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REGIONAL DISTRICT  
OF BULKLEY-NECHAKO

# AGENDA

MEETING NO. 14

SEPTEMBER 27, 2018

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"A WORLD OF OPPORTUNITIES  
WITHIN OUR REGION"

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### **VISION**

“A World of Opportunities  
Within Our Region”

### **MISSION**

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

### **Strategic Priorities 2017-2019**

#### **Now**

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

#### **Next**

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

#### **Board Advocacy**

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

**AGENDA**

Thursday, September 27, 2018



<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – September 27, 2018</u>	Approve
	<u>MINUTES</u> (All grey highlighted items may be received as a block)	
10-37	Board Meeting Minutes – September 6, 2018	Adopt
38-40	Agriculture Committee Meeting Minutes - September 6, 2018 (Unapproved)	Receive
41-45	Agriculture Committee Meeting Minutes - June 7, 2018	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>DELEGATIONS</u>	
	<u>MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT</u> Dave Van Dolah, District Manager, Stuart Nechako Natural Resource District Re: Road Connector Projects	
	<u>SANDBOX SYSTEMS</u> Mark Halwa Re: Connectivity Report	
	<u>ADMINISTRATION REPORTS</u>	
46	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - September 6, 2018	Recommendation (Page 46)
47-49	Debbie Evans, Agriculture Coordinator - BC Ministry of Agriculture Top 10 Farm Financial Mistakes and How to Avoid Them Workshop – Friday, October 26, 2018 Burns Lake	Recommendation (Page 47)

<b><u>PAGE NO.</u></b>	<b><u>ADMINISTRATION REPORTS</u></b>	<b><u>ACTION</u></b>
50-68	Cheryl Anderson, Manager of Administrative Services – Grant in Aid Applications	Recommendation (Page 50)
69	John Illes, Chief Financial Officer – Local Community of Fort Fraser Bylaw 1842	Recommendation (Page 69)
70	John Illes, Chief Financial Officer – Conclusion of Petition to Establish Aquatic Weed Control for Seymour Lake in Rural Smithers	Recommendation (Page 70)
71	Kristi Rensby, Finance/Administration Coordinator – Federal Gas Tax Funds - Electoral Area “A” (Smithers Rural) - Smithers Curling Club	Recommendation (Page 71)
72	Kristi Rensby, Finance/Administration Coordinator – Federal Gas Tax Funds - Electoral Area “B” (Burns Lake Rural) - Rose Lake Community Club	Recommendation (Page 72)
73	Kristi Rensby, Finance/Administration Coordinator – Federal Gas Tax Funds – Electoral Area “E” (Francois/Ootsa Lake Rural) - Lakes District Fair Association	Recommendation (Page 73)
74	Deneve Vanderwolf, Regional Transit Coordinator - Extension to Transit Management Contract	Recommendation (Page 74)
75	Nellie Davis, Regional Economic Development Coordinator – 2018 Local Economic Development Survey	Receive
<b><u>ENVIRONMENTAL SERVICES REPORTS</u></b>		
76	Janette Derksen, Deputy Director of Environmental Services – Recommendation to Waive the ODS and C&D Disposal Fees for Residents Affected by the 2018 Wildfires	Recommendation (Page 76)
77-86	Janette Derksen, Deputy Director of Environmental Services – Fort Fraser Infrastructure Improvement Project Change Order Updates	Recommendation (Page 78)

<b><u>PAGE NO.</u></b>	<b><u>DEVELOPMENT SERVICES</u></b>	<b><u>ACTION</u></b>
	<b><u>Memo</u></b>	
87-118	Jennifer MacIntyre, Planner I RE: Telus Wireless Communications Facility – BC2368	Recommendation (Page 89)
119-158	Jennifer MacIntyre, Planner I RE: Telus Wireless Communications Facility – BC3649	Recommendation (Page 120)
159	Jennifer MacIntyre, Planner I Recent Agricultural Land Commission Decisions	Receive
	<b><u>Referrals</u></b>	
160-166	Land Referral File No. 7404837 (Faiers) Electoral Area “D”	Recommendation (Page 163)
167-171	Land Referral File No. 0293130 (Wallis) Electoral Area “D”	Recommendation (Page 168)
172-175	Land Referral File No. 7409123 (Stellat’en First Nation) Electoral Area “D”	Recommendation (Page 173)
176-179	Land Referral File No. 341117 (Ferguson) Electoral Area “E”	Recommendation (Page 177)
	<b><u>ELECTORAL AREA PLANNING</u></b> <i>(All Directors)</i>	
	<b><u>Memo</u></b>	
180-188	Jason Llewellyn, Director of Planning Planning Service to the Municipalities	Recommendation (Page 181)

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<u>PAGE NO.</u>	<u>OTHER</u>	<u>ACTION</u>
	<u>Correspondence</u>	
189	Ministry of Public Safety and Solicitor General RE: Policy of a single standard of fire safety for public buildings	Receive
	<u>VERBAL REPORTS</u>	
	<u>RECEIPT OF VERBAL REPORTS</u>	
	<u>ADMINISTRATION CORRESPONDENCE</u> (All grey highlighted items may be received as a block)	
190-191	Bulkley Valley Lakes District Airshed Management Society – Request for Letter of Support – 2019 Woodstove Exchange Program	Direction
192-194	Smithers Exploration Group – Request for Letter of Support – Rock Room	Direction
195-197	Houston and District Chamber of Commerce - Annual Business Excellence Awards	Direction/Receive
198	Community Living BC – Wildfire Updates - Thank you!	Receive
199-200	BC Wildfire Service – Gratitude for Partnership and Support	Receive
201-202	Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Onjo Lake	Receive
203	Regional District of Kitimat-Stikine – New RDKS Solid Waste Management Plan	Receive
204-207	Union of B.C. Municipalities Green Communities Committee – Climate Action Charter	Receive
208	aKd Resource – Review of the Auditor General for Local Government Act and Office	Receive
209-212	Granisle TV Society – Thank you for Grant in Aid	Receive
213	Granisle Public Library Association – Thank you for Grant in Aid	Receive

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<b><u>PAGE NO.</u></b>	<b><u>ADMINISTRATION CORRESPONDENCE (CONT'D)</u></b>	<b><u>ACTION</u></b>
214-215	<b>Burns Lake Mountain Biking Association – Thank you for Grant in Aid</b>	<b>Receive</b>
216-254	<b>Chinook Community Forest Annual Report - April 1, 2018 to March 31, 2018</b>	<b>Receive</b>
255-256	<b>Rio Tinto – 2017 BC Works Sustainability Scorecard and Full Report Link</b>	<b>Receive</b>
257-259	<b>Ministry of Advanced Education, Skills and Training – Recognition of the Village of Burns Lake’s Economic Diversification Strategy</b>	<b>Receive</b>
260-266	<b>Bulkley Valley Regional Pool &amp; Recreation Center – Fall 2018 Operating Hours</b>	<b>Receive</b>
267-271	<b>District of Ucluelet – Modernization of Utility Taxation</b>	<b>Receive</b>
272	<b>Burns Lake and District Community Foundation - Wildfire Disaster Relief Fund</b>	<b>Receive</b>
273	<b>Canadian Red Cross Media Release – Red Cross Launches a BC Fires Appeal</b>	<b>Receive</b>
274	<b>Canadian Red Cross – Recovery Support Available for 2018 BC Wildfires</b>	<b>Receive</b>
275-276	<b>Community Energy Association – BC Local Governments Take the Lead on Energy Action</b>	<b>Receive</b>
277-279	<b>Federation of Canadian Municipalities – FCM Statement Following Board of Directors’ Meeting</b>	<b>Receive</b>
280-281	<b>Federation of Canadian Municipalities – FCM Connect – August 14, 2018</b>	<b>Receive</b>
282-283	<b>Federation of Canadian Municipalities – FCM Communiqué – Apply for GMF Council Today!</b>	<b>Receive</b>
284-285	<b>Ministry of Forests, Lands, Natural Resource Operations and Rural Development/BC Wildfire Service – Caution in Areas Burned by Wildfires</b>	<b>Receive</b>
286	<b>Nechako-Kitamaat Development Fund Society - Grant Approvals</b>	<b>Receive</b>

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

<b>287-346</b>	<b>Union of B.C. Municipalities</b>	<b>Receive</b>
	<ul style="list-style-type: none"> <li>• Cannabis Retail Information for Local Governments</li> <li>• Course in Community Energy Management</li> <li>• New Invasive Species White Paper</li> <li>• Funding &amp; Resources Update</li> <li>• Wildfire Impacts on Police Resources</li> <li>• Nominations for 2018-19 Executive Announced</li> <li>• Model Code of Conduct</li> <li>• Report on Child Care Needs</li> <li>• RCMP Contract Management Committee Update</li> <li>• UBCM Group Benefits Renewal Negotiations</li> <li>• Community Emergency Preparedness Fund</li> <li>• Progress on Housing</li> <li>• Structural Flood Mitigation Funding</li> <li>• Passenger Transportation Board Reviews</li> <li>• Taxi Modernization Actions</li> <li>• Funding &amp; Resources Update</li> <li>• Special Resolution Seeks Cannabis Tax Sharing Agreement</li> <li>• New Program to Reduce Wildfire Risk, Impact</li> <li>• Advancing Local Government Relations with Indigenous Peoples</li> <li>• UBCM Support Registry Identifying Land Owners</li> <li>• Working Together to Advance Reconciliation</li> <li>• Age-friendly Funding Program to Continue</li> <li>• New Child Care Funding Announced</li> <li>• RCMP Policing Structure Under Review</li> <li>• Moving Ahead on Cannabis Legislation</li> <li>• Financing Reconciliation</li> <li>• Housing Hub</li> <li>• Implementing Codes of Conduct</li> <li>• Land-use for Housing People Can Afford</li> <li>• 2018 Community Excellence Awards Winners</li> <li>• Partnerships Responding to the Opioid Crisis</li> <li>• Take Action on Climate Change: Weaver</li> <li>• BC Local Governments Recognized for Leadership in Wood Design and Building at 2018 Union of BC Municipalities Convention</li> <li>• Taking Action on Housing Affordability</li> <li>• Infrastructure, Housing Highlight Minister's Address</li> <li>• Social Media and Democracy</li> <li>• Professional Reliance Review</li> <li>• Wilkinson Pledges Flipping Tax Bill</li> <li>• Resolutions Debate Decisions <ul style="list-style-type: none"> <li>○ September 12, 2018</li> <li>○ September 13, 2018</li> <li>○ September 14, 2018</li> </ul> </li> </ul>	



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**PAGE NO.**    **INVITATIONS**    **ACTION**  
(All grey highlighted items may be received as a block)

347-351    **BC Natural Resources Forum – 16th Annual**    **Receive**  
**BC Natural Resources Forum – January 22-24, 2019**  
**- Prince George, B.C.**

352-353    **Small Housing BC – Small Housing Summit**    **Receive**  
**- November 17, 2018 – Vancouver, B.C.**

**FINANCIAL**

354-364    **Operation Accounts**    **Ratify**  
**- Accounts Paid August, 2018**

**BYLAWS**

**Bylaw for First, Second and Third Reading**

365-368    **No. 1842 – Fort Fraser Local Community**    **1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>**  
**Establishment Consolidation and Amendment**    **Reading**  
(all/directors/majority)

**Bylaws for Adoption**

369-370    **No. 1838 – Houston Rural Fire Protection Service**    **Adopt**  
**Establishment Amendment**  
(all/directors/majority)

371-373    **No. 1839 – Vanderhoof Rural Fire Protection**    **Adopt**  
**Service Area Boundary Amendment**  
(all/directors/majority)

**READING FILE**

**SUPPLEMENTARY AGENDA**

**NEW BUSINESS**

**IN-CAMERA MOTION**

In accordance with Section 90 (2)(b) of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both and a third party (Transportation Trade Network Analysis Study) 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. 13****Thursday, September 6, 2018**

**PRESENT:**

Chair	Bill Miller
Directors	Taylor Bachrach Chris Beach Eileen Benedict Shane Brienen Mark Fisher Tom Greenaway Dwayne Lindstrom Thomas Liversidge Rob Newell Mark Parker Jerry Petersen Darcy Repen Gerry Thiessen – left at 10:36 a.m., returned at 11:32 a.m.
Director Absent	Rob MacDougall, District of Fort St. James
Staff	Melany de Weerd, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Janette Derksen, Deputy Director of Environmental Services – left at 1:46 p.m. Debbie Evans, Agriculture Coordinator – arrived at 10:54 a.m., left at 1:31 p.m., returned at 2:15 p.m. John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning – arrived at 1:06 p.m., left at 1:50 p.m. Rory McKenzie, Director of Environmental Services – left at 1:46 p.m. Corrine Swenson, Manager of Regional Economic Development – left at 1:31 p.m., returned at 2:15 p.m. Wendy Wainwright, Executive Assistant
Others	Brent Barclay, Manager of Regional Development, Ministry of Agriculture – arrived at 10:50 a.m., left at 12:06 p.m. Ken Chalmers, P. Ag. RPF, Range Tenures Officer, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – arrived at 10:56 a.m., left at 12:06 p.m. Beth Eagles, Resource Manager, Regional Operations, Nadina District, Ministry of Forests, Lands, Natural Resource Operations and Rural Development Bob Fowler, Burns Lake – arrived at 10:54 a.m., left at 12:06 p.m. Perry Grilz, Director, Range, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – arrived at 10:50 a.m., left at 12:06 p.m. Carey McIver, Carey McIver & Associates - via teleconference 10:30 a.m. to 11:04 a.m. Doug Phair, Burns Lake Lauren Quan, Tetra Tech Canada Inc. – Via teleconference 10:30 a.m. to 11:04 a.m.

Others (Cont'd)

Tara Szkorupa, MSc, RPBio, Wildlife and Habitat Branch,  
Ministry of Forests, Lands, Natural Resource Operations and  
Rural Development – via teleconference 10:47 a.m. to 11:30  
a.m.

**CALL TO ORDER**

Chair Miller called the meeting to order at 10:30 a.m.

**AGENDA &  
SUPPLEMENTARY AGENDA**

Moved by Director Greenaway  
Seconded by Director Bachrach

2018-13-1

"That the agenda of the Regional District of Bulkley-Nechako  
Board meeting of September 6, 2018 be approved; and further,  
that the Supplementary Agenda be received and dealt with at  
this meeting."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**MINUTES**

Board Meeting Minutes  
-August 16, 2018

Moved by Director Benedict  
Seconded by Director Beach

2018-13-2

"That the Regional District of Bulkley-Nechako Board Meeting  
Minutes of August 16, 2018 be adopted."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Board Meeting Minutes  
-July 19, 2018

Moved by Director Petersen  
Seconded by Director Newell

2018-13-3

"That the Regional District of Bulkley-Nechako Board Meeting  
Minutes of July 19, 2018 be adopted."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Transit Committee Meeting  
Minutes – July 19, 2018

Moved by Director Beach  
Seconded by Director Petersen

2018-13-4

"That the Regional District of Bulkley-Nechako Board of Directors  
receive the Transit Committee Meeting Minutes – July 19, 2018  
(Unapproved)."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**DELEGATIONS**

**TETRA TECH – (Via Teleconference) – Carey Mclver, Carey Mclver & Associates RE: Solid  
Waste Management Plan Draft Cost Recovery Report**

Chair Miller welcomed Carey Mclver, Carey Mclver and Associates.

Ms. Mclver provided a PowerPoint Presentation.

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

### **TETRA TECH – (Via Teleconference) – Carey McIver, Carey McIver & Associates RE: Solid Waste Management Plan Draft Cost Recovery Report (CONT'D)**

#### **Solid Waste Management Cost Recovery Study Report Issued for Review Outline**

1. Introduction
2. Defining the funding gap
3. Options to close the funding gap
4. Recommendations for cost recovery
5. Potential impact on funding gap
6. Proposed implementation plan

#### **Introduction**

##### **Cost Recovery Study – Board Direction**

- Current Cost Recovery
  - o Taxes - 82%
  - o Grants - 9%
  - o Recycling - 4%
  - o User Fees - 5%
- Issue:
  - o Increase taxes to meet funding needs?
  - o Limited 3R's incentive
- May
  - o Approve Draft SWMP for public consultation
  - o Informed of potential funding gap
  - o Request that Cost Recovery Study be completed ASAP
- June
  - o Approve Cost Recovery Study scope of work and fee estimate
  - o What would cost recovery look like and how would it be implemented?
- July
  - o Receive progress report
  - o Focus on External Scan of adjacent regional districts
- September
  - o Receive Cost Recovery Study IFR
  - o Adopt and submit 2018 SWMP to Ministry of Environment and Climate Change Strategy for approval

#### **Project Objectives**

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

#### **Defining the Funding Gap**

- Current Five Year Financial Plan (2018)
- Proposed Changes to Approved Five Year Financial Plan
- Funding Gap – Worst Case Scenario

#### **Options to Close the Funding Gap**

- Summary of Regional District scan

## DELEGATIONS (CONT'D)

### TETRA TECH – (Via Teleconference) – Carey McIver, Carey McIver & Associates RE: Solid Waste Management Plan Draft Cost Recovery Report (CONT'D)

#### Recommendations for Cost Recovery

##### Potential Scenarios

1. Increase Taxes – Status Quo
2. User Fees on Commercial Waste
3. User Fees on All Solid Waste

##### Tipping Fees in Adjacent Regional Districts

- RDKS - \$110
- PRRD - \$55
- RDFFG - \$85
- CRD - \$70
- TNRD - \$80

#### Potential Tipping Fee Revenue

- Summary of Tipping Fees to Achieve Cost Recovery Targets

	Required Tipping Fee (\$/tonne)	Maximum Potential Revenue
Cost Recovery target – 20%	\$79	\$1,260,000
Cost Recovery target – 25%	\$98	\$1,575,000
Cost Recovery target – 30%	\$118	\$1,890,000
Cost Recovery target – 40%	\$158	\$2,520,000

- Assumed user fees for the purpose of calculating revenue:
  - o Commercial Loads - \$85 per tonne or \$212.50 per load (assuming 2.5 tonnes in an average commercial load)
  - o Municipal Loads - \$80.75 per load based on small collection vehicles
  - o Self-Haul Loads - \$5 per load
- Proposed Implementation Plan

#### Scenario 1 – Increase Taxes

- New User Fee Revenue
  - o \$0
- New Tax Revenue Required
- 2018 - \$0
- 2019 - \$867,000
- 2020 - \$1,052,000
- 2021 - \$1,252,000
- 2022 - \$1,312,000
- New Costs (Operational/Capital)
  - o \$0
- Positive
  - o No changes requiring public support and education
- Negative
  - o Taxes will continue to increase
  - o No financial incentive to divert solid waste

#### Scenario 2 – Fees on Commercial Waste

- New User Fee Revenue
  - o Gross Revenue
    - 2018 - \$0
    - 2019 - \$0
    - 2020 - \$111,067
    - 2021 - \$373,763
    - 2022 - \$499,939

**DELEGATIONS (CONT'D)**

**TETRA TECH – (Via Teleconference) – Carey McIver, Carey McIver & Associates RE: Solid Waste Management Plan Draft Cost Recovery Report (CONT'D)**

- New Operational/Capital Costs
  - o Cost
    - 2018 - \$0
    - 2019 - \$0
    - 2020 – (\$89,693)
    - 2021 – (\$442,571)
    - 2022 – (\$172,518)
- New Tax Revenue Required

	2018	2019	2020	2021	2022
Funding Gap	\$0	\$867,000	\$1,052,000	\$1,252,000	\$1,312,000
Net User Fee Revenue (Gross Revenue – Cost)	\$0	\$0	\$21,374	(\$68,808)	\$327,421
Tax Revenue Required	\$0	\$867,000	\$1,030,626	\$1,320,808	\$984,579

- Fees on Commercial Waste
  - o Positive
    - Limited number of haulers and transactions can be managed by existing staff
    - Likely little impact on illegal dumping
  - o Negative
    - RDBN will miss charging some loads
    - Charging only large commercial loads may distort the hauling market
    - Charging all commercial loads but not residential loads forces staff to decide which customers are charged

**Scenario 3 – Fees on All Solid Waste**

- New User Fee Revenue
  - o Gross Revenue
    - 2018 - \$0
    - 2019 - \$0
    - 2020 - \$136,793
    - 2021 - \$857,718
    - 2022 - \$1,412,941
- New Operational/Capital Costs
  - o Cost
    - 2018 - \$0
    - 2019 - \$0
    - 2020 – (\$89,693)
    - 2021 – (\$674,845)
    - 2022 – (\$492,708)
- New Tax Revenue Required

	2018	2019	2020	2021	2022
Funding Gap	\$0	\$867,000	\$1,052,000	\$1,252,000	\$1,312,000
Net User Fee Revenue (Gross Revenue – Cost)	\$0	\$0	\$47,100	\$182,873	\$920,232
Tax Revenue Required	\$0	\$867,000	\$1,004,900	\$1,069,127	\$391,768

- Fees on All Solid Waste

## DELEGATIONS (CONT'D)

### TETRA TECH – (Via Teleconference) – Carey McIver, Carey McIver & Associates RE: Solid Waste Management Plan Draft Cost Recovery Report (CONT'D)

- Positive
  - Simplest system to explain to the public
  - All solid waste disposed could be charged
  - Optimal opportunity to influence behavior
  - May have more compelling grant applications to fund infrastructure
- Negative
  - Highest capital and operating costs
  - Staffing increases will be required
  - Some facility operations may be changed
  - Illegal dumping may occur

### Potential Impact on Funding Gap

#### - Annual Tax Requisition Impact

	2018	2019	2020	2021	2022
Scenario 1	\$-	\$867,000	\$1,052,000	\$1,242,000	\$1,312,000
Scenario 2	\$-	\$867,000	\$1,030,626	\$1,320,808	\$984,579
Scenario 3	\$-	\$867,000	\$1,004,900	\$1,069,127	\$391,768

#### - Annual Tax Requisition Levy Impact

	2018	2019	2020	2021	2022
Scenario 1	\$54.70	\$69.80	\$73.02	\$76.50	\$177.55
Scenario 2	\$54.70	\$69.80	\$71.56	\$80.33	\$58.66
Scenario 3	\$54.70	\$69.80	\$70.10	\$65.03	\$23.27

### Proposed Implementation Plan

#### 2018

1. Collect data on facilities
  - a. Install traffic counters at facilities to collect several months of data
  - b. Track all commercial, municipal, and First Nations loads and their time of arrival for 2-3 weeks (through attendant journals)

#### 2018/2019

2. Develop a preliminary plan for implementation of user fees

#### 2019

3. Consult with the public and key stakeholders (municipalities, waste haulers, etc.)
4. Develop policies and bylaw changes to support weight-based and volume-based user fees
5. Develop an illegal dumping mitigation program in partnership with First Nations and municipalities
6. Communicate the planned changes with the public

#### 2019/2020

7. Procure and install equipment and infrastructure needed for fee collection
8. If applicable, develop a punch card for non-card transactions at the transfer station

#### 2020

9. Implement volume-based fees at relevant facilities, implement weight-based fees at Clearview and Knockholt Landfills

#### 2019/2020

10. Confirm the number of scales needed at each facility and begin planning scale infrastructure such as a potential development geotechnical assessments and foundation designs and develop plans for facility upgrades

#### 2020

11. Apply for grants to fund development of Eco-Depots at large facilities

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

#### **TETRA TECH – (Via Teleconference) – Carey McIver, Carey McIver & Associates RE: Solid Waste Management Plan Draft Cost Recovery Report (CONT'D)**

##### **2021**

12. Build Eco Depots at Vanderhoof and Smithers Telkwa Transfer Stations and Implement weight-based user fees

##### **2022**

13. Implement weight-based user fees at other facilities (as applicable).

Director Beach spoke of the public response when the RDBN implemented cardboard bans at its transfer stations and landfills. He also noted the need to include First Nations populations in the Burns Lake statistics when planning for waste management needs. Rory Mckenzie, Director of Environmental Services noted that staff will amend the SWMP.

Director Greenaway questioned the use of tipping fees to offset illegal dumping cleanup and potential costs. Ms. McIver mentioned that other Regional Districts do use different options such as waiving tipping fees for community groups that clean up illegal dumping sites. Mr. Mckenzie commented that Nak'azdli First Nation is considering summer student positions as an option to assist in cleaning up illegal dumping sites in the Fort St. James area.

Discussion took place in regard to Eco Depots, which are transfer stations that provide a wide variety of recycling opportunities and the rebranding of transfer stations as Eco Depots. She also spoke of grant funding opportunities for Eco Depots.

The ability to charge for commercial loads at all transfer stations and landfill sites within the RDBN was discussed. Mr. Mckenzie mentioned that the larger solid waste management facilities would have scales and the smaller sites would use a smaller hand held device to weigh incoming loads.

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

#### **MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT –Tara Szkorupa, MSc, RPBio, Wildlife and Habitat Branch RE: Wildlife Management Strategy (Via Teleconference)**

Chair Miller welcomed Tara Szkorupa, MSc, RPBio, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Ms. Szkorupa provided a PowerPoint Presentation.

#### **Improving Wildlife Management and Habitat Conservation in British Columbia**

##### **Outline**

1. Background
2. Project phases
3. Draft policy themes and streams
4. Linkages to other initiatives
5. Next steps
6. Questions



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

### **MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Tara Szkorupa, MSc, RPBio, Wildlife and Habitat Branch RE: Wildlife Management Strategy – (Via Teleconference) (CONT'D)**

#### **Background**

1. Ministry mandate: *Improve wildlife management and habitat conservation, and collaborate with stakeholders to develop long and short term strategies to manage B.C.'s wildlife resources*
2. *Commitment to implementing UN declaration, and Truth and Reconciliation Commission Calls to Action*
3. Concerns over habitat loss, wildlife populations declines, climate change, insufficient information on wildlife and habitats, human-wildlife conflicts, insufficient funding

#### **Project Phases**

- Phase 1: Initial discussions
- Phase 2: Analysis and collaborative policy development
- Phase 3: Validation of policy options
- Phase 4: Implementation

#### **Draft Policy Themes and Streams**

##### **Governance**

- Program delivery and performance management
- Funding

##### **Wildlife Management**

- Wildlife plans and objectives
- Wildlife health and population management
- Wildlife human conflicts

##### **Engagement**

- Indigenous collaboration/decision-making
- Stakeholder involvement

##### **Habitat Conservation**

- Habitat objectives and designations
- Access Management

##### **Knowledge and Information**

- Science and knowledge
- Traditional Ecological Knowledge
- Communication
- Citizen Science

#### **Linkages to other Initiatives**

- Land Use Planning
- Moose enhancement
- Land Base Investment Strategy
- Caribou Recovery Program
- Wildfire Recovery
- Species at Risk legislation
- Collaborative Stewardship Framework
- Forest and Range Evaluation Program Review
- Professional Reliance Review

#### **Next Steps**

- Analyze web comments, e-mails and stakeholder submissions, and prepare a "What We Heard" report
- Finalize a "What We Heard" report from engagement sessions with Indigenous Nations
- Design a process for collaborative policy development with Indigenous Peoples and stakeholders

## DELEGATIONS (CONT'D)

### MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT –Tara Szkorupa, MSc, RPBio, Wildlife and Habitat Branch RE: Wildlife Management Strategy – (Via Teleconference) (CONT'D)

- Draft policy primers from streams
- Conduct jurisdictional scans to identify successful examples for wildlife management and habitat conservation in other areas

Director Repen noted Ms. Szkorupa reference of the *Commitment to implementing UN declaration, and Truth and Reconciliation Commission Calls to Action*. He spoke of First Nations providing hunting tags and fishing licenses within their territories. Ms. Szkorupa noted that during the consultation sessions with First Nations there was varying perspectives on wildlife management. She mentioned that through the collaborative stewardship framework those discussions are taking place to ensure a better understanding of the diversity of the varying perspectives.

## DELEGATIONS (CONT'D)

### MINISTRY OF AGRICULTURE/MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT –Brent Barclay, Manager of Regional Development & Perry Grilz, Director, Range RE: Agriculture and Range Recovery

Chair Miller welcomed Brent Barclay, Manager of Regional Development, Ministry of Agriculture and Perry Grilz, Director, Range, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

#### **Agriculture Sector Response & Recovery**

- Roles of Agriculture and FLNRORD Range
  - o Mitigation
  - o Planning and Preparedness
  - o Response
- Livestock Relocation Policy
  - o "EMBC" will reimburse local authorities and First Nations for response costs related to their support of livestock relocations during an emergency response
- Relocate livestock in the alert phase rather than the order phase – steady progression to support producers
- Focus on commercial animals as defined by the *Farm Practices Protection Act*
- Develop rate cards for e.g. Chickens, cattle, pigs, etc.
- Process to increase the rate card required compared to 2017 prices due to drought

#### **Riders Assistance Program for Cattle Producers**

- BCCA (BC Cattlemen's Association) Program Delivery Inc. is delivery agent
- Extra-ordinary assistance to gather cattle affected by the following fire zones
- Nadina – Verdun – Island Lake- Shovel Lake – Cheslatta Lake
  - o To herd and sort cattle/livestock in the area
  - o To move cattle/livestock to longer term sites
- For horseback riding- not quads

#### **Agriculture and Range – provide technical support to EOC**

- EOC requests
  - o Rider program
- Bring tools from the past

#### **Key Points for the Hay Program**

- Newly developed from the 2017 wildfire events
  - o Emergency Hay Program
- RDBN program administered through AGRI/Range

**DELEGATIONS (CONT'D)**

**MINISTRY OF AGRICULTURE/MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT –Brent Barclay, Manager of Regional Development & Perry Grilz, Director, Range RE: Agriculture and Range Recovery (CONT'D)**

- Response phase only
- To support eligible commercial livestock owners with hay for 14 day periods
- Expense Authorization Request approved by PREOC for a maximum of \$800,000
- Goal is to keep feed/delivery costs below a set cap
- Hay for commercial livestock producers only
- Ministry of Agriculture
  - o Sourcing Hay and Trucking
- Billing reviewed by the RDBN

**Rationale in Design**

- Address immediate animal welfare issues
- Provide rangers "breathing space" to make decisions
- Do not want to distort the hay market
- Purchasing hay outside the region may occur to ensure that there is hay available for local ranchers to purchase

**Key Ministry of Agriculture Programs**

- Production Insurance: crop production level
- AgriStability income loss due to crop reduction
- Wildfire – Farm Business Recovery Advisory Services Program
- Potentially Agri-Recovery: extra-ordinary costs
  - o Treasury Board submission

**Wildfire – Farm Business Recovery Advisory Services Program**

- Goal is to assist farmers and ranchers
- Debt restructuring
- Recovering from the effects of wildfire

**What is Agri-Recovery?**

- Individual application from Province to Federal governments in relation to extreme events impacting broad agriculture
- Support extra ordinary costs due to loss. For example:
  - o Extra ordinary feed costs
  - o Veterinary costs
  - o Return crops
- Does not include private land fencing due to the ability to be insured
  - o In 2017 a percentage of the cost of labour was provided to install fencing
  - o Directed by discussions with the BC Cattlemen's Association
- Agri-Recovery is currently in front of the Treasury Board for approval

**Creating Hope**

- In the 2017 wildfire event fencing was reconstructed along Highway 20 during the event itself to provide hope for people returning to the area
- Currently
  - o FLNRORD Range is in conversation with Ministry of Transportation and Infrastructure
  - o MoTI has agreed to apply for re-entry permits to access the area and assess damages on Crown owned infrastructure
  - o Can apply for Disaster Financial Assistance to rebuild
  - o FLNRORD on Crown Range will rebuild all fencing – contact District Range Officer.

**DELEGATIONS (CONT'D)**

**MINISTRY OF AGRICULTURE/MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT –Brent Barclay, Manager of Regional Development & Perry Grilz, Director, Range RE: Agriculture and Range Recovery (CONT'D)**

Mr. Grilz spoke of an amendment to the agreement to utilize the BC Cattlemen's Association to rebuild range land fencing is before the Treasury Board and his confidence that it will be approved. Mr. Grilz noted that rehabilitation initiatives have begun to stop invasive plants in regard to fire guard disturbed areas. Seed is being delivered to the area to work with tenure holders to repair and rehabilitate the areas impacted by wildfire guards, etc. FLNRORD Range will be working with BC Wildfire Service in regard to extensive fire guards to mitigate water erosion and invasive plant concerns. Currently a meeting is taking place in Smithers in regard to reforestation and salvage priorities on the land base. Mr. Grilz noted that monies will be coming forward to the area from the Provincial and Federal Government and will provide significant funds to assist in rehabilitation efforts in the community. Rural Development will be working with the community in regard to the recovery process and social service aspects in regard to recovery. He spoke of support services being made available to the community after the event. Information will be provided in regard to compensation from BC Wildfire Service damages to private property due to fighting the fire such as guards and burn off operations. Funds will be provided to the private property owner for rehabilitation works to property.

Director Parker questioned whether programs will be available to repair and return ground levels to the pre-fire state as the firefighting impacts will impact the patterns of the movement of livestock. Mr. Grilz noted that under the fire guard rehab work there is the ability to do extra work. Tenure holders can contact their Range Officer for assistance.

Director Parker noted that the Emergency Hay Program mitigated the anxiety for farmers and provided the ability to take time to make decisions moving forward. He spoke of having the occasional load of hay weighed at a scale facility to determine actual weight. Mr. Barclay mentioned that the Regional District does have the ability to make changes as needed and required to make the program work for its region.

Chair Miller spoke of the importance of working together to ensure that there is help and assistance on the ground for farmers and ranchers in the area.

Chair Miller thanked Messrs. Barclay and Grilz for attending the meeting.

**Break for Lunch at 12:06 p.m.**

**Reconvened at 12:50 p.m.**

**ADMINISTRATION REPORTS**

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

Moved by Director Beach  
Seconded by Director Benedict

**2018-13-5**

"That the Regional District of Bulkley-Nechako Board of Directors approve the following lead speakers at the Union of B.C. Municipalities Meetings 2018:

**Minister of Transportation and Infrastructure**

- o Director Eileen Benedict
- o Director Mark Fisher

**Minister of Agriculture**

- o RDBN Agriculture Chair Mark Parker
- o Chair Bill Miller

**Minister of Environment and Climate Change Strategy**

- o Director Mark Fisher
- o Director Chris Beach

**ADMINISTRATION REPORTS (CONT'D)**

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

- o Chair Bill Miller
- o Director Shane Brien
- o Topics:
  1. Impacts of Caribou
  2. Abbott Report
  3. Broadcast burning
  4. Danger class rating
  5. (Other topics as listed)

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

- o Director Rob Newell
- o Director Shane Brien
- o Director Gerry Thiessen

**Minister of Public Safety and Solicitor General**

- o Director Mark Parker
- o Director Jerry Petersen
- o Director Rob Newell
- o Chair Bill Miller

**CN**

- o Director Darcy Repen
- o Director Chris Beach
- o Director Rob Newell

**Ministry of Health**

- o SNRHD Chair Jerry Petersen
- o Director Tom Greenaway

**BC Hydro**

- o Director Mark Fisher

**2018 BC Floods and Wildfires Meeting**

- o Chair Bill Miller
- o Director Thiessen
- o Director Parker
- o Director Brien."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Invitation to the Honourable  
 Doug Donaldson, Minister of  
 Forests, Lands, Natural  
 Resource Operations and Rural  
 Development

Moved by Director Repen  
 Seconded by Director Beach

2018-13-6

"That the Regional District of Bulkley-Nechako Board of Directors invite the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development to attend a future meeting within six months of local government elections."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADMINISTRATION REPORTS (CONT'D)**

Assent Voting – Lakes District  
Arts and Culture Service  
Establishment

Moved by Director Benedict  
Seconded by Director Beach

2018-13-7

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Agriculture Forum

Moved by Director Parker  
Seconded by Director Fisher

2018-13-8

"That the Regional District of Bulkley-Nechako Board of Directors cancel the Agriculture Forum scheduled for the fall of 2018 in Burns Lake."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax Funds  
-Electoral Area "A" (Smithers  
Rural) Bulkley Valley Aquatic  
Centre Management Society

Moved by Director Fisher  
Seconded by Director Bachrach

2018-13-9

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$29,679 of Electoral Area "A" Federal Gas Tax allocation monies to the Bulkley Valley Aquatic Centre Management Society for a Community Energy Systems/Recreation Infrastructure project located at the Bulkley Valley Regional Pool in Smithers;

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. "That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$29,679 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax Funds  
-Electoral Area "A" (Smithers  
Rural) Bulkley Valley Aquatic  
Centre Management Society

Moved by Director Bachrach  
Seconded by Director Fisher

2018-13-10

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$16,825.60 of Electoral Area "A" Federal Gas Tax allocation monies to the Bulkley Valley Aquatic Centre Management Society for a Community Energy Systems/Recreation Infrastructure project located at the Bulkley Valley Regional Pool in Smithers;

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. "That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$16,825.60 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Federal Gas Tax Funds  
-Electoral Areas "F"  
(Vanderhoof Rural) and "A"  
(Smithers Rural) RDBN Recycle  
Depots – Phase 2 Set-Up

Moved by Director Petersen  
Seconded by Director Fisher

2018-13-11

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. "That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$186,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

Chinook Community Society  
Proposed Bylaw Changes

Moved by Director Benedict  
Seconded by Director Beach

2018-13-12

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's August 1, 2018 memo titled "Chinook Community Society Proposed Bylaw Changes"; and that,

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

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

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Topley Road Rescue Budget  
Update Service #7406

Moved by Director Newell  
Seconded by Director Fisher

2018-13-13

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 24, 2018 memo titled "Topley Road Rescue Budget Update Service #7406"; and,

"That the Regional District of Bulkley-Nechako Board of Directors endorse the Topley Road Rescue Service #7406 minor budget amendment."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Bylaw 1233 Amendment Moved by Director Newell  
"Houston Rural Fire Protection" Seconded by Director Brienen

2018-13-14

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 24, 2018 memo titled "Bylaw 1233 Amendment "Houston Rural Fire Protection"; and,

"That the Regional District of Bulkley-Nechako Board of Directors consider giving Bylaw 1838 three readings later in the agenda"; and further, that

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fort St. James Fire Truck Moved by Director Greenaway  
Budget Amendment for Local Seconded by Director Petersen  
Service #7202

2018-13-15

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 24, 2018 memo titled "Fort St. James Fire Truck Budget Amendment for Local Service #7202"; and,

"That the Regional District of Bulkley-Nechako Board of Directors endorse the Fort St. James Rural Fire Protection budget Amendment."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Parker removed himself from the meeting at 1:28 p.m. due to a familial conflict of interest.

Grant in Aid Applications Moved by Director Benedict  
Seconded by Director Fisher

2018-13-16

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Parker returned at 1:30 p.m.



**ADMINISTRATION REPORTS (CONT'D)**

**Letter to BC Rural Dividend Fund**

Moved by Director Beach  
 Seconded by Director Newell

2018-13-17

"That the Regional District of Bulkley-Nechako Board of Directors provide a letter to the BC Rural Dividend Program Office, MLA Rustad and MLA Donaldson with the following requests to the Program Office:

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Transit Wrist Bands**

Moved by Director Bachrach  
 Seconded by Director Beach

2018-13-18

"That the Regional District of Bulkley-Nechako Board of Directors ratify and authorize waiving the \$5 fare for wildfire evacuees for the duration of the event."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Administration Reports**

Moved by Director Brien  
 Seconded by Director Greenaway

2018-13-19

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

- Manager of Regional Economic Development Re: User Generated Content Partner Network
- Finance/Administration Coordinator Re: Electoral Area Allocation of Federal Gas Tax Funds – Second Quarter 2018
- Chief Financial Officer – Licence of Occupation – Ft. St. James Rest Area."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## ENVIRONMENTAL SERVICES

Submit the 2018 Solid Waste Management Plan for Approval By the Ministry of Environment and Climate Change Moved by Director Fisher  
Seconded by Director Bachrach

2018-13-20

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Director of Environmental Services' August 3, 2018 memo titled "Submit the 2018 Solid Waste Management Plan for Acceptance by the Ministry of Environment and Climate Change."
2. That the Regional District of Bulkley-Nechako Board of Directors approve adoption of the 2018 Solid Waste Management Plan for Acceptance by the Ministry of Environment and Climate Change Strategy as amended to include Statistics Canada population information for First Nations population in the Burns Lake Area."
3. That the Regional District of Bulkley-Nechako Board of Directors direct staff to submit the 2018 Solid Waste Management Plan to the Ministry of Environment and Climate Change Strategy for approval as amended."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Miller thanked staff, SWMP Advisory Group and consultants for a job well done in regard to the 2018 Solid Waste Management Plan.

Solid Waste Management Plan -Cost Recovery Study Moved by Director Benedict  
Seconded by Director Fisher

2018-13-21

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Director of Environmental Services' August 3, 2018 memo titled "Solid Waste Management Plan-Cost Recovery Study."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Solid Waste Management Plan Cost Recovery Study Report Moved by Director Bachrach  
Seconded by Director Fisher

2018-13-22

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to implement the Solid Waste Management Plan – Cost Recovery Study Scenario 3 – Fees on All Solid Waste when the Ministry of Environment has formally approved the RDBN 2018 Solid Waste Management Plan."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fort Fraser Water Distribution Improvements Moved by Director Parker  
Seconded by Director Lindstrom

2018-13-23

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Weekly Field Review Report from TRUE Consulting Re: Fort Fraser Water Distribution Improvements."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DEVELOPMENT SERVICES (All Directors)**

**REFERRALS**

Land Referral File No.  
7410012 Raymond and Joyce  
Miller– Electoral Area “F”

Moved by Director Petersen  
Seconded by Director Beach

2018-13-24

“That the comment sheet titled “Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral No. 7410012” be provided to the Province as the Regional District’s comments on Crown Land Application File 7410012.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Land Referral File No.  
7410015 Robert & Vicki Ophus  
– Electoral Area “F”

Moved by Director Petersen  
Seconded by Director Thiessen

2018-13-25

“That the comment sheet titled “Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7410015” be provided to the Province as the Regional District’s comments on Crown Land Application File 7410015.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Land Referral File No.  
7410014 Ella & Ronald  
McCutcheon – Electoral Area “C”

Moved by Director Greenaway  
Seconded by Director Petersen

2018-13-26

“That the comment sheet titled “Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7410014” be provided to the Province as the Regional District’s comments on Crown Land Application File 7410014.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Land Referral File No.  
6409077 David & Brenda  
Fountain– Electoral Area “B”

Moved by Director Petersen  
Seconded by Director Fisher

2018-13-27

“That the comment sheet titled “Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 6409077” be provided to the Province as the Regional District’s comments on Crown Land Application File 6409077.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Memo**

Subdivision Referral File  
No. 2018-04103  
Electoral Area “C”

Moved by Director Greenaway  
Seconded by Director Benedict

2018-13-28

“That the Regional District of Bulkley-Nechako Board of Directors not require the property owner to provide parkland dedication as part of their subdivision of “Lot A and an Undivided 5/38ths share in Lot 1, Plan 11635, District Lot 651, Range 5, Coast District, Plane PRP45168.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Memo (Cont'd)**

Coastal Gaslink Work Camp  
July 25<sup>th</sup>, 2018 Open House  
Summary

Moved by Director Benedict  
Seconded by Director Newell

2018-13-29

"That the Regional District of Bulkley-Nechako Board of Directors receive the Planner 1's July 31, 2018 memo titled "Coastal GasLink Work Camp for Areas "B", "E", and Village of Burns Lake Open House Summary."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Development Variance Permit Application**

Chair Miller called for comments from the gallery.

Development Variance Permit  
F-01-18 Kirby and Linda  
Pederson – Electoral Area "F"

Moved by Director Petersen  
Seconded by Director Thiessen

2018-13-30

"That the Regional District of Bulkley-Nechako Board of Directors approve Development Variance Permit F-01-18 for the property located at 7050 Meier Road West to vary Section 4.02 (e) of the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 to increase the Total Floor Area from 55 m<sup>2</sup> (592 ft<sup>2</sup>) to 80.19m<sup>2</sup> (864 ft<sup>2</sup>) for a storage building developed in general compliance with Schedule A of the permit."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**OTHER**

**Building Inspector's Report**

Building Inspectors Report

Moved by Director Repen  
Seconded by Director Parker

2018-13-31

"That the Regional District of Bulkley-Nechako Board of Directors receive the Building Inspector's Report for July 2018."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**VERBAL REPORTS**

2018 Wildfire Event

Chair Miller spoke of the immensity of the 2018 Wildfire Event. BC Wildfire Service (BCWS) noted the impacts of the number of fires and the spread of the fires on the landscape within the region as being very challenging.

Chair Miller thanked Director Bachrach for his assistance in the EOC regarding media relations. He also noted that RDBN staff did a phenomenal job of managing the EOC due to the number of incidents taking place at one time.

Melany de Weerd, CAO thanked Chair Miller and the entire Regional Board for their assistance during the event as many of them were within an Evacuation Alert or Order area and working to help their constituents.

### VERBAL REPORTS (CONT'D)

Ms. de Weerdts provided an overview and maps of the number of fire incidents that occurred within the RDBN boundaries and where the RDBN is currently. She noted that incidents changed very rapidly and each was dynamic and unpredictable. BCWS mentioned during the height of the event that the relative humidity (RH) in the material on the ground was lower than kiln dried wood and with no precipitation this created very challenging circumstances.

Ms. de Weerdts commented that it is an honour to work with the dedicated hard working EOC staff during this very challenging time. She commented that due to the EOC staff workload timelines for projects may be impacted.

BCWS has indicated that it will be two to three weeks more of hard firefighting and some areas will continue to burn throughout the winter. BCWS will provide messaging in regard to smoke and fires during the coming months.

Ms. de Weerdts identified the huge impacts and devastation to residents in regard to lost homes, power outages, range lands, forestry, etc. for the immediate future and decades moving forward. She mentioned that there is a need for support and recovery as residents return to their homes.

Chair Miller spoke of bringing forward the issues that occurred during this event and continue to occur forward for discussion while attending the 2018 UBCM Convention in Whistler, B.C. September 10-14, 2018.

Chair Miller also thanked staff and noted that he had received a number of comments from the Provincial Government, Emergency Management B.C., BCWS Incident Commanders and Premier Horgan in regard to the highly functional RDBN EOC and the excellent staff.

Chair Miller spoke of working with BCWS in the capacity as industry liaison. He noted the importance of recovery planning in moving forward. Chair Miller recognized the phenomenal support and continued support from everyone involved in the 2018 Wildfire Event.

Chair Miller mentioned that along with Director Thiessen he met with Premier Horgan and outlined changes that need to be made moving forward.

The RDBN Board of Directors thanked Chair Miller and Ms. de Weerdts for their hard work and diligence during the event. Director Bachrach noted that in attending a Public Meeting in Burns Lake Chair Miller's caring and dedication for the region was very strong. Chair Miller's support for all Directors within in the region was recognized.

Director Benedict noted the need for additional support as the region moves forward in the recovery stage of the event and that the fires are still burning. She spoke of the power outages that continue to impact areas within Electoral Area "E" (Francois/Ootsa Lake Rural).

**VERBAL REPORTS (CONT'D)**

Discussion took place in regard to the current and future impacts to the region and the economy. Ms. de Weerd commented that staff are working on recovery and resiliency planning.

Appreciation was expressed for all the volunteers that assisted and help wherever they could throughout the entire region. Chair Miller mentioned that the volunteers that came forward to help with Emergency Support Services (ESS) was outstanding.

Receipt of Verbal Reports

Moved by Director Thiessen  
Seconded by Director Beach

2018-13-32

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION CORRESPONDENCE**

Nechako Valley Search and Rescue – Request for Letter of Support – Safety and Rescue Equipment

Moved by Director Petersen  
Seconded by Director Newell

2018-13-33

"That the Regional District of Bulkley-Nechako Board of Directors ratify the letter of support to the Nechako Valley Search and Rescue for its safety and rescue equipment."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Nechako Valley Community Services Society – Request for Letter of Support – Senior Housing Project

Moved by Director Petersen  
Seconded by Director Thiessen

2018-13-34

"That the Regional District of Bulkley-Nechako Board of Directors ratify the letter of support to the Nechako Valley Community Services Society for its Senior Housing project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Administration Correspondence

Moved by Director Parker  
Seconded by Director Thiessen

2018-13-35

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

- Chinook Community Forest – Notice of Annual General Meeting of Chinook Comfor Limited Partnership;
- Ministry of Transportation and Infrastructure- Cycling and Pedestrian Transportation Infrastructure;
- Union of B.C. Municipalities – 2018 Resolutions;
- Union of B.C. Municipalities – Gas Tax Agreement Community Works Fund Payment;
- Autumn Services – Request for Sponsorship;
- Northern Society for Domestic Peace- Reporting Stats - Smithers RCMP Victim Assistance Program;
- Lakes District Arts Council – Thank you for Grant in Aid;

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

- Municipal Insurance Association of BC - MIABC Voting Delegate;
- Coast Mountain College – Name Change from Northwest Community College to Coast Mountain College;
- Trans Canada Yellowhead Highway Association- 2018 Annual General Meeting;
- BC Transit – BC Transit Regional Assignments Update – North;
- Cariboo Regional District – Support for the Province of British Columbia's Caribou Recovery Program;
- Regional District North Okanagan – Support for UBCM Resolution – Business Licensing;
- City of Williams Lake – Employer Health Tax Impact on Local Government;
- Kim Demers – CN – Excessive Noise – No Mitigation;
- Fort Fraser Local Community Commission Meeting Minutes – July 11, 2018;
- BC Community Forest Association – July 2018 Member's Newsletter;
- BC Wildfire Newsletter – July 26, 2018;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development/BC Wildfire Service – People Urged to Use Caution in the Backcountry;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development/BC Wildfire Service – Campfires to be Allowed Again in Part of Northeast B.C.;
- North Central Local Government Association - Highlights of the NCLGA Board of Directors Meeting;
- North Central Local Government Association- Media Release – North Central Local Government Association Signs Memorandum of Understanding with Spinal Cord Injury BC;
- Northern BC Tourism – Area Restriction in Effect for Shovel Lake Wildfire in the Burns Lake/Fraser Lake Region;
- Northern Health – Update #3 – Response and Preparedness;
- Union of B.C. Municipalities
  - Executive Resolution on Greyhound
  - Legislative Changes Proposed for Alternate EA Directors
  - Policing Communication Portal Launched
  - Consultation on Recycle BC's Program Plan
  - Medal of Good Citizenship
  - Provincial Update on Ride Sharing
  - Phase 2 Funding Announced for Connectivity
  - Executive Meeting Highlights
  - Attracting New Doctors through Community Collaboration
  - Province Reverses Decision on Fire Safety Act
  - Interim Report on ALR and ALC
  - Cannabis Production on the ALR;

**UNION OF BC MUNICIPALITIES CONVENTION 2018  
 CORRESPONDENCE/INVITATIONS**

- Convention Bulletin #2 – July 23, 2018;
- Convention Bulletin #3 – August 13, 2018;
- Convention Bulletin #4 – August 20, 2018;
- Emergency Management BC – Invitation to Meet and Discuss 2018 BC Floods and Wildfires During UBCM Convention;

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

- BC Liberal Official Opposition – 2018 UBCM Meeting Opportunities;
- Resource Breakfast Series – Additional Tickets Available;
- Clean Energy – Reception – September 11, 2018;
- Community Energy Association – Northern BC Electric Vehicle Workshop at UBCM;
- LNG Canada and Coastal GasLink Reception;

**INVITATIONS**

- BC Council of Forest Industries – Community Dinner – September 18, 2018 – Prince George, B.C.;
- BC Natural Resources Forum - Summer Update- Fresh Outlook Foundation;
  - Making the Links: Climate Change, Community Health & Resilience – November 5-6, 2018, Kelowna, B.C.
  - Building on Progress: Climate Action Across Local, Regional and Global Levels
    - September 13, 2018 – Kelowna, B.C.
    - September 14, 2018 – Penticton, B.C."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Director Repen mentioned that he contacted Kim Demers in regard to her letter regarding CN Excessive Noise - No Mitigation. He spoke of encouraging residents to come forward with recorded information in regard to CN issues. Chair Miller had also spoken with Ms. Demers and spoke of the concerns and issues in regard to CN being a private company and the inconsistency of blasting its horns at level crossings. Director Thiessen brought forward concerns regarding the impacts to tourism in communities with CN crossings.

Discussion took place regarding the UBCM Correspondence: Phase 2 Funding Announced for Connectivity and Province Reverses Decision on Fire Safety Act."

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

Moved by Director Thiessen  
Seconded by Director Beach

2018-13-36

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

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**FINANCIAL**

Operating Accounts  
-July, 2018

Moved by Director Benedict  
Seconded by Director Beach

2018-13-37

"That the Regional District of Bulkley-Nechako Board of Directors ratify the Operating Accounts – Paid July, 2018."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**



## **BYLAWS**

### **Bylaws for First, Second and Third Reading**

**No. 1838– Houston Rural Fire Protection Service Establishment Amendment**

Moved by Director Brien  
Seconded by Director Newell

2018-13-38

"That "Houston Rural Fire Protection Service Establishment Amendment Bylaw No. 1838, 2018" be given first, second, and third reading this 6<sup>th</sup> day of September, 2018."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**No. 1839– Vanderhoof Rural Fire Protection Service Area Boundary Amendment**

Moved by Director Petersen  
Seconded by Director Thiessen

2018-13-39

"That "Vanderhoof Rural Fire Protection Service Area Boundary Amendment Bylaw No. 1839, 2018" be given first, second, and third reading this 6<sup>th</sup> day of September, 2018."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **READING FILE**

**Reading File**

Moved by Director Brien  
Seconded by Director Newell

2018-13-40

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

### **CORRESPONDENCE:**

- Association for Mineral Exploration – August 2018 News;
- BC Community Forest Association – August 2018 Member's Newsletter;
- Business Vancouver Magazine – 2017 Emerging Business;
- Canada Wood Group – Canada Wood Global Markets Newsletter:
  - July 2018
  - August 2018
- Canfor Reports Results for Second Quarter July 25, 2018;
- Federation of Canadian Municipalities – Voice:
  - August 20, 2018 – Help get Shovels in the Ground/Election 2019 / Become a Climate Champion
  - August 7, 2018 – Infrastructure Funding: Next Steps / #BuildingOurCommunities / Minister Bibeau Meets with PEDDG
  - July 23, 2018 – Infrastructure Investments that Benefit Everyone / Love Food? Help Reduce Waste / Canada's Report to the UN on SDGs;
- Federation of Canadian Municipalities – Connect:PCP Program/Apply for Tree Planting Projects / Spotlight: Innovative Wastewater Upgrade;
- Federation of Canadian Municipalities – Presidents Corner: July 2018;
- Journal of Ecosystems and Management – New Issue Published;

**READING FILE (CONT'D)**

- Northern BC Tourism – Wildfire Update;
- Northern BC Tourism – Join the Northern BC Tourism Board of Directors;
- Northern Health – August 20018 eBrief;
- Pacific Northern Gas – Celebrating 50 Years;
- Prince George, Economic Development – eNewsletter July 2018;
- Prince George, Economic Update – July 2018;
- Privacy and Access Council of Canada –
  - July 31, 2018 - Newsworthy Nuggets about Privacy, Access & Data Protection
  - July 24, 2018 - Newsworthy Nuggets about Privacy, Access & Data Protection
- Recycling Council of British Columbia – Waste Reduction Week 2018 Proclamation Request;
- Regional District of Bulkley-Nechako – RDBN Advertisements from February 2018 to July 2018;
- Resource Works – Newsletter
  - August 21, 2018 – UBCM: Please Defend Responsible Salmon Farming
  - August 2, 2018 - From Russia, with Oil
  - July 19, 2018 – Resources Key Power in BC Economy
  - July 5, 2018 – Changing Professional Reliance in BC?
- Rio Tinto Alcan – Nechako Reservoir Flow Facts:
  - August 18 to August 27, 2018
  - August 11 to August 17, 2018
  - August 4 to August 10, 2018
  - July 28 to August 3, 2018
  - July 21 to July 27, 2018
  - July 7 to July 13, 2018;
- Smithers Exploration Group – SEG Supports Electric Vehicle Demo in Smithers;
- Smithers Exploration Group – SEG Cancels September Golf Tournament;
- Thompson-Nicola Regional District – Highlight from the Thompson-Nicola Regional District Board of Directors Meeting of July 19, 2018.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## SUPPLEMENTARY AGENDA

### REPORTS

Investment Account with  
Bulkley Valley Investment  
Services

Moved by Director Bachrach  
Seconded by Director Repen

2018-13-41

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's September 5, 2018 memo titled" Investment Account with Bulkley Valley Investment Services:" and further, that

"The Regional District of Bulkley-Nechako Board of Directors direct staff to open an investment account with Bulkley Valley Financial Services Ltd. and Qtrade Advisor with signing (trading) authority restricted to any two of the Chief Financial Officer, Chief Administrative Officer and Corporate Officer; and further, that any investments be bound by the Regional District's current investment policy."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaw 1840 2018 Fires  
-Revenue Anticipation  
Borrowing

Moved by Director Beach  
Seconded by Director Benedict

2018-13-42

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's September 5, 2018 memo titled" Bylaw 1840 2018 Fires – Revenue Anticipation Borrowing:" and further, that

"The Regional District of Bulkley-Nechako Board of Directors consider giving Bylaw 1840 three readings and adoption later in the agenda."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ADMINISTRATION CORRESPONDENCE

Meeting Request – Update on  
Kitimat LNG Project and the  
Pacific Trails Pipeline

Moved by Director Brien  
Seconded by Director Beach

2018-13-43

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to schedule a meeting with Chevron Canada regarding an Update on Kitimat LNG Project and the Pacific Trails Pipeline at the UBCM 2018 Convention; and further, that Directors Newell and Benedict will attend."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

Administration  
Correspondence

Moved by Director Brien  
Seconded by Director Beach

2018-13-44

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

- Green Communities Climate Action Recognition Program – Awarded level 3 Recognition-Accelerating Progress on Charter Commitments;
- Auditor General for Local Government – Review of the Auditor General for Local Government Act and Office;
- Enbridge Inc. – Application for an Extension of Environmental Assessment Certificate – Westcoast Connector Gas Transmission Project;
- Federation of Canadian Municipalities – Voice – September 4, 2018;
- North Central Local Government Association – Update – August 30, 2018."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Union of B.C. Municipalities  
Correspondence

Moved by Director Brien  
Seconded by Director Thiessen

2018-13-45

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

- CN – Meeting Scheduled for Wednesday, September 12, 2018 at 9:30 a.m. – Black Tusk Board Room;
- The Corporation of the District of Oak Bay – Local Government Vacancy Levy – District of Oak Bay;
- Union of B.C. Municipalities – UBCM Convention Bulletin #5."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**BYLAW**

**Bylaw for First, Second, Third Reading and Adoption**

No. 1840– 2018 Fires  
Revenue Anticipation Borrowing

Moved by Director Benedict  
Seconded by Director Fisher

2018-13-46

"That "2018 Fires – Revenue Anticipation Borrowing Bylaw No. 1840, 2018" be given first, second, third reading, and adoption this 6<sup>th</sup> day of September, 2018."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Meeting No. 13  
September 6, 2018  
Page 28

**ADJOURNMENT**

Moved by Director Bachrach  
Seconded by Director Beach

2018-13-47

"That the meeting be adjourned at 2:58 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****AGRICULTURE COMMITTEE MEETING**  
**(Committee Of The Whole)****Thursday, September 6, 2018****Location: Village of Burns Lake Council Chambers**

**PRESENT:**

Chair	Mark Parker
Directors	Taylor Bachrach Chris Beach Eileen Benedict Shane Brienen Mark Fisher Tom Greenaway Dwayne Lindstrom Thomas Liversidge Bill Miller Rob Newell Jerry Petersen Darcy Repen Gerry Thiessen
Director Absent	Rob MacDougall, District of Fort St. James
Staff	Melany de Weerd, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services John Illes, Chief Financial Officer Debbie Evans, Agriculture Coordinator Corrine Swenson, Manager of Regional Economic Development Wendy Wainwright, Executive Assistant

**CALL TO ORDER**

Chair Parker called the meeting to order at 3:00 p.m.

**AGENDA**Moved by Director Petersen  
Seconded by Director Lindstrom**AG.2018-5-1**

"That the Agriculture Committee Agenda of September 6, 2018 be adopted."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Agriculture Committee**  
**Meeting Minutes**  
**-June 7, 2018**Moved by Director Beach  
Seconded by Director Brienen**AG.2018-5-2**

"That the Minutes of the Agriculture Committee Meeting of June 7, 2018 be received."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**VERBAL REPORTS**

Mark Parker, Chair – Conference Call with the Honourable Lana Popham, Minister of Agriculture

Chair Parker mentioned that the conference call that he had with the Honourable Lana Popham, Minister of Agriculture was good. He noted that it was implied that the Agriculture Land Commission's elimination of Zone 1 and 2 would take place but he spoke of the need to maintain a northern voice. Chair Parker reiterated that the RDBN and RDBN Planning Department felt that the current system was working and encouraged that the current system remain the same. Ms. Popham indicated that with the Agricultural Land Commission based in Vancouver there would be one northern representative on the commission. Chair Parker was very firm that northern B.C. required better representation and is not the same farming and ranching topography as southern B.C. He spoke of the need for northern B.C. to have a panel that represents the area. Chair Parker commented that he will follow-up with the messaging at the upcoming meeting with Minister Popham at the 2018 UBCM Convention in Whistler, B.C.

Chair Parker stated that they also spoke of the proposed packing plant in Prince George and the potential changes to agriculture in the north. He noted the importance of northern representation and a northern panel. Director Miller noted that discussion took place in regard to the difference in climate, growing capacity, land base etc. in northern B.C. Director Parker spoke of the extended growing season often experienced in southern B.C.

Verbal Report

Moved by Director Miller  
Seconded by Director Beach

AG.2018-5-3

"That the Agriculture Committee receive Chair Parker's verbal report."

All/Directors/Majority)

CARRIED UNANIMOUSLY

**REPORT**

Connecting Consumers and Producers

Moved by Director Lindstrom  
Seconded by Director Beach

AG.2018-5-4

"That the Agriculture Committee receive the Manager of Regional Economic Development's August 27, 2018 memo titled "Connecting Consumers and Producers."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

Climate Action Initiative  
Regional Agriculture  
Adaptation Strategies Project

Moved by Director Beach  
Seconded by Director Miller

AG.2018-5-5

"That the Agriculture Committee recommend that the Regional District of Bulkley-Nechako Board of Directors authorize providing up to \$3,500 for the Regional Agricultural Adaptation Strategies Project workshops."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**CORRESPONDENCE (CONT'D)**

B.C. Minister of Agriculture's Moved by Director Miller  
Advisory Committee for Seconded by Director Beach  
Revitalizing the ALR and the  
ALC – Revitalizing the Agricultural  
Land Reserve and the Agricultural  
Land Commission – Interim  
Committee Report to the Minister  
of Agriculture – July 31, 2018

AG.2018-5-6

"That the Agriculture Committee receive the B.C. Minister of Agriculture's Advisory Committee for Revitalizing the ALR and the ALC – *Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission – Interim Committee Report to the Minister of Agriculture – July 31, 2018.*"

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**NEW BUSINESS**

Wildfire Recovery and  
Resiliency

Director Miller noted the importance of informing the public of the Emergency Hay Program and Agri-Recovery to residents impacted by the wildfires. Questions can be directed to Debbie Evans, Agriculture Coordinator. Ms. Evans also noted that Ken Chalmers, P. Ag. RPF, Range Tenures Officer Nadina, and Karen Tabs, Range Officer, VanJam, Ministry of Forests, Lands, Natural Resource Operations and Rural Development are also good resources.

**ADJOURNMENT**

Moved by Director Fisher  
 Seconded by Director Greenaway

AG.2018-5-7

"That the meeting be adjourned at 3:22 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

\_\_\_\_\_  
 Mark Parker, Chair

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





**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**AGRICULTURE COMMITTEE MEETING**  
**(Committee Of The Whole)**

**Thursday, June 7, 2018**

**PRESENT:** Chair Mark Parker

Directors Taylor Bachrach  
Chris Beach  
Eileen Benedict  
Shane Brienen  
Mark Fisher  
Tom Greenaway  
Thomas Liversidge  
Rob MacDougall  
Bill Miller  
Rob Newell  
Jerry Petersen  
Darcy Repen  
Gerry Thiessen – left at 2:43 p.m.

Director Absent Dwayne Lindstrom, Village of Fraser Lake

Staff Melany de Weerd, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
John Illes, Chief Financial Officer  
Debbie Evans, Agriculture Coordinator  
Wendy Wainwright, Executive Assistant

**CALL TO ORDER** Chair Parker called the meeting to order at 2:23 p.m.

**AGENDA & SUPPLEMENTARY AGENDA** Moved by Director Miller  
Seconded by Director Benedict

**AG.2018-4-1** "That the Agriculture Committee Agenda of June 7, 2018 be adopted; and further, that the Supplementary Agenda be dealt with at this meeting."

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

**MINUTES**

**Agriculture Committee Meeting Minutes -April 19, 2018** Moved by Director Bachrach  
Seconded by Director Newell

**AG.2018-4-2** "That the Minutes of the Agriculture Committee Meeting of April 19, 2018 be received."

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

## REPORTS

### Mark Parker, Chair – BV Cattlemen's Association AGM

- Attended the 3 day BC Cattlemen's Association AGM in Smithers
- Thank You to Smithers for hosting the event
  - o 250 people registered
  - o 328 people were in attendance at one of the dinner events
  - o Participants in attendance from all over B.C.
- Provided a presentation on behalf of the Regional District in regard to the formation of the Agriculture Committee and Agriculture Coordinator Position
  - o Received a lot of feedback
  - o Received questions regarding the Agriculture Committee and implementing the Agriculture Coordinator position along with the mandate and direction of the Regional District
  - o Very positive response
- Highlights
  - o BC Cattlemen's Association (BCCA) is intertwined with agencies and organizations throughout B.C. such as FLNRORD and Water Stewardship
  - o BCCA's 90<sup>th</sup> AGM program provides a resource of information – very worthwhile read
- Major Announcement
  - o \$14 million/3 years for wildlife management, species at risk and predator control as it interfaces with agriculture
    - Cariboo was also discussed
  - o The Honourable Lana Popham, Minister of Agriculture was in attendance
    - Announced \$450,000 commitment to conduct a study for the proposed processing plant in Prince George
  - o Significant process still remains in order for the proposed processing plant to be built
    - The province's contribution is encouraging
    - Will potentially employ 450 people with external jobs of approximately 650
    - Discussed the positive benefits of the proposed processing plant to farming in the northwest and region
    - the current practice involves beef processing being completed in Alberta
- Good networking and discussion opportunities
- Great to have an event of that size in the region
- Very good opportunity to showcase Smithers and the Regional District and promote the region.

Mark Parker, Chair – BV  
Cattlemen's Association AGM

Moved by Director Beach  
Seconded by Director Brienen

AG.2018-4-3

"That the Agriculture Committee receive Chair Mark Parker's verbal report regarding the BV Cattlemen's Association AGM."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### REPORTS (CONT'D)

RDBN Agriculture Plan and  
 Regional Agriculture Forum  
 Update – Northwest Food  
 Security Forum – Livestock  
 Processing Meeting – Regional  
 Agrologist AGM

Moved by Director Beach  
 Seconded by Director Bachrach

AG.2018-4-4

"That the Agriculture Committee receive the Agriculture Coordinator's May 29, 2018 memo titled "RDBN Agriculture Plan and Regional Agriculture Forum Update; and further, the following information be received: Update – Northwest Food Security Forum, Livestock Processing Meeting and Regional Agrologist AGM."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to food security in the RDBN Agriculture Plan and food security in the region.

Debbie Evans, Agriculture Coordinator provided a verbal summary of the following:

- o Northwest Food Security Forum
- o Livestock Processing Meetings
  - Chair Parker expressed frustration in regard to the limited public notification in regard to the meeting dates and the meetings to address the Standing Committee being cancelled in northern locations with minimal notification
- o Ministry of Agriculture Discussion prepared for the Select Standing Committee on Agriculture, Fish and Food
- o BC Institute of Agrologists AGM
  - Ms. Evans was presented with her Professional Agrologist certificate
- o Connecting Consumers and Producers.

### CORRESPONDENCE

BC News – Farming in B.C.  
 Goes High Tech with \$14-  
 million Innovation Program

Moved by Director Miller  
 Seconded by Director MacDougall

AG.2018-4-5

"That the Agriculture Committee receive the correspondence titled "BC News – Farming in B.C. Goes High Tech with \$14-million Innovation Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**SUPPLEMENTARY AGENDA**

**REPORT**

2018 UBCM Session Proposal Moved by Director MacDougall  
Support to Agriculture in the Seconded by Director Greenaway  
RDBN

AG.2018-4-6 "That the Agriculture Committee receive the 2018 UBCM  
Session Proposal titled "Support to Agriculture in the RDBN."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Moved by Director Beach  
Seconded by Director Brien

AG.2018-4-7 "That the Agriculture Committee recommend to the Regional  
District of Bulkley-Nechako Board of Directors that the 2018  
UBCM Session Proposal titled "Support to Agriculture in the  
RDBN" be ratified as amended to include additional presenters  
to participate in the session along with the RDBN."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place in regard to broadening the scope of the  
session to include what local governments can do to support  
Agriculture in their regions. Inviting a representative from  
Northern Development Initiative Trust (NDIT) and/or Rural  
Development and/or School Districts to present along with the  
Regional District was discussed.

**NEW BUSINESS**

Invitation to a Veterinarian  
RE: Prescription Regulations  
Regarding Antibiotics Director Benedict brought forward concerning the  
regulations relating to prescription antibiotics for farm  
animals and the potential issues and costs. She suggested  
inviting a veterinarian to attend a future Agriculture Committee  
Meeting to discuss the regulations. Chair Parker will provide  
staff with information regarding potential delegations.

Invitation to WorkSafe BC  
and AgSafe BC Director Thiessen commented that WorkSafe BC enforcement  
may have a significant impact on farming operations in the near  
future. He suggested extending an invitation to WorkSafe BC to  
attend a future Agriculture Committee Meeting. Chair Parker  
also suggested including AgSafe BC.

Agriculture Land Commission  
Zones 1 and 2 Chair Parker commented that the Agriculture Land Commission  
is moving towards the Zone 1 and 2 designations within BC and  
combining them to be one Zone. Concerns were brought  
forward regarding the potential impacts of the removal of Zone 1  
and 2 and the potential removal of the three member panel  
committees. Discussion took place regarding the current system  
working well in northwest BC. Director Miller spoke of promoting  
agriculture in the region and the importance to regional economic  
development. He expressed the importance of voicing concerns  
to the Honourable Lana Popham, Minister of Agriculture.

**NEW BUSINESS (CONT'D)**

Invitation to the Honourable  
 Lana Popham, Minister of  
 Agriculture

Moved by Director Miller  
 Seconded by Director Greenaway

AG.2018-4-8

"That the Agriculture Committee recommend that the Regional District of Bulkley-Nechako Board of Directors invite the Honourable Lana Popham, Minister of Agriculture to the RDBN to discuss the proposed changes to the Agriculture Land Commission; and further, that if Minister Popham is unable to attend a Meeting in the RDBN that the Chair of the Agriculture Committee and one Director meet with Minister Popham in Victoria, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Agriculture/Farm Plastics

Director Benedict mentioned that while attending the BC Cattlemen's AGM discussion took place regarding an 'end market' for agriculture/farm plastics. She indicated that she had provided RDBN Environmental Services' staff contact information. Director Fisher commented that he had also had discussion and received contact information from individuals while attending the Federation of Canadian Municipalities 2018 Convention in Halifax, B.C.

**ADJOURNMENT**

Moved by Director MacDougall  
 Seconded by Director Brien

AG.2018-4-9

"That the meeting be adjourned at 3:16 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

\_\_\_\_\_  
 Mark Parker, Chair

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

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**



**TO: Chairperson Miller and Board of Directors**  
**FROM: Wendy Wainwright, Executive Assistant**  
**DATE: September 20, 2018**  
**SUBJECT: Committee Meeting Recommendations**  
**– September 6, 2018**

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Following is a recommendation from the September 6, 2018 Agriculture Committee meeting for the Regional Board's consideration and approval.

**Agriculture Committee Meeting – September 6, 2018**

**Recommendation 1:**

**Re: Climate Action Initiative Regional Agriculture Adaptation Strategies Project**

“That the Regional District of Bulkley-Nechako Board of Directors authorize providing up to \$3,500 for the Regional Agricultural Adaptation Strategies Project workshops.”

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

Recommendation 1 as written.



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

Board of Directors

September 27, 2018

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

**FROM:** Debbie Evans, Agriculture Coordinator

**DATE:** September 18, 2018

**SUBJECT:** BC Ministry of Agriculture Top 10 Farm Financial Mistakes and How to Avoid Them Workshop – Friday, October 26, 2018, Burns Lake

---

### Purpose

The purpose of this memorandum is to seek approval for the RDBN to cohost a BC Ministry of Agriculture one-day workshop on Friday Oct 26 at the Vineyard Church, 457 Hwy 16 W Burns Lake BC.

The BC Min of Agriculture has Chris Henderson presenting an all-day session from 9-4 on the Top 10 Farm Financial Mistakes and How to Avoid Them. Chris's costs are being covered by the Min of Ag. John Stevenson as also secured the funding for lunch/snack so the event could be a free event.

The commitment from the RDBN is \$100 for the Vineyard Church and staff time to get information circulated and registration completed for the event.

Attached is the correspondence with John Stevenson about Chris Henderson workshop content and then a follow-up email confirming lunch/snack funding.

I would be pleased to answer any questions.

### **RECOMMENDATION:**

**(All/Directors/Majority)**

**"That the Regional District of Bulkley-Nechako Board of Directors approve the \$100 rental of the Vineyard Church and staff organization time for the BC Ministry of Agriculture sponsored Top 10 Farm Financial Mistakes and How to Avoid Them Workshop with Chris Henderson for October 26, 2018."**

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## Debbie Evans

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**From:** Stevenson, John J AGRI:EX <John.J.Stevenson@gov.bc.ca>  
**Sent:** September 12, 2018 4:03 PM  
**To:** 'Megan D'Arcy'; Debbie Evans  
**Subject:** update from call w Chris Henderson yesterday

Hi,  
From Chris' availability we settled on Oct 26 (Burns Lake) and 27<sup>th</sup> (Smithers).  
Back up dates would be Nov 2 and 3<sup>rd</sup>.

Debbie: I need RDBN (you) to confirm they are willing to be the "host" for lining up venue and handling registrations, booking catering etc  
Megan and SFI confirmed yesterday they would like to be "host" for the Smithers workshop and tasks similar to above.

### Top 10 Farm Financial Mistakes and How to Avoid Them

- All day session 9 -4
- Lunch included (hopefully\*\*)
- Very interactive strong audience participation, light on powerpoint content
- Presented by Chris Henderson and another of his staff
- RSVP , first come first served, hoping for up to 30 attendees for each workshop (?)
- **Venues to be booked ASAP with your input.**

Main goals are:

- 1) Share experiences about what solid financial management looks like, discuss some common pitfalls out there, perspectives of debt and return on investment(s), depreciation, leasing vs owning, farm tax loopholes for example. How to make some of these things work for "you", vs the other way around, sound decision making.
- 2) Leave participants with a better understanding of their individual farm finances and/or next steps for improvement. Each participant leaves with top 3 "action items" for their immediate/ short time frame implementation (and encourage uptake of the Farm Business Program)
- 3) Raise awareness for lasting peer encouragement / support via AGRI programs or other like Young Agrarians, FI's, industry associations, Community Futures, LG/RD grant writers etc.

\*\*Typically GF2 and now CAP events were not eligible for having a lunch as an eligible expense. Nothing has changed on this front, so either an admission charge is needed to cover lunch , coffee tea ,and snacks, or perhaps the RDBN and SFI are willing to sponsor the lunch (either cover cost of coffee, snacks and lunch, or at least defray costs but charge nominal admittance fee). **Your input is needed.**

I could try asking FCC and Scotia Bank to attend (to talk about financing options) and they may also help sponsor a lunch , but its awkward for me to ask these things. I talked the idea of having banker(s) present at the workshop to Chris and he thought it would be a good idea as long as they were just on the side to refer to specifics (this worked well at a New Entrant workshop we did in Smithers).

Please let me know your thoughts... 😊  
I hope we can pull this off.

John Stevenson, Regional Agrologist, Highway 16 West  
BC Ministry of Agriculture, Smithers | 250-847-6379 cell 250-643-2445



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**Debbie Evans**

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**From:** Stevenson, John J AGRI:EX <John.J.Stevenson@gov.bc.ca>  
**Sent:** September 17, 2018 1:05 PM  
**To:** Debbie Evans; 'Megan D'Arcy'  
**Subject:** update of workshop

Hi, the last email I sent to you both on 09/12, I was asking for support for how to cover lunch and snacks cost; something like sponsorship or admission cost.

I asked for more details internally and it seems that we (AGRI) can offer snacks and lunch free of charge, similar to what was done at the "Farm Succession" and "New Entrant" workshops.

So... it looks like a simpler request than originally thought from you both. However, I haven't heard back from you yet – are you in? Think this is a good workshop?

Do you want to talk about content?

Thanks,

John Stevenson, Regional Agrologist, Highway 16 West  
BC Ministry of Agriculture, Smithers | 250-847-6379 cell 250-643-2445  
1-888-221-7141 | [www.gov.bc.ca/agriservicebc](http://www.gov.bc.ca/agriservicebc)



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

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

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

**DATE: September 19, 2018**

**SUBJECT: Grant in Aid Applications**

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The following grant in aid applications have been received:

- Telkwa Christian Reformed Church – Electoral Area “A”
  - Community Space Project (\$2,340)
- Burns Lake Public Library – Electoral Areas “B” and “E”
  - High Speed Internet (\$5,111.12)
- Fort St. James Secondary School – Electoral Area “C”
  - Fort St. James Secondary Breakfast Program (\$2,000)
- Nechako Valley Community Services Society – Electoral Area “F”
  - Gala Dinner (\$500)

**RECOMMENDATION**

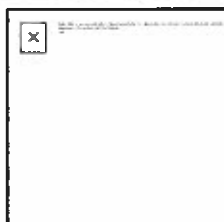
(all/directors/majority)

1. That the Telkwa Christian Reformed Church be given \$2,000 grant in aid monies from Electoral Area “A” (Smithers Rural) toward its Community Space Project.
2. That the Burns Lake Public Library be given \$2,555.56 from each of Electoral Areas “B” (Burns Lake Rural) and “E” (Francois/Ootsa Lake Rural) for High Speed Internet.
3. That the Fort St. James Secondary School be given \$2,000 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with its Breakfast Program.
4. That the Nechako Valley Community Services Society be given \$500 grant in aid monies from Electoral Area “F” (Vanderhoof Rural) for its Gala Dinner.

**Cheryl Anderson**

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**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** July 31, 2018 1:21 PM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application"  
**Attachments:** 5b60c4a88dad9-Furniture Budget.pdf



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

APPLICATION SUBMITTED BY:

***Telkwa Christian Reformed Church***

Mailing Address:  
PO Box 104, Telkwa BC V0J2X0

Email:  
Contact Person:

joe.tcrc@gmail.com  
Joe Ellis, 250-846-5777

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*Community Space Project*

Amount Requested:

\$2,340

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

**Yes**

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

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

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

**APPLICATION PROFILE**

Is your organization voluntary and non-profit?:

**Yes**

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

*The Telkwa Christian Reformed Church seeks to foster spiritual, emotional, and relational health in our immediate community as well as in the Bulkley Valley. We do so by providing opportunities for regular worship, classes on spirituality, opportunities for coaching/counselling, venues to foster social relationship, and community events. There are other organizations in our community that provide similar services/benefits, such as other church and social services. Where there is overlap, we do try to partner with others.*

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

*We serve people from Smithers to Quick.*

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

*Our organization has two paid employees.  
The pastor receives a salary of \$51,300 annually.  
The janitor receives \$5,408 annually.*

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

*We have 61 voting members, and about 80 people who would identify as members of our organization in an unofficial capacity.*

## PROJECT PROPOSAL PROFILE

RDBN Assistance Requested:

*capital project and/or  
equipment*

Other Assistance Requested:

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

*We have been renovating the Community Hall portion of our facility. This involved the removal of several walls so that the ten smaller rooms will be converted to a nursery, dining/fellowship area, conference room, recreational room for youth, and purchasing furniture. This initial work was made possible from funds from Bulkley Valley Community Foundation, and Northern Development Initiative Trust. Funds received from the Regional District would go entirely to furnishing our dining/fellowship area.*

Describe how this proposal will benefit the community:

*The goal of our Community Space Project is to provide a space which can host the diverse needs of our community in Telkwa. Currently, the Village of Telkwa does not have a space which can simultaneously host conferences, provide a nursery for childcare, an area for adults to converse and eat around tables, and a Recreation Room for the youth. When furnished, our space will be able to accommodate all these groups simultaneously. The result will be that the residents of Telkwa will have an incredible, affordable and aesthetically pleasing resource to be used for a wide variety of events.*

*We have already been able accommodate many different groups with our facilities: Alcoholics Anonymous, Birchwood Co-housing, BV Crafters, Kimberley's Kitchen, Quilters from the Heart, Quick 4-H, various wedding parties, funeral gatherings, fundraisers, and concerts. This reflects our mandate to serve our surrounding community, with our facilities playing a significant role in equipping us to do so. Upon completion of our renovations, we will be able to better accommodate groups from toddlers to seniors. Toddlers will enjoy the nursery, youth the rec-room, conference attendees will enjoy the conference and common area for eating and having smaller discussions. We anticipate that our enhanced capacity to host groups will multiply the number of persons who would benefit from this project.*

## FUNDING AND FINANCIAL INFORMATION

files Submitted:

[5b60c4a88dad9-Furniture Budget.pdf](#)

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

Yes

If not, please comment.:

Name of Grant or Funding Agency1:

Amount Applied for 1:

Status of Grant Application1:

*Bulkley Valley Credit Union*

*\$500 (For furniture)*

*Approved*

Name of Grant or Funding Agency2:

Amount Applied for2:

Status of Grant Application2:

*Northern Development Trust Initiative*

*\$30,000 (for Construction)*

*Approved*

Name of Grant or Funding Agency3:

Amount Applied for3:

Status of Grant Application3:

*Bulkley Valley Community Foundation*

*\$2,000 (for Construction)*

*Approved*

Name of Grant or Funding Agency4:

Amount Applied for4:

Status of Grant Application4:

Have you received assistance before from us.

No

Year, Amount and Purpose for assistance

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Year, Amount and Purpose for assistance

Does your organization:

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:

**Yes**

a senior government or a local service agency?:

Provide an opportunity for individuals to make direct contributions?:

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

**Yes**

**Cheryl Anderson**

**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** September 18, 2018 4:10 PM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application"  
**Attachments:** 5ba185e51eec9-RDBN Grant in Aid.docx



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

APPLICATION SUBMITTED BY:

***Burns Lake Public Library***

Mailing Address:  
*monika@burnslakelibrary.com*

Email:  
Contact Person:

*monika@burnslakelibrary.com*  
*Monika Willner 250-692-3192*

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*High speed internet to be provided to Burns Lake Public Library*

Amount Requested:

*5,111.12*

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.

**No**

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

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

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

**APPLICATION PROFILE**

Is your organization voluntary and non-profit?:

**Yes**

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

*The Burns Lake Public Library provides free use of computers as well as free wifi to the public. On the library's website we provide free online courses for all ages through out the year. As well as free online links to help children with homework, access to community information, borrowing online magazines, journals, newspapers, ebooks and audio books. All of these require being downloaded and we are the only organization in our community that provides these services.*

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

*The Burns Lake Public Library provides services to the public living in the area of The Village of Burns Lake as well as our surrounding rural communities that do not have access to any internet services.*

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.:

*The Burns Lake Public Library employs ten staff members as well as three volunteers.*

## **PROJECT PROPOSAL PROFILE**

RDBN Assistance Requested:

*capital project and/or equipment*

Other Assistance Requested:

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

*We are requesting assistance with upgrading the high speed internet services. This cost also includes installing the firewall as well as the cost from Telus to bring fibre into the building.*

Describe how this proposal will benefit the community:

*The high speed internet services will greatly improve our patrons access to the internet without disruption. Multiple patrons will be able to research information on the internet at the same time. As our community grows, so does the demand to be able to provide fast and uninterrupted internet services. A number of our patrons live out of range of internet service providers. This makes the library a very popular place for our community members to gain access to the services they do not have at home. Families and students need to have access to high speed internet for online courses and learning. We also offer free online courses and a variety of links to research many topics. The library provides the public with access to free use of computers and wifi.*



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## FUNDING AND FINANCIAL INFORMATION

files Submitted:

*5ba185e51eec9-RDBN Grant in Aid.docx*

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

*No*

If not, please comment.:

Name of Grant or Funding Agency1:

*Grant in Aid*

Amount Applied for 1:

*5,111.12*

Status of Grant Application1:

*Pending*

Name of Grant or Funding Agency2:

Amount Applied for2:

Status of Grant Application2:

Name of Grant or Funding Agency3:

Amount Applied for3:

Status of Grant Application3:

Name of Grant or Funding Agency4:

Amount Applied for4:

Status of Grant Application4:

Have you received assistance before from us.

*No*

Year, Amount and Purpose for assistance

Year, Amount and Purpose for assistance

Does your organization:

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:

a senior government or a local service agency?:

Provide an opportunity for individuals to make direct contributions?:

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

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

APPLICATION SUBMITTED BY:

Applicant Name: Fort St. James Secondary School

Mailing Address: Box 220

FCA St James, BC

E-mail Address: jbondgeman@sd91.bc.ca

Contact(s): Theripher Bondgeman 250 996-3935  
Name, Telephone/Fax Number

Craig Houghton 250-996-1739  
Name, Telephone/Fax Number

APPLICATION SUMMARY

Project or purpose for which you require assistance: FCA St James  
Secondary Breakfast Program

Amount of Grant Requested \$ 2,000

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) At Risk Youth Worker

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?

Eating Breakfast daily helps our youth learn more proficiently than those who do not. Breakfast helps young minds absorb what they are being taught, therefore youth are able to be successful. This is why Breakfast is part of our school culture.

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

Breakfast @ ESTSS is for Everyone. Population is from the township of Fort St James, Nakazdi, Vercoche, Binche, Tlaztlen.

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.

All monies from the Breakfast Program are used solely towards food. Our Program is run by volunteers.

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

I am happy to say our program has been running since 2011 with various volunteers through-out. Every 2 weeks volunteers from the community, surrounding areas serve our Pancake Breakfast.

**PROJECT/PROPOSAL PROFILE**

1. Assistance is being requested for:

\_\_\_\_\_ capital project and/or equipment

\_\_\_\_\_ special event

X other purpose Donation to Keep Program Running

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.

\* Letter Attached

3. Describe how this proposal will benefit the community.

"It's not about Breakfast, it's about building Community"

We invite the Regional District to come serve breakfast at Fort St. James Secondary. This experience will give you the pleasure of feeling the happiness in our building every morning during breakfast.

b1

### 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)
Breakfast Club Canada	8,000	✓		
Integriss Credit Union	1,000			✓
Comity	1,000			✓
Ace Hardware	300.	✓		

It costs approx \$14,000 per year to run the Breakfast Program. All Monies come from outside organizations to help our Program run successfully.

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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.**

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

APPLICATION SUBMITTED BY:

Applicant Name: Nechako Valley Community Services Society

Mailing Address: Box 1249, Vanderhoof, BC, V0J3A0

E-mail Address: tbeal@nvcss.ca

Contact(s): Tara Beal, 250-570-7399  
Name, Telephone/Fax Number

Aash Talwar, 226-347-8587  
Name, Telephone/Fax Number

APPLICATION SUMMARY

Project or purpose for which you require assistance: Celebrating contributions of people with disabilities in the workplace as well as the employers & the communities who support their success.

Amount of Grant Requested \$ 500/-

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

Tara Beal  
\_\_\_\_\_  
(signature of authorized signatory)

(title) Community Inclusion Manager

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

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

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### 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?

NVCSS provides support, education and empowerment to individuals & families to enhance independence, confidence & wellness, respecting the diversity within our communities. No, NVCSS is the only organization providing above services.

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

Vanderhoof, Fraser Lake, Fort St. James and surrounding areas.

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.

N/A

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

NVCSS is a registered non-profit social services agency established in 1977. We have five active board members & 65 staff approx.



## 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 of your request here. Attach additional information if required.

NVCSS is partnering with WorkBC and Community Futures to host a Gala Dinner for approx 110 individuals. Our goal is to celebrate contributions of people with disabilities in the workplace as well as the employers and the communities who support their success. Our event will help raise awareness for people with disabilities.

3. Describe how this proposal will benefit the community.

Our event will help raise awareness of the skills that individuals with disabilities bring to the workplace, encourage business to build an inclusive, diverse workplace and highlight first hand employers experiences and success stories. In addition to all of that, our event will be supporting the many people with disabilities within our communities.

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### 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; *Please See attached page.*
- 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.

*Please See attached page.*

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 *To the best of my knowledge.* 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.**

**Disability Month Event 2018 Details**

1. **Event Name:** Celebrating Inclusion to build diverse workforce – A Gala Dinner
2. **Date, Time & Location of the event:** 17<sup>th</sup> Oct 2018, 6:00PM, Friendship Centre
3. **Purpose of the Event:** To celebrate the contributions of people with disabilities in workforce, and the employers and communities who support their success.
4. **Organisations Hosting the event:** WorkBC, NVCSS and CFSN
5. **Total approx. budget of the event:** \$5000/- approx.
6. **Funding contribution by applicant:** WorkBC & NVCSS: Up to \$1000/- each.
7. **No. of attendees:** 110-130 approx.
8. **Gifts & Awards:** We are giving gift hampers to 11 employers who have hired people with disabilities.
9. **Grants/funding applied from other sources:** We have sent our sponsorship applications to total of 10 organisations/businesses (CANFOR, Nechako Lumber, RDBN, NEW GOLD Inc, MT MILLIGAN, BID GROUP, RIO TINTO, TRANS CANADA, NDIT, SAIK'UZ FIRST NATION).  
We have only got verbal approval from Canfor for \$500/- sponsorship donation.
10. **How it is going to benefit the community:**
  - a. Help raise the awareness about the skills that people with disabilities can bring to the Workplace.
  - b. Encouraging businesses to build inclusive, diverse workforce.
  - c. Incentivizes businesses who are already involved in supporting people with disabilities.
  - d. Provides the resources and supports available within the community to help people with disabilities obtain employment.
  - e. Opportunities to highlight first hand employer's experiences and success stories.
  - f. High-level community engagement which includes 25+ people with disabilities within our community, provincial government, district of Vanderhoof, Community Living BC, Community Futures, CNC, SD91, WorkBC, NVCSS and invites to more than 35 local employers in Vanderhoof.

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## Regional District of Bulkley-Nechako Memo Board Agenda – September 27, 2018

**To:** Chair Miller and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** September 18, 2018  
**Re:** Local Community of Fort Fraser Bylaw 1842

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The Fort Fraser local commission and the Local Community of Fort Fraser was established by Bylaw 223 and subsequently updated by Bylaw 642. Bylaw 642 was later amended by Bylaws 685, 935, 963, 1488 and 1595.

Bylaw 1842, presented later in the agenda, consolidates these bylaws and also provides amendments to the bylaw to bring the older bylaw up to date with changes to the Local Government Act, updates the remuneration to be consistent with the RDBN remuneration bylaw recently adopted, and updates the list of delegated duties to those currently practiced by the Board and the Commission.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

“That the Board of the Regional District of Bulkley-Nechako receive the Chief Financial Officer's memo dated September 18, 2018 titled ‘Local Community of Fort Fraser Bylaw 1842’ and that

“The Board of Directors consider giving bylaw 1842, presented later in the agenda, three readings”



## Regional District of Bulkley-Nechako Memo Board Agenda – September 27, 2018

**To:** Chair Miller, Director Fisher and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** September 14, 2018  
**Re:** Conclusion of Petition to Establish Aquatic Weed Control for Seymour Lake in Rural Smithers

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The Petition for Seymour Lake Aquatic Weed Control was started on September 6, 2017 with a request to respond no later than September 30, 2017. Our last response was received on April 5, 2018 with the petition being inconclusive.

Because of the lengthy period the Regional District has been accepting petition documents, several technical questions have arisen.

These include the issue that some properties may have changed hands in the year since the petition began leaving the question open to what owners have the authority to sign the petition.

The length of time the petition has remained open may be seen by some property owners as an attempt by the Regional District to bias the petition in favour of those petitioning for service. Individuals that wish not to have the service often refuse to return the petition (instead of formally petitioning against the service).

I would be pleased to answer any questions.

**Recommendation:**

(All/Directors/Majority)

"That the Board of the Regional District of Bulkley-Nechako receive the Chief Financial Officer's memo dated September 14, 2018 titled 'Conclusion of Petition to Establish Aquatic Weed Control for Seymour Lake in Rural Smithers'" and that

"The Board of Directors direct staff to close the petition for Aquatic Weed Control for Seymour Lake" and further that

"The Board of Directors direct staff that all further petitions be restricted to a maximum of three months from the date commencement."



**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
September 27, 2018**

To: Chair Miller and the Board of Directors  
 From: Kristi Rensby, Finance/Administration Coordinator  
 Date: September 13, 2018  
 Regarding: Federal Gas Tax Funds – Electoral Area 'A' (Smithers Rural)  
 Smithers Curling Club

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The Smithers Curling Club has just successfully completed their Phase 1 WCB Compliance Upgrades project with Gas Tax funds. Further requirements determined during the first phase of the project require additional work to be done, and the Club has requested a second Gas Tax grant to complete these critical upgrades so that they can continue to provide a recreation facility for Smithers and area residents.

The Phase 2 project consists of the construction and installation of an exhaust system to vent ammonia vapours to the outdoors in a safe manner. The cost has been quoted at \$31,235 plus a contingency of \$3,765 has been allowed.

Total uncommitted Gas Tax Funds remaining in the Electoral Area 'A' allocation is \$879,713.92. Director Fisher is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$35,000. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

**RECOMMENDATION:**

1. That the RDBN Board of Directors authorize contributing \$35,000 of Electoral Area 'A' Federal Gas Tax allocation monies to the Smithers Curling Club for a sport and recreation infrastructure upgrades project;  
**(All/Directors/Majority)**
  
2. That the RDBN Board of Directors authorize the withdrawal of up to \$35,000 from the Federal Gas Tax Reserve Fund.  
**(Participants/Weighted/Majority)**

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**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
September 27, 2018**

To: Chair Miller and the Board of Directors  
From: Kristi Rensby, Finance/Administration Coordinator  
Date: September 13, 2018  
Regarding: Federal Gas Tax Funds – Electoral Area 'B' (Burns Lake Rural)  
Rose Lake Community Club

The Rose Lake Community Club has requested the Regional District of Bulkley-Nechako's assistance in the form of Federal Gas Tax Funds to assist with upgrades at the Rose Lake Hall, located in Electoral Area 'B' (Burns Lake Rural).

The budget for this project has been set at \$40,000, and other funding has been secured in the amount of \$35,000.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'B' allocation is \$320,696.34. Director Miller is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$5,000 from Area 'B' for this Recreation Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

**RECOMMENDATION:**

1. That the RDBN Board of Directors authorize contributing up to \$5,000 of Electoral Area 'B' Federal Gas Tax allocation monies to the Rose Lake Community Club for a Recreation Infrastructure project at the Rose Lake Hall; and further,

**(All/Directors/Majority)**

2. That the RDBN Board of Directors authorize the withdrawal of up to \$5,000 from the Federal Gas Tax Reserve Fund.

**(Participants/Weighted/Majority)**





**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
September 27, 2018**

To: Chair Miller and the Board of Directors  
 From: Kristi Rensby, Finance/Administration Coordinator  
 Date: September 13, 2018  
 Regarding: Federal Gas Tax Funds – Electoral Area 'E' (Francois/Ootsa Lake Rural)  
 Lakes District Fair Association

The Lakes District Fair Association has requested the Regional District of Bulkley-Nechako's assistance in the form of Federal Gas Tax Funds to assist with drilling a new well at the Eagle Creek Fairgrounds, located in Electoral Area 'B' (Burns Lake Rural).

This project includes the drilling of the well, and installation of the well casing, pump, and sensor. The estimated cost for this project has been set at \$24,000, plus a \$1,000 contingency.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'E' allocation is \$184,836.98. Director Benedict is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$25,000 from Area 'E' for this drinking water project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

**RECOMMENDATION:**

1. That the RDBN Board of Directors authorize contributing up to \$25,000 of Electoral Area 'E' Federal Gas Tax allocation monies to the Lakes District Fair Association for a drinking water project at the Eagle Creek Fairgrounds; and further,

**(All/Directors/Majority)**

2. That the RDBN Board of Directors authorize the withdrawal of up to \$25,000 from the Federal Gas Tax Reserve Fund.

**(Participants/Weighted/Majority)**



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

**To:** Chair Miller and RDBN Board of Directors  
**From:** Deneve Vanderwolf, Regional Transit Coordinator  
**Date:** September 14, 2018  
**Re:** Extension to Transit Management Contract

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Currently the transit management contract for the Bulkley-Nechako Regional Transit Service is with Pacific Western Transportation. With the introduction of new service, BC Transit had implemented a short term strategy through the direct award of the contract for service provision. However, this strategy has now been revised and BC Transit is seeking approval to move forward.

In line with BC Transit's Board approved contract strategy, their recommendation is to pursue a 3 year extension with the incumbent service provider. Approval would allow BC Transit to enter into negotiations with Pacific Western Transportation to extend their current agreement to March 31, 2022. In advance of the March 31, 2022 expiry date, an RFP would be developed and issued for the North Central competitive region, which also includes the Prince George and Quesnel transit systems.

A number of factors were taken into consideration with respect to the recommendation. This includes the quality of service that has been provided by the incumbent, and the strength of their management program in all aspects of service provision including operations, fleet and facility management. Their operations performance indicators are also taken into consideration, as well as the level to which they have worked collaboratively and constructively with BC Transit and the RDBN.

I would be pleased to answer any questions.

**Recommendation:**

**(all/directors/majority)**

**That the Regional District of Bulkley-Nechako Board of Directors support the recommendation from BC Transit and authorize a 3 year extension to the Transit Management Contract with Pacific Western Transportation.**



**Regional District of Bulkley-Nechako  
Board of Directors  
September 27, 2018**

To: Chair Miller and the Board of Directors  
From: Nellie Davis, Regional Economic Development Coordinator  
Date: September 17, 2018  
Regarding: 2018 Local Economic Development Survey

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The Technology, Innovation and Economic Development Division of the Ministry of Jobs, Trade and Technology has opened their 2018 Local Economic Development Survey.

The purpose of the survey is to inform the programming, tools and resources the Ministry develops to help communities realize their economic development potential.

The survey takes around 17 minutes to complete and is open until Oct. 5.

Here is a link to the ministry webpage: <https://www2.gov.bc.ca/gov/content/employment-business/economic-development/plan-and-measure/2018-survey>

Here is a direct link to the survey: <https://bit.ly/2018ecdevsurvey>

Following today's Board Meeting, I will forward all Board Members an email with links to the survey for your convenience.

<b>Recommendation:</b> Receive.	<b>(All/Directors/Majority)</b>
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**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**MEMORANDUM**

**To:** Chair Miller and Board of Directors (Sept. 27, 2018)

**From:** Janette Derksen  
Deputy Director of Environmental Services

**Date:** September 13, 2018

**Subject:** Recommendation to Waive the ODS and C&D Disposal Fees for Residents Affected by the 2018 Wildfires

The Environmental Services Department is prepared to accept Ozone Depleting Substance (ODS) appliance(s) from residents that were affected during the 2018 wildfires at a few of our transfer stations. The department is recommending that the Regional District Board of Directors waive the \$20.00/unit disposal fee for these residents for their ODS appliance(s).

The Environmental Services Department has been advised by the Major Appliance Recycling Roundtable (MARR) that they are willing to work with the RDBN in assisting them in the processing costs of the ODS appliance(s) that will be recovered from the 2018 wildfires. MARR is willing to cover the \$20.00 disposal fee that the RDBN charges per unit. They will reimburse the RDBN for the fridges, freezers and air-conditioners in wildfire impacted areas.

Also, staff would like to request that the Board of Directors waive the \$90/MT Construction and Demolition (C&D) disposal fee associated with the clean-up of any building or structure that was compromised by the 2018 wildfires. This waste will be directed to the Knockholt or Clearview Landfills. This includes burnt materials and debris. We have requested these costs to be reimbursed by EMBC and are awaiting a response.

The Southside Transfer Station can accept small loads of C&D under the permitted 2 cubic meters limit as well as additional general waste, separated scrap metal and a small amount of wood waste. The Environmental Services Department is prepared to organize additional waste hauling from the Southside Transfer Station as needed to be received at the sub-regional landfills.

**RECOMMENDATION**

All / Directors / Majority

1. That the Board of Directors receive the memorandum titled, "Recommendation to Waive the ODS and C&D Disposal Fees for Residents Affected by the 2018 Wildfires" dated September 13, 2018.
2. That, the Board of Directors approve the recommendation to waive the \$20/unit disposal fee for ODS units from residents whose homes were affected by the 2018 wildfires.
3. Further, that the Board of Directors approve the recommendation to waive the \$90/MT disposal fee for the C&D waste brought to the Knockholt and Clearview Landfills during the clean-up of the buildings and structures that were lost or damaged by the 2018 wildfires.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
MEMORANDUM**

To: Chair Miller and Board of Directors (Sept 27, 2018)

From: Janette Derksen  
Deputy Director of Environmental Services

Date: September 13, 2018

Subject: Fort Fraser Infrastructure Improvement Project Change Order Updates

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TRUE Consulting has, throughout the project thus far, issued;

- Change Order No1. Watermain Insulation Where 2.5 m Cover is Not Available, which was approved;
- Contemplated Change Order No.2, Seal Coat Surfacing, which was not approved and abandoned;
- Contemplated Change Order No. 3 for a Tree Removal on Alexandria, which was not needed and abandoned;
- Change Order No. 4, Highway 16 Directional Drilling vs. open trench digging was issued and approved by staff and MOTI, to minimize risk to the integrity of Highway 16 during the installation of the new pipe works that ran parallel to the Highway. There was no significant cost identified with this construction change.
- Change Order No. 5:

On August 15, 2018, staff met in Fort Fraser with TRUE Consulting, Infracon Construction (formally LNB Contracting), MOTI and the paving sub-contractor to discuss options for road surface restoration for areas where the surface was disturbed during the installation of the new water distribution system. Initially, it was identified in the contract that the areas were to be repaved with 75mm of 16mm medium mix asphalt, later was found that the road surface was strictly seal coat over a gravel base. This discovery influenced a change in the restoration application technique. Budgeted costs were set at \$110,000 and not adequate for what was needed.

Infracon Construction had provided pricing on 2 options that were to be considered by issuing a Change Notice to the RDBN through True Consulting. Staff consulted with MOTI via TRUE who approved the design that was presented for both options. After discussion with the consultants, as well as with the Fort Fraser Local Commission, staff chose to go with option 1 - 75mm thick Asphalt Overlay. The estimated additional cost to the contract budget is an additional \$190,000 more than budgeted costs to move forward with this contract change. This cost could be covered in part by the contingency budget that was approved for this project. See attached Letter of Recommendation from TRUE Consulting, Change Order No.5 and summary budget with expected costs for remainder of the project.

Staff would like to recommend that the Board of Directors approve the additional costs of up to \$190,000 to cover the costs of road restoration for this project in Change Order No.5.



### Budget Summary

As the Budget Summary presents, the Fort Fraser Infrastructure Improvement Project is currently running a tight budget and has been using some of the contingency and optional work monies. Staff would like to point out that the current Outstanding Extra Work claim of \$125,000 reflected in the budget summary, is not a valid claim and is being disputed by Infracon. A smaller extra work claim of a lesser value is valid and will be presented to the consultant and staff in the next few weeks. The amount of this smaller claim is unknown at this time; therefore, staff has not adjusted the balance of the outstanding work claim in the summary sheet attached.

Staff has also added an expected cost of \$75,000 for a probable tie-in on 3<sup>rd</sup> Avenue and testing costs that will be included within this area. More detailed information will be presented once staff has received them.

One potential cost savings is to not replace the mainline, hydrant and service shut-offs on Dock Avenue which is recognized as a scope reduction area and involves more recent construction, from the 1980's. This will allow for these funds budgeted at \$80,000 to be used elsewhere. If Dock Ave. is taken off the plan, the RDBN will potentially address this portion of the existing construction plan as a septate project in the future.

There is the potential for further unknown costs which are not included in the Budget Summary to be identified during the remainder of the project. The budget is tight and the project costs will need to continue being closely monitored.

The project overage could be paid by 'borrowing' up to \$200,000 from Reserves, with an annual repayment of one fourth of the borrowed amount, over a period of four years.

#### **RECOMMENDATION**

**All / Directors / Majority**

1. That the Board of Directors receive the memorandum titled, "Fort Fraser Infrastructure Improvement Project Change Order Updates" dated, September 13, 2018;
2. That the Board of Directors ratify the decisions for Change Orders No. 1 through 4;
3. That the Board of Directors approve the scope of work change additional costs of up to \$190,000 for road restoration due to the surface disturbances with the Infrastructure Improvement Project implementation reflected in Change Order No.5; and
4. That the Board of Directors approve the withdrawal from Reserves to a maximum of \$200,000 to cover the above noted costs for the Fort Fraser Infrastructure Improvement Project, with payments to the Reserves over four years to repay the withdrawal.

**Fort Fraser's Infrastructure Improvement Project - Budget Summary Expected Cost - September 2018**

Total Funding For the Ft. Fraser Water Project

83% Grant	\$ 3,101,384.00
RDBN contribution	\$ 527,235.28
	<u>\$ 3,736,609.00</u>

	Costs	Total
<b>Tendered Project Value (includeing Engineering)</b>		
Total Construction Contract Amount less (Contingency and optional work)		\$ 2,912,000.00
Engineering Contract		\$ 296,000.00

<b>Year To Date Costs (Contingency and Optional Work)</b>		
Approved Change of Work Notices	\$ 197,748.00	
<b>TOTAL YTD contingency and optional work</b>		\$ 197,748.00

<b>Outstanding and Expected Future Extra Work Claims</b>		
<i>Outstanding Extra Work Claim *</i>	\$ 125,000.00	
Future Highway 16 Extra Work Claims	\$ 75,000.00	
Future 3rd Ave tie-in and testing	\$ 75,000.00	
<b>TOTAL Outstanding and expected work</b>		\$ 275,000.00

<b>Expected Additional Surface Restoration Costs (Change Order No. 5)</b>		
Additional Surface Restoration costs	\$ 180,000.00	
Additional materials testing	\$ 10,000.00	
<b>TOTAL Paving Costs</b>		<u>\$ 190,000.00</u>

**Current Estimated total for project with outstanding and expected Costs** \$ 3,870,748.00

**Estimated Deficit** \$ 134,139.00

<b>Possible Scope Reductions</b>	
<b>OPTION: Scope Reductions Area (Dock Ave.)**</b>	\$ 80,000.00
<b>RECOMMENDED OPTION: Additional Borrowing from Reserves (up to \$200,000)</b>	\$ 134,139.00

\*This is for a claim that is not valid but TRUE has asked for more information and justification for this claim. There is a claim but for a much smaller amount. We will know more in a couple weeks.

\*\*Dock Ave mainline is set as a scope reduction area if project needs more available funds

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# Change Order No. 1

Client File/Contract #: \_\_\_\_\_ Consultant Project #: 1266-011

Contract Title: Fort Fraser Water Distribution Improvements Owner: RDBN  
 Location: Fort Fraser Contractor: LNB Construction Inc  
 Design Consultant: TRUE Consulting

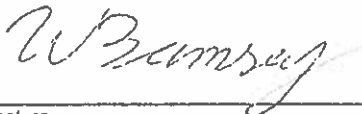
Refers to Contemplated Change Order #: 1

**Re: Watermain Insulation Where 2.5m Cover is not Available**

Item #	Description of Change to Contract Agreement
1.0	<p>Supply and install 1.2m wide x 50mm thick rigid insulation on top of pipe bedding between approx. Station 0+678m and 0+702m on Fifth Avenue where minimum cover to insulate the water is not available. Insulation may be required in other areas where minimum cover is not achieved.</p> <p>In accordance with TRUE Consulting Contemplated Change Order #1, please complete related works for the following price:</p> <p style="text-align: center;">\$85.00 per l.m.</p>
Change to Contract Schedule: N/A	

**Recommended by the Consultant**

Will Bamsey  
*Name and title of person signing*

  
Signature

2018/06/06  
Date (yyyy/mm/dd)

**Approved by the Owner**

\_\_\_\_\_  
*Name and title of person signing*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy/mm/dd)

**Approved by the Contractor**

\_\_\_\_\_  
*Name and title of person signing*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy/mm/dd)



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### Contemplated Change Order No. 2

Client File/Contract #: \_\_\_\_\_ Consultant Project #: 1266-011

Contract Title: Fort Fraser Water Distribution Improvements      Owner: RDBN  
 Location: Fort Fraser      Contractor: LNB Construction Inc  
 Design Consultant: TRUE Consulting      Subject: Seal Coat Surfacing

The Owner is contemplating a change to the subject Contract. The Contractor is requested to provide a Quotation for the work described below.

Do not proceed with the change without a *Change Order* or *Change Directive* authorizing a change in the *Work*

**Re: Seal Coat Surfacing in Place of Hot Mix Asphalt**

Please be advised that the RDBN would like to obtain a price for the addition of **double coat**, seal coat surfacing in place of the proposed 75mm thick, Class 1, 16mm medium mix asphalt pavement (Item 32.3 in the SOQP). Supply and installation shall be in accordance with the Ministry of Transportation and Infrastructure (MOTI) Standard Specifications for Highway Construction and shall include a mix design and application procedure for approval by MOTI. The proposed seal coat shall overlap the existing seal coat by a minimum of 300mm. Hot mix asphalt paving will still be required within the Highway 16 road right of way and existing paved driveways. If CCO #2 is approved the SOQP item 32.3 will be reduced by more than 15% and therefore is subject to unit price revision if required.

Please provide a cost for the double coat, seal coat by completing the following:

Item #	Description	Unit	Quantity	Unit Price	Total
102.2	Supply and install a double coat, seal coat	sq.m.	2,300		
32.3.R	Supply and place 75mm of (class 1) 16mm medium mix asphalt pavement	sq.m.	500		
32.3	Supply and place 75mm of (class 1) 16mm medium mix asphalt pavement	sq.m	(-2,800)	\$39.50	\$(-110,600.00)
<b>TOTAL:</b>					

William Bamsey  
Contract Administrator

\_\_\_\_\_  
Contractor

05 / 06 / 2018  
Date Issued (DD MM YYYY)

\_\_\_\_\_  
Date Received (DD MM YYYY)

Distribution: \_\_\_\_\_

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<b>Contemplated Change Order No. 3</b>
Client File/Contract #: _____ Consultant Project #: 1266-011

Contract Title: <u>Fort Fraser Water Distribution Improvements</u>	Owner: <u>RDBN</u>
Location: <u>Fort Fraser – Alexandra Street</u>	Contractor: <u>Infracon</u>
Design Consultant: <u>TRUE Consulting</u>	Subject: <u>Tree Removal</u>

The Owner is contemplating a change to the subject Contract. The Contractor is requested to provide a Quotation for the work described below.

**Do not proceed with the change without a *Change Order* or *Change Directive* authorizing a change in the *Work***

**Re: Tree Removal**

Please be advised that the RDBN would like to obtain a price for removing a large spruce tree within the Alexandra Road Right of way. This CCO also includes grubbing of the area following tree removal.

Please provide a cost for tree removal and grubbing:

Item #	Description	Unit	Quantity	Unit Price	Total
CCO 3.1	Tree removal including grubbing.	L.S.			
<b>TOTAL:</b>					

\_\_\_\_\_  
Contract Administrator

\_\_\_\_\_  
Contractor

05 / 07 / 2018  
Date Issued (DD MM YYYY)

\_\_\_\_\_  
Date Received (DD MM YYYY)

Distribution: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**Change Order No. 4**

Client File/Contract #: \_\_\_\_\_ Consultant Project #: 1266-011

Contract Title: Fort Fraser Water Distribution Improvements Owner: RDBN  
 Location: Fort Fraser Contractor: Infracon Construction Inc  
 Design Consultant: TRUE Consulting

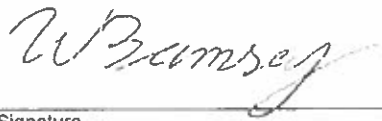
Refers to Contemplated Change Order #: 4

**Re: Highway 16 Directional Drilling**

Item #	Description of Change to Contract Agreement
1.0	<p>The watermain within and paralleling the Highway 16 Road Right of Way is to be revised to incorporate 150mm diameter DR11 HDPE-PE4710 watermain in place of the proposed PVC. The use of horizontal directional drilling will be utilized to install the HDPE pipe and will be payed for at a unit rate of \$405.00 per lineal metre. These works will adhere to the requirements ASTM F1962-11 and Section 33 11 01 of the MMCD. Payment will be made in accordance with MMCD section 33 11 01 paragraph 1.8.2.</p> <p>In addition to the above, the drawings will be revised to reflect the change from PVC pipe to HDPE pipe and the additional and/or revised restraints, couplers, thrusts, gravels, service saddles will be paid for using the unit rates found in the Contract Documents. All watermain appurtenances shall be approved for use with HDPE pipe.</p> <p>Following installation of each HDPE pipe, sufficient time will be provided to allow the HDPE pipe to reach the surrounding environments temperature before connecting to the adjacent pipe. This will allow for unrestrained initial expansion or contraction prior to connection.</p> <p>Infracon will provide within five days, the survey information gathered during the existing watermain locate along Highway 16. This information will be used to update the location of the existing AC pipe shown on the design drawings.</p>
Change to Contract Schedule: N/A	

**Recommended by the Consultant**

Will Bamsey  
 Name and title of person signing

  
 Signature

2018/07/18  
 Date (yyyy/mm/dd)

**Approved by the Owner**

\_\_\_\_\_  
 Name and title of person signing

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date (yyyy/mm/dd)

**Approved by the Contractor**

\_\_\_\_\_  
 Name and title of person signing

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date (yyyy/mm/dd)

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## Change Order No. 5

 Client File/Contract #: \_\_\_\_\_ Consultant Project #: 1266-011

Contract Title: Fort Fraser Water Distribution Improvements Owner: RDBN  
 Location: Fort Fraser Contractor: Infracon Construction Inc  
 Design Consultant: TRUE Consulting

 Refers to Contemplated Change Order #: 5
**Re: Road Surface Repair**

Item #	Description of Change to Contract Agreement
1.0	<p>The Road Surface Restoration has been revised and consists of the original 75mm thick (Class 1) 16mm medium mix asphalt at the watermain crossing locations and tapering or feathering to a thickness of zero 20m back from the centre of the intersection. At locations where the road surface disturbance is parallel with the roadway, 75mm thick asphalt will be placed and tapered or feathered to a thickness of zero at the centre line of the road. The work will be completed at the contract unit rate of \$39.50 per square metre</p> <p>Change Order No. 5 includes any minor adjustments to the sub-base and base structure required to achieve a free draining and smooth travel surface which meets the intent of the contract and revised road surface restoration.</p> <p>The extents of the road surface disturbance will be surveyed during the week of September 17, 2018 and a revised road restoration drawing will be provided which shows the extents of the required road restoration. The revised road restoration extents may increase or decrease by up to 50% from the 7,352 square metres stated in Contemplated Change Order No. 5</p>
Change to Contract Schedule: <i>N/A</i>	

**Recommended by the Consultant**
**Will Bamsey**

Name and title of person signing

Signature

**2018/09/18**

Date (yyyy/mm/dd)

**Approved by the Owner**

Name and title of person signing

Signature

Date (yyyy/mm/dd)

**Approved by the Contractor**

Name and title of person signing

Signature

Date (yyyy/mm/dd)

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September 12, 2018

Our File: 1266-011

Regional District of Bulkley Nechako  
37 3<sup>rd</sup> Avenue, PO Box 820  
Burns Lake, BC  
V0J 1E0

Attn: Janette Derksen, Deputy Director of Environmental Services

Dear Madam:

**RE: *Regional District of Bulkley Nechako – Fort Fraser Water Distribution  
Road Restoration Recommendation***

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The majority of the roads in Fort Fraser were found to be seal coat placed on existing gravel road and not seal coat placed on existing asphalt road as expected. This discovery has resulted in a road restoration design revision. The design revision is required because the interface between the proposed asphalt and existing seal coat is not adequate to protect from water migration into the sub-structure which would result in ongoing maintenance issues.

Two options for road restoration based on the know existing road surface have been analysed. The first option is to overlay the areas disturbed during construction with 75mm of asphalt and taper or feather the asphalt to a thickness of zero approximately 20m back from the centre of road intersections. The second option is to patch the areas disturbed during construction with a single seal coat lift, and then provide a single seal coat lift over the entire road surface for all existing seal coat roads North of the railway.

The Contractor for the project provided the following cost for each option presented above:

- |                              |           |
|------------------------------|-----------|
| - Option 1 – Asphalt Overlay | \$290,500 |
| - Option 2 – Seal Coat       | \$340,500 |

.../2

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Regional District of Bulkley Nechako  
Attn: Janette Derksen

- 2 -

Our File: 1266-011

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The presented construction costs were compared to known 2018 construction values and it was determined that the cost for asphalt was lower than typical unit rate values, and the cost for seal coating was greater than typical unit rate values. The seal coat option was also contingent on the work being completed in 2019 and not 2018 as with the asphalt option.

TRUE completed an independent construction cost estimate for the seal coat option and it was estimated that the seal coat option could have a construction value of \$215,000. This estimate is based on Ministry of Transportation and Infrastructure contracts completed in the region in 2018 and discussion with seal coat contractors.

The seal coat option introduces risk into the project because prices are subject to changing oil prices, the unknown operation and maintenance costs until seal coating is completed in 2019, and availability of the limited number of seal coat contractors in the Province.

Based on the preceding, it is TRUE Consulting's recommendation that road restoration proceed as per Option 1 – Asphalt Overlay. In addition to the reduce risk associated with this option, road structure will be build to allow for proper road crown and drainage. Proper drainage will extend road life and result in a more durable product when the Ministry of Transportation and Infrastructure place a new lift of seal coat over the road surface in the future.

Yours truly,

**TRUE CONSULTING**



William Bamsey, P.Eng.

WB/ml

Enclosure



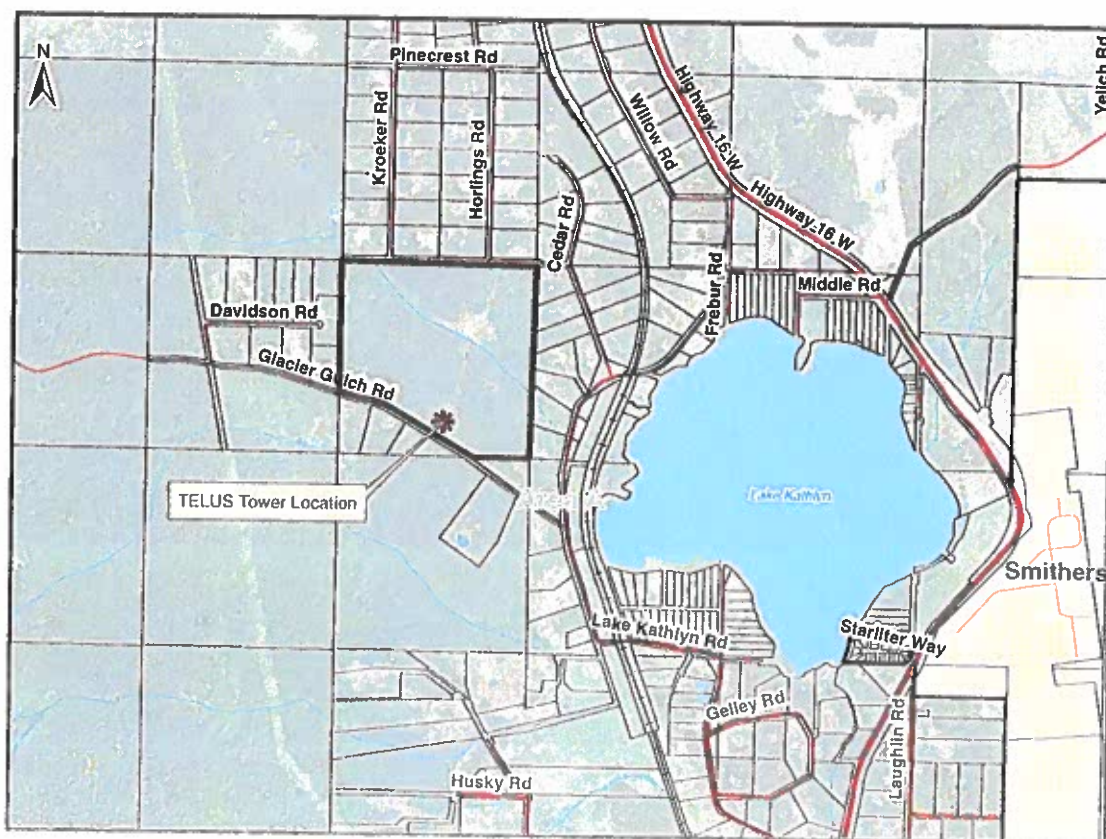
## MEMORANDUM

**To:** Regional District Board  
**From:** Jennifer MacIntyre, Planner I  
**Date:** September 19, 2018  
**Re:** **Telus Wireless Communications Facility – BC2368**

### INTRODUCTION

The Regional District has received a referral from TELUS c/o Cypress Land Services regarding a proposed wireless communication tower to improve wireless communications services in the rural areas adjacent to the Town of Smithers.

The proposed tower is 45.0 m tall and is proposed to be located on a 20m x 20m lease area on private land at 6448 Glacier Gulch Road, approximately 1.8 kilometres from the Town of Smithers, BC.



The application area is zoned Community Development and Public Use Zone (P4) and is the property of the Rod and Gun Club. Unattended public service or utility buildings and structures having no exterior storage of any kind are permitted in all zones of the Regional District of Bulkley-Nechako Zoning Bylaw. However, it is noted that Zoning cannot regulate telecommunications towers, as this is under Federal jurisdiction.

## INDUSTRY CANADA CONSULTATION REQUIREMENTS

Industry Canada has a public consultation policy that proponents must follow prior to the placement of communication towers. This policy requires that proponents consult with the local land use authority prior to construction. The RDBN relies on Industry Canada's default public consultation process which is outlined below.

The proponent is required to do the following.

1. Provide written notification to the public, the land use authority and Industry Canada of the proposed antenna system installation or modification.
2. Engage the public and the land-use authority to address relevant questions, comments and concerns regarding the proposal.
3. And, provide an opportunity to the public and the land use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns.

The aim of the consultation with the local authority is to do the following

- Discuss site options;
- Ensure that local processes related to antenna systems are respected;
- Address reasonable and relevant concerns from both the land use authority and the community they represent; and,
- Obtain land use authority concurrence in writing.

## TELUS CONSULTATION WITH THE PUBLIC

Telus has informed the RDBN that they placed the attached public notice in the Interior News on, June 27, 2018.

They also indicated that they notified adjacent landowners found within 135 metres from the location of the proposed tower on June 22, 2018 by providing them with the attached public consultation information package. Telus states that they have received two comments of support, one neutral comment, and two comments of non-support, which are presented in the attached "*Appendix 4: Comments and Responses Tracker*." At the time of writing this report, Telus has not received the petition signed by concerned residents that was suggested in the comment tracker. If it is received, it will be provided on the supplemental agenda.

## STAFF COMMENTS

The comments of non-support were brought up by neighbouring properties on Glacier Gulch Road and Davidson Road regarding health concerns from the tower's transmission signals. Telus has responded to these concerns explaining that the proposal meets Health Canada's Safety Code 6 requirements.

RDBN records indicate that there are two residences and 3 properties within 135 metres of the proposed tower. The closest residence is less than 100 metres from the tower. These residences have been provided with the public consultation package.

It appears that Telus has followed Industry Canada's public notification standards. Given that the applicant has followed Industry Canada's requirements and the towers meet Health Canada's Safety Code, staff have no concern with the location of the tower.

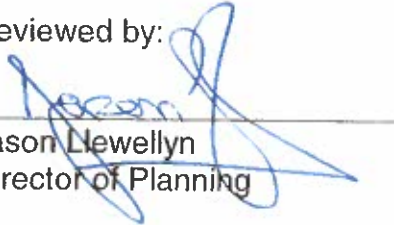


**Recommendation**

That the Regional District Board direct staff to send a letter stating that the RDBN has no objection to the proposed communication tower location.

*Board / All Directors / Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I



August 1, 2018

Email: [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

Maria Sandberg  
Planner  
Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 820  
Burns Lake, BC V0J 1E0

Dear Ms. Sandberg,

Subject: Request for Concurrence for a TELUS Wireless Communications Facility Proposal

TELUS Site:	BC2368
Proposed Location:	6448 Glacier Glutch Road, Smithers, BC
Description:	45.0 metre lattice tower

Please be advised that TELUS c/o Cypress Land Services Inc. has completed the public consultation process, following Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, Default Public Consultation Process. TELUS is respectfully requesting, from the Regional District of Bulkley-Nechako Board, that concurrence be issued for the TELUS tower proposal in an effort to provide TELUS wireless communications services in the Smithers area. Enclosed please find evidence of the following efforts regarding this public consultation process.

On June 14, 2018, an information package was submitted to the Regional District of Bulkley-Nechako formalizing the initiation of the consultation process (please see **Appendix 1: Information Package**).

On June 22, 2018, notification letters were sent to residents and other affected parties within a radius of three times the height of the proposed tower (135 metres). The notification letter was to advise residents of the proposed installation and to offer an opportunity to obtain additional information and provide comments (please see **Appendix 2: Affidavit of Notification**).

On June 27, 2018, a notice was placed in the Smithers Interior News (please see **Appendix 3: Newspaper Tear Sheet**).

On July 27, 2018 the consultation period ended. During the consultation period, Cypress Land Services received two comments of support, one neutral comment and two comments of non-support (please see **Appendix 4: Comments & Responses Tracker**).

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TELUS is committed to working with the community and staff to supply TELUS wireless services to the Smithers area. If the Board concurs with the proposed wireless communications facility project, please find in **Appendix 5: Sample Resolution**, a sample resolution which may be used. Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at [tawny@cypresslandservices.com](mailto:tawny@cypresslandservices.com).

Sincerely,

Tawny Verigin  
Municipal Affairs Specialist

A handwritten signature in cursive script that reads "Tawny Verigin".

Cypress Land Services  
Agents for TELUS

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**Appendix 1: Information Package**

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Cypress Land Services Inc.

Telephone: 604.620.0877

Suite 1051 – 409 Granville Street

Facsimile: 604.620.0876

Vancouver, BC V6C 1T2

Website : [www.cypresslandservices.com](http://www.cypresslandservices.com)

June 14, 2018

Via Email: [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

Maria Sandberg  
Planner  
Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 820  
Burns Lake, BC V0J 1E0

Dear Ms. Sandberg,

**Subject:** TELUS Communications Inc. Telecommunications Facility Proposal Information Package  
**Address:** 6448 Glacier Glutch Road, Smithers, BC  
**PID:** 011-798-602  
**Coordinates:** N 54.826193, W 127.227731  
**TELUS Site:** BC2368 – Smithers – Gun Club

---

### Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. TELUS has been in preliminary consultation with the Regional District of Bulkley-Nechako (RDBN) to identify suitable tower site location for the operation of a new telecommunications facility.

TELUS is proposing the installations in order to provide improved, dependable wireless data and voice communication services in the area. This information package is intended to formalize the consultation process to the RDBN.

### Proposed Sites

TELUS proposes to install a 45m lattice tower within an 8m by 10m compound that includes TELUS telecommunications equipment.

The facility is located along the south side of the property within a mature stand of trees and will be accessed off Davidson Road (**Schedule A: Telus Tower Location**).

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### **Rationale for Site Selection**

TELUS seeks to maintain and improve high quality, dependable network services. In order to improve network performance, TELUS is seeking to add the proposed communications installation to improve service in the rural areas surrounding Smithers, BC.

The proposed site is a result of many considerations. TELUS reviewed co-location options on nearby structures and tower. There are no opportunities to use existing towers. As such, TELUS is proposing to construct a new tower. There are mature trees surrounding the facility that will help screen the lower portion of the tower. The location was chosen to maximize improved wireless services to the area.

### **Proposal Details**

TELUS has completed preliminary design plans (**Schedule B: Preliminary Design Plans**) that include a 45m tower and ground equipment.

### **Consultation Process with the RDBN**

It is our understanding that the RDBN does not have an adopted Telecommunications policy. Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower. Following ISED's requirements, TELUS would like to initiate Default Public Consultation Process (as described in the Industry Canada circular, CPC-2-0-03, issue 5, commonly referred to as the "CPC"). Information on the "CPC" consultation process may be found on-line at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>.

In order to obtain comments, concerns or questions in regard to the proposed tower site, the CPC requires TELUS to send out notification packages to all properties located within three times the height of the proposed tower (135 metres). A notice will also be placed in the local paper. This comment period is a minimum of 30 days. We expect the public consultation process to commence in June.

At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS. TELUS is requesting that, subsequent to the completed consultation process a letter or resolution of concurrence will be issued by the RDBN.

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### Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at:

Health Canada:

[http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio\\_guide-lignes\\_direct-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php)

### Concurrence Requirements

In order to complete the consultation process, TELUS will be requesting concurrence from the RDBN in a form acceptable to both the RDBN and to ISED.

### Conclusion

Please consider this information package as the official commencement of consultation with the RDBN. TELUS is committed to working with the RDBN and the community to provide improved wireless services.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at [tawny@cypresslandservices.com](mailto:tawny@cypresslandservices.com).

Thank you in advance for your assistance and consideration.

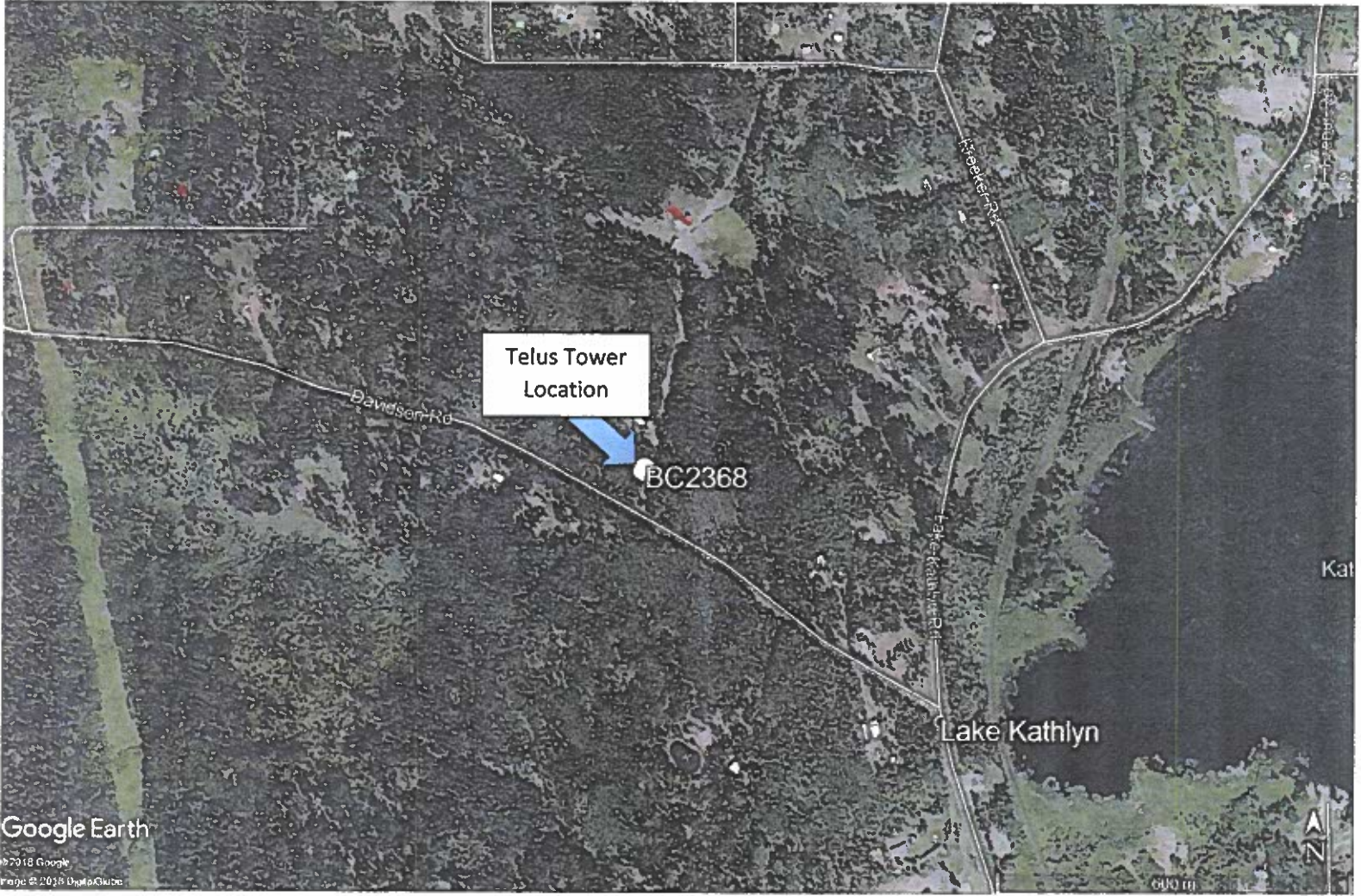
Sincerely,  
**CYPRESS LAND SERVICES**  
Agents for TELUS



Tawny Verigin  
Municipal Affairs Specialist

cc: Kent Martin, Real Estate & Government Affairs, TELUS

SCHEDULE A  
TELUS TOWER LOCATION

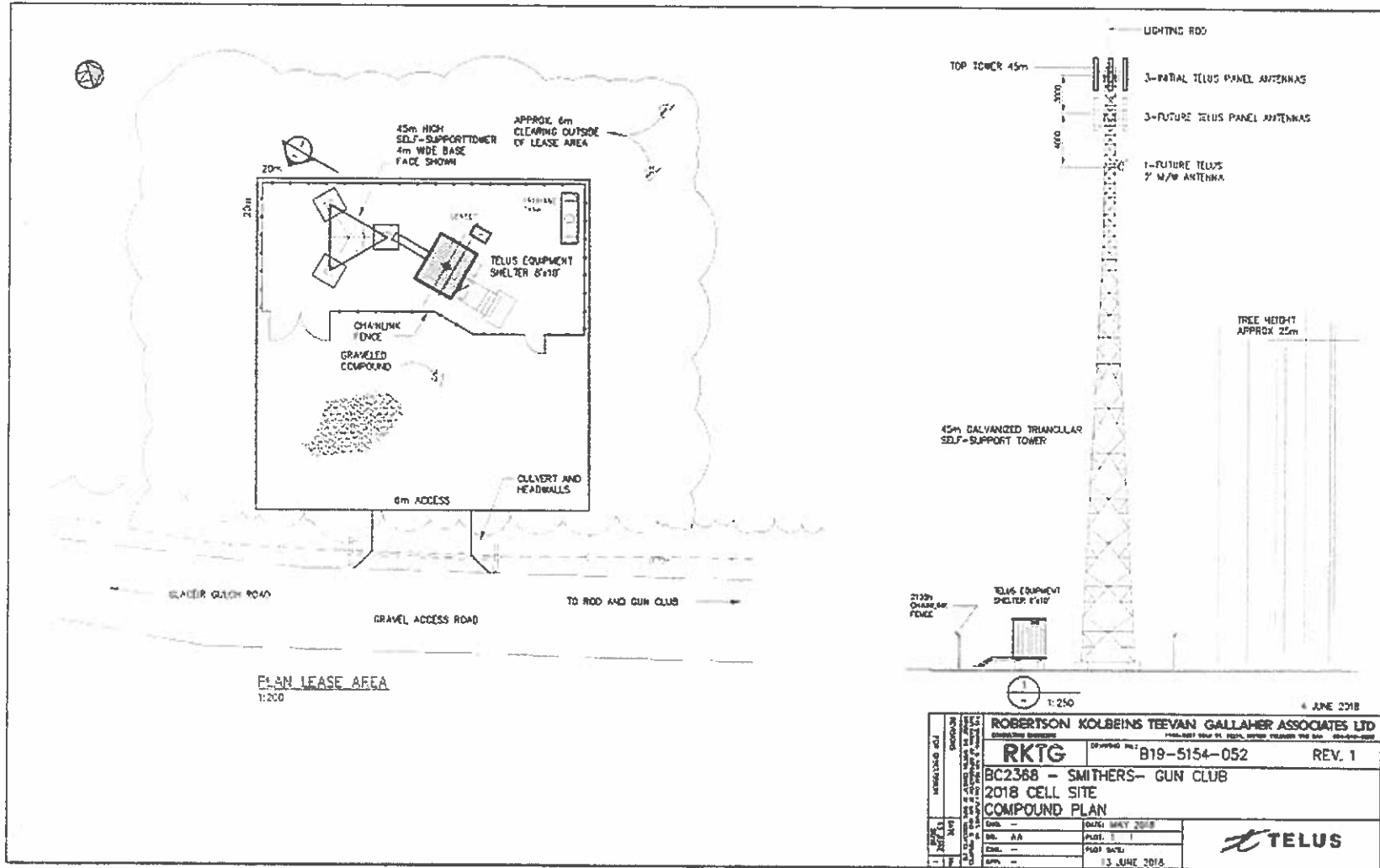


916





**SCHEDULE B  
PRELIMINARY DESIGN PLANS – PLAN LEASE AREA & ELEVATION**



36

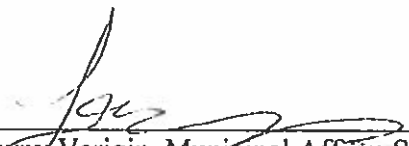
99

**Appendix 2: Affidavit of Notification**

**Affidavit of Cypress Land Services**

I, Tawny Verigin, Municipal Affairs Specialist, in the City of Vancouver in the Province of B.C., make an Oath and say:


- 1. THAT I caused to be sent by regular mail, a notification letter, as included in Appendix A, to property owners, occupants and other recipients, as listed in Appendix B, on June 22, 2018.




---

Tawny Verigin, Municipal Affairs Specialist  
Cypress Land Services

Sworn/Affirmed/Declared before me at the City of Vancouver, in the Province of B.C., this 22<sup>nd</sup> day of June 2018.




---

(Commissioner's Signature)

A Commissioner for Taking Affidavits for the Province of B.C.

Ivan Staeheli  
A Commissioner for Taking Affidavits  
For British Columbia  
Cypress Land Services Inc.  
1051 - 409 Granville Street  
Vancouver, BC V6C 1T2  
Tel: 604-601-2518  
Expires on: August 31, 2019

(Commissioner's stamp or printed name and expiry date)

Appendix A: Notification Letter



Dear Owner/Occupant,

June 22, 2018

Please accept this notification regarding proposed TELUS wireless service improvements in your community.

**Subject:** TM Mobile Inc. ("TELUS") Telecommunications New Wireless Antenna Proposal  
**PID:** 011-798-602  
**Address:** 6448 Glacier Glutch Road, Smithers, BC  
**Coordinates:** 54.826193° N, 127.227731° W  
**TELUS Site:** BC2368 – Smithers – Gun Club

#### **What is TELUS Proposing?**

TELUS seeks to continue to provide high quality wireless telecommunications services to communities throughout British Columbia. Increasingly, communities depend on wireless voice, data and internet communications for business, personal enjoyment and personal security reasons. In order to ensure wireless services to northwest Smither, TELUS is proposing to add a telecommunications facility.

The new facility is proposed to be located at 6448 Glacier Glutch Road in Smithers, BC. TELUS is proposing to install a 45.0 metre lattice self-support tower with panel antennas mounted at the top of the tower within an 8.0 metre by 10.0 metre compound area that includes a prefabricated equipment shelter at the base of the tower. The proposed location is considered to be appropriate because the tower is proposed to be located within a mature stand of trees and will minimally be visible from surrounding properties.

#### **Regulatory Authority**

Telecommunication providers are required by Innovation, Science, and Economic Development Canada (ISED), formerly Industry Canada, to consult with the local municipality and the general public regarding new installations. ISED does have exclusive jurisdiction over the approval and placement of telecommunications installations.

The consultation process will provide an opportunity for residents, stakeholders and landowners to obtain detailed information regarding the proposal and to provide comments for consideration. Any inquiries that are received as a result of this notification will be logged and submitted to the Regional District of Bulkley-Nechako (RDBN) and ISED as part of our application for concurrence.

#### *Local Municipality*

The RDBN does not have a telecommunications consultation process to guide the consultation process. As such, ISED's CPC consultation process will be followed. This process requires all properties within three times the structure height be notified (in this instance those within 135.0 metres). This notification is to provide the opportunity to obtain information regarding the proposal, ask questions and provide comments. The closing period for comments to be received by TELUS is **July 27, 2018**.

#### *Location*

The new facility is proposed to be located at 6448 Glacier Glutch Road in Smithers at the coordinates 54.826193° N, 127.227731° W.

#### *Safety Code 6*

ISED requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time.



*Site Access*

Access will be obtained through the property. Construction is expected to take approximately one to two months.

*Environment*

TELUS confirms that the installation is excluded from environmental assessment under the Canadian Environmental Assessment Act. Any municipal environmental regulations will be followed.

*Transport Canada*

The tower will be constructed to include any aeronautical markings or lighting required by Transport Canada. Comments are pending.

*Structural Considerations*

TELUS confirms that the antenna structure described in this notification package will apply good engineering practices including, structural adequacy during construction.

*General Information*

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website: <http://www.ic.gc.ca/eic/site/ic-gc.nsf/eng/07422.html>

**Contacts:**

**TELUS** c/o Tawny Verigin of Cypress Land Services  
Agents for TELUS  
Suite 1051, 409 Granville Street  
Vancouver, BC V6C 1T2  
Phone: 1-855-301-1520  
Fax: 604-620-0876  
Email: [publicconsultation@cypresslandservices.com](mailto:publicconsultation@cypresslandservices.com)

**ISED**

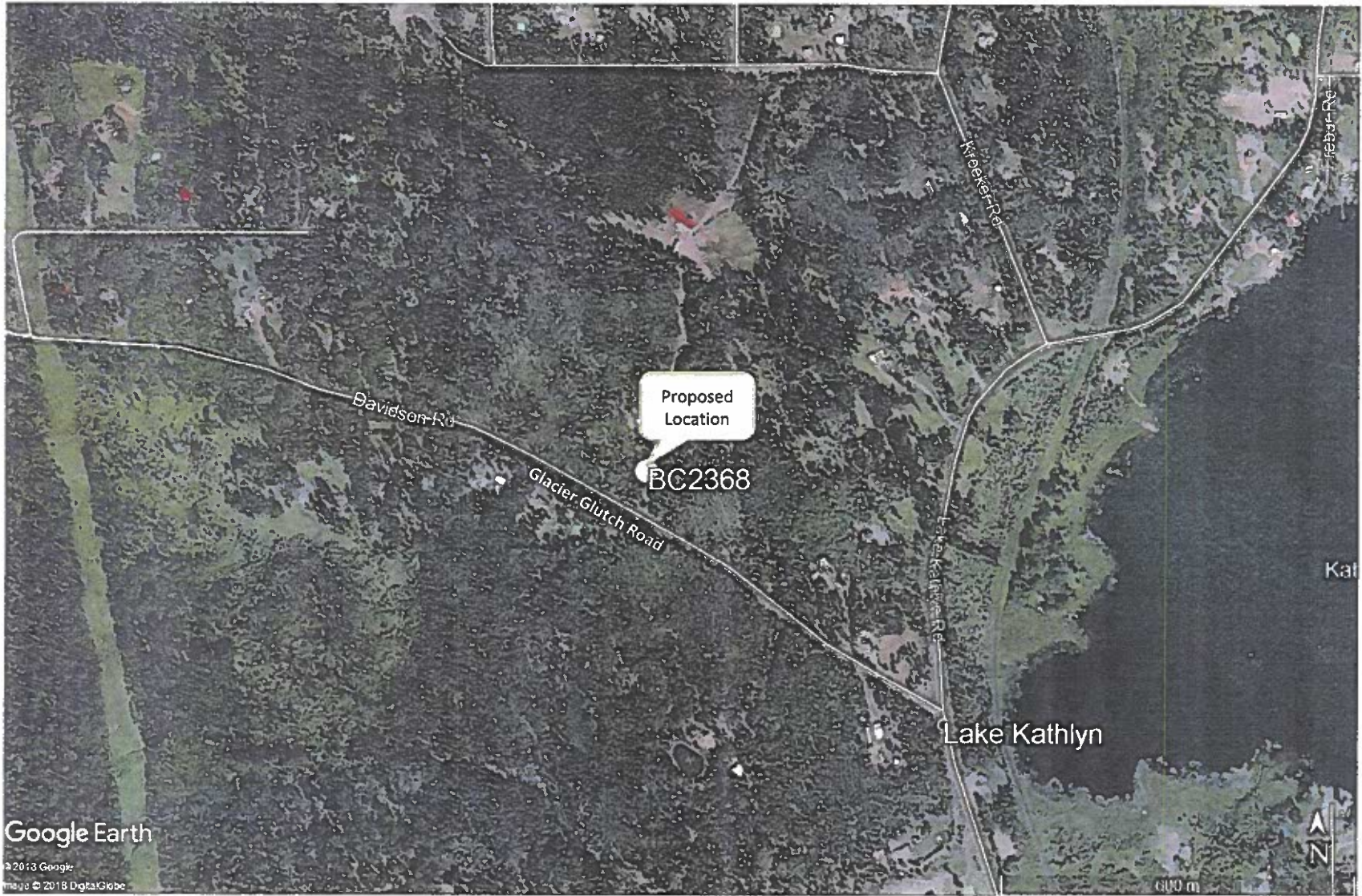
Northern British Columbia and Yukon Office  
280 Victoria Street, Room 203  
Prince George BC V2L 4X3  
Phone: 250-561-5291 or 1-800-667-3780  
Fax: 250-561-5290  
Email: [ic.spectrumprincegeorge-princegeorgespectre.ic@canada.ca](mailto:ic.spectrumprincegeorge-princegeorgespectre.ic@canada.ca)  
(By appointment only)

**RDBN**

Maria Sandberg  
Planner  
Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 820  
Burns Lake, BC V0J 1E0  
Phone: (250) 692-3195  
Email: [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

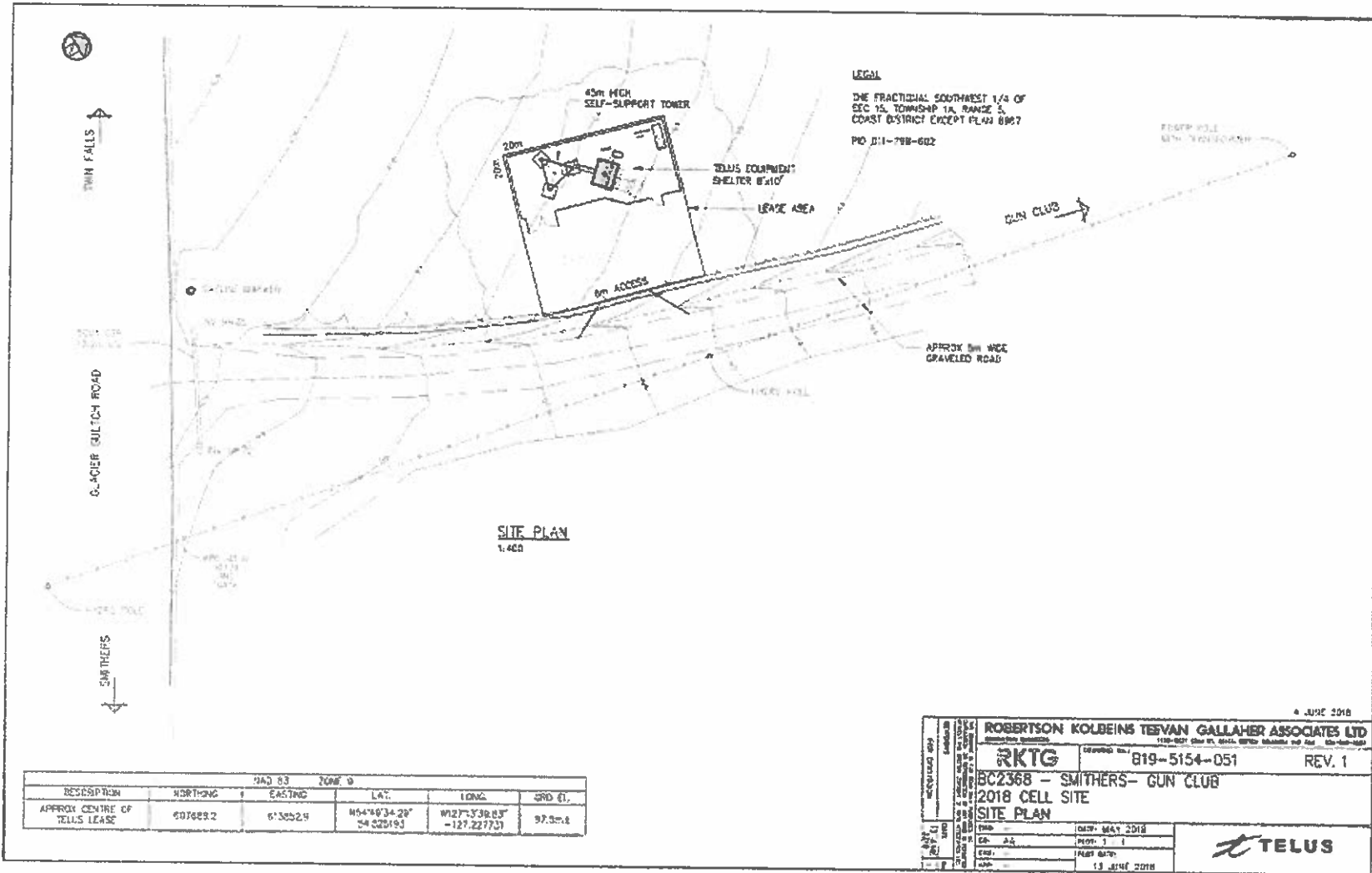
If you have any specific questions regarding the proposal, please feel welcome to contact the above.

AERIAL MAP



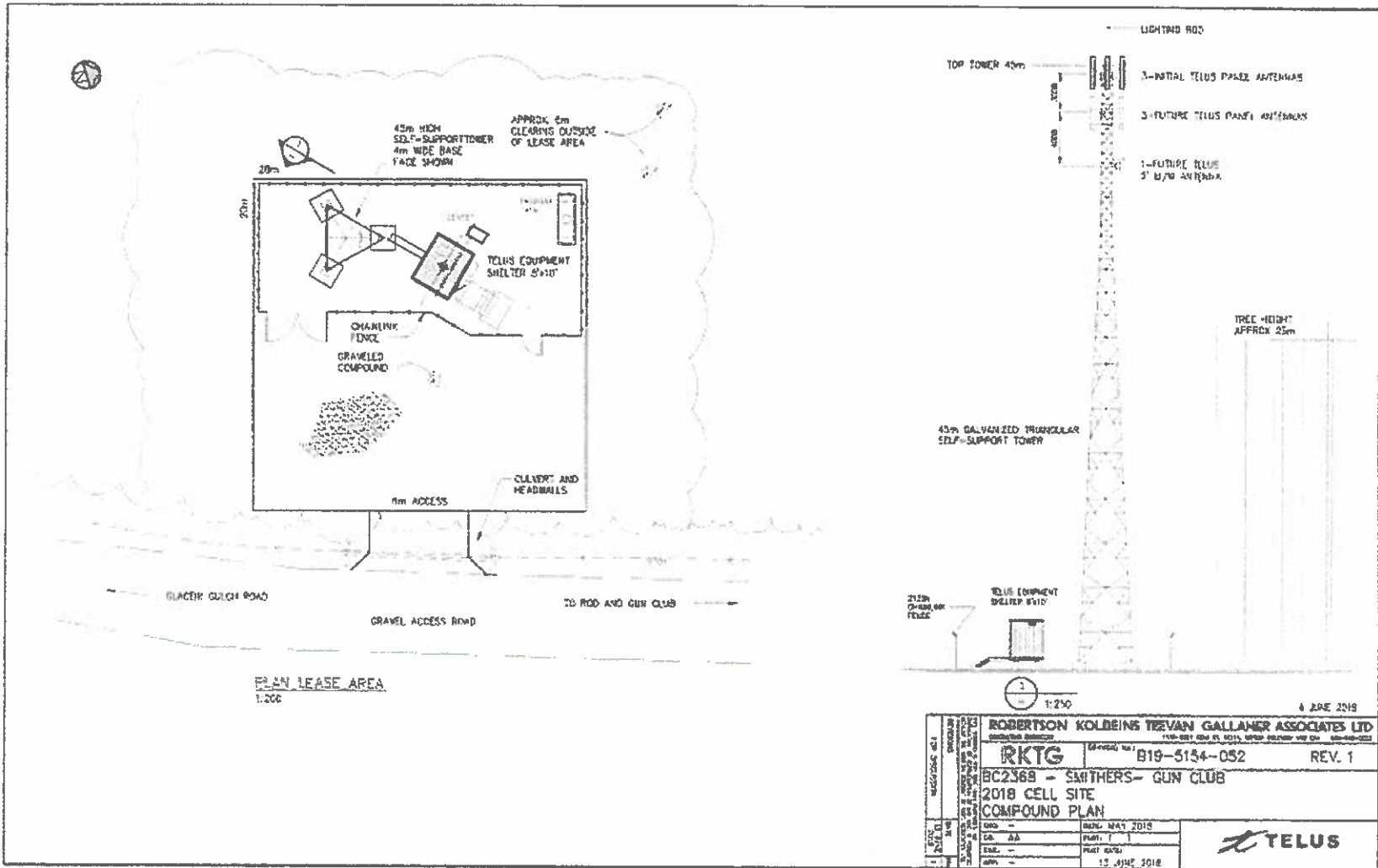


PRELIMINARY DESIGN PLANS – SITE PLAN



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PRELIMINARY DESIGN PLANS – PLAN LEASE AREA & ELEVATION



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PHOTO-SIMULATION

BEFORE



AFTER



Artist's rendering of proposed facility looking north from Glacier Glutch Road.

*Note: Photo-simulation is for conceptual purposes only. Proposed design is subject to change based on final engineer plans.*



**COMMENT SHEET**  
**TELECOMMUNICATIONS FACILITY PROPOSAL**  
**ADDRESS: 6448 GLACIER GLUTCH ROAD, SMITHERS, BC**  
**COORDINATES: 54.826193° N, 127.227731° W**  
**TELUS SITE: BC2368**

1. Do you feel this is an appropriate location for the proposed facility?

- Yes
- No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest?

- Yes
- No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Additional Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes; however, your comments will only be used by TELUS in satisfying ISED's consultation requirements. The closing period for comments to be received by TELUS is **July 27, 2018**.

Name \_\_\_\_\_  
(Please print clearly)  
Email Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TELUS c/o Cypress Land Services Inc.**  
**Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2**  
**Attention: Tawny Verigin, Municipal Affairs Specialist**  
*Thank you for your input.*

Appendix B: List of Property Owners, Occupants and Other Recipients

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BULKLEY VALLEY ROD & GUN CLUB  
PO BOX 2976  
SMITHERS, BC V0J 2N0

OCCUPANT  
6448 GLACIER GULCH RD  
SMITHERS, BC V6J 2N2

6225 GLACIER GULCH RD  
SMITHERS, BC V0J 2N2

8-1638 PANDOSY ST  
KELOWNA, BC V1Y 1P8

ISED  
NORTHERN BC AND YUKON OFFICE  
280 VICTORIA STREET, RM 203  
PRINCE GEORGE, BC V2L 4X3

CYPRESS LAND SERVICES INC.  
1051 – 409 GRANVILLE ST  
VANCOUVER, BC V6C 1T2

TELUS  
4535 CANADA WAY, 3RD FLOOR  
BURNABY, BC V5G 1J9  
ATTN: KENT MARTIN

RDBN  
MARIA SANDBERG, PLANNER  
37 3RD AVENUE, PO BOX 820  
BURNS LAKE, BC V0J 1E0

Total – 8  
BC2368

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Appendix C: Envelope



c/o Cypress Land Services Inc.  
Suite 1051 – 409 Granville Street  
Vancouver, BC V6C 1T2

**IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN  
APPROX. 135 METRES OF A PROPERTY YOU HAVE AN INTEREST IN**

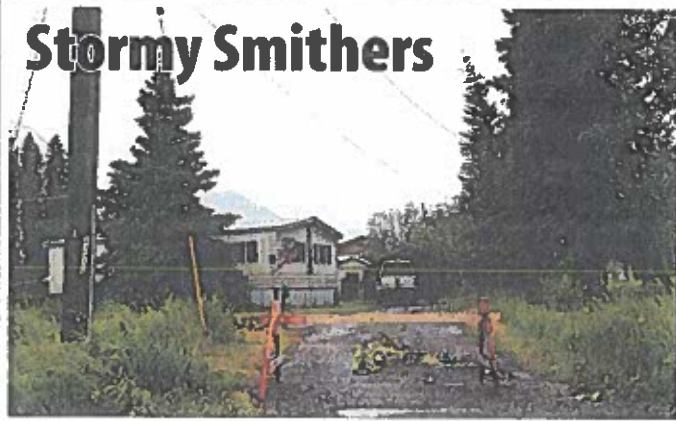
112



**Appendix 3: Newspaper Tear Sheet**

# NEWS

## Stormy Smithers



A large thunderstorm last Wednesday left wires down on Regina Street (pictured) and Rosenthal Road in Smithers, as well as near Tyhee Lake.

Cassidy Muir photo

## Hwy 16 crash



A motor vehicle incident on Highway 16 just past Babine Lake Road briefly halted afternoon traffic June 20. More information was not gathered by press time.

Cassidy Muir photo

# Fuel shortage from New Hazelton to Telkwa

By Chris Gareau and Cassidy Muir

The gas is back at stations across the valley, but things were a bit hectic for those needing to fill up for the weekend on Friday.

There were only two stations with gasoline left on Friday from the Hazeltons to Telkwa.

Petro Canada's manager said Friday afternoon that the station would not run out of gas. She said it has a different supplier, Northwest Fuels Ltd. out of Prince Rupert, which was expected to refill the tanks Saturday.

Gitanmaax Food and Fuel was being resupplied by Northwest Fuels Friday evening and had gas available. Kispixox also had gas.

Every other station from New Hazelton to Telkwa without cardlocks said Friday they were out of all grades of gasoline. Diesel was still available, though it ran out on the weekend at Chevron in Smithers.

Kyah Food & Gas in Witset was set to get another shipment and had fuel again Saturday. Issues at the Suncor refinery in Edmonton have caused shortages across western Canada, including northern B.C., for a couple weeks now.

—With files from Cassidy Muir.



Gas pumps had nothing to offer at most stations Friday.

Chris Gareau photo

## FAITH MATTERS

### Evangelical Free Church

Dwayne Goertzen  
250.847.2929



From Sea to Sea

Sunday is Canada Day – the 151st anniversary of our country. The national motto of Canada, adopted in 1921, is "From sea to sea". Often it is expanded to, "From sea to sea to sea," to include the north. This motto is taken from Psalm 72:8 in the Bible. The King James Version says, "He will have dominion from sea to sea." The politicians at that time thought this would be a fitting motto for "The Dominion of Canada."

This verse recognizes the rule of God over the whole nation. Although there are those who would like to remove all references to God related to our country, we acknowledge our need for God every time we sing, "God keep our land glorious and free." We live in the one of the best countries in the world and we humbly call out to God to preserve this great land.

But Psalm 72 also reveals God's concern for needy people in the nation which should be our concern as well.

Psalm 72:12 For he

will deliver the needy who cry out, the afflicted who have no one to help.

Psalm 72:13 He will take pity on the weak and the needy and save the needy from death.

Psalm 72:14 He will rescue them from oppression and violence, for precious is their blood in his sight.

The best way that we can help keep Canada glorious and free is to care for the weak, the needy, and the vulnerable. Canada is only as strong as our love and protection of our weakest citizens. It is self-centeredness and self-interest on any level of government or personal life that deteriorates the community and the country.

The last verse of O Canada (there are actually 4 verses) says: *Ruler supreme, who hearest humble prayer, Hold our Dominion within thy loving care, Help us to find, O God, in thee A lasting, rich reward, As waiting for the better Day; We ever stand on guard.*

May this be the prayer of every true Canadian!

Submitted by the Smithers Ministerial Association

### Locally Roasted International Tastes

Since 2005 Chicken Creek Coffee Company has been located in beautiful Smithers BC which is nestled under the Hudson Bay Mountains.

We are a small batch artisan roaster. We chose to go with a traditional style roaster where we roast by sight, smell and sound. Each roast gets our personal attention.

To ensure freshness, coffees are only roasted as orders come in and roasted coffee is not warehoused.

At Chicken Creek Coffee Company we carry high quality specialty grade coffee beans from countries such as Colombia, Peru, Costa Rica, Bolivia, Ethiopia, Guatemala, Nicaragua, Mexico, Sumatra, El Salvador and more.

We have a line of retail ready beans or we can assist you in choosing a roast that will suit your taste.

Committed to our area's overall well-being by offering Chicken Creek Coffee, local produce, meats, baked goods, seafood & more.



### Notice of Proposed TELUS Communications Inc. Telecommunications Facility

**Description:** As part of the public consultation process required by Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, TELUS Communications Inc. is inviting the public to comment on a proposed telecommunications facility consisting of a 45-metre self-support tower and ancillary radio equipment in order to provide dependable wireless data and voice communication services to northwest Smithers.

**Location:** 6448 Glacier Glutch Road, Smithers, BC (PID: 011-798-602)  
Bulkley Valley Rod and Gun Club property  
**Coordinates:** 54.826193° N, 127.227731° W

For More Information:  
Contact Telus Communications Inc. at Tracey Verigin  
c/o Cypress Land Services  
Agents to Telus Communications Inc  
Suite 1051, 409 Granville Street  
Vancouver, BC V6C 1T2  
Tel 1 855.301 1520  
Email: publicconsultation@cypresslandservices.com

The public is welcome to comment on the proposal by the end of the business day on July 27, 2018 respect to this matter

TELUS File: BC2368 Smithers Gun Club



**Appendix 4: Comments & Responses Tracker**

**Appendix 5: Sample Resolution**

Local Region	Address	Method	Date	Date of Response	Staff / Non-staff / Neutral	Response to Comment or Question	Date Response Sent
			27 Jun	phone call	Support	Hi Bob,  I've reviewed the attached coverage map and the footprint of Outdoor Coverage networks north east in Toboggan Lake (just south of Evelyn).  It appears that Palmerson Road is further north of Toboggan Lake and therefore would not be included in the new coverage area. (If you are able to obtain a specific address we would be able to confirm this with the coordinates.)  Please let me know if you have any questions.  Thanks,  Tawny Verigin Municipal Affairs Specialist Cypress Valley Telephone Inc.	08 Jun
			06 Jul	email	non support	Dear Mr. Whittemore,  Thank you for providing your comments regarding the proposed TELUS wireless communications facility at 6448 Glacier Glutch Road in Smithers, BC (N137368).  In your email you expressed concerns of health impacts. Please know TELUS relies on experts to set standards for safety. In Canada, Health Canada has established Safety Code 6 to ensure public safety. Safety Code 6 was updated in 2015 based on all credible science in this field (like around the world). It is considered by Health Canada to be current and valid for protecting the health and safety of all Canadians. The limits specified in Health Canada's RF exposure guidelines are based upon review of thousands of peer reviewed scientific studies of the health impacts of RF energy. SCG take into consideration the existing EMF energy and the calculations are cumulative to all surrounding local sites. Telecommunication operators propose to locate antennas where service is needed - providing access to 911 and other telecom services in areas that don't currently have them. As long as the site conforms to SC6, there is no cause for alarm. RF energy from the proposed tower will be several hundred times lower than the limit set by SC6. Should you have further questions regarding the research behind Safety Code 6 regulation or the regulation itself, we encourage those in the community to contact Health Canada at: crrpb.prcptc@hc-sc.gc.ca.  We appreciate your comments and will share them with the Regional District for the District to consider. You can send the petition you mention in your email to the address in my email signature. Should you have any further questions or concerns, please do not hesitate to contact us.  Sincerely,  Tawny Verigin Municipal Affairs Specialist	10 Jun
			09 Jul	phone call	neutral	Tawny spoke to Kathy and informed her the tower will be fully compliant with Health Canada's safety code 6 guidelines. A copy of the notification package was emailed to Kathy to provide her with additional information.	09 Jun
			23 Jul	email		Hi Kathy,  TELUS wireless service operates on its own dedicated frequency band, so the tower will not interfere with your FM or TV signals.  Thanks,	27 Jun
			28 Jul	letter	non support	Dear Mr. Lamb,  Thank you for providing in your comments.  In your letter you expressed concerns about health. Please know TELUS relies on experts to set standards for safety. In Canada, Health Canada has established Safety Code 6 to ensure public safety. Safety Code 6 was updated in 2015 based on all credible science in this field (like around the world). It is considered by Health Canada to be current and valid for protecting the health and safety of all Canadians. The limits specified in Health Canada's RF exposure guidelines are based upon review of thousands of peer reviewed scientific studies of the health impacts of RF energy. SCG take into consideration the existing EMF energy and the calculations are cumulative to all surrounding local sites. Telecommunication operators propose to locate antennas where service is needed - providing access to 911 and other telecom services in areas that have unreliable service. As long as the site conforms to SC6, there is no cause for alarm. RF energy from the proposed tower will be several hundred times lower than the limit set by SC6. Should you have further questions regarding the research behind Safety Code 6 regulation or the regulation itself, we encourage those in the community to contact Health Canada at: crrpb.prcptc@hc-sc.gc.ca.  Should you have any further questions or concerns, please do not hesitate to contact us.  Sincerely,  Tawny Verigin Municipal Affairs Specialist	28 Jun
			30 Jul	anonymous sheet	support	1. Do you feel this is an appropriate location for the proposed facility? a) Yes b) No Comments: As long as it is hidden in the trees from the road as you have shown in picture.  2. Are you satisfied with the appearance / design of the proposed facility? a) Yes b) No Comments:  3. Additional Comments: As this location is across from my property having this project completed quickly with minimal disruption to traffic and noise would be appreciated.	

2 support  
2 non support  
1 neutral  
5 Total

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**Resolution**

WHEREAS TELUS proposes to erect a wireless communications facility at the location of 6448 Glacier Glutch Road, Smithers, BC.

AND WHEREAS proponents of telecommunication towers are regulated by Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada on behalf of the Government of Canada and as part of their approval, ISED requires proponents to consult with land use authorities as provided for in CPC-2-0-03;

AND WHEREAS TELUS has consulted with the Regional District of Bulkley-Nechako following the CPC-2-0-03 and the Regional District of Bulkley-Nechako planning staff have no objection to the proposed telecommunications tower;

AND WHEREAS TELUS has consulted with the public by notifying properties within three times the tower height, placed a newspaper notice in the local paper and has provided a 30-day period for written public comment;

AND WHEREAS there are no significant land use issues identified by the consultation;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Clerk be instructed to advise TELUS that:
  - a) TELUS has satisfactorily completed its consultation with the Regional District of Bulkley-Nechako;
  - b) The Regional District of Bulkley-Nechako is satisfied with TELUS's public consultation process and does not require any further consultation with the public; and
  - c) The Regional District of Bulkley-Nechako concurs with TELUS's proposal to construct a wireless telecommunications facility provided it is constructed substantially in accordance with the plans submitted to the Regional District of Bulkley-Nechako.



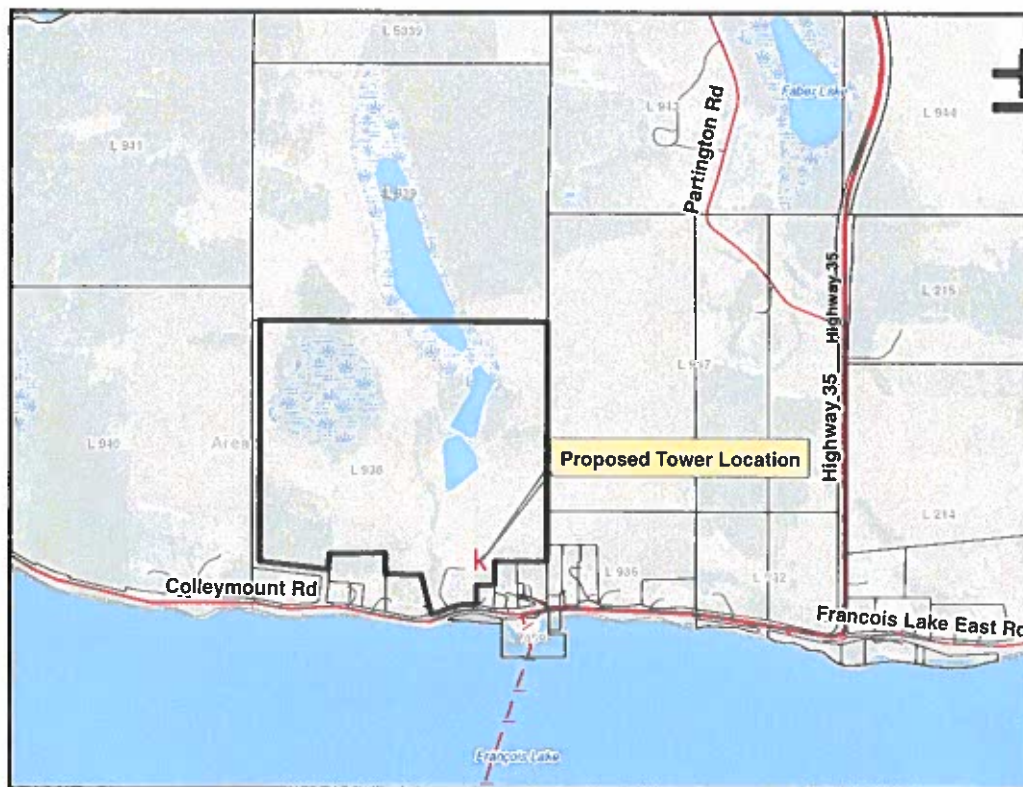
## MEMORANDUM

To: Regional District Board  
 From: Jennifer MacIntyre, Planner I  
 Date: September 13, 2018  
 Re: **Telus Wireless Communications Facility – BC3649 (Colleymount Rd.)**

### INTRODUCTION

The Regional District has received a referral from TELUS c/o Cypress Land Services regarding a proposed wireless communication tower to improve wireless communications services in the rural communities surrounding Francois Lake, BC.

The proposed tower is 30.0 m tall and is proposed to be located on private land at 344 Colleymount Road, approximately 20 kilometres from the Village of Burns Lake, BC.



The application area is not zoned under the RDBN Zoning Bylaw and is within the Agricultural Land Reserve. Unattended public service or utility buildings and structures having no exterior storage of any kind are permitted in all zones of the Regional District of Bulkley-Nechako Zoning Bylaw. It is noted that, Zoning cannot regulate telecommunications towers, as this is under Federal jurisdiction.

### INDUSTRY CANADA CONSULTATION REQUIREMENTS

Industry Canada has a public consultation policy that proponents must follow prior to the placement of communication towers. This policy requires that proponents consult with the local land use authority prior to construction. The RDBN relies on Industry Canada's default

public consultation process which is outlined below.

The proponent is required to do the following.

1. Provide written notification to the public, the land use authority and Industry Canada of the proposed antenna system installation or modification.
2. Engage the public and the land-use authority to address relevant questions, comments and concerns regarding the proposal.
3. And, provide an opportunity to the public and the land use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns.

The aim of the consultation with the local authority is to do the following

- Discuss site options;
- Ensure that local processes related to antenna systems are respected;
- Address reasonable and relevant concerns from both the land use authority and the community they represent; and,
- Obtain land use authority concurrence in writing.

### TELUS CONSULTATION WITH THE PUBLIC

Telus has informed the RDBN that they placed the attached public notice in the Lakes District News on, July 25, 2018.

They also indicated that they notified adjacent landowners found within 90 metres from the location of the proposed tower on July 16, 2018 by providing them with the attached public consultation information package. Telus states that they have received three comments of support, and four neutral comments, which are presented in the attached "*Appendix 4: Comments and Responses Tracker.*" As mentioned in the comments, there was an error in the newspaper map, showing Noralee Resort being located just east of the Ferry Landing. Cypress Land Services clarified the location to concerned respondents and mentioned that they had used Bing Maps and this is an error in their mapping.

### STAFF COMMENTS

RDBN records indicate that there are two residences and 3 properties within 90 metres of the proposed tower. The closest residence is less than 50 metres from the tower. These residences have been provided with the public consultation package which was mailed on July 16, 2018. From the consultation package provided, it appears that Telus has followed Industry Canada's public notification standards.

#### Recommendation

That the Regional District Board direct staff to send a letter stating that the RDBN has no objection to the proposed communication tower location.

*Board / All Directors / Majority*

Reviewed by:

  
Jason Llewellyn  
Director of Planning

Written by:

  
Jennifer MacIntyre  
Planner I





121



August 27, 2018

Email: [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

Maria Sandberg  
Planner  
Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 820  
Burns Lake, BC V0J 1E0

Dear Ms. Sandberg,

Subject: Request for Concurrence for a TELUS Wireless Communications Facility Proposal

TELUS Site:	BC3649
Proposed Location:	356 Colleymount Road, Francois Lake, BC
Description:	30.0 metre lattice tower

Please be advised that TELUS c/o Cypress Land Services Inc. has completed the public consultation process, following Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, Default Public Consultation Process. TELUS is respectfully requesting, from the Regional District of Bulkley-Nechako (RDBN) Board, that concurrence be issued for the TELUS tower proposal in an effort to provide TELUS wireless communications services in the Francois Lake area. Enclosed please find evidence of the following efforts regarding this public consultation process.

On July 16, 2018, an information package was submitted to the RDBN formalizing the initiation of the consultation process (please see **Appendix 1: Information Package**).

On July 16, 2018, notification letters were sent to residents and other affected parties within a radius of three times the height of the proposed tower (90 metres). The notification letter was to advise residents of the proposed installation and to offer an opportunity to obtain additional information and provide comments (please see **Appendix 2: Affidavit of Notification**).

On July 25, 2018, a notice was placed in the Burns Lake paper, the Lakes District News newspaper (please see **Appendix 3: Newspaper Tear Sheet**).

On August 24, 2018 the consultation period ended. During the consultation period, seven (7) comments were received; three (3) in support and four (4) neutral comments (please see **Appendix 4: Comments & Responses Tracker**).

TELUS is committed to working with the community and staff to supply TELUS wireless services to the Francois Lake area. TELUS looks forward to Council concurrence for the proposed wireless communications facility project, please find in Appendix 5: Sample Resolution, a sample resolution which may be used. Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at [tawny@cypresslandservices.com](mailto:tawny@cypresslandservices.com).

Sincerely,

Tawny Verigin  
Municipal Affairs Specialist



Cypress Land Services  
Agents for TELUS

**Appendix 1: Information Package**



124

Cypress Land Services Inc.  
Suite 1051 – 409 Granville Street  
Vancouver, BC V6C 1T2

Telephone: 604.620.0877  
Facsimile: 604.620.0876  
Website : [www.cypresslandservices.com](http://www.cypresslandservices.com)

July 16, 2018

Via Email: [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

Maria Sandberg  
Planner  
Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 820  
Burns Lake, BC V0J 1E0

Dear Ms. Sandberg,

**Subject:** TELUS Communications Inc. Telecommunications Facility Proposal Information Package  
**Address:** 356 Colleymount Road, Francois Lake, BC  
**PID:** 015-070-085  
**Coordinates:** N 54.053058°, W 125.758652°  
**TELUS Site:** BC3649 – Francois Lake

---

## Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. TELUS has been in preliminary consultation with the Regional District of Bulkley-Nechako (RDBN) to identify suitable tower site location for the operation of a new telecommunications facility.

TELUS is proposing the installations in order to provide improved, dependable wireless data and voice communication services in the area. This information package is intended to formalize the consultation process to the RDBN.

## Proposed Sites

TELUS proposes to install a 30.0 metre lattice tower within a 5.2 metre by 5.2 metre compound that includes TELUS telecommunications equipment.

The facility is located in the south eastern portion of the 131.5 acre property within a mature stand of trees and will be accessed off the land owners driveway, and will need to be extended with a 5.0 metre wide graveled access road to the site (**Schedule A: Telus Tower Location**).

## **Rationale for Site Selection**

TELUS seeks to maintain and improve high quality, dependable network services. In order to improve network performance, TELUS is seeking to add the proposed communications installation to improve service in in the rural areas surrounding Francois Lake, BC.

The proposed site is a result of many considerations. TELUS reviewed co-location options on nearby structures and tower. There are no opportunities to use existing towers. As such, TELUS is proposing to construct a new tower. There are mature trees surrounding the facility that will help screen the lower portion of the tower. The location was chosen to maximize improved wireless services to the area.

## **Proposal Details**

TELUS has completed preliminary design plans (**Schedule B: Preliminary Design Plans**) that include a 30.0 metre tower and ground equipment.

## **Consultation Process with the RDBN**

It is our understanding that the RDBN does not have an adopted Telecommunications policy. Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, **requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower. Following ISED's requirements, TELUS would like to initiate Default Public Consultation Process (as described in the Industry Canada circular, CPC-2-0-03, issue 5, commonly referred to as the "CPC"). Information on the "CPC" consultation process may be found on-line at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>.**

**In order to obtain comments, concerns or questions in regard to the proposed tower site, the CPC requires TELUS to send out notification packages to all properties located within three times the height of the proposed tower (90.0 metres). A notice will also be placed in the local paper. This comment period is a minimum of 30 days. We expect the public consultation process to commence in July.**

**At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS. TELUS is requesting that, subsequent to the completed consultation process a letter or resolution of concurrence will be issued by the RDBN.**

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## Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at:

Health Canada:

[http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio\\_guide-lignes\\_direct-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php)

## Concurrence Requirements

In order to complete the consultation process, TELUS will be requesting concurrence from the RDBN in a form acceptable to both the RDBN and to ISED.

## Conclusion

Please consider this information package as the official commencement of consultation with the RDBN. TELUS is committed to working with the RDBN and the community to provide improved wireless services.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at [tawny@cypresslandservices.com](mailto:tawny@cypresslandservices.com).

Thank you in advance for your assistance and consideration.

Sincerely,  
**CYPRESS LAND SERVICES**  
Agents for TELUS



Tawny Verigin  
Municipal Affairs Specialist

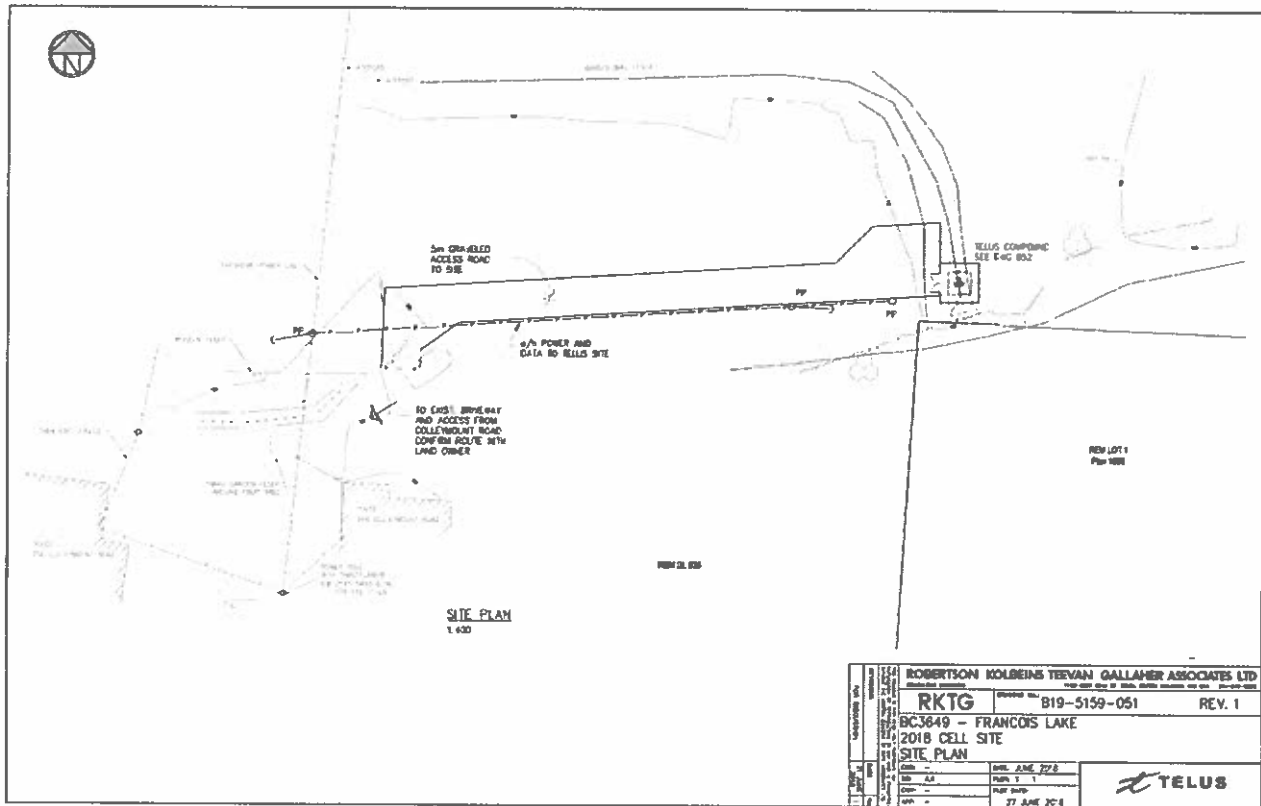
cc: Debra Pankratz, Real Estate & Government Affairs, TELUS

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**SCHEDULE A  
TELUS TOWER LOCATION**



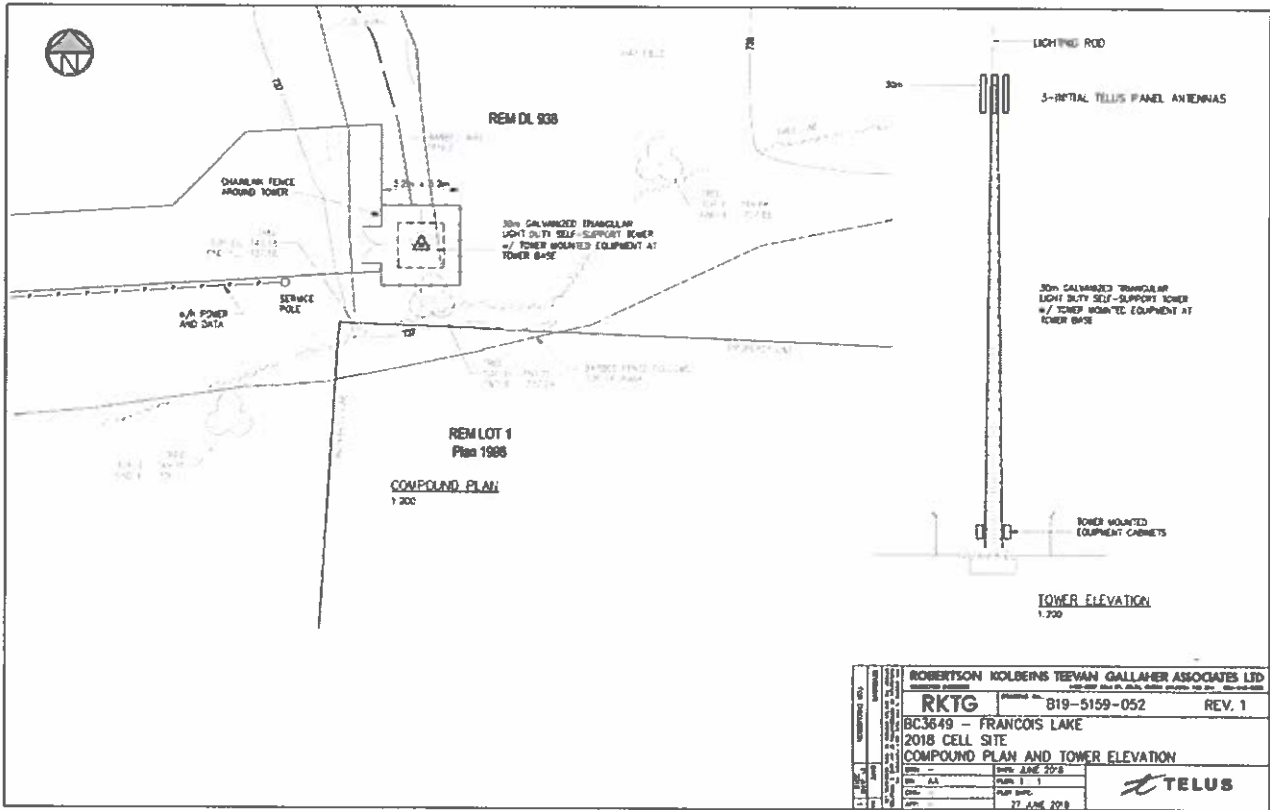
**SCHEDULE B  
PRELIMINARY DESIGN PLANS – SITE PLAN**



<b>ROBERTSON KOLBEINS TERRYAN GALLANER ASSOCIATES LTD</b> <small>ARCHITECTS</small>				
<b>RKTG</b>	Project No.	B19-5159-051	REV. 1	
BC3649 – FRANCOIS LAKE				
2018 CELL SITE				
<b>SITE PLAN</b>				
DATE	REV.	BY	CHKD	
		2018.06.27/8		
SCALE		1:400		
DATE		2018.06.27/8		
<table border="0"> <tr> <td><b>TELUS</b></td> </tr> </table>			<b>TELUS</b>	
<b>TELUS</b>				



**SCHEDULE B  
PRELIMINARY DESIGN PLANS – COMPOUND PLAN & TOWER ELEVATION**



ROBERTSON KOLBERNS TEWAN GALLAHER ASSOCIATES LTD	
<b>RKTG</b>	PROJECT NO. B19-5159-052 REV. 1
BC3649 – FRANÇOIS LAKE	
2018 CELL SITE	
COMPOUND PLAN AND TOWER ELEVATION	
DATE: 17. AUG. 2018	SCALE: 1:200
<b>TELUS</b>	



August 27, 2018

Email: [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

Maria Sandberg  
Planner  
Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 820  
Burns Lake, BC V0J 1E0

Dear Ms. Sandberg,

Subject: Request for Concurrence for a TELUS Wireless Communications Facility Proposal

TELUS Site:	BC3649
Proposed Location:	356 Colleymount Road, Francois Lake, BC
Description:	30.0 metre lattice tower

Please be advised that TELUS c/o Cypress Land Services Inc. has completed the public consultation process, following Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, Default Public Consultation Process. TELUS is respectfully requesting, from the Regional District of Bulkley-Nechako (RDBN) Board, that concurrence be issued for the TELUS tower proposal in an effort to provide TELUS wireless communications services in the Francois Lake area. Enclosed please find evidence of the following efforts regarding this public consultation process.

On July 16, 2018, an information package was submitted to the RDBN formalizing the initiation of the consultation process (please see **Appendix 1: Information Package**).

On July 16, 2018, notification letters were sent to residents and other affected parties within a radius of three times the height of the proposed tower (90 metres). The notification letter was to advise residents of the proposed installation and to offer an opportunity to obtain additional information and provide comments (please see **Appendix 2: Affidavit of Notification**).

On July 25, 2018, a notice was placed in the Burns Lake paper, the Lakes District News newspaper (please see **Appendix 3: Newspaper Tear Sheet**).

On August 24, 2018 the consultation period ended. During the consultation period, seven (7) comments were received; three (3) in support and four (4) neutral comments (please see **Appendix 4: Comments & Responses Tracker**).

TELUS is committed to working with the community and staff to supply TELUS wireless services to the Francois Lake area. TELUS looks forward to Council concurrence for the proposed wireless communications facility project, please find in **Appendix 5: Sample Resolution**, a sample resolution which may be used. Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at [tawny@cypresslandservices.com](mailto:tawny@cypresslandservices.com).

Sincerely,

Tawny Verigin  
Municipal Affairs Specialist



Cypress Land Services  
Agents for TELUS

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**Appendix 1: Information Package**



Cypress Land Services Inc.

Suite 1051 – 409 Granville Street

Vancouver, BC V6C 1T2

Telephone: 604.620.0877

Facsimile: 604.620.0876

Website : [www.cypresslandservices.com](http://www.cypresslandservices.com)

July 16, 2018

Via Email: [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

Maria Sandberg  
Planner  
Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 820  
Burns Lake, BC V0J 1E0

Dear Ms. Sandberg,

**Subject:** TELUS Communications Inc. Telecommunications Facility Proposal  
Information Package  
**Address:** 356 Colleymount Road, Francois Lake, BC  
**PID:** 015-070-085  
**Coordinates:** N 54.053058°, W 125.758652°  
**TELUS Site:** BC3649 – Francois Lake

---

## Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. TELUS has been in preliminary consultation with the Regional District of Bulkley-Nechako (RDBN) to identify suitable tower site location for the operation of a new telecommunications facility.

TELUS is proposing the installations in order to provide improved, dependable wireless data and voice communication services in the area. This information package is intended to formalize the consultation process to the RDBN.

## Proposed Sites

TELUS proposes to install a 30.0 metre lattice tower within a 5.2 metre by 5.2 metre compound that includes TELUS telecommunications equipment.

The facility is located in the south eastern portion of the 131.5 acre property within a mature stand of trees and will be accessed off the land owners driveway, and will need to be extended with a 5.0 metre wide graveled access road to the site (Schedule A: Telus Tower Location).

## **Rationale for Site Selection**

TELUS seeks to maintain and improve high quality, dependable network services. In order to improve network performance, TELUS is seeking to add the proposed communications installation to improve service in in the rural areas surrounding Francois Lake, BC.

The proposed site is a result of many considerations. TELUS reviewed co-location options on nearby structures and tower. There are no opportunities to use existing towers. As such, TELUS is proposing to construct a new tower. There are mature trees surrounding the facility that will help screen the lower portion of the tower. The location was chosen to maximize improved wireless services to the area.

## **Proposal Details**

TELUS has completed preliminary design plans (**Schedule B: Preliminary Design Plans**) that include a 30.0 metre tower and ground equipment.

## **Consultation Process with the RDBN**

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**In order to obtain comments, concerns or questions in regard to the proposed tower site, the CPC requires TELUS to send out notification packages to all properties located within three times the height of the proposed tower (90.0 metres). A notice will also be placed in the local paper. This comment period is a minimum of 30 days. We expect the public consultation process to commence in July.**

**At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS. TELUS is requesting that, subsequent to the completed consultation process a letter or resolution of concurrence will be issued by the RDBN.**

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[http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio\\_guide-lignes\\_direct-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php)

## Concurrence Requirements

In order to complete the consultation process, TELUS will be requesting concurrence from the RDBN in a form acceptable to both the RDBN and to ISED.

## Conclusion

Please consider this information package as the official commencement of consultation with the RDBN. TELUS is committed to working with the RDBN and the community to provide improved wireless services.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at [tawny@cypresslandservices.com](mailto:tawny@cypresslandservices.com).

Thank you in advance for your assistance and consideration.

Sincerely,  
**CYPRESS LAND SERVICES**  
Agents for TELUS



Tawny Verigin  
Municipal Affairs Specialist

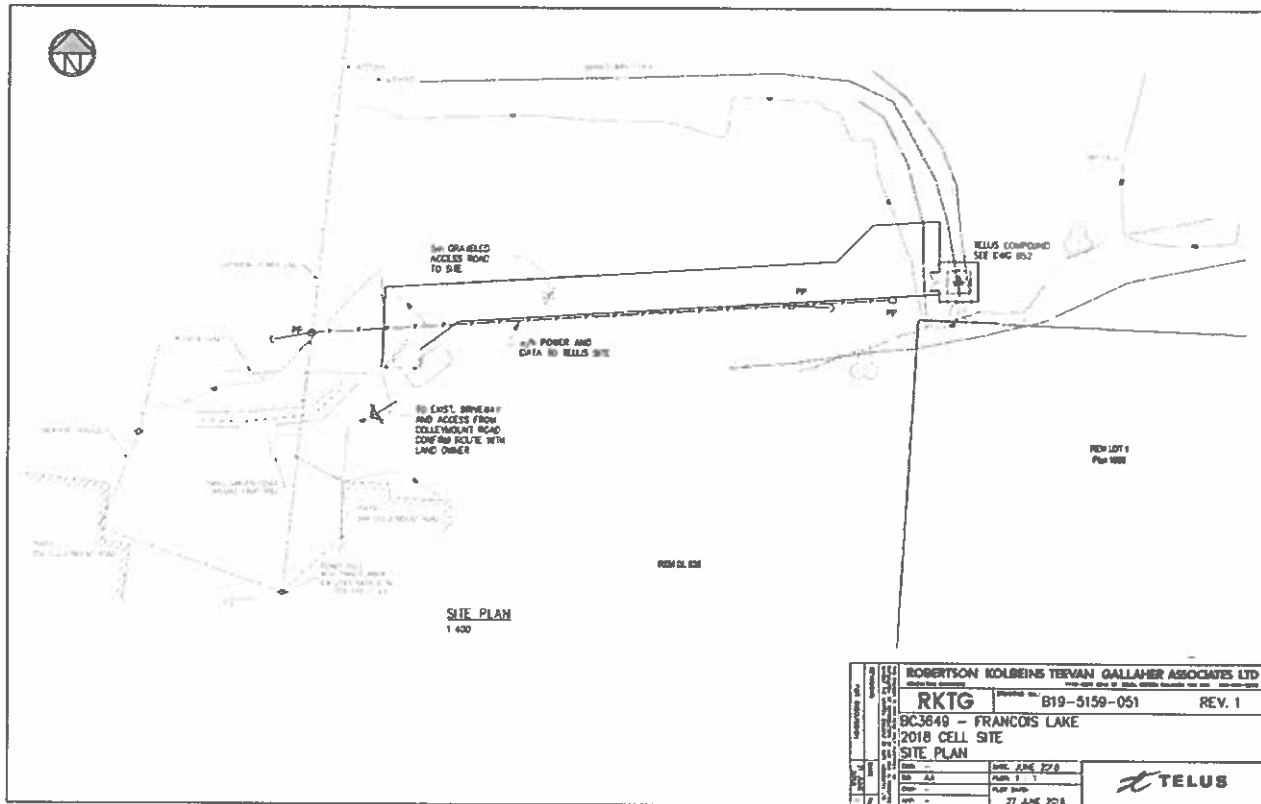
cc: Debra Pankratz, Real Estate & Government Affairs, TELUS

SCHEDULE A  
TELUS TOWER LOCATION



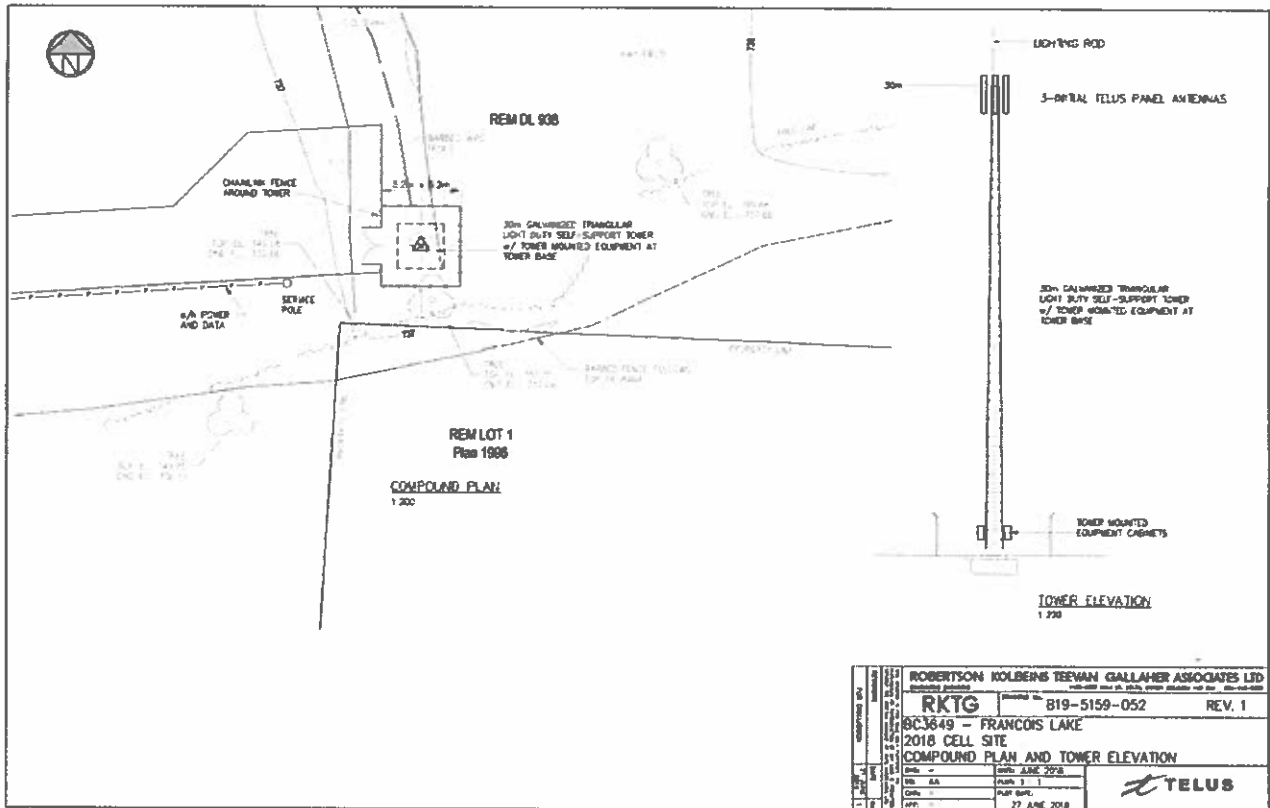


**SCHEDULE B  
PRELIMINARY DESIGN PLANS – SITE PLAN**



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**SCHEDULE B  
PRELIMINARY DESIGN PLANS – COMPOUND PLAN & TOWER ELEVATION**



**Appendix 2: Affidavit of Notification**

**Affidavit of Cypress Land Services**

I, Tawny Verigin, Municipal Affairs Specialist, in the City of Vancouver in the Province of B.C., make an Oath and say:

1. THAT I caused to be sent by regular mail, a notification letter, as included in Appendix A, to property owners, occupants and other recipients, as listed in Appendix B, on July 16, 2018.

  
 Tawny Verigin, Municipal Affairs Specialist  
 Cypress Land Services

Sworn/Affirmed/Declared before me at the City of Vancouver, in the Province of B.C., this 16<sup>th</sup> day of July 2018.

  
 (Commissioner's Signature)

A Commissioner for Taking Affidavits for the Province of B.C.

**Patrick Henry Grzelak**  
**A Commissioner for Taking Affidavits**  
**For British Columbia**  
**Cypress Land Services Inc.**  
**1051 - 409 Granville Street**  
**Vancouver, BC V6G 1T2**  
**Tel: 604-674-2808**  
**Expires on: December 31, 2020**

(Commissioner's stamp or printed name and expiry date)

Appendix A: Notification Letter



Dear Owner/Occupant,

July 16, 2018

Please accept this notification regarding proposed TELUS wireless service improvements in your community.

**Subject:** TELUS Communications Inc. ("TELUS") Telecommunications New Wireless Antenna Proposal  
**PID:** 015-070-085  
**Address:** 356 Colleymount Road, Francois Lake, BC  
**Coordinates:** N 54.053058°, W 125.758652°  
**TELUS Site:** BC3649 – Francois Lake

### **What is TELUS Proposing?**

TELUS seeks to continue to provide high quality wireless telecommunications services to communities throughout British Columbia. Increasingly, communities depend on wireless voice, data and internet communications for business, personal enjoyment and personal security reasons. In order to ensure wireless services to Francois Lake, BC, TELUS is proposing to add a telecommunications facility.

The new facility is proposed to be located at 356 Colleymount Road, Francois Lake, BC. TELUS is proposing to install a 30.0 metre galvanized triangular light duty self-support tower with panel antennas mounted at the top of the tower with equipment at the tower base. The facility will be secured within a fenced compound occupying an area of 5.2 metres by 5.2 metres. The proposed location is considered to be appropriate because it is well set back from Colleymount Road in a mature treed area.

### **Regulatory Authority**

Telecommunication providers are required by Innovation, Science, and Economic Development Canada (ISED), formerly Industry Canada, to consult with the local municipality and the general public regarding new installations. ISED does have exclusive jurisdiction over the approval and placement of telecommunications installations.

The consultation process will provide an opportunity for residents, stakeholders and landowners to obtain detailed information regarding the proposal and to provide comments for consideration. Any inquiries that are received as a result of this notification will be logged and submitted to the Regional District of Bulkley-Nechako (RDBN) and ISED as part of our application for concurrence.

### *Local Municipality*

The RDBN does not have a telecommunications consultation process to guide the consultation process. As such, ISED's CPC consultation process will be followed. This process requires all properties within three times the structure height be notified (in this instance those within 90.0 metres). This notification is to provide the opportunity to obtain information regarding the proposal, ask questions and provide comments. The closing period for comments to be received by TELUS is **August 24, 2018**.

### *Location*

The new facility is proposed to be located at 356 Colleymount Road in Francois Lake, BC at the coordinates N 54.053058°, W 125.758652°

### *Safety Code 6*

ISED requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time.



*Site Access*

Access will be obtained through the property. Construction is expected to take approximately one month.

*Environment*

TELUS confirms that the installation is excluded from environmental assessment under the Canadian Environmental Assessment Act. Any municipal environmental regulations will be followed.

*Transport Canada*

The tower will be constructed to include any aeronautical markings or lighting required by Transport Canada. Comments are pending.

*Structural Considerations*

TELUS confirms that the antenna structure described in this notification package will apply good engineering practices including, structural adequacy during construction.

*General Information*

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website: <http://www.ic.gc.ca/eic/site/ic-gc.nsf/eng/07422.html>

**Contacts:**

**TELUS c/o Tawny Verigin of Cypress Land Services**  
Agents for TELUS  
Suite 1051, 409 Granville Street  
Vancouver, BC V6C 1T2  
Phone: 1-855-301-1520  
Fax: 604-620-0876  
Email: [publicconsultation@cypresslandservices.com](mailto:publicconsultation@cypresslandservices.com)

**ISED**

**Northern British Columbia and Yukon Office**  
280 Victoria Street, Room 203  
Prince George BC V2L 4X3  
Phone: 250-561-5291 or 1-800-667-3780  
Fax: 250-561-5290  
Email: [ic.spectrumprincegeorge-princegeorgespectre.ic@canada.ca](mailto:ic.spectrumprincegeorge-princegeorgespectre.ic@canada.ca)  
(By appointment only)

**Regional District of Bulkley-Nechako**

**Maria Sandberg, Planner**  
37 3rd Avenue, PO Box 820  
Burns Lake, BC V0J 1E0  
Phone: 250-692-3195  
Email: [maria.sandberg@rdbn.bc.ca](mailto:maria.sandberg@rdbn.bc.ca)

If you have any specific questions regarding the proposal, please feel welcome to contact the above.



AERIAL MAP

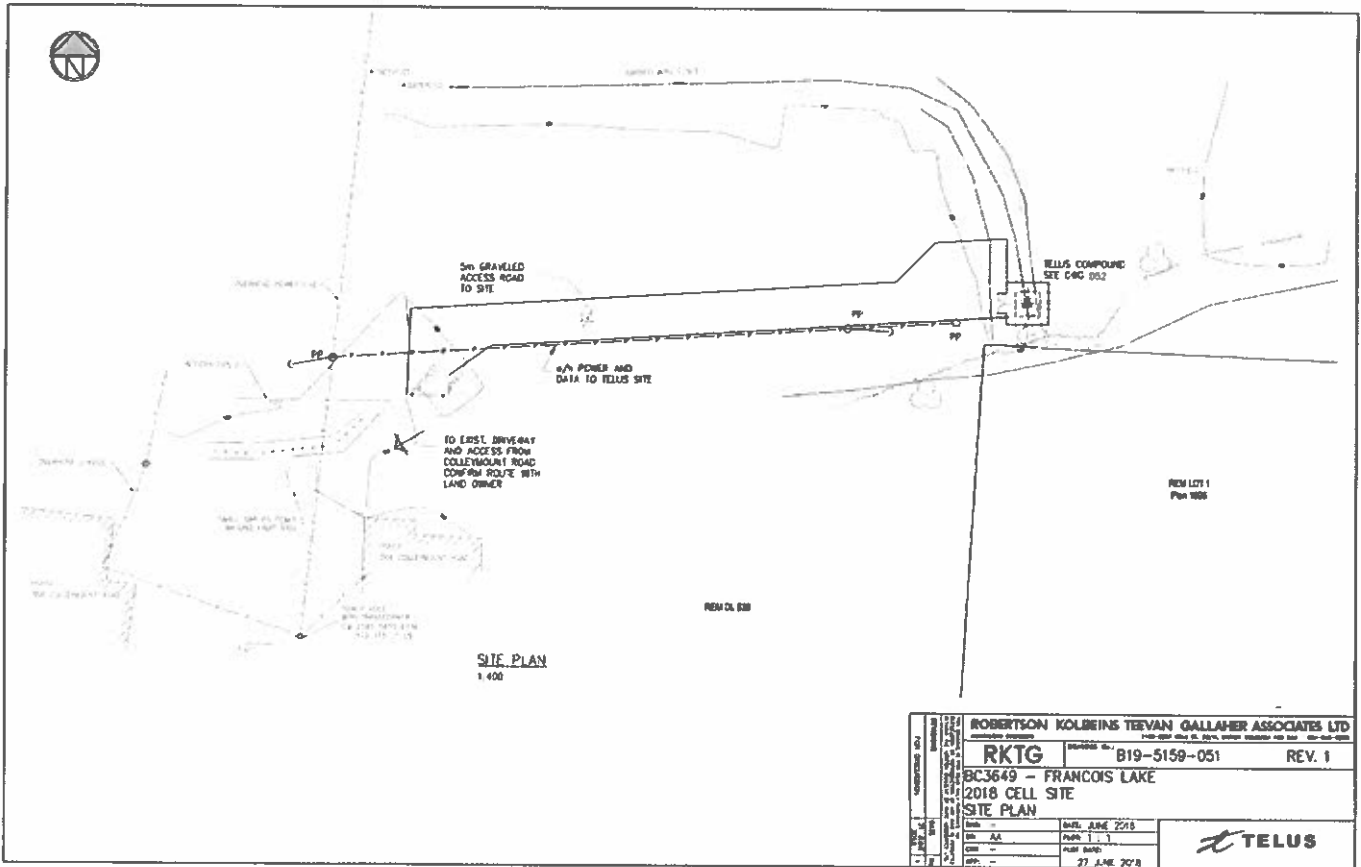




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PRELIMINARY DESIGN PLANS - SITE PLAN



ROBERTSON KOLBEINS TEEVAN GALLAHER ASSOCIATES LTD	
RKTG	B19-5159-051 REV. 1
BC3649 - FRANCOIS LAKE	
2018 CELL SITE	
SITE PLAN	
DATE: 27 JUNE 2018	SCALE: 1:400



PRELIMINARY DESIGN PLANS – COMPOUND PLAN & TOWER ELEVATION

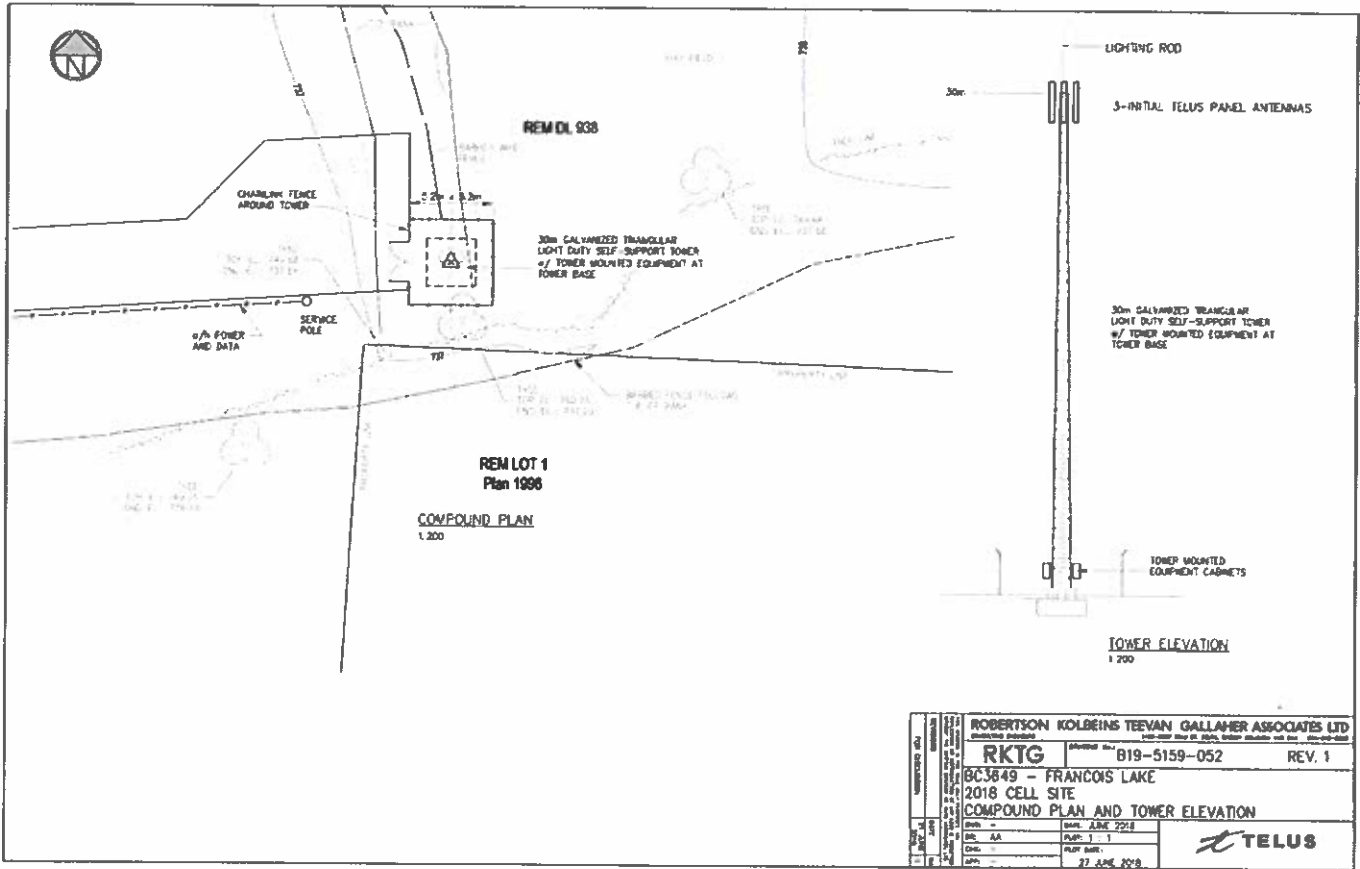


PHOTO-SIMULATION  
BEFORE



AFTER



Artist's rendering of proposed facility looking northeast.

*Note: Photo-simulation is for conceptual purposes only. Proposed design is subject to change based on final engineer plans.*



COMMENT SHEET  
TELECOMMUNICATIONS FACILITY PROPOSAL  
ADDRESS: 356 COLLEYMOUNT ROAD, FRANCOIS LAKE, BC  
COORDINATES: N 54.053058°, W 125.758652°  
TELUS SITE: BC3649 – FRANCOIS LAKE

1. Do you feel this is an appropriate location for the proposed facility?

- Yes
- No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest?

- Yes
- No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Additional Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes; however, your comments will only be used by TELUS in satisfying ISED's consultation requirements. The closing period for comments to be received by TELUS is **August 24, 2018**.

Name \_\_\_\_\_  
(Please print clearly)  
Email Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELUS c/o Cypress Land Services Inc.  
Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2  
Attention: Tawny Verigin, Municipal Affairs Specialist  
*Thank you for your input.*

Appendix B: List of Property Owners, Occupants and Other Recipients

MARIE TERESA WHIPPS &  
ROBERT GRANT WHIPPS  
PO BOX 607  
FRANCOIS LAKE BC V0J 1R0

OCCUPANT  
344/356/456 COLLEYMOUNT RD  
FRANCOIS LAKE BC V0J 1R0

TELUS  
4535 CANADA WAY, 3RD FLOOR  
BURNABY, BC V5G 1J9  
ATTN: DEBRA PANKRATZ

GERHARD JANITSCHKEK  
PO BOX 300  
FRANCOIS LAKE BC V0J 1R0

OCCUPANT  
19435 SUNNY RD  
FRANCOIS LAKE BC V0J 1R0

ISED  
NORTHERN BC AND YUKON OFFICE  
280 VICTORIA STREET, RM 203  
PRINCE GEORGE, BC V2L 4X3

RICHARD HAROLD NEAVE &  
RICHARD HUGH NEAVE  
PO BOX 400  
FRANCOIS LAKE BC V0J 1R0

OCCUPANT  
304/314 COLLEYMOUNT RD  
FRANCOIS LAKE BC V0J 1R0

RDBN  
MARIA SANDBERG, PLANNER  
37 3RD AVENUE, PO BOX 820  
BURNS LAKE, BC V0J 1E0

BEVERLEY ALICE ARMSTRONG  
PO BOX 604  
FRANCOIS LAKE BC V0J 1R0

OCCUPANT  
208 COLLEYMOUNT RD  
FRANCOIS LAKE BC V0J 1R0

CYPRESS LAND SERVICES INC.  
1051 – 409 GRANVILLE ST  
VANCOUVER, BC V6C 1T2

BC TELEPHONE CO  
C/O TELUS TAXATION PO  
BOX 1552 STN MAIN  
EDMONTON AB T5J 2N7

Total – 13  
BC3649

Appendix C: Envelope

152



c/o Cypress Land Services Inc.  
Suite 1051 – 409 Granville Street  
Vancouver, BC V6C 1T2

**IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN  
APPROX. 90 METRES OF A PROPERTY YOU HAVE AN INTEREST IN**



**Appendix 3: Newspaper Tear Sheet**

**Services**  
**Financial Services**

**GET BACK ON TRACK!** Bad credit? Bills? Unemployed? Need Money? We Lend! If you own your own home - you qualify. Pioneer Acceptance Corp. Member BBB. 1-877-997-1420 www.pioneerwest.com

**Merchandise for Sale**  
**Garage Sales**

**2 DAY big yard sale.** 2305 Murphy Road. Guys sale (tools, power tools etc.), garden stuff, Christmas stuff, household items and clothing. Too much to list. July 27 & 28 10am - 4pm. **YOUR COMMUNITY, YOUR CLASSIFIEDS 1-866-865-4460**

**Merchandise for Sale**  
**Garage Sales**

Advertise your garage sale here for FREE. Call (250) 692-7526 or email your ad to advertising@ldnews.net

**Employment**  
**Trades, Technical**

**Millwright Needed**  
We are looking for a full-time millwright for a permanent position in our wood product manufacturing and pressure treating company in Princeton, BC. This is a hands-on position that requires a flexible person whom works well in a two-shift team. Hydraulic troubleshooting knowledge and experience/training are important assets to us. Millwrights are responsible for keeping all manufacturing equipment maintained and working as intended. This position is also responsible for installation of new equipment, preventative/maintenance, troubleshooting/diagnostics, electrical, maintain hydraulic systems, help organize and inventory parts and tools and order replacement parts. All work to be done in a safe and timely manner. We offer a very competitive wage and benefits, and will consider a relocation bonus for the right applicant. Please submit resumes to Elizabeth Marion at elizabeth@pwpost.com or fax to 250-295-7912

**Merchandise for Sale**  
**Misc. for Sale**

**14FT CLIPPER PROSPECTOR FOR SALE.** Fibreglass, has patch above waterline but otherwise good condition. Great solo canoe for rivers. \$300. Located in Burns Lake 250-692-2372.  
**SAWMILLS** from only \$4,397 - MAKE MONEY & SAVE MONEY with your own bandmill - Cut lumber any dimension. In stock ready to ship. FREE info & DVD www.NorwoodSawmills.com/4000T 1-800-567-0404 Ext:4000T.

**Rentals**  
**Want to Rent**

**Accommodations Needed!** for Burns Lake CNC Students and Instructors attending from out of town. Call Amanda 692-1702

**Legal**  
**Legal Notices**

**CRIMINAL RECORD?** Why suffer Employment/Licensing loss? Travel/Business opportunities? Be embarrassed? Think: Criminal Pardon, US Entry Waiver, Record Purge, File Destruction. Free Consultation 1-800-347-2540 accesslegalimf.com

**Employment**  
**Career Opportunities**

**Employment**  
**Career Opportunities**

**Employment**  
**Career Opportunities**

**Transportation**  
**Cars - Domestic**

**2011 Subaru Forester** 97,000 km, heated front seats, moon roof, good winter tires, new summer tires, both on rims. \$13,500. Firm. Call Dawn 250-695-6578 Evenings

**Puzzle Answers**

2	6	8	1	4	9	5	3	7
7	3	4	5	8	2	1	6	9
9	1	5	8	7	3	8	4	2
5	8	7	9	3	6	4	2	1
6	2	3	8	1	4	9	7	5
4	9	1	2	5	7	6	8	3
3	5	6	7	9	8	2	1	4
1	4	2	3	6	5	7	9	8
8	7	9	4	2	1	3	5	6

**Babine Forest Products Limited, Burns Lake BC**  
**Certified Millwright**

Babine Forest Products is currently searching for a Certified Millwright to join our Burns Lake operation.

The successful candidate will have substantial knowledge of machines and tools, including their design, use, repair and maintenance. You will have experience installing equipment, machines, wiring or programs to meet specifications. You will be confident in determining the appropriate tools or equipment needed to complete a job and must be able to troubleshoot efficiently and be proficient with mathematics.

The demands of this position require that you; are in good physical condition, are able to visualize how something will look after it has been moved or rearranged, have the ability to see details at close range, have excellent manual dexterity and coordination.

Preferred qualifications would be a minimum of 5 years in an in a sawmill environment and certification from a recognized institution. Good verbal and written communication is also necessary for this position

Babine Forest Products, working jointly with First Nations, provides equal opportunity for employment including First Nation status privileges. We offer competitive compensation, benefits and the potential for career advancement. Hourly rate for this position is per the USW Local 1-424 Collective Agreement.

Resumes will be accepted until August 3, 2018. We wish to thank all those who apply; however only those selected for an interview will be contacted.

Please forward your resume to:  
**Anne Currie, Human Resources Assistant**  
Babine Forest Products Limited  
503-291-5591 (Confidential Fax)  
#HRCanada@hamptonlumber.com




**Merchandise for Sale**  
**Building Supplies**

**Wanted Dead or Alive**  
Canadian Prairie Pickers returning to the area. **PRIZED CASH for COIN COLLECTIONS SILVER & GOLD COINS ROYAL CANAL MINT SETS BUYING GOLD JEWELRY** We purchase with cash or bank of silver coins. **PAYING HIGHEST PRICES.** To arrange a free, discreet in-home visit call Kuba @ 778-257-8847 **KNOW SINCE 1957**

**Real Estate**  
**Farms**

**3000 ACRES OF COMPLETE High End Cattle & Grain Operation for Sale in Saskatchewan** 2x to 3k Cow/Calf Operation with Complete Solid Infrastructure. 200k Acres Cultivated. Contact Doug @ 306-718-2871 or saskfarms@shaw.ca

**Transportation**  
**Motorcycles**

**MOTORCYCLE 2017 Triumph T120.** A modern classic! 1200cc, EFI, traction control, ABS, excellent disc brakes, less than 7000 kms, like-new condition. Comes with battery Optimizer, windshield, deluxe cover. Price reduced for quick sale \$11,900. Can be sold separately, or being sold with Stinger folding trailer which will carry any size motorcycle, also priced for quick sale at \$1900. Will transport to Vanderhoof and of July 18. Call 250-862-7157

**Mobile Homes & Parks**

**FOR SALE 14' wide mobile home** with lot. About one mile from the town of Burns Lake. Drilled well. \$48,000 O.B.O. (250) 567-3355

**Recreational/Rent**

**Burns Lake**  
A two-bedroom trailer is for sale in Blue Spruce Trailer Park, \$5000 for a quick sale as is Call 604-228-4620 or email: vicmanager01@gmail.com

**Rentals**  
**Suites, Lower**

**LARGE BRIGHT 2 bedroom suites** in a safe and secure building. Close to school and hospital. Large patio, in-suite storage and storage lockers available. On site management. Heat and hot water included for \$750 per month. Call (250) 692-3959 and leave a message.

**Where CAREERS come true!**  
**LocalWork.ca**  
JOB LISTINGS & RESUME SERVICES

**CRIME STOPPERS**  
1-800-222-TIPS

**CLASSIFIED ADS MEAN MORE BUSINESS**  
Call 1-866-865-4460

**Employment Opportunity**  
**FINANCE OFFICER**

Under the general direction of the Kispiox Band Manager, the Finance Officer's duties and responsibilities will include, but not limited to:

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping (SAGE 300) systems
- Full Cycle Finance experience
- Monthly financial Statements issued to various departments, and chief and council meetings
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payroll and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Perform bookkeeping services for band-owned businesses and other band projects
- Prepare other statistical, financial and accounting reports
- Prepare periodic expenditure and project cost summary reports
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record keeping systems, faxing and photocopying

**General Requirements:**

- Minimum five (5) years experience in bookkeeping within a professional firm or public service organization.
- Demonstrated skills in ACCPAC (SAGE 300) computerized accounting software program a must.
- Well versed and experience with Excel and MS Word programs.
- Diploma in Business Management or Business Administration or equivalent Certification in a University/College Accounting Program.
- Must be bondable and have no criminal record or pending charges
- Must be cultural sensitive to First Nations

Please forward Cover Letter, Resume, and Supporting Certificates/Diplomas to:  
Kispiox Band Council, Attn: c/o Keith Morgan  
bandmanager@kisploxband.ca  
Fax: 250-842-5604  
Kispiox Band Manager  
1336 Kispiox Valley Road, Hazelton, B.C. V0J 1Y4  
Only those selected for an interview will be contacted.  
Closing Date: July 31st, 2018 @ 4:00 P.M.

**Legal Notices**

**Legal Notices**

**Legal Notices**

**Legal Notices**

**TELUS**

**Notice of Proposed TELUS Communications Inc. Telecommunications Facility**

**Description:** As part of the public consultation process required by Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, TELUS Communications Inc. is inviting the public to comment on a proposed telecommunications facility consisting of a 30-metre self-support tower and ancillary radio equipment in order to provide dependable wireless data and voice communication services at Francois Lake, BC.

**Location:** Location: 356 Colleymount Road, Francois Lake, BC. (PID: 015-070-085)

**Coordinates:** N 54.053058, W125.758652

**For More Information:**  
Contact TELUS Communications Inc. at:  
Tawny Verigin  
c/o Cypress Land Services  
Agents to TELUS Communications Inc.  
Suite 1051, 409 Granville Street  
Vancouver, BC V6C 1T2  
Tel: 1.855.301.1520  
Email: [publicconsultation@cypresslandservices.com](mailto:publicconsultation@cypresslandservices.com)

The public is welcome to comment on the proposal by the end of the business day on August 24, 2018 respect to this matter.  
TELUS File: BC3649 - Francois Lake

**Location Map**



**Appendix 4: Comments & Responses Tracker**

No. of Messages	Address	First	Phone	Time Message Received	Local Letter Received or Reply Received	Comments or Questions	Response / Non-Response / Reply	Response to Comments or Questions	Date Response Sent
1					28/10/2018	Does it make sense in the proposed site does it match resort (either on Collymore or at 236 Collymore)? Sent from my iPad	Received	Good morning, We have taken the map from www.bing.com/maps. As you have stated, it appears that Bing Map have labelled Harlow resort to the wrong location. Sorry for the confusion. Thanks, Tanya Wright Marketing Admin Specialist Egmont Land Services Inc.	28/10/2018
1	333 Collymore Rd. 30 Box 887, Pt. Harlow, BC V0J 1Y0				28/10/2018	1. Do you find this to be an appropriate location for the proposed facility? (Y/N) (Y) Yes (N) No Comments: I find this will be a benefit to BC 2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest? (Y/N) (Y) Yes (N) No Comments: 3. Additional Comments: The owner the better	Received	N/A	28/10/2018
1	Box 627, 366 Collymore A6, Pt. Harlow, BC V0J 1Y0				28/10/2018	1. Do you find this to be an appropriate location for the proposed facility? (Y/N) (Y) Yes (N) No Comments: 2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest? (Y/N) (Y) Yes (N) No Comments: 3. Additional Comments: The owner the better	Received	N/A	28/10/2018
1				28/10/2018	28/10/2018	Results taken to me on the 1st map by the investigator is showing number 236 in the wrong location. To actually show number 236, the map will have to be revised by the same location	Received	Results taken to me on the 1st map by the investigator is showing number 236 in the wrong location. To actually show number 236, the map will have to be revised by the same location	28/10/2018
1	2368 Macdon Rd Burns Lake B.C. V0J 1L2			28/10/2018	28/10/2018	Dear Sirs: Tanya Wright I have seen the site on your local town hall paper "Proposed tourism-recreation facility" I am assuming this is a tourist or for income and or real estate?? Can you please confirm? I have the location map in the paper appears to be incorrect, could you please give a better location. Is it going to be just around Harlow resort on Pt. Harlow? Maybe on some pt. map? Thanks, Tanya Wright 2368 Macdon Rd Burns Lake B.C. V0J 1L2 You may need more information about the proposed tourism-recreation facility the map provided on July 25th in the paper. Thank you	Received	Good afternoon Sirs, Thanks for providing your comments regarding the proposed TRLE tower in Pt. Harlow. The tower is intended to provide cultural services. We have taken the map from www.bing.com/maps. As you have stated, it appears that Bing Map have labelled Harlow resort to the wrong location. Sorry for the confusion. I hope the Google map I've provided below will help clarify the proposed location. If you have any questions, please do not hesitate to contact me. Thanks, Tanya Wright Marketing Admin Specialist Egmont Land Services Inc.	28/10/2018
1					28/10/2018	1. My 236 address is to the ferry landing (heading south from Burns Lake and intersect at 8 km on the Collymore Rd. This is my 236 address of the Harlow resort. 2. Collymore Rd 236 address is to the Harlow resort on the road. Harlow's location is at 236 Collymore, at your 236 address would technically be 236 meters from 8 km near the ferry landing, nearly 20 kilometers east. Please, can you let what the effective area for the tower will be in terms of distance and what geographical features? Thanks, Tanya Wright	Received	Good afternoon Sirs, Thanks for providing your comments regarding the proposed TRLE tower in Pt. Harlow. We have taken the map from www.bing.com/maps. As you have stated, it appears that Bing Map have labelled Harlow resort to the wrong location. Sorry for the confusion. I hope the Google map I've provided below will help clarify the proposed location. If you have any questions, please do not hesitate to contact me. Thanks, Tanya Wright Marketing Admin Specialist Egmont Land Services Inc.	28/10/2018
						Thanks for the clarification. How did the Bing map miss the accuracy level? Can you say if a tower is allowed with 10m for the east end of the site? 236 has no road service and here	Received	All locations are listed in provided for the west end of the site. Thanks, Tanya Wright	28/10/2018
					28/10/2018	1. Do you find this to be an appropriate location for the proposed facility? (Y/N) (Y) Yes (N) No Comments: 2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest? (Y/N) (Y) Yes (N) No Comments: 3. Additional Comments: The owner the better	Received	N/A	28/10/2018

**Appendix 5: Sample Resolution**

**Resolution**

WHEREAS TELUS proposes to erect a wireless communications facility at the location of 356 Colleymount Road, Francois Lake, BC.

AND WHEREAS proponents of telecommunication towers are regulated by Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada on behalf of the Government of Canada and as part of their approval, ISED requires proponents to consult with land use authorities as provided for in CPC-2-0-03;

AND WHEREAS TELUS has consulted with the RDBN following the CPC-2-0-03 and the RDBN planning staff have no objection to the proposed telecommunications tower;

AND WHEREAS TELUS has consulted with the public by notifying properties within three times the tower height, placed a newspaper notice in the local paper and has provided a 30-day period for written public comment;

AND WHEREAS there are no significant land use issues identified by the consultation;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Clerk be instructed to advise TELUS that:
  - a) TELUS has satisfactorily completed its consultation with the RDBN;
  - b) The RDBN is satisfied with TELUS's public consultation process and does not require any further consultation with the public; and
  - c) The RDBN concurs with TELUS's proposal to construct a wireless telecommunications facility provided it is constructed substantially in accordance with the plans submitted to the RDBN.



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# MEMORANDUM

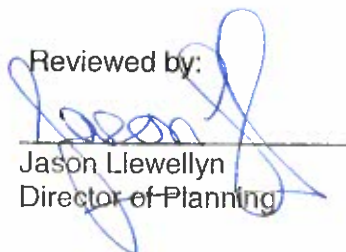
To: Chair Miller and Board of Directors  
From: Jennifer MacIntyre, Planner I  
Date: September 18, 2018  
Re: Recent Agricultural Land Commission Decisions

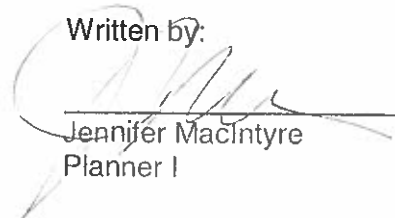
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For the Board's information, the following is a summary of recent decisions handed down by the Agricultural Land Commission. Please contact the Planning Department if you would like a copy of the ALC Minutes or Resolution for these applications.

File #	Elec. Area	Applicant	Description	Board Recommendation	Panel Decision	Reconsideration of decisions of panel
1195	A	George, Sussanne, Barbara, Esther, Nageli c/o HBH Land Surveying	To remove the restrictive covenant which binds the titles of Property 1 and 2 to do a boundary adjustment to facilitate equitable division of the Applicant's land holdings and to enable the existing beef operation to continue with the majority of the farm infrastructure on property 3.	Denial	Approval (decision of the majority)	ALC Chair makes direction to the executive committee to reconsider application.
1200	A	Glenwood Dairy Ltd. c/o John Perry	To remove the restrictive covenant which binds titles of allow the sale of Block A without the bound title Frac SE ¼.	Approval as amended as per the applicants' letter on the supplementary agenda.	Refusal	NA

*Development Services - All/Directors/Majority*

Reviewed by:  
  
Jason Llewellyn  
Director of Planning

Written by:  
  
Jennifer MacIntyre  
Planner I

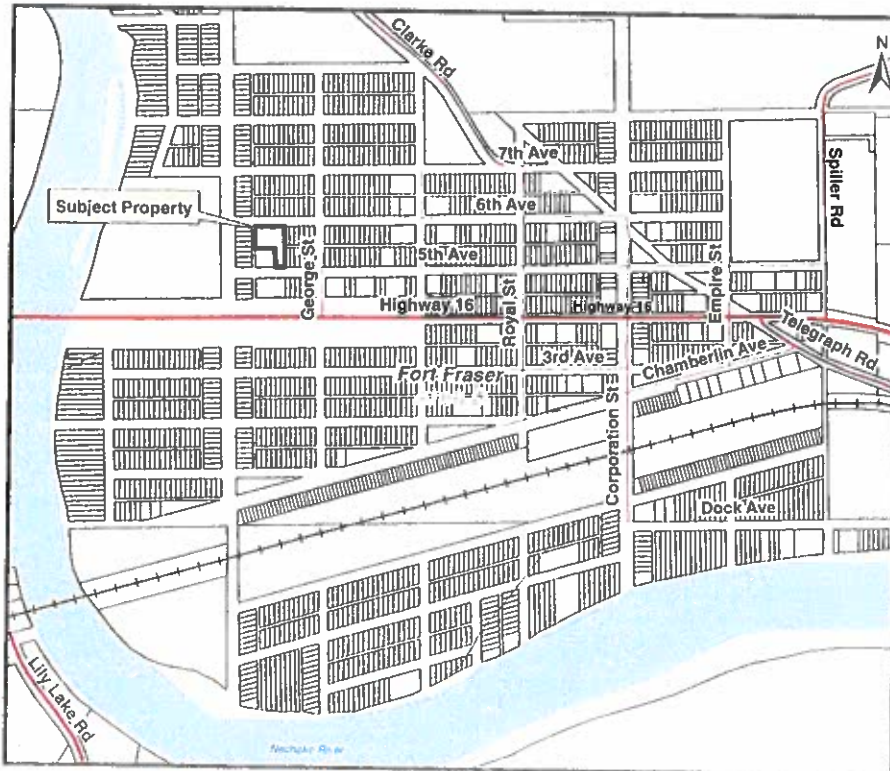


**Planning Department Report  
1<sup>st</sup> & 2<sup>nd</sup> Reading Report  
Rezoning Bylaw No. 1841, 2018  
File No. D-01-18  
September 18, 2018**

## APPLICATION SUMMARY

**Name of Applicants:** Lorne and Angie Faiers  
**Name of Agent:** Len Buchanan  
**Electoral Area:** D  
**Subject Property:** Parcel A, Section 26, Township 15, Range 5, Coast District, Plan BCP8721  
**Location:** Subject property is located at 146 5th Ave. in the community of Fort Fraser and is 0.3 ha (0.73 acres) in size.

### Location Map



**O.C.P. Designation:** Community Centre (CC) under the Endako, Fraser Lake, Fort Fraser Rural Official Community Plan Bylaw, No. 1487, 2008  
**Zoning:** Single Family Residential (R1) and Country Residential (R5) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993  
**Existing Land Use:** Residential  
**ALR Status:** Not within ALR



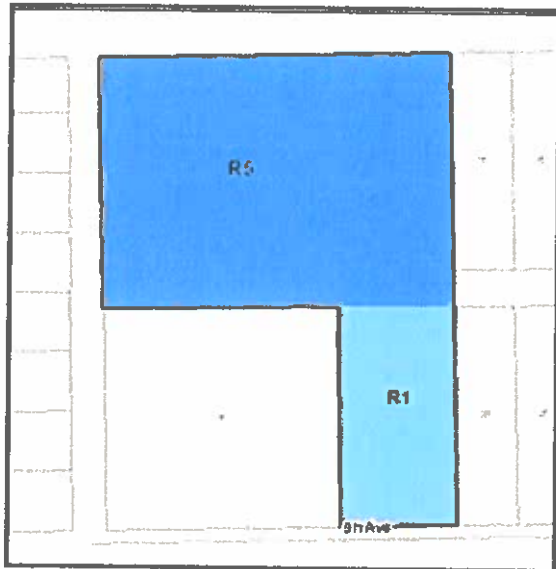
## PROPOSAL

The subject property currently has one single family dwelling. The applicants wish to add a mobile home to the northern portion of the subject property for a family member.

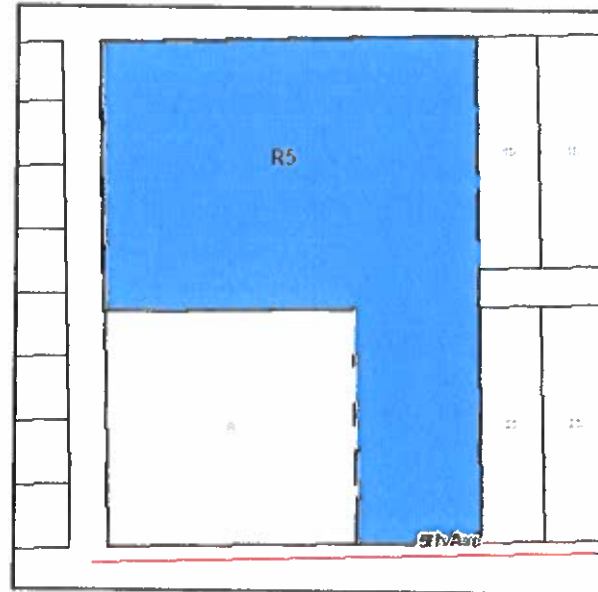
To allow the second dwelling on the subject property, two amendments to the Zoning Bylaw are required.

1. Rezone the property from Country Residential (R5) and Single Family Residential (R1) Zones to Country Residential (R5) Zone, and;
2. A site-specific text amendment to increase the density provision under the Country Residential (R5) zone to allow two single family dwellings on the subject property.

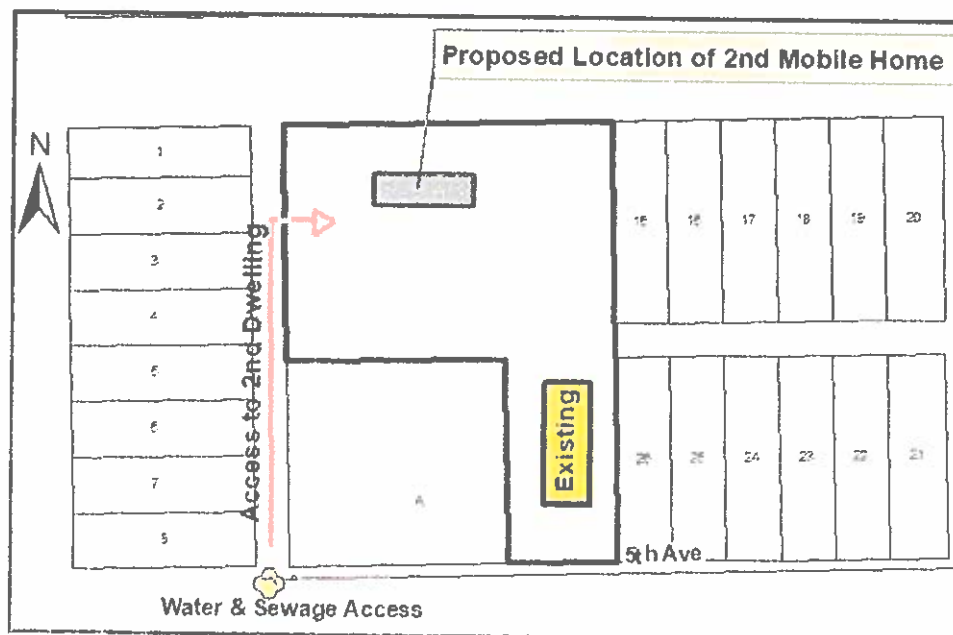
**Current Zoning**



**Proposed Zoning**



**Site Plan**



## REFERRAL COMMENTS

### Northern Health Authority

No Objections.

### RDBN Environmental Services

Yes, the Fort Fraser Local Commission and the RDBN's Environmental Services dept. approves of extending the water and sewer to supply utilities to one dwelling in this area. We have addressed this request to supply water and sewer connections to the property line located in the alley adjacent to the potential location of the dwelling. There is available budget for these connections in the Fort Fraser water and sewer budget and have made steps to ensure that this connection is to be installed once the rezoning process is completed. Sincerely,

Janette Derksen  
Deputy Director of Environmental Services

### Ministry of Transportation and Infrastructure

Designated access via an existing Right-of-Way has been cleared by the applicants, and Ministry of Transportation and Infrastructure may comment on the driveway access. As of writing this report, MoTI has not responded to the referral and will appear on the Supplemental Agenda.

### Area 'D' Advisory Planning Commission

Resolution: That the APC inform the Regional District Board that they recommend approval for Rezoning Application D-01-18. The motion was carried unanimously.

Comments: A brief discussion was held regarding the inherent difficulty of developing the small lots in the Fort Fraser town-site, the progress of the replacement of the community water system, and that it is positive to see new residential development in the rural area.

## PLANNING DEPARTMENT COMMENTS

### Official Community Plan

The property is designated Community Centre (CC) in the Endako, Fraser Lake, Fort Fraser Rural Official Community Plan Bylaw No. 1487, 2008.

Section 3.5.1 Objectives states that,

- (1) *To provide opportunities for new residential development with a complete mix of services and uses, provided that an acceptable sewage disposal and water supply are available.*
- (2) *To support opportunities for affordable housing, rental housing, and special needs housing.*
- (3) *To protect and enhance the quality of life associated with these existing centres and to encourage their responsible redevelopment, revitalization, and growth.*

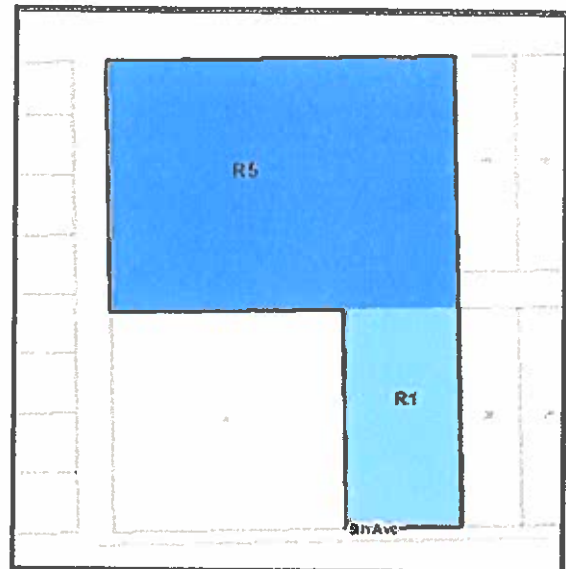
This application conforms to the OCP's objectives for the Community Centre designation and no OCP amendment is required.

## Zoning

The property is 3,000 m<sup>2</sup> (0.73 ac) in size, which is large compared to the average property size in that neighborhood of 3,700 m<sup>2</sup> (0.091 acres).

The property was consolidated in 2003, which resulted in the larger property size, and split zoning of Country Residential (R5) and Single Family Residential (R1).

The R5 zone's minimum parcel size requirement for subdivision is 4,006 m<sup>2</sup> (0.99 acres). Since the parcel is undersized there is no subdivision potential for this property.



## Discussion

RDBN Environmental Services have confirmed the location of both water and sewage connections located on 5th Ave and have stated that the additional dwelling may be connected to the municipal water and sewerage system.

In the Planning Department's opinion, the additional home should not negatively impact the neighborhood and is consistent with the area's OCP.

## Recommendations:

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1841, 2018" be given first and second reading and subsequently be taken to Public Hearing.
2. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1841, 2018" be delegated to the Director or Alternate Director for Electoral Area 'D'.

*Electoral Area Planning – All Directors/ Majority*

Reviewed by:

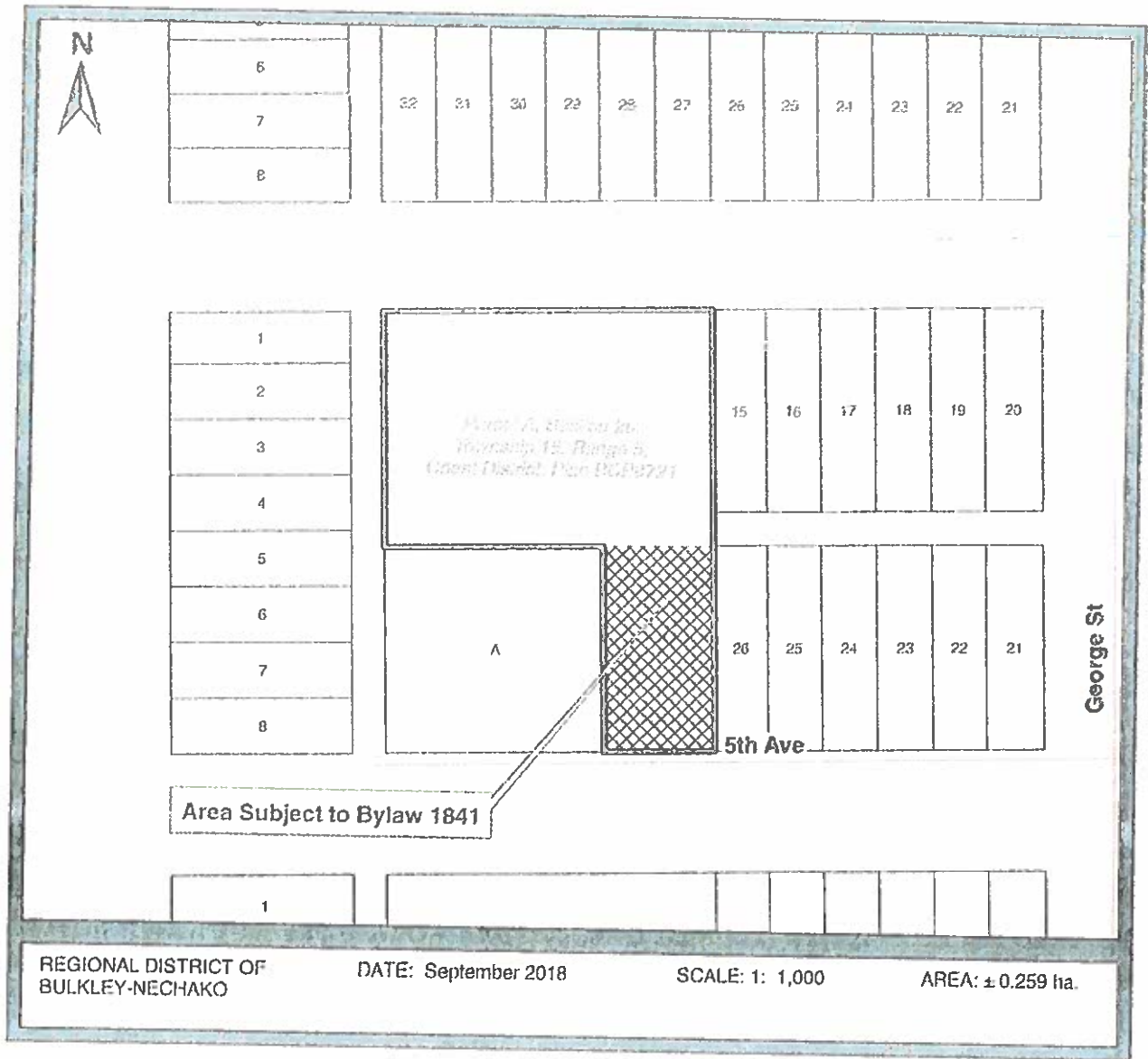
Jason Llewellyn  
Director of Planning

Written by:

Jennifer MacIntyre  
Planner I



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**SCHEDULE "A" BYLAW NO. 1841**

Parcel A, Section 26, Township 15, Range 5, Coast District, Plan BCP8721, comprising of 0.259 ha. being rezoned from the "Single Family Residential (R1)" Zone to "Country Residential (R5)" Zone.

I hereby certify that this is Schedule "A" of Bylaw No. 1841, 2018.

Corporate Administrator

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To whom it may concern:

The reason we are asking to rezone the parcel in question is we have purchased a mobile home that is currently sitting on the property and we would like to develop it into another dwelling. My dad is currently in a three story place, is elderly and in need of a single floor home. So it would be greatly appreciated if we could rezone this property to make two dwellings.

Thank you for your time

Lorne Faiers

Angie Faiers

Len Buchanan

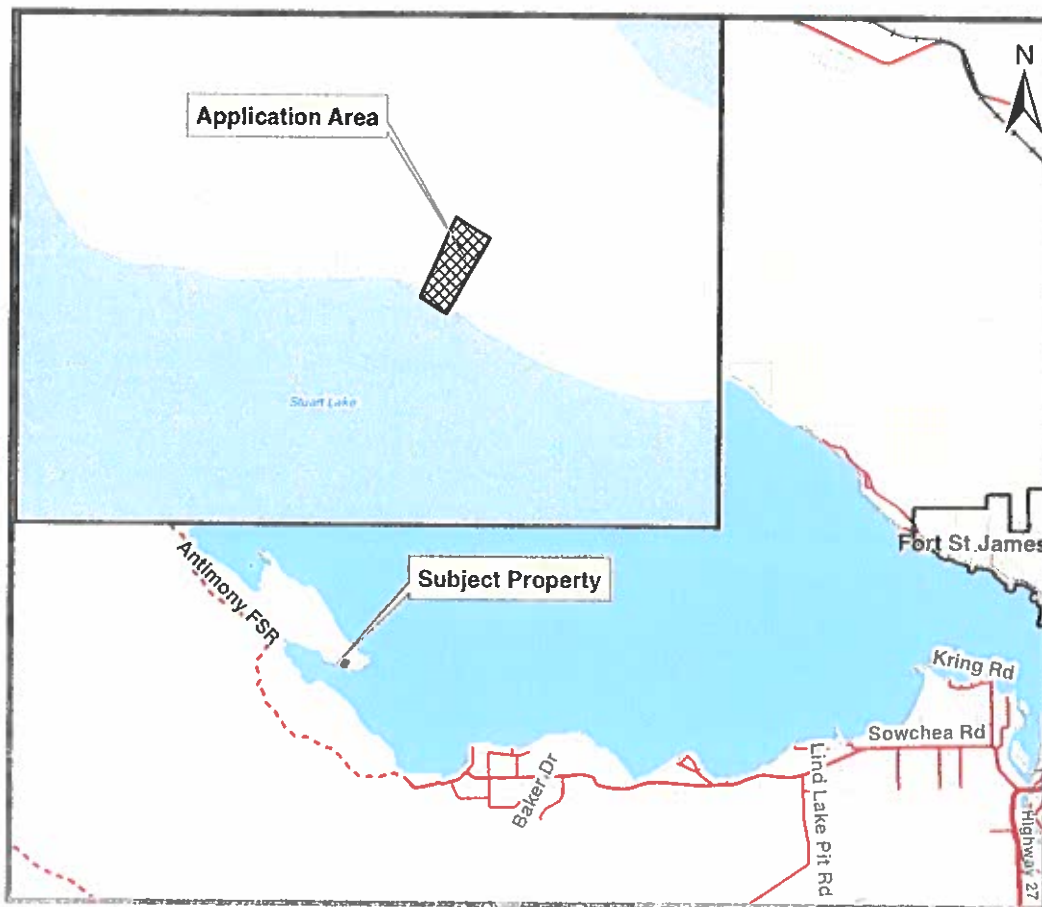


## MEMORANDUM

**To:** Board of Directors  
**From:** Jennifer MacIntyre, Planner I  
**Date:** September 18, 2018  
**Re:** Land Referral File No. 0293130 (Wallis)

This application is regarding a Crown Grant to obtain land for residential purposes. The subject property ("Block D, District Lot 7943, Range 5, Coast District) is located on Sowchea Bay Road and its legal access is by Stuart Lake. The 3600 m<sup>2</sup> (0.88 acres) subject property is approximately 15 kilometres from the District of Fort St. James.

### Location Map



According to RDBN records the subject property consists of a recreational home and an accessory building. In situations such as this where the parcel is relatively small achieving appropriate on-site sewage disposal may be challenging. To ensure that the future development of the sensitive lakeshore lot is done with care and to protect the environment and the public's health, it is recommended that the Province identify the capacity of the lot to

accommodate on-site sewage disposal, and that purchasers be made aware of the limitations of the property. It is also recommended that the Province ensure that any existing on-site sewage disposal system is constructed in accordance with northern Health regulations.

The application area is within the building inspection area, and is not zoned. There is no building permit on file for the cabin and staff cannot confirm if the structures meet the setback or elevation requirements under the Floodplain Management Bylaw. Therefore, prior to the sale of the property, it is recommended the Province ensure that the property owners be made aware that the structure may not be legally constructed, and may not meet the setback requirements under the RDBN Floodplain Management Bylaw.

**Recommendation**

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 0293130.

*Rural Directors – All/Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I





## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 0293130

---

<b>Electoral Area:</b>	C
<b>Applicant:</b>	Dale Wallis
<b>Existing Land Use:</b>	Recreational Residential
<b>Zoning:</b>	NA
<b>Plan Designation</b>	Lakeshore (L)
<b>Proposed Use Comply With Zoning:</b>	NA
<b>Agricultural Land Reserve:</b>	Outside the ALR
<b>Access Highway:</b>	Water access only
<b>Archaeological Site:</b>	None according to provincial mapping
<b>Building Inspection:</b>	Within the Building Inspection Area
<b>Fire Protection:</b>	Outside the Rural Fire Protection Area
<b>Other comments:</b>	<p>It is recommended that the Ministry of Forests, Lands and Natural Resource Operations and Rural Development identify the capacity of the lot to accommodate on-site sewage disposal, and that purchasers be made aware of the limitations of the property. It is also recommended that the Province ensure that any existing on-site sewage disposal system is constructed in accordance with northern Health regulations.</p> <p>Prior to the sale of the property it is recommended that the Province ensure that the property owners be made aware that the structure on the property may not be legally constructed and may not meet the setback requirements under the RDBN Floodplain Management Bylaw.</p>

Subject Property

Strat Lake

0293130

Cadastre

\*DISCLAIMER: The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding other maps or other information provided herein or the sources of such maps or other information. The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein. Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

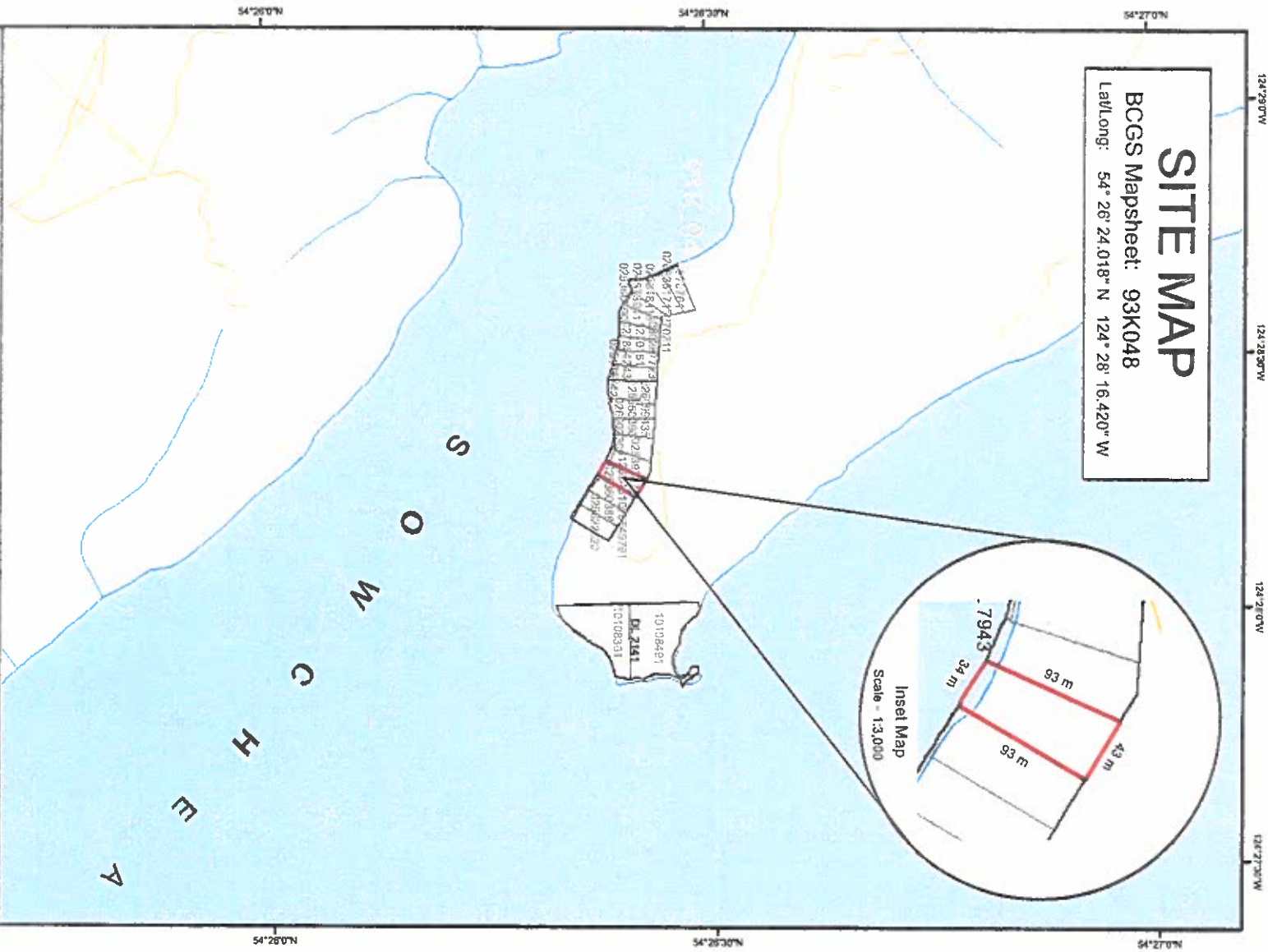
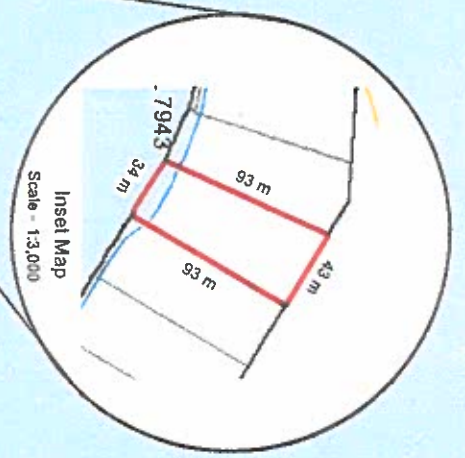
Scale:  
User: jennifer.macintyre  
Date: 2018-09-18

170

# SITE MAP

BCGS Mapsheet: 93K048

Lat/Long: 54° 26' 24.018" N 124° 28' 16.420" W



File Number: 0293130

Site # 1 of 1 - APPLICATION Area = 0.36 Ha.

TYPE: CROWN GRANT

SUBTYPE: DIRECT SALE

LOCATION: STUARTLAKE

PURPOSE:  
RESIDENTIAL

SUBPURPOSE:  
RECREATIONAL RESIDENTIAL

IMACTRY: N/A

Scale: 1:10,000

\* If printed on 8 5/16 page

Projection: UTM  
Datum: IAD 83

## Legend

Common Land Application	Provincial Areas
Boundary	Provincial Park
Municipality	Provincial Air Zone
Boundary Right of Way	Provincial Forest
Municipality - 1/2 Mile RW	Provincial Forest - Reserve
Municipality - 1/4 Mile RW	Provincial Forest - Reserve - 1/2 Mile
Municipality - 1/8 Mile RW	Provincial Forest - Reserve - 1/4 Mile
Municipality - 1/16 Mile RW	Provincial Forest - Reserve - 1/8 Mile
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Municipality - 1/128 Mile RW	Provincial Forest - Reserve - 1/64 Mile
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Municipality - 1/1024 Mile RW	Provincial Forest - Reserve - 1/512 Mile
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Municipality - 1/4096 Mile RW	Provincial Forest - Reserve - 1/2048 Mile
Municipality - 1/8192 Mile RW	Provincial Forest - Reserve - 1/4096 Mile
Municipality - 1/16384 Mile RW	Provincial Forest - Reserve - 1/8192 Mile
Municipality - 1/32768 Mile RW	Provincial Forest - Reserve - 1/16384 Mile
Municipality - 1/65536 Mile RW	Provincial Forest - Reserve - 1/32768 Mile
Municipality - 1/131072 Mile RW	Provincial Forest - Reserve - 1/65536 Mile
Municipality - 1/262144 Mile RW	Provincial Forest - Reserve - 1/131072 Mile
Municipality - 1/524288 Mile RW	Provincial Forest - Reserve - 1/262144 Mile
Municipality - 1/1048576 Mile RW	Provincial Forest - Reserve - 1/524288 Mile
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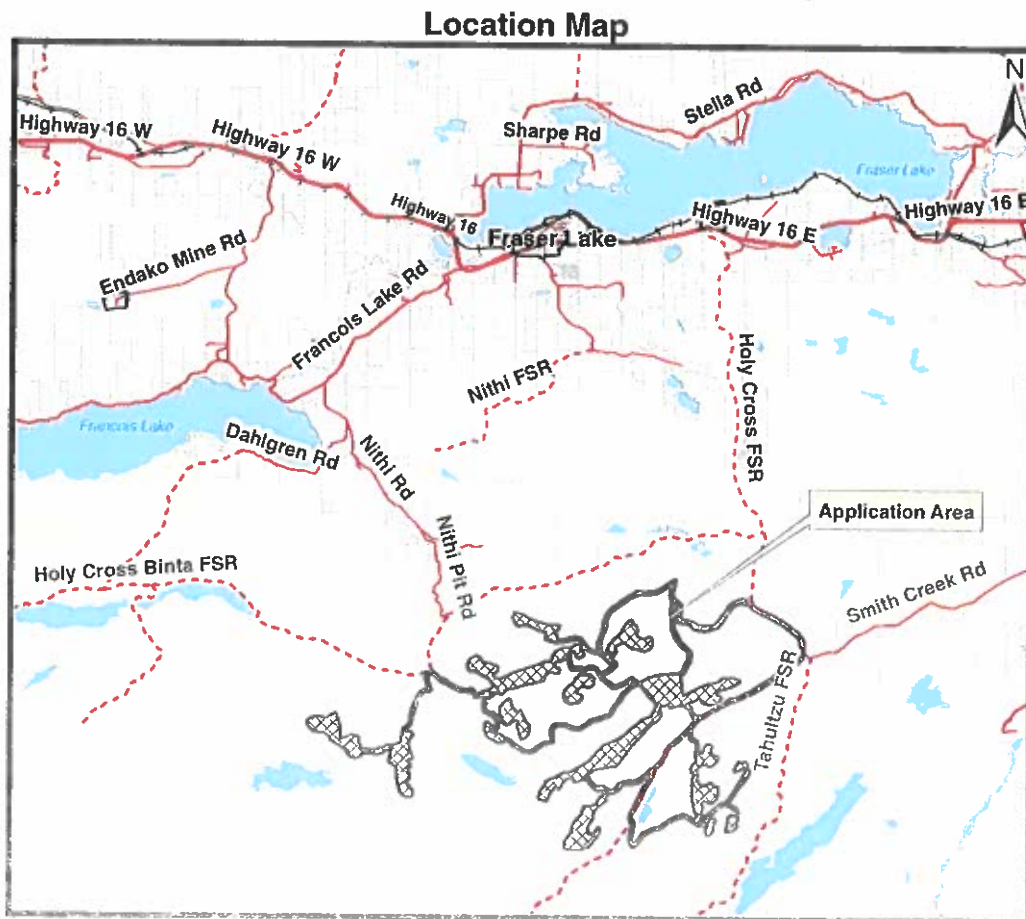


## MEMORANDUM

To: Rural Directors  
 From: Jennifer MacIntyre, Planner I  
 Date: September 18, 2018  
 Re: Land Referral File No. 7409123, Investigative License on Crown Land

This referral is regarding an Investigative License on Crown Land for the purpose of evaluating the potential of wind energy. The application area is located in the vicinity of Nithi Mountain, 15 kilometres from the Village of Fraser Lake.

This investigative license proposal is a modification to the original tenure area, which proposes to change the application area from a square 2,507.70 ha. area to an irregular 2,430.00 ha. area,



The applicant plans to use existing roads to access the application areas. There are currently 2 meteorological towers used to collect data located in the tenure area. No

changes are mentioned in the application to existing infrastructure or for new infrastructure. The licence term is for a 2 to 5-year term and can be extended for up to 5 years.

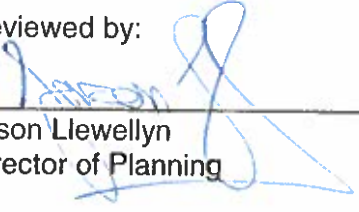
The application area is not zoned under the RDBN Zoning Bylaw.

**Recommendation**

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7409123.

*Rural Directors – All Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I



## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 7409123

<b>Electoral Area:</b>	D
<b>Applicant:</b>	Stellat'en First Nation
<b>Existing Land Use:</b>	Range, Forested
<b>Zoning:</b>	NA
<b>Plan Designation</b>	NA
<b>Proposed Use Comply With Zoning:</b>	NA
<b>Agricultural Land Reserve:</b>	Outside the ALR
<b>Access Highway:</b>	Existing access corridors stemming from Holy Cross, Holy Cross Binta, Tahultzu FSR
<b>Archaeological Site:</b>	Yes, according to Provincial mapping
<b>Building Inspection:</b>	Outside the building inspection area
<b>Fire Protection:</b>	Outside of Rural Fire Protection Area
<b>Other comments:</b>	It is recommended that the Province ensures that area residents, and other licence holders are aware of the project and have an opportunity to provide comments to the Province.





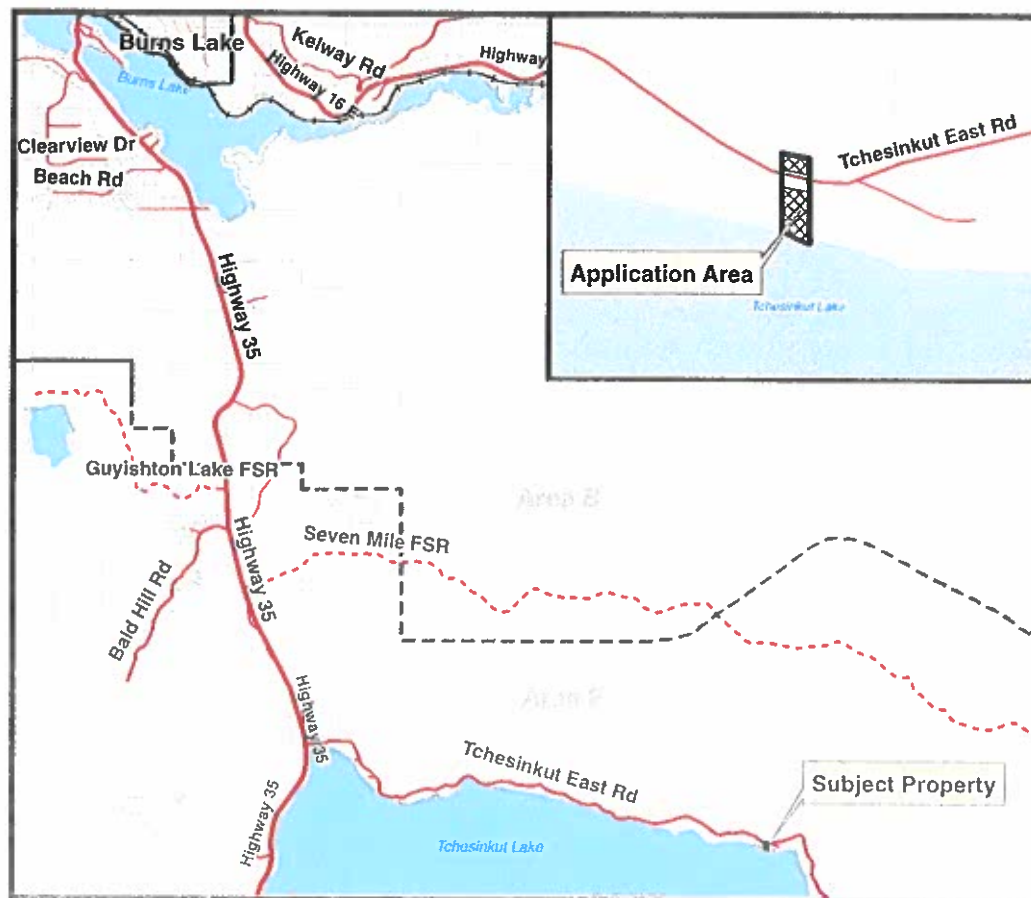
## MEMORANDUM

To: Board of Directors  
 From: Jennifer MacIntyre, Planner I  
 Date: September 18, 2018  
 Re: **Land Referral File No. 341117 (Ferguson)**

This application is regarding a Crown Grant to obtain land for residential purposes.

The subject property is legally described as "Together with that part of District Lot 6688, Range 5, Coast District" and is 2000 m<sup>2</sup> (0.49 acres) in size. The subject property is located at 11731 Tchesinkut East Road 25 kilometres from the Village of Burns Lake.

### Location Map



The applicant has been the lease holder for the property since 1991. The subject property consists of a recreational home and two sheds. The applicant wishes to make improvements to the property and use the property for a retirement home.

In situations such as this where the parcel is relatively small achieving appropriate on-site sewage disposal may be challenging. To ensure that the future development of the sensitive



lakeshore lot is done with care and to protect the environment and the public's health, it is recommended that the Province identify the capacity of the lot to accommodate onsite sewage disposal, and that purchasers be made aware of the limitations of the property.

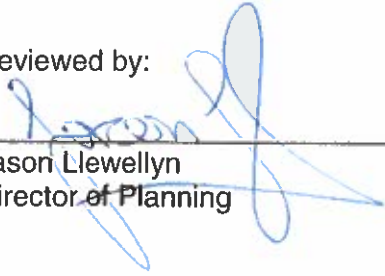
Prior to the sale of the property it is recommended the Province ensure that any existing on-site sewage disposal system is constructed in accordance with northern Health regulations, and that the property owner is made aware of development requirements pursuant to the RDBN Zoning Bylaw and the RDBN Floodplain Management Bylaw.

**Recommendation**

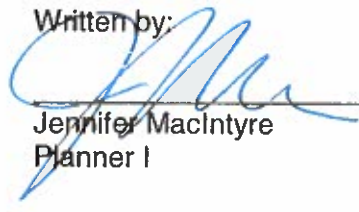
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 341117.

*Rural Directors – All/Directors/Majority*

Reviewed by:

  
\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I

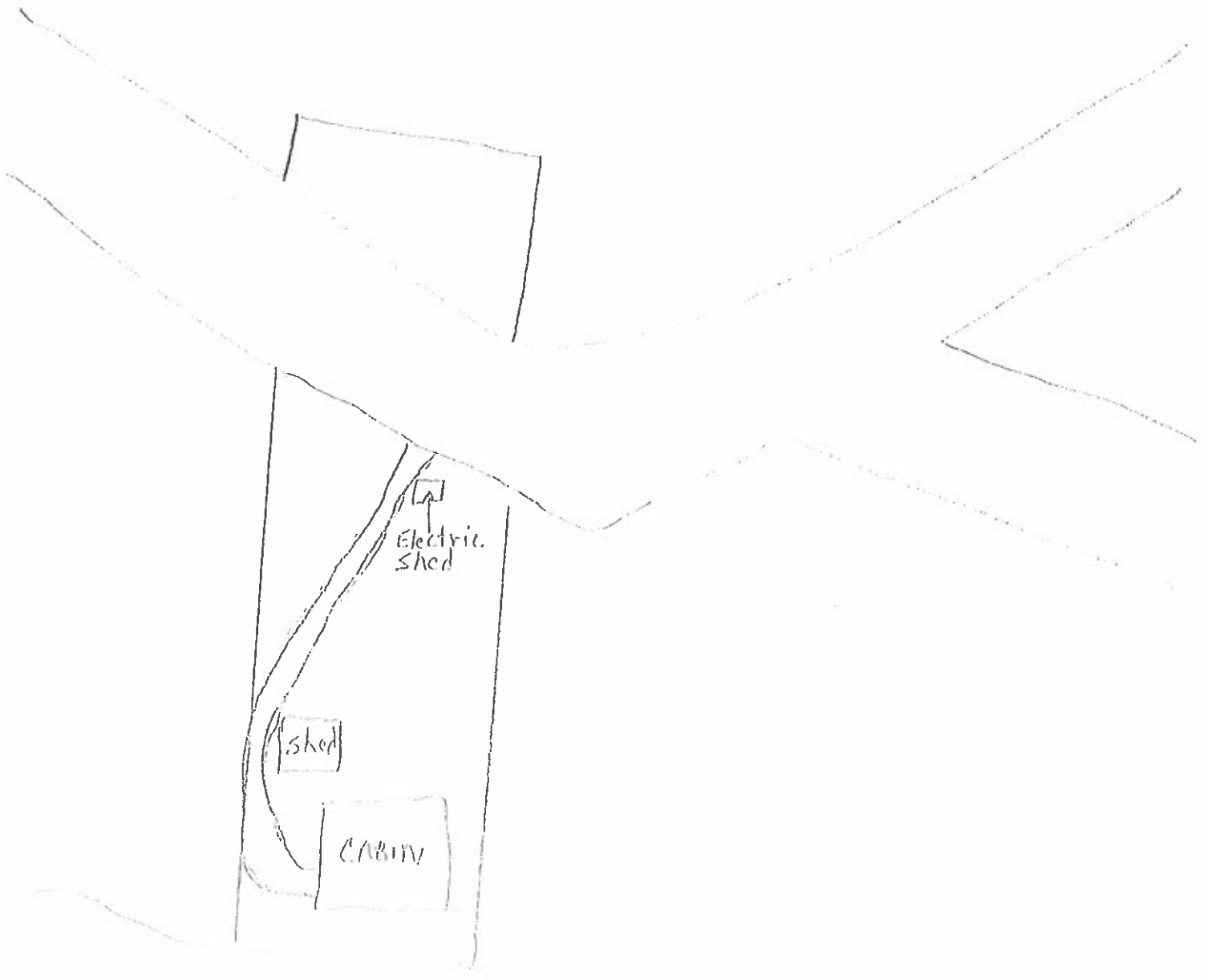


## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 341117

<b>Electoral Area:</b>	E
<b>Applicant:</b>	James Ferguson
<b>Existing Land Use:</b>	Recreational Residential
<b>Zoning:</b>	Waterfront Residential II (R4)
<b>Plan Designation</b>	Lakeshore (L)
<b>Proposed Use Comply With Zoning:</b>	Yes
<b>Agricultural Land Reserve:</b>	Outside the ALR
<b>Access Highway:</b>	Tchesinkut East Road
<b>Archaeological Site:</b>	None according to provincial mapping
<b>Building Inspection:</b>	Outside the Building Inspection Area
<b>Fire Protection:</b>	Outside the Rural Fire Protection Area
<b>Other comments:</b>	<p>It is recommended that the Ministry of Forests, Lands and Natural Resource Operations and Rural Development identify the capacity of the lot to accommodate on-site sewage disposal, and that purchasers be made aware of the limitations of the property.</p> <p>Prior to the sale of the property it is recommended the Province ensure that any existing on-site sewage disposal system is constructed in accordance with northern Health regulations, and that the property owner is made aware of development requirements pursuant to RDBN Zoning Bylaw No 700, 1993 and RDBN Floodplain Management Bylaw, No. 1300, 2004.</p>

END OF FORM

# SITE PLAN



LAKE



## MEMORANDUM

To: Regional District Board  
 From: Jason Llewellyn, Director of Planning  
 Date: September 18<sup>th</sup>, 2018  
 Re: Planning Service to Municipalities

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### PURPOSE

This report proposes the use of a Planning Services Agreement to facilitate the Regional District of Bulkley-Nechako providing planning services, by contract, to its member municipalities.

### BACKGROUND

#### Official Community Plan Reviews

In 2015, the RDBN Planning Department consulted with municipalities to determine the level of interest in receiving planning services. There was a high level of interest regarding a number of planning related services; however, the greatest need related to the review of Municipal Official Community Plans (OCPs).

In 2016-2017 the RDBN Planning Department undertook the process to review the Village of Burns Lake OCP on a contract basis in a joint review process with the Electoral Area B and E OCP review. In 2017 the Planning Department began the process to review the Village of Fraser Lake's OCP in a joint process with the Electoral Area D OCP review. The Village of Fraser Lake's OCP / Electoral Area D OCP review process is anticipated to be completed prior to the end of this year. In 2019 the Planning Department will begin the process to review the OCP for Electoral Area F, and with Board approval, will offer to undertake a joint OCP review process with the District of Vanderhoof.

#### An Agreement to Provide General Land Use Planning Assistance

Over the last few years staff have seen an increase in the number of requests from municipalities for assistance with land use planning matters. The Planning Department provides assistance in most situations; however, the amount of work that can be done on an informal basis for municipalities is limited given the lack of a formal cost recovery structure, and staff resources. The majority of these requests are basic and relate to the processing of development related applications, and bylaw interpretation.

The Planning Department is proposing that the RDBN's provision of Planning Services to municipalities be formalized through the use of the attached Planning

Services Agreement. Given the large variance in the type of planning services that may be requested, it is proposed that the actual cost for the services be provided on a cost recovery basis, based on a detailed accounting of time and expenses. The agreement is designed to be used for a wide variety of small planning tasks and projects. Large projects such as OCP reviews would continue to be dealt with through separate agreements.

This process can be used to gauge municipal interest in receiving greater planning services and the long-term feasibility of increasing RDBN Planning Department staff capacity as necessary to support a greater level of service.

### **Workload Impacts**

Planning Department staff do not anticipate any notable negative impacts associated with the proposed agreement, and the associated provision of Planning Services to municipalities. The agreement allows the Director of Planning to agree to undertake projects, or decline work, based on Department workload at any given time.

### **DISCUSSION**

Should the Board approve the recommendation below staff will offer to enter into the attached agreement with RDBN member municipalities that wish to receive Planning Services from RDBN staff. Once an agreement is entered into, staff will provide Planning Services to that municipality as RDBN Planning Department workload permits.

It is noted that, unless directed otherwise by the Board, staff may enter into agreements with municipalities with minor amendments to individual agreements based on discussions with municipalities, and input from the RDBN's solicitor. However, no significant amendments, as determined by staff, will be made to the agreement attached to this report without first seeking the Board's approval.

### **Recommendation**

That the Regional District Board approve the RDBN entering into agreements with municipalities for the provision of Planning Services as discussed in the staff report dated September 18<sup>th</sup>, 2018.

*All Directors/ Majority*

Written by:

Jason Llewellyn  
Director of Planning



**PLANNING SERVICES AGREEMENT**

**BETWEEN**

**REGIONAL DISTRICT OF BULKLEY-  
NECHAKO**

**AND**

**“MUNICIPALITY”**

**PLANNING SERVICES AGREEMENT**

THIS AGREEMENT made this        day of        2018

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:

**MUNICIPALITY**

(hereinafter called the “Municipality”)

OF THE SECOND PART

**WHEREAS** the RDBN and Municipality, under Section 263 (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 Municipality are willing to enter into an agreement for the RDBN to provide Planning Services within the boundaries of the Municipality;

**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:

Term

1. This Agreement is for a term of 5 years commencing on and terminating on

Intent:

2. The intent of this Agreement is to outline the manner and terms by which the RDBN shall provide Planning Services to the Municipality. The parties, as independent jurisdictions, agree that the RDBN shall provide Planning Services to the Municipality for the benefit of both the RDBN and Municipality.
3. Both parties agree that where a Municipality requests Planning Services, and the RDBN agrees to provide those services, the Planning Services shall be provided in accordance with this Agreement.
4. This Agreement forms a contract between the RDBN and the Municipality, with the RDBN being the contractor for the Municipality. The RDBN staff providing the Planning Services shall be representatives of the Municipality during the course of their duties under this Agreement, and all terms of the *Local Government Act* and the *Community Charter* respecting the Planning Services shall apply.

Termination

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.

Planning Services Defined

7. "Planning Service" means any of the following.
  - a. Processing official community plan amendment applications.
  - b. Processing rezoning applications.
  - c. Processing development variance permit applications.
  - d. Processing development permit applications.
  - e. Processing temporary use permit applications.
  - f. Processing Agricultural Land Reserve (ALR) applications.
  - g. Processing land use contract amendment applications.
  - h. Processing applications for an exemption to a flood plain bylaw requirement.
  - i. Processing Board of Variance applications.



- j. Making recommendations regarding amendments to bylaws authorized under Part 14 of the *Local Government Act*.
  - k. Making recommendations regarding land use and development related policy.
  - l. Interpreting bylaws authorized under Part 14 of the *Local Government Act*.
  - m. Processing of liquor license referrals, and referrals regarding the retail sale of cannabis.
  - n. Providing professional advice on land use planning issues.
  - o. Overseeing the work of a Planning Consultant.
8. The Planning Services to be provided pursuant to this agreement do not include projects requiring over 100 hours of staff time. Large project, such as official community plan reviews, should be dealt with through separate agreements.

#### Requests for Planning Service

9. Planning Services under this agreement are to be provided on a request basis. When the Municipality requires Planning Service the Municipality shall complete Section 1 of the Planning Services Request Form attached to this agreement as Schedule A.
10. Upon receipt of a Planning Service Request Form the Director of Planning for the RDBN shall determine the current ability of the RDBN Planning Department to provide the Planning Service given existing workloads and expertise, and complete Section 2 of the Planning Service Request Form. The Director of Planning may decline to provide the Planning Service at his/her sole discretion.

#### The Provision of Planning Service:

11. When the Director of Planning agrees to provide a Planning Service the Planning Services Request Form shall be provided to the Municipality for completion.
12. Where there is agreement for the Provision of Planning Services the RDBN shall be responsible for the following.
  - a. Providing the Planning Services in accordance with Municipal bylaws, the *Local Government Act* and professional planning practice as determined by the Director of Planning in consultation with the Chief Administrative Officer for the Municipality (CAO).
  - b. Providing knowledgeable staff for attendance at Council meetings where a Planning Service is to be discussed, as requested by the Municipality.
  - c. Maintaining all documents relating to the Planning Service, making those documents available to the Municipality on request, and providing those documents to the Municipality at the completion of the work.
  - d. Providing the CAO with a regular report on the Planning Services being provided, with attention being given to politically sensitive issues or updates.

- 
- e. Providing Planning Services in a diligent manner with all work being overseen by a Registered Professional Planner.
13. The Municipality shall be responsible for the following.
- a. Designating the Municipal staff person that will be the contact with RDBN staff with respect to the provision of Planning Services.
  - b. Providing information to the RDBN as necessary to provide Planning Services including, but not limited to, all Municipal bylaws authorized under Part 14 of the *Local Government Act*, and all related Municipal policy.
  - c. Providing final interpretation and administration of Municipal bylaws and policy following appropriate consultation with RDBN staff.
  - d. Accepting all Municipal applications, collecting the required fees associated with the Planning Service, and ensuring adequate application information is provided.
  - e. Providing the staff reports provided by RDBN staff to the Municipal Council at regular meetings of Council as necessary.
  - f. Providing for the attendance of Municipal staff at public engagement events, and meetings as necessary.
  - g. Providing the administrative and clerical support associated with the Planning Service in a diligent manner. This work includes the organization of public meetings, advertising of events and public hearings, mailing of notices and letters, and similar tasks.
  - h. Authorizing the wording and format of amendment bylaws and advising Municipal Council on the bylaw adoption process.
  - i. Facilitating the legal review of any bylaws considered by the Council of the Municipality in association with a Planning Service.
14. The Municipal Mayor or Councillors shall not provide direction to RDBN staff regarding the provision of a Planning Service, or provide advice regarding an RDBN staff recommendation outside of the formal Council resolution process, unless a Councillor has been delegated authority by the Council to provide such direction or advice. If a Councillor is delegated such authority all direction shall be documented and reported to the Municipal Council.
15. All RDBN staff recommendations to the Municipality related to a Planning Service shall be based on the professional planning opinion of the planners making the recommendation.

#### Service Delivery Cost Recovery

16. In consideration for providing Planning Service under this Agreement the RDBN shall receive fees for time spent providing a Planning Service based on the actual

cost per hour of time spent by RDBN employees. This includes salary, benefits, and expenses.

17. All costs associated with providing the Planning Service are the responsibility of the Municipality. The RDBN is authorized to incur the following costs on behalf of the Municipality when providing a Planning Service.
  - a. The fees outlined in Section 16 of this agreement.
  - b. The cost of advertising and notice provision required pursuant to the *Local Government Act*, Municipal bylaw, or municipal policy.
  - c. Legal Fees up to \$250 per Planning Service project.
  - d. Mileage at a rate of \$0.55 per kilometre.

All other costs associated with providing the Planning Service shall not be incurred without first obtaining the Municipality's written consent.

18. In the event that the services of a private sector consultant are utilized in conjunction with RDBN staff providing a Planning Service, the municipality is responsible for entering into a contract with the consultant. The Planning Services provided by the RDBN may be supervision and oversight of the consultant; however, the consultant shall not be working directly for the RDBN.
19. The RDBN shall bill monthly for the costs incurred in the previous month, and the Municipality shall pay the costs within one month of receiving an invoice.

#### Cost of Claims

20. The Municipality shall reimburse the RDBN for any deductible amount that the RDBN is obliged to pay in relation to a claim arising from a Planning Service.
21. The Municipality 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.
22. The Municipality 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

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

Dispute Resolution

- 24. 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

- 25. 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 MUNICIPALITY OF ?? was affixed hereto in the presence of:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



July 30, 2018

RECEIVED AUG 03 2018

~~Ms. Wendy Booth  
President  
Union of BC Municipalities  
#60-10551 Shellbridge Way  
Richmond BC V6X 2W9~~

Dear Ms. Booth:

**RE: Policy of a single standard of fire safety for public buildings**

I am writing to advise you that government has directed the Office of the Fire Commissioner to implement a single standard of fire safety for public buildings, whether located in a municipality or in an unincorporated area. This means that buildings where people gather to meet, study, rest, engage in recreation, or receive care in a licensed daycare or group care home facility will be subject to fire inspection and risk-based compliance monitoring requirements.

I recognize that this policy direction is a change from what was communicated to your members in September of 2016. Our view is that the most expeditious way of achieving our policy objective is to expand the capacity of regional districts to provide a comparable level of fire safety service to what municipalities currently offer. Our intention is to work collaboratively with the *Fire Safety Act* Working Group, UBCM's professional staff and the Ministry of Municipal Affairs and Housing to understand how to mitigate the added administrative and operational costs of setting up a compliance program that serves unincorporated parts of BC. We expect that this engagement process will also inform the direction of amendments to *Bill 4, 2016: Fire Safety Act*, as well as the development of support tools and resources.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Farnworth".

Mike Farnworth,  
Minister of Public Safety  
and Solicitor General

pc: The Honourable Selina Robinson  
Ms. Jennifer Rice, Parliamentary Secretary for Emergency Preparedness  
Ms. Tara Faganello, Assistant Deputy Minister, Local Government Division  
✓ Mr. Gary MacIssac, Executive Director, UBCM  
✓ Ms. Marie Crawford, General Manager, Richmond Operations, UBCM  
Mr. Gordon Anderson, Fire Commissioner

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Board - Direction  
(letter of support)

**Cheryl Anderson**

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**Subject:** FW: 2019 Wood stove exchange program letter of support

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**From:** Susan <notonsea@hotmail.com>  
**Date:** Friday, September 14, 2018 at 1:07 PM  
**To:** Mark Fisher <mark.fisher@rdbn.bc.ca>  
**Subject:** Re: 2019 Wood stove exchange program letter of support

Hello:

What - we, the Bulkley Valley lakes District Airshed Management Society are requesting a LOS for our application to the Province of BC for a wood stove exchange program in 2019. This program covers an airshed which extends both sides of the hi-way from Endacko to Kitwanga so also the Kitimat Stikine District. We are currently running this program so next year there may be some simple changes but as it is now people in the Regional District who fall into this catchment area, which is most everyone - are eligible for either \$250 or \$400 from the province when they decommission uncertified wood burning appliances and go over to some other heat source - this could be certified EPA wood burning appliances, pellet stoves, gas or oil. Next years program may also allow for decommission of certified stoves greater than 5 years old. Some areas within the District like Smithers also has a top up scheme where they offer an additional amount of \$750 or \$1500 dollars depending on what options the resident takes as new heat and whether the heat source is their primary one for the residence. We will also swap out units in shops or businesses if they qualify. The objective is to have cleaner burning wood appliances and less particulate emissions. Our area is in the BC's Central Interior Air Zone and we have 2 communities who are not meeting provincially set air quality targets - Smithers and Houston. That's only because they have provincial air monitors! Many other communities are beginning to monitor their own air and they don't meet these targets either so we feel there are many rural densely populated villages and unincorporated neighbourhoods that have 'bad' air. This program is only one solution for a much larger problem which I would welcome to speak on at a council meeting if you would like it. The program also has some funding for educational initiatives around how to burn wood so you don't create unnecessary emissions. We encourage wood burning we just want people to know they can season wood or operate stoves much more efficiently not only saving them \$ in firewood costs but also reducing particulate.

This is a blip from me to the BCLUng Association: FYI

**Does the public believe wood smoke is a problem?**

Some see the impact their wood burning choices can make but lots don't, it remains an uphill battle. Locals feel their individual wood burning practice is negligible in comparison to what's emitted by other sources or what their neighbours are burning. They don't believe they can make a difference in the air when their personal contribution isn't as significant. They also don't understand that they can directly affect the air of their own home and their neighbours. Dr. Sarah Henderson has said that roughly 30% of the air outside your house is coming inside - thru cracks and vents and open windows or doors. If you or your neighbour are burning it doesn't just float up the chimney and away, it sneaks back in. Its odourless and invisible! Any improvement in air quality - no

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matter how small. Is an improvement! According to the society's Clean Air Plan of 2012, there are no 'safe' levels of particulate matter.

Thanks

**Cheryl Anderson**

192 Board- Direction  
(letter of support)

**From:** Anastasia Ledwon <rockroom@smithersexplorationgroup.com>  
**Sent:** September 4, 2018 9:09 AM  
**To:** Cheryl Anderson  
**Cc:** Mark Fisher  
**Subject:** Smithers Exploration Group: Request for Letter of Support  
**Attachments:** SEG Request for Letter of Support\_RDBN.pdf

Good morning, Cheryl.

I was in contact with Mark Fisher over the weekend regarding a request for a letter of support for the Smithers Exploration Group and their grant proposal to Geoscience BC, seeking funding for operations of their new Rock Room.

I am the administrator for the Rock Room and a geologist based in Smithers. I've attached our formal request letter for the board and hope that you will be able to add this to their agenda. I understand it's probably too late for this week but perhaps later in the month? Our submission deadline, should the board be willing to send such a letter, is October 1.

Thank you so much for your time and consideration.

Kind regards,  
Anastasia

Anastasia Ledwon, P.Ge  
Rock Room Administrator  
Smithers Exploration Group





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Smithers Exploration Group  
PO Box 3196  
Smithers BC V0J 2N0  
[www.smithersexplorationgroup.com](http://www.smithersexplorationgroup.com)

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August 31, 2018

Regional District of Bulkley-Nechako  
Board of Directors  
37 – 3<sup>rd</sup> Avenue  
Burns Lake, BC V0J 1E0

Dear RDBN Board,

**Re: request for letter of support for grant application to Geoscience BC**

Smithers Exploration Group (SEG) has been serving and promoting the minerals industry in Northwest British Columbia since 1971. SEG is dedicated to the advancement of geology, exploration and mining in the northwest.

As part of that work Smithers Exploration Group has been restoring its collection of Cordilleran rocks suites, with the possibility of including the rock suites in the potential new Smithers library. However, that is a long-term goal. Meanwhile SEG is exploring funding opportunities to maintain the collection in its current location at the group's office as part of a 3-year pilot project.

It is therefore submitting a funding proposal to the provincial organization Geoscience BC under an RFP 2018-06 "Capturing, Preserving, and Capitalizing our Heritage of Geoscience". Geoscience BC is an independent, non-profit organization that generates earth science in collaboration with First Nations, local communities, governments, academia and the resource sector. The restoration of collection of Cordilleran rock suites will help Geoscience BC meet its goal to "Support the preservation and curation of significant geological rock suites, core samples, archived government and museum samples, data and other important materials that form reference or historical records to complement efforts of other organizations".

The request for proposals requests letters of support. Smithers Exploration Group is inviting the board of the RDBN to provide a letter of support for the grant application to Geoscience BC. Many current and past board members have been supportive of both SEG and Geoscience over past years. This letter would be a further demonstration of the positive relations between the minerals industry and the Regional District.

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If this is something the RDBN can provide, please send the letter to:

Christine Ogryzlo – President  
Smithers Exploration Group  
PO Box 3196  
Smithers BC V0J 1W0

or [cogryzlo@telus.net](mailto:cogryzlo@telus.net)

SEG thanks the board for its support of various initiatives in the past and welcomes any questions you might have about the application to Geoscience BC. The application package is due October 1, 2018.

Yours truly,

Anastasia Ledwon, P.Ge  
Rock Room Administrator  
[rockroom@smithersexplorationgroup.com](mailto:rockroom@smithersexplorationgroup.com)

on behalf of:

Christine Ogryzlo – President  
Smithers Exploration Group  
[cogryzlo@telus.net](mailto:cogryzlo@telus.net)

195 Board-Direction/Receive



## Houston and District Chamber of Commerce

PO Box 396 Houston BC V0J 1Z0 Tel (250) 845-7640 Fax (250) 845-3682

Email: [manager@houstonchamber.ca](mailto:manager@houstonchamber.ca) Website: [www.houstonchamber.ca](http://www.houstonchamber.ca)

August 31, 2018

Regional District of Bulkley - Nechako  
P.O. Box 820  
Burns Lake, B.C.  
V0J 1E0

Dear Corrine Swenson,

The Houston & District Chamber of Commerce is in the process of planning the 2018 Business Excellence Awards, taking place on October 13, 2018 at the Houston Community Hall.

The Business Excellence Awards were created in order to encourage and applaud businesses, organizations, and individuals within this community for their dedication to quality and excellence in their daily endeavors.

At this time, we are seeking sponsorship through financial contributions to assist us with the costs associated with the hosting and promoting of this gala event. In return we have developed a sponsorship package designed to provide maximum exposure for your business.

The Houston & District Chamber of Commerce is working to develop the Business Excellence Awards as a prestigious and highly anticipated event in this community. Advertising for this event will begin in the beginning of September with ads in the local newspapers, radio, and through our social media. There are several different levels of sponsorship to accommodate each sponsor. We have provided you with a list of sponsorship packages outlining the benefits of each level of sponsorship. As a sponsor, your company name and logo will appear in all applicable advertising and other avenues as outlined in the attachment.

On behalf of the Houston & District Chamber of Commerce, I would like to take this opportunity to say thank-you to all of the person(s) and sponsors who have made this important event possible.

Your generous support would greatly be appreciated, making this much valued event possible. If you have any questions please do not hesitate to contact our office.

Warmest Regards,

Maureen Czirfusz,  
Executive Director

*"Where the welcome is warm and the wilderness beckons"*

## **Sponsorship Opportunities – Awards Dinner**

### **Platinum Sponsor**

*This exclusive event sponsorship is a cash donation of \$1,600. The Platinum Sponsor will be named co-sponsor of the event and will appear in all promotional material including print and logo recognition before, during and following the event. The sponsor will also receive recognition after the event. This level of sponsorship will receive 2 complimentary event tickets and an introduction of representatives.*

### **Gold Sponsor**

*This event sponsorship is a cash donation or item valued at \$1100.00 retail and over. A Gold Event Sponsor will have logo recognition during and following the event. This level of sponsorship will receive 1 complimentary event ticket.*

### **Silver Sponsor**

*The event sponsorship is a cash donation or item valued at \$800 retail. A Silver Event Sponsor will receive logo recognition during and following the event.*

### **Bronze Sponsor**

*The event sponsorship is a cash donation or item valued up to \$600 retail. A Bronze Event Sponsor will receive recognition during and following the event.*

### **Award Sponsor**

*The award sponsor is a cash donation of \$300. The Award Sponsor will receive recognition on the award, during and following the event.*

### **Table Wine Sponsor**

*The event sponsorship is a cash donation of \$950. The Table Wine Sponsor will receive logo recognition on wine bottles as well as during and following the event.*

### **Door Prize or Silent Auction Sponsor**

*The Door Prize or Silent Auction Sponsor is a cash or item donation of any value. The Door Prize or Silent Auction Sponsor will receive recognition during and following the event.*

*All sponsors will receive a receipt for any donation. To confirm your company as a sponsor please complete this form and return to the Chamber. This form can be mailed, faxed (1-778-748-0784) or E-mailed ([info@houstonchamber.ca](mailto:info@houstonchamber.ca)). A chamber representative will contact you. If you have any questions or concerns, please feel free to contact the Chamber office at 250-845-7640 or [info@houstonchamber.ca](mailto:info@houstonchamber.ca). Thank you in advance for your consideration of sponsorship. To be included in the advertising before the event all sponsorship confirmation must be received by **September 21<sup>st</sup>, 2018**.*

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**Houston & District Chamber of Commerce  
Annual Business Excellence Awards**

*I/ We agree to be a sponsor for the Business Excellence Awards.*

**Company Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Names of presenter (if sponsoring an award):** \_\_\_\_\_

**Category:** \_\_\_\_\_

**Value:** \_\_\_\_\_

*To confirm your company as a sponsor please complete this form and return to the Chamber. This form can be mailed, faxed (1-778-748-1784) or E-mailed ([info@houstonchamber.ca](mailto:info@houstonchamber.ca)). To be included in the advertising before the event all sponsorship confirmation must be received by **September 21<sup>st</sup>, 2018.***

**Thank you so much for your continued support of the  
Houston & District Chamber of Commerce.**

**Geraldine Craven**

---

**From:** Moyle, Shannon-Scott CLBC:EX <Shannon.Moyle@gov.bc.ca>  
**Sent:** September 17, 2018 8:57 AM  
**To:** inquiries  
**Subject:** Wildfire updates - Thank you!

RECEIVED

SEP 17 2018

REGIONAL DISTRICT OF

Good morning,

I wanted to wait until the heat was off (pun intended) before emailing you my thanks for a great job on updating the RDBN website for wildfire. It was an invaluable tool for me as we tracked the fires and possible disruptions to the individuals and families that we support through Community Living BC. By far, the RDBN website was the easiest to find information on as it was clearly on the landing page and updated consistently. Thank you for your hard work!

Shannon

*Shannon Moyle, B.Sc.*

Team Lead - Pacific Northwest  
Community Living BC (CLBC)  
250-847-7307 (Direct)  
250-847-7549 (Fax)

[www.communitylivingbc.ca](http://www.communitylivingbc.ca)

***Lives filled with possibilities in welcoming communities***

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Board-Receive  
RECEIVED

SEP 09 2018

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO



September 09, 2018

To the Regional District of Bulkley-Nechako,

As our Incident Management Team transitions out, we wanted to pass on our gratitude for your partnership and support during the past few weeks on the Fraser Complex of wildfires.

Progress on mopping up and demobilizing sections of the fires is still ongoing and resources will remain as long as needed. We recognize the impacts that wildfires of this size and severity can have, and we applaud the resilience that is being demonstrated by the affected communities across the Regional District of Bulkley-Nechako. We would like to offer our sincerest thanks for working collaboratively with us.

All the best,

BC Wildfire Service Incident Management Team 5

*[Signature]*

*Melanie Sullivan OPS*

*Clare Allen  
Information Officer*

*Bradley Halliday  
Safety Officer*

*ADVANCED  
PLANNING*

*Plans*

*Joseph Laschiet*

*Dave Rebagliati  
Equipment Branch*

*FINANCE*

*Campbell  
Finance*

*K. Collins*

*[Signature]*



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Board-Receive

September 5, 2018

File: 10280-60 (93N/02)

Chair and Directors  
Bulkley Nechako Regional District  
PO Box 820  
Burns Lake, BC, V0J 1E0

RECEIVED  
SEP 17 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Dear Chair and Directors:

This letter is to advise you that **Onjo Lake** has been adopted as an official place name in British Columbia, replacing the former name "Witch Lake" as proposed by Nak'azdli Whut'en and Keyoh holder Edward Prince and shown on the attached map. This name change was endorsed by yourselves as well as Fort St James District, BC Parks, Fort St James Sled Dog Association, Fort St James Snowmobile/ATV Club, Apollo Forest Products, Conifex Inc, and Canfor Forest Management Group.

**Onjo Lake** is the Dak'elh language name for the lake, and has always been used by the Nak'azdli Whut'en to reference this lake. "Onjo" translates to 'caribou' in English (Advice from Nak'azdli Whut'en, 2017).

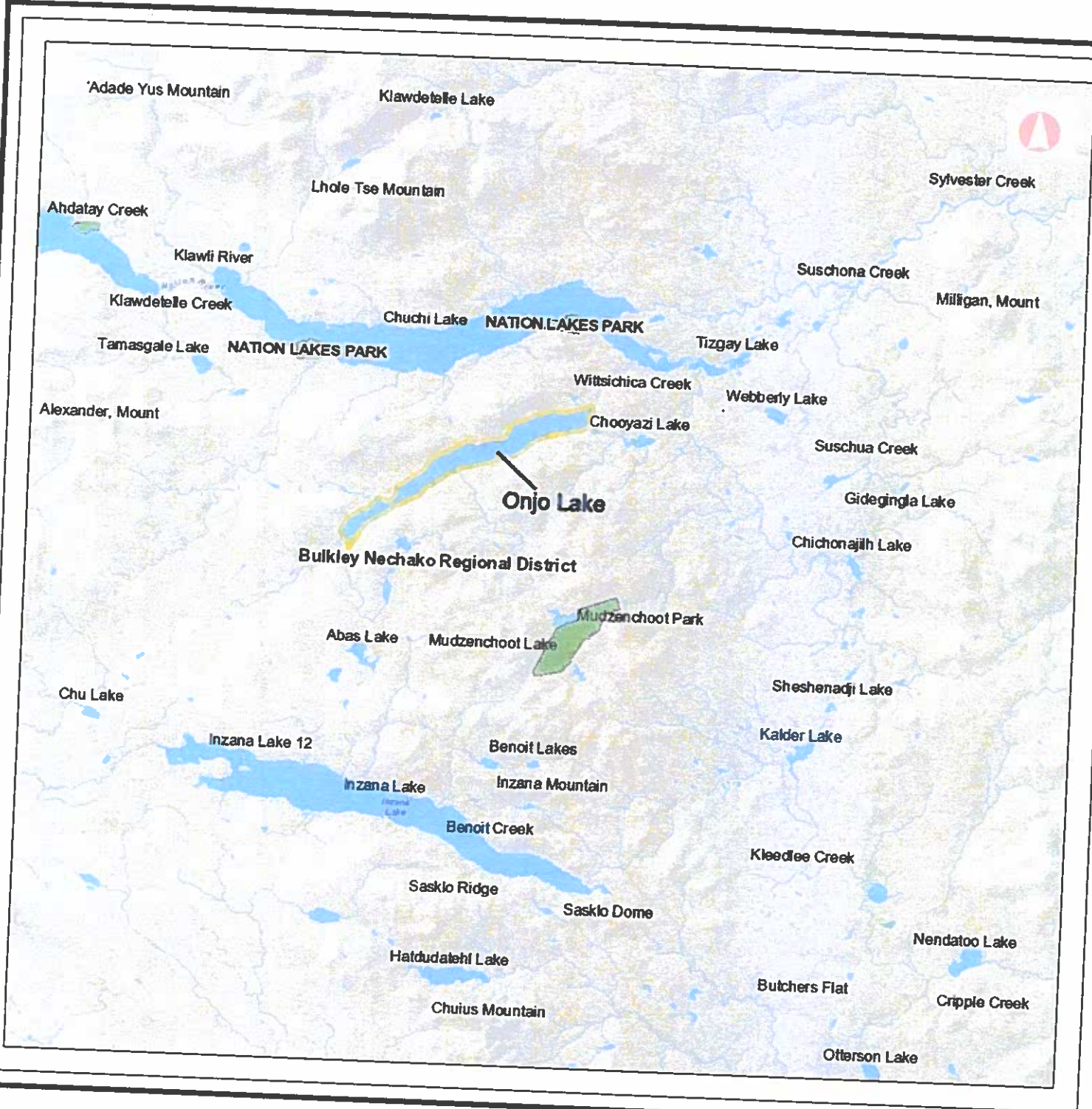
In accordance with the BC Geographical Naming Policy, local and First Nation governments as well as relevant organizations were invited to comment on the proposal, and bring forward local or heritage considerations and comments.

Official names are identified in the province's Geographical Names dataset and on the BC Geographical Names website, and will be labelled on future editions of suitably-scaled provincial and federal government maps. Adoption of **Onjo Lake** does not prejudice legitimate claims to the land.

I trust that these arrangements are satisfactory. Please feel free to contact me with any questions.

Sincerely,

Carla Jack  
Provincial Toponymist  
[carla.jack@gov.bc.ca](mailto:carla.jack@gov.bc.ca)

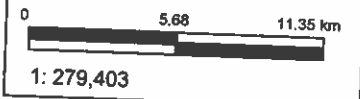


**Onjo Lake**

**Legend**

- Feature
- Provincial Parks, Eco Reserves and Protected Areas

**Onjo Lake**  
 Centre point: 55.11898,  
 -124.53019  
 NTS map: 93N/02



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Datum: NAD83  
 Projection: NAD\_1983\_BC\_Environment\_Albers

**Key Map of British Columbia**



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Regional District of  
**Kitimat-Stikine**

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Board - Receive

300-4545 Lazelle Avenue  
Terrace, B.C. V8G 4E1  
Tel 250-615-6100  
Fax 250-635-9222

September 6, 2018

Regional District of Bulkley-Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

RECEIVED  
SEP 07 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Our File No. 5360 01 13



Love this place.  
Reduce your waste.

**Re: New RDKS Solid Waste Management Plan**

The Regional District of Kitimat-Stikine (RDKS) is developing a new Solid Waste Management Plan (SWMP) to provide direction for how waste materials will be reduced, reused, recycled and disposed of in our region for the next decade. The Regional District anticipates that the new SWMP will not include any major policy changes or plans for new facilities. The objectives of the new SWMP will be to:

- Improve operational efficiencies;
- Assist users to improve their participation in waste segregation and diversion programs;
- Continue monitoring new and upgraded solid waste management facilities and services;
- Maintain and improve relationships with larger waste generators, and
- Expand service delivery to more rural communities.

*In development of our new SWMP, there may be opportunity to explore potential synergies between our Regional Districts. We understand that you are busy and may not have time to participate on our advisory committee, so we propose scheduling a meeting or phone call to discuss solid waste management topics with your Administration.*

Over the next 18 to 24 months, your organization is invited to offer input on the new SWMP by providing comments to the Environmental Services Coordinator, participating in an online survey, or by requesting a meeting or workshop with the RDKS. The first round of surveys and meetings are expected to occur by early 2019.

If a representative of your organization is interested in being more deeply involved, please let us know. We would be happy to send you information about how to apply for a position on our new Public and Technical Advisory Committee (PTAC).

For information or to provide comments, please contact the Environmental Services Coordinator by email ([solidwasteplan@rdks.bc.ca](mailto:solidwasteplan@rdks.bc.ca)) or by phone (Toll-free: 1-800-663-3208). For more details on the planning process, please visit our website at [www.rdks.bc.ca/solidwasteplan](http://www.rdks.bc.ca/solidwasteplan).

Yours Truly,

Nicki Veikle, B.Sc., A.Sc.T.  
Environmental Services Coordinator  
[nveikle@rdks.bc.ca](mailto:nveikle@rdks.bc.ca)

NV/kb  
Enclosure

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Board-Receive



GREEN COMMUNITIES  
COMMITTEE

Ref: 238247

August 15, 2018

Mr. Bill Miller and Board Members  
Regional District of Bulkley-Nechako  
Box 820  
Burns Lake BC V0J 1E0

RECEIVED  
AUG 22 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Dear Chair Miller and Board Members:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to undertake significant corporate or community-wide climate action to reduce GHG emissions in the 2017 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has achieved Level 1 and Level 2 recognition, and demonstrated significant climate action (corporately or community-wide) to reduce GHG emissions for the 2017 reporting year, you have been awarded Level 3 recognition – 'Accelerating Progress on Charter Commitments'.

.../2

Chair Miller and Board Members

Page 2

In recognition of your significant achievements, the GCC is pleased to provide you with climate action community branding for use on official websites and letterheads. An electronic file with the 2017 logo will be provided to your Chief Administrative Officer via email. Also enclosed is a *BC Climate Action Community 2017 – Climate Leader* window decal, for use on public buildings.

Congratulations again on your continually improving achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello  
Assistant Deputy Minister  
Local Government Division  
Ministry of Municipal Affairs and Housing



Gary MacIsaac  
Executive Director  
Union of British Columbia Municipalities

Enclosures

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## GCC Communiqué on the Climate Action Recognition Program

---

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2017 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

### ***Level 1: Demonstrating Progress on Charter Commitments***

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments receive a letter from the GCC acknowledging their accomplishments.

### ***Level 2: Measuring GHG Emissions***

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their community's community energy and emissions inventory receive a letter from the GCC and a 'BC Climate Action Community 2017' logo, for use on websites, letterhead, etc.

### ***Level 3: Accelerating Progress on Charter Commitments***

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2017 – Climate Leader' logo, for use on websites, letterhead, etc.

### ***Level 4: Achievement of Carbon Neutrality***

Local governments that achieve carbon neutrality in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2017 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>

2017



## GCC Communiqué on the Climate Action Recognition Program

---

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<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>

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Board-Receive

# aKd Resource

5124 Brenton Page Road  
Ladysmith, BC V9G 1L6  
250.245.8734  
aKdResource@shaw.ca

August 29, 2018

Chair Bill Miller  
and Members of the Board  
Regional District of Bulkley-Nechako  
Box 820  
Burns Lake BC V0J 1E0

RECEIVED  
SEP 05 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Dear Chair Miller and Board Members,

## Review of the Auditor General for Local Government Act and Office

The legislation that created the Auditor General for Local Government (AGLG) in 2012 requires a five-year review of the *Auditor General for Local Government Act* (the "Act") and the functioning of the office of the Auditor General.

A Working Group has been established by the Ministry of Municipal Affairs and Housing to provide oversight and input into the review. It is made up of representatives from Union of British Columbia Municipalities (UBCM) and Local Government Management Association as well as Ministry staff. The terms of reference are *to conduct a review of how the Office and the Act have achieved their stated objectives to date and determine options for the future.*

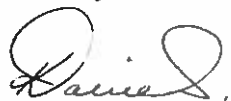
I have been retained by the Ministry of Municipal Affairs and Housing to conduct the review. I have over 25 years of experience as the Chief Administrative Officer (CAO) of both municipal and regional governments in Alberta and British Columbia. I was the CAO for the Regional District of Nanaimo for 13 years and, most recently, retired as the CAO of the Capital Regional District where I worked for seven years.

During the week of September 17 to 21, 2018, the following surveys will be sent out electronically:

- For those local governments that have had a performance audit completed by the AGLG prior to the 2015 UBCM survey, you will be asked for information regarding your experience implementing the recommendations from the audit.
- For those local governments that have had a performance audit completed after 2015, you will be asked for information regarding your experience implementing the recommendations from the audit. You will also receive the 2015 UBCM survey from CivicInfo BC to complete.
- For those that have not had a performance audit, the survey will seek to understand the overall impact and value of the AGLG to your organization.

I greatly appreciate your participation in this review as the more we hear from local governments the more relevant the final recommendations to the Minister can be. If you have any questions once you receive the survey, please contact me at [kapow2@shaw.ca](mailto:kapow2@shaw.ca).

Sincerely,



Kelly Daniels

cc: Melany de Weerd, Chief Administrative Officer



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Board - Receive

**GRANISLE TV SOCIETY**

Box 126

Granisle, B.C., V0J 1W0

August 27, 2018

Regional District of Bulkley-Nechako  
P. O. Box 820  
Burns Lake, B.C., V0J 1E0

RECEIVED

SEP 05 2018

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Director Rob Newell, Area G

I am writing on behalf of the Society members to let you know how much we appreciate receiving the \$2000 grant this year. We are still waiting for Al Ewanchuk to come north and help us upgrade our equipment. He was planning to come north this month but maybe the fires have changed his plans.

We provide TV signals/programs and radio to about 100 people. A lot of these people could not afford to have Shaw so it is a real part of keeping people informed and having a way to enjoy TV in an area like ours. Makes their life more complete in today's world.

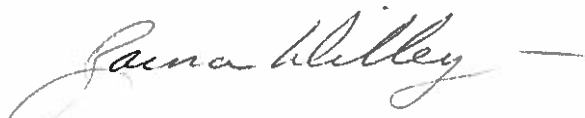
Our members are all volunteers, but since there are upkeep and situations involving equipment that non of us are trained for we do have to hire sometimes to keep everything working and in shape.

We are enclosing a few pictures so that you may see what it is all about.

1. Our building which is fenced in. A tower and dishes which transmit signals for TV and radio.
2. A second tower which has an Osprey nest on it and they have chicks each year.
3. Inside which shows equipment. Lots of wiring and running make the bldg very warm so we have a fan at the ceiling and an air conditioner in the wall both set at 70 degrees so they automatically keep the temperature from getting too high which would be damaging to the equipment.

Sometime when you are in Granisle let me know and I would be more than happy to give you a tour.

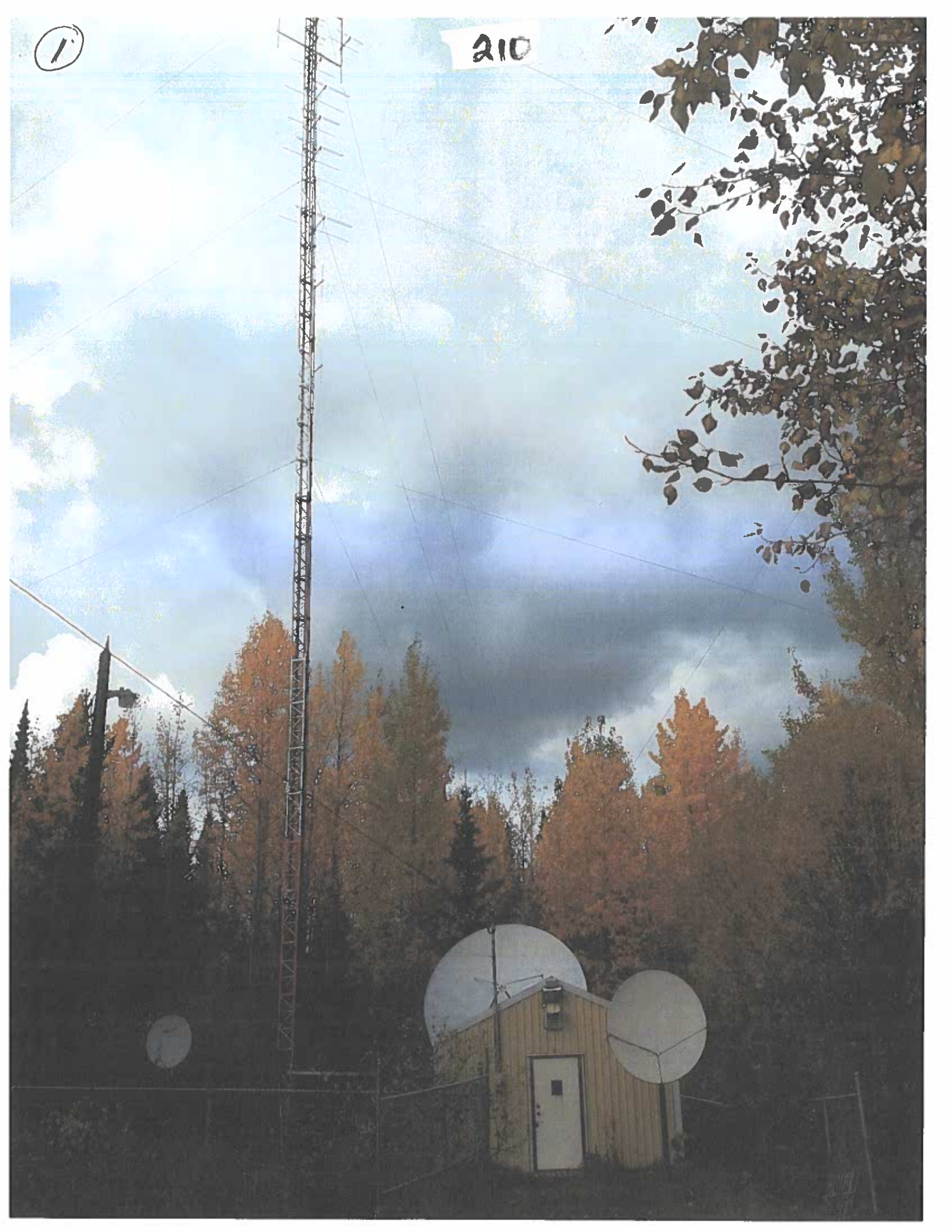
Thanks again,

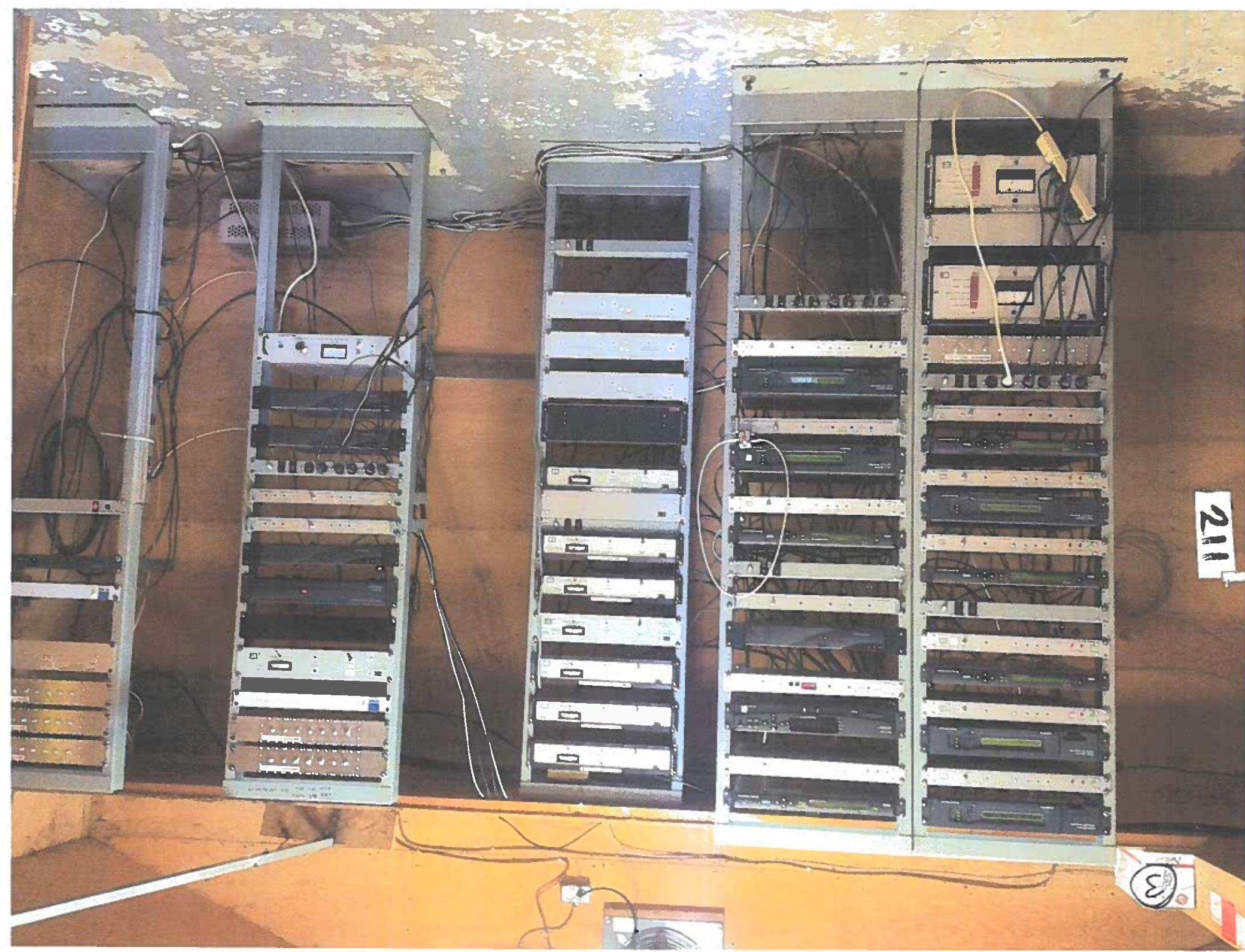


Zarna Dilley, Secretary for TV Society

(1)

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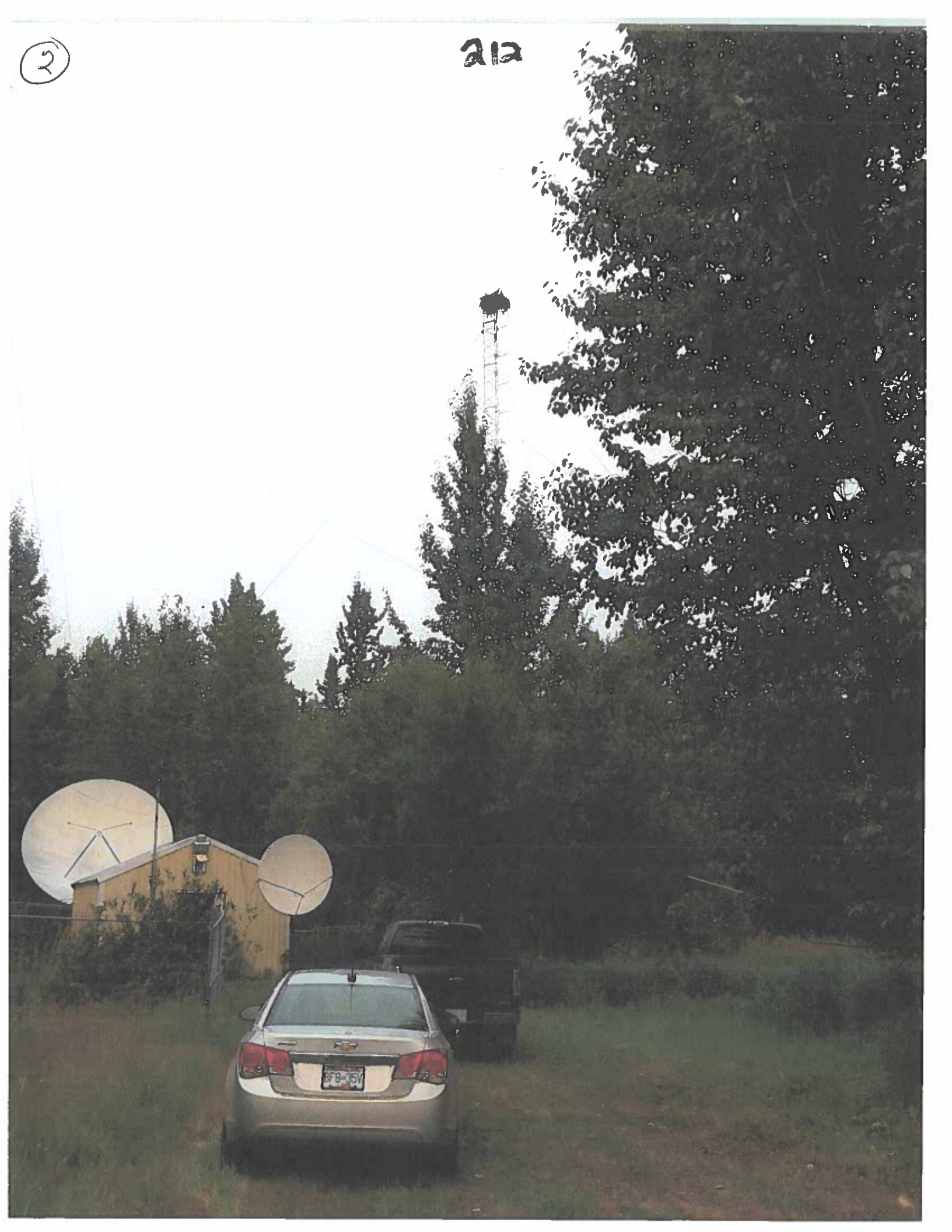


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3

2

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Board-Receive

**GRANISLE PUBLIC LIBRARY ASSOCIATION**  
PO Box 550, Granisle, BC V0J 1W0

August 27, 2018

Mr. Rob Newell  
Director, Electoral Area G  
Regional District of Bulkley-Nechako  
P.O. Box 820  
Burns Lake, B.C.  
V0J 1E0

**RECEIVED**

**AUG 29 2018**

**REGIONAL DISTRICT OF  
BULKLEY NECHAKO**

Dear Mr. Newell:

Re: Area "G" Grant in Aid

Our thanks to the Regional Board for their approval of our grant request of \$2,500.00 for the 2017-2018 two-year period.

Their positive support helps us to offer computer instruction, upgrade our public access equipment and assist with data base costs and genealogy research.

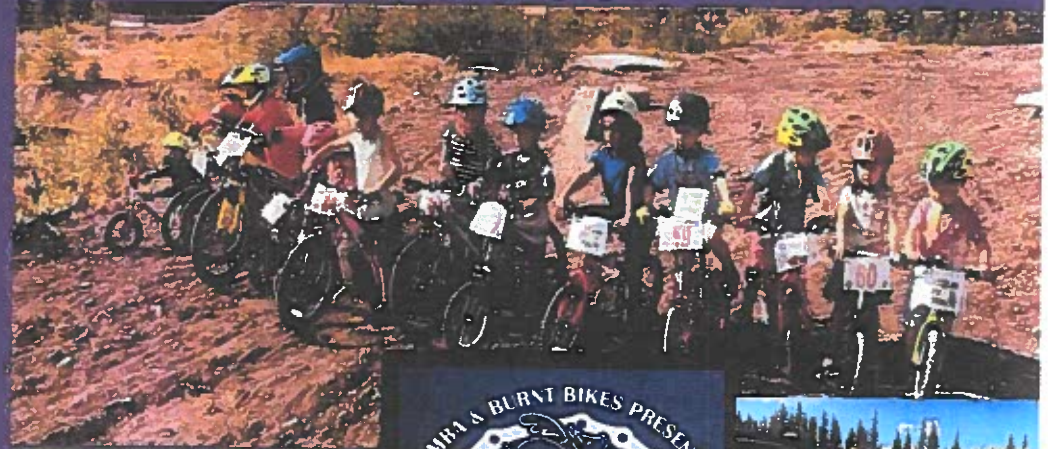
Yours truly,



Mrs. Marilyn Berglund  
Acting Chair

cc: Mayor and Council  
Village of Granisle

Thank you for  
your support!



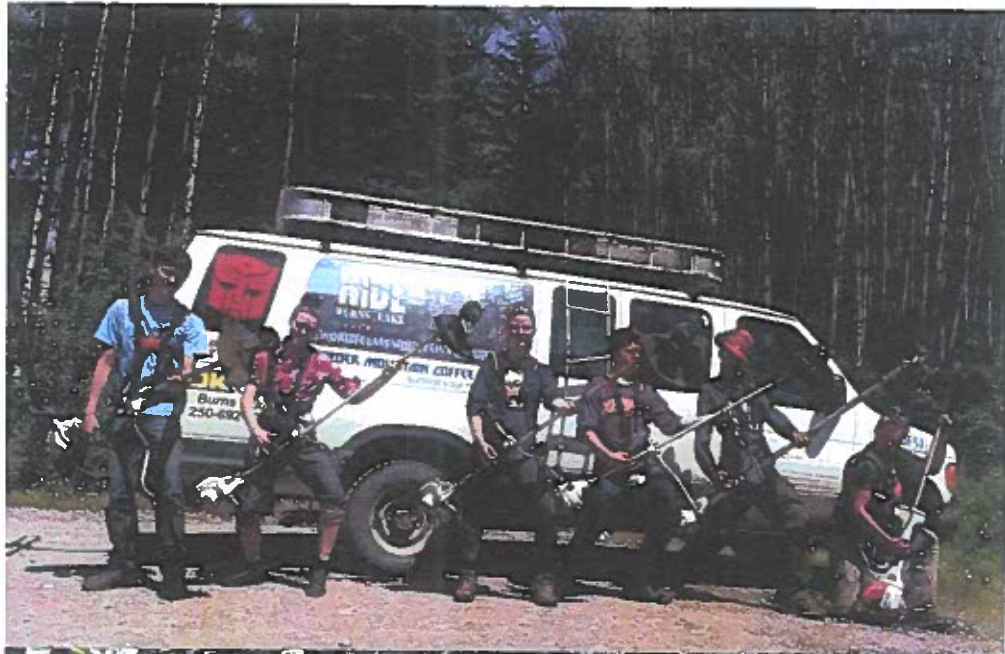


Photo Credits:  
 Amy Hanson, Michael Riis-Christenson, Patti Dube, Laura Stewart, Matt Nealis, Dave Sandsmark and Rachelle van Zanten

**Thank you for your support of BLMBA's 11<sup>th</sup> Annual Big Pig Mountain Biking Festival. The event is made possible with the generous support of our community sponsors! We greatly appreciate your involvement!**

**From all of us at  
 Burns Lake Mountain Biking Association**

Bill et al

RIS

We @ BLMBA would like to extend a huge gesture of appreciation for all the support we receive (in so many ways from the RDBN!). It is a synergistic partnership that has made it possible for our little club to flourish. Thank you!

*[Handwritten signature]*



**CHONOOK**  
Community Forest

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**ANNUAL REPORT**

April 1, 2017, to March 31, 2018

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Audited Financial Statements



# Chinook Comfor Limited Partnership

## Corporate Data

P.O. Box 969  
 Burns Lake, B.C. V0J 1E0  
 Email: [info@chinookcomfor.ca](mailto:info@chinookcomfor.ca)  
 Chinook Community Forest Facebook Page  
[chinookcomfor.ca](http://chinookcomfor.ca)

### 85% First Nation Ownership:

Wet'suwet'en First Nation  
 Nee Tahi Buhn Band  
 Skin Tyee First Nation  
 Cheslatta Carrier Nation  
 Ts'il Kaz Koh First Nation  
 Lake Babine Nation

### 15% Village of Burns Lake & Regional District of Bulkley-Nechako Ownership

**Auditors:** Tony Tiani & Company Inc. Chartered Professional Accountants, Prince George

**Bank:** Royal Bank of Canada, New Hazelton Branch

**Operations:** Ken Nielsen, General Manager  
 Karrie Roth, Executive Assistant

### **Board of Directors:**

Miles Fuller, President— Regional District of Bulkley Nechako  
 Shannon Haizimsque, Vice President— Wet'suwet'en First Nation  
 Louise Fisher, Secretary— Regional District of Bulkley-Nechako  
 Adele Gooding, Treasurer— Skin Tyee First Nation  
 Lloyd Adams, Director— Ts'il Kaz Koh First Nation  
 Barry Elliott, Director— Village of Burns Lake  
 Dianne Evans, Director— Lake Babine Nation  
 James Rakochy, Director— Cheslatta Carrier Nation  
 Debbie West, Director— Nee Tahi Buhn Indian Band

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# CHINOOK

Community Forest

## Board of Directors



**Miles Fuller, President**



**Shannon Haizinsque, Vice President**



**Louise Fisher, Secretary**



**Adele Gooding, Treasurer**



**Lloyd Adams, Director**



**Barry Elliott, Director**



**Dianne Evans, Director**



**James Rakochy, Director**



**Debbie West, Director**









# 2018 Fire Impact on Lakes TSA

Date: 2018-09-11

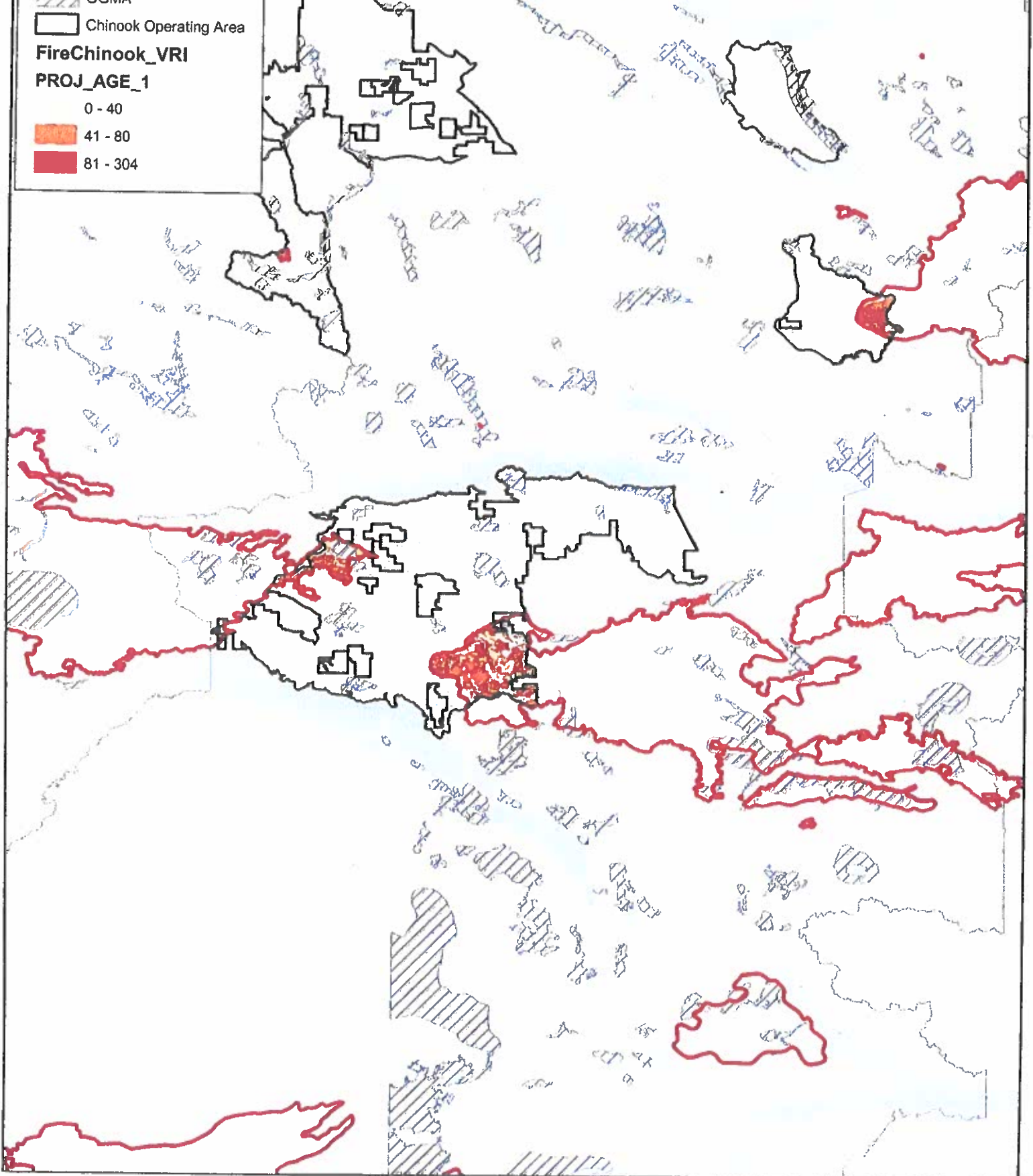
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220

## Legend

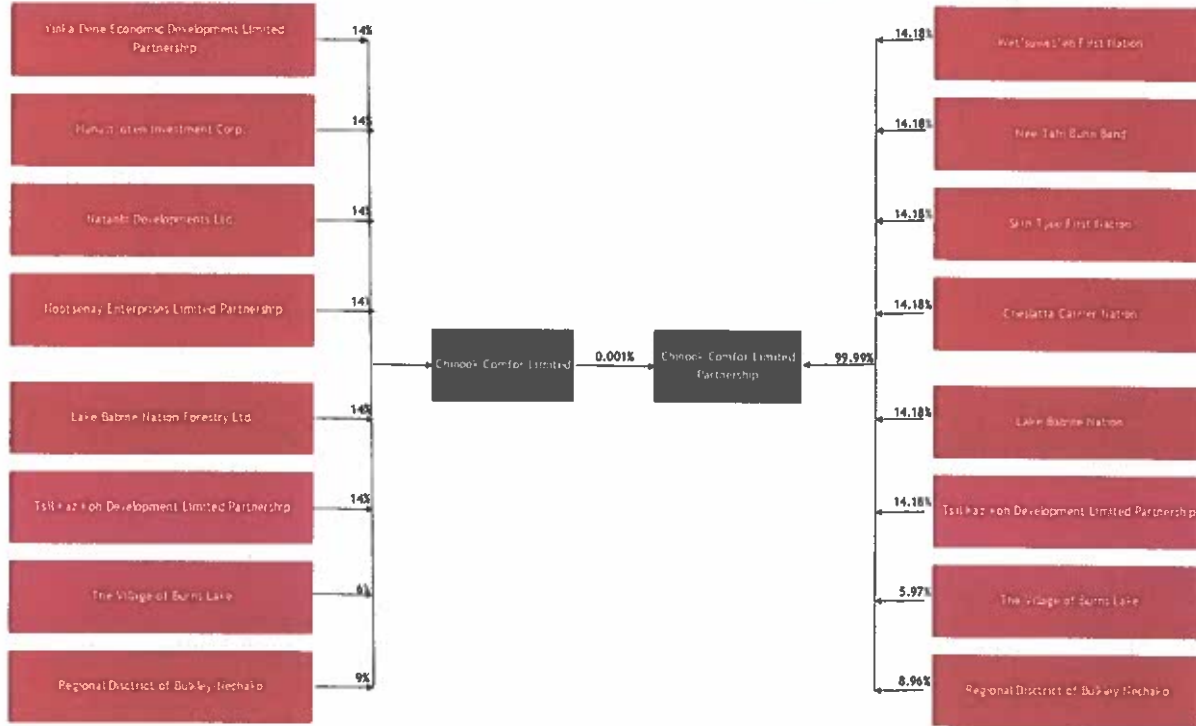
-  Lakes TSA
-  2018 Fire Perimeters
-  OGMA
-  Chinook Operating Area
- FireChinook\_VRI**
- PROJ\_AGE\_1**
- 0 - 40
-  41 - 80
-  81 - 304

Sum of Chinook Area w/ Fire									
Age Group	Leading Species								
	AC	AT	BL	PU	SB	SX	(blank)	Grand Total	
LT40		182	52	1,839		191	939	3,204	
40-80		577	107	881	26	1,023		2,613	
GT80	3	681	264	523	52	1,953		3,476	
Grand Total	3	1,441	423	3,243	78	3,166	939	9,293	





**CHINOOK COMFOR LIMITED PARTNERSHIP  
ORGANIZATION CHART  
March 31, 2018**



Name	Common Shares	Percentage of Ownership
Yinka Dene Economic Development Limited Partnership	1,415	14%
Humus' o'en Investment Corp.	1,415	14%
Natanli Developments Ltd.	1,415	14%
Hootsenay Enterprises Limited Partnership	1,415	14%
Lake Babine Nation Forestry Ltd.	1,415	14%
Tsil' Kaz Koh Development Limited Partnership	1,415	14%
The Village of Burns Lake	596	6%
Regional District of Bulkley-Nechako	894	9%
	<u>9,980</u>	<u>100%</u>

Name	Percent of Profit Distributed	Amount
Yinka Dene Economic Development Limited Partnership		\$40,139.92
Humus' o'en Investment Corp.		\$40,139.92
Natanli Developments Ltd.		\$40,139.92
Hootsenay Enterprises Limited Partnership		\$40,139.92
Lake Babine Nation Forestry Ltd.		\$40,139.92
Tsil' Kaz Koh Development Limited Partnership		\$40,139.92
The Village of Burns Lake		\$16,906.92
Regional District of Bulkley-Nechako		\$25,360.47
		<u>\$283,106.91</u>

Name	Units	Percentage of Ownership
Wetsuwet'en First Nation	1,415	14.18%
Nee Tahi Buhn Band	1,415	14.18%
Skin Tyee First Nation	1,415	14.18%
Cheslatta Carrier Nation	1,415	14.18%
Lake Babine Nation	1,415	14.18%
Tsil' Kaz Koh Development Corporation	1,415	14.18%
The Village of Burns Lake	596	5.97%
Regional District of Bulkley-Nechako	894	8.96%
Chinook Comfor Ltd.	1	0.01%
	<u>9,981</u>	<u>100%</u>

222



# CHINOOK

## Community Forest

*Our Strength is Our Cultural Diversity*

### **Mission Statement**

Chinook Comfor Ltd is committed to managing our renewable resource by collaborating to build community capacity. We will achieve this by creating self reliance through long term environmental sustainability for economic and social growth.

### **Vision Statement**

Chinook Comfor Ltd. will be a leader in forest practice management, social values and economic development.

### **Value Statement**

With our shareholders and our community forest, we live these values:

- 1) We accept responsibility for our actions. We make and support business decisions through experience and good judgement.
- 2) We recognize the importance of diversity. We are committed to making sure that everyone we interact with is treated fairly, with respect and dignity.
- 3) We will build open and honest relationships with communication.
- 4) We will pursue growth and learning.
- 5) We will deliver our best in all we do.
- 6) We will respect all individuals and value their contributions.
- 7) We will base all our decision making on what is best for our community.



## **AGENDA**

Agenda for the Annual General Meeting of Chinook Comfor Limited Partnership  
held **September 19, 2018**, at **9:00 a.m.** in the Chinook Comfor Office.

### **1. CALL TO ORDER**

### **2. APPROVAL OF AGENDA**

### **3. NEW BUSINESS**

- a) Election/appointment of Chairman as per the LP Agreement

Recommendation:

**THAT the \_\_\_\_\_ be elected as the Chair for the Chinook Comfor Limited Partnership Annual General Meeting**

- b) Chinook Comfor Limited Partnership Annual Report and Financial Statements for the Year Ended March 31, 2018

Recommendation:

**THAT the Chinook Comfor Limited Partnership Annual Report and Audited Financial Statements for the Year Ended March 31, 2018, prepared by Tony Tiani & Company Inc. be accepted as presented.**

- c) Appointment of the Auditor for Chinook Comfor Limited Partnership

Recommendation:

**THAT Tony Tiani & Company Inc. be appointed the auditor for Chinook Comfor Limited Partnership for the 2018/2019 fiscal year.**

- d) Appointment of Directors to the Chinook Comfor Limited Partnership Board

Recommendation:

**THAT the following individuals be appointed to the Chinook Comfor Limited Partnership Board of Directors:**

Ts'il Kaz Koh First Nation – Director  
Wet'suwet'en First Nation – Director  
Skin Tyee First Nation – Director  
Cheslatta Carrier Nation – Director  
Lake Babine Nation – Director  
Nee Tahi Buhn Band – Director  
Regional District of Bulkley Nechako Area B – Director  
Regional District of Bulkley Nechako Area E – Director  
Village of Burns Lake - Director

### **4. ADJOURNEMENT**

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# CHINOOK

Community Forest

**MINUTES OF THE AGM FOR CHINOOK COMFOR LIMITED PARTNERSHIP HELD AT SKIN TYEE NATION ON  
JULY 26, 2017, AT 1:00PM**

**PRESENT**

Chris Beach, Mayor, Village of Burns Lake  
Ken Nielsen, Ec-Dev Director Nee Tahi Buhn Indian Band  
Bill Miller, Chair RDBN, Area B  
Adelle Gooding, General Manager, Skin Tyee First Nation  
Rene Skin, Chief, Skin Tyee First Nation  
Helen Michelle, Councillor Skin Tyee First Nation  
Erwin Tom, Councillor, Wet'suwet'en First Nation  
Chantal Tom, Proxy for Lake Babine Nation  
Shannon Haizimsque, Wet'suwet'en First Nation  
Daniel Cunningham, Councillor, Burns Lake Band  
Chantal Reid, Proxy for Cheslatta First Nations  
Patricia Prince, Councillor, Nee Tahi Buhn Indian Band  
Lloyd Adams, Director, Burns Lake Band  
Louise Fisher, Director RDBN, Area B  
Miles Fuller, Director RDBN Area E  
Barry Elliott, Director, Chinook Comfor  
Sheryl Worthing, CAO, Village of Burns Lake  
Jeff Mckellar, Tony Tiani & Company Inc.

Jeff Mckellar from Tony Tiani & Company presented the Financial Statements for Chinook Comfor Limited Partnership as well as Chinook Comfor Limited for the year ending March 31<sup>st</sup>, 2017

**CALL TO ORDER**

Ken Nielsen called the meeting to order at 2:04 pm

**APPROVAL OF AGENDA**

It was moved by Rene Skin  
And seconded by Chantal Tom

**THAT the agenda for this meeting be approved as amended:**

- Add quorum discussion for Partnership

**CARRIED**

**NEW BUSINESS**



225

**Wet'suwet'en First Nation – Director Shannon Haizimsque**  
**SKin Tyee First Nation – Director Adele Gooding**  
**Cheslatta Carrier Nation – Director James Rackochy**  
**Lake Babine Nation – Director ?**  
**Nee Tahi Buhn Indian Band – Director Deebra West**  
**Regional District of Bulkley Nechako Area B – Director Louise Fisher**  
**Regional District of Bulkley Nechako Area E – Director Miles Fuhler**  
**Village of Burns Lake – Director Barry Elliott**

**CARRIED**

Quorum discussion

- Quorum is currently set at four First Nations and three Local Government directors
- It was indicated that quorum should be four First Nations and two Local Governments
- Chair Miller indicated that this was the original intent.

It was moved by Bill Miller  
And seconded by Chris Beach

**THAT the Chinook Limited Partnership articles and Shareholder Agreement be amended to quorum of four (4) of six (6) First Nations Board Directors and two (2) of three (3) Local Government Board Directors**

**CARRIED**

It was moved by Chantal Tom  
And seconded by Rene Skin

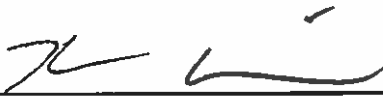
**THAT the quorum at Chinook Comfor Limited Partnership meetings be amended to four (4) of six (6) First Nations and two (2) Local Governments**

**ADJOURN**

It was moved by Chris Beach  
And seconded by Rene Skin

**THAT the Chinook Comfor Limited Partnership AGM be adjourned at 2:34 pm**

CARRIED

  
\_\_\_\_\_  
CHAIR  
Ken Nielsen

\_\_\_\_\_  
ADMINISTRATOR

Certified to be a true copy of the Minutes of the AGM for Chinook Comfor Limited Partnership held on Wednesday, July 26, 2017

# CHINOOK

Community Forest

## General Manager's Report

On behalf of the Board of Directors, I am pleased to present this report regarding the activities and operations of Chinook Comfor Limited Partnership (Chinook) for the reporting period of April 1, 2017, to March 31, 2018.



Operations are proceeding well. As of March 31, 2018, Chinook delivered 82,000 m<sup>3</sup> of its 150,000 m<sup>3</sup> Allowable Annual Cut (AAC) and 214,000 m<sup>3</sup> of its 580,000 m<sup>3</sup> five-year cut control to date. The AAC is set at 150,000 m<sup>3</sup> for the first three years and 65,000 m<sup>3</sup> for the last two years of its first five-year cut control that expires in 2021.

2017 was a challenging year. Cutting permits were held up due to forest fires that resulted in a lack of local Ministry staff. There was also a shortage of local logging and trucking capacity to move fibre. Excessive amounts of snow presented challenges; however, two local contractors completed an extensive block layout of 300,000 m<sup>3</sup> that brought Chinook's layout to 75,000 m<sup>3</sup> beyond the five-year cut control. Chinook received \$25,000 in funding from the Forest for Tomorrow program to carry out surveys on potential fertilization areas.

The Light Detection and Ranging (LiDAR) project flight was completed in September 2017. The ground truthing plots for this project will wait for snow-free conditions in the late spring of 2018 and be completed by September 2018.

As per the Community Forest Agreement K4R, Chinook will complete and professionally publish three research papers by April 1, 2021. One research paper is already under way on the topic of Old Growth Management Areas (OGMAs) and a second study is planned to start September 2018 about mixed species stands and fire mitigation.

In January 2018, Chinook became SAFE certified.

Chinook had a booth at the Lakes District Fall Fair. Significant effort was made to engage with local community members and invite them to complete a survey on what a community forest means to them and how it should be managed. Fire risk and mitigation information were also provided.

Chinook sponsored the Regional District of Bulkley Nechako Business Forum. General Manager Ken Nielsen presented on Chinook's accomplishments and how Chinook will move beyond the beetle.

Chinook held two open houses in 2017, one on the southside and one in Burns Lake.

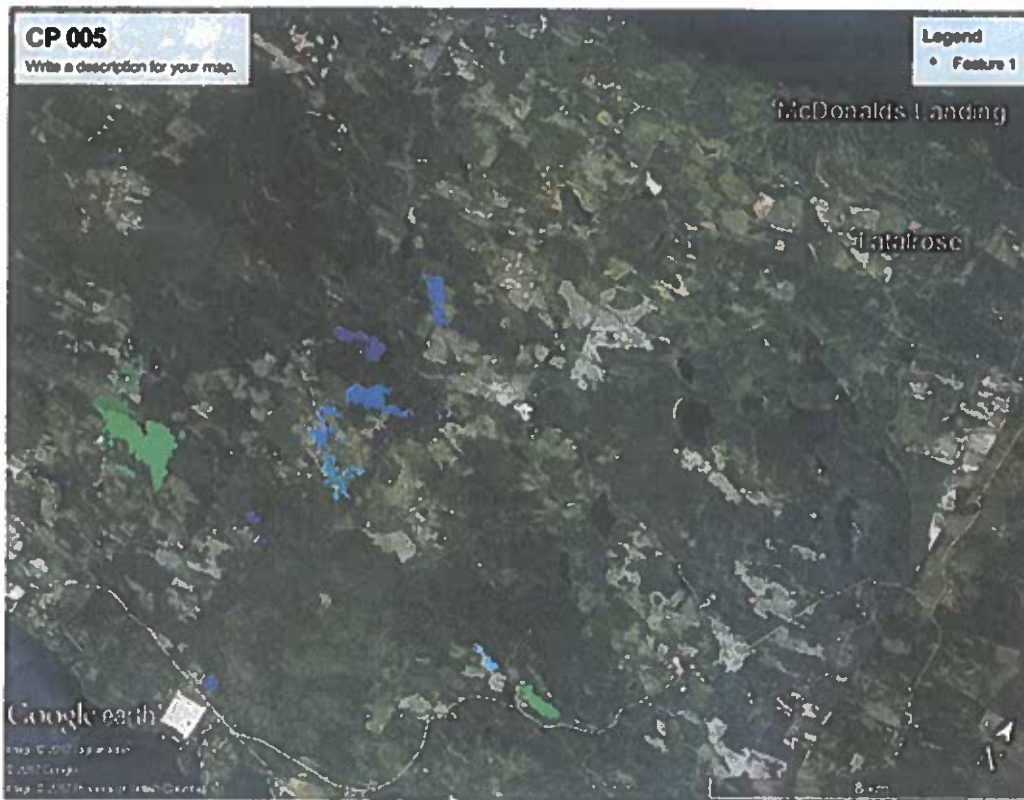
Chinook consists of the following five areas within the Lakes Timber Supply Area:

1) Babine West	31,034 hectares
2) Babine Lake East	8,876 hectares
3) Maxan/Bulkley	11,948 hectares
4) Burns Lake East	9,984 hectares
5) South Francois Lake	68,402 hectares
Total land base	130,244 hectares
Timber Harvesting Land Base	66,272 hectares
Annual Allowable Cut (AAC)	150,000 m <sup>3</sup>
Five-Year-Cut Control	580,000 m <sup>3</sup>
Harvested	130,000 m <sup>3</sup>

Chinook generated the following employment hours by hiring local contracting companies to harvest 100 percent of Chinook's fibre for the 2017/18 season. Chinook expects to generate more employment for 2018/19 harvesting season and is currently utilizing two local contractors.

Logging	50,000
Hauling	6,000
Forest Management	4,000

2017/2018 Winter Operations on the Southside:



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# CHINOOK

Community Forest

## Committee Reports

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### President

After one year of chairing the Chinook Community Forest Board, I'm happy to say that the group has pulled together in a united front to move Chinook forward. There has been growing pains—this is to be expected with a new company and a new Board of Directors. I'm extremely pleased with all of the work our committees have put into building a governance document, donations policy, and financial management. After advertising and interviewing for the General Manager position, I believe we have found the right person to manage this company as well. He's hard working, does what needs to be done, and he's not afraid to tackle a project.

I look forward to leading the Chinook Board for another year, if it's what they decide.

Miles Fuller

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### Operations Committee

The Operations Committee, consisting of directors Miles Fuller, James Rakochy, Barry Elliott and General Manager Ken Nielsen, try to meet once a month to discuss ongoing forest health and operations. The focus of the committee is to ensure sound forest management.

Ken Nielsen  
Chair

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### Financial Committee

Chinook Community Forest's Financial Committee is a standing committee consisting of Treasurer Adele Gooding, Vice-President Shannon Haizimsque, and Director Debbie West. The Financial Committee has just newly been formed and has not had an opportunity to meet yet. Our responsibilities include reviewing the annual budget prior to presentation to the Board of Directors and meeting with the financial auditors prior to our annual financial audit. Our team takes a more in-depth knowledge of the finances of CCF and presents any concerns to both our General Manager and the other Directors.

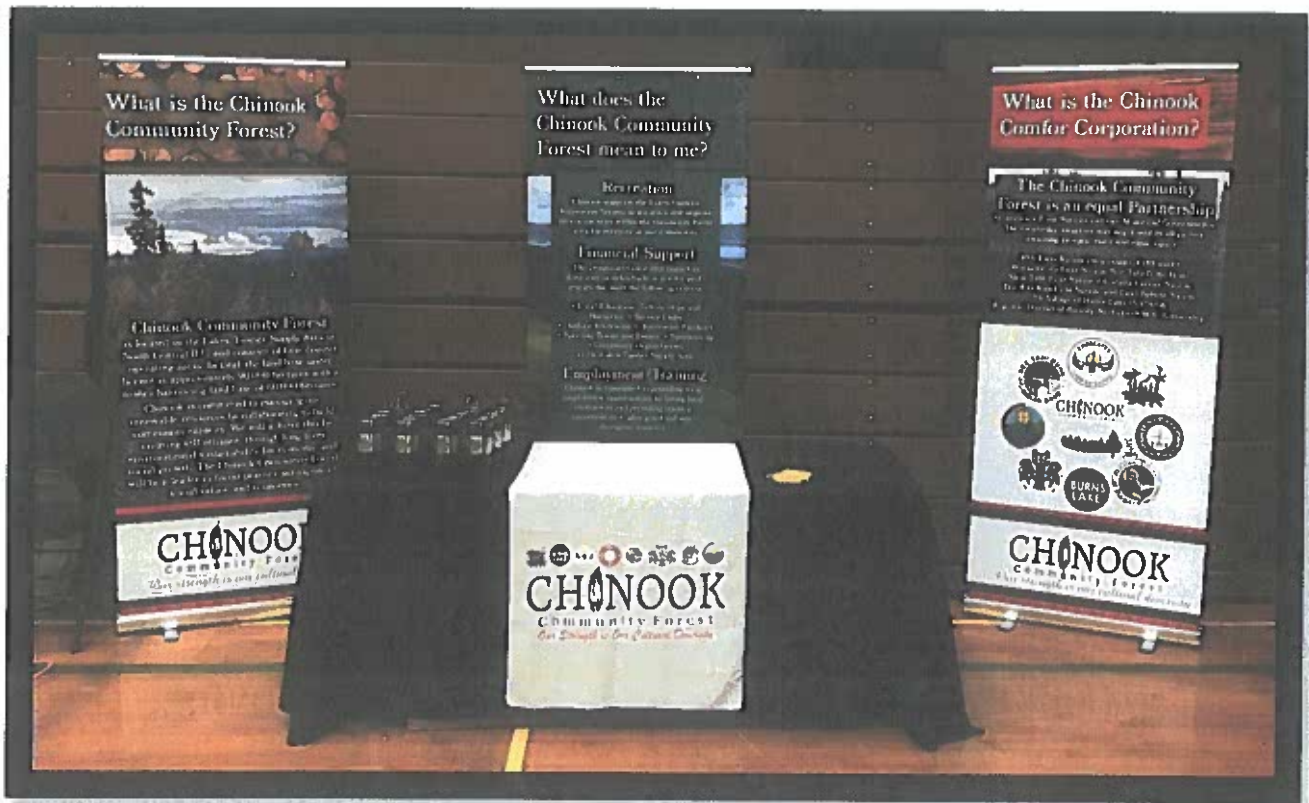
Adele Gooding  
Chair

## Governance Committee

The Governance Committee, consisting of Barry Elliot, Shannon Haizimsque, Adele Gooding and Louise Fisher, have met numerous times since the fall of 2017, at least monthly and often bi-monthly. We have researched and compiled a Governance Policy for Chinook Community Forest that consists of how the Board carries out their business; what are the terms of references for our standing committees; what are the duties of the officers of the Board, the manager etc.; how we conduct ourselves in Board meetings. We have adjusted many of our main policies including communication, donations, and conflict of interest. New policies have been constructed on Board decision making, transparency, and finances to name a few.

In addition, we have reviewed every current policy of CCF, to be sure they are still current and align with both our Shareholders Agreement and Limited Partnership Agreement. The Governance Committee's aim is to write policy and procedure that ensures Chinook Community Forest's Board of Directors conduct business in an open and well thought out manner. Our newly produced governance document will give the Directors the guidelines to carry that out.

Louise Fisher  
Chair



## Guiding Principles

Chinook's guiding principles are as follows:

1. Maintain community involvement which is represented by a local Board of Directors derived of First Nations and local government representatives.
2. Ensure forest resources are managed in a manner that is environmentally sustainable for the long-term.
3. Maintain and enhance a high standard of environmental stewardship through innovative avenues of land base management.
4. Practice forest management that applies a balanced use of land base resources.
5. Encourage local job creation and sustainability with increased quality of life within the community.
6. Initiate and sustain partnerships between Chinook, First Nations, and the community at large.
7. Generate revenue that is sustainable over the long-term for the benefits of current and future generations.
8. Maintain and enhance current recreational sites and features in the Chinook area.
9. Be transparent in all activities.





# CHONOOK Community Forest DONATIONS

## April 1, 2017 to March 31, 2018

	Date:	Donated to:	Reason:	Amount:
1	01-Jun-17	Lakes District Roping Club	Fencing Panels for Steers	\$ 2,500.00
2	01-Apr-17	Lakes Outdoor Recreation Society	Recreation Site Maintenance and Upgrades within the Community Forest Area	\$ 19,809.50
3	01-Apr-17	Burns Lake & District Chamber of Commerce	Business Excellence Awards Platinum Sponsorship	\$ 2,000.00
4	2016/2017	LDSS	Two Scholarships	\$ 2,000.00
5	23-Apr-17	Lakes Animal Friendship Society	Spay and Neutering Program	\$ 2,500.00
6	3-May-17	Burns Lake & District Chamber of Commerce	Official Tourist Guide for Burns Lake-Sponsorship	\$ 500.00
7	3-May-17	Burns Lake Native Development Corporation	Aboriginal Day 2017	\$ 4,000.00
8	17-Jul-17	Lakes District Fall Fair	Bleacher Project Improvement	\$ 4,800.00
9	4-Jul-17	Burns Lake Rotary	Rod Reid Trail Project Upgrades	\$ 3,000.00
10	30-Oct-17	Lakes District Fall Fair	Fall Fair Ground Improvements	\$ 10,000.00
11	8-Nov-17	Burns Lake Snowmobile Club	Trail Brushing and Maintenance	\$ 4,000.00
12	8-Nov-17	Burns Lake Minor Hockey Association	1st year of 3-Year Sponsorship	\$ 700.00
13	8-Nov-17	Rose Lake Community Club	Rose Lake Community Hall Kitchen Expansion Project Expenses	\$ 13,380.00
1	28-Mar-18	W.K.E. PAC	Skiing at School Program	\$ 5,000.00
2	28-Mar-18	Burns Lake Mountain Biking Association	Trail Maintenance Expenses	\$ 9,733.50
3	28-Mar-18	Bulkley Valley Radio Control Flyers	BBQ Event Expenses	\$ 821.36
4	28-Mar-18	Burns Lake Youth Soccer	2018 Soccer Season	\$ 4,900.00
5	28-Mar-18	Tweedsmuir Park Rod & Gun Club	Rod & Gun Club Reflooring Project	\$ 5,000.00
<b>TOTAL \$</b>				<b>94,644.36</b>

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Chinook Comfor Ltd. is committed to managing our renewable resource by collaborating to build community capacity. We will achieve this by creating self reliance through long-term environmental sustainability for economic and social growth.

**SAFETY:** Safety will be the highest priority for Chinook, its directors, contractors, and consultants.

Community Forest Agreement K4R Licence	British Columbia Community Forest Association Indicator	Province of B.C. Goals of the Community Forest Program	Management Plan Commitments
Identify areas of high wildfire risk within the Community Wildfire Protection Plan and create a plan to mitigate issues	# 14 Forest Worker Safety	Advocate forest safety	<p>Hire Forest Safety Council certified contractors and/or contractors that become registered and in the process of becoming safe certified. All contractors will be registered by the end of 5 years from the license issue date.</p> <p>Host an annual community wildfire smart and safety initiative to encourage and enable wildfire mitigation efforts.</p> <p>Hold an annual safety meeting, seminar or training with all its active contractors and workers which will include safety training opportunities.</p> <p>Maintain a high standard of safety so that operations are conducted in a safe manner for the benefit of forest workers and forest users.</p> <p>Ensure the protection and safety of people and property through wildfire management.</p> <p>Prioritize fuel reduction strategies and harvest priorities across the CFA area by identifying fuel loaded sites</p> <p>Ensure the safety of the public is encompassed in the maintenance activities.</p> <p>Explore opportunities to harvest within scenic areas if it poses a threat and risk to public safety or infrastructure because of wildfire hazards and risks such as dead timber causing increased fuel loading.</p>

Chinook Comfor Limited Partnership ensures all activities on the community forest are undertaken in a safe and secure manner. Zero time was lost due to accidents for directors and contractors this reporting period.

**INNOVATIVE:** Chinook Comfor Limited Partnership will pursue growth and learning.

Community Forest Agreement K4R Licence	British Columbia Community Forest Association Indicator	Province of B.C. Goals of the Community Forest Program	Management Plan Commitments
<p>Complete at least three studies or research papers suitable for publishing in a professional journal in the area of botanical forest products, fish and fisheries; riparian issues and assessments; climate change, wildlife ecology and population dynamics and other related topics.</p> <p>Complete a LIDAR inventory of the agreement area and then update the inventory by the same or improved method every ten years.</p>	<p>#2 Total Economic Activity</p> <p>#6: Distribution of Log Sales</p> <p>#8 Economic Diversification</p> <p># 16: Management of Sensitive Areas</p> <p># 17 Forest Stewardship</p>	Foster innovation.	<p>Sponsor an innovation award through the Burns Lake &amp; District Chamber of Commerce.</p> <p>Generate revenues through a financially viable business model.</p> <p>Collaborate with persons and other resource groups and stakeholders within the community forest area.</p> <p>Encourage and initiate innovative forest practices which can help sustain and/or increase the AAC over the long-term.</p> <p>Establish a sufficient number of new plots over the next five years, which will support a statistically sound sampling program.</p> <p>Continue research on the potential for NTFPs and products and its economic viability.</p> <p>Continue to be a member of the British Columbia Community Forest Association.</p> <p>Post completed studies/research papers on the company website and notify the public that this information is available in the newspaper.</p> <p>Use LIDAR data to aid in planning of timber and non-timber values.</p>

Chinook Comfor Limited Partnership completed Lidar flights in the Community Forest. Plot sampling is complete to verify LidAR imagery. LBIP 2017-18 project complete. LBIP 2018-19 project started. Research papers are ongoing.

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**ENHANCE THE FOREST RESOURCE**

aquatic, and aesthetic within the community forest area. We make and support business decisions through experience and good judgement.

Community Forest Agreement K4R Licence	British Columbia Community Forest Association Indicator	Province of B.C. Goals of the Community Forest Program	Management Plan Commitments
Achieve and maintain an independent third party forest certification.	#5: Cut Control	Diversify the use of and benefits derived from the cf area.	Complete an access management plan, updated annually, within the first 5 years. Focus on the utilization of dead pine in the short term. Achieve a high level of environmental standards through forest certification. Collaborate with provincial government to ensure habitat to support key wildlife. Complete a Udar inventory of the Chinook area that will provide better inventory to aid in the planning of timber and non-timber values. Focus on total chance planning in an area to maximize harvesting of dead pine stands and to not isolate timber. Select harvesting season(s) based on specific site fact or details in Site Plans that will include, but are not limited to, potential soil features that may lead to soil degradation potential impacts on wildlife, potential impact on regeneration capabilities and seasonal economics. Have operations that will maximize fiber utilization through minimizing stump heights (less than 30cm), minimizing top diameter, and use of feasible bioenergy product that is available during harvest. Develop a growth and yield monitoring program over the first five years. Maintain the aesthetic quality and scenic values of the resource within the CFA. Strive to be consistent with local efforts for riparian management objectives and management strategies. Collaborate with the provincial government to ensure habitat to support key wildlife without unduly affecting timber supply. Access mitigation where species and/or their habitat has been identified to reduce the risk to incremental mortality and maintain future habitat supply and connectivity. Reforest areas promptly following harvest completion consistent with the approved stocking standards under the FSP.
Maintain British Columbia Community Forest Association membership.	#7: Investments in Intensive Silviculture	Provide long-term opportunities for achieving a range of community objectives, values, and priorities.	
Maintain and update growth and yield information on the agreement area.			

Chinook Comfor Limited Partnership planted 640 hectares with approximately 1,152,000 seedlings comprised of a mixture of pine, spruce, fir and Larch.

**INTERGRATED USE:**

while conducting its activities. We will respect all individuals, value their contributions, and base all our decision making on what is best for our community.

Community Forest Agreement K4R Licence	British Columbia Community Forest Association Indicator	Province of B.C. Goals of the Community Forest Program	Management Plan Commitments
Create a Recreation Plan and maintain the ministry established recreation sites within the Community Forest Agreement. Improve or create at least three recreational sites during the first five-year term.	#9: Community Accountability	Promote community involvement and participation.	Practice forest management that applies a balanced use of land base resources. Maintain and enhance current recreational sites and features in the Chinook area. Complete an access management plan, updated annually, within the first 5 years (through FN consultation and public input) for the community forest area to achieve a range of values. Become a member of the Chamber of Commerce and will fund advertising on the incredible outdoor opportunities we have in Burns Lake area. Ensure that First Nation cultural heritage resources are maintained and conserved. Focus on the balance of social and economic factors that provide diversification for resource uses. Coordinate forest resource use to minimize conflicts with timber harvesting activities. Work with and come to an understanding with other tenures holders if and when Chinook's timber development overlaps with other tenures. Developed a recreation plan and identify recreation sites in cooperation with the Nadina-Skeena District of Recreation Sites and Trails BC and Ministry of Forests, Lands and Natural Resource Operations. Manage the roads within the CFA area under road permit and continue to provide the public with safe and easy access within the tenure area. Develop an access management plan within the first five year term of the license.
Complete an access management plan describing the roads within the cf including their accessibility to different types of vehicles, the condition and maintenance level of the road, and any restriction on use by members of the public.	#10: Public Engagement  #12: Investments in Recreation		

Chinook Comfor Limited Partnership will support the Lakes Outdoor Recreation Society by funding recreation site maintenance. CCLP completed three upgrades to sites within the community forest last fiscal year.

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**ENVIRONMENTAL STEWARDSHIP:**

**management activities.**

Community Forest Agreement K4R Licence	British Columbia Community Forest Association Indicator	Province of B.C. Goals of the Community Forest Program	Management Plan Commitments
Submit a management plan annually that is available for the public to view at the Ministry District Office.	# 17: Forest Stewardship  # 18 Compliance with Environmental Standards.	Undertake community forestry consistent with sound principles of	Maintain and enhance a high standard of environmental stewardship through innovative avenues of landbase management. Ensure forest resources are managed in a manner that is environmentally sustainable for the long term. Promote sustainable harvest practices that are consistent with legislation. Be consistent with forestry legislation and with higher level plans under FRPA. Be consistent with the results and strategies listed in FPPR Section 35 and 36 for soil disturbance, permanent access structures and rehabilitation strategies. Minimize the effects of forest activities that may have detrimental impacts on the quantity, quality and/or timing of flow of water supplies to water users. Conduct silviculture surveys to determine forest health, stand densities and species are reasonably meeting the reforestation obligations under the FSP and FRPA.

All commitments are currently underway and ongoing.

**PUBLIC CONSULTATION:**

**activities within the community forest area. We will build open and honest relationships with communication. We recognize the importance of diversity. We are committed to making sure that everyone we interact with is treated fairly, with respect and dignity.**

Community Forest Agreement K4R Licence	British Columbia Community Forest Association Indicator	Province of B.C. Goals of the Community Forest Program	Management Plan Commitments
Submit a management plan annually that is available for the public to view at the Ministry District Office.	# 15: First Nations Involvement  # 10: Public Engagement  # 9: Community Accountability	Promote community involvement and participation.  Promote communication and strengthen relationships between  Aboriginal and non-Aboriginal communities and persons.	Initiate and sustain partnerships between Chinook, First Nations, and the community at large. Be transparent in all activities. Provide opportunities for meaningful public involvement. Practice open dialogue with the community on resource management. Collaborate with persons and other resource groups and stakeholders within the CFA. Consult with First Nation elders on what is important to their cultural heritage and develop research/surveys around what they would like to see. Share information with tenure holders during the planning stage and prior to harvesting to minimize the impact of operation on these tenures Produce an annual report in its 1st year of active operations. Hold at least one annual general meeting or open house for the public each calendar year and will have an open door policy on any inquires relating to the CFA. Strive to identify and consult with persons using the agreement area for purposes other than timber production and harvesting of prescribed products Follow the First Nations information sharing requirements and processes.

The Board of Directors currently has one member of each the Burns Lake Band, Wet'suwel'en First Nations, Nee Tahi Buhn Band, Skin Tyee First Nation, Lake Babine Nation, Cheslatta Carrier Nation, and Village of Burns Lake, as well as two members of the Regional District of Bulkley-Nechako. Chinook Comfort Limited Partnership launched a new website and Facebook page last year, as well a mall bulletin board. Chinook hosts an Annual Open House to provide operational updates to the community.

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**BENEFITS TO THE PROVINCE, VILLAGE, FIRST NATIONS, AND RESIDENTS:**

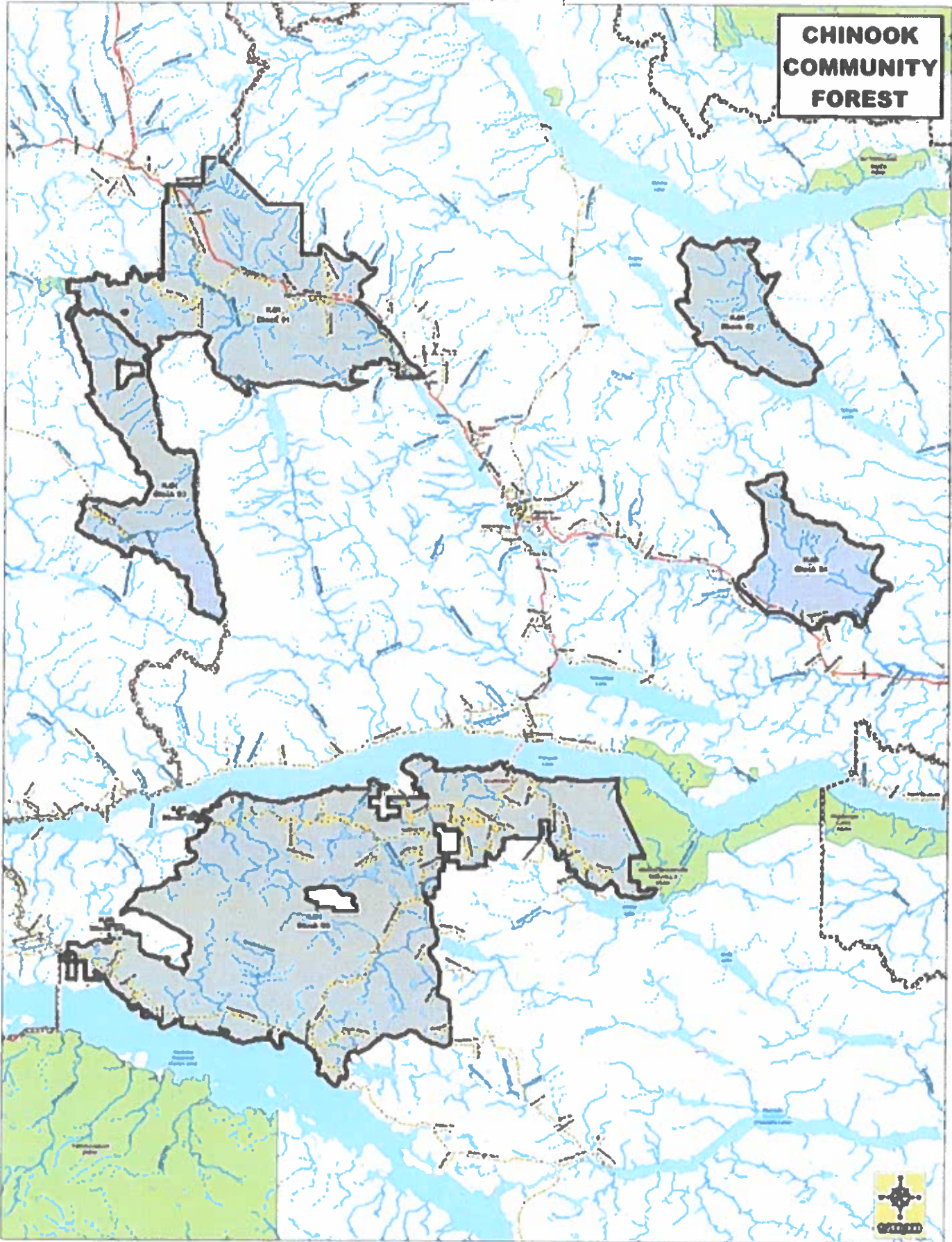
economic development. Taxes, royalties, rents, disbursements, donations, and other benefits will be distributed to the province, local government, shareholders, stakeholders, and the community from the profits generated from the community forest. Goods, labour, and services will be sourced from the local area to the extent it is available and cost effective to do so. We will deliver our best in all we do.

Community Forest Agreement K4R Licence	British Columbia Community Forest Association Indicator	Province of B.C. Goals of the Community Forest Program	Management Plan Commitments
<p>Provide economic prosperity, local management over a portion of the provincial forest and greater community control and management of crown land and community interface areas to the residents in the Lakes Timber Supply Area.</p>	<p>#1 Number of Jobs</p> <p>#3 Community Contributions</p> <p>#4 Funds leveraged by community forest contributions.</p> <p>#11: Investments in education.</p>	<p>Promote communication and strengthen relationships between Aboriginal and non-Aboriginal communities and persons.</p> <p>Promote community involvement and participation.</p>	<p>Encourage local job creation and sustainability with increased quality of life within the community.</p> <p>Generate revenue that is sustainable over the long-term for the benefits of current and future generations.</p> <p>Support local businesses and build capacity locally for long term sustainability of the community.</p> <p>Sustain the current forestry sector in Burns Lake which provides the economic stability for the local community.</p> <p>Support local businesses with the expertise in resource management.</p> <p>Promote First Nations and local government relations through economic development opportunities.</p> <p>Provide long-term opportunities for achieving a range of community objectives, values and priorities.</p> <p>Provide an opportunity for grant funding for local groups and organizations. The funds will be derived from a dollar value per cubic meter of log sales.</p> <p>Facilitate education and training through funding for local forestry programs such as Project Forest Management and National Forestry Week.</p>

The Ts'il Kaz Koh First Nation, Wet'suwet'en First Nation, Nee Tahi Buhn Band, Skin Tye First Nation, Lake Babine Nation, and Cheslatta Carrier Nation will each receive \$40,1139.92 from this fiscal year's net income. The Village of Burns Lake receives \$16,906.92 and the Regional District of Bulkley-Nechako receives \$25,360.47. Chinook Comfor Limited Partnership created three \$1,000 scholarships for LDSS students and provided \$76,031 in stumpage revenue to the government. The Board of Directors established its Donation Policy 2017-01-01 and donated \$94,644 last fiscal.

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**CHINOOK  
COMMUNITY  
FOREST**



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FILE COPY

**CHINOOK COMFOR LIMITED PARTNERSHIP**  
**Financial Statements**  
**Year Ended March 31, 2018**



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**CHINOOK COMFOR LIMITED PARTNERSHIP**

**Index to Financial Statements**

**Year Ended March 31, 2018**

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**TONY TIANI & COMPANY INC.**  
**CHARTERED PROFESSIONAL ACCOUNTANTS**

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**INDEPENDENT AUDITOR'S REPORT**

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To the Partners of Chinook Comfor Limited Partnership

We have audited the accompanying financial statements of Chinook Comfor Limited Partnership, which comprise the balance sheet as at March 31, 2018 and the statements of income, partners' capital and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for private enterprises, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of Chinook Comfor Limited Partnership as at March 31, 2018 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for private enterprises.

Prince George, British Columbia  
June 1, 2018

TONY TIANI & COMPANY  
CHARTERED PROFESSIONAL ACCOUNTANTS





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**CHINOOK COMFOR LIMITED PARTNERSHIP**

**Balance Sheet**  
**March 31, 2018**

	2018	2017
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 632,965	\$ 91,903
Term deposits (Note 4)	900,000	400,000
Accounts receivable	665,592	1,733,855
	<u>2,198,557</u>	<u>2,225,758</u>
INVESTMENTS (Note 5)	250,000	-
PROPERTY, PLANT AND EQUIPMENT (Note 6)	6,474	5,763
	<u>\$ 2,455,031</u>	<u>\$ 2,231,521</u>
<b>LIABILITIES AND PARTNERS' CAPITAL</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 7)	\$ 147,958	\$ 346,705
Deferred income	244,823	-
	<u>392,781</u>	<u>346,705</u>
ACCRUED SILVICULTURE LIABILITY	505,920	255,920
	<u>898,701</u>	<u>602,625</u>
PARTNERS' CAPITAL		
Partnership units (Note 9)	9,981	9,981
Partners' capital	1,546,349	1,618,915
	<u>1,556,330</u>	<u>1,628,896</u>
	<u>\$ 2,455,031</u>	<u>\$ 2,231,521</u>

APPROVED BY THE PARTNERS

 Partner  
 Partner

See notes to financial statements



## CHINOOK COMFOR LIMITED PARTNERSHIP

## Statement of Income

Year Ended March 31, 2018

	2018	2017
<b>REVENUES</b>		
Saw logs	\$ 2,165,550	\$ 2,855,602
Minister of Forest	-	20,000
Special Project Revenue	28,159	-
Pinnacle Pellet	31,033	21,243
	<u>2,224,742</u>	<u>2,896,845</u>
<b>EXPENSES</b>		
Advertising and promotion	3,726	6,112
Amortization	4,642	2,186
Consulting fees	32,989	19,675
Delivery, freight and express	-	13,956
Directors fees	87,998	113,257
Donations	97,644	3,000
Equipment rentals	33,466	-
IT services	17,140	2,278
Insurance	4,223	3,925
Interest and bank charges	5,544	129
Management fees	72,615	-
Meals and entertainment	1,645	2,558
Memberships	77	885
Office	6,963	8,103
Other - Safety/Fire	1,125	-
Pre-forestry Expense	487,655	549,651
Professional fees	72,782	26,495
Rental	118,759	55,500
Repairs and maintenance	800	-
Silviculture allocation expense	250,000	255,920
Special Project Expenses	239,747	-
Stumpage	76,031	185,138
Sub-contracts	-	28,000
Telephone	2,766	-
Training	80,929	-
Travel	16,220	2,121
Wages and benefits	15,533	38
Waste & Residue expense	4,309	-
	<u>1,735,228</u>	<u>1,278,927</u>
<b>INCOME FROM OPERATIONS</b>	<b>489,514</b>	<b>1,617,918</b>
<b>OTHER INCOME</b>	<b>5,335</b>	<b>-</b>
<b>NET INCOME</b>	<b>\$ 494,849</b>	<b>\$ 1,617,918</b>

See notes to financial statements



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## CHINOOK COMFOR LIMITED PARTNERSHIP

## Statement of Partners' Capital

Year Ended March 31, 2018

	2017				2018
	Balance	Net Income	Contributions	Withdrawals	Balance
Chinook Comfor Ltd.	\$ 1,161	\$ 52	\$ -	\$ (1,200)	\$ 13
Wet'suwet'en First Nation	229,371	70,154	-	(80,280)	219,245
Nee Tahi Buhn Band	229,371	70,154	-	(80,280)	219,245
Skin Tyee First Nation	229,371	70,154	-	(80,280)	219,245
Cheslatta Carrier Nation	229,371	70,154	-	(80,280)	219,245
Lake Babine Nation	229,371	70,154	-	(80,280)	219,245
Ts'il Kaz Koh Development	229,371	70,154	-	(80,280)	219,245
The Village of Burns Lake	96,611	29,549	-	(33,814)	92,346
Regional District of Bulkley					
Nechako	144,917	44,324	-	(50,721)	138,520
<b>Partners' total</b>	<b>1,618,915</b>	<b>494,849</b>	<b>-</b>	<b>(567,415)</b>	<b>1,546,349</b>

	2016				2017
	Balance	Net Income	Contributions	Withdrawals	Balance
Chinook Comfor Ltd.	\$ -	\$ 164	\$ 998	\$ (1)	\$ 1,161
Wet'suwet'en First Nation	-	229,371	-	-	229,371
Nee Tahi Buhn Band	-	229,371	-	-	229,371
Skin Tyee First Nation	-	229,371	-	-	229,371
Cheslatta Carrier Nation	-	229,371	-	-	229,371
Lake Babine Nation	-	229,371	-	-	229,371
Ts'il Kaz Koh Development	-	229,371	-	-	229,371
The Village of Burns Lake	-	96,611	-	-	96,611
Regional District of Bulkley					
Nechako	-	144,917	-	-	144,917
<b>Partners' total</b>	<b>\$ -</b>	<b>\$ 1,617,918</b>	<b>\$ 998</b>	<b>\$ (1)</b>	<b>\$ 1,618,915</b>

See notes to financial statements



## CHINOOK COMFOR LIMITED PARTNERSHIP

Statement of Cash Flow  
Year Ended March 31, 2018

	2018	2017
<b>OPERATING ACTIVITIES</b>		
Net income	\$ 494,849	\$ 1,617,918
Item not affecting cash:		
Amortization of property, plant and equipment	4,642	2,186
	<u>499,491</u>	<u>1,620,104</u>
Changes in non-cash working capital:		
Accounts receivable	1,068,263	(1,733,855)
Accounts payable and accrued liabilities	(198,747)	346,705
Deferred income	244,823	-
Accrued Silviculture Liability	250,000	255,920
	<u>1,364,339</u>	<u>(1,131,230)</u>
Cash flow from operating activities	<u>1,863,830</u>	<u>488,874</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property, plant and equipment	(5,353)	(7,949)
Purchase of long term investments	(250,000)	-
Purchase of partnership units	(9,980)	9,981
Cash flow from (used by) investing activities	<u>(265,333)</u>	<u>2,032</u>
<b>FINANCING ACTIVITIES</b>		
Partners' contributions	9,980	998
Partners' drawings	(567,415)	(1)
Cash flow from (used by) financing activities	<u>(557,435)</u>	<u>997</u>
<b>INCREASE IN CASH FLOW</b>	<b>1,041,062</b>	<b>491,903</b>
Cash - beginning of year	<u>491,903</u>	<u>-</u>
<b>CASH - END OF YEAR</b>	<b>\$ 1,532,965</b>	<b>\$ 491,903</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 632,965	\$ 91,903
Term deposits	<u>900,000</u>	<u>400,000</u>
	<u>\$ 1,532,965</u>	<u>\$ 491,903</u>

See notes to financial statements



## CHINOOK COMFOR LIMITED PARTNERSHIP

## Notes to Financial Statements

Year Ended March 31, 2018

## 1. DESCRIPTION OF BUSINESS

Chinook Comfor Limited Partnership (the "Partnership") is registered provincially under the Partnership Act of British Columbia. The financial statements were prepared in accordance with Canadian Accounting Standards for Private Enterprises. The Partnership's principal business activities are managing a renewable resource area based forest license and to build community capacity in the Lakes District of British Columbia.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements reflect the assets, liabilities, revenues and expenses of the partnership and do not include any other assets, liabilities, revenues or expenses of the owners/partners.

Basis of presentation

These financial statements reflect the assets, liabilities, revenues and expenses of the partnership and do not include any other assets, liabilities, revenues or expenses of the owners/partners.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in treasury bills and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days.

Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization. Property, plant and equipment is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Computer equipment	55%	declining balance method
--------------------	-----	--------------------------

The Partnership regularly reviews its property, plant and equipment to eliminate obsolete items. Government grants are treated as a reduction of property, plant and equipment cost.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Impairment of Long Lived Assets

The Partnership tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

Reforestation

The Partnership accounts for costs related to the reforestation of logged areas in the period such areas are logged. Costs represent estimated post logging expenditures to silviculture responsibilities pursuant to the Minister of Forests Lands and Natural Resource Forest Practice Code.

(continues)

CHINOOK COMFOR LIMITED PARTNERSHIP

Notes to Financial Statements

Year Ended March 31, 2018

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue recognition

The Partnership recognizes revenues when they are earned, specifically when all the following conditions are met:

- services are provided or products are delivered to customers
- there is clear evidence that an arrangement exists
- amounts are fixed or can be determined
- the ability to collect is reasonably assured.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for private enterprises requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

3. ACCOUNTS RECEIVABLE

	2018	2017
Trade receivables	<b>\$ 665,592</b>	<b>\$ 1,733,855</b>

There are no doubtful accounts within the trade receivables (nil - 2016).

4. TERM DEPOSITS

Various non-redeemable term deposits have been invested into. These term deposits have annual rates of return from 1.4% to 1.55%, and maturity dates within the next 12 months. The guaranteed investment certificates have values of \$400,000, \$200,000, \$200,000 and \$100,000 (\$200,000 and \$200,000 - 2016).

5. INVESTMENTS

	Purchase date	Maturity date	Interest rate %	2018	2017
Non redeemable GIC	March 6, 2018	September 8, 2020	1.5	<b>\$ 250,000</b>	<b>\$ -</b>

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**CHINOOK COMFOR LIMITED PARTNERSHIP**  
**Notes to Financial Statements**  
**Year Ended March 31, 2018**

6. PROPERTY, PLANT AND EQUIPMENT

	2018		2017	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Computer equipment	\$ 13,302	\$ 6,828	\$ 7,949	\$ 2,186
Net book value	\$ 6,474		\$ 5,763	

7. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2018	2017
Accounts payable and accrued liabilities	\$ 325,849	\$ 229,799
Government remittances	46,452	116,906
	<b>\$ 372,301</b>	<b>\$ 346,705</b>

8. ACCRUED SILVICULTURE LIABILITY

The accrued silviculture liability is recorded at estimated costs to meet silviculture commitments on a forest licence held by the limited partnership.

9. PARTNERSHIP UNITS

Authorized:

1 Class A Units  
9980 Class B Units

Issued:

1 Class A Units  
9,980 Class B Units

	2018	2017
	\$ 1	\$ 1
	9,980	9,980
	<b>\$ 9,981</b>	<b>\$ 9,981</b>

10. CONSULTING CONTRACT

In connection with the high resolution inventory services contract signed on March 7, 2017, the Partnership entered into a consulting agreement with Tesera Systems Inc. As a part of the consulting contract, Teresa Systems Inc has agreed to complete the Partnership's LIDAR as outlined in Chinook's Community Forest Management Plan. The Partnership has agreed to remunerate Tesera Systems Inc. to develop a high resolution inventory based on a budget of 90,000 hectares at a cost of \$2.05 per hectare (\$184,500) from February 1, 2017 to March 31, 2019. However, the overall contract has a budget allocation of \$334,425 to allow for additional terrain, diameter distribution, growth yield, forest management services and cost overruns.

**CHINOOK COMFOR LIMITED PARTNERSHIP****Notes to Financial Statements****Year Ended March 31, 2018**

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**11. FINANCIAL INSTRUMENTS**

The Partnership is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Partnership's risk exposure and concentration as of March 31, 2018.

**(a) Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Partnership is exposed to credit risk from customers. In order to reduce its credit risk, the Partnership reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Partnership has a significant number of customers which minimizes concentration of credit risk.

**(b) Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Partnership is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long-term debt, obligations under capital leases, contributions to the pension plan, and accounts payable.

Unless otherwise noted, it is management's opinion that the Partnership is not exposed to significant other price risks arising from these financial instruments.

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**12. COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation.

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**CHINOOK COMFOR LIMITED**  
**Financial Statements**  
**Year Ended March 31, 2018**  
*(Unaudited - See Notice To Reader)*



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**CHINOOK COMFOR LIMITED**  
**Index to Financial Statements**  
**Year Ended March 31, 2018**  
*(Unaudited - See Notice To Reader)*

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<b>FINANCIAL STATEMENTS</b>	
<b>Balance Sheet</b>	<b>2</b>
<b>Statement of Loss and Deficit</b>	<b>3</b>
<b>Notes to Financial Statements</b>	<b>4</b>





**TONY TIANI & COMPANY INC.**  
**CHARTERED PROFESSIONAL ACCOUNTANTS**

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**NOTICE TO READER**

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On the basis of information provided by management, we have compiled the balance sheet of Chinook Comfor Limited as at March 31, 2018 and the statement of loss and deficit for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Prince George, British Columbia  
June 1, 2018

TONY TIANI & COMPANY INC.  
CHARTERED PROFESSIONAL ACCOUNTANTS

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CHINOOK COMFOR LIMITED



Balance Sheet

March 31, 2018

(Unaudited - See Notice To Reader)

	2018	2017
<b>ASSETS</b>		
INVESTMENT AND ADVANCES (Note 1)	\$ 14	\$ 1,162
<b>LIABILITIES AND SHAREHOLDERS' DEFICIENCY</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 1,200	\$ 1,200
<b>SHAREHOLDERS' DEFICIENCY</b>		
Share capital (Note 2)	998	998
Deficit	(2,184)	(1,036)
	<u>(1,186)</u>	<u>(38)</u>
	<u>\$ 14</u>	<u>\$ 1,162</u>

ON BEHALF OF THE BOARD

 Director  
 Director

See notes to financial statements



**CHINOOK COMFOR LIMITED**  
**Statement of Loss and Deficit**  
**Year Ended March 31, 2018**  
*(Unaudited - See Notice To Reader)*

	2018	2017
<b>REVENUE</b>	\$ 52	\$ 164
<b>EXPENSES</b>		
Professional fees	1,200	1,200
<b>NET LOSS</b>	<b>(1,148)</b>	<b>(1,036)</b>
RETAINED EARNINGS (DEFICIT) - BEGINNING OF YEAR	(1,036)	-
<b>DEFICIT - END OF YEAR</b>	<b>\$ (2,184)</b>	<b>\$ (1,036)</b>

See notes to financial statements



**CHINOOK COMFOR LIMITED**  
**Notes to Financial Statements**  
**Year Ended March 31, 2018**  
*(Unaudited - See Notice To Reader)*

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1. LONG TERM INVESTMENTS

	<u>2018</u>	<u>2017</u>
Opening balance	\$ 1,162	\$ -
Advances to (from)	(1,200)	997
Investment in shares, at cost	52	1
Partnership income	-	164
	<u>\$ 14</u>	<u>\$ 1,162</u>

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2. SHARE CAPITAL

Authorized:  
100,000 Class "A" Common voting shares

	<u>2018</u>	<u>2017</u>
Issued:		
998 Class "A" common shares	<u>\$ 998</u>	<u>\$ 998</u>

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**Cheryl Anderson**

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**Subject:** FW: 2017 BC Works Sustainability scorecard and full report link  
**Attachments:** RT\_BC\_Works\_Sustainability\_Scorecard\_2017.pdf

**From:** Olson, Lianne (RTA) <[Lianne.Olson@riotinto.com](mailto:Lianne.Olson@riotinto.com)>  
**Sent:** September 6, 2018 4:08 PM  
**Cc:** Campeau, Jennifer (RTA) <[Jennifer.Campeau@riotinto.com](mailto:Jennifer.Campeau@riotinto.com)>  
**Subject:** 2017 BC Works Sustainability scorecard and full report link

Hello,

Rio Tinto is pleased to share our 2017 Sustainability Summary Scorecard with you (*attached*).

2017 was an impressive year for BC Works on so many fronts. It was the year of building a strong foundation for our modernised operations in northwest BC. It was also a record-breaking year for our sustainable operations, specifically in regards to safety and environmental performance, production, community engagement and employee-led innovation.

The full report for the 2017 BC Works Sustainability is now available on our BC Works website:  
[http://www.riotinto.com/documents/RT\\_2017\\_BCWorks\\_sustainability\\_report.pdf](http://www.riotinto.com/documents/RT_2017_BCWorks_sustainability_report.pdf)

We hope you enjoy reading the report and encourage you to share your feedback with us.

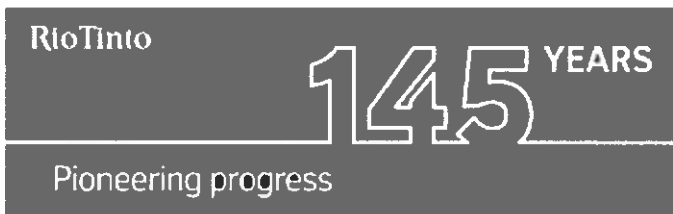
Regards,

... *Lianne*

Lianne Olson  
Advisor Communications and Communities, British Columbia  
Aluminium

Rio Tinto  
Unit 3B 321 Highway 16 Evergreen Mall, Burns Lake, BC CANADA V0J 1E0  
PO Box 936, Burns Lake, BC CANADA V0J 1E0

T: +1 (250) 692 4144 M: +1 (250) 692 9618  
[lianne.olson@riotinto.com](mailto:lianne.olson@riotinto.com) <http://www.riotinto.com/canada/bc-works-4818.aspx>



*As pioneers in mining and metals, we produce materials essential to human progress.*  
Discover Rio Tinto in video <https://youtu.be/NkxyEhCE3T4>

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# RioTinto

BC Works Sustainability Report  
2017 – a record breaking year



## Highlights

Safest year  
on record

↓ 70% decrease  
in workplace incidents

BC Works received Canadian American  
Business Council **Corporate Leadership Award**

858MW of clean, renewable energy  
produced in Kemano

230,000 tonnes  
of export to  
US markets

↑ 77% increase  
over previous years

Kemano  
T2 project  
received notice  
to proceed

## Economic



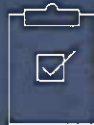
- BC Works contributed nearly **\$358 million** to the BC economy.
- **\$121 million** in direct spend in BC towards **contracts and services**, including **\$56.5 million** in northwest BC alone.
- More than **\$154 million** paid in **annual wages** and benefits.

## Environment



- All smelter emissions below permit levels, including Fluoride, SO<sub>2</sub>, particulate (dust) and PAH emissions
- **\$644,000** towards **environmental initiatives** in the Nechako watershed, with a focus on fisheries conservation and research.
- **12,000 juvenile sturgeon** released into the Nechako River as part of Nechako White Sturgeon Recovery Initiative.
- **South landfill project reached 80% completion**. Project designed to reduce leachate and improve overall ecological health in the area.
- Continued implementation of the **Eulachon Protocol in collaboration with the Haisla Nation** to conserve and protect eulachon, while sustaining power generation needs.

## Governance



- Continued implementation of **Haisla Legacy Agreement**, with a focus on enhanced economic development and employment initiatives.
- Significant progress achieved regarding **Cheslatta New Day Agreement**, including identification of key areas of focus – training, jobs, and capacity development.
- **Kemano T2 Project** permitting completed through various provincial agencies
- **Kitimat Public Advisory Committee** a P2 Permit requirement, underwent a consultative process to update the committee's Terms of Reference.

## Social



### Our people

- Employment of **1400 people**, including direct employees and contract workers.
- **Fair and reasonable outcome** of collective bargaining process with Unifor, Local 2301
- Established **new framework for increasing diversity and inclusion** of our workforce
- **Internship and summer co-op program** with 41 summer students and two Haisla Internships.
- **Company wide parental leave** was introduced
- Completed **two employee surveys** and launched Rio Tinto 'Connect' to increase employee engagement



### Health and safety

- BC Works achieved its **safest year on record**.
- AIFR score of 0.24, far below the Aluminum Division's 0.4 average.
- Launched new initiatives focused on health and safety, including Critical Review Management, Take 5s, and the *Are you ok?* program.

### Our communities

- More than **\$1.6 million** invested in **local community initiatives** across B.C.
- Launched focused multi-year **water engagement initiative** with Nechako Reservoir communities with the overall goal of improving our operations.
- BC Works Team participated in **more than 75 community events** in host communities.
- Hosted more than **500 visitors at our community office**, including 400 site tours.
- Increased information sharing about our operations including **54 air quality reports** and **56 reservoir reports**.





Board-Review

Our Ref. 113866

September 7, 2018

His Worship Chris Beach  
Mayor, Village of Burns Lake  
15 3rd Ave PO Box 570  
Burns Lake BC V0J 1E0

Dear Mayor Beach:

I would like to offer my appreciation for the work the Council of the Village of Burns Lake is doing to lead the development of a new economic diversification strategy for the Lakes District. The conversations that happen as part of the development of these kinds of strategies can lead to important growth and change for communities.

During the past year, as Minister of Advanced Education, Skills and Training, I have had a special interest in the Lakes District and the conversations going on in your community and with local First Nations about the delivery of post-secondary education and training in the area. My government is committed to ensuring British Columbians have access to high-quality, relevant and affordable post-secondary education and training. Where people have concerns about that access, I want to ensure the Ministry is helping, as needed, to facilitate a solution.

I understand that the Lakes District economic diversification strategy will be finalized sometime this fall, and that soon after you will be engaging local First Nations, community members and a wide range of organizations to work on implementation. This is important work that your community partners are best-placed to undertake. However, if local post-secondary delivery remains a divisive issue in the community and impedes progress on this work, I would be pleased to be part of a conversation about a way forward.

Again, thank you to your Council for its commitment to the sustainable prosperity of the Lakes District. I look forward to reading your economic diversification strategy when it is released later this year, and potentially engaging further on post-secondary delivery in Burns Lake at that time.

.../2

My staff lead in this area is Assistant Deputy Minister Jeff Vasey, and he can be reached at (250) 952-697 or [Jeff.Vasey@gov.bc.ca](mailto:Jeff.Vasey@gov.bc.ca) should you have any questions.

Sincerely,



Melanie Mark  
Hli Haykwhl Wii Xsgaak  
Minister

pc: Mr. Jeff Vasey, Assistant Deputy Minister  
Post-Secondary Policy and Programs and Division Responsible for Learner Supports  
Ministry of Advanced Education, Skills and Training

Mr. Henry Reiser, President  
College of New Caledonia

Chief Dan George  
Burns Lake Band

Chief Corrina Leween  
Cheslatta Carrier Nation

Chief Wilf Adam  
Lake Babine Nation

Chief Ray Morris  
Nee Tahí Buhn

Chief Rene Skin  
Skin Tyee Nation

Chief Vivian Tom  
Wet'suwet'en First Nation

Mr. Manu Madhok, Superintendent  
School District 91

Mr. Scott Zayac, Member  
Rural Post-Secondary Education Committee

Mr. Rick Morrison, General Manager  
Burns Lake Native Development Corporation

Ms. Melany de Weerd, Chief Administrative Officer  
Regional District of Bulkley-Nechako

Ms. Laura Blackwell, President  
Burns Lake & District Chamber of Commerce

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Board-Receive

**Cheryl Anderson**

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**Subject:** FW: Fall 2018 operating hours, closing Sundays

**From:** Tamara <[tgillis@bvpool.com](mailto:tgillis@bvpool.com)>  
**Sent:** September 11, 2018 12:01 PM  
**To:** John Illes <[john.illes@rdbn.bc.ca](mailto:john.illes@rdbn.bc.ca)>; 'Shelley Browne' <[shelleyinmithers@gmail.com](mailto:shelleyinmithers@gmail.com)>; 'Phil Briennesse' <[pbriennesse@gmail.com](mailto:pbriennesse@gmail.com)>; Mark Fisher <[mark.fisher@rdbn.bc.ca](mailto:mark.fisher@rdbn.bc.ca)>; 'Roger Ritsema' <[roger.ritsema@gmail.com](mailto:roger.ritsema@gmail.com)>; Darcy Repen <[mayor@telkwa.ca](mailto:mayor@telkwa.ca)>  
**Cc:** 'Coranne' <[cdohler@bvpool.com](mailto:cdohler@bvpool.com)>; Emma <[programmer@bvpool.com](mailto:programmer@bvpool.com)>; [bvacmsdirectors@bvpool.com](mailto:bvacmsdirectors@bvpool.com)  
**Subject:** Fall 2018 operating hours, closing Sundays

Hello all,

We held an extra ordinary Pool Society board meeting last night to discuss fall hour of operations and our staffing shortage.

The board had a good discussion and voted in favour of option 2; closing the facility on Sundays. This was a very hard decision and our hope is that this adjustment will be short lived. We have re-posted lifeguard job postings (constant since spring 2018) and are working with a couple local community members to get them trained as soon as possible. To return to opening on Sundays we will need to hire at least 2 – 4 more people to fill a minimum of 24-30 hours/week.

This announcement will be sent out the public and members tomorrow morning and will be effective we when open after shutdown for the week of September 17, first Sunday effected will be September 23rd.

I have attached the report to the board from staff, the press release and new pool schedule for your reference.

If you have any questions please do not hesitate to contact me.

Shut down is going well, water back in the pool today!

Tamara Gillis  
Facility Manager  
Bulkley Valley Regional Pool & Recreation Center  
Smithers, BC V0J 2N0  
250-847-4244  
[tgillis@bvpool.com](mailto:tgillis@bvpool.com)  
[www.bvpool.com](http://www.bvpool.com)



Fall Staffing Challenge. September 10, 2018

We are approximately 24 hours short staffed for lifeguards & instructors. Currently we have 4 supervising staff(3 full-time and 1 part-time), and 4 lifeguard/instructors, 1 fulltime guard/instructor (NEW starting work Sept 16) and 2 casual instructors. Total of 11 Aquatic Staff. We are in need of 1 part-time and at least 2 casuals to get back to a comfortable staffing level.

At the current moment we do not have enough Lifeguards to run the “normal” pool hours of operation. With the two options below we can operate the facility at reduced hours however, even with these reduced hours when staff are sick or need a day off management will be on deck covering.

We reviewed our user trends from last year and came up with these two options.

<b>Option 1: CLOSE Sunday</b> <i>22 Lifeguard hours cut</i>		<b>Option 2: multiple days/early close, late open</b> Close early Thursday – 7pm, Open late on Friday am. 8:45 am Closed early Saturday – 7pm, no public swim during Saturday morning lessons.	
Pro:	Con:	Pro:	Con:
Easy to advertise	Public swim time drastically reduced – one whole day gone	More even spread of disruption, distributed effect.	Hard to advertise changes
Doesn't affect programming	Loss of Toonie swim – high use time	Able to offer some facility on Sundays, half day and toonie swim...2-7pm	Potentially can effect programming (cancel power hour Thurs, no lane swim Friday am). Will have more negative effect regular users routine (possibly)
Consistent day off for staff and they can be scheduled elsewhere	Loss of revenue – drop-in public swim & birthday parties – Sunday is typically a busy day	Able to reduce hours with low usage times (according to the chart)	Patch work for shift coverage - staff working 6 days a week to cover
Educational opportunity for public.... Why we are closed and advertise training opportunity			No public swim during Sat am lessons.
Easier to Manage change... less complicated to remember and adjust too			Complicated to manage change
	Reduced court time		Reduced court times
Does not effect climbing wall hours	Reduction of Front desk hours.	Does not effect climbing wall hours	Reduction of Front desk hours.

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Current Pool Schedule

BV Regional Pool and Recreation Centre								
Fall Facility Schedule September 17 - December 23, 2018								
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
Pools & Hot Areas, Fitnessroom, Courts and Wolf Club:								
6am-9:30pm	6am-9:30pm	6am-9:30pm	6am-9:30pm	6am-9:30pm	8am-9:30pm	12pm-7pm		
Climbing Wall:								
4-9:30pm	closed	4-9:30pm	closed	6-9:30pm	2:30-7pm	closed		
POOL SCHEDULE								
Hot Tub, Sauna & Tot Pool are available all day, every day!								
6:00	Lane Swim (3)	Lane Swim (1)	Lane Swim (3)	Lane Swim (1)	Lane Swim (3)	Available for Rentals		
7:00	6:00-8:55	Masters & Otters Club	6:00-8:55	Masters & Otters Club	6:00-8:55	Otters & Masters		
7:30		6:00-7:55		6:00-7:55		6:30-8:30		
8:00		Deep Core Strength		Deep Core Strength		Lane Swim		
8:30		8:00-8:55		8:00-8:55		(2) 8:00-8:30		
9:00	Water Fit	Strength & Stretch	Water Fit	Strength & Stretch	Water Fit	(3) 8:30-9:30		
9:30	9:00-9:55	9:00-9:45	9:00-9:55	9:00-9:45	9:00-9:55	Swimming Lessons/Leisure Swim		
10:00				Postnatal Aquafit	Therapy hour	9:00-12:00		
10:30				10:00-10:45	10am-11am			
11:00	School Groups, Swimming Lessons, Leisure Swim							
11:30	10:00-12:00							
12:00	Lane Swim (3)						Lane Swim (2)	Lane Swim (2)
12:30	12:00-1:00						12:00-1:30	12:00-1:30
1:00	Lane Swim (2) 1:00-1:30							
1:30	School Groups, Swimming Lessons, Leisure Swim							
2:00				Public Swim	Adapted Aqu		Public Swim	
2:30		Special 'O' Swim Club		2:00-3:30	1:30-2:30		1:30-5:00	
3:00		2:00-3:00				Public Swim		
3:30		Therapy hour				1:30-7:00		
4:00	Swimming Lessons & Private Lessons & Leisure Swim				Toonie Swim			
4:30	1:30-5:30				3:30-5:00			
5:00							Toonie Swim	
5:30							5:00-7:00	
6:00	Otters Swim Club/Leisure Swim						Lengths & Leisure	
6:30	5:30-7:00						5:30-7:00	
7:00		Power Hour		Power Hour				
7:30		7:05-8:00		7:05-8:00				
8:00	Lengths & Leisure	Lengths & Leisure	Lengths & Leisure	Lengths & Leisure	Lengths & Leisure			
8:30	7:30-9:30	8:05-9:30	7:30-9:30	8:05-9:30	7:30-9:30			
9:00					LANE Pool Party			
9:30					1st Fri of each month			
					TEEN CLUB			
					3rd Fri of each month			
					ages 11-17 ONLY!			
					Available for Rentals			

Public Swimming: main pool, deep-end and leisure pools available  
 Swimming Lessons: very limited main pool swimming; tot pool, hot tub and sauna open  
 Lengths & Leisure: lane swim & leisure pools open (# lanes available - subject to change)  
 Aquafit Classes & Otters Swim Club: leisure swim available only

Number of Visits over 13 weeks fall 2017.

Date of Week	Member/Punch	Drop-in	Total:	%	Average/ wee
Sunday	606	1229	1835	24.86	141
Monday	1441	803	2244	28.87	187
Tuesday	1256	586	1842	23.54	142
Wednesday	1590	679	2269	28.90	175
Thursday	1221	808	2029	26.28	156
Friday	1321	1464	2785	36.85	214
Saturday	841	1439	2280	30.69	175

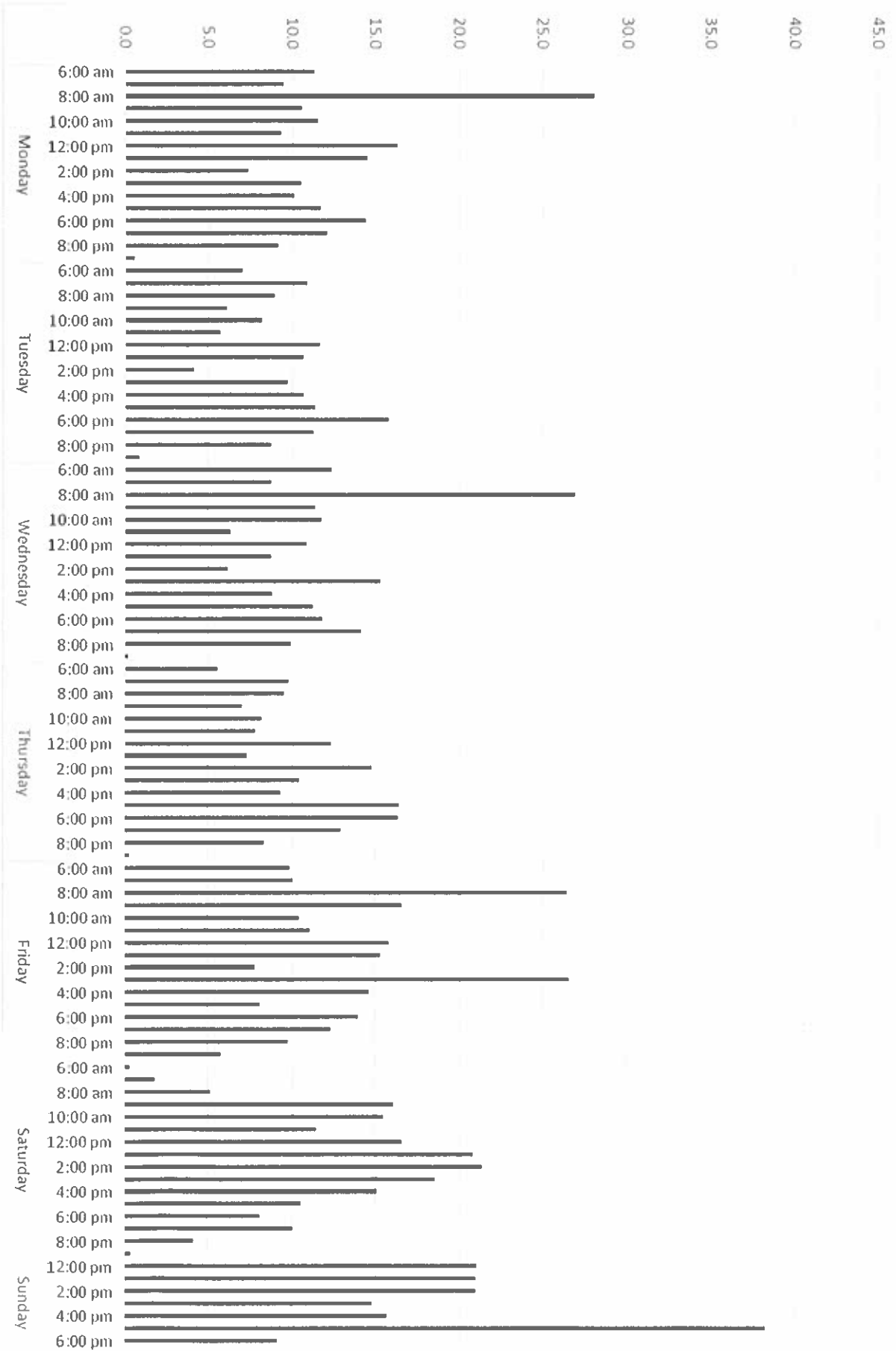
Typically our members use the facility on weekdays and more people drop-in on the weekends.

Typical weekday is 15 hours of operations and Sunday is only 8.

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Average Hourly Use from Fall 2017



### Option 1: close on Sunday

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Pools &amp; Hot Areas, Fitnessroom, Courts and Wall Club:</i>	6am-9:30pm	6am-9:30pm	6am-9:30pm	6am-9:30pm	6am-9:30pm	8am-9:30pm	12pm-7pm
<i>Climbing Wall:</i>	4-9:30pm	closed	4-9:30pm	closed	6-9:30pm	2:30-7pm	closed

### POOL SCHEDULE

*Hot Tub, Sauna & Tot Pool are available all day, every day!*

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00	Lane Swim (3)	Lane Swim (1)	Lane Swim (3)	Lane Swim (1)	Lane Swim (3)	Available for Rentals	
7:00	6:00-8:55	Masters & Otters Club	6:00-8:55	Masters & Otters Club	6:00-8:55	Otters & Masters	
7:30		6:00-7:55		6:00-7:55			
8:00		Deep Core Strength		Deep Core Strength			
8:30		8:00-8:55		8:00-8:55			
9:00	Water Fit	Strength & Stretch	Water Fit	Strength & Stretch	Water Fit	(3) 8:30-9:30	
9:30	9:00-9:55	9:00-9:45	9:00-9:55	9:00-9:45	9:00-9:55	Swimming	
10:00				Postnatal Aquafit	Therapy hour	Lessons/	
10:30				10:00-10:45	10am-11am	Leisure Swim	
11:00	School Groups, Swimming Lessons, Leisure Swim					9:00-12:00	
11:30	10:00-12:00						
12:00	Lane Swim (3)					Lane Swim (2)	
12:30	12:00-1:00					12:00-1:30	
1:00	Lane Swim (2) 1:00-1:30						
1:30	School Groups, Swimming Lessons, Leisure Swim			Adapted Aq.			
2:00	1:00-3:30			1:30-2:30			
2:30	Special 'O' Swim Club	Therapy hour	2:00-3:30				
3:00	2:00-3:00	2:30-3:30pm		Public Swim			
3:30				Toonie Swim		1:30-7:30	
4:00	Swimming Lessons & Private Lessons & Leisure Swim			3:30-5:00			
4:30	3:30-5:30						
5:00							
5:30	Otters Swim Club/Leisure Swim						
6:00	5:30-7:00						
6:30							
7:00		Power Hour		Power Hour			
7:30		7:05-8:00		7:05-8:00			
8:00	Lengths & Leisure	Lengths & Leisure	Lengths & Leisure	Lengths & Leisure	Lengths & Leisure		
8:30	7:30-9:30	8:05-9:30	7:30-9:30	8:05-9:30	7:30-9:30		
9:00							
9:30						Available for Rentals	

Public Swimming: main pool, deep-end and leisure pools available

Swimming Lessons: very limited main pool swimming; tot pool, hot tub and sauna open

Lengths & Leisure: lane swim & leisure pools open (# lanes available - subject to change)

Aquafit Classes & Otters Swim Club: leisure swim available only

### Option 2: Reduced hours various times:

Close at 7pm Thursday, open at 8:45 Friday, no public swim during morning lessons on Saturday,

close at 7pm Saturday and open from 2-7pm on Sunday.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Pools &amp; Hot Areas, Fitnessroom, Courts and Wall Club:</i>	6am-9:30pm	6am-9:30pm	6am-9:30pm	6am-7:00pm	8:45am-9:30pm	8am-7pm	2-7pm
<i>Climbing Wall:</i>	4-9:30pm	closed	4-9:30pm	closed	6-9:30pm	2:30-7pm	closed

### POOL SCHEDULE

*Hot Tub, Sauna & Tot Pool are available all day, every day!*

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00	Lane Swim (3)	Lane Swim (1)	Lane Swim (3)	Lane Swim (1)	Available for Rentals		
7:00	6:00-8:55	Masters & Otters Club	6:00-8:55	Masters & Otters Club	Otters & Masters		
7:30		6:00-7:55		6:00-7:55	6:30-8:30		
8:00		Deep Core Strength		Deep Core Strength	(2) 8:00-8:30		
8:30		8:00-8:55		8:00-8:55	(3) 8:30-9:30		
9:00	Water Fit	Strength & Stretch	Water Fit	Strength & Stretch	Water Fit	Swimming	
9:30	9:00-9:55	9:00-9:45	9:00-9:55	9:00-9:45	9:00-9:55	Lessons/	
10:00				Postnatal Aquafit	Therapy hour	Leisure Swim	
10:30				10:00-10:45	10am-11am	9:00-12:00	
11:00	School Groups, Swimming Lessons, Leisure Swim						
11:30	10:00-12:00						
12:00	Lane Swim (3)					Lane Swim (2)	
12:30	12:00-1:00					12:00-1:30	
1:00	Lane Swim (2) 1:00-1:30						
1:30	School Groups, Swimming Lessons, Leisure Swim			Adapted Aq.			
2:00	1:00-3:30			1:30-2:30			
2:30	Special 'O' Swim Club	Therapy hour	2:00-3:30				
3:00	2:00-3:00	2:30-3:30pm		Public Swim			
3:30				Toonie Swim		1:30-7pm	
4:00	Swimming Lessons & Private Lessons & Leisure Swim			3:30-5:00			
4:30	3:30-5:30						
5:00							
5:30	Otters Swim Club/Leisure Swim						
6:00	5:30-7:00						
6:30							
7:00		Power Hour					
7:30		7:05-8:00					
8:00	Lengths & Leisure	Lengths & Leisure	Lengths & Leisure	Lengths & Leisure	Lengths & Leisure		
8:30	7:30-9:30	8:05-9:30	7:30-9:30	7:30-9:30	7:30-9:30		
9:00							
9:30						Available for Rentals	

Public Swimming: main pool, deep-end and leisure pools available

Swimming Lessons: very limited main pool swimming; tot pool, hot tub and sauna open

Lengths & Leisure: lane swim & leisure pools open (# lanes available - subject to change)

Aquafit Classes & Otters Swim Club: leisure swim available only

no public swim during lessons

Facility CLOSED

tot





Press Release September 12, 2018

RE: Reduced Hours of Operations in Fall 2018

The BV Regional Pool is coming up on their 28 year anniversary of operations this December. This facility was build with love by POOL PEOPLE. The vision becoming reality has made an outstanding, positive impact on our community's quality of life because we have a pool to utilize.

This fall we are facing very low staffing levels. Similar to 2015, to operate the facility we are required to reduce our hours of operations. The board of directors and staff have carefully reviewed a number of options weighing the impacts. We have decided to close on Sundays until further notice. With this change we recognize that our well used Sunday evening "Toonie Swim & Gym" time is affected and we will be offering toonie swim on Saturday from 5-7pm while we remain closed on Sundays.

We hope this adjustment will be short lived. Our goal is to hire and train a few more staff as soon as possible and then be able to get back up to normal operations.

We would like to take this opportunity to put a call out to those of you who have a connection with our facility and/or have thought about a career in Aquatics. We welcome both people seeking a new career path or those who might re-visit this option (we know there are many ex-lifeguards out there!) When we ask our current employees what they love about working here, this is what they say: "It is a positive place, people are happy because they come here to have FUN, relax or workout. It is an honour to be a part of our patrons' regular routines; they arrive and then leave our facility HAPPY and accomplished. Our workplace is fun, interactive and supports healthy lifestyles. Our wages are competitive and we offer good benefit packages for permanent staff."

Becoming a Lifeguard and Swim Instructor has many benefits. It is a fantastic job for high school students, university students, and young professionals. The job builds many skills which are transferable to any career; building leadership, interpersonal and communication skills. The flexible work hours at a recreation facility are accommodating and great career change for stay at home parents or others looking for part-time work to supplement household income. We encourage all recreation lovers looking for a change in life to think about this as a viable option. To all those Ex Lifeguards in the community, we encourage you to consider recertifying your awards to come join our team!

Anyone thinking about becoming a lifeguard, please come talk with us. Working together with Houston Leisure Services (they need Lifeguards too!), we will have all the courses you need before January to become a fully certified lifeguard. On September 29th and October 10th we are hosting FREE lifesaving skills workshop. This program is for anyone over the age of 15 interested in becoming a lifeguard to have their swimming and lifesaving skills evaluated; feedback and drills will be provided to help you strengthen your skills.

We ask for your patience and understanding while we adapt to this circumstance. Sincerely,

Bulkley Valley Aquatic Centre Management Society, Tamara Gillis, Facility Manager, and all of our staff

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## BV Regional Pool and Recreation Centre Fall Facility Schedule September 17 - December 23, 2018

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Pools &amp; Hot Areas, Fitnessroom, Courts and Wall Club:</i>							
	6am-9:30pm	6am-9:30pm	6am-9:30pm	6am-9:30pm	6am-9:30pm	8am-9:30pm	CLOSED
<i>Climbing Wall:</i>							
	4-9:30pm	closed	4-9:30pm	closed	6-9:30pm	2:30-7pm	CLOSED

### POOL SCHEDULE

*Hot Tub, Sauna & Tot Pool are available all day, every day!*

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00	Lane Swim (3)	Lane Swim (1)	Lane Swim (3)	Lane Swim (1)	Lane Swim (3)	Available for Rentals Otters & Masters 6:30-8:30	
7:00	6:00-8:55	Masters & Otters Club 6:00-7:55	6:00-8:55	Masters & Otters Club 6:00-7:55	6:00-8:55		
7:30		Deep Core Strength 8:00-8:55		Deep Core Strength 8:00-8:55		Lane Swim (2) 8:00-8:30 (3) 8:30-9:30	
8:00		Strength & Stretch 9:00-9:45	Water Fit 9:00-9:55	Strength & Stretch 9:00-9:45	Water Fit 9:00-9:55		
8:30	Water Fit 9:00-9:55	Strength & Stretch 9:00-9:45	Water Fit 9:00-9:55	Strength & Stretch 9:00-9:45	Water Fit 9:00-9:55	Swimming Lessons/ Leisure Swim 9:00-12:00	
9:00	9:00-9:55	9:00-9:45	9:00-9:55	9:00-9:45	9:00-9:55		
9:30					Postnatal Aquafit 10:00-10:45	Therapy hour 10am-11am	
10:00	School Groups, Swimming Lessons, Leisure Swim						
10:30	10:00-12:00						
11:00	Lane Swim (3) 12:00-1:00						
11:30	Lane Swim (2) 1:00-1:30						Lane Swim (2) 12:00-1:30
12:00	School Groups, Swimming Lessons, Leisure Swim						
12:30	1:00-3:30						
1:00					Adapted Aq. 1:30-2:30		
1:30	Special 'O' Swim Club 2:00-3:00			Therapy hour 2:30-3:30pm	Public Swim 2:00-3:30		
2:00	Swimming Lessons & Private Lessons & Leisure Swim						
2:30	3:30-5:30						
3:00					Toonie Swim 3:30-5:00		Public Swim 1:30-7:30
3:30	Otters Swim Club/Leisure Swim						
4:00	5:30-7:00						*NEW* Toonie Swim 5:00-7:00pm
4:30	Power Hour 7:05-8:00						
5:00	Power Hour 7:05-8:00						
5:30	Lengths & Leisure 7:30-9:30						
6:00	Lengths & Leisure 7:30-9:30	Lengths & Leisure 8:05-9:30	Lengths & Leisure 7:30-9:30	Lengths & Leisure 8:05-9:30	Lengths & Leisure 7:30-9:30	Lengths & Leisure 7:30-9:30	
6:30							
7:00	L8Nites Pool Party 1st Fri of each month TEEN CLIMB 3rd Fri of each month Ages 11-17 ONLY!						
7:30	Available for Rentals						

**Public Swimming:** main pool, deep-end and leisure pools available

**Swimming Lessons:** very limited main pool swimming; tot pool, hot tub and sauna open

**Lengths & Leisure:** lane swim & leisure pools open (# lanes available - subject to change)

**Aquafit Classes & Otters Swim Club:** leisure swim available only



267 Board-Receive  
RECEIVED  
SEP 06 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAM

27 August 2018

The Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Room 310, Parliament Buildings  
Victoria, B.C. V8V 1X4

Dear Minister Robinson,

**RE: Modernization of Utility Taxation**

At the August 7, 2018 Regular Meeting, District of Ucluelet Council passed the following motion:

*THAT Council approve recommendation 1, 2 and 3 of report item, "Modernization of Utility Taxation" which states:*

1. *THAT Council submit the following late resolution for consideration at the 2018 UBCM Convention:*

***WHEREAS** Section 644(2) of the Local Government Act is intended to define the requirements of a 1% annual tax on utilities carrying on business in a municipality;*

***AND WHEREAS** utility company services have expanded beyond electrical light, electric power, telephone, water, gas or television services to include internet and cellular services:*

***THEREFORE BE IT RESOLVED** that the Province initiates the modernization of Section 644(2) of the Local Government Act to include internet and cellular services;*

2. *THAT Council send a letter to the Minister of Municipal Affairs & Housing; and*
3. *THAT Council send a letter to all UBCM member municipalities encouraging them to write to the Minister of Municipal Affairs & Housing.*

This motion has been submitted as a late resolution to the 2018 UBCM Convention and we look forward to discussing with you then.

Sincerely,

Dianne St. Jacques  
Mayor, District of Ucluelet

Enc; Modernization of Utility Taxation Report

District of Ucluelet . Life on the Edge<sup>®</sup>

200 Main Street

PO.Box 999

Ucluelet . BC . V0R 3A0

t. 250.726.7744

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Ucluelet.ca

info@Ucluelet.ca



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## COUNCILLOR REPORT TO COUNCIL

Council Meeting: AUGUST 7, 2018

500 Matterson Drive, Ucluelet, BC V0R 3A0

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FROM: COUNCILLOR MAYCO NOEL

FILE NO: 0410-20

SUBJECT: MODERNIZATION OF UTILITY TAXATION

REPORT NO: 18-80

ATTACHMENT(S): SECTION 644 - LOCAL GOVERNMENT ACT

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### MOTION:

1. **THAT** Council submit the following late resolution for consideration at the 2018 UBCM Convention:  
**WHEREAS** Section 644(2) of the Local Government Act is intended to define the requirements of a 1% annual tax on utilities carrying on business in a municipality;  
**AND WHEREAS** utility company services have expanded beyond electrical light, electric power, telephone, water, gas or television services to include internet and cellular services;  
**THEREFORE BE IT RESOLVED** that the Province initiates the modernization of Section 644(2) of the Local Government Act to include internet and cellular services;
2. **THAT** Council send a letter to the Minister of Municipal Affairs & Housing; and
3. **THAT** Council send a letter to all UBCM member municipalities encouraging them to write to the Minister of Municipal Affairs & Housing.

### PURPOSE:

The purpose of this report is to seek Council's support in the District of Ucluelet advocating for the modernization of the 1% utility tax rate in the *Local Government Act* (LGA) to include internet and cellular services.

### BACKGROUND:

Section 644 of the LGA provides for the taxation of utility companies (attached as Appendix A). Sub-section 2 requires municipalities to tax utility companies at a rate of 1% on telephone or television services.

Staff have confirmed with a Telus representative that the 1% utility tax applies only to telephone land lines. Many households have replaced their land line telephone with a cellular phone, so while the utility company continues to offer a calling service it is not required to forward 1% of their revenue to municipalities.

Like the telephone, television subscriptions have also decreased due to the internet and online tv streaming services. Internet services are delivered to households using cable and wire – both of which are included in the LGA's definition of a utility company's "specified improvements". However, the legislation is completely silent on the revenue from internet services which are still largely provided by "traditional" telephone and television service providers.

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The updating of the LGA to reflect advancements in technology and changes to utility companies' revenue streams is overdue. I would like Council to support my motion to send a resolution for modernizing the 1% utility tax rate to the 2018 UBCM Convention as well as sending a letter to all BC municipalities. Local municipalities are always struggling to find new revenue streams and it appears this is one revenue stream that has been forgotten.

**Respectfully submitted:**      Mayco Noel, Councillor

**APPENDIX A - Local Government Act (Excerpt)**

**Taxation of utility company property**

644 (1) In this section:

"specified improvement" means an improvement of a utility company that is

- (a) a pole line, cable, tower, pole, wire, transformer, equipment, machinery, exchange equipment, main, pipe line or structure, other than a building,
- (b) erected or placed in, on or affixed to
  - (i) land in a municipality, or
  - (ii) a building, fixture or other structure in or on land in a municipality, and
- (c) used solely in the municipality or a group of adjoining municipalities by the company for local generation, transmission, distribution, manufacture or transportation of electricity, telephonic communication, water, gas or closed circuit television;

"utility company" means an electric light, electric power, telephone, water, gas or closed circuit television company.

(2) A utility company that is carrying on business in a municipality in which it has specified improvements must be taxed annually by the municipality at the rate of 1% as follows:

- (a) for a telephone or closed circuit television company, on the gross rentals received in the 2nd preceding year from its subscribers for telephone or television service located in the municipality, including telephone interexchange tolls for calls between exchanges in the municipality;
- (b) for any other utility company, on the amount received in the 2nd preceding year by the company for electric light, electric power, water or gas consumed in the municipality, other than amounts received for
  - (i) light, power or water supplied for resale,
  - (ii) gas supplied for the operation of motor vehicles fuelled by natural gas, or

(iii) gas supplied to any gas utility company, other than a government corporation as defined in the *Financial Administration Act* or a subsidiary of a government corporation.

(3) Tax under subsection (2) is subject to the same remedies and penalties as taxes under Part 7 [*Municipal Revenue*] of the *Community Charter*.

(4) A utility company liable to tax under subsection (2) must

- (a) by October 31 in each year, for the purpose of determining the tax payable in the next year, file with the collector a return of the revenue referred to in that subsection that was received in the preceding year, and
- (b) pay the tax imposed under subsection (2) in accordance with Division 10 [*Property Tax Due Dates and Tax Notices*] of Part 7 of the *Community Charter*.

(5) As an exception to subsections (2) and (4), in the case of a company to which this section applies for the first time in the municipality,

- (a) the company must pay the tax imposed under subsection (2) in the 2nd year of its operation on the basis of revenue earned in the first year, and
- (b) the report of revenue earned in the first year must be filed before May 8 of the 2nd year of operation.

(6) Tax imposed on a utility company under subsection (2) is in place of tax that might otherwise be imposed on the specified improvements under section 197 (1)

(a) [*municipal property taxes*] of the *Community Charter*, and taxes may not be imposed under that provision on the specified improvements although they may be imposed on those improvements under section 197 (1) (b) [*property taxes for other bodies*] of the *Community Charter*.

(7) For certainty, all land and improvements of a utility company in a municipality, other than specified improvements, are subject to tax under section 197 [*annual property tax bylaw*] of the *Community Charter*.

# Wildfire Disaster RELIEF FUND

**BURNS LAKE AND DISTRICT COMMUNITY FOUNDATION HAS ESTABLISHED A FUND TO SUPPORT LOCAL COMMUNITIES IMPACTED BY THE 2018 WILDFIRES.**

The Burns Lake and District Community Foundation has created the Lakes District and Fraser Lake Wildfire Disaster Relief Fund to provide support for community groups impacted by wildfires.

This fund has been launched thanks to a \$100,000 inaugural donation from Rio Tinto BC Works.

The fund will provide financial support to registered non-profit organizations located in Fraser Lake, Burns Lake, and Electoral Areas B, E and C of the Regional District of Bulkley Nechako, that are impacted by the wildfire disaster relief area.



Burns Lake and District

**Community Foundation**

**APPLICATIONS FOR THE FUND WILL BE MANAGED THROUGH THE BURNS LAKE AND DISTRICT COMMUNITY FOUNDATION.**

DETAILS ON ELIGIBILITY AND THE APPLICATION PROCESS ARE AVAILABLE ONLINE AT:

[WWW.BLCOMMUNITYFOUNDATION.ORG](http://WWW.BLCOMMUNITYFOUNDATION.ORG)

## TO DONATE:

Donations to this fund can be made at any CIBC bank across Canada as well as at any branch of the Bulkley Valley Credit Union



# NEWS RELEASE

213 Board-Receive



APR 24 2018  
MEMORIAL UNIVERSITY OF  
BULKLEY NECHAKO

For Immediate Release

## Red Cross launches BC Fires Appeal

VICTORIA – Aug. 16, 2018 – With fires raging across the province, help is needed now and in the weeks and months ahead. The Canadian Red Cross is launching an appeal for donations to help people impacted by this summer's wildfires.

The Canadian Red Cross works alongside the Province of British Columbia, local authorities, and First Nations leadership to plan how to help those affected by the wildfires.

Canadians wishing to make a financial donation to help those impacted by the BC Fires Appeal can do so online at [www.redcross.ca](http://www.redcross.ca), by calling 1-800-418-1111, or by contacting their local Canadian Red Cross office.

### Quote:

"More than 3,000 people have already been evacuated from their homes this summer and there continues to be more than 560 wildfires burning across the province. With the donations from generous Canadians, the Red Cross will help ensure people are cared for now and as they start their recovery."

- Kimberley Nemrava, Vice-President, British Columbia and Yukon.

-30-

### Media contact:

Andrew Hopkins

Canadian Red Cross Media Relations Advisor, B.C. & Yukon

604-709-6747

[andrew.hopkins@redcross.ca](mailto:andrew.hopkins@redcross.ca)

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Board - Receive

**Geraldine Craven**

---

**From:** BCYVP <BCYVP@Redcross.ca>  
**Sent:** September 4, 2018 2:40 PM  
**To:** Sandra Allen  
**Subject:** Recovery support available for 2018 BC wildfires

**RECEIVED**  
SEP 04 2018  
REGIONAL DISTRICT  
BULKLEY NECHAY

Good afternoon,

As an incredibly tough wildfire season continues, our hearts go out to the many people affected. Red Cross has been working with local governments and First Nations to support emergency social services and psychosocial support where requested.

For those who have been able to return home, Red Cross early recovery support is now available. Red Cross community outreach teams are already active in several communities, coordinating with Band Leadership and local authorities in fire-impacted areas as evacuation orders are lifted.

Individuals and families can meet with Red Cross Community outreach teams for a confidential assessment for early recovery assistance and referrals to external supports. Assistance is provided on a case-by-case basis to assist with basic needs, such as food or clothing, and medical needs.

For more information on the location of our community outreach teams, call 1-800-863-6582 or visit <http://www.redcross.ca/how-we-help/current-emergency-responses/2018-british-columbia-fires>

Individuals impacted by the 2018 BC Fires may also contact Red Cross at 1-800-863-6582 to book an appointment for a confidential, in-person needs assessment. Call centre agents are available Monday to Friday, 9 am to 5 pm PT.

We encourage you to share this information with your community.

Sincerely,



**Kimberley Nemrava**

Vice President  
British Columbia & Yukon

Canadian Red Cross  
909 Fairfield Road  
Victoria | British Columbia | Canada | V8V 3A3  
[Kimberley.Nemrava@redcross.ca](mailto:Kimberley.Nemrava@redcross.ca)  
T 250.995.3500  
[www.redcross.ca](http://www.redcross.ca)

Embargoed for Release September 12, 2018 5:00 pm

## **BC LOCAL GOVERNMENTS TAKE THE LEAD ON ENERGY ACTION**

**The Minister of Environment and Climate Change Strategy presents City of Victoria, District of Hudson's Hope and the Capital Regional District with Climate & Energy Action Awards. City of Nelson and City of Surrey receive Honourable Mentions.**

[Whistler] The Honourable George Heyman, Minister of Environment and Climate Change Strategy presented awards recognizing the leadership of BC local governments and public sector organizations at the Union of BC Municipalities Convention. "These award-winning actions on waste reduction, active transportation, renewable energy, and more demonstrate creativity and innovation at the community level. Local government has consistently demonstrated true leadership year after year, and this will be crucial to help us reach our new climate targets," said Minister Heyman.

**The City of Victoria** won in the **Community Planning and Development** category for the **All Ages & Abilities Bicycle Network**. In accepting the award, Mayor Helps noted, "Victoria's Bicycle Network is helping residents and visitors cycle safely and comfortably through our community. In the first 14 months of operation, 530,000 trips were recorded on our downtown protected bike lanes." When complete, the 32km network is expected to reduce greenhouse gas emissions by over 10,000 tonnes per year.

**The District of Hudson's Hope** won in the **Corporate Operations** category for its **Solar Initiative**. The district installed 1,550 solar PV panels on nine municipal sites, for a total generating capacity of 500 kilowatts. Public workshops kept the community informed and high school students were involved in installation. "As a result of this project, Hudson's Hope will save about \$70,000 per year on its electricity bill. The project inspired several residences to install their own solar panels and many others are now considering it," said Mayor Johansson.

**The Capital Regional District** has won a 2018 Climate & Energy Action Award in the **Public Sector Collaboration** category for its **Zero Emissions Fleet Initiative**. Board Chair Steve Price would like to thank the University of Victoria's Institute for Integrated Energy Solutions (IESVic) for collaborating with the CRD on this ongoing pilot project. "IESVic's contribution is essential as we develop a suite of tools for zero emissions fleet optimization and in the testing and evaluation of these vehicles for CRD use. This project is expected to lower greenhouse gas emissions from our vehicle fleet by 132 tonnes Co<sub>2</sub>-e over the pilot period".

"B.C. communities are consistently moving forward with projects that are helping to reduce their corporate and community greenhouse gas emissions," said Patrick Johnstone, **Chair of the Community Energy Association** and Councillor with the City of New Westminster. "This local government action is essential to achieving B.C.'s long term GHG emission reduction targets."

**Honourable Mentions** were awarded to the **City of Nelson** for the **Nelson Community Solar Garden** (Community Development Category) and the **City of Surrey** for both the **Surrey Biofuel Facility** (Corporate Category) and **Integrated Sustainability Education Program** (Collaboration Category).

The Community Energy Association organizes the Climate and Energy Action Awards annually in partnership with the Province of BC, Union of BC Municipalities, BC Hydro, FortisBC, and Real Estate Foundation of BC. For more information on applicants and their projects, visit the Community Energy Association's website at <http://www.communityenergy.bc.ca/>.

**Contact:**

Dale Littlejohn, Executive Director, Community Energy Association

Office Phone: 604-628-7076; Cell: 604-785-5130

[Skip to main content](#)

## FCM statement following Board of Directors' meeting (14/09/2018)

*Federation of Canadian Municipalities (FCM) President Vicki-May Hamm issued the following statement at the conclusion of the FCM's Board of Directors' meeting.*

"This fall's Board Meeting took place against the backdrop of an important national discussion about the role of municipalities and their relationship with the provincial and federal orders of government. The FCM Board sent a unanimous message that municipalities will oppose any use of Section 33 (the notwithstanding clause) of the Charter of Rights and Freedoms that would have the effect of overriding local decision-making and democratic rights at the local level. The FCM Board also reaffirmed its support for the ability of municipalities to govern their own affairs and represent the interests of their residents.

"As federal political parties prepare for next year's election, it is time for a mature and modern conversation about how to strengthen municipal autonomy. We need political will from every order of government to have a conversation about how we work together within the Constitution. With engaged federal partners, we know it can be done.

"Over the course of our discussions, Board members were updated on developments in the federal infrastructure plan, rural broadband connectivity, and the legalization of cannabis. Each of these issues are compelling examples of how local governments can and must be supported with the tools for local decision-making.

"Particularly regarding cannabis, with legalization fast approaching, municipalities have been working hard to get ready for October 17th. Many provinces have yet to outline their plans for cannabis excise tax revenue sharing, and the uncertainty for local governments is a serious cause for concern. Success requires ongoing collaboration and cooperation across all orders of government.

"Local governments are building a more livable, competitive Canada. We are ready to have an important conversation about greater municipal autonomy, and the tools needed to support it.

"I was pleased to gather with my colleagues from across the country in the County of Annapolis, Nova Scotia, to discuss these ambitious goals and objectives of Canada's municipalities for the year ahead."

*The Federation of Canadian Municipalities is the national voice of municipal governments, with nearly 2,000 members representing more than 90 per cent of the Canadian population.*

**For more information, please contact:**

FCM Media Relations, (613) 907-6395, [media@fcm.ca](mailto:media@fcm.ca)

Page Updated: 14/09/2018

Federation of Canadian Municipalities

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**That FCM:**

- a) re-affirm its long-standing position that all orders of government must respect municipal and local government autonomy and local democracy;
- b) oppose any use of section 33 of the *Charter of Rights and Freedoms* (notwithstanding clause) to override decision making and democratic rights at the local level;
- c) take any measures necessary to support all municipalities in their ability to govern their own affairs and represent the interests of their residents; and
- d) take necessary steps to engage in meaningful dialogue with federal and provincial governments about enhancing and protecting municipal government autonomy.

**Que la FCM**

- a) réaffirme la position qu'elle soutient depuis longtemps, à savoir que tous les ordres de gouvernement doivent respecter l'autonomie des gouvernements municipaux et locaux et la démocratie locale;
- b) s'oppose à tout recours à l'article 33 de la *Charte canadienne des droits et libertés* (disposition de dérogation) visant à outrepasser le processus décisionnel et les droits démocratiques à l'échelle locale;
- c) prenne toutes les mesures nécessaires pour soutenir les municipalités dans leur capacité de gouverner leurs propres affaires et de représenter les intérêts de leurs citoyens;
- d) prenne les mesures nécessaires pour amorcer un dialogue sérieux avec le gouvernement fédéral et les gouvernements provinciaux au sujet de l'accroissement et de la protection de l'autonomie des gouvernements municipaux.

Geraldine Craven

**From:** FCM Connect <fcm.connect@fcm.ca>  
**Sent:** August 14, 2018 6:55 AM  
**To:** inquiries  
**Subject:** \$49M in funding for infrastructure projects | Videos on award-winning projects | Boosting home energy efficiency

FCM Connect | August 14, 2018 f in t v



**Infrastructure projects get a boost from FCM programs**

The Government of Canada and FCM announced funding for infrastructure planning, green innovation and climate change resiliency initiatives through the Green Municipal Fund, the Municipal Asset Management Program and the Municipalities for Climate Innovation Program.

This investment of over \$49 million for 185 initiatives supports the concrete steps communities are taking toward meeting Canada’s GHG targets. With national leadership and investment in the power of municipalities, remarkable progress is possible.

Learn more about the funded initiatives [here](#) and [here](#).

Videos to inspire your sustainability projects





Is your municipality looking for an innovative approach to a sustainability challenge?

Get inspiration from our 2018 Sustainable Community Award winners. Watch the video of each winner's TED-style presentation and discover the strategies used to develop their successful projects. Learn how these municipalities are applying innovative tactics and solutions to achieve their sustainability goals – and how you can start a similar initiative in your community.

[Watch the videos.](#)

---

### Spotlight: Loan program boosted home energy efficiency

How can communities improve residential energy efficiency? In Quebec, the cities of Plessisville, Varennes and Verchères offered eligible homeowners access to expert advice and loans of up to \$20,000 for energy retrofits. Homeowners were able to repay the loans through their property taxes over the expected life cycle of the retrofits — typically 10–20 years.

The pilot project received a grant of \$260,000 from FCM's Green Municipal Fund (GMF), and generated valuable lessons to inform similar projects across the country.

Does your municipality need funding for an innovative sustainability project? Learn about available [funding from GMF](#).

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*Programs are delivered by FCM and funded by the Government of Canada.*

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Geraldine Craven

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**From:** FCM Communiqué <communiqué@fcm.ca>  
**Sent:** September 13, 2018 6:02 AM  
**To:** Geraldine Craven  
**Subject:** Apply for GMF Council today!

SEP 17 2018  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

September 13, 2018

f in t v

FCM



**Apply for GMF Council today!**

283

The Federation of Canadian Municipalities is seeking an elected municipal official from British Columbia for the Green Municipal Fund (GMF) Council.

The Council is comprised of 15 members who provide strategic leadership and share their professional knowledge and expertise to advance the Fund. Council membership is an opportunity to make a valuable and long-lasting contribution to the environment, the broader community, and to future generations of Canada.

We hope you can help us by sharing the following information within your networks. All interested parties can submit an expression of interest form. The deadline for applications is midnight on Friday, September 28, 2018. All applications will remain confidential and the successful applicant will be notified no later than the end of October this year.

**[Learn more and apply today.](#)**

Find us:    

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REGIONAL DISTRICT OF  
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BRITISH  
COLUMBIA

## INFORMATION BULLETIN

For Immediate Release  
2018FLNR0271-001762  
Sept. 14, 2018

Ministry of Forests, Lands, Natural Resource Operations  
and Rural Development  
BC Wildfire Service

### Caution in areas burned by wildfires

KELOWNA – The 2018 wildfire season has been one of the most challenging in British Columbia’s history, and some areas of the province have sustained considerable damage.

Hunters, recreationalists and anyone else heading into the backcountry should use caution when travelling in areas affected by wildfires, since there may be safety hazards present. These hazards could include:

- danger trees (fire-damaged trees that have become unstable and could fall over without warning)
- ash pits, which may be hard to detect and can remain hot long after the flames have died down
- unstable soils and terrain
- increased potential for landslides or rock falls
- damaged trails or irregular trail surfaces
- increased water runoff, which could lead to flooding or debris flows
- damaged fencing, which could allow livestock to enter roadways

In areas that have been severely burned, post-wildfire risks may last for two years or more. However, the increased risk of floods or debris flows in severely burned areas may persist much longer.

Every year, post-wildfire hazard assessments are completed on significant wildfires to identify potential threats to public safety, buildings or infrastructure. Risk mitigation and rehabilitation planning are already underway in some areas.

The BC Wildfire Service reminds members of the public that they also need to use extreme caution in regions where fires are still burning. Wildfires are active worksites where fire suppression efforts may be ongoing.

People can expect to see smouldering ground fires and smoke within the perimeters of existing wildfires over the coming weeks. This is common with large wildfires and may continue for some time. If smoke is rising from well within a fire’s perimeter and the area is surrounded by black, burned material, this is typically not a concern. However, smoke rising from green, unburned fuel or from outside a fire’s perimeter should be reported immediately.

To report a wildfire, unattended campfire or open burning violation, call \*5555 on a cellphone or 1 800 663-5555 toll-free. For the latest information on current wildfire activity, burning restrictions, road closures and air quality advisories, visit: [www.bcwildfire.ca](http://www.bcwildfire.ca)

You can also follow the latest wildfire news:

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

**Quick Facts:**

- Area restriction orders are still in effect for Crown land in the vicinity of some active wildfires, to help protect public safety and avoid interference with firefighting activities.
- A list of areas affected by area restriction orders is available online at: [www.gov.bc.ca/wildfirebans](http://www.gov.bc.ca/wildfirebans)
- Even if an area restriction order has been rescinded, officials engaged in fire control (including firefighters) have the authority under the Wildfire Act and its regulations to order anyone to leave the area.

**Learn More:**

A “Landslide and Flooding Risks Due to Wildfires” brochure describes how wildfire activity may increase the risk of landslides and flooding, lists warning signs that people should watch for and advises what they should do in an emergency. The brochure is available online:

<http://ow.ly/WKGJ30INvX4>

**Contact:**

Kevin Skrepnek  
Chief Fire Information Officer  
BC Wildfire Service  
Provincial Wildfire Coordination Centre  
250 312-3051

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Connect with the Province of B.C. at: [news.gov.bc.ca/connect](http://news.gov.bc.ca/connect)

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Nechako-Kitamaat  
Development Fund Society

7142 Cowichan Cres.  
Prince George, BC  
V2N 4A4

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AUG 14 2018

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Nechako-Kitamaat Development Fund Society reached a milestone this past year with the approval of the \$10 millionth grant dollar.

Since inception of the fund in 1999, NKDF had provided grants for 341 projects for a total of \$10,711,659 across the investment area. Your projects were an important part of this achievement.

Throughout the investment area NKDF has provided grants as follows:

Area	Approvals
Burns Lake – Southside	\$3,718,205
Vanderhoof	\$3,448,319
Kitamaat	\$1,525,038
Fort Fraser – Fraser Lake	\$1,085,968
Regional	\$934,129
<b>Total</b>	<b>\$10,711,659</b>

These 341 projects would not be possible without the vision of community leaders and dedicated volunteers, who have worked tirelessly toward the goal of creating vibrant, diverse and economically viable communities.

We are asking you to share your success stories on what the NKDF funding has meant to your organization. By collecting these stories we will celebrate the 10 Million Dollar Milestone and recognize your contributions to NKDF's success.

We wish to post your stories at the NKDF website at [www.nkdf.org](http://www.nkdf.org) to create a lasting, written legacy.

If you would like to participate please email your story to [manager@nkdf.org](mailto:manager@nkdf.org), write us a letter or post on the NKDF Facebook page at <https://www.facebook.com/NKDFS/>.

We hope you'll join our efforts and look forward to hearing from you.

Sincerely;

On behalf of the NKDF Board of Directors



## Cannabis Retail Information for Local Governments

Aug. 8, 2018

On October 17, 2018, non-medical cannabis will be legal in Canada. In anticipation of federal legalization, the Province has passed legislation to provide for legal, controlled access to non-medical cannabis in British Columbia. Information is also available regarding local governments' role in licensing non-medical cannabis retail stores.

Under provincial legislation, local governments have the ability to make decisions based on the needs of their communities, whether that be setting a minimum distance between cannabis stores, limiting the number of licences that may be issued in their jurisdiction, or prohibiting cannabis retail stores altogether.

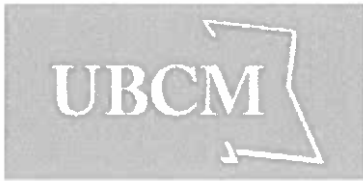
B.C.'s Liquor Distribution Branch (LDB) will be the wholesale distributor of non-medical cannabis and will operate public retail stores and online sales. The LDB will work with local governments to ensure their support for any proposed public retail store sites. Local representatives can reach the LDB at [cannabis@bcdlb.com](mailto:cannabis@bcdlb.com) to discuss potential public retail in their communities.

The Liquor and Cannabis Regulation Branch (LCRB) will be responsible for licensing private stores and monitoring the retail sector. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located. The LCRB must receive a positive recommendation from the local government in order for an applicant to be approved for a retail license. More details on the local government role in private cannabis retail licensing can be found in the LCRB's guide for local governments. For any further questions, the LCRB can be reached at [cannabisregs@gov.bc.ca](mailto:cannabisregs@gov.bc.ca).

While the provincial legislation provides a sound foundation for the regulation and safe implementation of legalized cannabis, the Province has committed to assessing and refining cannabis policy and regulation over the months and years ahead. The Joint Provincial-Local Government Committee on Cannabis Regulation will continue as the provincial regulatory framework is implemented and monitored. UBCM members are encouraged to bring forward any interests or concerns to contribute to these discussions.

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## Course in Community Energy Management

Aug. 8, 2018

The Community Energy Association (CEA) and BC Institute of Technology (BCIT) are offering a six-week online course in community energy management in the fall of 2018. Registration is now open for Introduction to Community Energy & Emissions Planning, which will run from Sept. 19 – Oct. 26, 2018.

Learn about the main objectives and components of community energy and emissions plans, understand how to develop and implement actionable CEEPs that achieve results, and discover the energy savings opportunities specific to your community.

This course is one of six courses offered through the Certificate in Community Energy Management program.

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## New Invasive Species White Paper

Aug. 8, 2018

The Invasive Species Council of British Columbia's (ISCBC) Local Government Network provides coordination, dialogue, resources, and other opportunities for local governments working on invasive species management. Supported by the ISCBC's Local Government Network, local government staff from across the province have collaborated to produce an *Invasive Species White Paper – Call to Action*.

The White Paper is aimed at garnering elected official support for the appropriate commitment of resources to reduce the risks and impacts posed by invasive species. The impacts of invasive species are far reaching as they affect infrastructure, human health & safety, and biodiversity. Key examples of invasive species that cause significant impacts to infrastructure, human health & safety, and biodiversity are: Japanese Knotweed, Giant hogweed, European fire ants, and wild parsnip.

The White Paper asks local government elected officials and staff a series of questions designed to help assess their readiness to take action against invasive species. Please contact the ISCBC local government representatives, below, for more information on local government species management.

Lesley Douglas, General Manager, Environment and Parks, City of Port Moody

Nadia Chan, Manager, Trees and Landscapes, City of Surrey

Danielle Toperczer, Communications Manager, ISCBC

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## **Funding & Resources Update**

Aug. 8, 2018

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.

### **Local Government Program Services**

**Asset Management Planning Program:** Matching grants of up to \$15,000 are available to support activities that advance local government's asset management planning or practices and that facilitate better integration of asset management planning with long term financial planning. The next application deadline is September 28, 2018.

Asset Management Training Subsidies are also available and will cover up to 50% of the registration fee for up to three staff per local government for eligible Asset Management BC NAMS training events.

**Regional Community to Community Forum Program:** Matching funds of up to \$5,000 are available to support elected officials and/or senior staff of neighbouring First Nations and local governments to meet to address issues of common concern. The 2018/19 C2C program has been enhanced to increase focus on reconciliation, support coordinated approaches to emergency prevention, response and recovery, and to allow elected officials or senior staff to be eligible participants. The final application deadline for this year's program is October 19, 2018.

**Community Emergency Preparedness Fund:** This suite of funding streams is intended to enhance the resiliency of local governments and their residents in responding to emergencies. Four streams are now open for applications with staggered deadlines between October 5, 2018, and February 22, 2019. The Structural Flood Mitigation stream will receive applications in the fall of 2019, the deadline date will be posted soon.

### **Other Funding**

**Connecting British Columbia:** This program helps pay for infrastructure required to deliver high-speed internet connectivity to rural and remote areas of the province, under two funding streams. Applications will be reviewed and assessed on a first come, first serve basis until available funds are committed.

**Green Infrastructure - Environmental Quality Program:** The program provides access to funding for important drinking water, wastewater, and solid waste projects to improve community infrastructure. Applications will be accepted until August 29, 2018.

**Real Estate Foundation of BC:** REFBC General Grants support projects that advance the sustainable use of land, and that build knowledge and professionalism in the real estate industry. The next deadline for applications is September 6, 2018.

**CBT Arts & Culture Venue Grants:** If your Columbia Basin organization is looking to make capital improvements to an arts and culture venue, this grant program may be for you. Deadline: September 13, 2018.

**Promoting a Healthy Drinking Culture in BC:** Community Action Initiative is offering convening grants of up to \$15,000 to fund community dialogues around moderate-risk alcohol consumption. Grantees and their communities will be supported

with alcohol-related resources and capacity-building tools, along with knowledge exchange opportunities. Applications will be accepted until November 15, 2018.

**Green Municipal Fund:** This FCM program finances capital projects that improve air, water, and soil and reduce greenhouse gas emissions. The deadline for energy, waste, water and transportation capital projects is March 1, 2019.

**First Nations Adapt Program:** This federal program supports First Nations 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.

## **Resources**

**Municipal Natural Assets Watershed-level Pilot:** August 17, 2018, is the due date for letters of interest in the MNAI's Watershed-level pilot implementation in BC. The program offers a methodology and support for local governments to integrate natural assets into core asset management and financial processes using the same systems as for engineered assets.

**Environmental Flow Needs - Science, Policy & Practice:** The Okanagan Basin Water Board and the Canadian Water Resources Association will host this conference on October 17 & 18, 2018, in Kelowna, BC. The conference will bring together representatives from national and international organizations engaged in water management or research, including fisheries and water managers, First Nations, regulators, policy-makers, academia, and NGOs.

**NAMS Asset Management Training:** This 3-day training session (October 31-November 2, 2018, in Courtenay, BC) provides staff with a broad understanding of asset management practices and will equip them to develop and implement an asset management program in their local government. The \$1,650 registration is eligible for a 50% UBCM training subsidy for up to three registrants per local government.

**Making the Links 2018 Symposium:** Climate change, Community Health & Resilience are the themes for this first of its kind event, in November 5 & 6, 2018, in Kelowna, BC. Through inspiring speakers, engaging workshops and cross-sector dialogue, we will explore practical strategies and deepen knowledge, skills and tools for collaborative action.

**Introduction to Reconciliation Webinar:** This Reconciliation Canada webinar creates a safe place for participants to explore our shared Canadian history, examine the meaning of reconciliation, and their respective roles to play. Join Charlene Seward in this recorded hour-long webinar and explore your values and beliefs as they relate to reconciliation.

**A Community Guide to Flood Risk Communication:** Available on the Fraser Basin Council's Retooling for Climate Change website, this guide provides an overview of best practices for effective flood risk communication. It will assist in the development of a communications strategy for a targeted community. Intended for emergency managers, risk communicators, and others working to develop messaging that empowers communities to pursue personal preparedness.

**Solutions to Municipal Sustainability Challenges:** Watch FCM's Sustainable Communities Award winners' TED-style presentations to hear about the strategies they used to develop their projects.

**Climate Atlas of Canada:** This interactive online tool is for citizens, researchers, businesses, and community and political leaders to learn about climate change in Canada. It combines climate science, mapping, and storytelling to inspire local, regional, and national action that will help us move from risk to resilience.

**Building sustainable communities with asset management:** This guidebook is designed for staff or elected officials in medium and large municipalities who are responsible for green projects or who are interested in municipal sustainable development.



CivicInfo BC: British Columbia's local government information hub offers comprehensive organizational and grant directories, events listings, tools for training, research and career development, bids & tenders, and other resources.

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## Wildfire Impacts on Police Resources

Aug. 15, 2018

UBCM has received correspondence from the provincial government regarding potential impacts from the current wildfire situation on local governments that utilize RCMP policing services. Local RCMP detachments across BC may be required to redeploy some of their Members to assist.

There are currently multiple large wildfires threatening several areas in British Columbia. Under the Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA), this situation constitutes a policing "Emergency," meaning:

- This is an "urgent and critical situation of a temporary nature that requires additional police resources to maintain law and order, keep the peace or ensure safety of persons, property or communities;" and,
- Local jurisdictional police do not have sufficient resources to manage the situation within their geographical boundaries.

As per policing agreements involving the federal government, the Province of BC, and BC local governments, resources may be redeployed from one of the following Units:

- A BC Provincial Police Service Unit;
- A municipal or federal Unit within British Columbia; and/or,
- RCMP resources from a different province or territory.

Although a number of resources from the Provincial Police Service have already been deployed to affected areas, local RCMP detachments may be required to redeploy some of their Members to assist. In assessing their local needs and operational ability to assist, detachment commanders should be consulting with local mayors and councils. The Province is required to pay costs associated with redeployment (e.g. Member salary, transportation, maintenance) at the appropriate cost-share.

The Province's Policing & Security Branch and RCMP "E" Division endeavour to provide consultation and communication as the wildfire situation evolves. Any questions may be directed to Gayle Armstrong, Director, BC RCMP Service Delivery, Ministry of Public Safety and Solicitor General at (604) 398-5409.

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## **Nominations for 2018-19 Executive Announced**

Aug. 15, 2018

In response to a Call for Nominations by UBCM's Nominating Committee, the Nominating Committee Report has been prepared and is now available online. The report includes a summary of candidates running for Executive positions and their bios. Members will receive hard copies of the report by mail before the end of August.

Based on the advance nominations received, there will be an election for Third Vice-President and Small Community Representative.

For those who missed the July 31 deadline, there will be an opportunity to be nominated from the floor at Convention at designated times noted in the program. Please contact the Chair of the Nominating Committee, Councillor Murry Krause, for further information about the process.

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## **Model Code of Conduct**

Aug. 15, 2018

The Working Group on Responsible Conduct has developed a model Code of Conduct for use by councils and boards. The purpose of the resource is to provide a set of principles and general standards that support the development or updating of a Code of Conduct. A companion guide has also been prepared to provide additional guidance and resources.

The model Code of Conduct will be one of the resources highlighted in a clinic September 12 at UBCM's Convention. This session will explore steps some BC local governments are taking to develop and implement Codes of Conduct and provide an update on the activities of the Working Group on Responsible Conduct.

The Working Group on Responsible Conduct is a joint initiative of the Union of BC Municipalities, the Ministry of Municipal Affairs and Housing, and the Local Government Management Association. The staff-level Working Group was formed to undertake policy work in response to a 2016 resolution to UBCM that addressed the issue of responsible conduct by local government elected officials (specifically about local government Integrity Commissioners).

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## Report on Child Care Needs

Aug. 29, 2018

Over the summer, UBCM and the Coalition of Child Care Advocates of BC (CCCABC) teamed up to better understand child care needs in small, rural and remote communities. A summary of the research is available on UBCM's Health and Social Development webpage.

In February 2018, the provincial government made a significant commitment to quality, accessible and affordable child care in British Columbia by investing one billion dollars over the next three years to start building a universal system for BC's children, families and economy.

The Province also released the document, *Child Care BC Caring for Kids, Lifting Up Families: The Path to Universal Child Care*. The document details the government's values, vision and steps on how they will create universal child care in BC. Child Care BC includes: reducing child care fees for parents, creating new licensed spaces, investing in the Early Childhood Educator (ECE) work-force, and investments in child care for Indigenous communities.

To build on this work and add to the discussion on child care, UBCM and CCCABC are working together to better understand child care needs in small, rural and remote communities. While some of the same challenges may exist for both urban and rural communities, UBCM and CCCABC believe there are specific issues that arise for the small, rural and remote areas of the Province.

In May 2018, with input from CCCABC, UBCM launched a survey to local governments asking about their child care needs. The two groups also conducted six in-person interviews with local governments and others in the Peace River/Northeast region of BC in July 2018.

The final report, *Child Care Needs in Small, Rural and Remote Communities in BC* provides a summary of the survey and the in-person meeting results. A number of recommendations were suggested by the local governments and are also presented in the report.

For questions and more information about this report, please contact Marylyn Chiang, UBCM Senior Policy Analyst.

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## **RCMP Contract Management Committee Update**

Aug. 29, 2018

On May 3, 2018, the Local Government Contract Management Committee (LGCMC) met with provincial and RCMP representatives to discuss issues related to the RCMP contract and policing in British Columbia. The key issues discussed at the meeting are summarized in this article.

### ***1) Working Group Discussion Items***

#### **RCMP Outstanding Issues**

Provincial representatives provided an update on the status of three long-standing issues (Severance, Green Timbers, IHIT). Thus far, Public Safety Canada has rejected all offers from the Province to settle these issues.

#### **RCMP Labour Relations Update**

Members considered implications of unionization, including the difficulty in maintaining service levels in rural areas.

#### **Five Year Review**

This review has now concluded. Most of the recommendations have been fully implemented, many of which involved amendments to the Companion Document. Recommendations include the need for improved consultation, clarifying roles and responsibilities, and improved implementation of the agreements.

#### **Breaching Equipment**

The Five Year Review partly addressed the need for early warning information regarding the use and purchase of new equipment (e.g. breaching equipment). Policy direction from Ottawa dictates that this new equipment must be made available to police officers. No finalized policy yet on how many will be required per detachment, or per police vehicle.

#### **Less Lethal 40 MM Projectiles**

"E" Division has asked the provincial government to approve a one-year pilot project, which would see less lethal 40 MM projectiles used in several BC communities. These less lethal projectiles are already being used by other police agencies in Canada.

#### **Auxiliary Program**

Discussions are ongoing between the RCMP and BC regarding the Province's position (as expressed by the former Minister of Public Safety and Solicitor General):

- That current Auxiliary Members be grandfathered into Tier 3 of the new Auxiliary Program; and,
- That the proposed uniform (a ball cap and yellow jacket that both clearly display the word "volunteer") be amended.

## **Resource Planning**

With regards to the upcoming G7 Summit, the RCMP has done a good job of providing early notice and implementing measures (e.g. restricting leave) to manage the force during this time.

## **Joint Provincial-Local Government Committee on Cannabis Regulation**

Members discussed recently tabled provincial legislation that will provide for a provincial regulatory framework for non-medical cannabis. In particular, the Province is working towards creating a community safety unit that includes dedicated enforcement officers throughout BC who will work with local bylaw enforcement to shutdown illegal storefronts.

## **RCMP Consultation & LGCMC Meeting with Okanagan Representatives**

LGCMC Co-Chairs recently met with representatives from the Okanagan to discuss communication issues with the RCMP.

## **RCMP Occupancy Agreements**

Members went through the Local Government Management Association (LGMA) working group's principled approach to dealing with building leases. Provincial representatives were supportive of the examination of this issue.

## **2) RCMP Update Cannabis Legalization**

The RCMP is in the process of exploring options for roadside screening devices. If these are not procured before legalization, the RCMP is still equipped with tools to detect cannabis. The RCMP are also working to increase the capacity of Drug Recognition Experts (DREs); "E" Division will be looking for 33% of frontline members to be trained in Standard Field Sobriety Testing (SFST) within 3 years of legalization, and 50% within 5 years.

## **Vacancy Management**

RCMP 'E' Division has established a Vacancy Management Committee co-chaired by the Human Resources Officer (HRO) and the Officer in Charge of the Operations Strategy Branch to ensure a consistent approach in deploying resources in a strategic manner.

## **Shared Services Canada (SSC)**

RCMP representatives provided an update on the new SSC Service Model sourced from the National Contract Management Committee meetings.

## **RCMP Consultation**

Keeping in mind the local government budget cycle, the discussion focussed on in-year cost items and the need to consult and provide ample notice to local governments when making these types of requests.

## **Occupancy Agreements**

RCMP representatives spoke to LGCMC members regarding requests from municipalities that would prefer to buy buildings from the RCMP. It was explained that under the PPSA only the provincial government is stipulated as a party that could purchase a building from the RCMP.

## **Supplemental Policing Agreements & G7 Summit**

"E" Division is re-assessing the number of resources committed towards the G7 Summit on a weekly basis. The initial request was for 1071 Members; however, it has now been reduced significantly.

With regards to supplemental policing, the RCMP committed to providing policy or an assessment tool/matrix, which they use to assess resource needs at the detachment level for local events.

### **RCMP Labour Relations Update**

RCMP representatives noted that communities should be planning for unionization, as it is very likely to occur. With regards to concerns over pending labour negotiations, impacts on the RCMP or municipal partners were not known at this time.

### **RCMP Integrated Detachment Staffing Levels**

In collaboration with the Province, the RCMP has developed a template for Resource Reviews. The Resource Reviews look at current resources and historical workloads to determine whether jurisdictions in a given detachment have adequate resources to meet their respective workloads.

### **RCMP Policy on Limited Duration Postings**

The RCMP uses a scoring system to determine where a Limited Duration Posting is necessary. This point system takes into consideration location, distance to a larger community of more than 5,000 in population, travel time to a major centre, population, housing, educational facilities/options, medical services, entertainment, community cohesiveness, developmental opportunities, caseload, etc.

The Local Government Contract Management Committee appreciates feedback on any of the RCMP contract and other policing issues identified above. UBCM members who have questions or comments are encouraged to contact Bhar Sihota, UBCM Policy Analyst.

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## **UBCM Group Benefits Renewal Negotiations**

Aug. 29, 2018

UBCM Group Benefits Plan renewal negotiations are nearing completion. The service offer to UBCM members includes an actuarial review of the carrier's proposed new rates for the coming year. The renewal letter will be sent out by the beginning of September with the rates effective October 1, 2018.

George and Bell Consulting have reviewed Pacific Blue Cross's (PBC) proposal and have been negotiating the renewal on behalf of UBCM. George and Bell work with UBCM to ensure the aggregate adjustments for the renewal are fair and appropriate. Individual local government reviews will be finalized before the end of the August.

Information provided by PBC includes historical premiums and claims experience, required reserves, and expenses. George and Bell's objective in analyzing this information and the proposed renewal action is to determine whether the proposed premium rate adjustments are appropriate and competitive at the aggregate level and to ensure that the premium rates for each local government are determined in accordance with the pre-determined methodologies and reflect applicable claims experience.

Please email Anna-Maria Wijesinghe, Manager, Member & Association Services for further information.

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## Community Emergency Preparedness Fund

In order to help B.C. municipalities better prepare for disasters, the Province signed an agreement with the Union of BC Municipalities (UBCM) to establish a \$32 million fund for specific programs to increase local government resilience in the face of disasters. The Community Emergency Preparedness Fund is administered by UBCM with some assistance from the Province where UBCM requests technical expertise (e.g. assessing flood projects). The funding is divided into five streams:

- **Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning** - The intent of this funding stream is to support eligible applicants to ensure they have accurate knowledge of the flood hazards they face and to develop effective strategies to mitigate and prepare for those risks.
  - Grants of up to \$150,000. Intake 1 (October 27, 2017) funded 20 projects totaling \$2.5 million. Intake 2 application deadline is February 22, 2019.
- **Emergency Social Services** - The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency-social services through training, volunteer recruitment and retention, and the purchase of equipment.
  - Grants of up to \$25,000. Intake 1 (November 17, 2017) funded 84 projects totaling just under \$2 million. Intake 2 application deadline is October 5, 2018.
- **Emergency Operations Centres and Training**: The intent of this funding stream is to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises.
  - Grants of up to \$25,000. Intake 1 (February 2, 2018) funded 100 projects totaling \$2.3 million. Intake 2 application deadline is February 1, 2019.
- **Structural Flood Mitigation** - The intent of this funding stream is to support eligible applicants to prevent, eliminate or reduce the impacts of hazards through construction of structural flood mitigation projects. Ongoing operational costs are not eligible.
  - Grants of up to \$750,000. Intake 1 (April 13, 2018) funded 17 projects totaling \$9.5 million. Intake 2 application deadline is October 25, 2019.
- **Evacuation Route Planning** - The intent of this funding stream is to support applicants to develop evacuation route plans for communities that would be challenged to remove people to safety in the event of an emergency.
  - Grants of up to \$25,000. Applications are being accepted for a single intake of this funding stream through November 30, 2018.

UBCM has developed application program guides and has posted application deadlines and the process for applying on its website (<http://www.ubcm.ca/cepf>).

Inquiries about the Community Emergency Preparedness Fund may be directed to the UBCM program officer managing this funding stream, Rebecca Bishop:

- [rbishop@ubcm.ca](mailto:rbishop@ubcm.ca)
- 250-387-4470



## Progress on Housing

Sept. 5, 2018

Over the past year, the provincial and federal governments have begun to implement policy agendas that address housing needs. Recent months in particular have seen aggressive action by the province on housing, coupled with the introduction of a National Housing Strategy. This article presents an overview of how recent initiatives align with UBCM policy.

Housing continues to be a crisis in communities across British Columbia. As noted in the provincial report *What We Heard About Poverty in B.C.*, "Affordable housing was overwhelmingly the top issue that came up during the consultation. It was named the most pressing issue for people living in poverty by people and organizations throughout British Columbia. Businesses, local governments, Indigenous leaders, and people living in cities big and small all spoke up about how the housing crisis has contributed to poverty." Impacts of the crisis vary from community to community, but include difficulties for employers finding and retaining employees, local government challenges in addressing tent cities, and hardship for renters, seniors and youth.

Recognizing the importance of this issue for our members, UBCM continues to be an active advocate on housing. Recent advocacy efforts have been focused on the agenda for action set out in our 2018 housing strategy. Since the release of the strategy, UBCM has continued to provide local government perspectives on a variety of issues, through regular communication with the province on the implementation of their 30-point plan, *Homes for B.C.*

The province's plan aligns closely with key elements of UBCM's housing strategy, with recent actions that include:

- a commitment to the construction of 30,000 new affordable units over the next three years,
- new rental-zoning powers that received royal assent this spring,
- several measures brought into effect by the 2018 budget aimed at the management of speculative demand including a higher foreign buyer's tax with an expanded scope of application,
- construction of temporary modular homes in communities across the province to house the homeless,
- the development of a poverty reduction strategy, and
- the introduction of a HousingHub to foster engagement amongst all orders of government, non-profits and the private sector on creative housing solutions.

Differences between the provincial plan and UBCM recommendations include:

- The provincial plan does not provide for a taxation measure that would penalize rapid speculative re-sales, opting instead for the speculation tax. The province has however moved aggressively on several other measures to address speculation consistent with UBCM policy, including new reporting requirements for developers to limit tax evasion by those who resell condos before they have been built.
- On short-term rentals, the plan while providing for taxation of Airbnb units, does not provide additional supports for regulation to address local government challenges with enforcement.

UBCM will continue to advocate on behalf of members on this important issue, recognizing that the current housing crisis has built over several decades, and may take a comparably long time frame to meaningfully address. This year's Convention will

feature several sessions on housing, including a clinic on HousingHub, a forum on homelessness, a workshop on short-term rentals, and a Monday morning policy session.

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## **Structural Flood Mitigation Funding**

Sept. 5, 2018

UBCM has launched the second intake of the Structural Flood Mitigation funding stream within the Community Emergency Preparedness Fund (CEPF). Program materials are now available.

All five CEPF funding streams are open, and program materials for all five streams are available on the CEPF webpage.

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by UBCM.

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## Passenger Transportation Board Reviews Taxi Modernization Actions

Sept. 5, 2018

In response to the report on *Modernizing Taxi Regulation* by Hara Associates, the Passenger Transportation Board (PT), an independent tribunal, is reviewing three short-term actions referred to as the "Hara recommendations".

These include:

1. Allowing existing licencees a one-time opportunity to increase their number of taxi vehicles (plates) by up to 15% in the near term;
2. Giving the industry the flexibility to lower fares below metered rates in off-peak hours for app-hailed taxi trips; and
3. Increasing efficiencies at shift change through separate day and night vehicles.

The Board will also be working on provincial standards for smartphone apps and data issues.

The PT Board is undertaking a three-stage process to review the three modernization actions.

- Consultations & online surveys – with industry associations (licencees and drivers).
- Findings and Policy Setting – these will set out Board findings on the three recommendations and set policies to guide implementation.
- Implement policies through a streamlined process that is consistent with Board decision-making requirements.

The PT Board is currently concluding its consultations and will implement the one-time opportunity to increase supply in mid-September. As part of its consultation process, the Board has reviewed submissions from local governments to the Select Standing Companies on Crown Corporations inquiry into ridesharing in January 2018.

The Board's consultations are independent of any consultations that Government may undertake regarding legislative initiatives related to taxis and ridesharing.

Local governments and First Nations will have an opportunity to comment on individual applications in their area. The PT Board will publish all applications in their weekly bulletin every Wednesday.

Updated information on these short-actions and PT Board processes will be posted on the taxi modernization webpage.

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## Funding & Resources Update

Sept. 5, 2018

Each month we provide an update on UBCM funding programs and information on other programs, events and resources that may be of interest to local governments and First Nations.

### Local Government Program Services

**Asset Management Planning Program:** Matching grants of up to \$15,000.00 are available to support activities that advance local government's asset management planning or practices and that facilitate better integration of asset management planning with long term financial planning. The next application deadline is September 28, 2018.

Asset Management Training Subsidies are also available and will cover up to 50% of the registration fee for up to three staff per local government for eligible Asset Management BC NAMS training events.

**Regional Community to Community Forum Program:** Matching grants of up to \$5,000 are available to support elected officials and/or senior staff of neighbouring First Nations and local governments to meet to address issues of common concern. The 2018/19 C2C program has been enhanced to support coordinated approaches to emergency prevention, response and recovery, increase focus on reconciliation efforts, and to allow elected officials or senior staff to be eligible participants. The final application deadline for this year's program is October 19, 2018.

**Community Emergency Preparedness Fund:** This suite of funding programs is intended to enhance the resiliency of local governments and their residents in responding to emergencies. Application deadlines are as follows:

Emergency Social Services - October 5, 2018

Evacuation Route Planning - November 30, 2018

Emergency Operations Centres & Training – February 1, 2019

Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning - February 22, 2019.

Structural Flood Mitigation - October 25, 2019

### Other Funding

**Connecting British Columbia:** This program helps pay for infrastructure required to deliver high-speed Internet connectivity to rural and remote areas of the province, under two funding streams. Applications will be reviewed and assessed on a first come, first serve basis until available funds are committed.

**CBT Arts & Culture Venue Grants:** If your Columbia Basin organization is looking to make capital improvements to an arts and culture venue, this grant program may be for you. Deadline: September 13, 2018.

**Municipal Asset Management Program:** FCM's MAMP provides project funding to help local governments enhance their asset management practices for infrastructure assets such as roads, buildings, water supply and sanitation systems. Applications will be accepted until October 23, 2018.

**Promoting a Healthy Drinking Culture in BC:** Community Action Initiative is offering convening grants of up to \$15,000 to fund community dialogues around moderate-risk alcohol consumption. Grantees and their communities will be supported with alcohol-related resources and capacity-building tools, along with knowledge exchange opportunities. Applications are due by November 15, 2018.

**Green Municipal Fund:** This FCM program finances capital projects that improve air, water, and soil and reduce greenhouse gas emissions. Deadline for energy, waste, water and transportation capital projects is March 1, 2019.

**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.

**PlanH Funding Opportunities Directory:** BC Healthy Communities has compiled an extensive list of funding sources organized by issue area.

### **Events & Resources**

**Government Finance Officers Association of BC Asset Management Workshop**

**Date and Time:** Monday, September 24th, 2018 – Tuesday, September 25, 2018

**Location:** Radisson Hotel Vancouver Airport, 8181 Cambie Rd, Richmond, BC

According to UBCM's results from the *2016 Gas Tax Fund Asset Management Baseline Survey, Status of Asset Management in B.C.*, 32% of local governments have not integrated asset management processes into long term financial planning. Of the 68% of BC local governments who have integrated asset management processes into their long term financial plans, more than half of the integrations were reported as being underdeveloped. This interactive 2-day comprehensive workshop will focus on the finance officer's role in the asset management process from the asset management framework to the capital plan and long term financial plan integration. Topics will include asset inventory, levels of service, full lifecycle cost model, prioritization, the infrastructure deficit, and funding the asset management plan. Participants will be provided with a workshop workbook and ample opportunity for group discussions.

**Renewable Energy Transition Strategies: Practical Innovations for Urban Areas:** This interactive course, designed for local government staff, elected officials, researchers, and individuals concerned about their energy future, runs from September 14 to December 8, 2018.

**Environmental Flow Needs - Science, Policy & Practice:** The Okanagan Basin Water Board and the Canadian Water Resources Association will host this conference on October 17 & 18, 2018, in Kelowna, BC. The conference will bring together representatives from national and international organizations engaged in water management or research, including fisheries and water managers, First Nations, regulators, policy-makers, academia, and NGOs.

**NAMS Asset Management Training:** This 3-day training session (October 31-November 2, 2018, in Courtenay, BC) provides staff with a broad understanding of asset management practices and will equip them to develop and implement an asset management program in their local government. The \$1,650 registration is eligible for a 50% UBCM training subsidy for up to three registrants per local government.



**Making the Links 2018 Symposium: Climate change, Community Health & Resilience** is the theme for this first of its kind event, in November 5 & 6, 2018, in Kelowna, BC. Through inspiring speakers, engaging workshops, cross-sector dialogue, we will explore practical strategies and deepen knowledge, skills and tools for collaborative action.

**Introduction to Reconciliation Webinar:** This Reconciliation Canada webinar creates a safe place for participants to explore our shared Canadian history, examine the meaning of reconciliation, and their respective role to play. Join Charlene Seward in this recorded hour-long webinar and explore your values and beliefs as they relate to reconciliation.

**A Community Guide to Flood Risk Communication:** Available on the Fraser Basin Council's Retooling for Climate Change website, this guide provides an overview of best practices for effective flood risk communication. It will assist in the development of a communications strategy for a targeted community. Intended for emergency managers, risk communicators, and others working to develop messaging that empowers communities to pursue personal preparedness.

**Solutions to Municipal Sustainability Challenges:** Watch FCM's Sustainable Communities Award winners' TED-style presentations to hear about the strategies they used to develop their projects.

**Climate Atlas of Canada:** This interactive online tool is for citizens, researchers, businesses, and community and political leaders to learn about climate change in Canada. It combines climate science, mapping and storytelling to inspire local, regional, and national action that will help us move from risk to resilience.

**Building sustainable communities with asset management:** This guidebook is designed for staff or elected officials in medium and large municipalities who are responsible for green projects or who are interested in municipal sustainable development.

**NDIT Northern Dispatch:** These short reports delve into portions of the Northern Development Initiative Trust's State of the North Report in greater detail, adding commentary and context on specific sectors or subjects.

**CivicInfo BC:** British Columbia's local government information hub offers comprehensive organizational and grant directories, events listings, tools for training, research and career development, bids & tenders, and other resources.

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## Special Resolution Seeks Cannabis Tax Sharing Agreement

Sept. 6, 2018

Among the resolutions admitted for debate at this year's Convention is a Special Resolution (SR1) that seeks to advance a short- and long-term cannabis excise tax revenue sharing strategy. This strategy is intended to guide the negotiation of a provincial-local government cannabis excise tax revenue sharing agreement.

UBCM has analyzed cannabis taxation schemes in number of jurisdictions where non-medical cannabis is currently legal or will soon become legal, including several U.S. states and Canadian provinces. Based on the findings of this research, and combined with UBCM's approach to cannabis excise tax revenue sharing, UBCM is proposing two strategies to guide the negotiation of a cannabis excise tax revenue sharing agreement with the Province.

The short-term strategy proposed as part of SR1 intends to adopt a revenue sharing framework that would entail the provincial government providing local governments with 40% (\$50 million) of the projected provincial cannabis excise tax revenue (\$125 million) over the first two years of legalization. Any revenue in excess of the \$125 million provincial projection would be shared 50-50 between the Province and BC local governments. Excise tax revenue would be distributed to BC local governments on a per capita basis, with all municipalities and regional districts receiving a minimum of \$10,000 regardless of population.

The proposed long-term strategy seeks to develop an agreement that explores the following options:

1. Continue with the framework used in the first two years, particularly if projected costs and revenues are within a reasonable variance from the original projection; or,
2. Determine the potential to increase the provincial sales tax on cannabis from 7% to not more than 10% with a commitment of this portion to local governments in place of excise sales tax revenue sharing.

SR1 and cannabis excise tax revenue sharing will form part of the discussion during the *Cannabis Legalization: A Joint Venture* session on Tuesday, September 11.

### Background

In advance of the October 17, 2018, legalization of non-medical cannabis, the Province of British Columbia has signed on to the Federal-Provincial-Territorial Agreement on Cannabis Taxation. The two-year agreement will see the federal government retain 25% of excise tax revenue (up to a maximum of \$100 million per year), with the remaining 75% (or more) going to provinces and territories. The federal government increased the share of cannabis excise tax revenue to be transferred to provinces and territories from 50% to 75% in recognition of legalization's impacts on local governments.

The federal government has refrained from directly providing local governments a share of cannabis excise tax revenue, leaving that responsibility to provinces/territories. As of September 1, only Ontario and Quebec have completed cannabis taxation revenue sharing agreements with local governments.

In Ontario, local governments have agreed to \$40 million in cannabis excise tax revenue over 2 years, representing 40% of the projected provincial cannabis excise tax revenue (\$100 million). The Province of Quebec will be providing \$20 million of

its projected \$73 million in cannabis excise tax revenue to local governments over 2 years. The Province will also commit \$42 million towards public safety.

Based on the Federal-Provincial-Territorial Agreement on Cannabis Taxation, as well as their own projections, the Province of British Columbia expects to receive \$125 million in cannabis excise tax revenue over the first 2 years of legalization. The Liquor Distribution Branch has announced that a 15% mark-up will be applied to the price of cannabis, in addition to the federal excise tax. Non-medical cannabis will also be subject to the provincial sales tax and federal goods and services tax.

Through endorsed resolutions 2017-SR1, 2016-A3, and 2016-A2, UBCM's members have placed a high priority on cost recovery and equitable sharing of cannabis taxation revenue.

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## **New Program to Reduce Wildfire Risk, Impact**

Sept. 10, 2018

The new Community Resiliency Investment (CRI) program will expand opportunities for local governments and First Nations to reduce the risk and impact of wildfires by applying FireSmart principles, Forests Minister Doug Donaldson announced at UBCM's Convention today.

"The CRI will replace the Strategic Wildfire Prevention Initiative with a significant acceleration in the pace of funding," announced Minister Donaldson, confirming \$50 million will be made available over the next three years, with \$10 million committed for this year.

For 2019, the CRI will have a scaled structure with up to \$25,000 or \$100,000 available per applicant, depending on demonstrated wildfire risk. Applicants may choose from a suite of eligible activities that best suit their communities' needs and priorities.

Projects funded under the FireSmart Community Funding & Support category of CRI will be for activities primarily within the applicant's jurisdiction. "Funds for activities on Crown lands in and around communities will be in addition to these amounts," said Minister Donaldson.

"The funding gap that made it difficult for some communities to take advantage of the previous program has been closed," he confirmed. Successful projects will receive 100% funding with no cost-sharing requirement.

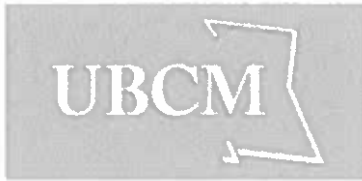
In addition to wildfire prevention planning and fuel management projects, which have always been important to wildfire prevention, the scope has been expanded to include demonstration projects, training, public education and community engagement, interagency cooperation and development considerations.

For the first time, provincial funding will be available to First Nations for on-reserve fuel management projects. Also new, funding may be used to provide incentives to private land owners to conduct FireSmart activities on their properties.

UBCM will administer the program in collaboration with the BC Wildfire Service, First Nations' Emergency Services Society and the Forest Enhancement Society of BC, assisted by the BC FireSmart Committee.

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## Advancing Local Government Relations with Indigenous Peoples

Sept. 10, 2018

A morning policy session at UBCM Convention Monday received an update on legislative advancements in Indigenous governance and how these changes will affect relationships between First Nations and local governments.

The first presentations of the morning saw Chris Lewis, Council Member for the Squamish Nation and Mike Furey, Chief Administrative Officer of Whistler, discussing their work together establishing and strengthening local government-to-government relationships. Speaking about similar experiences, L Maynard Harry, founder & Principal Indigenous Analyst of Indigenous Insight, presenting along with Stewart Alsgard, Mayor of Powell River from 1999-2011, discussed the development of the historic Community Accord between the Tla'amin [*sly-ah-mon*] Nation and the City of Powell River.

Furey, Lewis, Alsgard and Harry all cited the importance of developing protocol agreements between municipal and First Nations governments, and emphasized the need for collaboration between neighbouring governments to increase the scope of services offered while decreasing the costs of service delivery for all governments.

In the second half of the session, delegates heard from panellists including Manny Jules, Chief Commissioner of the First Nations Tax Commission, Robert Louie, Chairman of the Lands Advisory Board, and Harold Calla, Executive Chair of the First Nations Financial Management Board. The trio spoke about how legislative mechanisms, established by the *First Nations Land Management Act* and the *First Nations Fiscal Management Act*, have empowered First Nations to profitably utilize the resources of their lands. In turn, this economic activity has created a proactive investment climate and has opened doors for increased collaboration and partnership with municipalities.

As speaker Harold Calla said, First Nations and local governments must continue to learn to work together to confront the wrongs of the past. He also warned that failure to do so imperils economic development for all communities.

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## UBCM Supports Registry Identifying Land Owners

Sept. 10, 2018

As the provincial government continues to accept input on its draft *Land Owner Transparency Act* (LOTA) to curb anonymous and speculative investing in real estate, the Union of British Columbia Municipalities (UBCM) is indicating support for the proposed legislation and urges the province to use the data to support tax law enforcement.

As outlined by the government in June, LOTA would create a publicly accessible registry to clearly identify the true, beneficial owners of real estate in the province and prevent investors from hiding behind numbered companies, offshore and domestic trusts, and corporations.

UBCM's submission regarding the *Land Owner Transparency Act* was released this morning at a special session on affordable housing during UBCM's annual convention in Whistler.

UBCM's own Special Committee on Housing released a report of its own on BC's housing crisis earlier this year and recommended four key policy shifts:

- a rental housing strategy to address low rental inventories
- a demand management strategy to reduce speculation and tax evasion
- a comprehensive homeless strategy
- a collaborative approach by all levels of government towards housing affordability.

While the proposed collection of data under LOTA on beneficial ownership is viewed as an important first step, and is in line with the committee's second recommendation, UBCM is further recommending the provincial and federal governments work together additionally on:

- The publication of aggregate data on pre-sales
- Identifying additional data needs and actions to address tax avoidance in real estate.
- Ensuring better co-ordination of agencies responsible for monitoring and regulating the relations between property transactions and capital flows, including Canada Revenue Agency, FINTRAC, Canada's banks, and the Real Estate Council of BC.

"We commend the provincial government for beginning to take action to bring greater transparency to home ownership," says Chilliwack Mayor and UBCM Third Vice President Sharon Gaetz. "Knowing exactly who is purchasing home will help ensure that all real estate owners in the province pay their fair share of taxes. Closing loopholes and better transparency will lead to the kind of enforcement needed to slow speculative real estate purchases that are driving up prices in B.C. beyond what people can afford."

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## Working Together to Advance Reconciliation

Sept. 10, 2018

The Province and UBCM have reaffirmed their commitment to working together toward reconciliation with Indigenous peoples in British Columbia. A renewed memorandum of understanding (MOU) between the Province and UBCM underscores the importance of the provincial government's relationship with local governments in fulfilling the commitment to reconciliation.

The renewed MOU supports working in partnership towards implementing the United Nations Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation Commission's Calls to Action.

"A fundamental truth of reconciliation is the need to work together to right past wrongs and move forward in a direction that will benefit everyone," said Scott Fraser, Minister of

Indigenous Relations and Reconciliation. "This agreement strengthens the partnership between our government, municipalities and Indigenous communities so we can take that journey together."

In addition to reflecting governments' commitments to reconciliation, the MOU reaffirms both parties' commitment to regular discussions on matters that affect local government jurisdictions, including treaty negotiations and non-treaty agreements, as well as other initiatives with Indigenous communities.

"The level of consultation that has gone into the renewal of this MOU gives us confidence that its intent will be fulfilled," said Wendy Booth, UBCM president. "We welcome a stronger collaborative relationship in the vital undertaking of reconciliation with Indigenous peoples, and are ready to fulfill our role in this partnership."

The agreement highlights the need for local governments to continue developing relationships at a grassroots level with Indigenous governments and communities to create conversations and partnerships that will benefit everyone at the community level.

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## **Age-friendly Funding Program to Continue**

Sept. 10, 2018

The Ministry of Health confirmed that additional funding is available to continue the Age-friendly Communities program. The next phase will also include a pilot program for Indigenous communities.

UBCM will continue to administer the program and the application deadline is November 2, 2018.

For more information, including program and application materials, visit UBCM's website.

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## **New Child Care Funding Announced**

Sept. 11, 2018

Today, the Honourable Katrine Conroy, Minister of Children and Family Development, announced two new funding programs to support local governments to better understand local child care needs and to develop new child care spaces in their communities.

The announcement highlighted the importance of partnerships in delivering child care in communities across BC, as well as the value of working with UBCM to administer funding directly to local governments.

The Community Child Care Planning program will provide funding for local governments to engage in child care planning activities in order to develop a community child care space creation action plan.

Through partnerships and engagement, funded projects will collect information regarding the child care needs of the community; create an inventory of existing child care spaces; identify space creation targets over the next 10 years; and identify actions that can be taken to meet those space creation targets. This funding is provided through the BC Ministry of Children and Family Development.

The Community Child Care Space Creation Program will award up to \$1 million to successful local governments to create new licensed child care spaces within their own facilities for children aged 0-5, with a focus on spaces for infants and toddlers. An estimated 1,370 spaces are to be created under the program.

This funding is provided through the Ministry of Children and Family Development under the Canada-British Columbia Early Learning and Child Care Agreement, which will provide a total of \$153 million over three years to improve the delivery of child care services in BC.

The Program & Application Guide and Application Form are available on UBCM's website. For more information, contact Local Government Program Services at UBCM at 250-952-9177 or [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

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## **RCMP Policing Structure Under Review**

Sept. 11, 2018

Increasing policing complexity and impending RCMP unionization could make the current provincial policing structure unsustainable. Delegates at a UBCM convention session heard that the provincial government and RCMP are examining the viability of the current model, and in particular British Columbia's smallest RCMP detachments.

RCMP and provincial presenters indicated that the solution might involve creating larger regional RCMP detachments by centralizing and reducing the number of smaller detachments. RCMP Assistant Commissioner Eric Stubbs noted that the RCMP is actively examining the idea of creating policing hubs in British Columbia. While no decisions have been made, the RCMP will update local governments should there be any developments. There are currently 144 RCMP detachments in British Columbia.

UBCM expects that an update will be provided at the next RCMP Local Government Contract Management Committee (LGCMC) meeting. The LGCMC is a forum for consultation, analysis and communication regarding the management of the Agreement under which the RCMP provide local police services in BC.

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## Moving Ahead on Cannabis Legalization

Sept. 11, 2018

Delegates received an update on the status of cannabis legalization in a policy session Tuesday afternoon at UBCM's Convention. The presentation outlined the policy work undertaken by the Joint Provincial – Local Government Committee on Regulation that was introduced at the 2017 UBCM Convention, along with the gaps in the legalization framework for BC.

Vancouver Councillor Kerry Jang and Mary Shaw, Executive Director of the provincial Cannabis Legalization and Regulation Secretariat reviewed corresponding federal, provincial and local government responsibilities with regard to legalized cannabis. The presentations by Jang and Shaw are available on this website.

Councillor Jang highlighted the cost impacts for local government that will result from legalized cannabis, including increased policing and bylaw enforcement; administration for licensing; land use management; and transition to the new legalized regime.

Key issues that are still in development include the completion of an excise tax revenue sharing agreement; regulating edibles; developing a full rural retail framework; and evaluating the provincial framework once implemented.

UBCM President Wendy Booth presented the background to UBCM's Special Resolution (SR1) on cannabis taxation that will be brought before delegates for consideration during the resolutions session on Thursday.

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## Financing Reconciliation

Sept. 11, 2018

Addressing longstanding, problematic fiscal and governance gaps in public service delivery for Canada's local governments and First Nations was the focus of this Tuesday morning clinic. A distinguished panel of indigenous rights lawyers and First Nations and regional government leaders explained the origins and possible solutions to the current challenges communities face in service delivery.

The gap is a structural creation of the country's constitutional framework, which only recognizes the two senior levels of government and does not specifically mention municipalities. Solutions proposed at the clinic included embracing Constitutional values and changing the federal transfer payment system to more equitably benefit all communities, including First Nations.

Section 36 of the *Constitution Act* (1982) is meant to address equalization and regional disparities, promising all Canadians comparable levels of public services at reasonably comparable levels of taxation.

"First Nations have a difficult time resourcing on-reserve capital projects and the basic public services that the rest of Canada takes for granted," said Tony Bennett, Alberni-Clayoquot Regional District (ACRD) Director. They often lack access to safe water or fire protection, as two examples, and no mechanism for receiving the kinds of transfer payments that address these disparities in other parts of the country.

"The federal transfer payment system is intended to ensure quality public service delivery to all Canadians regardless of where they live," said Courtney Kirk, CAO of the Central Coast Regional District (CCRD), who described the \$75 billion in federal transfer payments made to provinces and territories and the \$6 billion specific to British Columbia.

Ad hoc service agreements with local governments have tried to bridge the gap, but are not a long-term answer.

"Treaty is the only mechanism for First Nations to join into regional governance and finance," said Bennett.

However, "many First Nations will not consider treaty, because there is no trust that the process will create an outcome that is acceptable to our people," said Travis Hall, Heiltsuk councillor and CCRD director, adding that "*Local Government Act* amendments are necessary to end the blatant exclusion of non-treaty nations and change the flawed system of representation."

"The current fiscal imbalance represents a meagre vision of the Canadian Constitution," said University of Saskatchewan professor and Canada Research Chair in Indigenous Rights, Dr. Dwight Newman. Arguing for the proactive, common sense embrace of Canada's constitutional values, he warned that a legal challenge will take too long for the urgency of the issue.

"We need a Section 36 solution," said Don Lidstone of Lidstone & Company Barristers & Solicitors.

Divisive and ignorant comments from the Canadian public are a frequent and disappointing reality when these conversations arise.

"The distinction between taxpayers and First Nations is a false one," said John Jack, ACRD Chair and Huu-ay-aht First Nation Councillor. "The road to reconciliation has to change these discussions."

"First Nations are not a threat," said Jack. "First Nations are an ally and will always be a neighbour."

The effort for fair fiscal compensation is the subject of Resolution B-150 and will be debated at this week's policy plenary.

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## Housing Hub

Sept. 11, 2018

Earlier today Convention delegates heard about HousingHub, an initiative of BC Housing to increase the supply of affordable housing for middle-income earners. The goal of this recently developed office is to identify and advance innovative approaches to create affordable homes—both for rent and for purchase—in BC communities.

The HousingHub office works with non-profits and private developers, faith groups, property owners, federal and local governments, and Indigenous partners to locate, use, or repurpose, land in communities where affordability is an issue. The office provides a centre for community partners and private industry to collaborate on developing new construction or redeveloping existing sites for affordable housing purposes.

One of the goals of the office is to leverage low cost financing available to BC Housing to help build new affordable housing that does not require capital funding or ongoing operational funding.

HousingHub's Affordable Home Ownership Program has been developed to help low to middle income renters move out of rental units into homes available at below market costs. HousingHub is able to offer discounted home ownership opportunities by providing financing support for developers; building local partnerships (including expedited development approval processes with local governments and leveraging land from project partners); and providing a second interest free mortgage on title support to prospective home owners to make first mortgages more accessible and sustainable.

Anticipated benefits of the program include reducing or eliminating loan insurance costs attendant to high ratio mortgages. The program also provides a buffer against interest rate and market fluctuations.

One of the recently announced projects through the HousingHub will deliver affordable rental homes for seniors, adults with disabilities, and families in Saanich.

Working in partnership with the Capital Region Housing Corporation and the Independent Living Housing Society, HousingHub is helping to make five fully accessible ground-floor units available for people who need them, as well as office and gathering space for the society's programming. The society will select tenants for the five designated accessible units.

The project will also provide 73 affordable rental homes for people in the Capital Regional District. The four-storey building will contain 11 studio apartments, 38 one-bedroom apartments, 20 two-bedroom apartments and four three-bedroom apartments.

The Capital Regional District provided the land, and the Capital Region Housing Corporation will operate the building. The site is fully excavated, and the foundation will be poured in the coming weeks. Construction is anticipated to be complete early in 2020.

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## Implementing Codes of Conduct

Sept. 12, 2018

Convention delegates considered ways councils and boards might effectively implement codes of conduct in a clinic Wednesday. Prince George Mayor Lyn Hall and Fraser Valley Regional District CAO Paul Gipps emphasized that the very process of developing codes of conduct helps to build cohesion and a common understanding among councils and boards.

"If you are looking at a cookie cutter approach, it will fail," said Hall, saying that the process to develop a code should take 8 months to a year. Prince George Council signs on to their code of conduct following each election in a public ceremony, and revisits the document throughout the term as new issues arise. Hall spoke to the importance of involving senior management in the process of development.

Gipps described the process the Regional District is following in order to complete a code of conduct in advance of the 2018 local government general election. Gipps noted that the transition period provided by the election cycle provides an ideal window for the introduction of code of conduct.

Fraser Valley Regional District developed its code of conduct through the work of an Internal Affairs committee of elected board members and staff. The committee drew upon resources developed by the Working Group on Responsible Conduct (WGRC), a joint effort of the Ministry of Municipal Affairs and Housing, UBCM and the Local Government Management Association.

Gipps encouraged delegates not to be daunted by the process of developing a code of conduct. "In some ways, this is simple stuff. It is about how we want to have a conversation together. We don't want to stifle debate, but we want to manage it." He also said the committee made sure that each measure introduced in the draft code was backstopped with references to similar standards introduced in other communities.

The panel also included Lesley Scowcroft, Manager of Policy and Legislation with the Ministry of Municipal Affairs and Housing. Scowcroft led delegates through resources that have been developed by the WGRC over the past year. Scowcroft described these resources as "foundational" for codes of conduct. These resources include a set of principles describing responsible conduct; a model code of conduct and a resource guide. All resources are available on LGMA's website.

Scowcroft also outlined the work ahead for the WGRC. Questions the working group will be exploring include how prescriptive a responsible conduct framework should be; how to keep ensure it remains meaningful; and how it fits within existing legislation.

A key aspect of the work ahead is the development of an enforcement model. The Working Group will consider how complaints handled, including who decides if a complaint is worthy of investigation; and who would undertake such an investigation.

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## Land-use for Housing People Can Afford

Sept. 12, 2018

Representatives from the Province and BC Housing led delegates in a session exploring land-use tools available to local governments to support the development of affordable housing and rental housing in their communities in a session today.

One of the newest such tools available is the Residential Rental Tenure Zoning legislation enacted by the Province in April. The legislation provides local governments with the authority to zone for residential rental tenure. The legislation also empowers local governments to enact zoning bylaws that require new housing in residential areas to be developed as rental units and ensure that existing areas of rental housing are preserved. The new rental zoning authority can only be used where multi-family residential use is permitted and may be applied at scales that range from an entire city block to a percentage of a building. The zoning tenure is designed to be combined with pre-existing land-use tools such as density bonuses and housing agreements.

Also included in the session was the announcement of a Land-use Best Practices Guide that will be released in October by the Ministry of Municipal Affairs and Housing. The document will offer practical policy direction, regulatory frameworks, and financial tools to help local governments of all sizes to deliver affordable housing.

The presentation was followed by small-group discussions focused around local approaches. Delegates shared experiences of trying to lower the cost of rental housing and concerns regarding the impact of increasing density in neighbourhoods and reflected on potential opportunities, such as the use of DCC's, for reducing the cost of housing.

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## 2018 Community Excellence Awards Winners

Sept. 12, 2018

Six communities were honoured with awards and honourable mentions at the 2018 Community Excellence Awards ceremony held last night.

The 2018 winners and honourable mentions are:

### Excellence in Governance

- Winner: City of Richmond, Leadership in Electric Vehicle Charging Infrastructure Requirements
- Honourable Mention: Cowichan Valley Regional District, Cowichan 2050 Regional Collaboration Framework

### Excellence in Service Delivery

- Winner: District of Hudson's Hope, Hudson's Hope Solar Project

### Excellence in Asset Management

- Winner: City of Coquitlam, Asset Management Funding Framework
- Honourable Mention: City of Grand Forks, Service Sustainability Assessment Tool

### Excellence in Sustainability

- Winner: Regional District of East Kootenay, Accelerate Kootenays

The Community Excellence Awards recognize and celebrate UBCM members that have implemented projects and programs that demonstrate excellence in meeting the purposes of local government in BC. The awards are designed to profile promising practices and to create successful pathways and incentives for others to follow.

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## Partnerships Responding to the Opioid Crisis

Sept. 12, 2018

Delegates explored new partnerships that have been developed to respond to the challenges posed by the opioid crisis. These approaches focus on the need to eliminate the stigma associated with illicit drug use and addiction and the development of deeper understanding of addiction as primarily a health issue.

Panelists also emphasized the importance of supporting those with addictions from treatment to the establishment of strong supports to prevent relapse.

Speakers from the Ministry of Mental Health and Addictions, the new Overdose Emergency Response Centre in Vancouver and the Vancouver Centre for Disease Control, Mental Health and Addictions described how a provincial, cross-ministry, collaborative approach evolved a new understanding of mental health and addiction, and crafted a new community-based model for addressing the mental health and substance use crisis.

Two media campaigns by the Ministry of Health illustrate this new understanding and approach. An early campaign used a fear-based approach to educate the public about the toxic arrival of fentanyl in the drug supply in 2016. A recent campaign altered the focus to change public perception of addicted populations by illustrating the diverse range of users and people at risk, beyond the stereotype of the Vancouver Downtown Eastside illegal substance user.

Sixty-four province-wide, inter-disciplinary action teams conducted research that identified four distinct user groups: recreational, occasional users; street-involved regular users; high functioning, hidden regular users; and First Nations users. This knowledge helped inform the more humanizing second campaign, and an understanding that different groups will require different approaches and supports.

The Overdose Emergency Response Centre that launched in Vancouver in late 2017 was designed to focus overdose emergency response in the ER with dedicated space for acute overdose risk case management, treatment and recovery. The Centre's staff of medical professionals works collaboratively with family and survivors with lived experience of overdoses, and agencies responding to the crisis. The success of this approach led the province to announce a Community Action Team program in 2018.

Twenty Community Action Teams have been funded in high-overdose communities to build teams of municipal representatives, First Nations, affected families, health care and housing professionals, police and others. These teams identify local at-risk populations, reach out to offer information and resources and break the isolation surrounding users, and provide structured supports to enter and complete treatment, and to stay on long term, possibly life-long treatments such as suboxone and methadone.

Information and resources are available at [stopoverdose.gov.bc.ca](http://stopoverdose.gov.bc.ca)

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## Take Action on Climate Change: Weaver

Sept. 12, 2018

BC Green Party Leader, Dr. Andrew Weaver, implored the UBCM membership to hear and respond to the abundance of scientific warnings and to work to renew the foundations of BC's economy in the face of the deepening climate crisis.

Weaver detailed the environmental and economic risks of climate change, saying that "between 20 and 50% of the world's species, almost certainly including the iconic Fraser River Sockeye" will become extinct this century.

The BC Green caucus has been working with the NDP government to develop a clean growth strategy for BC. Weaver emphasized the need for such a strategy to be regionalized and developed in partnership with indigenous peoples. Research papers exploring such a strategy were issued this summer. It is expected the first phase of the clean growth strategy released in the fall.

"Building healthy, safe secure communities needs to be prioritized in a changing world," said Weaver. "I believe we can do it, and I hope you do too."

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# CISION

## BC local governments recognized for leadership in wood design and building at 2018 Union of BC Municipalities Convention



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NEWS PROVIDED BY  
**Canadian Wood Council for Wood WORKS! BC**  
Sep 12, 2018, 16:00 ET

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WHISTLER, Sept. 12, 2018 /CNW/ - Leadership in structural and architectural wood use by local governments was recognized today at the Union of BC Municipalities (UBCM) Convention in Whistler. Five local governments were presented with 2018 Community Recognition Awards for use of wood in their community projects by Wood WORKS! BC. The province-wide awards are presented annually to communities that have been exemplary advocates for wood. This may be demonstrated through the specification of wood in a community project and/or through visionary initiatives that work toward building a community culture of wood.

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LMLGA -- Lower Mainland Local Government Association: City of Surrey for the South Surrey Operations Centre. (CNW Group/Canadian Wood Council for Wood WORKS! BC)



### The 2018 recipients are:

**LMLGA -- Lower Mainland Local Government Association:** City of Surrey for the South Surrey Operations Centre | Township of Langley for the Aldergrove Credit Union Community Centre. MERIT: City of Coquitlam for Rochester Park.

**AKBLG -- Association of Kootenay Boundary Local Governments:** Village of Radium Hot Springs for the Radium Hot Springs Community Centre and Library. MERIT: City of Kimberley for the Civic Centre North Wall Replacement.

**NCLGA -- North Central Local Government Association:** Village of Hazelton for the Upper Skeena Recreation Centre | Town of Smithers for the Smithers Airport. MERIT: City of Quesnel for South Quesnel Park.



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Recipients of awards for **Southern Interior Local Government**

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**Association and Vancouver Island Local Government Association** will be announced when presented at their respective area association conventions in the spring.

"We congratulate these five local governments for their leadership and vision by choosing wood for their new community structures," said Lynn Embury-Williams, Executive Director of Wood *WORKS!* BC.

"Through their new wood projects, these communities have realized wood's many benefits including cost-effectiveness, a reduced carbon footprint and enhancement of their streetscapes through beautiful and expressive new buildings. They have also demonstrated that traditional and new technologically advanced wood products and building systems can be used effectively and distinctly in many types and sizes of civic buildings," she stated. "It's exciting to see a community's wood culture built into their civic projects. We noted this year that many made it a priority to source BC wood products and local labour for construction, which deserves recognition, as they are telling the story of their community while helping secure prosperity for all of BC and the many communities which depend on forestry."

"Wood will continue to play a more significant role in local government projects as communities work toward goals such as net zero carbon and net zero energy buildings, lower building costs, increased urban density, liveability and affordability. We applaud these communities for further advancing wood use in design and building, leading us to a more sustainable future," she concluded.

Communities are asked to contact Wood *WORKS!* BC for technical expertise, training and education when considering their next local government project.

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Wood WORKS! BC is a recognized resource to help BC communities follow the Wood First Act, which requires provincially funded buildings to feature wood as the primary construction material within the BC Building Code. For 20 years, Wood WORKS! BC has worked extensively with municipalities on all aspects of project planning from RFP wording to specification of structural and architectural wood products. **Wood WORKS! BC's services are available free-of-charge.**

Wood WORKS! BC is proud to be part of Wood Innovates BC, an online platform that profiles the latest BC expertise, resources and events relating to wood building, design, technology and innovation.

### **BACKGROUND:**

Wood WORKS! is a national industry-led program of the Canadian Wood Council, with a goal to support innovation and provide leadership on the use of wood products and building systems. Through workshops, conferences, seminars and case studies, Wood WORKS! BC provides education, training and technical expertise to building and design professionals and local governments involved with commercial, institutional and industrial construction projects throughout the province. Since 1998, Wood WORKS! BC has facilitated practical, efficient, versatile and cost-effective building and design solutions through the use of wood -- the only sustainable, natural and renewable major building material on Earth.

### **Related Links**

<http://wood-works.ca/bc/>

SOURCE Canadian Wood Council for Wood WORKS! BC

For further information: Lynn Embury-Williams, Executive Director, Wood WORKS! BC, 1-877-929-9663 ext. 1 OR 778-887-8302

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## Organization Profile



**Canadian Wood Council for Wood WORKS! BC**



## Taking Action on Housing Affordability

Sept. 12, 2018

UBCM President Wendy Booth updated delegates on UBCM's advocacy, program delivery and collaboration with the Province during an address Wednesday.

Booth praised the response of local governments and the Province working together responding to the 2018 flood and wildfire seasons. Noting that all levels of government need to work together on climate action, she also spoke to the need for continued investment in programs that support climate adaptation. Booth also expressed appreciation for the provincial staff that have been available throughout Convention to meet with delegates and discuss this year's response.

UBCM's efforts to advocate membership positions on the current housing crisis also featured in the address. In February, UBCM released a strategy calling for a complete renewal of housing policy by all levels of government to restore affordability and address the challenge of homelessness. "We have reached a crisis point where substantive changes are needed," said Booth.

UBCM advocated a balanced approach to address both supply of, and demand for, housing. On the supply side, communities across BC are facing a shortage of purpose-built rental housing and supportive housing. Booth noted policies over the past decade have focused almost exclusively on increasing supply have so far failed in delivering affordability. Greater attention, she said, needs to be given to the forces driving demand, including the impact of foreign and domestic speculation.

Booth praised the quality of consultation undertaken by the Province with UBCM over the past year, noting the successes of collaborative efforts on campaign finance reform and cannabis legalization. Local governments remain frustrated, though, by the prospective impacts of the Employer Health Tax and changes to the Fire Safety Act on local government finances.

The past year has also featured significant transfers of federal and provincial funding to local government infrastructure through a number of programs. These investments are playing a significant role in supporting local governments in the renewal and expansion of core facilities in BC communities.

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## **Infrastructure, Housing Highlight Minister's Address**

Sept. 12, 2018

New investments in community infrastructure, a development approval process review to remove barriers to building the affordable housing that people need, new housing funding opportunities for local governments and First Nations, and the success of the Province's Building BC: Rapid Response to Homeless Program were highlighted in Municipal Affairs and Housing Minister Selina Robinson's address to UBCM delegates today.

Minister Robinson announced the launch of funding programs for everything from new recreation centres to improved Internet service. The newly launched programs – the Community, Culture and Recreation fund, and the Rural and Northern Communities fund – are part of the Investing in Canada Infrastructure Program, a partnership with the federal government.

Robinson also encouraged delegates to take advantage of new Building BC housing funds that will support the efforts of municipalities, regional districts and First Nations to bring more affordable housing across B.C.

Minister Robinson also recognized the 22 local governments who are partnering with the Province to build modular housing for people in need.

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## Social Media and Democracy

Sept. 13, 2018

The growing influence of social media, what it is doing to democracy and how it can be used to better serve local government constituents was explored by Port Coquitlam Mayor Greg Moore in a clinic Thursday.

Social media platforms have long been touted as paths to the democratization of information and freedom of expression, dramatically increasing levels of civic access and political engagement.

The quality of that engagement has also been profoundly changed, and not always for the good, according to Moore. Misinformation and hate fester in social media and threaten to drown out the genuine discussion of ideas, he said.

Moore referenced the many examples of elected officials being harassed and even leaving Facebook in response to persistently ugly online comments. He suggested that the increase in social media attacks on elected officials is likely a factor in the high number of Mayors and Councillors in Metro who have declined to run for election this year. "We need to step up as community leaders, lead by example, and call out this abuse."

The fast-paced and often unverified information feeds of Twitter and Facebook are influencing conventional print and broadcast media. Television networks now treat political news as they do sports coverage, using the same formats of debate panels, splashy graphics, and countdown clocks, pushing a paradigm of winners and losers in matters of civil society.

But as Moore stated, politics is not like sports, which implies that there is a winner and a loser. "One of the traits of local government elected officials is that they try to find solutions that benefit everyone."

"Facebook's number one priority and legal obligation is to make money for their shareholders, monetizing everything they can," Moore reminded delegates.

Moore wondered at the what self-regulation or independent regulatory approach may be required to move social media towards fulfilling its promise of a paradise for free speech and anti-censorship.

He concluded by offering some tips for using social media platforms as an elected official or as a community. Most importantly, he said "have a game plan for social media," a strategy that outlines your intentions for utilizing the platform.

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## Professional Reliance Review

Sept. 13, 2018

Thursday morning, UBCM delegates were given an update on a recent independent assessment of public confidence in qualified professionals (QP's) working in the natural resource sector. The Professional Reliance Review resulted in 121 recommendations to improve the professional, technical and ethical standards that are applied to private sector QP's and their self-governing professional organizations.

Government relies on these QP's and their oversight bodies to manage natural resources throughout the province. The recommendations from the review will have a substantial impact on the legislation and statutes that govern natural resource management in the province. In fact, 87 of the 121 recommendations propose changes to 9 regulatory regimes that pertain to natural resource management; these include the *Forest Range and Practices Act* and the *Water Sustainability Act*.

It was noted by many delegates that public trust in the forestry and hydrology sectors has declined over the past decade. Session participants noted that it is difficult to ensure proper deployment of qualified professionals and to ensure that opinions and reports provided by QP's are made with local interests in mind.

Delegates also cited concerns lacking confidence in the disciplinary process of workers. Representatives from the Province noted that the goal of the review was to provide recommendations that aim to increase public trust in natural resource decisions and operations by increasing transparency of regulators and establishing greater certainty for industry.

The Province has committed to action two report recommendations in the short-term. The first will be to introduce legislation this fall that will regulate qualified professionals. The second will establish an independent office of professional regulation and oversight to enforce the act. The meta-regulators role would be ensuring that oversight bodies for qualified professionals including forest professionals, engineers and geoscientists, agrologists, biologists and technicians are held to a higher standard; in essence it is a regulator of current regulators.

The review included a public engagement, which received over 2,200 feedback forms from the public, 102 stakeholder submissions and over 1,800 surveys from qualified professionals.

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## Wilkinson Pledges Flipping Tax Bill

Sept. 13, 2018

In his first address to the UBCM Convention as Opposition Leader, BC Liberal Leader Andrew Wilkinson pledged that his party would work in partnership with local government.

Wilkinson invoked the legacy of the government led by then-Premier Gordon Campbell, which brought in the *Community Charter* and UBCM administration of the Federal Gas Tax Fund. The Liberal Leader also contrasted the Liberal track record in government with recent NDP-led initiatives like the Employers Health Care Tax.

On housing policy, Wilkinson was critical of the proposed Speculation Tax introduced in the 2018 provincial budget, saying the tax penalizes British Columbians. The Leader committed to introducing a bill before the Legislature on the flipping of pre-sale condos. Wilkinson also pledged that a Liberal government would generate "a massive increase in [housing] supply." A key step in the achievement of this increase is expediting permitting processes by local government. "If places like Langley and Langford can do it, so can every municipality," said Wilkinson.

Other measures proposed by the Liberal Leader included a complete overhaul of ICBC and a new wildfire recovery and prevention program.

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## Resolutions Debate Decisions September 12, 2018

The following is a summary of the resolutions endorsed on Wednesday, September 12 at the 2018 Convention.

### Section ER (Extraordinary Resolutions)

Res No.	Resolution Title	Result
ER1	Extraordinary Resolution to Amend the UBCM Bylaws Regarding 'Off the Floor' Resolutions	Endorsed

### Section SR (Special Resolution)

Res No.	Resolution Title	Result
SR2	Greyhound Service Eliminated	Endorsed
SR3	<i>Fire Safety Act</i>	Endorsed

### Section A

Res No.	Resolution Title	Result
A1	Employer Health Tax Impact on Local Governments	Endorsed
A2	Protecting Local Waterways & Wild Fish Species	Endorsed
A3	Modify Speculation Tax: Local Government Vacancy Levy	Endorsed as amended:
Therefore be it resolved that UBCM urge the Province to <del>modify</del> <b>replace</b> the approach in the current proposed Speculation Tax <b>with a provision</b> to empower local governments to collect a levy on vacant residential properties and to require local governments that choose to impose such a levy to invest the revenues in non-market housing.		
A4	Short-Term Vacation Rental Listing Platforms' Responsibility in Compliance	Endorsed as amended:
Therefore be it resolved that UBCM request that the Province negotiate a province-wide agreement with Airbnb and other regionally-active short-term rental platforms to assist local governments with compliance checks, whereby the short-term rental platforms agree to require their hosts to provide proof of a valid business license, <b>where applicable</b> , in order to advertise using their service.		

## Section B – Part 1

The Section B – Part 1 resolutions were introduced as a block. The block included resolutions B1 to B58. Resolution B24 was pulled from the block for individual consideration.

<b>Res No.</b>	<b>Resolution Title</b>	<b>Result</b>
B1-B23		Endorsed
B25-B58		Endorsed
B24	Underfunding of Public Libraries	Endorsed as amended:
And be it further resolved that the Province of British Columbia commit to forming a Task Force to work with Public Library Associations to ensure that funding formulas do not allow urbanization to threaten Public Library Association sustainability.		

## Section B – Part 2-a

The Section B – Part 2-a resolutions were introduced as a block. The block included resolutions B59 to B76. The block was endorsed as presented.

<b>Res No.</b>	<b>Resolution Title</b>	<b>Result</b>
B59-B76		Endorsed

Resolutions debate will continue during the policy session on Thursday, September 13 beginning at 8:55am. The order of debate will be Special Resolution SR1, followed by the resolutions in Section B – Part 2-b.

## Resolutions Debate Decisions September 13, 2018

The following is a summary of the resolutions considered on Thursday, September 13, at the 2018 Convention.

### Special Resolution

Res No.	Resolution Title	Result
SR1	Cannabis Excise Tax Revenue Sharing with Local Governments	Endorsed

### Section B – Part 2-b

The resolutions in Section B – Part 2-b were considered individually.

Res No.	Resolution Title	Result
B77	Community Charter Definition of Parcel 18-11 Interior Lot Lines	Endorsed
B78	Verification of Submissions During Public Hearing Process	Endorsed
B79	Rural Needs Act	Endorsed
B80	Strata Utility Billing Legislative Change	Endorsed
B81	Autonomy and Authority of Local Jurisdictions with respect to Trans Mountain Pipeline Expansion Activities	Not Endorsed
B82	Full Disclosure of Financial Interests by Local Elected Officials	Endorsed
B83	Elected Official Disqualification	Endorsed as amended:
<p>Therefore be it resolved that UBCM lobby the provincial government to implement legislation to require that an elected local government official be disqualified from office upon conviction of a serious criminal offense, <b>not including convictions related to non-violent acts of civil disobedience;</b></p> <p>And be it further resolved that an elected local government official be required to take a paid leave of absence from office upon Crown approval of charges until the court process is complete.</p>		
B84	Disqualification from Holding Elected Office	Endorsed as amended:
<p>Therefore be it resolved that UBCM lobby the provincial government to make whatever legislative changes are needed to:</p>		

<p>1. Require that an elected local government official be put on unpaid leave immediately upon conviction, during his or her current term, of a serious criminal offence (to be defined by legislation), <b>not including convictions related to non-violent acts of civil disobedience</b> until the expiration of the time to file an appeal or determination of an appeal; and</p> <p>2. Require that an elected local government official be disqualified from holding office upon conviction, during his or her current term, of a serious criminal offence (to be defined by legislation), <b>not including convictions related to non-violent acts of civil disobedience</b> upon the expiration of the time to file an appeal or determination of an appeal.</p>		
B85	Need for Improved Snow and Ice Removal Services in Rural Areas	Endorsed
B86	Seismic Early Warning System	Endorsed
B87	Local Police Services – Amendments to Service	Endorsed
B88	Provincial Policing	Endorsed
B89	Request for Increased Court Access	Endorsed
B90	Restorative Justice	Endorsed
B91	Amend Criminal Justice Branch Charge Assessment Guidelines	Endorsed
B92	Cannabis Legislation Enforcement	Endorsed
B93	Medical Cannabis Production	Endorsed as amended:
<p>Therefore be it resolved that the Access to Cannabis for Medical Purposes Regulation be revised to make the installation, operation and maintenance of ventilation systems that mitigate odour nuisances a condition of medical cannabis production licenses (including designated person or registered person licenses);</p> <p>And be it further resolved that Health Canada inspectors have the authority to enter residences <b>and/or facilities</b> where production is taking place and that the federal government provide adequate resources to support Health Canada in conducting regular inspections to ensure compliance and neighbourhood safety.</p>		
B94	Priority Funding of Flood Prevention Capital Projects	Endorsed
B95	Emergency Management Incident Commander	Endorsed
B96	Wildfire Mitigation Practices	Endorsed
B97	Wildfire Related Issues	Endorsed
B98	Wildfire Crime	Endorsed
B99	Wildfire Firefighting Inventory	Endorsed
B100	FireSmart Incentives	Endorsed
B101	Rail Proximity Issues	Endorsed
B102	Updating the BC <i>Motor Vehicle Act</i> to Improve Safety for All Road Users	Endorsed

B103	Reducing Excessive Driving Speeds in Designated BC Road Safety Corridors, For All Drivers, All The Time	Endorsed
B104	Alternate Tax Sale Redemption Date	Not Endorse
B105	Agricultural Land Reserve – Protective Taxation Reform	Endorsed
B106	Provincial Financial Support During a State of Emergency	Endorsed
B107	Downloading of Wildfire Mitigation Costs and Responsibility	Endorsed
B108	International Biodiversity Targets Commitment	Endorsed
B109	Amendments to Rural Dividend Fund Process	Endorsed
B110	Municipal Uplift Grant Program	Endorsed
B111	Grant Funding	Endorsed
B112	Community Gaming Grant Funded by eGaming Revenues	Endorsed
B113	A Call To Divestment – Aligning City Investments With The Future	Not Endorsed
B114	New Municipal Tax Classes	Refer to UBCM Executive
B115	Supporting Independent Small Businesses Through Provincial Assessment and Tax Reform	Endorsed
B116	Southern Mountain Caribou	Endorsed
B117	Intentional Feeding of Wildlife – Amendment to the <i>Wildlife Act</i>	Endorsed

Resolutions debate will continue during the policy session on Friday, September 14 beginning at 8:00am. The order of debate will be Report on Resolutions Received After the Deadline, followed by the continuation of the resolutions in Section B – Part 2-b, starting with B118.

## Resolutions Debate Decisions September 14, 2018

The following is a summary of the resolutions considered on Friday, September 14, at the 2018 Convention.

### Report on Resolutions Received After the Deadline

Of the eleven late resolutions received, only one was recommended for debate by the Resolutions Committee and LR1 was endorsed.

Res No.	Resolution Title	Result
LR1	Military Training for Aid in Wildfire Suppression	Endorsed

Those ten remaining resolutions not admitted for debate will be referred to the appropriate Area Association for consideration at their spring 2019 Annual Conventions.

### Section B – Part 2-b

The resolutions in Section B – Part 2-b were considered individually. This section includes B77-B161. On Thursday, resolutions B77-117 were completed on Friday delegates began with B118.

Res No.	Resolution Title	Result
B118	Protection of Native West Coast Salmon	Endorsed
B119	Upgrade Flood Infrastructure to Consider Fish and Access to Fish Habitat	Endorsed
B120	Mine and Quarry Siting Restrictions	Endorsed
B121	Moratorium on Hydraulic Fracking	Not Endorsed
B122	West Coast Marine Spill Response Guarantee	Endorsed
B123	Streamlined Process for Sediment Management - Flood Mitigation	Endorsed
B124	Reclaimed Water Use	Endorsed
B125	Water Conservation in New Buildings	Not Endorsed
B126	Provincial Single-Use Item Reduction Strategy	Endorsed as amended:
<p>Therefore be it resolved that the Province of British Columbia <b>engage the packaging industry</b> to develop a provincial Single-Use Item Reduction Strategy as part of a provincial Zero Waste Strategy, which would include but not necessarily be limited to plastic and paper shopping bags, polystyrene foam cups and polystyrene foam containers, other hot and cold drink cups and take-out containers,</p>		

straws and utensils, but would exclude all single use items needed for medical use or for people with disabilities.

B127	RecycleBC	Withdrawn by sponsor
B128	Climate Accountability for Fossil Fuel Companies	Not Endorsed
B129	Strengthen Low Carbon Fuel Requirement	Not Endorsed
B130	Call for the Expansion of Provincial EV Incentives	Endorsed
B131	Zero Emission Vehicle Mandate	Endorsed
B132	Crown Lands for Cannabis Production	Endorsed
B133	Removal of Restrictive Covenants	Endorsed
B134	Proposed Amendment to Provincial <i>Mines Act</i> and Other Relevant Articles of Legislation	Not Endorsed
B135	Recreational Boating Access Infrastructure	Not Endorsed
B136	Update of Regional Growth Strategy Legislation	Endorsed
B137	Northern Resource Corridor Plan	Endorsed
B138	BC Commercial Fisheries	Endorsed as amended:

Therefore be it resolved that the UBCM urge the Provincial Ministry of Agriculture to work with the Federal Department of Fisheries and Oceans on a fulsome coordinated review of fishing policy on the BC Coast;

And be it further resolved that the Province work with the federal government on the implementation of a regulatory framework that would incorporate the principles of fleet separation, owner-operation, and adjacency;

And be it further resolved that the changes to the Fisheries Act and Fisheries Regulations apply to the Pacific Coast so our working ~~fishermen~~ **fishers** and BC coastal communities benefit from the fisheries.

B139	Business Licensing	Endorsed
B140	Ambulance Services	Referred with endorsed amendment to UBCM Executive:

Therefore be it resolved that UBCM lobby the provincial government to initiate a full and in-depth review of BC Emergency Health Service (BCEHS)'s ambulance service in BC, with the intent of modernizing those services to consider additional duties to warrant more full time value and work for ambulance personnel;

And be it further resolved that such a review be made a high priority of the

government of British Columbia;

**And be it further resolved that the BCEHS be asked to revise the Clinical Response Model to ensure that other first responder agencies, such as fire rescue services, that provide pre-hospital care, are utilized for all Orange and Yellow calls because:**

- **these call types often involve a patient whose condition is deteriorating;**
- **these call types can be under-reported or improperly coded;**
- **patient comfort is important and should not be excluded from consideration when a dispatcher is deciding whether to forward a call to another agency; and**
- **all patients deserve the best possible care.**

B141	Mutual Aid Agreements Between Regional/Local Fire Departments & BC Emergency Health Services	Endorsed
B142	Supporting a Comprehensive Public Health Response to the Ongoing Opioid Crisis in British Columbia	Endorsed
B143	Review of BC's Fee for Service Model	Endorsed
B144	Parity in Hospital Districts Capital Contribution	Endorsed
B145	Community Health Centres	Endorsed
B146	Dental Care and Fluoridation of Public Water Sources	Motion to Split two Enactment Clauses into Two Separate Resolutions was Endorsed
B146a	Dental Care and Fluoridation of Public Water Sources	Endorsed
<p>Therefore be it resolved that the Ministry of Health add basic dental care to Medical Services Plan coverage.;</p> <p><del>And be it further resolved that BC mandate a provincial requirement of all public water source treatment to include fluoridation where naturally occurring levels do not meet the minimum suggested level of 0.07mg/L.</del></p>		
B146b	Dental Care and Fluoridation of Public Water Sources	Not Endorsed
<p><del>Therefore be it resolved that the Ministry of Health add basic dental care to Medical Services Plan coverage;</del></p> <p><del>And be it further</del> <b>Therefore be it resolved that BC mandate a provincial</b></p>		



requirement of all public water source treatment to include fluoridation where naturally occurring levels do not meet the minimum suggested level of 0.07mg/L.		
B147	Daylight Savings Time	Endorsed
B148	Remuneration for Local Government Elected Officials	Endorsed
B149	Need for Equitable Recognition and Support for Urban Indigenous Communities in Policy, Programs, Funding and Consultation	Endorsed as amended:
Therefore be it resolved that the Province recognize and treat urban Indigenous people equitably in provincial policies and regulation, programs and funding initiatives, and consultations that are tied to root causes of inequities and improved social determinants of health including housing, access and connection to culture, education and training, child and family services and income generation.		
B150	Financing Reconciliation: Solutions for Local Communities	Endorsed
B151	Changes to the <i>Strata Property Act</i>	Endorsed
B152	Rural Living Allowance	Endorsed
B153	Unaddressed Admail	Endorsed as amended:
Therefore be it resolved that UBCM ask Canada Post to include local governments in its list of exemptions for delivering unaddressed admail, thereby allowing local governments to use unaddressed admail to reach their citizens;		
And be it further resolved that UBCM ask Canada Post to develop a system to allow recipients to OPT IN for admail rather than needing to opt out.		
B154	Disposition of Derelict School Buildings	Endorsed
B155	Community Social Planning	Not Endorsed
B156	Consumer Protection for Public Institutions When Purchasing Software	Endorsed
B157	Cyber Security Program & Funding	Endorsed
B158	Rainbow Crosswalks	Endorsed
B159	Compensation for Damages Resulting from Voltage Variations	Endorsed
B160	Business Retention Heritage Program	Endorsed
B161	MLA Attendance at Area Association Conventions	Endorsed

## Off-The-Floor Resolutions

Delegates considered two Off-The-Floor resolutions.

Res No.	Resolution Title	Result
OF1	Building Understanding of Financing Reconciliation: Solutions for Local Communities	Endorsed
OF2	Endorse M151 - National Strategy to Combat Plastic Pollution	Endorsed

### Section B – Part 3-a

The Section B – Part 3a resolutions were introduced as a block. The block included resolutions B162 to B63.

Res No.	Resolution Title	Result
B162	Compulsory Labelling of Genetically Modified and Genetically Engineered Foods	Endorsed
B163	Continuation of Income Subsidy Benefits	Endorsed

### Section B – Part 3-b

The resolutions in Section B – Part 3-b were considered individually and included B164-B171.

Res No.	Resolution Title	Result
B164	Gender-Based Violence Strategy for Youth	Endorsed
B165	Safety Regulations for Trampoline Parks	Endorsed
B166	Public Geoscience for Investment and Decisions	Endorsed
B167	Fresh Water Hazard Markers or Buoys	Endorsed
B168	Cannabis Advertising	Endorsed
B169	Medicines for Life-Threatening Conditions	Endorsed
B170	Public Reporting of Opioid Prescription Rates	Endorsed
B171	Ending Discrimination in Tenancies	Not Endorsed

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Board-Receive  
RECEIVED

Geraldine Craven

SEP 18 2018

**From:** BC Natural Resources Forum  
<info=bcnaturalresourcesforum.com@mail23491271:mcdlv.net> on behalf of BC Natural Resources Forum <info@bcnaturalresourcesforum.com>  
**Sent:** September 18, 2018 9:46 AM  
**To:** inquiries  
**Subject:** Registration Open! | Announcing Premier Horgan as Keynote Speaker



**16th Annual BC Natural Resources Forum**  
**January 22-24, 2019 - Prince George, BC**

**Registration for the 16th Annual Forum Now Open!**

Don't miss the opportunity to be a part of the latest news, trends and perspectives about the resource sector in BC at this exciting and dynamic event, the largest Resource Forum in Western Canada. The Forum will feature the popular banquet, amazing keynote lunches, the Ministers' Breakfast, two exciting networking receptions and a line-up of talented speakers during the 3 days January 22nd-24th, 2019.

*Early Bird pricing is in effect until November 16th.*

[Register Now](#)



## Premier Horgan Confirmed as Keynote Lunch Speaker

We are honoured to announce that BC Premier John Horgan will deliver the Keynote Luncheon address on Wednesday, January 23rd. Seating at this event is limited and sells out every year. Avoid disappointment, register early.

[\[Read more about the Premier\]](#)

## Prominent Speakers from Across Canada will Discuss Innovation

The overall theme of the Forum this year is innovation and technology, and how it is influencing the resource sector. Please visit

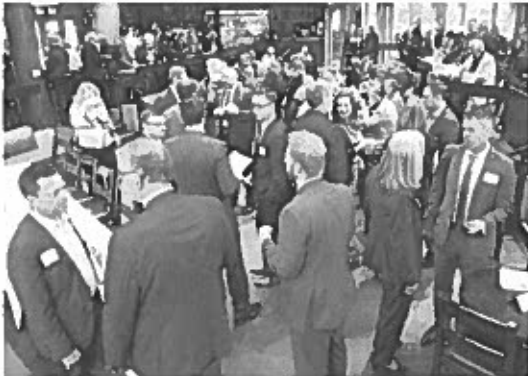
[www.bcnaturalresourcesforum.com](http://www.bcnaturalresourcesforum.com) to view our preliminary program and the bios of our confirmed speakers to date, such as the following selection of incredible women making significant strides in the field of innovation and natural resources:



## 5th Annual Resource Breakfast Series a Huge Success!

The 5th Annual Resource Breakfasts were hosted in Whistler, BC last week. We welcomed over 15 Ministers and MLAs, and 85+ Mayors, Councillors, CAOs and Regional Directors, and industry representatives from over 70 regions across BC. We were also very pleased to have special guest, Premier John Horgan, attend both the Mining and Forestry Breakfasts. In all, we greeted over 150 registrants at each of the three breakfasts to participate in the discussions about the future of mining, energy and forestry development in BC. At each breakfast, panelists highlighted the opportunities and challenges for their respective resource sector with presentations and a Q&A. One fantastic highlight was the Mining Association of BC's release of their iTotem study, data confirming the financial benefit that communities throughout BC receive from a strong mining sector – "all communities are mining communities". Check out their video on the announcement filmed at the breakfast.

Save the date for next year's 6th Annual Resource Breakfast Series, to be hosted at the Terminal City Club in Vancouver, BC, September 24-26, 2019.





### **How will your company participate?**

A range of sponsorship options remain available including several newly created opportunities such as Auditorium Sponsor, Online Q&A Sponsor, Charging Station Sponsor and more! Full details are available on our [Sponsors webpage](#) and you can contact us to discuss how your company would like to be profiled. A handful of tradeshow booths associated with sponsorships at the Silver and higher levels are still available, and we have a waitlist for booths in Auditorium 103. Please [email](#) us to be added to the waitlist.

**Thank you to all our sponsors that have confirmed to-date.**

This event would not be possible without your support!

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# RioTinto



*We are pleased to share the proceeds of this event with the Mining for Miracles Campaign, in support of the BC Children's Hospital Foundation, as well as the Outland Youth Employment Program for indigenous youth in Western Canada.*



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You are receiving this email based on past participation or interest in the BCNRF.

Our WEBSITE:

[www.BCNaturalResourcesForum.com](http://www.BCNaturalResourcesForum.com)

Our mailing address:

BC Natural Resources Forum

408-688 West Hastings St | Vancouver, BC V6B 1P1

**Geraldine Craven**

---

**From:** Nat - Small Housing BC <nat@smallhousingbc.org>  
**Sent:** September 11, 2018 3:43 PM  
**To:** inquiries  
**Subject:** Event Information - Small Housing BC

Hello!

My name is Nat and I'm an events coordinator with [Small Housing BC \(SHBC\)](#), a Vancouver-based non-profit that supports [small housing](#) in the province. On November 17, we're organizing a small housing conference in Vancouver called the [Small Housing Summit](#). It's the first of its kind in Canada! It would be great if some of your staff or officials could attend and represent the Regional District of Bulkley-Nechako at our event!

Be sure to watch our [promo videos](#) for more on the Summit, its goals and supporters.

[This is BC's chance to have an unsiloed conversation, but more importantly, to act on the opportunities around smaller forms.](#) As such, the Summit invites participants, and the brightest minds and diverse changemakers, together, in one room, to *collaborate to accelerate* small housing uptake in BC by exploring relevant topics: design, construction, finance, real estate, policy and outreach. Attendees are eligible for educational points through the AIBC and PIBC, and reduced rate tickets are available for students, live webcast and groups of three or more. We also have 30 travel stipends for those travelling from outside the Lower Mainland that cover 2-night stay at the Sheraton and up to \$600 in airfare ([see FAQs for more details](#)). [Early bird registration](#) is now in effect with limited tickets!

The Summit also has two sessions to fill, for anyone doing small housing in BC that would like to present their challenge (related to any of the above topics) to the group and learn from their peers how to do it better. We're calling this the [Small Housing Challenge](#) series—open to cities, First Nations communities, builders/developers, financiers...anyone who's facing a barrier to their small housing project or program. Applications are now open and close later this month. ([See promo video on the Challenge.](#))

We have some wonderful [sponsors and partners](#), including CMHC, Vancity, Real Estate Foundation of BC, Click Modular Homes, the Aboriginal Housing Management Association, Lanefab, UBC Sauder School of Business, Metro Vancouver and BC Housing, and [presenters and panelists](#) from near and far, such as Jon Stovell, Ross Chapin, Scot Hein, Katie Hyslop, Tamara Roy (Boston), Denise Pinkston of TMG Partners (San Francisco), Raymond Kwong, Jake Fry and many, many more!

**For more information on the Summit, its program, Small Housing Challenge, presenters, tickets, partners, FAQs and all other details, visit <http://www.smallhousingbc.org/summit>.**

Hope to see you at the Summit! Please share this event with anyone you think is interested, and do keep in touch.

Cheers,

Nat



Natradee (Nat) Quek  
Event promotions, Small Housing Summit  
778.751.5925 | [nat@smallhousingbc.org](mailto:nat@smallhousingbc.org)  
[smallhousingbc.org](http://smallhousingbc.org)

The graphic features a warm orange background with a subtle geometric pattern of overlapping squares and lines. In the top left corner, there is a stylized sun icon. The text is arranged in several white and dark blue boxes. The main headline is centered in a large, bold, dark blue font. A call to action is in a dark blue box below the headline. At the bottom, a dark blue banner contains registration information in white text.

**THE small housing summit**      **November 17, 2018**  
Sheraton Vancouver Wall Centre

**Small change is coming.**

Join the *doing.*

Early bird registration opens August 15  
[smallhousingbc.org/summit](http://smallhousingbc.org/summit)

Board-Ratify

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 All report groups  
 Include fully paid transactions.

Vendor Name / Number	Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (if changed)	Disc. Base (if changed)
<b>ABC003 ABC COMMUNICATIONS</b>									
PA	31433	08/16/18			31433	-567.00	0.00		
Vendor (ABC003) totals:						<b>-567.00</b>	<b>0.00</b>		
<b>ABE001 ABERDEEN BUSINESS CONSULTING</b>									
PA	TP-391-001	08/09/18			TP-391-001	-330.40	0.00		
Vendor (ABE001) totals:						<b>-330.40</b>	<b>0.00</b>		
<b>ACE002 ACE HARDWARE</b>									
PA	31401	08/10/18			31401	-33.55	0.00		
Vendor (ACE002) totals:						<b>-33.55</b>	<b>0.00</b>		
<b>ALL002 ALL WEST GLASS - BURNS LAKE</b>									
PA	TP-391-002	08/09/18			TP-391-002	-231.61	0.00		
Vendor (ALL002) totals:						<b>-231.61</b>	<b>0.00</b>		
<b>ALT003 ALTERNATIVE GROUNDS</b>									
PA	TP-392-001	08/17/18			TP-392-001	-171.11	0.00		
Vendor (ALT003) totals:						<b>-171.11</b>	<b>0.00</b>		
<b>ARO001 ARO AUTOMOTIVE &amp; INDUSTRIAL</b>									
PA	TP-391-003	08/09/18			TP-391-003	-144.64	0.00		
Vendor (ARO001) totals:						<b>-144.64</b>	<b>0.00</b>		
<b>AUT001 AUTUMN SERVICES</b>									
PA	31402	08/10/18			31402	-400.00	0.00		
Vendor (AUT001) totals:						<b>-400.00</b>	<b>0.00</b>		
<b>BAB006 BABINE FOREST PRODUCTS LTD.</b>									
PA	TP-401-001	08/29/18			TP-401-001	-1,682.58	0.00		
Vendor (BAB006) totals:						<b>-1,682.58</b>	<b>0.00</b>		
<b>BCH002 BC HYDRO</b>									
PA	TP-392-002	08/17/18			TP-392-002	-9,015.64	0.00		
Vendor (BCH002) totals:						<b>-9,015.64</b>	<b>0.00</b>		
<b>BCT001 BCTRANSIT</b>									
PA	31403	08/10/18			31403	-20,869.95	0.00		
PA	31479	08/29/18			31479	-11,084.75	0.00		
Vendor (BCT001) totals:						<b>-31,954.70</b>	<b>0.00</b>		
<b>BIL002 BILL MILLER</b>									
PA	TP-401-002	08/29/18			TP-401-002	-807.51	0.00		
Vendor (BIL002) totals:						<b>-807.51</b>	<b>0.00</b>		
<b>BLR001 BL RETURN-IT RECYCLING DEPOT</b>									
PA	TP-393-001	08/22/18			TP-393-001	-2,772.88	0.00		
Vendor (BLR001) totals:						<b>-2,772.88</b>	<b>0.00</b>		
<b>BRA002 BRAESIDE RECREATION COMMISSION</b>									
PA	31414	08/16/18			31414	-3,920.00	0.00		
Vendor (BRA002) totals:						<b>-3,920.00</b>	<b>0.00</b>		
<b>BRU004 THE BRUINS DEN</b>									
PA	31434	08/16/18			31434	-224.95	0.00		
Vendor (BRU004) totals:						<b>-224.95</b>	<b>0.00</b>		
<b>BUL004 BULKLEY VALLEY COMMUNITY ARTS C</b>									
PA	31415	08/16/18			31415	-1,330.00	0.00		
Vendor (BUL004) totals:						<b>-1,330.00</b>	<b>0.00</b>		
<b>BUR001 BURNS LAKE AUTOMOTIVE SUPPLY</b>									
PA	TP-391-004	08/09/18			TP-391-004	-1,405.30	0.00		

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<b>BUR001 BURNS LAKE AUTOMOTIVE SUPPLY (Continued)</b>										
Vendor (BUR001) totals:							-1,405.30	0.00		
<b>BUR012 BURNS LAKE PUBLIC LIBRARY</b>										
PA	TP-400-001	08/29/18				TP-400-001	-17,264.92	0.00		
Vendor (BUR012) totals:							-17,264.92	0.00		
<b>BUR014 BURNS LAKE REBROADCAST SOCIETY</b>										
PA	TP-400-002	08/29/18				TP-400-002	-2,500.00	0.00		
Vendor (BUR014) totals:							-2,500.00	0.00		
<b>BUR046 BURNS LAKE BED &amp; BREAKFAST</b>										
PA	31471	08/27/18				31471	-1,490.40	0.00		
Vendor (BUR046) totals:							-1,490.40	0.00		
<b>BVA001 B V AQUATIC CENTRE MANG. SOCIE</b>										
PA	TP-393-002	08/22/18				TP-393-002	-5,455.00	0.00		
PA	TP-400-003	08/29/18				TP-400-003	-44,040.58	0.00		
Vendor (BVA001) totals:							-49,495.58	0.00		
<b>BVH001 B. V. HISTORICAL &amp; MUSEUM SOC.</b>										
PA	31416	08/16/18				31416	-19,361.00	0.00		
Vendor (BVH001) totals:							-19,361.00	0.00		
<b>BVP001 BV PRINTERS</b>										
PA	TP-401-003	08/29/18				TP-401-003	-6,717.76	0.00		
Vendor (BVP001) totals:							-6,717.76	0.00		
<b>CAN008 CANCADD IMAGING SOLUTIONS</b>										
PA	31456	08/22/18				31456	-570.72	0.00		
Vendor (CAN008) totals:							-570.72	0.00		
<b>CAR009 CARMEN CHARLIE</b>										
PA	31457	08/22/18				31457	-460.00	0.00		
Vendor (CAR009) totals:							-460.00	0.00		
<b>CAR012 CAREY MCIVER &amp; ASSOCIATES LTD</b>										
PA	31435	08/16/18				31435	-7,221.20	0.00		
Vendor (CAR012) totals:							-7,221.20	0.00		
<b>CAS002 CASCADES RECOVERY INC.</b>										
PA	TP-392-003	08/17/18				TP-392-003	-4,486.34	0.00		
Vendor (CAS002) totals:							-4,486.34	0.00		
<b>CHE002 PARKLAND REFINING (BC) LTD.</b>										
PA	TP-391-005	08/09/18				TP-391-005	-4,821.04	0.00		
Vendor (CHE002) totals:							-4,821.04	0.00		
<b>CLI001 MARY CLIFFORD</b>										
PA	31436	08/16/18				31436	-75.00	0.00		
PA	31458	08/22/18				31458	-250.00	0.00		
Vendor (CLI001) totals:							-325.00	0.00		
<b>CLO002 CLOVER FIELDS APIARIES</b>										
PA	31459	08/22/18				31459	-540.00	0.00		
Vendor (CLO002) totals:							-540.00	0.00		
<b>CLU003 CLUCULZ LAKE VOL. FIRE DEPT</b>										
PA	TP-400-004	08/29/18				TP-400-004	-1,491.75	0.00		
Vendor (CLU003) totals:							-1,491.75	0.00		
<b>COL008 COLLABRIA</b>										
PA	31472	08/28/18				31472	-6,207.56	0.00		

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<b>COL008 COLLABRIA (Continued)</b>									
Vendor (COL008) totals:						-6,207.56	0.00		
<b>DAV003 DAVERN ENTERPRISES</b>									
PA	TP-391-006	08/09/18			TP-391-006	-170.63	0.00		
Vendor (DAV003) totals:						-170.63	0.00		
<b>DIS001 DISTRICT OF FORT ST JAMES</b>									
PA	31417	08/16/18			31417	-263,126.00	0.00		
Vendor (DIS001) totals:						-263,126.00	0.00		
<b>DIS002 DISTRICT OF HOUSTON</b>									
PA	31418	08/16/18			31418	-23,935.00	0.00		
Vendor (DIS002) totals:						-23,935.00	0.00		
<b>DIS004 DISTRICT OF VANDERHOOF</b>									
PA	31419	08/16/18			31419	-290,838.00	0.00		
Vendor (DIS004) totals:						-290,838.00	0.00		
<b>EAG001 EAGLE AUTOMOTIVE CENTER</b>									
PA	TP-393-003	08/22/18			TP-393-003	-662.17	0.00		
Vendor (EAG001) totals:						-662.17	0.00		
<b>EXT001 EXTREME SIGNS &amp; STRIPES</b>									
PA	TP-391-007	08/09/18			TP-391-007	-201.60	0.00		
Vendor (EXT001) totals:						-201.60	0.00		
<b>FIN003 FINNING (CANADA)</b>									
PA	TP-392-004	08/17/18			TP-392-004	-994.53	0.00		
PA	TP-393-004	08/22/18			TP-393-004	-432.47	0.00		
Vendor (FIN003) totals:						-1,427.00	0.00		
<b>FOR002 FORT FRASER CEMETERY COMMISSIO</b>									
PA	31420	08/16/18			31420	-2,000.00	0.00		
Vendor (FOR002) totals:						-2,000.00	0.00		
<b>FOR005 FORT FRASER HALL SOCIETY</b>									
PA	31421	08/16/18			31421	-2,500.00	0.00		
Vendor (FOR005) totals:						-2,500.00	0.00		
<b>FOR008 FORT FRASER VOL. FIRE DEP.</b>									
PA	TP-400-005	08/29/18			TP-400-005	-1,516.67	0.00		
Vendor (FOR008) totals:						-1,516.67	0.00		
<b>FOR015 FORT ST. JAMES LIBRARY</b>									
PA	TP-400-006	08/29/18			TP-400-006	-1,145.83	0.00		
Vendor (FOR015) totals:						-1,145.83	0.00		
<b>FOR033 FORT SAINT JAMES TV SOCIETY</b>									
PA	TP-400-007	08/29/18			TP-400-007	-13,667.67	0.00		
Vendor (FOR033) totals:						-13,667.67	0.00		
<b>FOU002 FOUR STAR COMMUNICATIONS INC</b>									
PA	TP-391-008	08/09/18			TP-391-008	-123.64	0.00		
Vendor (FOU002) totals:						-123.64	0.00		
<b>FRA003 FRANCOIS TCHESINKUT REC COMM</b>									
PA	31460	08/22/18			31460	-275.00	0.00		
Vendor (FRA003) totals:						-275.00	0.00		
<b>FRA014 FRASER LAKE LIBRARY BOARD</b>									
PA	TP-400-008	08/29/18			TP-400-008	-2,013.00	0.00		
Vendor (FRA014) totals:						-2,013.00	0.00		

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<b>FRA016 FRASER LAKE REBROADCASTING SOC</b>									
PA	TP-400-009	08/29/18			TP-400-009	-5,583.33	0.00		
Vendor (FRA016) totals:						<b>-5,583.33</b>	<b>0.00</b>		
<b>FRA025 FRASER LAKE BOTTLE DEPOT</b>									
PA	TP-393-005	08/22/18			TP-393-005	-4,266.76	0.00		
Vendor (FRA025) totals:						<b>-4,266.76</b>	<b>0.00</b>		
<b>GEM003 GEM STAR TRUCKING LTD.</b>									
PA	31461	08/22/18			31461	-15.29	0.00		
Vendor (GEM003) totals:						<b>-15.29</b>	<b>0.00</b>		
<b>GOB001 GOBROCHURES.COM</b>									
PA	31437	08/16/18			31437	-380.80	0.00		
Vendor (GOB001) totals:						<b>-380.80</b>	<b>0.00</b>		
<b>GOO002 GOOD VIBRATIONS PRODUCTIONS</b>									
PA	31480	08/29/18			31480	-650.00	0.00		
Vendor (GOO002) totals:						<b>-650.00</b>	<b>0.00</b>		
<b>GRA008 GRASSY PLAINS HALL</b>									
PA	31398	08/08/18			31398	-50,000.00	0.00		
Vendor (GRA008) totals:						<b>-50,000.00</b>	<b>0.00</b>		
<b>GRE003 GREYHOUND COURIER EXPRESS</b>									
PA	TP-391-009	08/09/18			TP-391-009	-281.47	0.00		
PA	TP-401-004	08/29/18			TP-401-004	-275.58	0.00		
Vendor (GRE003) totals:						<b>-557.05</b>	<b>0.00</b>		
<b>GRE008 GREAT WEST EQUIPMENT</b>									
PA	TP-393-006	08/22/18			TP-393-006	-235.14	0.00		
Vendor (GRE008) totals:						<b>-235.14</b>	<b>0.00</b>		
<b>HAU001 HAUL-ALL EQUIPMENT LTD.</b>									
PA	31462	08/22/18			31462	-197.03	0.00		
Vendor (HAU001) totals:						<b>-197.03</b>	<b>0.00</b>		
<b>HEA002 HEAVY METAL CO</b>									
PA	TP-391-010	08/09/18			TP-391-010	-7,077.00	0.00		
Vendor (HEA002) totals:						<b>-7,077.00</b>	<b>0.00</b>		
<b>HER005 HERB NEVILLE</b>									
PA	31481	08/29/18			31481	-660.00	0.00		
Vendor (HER005) totals:						<b>-660.00</b>	<b>0.00</b>		
<b>HIL003 HILL STOP TRUCK WASH</b>									
PA	31404	08/10/18			31404	-73.42	0.00		
Vendor (HIL003) totals:						<b>-73.42</b>	<b>0.00</b>		
<b>HOT001 HOTSUNC COMPUTER SOLUTIONS</b>									
PA	TP-401-005	08/29/18			TP-401-005	-32,505.90	0.00		
Vendor (HOT001) totals:						<b>-32,505.90</b>	<b>0.00</b>		
<b>HOU006 HOUSTON SMITHERS REBROADCASTING</b>									
PA	31422	08/16/18			31422	-60,000.00	0.00		
Vendor (HOU006) totals:						<b>-60,000.00</b>	<b>0.00</b>		
<b>HUB001 HUB INTERNATIONAL</b>									
PA	31438	08/16/18			31438	-1,745.00	0.00		
Vendor (HUB001) totals:						<b>-1,745.00</b>	<b>0.00</b>		
<b>IGI001 IGI RESOURCES</b>									
PA	TP-394-001	08/22/18			TP-394-001	-390.93	0.00		

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IGI001 IGI RESOURCES (Continued)									
Vendor (IGI001) totals:						-390.93	0.00		
IND006 INDUSTRIAL TRANSFORMERS									
PA	TP-392-005	08/17/18			TP-392-005	-1,389.55	0.00		
Vendor (IND006) totals:						-1,389.55	0.00		
INF001 INFOSAT COMMUNICATIONS									
PA	TP-392-006	08/17/18			TP-392-006	-60.38	0.00		
Vendor (INF001) totals:						-60.38	0.00		
INF002 INFRACON CONSTRUCTION INC									
PA	31473	08/28/18			31473	-612,696.58	0.00		
Vendor (INF002) totals:						-612,696.58	0.00		
ISL001 ISLAND GOSPEL FELLOWSHIP									
PA	31405	08/10/18			31405	-600.00	0.00		
PA	31482	08/29/18			31482	-600.00	0.00		
Vendor (ISL001) totals:						-1,200.00	0.00		
KAL003 KAL TIRE - BURNS LAKE									
PA	TP-391-011	08/09/18			TP-391-011	-6,591.96	0.00		
Vendor (KAL003) totals:						-6,591.96	0.00		
LAK002 LAKE KATHLYN PROTECTION SOCIETY									
PA	31399	08/08/18			31399	-16,790.00	0.00		
PA	31423	08/16/18			31423	-8,800.00	0.00		
Vendor (LAK002) totals:						-25,590.00	0.00		
LAK004 LAKES DISTRICT AIRPORT SOCIETY									
PA	31454	08/21/18			31454	-40,000.00	0.00		
PA	TP-400-010	08/29/18			TP-400-010	-6,666.67	0.00		
Vendor (LAK004) totals:						-46,666.67	0.00		
LAK012 LAKES DISTRICT MUSEUM SOCIETY									
PA	TP-400-011	08/29/18			TP-400-011	-3,750.00	0.00		
Vendor (LAK012) totals:						-3,750.00	0.00		
LAK014 LAKES DISTRICT PRINTING									
PA	TP-393-007	08/22/18			TP-393-007	-464.80	0.00		
Vendor (LAK014) totals:						-464.80	0.00		
LAK023 LD FALL FAIR ASSOCIATION									
RC	31384	08/29/18				30.00	0.00		
Vendor (LAK023) totals:						30.00	0.00		
LAK032 LAKES DISTRICT FILM									
PA	TP-400-012	08/29/18			TP-400-012	-150.00	0.00		
Vendor (LAK032) totals:						-150.00	0.00		
LDF001 LDFC PRINTING & STATIONARY									
PA	TP-391-012	08/09/18			TP-391-012	-1,450.75	0.00		
Vendor (LDF001) totals:						-1,450.75	0.00		
LIN002 LINO'S SALES & SERVICE LTD.									
PA	TP-391-013	08/09/18			TP-391-013	-35.79	0.00		
Vendor (LIN002) totals:						-35.79	0.00		
LOO001 LOOMIS EXPRESS									
PA	TP-391-014	08/09/18			TP-391-014	-295.50	0.00		
PA	TP-393-008	08/22/18			TP-393-008	-92.84	0.00		
Vendor (LOO001) totals:						-388.34	0.00		

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<b>M4E001 M 4 ENTERPRISES</b>									
PA	TP-391-015	08/09/18			TP-391-015	-2,661.75	0.00		
PA	TP-393-009	08/22/18			TP-393-009	-24,328.50	0.00		
Vendor (M4E001) totals:						<b>-26,990.25</b>	<b>0.00</b>		
<b>MAX001 MAXXAM ANALYTICS INC</b>									
PA	TP-392-007	08/17/18			TP-392-007	-3,248.29	0.00		
PA	TP-393-010	08/22/18			TP-393-010	-1,303.62	0.00		
Vendor (MAX001) totals:						<b>-4,551.91</b>	<b>0.00</b>		
<b>MED001 MEDICAL SER. PLAN</b>									
PA	31395	08/08/18			31395	-1,650.00	0.00		
PA	31475	08/29/18			31475	-2,250.00	0.00		
Vendor (MED001) totals:						<b>-3,900.00</b>	<b>0.00</b>		
<b>MIL007 MILLS.CA OFFICE PRODUCTIVITY</b>									
PA	TP-393-011	08/22/18			TP-393-011	-976.08	0.00		
Vendor (MIL007) totals:						<b>-976.08</b>	<b>0.00</b>		
<b>MIN001 MINISTER OF FINANCE</b>									
PA	31439	08/16/18			31439	-340.63	0.00		
PA	31483	08/29/18			31483	-200.00	0.00		
Vendor (MIN001) totals:						<b>-540.63</b>	<b>0.00</b>		
<b>MON006 MONSTER INDUSTRIES</b>									
PA	TP-392-008	08/17/18			TP-392-008	-448.00	0.00		
Vendor (MON006) totals:						<b>-448.00</b>	<b>0.00</b>		
<b>NAP003 NAPA AUTO PARTS - HOUSTON</b>									
PA	TP-391-016	08/09/18			TP-391-016	-179.14	0.00		
Vendor (NAP003) totals:						<b>-179.14</b>	<b>0.00</b>		
<b>NIG003 NIGHTINGALE COFFEE COMPANY</b>									
PA	31440	08/16/18			31440	-142.00	0.00		
Vendor (NIG003) totals:						<b>-142.00</b>	<b>0.00</b>		
<b>NOR027 N.W. INVASIVE PLANT COUNCIL</b>									
PA	31441	08/16/18			31441	-22,735.22	0.00		
Vendor (NOR027) totals:						<b>-22,735.22</b>	<b>0.00</b>		
<b>NOR037 NORTHERN SOCIETY FOR DOMESTIC F</b>									
PA	31424	08/16/18			31424	-35,973.00	0.00		
Vendor (NOR037) totals:						<b>-35,973.00</b>	<b>0.00</b>		
<b>NOR039 NORTHERN SCALE</b>									
PA	31442	08/16/18			31442	-87,629.17	0.00		
Vendor (NOR039) totals:						<b>-87,629.17</b>	<b>0.00</b>		
<b>OKT001 OK TIRE</b>									
PA	31443	08/16/18			31443	-99.13	0.00		
PA	31463	08/22/18			31463	-919.23	0.00		
Vendor (OKT001) totals:						<b>-1,018.36</b>	<b>0.00</b>		
<b>OUE001 OUELLETTE BROS</b>									
PA	31464	08/22/18			31464	-40.00	0.00		
Vendor (OUE001) totals:						<b>-40.00</b>	<b>0.00</b>		
<b>OVE002 SAVE ON FOODS</b>									
PA	31465	08/22/18			31465	-281.25	0.00		
Vendor (OVE002) totals:						<b>-281.25</b>	<b>0.00</b>		
<b>PAC004 PACIFIC NORTHERN GAS LTD.</b>									

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<b>PAC004 PACIFIC NORTHERN GAS LTD. (Continued)</b>									
PA	TP-391-017	08/09/18			TP-391-017	-2,403.67	0.00		
	Vendor (PAC004) totals:								
						<u>-2,403.67</u>	<u>0.00</u>		
<b>PAC007 PACIFIC TRUCK &amp; EQUIPMENT INC</b>									
PA	TP-391-018	08/09/18			TP-391-018	-1,362.61	0.00		
	Vendor (PAC007) totals:								
						<u>-1,362.61</u>	<u>0.00</u>		
<b>PAY002 PAYNE'S SEPTIC SERVICE (2010)</b>									
PA	31466	08/22/18			31466	-126.00	0.00		
	Vendor (PAY002) totals:								
						<u>-126.00</u>	<u>0.00</u>		
<b>PAY003 BRENDA PAYNE</b>									
PA	31484	08/29/18			31484	-54.00	0.00		
	Vendor (PAY003) totals:								
						<u>-54.00</u>	<u>0.00</u>		
<b>PET008 PETTY CASH FUND</b>									
PA	31470	08/23/18			31470	-250.00	0.00		
	Vendor (PET008) totals:								
						<u>-250.00</u>	<u>0.00</u>		
<b>PIT001 PITNEY BOWES</b>									
PA	31467	08/22/18			31467	-534.74	0.00		
	Vendor (PIT001) totals:								
						<u>-534.74</u>	<u>0.00</u>		
<b>PUR001 PURELY H2O</b>									
PA	TP-391-019	08/09/18			TP-391-019	-70.00	0.00		
	Vendor (PUR001) totals:								
						<u>-70.00</u>	<u>0.00</u>		
<b>RED004 RED ROCKET SERVICES</b>									
PA	TP-391-020	08/09/18			TP-391-020	-252.00	0.00		
	Vendor (RED004) totals:								
						<u>-252.00</u>	<u>0.00</u>		
<b>REG001 REG.DIST.OF FRASER-FORT GEORGE</b>									
PA	31444	08/16/18			31444	-110,075.84	0.00		
	Vendor (REG001) totals:								
						<u>-110,075.84</u>	<u>0.00</u>		
<b>RIT002 RITA WIEBE</b>									
PA	31445	08/16/18			31445	-75.00	0.00		
	Vendor (RIT002) totals:								
						<u>-75.00</u>	<u>0.00</u>		
<b>ROD002 RODNEY ULRICH TRUCKING LTD.</b>									
PA	31485	08/29/18			31485	-687.12	0.00		
	Vendor (ROD002) totals:								
						<u>-687.12</u>	<u>0.00</u>		
<b>ROG001 ROGERS</b>									
PA	TP-393-012	08/22/18			TP-393-012	-160.99	0.00		
	Vendor (ROG001) totals:								
						<u>-160.99</u>	<u>0.00</u>		
<b>ROS003 ROSENAU TRANSPORT LTD.</b>									
PA	TP-391-021	08/09/18			TP-391-021	-22.38	0.00		
PA	TP-393-013	08/22/18			TP-393-013	-18.97	0.00		
	Vendor (ROS003) totals:								
						<u>-41.35</u>	<u>0.00</u>		
<b>SAN001 SAN BAR</b>									
PA	31468	08/22/18			31468	-153.55	0.00		
PA	31486	08/29/18			31486	-121.15	0.00		
	Vendor (SAN001) totals:								
						<u>-274.70</u>	<u>0.00</u>		
<b>SAN006 SANDBOX SYSTEMS INC.</b>									
PA	TP-393-014	08/22/18			TP-393-014	-1,683.85	0.00		
	Vendor (SAN006) totals:								
						<u>-1,683.85</u>	<u>0.00</u>		
<b>SHE005 EVA SHERWOOD</b>									



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<b>SHE005 EVA SHERWOOD (Continued)</b>									
PA	31412	08/13/18			31412	-100.00	0.00		
Vendor (SHE005) totals:						<b>-100.00</b>	<b>0.00</b>		
<b>SMI005 SMITHERS PARTS LTD.</b>									
PA	31487	08/29/18			31487	-69.90	0.00		
Vendor (SMI005) totals:						<b>-69.90</b>	<b>0.00</b>		
<b>SMI007 SMITHERS PUBLIC LIBRARY</b>									
PA	TP-400-013	08/29/18			TP-400-013	-6,920.08	0.00		
Vendor (SMI007) totals:						<b>-6,920.08</b>	<b>0.00</b>		
<b>SMI011 SMITHERS CURLING CLUB</b>									
PA	31400	08/08/18			31400	-5,232.16	0.00		
Vendor (SMI011) totals:						<b>-5,232.16</b>	<b>0.00</b>		
<b>SMI021 SMITHERS WELL DRILLING</b>									
PA	31406	08/10/18			31406	-126.01	0.00		
Vendor (SMI021) totals:						<b>-126.01</b>	<b>0.00</b>		
<b>SMI024 SMITHERS ART GALLERY</b>									
PA	31425	08/16/18			31425	-8,726.00	0.00		
Vendor (SMI024) totals:						<b>-8,726.00</b>	<b>0.00</b>		
<b>SMI027 SMITHERS HOME HARDWARE</b>									
PA	31446	08/16/18			31446	-375.55	0.00		
Vendor (SMI027) totals:						<b>-375.55</b>	<b>0.00</b>		
<b>SMS001 SMS EQUIPMENT INC.</b>									
PA	TP-393-015	08/22/18			TP-393-015	-1,148.25	0.00		
Vendor (SMS001) totals:						<b>-1,148.25</b>	<b>0.00</b>		
<b>SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT.</b>									
PA	TP-400-014	08/29/18			TP-400-014	-1,992.00	0.00		
Vendor (SOU003) totals:						<b>-1,992.00</b>	<b>0.00</b>		
<b>SPO001 SPOTLESS UNIFORM LTD.</b>									
PA	TP-391-022	08/09/18			TP-391-022	-33.50	0.00		
Vendor (SPO001) totals:						<b>-33.50</b>	<b>0.00</b>		
<b>SSQ001 SSQ FINANCIAL</b>									
PA	31396	08/08/18			31396	-1,239.71	0.00		
PA	31477	08/29/18			31477	-1,239.71	0.00		
Vendor (SSQ001) totals:						<b>-2,479.42</b>	<b>0.00</b>		
<b>STE012 STEWART MCDANNOLD STUART</b>									
PA	TP-392-009	08/17/18			TP-392-009	-5,582.78	0.00		
PA	TP-401-006	08/29/18			TP-401-006	-2,769.21	0.00		
Vendor (STE012) totals:						<b>-8,351.99</b>	<b>0.00</b>		
<b>STR001 June Stratichuk</b>									
PA	31452	08/20/18			31452	-202.18	0.00		
Vendor (STR001) totals:						<b>-202.18</b>	<b>0.00</b>		
<b>SUD001 SUDS N' DUDS</b>									
PA	TP-391-023	08/09/18			TP-391-023	-85.27	0.00		
Vendor (SUD001) totals:						<b>-85.27</b>	<b>0.00</b>		
<b>SUN002 SUN LIFE FINANCIAL</b>									
PA	31397	08/08/18			31397	-20,854.92	0.00		
PA	31478	08/29/18			31478	-20,854.92	0.00		
Vendor (SUN002) totals:						<b>-41,709.84</b>	<b>0.00</b>		

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<b>SWE001 SWEEPING BEAUTIES JANITORIAL</b>									
PA	TP-391-024	08/09/18			TP-391-024	-593.46	0.00		
PA	TP-400-015	08/29/18			TP-400-015	-2,205.00	0.00		
	Vendor (SWE001) totals:					<b>-2,798.46</b>	<b>0.00</b>		
<b>TAY002 TAYLOR BROS HARDWARE</b>									
PA	TP-392-010	08/17/18			TP-392-010	-31.34	0.00		
	Vendor (TAY002) totals:					<b>-31.34</b>	<b>0.00</b>		
<b>TEC003 TECHNICAL SAFETY BC</b>									
PA	TP-391-025	08/09/18			TP-391-025	-236.00	0.00		
	Vendor (TEC003) totals:					<b>-236.00</b>	<b>0.00</b>		
<b>TEL004 TELUS COMMUNICATIONS INC.</b>									
PA	31469	08/22/18			31469	-5,491.62	0.00		
	Vendor (TEL004) totals:					<b>-5,491.62</b>	<b>0.00</b>		
<b>TEL007 TELUS MOBILITY</b>									
PA	TP-392-011	08/17/18			TP-392-011	-1,332.02	0.00		
	Vendor (TEL007) totals:					<b>-1,332.02</b>	<b>0.00</b>		
<b>TET001 TETRA TECH CANADA INC</b>									
PA	TP-393-016	08/22/18			TP-393-016	-19,097.29	0.00		
	Vendor (TET001) totals:					<b>-19,097.29</b>	<b>0.00</b>		
<b>TOP001 TOPLEY CEMETERY BOARD</b>									
PA	31426	08/16/18			31426	-1,500.00	0.00		
	Vendor (TOP001) totals:					<b>-1,500.00</b>	<b>0.00</b>		
<b>TOP005 TOPLEY FIRE PROTECTION SOC.</b>									
PA	TP-400-016	08/29/18			TP-400-016	-2,620.84	0.00		
	Vendor (TOP005) totals:					<b>-2,620.84</b>	<b>0.00</b>		
<b>TOW001 TOWN OF SMITHERS</b>									
PA	31427	08/16/18			31427	-368,603.00	0.00		
	Vendor (TOW001) totals:					<b>-368,603.00</b>	<b>0.00</b>		
<b>TOW003 TOWER COMMUNICATIONS</b>									
PA	TP-392-012	08/17/18			TP-392-012	-3,861.21	0.00		
	Vendor (TOW003) totals:					<b>-3,861.21</b>	<b>0.00</b>		
<b>TRA006 TRACTION TIRE &amp; CARWASH LTD.</b>									
PA	31447	08/16/18			31447	-69.90	0.00		
RC	31447	08/29/18				69.90	0.00		
	Vendor (TRA006) totals:					<b>0.00</b>	<b>0.00</b>		
<b>TRI006 TRINDA ELWERT</b>									
PA	31407	08/10/18			31407	-145.75	0.00		
	Vendor (TRI006) totals:					<b>-145.75</b>	<b>0.00</b>		
<b>TRU002 TRUE CONSULTING</b>									
PA	31408	08/10/18			31408	-24,149.15	0.00		
PA	31448	08/16/18			31448	-612,696.58	0.00		
RC	31448	08/28/18				612,696.58	0.00		
	Vendor (TRU002) totals:					<b>-24,149.15</b>	<b>0.00</b>		
<b>TWE004 TWEEDSMUIR RECREATION COMMISSI</b>									
PA	31449	08/17/18			31449	-75,000.00	0.00		
	Vendor (TWE004) totals:					<b>-75,000.00</b>	<b>0.00</b>		
<b>USB001 US BANK CANADA</b>									
PA	TP-395-001	08/28/18			TP-395-001	-8,850.60	0.00		

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

Vendor Name / Number	Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (if changed)	Disc. Base (if changed)
<b>USB001 US BANK CANADA (Continued)</b>									
Vendor (USB001) totals:						-8,850.60	0.00		
<b>VAL005 VALLEY DIESEL</b>									
PA	31409	08/10/18			31409	-368.91	0.00		
Vendor (VAL005) totals:						-368.91	0.00		
<b>VAN005 VANDERHOOF &amp; DISTRICTS CO-OP</b>									
PA	TP-393-017	08/22/18			TP-393-017	-10,321.08	0.00		
Vendor (VAN005) totals:						-10,321.08	0.00		
<b>VAN020 VANN STRUTH CONSULTING GROUP</b>									
PA	TP-401-007	08/29/18			TP-401-007	-1,575.00	0.00		
Vendor (VAN020) totals:						-1,575.00	0.00		
<b>VIL001 VILLAGE OF FRASER LAKE</b>									
PA	31428	08/16/18			31428	-5,000.00	0.00		
Vendor (VIL001) totals:						-5,000.00	0.00		
<b>VIL002 VILLAGE OF GRANISLE</b>									
PA	31410	08/10/18			31410	-90.00	0.00		
Vendor (VIL002) totals:						-90.00	0.00		
<b>VIL003 VILLAGE OF TELKWA</b>									
PA	31429	08/16/18			31429	-119,705.00	0.00		
Vendor (VIL003) totals:						-119,705.00	0.00		
<b>VIL004 VILLAGE OF BURNS LAKE</b>									
PA	31430	08/16/18			31430	-530,201.00	0.00		
Vendor (VIL004) totals:						-530,201.00	0.00		
<b>VIS001 THE MOOSE - VISTA RADIO LTD.</b>									
PA	31411	08/10/18			31411	-247.80	0.00		
PA	31488	08/29/18			31488	-2,314.20	0.00		
Vendor (VIS001) totals:						-2,562.00	0.00		
<b>WAS001 WASTE MANAGEMENT OF CANADA CO</b>									
PA	TP-392-013	08/17/18			TP-392-013	-4,863.93	0.00		
Vendor (WAS001) totals:						-4,863.93	0.00		
<b>WEL002 WELLMAN'S CAR AND TRUCK WASH</b>									
PA	TP-392-014	08/17/18			TP-392-014	-26.93	0.00		
Vendor (WEL002) totals:						-26.93	0.00		
<b>WHI007 WHISPERING WINDS RANCH</b>									
PA	31489	08/29/18			31489	-924.00	0.00		
Vendor (WHI007) totals:						-924.00	0.00		
<b>WIL004 WILLIAMS MACHINERY</b>									
PA	TP-392-015	08/17/18			TP-392-015	-67.29	0.00		
Vendor (WIL004) totals:						-67.29	0.00		
<b>XER001 XEROX CANADA LTD.</b>									
PA	TP-391-026	08/09/18			TP-391-026	-443.37	0.00		
PA	TP-392-016	08/17/18			TP-392-016	-411.53	0.00		
PA	TP-401-008	08/29/18			TP-401-008	-434.11	0.00		
Vendor (XER001) totals:						-1,289.01	0.00		
Control account (1) totals:						-3,218,010.28	0.00		
<b>REC002 RECEIVER GENERAL</b>									
PA	31453	08/20/18			31453	-34,466.03	0.00		
PA	31476	08/29/18			31476	-52,950.55	0.00		

Sort order: Control account, vendor number, report group  
 Selection: Checks from Aug 01 2018 to Aug 31 2018 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)
REC002 RECEIVER GENERAL (Continued)									
	Vendor (REC002) totals:					-87,416.58	0.00		
	Control account (2) totals:					-87,416.58	0.00		
					Report Total	-3,305,426.86	0.00		

149 vendor(s) printed.

365

1st, 2nd & 3rd  
Reading

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1842**

---

**A bylaw to amend and consolidate the "Regional District of Bulkley-Nechako Fort Fraser Local Community Establishment Bylaw"**

---

**WHEREAS** the Regional District of Bulkley-Nechako has enacted the "Regional District of Bulkley-Nechako Fort Fraser Local Community Establishment Bylaw 642, 1990" that since has been subsequently amended;

**AND WHEREAS** the Regional District wishes to amend and consolidate the existing establishment bylaw;

**AND WHEREAS** the Regional District may amend a Local Service Establishment Bylaw under Section 349 of the *Local Government Act*;

**AND WHEREAS** the Minister of Municipal Affairs and Housing has consented under Section 244 (2) of the *Local Government Act* to waive the requirement for assent of the electors ;

**NOW THEREFORE**, the Board of Directors of the Regional District of Bulkley-Nechako, in open meeting assembled enacts as follows:

**A. All sections of Bylaw 642, 1990 "Regional District of Bulkley-Nechako Fort Fraser Local Community Establishment Bylaw" are hereby repealed and replaced with the following:**

1. The Fort Fraser Local Community (the "Local Community") consisting of the geographical area shown outlined on the map attached to this by-law as Schedule "A", established by bylaw 223 is hereby continued.
2. The Fort Fraser Local Community Commission (the "Commission") established by bylaw 223 is hereby continued in the manner prescribed by this bylaw.
3. The Commission shall consist of:
  - a. Four elected Commissioners, and
  - b. The Regional Board Director for Electoral Area "D".
4. Commissioners must be qualified to hold the office of Regional Board Director and shall reside in the Local Community.
5. The elections for Commissioners shall be held every four (4) years at the same time as the general local elections, referred to in Section 52 (a) of the Local Government Act.
6. The Term of office of the Commissioners shall be four (4) years or until their successors are elected under Section 5 of this by-law.
7. A quorum of the Commission shall be three (3) Commissioners.
8. The Commission shall hold an annual general meeting no later than the second Monday of January.

9. The Commissioners, at their annual general meeting, shall elect a Chairperson and a Vice-Chairperson.
10. The time and place of the Commissioners' meetings shall be decided by resolution of the Commission.
11. Elected Commissioners seats may become vacant through death, incapacity or resignation. The Regional District Chief Election Officer must hold a by-election for commissioners to fill the vacant seats if there are fewer than three remaining commissioners.
12. A Commissioner shall be paid the half day approved meeting rate as described on bylaw 1837 "A Bylaw for Directors' Remuneration" on or after January 1<sup>st</sup>, 2019 and before that time \$118.00 for attendance at each Commission meeting. Commissioners shall be reimbursed for any reasonable travel expenses as described in bylaw 1837 "A Bylaw for Directors' Remuneration" as if the Commissioner were an Electoral Area Director.
13. The Board hereby delegates to the Commission the administrative powers of the Board with respect to the duties listed below in this section for the local community of Fort Fraser. The powers and duties delegated are:
  - a) For the street lighting service, the Commission shall request new lights and report to the Regional District of Bulkley-Nechako when repair or maintenance is required for existing lights;
  - b) For the water and sewer services, the Commission shall recommend levels of user charges to be established by bylaw of the Regional District of Bulkley-Nechako and extent of requisition to be collected by way of frontage taxes or parcel taxes;
  - c) The Commission shall recommend to the Regional District the undertaking of capital projects;
  - d) The Commission shall provide to the Regional District a recommendation on all capital and operating budget matters no later than January 31<sup>st</sup> each year; and
  - e) The Commission shall provide such other recommendations and advice to the Regional District of Bulkley-Nechako as the Commission deems desirable regarding the provision of services or matters affecting the local community generally.
  - f) The operational, maintenance, and regulatory functions of the water and sewer service shall be performed by staff of the Regional District of Bulkley-Nechako in conformance with Regional District of Bulkley-Nechako policy/government regulation.
  - g) Despite the provisions of sections above, the Regional District of Bulkley-Nechako retains the right of approval of operational rules, procedures and policies, and the levels of fees and other charges to be established by bylaw of the Regional District of Bulkley-Nechako or taxes collected by requisition.
14. The Corporate Officer and Chief Financial Officer of the Regional District or his/her designate shall be the Corporate Officer and Chief Financial Officer of the Local Community.



# FORT FRASER WATERWORKS DISTRICT

SCALE: 1 INCH = 5 CHAINS

RANGE 5, COAST DISTRICT

BOUNDARIES OF DISTRICT SHOWN THUS \_\_\_\_\_

LETTERS PATENT DATED: 4/8/52  
Amended under O/C 1931 dated 5/7/65

BULKLEY-NECHAKO REGIONAL DISTRICT

"Fort Fraser Local Community Reference  
Bylaw 217, 1979"

Proposed boundary

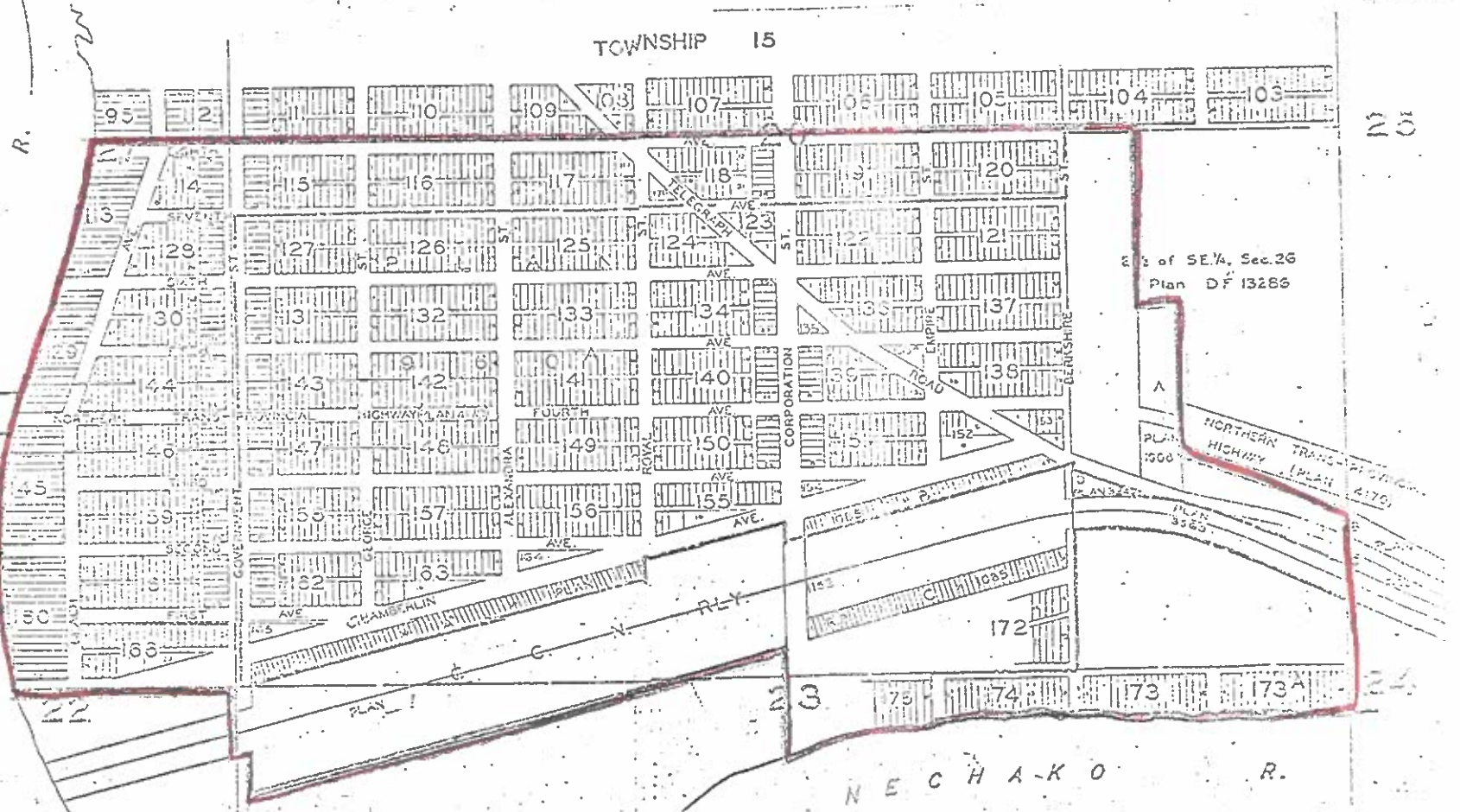
April 1979

TOWNSHIP 15

SCHEDULE "A" BY-LAW NO. 725

368

NECHAKO



NECHAKO R.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 1838****A bylaw to amend the tax limit for the "Houston Rural Fire Protection Service"**

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 1233 the Houston Rural Fire Protection Service;

**AND WHEREAS** the Regional District wishes to increase the maximum annual tax requisition for this service from TWO DOLLARS AND TWENTY-FIVE CENTS (\$2.25) per ONE THOUSAND (\$1,000) DOLLARS to TWO DOLLARS AND FIFTY-SEVEN CENTS (\$2.57) per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of improvements only;

**AND WHEREAS** pursuant to Section 349 (1)(b) of the *Local Government Act*, the sole participant has consented, in writing, to the adoption of this Bylaw;

**AND WHEREAS** under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

**NOW THEREFORE** the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. Section 4 of Bylaw No. 1233, is hereby repealed and the following substituted therefore:

"4. The maximum amount that may be requisitioned annually for the costs of this services shall be TWO DOLLARS AND FIFTY-SEVEN CENTS (\$2.57) per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of improvements only.

2. This bylaw may be cited as the "Houston Rural Fire Protection Service Establishment Amendment Bylaw No. 1838, 2018."

READ A FIRST TIME this 6<sup>th</sup> day of September, 2018

READ A SECOND TIME this 6<sup>th</sup> day of September, 2018

READ A THIRD TIME this 6<sup>th</sup> day of September, 2018

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1838.

\_\_\_\_\_  
Corporate Administrator

ADOPTED this        day of                    , 2018

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 1839**

---

**A bylaw to amend the boundaries of the Vanderhoof Rural Fire Protection Service Area within a portion of Electoral Area "F"**

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 755 a service of fire protection to a portion of Electoral Area "F" known as the "Vanderhoof Rural Fire Protection Service Area";

**AND WHEREAS** the Regional District may amend a Local Service Establishment Bylaw under Section 802 of the *Local Government Act*;

**AND WHEREAS** the Regional District has received a request from owners of the property to be included in the Vanderhoof Rural Fire Protection Service Area;

**AND WHEREAS** the Director of Electoral Area "F" has consented in writing to the adoption of a bylaw which would amend the boundaries of the service area which amendments are described herein, in accordance with Section 801.5 of the *Local Government Act*;

**NOW THEREFORE**, the Board of Directors of the Regional District of Bulkley-Nechako, in open meeting assembled enacts as follows:

- 1) That the Regional District hereby amends the boundaries of the Vanderhoof Rural Fire Protection Service Area by including the following property:

N ½ OF SEC 16 TP 2 R4C

and that the resulting boundaries of the Vanderhoof Rural Fire Protection Service Area are as shown on Schedule "A";

- 2) This bylaw may be cited as "Vanderhoof Rural Fire Protection Service Area Boundary Amendment Bylaw No. 1839, 2018."

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Bylaw No. 1839

Page 2 of 2

READ A FIRST TIME this 6<sup>th</sup> day of September, 2018

READ A SECOND TIME this 6<sup>th</sup> day of September, 2018

READ A THIRD TIME this 6<sup>th</sup> day of September, 2018

CONSENT OF ELECTORAL AREA "F" DIRECTOR RECEIVED this 6<sup>th</sup> day of  
September, 2018

ADOPTED this            day of            , 2018

\_\_\_\_\_  
Chairperson

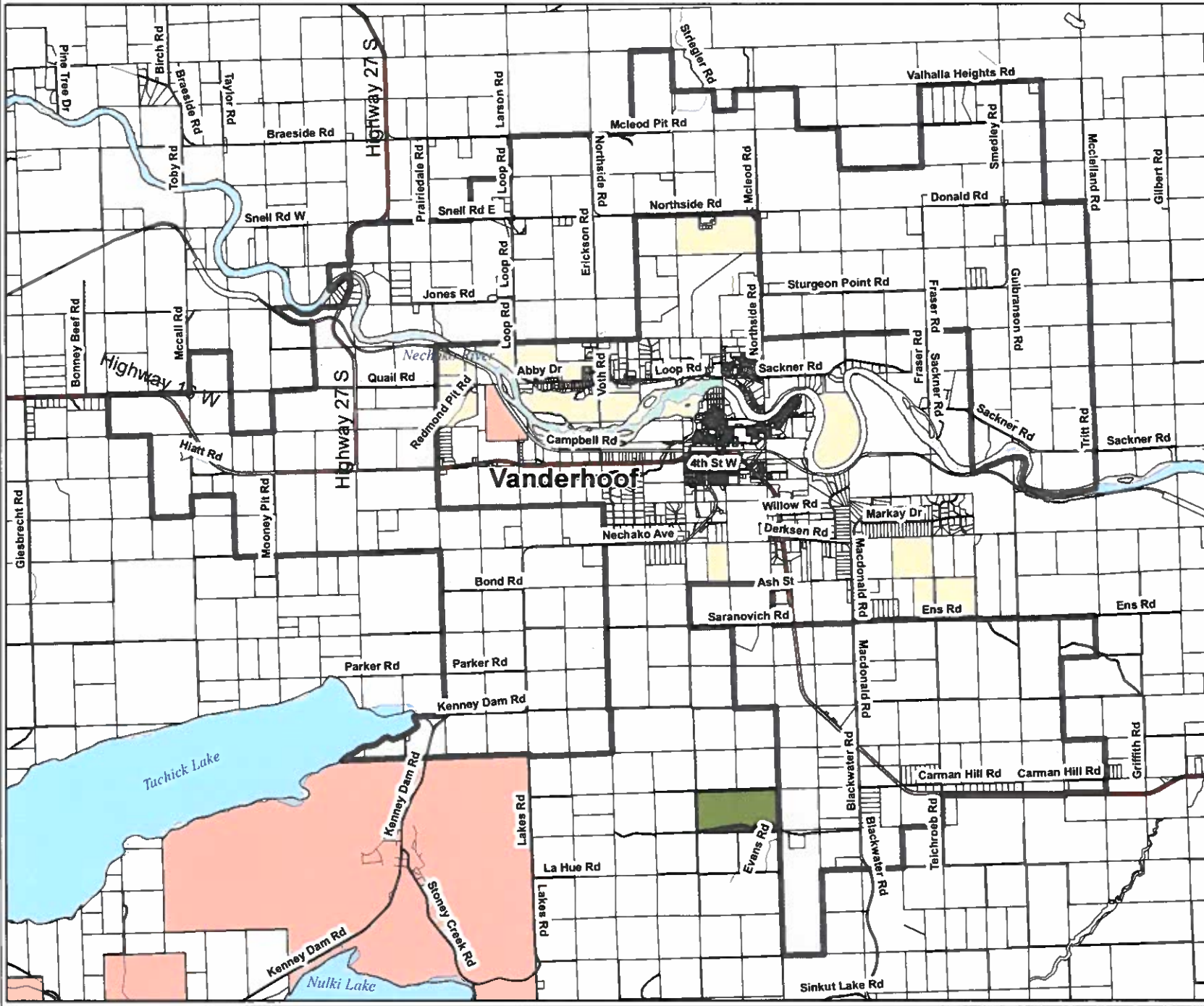
\_\_\_\_\_  
Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1839,  
as adopted.

\_\_\_\_\_  
Corporate Administrator



# Vanderhoof Rural Fire Protection Area Expansion - Bylaw No. 1839 Schedule "A"



- Legend**
- Expansion Property
  - Protection Area
  - Ferry
  - Highway
  - Forest Service Road
  - Minor Road
  - Cadastre
  - Indian Reserve
  - Municipal Boundary



This map is an approximate representation and should only be used for reference purposes.

Date: 23-Aug-2018

I hereby certify that this is Schedule "A" of Bylaw No. 1839

Corporate Administrator

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