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REGIONAL DISTRICT OF BULKLEY-NECHAKO
SPECIAL BOARD MEETING
Thursday, July 4, 2019

CALL TO ORDER

MOTION TO HOLD SPECIAL BOARD MEETING

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

IN-CAMERA MOTION

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to 90(1)(k) – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public (Recycling).

PAGE NO.

ACTION

AGENDA – July 4, 2019

Approve

SUPPLEMENTARY AGENDA

Receive

REPORTS

| | | |
|------------|--|--------------------------------|
| 3 | Cheryl Anderson, Manager of Administrative Services – Union of BC Municipalities Meetings 2019 | Direction/Receive |
| 4-5 | Kristi Rensby, Finance/Administration Coordinator – Federal Gas Tax Funds - Smithers & Area Recycling | Direction |
| 6 | Wendy Wainwright, Committee Meeting Recommendations – June 20, 2019 | Recommendation (Page 6) |

DISCUSSION ITEMS

| | |
|-------------|--|
| 7-23 | 1. Northern Capital and Planning Grant Planning Session <ul style="list-style-type: none">• Northern Capital and Planning Grant Information Package• Request for Proposals – Parks and Recreation Service Delivery Study |
|-------------|--|

Special Board Meeting
Meeting No. 9
July 4, 2019

PAGE NO.

DISCUSSION ITEMS (CONT'D)

24-30

- 2. Economic Development Planning Session**
 - **Economic Development Workplan**

NEW BUSINESS

ADJOURNMENT



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Thiessen and Board of Directors

**FROM: Cheryl Anderson
Manager of Administrative Services/Acting CAO**

DATE: June 26, 2019

SUBJECT: Union of B.C. Municipalities Meetings 2019

Following are the UBCM Minister Meeting requests that were identified at the June 20 Board meeting for the upcoming UBCM Convention.

- The Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development re: Timber Rights, Regional Forestry Appurtenancy, Funding for FireSmart initiatives
- The Honourable Mike Farnworth, Minister of Public Safety and Solicitor General re: Emergency Program Act, Fire Safety Act, RDBN Resolutions – Disaster Relief and Recovery Funding, Permitting Entry into an Evacuation Order Area, Stay and Defend Policy
- The Honourable Adrian Dix, Minister of Health re: Escalating Costs of Healthcare
- The Honourable George Heyman, Minister of Environment re: EPR (ICI)
- The Honourable Jinny Sims, Minister of Citizens' Services re: Broadband Strategy Plan
- The Honourable Lana Popham, Ministry of Agriculture re: New ALR Regulations

At this time, staff is requesting that the lead spokesperson and attendees for each of the meetings be identified in addition to any other meetings the Board may wish to request.

RECOMMENDATION: (All/Directors/Majority)

Direction/Receive.



**Regional District of Bulkley-Nechako
Board of Directors Memorandum
July 4, 2019**

To: Chair Thiessen and the Board of Directors
From: Kristi Rensby, Finance/Administration Coordinator
Date: June 24, 2019
Regarding: Federal Gas Tax Funds – Smithers & Area Recycling Baler Loss

Staff are seeking a recommendation from the Board regarding how to proceed with the Smithers & Area Recycling Society following the fire that resulted in the loss of the recycling baler, which was purchased in part with Federal Gas Tax Funds in 2012.

The funding contract with the Society, which was done under the old Gas Tax Community Works Fund (CWF) Agreement, has a repayment clause that states that if the Society disposes of the asset between 5 and 10 years after the project completion, they must repay 10% of the Gas Tax funding amount ($\$86,500 \times 10\% = \$8,650$) to the RDBN.

Under the new Gas Tax CWF Agreement, for projects undertaken in 2014 and onward, the repayment clause is limited to 5 years, and speaks only to “proceeds” from the disposal of the asset being repaid. UBCM is comfortable with transitioning projects completed under the old CWF Agreement (ten years and a sliding scale percentage repayment) to the terms under the new CWF Agreement (five years and repayment of proceeds, if any).

Staff have identified several potential situations that may arise from the loss of this asset.

1. The Society receives proceeds from insurance and reinvests those proceeds in recycling infrastructure (these proceeds may be for the full value or only the partial value of the asset).
2. The Society receives proceeds from insurance (again, may be full or partial value) and does not reinvest those proceeds in recycling infrastructure (keeping the cash for other uses).
3. The Society may not receive any insurance proceeds at all.

It is undetermined at this time what level of insurance coverage the Society had in place at the time of the fire. Staff would like direction from the Board before having that conversation with the Society.

Ultimately UBCM feels it is up to the RDBN how to proceed with any repayment requirements, as it is the RDBN's funding contract with the Society, but that they are comfortable with transitioning the project to the new CWF Agreement terms, noting specifically that if the project had been completed under the new CWF Agreement, the five-year limitation has passed. If the RDBN were to choose to require a repayment, UBCM has indicated that those funds should be streamed into another Gas Tax project, and not repaid to UBCM (as per the old CWF Agreement).

Considerations:

- To transition this file, albeit unofficially, to the new agreement terms (requiring no repayment regardless of any insurance proceeds or replacement of the asset); this may set a precedent for future files that were constructed under the old Agreement (this is not the first asset disposal we have dealt with)
- To require repayment of funds according to the signed contract with the Society (perhaps only under specific conditions, such as receiving insurance proceeds and not reinvesting them), or not
- Other considerations or concerns raised by the Board of Directors

Staff would like direction from the Board before contacting the Society. If a decision is made to transition this project file to the new Agreement terms, and no repayment is required, staff will not contact the Society regarding the Gas Tax investment.

| |
|---------------------------------|
| RECOMMENDATION: |
| Direction. |
| (All/Directors/Majority) |

6



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chairperson Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: June 26, 2019

**SUBJECT: Rural Directors Committee Meeting Recommendations
– June 20, 2019**

Following are recommendations from the June 20, 2019 Rural Directors Committee meeting for the Regional Board's consideration and approval.

Rural Directors Committee Meeting– June 20, 2019

Recommendation 1:

Re: Northern Capital Planning Grant Criteria

“That the Regional District of Bulkley-Nechako Board of Directors direct staff to contact the Regional Districts of Kitimat-Stikine and Fraser-Fort George in regard to the Provincial Government's Northern Capital Planning Grant criteria and parameters; and further, that a written report be prepared to bring forward to the Provincial Government to identify the inequities of the criteria and parameters of the Northern Capital Planning Grant to Regional Districts.”

Recommendation 2:

Re: Northern Capital Planning Grant

“That the Regional District of Bulkley-Nechako Board of Directors allocate the majority of the Northern Capital and Planning Grant funding for projects that benefit Electoral Areas; and further, that Electoral Area Directors have the discretion to provide funding to municipal projects that support municipal and electoral area residents.”

Recommendation 3:

Re: Northern Capital Planning Grant – July 4, 2019 RDBN Meeting

“That the Regional District of Bulkley-Nechako Board of Directors at its July 4, 2019 Special Board Meeting regarding Northern Capital Planning Grant develop a funding allocation that meets the current criteria, and further, that the RDBN Board of Directors request a meeting with the Minister of Municipal Affairs and Housing in regard to changing the criteria and parameters of the Northern Capital Planning Grant for Regional Districts.”

RECOMMENDATION: (ALL/DIRECTORS/MAJORITY)

Recommendation 1 through 3 as written



Regional District of Bulkley-Nechako Information Package Special Board Meeting – July 4, 2019

To: Chair Thiessen and Board of Directors
From: John Illes, Chief Financial Officer
Date: June 26, 2019
Re: Northern Capital and Planning Grant – Information Package

The following is a summary of the current allocation of funds:

| | |
|--|-------------------|
| Recycling Projects* | \$420,000 |
| Resource Benefits Alliance Community Planning* | \$169,248 |
| Agriculture Plan | <u>\$ 25,000</u> |
| Subtotal | <u>\$ 614,248</u> |
| Remaining | \$ 5,185,752 |

*indicates that these items have been included in the amended budget

The following is a list of services that may, in the opinion of staff, be eligible for capital and/or planning grants.

Area A/Area B/Area E/Area G/Stuart-Nechako Economic Development Services

It is foreseeable that these economic development services could hold capital assets (such as internet connectivity infrastructure) directly or through a carefully constructed joint venture. It is entirely feasible that these services could carry out area specific economic development, tourism or needs assessment plan.

The following Local Area Services contain Regional District owned assets and/or are generally managed by Regional District staff and would be eligible for the Northern Infrastructure Capital and Planning Grant:

- Glacier Gulch Water Diversion – the Regional District holds the water and land lease
- Round Lake Rural Fire Protection – the Regional District owns some infrastructure (the dry hydrant) for this fire service while the Telkwa Fire Departments manages the operation
- Topley Rural Fire Protection – the Regional District owns much of the infrastructure and has oversight of this service



- Luck Bay Fire Protection - the Regional District owns some of the infrastructure (the firehall) while the Fort St. James Fire Department manages the operations
- Fort Fraser Rural Fire Protection - the Regional District owns much of the infrastructure and has oversight of this service
- Fort Fraser Sewer – owned and operated by the Regional District
- Fort Fraser Water – owned and operated by the Regional District
- South Side Rural Fire Protection - the Regional District owns some of the infrastructure and has some oversight of this service
- Cluculz Lake Somerset Sewer – unknown at this time
- Cluculz Lake Emergency Response - the Regional District owns none of the infrastructure and has limited oversight of this service

The following services purchase “service” from municipalities or societies and are not eligible for capital grants; however, in unusual situations these services may be eligible for a planning grant:

- Lake Kathlyn Aquatic Weed Control
- Smithers Rural Fire Protection
- Telkwa Rural Fire Protection
- Area A Emergency Services
- Smithers Victim Services
- Smithers Para Transit
- Telkwa Pedestrian Crosswalk
- Smithers Rural Recreational and Culture
- Smithers, Telkwa, Houston Television Rebroadcasting
- Burns Lake Rural Fire Protection
- Topley Road Rescue (but see below for Topley Rural Fire Protection)
- Topley Cemetery Grant
- Fort St. James Rural Fire Protection
- Area C Road Rescue
- Fort St. James Seniors Helping Seniors
- Fort St. James Arena Grant
- Forts St. James Rebroadcasting
- Fort St. James Library
- Area “D” Extrication Service
- Fort Fraser Cemetery Grant
- Fraser Lake and Area Television Rebroadcasting
- Fraser Lake Library
- Forest Fraser Community Hall
- Vanderhoof Rural Fire Protection
- Vanderhoof Recreation and Culture
- Vanderhoof Swimming Pool Contribution Service
- Houston Rural Fire Protection



- The Street Lighting Services pay rental fees and associated hydro costs for streetlights and are not eligible for either planning or capital grants.

An example of where a planning grant would be appropriate is a plan to find out the costs and feasibility to extend out a rural fire department's service past its existing boundaries.

Recommendations from staff

Planning projects:

Parks and Recreation Service Delivery Study \$100,000

- A detailed RFP for this study if found later in the agenda

Emergency Hazard, Risk and Vulnerability Planning For Electoral Areas \$225,000

- This project is hoped to be completed internally a two-year term position. If desired a verbal presentation on this project will be presented by the Director of Protective Services

Cluculz Lake Fire Department Service Delivery Study \$ 40,000

- This study will provide a needs analysis for the fire department including costs estimates for a new firehall and fire equipment. It will also discuss and estimate the costs of maintaining a viable Fire Protection Service. An estimate for this study has been obtained.

Capital Projects:

Rural Water Supplies for Fire Suppression \$140,000

- Water supplies for fire suppression activities, for the rural fire departments is currently a limiting factor. This capital project provides mitigative measures by setting up buried 5,000 to 10,000-gallon tanks strategically within the fire protection areas. The Regional Fire Chief is available to answer detailed questions.
- Includes two storage tanks for Luck Bay \$50,000, one for Southside \$30,000 and two for Topley \$60,000. Additional tanks (5) are



recommended for Cluculz Lake (\$150,000) but depend on the results of the Delivery Study.

Refurbishment of the Fort Fraser Sewer System \$400,000

- The addition of \$400,000 to this project will likely allow for complete refurbishment of the sewer system. This will minimize further capital repairs for the next 25 years. There is currently \$200,000 in reserves for this project.

Repairs and maintenance to Fort Fraser Sewer Lagoons \$190,000

- This is broken into two parts \$100,000 for dredging and other repairs as suggested in recently completed engineering study and \$90,000 for a solar aerator.

Twinning Fort Fraser Water Towers (Reserve contribution) \$500,000

- This will make the water system more robust and handle the heavy demands of firefighting. This contribution will allow the Regional District to be eligible to apply for infrastructure grants.

Emergency Operations – Storage Facility and Alternate Operations Centre \$400,000

- A building between 1600 and 2000 square feet would be constructed at the Burns Lake Transfer Station to provide an alternate EOC as well as storage for emergency operations including things such as sand bags, blankets, emergency rations etc. Staff are currently seeking funding for this project and NCPG funding would likely improve the chances of additional grant funding.
- This will also allow offsite storage for the rest of the Regional District allowing for the release of “office space” in the main admin building.

Various Current Capital Projects in Environmental Services \$308,650

- There are several capital projects such as the recycling centres construction (not already covered by the NCPG) and the cost for tractors and heavy machinery for these new centres. The amount listed for this project is the amount that the RD is borrowing from its own reserves for these projects. Using the NCPG will reduce the budgeted taxation increase (for Environmental Services) from 6.4% to 0.4% for 2020 and 2021.

Consolidation Centre in Smithers Transfer Station \$750,000



| | |
|---|--------------------|
| <ul style="list-style-type: none"> This would build the recycling consolidation centre in Smithers complete with a loader. If approved this could be operational in early 2020. | |
| <i>Consolidation Centre in Vanderhoof Transfer Station</i> | \$750,000 |
| <ul style="list-style-type: none"> Similar to the Smithers option above but would serve the East end of the Regional District. Would be operational in early 2021. | |
| <i>Emergency water supply for landfill fire suppression</i> | \$73,000 |
| <ul style="list-style-type: none"> This includes water tankers complete with pumps and hoses, fittings and would supply both sub-regional landfills. | |
| <i>Predevelop Phase 3B for Knockholt</i> | \$350,000 |
| <ul style="list-style-type: none"> Move up phase development to be ready to receive future garbage including camp garbage. Target completion 2021. | |
| <i>Replacement of spare Bobcat</i> | \$ 75,000 |
| <ul style="list-style-type: none"> Move up replacement of this bobcat as it has become unreliable. Originally scheduled for 2021 | |
| <i>Replacement of four Western Haul Trailers</i> | \$600,000 |
| <ul style="list-style-type: none"> Trailers are now showing high wear and tear particularly on the walking floor mechanism and maintenance costs are escalating. A better alternative is now available (aluminium) that we are currently using on the Eastern Waste Haul routes. | |
| <i>Creation of new (additional) Septage Receiving Beds in Burns Lake Transfer Station and Knockholt landfill</i> | \$ 50,000 |
| <i>Concrete slabs in front of the Recycling SeaCans</i> | \$120,000 |
| <ul style="list-style-type: none"> This is for four concrete slabs in front of the recycling containers in Smithers, Burns Lake, Vanderhoof and Fort St. James and will enhance the recycling experience for those recycling. | |
| <i>Cost Recovery Infrastructure related to the implementation of Tipping Fees.</i> | \$400,000 |
| <ul style="list-style-type: none"> These funds would be spent in 2021 for implementation in 2022. | |
| Total Staff Recommended Projects: | \$5,471,650 |

**Other options include:**

- The administration building is scheduled to undergo capital maintenance of approximately \$500,000 over the next ten years and funds could be placed in the capital reserve account for the office building to cover these expenses.
- Funds could be placed in either the Regional Economic Development service (for the Regional District as a whole) or for an Electoral Area for future detailed internet connectivity design plans leading to infrastructure applications and further funds could be placed in these service accounts for future capital projects related to connectivity.

To continue with internet connectivity projects to the stage where an application to grant programs such as CIRA is feasible, between \$50,000 to \$100,000 for legal, engineering and consultant fees would be required.

- Funds could be placed in a Parks and Trails service for future capital costs related to a new service. If the directors decide to allocate money to regional parks or trails for capital projects, staff will bring back annual operational cost estimates that will be required to be funded through taxation in future years. To be in place by the end of December, the service establishment bylaw will need to be introduced in August. It is important to note that a Parks and Trails Service does not include other forms of recreation funding except those related to an established (by the Board) Regional Park or Regional Trail.
- Funds could be placed in the capital reserve for environmental services for the construction of a leachate containment system for Clearview Landfill. The estimated costs for this project is between \$800,000 and \$1.2 M.



13

REGIONAL DISTRICT
OF BULKLEY & NECHAKO

**Request for Proposals Solicitation # RDBN-REC.-2019
Regional District of Bulkley-Nechako
Parks and Recreation Service Delivery Study**



**Request Issued:
Closing Date:**

**Contact:
inquiries@rdbn.bc.ca
RDBN
Box 820
Burns Lake, BC
V0J 1E0**

**"A WORLD OF OPPORTUNITIES
WITHIN OUR REGION"**



TABLE OF CONTENTS

| | | |
|-----|--|---|
| 1. | Project Summary..... | 1 |
| 2. | Background..... | 1 |
| 3. | Request for Proposal Terminology..... | 2 |
| 4. | Scope of Work – Detailed Description..... | 2 |
| 4.1 | Background Review and Project Familiarization..... | 3 |
| 4.2 | Parks and Recreation Needs Assessment by Electoral Area..... | 3 |
| 4.3 | Development of Service Area Model Options..... | 3 |
| 4.4 | Presentation of Key Findings and Recommendations..... | 3 |
| 5. | Consultant Deliverables..... | 4 |
| 6. | Regional District Level of Participation..... | 4 |
| 7. | Terms of Payment and Cost Control..... | 4 |
| 8. | Submission Guidelines..... | 5 |
| 9. | Proposal Format and Content..... | 6 |
| 10. | Evaluation Criteria..... | 7 |
| 11. | Proposal Reply Form..... | 7 |
| | Appendix 1 Proposal Evaluation Form..... | 8 |
| | Appendix 2 Proposal Reply Form 9..... | 9 |



1. Project Summary

The Regional District of Bulkley-Nechako is seeking proposals from qualified proponents in response to this request for proposals ("RFP"). The RFP is regarding the development of a Parks and Recreation Service Delivery Study that will allow the Regional District Board to consider and evaluate the service delivery models which would best allow the Regional District to provide parks and recreation services in the most efficient and effective manner possible.

The RDBN seeks a collaborative proponent with passion, enthusiasm, and expertise. This expertise must include a good understanding of regional district service delivery and finance structures.

2. Background

The Regional District consists of eight member municipalities (Town of Smithers, Village of Telkwa, District of Houston, Village of Granisle, Village of Burns Lake, Village of Fraser Lake, District of Fort St. James, and the District of Vanderhoof) and seven Electoral Areas (Electoral Areas A, B, C, D, E, F, and G). The Regional District is experiencing increased public demand for parks and recreation services in the unincorporated rural area of the region. Also, the Regional District Board understands that increasing recreation opportunities is a critical component in providing the quality of life necessary to ensure the future economic sustainability of the region.

The Regional District does not currently provide any community recreation or parks service in the rural area. The Regional District makes notable financial contributions to recreation activities in municipalities; however, parks and recreation services in the rural areas are provided primarily by BC Parks, Recreation Sites and Trails BC (RSTBC), and private societies providing recreation services in partnership with RSTBC or local community forests. The Regional District Board recognizes that the current approach relies heavily on local community volunteerism, and funding sources that are limited and not secure. The existing situation is not expected to be sustainable in the long term, is not expected to result in increased parks and recreation services, and does not allow for the strategic allocation of resources in a coordinated and planned manner at the regional level.

It is expected that the Parks and Recreation Service Delivery Study will evaluate, discuss, and make recommendations regarding a range of parks and recreation service delivery model options. The options proposed must be developed giving consideration to the full range of service, including the following:

- a) the establishment of a region wide parks and recreation service where the Regional District plans for, owns, and operates parks and recreation facilities; and,



- b) a contribution only service where the Regional District's role is limited to providing financial support to service providers.

3. Request for Proposal Terminology

Throughout this Request for Proposal, the following terminology is used.

- a) **“Contract”** means the written agreement resulting from this Request for Proposal executed by the Regional District of Bulkley-Nechako and the Consultant.
- b) **“Consultant”** means the successful Proponent to this Request for Proposal who enters into a written Contract with the Regional District of Bulkley-Nechako.
- c) **“The Services”** means of all work necessary to complete the tasks identified in the scope of work in accordance with the project description and the deliverables described in this document.
- d) **“Regional District”** means the Corporation of the Regional District of Bulkley-Nechako.
- e) **“Regional District Board”** means the Board of Directors of the Regional District of Bulkley-Nechako.

4. Scope of Work – Detailed Description

The Parks and Recreation Service Delivery Study must provide a comprehensive and clear analysis of the proposed Parks and Recreation service delivery models for the Regional District. The Parks and Recreation Service Delivery Study must be developed with specific consideration of the variations in parks and recreation demand and expectations across the region, the desire for flexibility in service delivery between Electoral Areas, and the need for cost allocation to Electoral Areas based on service levels provided within that area.

The Study will serve the Regional District Board as a strategic and directional resource to guide bylaw and policy development, staffing, and decision making in relation to the provision of parks and recreation services in the rural area of the Regional District. The Parks and Recreation Service Delivery Study must identify the parks and recreational needs of Regional District residents and visitors, prioritize projects and services, and identify and discuss the service delivery options suitable for the Regional District to meet those needs in an efficient and effective manner. The Regional District is not interested in duplicating or assuming responsibility for parks and recreation services already being provided by the Province or other service providers.



The Project includes the following work:

- 4.1 Background Review and Project Familiarization:
 - a. review existing staff reports and studies relating to parks and recreation in the Regional District;
 - b. collect and analyze data relating to existing recreation services in the Regional District;
 - c. evaluate the Regional District staffing capacity available for dedication to parks and recreation services; and
 - d. develop a work plan for review and approval by the Regional District.

- 4.2 Parks and Recreation Needs Assessment by Electoral Area:
 - a. undertake stakeholder and community consultation;
 - b. evaluate the current unmet parks and recreation needs of residents and visitors;
 - b. evaluate the future unmet parks and recreation needs of residents and visitors; and
 - c. recommend priority park and recreation services and facilities for each Electoral Area.

- 4.3 Development of Service Delivery Model Options:
 - a. develop proposed service delivery models, including the associated taxation funding structure and operational details;
 - b. describe the parks and recreation services and facilities provided under each model;
 - b. evaluate the benefits and limitations of each model;
 - d. identify the Regional District staffing required to implement each model; and
 - e. estimate the total annual taxation recommended to implement and sustain each model.

- 4.4 Presentation of Key Findings and Recommendations:
 - a. complete a draft of the Parks and Recreation Service Delivery Study and review with staff;
 - b. present a draft of the Parks and Recreation Service Delivery Study to the Regional District Board for discussion; and
 - c. Submit a final Parks and Recreation Service Delivery Study.



5. Consultant Deliverables

The final product to be delivered is a report that clearly presents the project information, issues, results, and recommendations in a professional and concise manner. It is expected that the Consultant will work closely with RDBN staff in preparation of the above noted report. The report shall outline the issues, factors, and considerations on which all recommendations were based. The reports shall be organized into sections that are in general accordance with the tasks outlined in Section 4 of this document.

The Consultant will provide the following to the Regional District:

- 10 bound hard copies of the final report;
- a digital PDF copy of the report.

6. Regional District Level of Participation

Regional District staff shall be available during the project to provide input, answer questions, and provide access to documentation as reasonably necessary to facilitate completion of the work. It is expected that the Regional District will have an opportunity to review and provide input on the nature of all communications with the public associated with the provision of the Services prior to communication with the public. The Consultant will be responsible for conducting all research, data collection, fieldwork, and all other work and investigations necessary to complete the project and provide the Services.

All questions or requests for information in relation to the Project shall be made to the Director of ?.

7. Terms of Payment and Cost Control

Total compensation available to be paid to the Consultant by the Regional District of Bulkley-Nechako for the Services is \$100,000.00. This compensation includes all expenses and GST (where applicable).

The Terms of Payment will be as follows:

- Payments will be based on the conditions of the Contract between the Consultant and the Regional District of Bulkley-Nechako.
- No payment will be made for the cost of work incurred to remedy errors or omissions for which the Consultant is responsible.

The fees outlined in the Contract, the scope of work, or the Services shall not be amended without the prior written authorization of the Regional District of Bulkley-Nechako. Any concern by the Consultant that the Contract, the scope of work, or the Services requires amendment shall be immediately communicated



to the Director of ? with an estimate of the impact on the fee resulting from the amendment.

8. Submission Guidelines

The Regional District invites the submission of proposals from qualified and experienced professionals to provide the Services with respect to the Parks and Recreation Service Delivery Study as outlined in this document.

Submissions will be received until 4:30pm on ??

The Consultant shall provide two (2) bound copies of its proposal in a sealed envelope, clearly addressed to:

**Director of ?
Regional District of Bulkley-Nechako
Box 820
Burns Lake, BC
V0J 1E0**

“PROPOSAL FOR PARKS AND RECREATION SERVICE DELIVERY STUDY”

“(DO NOT OPEN)”

Inquiries regarding the work may be directed to the Director of ?, 37 3rd Avenue, Box 820, Burns Lake, BC, V0J 1E0 or by calling 1-800-320-3339 (within BC) or 250-692-3195 or by e-mail to ?

Please note that questions relating to this Request for Proposals will be accepted until 4:30pm on ?? This will allow the answers to questions asked to be properly distributed to all interested parties.

To ensure your receipt of any answers to questions asked or addendums issued, you must fill out and return the attached reply form to the Director of ?. **Failure to submit a properly filled out reply form dissolves the RDBN of any obligation to provide addendums to Consultants wishing to submit a proposal.**

Any proposal submitted after the submission closing date of ?? will not be evaluated and will be returned to the Consultant unopened.

The RDBN reserves the right, at its sole discretion, to waive any defect or irregularity in a proposal, to amend the proposal, and to negotiate with any Consultant. Notwithstanding any other provision in the Proposal Documents or any practice or custom in the industry, the RDBN at its sole discretion shall have



the unfettered right to accept any proposal, reject any proposal, reject all proposals, accept a proposal which is not the lowest-priced proposal, reject a proposal even if it is the only proposal received by the RDBN, and negotiate contract terms with any Consultant. Acceptance of any proposal is subject to funding approval by the Board of Directors of the RDBN, or the Province of BC.

Evaluation will be based on the Regional District's consideration of the proposal that will give the Regional District the greatest value based on quality, service and price. The Regional District shall be the sole judge of a proposal and its decision shall be final. The Regional District also reserves the right to make such investigations, as it deems necessary, to determine the ability of any Consultant to perform the work or services to be provided. The Consultant shall provide all information that the Regional District deems necessary to evaluate the proposal. The RDBN retains ownership of all data, maps and reports produced.

The RDBN will not be responsible for proposal preparation costs. The accuracy of the proposal is the Consultant's responsibility. Correction shall be at the Consultant's expense.

9. Proposal Format and Content

The Consultant shall provide two (2) bound copies of its proposal to the Regional District. The content of the proposal should include (but is not limited to) the following.

- a) A description of the Consultant's understanding of the Services.
- b) A description of the Consultant's corporate structure and history.
- c) A list of the personnel to be involved in providing the Services, their roles, and the per diem rate for each person or category of personnel.
- d) Staff resumes and relevant experience (including references) of key staff, with details of staff time allocation for each component of the work.
- e) A list of all sub-consultants and sub-contractors that will be used to provide the Services along with their costs, company resumes, and administration fees (if applicable).
- f) A detailed work program and timeline for providing the Services, including a description of the following:
 - the scope of the background review;
 - the stakeholder and community consultation process;
 - the factors to be considered in developing the service delivery models proposed;



- the proposed meeting schedule with the Project Steering Committee

- g) A budget and fee basis for time and disbursements, including the total costs payable by the Regional District to the consultant for the Services. The budget should include a contingency for cost overruns to ensure total costs do not exceed \$100,000.00
- h) A list of at least three (3) references, which may be contacted by the RDBN.

10. Evaluation Criteria

Proposals will be ranked on a points basis with criteria including: methodology, qualifications (personnel); availability, experience, and reputation; quality of proposal; Consultant's local experience; and fees.

See Appendix 1 for the Proposal Evaluation Form.

11. Proposal Reply Form

Consultants interested in submitting a proposal must complete and submit the Proposal Reply form to the Director of ? at inquiries@rdbn.bc.ca. to ensure distribution of answers to questions and addendums relating to this Request for Proposals.

See Appendix 2 for the Proposal Reply Form.



| PROPOSAL EVALUATION FORM | | | |
|--|--|-----------------------|---------------------------|
| Proponent's Name: _____ | | | |
| Project Title: Parks and Recreation Service Delivery Study | | | |
| Evaluation Date: _____ | | | |
| Evaluator: _____ | | | |
| Criteria | | | |
| Step 1: | | YES | NO |
| Mandatory Criteria | Proposal received prior to closing | | |
| | Resumes of project team included | | |
| | Reference List | | |
| | Sufficient number of proposal copies | | |
| Step 2: | | Max Points | Points Awarded |
| | 1.0 Qualifications and Experience: (30 points) | | |
| | ▪ Professional Qualifications | 20 | |
| | ♦ Personnel, company, sub-consultants | | |
| | ▪ Experience in northern BC | 5 | |
| | ▪ Experience working with the public and local governments | 5 | |
| | 2.0 Methodology and Work Plan: (30 points) | | |
| | ▪ Proposal meets Scope of Work and timelines | 15 | |
| | ▪ Methodology is clear, sufficient and logical | 10 | |
| | ▪ Firm's resources (staff, equipment etc.) | 5 | |
| | 3.0 Consultancy Fee: (30 points) | | |
| | ▪ Comprehensive and complete | 10 | |
| | ▪ Professional rates and expenses | 10 | |
| | ▪ Value for cost | 10 | |
| | 4.0 Proposal Quality: (10 points) | | |
| | ▪ Review of information | 2 | |
| | ▪ Understanding of Project | 2 | |
| | ▪ Value-added information | 2 | |
| | ▪ Clear, concise and complete Proposal | 2 | |
| | ▪ Presentation and overall impression | 2 | |
| Total Score | | 100 | |



PROPOSAL REPLY FORM

Project Title: Parks and Recreation Service Delivery Study

Company

Name _____

Contact

Person: _____

Contact Information

Phone

e-mail

Mailing
Address



Regional Economic Development Projects and Priorities 2019-2020

Capacity Building and Community Development

- Proposal writing assistance for Municipalities, Not for Profit, and First Nations Organizations in the region
- Semi-annual Regional Communication Meetings with Municipal, First Nations, Community Futures and Northern Development EDO's
- Administer funding programs – Northern Development, Lakes Economic Development Services, Electoral Area "A" Economic Development Services,
- Coordinate and host Economic Development workshops for:
 - Not for Profit Organizations
 - Regional Economic Development Professionals
- Distribute Regional Tourism Brochure
- #visitbulkleynechako Instagram contest
- Create Tourism Sector Investment Package (complete)
- Partnership with NBCT to create 360 Virtual Reality video Segments for use at VICs
- Participate in Tour Route 16 Motorcycle Program
- Participate in Ride North Mountain Biking Program
- Participate in subscription to Crowdriff - User Generated Content Partner Network
- Update and enhance Economic Development Section of the RDBN website
- Update and enhance opportunities.rdbn.bc.ca, visitbulkleynechako.ca, directory.rdbn.bc.ca
- Maintain Social Media accounts Visit Bulkley-Nechako, RDBN Opportunities, Connecting Consumers and Producers
- Review Directory use and determine best method for maintaining data
- Exhibit at Vancouver and Calgary Outdoor Adventure Shows in partnership with Travel Northern BC consortium
- Maintain Image Bank and promote use
- Use InDesign to complete updates to marketing materials – eg Sector/Community Profiles, Tourism profiles, infographics

Workforce and Entrepreneur Support

- NDIT Business Façade Improvement Program
- Outreach to business/industry in the region
- Purchase Chamber memberships in each municipality and attend one Chamber meeting annually
- Compile and distribute Regional Data:
 - RDBN Data Warehouse
 - Regional Profiles
- Participate on the Bulkley-Nechako Workforce Opportunities Table (formerly SWOT)
 - Assist with the update of the Regional Skills Gap Analysis (funding approved)
 - Manage Social Media posts and webpage (opportunities.rdbn.bc.ca)
- Ongoing management of opportunities.rdbn.bc.ca website
- Regional Agriculture Marketing Project
 - Sponsor Community Events grant program promoting local food production
- 2019 Start-up Business Contest
 - Coordinate bi-annual business planning competition within the region to help identify potential gap-filling entrepreneurs from within the community.
 - Secure sponsorship for prizes for business contest
 - Facilitate regional Advisory Committee meetings
 - Coordinate workshops to offer support to prepare business plans
- 2019 RDBN Business Forum
 - Prepare to collaborate and support the two-day Business Forum to be held in 2019
 - Facilitate Regional Advisory Committee meetings
 - Secure event sponsorship
- Entrepreneur Immigration – BC PNP Program
 - Field inquiries from potential Nominee Candidates
 - Arrange and Host Exploratory Visits (if identified)

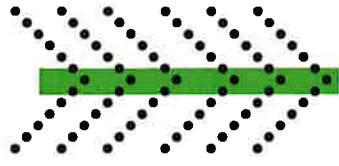
Priority Projects and Research

- Complete Rural Connectivity Study
- Use completed study to apply for grants to improve connectivity in the Region
- Attend Public Participation Training
 - Work with other departments to increase Public Participation effectiveness
- Assist Non-Profit in Wildfire Recovery
- Complete update of Regional Economic Development Action Plan (grant funding approved)

Support member municipality Economic Development projects – by request and as time permits

Regional Economic Development ²⁶ Priorities

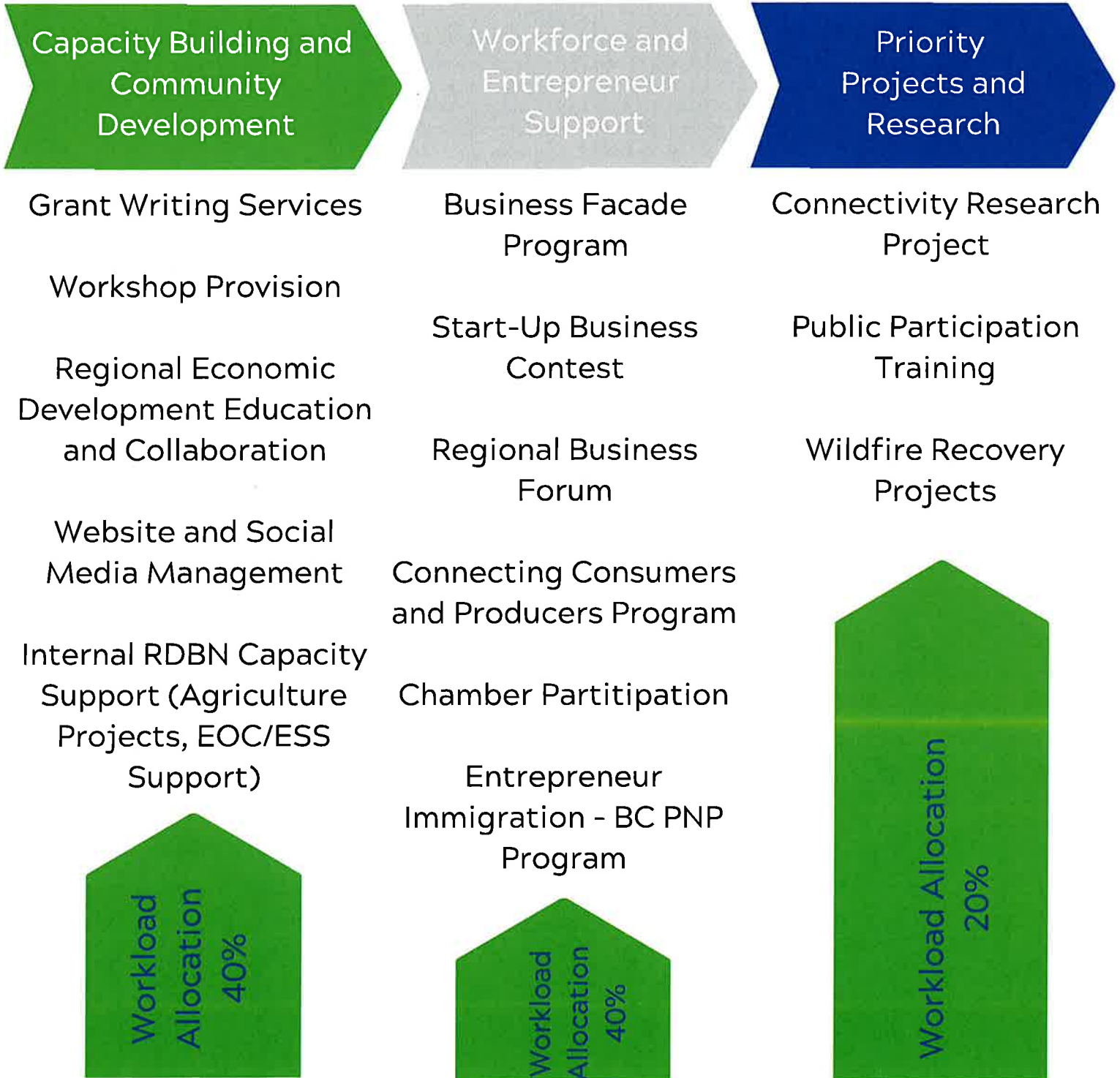
2019-2020



*A World of Opportunities
within our Region*



*Based on 3 person department staffing



2018 Grant Applications

| # | Date application submitted | Applicant organization | Project name | Funding agency (do not use acronyms) | Grant description (Program Name) | Total project value | Amount applied for | Amount awarded | Status (Approved, Pending, Declined) |
|----|----------------------------|---|--|--|---|---------------------|--------------------|----------------|--------------------------------------|
| 1 | 4-Jan-2018 | Regional District of Bulkley-Nechako Economic Development | Economic Development Capacity Building 2018 | Northern Development Initiative Trust | Economic Development Capacity Building | \$ 202,000.00 | \$ 50,000.00 | \$ 50,000.00 | Approved |
| 2 | 30-Jan-2018 | Lakes District Fall Fair Association | 2018 Operational Expenses | Heritage Canada | Building Communities through Arts and Culture | \$ 115,590.00 | \$ 32,500.00 | \$ - | Declined |
| 3 | 30-Apr-2018 | Lakes District Fall Fair Association | 2018 Operational Expenses | Province of British Columbia | Community Gaming Grants | \$ 104,375.00 | \$ 16,280.00 | \$ 16,280.00 | Approved |
| 4 | 26-Jan-2018 | Regional District of Bulkley-Nechako Protective Services | Emergency Operations Center Program Building | Union of British Columbia Municipalities | Community Emergency Preparedness Fund | \$ 24,995.00 | \$ 24,995.00 | \$ 24,995.00 | Approved |
| 5 | 9-Feb-2018 | Regional District of Bulkley-Nechako Economic Development | 2018 Tourism Initiatives - Content Generation | Northern Development Initiative Trust | Marketing Initiatives | \$ 32,500.00 | \$ 16,250.00 | \$ 8,125.00 | Approved |
| 6 | 9-Feb-2018 | Regional District of Bulkley-Nechako Economic Development | 2018 Tourism Initiatives - Program Development | Northern Development Initiative Trust | Marketing Initiatives | \$ 80,000.00 | \$ 20,000.00 | \$ 2,000.00 | Approved |
| 7 | 18-Jan-2018 | Decker Lake Recreation Commission | Decker Lake Hall Floor Revitalization | Burns Lake Community Forest | Community Support Donations | \$ 7,785.00 | \$ 5,500.00 | \$ 5,500.00 | Approved |
| 8 | 1-Feb-2018 | Regional District of Bulkley-Nechako | Economic Development and Planning Summer Students | Employment and Social Development Canada | Canada Summer Jobs Program | \$ 15,187.00 | \$ 6,361.60 | \$ - | Declined |
| 9 | 9-Feb-2018 | Lakes District Fall Fair Association | Concession Renovation | Northern Development Initiative Trust | Community Halls and Rec Facilities | \$ 36,636.00 | \$ 15,000.00 | \$ 15,000.00 | Approved |
| 10 | 6-Feb-2018 | Tweedsmuir Park Rod and Gun Club | Flooring Project | Bulkley Valley Credit Union | Economic Development Committee | \$ 45,121.00 | \$ 5,000.00 | \$ 5,000.00 | Approved |
| 11 | 14-Feb-2018 | Lakes District Festival Association | 2018 and 2019 Expenses | Burns Lake Community Forest | Community Support Donations | \$ 16,480.00 | \$ 5,000.00 | \$ 5,000.00 | Approved |
| 12 | 15-Feb-2018 | Regional District of Bulkley-Nechako | 2018 Northern Emergency Support Services Training Conference | New Gold Blackwater | Community Support Program | \$ 10,000.00 | \$ 1,500.00 | \$ 1,000.00 | Approved |
| 13 | 16-Feb-2018 | Lakes District Fall Fair Association | 2018 Capital Projects | Burns Lake Community Forest | Community Support Donations | \$ 56,614.00 | \$ 20,000.00 | \$ 20,000.00 | Approved |
| 14 | 27-Feb-2018 | Lakes District Fall Fair Association | Concession Renovation | Bulkley Valley Credit Union | Economic Development Committee | see line 17 | \$ 5,000.00 | \$ 5,000.00 | Approved |
| 15 | 13-Mar-18 | Lakes District Fall Fair Association | 2018 Capital Projects | Chinook Community Forest | Community Support Donations | see line 21 | \$ 15,000.00 | \$ 15,000.00 | Approved |
| 16 | 26-Feb-2018 | Groundbreaker Agricultural Association | Young Agrarian | Canadian Parks and Recreation Association | Green Jobs Initiatives | \$ 18,800.00 | \$ 9,400.00 | \$ 9,400.00 | Approved |
| 17 | 15-Mar-2018 | Tweedsmuir Park Rod and Gun Club | Flooring Project | Chinook Community Forest | Community Support Donations | see line 18 | \$ 5,000.00 | \$ 5,000.00 | Approved |
| 18 | 8-Mar-2018 | Regional District of Bulkley-Nechako Emergency Services | Community Wildfire Awareness Day | FireSmart Canada | Wildfire Community Preparedness Day | \$ 500.00 | \$ 500.00 | \$ - | Declined |
| 19 | 15-Mar-2018 | Burns Lake Youth Soccer Club | 2018 Season Expenses | Chinook Community Forest | Community Support Donations | \$ 4,900.00 | \$ 4,900.00 | \$ 4,900.00 | Approved |
| 20 | 15-Mar-2018 | Bulkley-Nechako Workforce Opportunities Table | Regional Strategies for Economic Stability | Northern Development Initiative Trust | Strategic Initiatives Fund | \$ 70,000.00 | \$ 56,000.00 | \$ - | Declined |
| 21 | 29-Mar-2018 | Bulkley-Nechako Workforce Opportunities Table | Regional Strategies for Economic Stability | Nechako-Kitamaat Development Fund | Economic Development Grants | see line 28 | \$ 14,000.00 | \$ - | Declined |
| 22 | 29-Mar-2018 | Fort St. James Snowmobile Club | 2018 Trail Improvements | Integrus Community Foundation | Community Foundation Grants | \$ 29,000.00 | \$ 15,000.00 | \$ - | Declined |
| 23 | 29-Mar-2018 | Burns Lake Youth Soccer Club | Club Coordinator | Burns Lake Community Forest | Community Support Donations | \$ 12,000.00 | \$ 5,000.00 | \$ 5,000.00 | Approved |
| 24 | 5-May-2018 | Regional District of Bulkley-Nechako Emergency Services | LIDAR Data for Flood Mapping Project | Union of British Columbia Municipalities | Community Emergency Preparedness Fund | \$ 28,000.00 | \$ 28,000.00 | \$ 28,000.00 | Approved |
| 25 | 18-May-2018 | Colleymount Recreation Commission | Hall Interior Revitalization | Burns Lake Community Forest | Community Support Donations | \$ 15,274.00 | \$ 7,137.00 | \$ 7,137.00 | Approved |
| 26 | 29-May-2018 | Burns Lake Youth Soccer Club | 2018 Operational Expenses | Province of British Columbia | Community Gaming Grants | \$ 39,373.00 | \$ 10,088.00 | \$ 4,000.00 | Approved |
| 27 | 30-May-2018 | Lakes District Pony Club | 2018 Operational Expenses | Province of British Columbia | Community Gaming Grants | \$ 16,505.00 | \$ 4,350.00 | \$ - | Pending |
| 28 | 31-May-2018 | Fort Fraser Community Recreation Society | Summer Program Coordinator | New Gold Blackwater | Community Support Donations | \$ 15,450.00 | \$ 2,500.00 | \$ - | Declined |
| 29 | 5-Jun-2018 | Regional District of Bulkley-Nechako Emergency Services | Risk Management Conference | Municipal Insurance Association of BC | Risk Management Grant | \$ 2,085.00 | \$ 2,085.00 | \$ 2,085.00 | Approved |
| 30 | 15-Jun-2018 | Lakes District Family Enhancement Society | Regional Service Provision Pilot | Chinook Community Forest | Community Support Donations | \$ 233,380.00 | \$ 50,000.00 | \$ 2,000.00 | Approved |
| 31 | 15-Jun-2018 | Lakes District Family Enhancement Society | Regional Service Provision Pilot | Burns Lake Community Forest | Community Support Donations | see line 38 | \$ 50,000.00 | \$ 50,000.00 | Approved |
| 32 | 15-Jun-2018 | Colleymount Recreation Commission | Hall Interior Revitalization | Chinook Community Forest | Community Support Donations | see line 33 | \$ 7,137.00 | \$ 7,137.00 | Approved |
| 33 | 15-Jul-2018 | Fort Fraser Community Recreation Society | Summer Program Coordinator | Rio Tinto Alcan | Community Support Donations | see line 36 | \$ 5,000.00 | \$ - | Declined |
| 34 | 19-Jun-2018 | Upper Nechako Wilderness Council | Re-Branding and Web Design | District of Vanderhoof | Grant in Aid | \$ 17,997.00 | \$ 1,500.00 | \$ 1,500.00 | Approved |
| 37 | 30-Jul-2018 | Upper Nechako Wilderness Council | Rebranding and Web Design | Province of British Columbia | BC Rural Dividend | \$ 12,900.00 | \$ 10,000.00 | \$ 10,000.00 | Approved |
| 38 | 31-Jul-2018 | Regional District of Bulkley-Nechako Environmental Services | Solid Waste Management Plan Priority Actions Project | Province of British Columbia | BC Rural Dividend | \$ 125,000.00 | \$ 100,000.00 | \$ - | Declined |
| 39 | 31-Jul-2018 | Community Futures Nadina | Bulkley-Nechako Workforce Analysis and Action Plan | Province of British Columbia | Labour Market Partnership | \$ 81,000.00 | \$ 64,800.00 | \$ 64,800.00 | Approved |
| 40 | 31-Jul-2018 | Lakes District Family Enhancement Society | Community Food Hub Transition | Province of British Columbia | BC Rural Dividend | \$ 149,256.00 | \$ 99,947.00 | \$ 99,947.00 | Approved |
| 42 | 31-Aug-2018 | Houston Search and Rescue Society | Operational Expenses | Province of British Columbia | Community Gaming Grants | \$ 140,573.49 | \$ 71,555.00 | \$ 71,555.00 | Approved |
| 43 | 31-Aug-2018 | Topley Fire Protection Society | Operational Expenses | Province of British Columbia | Community Gaming Grants | \$ 149,538.00 | \$ 100,000.00 | \$ 82,000.00 | Approved |
| 44 | 9-Oct-2018 | Burns Lake Mountain Bike Association | Operational Expenses | Province of British Columbia | Community Gaming Grants | \$ 6,500.00 | \$ 4,875.00 | \$ 4,000.00 | Approved |
| 45 | 15-Oct-2018 | Colleymount Recreation Commission | The Gathering | Red Cross | 2018 Wildfire Community Event Funding | \$ 3,978.50 | \$ 3,978.50 | \$ 3,978.50 | Approved |
| 46 | 18-Oct-2018 | Tweedsmuir Recreation Commission | Tweedsmuir Recreation Commission Community Appreciation | Red Cross | 2018 Wildfire Community Event Funding | \$ 1,962.00 | \$ 1,962.00 | \$ 1,962.00 | Approved |
| 47 | 23-Oct-2018 | Lakes District Fair Association | Well and Pump House Project | Nechako-Kitamaat Development Fund | NKDF | \$ 55,237.50 | \$ 17,237.50 | \$ 17,237.50 | Approved |
| 48 | 25-Oct-2018 | Grassy Plains Community Hall Association | Office Equipment and Incurred Expenses Project | Burns Lake and District Community Foundation | Wildfire Disaster Relief Fund | \$ 5,000.00 | \$ 5,000.00 | \$ - | Declined |
| 49 | 25-Oct-2018 | Grassy Plains Community Hall Association | Community Halloween Party | Red Cross | 2018 Wildfire Community Event Funding | \$ 4,365.45 | \$ 4,365.45 | \$ 2,185.45 | Approved |
| 50 | 25-Oct-2018 | Regional District of Bulkley-Nechako Emergency Services | Mobile ESS Unit | Union of British Columbia Municipalities | Emergency Social Services | \$ 24,864.00 | \$ 24,864.00 | \$ 24,864.00 | Approved |
| 52 | 14-Nov-2018 | The First Responders Café | Regional Start-Up | Community Action Initiative | Convening Grant for Community Dialogue | \$ 10,502.36 | \$ 10,502.36 | \$ - | Declined |
| 53 | 30-Nov-2018 | Lakes District Family Enhancement Society | Lakes District Food Bank | Province of British Columbia | Community Gaming Grants | \$ 100,000.00 | \$ 100,000.00 | \$ 90,000.00 | Approved |
| 54 | 26-Oct-2018 | Burns Lake Public Library | Computer Equipment | Burns Lake Community Foundation | Wildfire Recovery | see line 58 | \$ 5,000.00 | \$ - | Declined |
| 55 | 23-Nov-2018 | Topley Community Club | Playground | Dungate Community Forest | Community Forest Donation | \$ 61,715.66 | \$ 15,909.66 | \$ 10,000.00 | Approved |
| 58 | 17-Dec-2018 | Burns Lake Public Library | Computer Equipment | Burns Lake Community Forest | Community Forest Donation | \$ 11,915.77 | \$ 11,915.77 | \$ 6,214.00 | Approved |
| 59 | 14-Dec-2018 | Regional District of Bulkley-Nechako | Economic Development Capacity | Northern Development Initiative Trust | Funding for Ec Dev position 2019 | \$ 52,351.00 | \$ 52,351.00 | \$ 50,000.00 | Approved |
| 60 | 14-Dec-2018 | Regional District of Bulkley-Nechako | Grant Writing Support | Northern Development Initiative Trust | Funding for Ec Dev position 2019 | \$ 28,000.00 | \$ 8,000.00 | \$ 8,000.00 | Approved |
| 61 | 18-Dec-2018 | Regional District of Bulkley-Nechako | Local Government Internship | Northern Development Initiative Trust | Funding for Intern | \$ 50,500.00 | \$ 35,000.00 | \$ - | Declined |
| | 20-Dec-2018 | Regional District of Bulkley-Nechako | Beacon Theatre Renovations | Province of British Columbia | Special Circumstances Program | \$ 453,068.00 | \$ 330,650.00 | \$ - | Declined |
| | | | | | | \$ 2,778,774.73 | \$ 1,593,896.84 | \$ 845,802.45 | |

27

2019 Funding Applications Submitted

| # | Date application submitted | Applicant organization | Project name | Funding agency (do not use acronyms) | Grant description (Program Name) | Total project value | Amount applied for | Amount awarded | Status (Approved, Pending, Declined) |
|----|----------------------------|--|--|--|--|---------------------|--------------------|----------------|--------------------------------------|
| 1 | 14-Jan-2019 | The First Responders Café Society | First Responders Café Coordinator | Rio Tinto | Community Support Donations | \$ 70,037.00 | \$ 70,037.00 | \$ - | Declined |
| 2 | 21-Jan-2019 | Regional District of Bulkley-Nechako | Ormineca Ski Club Trail Lighting | BC Rural Dividend | Special Circumstances | \$ 199,231.00 | \$ 79,231.00 | \$ 79,321.00 | Approved |
| 3 | 23-Jan-2019 | BV Aquatic Management Society | Chemical Shed Replacement | Investing in Canada Infrastructure Program | Rural and Northern Communities | \$ 104,790.28 | \$ 99,958.00 | | Pending |
| 4 | 4-Feb-2019 | Burns Lake Public Library | Equipment Upgrades | Nechako-Kitamaat Development Fund | Economic Development Grants | \$ 11,916.00 | \$ 5,702.00 | \$ 4,200.00 | Approved |
| 5 | 19-Jan-2019 | Regional District of Bulkley-Nechako | Summer Student Positions | Government of Canada | Canada Summer Jobs Program | \$ 30,788.80 | \$ 11,642.40 | \$ 5,820.00 | Approved |
| 6 | 28-Jan-2019 | Lakes District Fair Association | Lakes District Fall Fair and Music Festival | Government of Canada | Building Communities Through Arts and Heritage | \$ 34,500.00 | \$ 34,500.00 | \$ - | Declined |
| 7 | 4-Feb-2019 | Decker Lake Recreation Commission | Decker Lake Hall Upgrade | Nechako-Kitamaat Development Fund | Economic Development Grants | \$ 12,003.60 | \$ 6,001.80 | \$ - | Declined |
| 8 | 6-Feb-2019 | Bulkley Valley Bowmen Association | Utility Improvements | Northern Development Initiatives Trust | Community Halls and Recreation | \$ 21,657.58 | \$ 13,022.58 | \$ 12,675.00 | Approved |
| 9 | 8-Feb-2019 | Bulkley Valley Farmers' Market Association | Vendor Recruitment Project | Northern Development Initiatives Trust | Marketing Initiatives | \$ 22,000.00 | \$ 7,500.00 | \$ - | Declined |
| 10 | 10-Feb-2019 | Topley Community Club | Topley Community Playground | Trans Canada | Build Strong | \$ 61,715.66 | \$ 45,366.16 | \$ - | Declined |
| 11 | 28-Feb-2019 | Topley Community Club | Topley Community Playground | Co-Op Community Spaces | Community Spaces | Already Recorded | \$ 48,249.76 | \$ - | Declined |
| 12 | | Regional District of Bulkley-Nechako | Regional Economic Development Strategy Development | Province of BC | BC Rural Dividend - Special Circumstances | \$ 63,373.00 | \$ 53,323.00 | \$ 53,323.00 | Approved |
| 13 | 5-Apr-2019 | Burns Lake Public Library | Equipment Upgrades | Burns Lake Community Foundation | Regular Intake | Already Recorded | \$ 1,502.00 | \$ 1,502.00 | Approved |
| 14 | 5-Apr-2019 | Burns Lake Youth Soccer | Equipment Shed Modifications | Burns Lake Community Foundation | Regular Intake | \$ 3,648.75 | \$ 3,648.75 | \$ 3,648.75 | Approved |
| 15 | 9-Apr-2019 | Lakes District Fair Association | Pump House and Rodeo Concession Rebuild | Nechako-Kitamaat Development Fund | Economic Development Grants | \$ 134,410.50 | \$ 22,762.50 | \$ 22,762.50 | Approved |
| 16 | 9-Apr-2019 | Lakes District Fair Association | Pump House and Rodeo Concession Rebuild | Chinook Community Forest | Economic Development Grants | Already Recorded | \$ 10,000.00 | \$ 5,000.00 | Approved |
| 17 | 9-Apr-2019 | Southside Economic Development Association | SEDA Building Upgrade Project | Nechako-Kitamaat Development Fund | Economic Development Grants | \$ 25,137.00 | \$ 12,568.50 | \$ - | Declined |
| 18 | 9-Apr-2019 | Southside Volunteer Fire Department | Firefighting Apparatus | Nechako-Kitamaat Development Fund | Economic Development Grants | \$ 350,000.00 | \$ 75,000.00 | \$ - | Declined |
| 19 | 16-Apr-2019 | Lakes District Fair Association | 2019 Operation Expenses | Province of BC | Community Gaming Grants | \$ 10,000.00 | \$ 10,000.00 | | Pending |
| 20 | 17-Apr-2019 | Lakes District Fair Association | Pump House and Rodeo Concession Rebuild | Bulkley Valley Credit Union | Economic Development Grants | Already Recorded | \$ 5,000.00 | \$ 2,500.00 | Approved |
| 21 | 17-Apr-2019 | Lakes District Fair Association | Pump House and Rodeo Concession Rebuild | Burns Lake Community Forest | Regular Intake | Already Recorded | \$ 11,000.00 | \$ 11,000.00 | Approved |
| 22 | 17-Apr-2019 | Burns Lake Youth Soccer | Special Projects 2019 | Burns Lake Community Forest | Regular Intake | \$ 5,500.00 | \$ 5,500.00 | | Pending |
| 23 | 30-Apr-2019 | Smithers Gallery Association | Exhibition and Workshop Programs | Province of BC | Community Gaming Grants | \$ 17,000.00 | \$ 17,000.00 | | Pending |
| 24 | 10-May-2019 | Bulkley Valley Gymnastics Association | LB Warner Envelope Upgrade | Northern Development Initiatives Trust | Community Halls and Recreation Facilities | \$ 86,365.00 | \$ 30,000.00 | | Pending |
| 25 | 15-May-2019 | Burns Lake Youth Soccer | Youth Soccer 2019 | Community Gaming | Community Gaming - Sports | \$ 6,600.00 | \$ 6,600.00 | | Pending |
| 26 | 6-May-2019 | District of Fort St. James | Shoreline Stabilization & Trail - Design | Rural Dividend | Special Circumstances | \$ 153,643.00 | \$ 153,643.00 | | Pending |
| 27 | 29-May-2019 | Back Country Horsemen Association - NW Chapter | 2019 Youth Horse Camp | Wetzin'Kwa Community Forest | Regular Intake | \$ 11,710.00 | \$ 2,800.00 | | Pending |
| 28 | 12-Jun-2019 | Burns Lake Paintball Association | Rental Equipment Upgrade | Bulkley Valley Credit Union | Community Donation Request | \$ 6,089.71 | \$ 6,089.71 | | Pending |
| 29 | 12-Jun-2019 | Topley Fire Protection Society | Topley Fire Hall Reroof Project | Dungate Community Forest | Community Donation Request | \$ 34,177.50 | \$ 17,088.75 | | Pending |
| | | | | | | \$ 1,476,294.38 | \$ 864,736.91 | \$ 201,752.25 | |

28

2018 Grant Writing Fort. St. James

| Date application submitted | Applicant organization | Project name | Funding agency (do not use acronyms) | Grant description (Program Name) | Total project value | Amount applied for | Amount awarded | Status (Approved, Pending, Declined) |
|-----------------------------------|-------------------------------|--|---|---|----------------------------|---------------------------|-----------------------|---|
| 16-Jul-2018 | FSJ Snowmobile Club | Trail Restoration Project | Recreation Site & Trails BC | Off-Road Vehicle Trail Fund | \$ 27,289.30 | \$ 13,644.65 | \$ 13,655.65 | Approved |
| 27-Jul-2018 | District of Fort St. James | Master Water Plan | Province of BC | BC Rural Dividend | \$ 66,365.00 | \$ 53,092.00 | \$ - | Declined |
| 31-Jul-2018 | Stuart Lake Nordic Society | Ski Trail Improvements | Province of BC | BC Rural Dividend | \$ 101,656.00 | \$ 71,656.00 | \$ 71,656.00 | Approved |
| 16-Oct-2018 | District of Fort St. James | Ice Plant Replacement Planning Project | Province of BC | Special Circumstances | \$ 23,950.00 | \$ 23,950.00 | \$ 23,950.00 | Approved |
| 30-Nov-2018 | Stuart Lake Outreach Society | Food Bank and Meal Program | Province of BC | Community Gaming Grants | \$ 14,050.00 | \$ 14,050.00 | \$ 11,500.00 | Approved |
| | | | | Total | \$ 233,310.30 | \$ 176,392.65 | \$ 120,761.65 | |

2019 Grant Writing Fort St. James

| Date application submitted | Applicant organization | Project name | Funding agency (do not use acronyms) | Grant description (Program Name) | Total project value | Amount applied for | Amount awarded | Status (Approved, Pending, Declined) |
|-----------------------------------|-------------------------------|--|---|--|----------------------------|---------------------------|-----------------------|---|
| 23-Jan-19 | District of Fort St. James | Fort Forum Ice Plant Replacement | Province of BC/Gov't of Canada | Investing in Canada Infrastructure Program - Rural and Northern Communities Stream | \$ 870,000.00 | \$ 870,000.00 | | Pending |
| 6-May-2019 | District of Fort St. James | Shoreline Stabilization & Trail - Design | Rural Dividend | Special Circumstances | \$ 153,643.00 | \$ 153,643.00 | | Pending |
| | | | | Total | \$ 1,023,643.00 | \$ 1,023,643.00 | | |

January 1, 2018 - December 31, 2018

FACEBOOK INSIGHTS



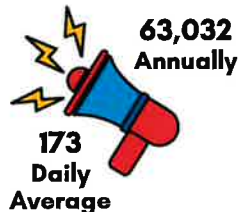
Visit Bulkley-Nechako

| Page Likes | Engagement | Total Reach | Paid Reach |
|------------|------------|-------------|------------|
|------------|------------|-------------|------------|



Bulkley Nechako Opportunities

| Page Likes | Engagement | Total Reach | Paid Reach |
|------------|------------|-------------|------------|
|------------|------------|-------------|------------|



Connecting Consumers and Producers

| Page Likes | Engagement | Total Reach | Paid Reach |
|------------|------------|-------------|------------|
|------------|------------|-------------|------------|

