsible for booking their own travel and accommodation arrangements. For those needing accommodation, nearby hotels include: River Rock Casino Resort, Coast Vancouver Airport Hotel or the Pacific Gateway Hotel Vancouver Airport.

Questions regarding the PC2C forum may be directed to Marie Crawford / Josh van Loon at UBCM or Colin Braker at the First Nations Summit.

Follow Us On

- Twitter: @ubcm



In Memoriam: Eydie Fraser

Apr. 26, 2017

Members of the UBCM family were deeply saddened to learn of the passing of Edith (Eydie) Violet Fraser. Eydie was a dedicated, long-serving employee, with over 25 years of service to local government, UBCM, the Association of Vancouver Island and Coastal Communities (AVICC) and the Local Government Leadership Academy (LGLA). Eydie joined UBCM in April 1991, in a contract capacity, after working for the municipalities of Port Hardy and Nanaimo. Her UBCM contract was shared with AVIM (now AVICC) where Eydie served as their Executive Coordinator.

Working alongside Executive Director Richard Taylor at UBCM's first Victoria office, Eydie became an integral part of the UBCM family. In April 1997 she took on a full time position, splitting her time between the area association and UBCM. As the only staff support to AVICC she coordinated all aspects of their annual conference and oversaw the association's day-to-day operations. In addition to being a valuable team member at every UBCM convention, she also served as the local government representative to many local-provincial working groups and events. In honour of her years of dedicated service, Eydie was awarded with an AVICC Life Membership in 2009.

Eydie officially retired in May 2009. But, in characteristic Eydie style, she did not settle into retirement. She immediately signed a part-time contract with UBCM for another year to transition her AVICC duties to new staff, assist with the UBCM convention and help with UBCM's Victoria office move from the old heritage house on Superior Street to its new LEED gold building at 525 Government Street. Her unwavering commitment to local government colleagues always came first.

In addition to her long service with UBCM and AVICC, Eydie spent the last six years working to support professional development for elected officials through the LGLA. In August 2011 she took on the role of Board and Seminar Coordinator, bringing with her a wealth of experience and that wry sense of humour that so many in local government came to know.

Eydie was a true pleasure to work with. Not only was she incredibly dedicated and willing to take on anything from the smallest to the largest task, she also brought perspective and understanding and a true fondness for her countless friends, colleagues and acquaintances in local government. Hers was often the first face that delegates to UBCM, AVICC or LGLA saw at the registration desk – and people really lit up when they found her there...still working, and often teasing or chuckling with someone about a shared remembrance. Eydie was a dear friend and colleague and will be very much missed by all in local government who were lucky enough to work with, and know her.

Eydie passed away in February. A tribute to Eydie was held at the recent AVICC conference in Campbell River. Similar acknowledgements of Eydie's contributions to local government will be held at the 2017 UBCM Convention and 2018 LGLA Forum. On behalf of UBCM, we extend our deepest condolences to Eydie's family.

Follow Us On

- Twitter: @ubcm



Session Proposal Process

The session proposal process for the 2017 UBCM Convention is now open.

There are two opportunities for session participation at the 2017 Convention: workshops and clinics. Please refer to the session details and tips offered below prior to submitting a proposal.

Submit a Session Proposal

Workshops

These are limited to *four* sessions of approximately two hours. While some proposals are accepted as submitted, preference is given to those that have multi-party participation. UBCM will review such proposals and may suggest combining them with other proposals that have similar themes.

Clinics

These are early morning sessions of 45 minutes in length that generally involve a presentation by a group to a small audience of delegates. Typically, five clinics are offered on Tuesday and four to five each on Wednesday and Thursday. *Approximately 15 clinics* are held, making this the best opportunity for inclusion in the Convention program.

Proposal Guidelines

The proposal submission process is comprised of the following steps:

- Call for proposals: **April 24**
- Proposals received until **June 23**
- Convention Committee deliberates: **July 13**
- Proponents are informed of results by **July 24**. *Please do not contact UBCM about results before this date.*
- Successful applicants must confirm their session description and list of presenters with UBCM by **August 11**, for inclusion in the Convention program booklet
- Presenters must agree to submit all PowerPoint and multimedia files for their presentation to the Convention Presentation Management upload site no later than **September 20**

Writing your Session Description

Please write a session description that UBCM delegates would read in the Convention program booklet when determining which clinics and workshops to attend at the 2017 UBCM Convention. The session description must not exceed 125 words in length. The session description is required when submitting your session proposal to the Convention Committee. Successful applicants must submit their final session description to UBCM by August 11 for inclusion in the Convention program booklet.

Criteria

1. Proposals must be submitted following the application process provided by UBCM. Submissions sent in any other format will not be accepted.
2. UBCM will accept applications until June 23.
3. The application must be completed online.
4. All questions/fields of the online application form must be completed.
5. All successful applicants must provide a properly labeled electronic copy of their presentation to the Presentation Management System no later than September 20. Once uploaded, the presenter must inform their UBCM contact person. Information on accessing this website will be provided by the UBCM staff contact person assigned to each successful applicant.
6. These requirements apply to all proposals, including those from UBCM staff, UBCM Committees and external groups.

Committee Decision

The Convention Committee will carefully weigh all final proposals to determine which contribute the most to delegate knowledge and contain subject matter currently relevant to local governments. Proponents will be informed of the Committee's decisions by July 24. Once accepted, proponents must commit to having a clinic/workshop description complete by August 11, should the initial application description not be sufficient. This final description will be published in the convention program. The description must be 125 words or less in length.

Should proponents fail to meet the program description deadline, the Committee may substitute with another proposal.

Follow Us On

- Twitter: @ubcm



Saving Lives Through Organ Donation

Apr. 26, 2017

In 2016, the membership passed a resolution calling on UBCM to work with the Kidney Foundation to encourage local governments to promote organ donation in their communities. There are currently 640 British Columbians waiting for a transplant. Only 22% of British Columbians have registered their wishes for organ donation. Registration is simple and may be completed online in 2 minutes.

There are two ways you can register your wishes for organ donation:

1. Register via the BC Transplant registration portal.
2. Consider being a living kidney donor. Contact BC Transplant for more information.

Mission CAO Shares His Story

Ron Poole, then Chief Administrative Officer for the City of Terrace, remembers the day in 2003 that his Mayor and Council opened the first dialysis unit in northwest BC. At the time only 6 patients were using it, but the goal was that as the need increased, it would benefit all those who would require it. Little did he realize that 13 years later one of those patients would be his very own daughter.

In October 2015, Ron's daughter Ashley had scheduled a doctor's appointment because she had been feeling tired and winded. Within hours, Ashley was sent directly to the ER after her GP discovered she had extremely high blood pressure.

Later that same day, Ron and his wife Karen started to receive texts from their daughter updating them on her situation. "It was all a bit surreal," says Ron. "One moment life was going smoothly and then in a split second things turned upside down.

"For me, everything was happening so fast. I was just going through the motions," recalls Ashley. "I did not know what to think when the doctors came and told me that my kidneys were failing. I was then transferred to the Prince George Hospital to be closely monitored by the renal unit team."

For the next month Ashley remained in hospital care. It was on November 6th, her 27th birthday, that Ashley received the news that she had "IgA nephropathy". She was in end stage kidney failure.

With this news, Ron and Karen started the process with the transplant clinic at Vancouver General Hospital to see if either could donate one of their kidneys to Ashley. Over the next few months Ron and Karen underwent a very thorough series of tests. Ultimately Karen was ruled out, and the transplant team still needed to address a few questions about Ron's health.

"I just remember thinking that it's down to me," says Ron. "If I am to be a match then I needed to get in shape and never was there a better motivator to do that than with my kid's life was on the line. Fortunately, I also had a lot of support, including my staff and Mayor and Council, to take the time to do what I needed to do."



Finally, on June 3rd, Ron got the news he needed to hear from the transplant team: he was approved to be a living kidney donor for Ashley. And on June 6th they were both scheduled for surgery at VGH.

"Looking back I can honestly say that the surgery was the easy part of this whole process. Within hours of the transplant surgery I got up and walked into Ashley's room. It was the most amazing feeling in the whole world to know that I was able to do this for my daughter. To give her the gift of life -again." Ron was released from hospital the next day and Ashley five days later.

Life today for the Poole family is good.

Ashley stayed with her parents until early August and then returned to her home in Terrace. She went back to work and has resumed her normal activities.

"Besides taking daily medications, I feel amazing," says Ashley.

The family knew nothing about kidney disease and organ donation before all this happened. Today, they can't do enough to promote it.

Ashley has become very involved in the Kidney Foundation's Chapter in Terrace and raised \$5,500 for the Kidney Walk, and Ron is a Living Donor mentor and a huge champion of the Kidney Foundation's *Saving Lives Through Organ Donation Campaign*.

"I never knew how easy it was to literally give someone a second chance at life, and I would do it again in a heartbeat."

**

More information on organ donation is available via the Kidney Foundation. If you are interested in working with the Kidney Foundation to promote organ donation in you community, you may contact either Pia Schindler, Executive Director, or Deborah Tucker, Senior Director of Marketing and Communications. This week is also National Organ & Tissue Donation Awareness Week – for more information on the 2017 Campaign, including events and social media, please visit the campaign website.

Follow Us On

- Twitter: @ubcm



Federal Marijuana Legislation Introduced

May 3, 2017

The federal government tabled its highly anticipated marijuana legislation with the introduction of Bill C-45 on April 13, 2017. As much as the legislation provides some clarity with respect to Canada's new framework for the legalization and regulation of marijuana, it leaves a myriad of questions to be answered.

Bill C-45, *An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts* advances the federal government's goal to keep marijuana away from children by setting clear age restrictions on marijuana possession. The proposed legislation also provides penalties of up to 14 years in jail for those who provide or sell marijuana to minors, or using a minor to commit a marijuana-related offence.

The legislation assigns the federal government responsibility for establishing the following:

- Requirements for the production and manufacturing of marijuana, including a federal licensing regime.
- Rules and standards with respect to:
 - Types of products that will be available.
 - Packaging and labelling.
 - Serving sizes and potency.
 - Prohibition of certain ingredients.
 - Production practices.
 - Displaying, packaging, labelling and promoting products.
- Establishing a seed to sale registry to track and ensure marijuana is from a legal source.
- Restrictions on adult access to marijuana (purchasing, sourcing and growing at home).
- Criminal penalties for those operating outside the legal framework.
- Minimum conditions that provincial legislation for distribution and retail must meet, to ensure consistent framework to promote safety.
- Federal measures for distribution and sale in any province or territory that does not enact such legislation.
- Enforcing laws at Canadian borders.

However, the federal government has placed responsibility for much of the regulation of marijuana in the hands of provinces and territories, including:

- Licensing and oversight of the distribution and sale of marijuana, (subject to federal restrictions), as well as any associated compliance and enforcement.
 - This includes determining where marijuana may be sold (e.g. dispensaries, liquor stores, other retailers).
- Ability to modify certain limits within their jurisdictions.

- Increasing the minimum age (federally set at 18).
 - Lowering the personal possession limit (federally set at 30 grams for adults, 5 grams for youth age 12-18).
 - Adding rules for home growers, such as lowering the number of plants allowed (federally set at 4 per residence) or where marijuana may be cultivated.
- Establishing zoning rules for marijuana businesses.
 - Restricting where adults can consume marijuana.
 - Addressing marijuana-impaired driving through provincial traffic safety laws.

In anticipation that many regulations would be left to the provinces and territories, and the possible impacts to local governments, UBCM has requested engagement with the Province of BC. In an April 10, 2017 response, Minister Mike Morris indicated that the Province would be willing to engage with UBCM once federal legislation was tabled and the Province had an opportunity to conduct its own analysis.

The federal government has also tabled Bill C-46, *An Act to amend the Criminal Code (offences relating to conveyances) and to make consequential amendments to other Acts*, to create stronger enforcement measures surrounding alcohol and marijuana. In particular, if a peace officer has reason to suspect that an individual has operated a motor vehicle within three hours of consuming marijuana, the individual may be required to provide a sample of a bodily substance (e.g. saliva, urine, or blood). Also in Bill C-46 are tougher rules around impaired driving, including the ability for a peace officer to require an individual, under any circumstances, to provide a breath sample for analysis.

Although Bill C-45 outlines much of the federal government's plan, it does not provide clarity around several key issues, including how marijuana will be taxed, policed and packaged, and when edibles will be introduced into the legal system. UBCM will continue its federal advocacy, respecting endorsed resolutions 2016-A2 (Marijuana Regulations) and 2016-A3 (Marijuana sales and Distribution Tax Sharing for Local Governments), to ensure local government interests are represented as these important issues are settled.

Marijuana production, distribution and possession outside the medical marijuana program remain illegal until new laws are in place. The federal government has set a deadline of July 2018 for marijuana to be legalized.

Follow Us On

- Twitter: @ubcm



2017 Provincial Election Platform Commitments

May 3, 2017

UBCM has been monitoring party platforms and announcements throughout the 2017 provincial election campaign and have developed a comparison chart based on the five planks in our election platform. We have also identified some additional commitments that address UBCM resolutions or broadly impact the membership.

In advance of the May 9th election, UBCM reached out to the main political parties to share its key platform priorities. UBCM's platform, *Our Communities: Building BC's Foundation*, centered on five overarching themes: housing, infrastructure, finance, protective service costs, and climate action.

As part of this outreach, UBCM President Murry Krause met with Premier Clark, NDP Leader John Horgan and Green Party Leader Andrew Weaver. During the February 22-23 Executive meeting, the UBCM Executive met with over 30 MLAs including Ministers Morris, Bond, Bernier, Anton, Yamamoto, Barnett, Thomson, and Polak. UBCM staff also met with party staff and elected officials involved in developing the platforms for the respective campaigns.

UBCM has reviewed the commitments made in party platforms as they relate to our platform priorities and issues of significance to local governments. Throughout the platforms, there is a noted desire to work with, and partner, with local governments in addressing key issues impacting communities.

For example, the Liberals have highlighted the need to increase housing supply by working with municipalities to speed up permitting. In partnership with communities, the NDP will create a capital fund to upgrade and build sports facilities, playgrounds, arts and culture spaces, local community seniors' centres and mental health and addictions centres. The BC Green Party will support local governments' greenhouse gas emission reduction initiatives by investing \$80 million over 4 years in green transportation infrastructure, climate adaptation measures, and building efficiency initiatives.

A table comparing the platform commitments to UBCM's election priorities is now available on our 2017 Provincial Election webpage.

Each of the three main parties has also made other commitments that relate to local government issues:

BC NDP Party

- Reduce ferry fares on small routes by 15%, freeze fares on major routes, and return the 100% seniors' weekday discount
- Increase support for mental health and addictions
- Implement \$10 dollar a day childcare
- Work to keep more logs in BC for processing

BC Liberal Party

- Cap bridge tolls at \$500 annually for commuters
- Add to the Rural Dividend and high speed connectivity

- Introduce a new tax credit for BC Ferries users in ferry dependent communities
- New investments in youth mental health

BC Green Party

- Allocate \$80 to early intervention, youth mental health initiatives, supervised injections sites, and community-based centres for mental health and rehabilitation.
- New legislation to enhance the protection of agricultural land, and to increase the proportion of ALR land in use for agricultural purposes.
- Bring BC Ferries back into government as a Crown Corporation
- Ensure the regulatory environment promotes adoption of green technologies and practices.

The General Voting day for the Provincial General Election is May 9.

Follow Us On

- Twitter: @ubcm



Executive Meeting Highlights

May 3, 2017

Executive members convened on April 20-21 in Richmond to hold their quarterly spring quarterly board meeting. In addition to the full Executive meeting, seven committees also met. A presentation on the status of the softwood lumber agreement highlighted the Executive meeting agenda.

Summary of the April 21st Executive meeting:

- received a report highlighting the federal budget and provincial legislation.
- received a report on the President's activities since the last meeting.
- approved the following appointments to:
 - Ministry of Education – Transportation Advisory Committee
 - Ministry of Justice – Provincial Advisory Committee – Specialized Courts and Justice Initiatives
 - Emergency Management BC and Natural Resources Canada – BC Seismic Safety Council
- received correspondence from Minister of Community, Sport, Cultural Development and Responsible for TransLink, the Honourable Peter Fassbender, conveying provincial responses to 2016 UBCM resolutions; the Municipal Finance Authority responding to UBCM endorsed resolution 2016-B77; the City of Vernon regarding federal GST charges on Provincial Carbon Tax; and Minister of Public Safety and Solicitor General, the Honourable Mike Morris, regarding the legalization and regulation of cannabis.
- received a report on proposed next steps to finalize UBCM's partnership with the National League of Local Councils of the Kingdom of Cambodia (NLC) as part of FCM's *Partnerships for Municipal Innovation: Local Economic Development* program.
- received an update on the work underway by the Working Group on Responsible Conduct, comprising UBCM, LGMA and MCSCD to identify potential policy approaches to address the matter. It was noted that a report has been shared with members and is being presented at Area Association conferences. Once feedback on the report is received, a policy paper will be coming forward to the 2017 UBCM Convention for member consideration.
- received a status and action report on a variety of policy areas that continue to be monitored by UBCM including; Natural Resource Roads Act; Problem Vessels; New RCMP Labour Relations Regime; Legalization of Marijuana; Electronic Roadside Ticketing; Farm Assessment Report; Auditor General for Local Government; The Safe Drinking Water for First Nations Act; Care Home Sprinkler Safety; Farm Assessment – Medical Marijuana Grow Operations; Federal Additions to Reserve Policy; Federal Comprehensive Land Claims Policy; Mental Health and Policing Costs, Emergency Program Act Review; BC Ferries; Agri-Tourism in the ALR, National Enquiry into Missing and Murdered Indigenous Women and Girls; Licencing of Commercial Dog and Cat Breeding; Auxiliary Constable Program Review; 911 Call Answer Levy; Assessment Appeals: Special Use Properties and the Off Road Vehicle Management Framework.
- received the financial report for the period ending February 28, 2017
- received a staff report on recent activities and updates for the Local Government Program Services and the Gas Tax Fund.

- received a delegation from Vera Sit, Executive Director, Timber Pricing & Softwood Lumber, Timber Operations, Pricing and First Nations Division

Ministry of Forests, Lands and Natural Resource Operations. Ms. Sit provided an overview of the history between Canada and the US on softwood lumber agreement, importance of the agreement, status of negotiations and BC's role in those negotiations, estimated timelines for decisions regarding subsidies and anti-dumping duties and opportunities for Canada to appeal decisions through WTO, NAFTA or the US Court of International Trade. Executive members found the delegation very informative and took the opportunity to ask a number of questions following the presentation.

Highlights of the April 20th Committee meetings:

Presidents Committee

The Committee provided direction on: two 2016 referred resolutions; a proposed partnership agreement with Asset Management BC; upcoming convention dates and locations; and requested that a committee be struck to review the role of alternate directors. Reports were received on staffing; member benefits and services; Excellence Awards categories and judging and received financial statements. Provincial party election platforms were reviewed to determine where there were alignments with UBCM's Provincial Election Advocacy Plan.

Convention Committee

The Committee provided an update on Convention programming details, presented the 2017 budget and registration fees, and gave an overview of speaker gift and Partners' Program selections. Catering decisions and preliminary space allocations were also approved. Childcare services at Convention were also discussed.

Environment Committee

The Committee received an update on discussions between local government representatives and the Ministry of Forests, Lands and Natural Resource Operations regarding trapping. Information was received on: a potential Species and Ecosystems at Risk Charter, a submission to the National Energy Board, climate action, and contaminated sites. Members reviewed correspondence received from the Minister of Environment and Climate Change and the Minister of Natural Resources, in response to 2016 resolutions. The Committee also received a delegation from Fortis BC on renewable natural gas and Municipal Climate Action.

Community Economic Development Committee

The Committee provided recommendations on a referred resolution from the 2016 Convention; ongoing work to advance advocacy efforts around greater community consultation and engagement on forest policy decision-making; and requested staff reports on two matters: impact of agriculture to the overall provincial economy and how local governments can support the development of the creative economy. Committee members also received a delegation from David Craig, Commercial Energy Consumers who represents the interests of local governments and other commercial energy users at rate hearings, integrated resource management planning processes and to provincial officials.

Healthy Communities Committee

The Committee received an update on the legalization of marijuana including information related to recently tabled legislation and a meeting between UBCM and MP Bill Blair. Members discussed implications of the proposed legislation for local governments, highlighting issues related to medical marijuana, retail, and testing of impaired drivers. The Committee received an update on the opioid crisis, and considered the need for alternate substitution treatments, affected populations, Bill C-37, small community impacts, and actions of the FCM Big City Mayors' Caucus. Information was also received on the

Board Voice Social Policy Framework project, the Emergency Medical Assistants Education Fund, and a BC Seniors Living Association plan to collaborate with local governments.

Community Safety Committee

The Committee received an update on the legalization of marijuana, including information related to recently tabled legislation (Bill C-45 and Bill C-46). Members examined new responsibilities for federal, provincial and local orders of government that may result from the legislation. Information was also received regarding UBCM's survey on marijuana legalization and regulation, a meeting between UBCM and MP Bill Blair, and a recent Supreme Court decision upholding the ability of local governments to deny business licences to medical marijuana dispensaries.

Additional updates were received regarding liquor policy changes; electronic roadside ticketing; emergency management issues; and recent policing issues, including the status of Bill C-7, RCMP salary increases, the RCMP 5 Year Review, and new appointees to the Local Government Contract Management Committee.

First Nations Relations Committee

The Committee provided direction on a referred resolution from the 2016 Convention, and on support for a 2017 Walk for Reconciliation scheduled to take place in Vancouver the day prior to Convention. The Committee also recommended changing their name to the "Indigenous Relations Committee" going forward. Members received a delegation from the University of Victoria regarding a proposed Indigenous Law Program and an update on the 2017 Province Wide Community to Community Forum. Information was also received on potential local government involvement in Strategic Engagement Agreements.

Decisions on Resolutions Referred to the UBCM Executive

At the 2016 Annual Convention, UBCM members endorsed, or referred to the UBCM Executive, several resolutions that required follow-up action. The Executive made decisions on the remainder of these resolutions at their April 2017 meeting. Resolutions endorsed by the Executive will be conveyed to the appropriate order of government or organization.

B101 Non-Treaty First Nations Participation in UBCM

Endorsed as Amended

Therefore be it resolved that the Union of British Columbia Municipalities formally recognize that both treaty, and non-treaty First Nation governments may meet the following UBCM membership criteria:

- a) elected representation;*
- b) ability to tax; and*
- c) ability to exercise regulatory power or provide local services;*

And be it further resolved that UBCM, in the spirit of reconciliation and relationship building, inform First Nation governments of the UBCM membership criteria; and advise those First Nations that meet the criteria and agree to pay annual dues, that they may apply to join the UBCM.

The UBCM Executive will now provide, to the broader First Nations community in BC, information about UBCM membership criteria and the process for seeking membership.

B103 Code of Conduct for Conferences & Events

The UBCM Executive decided to develop, and provide to Convention attendees, a "statement of expected behaviour/conduct" in advance of the 2017 Annual Convention. The UBCM Executive further committed to developing a

process (e.g. mediator, ombudsperson) for addressing complaints related to inappropriate conduct, which would be implemented for the 2018 Annual Convention.

B131 Adult Education

Endorsed

B137 Tenant Evictions Through Renovations

Endorsed as Amended

Therefore be it resolved that UBCM urge the provincial government to address the problem of "renovictions" in an effort to maintain affordable rental stock;

And be it further resolved that the provincial government identify ways to encourage and incent building owners to re-invest in existing rental stock instead of downloading these costs fully onto existing tenants.

Follow Us On

- Twitter: @ubcm

376

Board-Receive



2017 Community Excellence Awards

May 3, 2017

Applications are now being accepted for the 2017 Community Excellence Awards. The Awards showcase municipalities and regional districts that take risks to innovate, establish new partnerships, and pioneer new customer service practices. The application deadline is June 23, 2017.

The 2017 categories are:

- Best Practices, Excellence in Action
- Best Practices, Excellence in Financial Stewardship
- Best Practices, Organizational Development & Improvements
- Best Practices, Community Connections
- Leadership & Innovation, Green Initiatives
- Leadership & Innovation, Agriculture
- Partnerships

For more information, contact:

Danyta Welch, LGPS Policy & Program Officer
Union of BC Municipalities (250 356-5193).

Follow Us On

- Twitter: @ubcm



Province Wide Community to Community Forum: Update

May 3, 2017

A draft agenda is now available for the sixth Province Wide Community to Community Forum (PC2C). Register now for the event, which is just one month away: June 6 at the Musqueam Community Centre, 6777 Salish Drive, Vancouver. There is no registration fee to attend.

The forum is designed to bring together First Nation and local government elected officials and senior staff to encourage dialogue and understand areas of common responsibility and mutual concern.

Additional details on the PC2C Forum and accommodations are available in the April registration announcement. Questions regarding the event may be directed to Marie Crawford or Josh van Loon at UBCM or Colin Braker at the First Nations Summit.

Follow Us On

- Twitter: @ubcm

378

PROVINCE-WIDE COMMUNITY TO COMMUNITY FORUM

JOINT VENTURES

Exploring innovative local government-First Nation partnerships



Tuesday, June 6, 2017
Musqueam Community Centre
7:45 am – 4:00 pm



AGENDA

7:45 REGISTRATION AND CONTINENTAL BREAKFAST

8:30 Welcome from the Union of BC Municipalities and First Nations Summit and Opening Prayer

8:45 A C2C Forum Program Retrospective: 20 Years of Joint Ventures

9:00 Foundations of Partnership: Reconciliation Armchair Discussion

10:30 BREAK

10:45 Foundations of Partnership Continued: Joint Ventures and Shared Reconciliation Action Plans (small groups discussions)

12:00 LUNCH

12:30 Keynote Speech (TBD)

1:00 Jointly Work toward realizing UN Declaration on the Rights of Indigenous Peoples

2:20 BREAK

2:30 Joint Vision: Indigenous Artists, Communities and Reconciliation

3:00 Joint Economic and Social Ventures Armchair Discussion

3:50 Closing Remarks

4:00 CLOSE

*The First Nations Summit and Union of BC Municipalities
would like to thank the following sponsors
for their generous support:*

Ministry of Community, Sport and Cultural Development



Funding & Resources Update

May 3, 2017

Each month we provide an update on UBCM funding programs and information on other programs or resources that may be of interest to local governments and First Nations.

Gas Tax Program Services

Strategic Priorities Fund: June 1, 2017 is the next intake deadline for local governments outside of the GVRD to apply for project funding under the SPF. The program supports infrastructure and capacity building projects that are either large in scale, regional in impact or innovative. Up to 100% funding to a maximum SPF contribution of \$6 million per project.

Applications must be received through the UBCM Program Information Management System. If you require access to PIMS, please email PIMS@ubcm.ca.

Local Government Program Services

2017 Strategic Wildfire Prevention Initiative: Applications are accepted on an on-going basis under four funding streams. The next intake deadline is October 6, 2017.

Other Funding

First Nations Adapt Program: This federal program supports First Nation communities to assess and respond to climate change impacts on community infrastructure and emergency management. It prioritizes communities most impacted by sea level rise, flooding, forest fires, and winter road failures. Applications are reviewed on an ongoing basis.

New climate change and infrastructure planning programs: The federal government and the Federation of Canadian Municipalities have launched two programs to address climate change in communities and to strengthen infrastructure planning and decision-making. The Climate Innovation Program and The Municipal Asset Management Program will deliver funding, training, and learning opportunities to build local government capacity.

BC Active Communities Grants: Local governments and First Nations may apply to develop programs that get people moving and promote physical activity in their communities. Deadlines and application procedures vary by Health Authority.

Healthy Communities Capacity Building Fund: Local governments play a key role in improving social connectedness and helping communities thrive by creating strong social environments and resilient neighbourhoods. Apply for grants by May 30, 2017.

Rural Dividend Fund: Applications under the BC Rural Dividend Fund are being accepted through May 31, 2017, in four categories: Community capacity building, Workforce development, Community and economic development, and Business sector development.

Resources

National Wildfire Community Preparedness Day: On May 6, 2017, communities and individuals are encouraged to participate in local projects to help reduce the risk of wildfire damage to homes and neighbourhoods and promote FireSmart activities.

BC Water and Waste Association Annual Conference: UBCM staff will be presenting on *The State of Asset Management in BC: Results from the Gas Tax Asset Management Assessment - Baseline Survey*. Victoria - May 28-30, 2017.

Age-friendly BC Community Recognition: This program rewards and encourages communities to take action towards becoming age-friendly. Local governments that have completed the four basic age-friendly steps may apply to have their communities officially recognized. Deadline is May 31, 2017.

Province Wide Community to Community Forum: The sixth Province Wide Community to Community Forum will be held on June 6, 2017, at the Musqueam Community Centre in Vancouver. The forum is designed to bring together First Nation and local government elected officials and senior staff to encourage dialogue and identify areas of common responsibility and mutual concern. Registration is required, but there is no fee to attend.

Follow Us On

- Twitter: @ubcm



2017 UBCM Member Visits

May 9, 2017

Each spring, UBCM staff travel the province to meet with colleagues in approximately a quarter of the local governments in British Columbia. The meetings provide an opportunity for local governments to highlight matters of local interest and for UBCM staff to provide an update on our current priorities.

Feedback gathered by UBCM staff will be shared in a report to the Executive. The local governments we are visiting this year are as follows:

Squamish-Lilloet Regional District

- Lilloet
- Pemberton
- Squamish
- Whistler
- Squamish-Lilloet Regional District

Regional District of Kitimat – Stikine

- Prince Rupert
- Port Edward
- Terrace
- Kitimat Stikine Regional District
- Hazelton
- New Hazelton
- Kitimat
- Gitwinksihlkw

Regional District of Kootenay Boundary

- Trail
- Grand Forks
- Fruitvale
- Montrose
- Rossland
- Warfield
- Regional District of Kootenay Boundary

Regional District of Bulkley-Nechako

- Burns Lake
- Regional District of Bulkley-Nechako

- Fort St. James
- Fraser Lake
- Granisle
- Houston
- Smithers
- Vanderhoof
- Telkwa

Regional District of Central Kootenay

- Regional District of Central Kootenay
- Nelson
- Creston
- Castlegar
- Kaslo
- New Denver
- Salmo
- Sliverton
- Slocan

METRO VANCOUVER

- Burnaby
- Vancouver

Follow Us On

- Twitter: @ubcm



Seismic Safety Council Seeks Representative

May 9, 2017

UBCM is seeking a local government staff representative, who possesses a high level of knowledge related to seismic safety and emergency preparedness, to join the British Columbia Seismic Safety Council (SSC).

The BC SSC consists of professionals in emergency management, academia, scientific research, private industry, and other disciplines. Members have been brought together to recommend goals and priorities for province-wide strategies that address the seismic threat through mitigation, preparedness, response and recovery activities. The BC SSC reports to the Inter-agency Emergency Preparedness Council and the Federal Coordination Group on the progress of its activities.

Chaired by Emergency Management BC and Natural Resources Canada, the BC SSC meets quarterly or at the co-chairs' discretion. Members are requested to participate in-person or via teleconference. In accordance with UBCM policy, staff members will not be reimbursed for out-of-pocket expenses.

Interested individuals are asked to contact Bhar Sihota, UBCM Policy Analyst, by May 26, 2017. The UBCM Executive will make the BC SSC appointment at an upcoming meeting.

Follow Us On

- Twitter: @ubcm



Initiative to Prevent Distracted Driving

May 9, 2017

Distracted driving has become the primary cause of motor vehicle accidents and fatalities in British Columbia. The BC Coalition to End Distracted Driving has launched *Distracted Driving Kills*, encouraging British Columbians to act responsibly when driving by putting their phones away, keeping their hands on the steering wheel, and being "present" while driving.

From 2010-2014, an average of 81 British Columbia fatalities per year were attributed to distracted driving. The *Distracted Driving Kills* website provides a number of resources aimed at preventing distracted driving, including:

- A forum to share stories about the impacts caused by distracted driving;
- Distracted driving statistics and videos; and,
- Links to social media, where showcased stories can be liked and shared.

Local governments interested in receiving additional information about this campaign may contact Tim Logan, Campaign Coordinator.

Follow Us On

- Twitter: @ubcm

385

Board - Receive

geraldine.craven

From: BC Community Forest Association <smulkey=bccfa.ca@mail72.atl31.mcdlv.net> on behalf of BC Community Forest Association <smulkey@bccfa.ca>
Sent: May 1, 2017 8:31 AM
To: inquiries
Subject: Register Now - BCCFA 2017 Conference and AGM

RECEIVED

MAY 01 2017

**REGIONAL DISTRICT OF
BULKLEY NECHAKO**

Join us in Tumbler Ridge June 15-17, 2017

[View this email in your browser](#)



BCCFA 2017 Conference and AGM

[REGISTER NOW](#)





TUMBLER RIDGE COMMUNITY FOREST



Join us in Tumbler Ridge, the land of waterfalls and dinosaurs, for the 2017 Conference and AGM, hosted by the Tumbler Ridge Community Forest. Each year, community forest managers and board volunteers, along with forest professionals, local and provincial government representatives and academics look forward to the informative sessions and valuable networking opportunities of this event. Join us and experience BC community forest culture first hand.

Located in the foothills of the Rocky Mountains, Tumbler Ridge is the home of the UNESCO Global Geopark and the only dinosaur trackway in the world. Our hosts are sponsoring an impressive **spousal and family program** for a number of activities including tours of the dinosaur trackway and the museum, trips to stupendous waterfalls, golf and a river boat ride. Transportation to all activities is provided. [Click here for more information and to register for the spousal and family events.](#)

[Conference Program](#)

[Accommodation Guide](#) * Note that block booked rooms at the Trend Hotel will be held only until May 31. Call to reserve a spot.

[Flight \(Vancouver to Fort St John\) and Free Shuttle Times](#)

[Explore Tumbler Ridge](#)

[Information on the Town of Tumbler Ridge](#)

[Trend Mountain Hotel and Conference Centre](#)

[Become Conference Sponsor](#)

The **Silent Auction** will be held at the Friday night banquet. All contributions are gratefully accepted. Funds raised will go towards student sponsorships for the 2018 conference.

CONFERENCE HIGHLIGHTS

Thursday, June 15th

9:00-3:30 Field trip to Tumbler Ridge Community Forest & local special features

6:00-10:00 Opening Reception

Friday, June 16th

8:30-4:30 Sessions will include a information on the new BC land based funding opportunities including the new carbon project; updates on key activities from the MFLNRO and the BCCFA; liability and volunteer projects on the community forest; Manager and Board sessions on current and emerging issues.

6:00-10:00 BCCFA Banquet, Awards and celebration of the BCCFA's 15th Anniversary

Saturday, June 17th

8:30-2:30 BCCFA AGM; Community Forest Showcase; a session on community engagement, building trust and the cultivation of social licence



388

Copyright © 2017 British Columbia Community Forest Association, All rights reserved.

You are receiving this newsletter because you have expressed interest in the work of the BCCFA

Our mailing address is:

British Columbia Community Forest Association
130 Government St.
Victoria, BC V8V 2K7
Canada

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#)



geraldine.craven

From: Resource Breakfast Series <info=c3alliancecorp.ca@mail71.atl11.rsgsv.net> on behalf of Resource Breakfast Series <info@c3alliancecorp.ca>
Sent: May 16, 2017 8:50 AM
To: inquiries
Subject: Save the Date - 4th Annual Resource Breakfast Series - September 2017!

RECEIVED

MAY 16 2017

Mark your calendar now so you don't miss out!

[View this email in your browser](#)

REGIONAL DISTRICT OF
BULKLEY NECHAKO



RESOURCE BREAKFAST
SERIES

Energy and Mining - Natural Gas - Forestry - Finance

September 26th - 29th, 2017

SAVE THE DATE

4th ANNUAL RESOURCE BREAKFAST SERIES

Terminal City Club, Vancouver, BC • 7:00 am - 8:30 am

| | |
|---|-------------------------------|
| ENERGY & MINING SECTOR BREAKFAST | Tuesday, September 26, 2017 |
| NATURAL GAS SECTOR BREAKFAST | Wednesday, September 27, 2017 |
| FOREST SECTOR BREAKFAST | Thursday, September 28, 2017 |
| FINANCE SECTOR BREAKFAST | Friday, September 29, 2017 |

This popular event compliments the annual Union of BC Municipalities Convention. Watch your inbox for your breakfast invitation, which will be issued within the next month.

Energy and Mining Sector Breakfast

INNERGEX

Renewable Energy.
Sustainable Development.

SEABRIDGE GOLD

RioTinto

Imperial Metals

COLUMBIA POWER

Teck

Natural Gas Sector Breakfast

CAPP

CANADIAN ASSOCIATION
OF PETROLEUM PRODUCERS
Canada's Oil and Natural Gas Producers



Pacific NorthWest LNG

Spectra Energy

Westcoast Connector
Gas Transmission™



Woodfibre LNG

Forest Sector Breakfast



Pinnacle
RENEWABLE SOLUTIONS INC.



Interior Lumber
Manufacturers'
Association

CANFOR



CAPACITY
FOREST MANAGEMENT LTD.



Domtar



CRIBCO Forest Products Limited Partnership



INTERFOR
Building Value



Kitasoo Forest Company Ltd.



TimberWest



Western Forest Products Inc.
A WOODS BROS. COMPANY



West Fraser



Weyerhaeuser

Finance Sector Breakfast

Energy at work



FORTIS BC™



HEMMERA

CN

Supporting Associations

AME
Association of
Manufacturers
& Exporters

**ASSOCIATION OF
BC FOREST PROFESSIONALS**

BC ENERGY COMMISSION

**BC
LNG**

**BC
ENERGY
ASSOCIATION**

Coast Forest
A WOODS BROS. COMPANY

Clean Energy | A SOCIETY OF
BUSINESS ENTERPRISES

CMAA

Geoscience BC

MABC



Copyright © 2017 Resource Breakfast Series, All rights reserved.
You are receiving this email based on past connections with our organization.

Our mailing address is:

Resource Breakfast Series
688 West Hastings Street
Suite 408
Vancouver, BC V6B1P1
Canada

[Add us to your address book](#)

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#)



WALK FOR RECONCILIATION

Sunday Morning, September 24, 2017



39a



Reconciliation Canada and City of Vancouver are inviting you to take part in the Walk for Reconciliation in Vancouver on September 24, 2017.

Reconciliation Canada hosted the Walk for Reconciliation in Vancouver in 2013, bringing 70,000 people together for the first event of its kind. In 2015, Reconciliation Canada co-hosted the Walk for Reconciliation in Ottawa to coincide with the closing of the Truth and Reconciliation Commission of Canada.

Why now?

2017 marks the 150th anniversary of Canadian confederation. This year provides a unique opportunity for reflection. The Walk for Reconciliation: Vancouver will celebrate our shared commitment to move forward in the next 150 years in a new way, and to transform and renew the very essence of the relationships among Indigenous peoples and all Canadians.

For reconciliation in Canada to be impactful, diverse perspectives must be included in the conversation. Reconciliation is a process that all peoples in Canada must be part of.



“Walking here together, survivors and supporters, is something I would not miss. It's one of the times in my life where I'm most proud to be a Canadian”

Wendy Kotilla
Participant, Walk for Reconciliation: Vancouver, 2013

“Reconciliation didn't end on that day with 70,000 people. It's going to go further”

Linda Morris
Former Senior Vice President, Business Development, Member and Community Engagement, Vancity Participant, Walk for Reconciliation: Vancouver, 2013

Get Involved

Volunteer

Reconciliation Canada is seeking volunteers who wish to personally contribute to the reconciliation process.

Become a Partner

Reconciliation Canada is dedicated to building partnerships with organizations that share our values and guiding principles. Learn how your organization can contribute to reconciliation in Canada.

Donate

Reconciliation Canada is a registered charity. We rely on the generosity of partners and individual supporters like you to deliver reconciliation programs and initiatives.

Register a Walk Team

More than 300 Walk Teams from diverse organizations joined the Walk for Reconciliation in 2013. Start a Walk Team or register your team today.

This project is funded in part by the Government of Canada.



Canada

Community Sponsor



Learn more

www.reconciliationcanada.ca

393

Board - Ratify

Sort order: Control account, vendor number, report group
 Selection: Checks from Apr 01 2017 to Apr 30 2017 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

| Vendor Number | Vendor Name / Doc. Number | Doc. Date | Due Date | Disc Date | Reference | Orig. Amount | Curr. amount | Max Payable (if changed) | Disc. Base (if changed) |
|---------------|--------------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| ABE001 | ABERDEEN BUSINESS CONSULTING | | | | | | | | |
| PA | TP-288-001 | 04/12/17 | | | TP-288-001 | -62.48 | 0.00 | | |
| | Vendor (ABE001) totals: | | | | | -62.48 | 0.00 | | |
| ALT003 | ALTERNATIVE GROUNDS | | | | | | | | |
| PA | TP-288-002 | 04/12/17 | | | TP-288-002 | -180.60 | 0.00 | | |
| | Vendor (ALT003) totals: | | | | | -180.60 | 0.00 | | |
| ARO001 | ARO AUTOMOTIVE & INDUSTRIAL | | | | | | | | |
| PA | TP-288-003 | 04/12/17 | | | TP-288-003 | -192.47 | 0.00 | | |
| | Vendor (ARO001) totals: | | | | | -192.47 | 0.00 | | |
| BCH002 | BC HYDRO | | | | | | | | |
| PA | TP-288-004 | 04/12/17 | | | TP-288-004 | -13,288.32 | 0.00 | | |
| | Vendor (BCH002) totals: | | | | | -13,288.32 | 0.00 | | |
| BKV001 | BKV ENTERPRISES | | | | | | | | |
| PA | 30468 | 04/12/17 | | | 30468 | -662.39 | 0.00 | | |
| | Vendor (BKV001) totals: | | | | | -662.39 | 0.00 | | |
| BLA001 | BLACK PRESS GROUP LTD | | | | | | | | |
| PA | TP-288-005 | 04/12/17 | | | TP-288-005 | -1,483.43 | 0.00 | | |
| | Vendor (BLA001) totals: | | | | | -1,483.43 | 0.00 | | |
| BLR001 | BL RETURN-IT RECYCLING DEPOT | | | | | | | | |
| PA | TP-288-006 | 04/12/17 | | | TP-288-006 | -2,798.25 | 0.00 | | |
| | Vendor (BLR001) totals: | | | | | -2,798.25 | 0.00 | | |
| BRU004 | THE BRUINS DEN | | | | | | | | |
| PA | 30458 | 04/10/17 | | | 30458 | -425.00 | 0.00 | | |
| | Vendor (BRU004) totals: | | | | | -425.00 | 0.00 | | |
| BUL010 | BULKLEY VALLEY WATER SERVICES | | | | | | | | |
| PA | TP-288-007 | 04/12/17 | | | TP-288-007 | -136.50 | 0.00 | | |
| | Vendor (BUL010) totals: | | | | | -136.50 | 0.00 | | |
| BUL012 | BULKLEY VALLEY ECONOMIC | | | | | | | | |
| PA | TP-291-001 | 04/27/17 | | | TP-291-001 | -3,333.33 | 0.00 | | |
| | Vendor (BUL012) totals: | | | | | -3,333.33 | 0.00 | | |
| BUR001 | BURNS LAKE AUTOMOTIVE SUPPLY | | | | | | | | |
| PA | TP-288-008 | 04/12/17 | | | TP-288-008 | -2,571.55 | 0.00 | | |
| | Vendor (BUR001) totals: | | | | | -2,571.55 | 0.00 | | |
| BUR012 | BURNS LAKE PUBLIC LIBRARY | | | | | | | | |
| PA | TP-291-002 | 04/27/17 | | | TP-291-002 | -15,326.67 | 0.00 | | |
| | Vendor (BUR012) totals: | | | | | -15,326.67 | 0.00 | | |
| BUR014 | BURNS LAKE REBROADCAST SOCIETY | | | | | | | | |
| PA | TP-291-003 | 04/27/17 | | | TP-291-003 | -2,500.00 | 0.00 | | |
| | Vendor (BUR014) totals: | | | | | -2,500.00 | 0.00 | | |
| BUR028 | BURNS LAKE HOME HARDWARE | | | | | | | | |
| PA | TP-288-009 | 04/12/17 | | | TP-288-009 | -89.13 | 0.00 | | |
| | Vendor (BUR028) totals: | | | | | -89.13 | 0.00 | | |
| BVA001 | B V AQUATIC CENTRE MANG. SOCIE | | | | | | | | |
| PA | TP-291-004 | 04/27/17 | | | TP-291-004 | -40,707.25 | 0.00 | | |
| | Vendor (BVA001) totals: | | | | | -40,707.25 | 0.00 | | |
| CAN008 | CANCADD IMAGING SOLUTIONS | | | | | | | | |
| PA | 30487 | 04/27/17 | | | 30487 | -19,247.20 | 0.00 | | |
| | Vendor (CAN008) totals: | | | | | -19,247.20 | 0.00 | | |

Sort order: Control account, vendor number, report group
 Selection: Checks from Apr 01 2017 to Apr 30 2017 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

| Vendor Number | Vendor Name / Doc. Number | Doc. Date | Due Date | Disc Date | Reference | Orig. Amount | Curr. amount | Max Payable (if changed) | Disc. Base (if changed) |
|---------------|--------------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| CAS002 | CASCADES RECOVERY INC. | | | | | | | | |
| PA | TP-288-010 | 04/12/17 | | | TP-288-010 | -3,345.20 | 0.00 | | |
| | Vendor (CAS002) totals: | | | | | -3,345.20 | 0.00 | | |
| CHE002 | CHEVRON CANADA LIMITED | | | | | | | | |
| PA | 30455 | 04/07/17 | | | 30455 | -7,152.88 | 0.00 | | |
| | Vendor (CHE002) totals: | | | | | -7,152.88 | 0.00 | | |
| CLU003 | CLUCULZ LAKE VOL. FIRE DEPT | | | | | | | | |
| PA | TP-291-005 | 04/27/17 | | | TP-291-005 | -1,497.58 | 0.00 | | |
| | Vendor (CLU003) totals: | | | | | -1,497.58 | 0.00 | | |
| CON001 | CONCEPT DESIGN LTD. | | | | | | | | |
| PA | TP-288-011 | 04/12/17 | | | TP-288-011 | -498.75 | 0.00 | | |
| | Vendor (CON001) totals: | | | | | -498.75 | 0.00 | | |
| DAD001 | DADO CONSTRUCTION LTD. | | | | | | | | |
| PA | 30459 | 04/10/17 | | | 30459 | -1,210.36 | 0.00 | | |
| | Vendor (DAD001) totals: | | | | | -1,210.36 | 0.00 | | |
| DAV003 | DAVERN ENTERPRISES | | | | | | | | |
| PA | TP-288-012 | 04/12/17 | | | TP-288-012 | -430.50 | 0.00 | | |
| | Vendor (DAV003) totals: | | | | | -430.50 | 0.00 | | |
| EAG001 | EAGLE AUTOMOTIVE CENTER | | | | | | | | |
| PA | TP-288-013 | 04/12/17 | | | TP-288-013 | -2,269.35 | 0.00 | | |
| | Vendor (EAG001) totals: | | | | | -2,269.35 | 0.00 | | |
| EVE002 | EVERGREEN INDUSTRIAL SUPPLIES | | | | | | | | |
| PA | TP-288-014 | 04/12/17 | | | TP-288-014 | -216.12 | 0.00 | | |
| | Vendor (EVE002) totals: | | | | | -216.12 | 0.00 | | |
| FOR008 | FORT FRASER VOL. FIRE DEP. | | | | | | | | |
| PA | TP-291-006 | 04/27/17 | | | TP-291-006 | -1,516.67 | 0.00 | | |
| | Vendor (FOR008) totals: | | | | | -1,516.67 | 0.00 | | |
| FOR015 | FORT ST. JAMES LIBRARY | | | | | | | | |
| PA | TP-291-007 | 04/27/17 | | | TP-291-007 | -1,145.83 | 0.00 | | |
| | Vendor (FOR015) totals: | | | | | -1,145.83 | 0.00 | | |
| FOR018 | FORT ST. JAMES SECONDARY | | | | | | | | |
| PA | 30460 | 04/10/17 | | | 30460 | -1,000.00 | 0.00 | | |
| | Vendor (FOR018) totals: | | | | | -1,000.00 | 0.00 | | |
| FOR033 | FORT SAINT JAMES TV SOCIETY | | | | | | | | |
| PA | TP-291-008 | 04/27/17 | | | TP-291-008 | -13,667.67 | 0.00 | | |
| | Vendor (FOR033) totals: | | | | | -13,667.67 | 0.00 | | |
| FOR040 | FSJ SEC. SCHOOL SKI & BOARD TM | | | | | | | | |
| PA | 30456 | 04/10/17 | | | 30456 | -1,500.00 | 0.00 | | |
| | Vendor (FOR040) totals: | | | | | -1,500.00 | 0.00 | | |
| FOU002 | FOUR STAR COMMUNICATIONS INC | | | | | | | | |
| PA | TP-291-009 | 04/27/17 | | | TP-291-009 | -118.13 | 0.00 | | |
| | Vendor (FOU002) totals: | | | | | -118.13 | 0.00 | | |
| FRA009 | FRASER LAKE BUILDING SUPPLIES | | | | | | | | |
| PA | 30469 | 04/12/17 | | | 30469 | -27.72 | 0.00 | | |
| | Vendor (FRA009) totals: | | | | | -27.72 | 0.00 | | |
| FRA012 | FRASER LAKE ELEM-SECOND SCHOOL | | | | | | | | |
| PA | 30457 | 04/10/17 | | | 30457 | -500.00 | 0.00 | | |
| PA | 30461 | 04/10/17 | | | 30461 | -1,500.00 | 0.00 | | |

Sort order: Control account, vendor number, report group
 Selection: Checks from Apr 01 2017 to Apr 30 2017 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

| Vendor Number | Vendor Name / Doc. Number | Doc. Date | Due Date | Disc Date | Reference | Orig. Amount | Curr. amount | Max Payable (If changed) | Disc. Base (If changed) |
|---------------|--|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| FRA012 | FRASER LAKE ELEM-SECOND SCHOOL (Continued) | | | | | | | | |
| | Vendor (FRA012) totals: | | | | | -2,000.00 | 0.00 | | |
| FRA014 | FRASER LAKE LIBRARY BOARD | | | | | | | | |
| PA | TP-291-010 | 04/27/17 | | | TP-291-010 | -2,013.00 | 0.00 | | |
| | Vendor (FRA014) totals: | | | | | -2,013.00 | 0.00 | | |
| FRA016 | FRASER LAKE REBROADCASTING SOC | | | | | | | | |
| PA | TP-291-011 | 04/27/17 | | | TP-291-011 | -5,583.33 | 0.00 | | |
| | Vendor (FRA016) totals: | | | | | -5,583.33 | 0.00 | | |
| FRA025 | FRASER LAKE BOTTLE DEPOT | | | | | | | | |
| PA | TP-288-015 | 04/12/17 | | | TP-288-015 | -2,876.83 | 0.00 | | |
| | Vendor (FRA025) totals: | | | | | -2,876.83 | 0.00 | | |
| FRA030 | FRASER LAKE MINOR HOCKEY | | | | | | | | |
| PA | 30462 | 04/10/17 | | | 30462 | -1,500.00 | 0.00 | | |
| | Vendor (FRA030) totals: | | | | | -1,500.00 | 0.00 | | |
| GAL001 | GALA BAY SPRINGS WATER CO. LTD | | | | | | | | |
| PA | TP-288-018 | 04/12/17 | | | TP-288-018 | -100.00 | 0.00 | | |
| | Vendor (GAL001) totals: | | | | | -100.00 | 0.00 | | |
| GRE003 | GREYHOUND COURIER EXPRESS | | | | | | | | |
| PA | TP-288-017 | 04/12/17 | | | TP-288-017 | -148.70 | 0.00 | | |
| | Vendor (GRE003) totals: | | | | | -148.70 | 0.00 | | |
| GRO002 | GROUSE MOUNTAIN TRUCKING LTD. | | | | | | | | |
| PA | 30463 | 04/10/17 | | | 30463 | -1,773.37 | 0.00 | | |
| | Vendor (GRO002) totals: | | | | | -1,773.37 | 0.00 | | |
| HEA002 | HEAVY METAL CO | | | | | | | | |
| PA | TP-288-018 | 04/12/17 | | | TP-288-018 | -4,112.85 | 0.00 | | |
| | Vendor (HEA002) totals: | | | | | -4,112.85 | 0.00 | | |
| HIL003 | HILL STOP TRUCK WASH | | | | | | | | |
| PA | 30470 | 04/12/17 | | | 30470 | -118.81 | 0.00 | | |
| | Vendor (HIL003) totals: | | | | | -118.81 | 0.00 | | |
| HOT001 | HOTSYNC COMPUTER SOLUTIONS | | | | | | | | |
| PA | TP-288-019 | 04/12/17 | | | TP-288-019 | -131.25 | 0.00 | | |
| PA | TP-292-001 | 04/20/17 | | | TP-292-001 | -380.63 | 0.00 | | |
| | Vendor (HOT001) totals: | | | | | -511.88 | 0.00 | | |
| HOU018 | HOUSTON BOTTLE DEPOT | | | | | | | | |
| PA | TP-288-020 | 04/12/17 | | | TP-288-020 | -3,346.04 | 0.00 | | |
| | Vendor (HOU018) totals: | | | | | -3,346.04 | 0.00 | | |
| IGI001 | IGI RESOURCES | | | | | | | | |
| PA | TP-292-002 | 04/20/17 | | | TP-292-002 | -1,075.17 | 0.00 | | |
| | Vendor (IGI001) totals: | | | | | -1,075.17 | 0.00 | | |
| IND006 | INDUSTRIAL TRANSFORMERS | | | | | | | | |
| PA | TP-288-021 | 04/12/17 | | | TP-288-021 | -934.43 | 0.00 | | |
| | Vendor (IND006) totals: | | | | | -934.43 | 0.00 | | |
| INF001 | INFOSAT COMMUNICATIONS | | | | | | | | |
| PA | TP-288-022 | 04/12/17 | | | TP-288-022 | -98.10 | 0.00 | | |
| | Vendor (INF001) totals: | | | | | -98.10 | 0.00 | | |
| INL001 | INLAND KENWORTH | | | | | | | | |
| PA | TP-288-023 | 04/12/17 | | | TP-288-023 | -172.66 | 0.00 | | |
| | Vendor (INL001) totals: | | | | | -172.66 | 0.00 | | |

Sort order: Control account, vendor number, report group
 Selection: Checks from Apr 01 2017 to Apr 30 2017 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

| Vendor Number | Vendor Name / Doc. Number | Doc. Date | Due Date | Disc Date | Reference | Orig. Amount | Curr. amount | Max Payable (If changed) | Disc. Base (If changed) |
|-------------------------|--------------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| KAL003 | KAL TIRE - BURNS LAKE | | | | | | | | |
| PA | TP-288-024 | 04/12/17 | | | TP-288-024 | -3,717.35 | 0.00 | | |
| Vendor (KAL003) totals: | | | | | | -3,717.35 | 0.00 | | |
| KEV001 | KEVIN MARSH AGENCIES | | | | | | | | |
| PA | 30471 | 04/12/17 | | | 30471 | -2,900.41 | 0.00 | | |
| Vendor (KEV001) totals: | | | | | | -2,900.41 | 0.00 | | |
| KIL001 | DIANE KILLMAN | | | | | | | | |
| PA | 30472 | 04/12/17 | | | 30472 | -30.00 | 0.00 | | |
| PA | 30486 | 04/20/17 | | | 30486 | -423.75 | 0.00 | | |
| Vendor (KIL001) totals: | | | | | | -453.75 | 0.00 | | |
| LAK004 | LAKES DISTRICT AIRPORT SOCIETY | | | | | | | | |
| PA | TP-291-012 | 04/27/17 | | | TP-291-012 | -6,250.00 | 0.00 | | |
| Vendor (LAK004) totals: | | | | | | -6,250.00 | 0.00 | | |
| LAK012 | LAKES DISTRICT MUSEUM SOCIETY | | | | | | | | |
| PA | TP-291-013 | 04/27/17 | | | TP-291-013 | -3,083.33 | 0.00 | | |
| Vendor (LAK012) totals: | | | | | | -3,083.33 | 0.00 | | |
| LAK014 | LAKES DISTRICT PRINTING | | | | | | | | |
| PA | TP-288-025 | 04/12/17 | | | TP-288-025 | -162.40 | 0.00 | | |
| Vendor (LAK014) totals: | | | | | | -162.40 | 0.00 | | |
| LAK032 | LAKES DISTRICT FILM | | | | | | | | |
| PA | TP-291-014 | 04/27/17 | | | TP-291-014 | -150.00 | 0.00 | | |
| Vendor (LAK032) totals: | | | | | | -150.00 | 0.00 | | |
| LDF001 | LD FREE CLASSIFIEDS | | | | | | | | |
| PA | TP-288-026 | 04/12/17 | | | TP-288-026 | -799.19 | 0.00 | | |
| Vendor (LDF001) totals: | | | | | | -799.19 | 0.00 | | |
| LOC001 | LOCAL GOV. MANAGEMENT ASSOC. | | | | | | | | |
| PA | 30473 | 04/12/17 | | | 30473 | -1,197.00 | 0.00 | | |
| Vendor (LOC001) totals: | | | | | | -1,197.00 | 0.00 | | |
| LOO001 | LOOMIS EXPRESS | | | | | | | | |
| PA | TP-288-027 | 04/12/17 | | | TP-288-027 | -100.31 | 0.00 | | |
| Vendor (LOO001) totals: | | | | | | -100.31 | 0.00 | | |
| M4E001 | M 4 ENTERPRISES | | | | | | | | |
| PA | TP-288-028 | 04/12/17 | | | TP-288-028 | -1,506.40 | 0.00 | | |
| Vendor (M4E001) totals: | | | | | | -1,506.40 | 0.00 | | |
| MAX001 | MAXXAM ANALYTICS INC | | | | | | | | |
| PA | TP-288-029 | 04/12/17 | | | TP-288-029 | -2,329.43 | 0.00 | | |
| Vendor (MAX001) totals: | | | | | | -2,329.43 | 0.00 | | |
| MED001 | MEDICAL SER. PLAN | | | | | | | | |
| PA | 30452 | 04/05/17 | | | 30452 | -4,255.00 | 0.00 | | |
| Vendor (MED001) totals: | | | | | | -4,255.00 | 0.00 | | |
| MOB001 | MOBY CONCRETE LTD. | | | | | | | | |
| PA | TP-288-030 | 04/12/17 | | | TP-288-030 | -268.80 | 0.00 | | |
| Vendor (MOB001) totals: | | | | | | -268.80 | 0.00 | | |
| NAP001 | NAPA AUTO PARTS - BL | | | | | | | | |
| PA | TP-288-031 | 04/12/17 | | | TP-288-031 | -46.51 | 0.00 | | |
| Vendor (NAP001) totals: | | | | | | -46.51 | 0.00 | | |
| NEC012 | NECHAKO HEALTHY COM. ALLIANCE | | | | | | | | |
| PA | TP-288-032 | 04/12/17 | | | TP-288-032 | -5,832.48 | 0.00 | | |

Sort order: Control account, vendor number, report group
 Selection: Checks from Apr 01 2017 to Apr 30 2017 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

| Vendor Number | Vendor Name / Doc. Number | Doc. Date | Due Date | Disc Date | Reference | Orig. Amount | Curr. amount | Max Payable (If changed) | Disc. Base (If changed) |
|---|---------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| NEC012 NECHAKO HEALTHY COM. ALLIANCE (Continued) | | | | | | | | | |
| | Vendor (NEC012) totals: | | | | | -5,832.48 | 0.00 | | |
| NOR006 NORTH COUNTRY RENTALS & SALES | | | | | | | | | |
| PA | 30474 | 04/12/17 | | | 30474 | -571.90 | 0.00 | | |
| | Vendor (NOR006) totals: | | | | | -571.90 | 0.00 | | |
| NOR019 NORTHLAND AUTOMOTIVE | | | | | | | | | |
| PA | TP-288-033 | 04/12/17 | | | TP-288-033 | -58.86 | 0.00 | | |
| | Vendor (NOR019) totals: | | | | | -58.86 | 0.00 | | |
| NOR022 NORTHWEST FUELS LTD. | | | | | | | | | |
| PA | TP-288-034 | 04/12/17 | | | TP-288-034 | -1,789.26 | 0.00 | | |
| | Vendor (NOR022) totals: | | | | | -1,789.26 | 0.00 | | |
| NOR029 NORTH CENTRAL PLUMBING & HEATI | | | | | | | | | |
| PA | TP-292-003 | 04/20/17 | | | TP-292-003 | -548.90 | 0.00 | | |
| | Vendor (NOR029) totals: | | | | | -548.90 | 0.00 | | |
| NOR037 NORTHERN SOCIETY FOR DOMESTIC P | | | | | | | | | |
| PA | 30464 | 04/10/17 | | | 30464 | -17,986.50 | 0.00 | | |
| | Vendor (NOR037) totals: | | | | | -17,986.50 | 0.00 | | |
| OVE002 OVERWAITEA FOODS | | | | | | | | | |
| PA | 30483 | 04/12/17 | | | 30483 | -401.67 | 0.00 | | |
| | Vendor (OVE002) totals: | | | | | -401.67 | 0.00 | | |
| PAC004 PACIFIC NORTHERN GAS LTD. | | | | | | | | | |
| PA | 30475 | 04/12/17 | | | 30475 | -8,815.49 | 0.00 | | |
| | Vendor (PAC004) totals: | | | | | -8,815.49 | 0.00 | | |
| PAC007 PACIFIC TRUCK & EQUIPMENT INC | | | | | | | | | |
| PA | TP-288-035 | 04/12/17 | | | TP-288-035 | -1,308.82 | 0.00 | | |
| | Vendor (PAC007) totals: | | | | | -1,308.82 | 0.00 | | |
| PAY002 PAYNE'S SEPTIC SERVICE (2010) | | | | | | | | | |
| PA | 30476 | 04/12/17 | | | 30476 | -488.25 | 0.00 | | |
| | Vendor (PAY002) totals: | | | | | -488.25 | 0.00 | | |
| PIT001 PITNEY BOWES | | | | | | | | | |
| PA | 30477 | 04/12/17 | | | 30477 | -169.10 | 0.00 | | |
| | Vendor (PIT001) totals: | | | | | -169.10 | 0.00 | | |
| PIT002 PITNEY WORKS | | | | | | | | | |
| PA | 30478 | 04/12/17 | | | 30478 | -2,100.00 | 0.00 | | |
| | Vendor (PIT002) totals: | | | | | -2,100.00 | 0.00 | | |
| PRA002 PRAGMATIC CONFERENCING | | | | | | | | | |
| PA | TP-288-036 | 04/12/17 | | | TP-288-036 | -83.17 | 0.00 | | |
| PA | TP-292-004 | 04/20/17 | | | TP-292-004 | -170.07 | 0.00 | | |
| | Vendor (PRA002) totals: | | | | | -253.24 | 0.00 | | |
| PUR001 PURELY H2O | | | | | | | | | |
| PA | TP-288-037 | 04/12/17 | | | TP-288-037 | -156.00 | 0.00 | | |
| | Vendor (PUR001) totals: | | | | | -156.00 | 0.00 | | |
| ROS003 ROSENAU TRANSPORT LTD. | | | | | | | | | |
| PA | TP-292-005 | 04/20/17 | | | TP-292-005 | -19.19 | 0.00 | | |
| | Vendor (ROS003) totals: | | | | | -19.19 | 0.00 | | |
| SCH010 NELSON & ELENA SCHULTZ | | | | | | | | | |
| PA | 30465 | 04/10/17 | | | 30465 | -450.00 | 0.00 | | |
| | Vendor (SCH010) totals: | | | | | -450.00 | 0.00 | | |

Sort order: Control account, vendor number, report group
 Selection: Checks from Apr 01 2017 to Apr 30 2017 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

| Vendor Number | Vendor Name / Doc. Number | Doc. Date | Due Date | Disc Date | Reference | Orig. Amount | Curr. amount | Max Payable (if changed) | Disc. Base (if changed) |
|--|---------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| SMI007 SMITHERS PUBLIC LIBRARY | | | | | | | | | |
| PA | TP-291-015 | 04/27/17 | | | TP-291-015 | -7,067.00 | 0.00 | | |
| Vendor (SMI007) totals: | | | | | | -7,067.00 | 0.00 | | |
| SMS001 SMS EQUIPMENT INC. | | | | | | | | | |
| PA | TP-288-038 | 04/12/17 | | | TP-288-038 | -933.77 | 0.00 | | |
| Vendor (SMS001) totals: | | | | | | -933.77 | 0.00 | | |
| SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT. | | | | | | | | | |
| PA | TP-291-016 | 04/27/17 | | | TP-291-016 | -1,992.00 | 0.00 | | |
| Vendor (SOU003) totals: | | | | | | -1,992.00 | 0.00 | | |
| SPO001 SPOTLESS UNIFORM LTD. | | | | | | | | | |
| PA | TP-288-039 | 04/12/17 | | | TP-288-039 | -31.24 | 0.00 | | |
| Vendor (SPO001) totals: | | | | | | -31.24 | 0.00 | | |
| SSQ001 SSQ FINANCIAL | | | | | | | | | |
| PA | 30453 | 04/05/17 | | | 30453 | -974.66 | 0.00 | | |
| Vendor (SSQ001) totals: | | | | | | -974.66 | 0.00 | | |
| STA008 STARLAND SUPPLY LTD | | | | | | | | | |
| PA | TP-288-040 | 04/12/17 | | | TP-288-040 | -100.98 | 0.00 | | |
| Vendor (STA008) totals: | | | | | | -100.98 | 0.00 | | |
| STE017 STELLATEN FIRST NATION | | | | | | | | | |
| PA | 30466 | 04/10/17 | | | 30466 | -1,000.00 | 0.00 | | |
| Vendor (STE017) totals: | | | | | | -1,000.00 | 0.00 | | |
| SUD001 SUDS N' DUDS | | | | | | | | | |
| PA | TP-288-041 | 04/12/17 | | | TP-288-041 | -114.12 | 0.00 | | |
| Vendor (SUD001) totals: | | | | | | -114.12 | 0.00 | | |
| SUN002 SUN LIFE FINANCIAL | | | | | | | | | |
| PA | 30454 | 04/05/17 | | | 30454 | -15,202.45 | 0.00 | | |
| Vendor (SUN002) totals: | | | | | | -15,202.45 | 0.00 | | |
| SUP003 SUPERIOR PROPANE | | | | | | | | | |
| PA | TP-288-042 | 04/12/17 | | | TP-288-042 | -1,208.57 | 0.00 | | |
| Vendor (SUP003) totals: | | | | | | -1,208.57 | 0.00 | | |
| SWE001 SWEEPING BEAUTIES JANITORIAL | | | | | | | | | |
| PA | TP-291-017 | 04/27/17 | | | TP-291-017 | -2,073.27 | 0.00 | | |
| Vendor (SWE001) totals: | | | | | | -2,073.27 | 0.00 | | |
| TAY002 TAYLOR BROS HARDWARE | | | | | | | | | |
| PA | TP-292-006 | 04/20/17 | | | TP-292-006 | -129.78 | 0.00 | | |
| Vendor (TAY002) totals: | | | | | | -129.78 | 0.00 | | |
| TEL002 TELUS COMMUNICATIONS COMPANY | | | | | | | | | |
| PA | 30479 | 04/12/17 | | | 30479 | -3,202.27 | 0.00 | | |
| Vendor (TEL002) totals: | | | | | | -3,202.27 | 0.00 | | |
| TEL007 TELUS MOBILITY | | | | | | | | | |
| PA | TP-288-043 | 04/12/17 | | | TP-288-043 | -1,478.21 | 0.00 | | |
| Vendor (TEL007) totals: | | | | | | -1,478.21 | 0.00 | | |
| TOP005 TOPLEY FIRE PROTECTION SOC. | | | | | | | | | |
| PA | TP-291-018 | 04/27/17 | | | TP-291-018 | -2,620.84 | 0.00 | | |
| Vendor (TOP005) totals: | | | | | | -2,620.84 | 0.00 | | |
| USB001 US BANK CANADA | | | | | | | | | |
| PA | TP-290-001 | 04/19/17 | | | TP-290-001 | -15,568.11 | 0.00 | | |
| Vendor (USB001) totals: | | | | | | -15,568.11 | 0.00 | | |

Sort order: Control account, vendor number, report group
 Selection: Checks from Apr 01 2017 to Apr 30 2017 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

| Vendor Number | Vendor Name / Doc. Number | Doc. Date | Due Date | Disc Date | Reference | Orig. Amount | Curr. amount | Max Payable (If changed) | Disc. Base (If changed) |
|--|---------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| VAL005 VALLEY DIESEL | | | | | | | | | |
| PA | 30480 | 04/12/17 | | | 30480 | -366.19 | 0.00 | | |
| Vendor (VAL005) totals: | | | | | | -366.19 | 0.00 | | |
| VAN005 VANDERHOOF & DISTRICTS CO-OP | | | | | | | | | |
| PA | TP-292-007 | 04/20/17 | | | TP-292-007 | -14,379.30 | 0.00 | | |
| Vendor (VAN005) totals: | | | | | | -14,379.30 | 0.00 | | |
| VIH001 VIHAR CONSTRUCTION LTD | | | | | | | | | |
| PA | 30481 | 04/12/17 | | | 30481 | -1,035.97 | 0.00 | | |
| Vendor (VIH001) totals: | | | | | | -1,035.97 | 0.00 | | |
| VIS001 THE MOOSE - VISTA RADIO LTD. | | | | | | | | | |
| PA | 30482 | 04/12/17 | | | 30482 | -236.25 | 0.00 | | |
| Vendor (VIS001) totals: | | | | | | -236.25 | 0.00 | | |
| WAS001 WASTE MANAGEMENT OF CANADA CO | | | | | | | | | |
| PA | TP-288-044 | 04/12/17 | | | TP-288-044 | -1,302.00 | 0.00 | | |
| Vendor (WAS001) totals: | | | | | | -1,302.00 | 0.00 | | |
| WEL002 WELLMAN'S CAR AND TRUCK WASH | | | | | | | | | |
| PA | TP-288-045 | 04/12/17 | | | TP-288-045 | -61.37 | 0.00 | | |
| Vendor (WEL002) totals: | | | | | | -61.37 | 0.00 | | |
| WIE004 Ken Wiebe | | | | | | | | | |
| PA | TP-288-046 | 04/12/17 | | | TP-288-046 | -296.70 | 0.00 | | |
| Vendor (WIE004) totals: | | | | | | -296.70 | 0.00 | | |
| WIL004 WILLIAMS MACHINERY | | | | | | | | | |
| PA | TP-288-047 | 04/12/17 | | | TP-288-047 | -1,494.72 | 0.00 | | |
| Vendor (WIL004) totals: | | | | | | -1,494.72 | 0.00 | | |
| XER001 XEROX CANADA LTD. | | | | | | | | | |
| PA | TP-288-048 | 04/12/17 | | | TP-288-048 | -1,408.12 | 0.00 | | |
| Vendor (XER001) totals: | | | | | | -1,408.12 | 0.00 | | |
| Control account (1) totals: | | | | | | -307,413.93 | 0.00 | | |
| REC002 RECEIVER GENERAL | | | | | | | | | |
| PA | 30485 | 04/19/17 | | | 30485 | -36,364.47 | 0.00 | | |
| Vendor (REC002) totals: | | | | | | -36,364.47 | 0.00 | | |
| WOR001 WORK SAFE BC | | | | | | | | | |
| PA | 30467 | 04/10/17 | | | 30467 | -13,429.61 | 0.00 | | |
| Vendor (WOR001) totals: | | | | | | -13,429.61 | 0.00 | | |
| Control account (2) totals: | | | | | | -49,794.08 | 0.00 | | |
| Report Total | | | | | | -357,208.01 | 0.00 | | |

105 vendor(s) printed.

Regional District of Bulkley-Nechako

Security Issuing Bylaw

Bylaw No. 1791

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Bulkley-Nechako and the Municipal Finance Authority of British Columbia.

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS the Regional District will finance from time to time on behalf of and at the sole cost of the member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority.

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

Regional District Loan Authorization Bylaws

| Regional District Loan Authorization Bylaw Number | Purpose | Amount of Borrowing Authorized | Amount Already Borrowed | Borrowing Authority Remaining | Term of Issue | Amount of Issue |
|---|--|--------------------------------|-------------------------|-------------------------------|---------------|-----------------|
| 1723 | Capital Expenditure for dry fire hydrant | \$20,000 | Nil | \$20,000 | 20 Years | \$14,909 |
| Total | | \$20,000 | Nil | \$20,000 | | \$14,909 |
| Grand Total | | | | | | \$14,909 |

1. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Regional District Loan Authorization Bylaws table, at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Fourteen Thousand, Nine Hundred and Nine Dollars (\$14,909.00) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$14,909.00 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Bylaw No. 1723 the anticipated revenues accruing to the Regional District from the operation of the Round Lake Fire Protection Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

- 8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
- 9. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
- 10. This bylaw may be cited as "Regional District of Bulkley-Nechako Security Issuing – Round Lake Fire Protection Service Bylaw No. 1791, 2017".

READ A FIRST TIME this ___ day of _____, 20__.

READ A SECOND TIME this ___ day of _____, 20__.

READ A THIRD TIME this ___ day of _____, 20 __.

RECONSIDERED and FINALLY PASSED and ADOPTED this ___ day of _____, 20__.

Chair

Corporate Administrator

Certified a true copy of Bylaw No. 1791 as adopted.

Corporate Administrator

SCHEDULE "A" to Bylaw No. 1791

CANADA

PROVINCE OF BRITISH COLUMBIA

AGREEMENT

Regional District of Bulkley-Nechako

The Regional District of Bulkley-Nechako (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia at its Head Office in Victoria, British Columbia, (the "Authority") the sum of dollars (\$_____) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the day of _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ___ day of _____, 20__

IN TESTIMONY WHEREOF and under the authority of Bylaw No. _____ cited as "_____". This Agreement is sealed with the Corporate Seal of the Regional District of _____ and signed by the Chair and the officer assigned the responsibility of financial administration thereof.

Chair

(Financial Administration Officer)

Pursuant to the Local Government Act, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated _____ (month, day) 20__

Inspector of Municipalities

(Reverse Side)

404

PRINCIPAL AND/ OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

| Date of Payment | Principal and/or Sinking Fund Deposit | Interest | Total |
|-----------------|---------------------------------------|----------|-------|
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |