



1

REGIONAL DISTRICT  
OF BULKLEY-NECHAKO

# AGENDA

MEETING NO. 11

August 15, 2019

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"A WORLD OF OPPORTUNITIES  
WITHIN OUR REGION"

# **2**

## **VISION**

“A World of Opportunities  
Within Our Region”

## **MISSION**

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

**AGENDA**

Thursday, August 15, 2019



| <u>PAGE NO.</u> | <u>CALL TO ORDER</u>                                                                                                                                                                                                                                                | <u>ACTION</u>               |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
|                 | <u>AGENDA – August 15, 2019</u>                                                                                                                                                                                                                                     | Approve                     |
|                 | <u>SUPPLEMENTARY AGENDA</u>                                                                                                                                                                                                                                         | Receive                     |
|                 | <u>MINUTES</u>                                                                                                                                                                                                                                                      |                             |
| 8-21            | Board Meeting Minutes – July 18, 2019                                                                                                                                                                                                                               | Adopt                       |
|                 | <u>BUSINESS ARISING OUT OF THE MINUTES</u>                                                                                                                                                                                                                          |                             |
|                 | <u>DELEGATIONS</u>                                                                                                                                                                                                                                                  |                             |
| 22-37           | <u>BC Agriculture and Food Climate Action Initiative</u><br>Samantha Charlton, Project Coordinator, Regional Adaptation and Program Manager, Farm Adaptation<br>RE: Overview of the Completed Bulkley-Nechako and Fraser-Fort George Regional Adaptation Strategies | Receive                     |
|                 | <u>ADMINISTRATION REPORTS</u>                                                                                                                                                                                                                                       |                             |
|                 | (All highlighted items may be received as a block)                                                                                                                                                                                                                  |                             |
| 38-44           | John Illes, Chief Financial Officer<br>- Minor Update to Asset Disposal Policy                                                                                                                                                                                      | Recommendation<br>(Page 39) |
| 45-48           | John Illes, Chief Financial Officer<br>- Broadband Connectivity Committee                                                                                                                                                                                           | Recommendation<br>(Page 45) |
| 49-64           | Cheryl Anderson, Manager of Administrative Services – Grant in Aid Applications                                                                                                                                                                                     | Recommendation<br>(Page 49) |
| 65-66           | Cheryl Anderson, Manager of Administrative Services – College of New Caledonia “Roots of our Forest” Workshop – Request for Letter of Support                                                                                                                       | Recommendation<br>(Page 65) |

| <u>PAGE NO.</u> | <u>ADMINISTRATION REPORTS (CONT'D)</u>                                                                                                   | <u>ACTION</u>            |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 67              | Nellie Davis, Regional Economic Development Coordinator - Contract Award Decision – Glacier Electric for Omineca Ski Club Trail Lighting | Recommendation (Page 67) |
| 68              | Nellie Davis, Regional Economic Development Coordinator – Village of Granisle Letter of Support Request                                  | Recommendation (Page 68) |
| 69              | Nellie Davis, Regional Economic Development Coordinator – Regional District of Kitimat-Stikine Letter of Support Request                 | Recommendation (Page 69) |
| 70              | Nellie Davis, Regional Economic Development Coordinator – Burns Lake Mountain Bike Association Letter of Support Request                 | Recommendation (Page 70) |
| 71              | Nellie Davis, Regional Economic Development Coordinator – Village of Burns Lake Letter of Support Request                                | Recommendation (Page 71) |
| 72-73           | John Illes, Chief Financial Officer - Chinook Community Forest 2019 Dividend                                                             | Recommendation (Page 73) |
| 74              | John Illes, Chief Financial Officer - Signing Authorities for RDBN Accounts                                                              | Recommendation (Page 74) |
| 75-147          | Nellie Davis, Regional Economic Development Coordinator – RDBN Broadband Study - Completed by TANEx Engineering                          | Receive                  |
| 148-150         | John Illes, Chief Financial Officer – Municipal Finance Authority – Loan Completion                                                      | Receive                  |
| 151-154         | John Illes, Chief Financial Officer – Income Statements for the First Half of 2019                                                       | Receive                  |
| 155-156         | Brittany Evans, Protective Services Assistant - Monthly 9-1-1 Call Report – June 2019                                                    | Receive                  |
| 157-159         | Brittany Evans, Protective Services Assistant - August 1, 2019 BC Drought Report                                                         | Receive                  |
| 160-161         | Kim Fields, Accounting Clerk – Electoral Area Allocations of Federal Gas Tax Funds - To July 24, 2019                                    | Receive                  |

| <b><u>PAGE NO.</u></b> | <b><u>ENVIRONMENTAL SERVICES REPORTS</u></b>                                                                                                          | <b><u>ACTION</u></b>      |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 162-185                | Janette Derksen, Deputy Director of Environmental Services – Fort Fraser Local Commission Recommendation – BC ONE Call Agreement                      | Recommendation (Page 162) |
| 186-187                | Rory McKenzie, Director of Environmental Services – Authorization to Proceed with Purchase of Capital Equipment – Two Tractors with a Frontend Loader | Recommendation (Page 186) |
| 188-202                | Janette Derksen, Deputy Director of Environmental Services – Bylaw No. 1764 Amendment – Camp Waste/User Fee Schedule D                                | Recommendation (Page 188) |
|                        | <b><u>DEVELOPMENT SERVICES</u></b>                                                                                                                    | <b><u>ACTION</u></b>      |
|                        | <b><u>Applications</u></b>                                                                                                                            |                           |
| 203-217                | Jennifer MacIntyre, Planner<br>ALR Application No. 1214 (Tschuor-Caviezel)<br>Non-Farm Use within the ALR<br>Electoral Area E                         | Recommendation (Page 210) |
| 218-266                | Jennifer MacIntyre, Planner<br>ALR Application No. 1216 (Gobel/Tevely)<br>Non-Adhering Residential Use<br>Electoral Area A                            | Recommendation (Page 223) |
| 267-274                | Jennifer MacIntyre, Planner<br>ALR Application 1215 (Marttinen)<br>Non-Farm Use within the ALR<br>Electoral Area F                                    | Recommendation (Page 272) |
|                        | <b><u>ELECTORAL AREA PLANNING</u></b> ( <i>All Directors</i> )                                                                                        | <b><u>ACTION</u></b>      |
|                        | <b><u>Referrals</u></b>                                                                                                                               |                           |
| 275-278                | Land Referral No. 7410097 (Hoy)<br>Electoral Area “C”                                                                                                 | Recommendation (Page 275) |
| 279-281                | Land Referral No. 7410092 (Buchanan)<br>Electoral Area “F”                                                                                            | Recommendation (Page 279) |
| 282-283                | Land Referral No. 7405905 (Larworth Logging Ltd)<br>Electoral Area “D”                                                                                | Recommendation (Page 282) |

| <b><u>PAGE NO.</u></b> | <b><u>ELECTORAL AREA PLANNING</u></b> (All Directors)                                                                                                                                                                                  | <b><u>ACTION</u></b>         |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 284-287                | Land Referral No. 7409785 (One Hope Ministries)<br>Electoral Area "F"<br><br><u>Applications</u>                                                                                                                                       | Recommendation<br>(Page 285) |
| 288-294                | Sam West, Planning Technician<br>Development Variance Permit No. C-02-19<br>Shelara Holdings Ltd.<br>Electoral Area "C"<br>(Call for comments from the gallery)<br><br><u>BUILDING INSPECTION (All Directors)</u><br><br><u>Report</u> | Recommendation<br>(Page 292) |
| 295                    | Jason Berlin, Building Inspector<br>July 2019 Building Inspectors Report<br><br><u>VERBAL REPORTS</u><br><br><u>RECEIPT OF VERBAL REPORTS</u><br><br><u>ADMINISTRATION CORRESPONDENCE</u>                                              | Receive                      |
| 296-298                | Thompson-Nicola Regional District<br>- Request that Chair be Signatory on ICI<br>Recycling Letter to Minister Heyman                                                                                                                   | Direction                    |
| 299                    | BC Hydro – Prince George to Terrace Capacitor<br>Project                                                                                                                                                                               | Receive                      |
|                        | <u>ACTION LIST</u>                                                                                                                                                                                                                     |                              |
| 300-305                | Action List – June, 2019                                                                                                                                                                                                               | Receive                      |
|                        | <u>FINANCIAL</u>                                                                                                                                                                                                                       |                              |
| 306-316                | Operating Accounts<br>- Accounts Paid July, 2019                                                                                                                                                                                       | Ratify                       |

| <u>PAGE NO.</u> | <u>ADMINISTRATION BYLAWS</u>                                                                                                          | <u>ACTION</u> |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                 | <u>Bylaw for Adoption</u>                                                                                                             |               |
| 317-318         | <u>No. 1874 – Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Amendment</u><br>(all/directors/majority)  | Adopt         |
| 319-320         | <u>No. 1875 – RDBN Electoral Area “G” (Houston Rural) Economic Development Service Area Establishment</u><br>(all/directors/majority) | Adopt         |

SUPPLEMENTARY AGENDA

NEW BUSINESS

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 Section 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 the council, could reasonably be expected to harm the interests of the municipality if they were held in public (recycling), may be closed to the public, therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 10****Thursday, July 18, 2019**

**PRESENT:** Chair Gerry Thiessen

Directors Taylor Bachrach  
Shane Brienen  
Mark Fisher  
Tom Greenaway  
Clint Lambert  
Brad Layton  
Linda McGuire  
Rob Newell  
Mark Parker  
Jerry Petersen  
Bev Playfair  
Michael Riis-Christianson  
Kim Watt-Senner

Director Absent Dolores Funk, Village of Burns Lake

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Nellie Davis, Regional Economic Development Coordinator – left at 11:07 a.m.  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning and Protective Services  
Wendy Wainwright, Executive Assistant

Media Blair McBride, Lakes District News

**CALL TO ORDER**

Chair Thiessen called the meeting to order at 10:43 a.m.

**AGENDA & SUPPLEMENTARY AGENDA**Moved by Director Watt-Senner  
Seconded by Director McGuire2019-10-1

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of July 18, 2019 be approved; and, that the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES**Board Meeting Minutes  
-June 20, 2019Moved by Director Petersen  
Seconded by Director Layton2019-10-2

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of June 20 and July 4, 2019 be adopted."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**



**MINUTES (CONT'D)**

Committee Meeting Minutes

Moved by Director Newell  
Seconded by Director Bachrach

2019-10-3

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

- Rural Directors Committee Meeting Minutes  
-June 6, 2019 (Unapproved)
- Rural Directors Committee Meeting Minutes  
-April 4, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS**

Committee Meeting Recommendation - June 20, 2019

Moved by Director Fisher  
Seconded by Director Riis-Christianson

2019-10-4

"That the Regional District of Bulkley-Nechako Board of Directors approve the June 6, 2019 Committee Meeting Recommendation 1 as written:

**Rural Directors Committee Meeting– June 20, 2019**

**Recommendation 1:**

**Re: Burns Lake Paintball Association – Request for Grant in Aid – Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural)**

"That the Burns Lake Paintball Association be given \$925 grant in aid monies from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) for costs associated with insurance."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Items to be brought forward to the Public Agenda from Special (In-Camera) Meeting

Moved by Director Layton  
Seconded by Director Parker

2019-10-5

"That the Regional District of Bulkley-Nechako Board of Directors receive the Executive Assistant's July 10, 2019 memo titled "Items to be brought forward to the public agenda from Special (In-Camera) Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bulkley Valley Research Centre -Request for Grant in Aid

Moved by Director Bachrach  
Seconded by Director Watt-Senner

2019-10-6

"That the Bulkley Valley Research Centre be given \$2,450 grant in aid monies from Regional Grant in Aid for the development of a post conference podcast."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Grant in Aid Applications

Moved by Director Fisher  
 Seconded by Director Greenaway

2019-10-7

1. "That the Burns Lake & District Seniors Society be given \$6,000 grant in aid monies from Electoral Area "B" (Burns Lake Rural) toward track resurfacing.
2. That the Stuart Lake Sailing Club be given \$500 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with Sailing Camp.
3. That the Fraser Lake Elementary Secondary School be given \$1,000 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with the Track and Field Team Provincial Meet."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Decker Lake Recreation  
 Commission - Northern  
 Development Application  
 -Community Halls and  
 Recreation Facilities

Moved by Director Riis-Christianson  
 Seconded by Director Lambert

2019-10-8

"That the Regional District of Bulkley-Nechako Board of Directors support the application to Northern Development Initiative Trust from the Decker Lake Recreation Commission for a grant of up to \$8,002 for the Hall Upgrade Project from the Northwest Regional Account."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax Funds  
 -Electoral Areas "B" (Burns  
 Lake Rural) and "E"  
 (Francois/Ootsa Lake Rural)  
 - Ootsa Lake Bible Camp Society

Moved by Director Riis-Christianson  
 Seconded by Director Lambert

2019-10-9

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$15,000 of Electoral Area "B" Federal Gas Tax allocation monies and \$15,000 of Electoral Area "E" Federal Gas Tax allocation monies to the drinking water project at the Ootsa Lake Bible Camp; and further,

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$30,000 from the Federal Gas Tax Reserve Fund."

(Participants/Directors/Majority)

CARRIED UNANIMOUSLY



**ADMINISTRATION REPORTS (CONT'D)**

Federal Gas Tax Funds Moved by Director Fisher  
-Electoral Area "A" (Smithers Seconded by Director Bachrach  
Rural) Dze L K'ant Friendship  
Centre (pending UBCM approval)

2019-10-10

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$30,000 of Electoral Area "A" Federal Gas Tax allocation monies to the Dze L K'ant Friendship Centre Society for a siding replacement project at the Dze L K'ant Friendship Centre building located on Main Street, Smithers if the project is deemed to be eligible after discussion with UBCM staff, and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

2. That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$30,000 from the Federal Gas Tax Reserve Fund."

(Participants/Directors/Majority) CARRIED UNANIMOUSLY

Curtis Helgesen, CAO reported that UBCM staff have indicated support of the siding replacement project at the Dze L K'ant Friendship Centre.

Internet Connectivity – CRTC Moved by Director Bachrach  
Grant Application Seconded by Director Newell

2019-10-11

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 9, 2019 memo titled "Internet Connectivity – CRTC Grant Application;" and,

"That the Regional District of Bulkley-Nechako Board of Directors authorize \$100,000 be provided to the CRTC Grant Application project from the general allotment (the amount allocated to projects supporting the Regional District as a whole) of the Northern Capital and Planning Grant."

Opposed: Mark Parker CARRIED  
Jerry Petersen

(All/Directors/Majority)

Disposal of Photocopier Moved by Director Bachrach  
-Update Seconded by Director Watt-Senner

2019-10-12

"That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's July 8, 2019 memo titled "Disposal of Photocopier - update;" and, that the Regional Board ratify staff's decision to recycle the old photocopier."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Administration Reports

Moved by Director Lambert  
Seconded by Director Bachrach

2019-10-13

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

-Nellie Davis, Regional Economic Development Coordinator – Provincial Nominee Program – Regional Pilot Enrollment Training

-Brittany Evans, Protective Services Assistant – Monthly 9-1-1 Call Report – May 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ELECTORAL AREA PLANNING (All Directors)**

**Memo**

Coastal GasLink Pipeline  
Project Update Report

Moved by Director Layton  
Seconded by Director Playfair

2019-10-14

"That the Regional District of Bulkley-Nechako Board of Directors receive the Director of Planning's July 9, 2019 memo titled "Coastal GasLink Pipeline Project Update Report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to the lack of local government engagement in regard to the Coastal GasLink Pipeline Project. Mr. Helgesen noted that recently received additional information will be forwarded to the Regional Board and that he has also recently met with the Government Relations Community Coordinator.

Jason Llewellyn, Director of Planning provided a brief update in regard to the Environmental Assessment Process of a number of other projects in the region. Discussion took place in regard to site work on land being utilized by the Coastal GasLink Project, the jurisdiction of the Regional District and the oversight of the BC Oil and Gas Commission. The importance and need for continued local government engagement was discussed.

2019 UBCM Convention  
Request for Meeting

Moved by Director Bachrach  
Seconded by Director Layton

2019-10-15

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to request a meeting at the 2019 Union of B.C. Municipalities Convention with the Minister of Energy, Mines and Petroleum Resources in regard to the importance of communication and engagement at all times with local government and the role of the BC Oil and Gas Commission."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Correspondence

#### Petition Letter – Smithers Pinnacle Pellet Plant

Moved by Director Fisher  
 Seconded by Director Layton

2019-10-16

"That the Regional District of Bulkley-Nechako Board of Directors write a letter to the Smithers Pinnacle Pellet Plant in support of the residents' concerns regarding noise emitted from the portable whole log chipper at the Plant; and further, that the letter be cc'd to the Town of Smithers."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Bachrach provided an update in regard to the Petition Letter - Smithers Pinnacle Pellet Plant and noted that the Plant is located within the municipal boundary of the Town of Smithers.

#### Rio Tinto Water Engagement Initiative

Moved by Director Petersen  
 Seconded by Director Parker

2019-10-17

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

#### Rio Tinto Water Engagement Initiative (WEI)

1. Meeting Summary
2. Draft Rio Tinto WEI Process Guiding Principals
3. Rio Tinto WEI Participant Meeting Slides."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Bylaw for Adoption

#### Bylaw No. 1870, 2019 Rezoning File A-01-19 Electoral Area "A"

Moved by Director Fisher  
 Seconded by Director Bachrach

2019-10-18

"That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1870, 2019" be adopted this 18<sup>th</sup> day of July, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### Bylaw No. 1871 & 1872, 2019 Rezoning File B-01-19 Electoral Area "B"

Moved by Director Riis-Christianson  
 Seconded by Director Layton

2019-10-19

"That "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 1871, 2019" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1872, 2019" be adopted this 18<sup>th</sup> day of July, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Referrals**

Land Referral File No. 7410091 Moved by Director Greenaway  
 (Davidson)  
Electoral Area "C" Seconded by Director Playfair

2019-10-20 "That "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7410091" be provided to the Province as the Regional District's comments on Crown Land application 7410091."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No. 7410090 Moved by Director Parker  
 (Bjornson)  
Electoral Area "D" Seconded by Director Layton

2019-10-21 "That "Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7410090" be provided to the Province as the Regional District's comments on Crown Land application 7410090."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **BUILDING INSPECTION (All Directors)**

#### **Report**

Building Inspection Report  
-June 2019 Moved by Director Layton  
 Seconded by Director Brien

2019-10-22 "That the Regional District of Bulkley-Nechako Board of Directors receive the Building Inspection Report for June, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **VERBAL REPORTS**

Commissioning of Granisle  
Water Treatment Facility Director McGuire mentioned that the Village of Granisle will be commissioning its new water treatment facility in the near future.

Aging Infrastructure Director McGuire noted that the Village of Granisle continues to deal with aging infrastructure. The Northwest B.C. Resource Benefits Alliance (RBA) Sustainability + Livability Consultants were in the community to discuss infrastructure deficits with the Village of Granisle staff.

Village of Telkwa – Northern  
Capital and Planning Grant Director Layton reported that the Village of Telkwa has received its Water and Sewer Assessment Management Strategy Final Report and utilizing the Northern Capital and Planning Grant for reserves to replace the infrastructure when required will allow taxation to be approximately a \$36 increase for the next 10 years rather than \$300-\$350.

## VERBAL REPORTS (CONT'D)

- District of Fort St. James  
-State of Local Financial Crisis Director Playfair spoke of the District of Fort St. James' State of Local Financial Crisis issued to address the impacts from the sawmill closure and the impact to residents being out of work. She noted that the community has been in discussions with stakeholders and has been working tirelessly with the Federal and Provincial Governments and industry. A Job Fair is scheduled for July 31, 2019. Director Playfair expressed the critical timeframe in order to assist residents to remain in the community.
- Electoral Area "E" (Francois/Ootsa Lake) Town Hall Meetings Director Lambert commented that he hosted two Town Hall meetings at Grassy Plains and Francois Lake Elementary School to provide an opportunity for Electoral Area "E" (Francois/Ootsa Lake) residents to provide comments and input. Key topics were the permitting process for re-entry during an emergency situation, Colleymount Road and Emergency Plans for Electoral Area "E".
- 2019 Business Forum Committee Director Petersen mentioned that he is on the 2019 Business Forum Working Committee and they have been meeting once a month. He encouraged everyone to attend the 2019 Business Forum in October, 2019 in Vanderhoof.
- Town of Smithers – New Chief Administrative Officer Director Bachrach noted that the Town of Smithers has hired a new Chief Administrative Officer starting August 19, 2019.
- Town of Smithers Airport Expansion Project Director Bachrach reported that the Town of Smithers Airport Expansion Project is nearing completion.
- Village of Fraser Lake Projects Director Watt-Senner provided an update regarding activities and Projects in the Village of Fraser Lake:
- Community Walking Trails
    - Currently being seal coated
    - Encourages retention in the community
  - 13<sup>th</sup> Annual White Swan Music Festival and Show and Shine
    - July 20<sup>th</sup> and 21<sup>st</sup>
  - Reviewing an application for a cannabis store
  - White Swan Park Pier Pilings
    - Being damaged by a beaver
    - Need to be redone
    - Public input in regard to potential future plans for the pier
  - Developing shelf ready projects
  - Village Council completed an asset tour of the community – very beneficial.
- Chair Thiessen – Update Chair Thiessen provided the following update:
- Attended the Mayors and Chairs Forestry meeting in Prince George, B.C.
    - Main message was the importance of community consultation
    - The current government has identified that there has to be community involvement and consultation in forestry related discussions lead by the companies

### VERBAL REPORTS (CONT'D)

- o District of Vanderhoof Swimming Pool
  - Increasing its hours of operation
  - Operating 6 days a week
  - Currently offering an aquafit class for seniors.
- o New Skate Board Park
  - Nearing completion
  - Thanked Director Petersen for assistance
  - Great project between the District of Vanderhoof and Electoral Area "F" (Vanderhoof Rural)
  - Skate boarders in the community have been a huge help.

#### Receipt of Verbal Reports

Moved by Director Layton  
 Seconded by Director Brienen

2019-10-23

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ADMINISTRATION CORRESPONDENCE

#### Cariboo Regional District -Support for UBCM Resolution -Access to Provincial Emergency Preparedness Funding for Independent Fire Services

Moved by Director Parker  
 Seconded by Director Fisher

2019-10-24

"That the Regional District of Bulkley-Nechako Board of Directors receive the Administration Correspondence from the Cariboo Regional District re: Support for UBCM Resolution – Access to Provincial Emergency Preparedness Funding for Independent Fire Services."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### Environment and Climate Change Canada - Early Engagement on the Approach to Developing the Federal Grizzly Bear Management Plan

Moved by Director Parker  
 Seconded by Director Layton

2019-10-25

"That the Regional District of Bulkley-Nechako Board of Directors receive the Administration Correspondence from Environment and Climate Change Canada – Early Engagement on the Approach to Developing the Federal Grizzly Bear Management Plan."

(All/Directors/Majority)

CARRIED UNANIMOUSLY



**ADMINISTRATION CORRESPONDENCE (CONT'D)**

Administration  
Correspondence

Moved by Director Bachrach  
Seconded by Director Brienens

2019-10-26

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

- Union of B.C. Municipalities – 2019 Resolutions
- Pleasant Valley Cattlemen's Association
  - Thank you for Grant in Aid
- EDI Environmental Dynamics Inc. – Rio Tinto Water Engagement Initiative Update
- Regional District of Fraser-Fort George - Single Use Plastics Ban
- Town of Ladysmith – Provincial Support for Libraries
- City of White Rock – Proposed Vacancy Tax
- City of Prince George – Regional Collaboration on Evacuee Emergency Support Services
- Wetzin'kwa Community Forest Corporation - Community Fire Preparedness Initiatives
- Canadian Wood Council – 2019 Community Recognition Awards Call for Nominations
- Federation of Canadian Municipalities - Report from FCM's 2019 Annual Conference
- Fire Prevention Officers of B.C. Fire Away Magazine – Request for Support
- Lakes Animal Friendship – Spring Critter Care Projects Spread the Love
- Union of B.C. Municipalities
  - FireSmart Community Funding & Supports
  - Elements of UBCM's Resolutions Process
  - Guidance from the Ministry of Agriculture
  - Feedback Sought: Pool Design and Operations
  - UBCM Convention Bulletin #1

**INVITATIONS**

- BC Council of Forest Industries – COFI's 2019 Community Dinner in Prince George - September 19, 2019
- Canadian Bioeconomy Conference & Exhibition - June 10-12, 2019 – Prince George, B.C.
- Northern BC Tourism Association – October 3-4, 2019 – Prince George, B.C.
- Union of B.C. Municipalities – 2019 Terus Construction Invitation – September 25, 2019 6-10 p.m.

**ACTION LISTS**

- April, 2019
- May, 2019."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **FINANCIAL**

### **Operating Accounts -June, 2019**

Moved by Director Layton  
Seconded by Director McGuire

2019-10-27

"That the Regional District of Bulkley-Nechako Board of Directors ratify the Operating Accounts – Paid June, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **ADMINISTRATION BYLAWS**

### **Bylaws for Adoption**

#### **No. 1855 –Fraser Lake and Electoral Area "D" Television Rebroadcasting Service Establishment**

Moved by Director Watt-Senner  
Seconded by Director Parker

2019-10-28

"That "Fraser Lake and Electoral Area "D" Television Rebroadcasting Service Establishment Bylaw No. 1855, 2019" be adopted this 18<sup>th</sup> day of July, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **READING FILE**

### **Reading File**

Moved by Director Layton  
Seconded by Director McGuire

2019-10-29

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

#### **CORRESPONDENCE:**

-BC Chamber of Commerce

- June 26, 2019 – You're on the Cover of Vancouver Sun
- June 18, 2018 – News Release – BC Chamber Responds to TMX Approval
- June 13, 2019 – Final Day: Weigh in on This Vancouver Sun Story!

-BC Healthy Communities – Summer News: New Upcoming Webinar, Active Transportation Summit Takeaways & More

-BC Rural Centre – June/July 2019 Newsletter

-Canadian Bioeconomy Conference – Have Your Say in Next Year's Program

-Canfor News Release – June 18, 2019 – Canfor Corporation and Canfor Pulp Products Inc. Announce Second Quarter Results Conference Call

-Canada Wood Group-Canada Wood Global Markets Newsletter, July 2019

-Canadian National Railway – 2019 Edition of CN in Your Community Publication

-Clean Energy Review

- July 8, 2019 – The Hottest June Ever
- July 1, 2019 – Canada Joins with California
- June 24, 2019 – A Plan Without a Plan
- June 17, 2019 – How to Save Lives

-E-Comm 911 – Aspire 2025 Strategic Plan  
Federation of Canadian Municipalities



**READING FILE (CONT'D)**

- July 10, 2019 – GMF Funding Makes Homes More Secure and Affordable/New Local Adaptation Report/and more
  - July 8, 2019 – New Federal Strategies Respond to FCM's Recommendations/Ramping Up Our Pre-Election Push/Toward Parity Launches Call for Proposals/more
  - June 25, 2019 – Update on Delivery of the Global Covenant of Mayors in Canada
  - June 24, 2019 – Voice: Canada's Parliament Adjourns for the Summer / National Indigenous Peoples Day / Ukraine Reform Conference
  - June 21, 2019 – President's Corner / Gearing up for the Big Year Ahead!
  - June 18, 2019 – GMF Funds net-zero Office Building
  - June 17, 2019 – Voice: Federal Plastics Plan Follows FCM's Recommendations / Sustainable Public Transit Funding / Call for Federal Broadband Funding
  - June 14, 2019 – Asset Management Training for Municipalities
- Ministry of Transportation and Infrastructure –
  - July 9, 2019 – Load Restrictions in the Lakes Service Area 24 – All Seasonal Load Restrictions are Rescinded
  - June 21, 2019 Bulkley-Stikine District – Lakes Service Area 24 – Upcoming Load Restrictions
  - June 14, 2019 – Load Restrictions in the Bulkley Nass Service Area 24
  - June 10, 2019 - Bulkley-Stikine District – Lakes Service Area 25 – Upcoming Load Restrictions
- No LNG Now – Natural Gas Health Risks
- Northern BC Tourism – June 28, 2019 – News from Northern BC Tourism
- Northern Health – Healthier Northern Communities E-brief – July 2019
- Northern Health – Public Service Announcement – Disaster Stress: Four Tips for Coping with Wildfires, Smoky Skies
- Prince George, Economic Update – April 2019
- Real Estate Foundation of BC – We're Hiring / \$1.2 Million in Grants / Board Changes
- Resource Works
  - July 4, 2019 – Newsletter – LNG's Massive Advantages
  - June 20, 2019 – Building the Country we Want Rio Tinto Alcan – Nechako Reservoir Flow Facts:
    - June 29 to July 5, 2019
    - June 15 to June 21, 2019
    - June 8 to June 14, 2019
- Rio Tinto Alcan – June 17, 2019 - Nechako Reservoir Flow Facts – Reservoir Operations Update: Forecast
- Regional District of Bulkley-Nechako Newspaper Advertisements
- Regional District of Fraser-Fort George – Board Highlights for June 20<sup>th</sup> Board Meeting
- Regional District of Thompson-Nicola – Highlights from the June 13, 2019 Board of Directors Meeting
- United Way – Focus Group Poster.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## SUPPLEMENTARY AGENDA

### CORRESPONDENCE

BC Government Interior  
 Forest Sector Renewal Forest  
 Policy Engagement Sessions

Moved by Director Bachrach  
 Seconded by Director Fisher

2019-10-30

"That the Regional District of Bulkley-Nechako Board of Directors authorize attendance of Chair Thiessen, Rural Directors, and the Chief Administrative Officer to the BC Government Interior Forest Sector Renewal Forest Policy Engagement Sessions within the Regional District of Bulkley-Nechako."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Staff to organize a conference call with Chair Thiessen and Director Layton at the completion of the Burns Lake meeting.

### NEW BUSINESS

Letter to the Northwest  
 BC Resource Benefits  
 Alliance

Moved by Director Fisher  
 Seconded by Director Brien

2019-10-31

"That the Regional District of Bulkley-Nechako Board of Directors write a letter to the Northwest BC Resource Benefits Alliance (RBA) requesting that the RBA Sustainability + Livability Plan Consultants speak with Rural Directors in regard to rural living infrastructure and services, including infrastructure deficiencies and service gaps."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Brien will follow up with Kris Boland, Project Manager, Northwest BC Resource Benefits Alliance.

Reclamation works  
 on Southside of Francois  
 Lake from 2018 Wildfires

Director Lambert brought forward concerns in regard to the denial of applications to BC Wildfire Services for reclamation works from the 2018 Wildfires on the Southside of Francois Lake. Chair Thiessen, Director Lambert and Mr. Helgesen will discuss the issue with the RDBN Director of Protective Services.

Spruce Beetle Concerns

Director Layton spoke of concerns regarding the Spruce Beetle and the response from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Invite the Spruce Beetle  
 Boss to the RDBN

Moved by Director Brien  
 Seconded by Director Layton

2019-10-32

"That the Regional District of Bulkley-Nechako Board of Directors invite the Spruce Beetle Boss, Ministry of Forests, Lands, Natural Resource Operations and Rural Development to a future RDBN Board Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**IN-CAMERA MOTION**

Moved by Director Greenaway  
Seconded by Director Layton

2019-10-33

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Bachrach  
Seconded by Director Layton

2019-10-34

"That the meeting be adjourned at 12:23 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

\_\_\_\_\_  
Gerry Thiessen, Chair

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



# Bulkley-Nechako and Fraser-Fort George Regional Adaptation Strategies



*Presentation to RDBN Board of Directors  
Thursday, August 15, 2019*



Climate Action Initiative  
BC AGRICULTURE & FOOD

# Outline

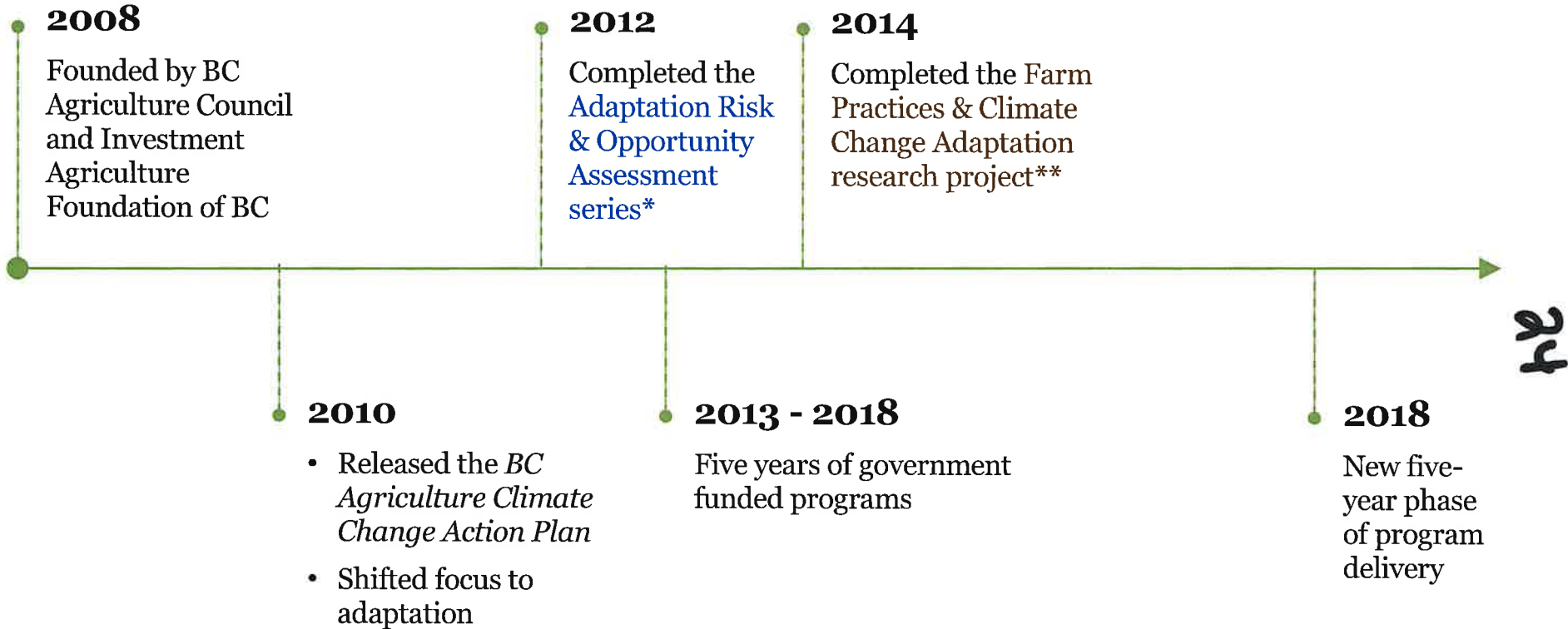
- Introduction to the Climate Action Initiative
- Regional program
- Bulkley-Nechako and Fraser-Fort George Strategies
  - RDBN engagement
  - Implementation priorities
  - Next steps



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# Timeline of key CAI activities

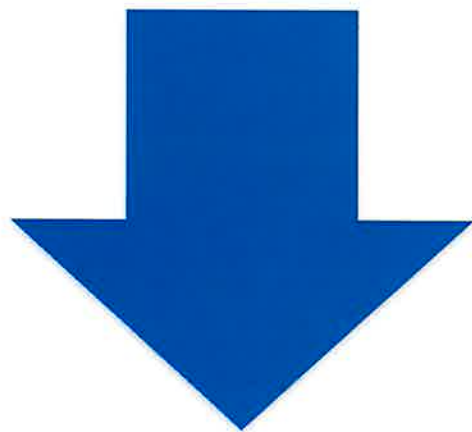


*\*led to development of Regional Adaptation Program*

*\*\*led to development of Farm Adaptation Innovator Program*



# Two adaptation programs



**Regional  
Adaptation  
Program**

- Broad issues (beyond the “farm gate”)
- Industry/government partnerships



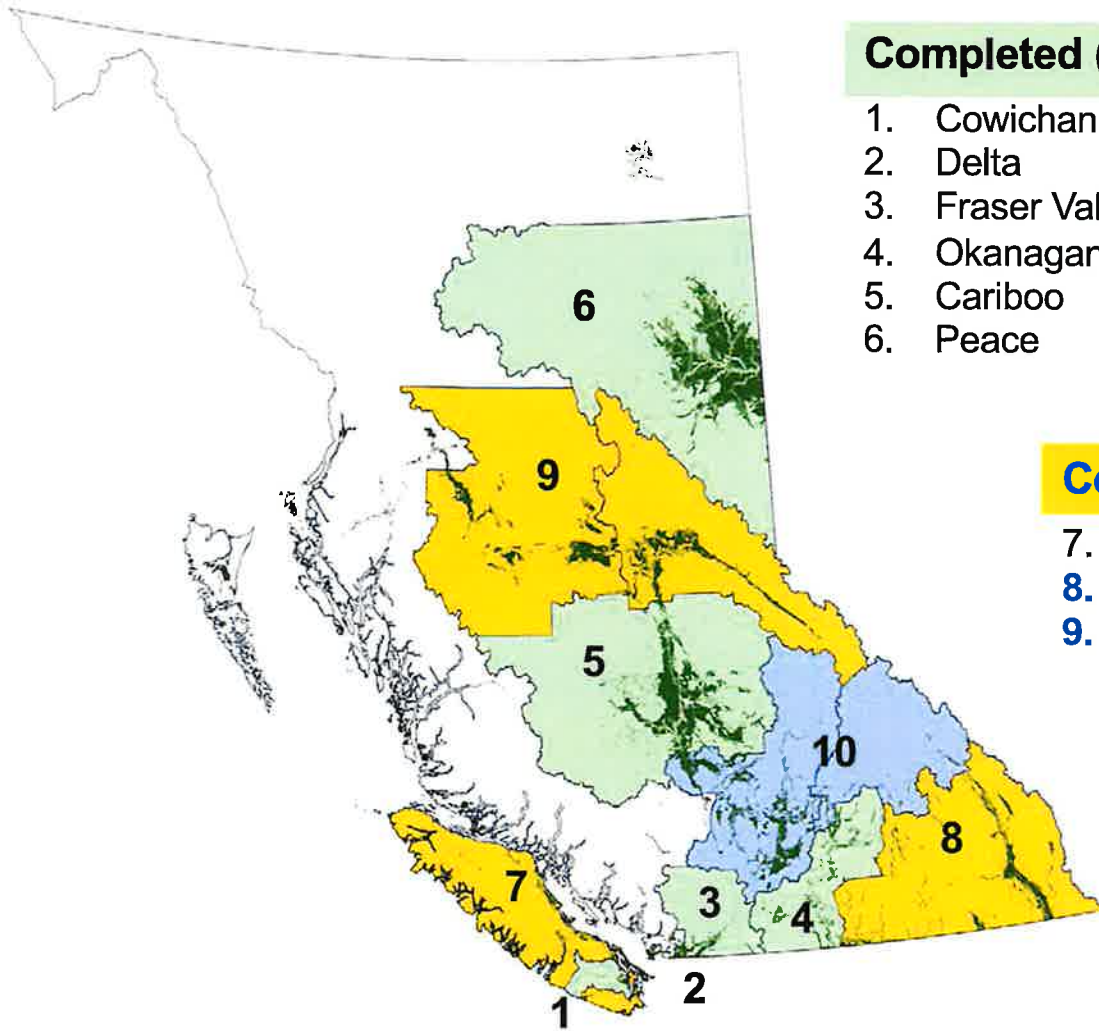
**Farm  
Adaptation  
Innovator  
Program**



- Farm-level issues
- Producer/researcher partnerships

# Regional Adaptation Program

*strategies*



## Completed (GF2)

1. Cowichan
2. Delta
3. Fraser Valley
4. Okanagan
5. Cariboo
6. Peace

## Completed / Underway (CAP)

7. Vancouver Island
8. Kootenay & Boundary
9. Bulkley-Nechako & Fraser-Fort George

## To be done

10. Thompson-Nicola & Columbia-Shuswap

# Regional Adaptation Program *projects*



Deepen knowledge of specific risks, opportunities and appropriate adaptations



Develop tools and resources that enable adaptive decision-making at the regional and farm levels



Strengthen collaborative relationships and capacity for future delivery of adaptation actions

# Engagement to date

- **4** workshops
- **2** focus groups
- **4** advisory committee meetings
- **106** participants
- **14** Advisory Committee (Working Group) members

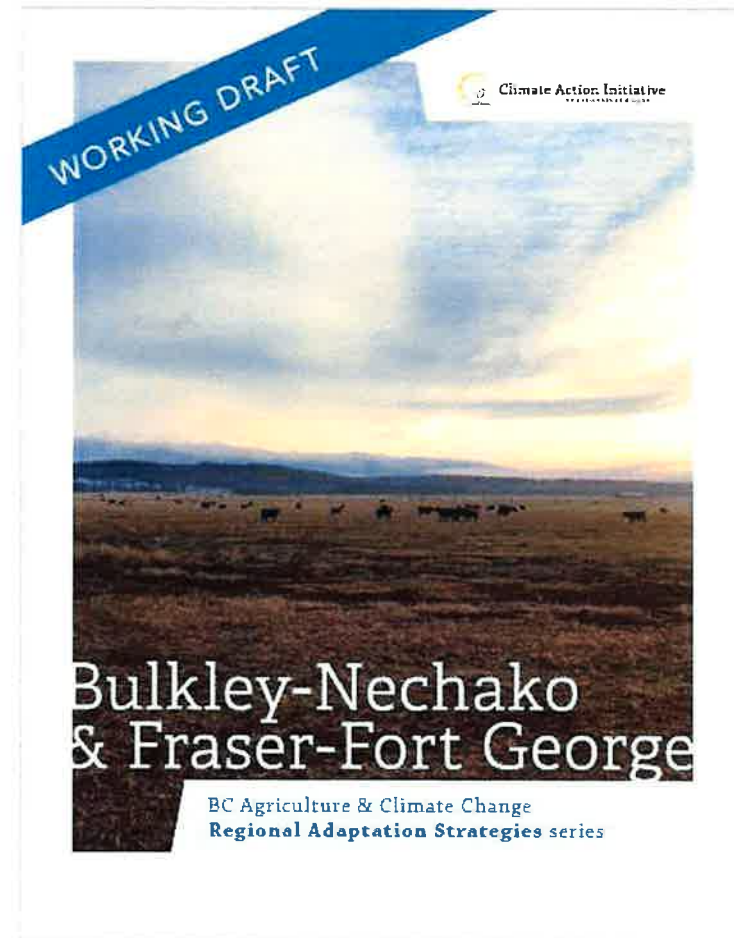


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# BNFFG Strategies

- Agricultural and regional context
- Detailed climate projections for region
- Four impact areas:
  1. *Increasing wildfire risk*
  2. *Increasing variability and changing crop suitability*
  3. *Warmer and drier summer conditions*
  4. *Changing pest and beneficial insect populations*
- **12** Strategies and **26** Actions



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# Increasing wildfire risk

## climate changes

- ↗ average temperatures
- ↗ extreme heat events
- possible ↘ summer precipitation



## Potential Actions:

- Summarize current forestry management practices and their potential impact to agricultural wildfire risk
- Facilitate dialogue between agricultural leaders/stakeholders and forestry leaders/stakeholders

30



# Increasing variability & Changing crop suitability

## climate changes

- ↗ extremes
- ↗ unpredictable and shifting production windows in GDDs
- ↗ in Growing Degree Days
- Uncertainty around frost risk timing, precipitation and moisture



## Potential Action:

- Extend crop studies and strengthen crop suitability analysis and market analysis



# Warmer and drier summer conditions

## climate changes

- ↗ average temperatures
- Possible ↘ summer precipitation
- ↗ frequency of warm and hot days
- ↘ summer river flows



## Potential Action:

- Provide workshops and field days on existing water management tools and resources
- Provide information on farm design, crop selection and crop management for dry/drought conditions

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# Changes to pests & beneficial insects

## climate changes

- ↗ annual temperature
- Possible ↘ summer precipitation
- ↗ variability



## Potential Action:

- Implement research and demonstration on pasture rejuvenation
- Support retention and development of pollinator habitat on and adjacent to farms, and in surrounding communities

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# Implementation

- Now until Jan 2023
- \$300,000 Canadian Agricultural Partnership Funding
- Overseen by local Working Group and approved by provincial-level approval committee
- Collaboration with project-specific funders and partners such as:
  - *Producer associations*
  - *NDIT*
  - *Rural Dividend Fund*
  - *Community Futures*
  - *Local governments*
  - *UNBC and/or CNC*
  - *Individual producers*
  - *FLNRORD*
  - *Ministry of Agriculture*
  - *Community Forests, timber licensees, woodlot associations, forest users*

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# Continued Regional District Partnership Continuum

Participate in Working Group

Participate in project activities

Co-fund a project



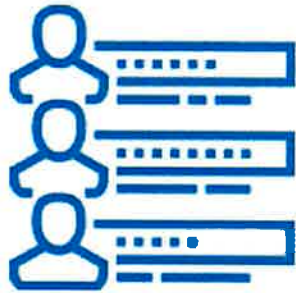
Assist with project oversight

Project administration and leadership

25

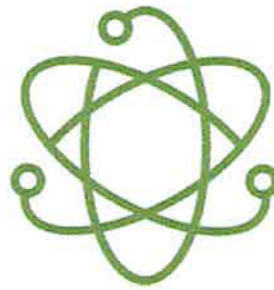


# Why collaboration is critical



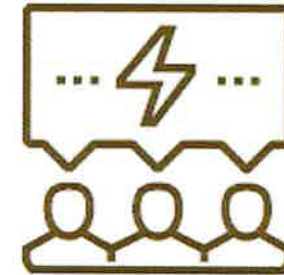
## Broad scope & scale

- shared resources
- cross-agency



## Complex

- issues intersect
- planning/action at multiple levels



## New knowledge / tools needed

- broad range of expertise /knowledge
- working across silos



## For more information:

- resources, fact sheets, reports: [www.bcagclimateaction.ca](http://www.bcagclimateaction.ca)
- newsletter: [www.bcagclimateaction.ca/subscribe](http://www.bcagclimateaction.ca/subscribe)
- Facebook: [@BCAgClimateAction](https://www.facebook.com/BCAgClimateAction)
- Twitter: [@BCAgCAI](https://twitter.com/BCAgCAI)



Samantha Charlton

[Samantha@BCAgClimateAction.ca](mailto:Samantha@BCAgClimateAction.ca)





## Regional District of Bulkley-Nechako Board Agenda August 15, 2019

**To:** Chair Thiessen and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** July 23, 2019  
**Re:** Minor Update to Asset Disposal Policy

---

The Regional District has a disposal policy adopted in 2009 as part of the Tangible Capital Asset Accounting Policy. Please find this policy attached to this memo.

In order to dispose of certain capital assets, financial staff are asking for the disposal policy section to be amended by removing the first two paragraphs and replacing them as follows:

**Assets with an original cost of less than \$20,000 that have reached the end of their useful life through obsolescence or normal wear and tear, and the estimated current value is less than \$500 can be disposed of by the Chief Administrative Officer in a fair and transparent method ensuring information security is maintained.**

**Assets with an original cost of less than \$75,000 that are not a constructed asset (building) that have reached the end of their useful life through obsolescence or normal wear and tear, and the estimated current value is less than \$10,000 can be disposed of by the Chief Administrative Officer through a public auction process such as B.C. Auction or through B. C.'s Asset Investment Recovery program.**

**Disposal of Real Property (real estate) is the responsibility of the Board of Directors.**

The first paragraph includes items such as computers, cell phones, and printers but is not limited to electronics. The second paragraph includes vehicles and other minor pieces of capital equipment.

This recommendation will allow the CAO or acting CAO to dispose of some of our current assets such as our old photocopiers and will in turn allow for more storage room in the Regional District's office building and compound.



A complete review of this policy is scheduled for 2021.

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 titled "Minor Update to Asset Disposal Policy" and

"That the Board of the Regional District of Bulkley-Nechako amend the Tangible Capital Asset Accounting Policy as highlighted in the memo.

**ADOPTED 2009**

POLICY # F-6  
ADOPTED: March 12, 2009

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
TANGIBLE CAPITAL ASSET ACCOUNTING POLICY**

**PURPOSE:**

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial statements can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policies and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets.
- c) Gather and maintain information needed to prepare financial statements.

**SCOPE:**

This policy applies to all Regional District of Bulkley-Nechako (RDBN) departments, boards and commissions, agencies and other organizations falling within the reporting entity of the RDBN.

**DEFINITIONS:**

**Tangible Capital Assets:**

Assets having physical substance that;

- a) Are used on a continuing basis in the RDBN's operations;
- b) Have useful lives extending beyond one year; and
- c) Are not held for re-sale in the ordinary course of operations.

**Betterments:**

Subsequent expenditures on tangible capital assets that:

- a) increase previously assessed physical output or service capacity;
- b) lower associated operating costs;



- c) extend the useful life of the asset; or
- d) improve the quality of the output.

Betterments are capitalized in the cost of the related asset. Any other expenditure would be considered a repair or maintenance and expensed in the period.

**Fair Value:**

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

**Capital Lease:**

A capital lease is a lease with contractual terms that transfer substantially all the benefits and risks inherent in ownership of property to the RDBN (the lessee). For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met;

- a) There is reasonable assurance that the RDBN will obtain ownership of the leased property by the end of the lease term.
- b) The lease term is of such duration that the RDBN will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span.
- c) The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

**POLICY STATEMENTS:**

**Capitalization:**

Tangible capital assets should be capitalized (recorded in the fixed asset sub-ledger) when they meet or exceed the capitalization threshold of \$5,000.

Capitalize betterments to existing assets when unit costs exceed the threshold.

**Categories:**

A category of assets is a grouping of assets of a similar nature or function in the RDBN's operations. The following list of categories shall be used:

- land;
- buildings;
- furniture, equipment and vehicles;
- water infrastructure;
- sewer infrastructure;
- other engineered structures (landfills and transfer stations).

**Valuation:**

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

**a) Purchased assets**

- i) Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.
- ii) Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.
- iii) When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

**b) Acquired, Constructed or Developed assets**

- i) Cost includes all costs directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized, Capitalization of general administrative overheads is not allowed.
- ii) Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.

**c) Capitalization of Interest Costs**

- i) Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.
- ii) Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

**d) Donated or Contributed Assets**

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

**e) Grants**

When all or part of the source of funds for a purchasing tangible capital asset is from grants, the grants are recorded as revenue and the related tangible capital assets are recorded at their gross cost. It is not appropriate to record the tangible capital asset net of grants.

**Componentization:**

Tangible capital assets may be accounted for using either the single asset or component approach. Factors to consider when determining whether to use a component approach include:

- a) Major components have significantly different useful lives and consumption patterns than the related tangible capital asset;
- b) Value of components in relation to the related tangible capital asset;
- c) The usefulness of the information versus the cost of collecting and maintaining information at the component level.

Major components should be grouped when the assets have similar characteristics and estimated useful lives or consumption rates.

**Amortization:**

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally the shortest of the asset's physical, technological, commercial or legal life. The determination of estimated useful lives will take into consideration the guidelines for Amortization of Tangible Capital Assets published by the Ministry of Community Services.

Generally, the RDBN uses a straight-line method for calculating the annual amortization.

Construction in Progress is not amortized. Amortization will begin when the asset is put into service.

**Disposal:**

Disposal of tangible capital assets that are moveable personal property is the responsibility of the Financial Administrator. Department heads should notify the Financial Administrator when assets become surplus to operations.

Disposal of real property is the responsibility of the Chief Administrative Officer.

When other constructed tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the department head or designate must notify the Financial Administrator of the asset description and effective date. The Finance department is responsible for adjusting the asset registers and accounting records recording a loss/gain on disposal.

**Capital Leases:**

Account for a capital lease as acquiring a capital asset and incurring a liability. Account for a lease as an operating lease when the net present value of the future minimum lease payments or fair value, which ever is less, is less than \$5,000.



## Regional District of Bulkley-Nechako Memo Board Agenda – August 15, 2019

**To:** Chair Thiessen and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** July 31, 2019  
**Re:** Broadband Connectivity Committee

---

At the July 18<sup>th</sup> Board meeting, staff received informal direction to prepare for broadband related grants at the direction of a Broadband and Connectivity Committee.

The Broadband and Connectivity Committee must be formally formed. A chair must be selected, and members must be appointed to this committee.

The committee is expected to meet regularly and frequently in the beginning, perhaps once every two weeks, and then at least monthly beginning in October. Every effort will be made to schedule meetings concurrent with Board or Committee meetings or to have electronic meetings after the initial meetings.

Governance costs for this committee, like other committees, will be the remuneration for the Chair and Directors (on meeting days not scheduled with a Board or Committee Meeting).

Also included with this memo is the Committee's Terms of Reference for adoption.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

"That the Board of the Regional District of Bulkley-Nechako establish the "Broadband and Connectivity Committee with Director \_\_\_\_\_ as chair and Directors \_\_\_\_\_ as members." and

"That the Board adopt the Terms of Reference for the Broad and Connectivity Committee." and

"That the first meeting be held on August 29, 2019 at 10:00 AM."

# Regional District of Bulkley-Nechako Broadband and Connectivity Committee Terms of Reference

## 1. Committee Vision

**That all citizens in the Regional District of Bulkley-Nechako (RDBN) will have access to High Speed Internet.**

## 2. Committee Mandate

The purpose of the Committee is to develop and implement the RDBN's Connectivity Strategy. The Committee will report back regularly and work collaboratively with the RDBN Board to implement the RDBN's approved Broadband strategy.

## 3. Scope of Work

The Committee shall:

- a) Consider, inquire and make recommendations to the board on internet and cell phone connectivity;
- b) Provide advice in the development and implementation of policies, procedures, bylaws, reports and actions plans to enhance internet and cell phone connectivity;
- c) Provide advice on a systematic and coordinated approach to bring internet connectivity to all locations within the Regional District;
- d) Identify specific projects to enhance internet connectivity within the RDBN;
- e) Recommend to the board informal or formal partnerships that would enhance the success of connectivity related projects;
- f) Prepare grant applications for connectivity projects for the Board's review and submission; and
- g) Complete community consultation on the development and implementation of broadband connectivity plans and projects.

## 4. Authority

The Committee is a select committee of the RDBN established by the Board under section 218 (1) of the **Local Government Act** to consider, inquire and make recommendations to the Board concerning internet broadband connectivity. Bylaw 1832, Part 19 outlines the requirements for select committees.

## 5. Membership

- a) Members shall be appointed by Board.
- b) The Committee shall consist of five (5) voting members from the Board of the RDBN.
- c) The Chair of the RDBN shall appoint a chair of the Committee.

## 6. Tenure

The tenure of the Committee which was established in August 2019, will then renew annually from the first of December of one year to the 30<sup>th</sup> of November of the next year.

## 7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner.
- b) The Committee must establish and post a meeting schedule.
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***.
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

## 8. Quorum

Quorum of the Committee is the majority of all its members –three (3) voting members.

## 9. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

## 10. Minutes

- a) Meeting minutes must be taken.
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

## 11. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time.
- b) Recommendations of the Committee must be adopted by the Committee prior to presentation to the Board.

## 12. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN.
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

**13. Staff Support**

- a) The Chief Administrative Officer shall appoint staff members to the committee, as non-voting members.
- b) Other District staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

**14. Financial Resources**

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.





**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

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

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

**DATE: August 6, 2019**

**SUBJECT: Grant in Aid Applications**

---

The following grant in aid applications have been received and the respective Electoral Area Directors have indicated support:

- Smithers District Chamber of Commerce – Electoral Area “A”
  - Environmental Business of the Year Award (\$170.62)
- Burns Lake Public Library – Electoral Areas “B” and “E”
  - Sea Container Storage (\$2,830)
- Decker Lake Recreation Commission – Electoral Area “B”
  - Decker Lake Hall Upgrades (\$2,500)
- Nechako Valley Community Services Society – Electoral Area “F”
  - Gala Dinner (\$500)
- College of New Caledonia – Electoral Area “G”
  - Paint the Lake Retreat (\$3,756)

**RECOMMENDATION**

(all/directors/majority)

1. That the Smithers District Chamber of Commerce be given \$170.62 grant in aid monies from Electoral Area “A” (Smithers Rural) for the Environmental Business of the Year Award.
2. That the Burns Lake Public Library be given \$1,415 grant in monies from each of Electoral Areas “B” (Burns Lake Rural) and “E” (Francois/Ootsa Lake Rural) for the purchase of a sea container for additional storage.
3. That the Decker Lake Recreation Commission be given \$2,500 grant in aid monies from Electoral Area “B” (Burns Lake Rural) for upgrades to the Decker Lake Hall.
4. That the Nechako Valley Community Services Society be given \$500 grant in aid monies from Electoral Area “F” (Vanderhoof Rural) for the Gala Dinner.
5. That the College of New Caledonia be given \$2,500 grant in aid monies from Electoral Area “G” (Houston Rural) for the “Paint the Lake” Retreat.



**Cheryl Anderson**

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**From:** website@rdbn.bc.ca  
**Sent:** July 31, 2019 10:48 AM  
**To:** Cheryl Anderson  
**Subject:** Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM

There has been a submission of the form ONLINE GRANT-IN-AID APPLICATION FORM through your concrete5 website.

**ORGANIZATION:**  
Smithers District Chamber of Commerce

**EMAIL:**  
info@smitherschamber.com

**PHONE:**  
250-847-5072

**MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):**  
PO Box 2379, Smithers, BC V0J 2N0

**PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:**  
Environmental Business of the Year Award at the Annual Community & Business Awards

**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:**

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 chamber of commerce is a voluntary organization of business and professional men and women who have joined together for the purpose of promoting the civic commercial and industrial progress of their community.

The area's economic well-being is directly related to the calibre of work that is done by the Chamber. This is why the chamber has a major impact of business, income and future growth of the area.

There are two primary function of a Chamber of Commerce: it acts as a spokesperson for the business and professional community and translates into action the group thinking of its members AND it renders specific services of a type that can be most effectively rendered by a community organization both to its members and the community as a whole.

**DESCRIBE THE GEOGRAPHIC AREA THAT RECEIVES SERVICES OR BENEFITS FROM YOUR ORGANIZATION.:**  
The chamber of Commerce covers the area from Seaton Station on the west to the Quick on the east.

**IS YOUR ORGANIZATION VOLUNTARY AND NON-PROFIT?:**  
Yes

**PLEASE DETAIL ANY REMUNERATION PAID, OR FUNDS OTHERWISE MADE AVAILABLE TO MEMBERS, OFFICERS, ETC. OF YOUR ORGANIZATION:**

No remunerations are paid to our board of directors other than any expense incurred while acting on behalf of the Chamber

PLEASE COMMENT ON THE NUMBER OF MEMBERS/VOLUNTEERS IN YOUR ORGANIZATION AND HOW LONG YOUR ORGANIZATION HAS BEEN IN OPERATION:

As of July 31 the chamber has 186 members.

ASSISTANCE IS BEING REQUESTED FOR:

a special event

OTHER PURPOSE IF ANY:

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.:

The Smithers District Chamber of Commerce is once again planning to award the "Environmental Business of the Year Award" at the 2019 Community and Business Awards. This award was established in 2008 and since that time has been sponsored jointly by the Town of Smithers and the Regional District Bulkley Nechako.

The Award sponsor is acknowledged on all of the Chamber's promotional material including posters, award night programs, the slide show featuring the award finalists, all correspondence regarding the event and promotional material during the nomination process and the final voting procedures to members.

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

This award was developed to encourage and recognize green business practices and it was felt that business that used these practices were deserving of acknowledgement at the annual Awards.

We thank the Regional District of Bulkley Nechako for its involvement in allowing the Chamber to offer the recognition to businesses actively improving their environmentally friendly business practices that this Award honours.

HAVE YOU APPLIED FOR A GRANT/FUNDING FROM OTHER SOURCES?:

No

NAME OF 1ST GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 1ST AGENCY:

0

STATUS OF 1ST GRANT APPLICATION:

Approved

NAME OF 2ND GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 2ND AGENCY:

0

STATUS OF 2ND GRANT APPLICATION:

Approved

NAME OF 3RD GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 3RD AGENCY:

0

STATUS OF 3RD GRANT APPLICATION:

Approved

NAME OF 4TH GRANT FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 4TH AGENCY:

0

HAVE YOU RECEIVED ASSISTANCE (GRANT IN AID/WAIVING OF FEES , ETC.), FROM THE REGIONAL DISTRICT OF BULKLEY-NECHAKO IN PREVIOUS YEARS?:

Yes

IF YES, YEARS, AMOUNTS AND PURPOSES FOR WHICH ASSISTANCE WAS USED:

Each year since the award was established the Chamber has received half the cost of sponsorship + GST. In 2018 the amount received was \$173.87

DOES YOUR ORGANIZATION:

CONTACT NAME:

Susan Bundock

PLEASE PROVIDE THE DATE, TIME AND LOCATION OF YOUR ORGANIZATIONS ANNUAL GENERAL MEETING (AGM). IF UNKNOWN PLEASE CONTACT THE ELECTORAL AREA DIRECTOR WITH THE INFORMATION ONCE DATE AND TIME ARE CONFIRMED.:

March 21, 2019

AMOUNT BEING REQUESTED:

170.62

**Cheryl Anderson**

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**From:** website@rdbn.bc.ca  
**Sent:** July 9, 2019 3:13 PM  
**To:** Cheryl Anderson  
**Subject:** Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM

There has been a submission of the form ONLINE GRANT-IN-AID APPLICATION FORM through your concrete5 website.

**ORGANIZATION:**  
 Burns Lake Public Library

**EMAIL:**  
 monika@burnslakelibrary.com

**PHONE:**  
 250-692-3192

**MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):**  
 Box 449 585 Government St. Burns Lake BC V0J 1E0

**PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:**  
 Burns lake Public Library is in a need of a new storage building, as our old one is not secure any more and badly damaged.  
 We would like to purchase a new sea container for this purpose.

**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:**  
 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:**  
 Burns Lake Public Library is providing the services to the whole community free of charge. We are offering collections of books, audio books, DVD's, CD's, free public internet access, free online resources and programming to all age groups in community.

**DESCRIBE THE GEOGRAPHIC AREA THAT RECEIVES SERVICES OR BENEFITS FROM YOUR ORGANIZATION.:**  
 We are serving the Village of Burns Lake with a diverse population of around 2,029 residents and Electoral Area 'B' & 'E' within the Regional District of Bulkley-Nechako, around 4000 including the six First Nation communities: Lake Babine Nation, Office of the Wet'suwet'en First Nation, Ts'il Kaz Koh First Nation (Burns Lake Band), Skin Tyee Nation, Nee Tahi Buhn Band and Cheslatta Carrier Nation, which is about 34.4% of the population of the area.

**IS YOUR ORGANIZATION VOLUNTARY AND NON-PROFIT?:**  
 Yes

**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:

Burns Lake Public Library operates since 1944. At the end of 2018 we had 1,726 active cardholders and this number is growing.

ASSISTANCE IS BEING REQUESTED FOR:  
a capital project and/or equipment

OTHER PURPOSE IF ANY:

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.:

Burns Lake Public Library has an outside storage where the extra physical materials as well as activity supplies are stored. In the second building we are storing the rental tables and chairs which are available for rental to the public. this building has seen better times. The roof of this building is broken so we have water pouring in on the rainy days and damaging the stored items.

The door is not locking any more which expose our storage items to theft and vandalism.

We would like to replace this building with a new and safe structure.

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

The public will be able to continue to rent the safely stored and in good condition items for their events. Also library will be able to store more physical library materials and activity supplies which are used for a public programming during a whole year.

HAVE YOU APPLIED FOR A GRANT/FUNDING FROM OTHER SOURCES?:

No

NAME OF 1ST GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 1ST AGENCY:

0

STATUS OF 1ST GRANT APPLICATION:

Approved

NAME OF 2ND GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 2ND AGENCY:

0

STATUS OF 2ND GRANT APPLICATION:

Approved

NAME OF 3RD GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 3RD AGENCY:

0



STATUS OF 3RD GRANT APPLICATION:

Approved

NAME OF 4TH GRANT FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 4TH AGENCY:

0

HAVE YOU RECEIVED ASSISTANCE (GRANT IN AID/WAIVING OF FEES , ETC.), FROM THE REGIONAL DISTRICT OF BULKLEY-NECHAKO IN PREVIOUS YEARS?:

Yes

IF YES, YEARS, AMOUNTS AND PURPOSES FOR WHICH ASSISTANCE WAS USED:

2018 Burns lake Public Library has received an assistance for our financial review in total \$ 4,800.00 Only \$2,310.00 from this assistance was used for the review. The remaining \$ 2,490.00 will be used towards the storage container.

DOES YOUR ORGANIZATION:

CONTACT NAME:

Monika Willner

PLEASE PROVIDE THE DATE, TIME AND LOCATION OF YOUR ORGANIZATIONS ANNUAL GENERAL MEETING (AGM). IF UNKNOWN PLEASE CONTACT THE ELECTORAL AREA DIRECTOR WITH THE INFORMATION ONCE DATE AND TIME ARE CONFIRMED.:

AGM for Burns lake Public Library was held on March 5, 2019 in Burns Lake Public Library

AMOUNT BEING REQUESTED:

2,830.00

**Cheryl Anderson**

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**From:** website@rdbn.bc.ca  
**Sent:** July 9, 2019 11:53 AM  
**To:** Cheryl Anderson  
**Subject:** Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM

There has been a submission of the form ONLINE GRANT-IN-AID APPLICATION FORM through your concrete5 website.

**ORGANIZATION:**  
 Decker Lake Recreation Commission

**EMAIL:**  
 dksaul@telus.net

**PHONE:**  
 250-698-7632

**MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):**  
 4057 Decker Lake Hall Road, Burns Lake, BC V0J 1E1

**PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:**

Upgrades to our hall.

Double doors on the storage room for our table and chairs.

Install a new cupboard and counter top in our kitchen Installation of a new sound system storage cupboard on the stage.

**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:**

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 hall is used for many functions. The BL & District Seniors Society uses our hall for potlucks, carpet bowling, meetings, Christmas functions and courses they may offer to seniors of the area. We rent the hall for weddings, funerals. family reunions, weekly card games, craft fairs and other events.

**DESCRIBE THE GEOGRAPHIC AREA THAT RECEIVES SERVICES OR BENEFITS FROM YOUR ORGANIZATION.:**

Burns Lake and the Lakes District.

**IS YOUR ORGANIZATION VOLUNTARY AND NON-PROFIT?:**

Yes

**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:**



9 volunteer members. There has been a volunteer committee since the hall was build in the 1940's.

ASSISTANCE IS BEING REQUESTED FOR:  
a capital project and/or equipment

OTHER PURPOSE IF ANY:

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.:

Upgrades to our hall. Double doors on our chair and table storage room. New cupboard and counter top in kitchen. Storage room for our sound system on the stage.

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

Kitchen upgrades will provide more working room for catering and more storage for supplies. This aids in making our kitchen a better facility with better organization. Double doors on our storage room allows easier access to tables and chairs and allows us to put our tables on a cart rather than lifting them in and out. Also will be safer for renters. Storage of the sound system also makes it safer and easier to use.

HAVE YOU APPLIED FOR A GRANT/FUNDING FROM OTHER SOURCES?:

Yes

NAME OF 1ST GRANT OR FUNDING AGENCY:

NDIT

AMOUNT APPLIED FOR FROM 1ST AGENCY:

0

STATUS OF 1ST GRANT APPLICATION:

Approved

NAME OF 2ND GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 2ND AGENCY:

0

STATUS OF 2ND GRANT APPLICATION:

Approved

NAME OF 3RD GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 3RD AGENCY:

0

STATUS OF 3RD GRANT APPLICATION:

Approved

NAME OF 4TH GRANT FUNDING AGENCY:

58

AMOUNT APPLIED FOR FROM 4TH AGENCY:

0

HAVE YOU RECEIVED ASSISTANCE (GRANT IN AID/WAIVING OF FEES , ETC.), FROM THE REGIONAL DISTRICT OF BULKLEY-NECHAKO IN PREVIOUS YEARS?:

Yes

IF YES, YEARS, AMOUNTS AND PURPOSES FOR WHICH ASSISTANCE WAS USED:

DOES YOUR ORGANIZATION:

Provide an opportunity for individuals to make direct contributions?

CONTACT NAME:

Kay Saul, Treasurer

PLEASE PROVIDE THE DATE, TIME AND LOCATION OF YOUR ORGANIZATIONS ANNUAL GENERAL MEETING (AGM). IF UNKNOWN PLEASE CONTACT THE ELECTORAL AREA DIRECTOR WITH THE INFORMATION ONCE DATE AND TIME ARE CONFIRMED.:

November 13, 2018 at 7:00 pm at the Decker Lake Hall

AMOUNT BEING REQUESTED:

\$2500.00

**Cheryl Anderson**

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**From:** website@rdbn.bc.ca  
**Sent:** July 23, 2019 2:04 PM  
**To:** Cheryl Anderson  
**Subject:** Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM

There has been a submission of the form ONLINE GRANT-IN-AID APPLICATION FORM through your concrete5 website.

**ORGANIZATION:**  
 NECHAKO VALLEY COMMUNITY SERVICES SOCIETY

**EMAIL:**  
 tbeal@nvcss.ca

**PHONE:**  
 250-567-9205, ext. 212

**MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):**  
 157 W. VICTORIA STREET, VANDERHOOF, BC V0J 3A0

**PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:**

A Gala Dinner to celebrate contributions of people with disabilities in the workforce as well as the employers and the communities who support their success.

**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:**

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:**

Nechako Valley Community Services Society (NVCSS) has been delivering Human and Social Services programs for over 42 years. NVCSS is a registered charity, accredited by Commission of Rehabilitation Facilities (CRAF) International since 2005.

With over sixty employees the agency provides services to to community members from infancy to elderly in Vanderhoof, Fort St. James, Fraser Lake and surrounding communities. The agency continues to grow and strives to create and provide meaningful programs and services to create connected, growing and healthy communities.

The Community Inclusion Employment program has seen great success over the past few years such as:

-2017-creation of Commercial Cardboard Recycling Business -2017-New Business of the Year Award through the Vanderhoof Chamber of Commerce -2018-Five new employment placements -2017, 2018, & 2019-Agency provided Bursaries to School District #91 graduates

Events such as the Gala Dinner promote inclusion and provides the individuals NVCSS supports the opportunity to live life to their fullest potential through meaningful employment in a welcoming community.

**DESCRIBE THE GEOGRAPHIC AREA THAT RECEIVES SERVICES OR BENEFITS FROM YOUR ORGANIZATION.:**



NVCSS provides services to individuals and families in Vanderhoof, Fraser Lake, Fort St. James and surrounding areas.

IS YOUR ORGANIZATION VOLUNTARY AND NON-PROFIT?:

Yes

PLEASE DETAIL ANY REMUNERATION PAID, OR FUNDS OTHERWISE MADE AVAILABLE TO MEMBERS, OFFICERS, ETC. OF YOUR ORGANIZATION:

NVCSS is governed by a volunteer board of 6 active members.

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 employing over 60 staff and governed by a volunteer board with 6 active members.

ASSISTANCE IS BEING REQUESTED FOR:

a special event

OTHER PURPOSE IF ANY:

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.:

The 2nd Annual Gala Dinner is an event aimed to celebrate inclusion and build a diverse workforce by raising awareness of the skills and contributions persons with disabilities bring to the work place; as well as acknowledge those employers who support the the movement. The event is expected to see approximately 120 people which will include persons with disabilities, provincial government, District of Vanderhoof, current and potential employers-with invites to 35 local employers, and event sponsors.

The event is geared towards the following:

- Help raise the awareness about the skills that people with disabilities can bring to the Workplace.
- Encourage businesses to build inclusive, diverse workforce.
- Incentives for businesses who are already involved in supporting people with disabilities.
- Provide the resources and supports available within the community to help people with disabilities obtain employment.
- Opportunity to highlight first hand employer's experiences and success stories.

As an event sponsor, RDBN will be acknowledged through all event advertising and promotional materials and will receive 2 dinner tickets to the event where they will be thanked and have the opportunity to engage with government officials, local employers, agencies and job seekers.

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

The event will help raise awareness of the skills that individuals with disabilities bring to the workplace, encourage businesses to build an inclusive, diverse workforce and highlight, first hand, employers experiences and success stories. In addition to that our event will be supporting the many people with disabilities within our communities and provide the opportunity for individuals, employers, agencies and government officials the opportunity to connect.

HAVE YOU APPLIED FOR A GRANT/FUNDING FROM OTHER SOURCES?:

Yes

NAME OF 1ST GRANT OR FUNDING AGENCY:

CANFOR



AMOUNT APPLIED FOR FROM 1ST AGENCY:  
500

STATUS OF 1ST GRANT APPLICATION:  
Pending

NAME OF 2ND GRANT OR FUNDING AGENCY:  
New Gold Blackwater

AMOUNT APPLIED FOR FROM 2ND AGENCY:  
500

STATUS OF 2ND GRANT APPLICATION:  
Pending

NAME OF 3RD GRANT OR FUNDING AGENCY:  
Nechako Lumber

AMOUNT APPLIED FOR FROM 3RD AGENCY:  
500

STATUS OF 3RD GRANT APPLICATION:  
Pending

NAME OF 4TH GRANT FUNDING AGENCY:  
SA Energy

AMOUNT APPLIED FOR FROM 4TH AGENCY:  
500

HAVE YOU RECEIVED ASSISTANCE (GRANT IN AID/WAIVING OF FEES , ETC.), FROM THE REGIONAL DISTRICT OF BULKLEY-NECHAKO IN PREVIOUS YEARS?:

Yes

IF YES, YEARS, AMOUNTS AND PURPOSES FOR WHICH ASSISTANCE WAS USED:

RDBN sponsored the 1st Annual Gala Dinner to Celebrate an Inclusive Workforce in September 2018. The \$500.00 was used to cover the cost associated with the event: catering, hall rental, and decorations.

DOES YOUR ORGANIZATION:

Provide an opportunity for individuals to make direct contributions?

CONTACT NAME:

TARA BEAL, COMMUNITY INCLUSION PROGRAM MANAGER

PLEASE PROVIDE THE DATE, TIME AND LOCATION OF YOUR ORGANIZATIONS ANNUAL GENERAL MEETING (AGM). IF UNKNOWN PLEASE CONTACT THE ELECTORAL AREA DIRECTOR WITH THE INFORMATION ONCE DATE AND TIME ARE CONFIRMED.:

LAST AGM HELD JUNE 25, 2019 @ 6:00 PM, NECHAKO VALLEY COMMUNITY SERVICES SOCIETY BOARD ROOM 157 W. VICTORIA ST., VANDERHOOF, BC

AMOUNT BEING REQUESTED:

\$500



**Cheryl Anderson**

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**From:** website@rdbn.bc.ca  
**Sent:** July 5, 2019 9:45 AM  
**To:** Cheryl Anderson  
**Subject:** Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM

There has been a submission of the form ONLINE GRANT-IN-AID APPLICATION FORM through your concrete5 website.

**ORGANIZATION:**  
College of New Caledonia

**EMAIL:**  
piriej@cnc.bc.ca

**PHONE:**  
2506921747

**MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):**  
PO Box 5000/545 Hwy 16 Burns Lake, BC V0J 1E2

**PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:**  
To offer a "Paint the Lake" retreat in Granisle, BC

**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:**  
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 College of New Caledonia has been offering post-secondary education in the Lakes District since 1976. The Lakes District campus of CNC offers a wide variety of programs and services to over 8,000 people from Ootsa Lake to Pendleton Bay, and from Endako to Fort Babine. The College of New Caledonia (CNC) is a not for profit educational organization and administers both short and long-term programs within the communities of the Lakes District region, working closely with businesses, community agencies, advisory committees, and First Nations communities. These services are not available from another organization or agency.

**DESCRIBE THE GEOGRAPHIC AREA THAT RECEIVES SERVICES OR BENEFITS FROM YOUR ORGANIZATION.:**  
CNC provides post-secondary education across central British Columbia, with campuses in Prince George, Quesnel, Mackenzie, Burns Lake, Granisle, Fort St. James, Fraser Lake and Vanderhoof. CNC serves a large area of north-central BC - approximately 117,500 square kilometres, or 12% of the province. The region's population is about 145,000. CNC enrolls about 5,000 students each year (all campuses) in approximately 90 distinct programs in business and management, community and continuing education, health sciences, adult basic education / upgrading, trades and industry, social services, and technologies.

**IS YOUR ORGANIZATION VOLUNTARY AND NON-PROFIT?:**  
No

PLEASE DETAIL ANY REMUNERATION PAID, OR FUNDS OTHERWISE MADE AVAILABLE TO MEMBERS, OFFICERS, ETC. OF YOUR ORGANIZATION:

CNC has paid staff and faculty.

PLEASE COMMENT ON THE NUMBER OF MEMBERS/VOLUNTEERS IN YOUR ORGANIZATION AND HOW LONG YOUR ORGANIZATION HAS BEEN IN OPERATION:

CNC has been in operation for nearly 50 years. The Burns Lake campus has been in operation since 1976 and currently has approximately 20 staff members.

ASSISTANCE IS BEING REQUESTED FOR:

a special event

OTHER PURPOSE IF ANY:

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.:

"Paint the Lake" is an idea put forward by Granisle Village Staff. They would like to offer free or relatively inexpensive recreational programs for their aging population to address isolation and increase socialization. This project is a weekend painting "retreat" that will be led by a well-known local artist. The program will be open to up to 12 participants. The Village of Granisle has offered space and assistance with promotion as well as a promise to groom some "community ambassadors" who will assist with whatever needs arise. Participants will spend Friday night gathering to meet, discuss the project, determine their site for painting, and go over their art supplies. (A supply list will be provided to participants upon registration.) Saturday will start with yoga geared to participant level, followed by a painting lesson. A nutritious bagged lunch will be provided for the participants. After lunch students will paint until an agreed upon time when they will reconvene for a critique of their work. Supper will be on their own but the Village has offered to liaise with Babine Lodge to serve a no-host buffet or a "Painting Special" Friday and Saturday evening. Hikes along one of the many hiking trails adjacent to Granisle will be led by our "community ambassadors". Sunday will start again greeting the morning with yoga followed by a lesson, lunch, an afternoon of painting and reconvene at an agreed upon time for critique and final farewell. The Village of Granisle, is a beautiful community of 300 people on the shores of Babine Lake. Granisle was named an Age-Friendly Community in 2014. It prides itself on ensuring all activities provided in the community are inclusive and accessible.

The Village of Granisle has written a letter of support for this project (thought I couldn't attach it). They will contribute in-kind support in the form of space/rent for the painting project in their new gazebo.

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

Across Canada, research has shown that over 90% of older adults live independently and wish to remain so. In smaller northern communities, supporting older residents to remain in place can be a challenge. Isolation and lack of external mental and physical stimulation can become a major challenge. This project is an attempt to offer socialization around art and exercise. It will combine knowledge of wellness with activities that will get seniors involved in a visual art and exercise with a group of like-minded individuals.

HAVE YOU APPLIED FOR A GRANT/FUNDING FROM OTHER SOURCES?:

No

NAME OF 1ST GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 1ST AGENCY:

64

0

STATUS OF 1ST GRANT APPLICATION:

Approved

NAME OF 2ND GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 2ND AGENCY:

0

STATUS OF 2ND GRANT APPLICATION:

Approved

NAME OF 3RD GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 3RD AGENCY:

0

STATUS OF 3RD GRANT APPLICATION:

Approved

NAME OF 4TH GRANT FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 4TH AGENCY:

0

HAVE YOU RECEIVED ASSISTANCE (GRANT IN AID/WAIVING OF FEES , ETC.), FROM THE REGIONAL DISTRICT OF BULKLEY-NECHAKO IN PREVIOUS YEARS?:

Yes

IF YES, YEARS, AMOUNTS AND PURPOSES FOR WHICH ASSISTANCE WAS USED:

2017 for Paint the Lake with Granisle

DOES YOUR ORGANIZATION:

CONTACT NAME:

Jenny Pirie

PLEASE PROVIDE THE DATE, TIME AND LOCATION OF YOUR ORGANIZATIONS ANNUAL GENERAL MEETING (AGM). IF UNKNOWN PLEASE CONTACT THE ELECTORAL AREA DIRECTOR WITH THE INFORMATION ONCE DATE AND TIME ARE CONFIRMED.:

September 2019 Prince George

AMOUNT BEING REQUESTED:

3756.00



65



## Regional District of Bulkley-Nechako Memo

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

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

**DATE:** August 7, 2019

**SUBJECT:** College of New Caledonia "Roots of our Forest" Workshop – Request for Letter of Support

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The College of New Caledonia (Burns Lake Campus) is proposing to hold a "Roots of our Forest" workshop/speaker series that would focus on the CNC Research Forest. Additional information is attached.

A letter of support from the Regional District of Bulkley-Nechako has been requested.

### **RECOMMENDATION**

**(ALL/DIRECTORS/MAJORITY)**

"That the Regional District of Bulkley-Nechako Board of Directors provide a letter to the College of New Caledonia in support of the "Roots of our Forest" workshop/speaker series.



**Cheryl Anderson**

---

**Subject:** FW: CNC Proposal Opportunity

**From:** Jenny Pirie (piriej) <[piriej@cnc.bc.ca](mailto:piriej@cnc.bc.ca)>  
**Sent:** July 26, 2019 8:57 AM  
**To:** Jennifer MacIntyre <[jennifer.macIntyre@rdbn.bc.ca](mailto:jennifer.macIntyre@rdbn.bc.ca)>  
**Cc:** Corinne George (georgec3) <[georgec3@cnc.bc.ca](mailto:georgec3@cnc.bc.ca)>  
**Subject:** CNC Proposal Opportunity

Good Morning Jennifer

I'm not sure if you are the right person to connect with but I thought I would start here.

CNC Lakes is in the process of applying for a grant to run a workshop/speaker series called "Roots of our Forest" and CNC is hoping to schedule a representative from the Regional District to speak or facilitate a workshop.

This proposed workshop/speaker series would host tuition free, monthly, 2 hour workshop/speakers over three years. The sessions would be open to the public, local agencies, businesses, community stakeholders and students. The series would focus on items connected to the CNC Research Forest ("The CNC Research Forest is a dynamic land base that supports regular harvesting and forestry activities with the expectation that the operations are economically and environmentally sustainable.")

Environment and land stewardship, ecosystem restoration, ecosystem enhancement, natural resource education, social and economic commitments, forest operations innovation and improvements, silviculture solutions to enhance forest industry adaptation to climate change, fish and wildlife habitat management, tree migration as well as integration of Aboriginal History and culture are all topics that would fit well within this proposed series.

We would love to schedule the Regional District as a speaker or workshop facilitator for October 16, 2019. Each workshop/speaker is scheduled for two hours. As we are in the process of writing a proposal CNC would like to include some solid dates/presenters/speakers and chosen topics if possible.

Also, would the Regional District be willing to provide a letter of support for this project ?  
Feel free to contact myself or Corinne George if you have any questions.

Thank you for considering this and I look forward to hearing from you.



**Jenny Pirie**

Program Coordinator  
Lakes Campus

545 Highway 16 West, Burns Lake,  
BC Canada V0J 1E0

T 250-692-1747  
C 250-692-9552



## Regional District of Bulkley-Nechako Board of Directors August 15, 2018

To: Chair Thiessen and the Board of Directors  
 From: Nellie Davis, Regional Economic Development Coordinator  
 Date: August 6, 2019  
 Regarding: Contract Award Decision – Glacier Electric for Omineca Ski Club Trail Lighting

As per a December 2018 RDBN Board resolution, staff are working on behalf of the Omineca Ski Club on a project that was approved for funding through Federal Gas Tax and a BC Rural Dividend Program Special Circumstances Grant.

As per RDBN purchasing policy, an RFP was issued for the project on BC Bid. One proposal was submitted.

It is staff's recommendation that the contract be awarded to Glacier Electric, an electrical contracting company from Smithers, BC. Glacier Electric has over 20 years' experience in industrial, commercial and residential wiring.

The Omineca Ski Club Project will see the replacement of the club's Lighted Trail system with underground wiring and new LED fixtures. Additional poles and lights will also be installed to expend the system. The maximum project budget is \$199,231.

| Funding Organization                    | Amount           | Status    |
|-----------------------------------------|------------------|-----------|
| Federal Gas Tax -Electoral Area "B"     | \$80,000         | Confirmed |
| Federal Gas Tax Electoral Area "E"      | \$40,000         | Confirmed |
| BD Rural Dividend Special Circumstances | \$79,231         | Confirmed |
| <b>Total</b>                            | <b>\$199,231</b> |           |

**Recommendation:**

**(All/Directors/Majority)**

- 1) That the Regional District of Bulkley-Nechako Board of Directors authorize staff to enter into and finalize contract negotiations with Glacier Electric for the Omineca Ski Club Trail Lighting Improvement project; and
- 2) That the Board authorize staff to enter into that contract

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**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
August 15, 2019**

To: Chair Thiessen and the Board of Directors  
From: Nellie Davis, Regional Economic Development Coordinator  
Date: August 6, 2019  
Regarding: **Village of Granisle Letter of Support Request**

---

The Village of Granisle is submitting an application to the BC Rural Dividend Fund 6<sup>th</sup> Round Intake for a Waterfront Trail Planning project. The Village of Granisle is requesting a Letter of Support for the application from the RDBN.

The planning project has a goal of increasing Tourism opportunities in the region and will build off of recreation infrastructure already in place at Granisle’s Waterfront park on Babine Lake.

The project will design a promenade at the Waterfront park in Granisle as well as a multi-use trail network extending along Babine Lake from the Waterfront Park to Granisle’s New Beach campground, and from there on through Electoral Area “G” to Lion’s Beach Campground, Red Bluff Provincial, the Fulton River Salmon Hatchery culminating at Topley Landing. The trail design will include an access point at the Tachet Reserve. This planning and design work will create a ‘shovel-ready’ Destination Trails project that will be used to support grant applications for infrastructure funding in the future.

|                                                                                                                                                                                                                |                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>RECOMMENDATION:</b>                                                                                                                                                                                         | <b>(All/Directors/Majority)</b> |
| That the Regional District of Bulkley-Nechako Board of Directors provide a Letter of Support to the Village of Granisle for their Waterfront Trail Planning Project application to the BC Rural Dividend Fund. |                                 |



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## Regional District of Bulkley-Nechako Board of Directors Memorandum August 15, 2019

To: Chair Thiessen and the Board of Directors  
From: Nellie Davis, Regional Economic Development Coordinator  
Date: July 17, 2019  
Regarding: **Regional District of Kitimat-Stikine Letter of Support Request**

---

RDKS Staff are submitting an application to the BC Rural Dividend Fund for a Comprehensive Signage Strategy. The strategy will include the Highway 16 corridor from Valemount to Prince Rupert. RDKS is requesting a Letter of Support for the application from the RDBN as a beneficiary of the project.

The project is intended to lead to a coordinated, informed and efficient effort to recommend priorities for signage along major corridors and communities in the region to improve the travelling experience for residents and visitors of the region, as well as lead to increased revenues for the tourism sector and local businesses as a whole.

The project will include a situation analysis, extensive stakeholder consultation, a comprehensive strategy and cost estimates. The resulting strategy with recommendations will be available to the RDBN to use as the basis for grant applications for signage installation within the RDBN, should the recommendations receive Board approval. There is no associated request for financial commitment to the project.

|                                                                                                                                                                                                                                      |                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>RECOMMENDATION:</b>                                                                                                                                                                                                               | <b>(All/Directors/Majority)</b> |
| That the Regional District of Bulkley-Nechako Board of Directors provide a Letter of Support to the Regional District of Kitimat-Stikine for their Comprehensive Signage Strategy Project application to the BC Rural Dividend Fund. |                                 |



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**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
August 15, 2019**

To: Chair Thiessen and the Board of Directors  
From: Nellie Davis, Regional Economic Development Coordinator  
Date: July 23, 2019  
Regarding: **Burns Lake Mountain Bike Association Letter of Support Request**

---

RDBN Staff are assisting the Burns Lake Mountain Bike Association (BLMBA) with an application to the BC Rural Dividend Fund for a trails project. The project incorporates two trails, a connector trail from the Rod Reid Trail at the top of 9<sup>th</sup> Avenue to the BLMBA Bike Park, as well as an Up-Track trail from Kager Lake to the top of Boer Mountain. BLMBA is requesting a partnership Letter of Support for the application from the RDBN.

The project is intended to connect the Bike Park to the Village of Burns Lake through a machine-built trail, as well as create the ability to ride a green (beginner level) trail from Kager Lake to the top of Boer Mountain to access downhill mountain bike trails. Both of these trails will create safe, green-level trail options, as well as significantly reduce the number of mountain bikers accessing the trail system via the Boar Mountain Lookout Road, improving both convenient and safe access to the entire trail network.

The project budget includes Federal Gas Tax funding from Electoral Area B, creating eligibility for BLMBA to submit a Partnership application to the Rural Dividend Fund, increasing the amount of eligible funding. There is no limit to the number of applications for which the RDBN is eligible to be listed as a Partner of the main applicant.

**RECOMMENDATION:**

**(All/Directors/Majority)**

That the Regional District of Bulkley-Nechako Board of Directors provide a Partnership Letter of Support to the Burns Lake Mountain Bike Association for their Up-Track and Village Connector Project application to the BC Rural Dividend Fund.



## Regional District of Bulkley-Nechako Board of Directors Memorandum August 15, 2019

To: Chair Thiessen and the Board of Directors  
From: Nellie Davis, Regional Economic Development Coordinator  
Date: August 1, 2019  
Regarding: **Village of Burns Lake Letter of Support Request**

---

The Village of Burns Lake is submitting an application to the BC Rural Dividend Fund for a Tourism Master Plan and Mobile Visitors Center. The Village of Burns Lake is requesting a Letter of Support for the application from the RDBN.

The new proposed Tourism Plan and Mobile Visitors Centre program intends to move Burns Lake Tourism forward, ensuring the right budget and efforts are being applied to the right initiatives to support tourism stakeholders and tourism growth. The proposal has been developed to enable Tourism in Burns Lake to move the destination forward and make it more competitive with other desirable destinations within the Bulkley-Nechako region of British Columbia.

The goals of the project include:

1. To create a Tourism Plan in order to increase Burns Lake's market share of travellers to and within BC.
2. Take steps to establish and improve Burns Lake's visitor's experience
3. Increase stakeholder engagement and collaborate with local tourism operators
4. Increase tourism-driven economic benefits to Burns Lake.
5. Generate a higher volume of visitors and extend the visitors length of stay

|                                                                                                                                                                                                                                         |                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>RECOMMENDATION:</b>                                                                                                                                                                                                                  | <b>(All/Directors/Majority)</b> |
| That the Regional District of Bulkley-Nechako Board of Directors provide a Letter of Support to the Village of Burns Lake for their Tourism Master Plan and Mobile Visitation Center Project application to the BC Rural Dividend Fund. |                                 |



## Regional District of Bulkley-Nechako Memo – Board Agenda August 15, 2019

**To:** Chair Thiessen and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** July 23, 2019  
**Re:** Chinook Community Forest 2019 Dividend

---

**Issue:**

The Regional District has received its 2019 dividend cheque of \$12,680.23 for its 894 shares or 9% ownership in Chinook Comfor Limited.

**Background:**

Electoral Area B and Electoral Area E provided Grant in Aid to cover the legal fees associated with the formation of the Community Forest.

The Board of the Regional District formed the *Chinook Community Fund Society*, a society registered under the **Society Act** in partnership with the Village of Burns Lake. Funds received by the Regional District are to be allocated to this Society under the *Revenue Pooling Agreement* (Chinook Comfor Limited Partnership Revenue Pooling) made with the Village of Burns Lake.

**Discussion:**

The Regional District is still recovering funds from the dividends it receives to repay the Grant in Aid from the two electoral areas. Electoral Area B and Electoral E still have \$10,000 each to recover.

The Regional District has a commitment to provide annual funds to the Society.

Staff are recommending that of the \$12,680.23 received that \$5,000 be allocated each to Electoral Area B and Electoral Area E Grant in Aid (thereby increasing the amount of Grant in Aid available to each of these areas) and that the remainder (\$2,680.23) be contributed to the Society to increase its legacy fund for economic development within the Lakes District.

The remaining \$5,000 each to be recovered by Electoral Areas B and E would be recovered in the 2020 dividend payment. There are no other costs associated with the Chinook Community Forest local service.

I would be pleased to answer any questions.





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Recommendation:

(all/directors/majority)

"That the Board of Directors receive the Chief Financial Officer's memo dated July 15, 2019 and that

"The Board receive the \$12,680.23 dividend payment and that

"The Board return \$5,000 to each of Electoral Area B and E Grant in Aid and that

"The Board contribute \$2,680.23 to the Chinook Community Fund Society."



## Regional District of Bulkley-Nechako Memo Board Agenda – August 15, 2019

**To:** Chair Thiessen and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** July 31, 2019  
**Re:** Signing authorities for RDBN accounts

---

With the hiring of a new Chief Administrative Officer, the signing authorities for the Regional District's main bank account will need to be updated.

The recommendation below is required for the Bulkley Valley Credit Union to update the signing authorities on the Regional District's accounts.

The elected official signing authorities remain unchanged.

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 July 31, 2019 titled '**Signing authorities for RDBN accounts**' and that

“The Board of Directors appoint Electoral Area “B” Director, Michael Riis-Christianson, Municipal Director for the Village of Burns Lake, Dolores Funk, Chair Gerry Thiessen and Vice Chair Mark Parker to be signing authorities for the Regional District of Bulkley-Nechako's accounts at Bulkley Valley Credit Union (Burns Lake); and that”

“The Board appoint the following staff members as additional signing authorities, Curtis Helgesen – Chief Administrative Officer, John Illes – Chief Financial Officer, Cheryl Anderson - Manager of Administrative Services and that past CAO Melany De Weerd be removed as a signing Authority.”



**Regional District of Bulkley-Nechako  
Board of Directors  
August 15, 2019**

To: Chair Thiessen and the Board of Directors  
From: Nellie Davis, Regional Economic Development Coordinator  
Date: April 9, 2019  
Regarding: **RDBN Broadband Study – completed by TANEx Engineering**

---

Please find attached the Regional District of Bulkley-Nechako Broadband Study dated July 15, 2019. The Study was completed by TANEx Engineering Corporation.

|                        |                                 |
|------------------------|---------------------------------|
| <b>RECOMMENDATION:</b> | <b>(All/Directors/Majority)</b> |
| Receive                |                                 |



**TANEx**  
Engineering Corporation

**TANEx Engineering Corporation**  
1018 7<sup>th</sup> Ave, Invermere, BC, V0A 1K0  
**Phone:** (250) 341-6118 ext 201  
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# **Regional District of Bulkley-Nechako Broadband Study**

**Date: July 15, 2019**

**Version: 2.0**

**Submitted By:**

**TANEx Engineering Corporation**  
**Phone: (250) 341-6118**  
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**1018 7<sup>th</sup> Ave**  
**Invermere, BC**  
**V0A 1K0**



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July 15, 2019

## **1 Executive Summary**

Following on the heels of the "Better Broadband for the RDBN" Report by Sandbox Systems Inc. (the "Sandbox Report") tabled for the RDBN in November, 2018, TANEx has completed the next stage of analysis in order to better refine the considerations and steps to meet the RDBN's goal of 90% of Regional District premises having access to internet service at the new CRTC standard of 50Mbps download and 10Mbps upload ("50/10").

Based on a deeper analysis and new information, TANEx recommends an amendment to the RDBN broadband strategy to build a 500+ km fibre backbone along Highway 16, 27, 35 and the section of Topley Landing Road contained in the Sandbox Report.

TANEx obtained certain confidential information during the preparation of this Report which is not included in the Report. Such information has been duly considered in the preparation of this Report.

TANEx's recommendation is that the RDBN focus on completing gaps or areas that other projects do not provide but that are required to support the improvement of services across the region. A logical role for RDBN is to focus on constructing fibre to the premises (FTTP) where feasible and supporting existing local providers in the deployment of wireless infrastructure where it is not.

Additionally, certain funding sources require that the infrastructure be owned by the applicant to be eligible for that funding so we recommend that the RDBN position itself to own any infrastructure to comply with those requirements. In order to access the CRTC Bridging the Gap funding, we expect it will be necessary for the RDBN to enter into a partnership, joint venture or consortium of some kind with an entity having at least three years' experience in deploying and operating broadband infrastructure and being eligible to operate as a Canadian carrier as required under the funding requirement for that program.

We believe that the RDBN should focus on augmenting other defined projects including:

- a. Identification of other defined projects and specific details of each.
- b. Define RDBN projects to address the gaps identified and prioritize those projects according to need and financial viability.
- c. Prepare a business plan/partnership/agreement with appropriate parties.
- d. Obtain the design, detailed data and information necessary to confirm RDBN eligibility for grant funding from various sources and put RDBN in the best position to be successful in its applications.
- e. Completion of the requirements necessary and secure funding.
- f. Collaborate with providers where necessary or useful to implement the RDBN plans.
- g. Develop a business framework for the RDBN to meet its goals while minimizing impact to existing providers currently providing service in the RDBN.

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## **2 Broadband Study Overview**

### **2.1 Background**

In late 2018, the RDBN commissioned and received the Sandbox Report which was intended to map out a strategy for improving broadband service within the RDBN. TANEx has been provided with a copy of that report and has used it to further develop a strategy going forward.

In late February, 2019, TANEx was engaged with the following scope of work:

1. In cooperation with stakeholders from the RDBN, refine the deliverables and requirements for this study so TANEx is aligned with the RDBN.
2. Complete a broadband study report outlining the service delivery models that need to be considered ranging from the most simple model to a fully operational FTTP network.
3. Complete a high level construction strategy that provides a recommended delivery plan to bring broadband services to the underserved areas in the most timely and efficient manner possible.
4. Provide recommendations on the next course of action for the RDBN.
5. Support RDBN's work in reviewing potential funding opportunities and information required to complete them.
6. Review the final report with the RDBN.

In completing point 1 above and in preparation for completing this report, we worked with the RDBN staff and Director Newell to validate our assumptions and to clarify the nature of the problem. Together with the RDBN, we refined the deliverables to be the contents of this report as set out in the Table of Contents which was forwarded to the RDBN and confirmed as the appropriate deliverables.

### **2.2 Intended Audience**

This report is intended for the purpose of internal RDBN staff as well as the RDBN directors' use in general future planning and, more specifically, as resource documentation for RDBN staff who are charged with developing and implementing the RDBN's broadband strategy.

### **2.3 Purpose of Document**

This report is intended to, firstly, provide a basic understanding of the mechanics of providing higher capacity network connectivity to RDBN constituents. This helps to crystallize how RDBN can provide the best leadership in its role as local government. Secondly, it lays out things to consider in optimizing the various stakeholders, their own internal strategies and how best to collaborate to solve the issue. Thirdly, it provides some budgetary estimates along with recommendations about where RDBN's time and money should be spent for greatest benefit. Finally, it provides a list of actionable items to move a strategy forward. This report is not intended to provide a detailed design for the RDBN to implement or detailed costs as that is outside the scope of work. To achieve a detailed design and more accurate cost estimates will require a clear definition of the scope of work for definable projects within the regional district.



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## **2.4 Methodology Review**

In order to solve a problem, it is important to first understand it. In other words, for this task specifically, what is the service area that a project of this nature will address. How is a gap in service defined and where do they actually exist?

RDBN has advised TANEx that there are large areas of the region that have unacceptably low connectivity, either because of limited capacity or limited reliability. The RDBN provided TANEx with a dataset of dwellings from which mapping was created that will be discussed further in Section 3 of this report. Structure density was overlaid onto a service map with areas 1, 3, 5 and 10 km from a highway to define how many dwellings fall within these defined service areas. The service mapping is based on best information available to TANEx from services providers and an attempt was made to verify its accuracy with the Board of the RDBN. In some cases, that verification was not possible, and, in some cases, we were able to refine the maps to better reflect the experience of constituents.

To date, we have not completed actual testing to obtain data to verify service levels in any form and have relied on the information provided by the RDBN and third parties. There are ways to obtain actual data that will verify the level of service in any area. See recommended next steps later in this document.

We prepared service area mapping which illustrates areas where we believe the service is poor or non-existent, adequate and good. Within the service level maps, we have defined four services levels:

Unserved – No Service – shown on the maps as white.

Barely Served - Less than 5Mbps download and 1Mbps upload and/or unreliable service – shown on the maps as red.

Underserved – Service less than 50/10Mbps but service is available reliably – shown on the maps as yellow.

Well Served – Service is at 50/10Mbps or better – shown on the maps as green.

We believe the main service providers serving the RDBN include:

- ABC Communications (“ABC”)
- CityWest Cable and Telephone Corporation (“CityWest”)
- Cybernet
- Evolve Communications Inc. (“Evolve”)
- Mascon
- TELUS
- Village of Granisle (“Granisle”)
- Xplornet
- Galaxy

We reached out to some Internet Service Providers in the RDBN to gain a better understanding of not only their existing state but also, impediments that restrict them from offering better service to RDBN as well as future plans. Future plans are confidential, of course, and have not been included in this Report.



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In the interest of being mindful of budget and the fact that the Sandbox Report provided information about the providers, TANEx did not reach out to every provider but did get information from some, to get a sense of existing roadblocks. Service providers reported (not independently verified by TANEx) that barriers to better connectivity service include:

- Being at a disadvantage as they are not able to access the same licensed frequencies (for LTE) that incumbent carriers can access. This restricts the available technology for their use and ability to serve some customers, particularly those without line of sight to the wireless transmitter. Requiring line of sight impedes their ability offer more reliable, higher capacity service to more customers.
- Expensive backhaul which is the cost of providing external connectivity from the RDBN to the Internet (described later in this document). This annual cost is ongoing expense and tends to be a significant portion of the annual operating budget for a provider.
- High cost of licensed frequencies (spectrum). It is their opinion that the Industry Canada rates to licensed spectrum is considerable and defeats the business case for some areas.
- Access to funding. Current funding models are based on a minimum threshold of 50/10Mbps and without access to licensed spectrum, they do not provide the ability to reach this threshold. They feel that incumbent carriers have access to the licensed spectrum that they do not, and the incumbents are given advantages in the funding process that precludes the smaller providers from being able to access these programs.

## **2.5 Project Stakeholders**

A project of this magnitude will need “all hands on deck” to complete. Individual stakeholders each bring a different perspective, capacity and approach to problem solving. We believe that stakeholders in this project include:

- RDBN constituents
- RDBN Board of Directors and staff
- Existing Internet Services Providers
- Provincial and Federal Government local offices and funding agencies
- Local Municipal Governments
- Regional Districts bordering the RDBN
- Industry partners and local business
- Local First Nations

## **2.6 Goals of the RDBN**

TANEx understands that the RDBN’s high level goal is Regional District-wide Internet service at the new CRTC standards of 50/10.

The CRTC Universal Service Objective is that:

“Canadians in urban, rural and remote areas have access to voice and broadband Internet access services, on both fixed (50 Mbps down, 10 Mbps up) and mobile wireless networks (latest general deployed mobile wireless technology currently LTE).”

July 15, 2019

*- Modern telecommunications services – The path forward for Canada’s digital economy  
(Telecom Regulatory Policy 2016-496) – CRTC Website*

That is a lofty goal giving the rural nature of the Regional District, the physical isolation of some of its population and the cost of construction. This report will help to illustrate how RDBN can begin to address the connectivity challenge with an eye on the longer term, high level goal.

## **2.7 Definitions and Acronyms**

BSS – Business Support Systems  
 CO – Central Office  
 CPE – Customer Premise Equipment  
 DHCP – Dynamic Host Configuration Protocol  
 DNS – Domain Name Service  
 DWDM – Dense Wave Division Multiplexer  
 FDH – Fibre Distribution Hub  
 FO – Fibre Optic  
 FOC – Fibre Optic Cable  
 FOSC – Fibre Optic Splice Case  
 FPP – Fibre Optic Patch Panel  
 FTTP – Fibre to the Premise  
 GPON – Gigabit Passive Optical Network  
 IRU – Indefeasible Right of Use  
 ISP – Internet Service Providers  
 OLT – Optical Line Terminal  
 ONT – Optical Network Terminal  
 OSS – Operations Support Systems  
 PON – Passive Optical Network  
 POP – Point of Presence  
 POS – Passive Optical Splitter  
 ROW – Right of Way  
 RX – Receive  
 SDP – Service Delivery Pyramid  
 SUB – Subscriber or customer receiving service from the network  
 TX – Transmit

## **3 Current State of Broadband in the RDBN**

### **3.1 General Analysis and Mapping Notes**

To gain a more robust understanding of the connectivity challenge in the RDBN, TANEx analyzed the location of dwellings as well as information available about existing network services in the region. The data set for the dwelling locations were provided by the RDBN (the “Dataset”) and were used by TANEx to create mapping for a visual depiction of the information and the ability to layer in additional information.

Maps included in the analysis depict:

July 15, 2019

- a. Dwelling Distribution: dwellings within a certain distance from the four main highways in the RDBN;
- b. Service Maps: service levels available in each area as broken down into polygons that share similar geography and groupings of dwellings;
- c. Dwelling Distribution Graphs: the distribution of dwellings across the RDBN.

The small white dots on some of the maps depict non-vacant dwellings as designated in the Dataset and exclude dwellings within municipalities as designated by the Dataset.

The service level maps and the polygons on them denote services believed to be available to the constituents included in that area. The level of service available has been extrapolated from information sourced from local service providers, their websites, and other informational resources but has not been verified. Red areas depict service levels with up to 5 Mbps but this may be extremely spotty and unreliable.

The polygons on the service maps were drawn around clusters of dwellings that share common geographical areas that lie between significant geographical features (bodies of water, roads and highways, cliffs, and area boundaries). Where no coverage map could be obtained for a service provider, coverage was estimated to be within five kilometres of a confirmed service location for non-wireless and within ten kilometres for wireless.

The visual representation of the data gives a sense of four things:

- a. the general location of the dwellings;
- b. the location of dwellings in relation to main roads;
- c. the general level of service available in each area; and,
- d. which providers operate in each Regional District Area.

These maps are a foundational estimation and starting point upon which more in-depth planning and analysis should be completed.

A snapshot of each map is included in the body of this report, but the complete set of maps is available in the Appendix of this document.

July 15, 2019

### 3.2 Dwelling Distribution Maps

The dwelling distribution maps are a general overview of dwelling locations throughout the RDBN. These maps were created by applying a buffer radius from dwelling locations and aggregating the resulting areas into a contiguous shape, if more than one shape overlapped one another. The following is a map of the overall dwelling distribution in the RDBN. For area specific maps, please refer to the Appendix.

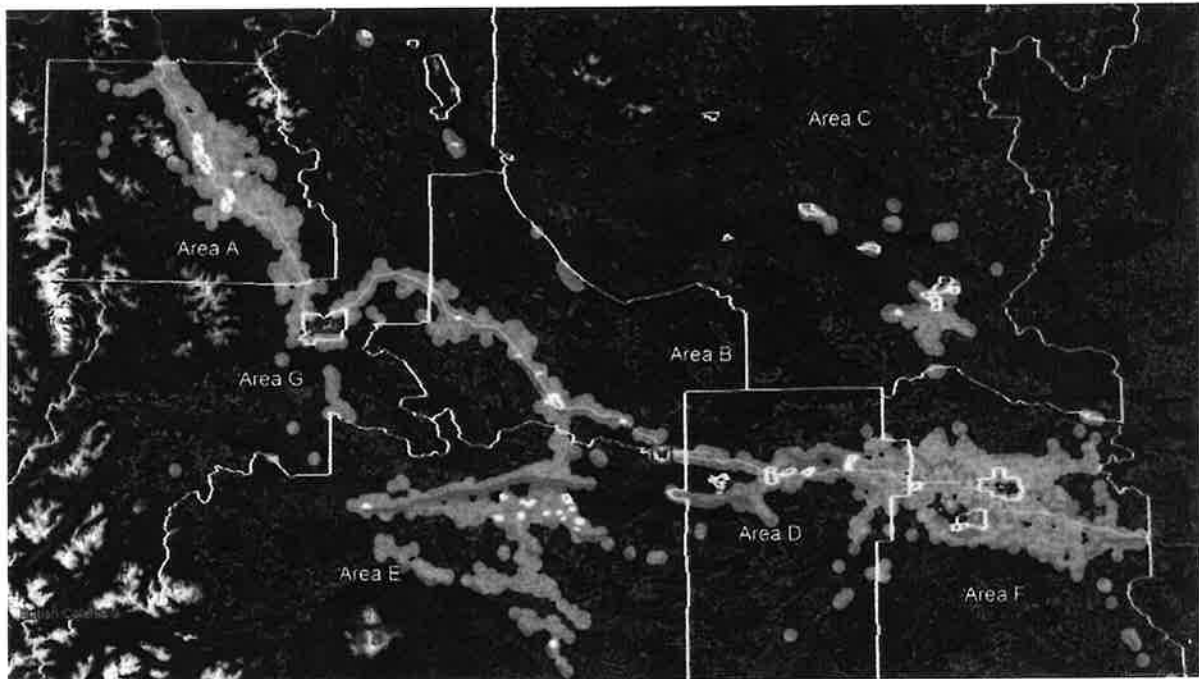


Figure 1 - Dwelling Distribution Map

### 3.3 Service Maps

The service maps are a depiction of the estimated level of service believed to be available to a constituent living within the borders of each polygon.

Areas in green that have the option of 50 Mbps download speeds or greater tend to be around higher density areas, typically within a municipality, with access to hard wired services such as DSL, coaxial cable or optical fibre.

Areas in yellow with service levels of between 5 to 50 Mbps down are commonly found on the outskirts or fringes of larger centres. There are also a few one-off places that are remote and likely receive their internet through satellite providers such as Galaxy or Xplornet.

Areas in red show places with poor coverage that is below 5 Mbps down or places that have spotty and unreliable coverage at best, such as in areas found in the southwest parts of Area E. Fixed wireless is more often than not the technology used to service these areas since hard wired connections such as coaxial cable and fibre are not presently available.

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The maps and the information presented on them were created by extrapolating from information sourced from providers, their websites, and other informational resources. These maps do not serve as concrete verification of what level of service a constituent living in any of the areas can expect to receive but rather a general overview and estimation of the service levels available throughout the RDBN. The areas where service levels are generally lacking and where they are adequate is the most meaningful takeaway from the service maps. The following is a map that depicts the entire RDBN and the individual service areas within it. For area specific maps, please refer to the Appendix.

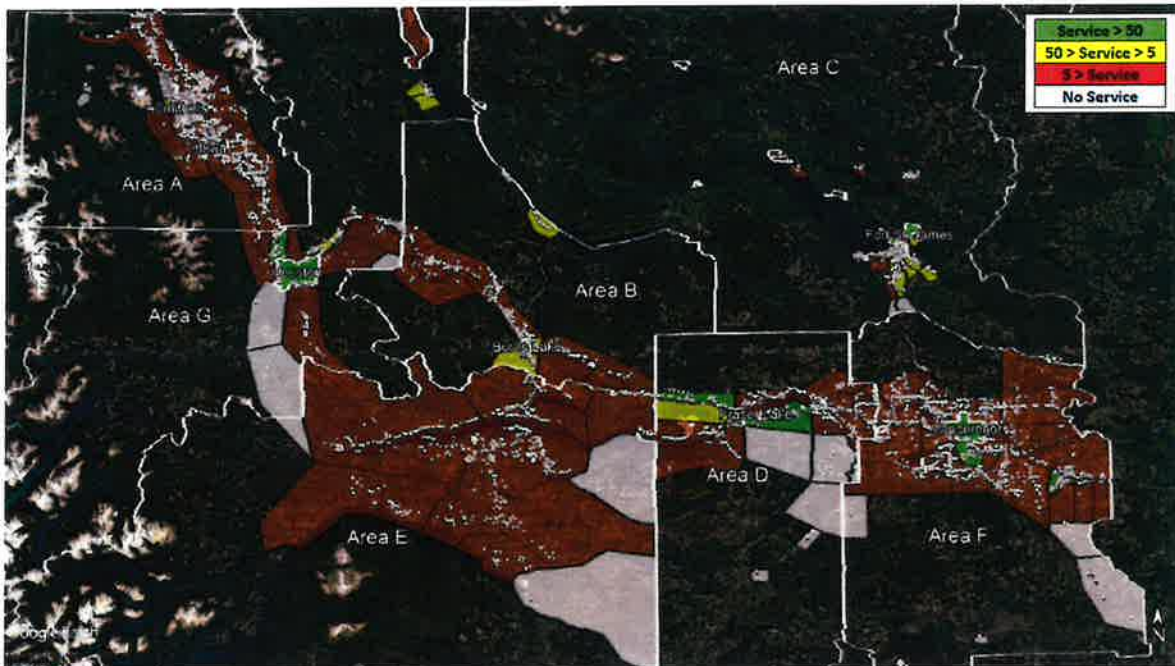


Figure 2 – Service Level Overview

### 3.5 Households Within the Service Zones

These graphs depict which of the total 10,107 dwellings fall within each stated service buffer zone distances of 1, 3, 5 and 10 kilometres from one of the main highways in the RDBN: the Yellowhead (Highway 16), Topley Landing Road to Granisle, Highway 35 to Francois Lake & Ootsa Lake and Highway 27 to Fort St. James. The following graph depicts the number of dwellings that fall within each buffer zone distance in descending order. For a more in-depth breakdown by service radius or by highway section, refer to the Appendix.

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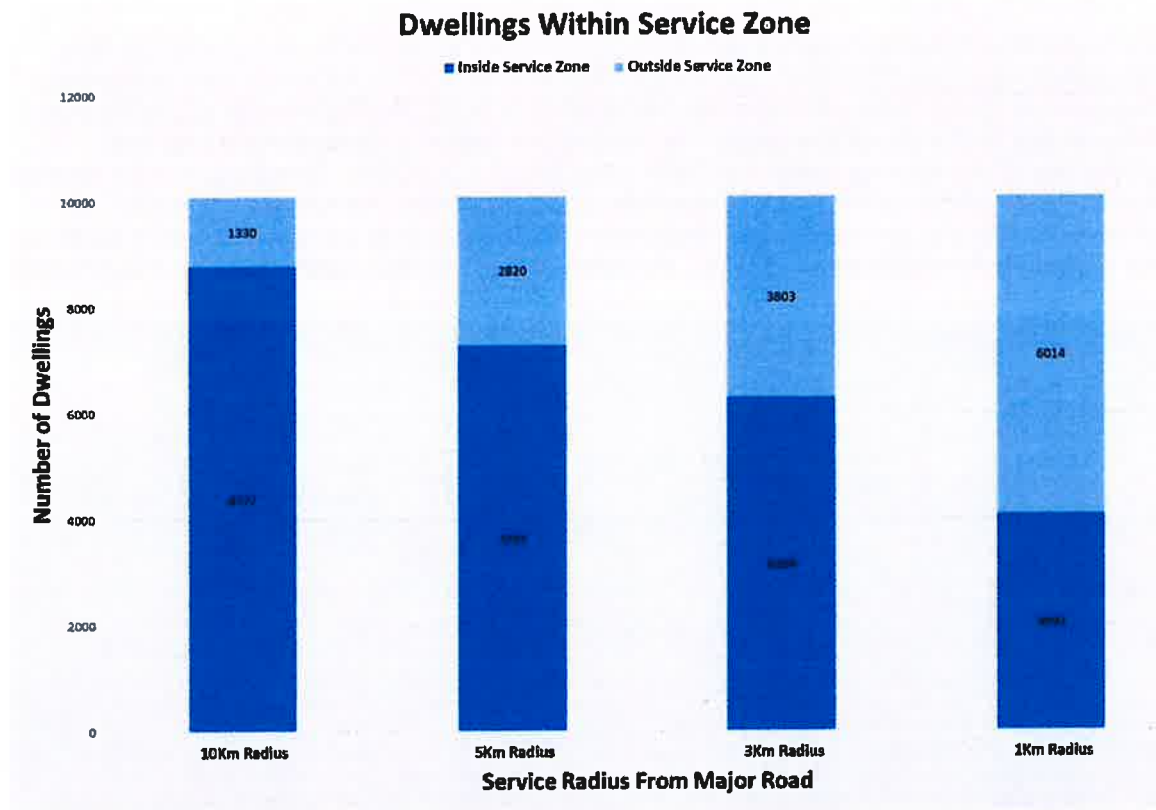


Figure 3 – Dwelling Count in Buffer Zones

## 4 Service Delivery in the RDBN

Delivery of connectivity to the residents and businesses in the RDBN through a network requires numerous components and layers of infrastructure. This Section is intended to provide a general overview of how a network is constructed and the various components involved. It is intended to provide a basic understanding of the technical components so that the RDBN can be educated in the terminology, construction, operational and business decisions that will be necessary to move the project forward and obtain grant funding. The construction and operations of a network will be broken down into layers. Each of these layers, the construction considerations, advantages, disadvantages, options and how each applies to the RDBN will be described in detail throughout this Section. In order to deliver an Internet or other telecommunication services to a resident or business, all of the layers need to be provided in some fashion. One decision for the RDBN is to determine its level of involvement in building those layers.

The service delivery outlined in this Section is intended to be a starting point in understanding the connectivity challenges experienced in the RDBN. Section 5 will build on it to outline additional information that outlines how this starting point could be augmented based on the current realities and existing projects in the RDBN.

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### **4.1 Service Delivery Pyramid**

The diagram below outlines the service delivery pyramid (SDP) that delineates the individual layers of infrastructure that must be provided and the relative levels of responsibility the RDBN must take on to satisfy the ultimate goal of improved services to the residents and businesses of the RDBN. Solving the connectivity problem for RDBN constituents requires that all layers of the SDP be realized in some fashion, either by one entity or by the collaborative efforts of numerous stakeholders. As the RDBN commits to and moves up the layers of the pyramid, increasing levels of complexity and involvement are required, with the benefit of increased control and influence on improvement of services in the region.

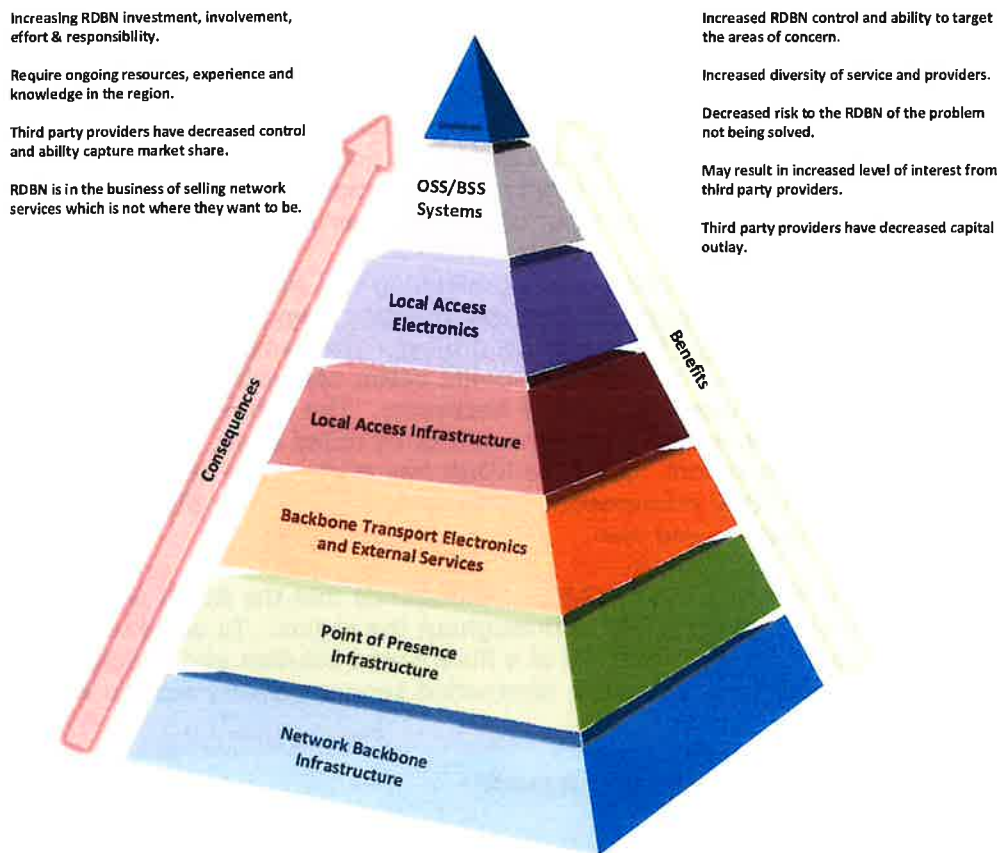


Figure 4 – Service Delivery Pyramid

The remainder of this Section drills down into each layer of infrastructure required to deliver a complete service to constituents. The graphic above is the basis to provide an understanding of the solution required to solve the problem. As the RDBN begins to provide each layer of the pyramid, it will be faced with increased involvement, investment and responsibility for the service delivery. Further, with more levels of the pyramid it must address the business challenges introduced by the RDBN essentially providing Internet service and being seen as competing with existing providers. While increasing involvement may seem negative, the RDBN will also have the advantage of increasing levels of control and ability to target the service delivery to RDBN priorities rather than having a third party dictate where services are delivered based on its business case.



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For each layer of the SDP, the following information will be provided:

- Brief summary of the layer and how it applies to the RDBN.
- Brief description of the solution concept.
- Benefits to the RDBN.
- Considerations for the RDBN.
- Budgetary cost estimate.
- Actions required.
- Alternatives, advantages and disadvantages.
- Technical description.

It should be noted at this point, that this is not a detailed design but rather a starting point for a conceptual solution on how the RDBN may consider delivering services and solving the ultimate goal of improved service in the region. Further, the conceptual solution does not include detailed discussions with potential partners and other third parties at this point. While those are required in arriving at the final solution, they require significant effort and input from the RDBN as well as potential third parties and this is not within the current scope of work. Throughout this Section however, references have been made to where the RDBN may seek input or potential partnerships with these parties.

With respect to capital and operating costs outlined in this report, it should be noted that all estimates are based on typical unit cost assumptions from previous experience and are not based on a detailed design for the RDBN project. The numbers used reflect a very high-level approximate cost. In order to provide better cost estimates, a detailed project definition, design and business plan will be necessary. The estimated costs of operating a network business outlined in this report should not be relied upon, as a full analysis is beyond the scope of this report. Once the RDBN has made some decisions about service delivery and its role, further refinement of costs will need to occur along with any necessary business analysis and plan.

As set out earlier in this document, TANEx understands that the RDBN wishes to have a solution that provides service at 50/10 throughout the region. To achieve this objective, the solution will be comprised primarily of a fibre based solution and in areas where fibre is impractical or unaffordable to install, alternative service delivery models will be necessary.

## **4.2 Service Delivery for the RDBN**

Every layer in the SDP is necessary to provide actual service to the constituents of the RDBN. In the following sub-Sections, each layer is described in more detail.

To provide a general overview of the solution and the challenges facing the RDBN to following must be considered:

- Many of the rural areas in the RDBN are currently unserved, poorly served or under-served and wireless coverage forms much of the solution outside the major centers.
- Current service providers in the area are using wireless and satellite technology to reach these areas primarily because currently, it is the only feasible method.

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- There are many pockets of small numbers of potential subscribers throughout the RDBN with some a significant distance from the highway. The main issue with providing wired service to these customers is the distance and cost of constructing fibre or other wired technology. Quite simply, the existing providers cannot make a justifiable business case to serve these areas due to the high cost of capital required and the small number of potential subscribers.

#### 4.2.1 Network Backbone Infrastructure



**Summary:** The network backbone refers to the fibre optic backbone connecting the major centers in each of RDBN Areas A through G. The fibre backbone provides the main long distance infrastructure allowing service providers to extend their networks by way of a dark fibre IRU allowing them to bring more and improved connectivity and capacity into the RDBN.

**Solution Concept:** The construction of the fibre optic backbone forms the main source of connectivity throughout the region. If none of the other layers of the SDP were constructed, the backbone would provide a dark fibre IRU to each service provider that wishes to use the fibre backbone to provide improved services in the area. Dark fibre is a term that describes a fibre cable that has no active electronics connected. In an IRU, the providers are given the right to use 2 or more strands of the fibre backbone to connect communities, their own POPs and local access infrastructure (i.e. wireless towers) along the route of the fibre. Other than providing access to the fibre backbone, the RDBN would have no responsibility for any other layer in the SDP and correspondingly, would have little influence on the level of service that may actually be provided unless it could contract for such influence.

In the RDBN, the fibre optic backbone would likely be constructed throughout the region generally as shown in the following diagram:

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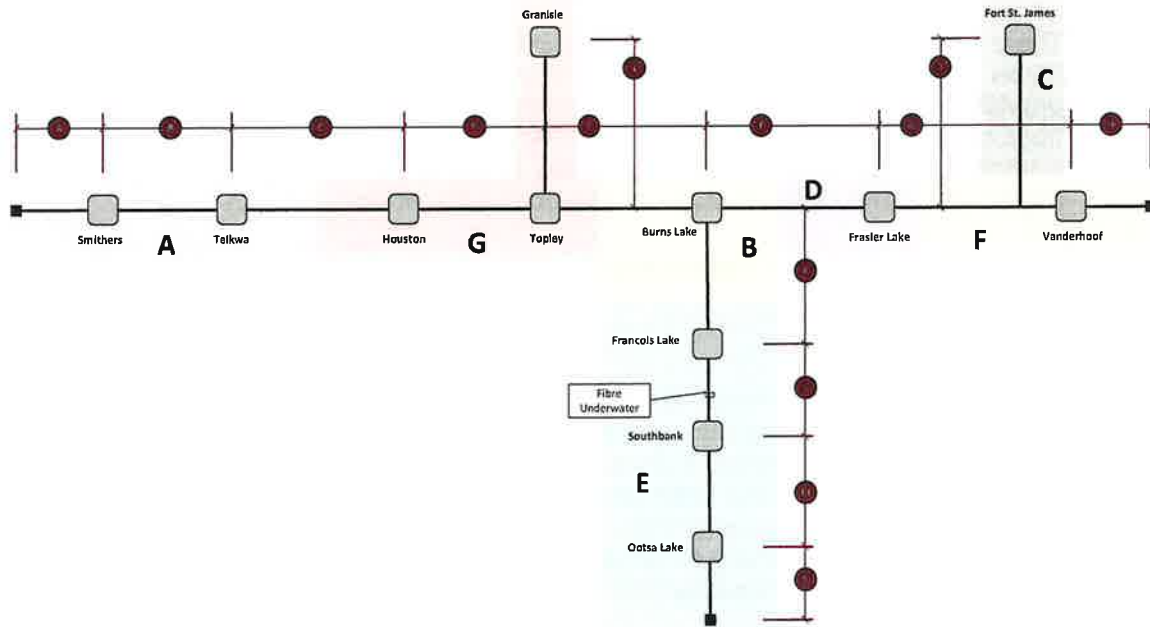


Figure 5 – RDBN Fibre Backbone

**Benefits:** The primary benefit in providing a fibre backbone is that it allows service providers to offset the large capital and/or operational costs that they must incur to bring high capacity services to the target areas. In order for a service provider to offer higher capacity to an already served area, they must acquire sufficient backhaul capacity (connectivity outside of the area) from the area in question, to the upstream connectivity required to reach the global Internet. If these services must be constructed or leased from another third-party provider that already has fibre capacity for example, then the return on capital or the increased operational costs must be recovered in the monthly fees charged to the subscribers. Given the lack of density of potential subscribers, it is unlikely that providers can form a valid business case to recover the capital and increased operational costs. High capacity, long distance connectivity is a major operational cost that must be considered in the business case. Should the RDBN invest in the backbone, it is conceivable that the barrier to entry for service providers can be dramatically reduced given a suitable business model provided by the RDBN.

**Considerations:** Some of the main things to consider if RDBN restricted its role to building this layer include:

- It may never make sense for a service provider to attempt to reach a small number of subscribers in remote areas even if backbone fibre exists. While the backbone fibre makes it possible and improves the business case, the provider must also consider additional capital and operating costs such as establishment of a POP, maintenance and repair, and the ability to deploy technicians in a timely manner.
- The business case for the provider may require that the RDBN essentially provide the IRU at zero cost for it to make financial sense for the provider depending on the area and number of subscribers.

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- Unless there is a significant number of potential subscribers, it is unlikely that more than one provider will choose to serve an underserved area resulting in a lack of competition.
- Opens the door for providers to compete across regions that they have had a “gentleman’s agreement” not to. Some providers may see this as a negative impact allowing other providers to begin providing services in an area that was traditionally their own.
- The RDBN fibre backbone may “overbuild” existing fibre back bones already constructed or yet to be constructed.
- The fibre backbone may bring improved capacity in the backbone of the network, but the local access technology and capacity may remain unchanged. Wireless technology is typically the easiest and least cost option in serving a community. However, wireless, by its nature, is bound by technology restrictions that are simply not an issue with a fibre network. Providing a fibre backbone is unlikely to make the provider’s business case for a FTTP deployment make financial sense given the high capital cost and effort required, especially if there are few subscribers and they are not densely situated.
- The RDBN will need to understand where the third-party providers want to access to the fibre and how they would deploy their network. Each location where the providers needs to access the fibre will require a FOSC, POP or ability to break out the IRU strands.
- Establish a construction and ongoing maintenance strategy for the fibre asset. Maintenance of underground is considered relatively straight forward as there is limited preventative and daily maintenance required. Dark fibre maintenance can be contracted to an appropriate company with relative ease.
- A fibre interconnect point will need to be established to allow providers to bring their fibre to that point to connect to the backbone. The interconnect location would simply be a FOSC located in a strategic location on the backbone that is easily accessible by the provider.
- There is essentially no way to monitor the status of a dark fibre IRU. The RDBN will have limited real time knowledge of a problem with the dark fibre. In the event of the problem, the provider will be the first to notice and will have to call the RDBN to report a problem to initiate repair. The RDBN has little choice but to deploy a fibre repair crew in this case to locate and fix the problem.

**Cost:** The approximate cost is outlined below to construct and operate the fibre backbone. At this time, it is only an estimate and is based on an underground installation of the cable. A more accurate estimate can be developed in a detailed design phase based on on-site attendance.

The following provides a summary of the fibre backbone estimate with the following assumptions:

- A fibre backbone constructed as shown in the diagram earlier in this section along the major highway corridors for a total of about 531km.

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- Assumed to be \$60,000 / km for underground fibre.
- A margin of +/- 20% based on early estimates from construction companies.
- A breakdown of an initial definition of build segments follow.

| Row Labels         | Km            | Seg Max Total Cost   | Seg Min Total Cost   |
|--------------------|---------------|----------------------|----------------------|
| Area A             | 76.58         | \$ 5,513,760         | \$ 3,675,840         |
| Area B             | 97.11         | \$ 6,991,920         | \$ 4,661,280         |
| Area C             | 18.02         | \$ 1,297,440         | \$ 864,960           |
| Area D             | 62.00         | \$ 4,464,000         | \$ 2,976,000         |
| Area E             | 80.25         | \$ 5,778,000         | \$ 3,852,000         |
| Area F             | 105.33        | \$ 7,583,760         | \$ 5,055,840         |
| Area G             | 91.89         | \$ 6,616,080         | \$ 4,410,720         |
| <b>Grand Total</b> | <b>531.18</b> | <b>\$ 38,244,960</b> | <b>\$ 25,496,640</b> |

|                        |                     |
|------------------------|---------------------|
| <b>Cost Per KM</b>     | <b>\$ 60,000</b>    |
| <b>Max Cost Per KM</b> | <b>\$ 72,000.00</b> |
| <b>Min Cost Per KM</b> | <b>\$ 48,000.00</b> |
| <b>Max (+%)</b>        | <b>20%</b>          |
| <b>Min (-%)</b>        | <b>-20%</b>         |

| Electoral Area | Segment | Start            | Finish           | Distance (Km) | Max Per Km Cost | Min Per Km Cost | Segment Max Total Cost | Segment Min Total Cost |
|----------------|---------|------------------|------------------|---------------|-----------------|-----------------|------------------------|------------------------|
| Area A         | A       | NorthWest Border | Smithers         | 29.65         | \$ 72,000.00    | \$ 48,000.00    | \$ 2,134,800.00        | \$ 1,423,200.00        |
| Area A         | B       | Smithers         | Telkwa           | 14.84         | \$ 72,000.00    | \$ 48,000.00    | \$ 1,068,480.00        | \$ 712,320.00          |
| Area A         | C1      | Telkwa           | Area G Boundary  | 32.09         | \$ 72,000.00    | \$ 48,000.00    | \$ 2,310,480.00        | \$ 1,540,320.00        |
| Area G         | C2      | Area G Boundary  | Houston          | 17.03         | \$ 72,000.00    | \$ 48,000.00    | \$ 1,226,160.00        | \$ 817,440.00          |
| Area G         | D       | Houston          | Topley           | 29.56         | \$ 72,000.00    | \$ 48,000.00    | \$ 2,128,320.00        | \$ 1,418,880.00        |
| Area G         | E1      | Topley           | Area B Boundary  | 4.34          | \$ 72,000.00    | \$ 48,000.00    | \$ 312,480.00          | \$ 208,320.00          |
| Area B         | E2      | Area B Boundary  | Burns Lake       | 46.46         | \$ 72,000.00    | \$ 48,000.00    | \$ 3,345,120.00        | \$ 2,230,080.00        |
| Area B         | F1      | Burns Lake       | Area E Boundary  | 34.03         | \$ 72,000.00    | \$ 48,000.00    | \$ 2,450,160.00        | \$ 1,633,440.00        |
| Area E         | F2      | Area E Boundary  | Area D Boundary  | 7.39          | \$ 72,000.00    | \$ 48,000.00    | \$ 532,080.00          | \$ 354,720.00          |
| Area D         | F3      | Area D Boundary  | Fraser Lake      | 28.02         | \$ 72,000.00    | \$ 48,000.00    | \$ 2,017,440.00        | \$ 1,344,960.00        |
| Area D         | G1      | Fraser Lake      | Area F Boundary  | 33.98         | \$ 72,000.00    | \$ 48,000.00    | \$ 2,446,560.00        | \$ 1,631,040.00        |
| Area F         | G2      | Area F Boundary  | Vanderhoof       | 24.43         | \$ 72,000.00    | \$ 48,000.00    | \$ 1,758,960.00        | \$ 1,172,640.00        |
| Area F         | H       | Vanderhoof       | SouthEast Border | 45.14         | \$ 72,000.00    | \$ 48,000.00    | \$ 3,250,080.00        | \$ 2,166,720.00        |
| Area G         | I1      | Yellowhead HW    | Area B Boundary  | 23.64         | \$ 72,000.00    | \$ 48,000.00    | \$ 1,702,080.00        | \$ 1,134,720.00        |
| Area B         | I2      | Area B Boundary  | Area G Boundary  | 7.56          | \$ 72,000.00    | \$ 48,000.00    | \$ 544,320.00          | \$ 362,880.00          |
| Area G         | I3      | Area G Boundary  | Granisle         | 17.32         | \$ 72,000.00    | \$ 48,000.00    | \$ 1,247,040.00        | \$ 831,360.00          |
| Area F         | J1      | Yellowhead HW    | Area C Boundary  | 35.76         | \$ 72,000.00    | \$ 48,000.00    | \$ 2,574,720.00        | \$ 1,716,480.00        |
| Area C         | J2      | Area C Boundary  | Fort St James    | 18.02         | \$ 72,000.00    | \$ 48,000.00    | \$ 1,297,440.00        | \$ 864,960.00          |
| Area B         | K1      | Yellowhead HW    | Area E Boundary  | 9.06          | \$ 72,000.00    | \$ 48,000.00    | \$ 652,320.00          | \$ 434,880.00          |
| Area E         | K2      | Area E Boundary  | Francois Lake    | 14.38         | \$ 72,000.00    | \$ 48,000.00    | \$ 1,035,360.00        | \$ 690,240.00          |
| Area E         | L       | Francois Lake    | Southbank        | 2.95          | \$ 72,000.00    | \$ 48,000.00    | \$ 212,400.00          | \$ 141,600.00          |
| Area E         | M       | Southbank        | Ootsa Lake       | 38.24         | \$ 72,000.00    | \$ 48,000.00    | \$ 2,753,280.00        | \$ 1,835,520.00        |
| Area E         | N       | Ootsa Lake       | Wlsteria         | 17.29         | \$ 72,000.00    | \$ 48,000.00    | \$ 1,244,880.00        | \$ 829,920.00          |

With respect to operational costs, we have assumed that the backbone will be an underground build, and accordingly, the annual operating costs are assumed to be minimal. At this time, we have not identified annual rights of way, or permits, or other costs that should be considered but such costs may exist depending on where the fibre is constructed. There are annual taxes for fibre assets assessed by the Province of BC, but further research is necessary to determine whether such taxes apply to the RDBN. We

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also have not included insurance costs, if any. Aside from these items, the annual operating costs would include maintenance in the event of a fibre cut or construction charges to make changes to the fibre backbone. It is difficult to estimate this as it would depend on number of maintenance activities required but we believe this would likely be minimal. An item that should be considered is a maintenance contract with a fibre construction company to perform emergency repair of the backbone but we do not have a quote available for this type of service.

**Actions:** In order to complete this layer of the SDP, the RDBN will need to assume responsibility for the following:

| Capital Activities                                                       | Ongoing Operational Activities                                                                                                                                |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Completion of a detailed fibre backbone design.                          | Establish an ongoing maintenance contract with a fibre maintenance company that can respond to emergency outages.                                             |
| Obtain funding.                                                          | Establish an ongoing maintenance contract with a fibre maintenance company that can respond to scheduled work regarding the fibre, potential re-locates, etc. |
| Coordinate with interested service providers to gain input on design ... | Register with BC Oncall and respond for fibre locates as required.                                                                                            |
| Obtain permits and approvals for use of right of way.                    | Maintain documentation.                                                                                                                                       |
| Procurement and project management.                                      | Establish a process for providers to request additional or change dark fibre services.                                                                        |
| Construction scheduling.                                                 |                                                                                                                                                               |
| Establish contracts and agreements for IRU.                              |                                                                                                                                                               |

### Alternatives:

There are few alternatives to constructing a fibre backbone to provide 50/10 but it is possible for the RDBN to partner with or procure access to a backbone from an existing provider that already has fibre to obtain an IRU that it can use to provide connectivity for other providers. This, on its own, is unpractical as an IRU for a small number of strands on its own is not of much value for third parties without additional layers of the SDP being constructed. For this to be of value, the RDBN would likely have to complete at least the first three levels of the SDP.

### Technical Description:

The fibre optic backbone is constructed by placing fibre optic cable along an approved right of way between two or more points of interest for the RDBN. The intent of the backbone is to connect the communities using the cable so that electronics can be placed and connected to the cable to deliver extremely low latency and high capacity communications. Once the cable is placed, the level and diversity of services that can be supported is almost limitless although delivery of the service requires appropriate electronics be placed along the cable at strategic points. The backbone fibre cable is generally intended to provide long haul, high capacity transport of many connections and all the traffic from the residents and businesses of the RDBN that are aggregated into small number of fibre optic strands.

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Typically, and as pointed out in the Sandbox Report, the placement of the cable can be completed in two main ways -- aerial and underground (or some combination of each). Depending on the area, there may be some specialty construction techniques required such as underwater installation. The main advantages of each are shown on the following table.

| <b>Method</b>            | <b>Advantages</b>                                                                                                                                                                                                                                         | <b>Disadvantages</b>                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aerial Installation      | <ul style="list-style-type: none"> <li>Less capital cost than underground.</li> <li>Construction time is less when using existing poles and ROW.</li> <li>Easily accessed for maintenance.</li> <li>Construction cost can be more predictable.</li> </ul> | <ul style="list-style-type: none"> <li>Must obtain approval to use existing poles which can be very time consuming and expensive.</li> <li>Usually there is an ongoing operational lease per pole.</li> <li>More susceptible to outages.</li> </ul>                                                                                                   |
| Underground Installation | <ul style="list-style-type: none"> <li>Once the cable is placed, there are fewer annual operating costs.</li> <li>More robust and less susceptible to outages.</li> </ul>                                                                                 | <ul style="list-style-type: none"> <li>Must obtain approval for permits and right of way.</li> <li>Higher capital cost.</li> <li>Can be more difficult to access for maintenance.</li> <li>Road and water crossings require additional cost and complexity in construction.</li> <li>Can be unknowns that impact the cost of construction.</li> </ul> |
| Underwater Installation  | <ul style="list-style-type: none"> <li>Used to reach locations that can only be reached by placing an underwater cable.</li> <li>Provides connectivity in hard to reach locations.</li> </ul>                                                             | <ul style="list-style-type: none"> <li>Must obtain approval for permits and right of way.</li> <li>Very difficult to access for maintenance.</li> </ul>                                                                                                                                                                                               |

While the construction techniques are different between the various methods, the basic goal is the same. The FOC is placed from the start of the segment to the end of segment, with FOSCs placed every number of kilometers. The FOSC is used to bring two or more cables into a common point where the individual strands can be spliced together according to the design and ultimately, provide a continuous path from point 'A' to point 'Z'. FOSCs are placed to join long lengths of cable, before and after difficult areas of construction, locations where many bends are required or at areas where strands may be required to provide connectivity along the segment. Planning is required along the route to determine the appropriate location for FOSCs.

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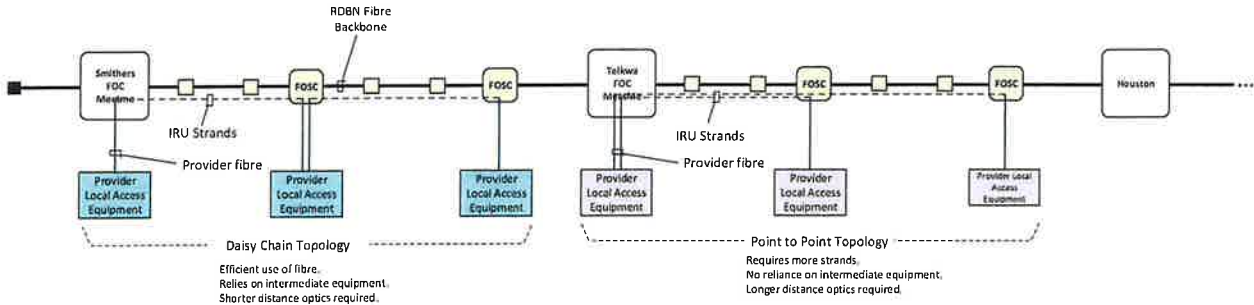


Figure 6 – Fibre Backbone Strand Allocation

A backbone fibre cable is not intended to have a fibre optic strand for every potential customer of the network. It does, however, require a minimum of one strand for every service delivery area along the segment. A typical FO backbone may provide 48, 96, 144 or 288 strands of fibre that are contained in tubes of 12 strands each. Each active strand will ultimately be connected to some electronic equipment to provide service.

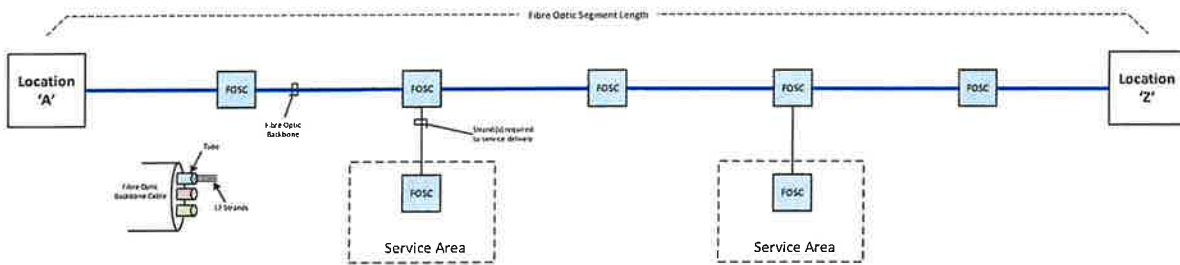


Figure 7 – Fibre Backbone Architecture

When underground FOC is constructed, it is typically placed inside a FOC conduit. The conduit used to protect the cable and also aid in the construction as the conduit can be placed and the cable pulled into the conduit later. The conduit is sized to support the number of physical cables required. They are many different kinds of conduit available depending on the detailed design of the construction.



As provided in the Sandbox report, the typical cost of constructing a fibre optic backbone segment can be estimated on a per kilometer basis but detailed engineering will provide a more accurate cost estimate as this would typically involve detailed planning of the route and construction required.

### Considerations When Constructing a Fibre Optic Backbone

The following provides some of the main considerations in the design and planning of the fibre optic backbone:



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- Distance between end points along the route. End points will require electronics to TX/RX the signals. When approaching distances of 70 – 80+ kilometers additional complexity and cost is required.
- Locations along the route that should be served by the FOC, how this will be accomplished and how many strands are required.
- Difficult sections to be constructed.
- Other parties that might want to use the cable for diversity of their own services. This may present potential partnering opportunities.
- Opportunities to complete diverse paths for the physical fibre. Backbone FOC typically provides service for thousands or perhaps tens of thousands of customers. A FOC break can severely impact service to many customers. Providers often desire alternate routes for their fibre optic services to ensure reliability should a cable be damaged or require maintenance that may impact service.

#### 4.2.2 Point of Presence Infrastructure



**Summary:** Points of Presence (or also referred to as a central office or CO) are locations along the fibre backbone that are suitable for the deployment of network electronics and are strategically located in each of the locations that providers may wish to connect to the fibre backbone. The POP will provide a location to terminate the backbone to a fibre optic patch panel as well as potentially provide space for the providers to co-locate electronics for their network.

**Solution Concept:** In this layer, the network provider constructs POPs to establish a location for the providers to co-locate equipment, obtain proper power and other environmental controls suitable for electronic equipment. The POPs will be located strategically to ensure that the providers can provide efficient connectivity for the local access network that will ultimately connect the subscribers to the fibre backbone. The POPs supply suitable space, power, backup power, environmental controls, security and access suitable for multiple providers. For clarity, in this case, the provider is still obtaining access to a dark fibre IRU, but construction of the POPs removes another significant capital and operating cost that must be considered for the provider. A POP can be a standalone building, shelter, cabinet or perhaps a suitable space in a RDBN location such as an office, firehall or other appropriate building.

**How Does This Help:** Once the fibre backbone is in place, the next layer of the SDP is to establish a point of presence in the community to provide the local access connectivity. Construction of the POPs are a capital cost intensive aspect of a network build that may be inhibiting providers from improving or providing service to an area of the RDBN. Establishing a suitable POP as part of the RDBN project, removes this cost and effort from the provider by establishing a space to co-locate equipment. The provider no longer needs to consider the capital and operational aspects of providing this layer. The RDBN

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may be able to provide significant value as it likely has access to existing buildings and will be able to reduce the time and administrative tasks required to construct a POP. Further, by having the RDBN own and manage these locations, appropriate agreements can be constructed to allow the co-location of equipment for multiple providers encouraging economies of scale. In addition, this construction may be eligible for infrastructure funding grants.

**Considerations:** Some of the main considerations with building this layer are:

- Establishing a suitable location for the POP.
- Ensuring 7x24x365 unescorted access is available for providers to access their equipment.
- Establishing procedures and security between providers that may be sharing space.
- The RDBN may have access to already established locations that could be suitable POP locations, but unescorted access may require some security measures put in place. For example, a local fire hall typically may have appropriate space, power, etc that can be utilized rather than constructing new space.
- Maintenance and ongoing operations for POPs would be necessary but likely is something that the RDBN is already familiar with and may have appropriate resources and procedures to achieve.

**Cost:** The estimated capital and operational costs to construct the POPs are based on the following assumptions:

- POPs are defined as 4 different types. A type "A" is a larger POP capable of supporting more equipment and server infrastructure. "B" is smaller and contains only the necessary equipment to support the backbone. "C" is a passive cabinet used for distribution fibre. "D" is a simple fibre termination point.
- Type A: \$175,000 +/- 20%
- Type B: \$100,000 +/- 20%
- Type C: \$20,000 +/- 20%
- Type X: \$5,000 +/- 20%

| Row Labels         | Max. POP Cost       | Min. POP Cost       |
|--------------------|---------------------|---------------------|
| Area A             | \$ 258,000          | \$ 172,000          |
| Area B             | \$ 162,000          | \$ 108,000          |
| Area C             | \$ 162,000          | \$ 108,000          |
| Area D             | \$ 162,000          | \$ 108,000          |
| Area E             | \$ 438,000          | \$ 292,000          |
| Area F             | \$ 288,000          | \$ 192,000          |
| Area G             | \$ 462,000          | \$ 308,000          |
| <b>Grand Total</b> | <b>\$ 1,932,000</b> | <b>\$ 1,288,000</b> |

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Annual operating costs for the POPs include items such as power, fuel for a backup generator, annual maintenance on power systems. These costs do not include any costs of locating the POP such as lease costs or insurance. We estimate, assuming appropriate local resources are in place, that costs would be approximately \$2,400 / year / POP (\$200 / month) for normal operations and a semi-annual visit per POP for routine maintenance for a total of approximately \$2,400 / year / POP (2 trips for 10hrs each at \$120/hr). The total would be approximately \$5,000 / year / POP x 16 POPs = \$80,000 / year plus additional costs related to items like lease, insurance, etc that are not included in this estimate and need to be determined in a more detailed planning phase.

**Actions:** In order to complete this layer of the SDP, the RDBN will need to assume responsibility for the following:

| <b>Capital Activities</b>                                                                                                                     | <b>Ongoing Operational Activities</b>                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Strategically locate POPs in areas where backbone electronics or local access electronics and fibre termination are required.                 | Establish and maintain ongoing unescorted access procedures.   |
| Construct POPs including retrofitting existing space that may be suitable or completing the construction of new cabinets or buildings.        | Complete regular maintenance and testing as required.          |
| Outfitting POPs with appropriate infrastructure including cabinets, power, cooling/heating, backup power, etc.                                | Address concerns and issues for the providers using the space. |
| Outfitting POPs with appropriate facilities for co-location access allowing third party providers access to the facility on a 7x24x365 basis. |                                                                |

**Alternatives:**

There is no alternative to having a POP. As mentioned above, the main alternatives to consider is using existing buildings and facilities that already exist and be located appropriately. Consider the use of public buildings such as firehalls, community centers, village offices, libraries, etc as potential locations for a POP.

**Technical Description:**

In order for the fibre optic backbone cable to be utilized by the RDBN or any other provider, suitable electronic components must be placed at strategic locations. To do this, a provider will typically locate a POP in strategic locations and/or communities along or at the ends of the FOC. This POP provides the following functions to the network:

- Provides a location to terminate the FOC. The FOC is terminated to a fibre optic patch panel. The FPP is piece of fibre optic equipment that provides a physical location to complete the fibre optic cable and a method to connect the electronic components required to "light" the fibre.

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- Provides a location to house the network electronics for the backbone provider and potentially other providers that might co-locate equipment in the POP.
- Provides suitable network equipment cabinets to mount the equipment in a secure and reliable manner.
- Provides suitable power, air conditioning and environmental controls to support the network electronics and ensure a reliable environment for these critical components.
- Provides a location to construct other fibre optic cables or local access infrastructure required to bring services to the residents and businesses of the area.

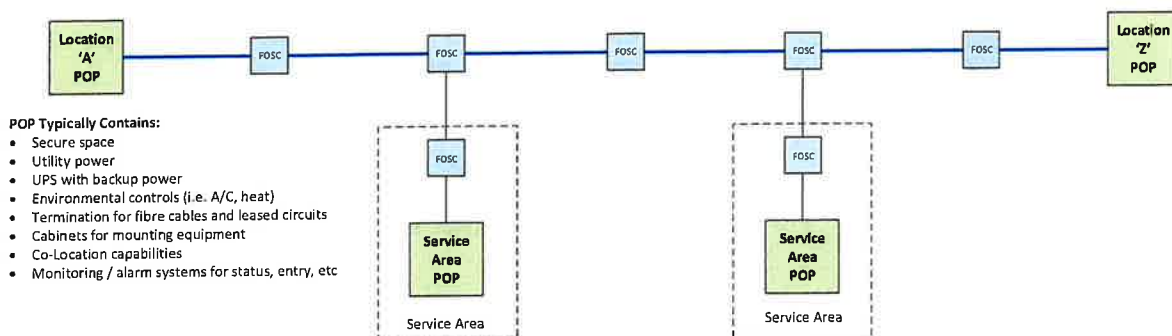


Figure 8 – POP Architecture

### Considerations When Constructing a POP



The following provides some of the main items that must be considered in the design and planning of the POPs:

- POPs must be strategically placed to maximize their ability to connect as many backbone and local access cables as possible.
- POPs should be positioned in a location that is likely to be permanent as once the cable is constructed and terminated to this location, it is a very time consuming and service impacting to move.
- POPs need to be located in a suitable ROW with proper permits.
- POPs house sensitive electronic equipment and can be critical to the reliability of the network. As such, they should be located in a secure location and be constructed inconspicuously to avoid attracting the attention for vandals or other criminals.

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- POPs require proper utility power, air conditioning and other environmental controls and often include backup generator power. As such, they create noise, so they are ideally located where they do not impact others around them.
- POPs should be secured and equipped with proper environmental and security monitoring. In addition, the provider may wish to provide authorized access to other third parties in a co-location scenario so access and security between third parties (i.e. partitioned cabinets) should be considered.

### 4.2.3 Backbone Electronics and External Services



**Summary:** Within each POP site, appropriate backbone electronics are required to light the fibre and this layer of the overall solution deals provides this. The RDBN business model now shifts from a model that sells a dark fibre IRU, to a model that sells capacity or bandwidth on an active network. As part of this, the RDBN may also provide connectivity to the global Internet through one or more POPs (or data centers) that are part of the network.

**Solution Concept:** Upon completion of this layer of the SDP, the RDBN will have active electronic components in the RDBN POPs and connectivity to the global Internet. The RDBN can now offer a managed service rather than a dark fibre IRU in which the provider needs to supply its own backbone electronics. The provider will no longer request strands of dark fibre from 'A' to 'Z' but rather will request a service between two or more locations on the network similar to services being offered by competitive carriers. As the RDBN has active electronics in the POP, it can, and must, now actively manage and monitor the network to be aware of service issues and respond to issues on the network more intelligently as it will have components on the network that provide statistics and remote diagnostic capabilities. Services can be sold to as many providers that may require them.

**How Does This Help:** All providers using the network will require electronics to transmit and receive data between locations on their network. If providers purchase an IRU from the RDBN, each must provide their own network electronics to utilize the fibre backbone for their respective network. This ultimately means that providers are investing capital into components that are being duplicated between providers. If the RDBN were to provide this function as part of its service offering, a single layer of backbone electronics could provide service to many providers. Providers no longer have the capital cost of installing their own electronics but rather shift to a model of purchasing a service from the RDBN that achieves an equivalent end to end result without the capital and operational cost of the components. In addition, the RDBN can offer improved service because it now has active components that can be monitored and remotely managed. The RDBN would be proactively aware of problems before being called by the providers. Further, repair is expedited because the RDBN can dispatch technicians on a specific area as it has more information to pinpoint a problem.

**Considerations:** Some of the main considerations with adopting this solution are:

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- What services are required by providers and where do they need them.
- Deployment of the backbone electronics is a change in the level of knowledge and experience required to operate and maintain the system. Resources will require detailed technical knowledge and experience to operate the sensitive electronic components.
- RDBN is now "in the business" of selling service.

**Cost:** The estimated capital and operating costs are shown below using the following assumptions:

- Electronics are defined as 4 different types. A type "A" is a larger POP capable of supporting more equipment and server infrastructure. "B" is smaller and contains just the necessary equipment to support the backbone. "C" is a passive cabinet used for distribution fibre. "D" is a simple fibre termination point.
- The assumption is that the RDBN would not require the more expensive optical transport electronics given that this would be a new fibre backbone build with ample number of fibre strands to scale the capacity as required.
- Type A: \$150,000 +/- 20%
- Type B: \$100,000 +/- 20%
- Type C: \$0
- Type X: \$0

| Row Labels         | Max. Electronics Cost | Min. Electronics Cost |
|--------------------|-----------------------|-----------------------|
| Area A             | \$ 240,000            | \$ 160,000            |
| Area B             | \$ 120,000            | \$ 80,000             |
| Area C             | \$ 120,000            | \$ 80,000             |
| Area D             | \$ 120,000            | \$ 80,000             |
| Area E             | \$ 480,000            | \$ 320,000            |
| Area F             | \$ 180,000            | \$ 120,000            |
| Area G             | \$ 420,000            | \$ 280,000            |
| <b>Grand Total</b> | <b>\$ 1,680,000</b>   | <b>\$ 1,120,000</b>   |

The annual operating cost for electronics is roughly 12% of the capital cost per year for manufacturer maintenance. At 12% it would be approximately, \$200,000 / year. Personnel to monitor and manage these components and external connectivity for upstream capacity is covered in in the network operations layer.

**Actions:** In order to complete this layer of the SDP, the RDBN will need to assume responsibility for the following:

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| Capital Activities                                                                                                       | Ongoing Operational Activities                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Design suitable backbone electronics to meet the requirements.                                                           | Monitor and maintain the backbone network.                                                                                                                                                                                                         |
| Purchase, commission and install the electronic components.                                                              | Respond to the moves, adds, changes related to the operation of the backbone network.                                                                                                                                                              |
| Establish operating procedures, resources and appropriate monitoring and software tools to operate the backbone network. | Address concerns and issues for the providers using backbone for network transport.                                                                                                                                                                |
| Locate suitable technical and business resources that can manage the backbone network.                                   | Network electronics and software components typically have an annual maintenance fee associated which providers for product upgrades, technical support and warranty. This is usually an annual expense in the order of 15 – 20% of the list cost. |
| For external connectivity, procure and install the facilities required to provide the external connectivity.             | External connectivity (backhaul) is usually associated with a monthly fee for the capacity required. This will be an ongoing operational cost.                                                                                                     |

**Alternatives:**

The main alternative to be considered with this layer of the SDP is how the RDBN may wish to operate and maintain the electronic components. Consider outsourcing the management and operations of these components to a company that is familiar with and has a business related to these functions. This company does not have to be located in the RDBN area and can manage the asset remotely. The RDBN may be able to provide local qualified resources that can provide onsite technical assistance should it be required under the direction of the management company. Proximity to the RDBN is a critically important consideration for on-site issue resolution both from the perspective of time and expense.

**Technical Description:**

Fibre optic infrastructure is only useful to a provider if it has the ability to transmit and receive data. The ability for the FOC to TX/RX data is made available by the electronic components that are placed in the POP and connected to the FOC.

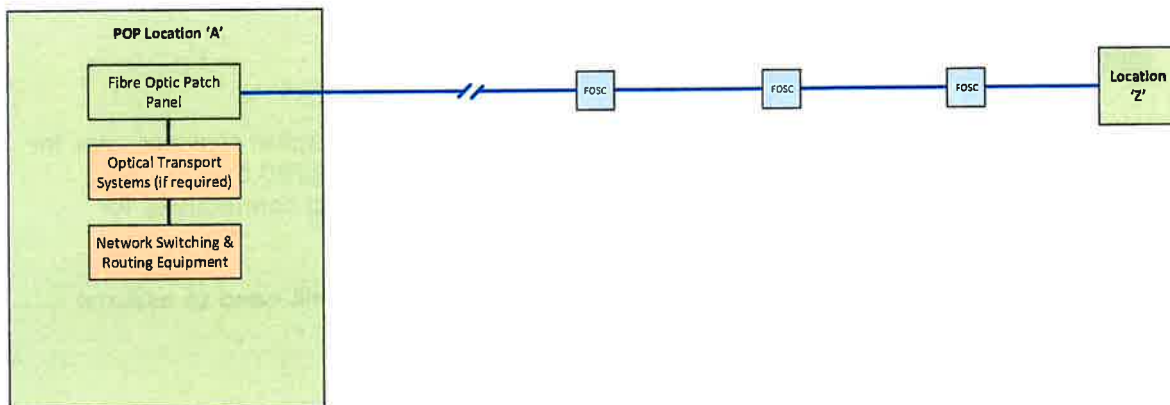


Figure 9 – Backbone Electronics Architecture

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There is a variety of backbone electronic equipment available depending on what kind of services the provider is wanting to provide. Among others, the main types of components and services can be summarized as follows:

- **Optical transport systems.** While there are different varieties of this equipment, the modern version of these types of systems use a technology called Dense Wave Division Multiplexing (DWDM). These systems and electronics are used to provide very reliable, high capacity optical transport services over a long distance. Given the high construction cost of long distance fibre of cables, there is a desire to maximize the amount of data that can be transported over the cables. DWDM equipment makes very efficient use of the fibre to maximize the amount of data that can be transported. This equipment tends to be more costly and requires more expertise in the installation, operation and maintenance due to its nature. In the case of new backbone construction such as the RDBN, these components are less likely to be required due to the ability to construct larger numbers of strands as part of the initial build.
- **Network switching and routing equipment.** This equipment is usually connected directly to a fibre optic cable or a DWDM system described above. While it generally does not scale to the same capacity as a DWDM system, it often is required to interface between the backbone network and the local access network. This equipment can connect hundreds or thousands of customers from the local access network to the backbone network. While not as costly as a DWDM system, it is usually a significant cost and as such, providers want to maximize the number of customers aggregated on to this equipment.

### External Services

While companies use communications networks for a variety of purposes, the interest for the RDBN and its residents is primarily access to the Internet. Connecting communities in the RDBN is of little value without a method to connect the RDBN fibre optic network to the Internet and all the services available on the Internet. In order to do this, the network must have connectivity to external services located outside of the RDBN.

These external services are provided by a second tier network that provides connectivity for the provider's network to other providers and ultimately the Internet. The Internet is merely a term used to describe the connectivity that all providers have between their networks. Without connectivity to the Internet, the network can only communicate to others located on the same network (an "Intranet"). While local connectivity may be of value to some subscribers, it does not deliver many of the services desired by subscribers that are only available with global Internet connectivity.



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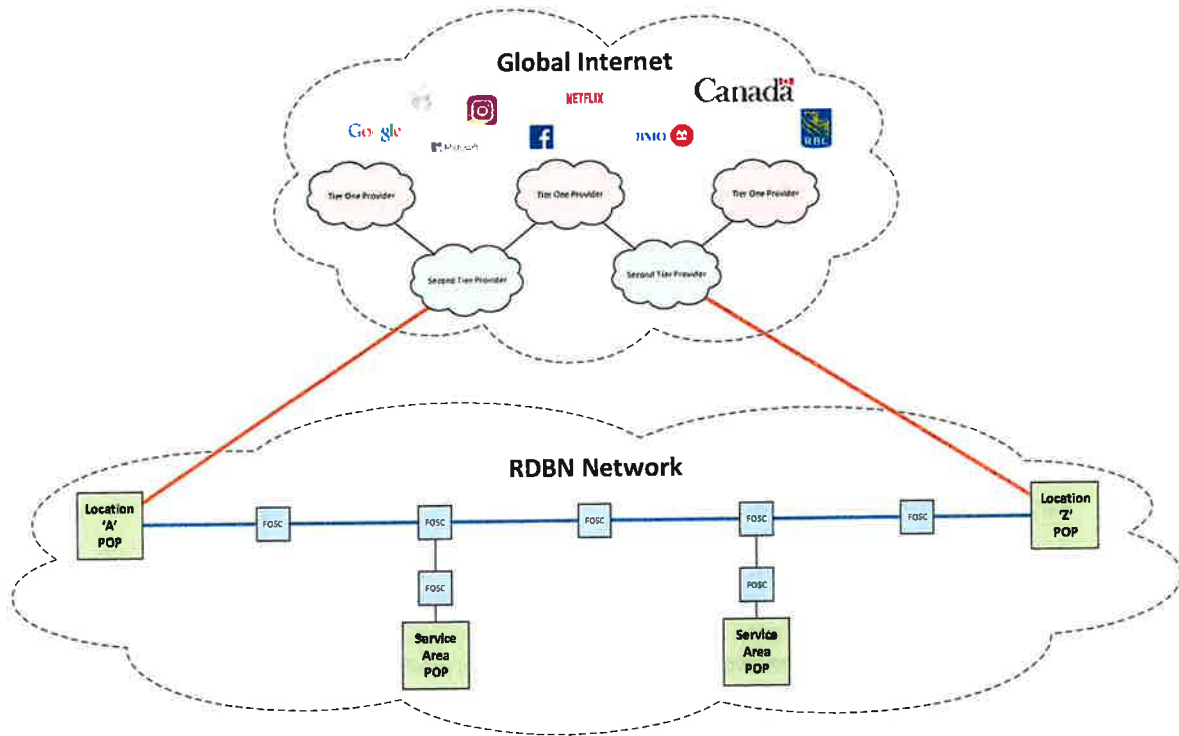


Figure 10 – Overall Network Architecture

Establishing connectivity to a second-tier network provider, or multiple providers, requires that the network have the infrastructure to connect between the local network and an upstream provider(s) that can establish global connectivity.

Given that this upstream connectivity may provide Internet services to all the residents and businesses of the RDBN, reliability, capacity and cost are significant factors in the considerations. External services are typically provided by well-established providers with large, high capacity network that have the ability to provide the services into one or more locations on the fibre optic network. The RDBN network will require access via fibre (or other leased services) to a POP that can provide connectivity to one or more upstream providers to reach the global Internet and the services it provides. More than one provider with geographically distinct locations, is desirable so as to ensure that an event impacting connectivity to one provider cannot impact services for the residents relying on that provider.

Establishing connectivity to an upstream provider typically has a capital construction cost and more importantly, a significant monthly operational cost. Operational costs can be handled in a variety of methods but typically, the upstream provider will charge a flat rate for a set amount of capacity with an incremental cost for capacity that is used over the fixed flat rate. The amount of capacity the RDBN requires will depend on how many end customers the network ultimately serves. This will require that the RDBN understand where these upstream services are available, at a suitable cost and reliability level.

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#### 4.2.4 Local Access Infrastructure



**Summary:** Local access (or also referred to as the last mile) construction of the FTTP infrastructure (eg. fibre optic cable and associate components) is required to connect the dwellings or subscribers in the service area back to the POP. The business model for the RDBN becomes one in which they sell bandwidth services up to the POP to third party providers and lease the local access fibre (to the premises) in the form of an IRU to those providers. The third party must place its own electronics in the POP and at the subscriber's premises to activate the fibre.

**Solution Concept:** Upon construction of this layer of the SDP, all of the infrastructure necessary to connect the residents and businesses of the RDBN to the backbone network will be in place. While the physical connectivity from the subscriber's premises to the POP has been established at this point, there are additional components required to deliver a service to the customer such as the electronic components necessary to activate the service between the POP and the subscriber. In order to complete this, the provider must deploy the electronics in the POP and begin connecting the subscribers to the POP electronics by placing the device in the subscriber's premises and activating the service.

**How Does This Help:** Completing the backbone and local access fibre is the major cost in the construction of the network and likely the barrier that prevents a provider from delivering a high capacity service to any of the residents, let alone remote residents that are not within a densely populated area. Completing the local access fibre removes the final cost barrier that inhibits providers from delivering the FTTP service. Providing the RDBN can cost effectively price the backbone and local access service it delivers, the provider is far more likely to be able to make a business case to deliver services to remote residents.

**Considerations:** Some of the main considerations with building this layer are:

- Providers may still be driven to deploy improved services to the more densely populated areas simply because it is easier to deploy and maintain. Ensuring that the time and money that the RDBN has invested is not wasted the RDBN may have to be "the provider of last resort" should not other third-party providers wish to service these areas.
- Delivering a service not only requires the initial deployment of the electronics to activate the service, but occasionally requires a site visit to address issues with the service.
- It is a large expense to build this layer of the SDP.

**Cost:** The costs outlined below to construct the FTTP are based on a number of assumptions to create an overall estimate. Actual construction costs depend on a number of factors so accurate estimates will require a detailed analysis which will require a site

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visit. Incremental cost has been factored in for dwellings that are further from the main backbone where the density is lower and they are further from the main center.

The assumptions used in this estimate:

- On average, the cost to connect dwellings within 1km of the major highways (and backbone) is \$2700 +/- 15%.
- Costs to connect dwellings at 3, 5 and 10km is scaled up to \$15,000/dwelling.

Estimated average cost needs to be considered as a whole for the project.

| Buffer Distance | 10 Km     |      | 5 Km     |      | 3 Km     |      | 1 Km     |      |
|-----------------|-----------|------|----------|------|----------|------|----------|------|
| Cost Per        | \$ 15,000 |      | \$ 8,200 |      | \$ 5,500 |      | \$ 2,700 |      |
| Plus/Minus %    | 25%       | -25% | 19%      | -19% | 17%      | -17% | 15%      | -15% |

| Households      |             |             |             |             |
|-----------------|-------------|-------------|-------------|-------------|
| Buffer Distance | 10 Km       | 5 Km        | 3 Km        | 1 Km        |
| Area A          | 2441        | 2080        | 1842        | 1016        |
| Area B          | 928         | 923         | 901         | 771         |
| Area C          | 920         | 773         | 679         | 525         |
| Area D          | 1236        | 985         | 781         | 545         |
| Area E          | 967         | 612         | 506         | 331         |
| Area F          | 1979        | 1422        | 1151        | 569         |
| Area G          | 500         | 493         | 445         | 336         |
| <b>Total</b>    | <b>8971</b> | <b>7288</b> | <b>6305</b> | <b>4093</b> |

| Capital Cost (Capex) |                      |                      |                      |                      |                      |                      |                      |                     |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| Buffer Distance      | 10 Km                |                      | 5 Km                 |                      | 3 Km                 |                      | 1 Km                 |                     |
| Area A               | \$ 17,579,913        | \$ 11,725,687        | \$ 10,811,163        | \$ 7,664,437         | \$ 8,480,086         | \$ 6,092,314         | \$ 3,154,680         | \$ 2,331,720        |
| Area B               | \$ 3,541,322         | \$ 2,562,878         | \$ 3,447,572         | \$ 2,506,628         | \$ 3,232,094         | \$ 2,361,306         | \$ 2,393,955         | \$ 1,769,445        |
| Area C               | \$ 6,299,925         | \$ 4,180,675         | \$ 3,543,675         | \$ 2,526,925         | \$ 2,622,997         | \$ 1,906,003         | \$ 1,630,125         | \$ 1,204,875        |
| Area D               | \$ 9,918,086         | \$ 6,496,514         | \$ 5,211,836         | \$ 3,672,764         | \$ 3,213,769         | \$ 2,325,231         | \$ 1,692,225         | \$ 1,250,775        |
| Area E               | \$ 9,850,480         | \$ 6,250,320         | \$ 3,194,230         | \$ 2,256,570         | \$ 2,156,019         | \$ 1,556,381         | \$ 1,027,755         | \$ 759,645          |
| Area F               | \$ 18,617,073        | \$ 12,011,927        | \$ 8,173,323         | \$ 5,745,677         | \$ 5,519,028         | \$ 3,955,572         | \$ 1,766,745         | \$ 1,305,855        |
| Area G               | \$ 2,347,411         | \$ 1,663,189         | \$ 2,216,161         | \$ 1,584,439         | \$ 1,746,027         | \$ 1,267,373         | \$ 1,043,280         | \$ 771,120          |
| <b>Total</b>         | <b>\$ 68,154,209</b> | <b>\$ 44,891,191</b> | <b>\$ 36,597,959</b> | <b>\$ 25,957,441</b> | <b>\$ 26,970,021</b> | <b>\$ 19,464,179</b> | <b>\$ 12,708,765</b> | <b>\$ 9,393,435</b> |

The above table shows the estimated cost to connect the number of dwellings shown at each buffer zone of 1, 3, 5 & 10km. For example, to connect all dwellings located within 5km of the highway is a total of 7288 dwellings. The estimate shows that this would be between roughly \$37M & \$26M for the local access fibre only.

As with the fibre backbone annual operational costs, given the assumption is an underground build, the annual operating costs for fibre local access are assumed to be minimal. We have not identified annual rights of way, or permits, or other costs that should be considered but such costs may exist depending on where the fibre is constructed. There are annual taxes for fibre assets assessed by the Province of BC, but further research is necessary to determine whether such taxes apply to the RDBN. We also have not included insurance costs, if any. Aside from these items the annual operating cost to be consider would be maintenance in the event of a fibre cut or construction charges to make changes to the fibre backbone. However, given the number of connections that would be required, it would be unreasonable to assume them to be zero cost as fibre maintenance and testing will be required during the year. We have assumed that there would be 1 visit per year per 100 subscribers at a cost of \$1,500 per day for a fibre repair crew. For 1km the annual cost estimate would be \$60k per year,

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3km = \$95k, 5km = \$110k, 10km = \$135k / year. In addition, an emergency maintenance contract per fibre repair should be considered.

**Considerations:** Some of the considerations for the FTTP construction would include:

- What is the operational model for repair of the fibre?
- How far does the RDBN take the local access construction? Ie. to the splice case on the street, to the side of the dwelling or right inside the dwelling?
- Who is responsible for what?

**Actions:** In order to complete this layer of the SDP, the RDBN will need to assume responsibility for the following:

| <b>Capital Activities</b>                                                                                 | <b>Ongoing Operational Activities</b>                                                       |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Design of the local access infrastructure.                                                                | Ongoing maintenance of the infrastructure which might include repairs or moves as required. |
| Obtaining permits and ROW to locate the infrastructure.                                                   | Activities related to the connection of new locations.                                      |
| Procurement and construction of the local access fibre, splice points, fibre termination, etc in the POP. |                                                                                             |
| Restoration and completion of infrastructure.                                                             |                                                                                             |

**Alternatives:** The following are some alternatives to constructing local access fibre.

Provide access to a suitable wireless tower that can serve a group of residents rather than a FTTP deployment. The challenge with this is that small groups or isolated dwellings may have a very low number of subscribers that can be served from the tower. In extreme cases, this could mean a higher per subscriber cost than fibre and 50/10 may not always be met.

**Technical Description:**

As the RDBN proceeds up the service delivery pyramid to this level, the backbone infrastructure is largely in place. While this provides the foundation for the delivery of services on the network, it still does not provide the ability to deliver a service to the residents and businesses of the RDBN because there has not yet been a connection established from the residence to the backbone network. The local access network is required to provide the infrastructure necessary to provide this local access.

The local access technology can be provided using a number of technologies outlined in the following table.

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| Method                  | Advantages                                                                                                                                                                                                                           | Disadvantages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wireless and LTE 4/5G   | <p>Lowest capital cost although LTE will have a higher capital cost than 2.4 &amp; 5GHz wireless.</p> <p>Fairly easy and quick to deploy.</p> <p>Limited approvals, permits and rights of way required.</p>                          | <p>Limited scalability. Wireless spectrum is limited and technology dependent to make incremental gains in capacity.</p> <p>Wireless is a shared technology. The more customers placed in the spectrum, the less capacity each gets.</p> <p>Generally requires line of site for high capacity. Trees, hills and other obstacles impede performance.</p> <p>Can be subject to interference especially in the unlicensed 2.4 and 5GHz bands.</p> <p>Towers and infrastructure are generally not desirable in neighborhoods.</p> <p>Voice and video services have to be carefully engineered to support good reliable quality.</p> |
| Satellite               | <p>Available almost anywhere.</p> <p>Can be mobile as the antenna can be moved and re-positioned fairly easily.</p>                                                                                                                  | <p>Lower capacity and high latency (time it takes to TX/RX data).</p> <p>Costly bandwidth due to the need for satellites.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Twisted Pair Copper DSL | <p>If cable infrastructure already exists, then it can be fairly easy and cost effective to convert to a DSL network.</p> <p>Improved capacity over wireless technology.</p> <p>Can support multiple services.</p>                   | <p>Capital cost can be high to run cable to every house.</p> <p>Requires access to the aerial infrastructure or underground which requires approvals, permits, etc.</p> <p>Unless the twisted pair infrastructure already exists, it is unlikely it would be more desirable than a fibre network.</p>                                                                                                                                                                                                                                                                                                                           |
| Coaxial Cable           | <p>If coaxial infrastructure already exists, then it can be fairly easy and cost effective to convert to a DOCSIS network.</p> <p>Much improved capacity over wireless and DSL technology.</p> <p>Can support multiple services.</p> | <p>Capital cost can be high to run cable to every house.</p> <p>Requires access to the aerial infrastructure or underground which requires approvals, permits, etc.</p> <p>Unless the coaxial cable infrastructure already exists, it is unlikely it would be more desirable than a fibre network.</p>                                                                                                                                                                                                                                                                                                                          |
| Fibre Optic             | <p>Provides the highest capacity which is virtually unlimited.</p>                                                                                                                                                                   | <p>Capital cost can be high to run fibre to every house.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| Method | Advantages                                                                                                                                                                               | Disadvantages                                                                                              |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|        | <p>Can be scaled by upgrading electronics rather having to replace cable infrastructure.</p> <p>Can support multiple services.</p> <p>Very reliable and not subject to interference.</p> | <p>Requires access to the aerial infrastructure or underground which requires approvals, permits, etc.</p> |

While a number of technologies are available, none of them can match the capacity and reliability provided by a fibre optic network. To construct a local access fibre network, the provider must construct fibre optic cable from each home or business in the service area, back to the nearest established POP. There are two main categories of local access fibre networks, those being Passive Optical Networks (PON) often referred to as GPON or active Ethernet. The difference between the two technologies is really in the physical deployment of the fibre optic infrastructure and how each customer gets connected back to the local access electronics located in the POP. The following table summarizes the two technologies.

| Technology      | Method                                                                                                                                                                                                                                                                                                                                                                           | Advantages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Disadvantages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PON / GPON      | <p>Deployment is usually a single strand of fibre to each home or business (i.e. Subscriber).</p> <p>Strand of fibre is connected back to a local cabinet called a Fibre Distribution Hub (or POP) that contains passive optical splitters. A splitter takes multiple subscribers and combines them into a single strand which is connected back to the network electronics.</p> | <p>More efficient on the fibre construction. A strand of fibre from the subscriber only needs to get back to the nearest splitter so it reduces the need for large volumes of fibre to be deployed throughout the community.</p> <p>Splitters are passive (do not require power) so they can be deployed in convenient locations for strategic deployment of the fibre.</p> <p>Splitters make efficient use of the costly network electronics.</p> <p>Supports different service types.</p> <p>If some fibre already exists, then PON can save cost in avoiding additional fibre to be run.</p> <p>PON deployments can be very efficient when limited fibre is available and can have a large advantage when long distances are required to reach groups of subscribers.</p> | <p>Customers share a large capacity network port, typically 2.5Gbps downstream and 1.25 Gbps upstream. Depending on the splitter size, this means each subscriber gets a fraction of the total capacity. A very common splitter is 1:32.</p> <p>Providing higher capacities requires fewer subscribers per splitter which defeats the efficiency or a dedicated strand/connection.</p> <p>Providing dedicated connections to specific customers (eg. perhaps a large gov't institution) requires careful planning to ensure dedicated fibre is available from the subscriber all the way back to the POP.</p> <p>Many dedicated connections defeat the efficiency of a PON deployment.</p> |
| Active Ethernet | <p>Deployment is usually a single strand of fibre to each home or business</p>                                                                                                                                                                                                                                                                                                   | <p>Every subscriber receives a dedicated port and is not sharing capacity from the POP</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>More fibre required. Every subscriber needs a fibre strand back to the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



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| Technology | Method                                                                                                                                                                                                               | Advantages                                                                                                                                                                                                                                                                                                                                      | Disadvantages                                                                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <p>(i.e. Subscriber) back to the POP.</p> <p>Each strand of fibre is connected to a dedicated interface on the network electronics. The interface determines the speed and services available to the subscriber.</p> | <p>to their location. This means each subscriber can easily have 1Gbps+ dedicated to them.</p> <p>Much easier to scale some subscribers to higher speeds when required.</p> <p>There is no common aggregation point other than the POP.</p> <p>Supports different service types.</p> <p>Likely scales to higher capacities easier than PON.</p> | <p>POP. This could mean more POPs (with power, etc) if the fibre construction requires it.</p> <p>The network runs Ethernet so services need to be supported on Ethernet (not usually a problem these days).</p> |

The following diagram depicts the difference between how each of the above deployment methods are constructed.

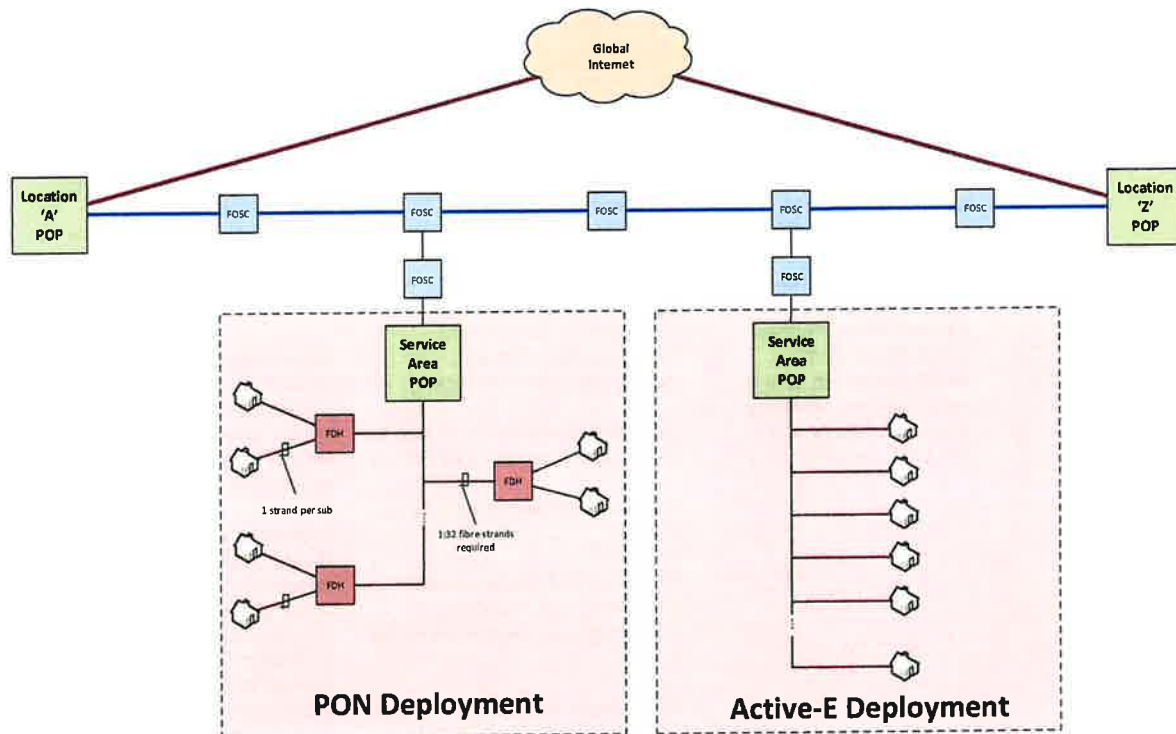


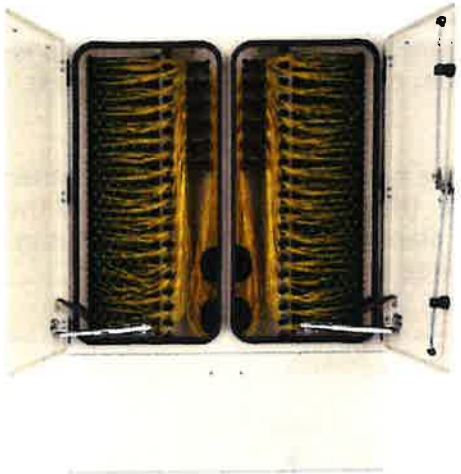
Figure 11 – Local Access Architecture

The following provides a summary of the construction method for each:

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**PON/ GPON**

- Single strand of fibre is run from the subscriber to the nearest FDH.



- An FDH can be a small cabinet that may terminate a small number of subscribers (ie. 100 - 200) to larger cabinets that may contains 100s or 1000s of subscribers.

- In the FDH, each subscriber is connected to a splitter (eg. 1:32) which has several subscribers connected to a single strand that goes back to the POP electronics.

- An FDH may also be a very small cabinet (perhaps pole mounted, or an aerial case) which contains a single splitter.

- The FDH could be located within a few kilometers of the POP or it could be located several 10's of kilometers away. The further away

however, the more costly the electronics required. The advantage with PON however, is that 1 long distance strand can serve many subscribers.

- Each splitter in the FDH, is connected back to the POP on a single strand of fibre.

**Active Ethernet**

- Single strand of fibre is run from the subscriber to the nearest POP. The difference in this case between an FDH and a POP is that a POP will contain active electronics that require power, UPS, A/C, etc.

- Small cabinets can be deployed that contain the electronics to terminate a small number of subs (ie. 100 - 200) to larger cabinets that may contains 100s or 1000s of subs.

- The POP could be located within a few kilometers of the subscribers or it could be located several 10's of kilometers away. The further away however, the more costly the electronics required.

- The fibre strand from each subscriber is connected to a port on the network electronics that is dedicated to that one specific subscriber. There is no sharing of capacity.



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In either of these deployment methods, the construction of the physical fibre is basically the same. Fibre is constructed either underground, deployed in conduits, or aerial. Fibre needs to be constructed along every street so that a single strand of fibre can be connected to each subscriber. For underground deployments, the typical method is to deploy splice tubs underground, along the street so a conduit can be run from each subscriber back to the nearest splice tub. Inside the splice tub is a FOSC (or other methods may have an optical tap) to connect the drop cable (the strand going to the subscriber) back to the main fibre cable. For aerial installations, a FOSC or optical tap is mounted near a pole and an aerial drop cable is run from the subscriber to the nearest splice location.

The fibre strand is typically terminated on the side of the home or business in a weather proof enclosure which takes the outside plant cable (i.e. the cable/strand going from the subscriber to FDH/POP) and transitions it to the inside plant cable which will be run into the home and terminated on the electronics located inside the customer's home or business.

The following provides an overview of the local access deployment.

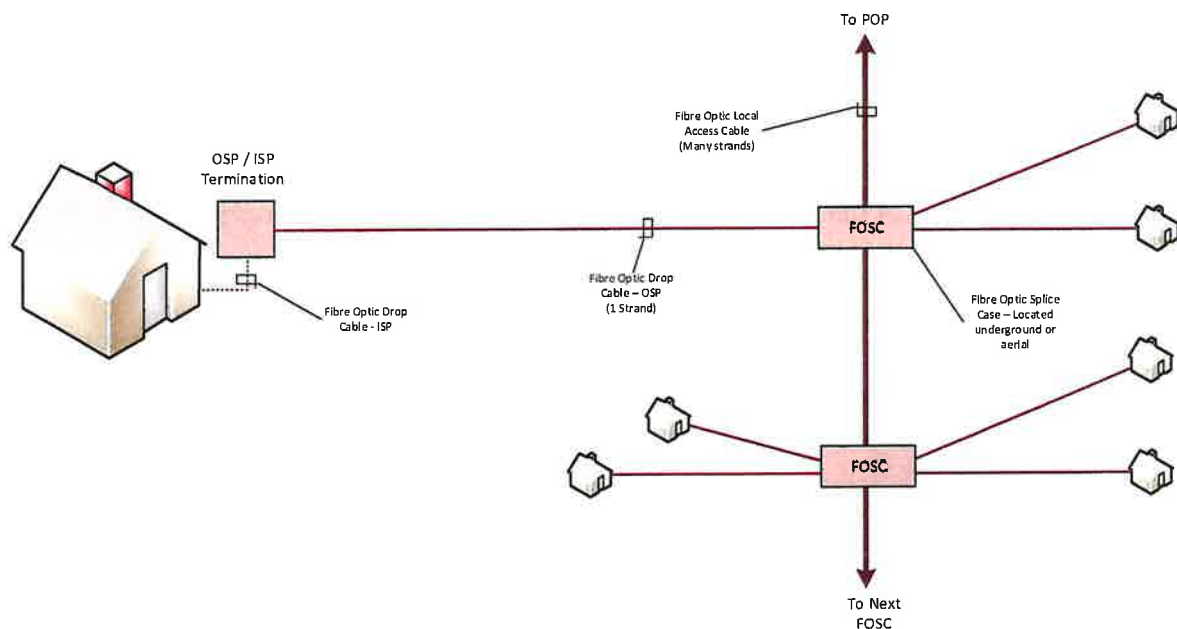


Figure 12 – Local Access Deployment

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#### 4.2.5 Local Access Electronics



**Summary:** The final step in activating the service to the subscribers is the deployment of the local access electronics required to activate the fibre from the POP to the subscriber including the placement of the device inside the subscriber premises. At this point, activating the service is merely completing the final provisioning of the service which is typically performed remotely by the network operations personnel.

**Solution Concept:** Placement of the local access electronics is the final step for easy management and activation of the subscribers' service. Once the electronics have been placed, there is little need to have a technician visit the site and perform and construction or installations. All the activation activities are performed from the service provisioning software that is usually provided by the equipment manufacturer or is part of the overall management system described in the final layer. The business model for the RDBN, at this point, is a revenue sharing model in which the RDBN and the provider share the monthly revenue. The goal of the RDBN is, at a minimum, to ensure it can cover the operational costs associated with maintaining the network to this point. The provider's motivation is to gain revenue and add more subscribers to its base with very little capital invested. Adding more subscribers allows that provider to upsell the subscriber additional value services it may offer. If the RDBN owns and maintains the network right to the subscribers' premises, it can truly offer an open access business model in which any provider can reasonably provide services to any subscriber in the entire RDBN region without considering the geographic challenges to doing so.

**How Does This Help:** Placing the local access electronics removes the final capital costs, operational and business challenges of providing services to remote subscribers or those outside of the service area. It creates an environment where any service provider in the RDBN, or perhaps even outside the RDBN can reasonably provide a service without concern for how it might deploy or maintain the physical infrastructure required to do so.

**Considerations:** Some of the main considerations with this layer are:

- What local access technology will be deployed and how does it align with other providers.
- In the case of the RDBN, how will the local access electronics be deployed? Who will complete the installations?
- Who is going to provision the services?

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- Who is going to manage, monitor and maintain the electronics?
- What business model will the RDBN use for access to the local access network?

**Cost:** The costs estimated below for the FTTP electronics are based on a number of assumptions to create an overall estimate. Incremental cost has been factored in for dwellings that are further from the main backbone where the density is lower and they are further from the main center.

The following assumptions have been made in this estimate:

- On average, over a large area and number of dwellings, the average cost for electronics for dwellings within 1km of the major highways (and backbone) is \$800 +/- 15%.
- Electronics for dwellings increase to an average of \$1,000/dwelling for dwellings within the 3km buffer, \$1,200/dwelling for dwellings in the 5km buffer and \$1,500/dwelling for dwellings in the 10km.

Estimated average cost needs to consider the project as a whole.

| Buffer Distance | 10 Km    |      | 5 Km     |      | 3 Km     |      | 1 Km   |      |
|-----------------|----------|------|----------|------|----------|------|--------|------|
| Cost Per        | \$ 1,500 |      | \$ 1,200 |      | \$ 1,000 |      | \$ 800 |      |
| Plus/Minus %    | 25%      | -25% | 19%      | -19% | 17%      | -17% | 15%    | -15% |

| Households      |             |             |             |             |
|-----------------|-------------|-------------|-------------|-------------|
| Buffer Distance | 10 Km       | 5 Km        | 3 Km        | 1 Km        |
| Area A          | 2441        | 2080        | 1842        | 1016        |
| Area B          | 928         | 923         | 901         | 771         |
| Area C          | 920         | 773         | 679         | 525         |
| Area D          | 1236        | 985         | 781         | 545         |
| Area E          | 967         | 612         | 506         | 331         |
| Area F          | 1979        | 1422        | 1151        | 569         |
| Area G          | 500         | 493         | 445         | 336         |
| <b>Total</b>    | <b>8971</b> | <b>7288</b> | <b>6305</b> | <b>4093</b> |

| Capital Cost (Capex) |                     |                     |                     |                     |                     |                     |                     |                     |  |
|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| Buffer Distance      | 10 Km               |                     | 5 Km                |                     | 3 Km                |                     | 1 Km                |                     |  |
| Area A               | \$ 2,920,984        | \$ 2,010,816        | \$ 2,244,109        | \$ 1,604,691        | \$ 1,902,976        | \$ 1,374,624        | \$ 934,720          | \$ 690,880          |  |
| Area B               | \$ 902,617          | \$ 658,783          | \$ 893,242          | \$ 653,158          | \$ 861,709          | \$ 631,891          | \$ 709,320          | \$ 524,280          |  |
| Area C               | \$ 1,073,881        | \$ 740,719          | \$ 798,256          | \$ 575,344          | \$ 663,522          | \$ 484,478          | \$ 483,000          | \$ 357,000          |  |
| Area D               | \$ 1,541,069        | \$ 1,045,531        | \$ 1,070,444        | \$ 763,156          | \$ 778,044          | \$ 565,956          | \$ 501,400          | \$ 370,600          |  |
| Area E               | \$ 1,327,217        | \$ 871,783          | \$ 661,592          | \$ 472,408          | \$ 509,659          | \$ 369,941          | \$ 304,520          | \$ 225,080          |  |
| Area F               | \$ 2,638,522        | \$ 1,757,278        | \$ 1,594,147        | \$ 1,130,653        | \$ 1,205,713        | \$ 868,687          | \$ 523,480          | \$ 386,920          |  |
| Area G               | \$ 518,817          | \$ 372,983          | \$ 505,692          | \$ 365,108          | \$ 436,892          | \$ 318,708          | \$ 309,120          | \$ 228,480          |  |
| <b>Total</b>         | <b>\$10,923,107</b> | <b>\$ 7,457,893</b> | <b>\$ 7,767,482</b> | <b>\$ 5,564,518</b> | <b>\$ 6,358,516</b> | <b>\$ 4,614,284</b> | <b>\$ 3,765,560</b> | <b>\$ 2,783,240</b> |  |

The above table shows the estimated cost for the electronics to connect the dwellings shown at each buffer zone of 1, 3, 5 & 10km. For example, to provide electronics to all dwellings located within 5km of the highway is a total of 7288 dwellings. The estimate shows that this would be between roughly \$7.8M & \$5.6M.

The annual operating cost for electronics is roughly 12% of the capital cost per year for manufacturer maintenance. At 12% the approximate annual maintenance would be as follows. Personnel to monitor and manage these components is covered in in the network operations layer. While these operational costs may seem high, remember that they are

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only applicable once the electronics are deployed to a subscriber and as such there is incoming revenue to offset the operational costs.

| Operations Cost (Opex) |                     |                   |                   |                   |                   |                   |                   |                   |
|------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Buffer Distance        | 10 Km               |                   | 5 Km              |                   | 3 Km              |                   | 1 Km              |                   |
| Area A                 | \$ 350,518          | \$ 241,298        | \$ 269,293        | \$ 192,563        | \$ 228,357        | \$ 164,955        | \$ 112,166        | \$ 82,906         |
| Area B                 | \$ 108,314          | \$ 79,054         | \$ 107,189        | \$ 78,379         | \$ 103,405        | \$ 75,827         | \$ 85,118         | \$ 62,914         |
| Area C                 | \$ 128,866          | \$ 88,886         | \$ 95,791         | \$ 69,041         | \$ 79,623         | \$ 58,137         | \$ 57,960         | \$ 42,840         |
| Area D                 | \$ 184,928          | \$ 123,464        | \$ 128,433        | \$ 91,579         | \$ 93,365         | \$ 67,915         | \$ 60,168         | \$ 44,472         |
| Area E                 | \$ 159,266          | \$ 104,614        | \$ 79,391         | \$ 56,689         | \$ 61,159         | \$ 44,393         | \$ 36,542         | \$ 27,010         |
| Area F                 | \$ 316,623          | \$ 210,873        | \$ 191,298        | \$ 135,678        | \$ 144,686        | \$ 104,242        | \$ 62,818         | \$ 46,430         |
| Area G                 | \$ 62,258           | \$ 44,758         | \$ 60,683         | \$ 43,813         | \$ 52,427         | \$ 38,245         | \$ 37,094         | \$ 27,418         |
| <b>Total</b>           | <b>\$ 1,310,773</b> | <b>\$ 894,947</b> | <b>\$ 932,098</b> | <b>\$ 667,742</b> | <b>\$ 763,022</b> | <b>\$ 553,714</b> | <b>\$ 451,867</b> | <b>\$ 333,989</b> |

**Actions:** In order to complete this layer of the SDP, the RDBN will need to assume responsibility for the following:

| Capital Activities                                                                                                       | Ongoing Operational Activities                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Design suitable electronics to meet the requirements.                                                                    | Monitor and maintain the electronics.                                                                                                                                                                                                              |
| Purchase, commission and install the electronic components.                                                              | Respond the moves, adds, changes related to the operation of the backbone network.                                                                                                                                                                 |
| Establish operating procedures, resources and appropriate monitoring and software tools to operate the backbone network. | Address concerns and issues for the providers using network electronics.                                                                                                                                                                           |
| Locate suitable technical and business resources that can manage the backbone network.                                   | Network electronics and software components typically have an annual maintenance fee associated which providers for product upgrades, technical support and warranty. This is usually an annual expense in the order of 15 – 20% of the list cost. |

**Alternatives:**

In the case of an FTTP network, the alternatives are essentially the different technology choices. Different alternatives have advantages and disadvantages. In the end however, the RDBN will need to decide on the business model it wishes to follow and then select the most suitable technology for that model.

The most likely alternative to a FTTP network would be a wireless technology. This is primarily due to the fact that if fibre is being considered, it is entirely likely that there is no existing wired technology (DSL or cable) deployed. For new infrastructure builds that will use a wired technology, fiber is the only logical choice.

**Technical Description:**

At this stage in the network deployment, nearly all the components are in place to provide a service to the end customer. The final component that remains to provide connectivity is the placement of the local access electronics. The local access electronics are used to connect the device located in the subscriber premises to the electronics located inside the POP.

The electronics selected to complete this will depend on the deployment architecture, PON versus Active-E for example, and many other factors some of these being: distance,

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capacity required, technology, manufacturer, services required, etc. There are two main categories of electronics required: 1) POP electronics that are located in the POP and aggregate all the subscribers 2) the subscriber electronics that are located in the subscriber's premises and are used to connect the customer's equipment to the fibre network. The electronics required basically have the following characteristics:

**Local Access POP Electronics**

- Multiple ports / interfaces sized to connect the required number of subscribers.



- High capacity uplink interfaces to connect from local access electronics to the backbone electronics.
  - Low cost per interface per subscriber as there may be 100s or 1000s of interfaces required.
  - Reliable with redundancy features to reduce the possibility of failures.
- Remotely manageable and configurable so technicians can provision services and troubleshoot problems from a central location.

**Subscriber POP Electronics**



- Intended for a single subscriber deployment.
  - Low cost.
  - May have optional capabilities including wireless and firewall support, services such as Voice over IP, CATV outputs, etc.
- May have optional battery backup in case of power outages.
  - Remote management and diagnostics capabilities.

The type of electronics required will depend on the architecture deployed. As discussed previously there are two main categories. The following provides a brief comparison.

| Technology | Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PON / GPON | <p>Electronics in the POP are called the OLT (Optical Line Termination).</p> <p>OLTs are fitted with several GPON interfaces depending on the number of subscribers and the splitter ratio. For example, a 1:32 splitter will require 1 GPON interface for every 32 subscribers.</p> <p>Electronics at the subscriber are called the ONT (Optical Network Termination).</p> <p>A single ONT is typically required at every subscriber premises. ONTs may have built in wireless, firewalls, VoIP, CATV, etc</p> |

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**Technology**  
Active Ethernet

**Method**

Electronics in the POP are called a network switch or router (other terms may be used but they are typically manufacturer specific)

Switches or routers are fitted with many optical interfaces each having the capability to TX/RX at typically up to 1Gbps. Each subscriber is connected back to an interface on the switch or router.

Electronics at the subscriber are called the CPE (Customer Premises Equipment).

A single CPE is typically required at every subscriber premises. CPEs may have built in wireless, firewalls, VoIP, CATV, etc

The following provides an overview of how the electronics are deployed.

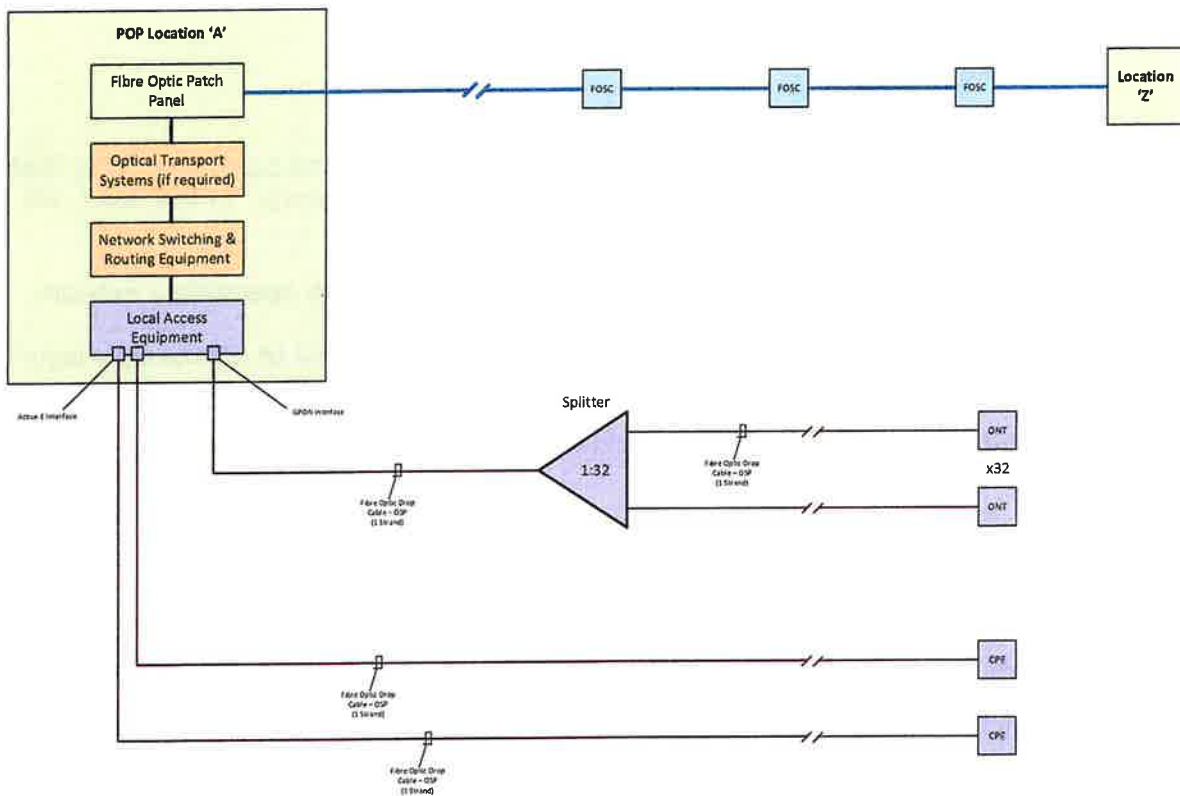


Figure 13 – Local Access Electronics Architecture

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#### 4.2.6 OSS / BSS Systems



**Summary:** While the previous layers provide the infrastructure required to enable services to the subscribers, they do not provide the resources required to effectively manage, monitor and obtain revenue from the network. The OSS/BSS layer provides all the infrastructure required to perform the operational and business functions required for the network to operate successfully.

**Solution Concept:** As described earlier, the OSS/BSS layer of the SDP is the layer that provides all the resources required to effectively operate the network. In this layer, we include items such as:

- Personnel with appropriate knowledge and experience with operating a network.
- The support system, which includes the personnel, required to effectively support subscribers of the network such as technical support and customer service support.
- The infrastructure and software applications required to effectively operate the network.
- The processes and procedures related to the operation of the business.
- The equipment and tools required to complete onsite activities.

In the case of the RDBN, the most likely solution to this layer of the SDP is to partner with, or source a company that can act as an operator for the network. This partner/company would be familiar with network operations and can provide cost effective economies of scale in the addition of the RDBN assets to an already established operating environment. A detailed business plan will be critical if the RDBN wishes to explore delivery of this layer of the SDP and what this looks like will be dependent upon the business arrangements that can be made with third parties.

RDBN's role in this aspect would then become more of a manager of the operations rather than having to provide and manage each aspect of the operation.

**How Does This Help:** By sourcing a suitable company, the RDBN has provided all the services and layers of the SDP in a manner that could provide cost effective management of network operations.

**Cost:** The capital cost is estimated below for the OSS/BSS systems that allow for management and operation of the network based on following assumptions:

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- A fixed base capital cost is required for the hardware and software required to manage and monitor the network.
- \$50 per port (or per dwelling)/year has been estimated for administration fees and resources required to support, manage and perform maintenance and operation changes to the network.
- The annual cost for upstream connectivity is based on requiring 1Gbps of upstream capacity per 1000 subscribers. The rate is assumed to be \$35/Mbps/month. While these operational costs are considerable remember that this cost is only applicable as a result of the success of the network. These costs are offset by the operational revenue obtained from subscribers on the network.

Estimated capital cost for OSS/BSS hardware and software systems is shown below:

| Buffer Distance                               | 10 Km      |      | 5 Km |      | 3 Km |      | 1 Km |      |
|-----------------------------------------------|------------|------|------|------|------|------|------|------|
| Plus/Minus %                                  | 20%        | -20% | 17%  | -17% | 16%  | -16% | 15%  | -15% |
| Hardware/Software Cost                        | \$ 200,000 |      |      |      |      |      |      |      |
| Administration Cost (\$ Per Subscriber)       | \$ 50      |      |      |      |      |      |      |      |
| External Services Costs (\$ Per House Per Mb) | \$ 35      |      |      |      |      |      |      |      |

| Households      |             |             |             |             |
|-----------------|-------------|-------------|-------------|-------------|
| Buffer Distance | 10 Km       | 5 Km        | 3 Km        | 1 Km        |
| Area A          | 2441        | 2080        | 1842        | 1016        |
| Area B          | 928         | 923         | 901         | 771         |
| Area C          | 920         | 773         | 679         | 525         |
| Area D          | 1236        | 985         | 781         | 545         |
| Area E          | 967         | 612         | 506         | 331         |
| Area F          | 1979        | 1422        | 1151        | 569         |
| Area G          | 500         | 493         | 445         | 336         |
| <b>Total</b>    | <b>8971</b> | <b>7288</b> | <b>6305</b> | <b>4093</b> |

| Hardware/Software Costs |                   |                   |                   |                   |                   |                   |                   |                   |  |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--|
| Buffer Distance         | 10 Km             |                   | 5 Km              |                   | 3 Km              |                   | 1 Km              |                   |  |
| Area A                  | \$ 65,304         | \$ 43,536         | \$ 66,911         | \$ 47,250         | \$ 67,844         | \$ 49,016         | \$ 57,093         | \$ 42,199         |  |
| Area B                  | \$ 24,827         | \$ 16,551         | \$ 29,692         | \$ 20,967         | \$ 33,185         | \$ 23,976         | \$ 43,325         | \$ 32,023         |  |
| Area C                  | \$ 24,613         | \$ 16,408         | \$ 24,866         | \$ 17,560         | \$ 25,009         | \$ 18,068         | \$ 29,502         | \$ 21,806         |  |
| Area D                  | \$ 33,067         | \$ 22,044         | \$ 31,686         | \$ 22,375         | \$ 28,765         | \$ 20,783         | \$ 30,625         | \$ 22,636         |  |
| Area E                  | \$ 25,870         | \$ 17,247         | \$ 19,687         | \$ 13,902         | \$ 18,637         | \$ 13,465         | \$ 18,600         | \$ 13,748         |  |
| Area F                  | \$ 52,944         | \$ 35,296         | \$ 45,744         | \$ 32,302         | \$ 42,993         | \$ 30,628         | \$ 31,974         | \$ 23,633         |  |
| Area G                  | \$ 13,376         | \$ 8,918          | \$ 15,859         | \$ 11,199         | \$ 16,390         | \$ 11,842         | \$ 18,881         | \$ 13,956         |  |
| <b>Total</b>            | <b>\$ 240,000</b> | <b>\$ 160,000</b> | <b>\$ 234,444</b> | <b>\$ 165,556</b> | <b>\$ 232,222</b> | <b>\$ 167,778</b> | <b>\$ 230,000</b> | <b>\$ 170,000</b> |  |

In addition, estimated annual costs for administration including the resources and software subscriptions to manage a fully functioning network is as follows:

| Households      |             |             |             |             |
|-----------------|-------------|-------------|-------------|-------------|
| Buffer Distance | 10 Km       | 5 Km        | 3 Km        | 1 Km        |
| Area A          | 2441        | 2080        | 1842        | 1016        |
| Area B          | 928         | 923         | 901         | 771         |
| Area C          | 920         | 773         | 679         | 525         |
| Area D          | 1236        | 985         | 781         | 545         |
| Area E          | 967         | 612         | 506         | 331         |
| Area F          | 1979        | 1422        | 1151        | 569         |
| Area G          | 500         | 493         | 445         | 336         |
| <b>Total</b>    | <b>8971</b> | <b>7288</b> | <b>6305</b> | <b>4093</b> |



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| Annual Administration Costs - (Installation, Repair, NetOps, Business Admin, etc.) |                   |                   |                   |                   |                   |                   |                   |                   |  |
|------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--|
| Buffer Distance                                                                    | 10 Km             |                   | 5 Km              |                   | 3 Km              |                   | 1 Km              |                   |  |
| Area A                                                                             | \$ 146,460        | \$ 97,640         | \$ 121,911        | \$ 86,089         | \$ 106,938        | \$ 77,262         | \$ 58,420         | \$ 43,180         |  |
| Area B                                                                             | \$ 55,680         | \$ 37,120         | \$ 54,098         | \$ 38,202         | \$ 52,308         | \$ 37,792         | \$ 44,333         | \$ 32,768         |  |
| Area C                                                                             | \$ 55,200         | \$ 36,800         | \$ 45,306         | \$ 31,994         | \$ 39,420         | \$ 28,480         | \$ 30,188         | \$ 22,313         |  |
| Area D                                                                             | \$ 74,160         | \$ 49,440         | \$ 57,732         | \$ 40,768         | \$ 45,341         | \$ 32,759         | \$ 31,338         | \$ 23,163         |  |
| Area E                                                                             | \$ 58,020         | \$ 38,680         | \$ 35,870         | \$ 25,330         | \$ 29,376         | \$ 21,224         | \$ 19,033         | \$ 14,068         |  |
| Area F                                                                             | \$ 118,740        | \$ 79,160         | \$ 83,345         | \$ 58,855         | \$ 66,822         | \$ 48,278         | \$ 32,718         | \$ 24,183         |  |
| Area G                                                                             | \$ 30,000         | \$ 20,000         | \$ 28,895         | \$ 20,405         | \$ 25,835         | \$ 18,665         | \$ 19,320         | \$ 14,280         |  |
| <b>Total</b>                                                                       | <b>\$ 538,260</b> | <b>\$ 358,840</b> | <b>\$ 427,158</b> | <b>\$ 301,642</b> | <b>\$ 366,040</b> | <b>\$ 264,460</b> | <b>\$ 235,348</b> | <b>\$ 173,953</b> |  |

Finally, estimated annual cost for external connectivity to upstream Internet services is:

| Annual External Services Costs |           |                  |           |                  |           |                  |           |                  |
|--------------------------------|-----------|------------------|-----------|------------------|-----------|------------------|-----------|------------------|
| Buffer Distance                | 10 Km     |                  | 5 Km      |                  | 3 Km      |                  | 1 Km      |                  |
| Area A                         | \$        | 1,025,220        | \$        | 873,600          | \$        | 773,640          | \$        | 426,720          |
| Area B                         | \$        | 389,760          | \$        | 387,660          | \$        | 378,420          | \$        | 323,820          |
| Area C                         | \$        | 386,400          | \$        | 324,660          | \$        | 285,180          | \$        | 220,500          |
| Area D                         | \$        | 519,120          | \$        | 413,700          | \$        | 328,020          | \$        | 228,900          |
| Area E                         | \$        | 406,140          | \$        | 257,040          | \$        | 212,520          | \$        | 139,020          |
| Area F                         | \$        | 831,180          | \$        | 597,240          | \$        | 483,420          | \$        | 238,980          |
| Area G                         | \$        | 210,000          | \$        | 207,060          | \$        | 186,900          | \$        | 141,120          |
| <b>Total</b>                   | <b>\$</b> | <b>3,767,820</b> | <b>\$</b> | <b>3,060,960</b> | <b>\$</b> | <b>2,648,100</b> | <b>\$</b> | <b>1,719,060</b> |

**Considerations:** While this is the final layer of the SDP, it is not necessarily the easiest to achieve. Some of the main considerations are:

- Locating and securing appropriate resources that have the necessary experience to provide the business and technical requirements.
- Practical considerations of how the RDBN would provide cost effective coverage for onsite support of such a large region.
- Development of the processes and procedures requires a substantial amount of time and effort. These processes require overall guidance from resources that are familiar with the operation of a network.
- Though a partnership with a suitable company can expedite the delivery of the operational aspects, the RDBN will still require a small number of resources with some practical knowledge to effectively manage the operational entity.

**Actions:** In order to complete this layer of the SDP, the RDBN will need to assume responsibility for the following:

| Capital Activities                                                                                        | Ongoing Operational Activities                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Establish the hardware and software components required to operate, monitor and maintain the network.     | Monitor and maintain the network.                                                                                                                                                                                                                  |
| Establish the software components required to operate the business aspect of the network (eg. invoicing). | Respond the moves, adds, changes related to the operation of the backbone network.                                                                                                                                                                 |
| Establish the resources (technical and business) required to operate the network.                         | Address concerns and issues for the providers using backbone for network transport.                                                                                                                                                                |
|                                                                                                           | Network electronics and software components typically have an annual maintenance fee associated which providers for product upgrades, technical support and warranty. This is usually an annual expense in the order of 15 – 20% of the list cost. |
|                                                                                                           | Ongoing annual cost of labour for resources operating the network.                                                                                                                                                                                 |

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**Alternatives:** The main alternative to be considered as part of this layer is to contract an appropriate management company that can operate the network on behalf of the RDBN.

**Technical Description:** While all the previous layers discussed up to this point provide the connectivity required to deliver a service to the subscriber, it is very difficult to operate a network without the resource and systems required to assist in the operational and business processes.

The OSS/BSS layer must include, but is not necessarily limited to:

**Resources:**

- The personnel required to:
  - support and provision network services.
  - provide maintenance activities on the network electronics and other infrastructure.
  - manage subscriber requests for adding, removing and changing existing services.
  - Provide the expertise required to enhance services on the network.
- The support system, which includes the personnel, required to effectively support subscribers of the network such as technical support and customer service support.
- The processes and procedures related to the operation of the business.
- The equipment and tools required to complete onsite activities such as vehicles, tools, fibre splicing and testing equipment, network testing equipment, etc.

**Business Systems:**

- Customer database containing customer information.
- Billing systems to issue invoices and accept payments.
- Documentation storage.
- Reporting systems to gather, consolidate and report on customer usage that may be used for customer billing.
- Scheduling systems to book and schedule customer site visits and technician tracking that may be required.
- Remote access systems used to provide key support and business technicians access to the systems 7x24x365.

**Operational Systems:**

- Monitoring systems to monitor the network, locate problems, send alerts to support technicians, gather statistics, report on trends, etc.
- Trouble reporting systems to gather and maintain information on problems reported by customers for timely resolution.
- Provisioning systems to add, change and remove services to customers.
- Logging systems to log network and customer events.
- Documentation storage.
- Manufacturer specific software required to operate and maintain network equipment.
- Backup and restore systems to maintain configuration backups and restore when required.
- Network maintenance software.

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- Network operation systems that are required to make Internet services function. Eg. Domain Name Service (DNS)
- Network authentication and registration systems such as RADIUS and DHCP that are required to activate subscribers on the network.

The personnel required to operate the network need the following skill sets:

- Overall management resources that are familiar with the operation of a network and can provide the overall guidance for the network operations.
- Technical resources that can effectively design, commission and support the electronic components of the network.
- Technical resources that can effectively design, commission and support the infrastructure components of the network such as POPs, power systems, environmental systems, outside plant, fibre, etc.
- Installation and maintenance skills that can provide the onsite support for the infrastructure, electronic components and subscribers.
- Customer service resources that can provide effective assistance to subscribers of the network.
- Sales resources that can manage new opportunities.

The hardware and software systems are typically located in one or more datacenters (or POPs) on the network. The intent is to have a location suitable for the equipment required to run the software applications required to effectively operate the network. As these systems will contain sensitive operational and subscriber information, they would typically be implemented in a manner that provides security from external sources such as the Internet. These systems contain the infrastructure that provide the daily operational functions for the network.

Along with appropriate resources and software applications the OSS/BSS systems include all the processes and procedures and physical equipment required to perform these functions. An example of a process would include the step by step procedure to install and activate a new subscriber on the network as a number of components need to be considered including the physical installation of the fibre drop, the equipment at the subscriber premises, connection of the subscriber in the POP, the activation of the service on the network, etc. Each of these functions needs to be completed in order for the service to be ready for the subscriber.

The following diagram depicts the OSS/BSS layer of the SDP.

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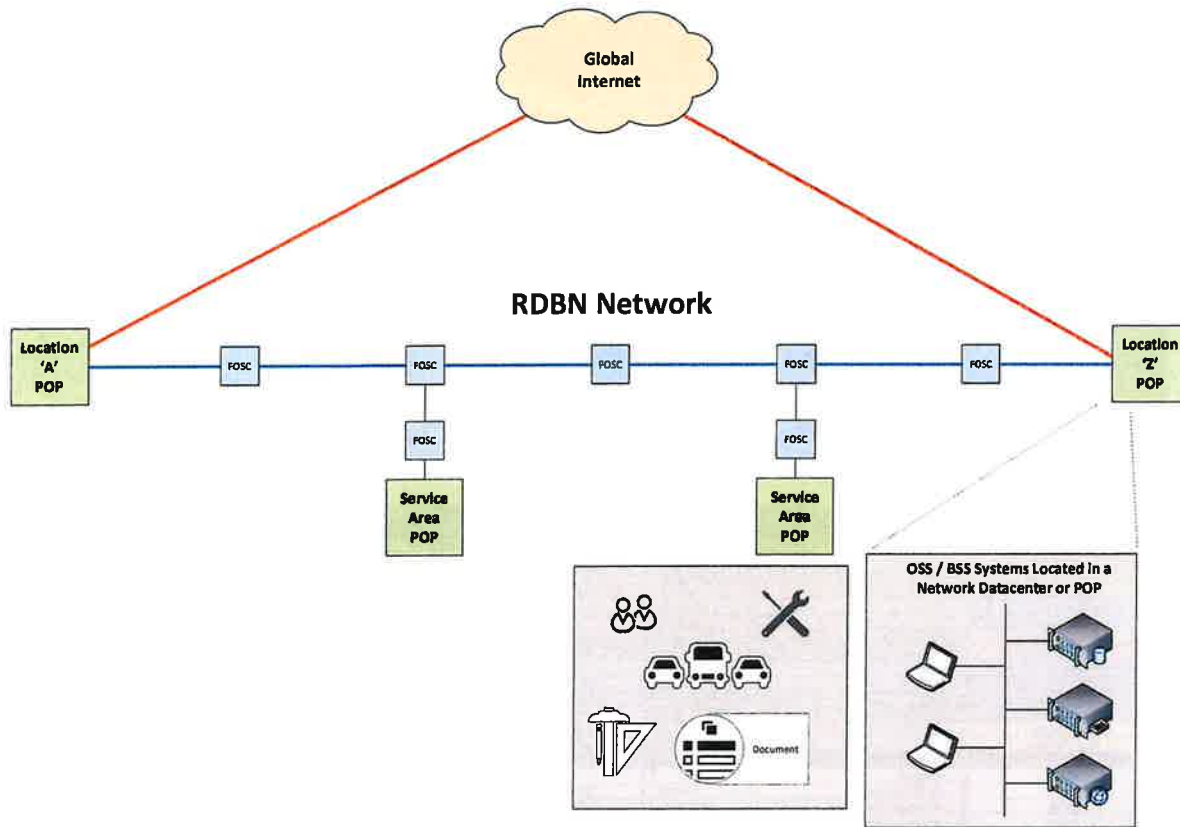


Figure 14 – OSS / BSS Architecture

### 4.3 Service Delivery Cost Summary

Throughout this Section, a description of each layer of the pyramid and the estimated costs have been provided. The costs outlined are an approximation based on estimated unit costs for various aspects of the network gained from past industry knowledge. They are an approximation only to provide an order of magnitude. To obtain more accurate cost estimates, a detailed design phase would need to be completed understanding the specific service delivery areas and assumption inputs.

A summary of the estimates for the complete construction of the RDBN area are as follows:

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| Pyramid Section                      | Description                                | Costs Inputs | Max/Min % |
|--------------------------------------|--------------------------------------------|--------------|-----------|
| 1 - Customers                        | N/A                                        |              |           |
|                                      | 10Km Max/Min %                             |              | 20%       |
|                                      | 1Km Max/Min %                              |              | 15%       |
| 2 - OSS/BSS Systems                  | Hardware/Software Cost                     | \$ 200,000   |           |
|                                      | Administration Costs (\$ Per Household)    | \$ 50        |           |
|                                      | External Services Costs (\$ Per Hs Per Mb) | \$ 38        |           |
| 3 - Local Access Electronics         | \$ Per House at 10Km                       | \$ 1,500     | 25%       |
|                                      | \$ Per House at 1Km                        | \$ 800       | 15%       |
|                                      | Opex %                                     | 12%          |           |
| 4 - Local Access Infrastructure      | \$ Per House at 10Km                       | \$ 15,000    | 25%       |
|                                      | \$ Per House at 1Km                        | \$ 2,700     | 15%       |
|                                      | Opex %                                     | 2%           |           |
| 5 - BB Transport Electronics         | Major Pop Site                             | \$ 150,000   | 20%       |
|                                      | Minor Pop Site                             | \$ 100,000   | 20%       |
|                                      | Fibre Distribution Hub                     | \$ -         | 15%       |
|                                      | Termination Site                           | \$ -         | 15%       |
| 6 - Point-of-Presence Infrastructure | Major Pop Site                             | \$ 175,000   | 20%       |
|                                      | Minor Pop Site                             | \$ 75,000    | 20%       |
|                                      | Fibre Distribution Hub                     | \$ 20,000    | 20%       |
|                                      | Termination Site                           | \$ 5,000     | 20%       |
| 7 - Network Backbone Infrastructure  | \$ Per Km                                  | \$ 60,000    | 20%       |

| Electoral Area     | Pyramid Section                      | Max Total Cost For 10Km Build | Min Total Cost For 10Km Build | Max Total Cost For 1Km Build | Min Total Cost For 1Km Build | Max Total Cost For 10Km Build | Min Total Cost For 10Km Build | Max Total Cost For 1Km Build | Min Total Cost For 1Km Build |
|--------------------|--------------------------------------|-------------------------------|-------------------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|------------------------------|
| Area - A Capex     | All                                  | \$ 26,877,961                 | \$ 17,787,872                 | \$ 19,183,843                | \$ 13,324,217                | \$ 16,462,063                 | \$ 11,523,795                 | \$ 10,138,253                | \$ 7,072,633                 |
| Area - A Opex      | All                                  | \$ 3,566,348                  | \$ 3,395,472                  | \$ 1,291,831                 | \$ 1,174,413                 | \$ 1,130,116                  | \$ 1,031,087                  | \$ 805,193                   | \$ 596,813                   |
| Area - B Capex     | All                                  | \$ 11,743,598                 | \$ 8,097,402                  | \$ 11,466,425                | \$ 8,080,283                 | \$ 11,480,908                 | \$ 7,886,498                  | \$ 10,430,520                | \$ 7,175,028                 |
| Area - B Opex      | All                                  | \$ 363,607                    | \$ 332,341                    | \$ 137,666                   | \$ 110,207                   | \$ 342,213                    | \$ 297,942                    | \$ 499,256                   | \$ 423,925                   |
| Area - C Capex     | All                                  | \$ 8,977,854                  | \$ 5,899,763                  | \$ 5,246,237                 | \$ 4,172,789                 | \$ 4,880,968                  | \$ 3,461,509                  | \$ 3,722,087                 | \$ 2,695,641                 |
| Area - C Opex      | All                                  | \$ 384,215                    | \$ 322,538                    | \$ 474,616                   | \$ 482,012                   | \$ 410,780                    | \$ 876,548                    | \$ 812,729                   | \$ 288,689                   |
| Area - D Capex     | All                                  | \$ 16,238,222                 | \$ 10,728,089                 | \$ 11,095,967                | \$ 7,622,285                 | \$ 8,764,579                  | \$ 6,075,588                  | \$ 6,970,250                 | \$ 4,808,011                 |
| Area - D Opex      | All                                  | \$ 383,004                    | \$ 210,288                    | \$ 812,915                   | \$ 359,229                   | \$ 474,761                    | \$ 494,306                    | \$ 324,036                   | \$ 239,061                   |
| Area - E Capex     | All                                  | \$ 17,889,547                 | \$ 11,603,348                 | \$ 10,471,509                | \$ 7,308,880                 | \$ 8,380,314                  | \$ 6,403,787                  | \$ 8,046,873                 | \$ 5,442,473                 |
| Area - E Opex      | All                                  | \$ 648,051                    | \$ 265,040                    | \$ 380,187                   | \$ 244,700                   | \$ 208,443                    | \$ 282,028                    | \$ 197,164                   | \$ 181,996                   |
| Area - F Capex     | All                                  | \$ 29,360,288                 | \$ 19,172,342                 | \$ 17,864,973                | \$ 12,378,473                | \$ 14,818,893                 | \$ 10,222,787                 | \$ 10,578,399                | \$ 7,084,240                 |
| Area - F Opex      | All                                  | \$ 1,318,083                  | \$ 1,151,343                  | \$ 892,116                   | \$ 806,188                   | \$ 708,723                    | \$ 645,929                    | \$ 338,932                   | \$ 312,888                   |
| Area - G Capex     | All                                  | \$ 10,177,684                 | \$ 7,043,810                  | \$ 10,235,793                | \$ 6,889,486                 | \$ 9,697,389                  | \$ 6,996,542                  | \$ 8,869,361                 | \$ 6,033,876                 |
| Area - G Opex      | All                                  | \$ 308,127                    | \$ 278,816                    | \$ 802,179                   | \$ 273,239                   | \$ 289,537                    | \$ 246,979                    | \$ 200,148                   | \$ 184,745                   |
| RDBN Capex (Total) | All                                  | \$ 121,174,277                | \$ 80,421,723                 | \$ 86,456,046                | \$ 59,592,154                | \$ 75,411,711                 | \$ 52,150,802                 | \$ 50,367,235                | \$ 40,251,112                |
| RDBN Opex (Total)  | All                                  | \$ 3,787,238                  | \$ 3,113,335                  | \$ 3,179,617                 | \$ 2,193,954                 | \$ 2,644,167                  | \$ 1,514,934                  | \$ 2,410,547                 | \$ 2,210,451                 |
| RDBN               | 1 - Customers                        | \$ -                          | \$ -                          | \$ -                         | \$ -                         | \$ -                          | \$ -                          | \$ -                         | \$ -                         |
| RDBN               | 2 - OSS/BSS Systems                  | \$ 240,000                    | \$ 160,000                    | \$ 231,844                   | \$ 165,356                   | \$ 232,222                    | \$ 167,778                    | \$ 230,000                   | \$ 170,000                   |
| RDBN               | 3 - Local Access Electronics         | \$ 10,973,107                 | \$ 7,457,893                  | \$ 7,767,482                 | \$ 5,564,518                 | \$ 6,758,516                  | \$ 4,614,264                  | \$ 3,765,560                 | \$ 2,781,240                 |
| RDBN               | 4 - Local Access Infrastructure      | \$ 68,154,209                 | \$ 44,891,191                 | \$ 36,597,959                | \$ 25,957,441                | \$ 26,710,011                 | \$ 19,464,179                 | \$ 12,708,765                | \$ 9,393,435                 |
| RDBN               | 5 - BB Transport Electronics         | \$ 1,680,000                  | \$ 1,120,000                  | \$ 1,680,000                 | \$ 1,110,000                 | \$ 1,110,000                  | \$ 1,110,000                  | \$ 1,680,000                 | \$ 1,120,000                 |
| RDBN               | 6 - Point-of-Presence Infrastructure | \$ 1,937,000                  | \$ 1,288,000                  | \$ 1,922,000                 | \$ 1,288,000                 | \$ 1,288,000                  | \$ 1,288,000                  | \$ 1,937,000                 | \$ 1,288,000                 |
| RDBN               | 7 - Network Backbone Infrastructure  | \$ 38,244,960                 | \$ 25,496,640                 | \$ 38,244,960                | \$ 25,496,640                | \$ 38,244,960                 | \$ 25,496,640                 | \$ 38,244,960                | \$ 25,496,640                |
| RDBN               | 1 - Customers                        | \$ -                          | \$ -                          | \$ -                         | \$ -                         | \$ -                          | \$ -                          | \$ -                         | \$ -                         |
| RDBN               | 2 - OSS/BSS Systems                  | \$ 538,260                    | \$ 358,840                    | \$ 427,158                   | \$ 301,642                   | \$ 366,040                    | \$ 264,460                    | \$ 335,348                   | \$ 173,053                   |
| RDBN               | 2 - External Services                | \$ 3,767,820                  | \$ 3,767,820                  | \$ 3,660,960                 | \$ 3,060,960                 | \$ 2,648,100                  | \$ 2,648,100                  | \$ 1,719,060                 | \$ 1,719,060                 |
| RDBN               | 3 - Local Access Electronics         | \$ 1,310,773                  | \$ 894,947                    | \$ -                         | \$ 912,098                   | \$ 263,022                    | \$ 553,714                    | \$ 451,867                   | \$ 331,989                   |
| RDBN               | 4 - Local Access Infrastructure      | \$ 170,386                    | \$ 117,228                    | \$ 91,499                    | \$ 64,894                    | \$ 67,426                     | \$ 48,660                     | \$ 31,772                    | \$ 23,431                    |

## 5 RDBN Broadband Strategy

The following provides a potential strategy. This is not a final strategy and it requires more discussion with the RDBN, and other potential stakeholders in order to further refine strategy, priorities and opportunities that minimize the capital investment while maximizing the value to the residents of the RDBN.

**To summarize the basic strategy:** the RDBN should focus on defining local access projects that utilize and leverage infrastructure that exists or may be planned for in the area.

To provide more detail on this strategy, consider the following technical suggestions in a logical order to leverage existing infrastructure. It is fully expected that the RDBN will likely have business or other working considerations that need to be validated before the technical aspects can be completed:

1. Obtain further understanding of existing or planned infrastructure and how the RDBN may be involved in leveraging it to improve services.

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2. Providing that suitable infrastructure is available, the RDBN should not pursue the construction of backbone infrastructure.
3. Secure a suitable service offering and competitive cost model to ensure all providers in the area have access to cost effective transport from the RDBN to areas outside the RDBN such as the Prince George fibre exchange and the Vancouver Internet Exchange.
4. As soon as possible, publish project scope of work and construction plans so other providers can position projects that align with the current projects.
5. Identify areas that can RDBN could easily add on to existing or planned infrastructure. Identify the gaps to identify easy and cost-effective additions that can be funded by the RDBN
6. Solicit existing providers or stakeholders to collaborate on infrastructure builds that align with the RDBN goals to bring improved services to unserved or poorly served areas. The intent is to find opportunities for the RDBN to augment or remove barriers to existing projects that other providers may have. This could be by:
  - Allowing access to RDBN infrastructure.
  - Participating in co-builds where the RDBN shares in the capital cost to construct the project.
  - Securing access to the backhaul capacity for a cost-effective rate.
7. Once the easy wins have been identified, identify priority areas to extend service. As part of a project like this, RDBN may need to address business issues around how it expends public funds to construct the infrastructure that one or more third party providers may use to offer services. This is discussed later in this document.
8. Once the priority areas and costs are identified, the RDBN will need to identify and establish definable projects with a defined service area that can maximize the ratio of subscribers served to capital and operating costs. During this process, the RDBN will have to determine what projects are feasible and in what order of priority. Completion of a project table such as the following will essentially need to be completed in order for the RDBN to make those decisions. Each of the service area defined as projects will need to be identified and a cost estimate will need to be completed for each. The following provides an example of the analysis that should be completed for the RDBN to make decisions on priority and to align with potential funding opportunities.

| <b>Project Name<br/>(Service Areas not Covered by 50/10)</b> | <b>Capital<br/>Cost<br/>Estimate</b> | <b>Operating<br/>Cost<br/>Estimate</b> | <b>Subscribers<br/>Served</b> | <b>RDBN<br/>Priority</b> |
|--------------------------------------------------------------|--------------------------------------|----------------------------------------|-------------------------------|--------------------------|
| <b>Perow / Houston Rural</b>                                 | tbd                                  | tbd                                    |                               |                          |
| <b>Topley Landing / Granisle</b>                             | tbd                                  | tbd                                    |                               |                          |
| <b>Palling (NW of Wet'suwet'en Village)</b>                  | tbd                                  | tbd                                    |                               |                          |
| <b>Wet'suwet'en Village / Burns Lake</b>                     | tbd                                  | tbd                                    |                               |                          |
| <b>Burns Lake / Francois Lake</b>                            | tbd                                  | tbd                                    |                               |                          |
| <b>NW Francois Lake</b>                                      | tbd                                  | tbd                                    |                               |                          |
| <b>Southbank &amp; Francois Lake Crossing</b>                | tbd                                  | tbd                                    |                               |                          |
| <b>Southbank / Takysie Lake</b>                              | tbd                                  | tbd                                    |                               |                          |

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|                                  |     |     |  |
|----------------------------------|-----|-----|--|
| Takysie Lake / Ootsa Lake        | tbd | tbd |  |
| Burns Lake / Tintagel            | tbd | tbd |  |
| North Frasier Lake               | tbd | tbd |  |
| Glenannan                        | tbd | tbd |  |
| Fort Fraser / Vanderhoof         | tbd | tbd |  |
| Rural Vanderhoof                 | tbd | tbd |  |
| Houston / Telkwa                 | tbd | tbd |  |
| South Houston Rural (Buck Flats) | tbd | tbd |  |
| Smithers Rural                   | tbd | tbd |  |
| North Smithers                   | tbd | tbd |  |
| Fort St. James Rural             | tbd | tbd |  |

9. Solidify the business arrangement for the RDBN to construct these projects with public funds to benefit as many subscribers as possible while avoiding the exclusion of existing providers from benefiting in the RDBN projects and displacing existing providers.

10. Target funding submissions to the defined projects so each has a clearly defined scope, number of subscribers and cost to complete.

### 5.1 External Connectivity and Obtaining Access to an IX

In order for any provider to offer services in the RDBN, they require access external connectivity from their network to the Internet. As discussed with the Regional District of Fraser – Fort George, a fibre exchange is available in Prince George. As part of establishing the network backbone, the RDBN should ensure cost effective external connectivity from the RDBN to either to the Prince George exchange (if it makes sense), the Vancouver Internet exchange (VANIX) or both.

Direct connection to an Internet exchange is an advantage because it allows a provider to obtain high capacity, low latency connectivity to Internet services where many other providers exist. An Internet exchange is a point where networks can interconnect to each other allowing traffic to flow in the most efficient and direct manner as possible for typically lower rates than getting access directly in the community through a third-party provider. Once connected to an exchange, the provider may peer with other networks to offload expensive Internet capacity to much lower cost connections to other networks.

Internet exchange listings are available at: <https://www.peeringdb.com/>

### 5.2 Alternatives to Fibre

Given the RDBN's stated goal of meeting the CTRC target of 50/10Mbps to every home with 10km of the major highways and while fibre is the most scalable and highest capacity, the cost is significant and may not be realistic. That said, over the long term and appreciating the requirements for reliable and the ever-increasing capacity, fibre may still be the most cost effective when considering the lifetime of the infrastructure and the need to continually upgrade the technology for other alternatives.

Given our strategy, the next logical alternative to fibre is using wireless technology where the construction of FTTP is financially prohibitive. As noted, wireless service is a good option but is subject to limitations not experienced by fibre. Given the cost of fibre, however, wireless may simply be the only option available in some areas and it may not provide service levels reliably at 50/10 consistent with the stated goal. The RDBN will

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have to consider utilization of a wireless alternative in areas that are simply cost prohibitive to construct using fibre. Part of the detailed analysis to be considered for each defined service area will be to analyze improvement options for existing wireless coverage (eg. perhaps access to cost effective backhaul is the issue, additional towers are required, etc) or how or if areas that currently have no coverage can be served with wireless.

The solution to this cannot be completed at this time without further analysis and detailed discussions with existing providers.

### 5.3 Example RDBN Project – NW Francois Lake

To provide a summary of how RDBN projects could be solutioned, consider the example of the NW shore of Francois Lake. To complete this project, assuming suitable capacity provided the following actions would be completed:

- Define the service area and scope of the project. In this example, consider a project that captures all subscribers along the north side of Francois Lake.
- Determine the architecture required to connect all subscribers to a FTTP network in the defined service area. In this case, the likely solution would be to run fibre along the north shore and place a POP somewhere roughly half-way along the shore. Connect the subscribers east and west back to that POP.
- Determine the capital and operational costs to construct the network and acquire suitable backhaul capacity.
- Determine the number of potential subscribers.
- Ascertain where this project fits in the priority of other defined projects.



Figure 15 – Francois Lake Project Example

## 6 Business and Operational Considerations

RDBN will need to define the business and operational aspects of completing and maintaining the defined projects. Items to be consider may include, but are not limited to:

- **Feasibility:** What is considered a feasible project? Perhaps it could be expressed as a ratio of capital and operational cost per subscriber. A decision will be made to decide what is an acceptable ratio of cost/subscriber to be consider a feasible project.
- **Certainty, Control and Risk Mitigation:** If the RDBN wishes to pursue these projects, how does it ensure they are successful and deliver the value expected. As the RDBN reduces its involvement in the end product, it also increases the risk that the project does not meet the intended goal. The decision that needs to be made is what level of involvement does the RDBN wish to have in the construction and operation of the network it defines as a project? To what degree is the RDBN accepting of reliance on third party service providers to provide service?



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- Revenue Sharing Models: What is the business strategy that will be used to support the capital and operational costs? For example, does the RDBN set a fixed monthly fee per subscriber a portion of which flows to the provider and portion flows to the RDBN.
- Agreements: What agreements are required between the RDBN and other partners, providers and third parties? What form of collaboration should be implemented as between the RDBN, other Regional Districts, other local governments and First Nations?
- Funding Requirements: What are the funding sources available and what are the requirements to apply for them. You will see below in Section 7.1 below that certain funding is only available for infrastructure owned by the RDBN so that may drive the structure of the RDBN projects.
- Anchor Tenants: Who are the anchor tenants within the proposed project and can they be captured to help augment the priority and business case.
- Services and Pricing: What is the pricing model for the services the RDBN will provide.
- Management and Operations: Who is going to manage and operate the defined network projects on an ongoing basis?
- Partnerships & Availability: What partners are available to share in the capital and operating costs for each of the projects.

## 6.1 Funding Opportunities

The following are some of the funding programs which may be accessed for funding for projects of this nature:

- CIP Rural & Northern communities funding is now closed for 2019.
- CRTC funding – Closing the Broadband Gap – The CRTC has a Universal Service Objective for voice and broadband Internet access services of 50/10 for fixed networks and LTE services for mobile wireless networks. In connection with upgrading infrastructure to meet that objective, the Broadband Fund has been established to provide funding of \$750 Million over five years. The first call for applications was announced June 3, 2019 with an October 3, 2019 deadline, however, it is only open to Yukon, NWT, Nunavut and communities with no terrestrial connection at this time. There will be second call in the fall and it is **critical** that RDBN spends the next few months positioning itself to have the necessary information available to be eligible. A review of the existing guide should be a priority item so that appropriate work is commissioned now to be ready to go when the call is made. For the June 3 call, the following information is available on the CRTC website. See:

<https://crtc.gc.ca/eng/internet/guid.htm>  
<https://crtc.gc.ca/eng/internet/formu.htm>

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It should be noted that RDBN can apply on its own for this funding or as a member of a joint venture, partnership, or consortium with other eligible entities – These might be other regional districts, first nations, municipal government and service providers. This is an important thing to note as it is a requirement under this funding that **“the applicant, or at least one member of a partnership, joint venture, or consortium must have at least three years of experience in deploying and operating broadband infrastructure, and must be eligible to operate as a Canadian carrier.”** There are a number of detailed requirements including quality community consultation and a logical design diagram for the project that must be included with the application. This takes time and money to develop so as a priority item, RDBN will need to define the projects it wishes to prioritize, create the necessary relationships and budget appropriately to develop the necessary supporting documentation for its application under the CRTC funding. There is no hard limit on the amount of funding that an entity can apply for and it is expected that projects will be completed within 3 years of funding award.

- Connecting BC is a BC-wide program administered by NDIIT on behalf of Network BC. The program has, as its objective, the acceleration of the delivery of internet connectivity at minimum target speeds of 50/10 to homes and businesses in rural BC. There are three streams of funding under this program:
  - Connectivity Infrastructure Strategy Fund -- funding available under to Regional Districts for 75% of costs up to a grant max of \$15,000 per project in connection with creating a connectivity infrastructure strategy. Eligible project types and activities include:
    - Community engagement activities to guide the design and implementation of broadband projects;
    - Relationship building to foster connectivity expansion initiatives;
    - Assistance to support applications to federal connectivity programs;
    - Research and reports that inform and support the design, build and operations of networks including technical specs, landing stations, and the preparation of engineer-stamped business cases;
    - Interpretation of regulatory decisions and advice on implications for community connectivity plans;
    - Development of comprehensive business documents for telecom services such as business case, value assessments, stakeholder plans, accountability matrixes, acquisition plans, governance plans and transition plans;
    - Benchmarking studies and best practice reviews;
    - Development of change management strategies and governance structures;
    - Project management, coordination and development

The strategy must be completed by March 31, 2020. As a regional district, the RDBN is an eligible applicant as are First Nations. Much of the information contained in this report will be relevant to the creation of that strategy. See:

<https://www.northerndevelopment.bc.ca/funding-programs/partner-programs/connecting-british-columbia/connecting-british-columbia-phase-two-community-infrastructure-strategy-funding/>

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- Transport Infrastructure funding – This funding is for 50% of eligible costs. Applications will be reviewed and assessed on a first come, first served basis unless funds are committed. An applicant can apply more than once but the projects must be completed by March 31, 2021. While this funding is available to a regional district, in order to be eligible, the RDBN must agree to **own, operate and maintain the resulting network for 3 years** after the solution has been implemented. This funding is also available to local, regional or national service providers. For program requirements see: <https://www.northerndevelopment.bc.ca/funding-programs/partner-programs/connecting-british-columbia/connecting-british-columbia-phase-two-transport-infrastructure-funding/>
- Last-Mile Infrastructure funding - This funding is for 50% of eligible costs to improve last mile connectivity in underserved rural areas in BC. Applications will be reviewed and assessed on a first come, first served basis unless funds are committed. Applicants may submit more than one application, but the project must be completed by March 1, 2021. While this funding is available to a regional district, in order to be eligible, the applicant must agree to **own, operate and maintain the resulting network for 3 years** after the solution has been implemented. This funding is also available to local, regional or national service providers. For program requirements see: <https://www.northerndevelopment.bc.ca/funding-programs/partner-programs/connecting-british-columbia/connecting-british-columbia-phase-two-last-mile-infrastructure-funding/>
- Gas Tax Fund – funding for investments in infrastructure projects
  - Community Works fund eligibility – This is a direct annual allocation to assist local government with local priorities. The funds may only be utilized by one of the entities set out in the “Ultimate Recipient” definition within the GTA; the funds must be applied towards the eligible expenditures of an eligible project as set out within an “Eligible Project Category”, and the project must meet the definition of “Infrastructure”, as defined in the Agreement. “Infrastructure” is defined in Annex A as: “municipal or regional, publicly or privately-owned tangible capital assets in British Columbia primarily for public use or benefit.” For Bulkley Nechako, current estimates of those funds are roughly \$850,000 to \$900,000 per year and any unspent funds from prior years could be spent on broadband connectivity.
- BC Rural Dividend Program– Three streams of funding providing up to \$25 million a year to assist rural communities, both Indigenous and non-Indigenous, with a population of 25,000 or less to strengthen and diversify their local economies. There may be potential to access this funding to support the broadband initiative. The current intake is open from June 15, 2019 to August 15, 2019.

## 7 Next Steps

The next steps we recommend to move the RDBN broadband strategy forward are:

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- Define funding alternatives available and requirements to apply including budgeting for the costs of preparation of the materials necessary to apply.
- Articulate the appropriate role of RDBN in moving the strategy forward in cooperation with existing service providers in the funding environment of open access and with an eye to the requirements for various funding sources.
- Gather data to identify and empirically support the need for investment in the area to improve broadband connectivity. Obtain data to support the anecdotal evidence of poor service levels in the RDBN. See for example, CIRA:

<https://cira.ca/better-online-canada/cira-internet-performance-test>

CIRA allows RDBN to register its geographical area and obtain access to speed tests conducted in the Regional District which will be plotted in a database for it to more accurately determine the level of service availability. Engage with Network BC to specifically define resident priorities through broadband workshops in various communities and finalize a broadband strategy.

- Define specific projects along with design and costing that address resident priorities and fill existing gaps.
- Secure funding for the priority projects identified.
- Detailed design and implementation of plan including the necessary business agreements, rights of way and municipal agreements.

## **8 Summary**

The RDBN is a large region with vast areas considered unserved or underserved at 50/10. While the major centers appear to have access to Internet services that are at or above 50/10, most rural areas have services that are well below that level.

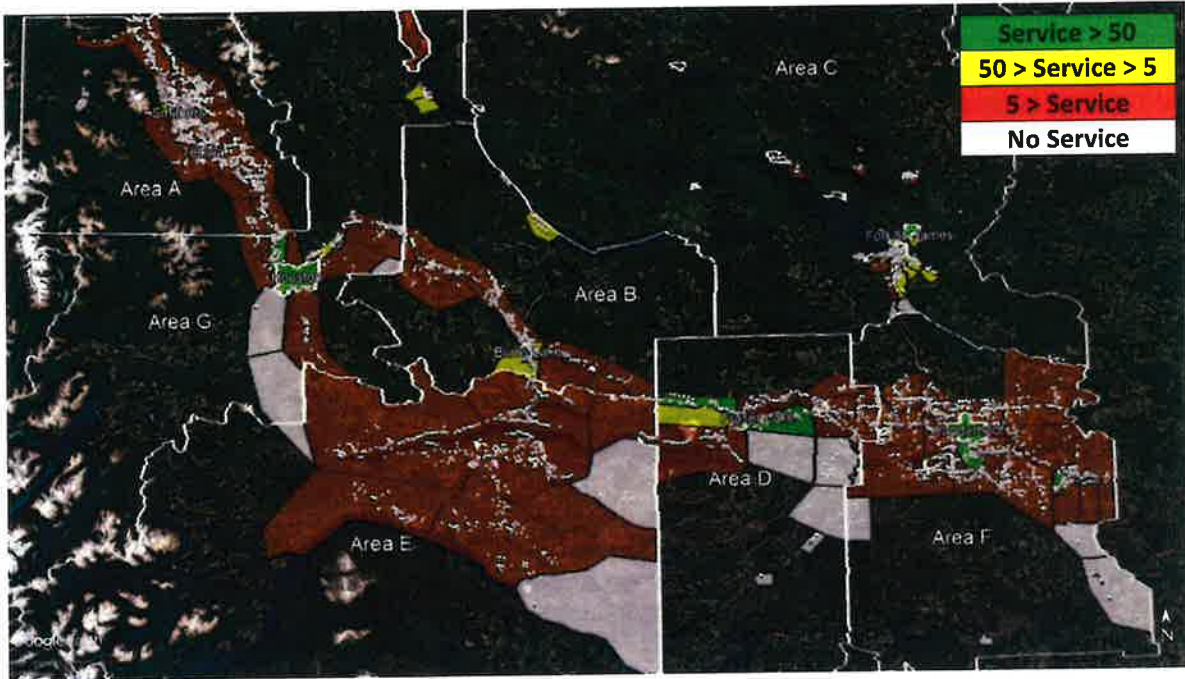
The RDBN is faced with a challenging problem. Quite simply, the business case to provide services to many of the underserved regions is not viable for private companies. As such, the RDBN will have to make a dedicated effort to resource and understand the problem and define projects that meet specific goals in beginning to resolve the issue. Even with existing and future infrastructure, resolving this issue will not happen quickly given the length of time required to complete the necessary steps before construction can proceed.

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## 9 Appendices

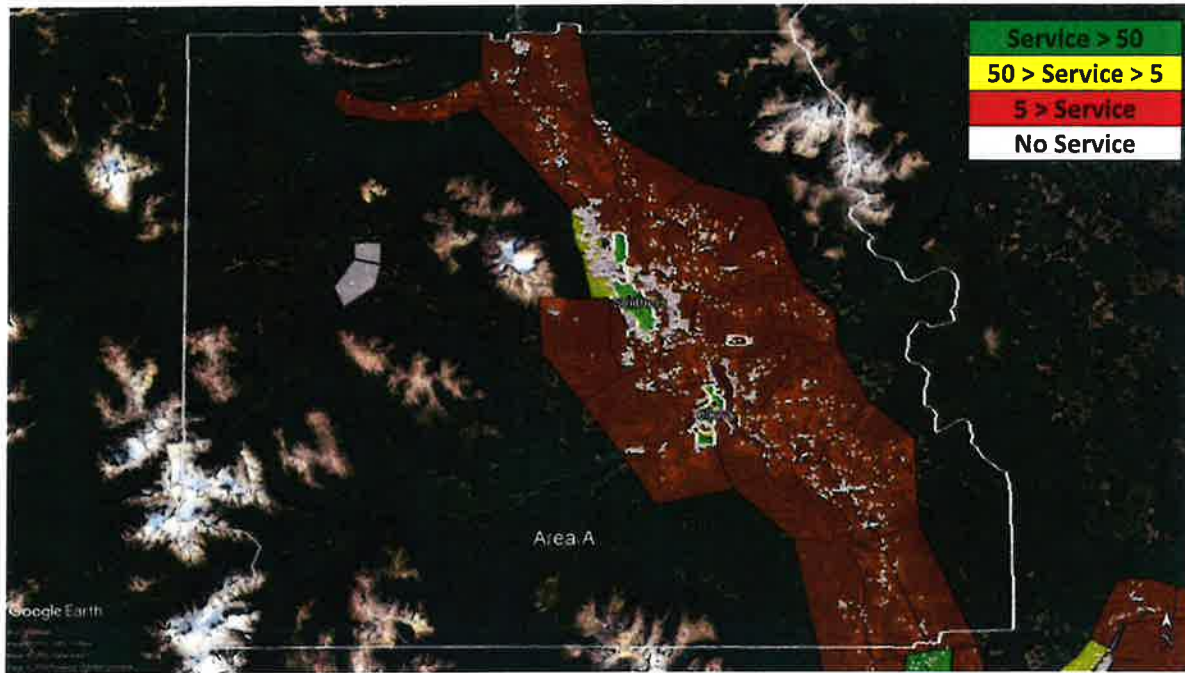
### 9.1 Appendix A – Service Level Maps by Area

#### RDBN Service Level Overview Map



July 15, 2019

**Area A - Service Level Map**



**Area B - Service Level Map**



July 15, 2019

**Area C - Service Level Map**



**Area D - Service Level Map**

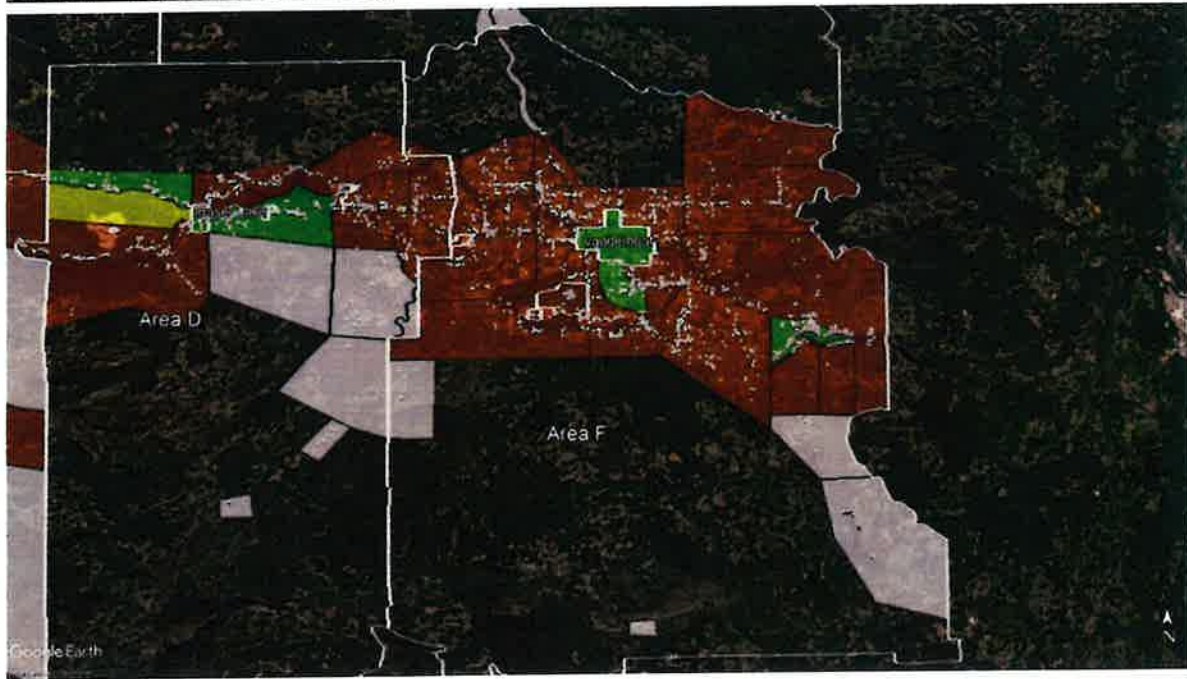


July 15, 2019

**Area E - Service Level Map**



**Area F - Service Level Map**





July 15, 2019

**Area G Lower - Service Level Map**



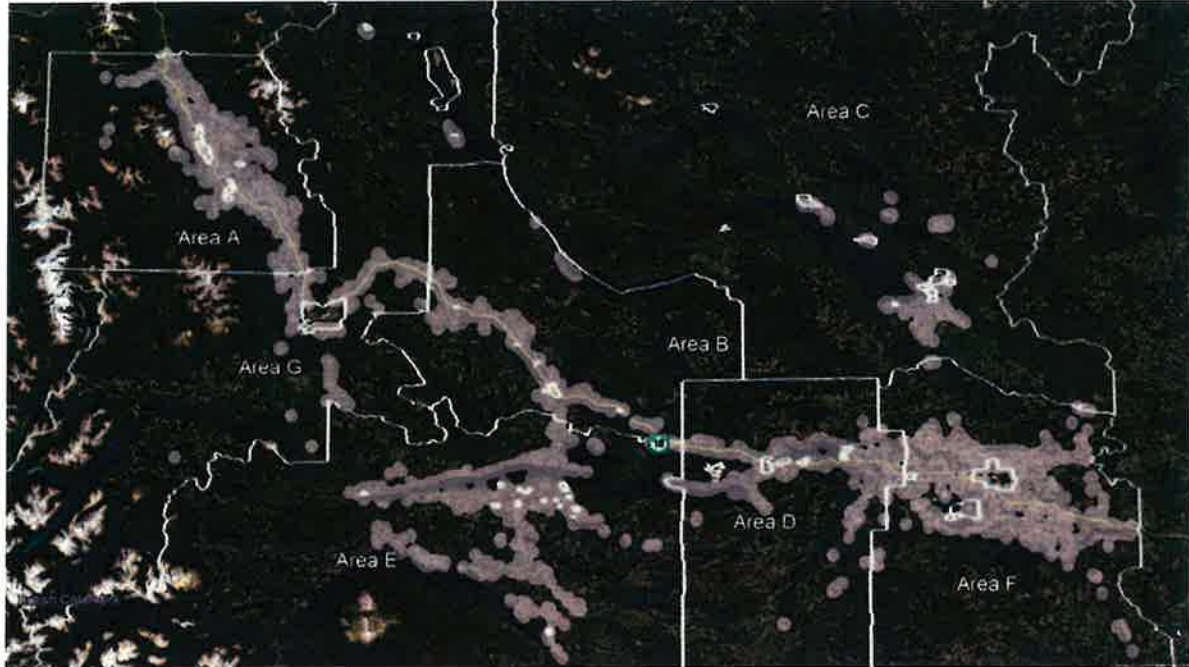
**Area G Upper - Service Level Map**



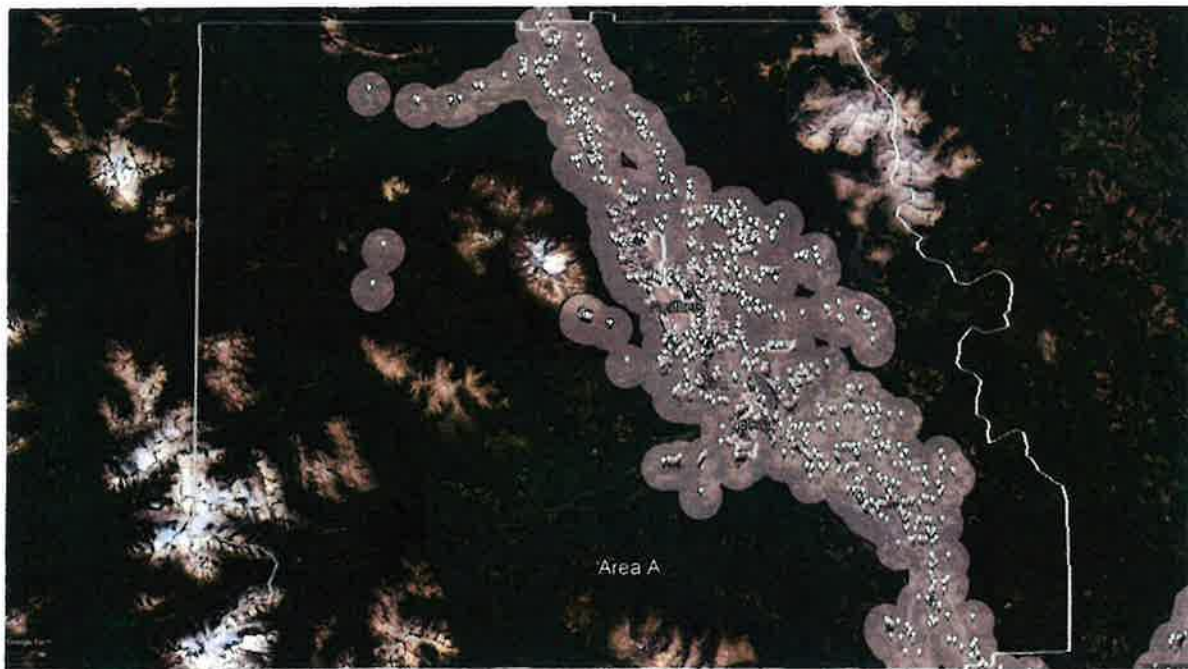
July 15, 2019

### 9.2 Appendix B – Dwelling Distribution

#### RDBN Household Information – Overview

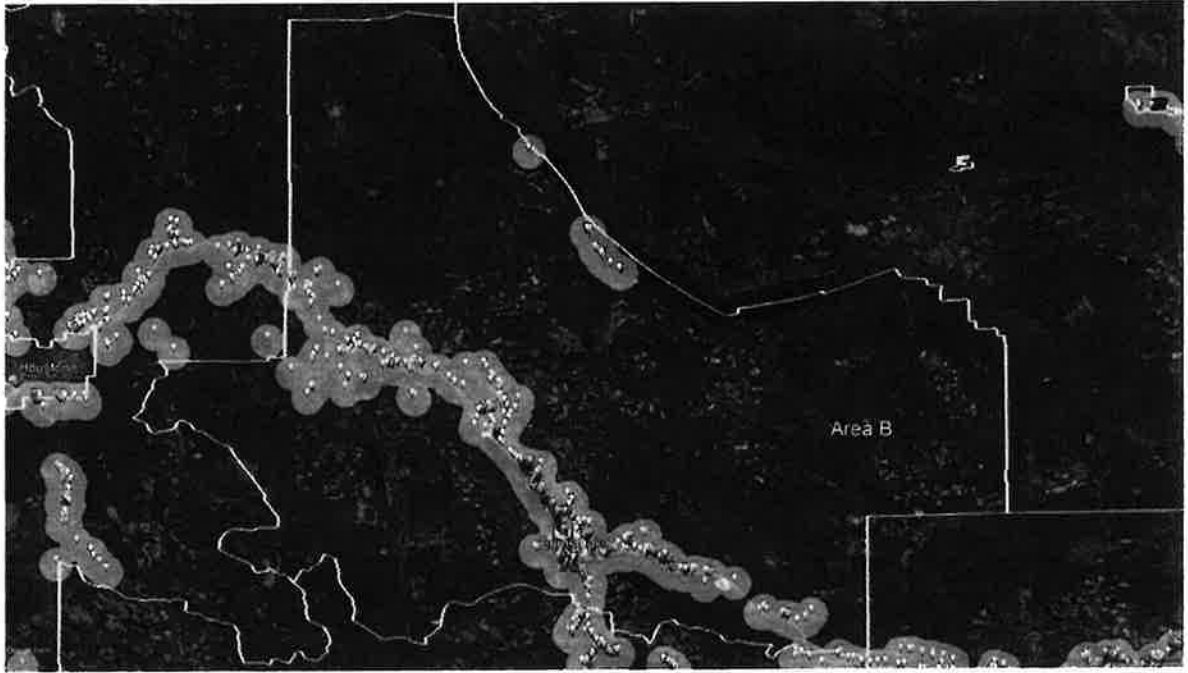


#### RDBN Household Information – Area A

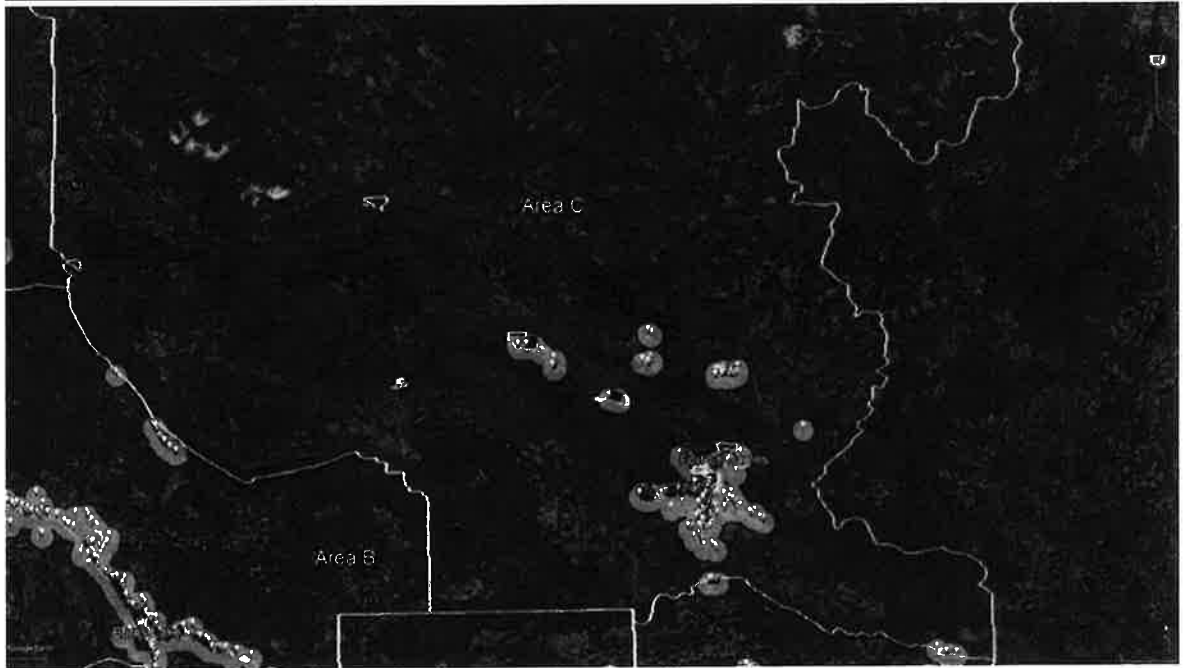


July 15, 2019

**RDBN Household Information – Area B**



**RDBN Household Information – Area C**



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**RDBN Household Information – Area D**

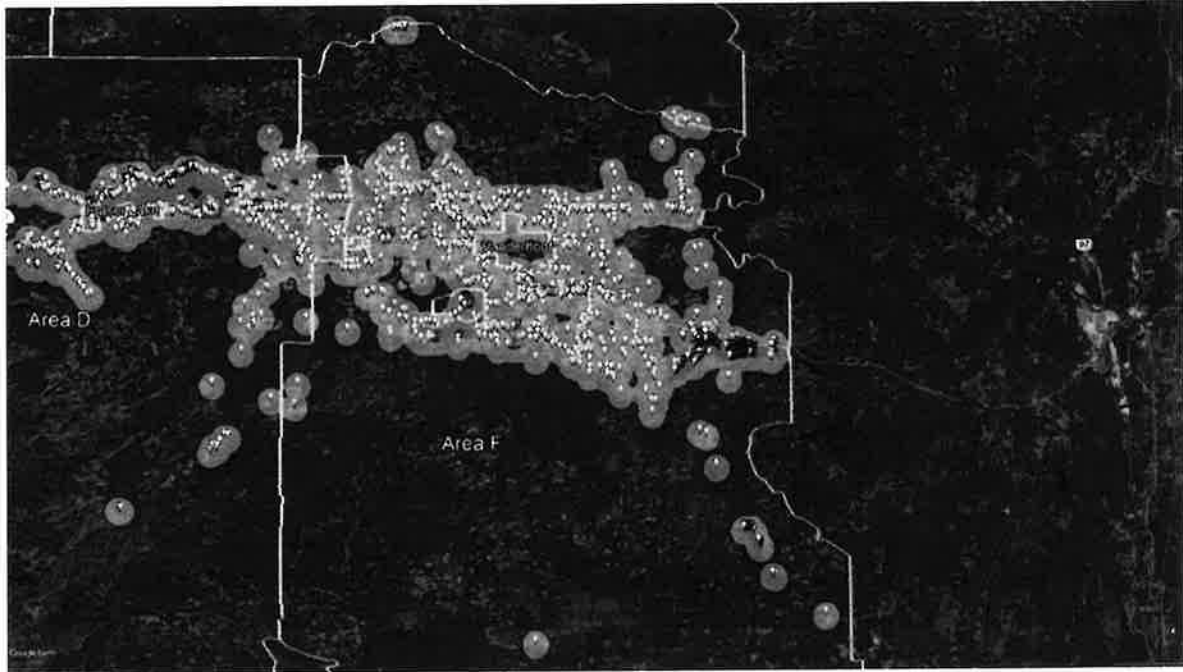


**RDBN Household Information – Area E**

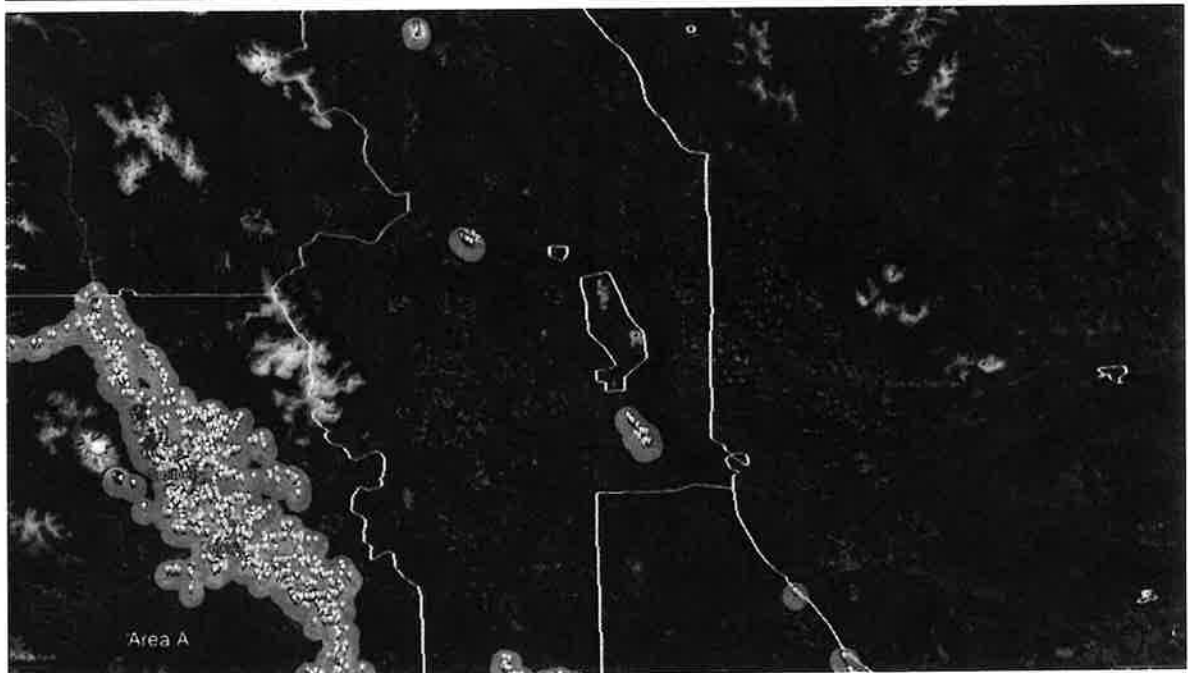


July 15, 2019

**RDBN Household Information – Area F**

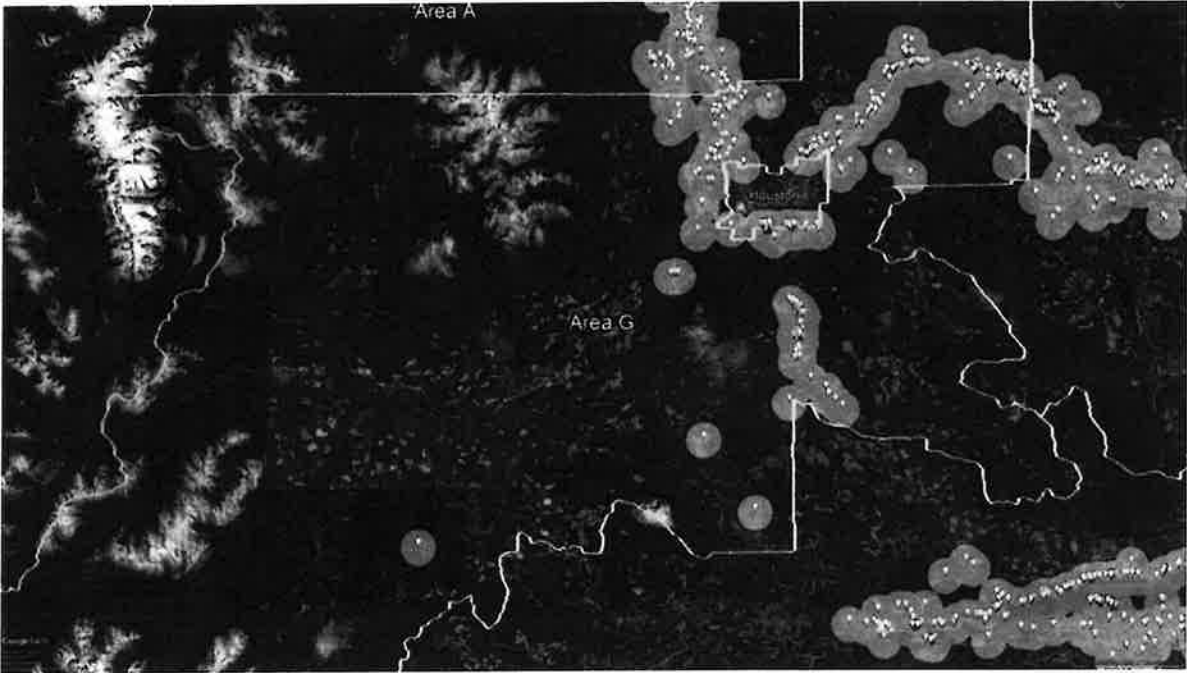


**RDBN Household Information – Area G Upper**



July 15, 2019

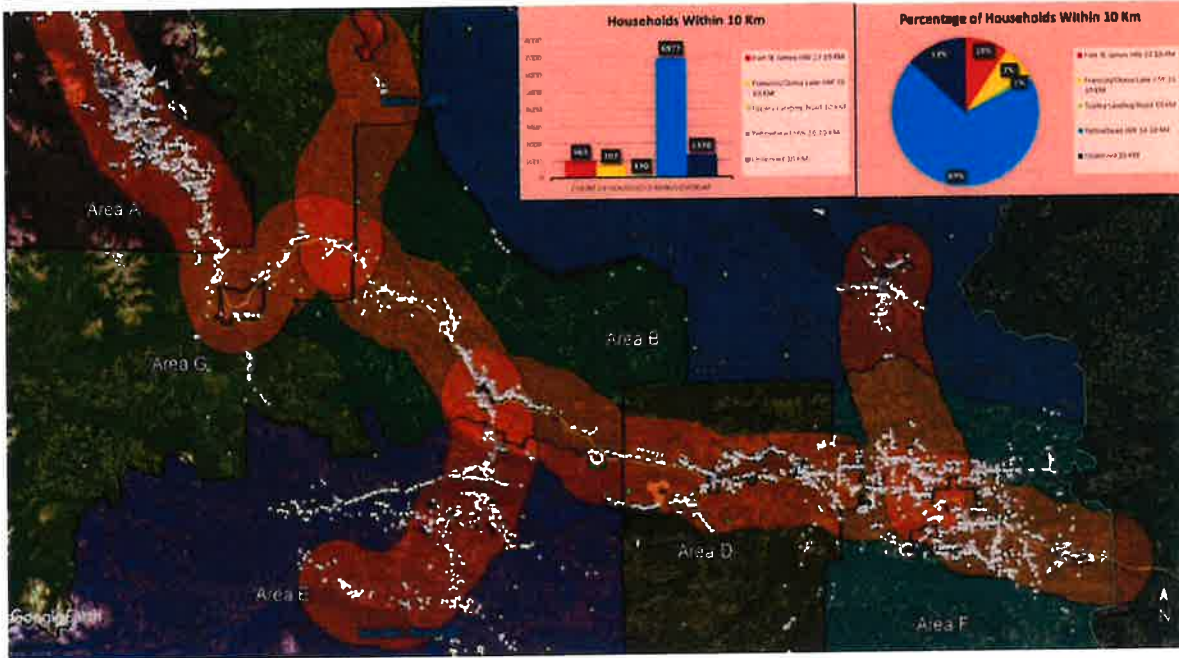
**RDBN Household Information – Area G Lower**



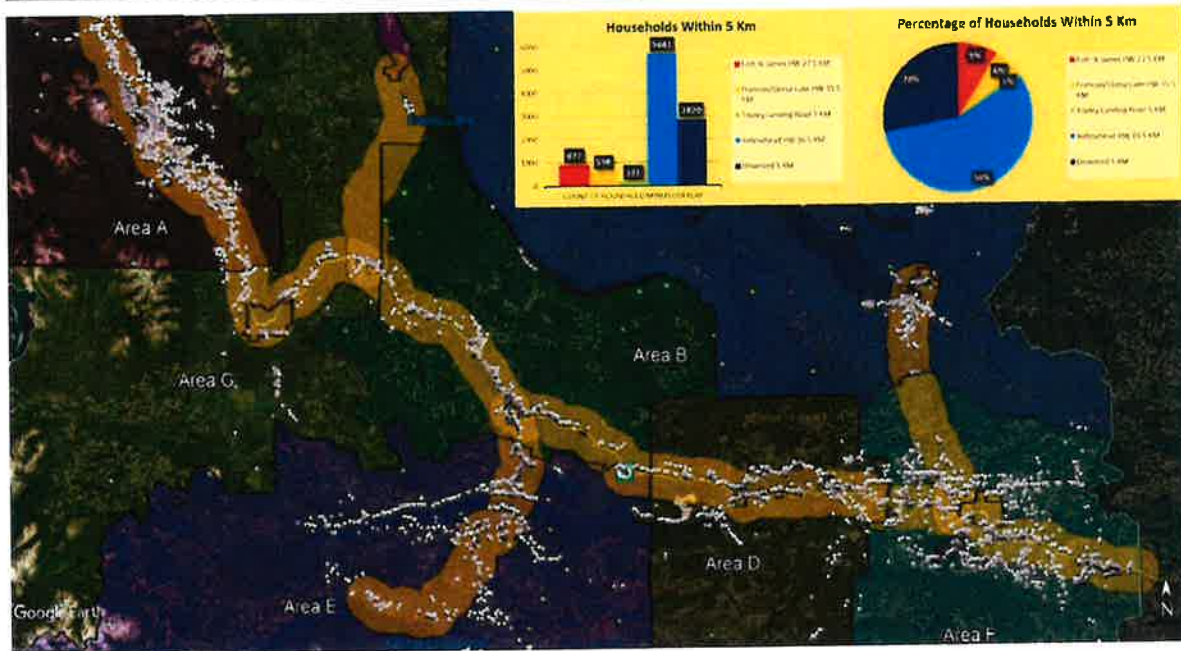
July 15, 2019

**9.3 Appendix D – Households Within Different Kilometers**

**RDBN Households Within 10 Km Information**

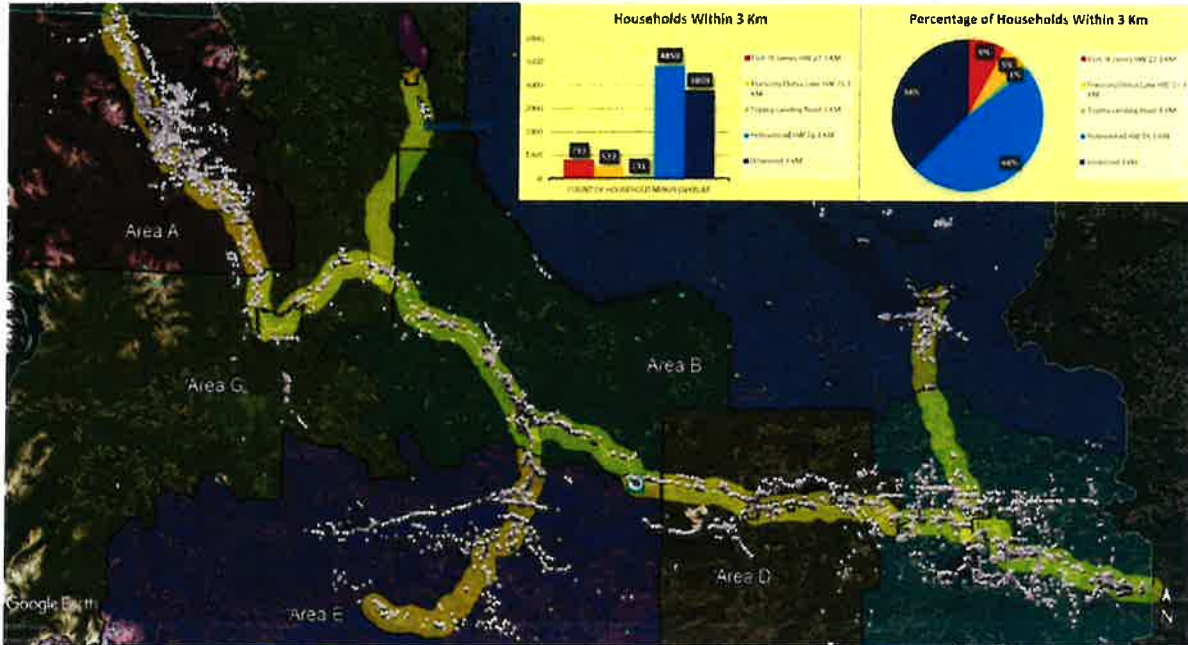


**RDBN Households Within 5 Km Information**

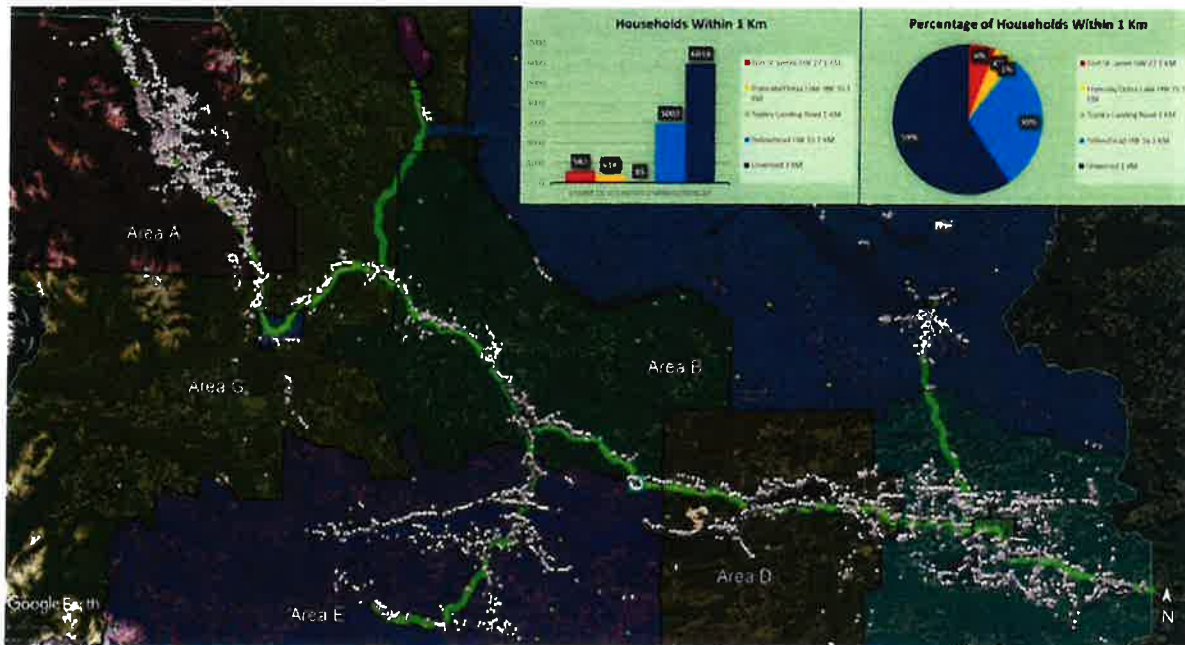


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**RDBN Households Within 3 Km Information**



**RDBN Households Within 1 Km Information**



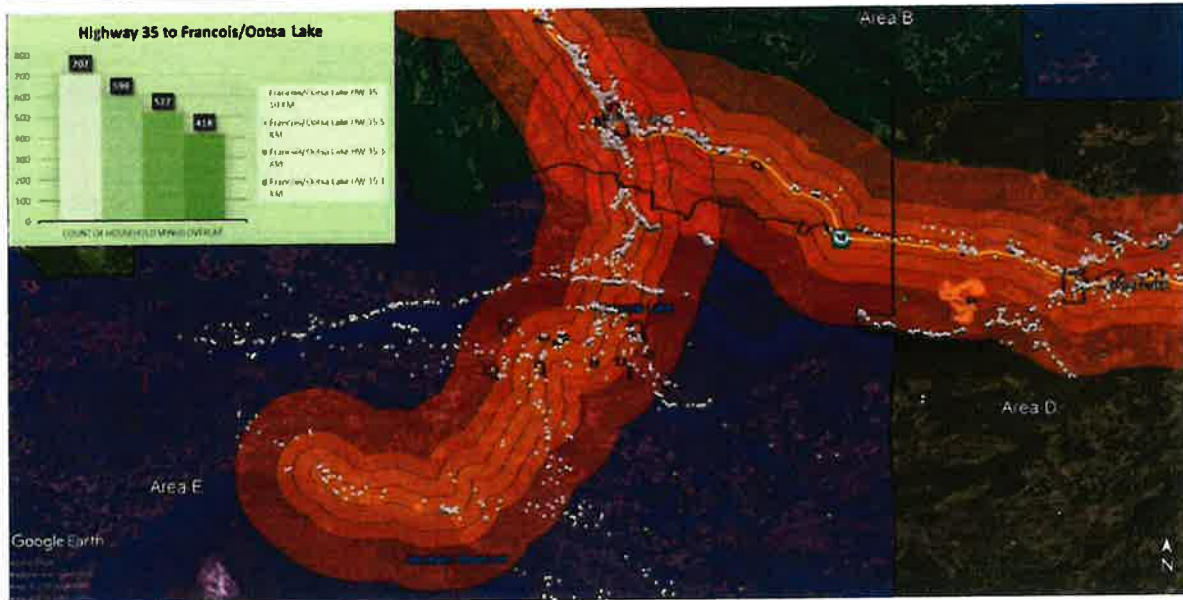


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**Highway 27 to Fort St. James Information**

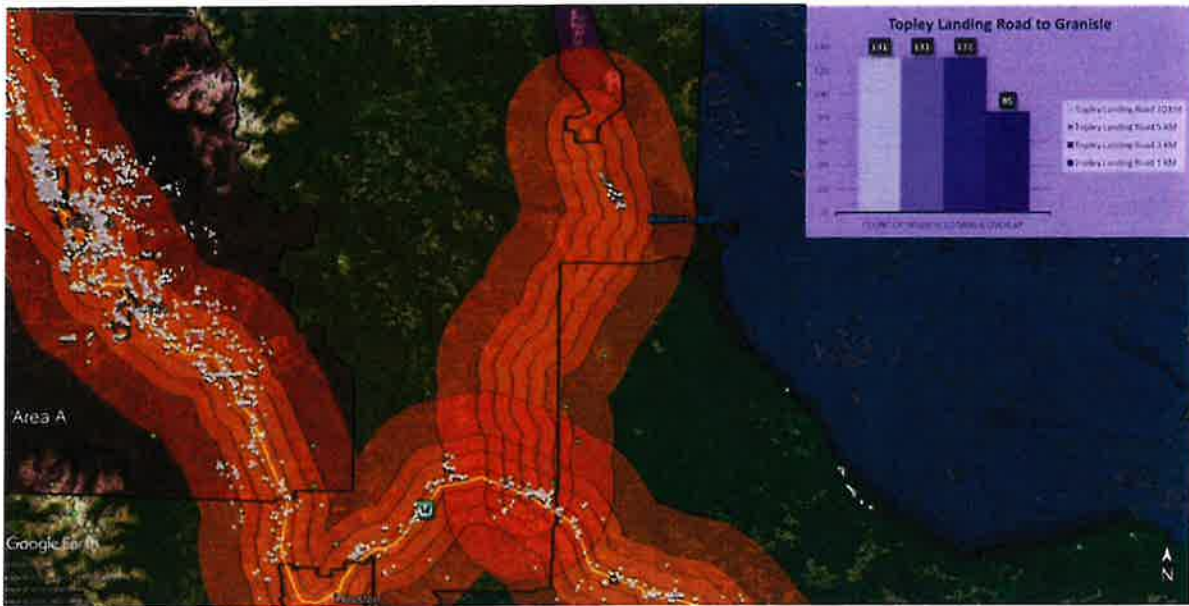


**Highway 35 to Francois & Ootsa Lake Information**

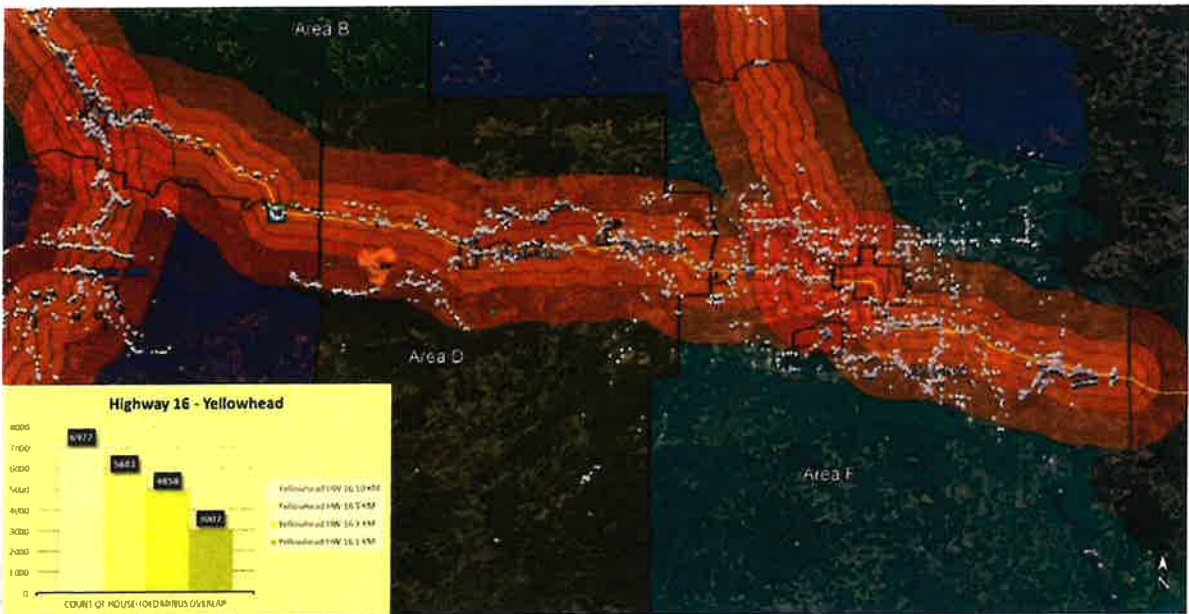


July 15, 2019

**Topley Landing Road to Granisle Information**

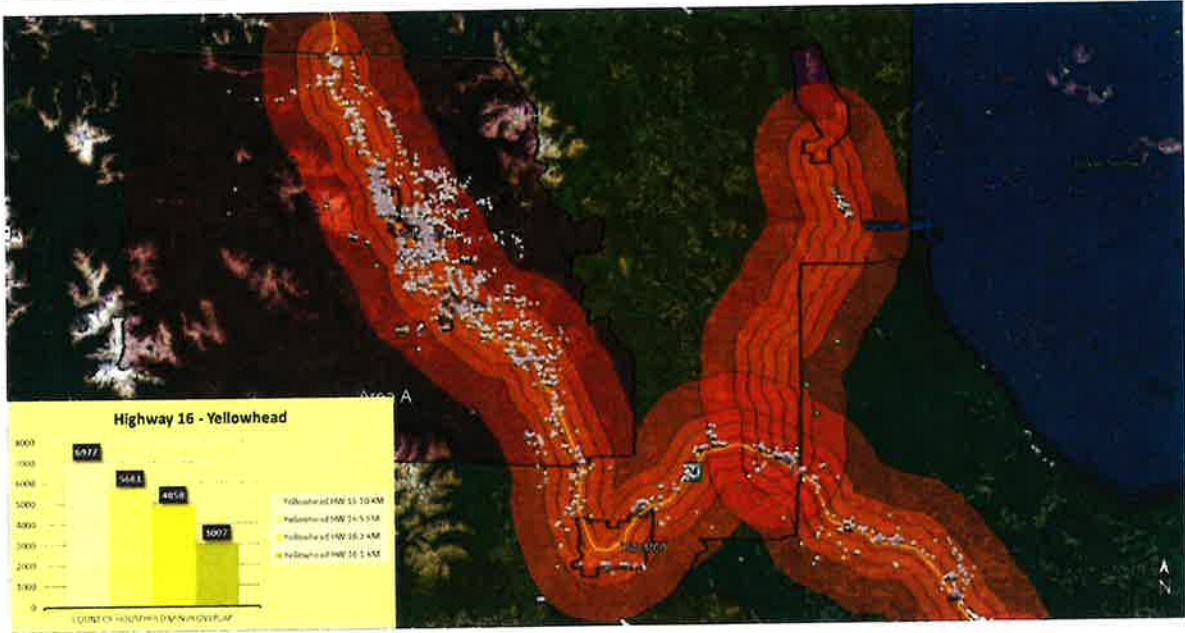


**South Yellowhead Highway 16 Information**

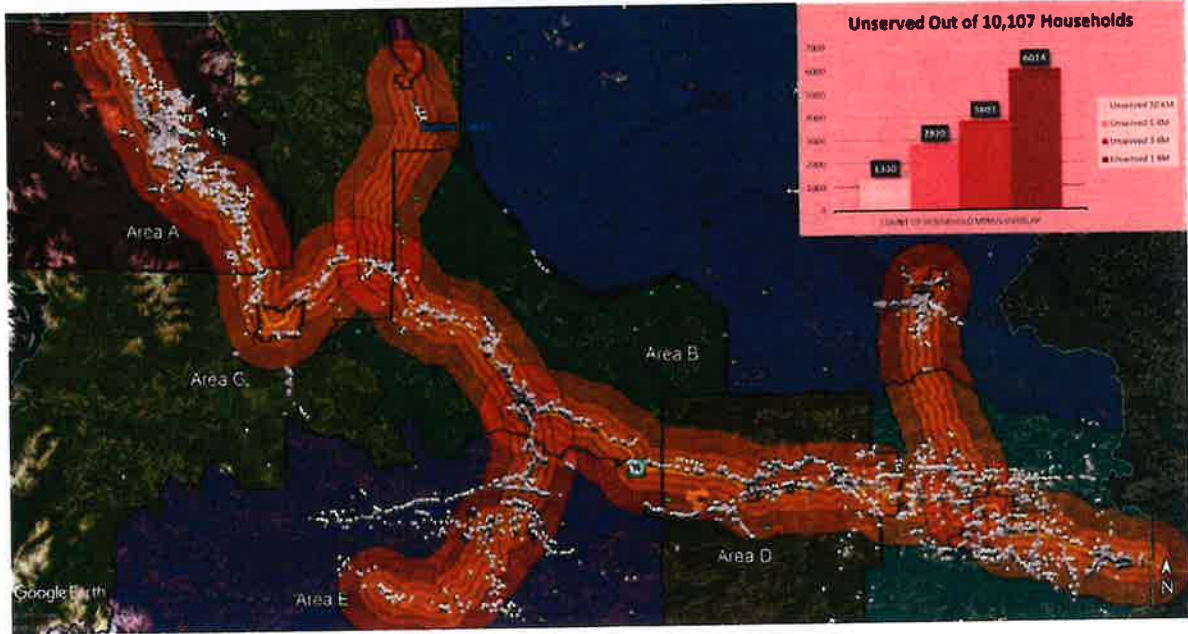


July 15, 2019

**North Yellowhead Highway 16 Information**



**RDBN Households Unserved Outside of Service Zone Information**





## Regional District of Bulkley-Nechako Board Meeting – August 15, 2019

**To:** Chair Thiessen and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** July 11, 2019  
**Issue:** Municipal Finance Authority – Loan Completion

---

### Background:

The Regional District of Bulkley-Nechako borrowed the following amounts from the Municipal Finance Authority:

- In 2004, \$147,140.00 for providing Fort Fraser local fire service a new fire truck;
- In 2004, \$38,823.78 for the Town of Smithers for the purposes of sewer extension
- In 2009, \$23,092.71 for the Town of Smithers for the purposes of local improvements.

### Discussion:

The Regional District has repaid the above loans.

The Town of Smithers has reimbursed the Regional District for all payments made completely and in a timely manner.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

Receipt

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Municipal Finance Authority of BC  
217 - 3680 Uptown Blvd.  
Victoria BC  
V8Z 0B9

Tel 250-381-1181  
Fax 250-381-3000  
Web mfa.bc.ca  
Email finance@mfa.bc.ca

### Statement of Surplus Payout

| Date       | Client             | Issue No. | Term     | Surplus  | Status |
|------------|--------------------|-----------|----------|----------|--------|
| 2019-04-22 | Bulkley-Nechako RD | 81        | 15 Years | \$371.93 | Final  |

### Detail by Loan

| Borrower           | CB Bylaw | SI Bylaw | LA Bylaw | MSIR | Loan Principal | Surplus       |
|--------------------|----------|----------|----------|------|----------------|---------------|
| Bulkley-Nechako RD |          | 1280     | 1270     |      | 147,140.00     | 294.28        |
| Smithers           |          | 1284     | 1443     | LI   | 38,823.78      | 77.65         |
|                    |          |          |          |      |                | <b>371.93</b> |

### Summary by SI Bylaw

| Bylaw No. | Surplus       |
|-----------|---------------|
| 1280      | 294.28        |
| 1284      | 77.65         |
|           | <b>371.93</b> |

### Distribution

| Municipality       | Surplus       |
|--------------------|---------------|
| Bulkley-Nechako RD | 294.28        |
| Smithers           | 77.65         |
|                    | <b>371.93</b> |

### NOTICE OF PAYMENT

You will receive a payment in the amount of \$371.93 in the days following the date of this statement. Of this amount, retain \$294.28 for your own account and distribute the remaining \$77.65 to your member municipalities according to the *Distribution* table above.

**ISO**

Municipal Finance Authority of BC  
 217 - 3680 Uptown Blvd.  
 Victoria BC  
 V8Z 0B9

Tel 250-381-1181  
 Fax 250-381-3000  
 Web mfa.bc.ca  
 Email finance@mfa.bc.ca

### Statement of Surplus Payout

| Date       | Client             | Issue No. | Term     | Surplus | Status |
|------------|--------------------|-----------|----------|---------|--------|
| 2019-06-03 | Bulkley-Nechako RD | 105       | 10 Years | \$11.54 | Final  |

### Detail by Loan

| Borrower | CB Bylaw | SI Bylaw | LA Bylaw | MSIR    | Loan Principal | Surplus      |
|----------|----------|----------|----------|---------|----------------|--------------|
| Smithers |          | 1489     | 1548     | 08.0766 | 23,092.71      | 11.54        |
|          |          |          |          |         |                | <b>11.54</b> |

### Summary by SI Bylaw

| Bylaw No. | Surplus      |
|-----------|--------------|
| 1489      | 11.54        |
|           | <b>11.54</b> |

### Distribution

| Municipality | Surplus      |
|--------------|--------------|
| Smithers     | 11.54        |
|              | <b>11.54</b> |

### NOTICE OF PAYMENT

You will receive a payment in the amount of \$11.54 in the days following the date of this statement. Distribute this amount to your member municipalities according to the *Distribution* table above.



## Regional District of Bulkley-Nechako Memo Board Agenda – August 15, 2019

**To:** Chair Thiessen and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** July 31, 2019  
**Re:** Income Statements for the First Half of 2019

---

Attached to this memo are the consolidated income statements for the first six months for the Regional District. These statements are consolidated for all departments and are based on account. That is for revenue they show the different categories where the Regional District has received funds and for the expenses, it shows where the funds have been spent.

The receipt of the income statement for the first half, third quarter and full year by the Board is a required part of the Regional District's control and audit process.

The first half of the year shows little income as the Regional District received its taxation revenue in the latter part of July through to the early part of August. Funds received through grants, fees, debt repayment recovery was reviewed and is meeting expectations. The Northern Capital and Planning Grant has not yet been realized by income in our accounting system as this grant will be allocated when the Board provides direction in October.

None of the expenses show variances of concern. Financial staff are watching Directors' remuneration and related benefits as there have been a greater number of meetings than originally planned for in the budget, and the Employer Health Tax was found to apply to a greater number of directors' different types of remuneration than originally thought. In addition, staff are monitoring employee benefits as the original budget estimate may have been low in this transition year between Medical Service Premium and Employer Health Tax. Currently, these two types of expenses are within acceptable limits; however, a further update will be provided in October's third quarter reporting.

I would be pleased to answer any questions.

**Recommendation:**

(All/Directors/Majority)

"That the Board of the Regional District of Bulkley-Nechako receive the Income Statement of the Regional District for the first half of 2019."



# Regional District of Bulkley-Nechako

## Income Statement As of June 30, 2019

### Department \* Consolidated Departments

| Acct                 | Revenue                            | Current Month    | Year To Date       | Year To Date       | Variance         | Annual Budget       |
|----------------------|------------------------------------|------------------|--------------------|--------------------|------------------|---------------------|
|                      |                                    |                  |                    | Budget             | From Budget      |                     |
| 400001               | Taxation & Service Agreement       | 1.250            | 1.250              | 0                  | 1.250            | 107.506             |
| 400003               | Parcel Taxes                       | 0                | 0                  | 0                  | 0                | 119.729             |
| 400004               | Electoral Area Taxation            | 0                | 0                  | 0                  | 0                | 9,180.373           |
| 400005               | Municipal Taxation                 | 208.314          | 208.314            | 0                  | 208.314          | 1,080.397           |
| 410001               | Investment Revenue                 | 5.539            | 33.556             | 21.750             | 11.806           | 43.500              |
| 420001               | Transfer from Capital Reserve      | 0                | 0                  | 30.000             | (30.000)         | 184.448             |
| 420003               | Transfer from Vehicle Reserve      | 0                | 0                  | 22.000             | (22.000)         | 33.000              |
| 420099               | Transfer from Federal Gas Tax      | 187.443          | 754.005            | 350.000            | 404.005          | 945.000             |
| 430002               | Interim Financing                  | 0                | 0                  | 0                  | 0                | 700.000             |
| 441001               | Donations Received                 | 13.700           | 46.776             | 40.000             | 6.776            | 40.000              |
| 442001               | Federal Gas Tax Revenue            | 0                | 0                  | 0                  | 0                | 922.804             |
| 442101               | Other Grant Revenue                | 0                | 23.924             | 50.000             | (26.076)         | 232.813             |
| 442102               | Grants - BC Transit                | 0                | 2.615              | 3.923              | (1.308)          | 7.846               |
| 443001               | Province of BC Admin Grant         | 185.000          | 185.000            | 152.600            | 32.400           | 185.000             |
| 443002               | Rural Dividend Fund                | 0                | 132.554            | 0                  | 132.554          | 0                   |
| 443200               | Infrastructure Grant               | 0                | 0                  | 0                  | 0                | 195.595             |
| 444001               | UBCM Community Tourism Grant       | 0                | 17.727             | 74.545             | (56.818)         | 74.545              |
| 445001               | NDI Grants                         | 0                | 25.000             | 0                  | 25.000           | 140.653             |
| 446001               | Grants in Lieu of Taxes            | 0                | 5.893              | 0                  | 5.893            | 69.735              |
| 446002               | Grants in Lieu of Alcan Taxes      | 0                | 0                  | 0                  | 0                | 922.805             |
| 449001               | PEP Emerg. Expense Reimburse       | 14.648           | 14.648             | 300.000            | (285.353)        | 600.000             |
| 449005               | Government Grants                  | 0                | 9.500              | 0                  | 9.500            | 9.500               |
| 449015               | Grants for Economic Dev. Projects  | 100              | 9.189              | 74.606             | (65.417)         | 149.212             |
| 449099               | Grant In Aid                       | 0                | 3.000              | 0                  | 3.000            | 0                   |
| 450001               | Fees Collected                     | 19.323           | 64.508             | 52.500             | 12.008           | 102.525             |
| 450002               | Fees Collected                     | 67.133           | 67.289             | 9.385              | 57.904           | 69.613              |
| 450003               | Metal Recycling Recovery           | 0                | 0                  | 0                  | 0                | 100.000             |
| 450004               | Paint & Solvent Recovery           | 315              | 3.125              | 3.500              | (375)            | 7.000               |
| 450005               | Ozone Revenue                      | 3.160            | 8.956              | 9.000              | (44)             | 18.000              |
| 450006               | Contaminated Soil Disposal         | 0                | 408                | 2.500              | (2.092)          | 5.000               |
| 450007               | Specified Risk Material Waste      | 0                | 0                  | 500                | (500)            | 1.000               |
| 450008               | Construction & Demolition Waste    | 23.389           | 94.591             | 87.500             | 7.091            | 175.000             |
| 450009               | Battery Recovery                   | 0                | 2.910              | 6.000              | (3.091)          | 12.000              |
| 450010               | Other Recoveries                   | 817              | 4.816              | 10.145             | (5.329)          | 20.290              |
| 450020               | Telus User Fees                    | 0                | 37.172             | 52.500             | (15.328)         | 105.000             |
| 450021               | Business Forum Registration Fees   | 250              | 450                | 0                  | 450              | 5.000               |
| 451001               | Cost Sharing Municipalities        | 0                | 42.953             | 42.953             | 0                | 196.812             |
| 452001               | Recycling Revenue - Houston        | 34               | 451                | 1.500              | (1.049)          | 3.000               |
| 452002               | Recycling Rev - Smithers/Telkwa    | 1.259            | 6.233              | 7.500              | (1.267)          | 15.000              |
| 452003               | Recycling Rev - Vanderhoof         | 1.419            | 7.603              | 7.500              | 103              | 15.000              |
| 460001               | Administration Recovery            | 1.504            | 8.340              | 8.525              | (185)            | 17.210              |
| 460002               | Office Equipment Charge Out        | 0                | 0                  | 0                  | 0                | 10.000              |
| 460003               | Admin Building Replacement Char    | 0                | 0                  | 0                  | 0                | 15.000              |
| 470001               | Houston Debt Repayment             | 0                | 21.062             | 53.318             | (32.255)         | 164.435             |
| 470002               | Smithers Debt Repayment            | 0                | 167.226            | 211.399            | (44.173)         | 416.158             |
| 470003               | Burns Lake Dept Repayment          | 0                | 0                  | 3.820              | (3.820)          | 19.702              |
| 470004               | Fort St. James Debt Repayment      | 0                | 23.051             | 23.051             | 0                | 29.774              |
| 470005               | Fraser Lake Debt Repayment         | 0                | 0                  | 3.500              | (3.500)          | 23.220              |
| 470008               | Vanderhoof Debt Repayment          | 84.466           | 84.466             | 84.466             | 0                | 206.147             |
| 480001               | Miscellaneous Revenue              | 38.975           | 53.166             | 68.635             | (15.469)         | 123.635             |
| 490001               | Transfer from Equity in TCA        | 0                | 0                  | 0                  | 0                | 1,180.685           |
| 499999               | Prior Year's Surplus               | 0                | 2,313.287          | 2,313.601          | (314)            | 2,313.601           |
| <b>Revenue total</b> |                                    | <b>\$858,036</b> | <b>\$4,485,012</b> | <b>\$4,182,722</b> | <b>\$302,289</b> | <b>\$21,314,268</b> |
| <b>Expenses</b>      |                                    |                  |                    |                    |                  |                     |
| 600101               | Director's Remuneration            | 30.027           | 201.634            | 197.398            | (4.236)          | 394.595             |
| 600102               | UBCM Director's Remuneration       | 0                | 0                  | 0                  | 0                | 11.280              |
| 600103               | NCLGA Director's Remuneration      | 0                | 3.290              | 7.520              | 4.230            | 7.520               |
| 600104               | FCM Remuneration                   | 3.290            | 3.290              | 2.820              | (470)            | 2.820               |
| 600105               | Director's Remuneration - Minerals | 1.175            | 1.175              | 2.115              | 940              | 2.115               |
| 600106               | Minerals Roundup Remuneration      | 0                | 1.880              | 1.880              | 0                | 1.880               |
| 600108               | Meetings with Ministers            | 0                | 0                  | 2.000              | 2.000            | 2.000               |
| 600110               | Northwest Resource B A Remuner     | 0                | 705                | 5.000              | 4.295            | 10.000              |
| 600151               | Director's Remuneration            | 0                | 705                | 0                  | (705)            | 0                   |
| 600154               | Director's Remuneration            | 0                | 588                | 0                  | (588)            | 0                   |
| 600155               | Director's Remuneration            | 0                | 705                | 0                  | (705)            | 0                   |
| 600197               | Director's Accident Insurance      | 0                | 796                | 796                | 0                | 1,364               |
| 600198               | Director's Insurance               | 0                | 494                | 0                  | (494)            | 0                   |
| 600199               | Directors' CPP Matching            | 1.104            | 7.575              | 3.400              | (4.175)          | 6.800               |
| 600201               | Director's Travel                  | 3.591            | 41.002             | 31.946             | (9.056)          | 59.792              |
| 600202               | UBCM Director's Travel             | 0                | 0                  | 2.000              | 2.000            | 34.540              |
| 600203               | NCLGA Director's Travel            | 0                | 2.865              | 16.960             | 14.095           | 16.960              |
| 600204               | FCM Travel                         | 4.442            | 8.276              | 7.560              | (716)            | 7.560               |



|        |                                     |         |           |           |           |           |
|--------|-------------------------------------|---------|-----------|-----------|-----------|-----------|
| 600205 | Director's Travel - Minerals North  | 1.507   | 1.812     | 4.770     | 2.958     | 4.770     |
| 600206 | Minerals Roundup Travel             | 0       | 3.074     | 5.440     | 2.366     | 5.440     |
| 600208 | Meetings with Ministers - Travel    | 0       | 0         | 2.000     | 2.000     | 2.000     |
| 600210 | NWRBA TRAVEL                        | 0       | 1.057     | 6.000     | 4.943     | 6.000     |
| 600251 | Electoral Area "A" Travel           | 0       | 1.377     | 2.000     | 623       | 2.000     |
| 600252 | Electoral Area "B" Travel           | 0       | 250       | 2.000     | 1.750     | 2.000     |
| 600253 | Electoral Area "C" Travel           | 0       | 0         | 2.000     | 2.000     | 2.000     |
| 600254 | Electoral Area "D" Travel           | 0       | 245       | 2.000     | 1.755     | 2.000     |
| 600255 | Electoral Area "E" Travel           | 0       | 591       | 2.000     | 1.409     | 2.000     |
| 600256 | Electoral Area "F" Travel           | 0       | 0         | 2.000     | 2.000     | 2.000     |
| 600257 | Electoral Area "G" Travel           | 0       | 0         | 2.000     | 2.000     | 2.000     |
| 601001 | Salaries                            | 200.396 | 1.105.611 | 1.201.451 | 95.840    | 2.402.902 |
| 601002 | Election Officials Waqes            | 145.517 | 606.899   | 660.953   | 54.054    | 1.321.905 |
| 601101 | Employee Benefits                   | 45.396  | 251.982   | 431.088   | 179.106   | 862.176   |
| 601102 | Accident Insurance                  | 253     | 1.861     | 2.700     | 839       | 3.765     |
| 601103 | Employee WCB Premiums               | 7.042   | 35.040    | 0         | (35.040)  | 0         |
| 601104 | Employee MPP Benefits               | 29.426  | 151.074   | 0         | (151.074) | 0         |
| 601109 | Employer Health Tax                 | 7.666   | 38.963    | 4.049     | (34.914)  | 8.099     |
| 601201 | Accrued Overtime                    | 1.683   | 38.604    | 29.080    | (9.524)   | 56.730    |
| 601205 | Allocation of Staff Costs fr Gen Go | 0       | 0         | 0         | 0         | (1)       |
| 601208 | Training, Assessment & Governan     | 0       | 0         | 0         | 0         | 64.500    |
| 601209 | RDBN Administration                 | 0       | 0         | 0         | 0         | 48.500    |
| 601301 | Staff Education                     | 10.767  | 43.086    | 79.332    | 36.246    | 132.515   |
| 601401 | Staff Travel                        | 9.497   | 54.682    | 60.900    | 6.218     | 119.900   |
| 601501 | Staff Functions                     | 0       | 124       | 1.250     | 1.126     | 2.500     |
| 601701 | Hiring Expense                      | 1.494   | 10.294    | 37.250    | 26.956    | 44.000    |
| 601801 | Association Dues                    | 606     | 36.257    | 45.143    | 8.886     | 45.143    |
| 601901 | Safety Program                      | 401     | 5.321     | 4.550     | (771)     | 8.420     |
| 602001 | Utilities                           | 24.136  | 104.947   | 91.021    | (13.926)  | 182.042   |
| 603002 | Office Cleaning                     | 2.255   | 13.254    | 14.000    | 746       | 28.000    |
| 603004 | Maintenance of Water Diversion      | 0       | 508       | 7.706     | 7.198     | 7.706     |
| 603005 | Repairs of Map Copier               | 0       | 0         | 500       | 500       | 1.000     |
| 603006 | Pump & Maintain Holding Tanks       | 0       | 0         | 250       | 250       | 500       |
| 603008 | Repairs and Maintenance             | 11.853  | 41.059    | 101.300   | 60.241    | 202.100   |
| 603009 | Parking Costs                       | 150     | 900       | 900       | 0         | 1.800     |
| 603100 | Equipment Repairs                   | 971     | 4.850     | 19.500    | 14.650    | 38.000    |
| 603101 | Equipment Maintenance               | 2.540   | 43.881    | 32.500    | (11.381)  | 65.000    |
| 603103 | Equipment Servicing                 | 0       | 0         | 500       | 500       | 1.000     |
| 603201 | Skidsteer Tires                     | 0       | 18.891    | 26.000    | 7.109     | 52.000    |
| 603401 | Final Closure                       | 0       | 0         | 60.000    | 60.000    | 65.000    |
| 603402 | Closeout Cost Conting.              | 0       | 0         | 10.000    | 10.000    | 20.000    |
| 603501 | Post Closure                        | 45      | 89        | 20.000    | 19.911    | 50.000    |
| 603601 | Site Maintenance                    | 2.928   | 41.464    | 41.000    | (464)     | 82.000    |
| 603602 | Clearview Access Road Main.         | 0       | 327       | 15.000    | 14.673    | 20.000    |
| 603701 | Truck Maintenance WWH               | 1.408   | 13.896    | 36.850    | 22.954    | 73.700    |
| 603702 | Trailer Maintenance WWH             | 2.710   | 23.798    | 27.180    | 3.382     | 54.360    |
| 604001 | Computer Systems                    | 6.314   | 46.902    | 84.847    | 37.945    | 113.840   |
| 604002 | Central Computer Network            | 1.398   | 43.494    | 54.700    | 11.206    | 109.400   |
| 604004 | Website Upgrades                    | 0       | 0         | 3.100     | 3.100     | 5.700     |
| 604011 | Website Maintenance & Upgrades      | 0       | 2.583     | 4.855     | 2.272     | 9.710     |
| 604012 | Central Website Maintenance         | 0       | 6.670     | 12.500    | 5.830     | 25.000    |
| 604021 | Website Content                     | 0       | 0         | 5.850     | 5.850     | 10.700    |
| 604201 | Website Content                     | 0       | 0         | 1.500     | 1.500     | 2.500     |
| 605001 | Feasibility Studies                 | 0       | 0         | 15.093    | 15.093    | 15.093    |
| 605005 | Waste Hauling - Southside           | 5.400   | 20.370    | 16.000    | (4.370)   | 32.000    |
| 605006 | Contribution to NW Invasive         | 0       | 0         | 20.000    | 20.000    | 44.500    |
| 605007 | Board of Variance                   | 0       | 0         | 600       | 600       | 1.200     |
| 605101 | Equipment Fuel                      | 110     | 38.579    | 59.000    | 20.421    | 117.000   |
| 605102 | Truck Fuel (WWH)                    | 2.987   | 60.581    | 71.650    | 11.069    | 143.300   |
| 605103 | Lagoon Operations                   | 405     | 747       | 9.728     | 8.981     | 19.456    |
| 605201 | Contract Operations                 | 2.315   | 65.306    | 35.250    | (30.056)  | 127.474   |
| 605299 | Consulting Fees                     | 22.666  | 82.706    | 107.238   | 24.532    | 190.931   |
| 605301 | Environmental Monitoring            | 4.275   | 28.562    | 44.292    | 15.730    | 88.585    |
| 605604 | Line Flushing                       | 0       | 0         | 5.000     | 5.000     | 5.000     |
| 605703 | Fraser Lake Recycling               | 0       | 17.868    | 26.200    | 8.332     | 26.200    |
| 605704 | Burns Lake Recycling                | 1.535   | 11.539    | 18.450    | 6.911     | 18.450    |
| 605705 | Smithers Recycling                  | 43      | 372       | 0         | (372)     | 0         |
| 605706 | Houston Recycling                   | 8.193   | 46.693    | 33.075    | (13.618)  | 66.150    |
| 605707 | Vanderhoof Recycling                | 50      | 169       | 0         | (169)     | 0         |
| 605708 | Ft. St. James Recycling             | 478     | 2.478     | 3.500     | 1.022     | 7.000     |
| 605709 | Granisle Recycling                  | 422     | 2.531     | 2.250     | (281)     | 4.500     |
| 605710 | Telkwa Recycling                    | 8       | 73        | 0         | (73)      | 0         |
| 605720 | Ozone Removal Charges               | 0       | 7.323     | 7.500     | 177       | 15.000    |
| 605730 | 5 R's Initiatives                   | 2.523   | 7.030     | 2.500     | (4.530)   | 5.000     |
| 605798 | Recycling - Other                   | 0       | 4         | 1.000     | 996       | 1.000     |
| 605801 | Emergency Expenses                  | 61.159  | 84.818    | 300.000   | 215.182   | 600.000   |
| 605810 | Emergency Volunteer Program         | 7.303   | 22.576    | 55.000    | 32.424    | 55.000    |
| 605811 | NESST Emerg Vol Prgm                | (83)    | 7.673     | 40.000    | 32.327    | 40.000    |
| 605999 | Project Contingency                 | 0       | 4.000     | 81.862    | 77.862    | 163.225   |
| 606001 | Communications                      | 7.819   | 61.776    | 58.199    | (3.577)   | 115.298   |
| 606003 | Advertising                         | 3.448   | 15.994    | 30.549    | 14.555    | 51.174    |
| 606004 | Promotional Materials               | 153     | 4.107     | 7.250     | 3.143     | 13.500    |
| 606007 | Local Trade Shows                   | 0       | 399       | 2.000     | 1.601     | 2.000     |
| 606008 | Public Education                    | 0       | 1.349     | 3.500     | 2.151     | 7.000     |
| 606009 | Sponsorship                         | 0       | 12.860    | 28.250    | 15.390    | 54.000    |
| 607001 | Legal Expense                       | 609     | 16.281    | 43.513    | 27.232    | 81.513    |
| 607002 | Audit                               | 0       | 20.085    | 26.000    | 5.915     | 26.000    |
| 607003 | Title Searches                      | 0       | 0         | 1.875     | 1.875     | 3.750     |

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|                       |                                    |                    |                      |                      |                    |                     |
|-----------------------|------------------------------------|--------------------|----------------------|----------------------|--------------------|---------------------|
| 608001                | Property Insurance                 | 0                  | 26.809               | 39.441               | 12.632             | 47.471              |
| 608002                | Liability Insurance                | 0                  | 104.648              | 107.533              | 2.885              | 107.533             |
| 608003                | Vehicle Insurance                  | 17.884             | 40.405               | 51.283               | 10.878             | 56.283              |
| 608004                | Permits & Fees                     | 0                  | 502                  | 1.183                | 681                | 1.483               |
| 609001                | Supplies                           | 9.243              | 39.137               | 40.260               | 1.123              | 84.520              |
| 609002                | Central Supplies Costs             | 1.162              | 8.056                | 9.773                | 1.716              | 19.545              |
| 609003                | Copying Costs                      | 2.973              | 17.405               | 17.000               | (405)              | 34.000              |
| 609004                | Copying Upstairs - To Be Realloca  | 1.400              | 1.400                | 0                    | (1.400)            | 0                   |
| 609005                | Admin Building Replacement Char    | 0                  | 0                    | 0                    | 0                  | 15.010              |
| 609006                | Office Equipment Charge            | 0                  | 0                    | 0                    | 0                  | 10.015              |
| 609011                | Supplies - Meetings                | 1.980              | 26.979               | 28.650               | 1.671              | 56.700              |
| 610001                | Elections                          | 0                  | 0                    | 0                    | 0                  | 2.500               |
| 611001                | Repayment of Referendum Costs      | 0                  | 0                    | 0                    | 0                  | 13.778              |
| 612100                | Regional Grant in Aid              | 0                  | 35.000               | 42.500               | 7.500              | 47.500              |
| 612101                | Grant in Aid - Area "A"            | 1.800              | 10.200               | 36.255               | 26.055             | 72.510              |
| 612102                | Grant in Aid - Area "B"            | 1.330              | 5.330                | 24.938               | 19.608             | 49.875              |
| 612103                | Grant in Aid - Area "C"            | 1.000              | 9.333                | 19.573               | 10.240             | 39.146              |
| 612104                | Grant in Aid - Area "D"            | 4.616              | 7.116                | 18.098               | 10.982             | 36.195              |
| 612105                | Grant in Aid - Area "E"            | 4.570              | 15.570               | 51.444               | 35.874             | 102.888             |
| 612106                | Grant in Aid - Area "F"            | 0                  | 14.313               | 23.932               | 9.619              | 47.864              |
| 612107                | Grant in Aid - Area "G"            | 1.000              | 5.000                | 8.012                | 3.012              | 16.024              |
| 612108                | Arts & Culture Capital Grant       | 2.000              | 2.000                | 4.000                | 2.000              | 4.000               |
| 612201                | Annual Grant to Society            | 0                  | 63.778               | 71.069               | 7.291              | 1.083.946           |
| 612202                | Annual Grant - Capital             | 0                  | 0                    | 0                    | 0                  | 35.250              |
| 612203                | BV Museum & Hist Soc Annual Gr     | 0                  | 0                    | 0                    | 0                  | 20.624              |
| 612204                | BV Arts Council Annual Grant       | 0                  | 0                    | 0                    | 0                  | 1.417               |
| 612205                | Annual Grant to Smithers Art Galle | 0                  | 0                    | 0                    | 0                  | 9.296               |
| 612220                | Monthly Grant                      | 102.685            | 628.314              | 644.506              | 16.193             | 1.260.618           |
| 612221                | Monthly Grant - BL Library         | 18.917             | 101.151              | 113.500              | 12.349             | 227.000             |
| 612222                | Monthly Grant - LD Arts Council    | 625                | 3.750                | 0                    | (3.750)            | 7.500               |
| 612240                | Annual Contract VBL Info Center    | 0                  | 0                    | 0                    | 0                  | 99.792              |
| 612241                | Annual Grant VBL for EDO           | 0                  | 0                    | 0                    | 0                  | 66.500              |
| 612250                | Annual Contract VBL Rural Fire     | 0                  | 0                    | 0                    | 0                  | 606.818             |
| 612260                | Other Grant Expenditures           | 0                  | 0                    | 50.000               | 50.000             | 100.000             |
| 612290                | Buy In Fee/ Household              | 0                  | 0                    | 0                    | 0                  | 1.356               |
| 612301                | Federal Gas Tax Expenditures - U   | 4.732              | 752.337              | 350.000              | (402.337)          | 700.000             |
| 612801                | Special Projects                   | 34.441             | 91.672               | 203.343              | 111.671            | 406.339             |
| 612803                | First Nations Dialogue             | 150                | 150                  | 20.000               | 19.850             | 32.000              |
| 612805                | Stage 1 Review of SWMP             | 0                  | 0                    | 12.500               | 12.500             | 25.000              |
| 612807                | Carbon Emissions Reduction Initiat | 0                  | 0                    | 68.250               | 68.250             | 136.500             |
| 617501                | PSAP/RCMP COSTS                    | 0                  | 0                    | 57.284               | 57.284             | 57.284              |
| 617502                | FOCC Operating Costs               | 0                  | 0                    | 183.216              | 183.216            | 183.216             |
| 617504                | CAD/RMS Licence                    | 0                  | 0                    | 2.898                | 2.898              | 2.898               |
| 621208                | Costs Allocated to Rural Fire Dept | 0                  | 0                    | 0                    | 0                  | (113.000)           |
| 622001                | Allocated Building Occupancy Cost  | 0                  | 0                    | 0                    | 0                  | (553)               |
| 624002                | Allocated Computer Network Costs   | 0                  | 0                    | 0                    | 0                  | (363)               |
| 624012                | Allocated Website Mtce & Upgrade   | 0                  | 0                    | 0                    | 0                  | (55)                |
| 629002                | Allocated Central Supplies Cost    | 0                  | 0                    | 0                    | 0                  | 686                 |
| 770100                | A.P.C. - General                   | 76                 | 280                  | 500                  | 220                | 1.000               |
| 779996                | Commission on Ticket Sales         | 3                  | 9                    | 50                   | 41                 | 50                  |
| 779999                | Miscellaneous Expense              | 0                  | 9.449                | 22.400               | 12.951             | 39.800              |
| 780001                | Capital Expenditures               | 141.708            | 475.015              | 1.636.557            | 1.161.542          | 2.043.057           |
| 780002                | Capital Expenditures               | 61.452             | 274.920              | 0                    | (274.920)          | 0                   |
| 780101                | Amortization Expense               | 0                  | 0                    | 0                    | 0                  | 1.180.685           |
| 781001                | Contribute to Capital Reserve      | 0                  | 0                    | 0                    | 0                  | 574.780             |
| 781003                | Contribute to Vehicle Reserve      | 0                  | 0                    | 0                    | 0                  | 66.700              |
| 781004                | Contribute to Insurance Res.       | 0                  | 0                    | 0                    | 0                  | 20.011              |
| 781005                | Contribute to Election Reserve     | 0                  | 0                    | 0                    | 0                  | 4.000               |
| 781007                | Contribution to Operating Reserve  | 0                  | 0                    | 0                    | 0                  | 80.000              |
| 781009                | Contribute to Equipment Res.       | 0                  | 0                    | 0                    | 0                  | 13.000              |
| 781099                | Contribute to Gas Tax Reserve      | 0                  | 0                    | 0                    | 0                  | 922.804             |
| 782001                | Interest & Bank Charges            | 3.226              | 22.940               | 5.500                | (17.440)           | 11.000              |
| 783001                | Debenture Interest - MFA           | 24.298             | 193.866              | 239.071              | 45.206             | 473.210             |
| 783002                | Short Term Financing Interest      | 978                | 5.136                | 5.031                | (106)              | 10.061              |
| 784001                | Debenture Principal - MFA          | 32.166             | 164.397              | 186.840              | 22.443             | 565.831             |
| 784002                | Repayment of Interim Financing     | 25.626             | 127.885              | 154.595              | 26.710             | 309.189             |
| 785002                | Debenture Refund                   | 12                 | 89                   | 50.000               | 49.911             | 100.000             |
| 799999                | Prior Year's Deficit               | 0                  | 10.316               | 10.317               | 1                  | 10.317              |
| <b>Total Expenses</b> |                                    | <b>\$1,195,857</b> | <b>\$7,010,203</b>   | <b>\$9,310,536</b>   | <b>\$2,300,333</b> | <b>\$21,314,252</b> |
| <b>Net Income</b>     |                                    | <b>(\$337,821)</b> | <b>(\$2,525,191)</b> | <b>(\$5,127,814)</b> | <b>\$2,602,622</b> | <b>\$17</b>         |



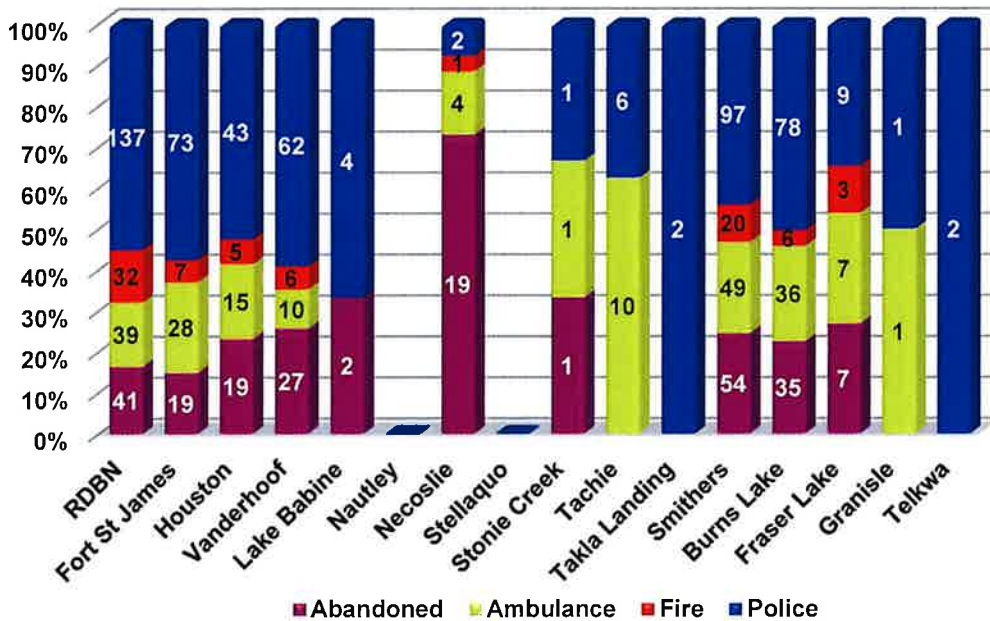
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# Memorandum

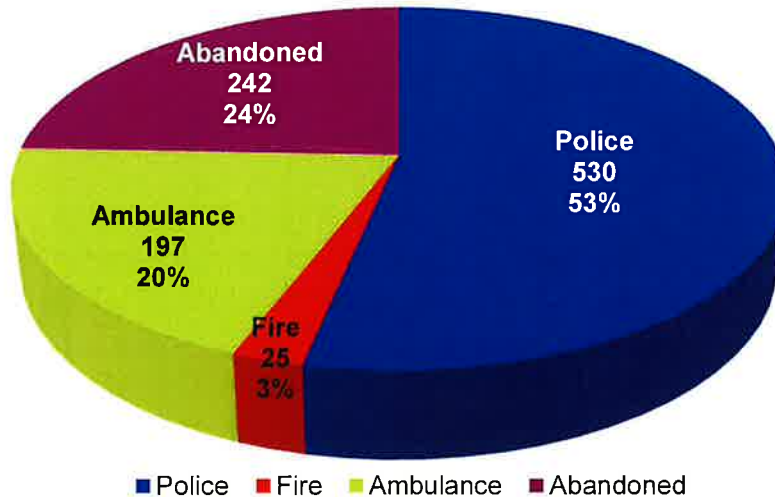
To: Chair Thiessen and the Board of Directors  
 From: Brittany Evans, Protective Services Assistant  
 Date: July 17, 2019  
 Re: Monthly 9-1-1 Call Report – June 2019

E-COMM received a total of **994** 9-1-1 calls for the month of June 2019 from the Regional District of Bulkley-Nechako area. The charts below show the 9-1-1 calls received by jurisdiction and call type.

June 2019  
 Monthly 9-1-1 Call Summary  
 By Area

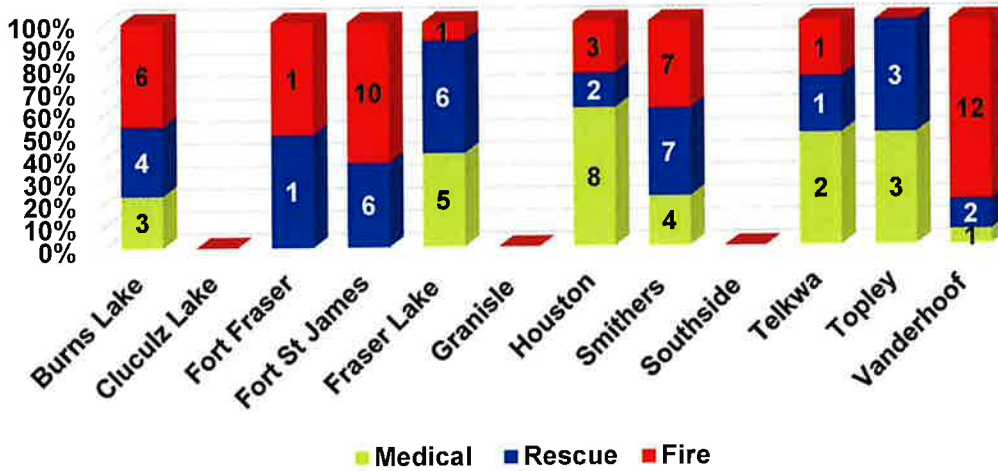


June 2019  
 Monthly 9-1-1 Call Summary  
 By Type

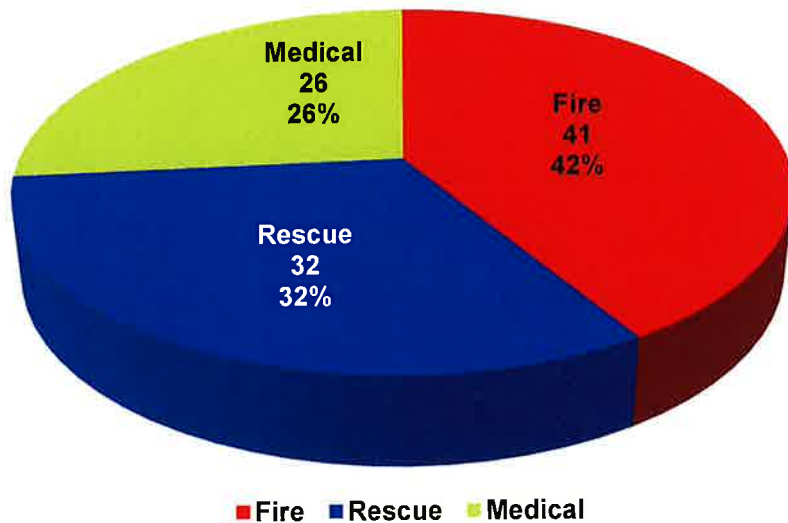


Of the 994 911 calls received in May, 99 were forwarded to the Fire Operation Communication Centre for Fire Department response. The charts below show the 9-1-1 calls received by Fire Department and by call type.

June 2019  
Fire Department Call Summary  
By Area



June 2019  
Fire Service Call Summary  
By Activity



**Recommendation**

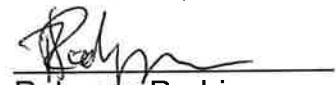
That the Board of Directors receive the memorandum titled "Monthly 9-1-1 Call Report".

All/Directors/Majority

Written By:

  
Brittany Evans  
Protective Services Assistant

Reviewed by:

  
Rebecca Rodriguez  
Acting Manager of  
Emergency Services



# Memorandum

**To:** Chair Thiessen and the Board of Directors  
**From:** Brittany Evans, Protective Services Assistant  
**Date:** August 7, 2019  
**Regarding:** August 1, 2019 BC Drought Report

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Please see the attached *August 1, 2019 BC Drought Report* for your review.

The drought levels are as follows:

- Bulkley-Lakes is 2 – Dry;
- Skeena-Nass is 2 – Dry;
- Upper Fraser West is 2 – Dry.

|                       |                         |
|-----------------------|-------------------------|
| <u>Recommendation</u> | All /DIRECTORS/MAJORITY |
| Receipt               |                         |

Written By:  
Brittany Evans  
Protective Services Assistant

Handwritten signature of Brittany Evans over a horizontal line.

Reviewed By:  
Deborah Jones Middleton  
Director of Protective Services

Handwritten signature of Deborah Jones Middleton over a horizontal line.



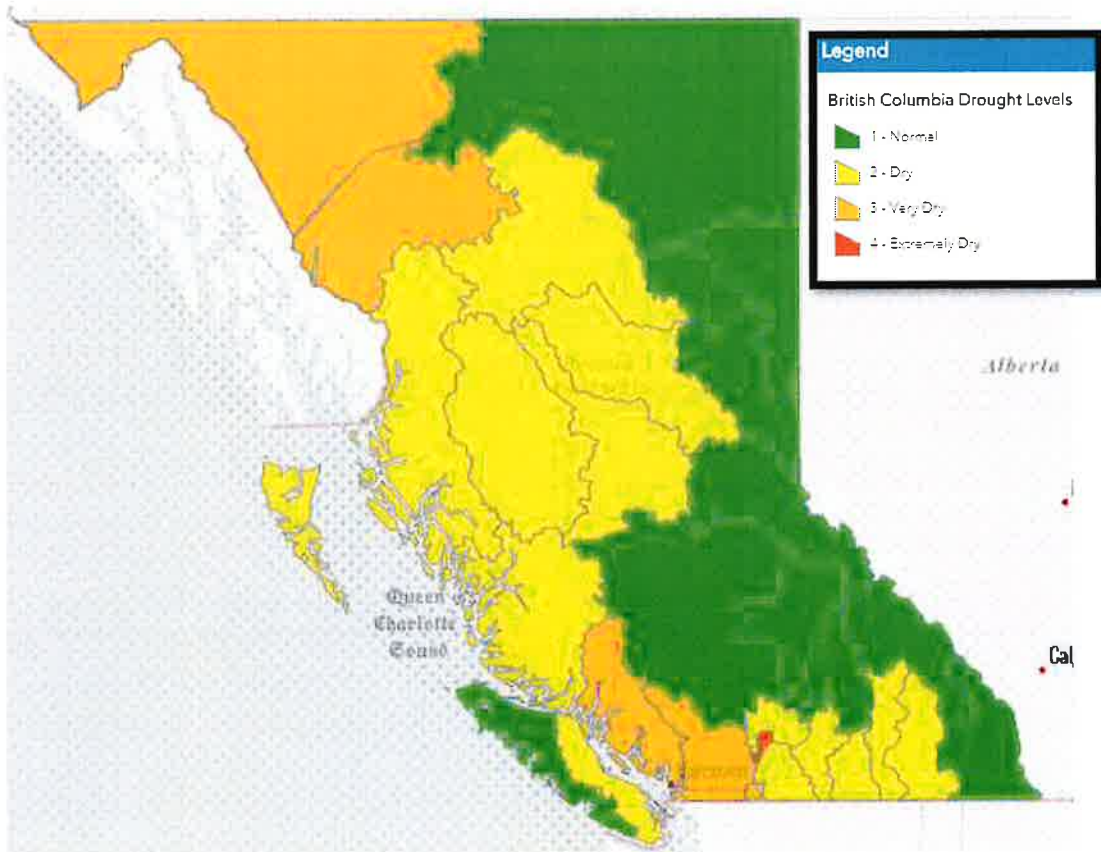
Ministry of  
Forests, Lands and  
Natural Resources

RIVER FORECAST CENTRE

2019 DROUGHT LEVELS AT A GLANCE

| Drought Levels:       | 1      | Normal | 2      | Dry    | 3      | Very Dry | 4      | Extremely Dry |  |  |  |  |  |  |  |  |  |  |
|-----------------------|--------|--------|--------|--------|--------|----------|--------|---------------|--|--|--|--|--|--|--|--|--|--|
| <b>BASINS</b>         | 30-May | 13-Jun | 27-Jun | 04-Jul | 11-Jul | 17-Jul   | 25-Jul | 01-Aug        |  |  |  |  |  |  |  |  |  |  |
| Fort Nelson           | 3      | 4      | 3      | 3      | 2      | 1        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| East Peace            | 2      | 2      | 2      | 2      | 2      | 1        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| North Peace           | 2      | 2      | 2      | 2      | 2      | 1        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| South Peace           | 2      | 2      | 3      | 3      | 2      | 1        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| Northwest             | 2      | 2      | 2      | 2      | 3      | 3        | 3      | 3             |  |  |  |  |  |  |  |  |  |  |
| Stikine               | 2      | 3      | 3      | 3      | 3      | 3        | 3      | 3             |  |  |  |  |  |  |  |  |  |  |
| Skeena-Nass           | 2      | 3      | 3      | 3      | 3      | 2        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| Bulkley-Lakes         | 2      | 3      | 3      | 3      | 3      | 2        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| Finlay                | 2      | 3      | 3      | 3      | 3      | 3        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| Parsnip               | 2      | 3      | 3      | 3      | 3      | 3        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| Upper Fraser West     | 2      | 2      | 2      | 2      | 2      | 2        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| Upper Fraser East     | 2      | 2      | 2      | 2      | 2      | 1        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| Upper Columbia        | 1      | 2      | 2      | 2      | 2      | 2        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| Lower Columbia        | 1      | 3      | 3      | 3      | 3      | 3        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| West Kootenay         | 1      | 3      | 3      | 3      | 3      | 3        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| East Kootenay         | 2      | 3      | 3      | 3      | 2      | 2        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| Middle Fraser         | 2      | 2      | 2      | 2      | 2      | 1        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| North Thompson        | 2      | 3      | 3      | 3      | 3      | 1        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| South Thompson        | 2      | 3      | 3      | 3      | 3      | 2        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| Salmon River          | 2      | 3      | 3      | 3      | 2      | 2        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| Nicola                | 2      | 3      | 3      | 3      | 2      | 2        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| Coldwater River       | 2      | 3      | 3      | 3      | 3      | 3        | 3      | 4             |  |  |  |  |  |  |  |  |  |  |
| Similkameen           | 2      | 3      | 3      | 3      | 3      | 3        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| Okanagan              | 2      | 3      | 3      | 3      | 3      | 2        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| Kettle                | 2      | 3      | 3      | 3      | 3      | 2        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| Skagit                | 2      | 3      | 3      | 3      | 3      | 3        | 3      | 3             |  |  |  |  |  |  |  |  |  |  |
| Lower Fraser          | 2      | 3      | 3      | 3      | 3      | 3        | 3      | 3             |  |  |  |  |  |  |  |  |  |  |
| South Coast           | 2      | 3      | 3      | 3      | 3      | 3        | 3      | 3             |  |  |  |  |  |  |  |  |  |  |
| Central Coast         | 2      | 2      | 2      | 2      | 2      | 2        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| West Vancouver Island | 3      | 3      | 3      | 3      | 2      | 2        | 1      | 1             |  |  |  |  |  |  |  |  |  |  |
| East Vancouver Island | 3      | 3      | 3      | 3      | 3      | 3        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |
| Halde Gwall           | 2      | 2      | 2      | 3      | 3      | 3        | 2      | 2             |  |  |  |  |  |  |  |  |  |  |

Prepared By: Water Management Branch - Ministry of Forests, Lands, Natural Resource Operations and Rural Development





## Drought Level Classification

In B.C. we use a four level drought classification to explain the severity and appropriate level of response to drought conditions. The B.C. government's ability to regulate water during drought is not dependent on an area's drought level..

| Level          | Conditions               | Significance                                                         | Objective                                                    | Target                                                        |
|----------------|--------------------------|----------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------|
| 1<br>(Green)   | Normal Conditions        | There is sufficient water to meet human and ecosystem needs          | Preparedness                                                 | Ongoing reductions in community water use                     |
| 2<br>(Yellow)  | Dry Conditions           | First indications of a potential water supply problem                | Voluntary conservation                                       | Minimum 10% reduction                                         |
| 3<br>(Orange)  | Very Dry Conditions      | Potentially serious ecosystem or socio-economic impacts are possible | Voluntary conservation and restrictions                      | Minimum additional 20% reduction to a minimum of total of 30% |
| 4<br>(Red)     | Extremely Dry Conditions | Water supply insufficient to meet socio-economic and ecosystem needs | Voluntary conservation, restrictions and regulatory response | Maximum reduction                                             |
| Loss of Supply |                          | Potential loss of a community's potable or firefighting supply       | Emergency response                                           | Ensure health and safety                                      |

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**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
August 15, 2019**

To: Chair Gerry Thiessen and the Board of Directors  
From: Kim Fields, Accounting Clerk  
Date: July 24, 2019  
Regarding: Electoral Area Allocations of Federal Gas Tax Funds – To July 24, 2019

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The Electoral Area Allocations of the Federal Gas Tax Funds have been updated to July 24, 2019 as per the enclosed spreadsheet. This report also includes the 2019 Bonus Payment in full.

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

**RECOMMENDATION:**

**(All/Directors/Majority)**

That the RDBN Board of Directors receive the Accounting Clerk's July 24th memorandum titled "Electoral Area Allocations of Federal Gas Tax Funds – To July 24, 2019".



Updated as of: July 24, 2019

**Federal Gas Tax Community Works Fund**

**Year: 2019**

| Electoral Area | Population | Opening Balance 2019 | Interest Earnings | Funds Spent | Funds Committed | Funding Received | YTD Funds Available |
|----------------|------------|----------------------|-------------------|-------------|-----------------|------------------|---------------------|
| A              | 5,256      | 1,729,169.12         | 21,633.42         | 579,624.10  | 342,384.89      | 437,411.26       | 1,266,204.81        |
| B              | 1,938      | 379,154.16           | 4,743.55          | 5,000.00    | 205,000.00      | 161,282.92       | 335,180.63          |
| C              | 1,415      | 338,753.25           | 4,238.10          | -           | 175,000.00      | 117,758.17       | 285,749.52          |
| D              | 1,472      | 670,860.46           | 8,393.05          | 80,500.00   | 271,000.00      | 122,501.78       | 450,255.29          |
| E              | 1,593      | 233,116.40           | 2,916.49          | 29,843.08   | 115,720.00      | 132,571.56       | 223,041.37          |
| F              | 3,665      | 491,509.00           | 6,149.21          | 86,395.65   | 117,813.93      | 305,006.14       | 598,454.76          |
| G              | 903        | 216,331.49           | 2,706.50          | -           | 95,000.00       | 75,148.85        | 199,186.84          |
|                | 16,242     | 4,058,893.87         | 50,780.31         | 781,362.83  | 1,321,918.82    | 1,351,680.69     | 3,358,073.22        |

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
MEMORANDUM**

To: Chairperson Thiessen and Board of Directors (August 15, 2019)

From: Janette Derksen  
Deputy Director of Environmental Services

Date: August 2, 2019

Subject: Fort Fraser Local Commission Recommendation - BC ONE Call Agreement

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The Fort Fraser Local Commission would like to recommend that the Board of Directors receive the minutes from the July 22, 2019 Fort Fraser Local Commission and approve the following motion.

*FFLCC 19-07-05      "That the Fort Fraser Local Community Commission recommends that the Regional District of Bulkley-Nechako Board of Directors agree that the RDBN enter into the BC ONE Call agreement for the Community of Fort Fraser's utility service area."*

The annual cost of the agreement is \$100.

Recommendation

- 1) That, the RDBN Board of Directors receive the Fort Fraser Local Commission July 22, 2019 meeting minutes as written;
- 2) That, the Board of Directors authorize entering into an agreement with BC ONE Call for the Fort Fraser Utility Service Area.

FORT FRASER LOCAL COMMUNITY COMMISSION MEETING MINUTES  
Monday, July 22, 2019

\*\*\*\*\*

**Present** Commissioner Don Webster, Chair  
Commissioner Linda Cochran  
Commissioner Steve Cochran  
Mark Parker, Director, RDBN Electoral Area "D"  
**RDBN** Curtis Helgesen, Chief Administrative Officer, RDBN  
Janette Derksen, Deputy Director of Environmental Services,

**Call To Order** The meeting was called to order at 1:15pm by Chair Webster.

**Agenda** Moved by Director Mark Parker  
Seconded by Commissioner Steve Cochran

**FFLCC 19-07-01** *"That the Fort Fraser Local Community Commission Agenda of July 22, 2019 be approved."*

*Carried Unanimously*

**Minutes** Moved by Commissioner Linda Cochran  
Seconded by Commissioner Steve Cochran

**FFLCC 19-07-02** *"The minutes of the meeting held on May 13, 2019 be approved as corrected."*

*Carried Unanimously*

**UPDATES**

**Water Project** Janette Derksen updated the Commission from #344 Corporation street complaint following the water project completion. Advised that staff will be working on this matter with True Consulting to determine a solution regarding the condition that property was in after clean up.

Update was given on the two remaining water connections on Chamberlin St. following the discovery of their location this spring. Connections have been made and both homes are connected to the new system properly.

**Street Lights**

Commissioner Don Webster followed up with the street light on Chamberlin St. that was out. Pole ID was sent to the RDBN.

**Reports**

**Financial Report**

Director Parker informed the Commission that there are no issues with the budget as is. More details on the revenue will be evident this fall when property taxes are received.

Moved by Commissioner Don Webster  
*Seconded* by Commissioner Linda Cochran

**FFLCC 19-07-03**

***“That the verbal report by Director Parker be received.”***

***Carried Unanimously***

**Wastewater/  
Water Report**

**Northern Health**

Janette Derksen provided the Commissioners an update on the annual Northern Health inspection of the community water system. Staff will be working to update the Emergency Response plan for the system and ensuring the new plans are submitted to the Northern Health when they are received.

Moved by Commissioner Linda Cochran  
*Seconded* by Commissioner Steve Cochran

**FFLCC 19-07-04**

***“That the verbal report by Janette Derksen be received.”***

***Carried Unanimously***

**Area "D" Report** Director Parker provided a brief overview of the Northern Capital Infrastructure Grant and the results of the RDBN Board decision on how the money was to be allocated. Suggested some options for his allocations and how it may affect Fort Fraser's infrastructure projects.

**NEW BUSINESS**

**BC One Call** Janette Derksen introduced the BC ONE Call to the Commissioners. The call before you dig program would allow the RDBN to be aware of any construction or excavations in the service area to be able to locate buried water or system infrastructure to provide damage to the systems. A small budget of \$100/year would be adequate to cover costs of this program.

Moved by Commissioner Don Webster  
Seconded by Commissioner Linda Cochran

**FFLCC 19-07-05** ***"That the Fort Fraser Local Community Commission recommends that the Regional District of Bulkley-Nechako Board of Directors agree that the RDBN enter into the BC ONE Call agreement for the Community of Fort Fraser's utility service area."***

***Carried Unanimously***

**Public Mailer** Director Parker inquired about a public mailer to be produced and sent around to the community informing them of the water project completion and acknowledging the public's patience and cooperation through the project. Curtis Helgesen suggested adding a piece about the project being under budget.

**ADJOURNMENT** Moved by Commissioner Steve Cochran

**FFLCC-19-07-06** ***"That the meeting be adjourned at 2:05 pm."***



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**HOW OUR SERVICE WORKS**

**One call from the contractor or homeowner with a dig project starts a process that ends with the contractor or homeowner being told where any underground facilities are buried on his site.**

1 **Call before you dig.** The contractor or homeowner who plans to dig or excavate on his property makes one simple telephone call to BC One Call at 1 800 474 6886 and is answered by a BC OneCall operator at the Customer Care Centre.

2 The BC One Call **operator takes down details** from the caller on the location of the worksite, and details on the type of work, etc.

3 The Operator then **uses the BC One Call mapping system** to locate the dig site, wherever it might be anywhere in the province of British Columbia. This mapping system allows the operator to identify the owners of the many different buried pipes, cables, conduits belonging to BC One Call members that are on and around the caller's jobsite.

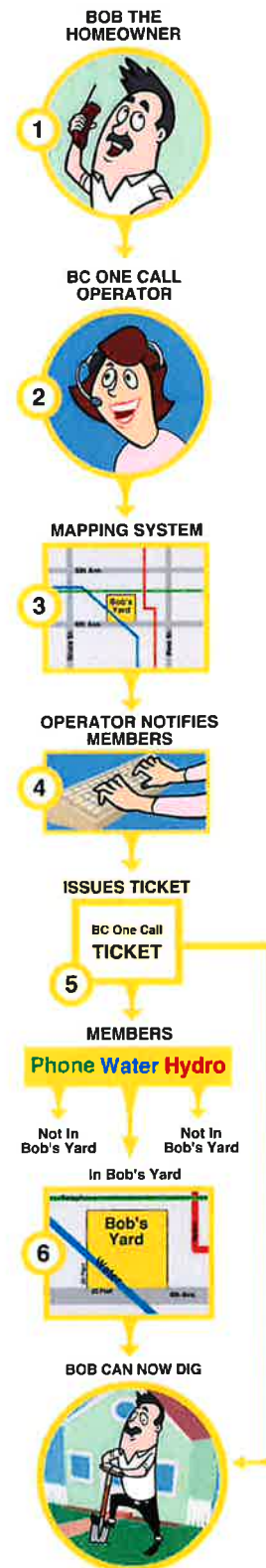
4 The Operator then creates a **numbered reference BC One Call Ticket** which shows details of the dig project and lists the names of those BC One Call members who own buried facilities on or near the caller's worksite. The Operator then sends this ticket to each of those members.

5 Each BC One Call Member notified by the Ticket is made aware of the contractor or homeowner's dig project. **Each Member then goes to their detailed plans** of the site area to locate the position of any buried services they may own on the site. Members who have facilities in the area will either physically locate their services or provide a dimensional site plan showing the location of their underground facilities. Those members whose services are at a safe distance and pose no threat to life or property will give clearance to proceed with the excavation.

6 **The contractor or homeowner now knows the location of buried facilities** on the worksite and can dig well away from them or can implement safe digging practices such as hand digging to expose the buried facilities before using any mechanical dig equipment.

**An accident that damages one of the many buried facilities in BC can mean loss of life or personal injury to the excavator, environmental damage to the surrounding area, or disruption of essential services to the local community. BC One Call provides a 24/7 365 days a year service to the British Columbia excavating community. We are ready to talk to you regardless of when you place that all important call – night or day!**

Call 1 800 474-6886 or \*6886 on your TELUS or Rogers mobility systems.





## BC ONE CALL MEMBER'S AGREEMENT

This Agreement made on the day of \_\_\_\_\_, 20\_\_\_\_, (the "Effective Date").

**BETWEEN:**

**BC ONE CALL LIMITED**, 2500-700 West Georgia Street, Vancouver,  
B.C. V7Y 1B3

(the "Supplier")

**AND:**

(the "Member")

In consideration of the covenants, representations and conditions contained herein and other good and valuable consideration, the parties covenant and agree as follows:

1. The Member hereby retains the Supplier to provide the services set forth in the Terms and Conditions attached to and forming part of this Agreement and the Supplier agrees to provide the Services in accordance with the Terms and Conditions attached and subject to receipt of the fees therein specified.
2. Attached as Section C - Appendix A are particulars respecting the Member required by the Supplier and the Member covenants that the information contained therein is true and correct as of the date hereof.
3. In accordance with the provisions of Appendix B attached, the applicable joining fees shall be \$ 50.00, payable upon execution of this Agreement.
4. All notices, requests, demands and other communications required under this Agreement shall be in writing and shall be deemed to have been duly given only if personally delivered, mailed by pre-paid mail or sent by email to the parties as follows: to the Supplier at: **email: info@bconecall.ca**

and to the Member at email: \_\_\_\_\_

Any notice in writing given in the matter set out above shall be deemed given if and when personally delivered, or if mailed in the matter herein provided, shall be deemed given five days after posting. If any said notice be sent by facsimile transmission, it shall be deemed received the next day following said transmission. **NOTE** Notifications will be transmitted as set out in the attached Terms and Conditions.

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5. The Terms and Conditions attached, Section C - Appendix A - Member Information Form and Section C - Appendix B - Member Fees attached hereto are to be read into and form part of this Agreement and the whole shall constitute the contract between the parties.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement by the hands of their duly authorized representatives.

**SUPPLIER:**

**MEMBER:**

**BC ONE CALL LIMITED**

\_\_\_\_\_

Per: 

Per: \_\_\_\_\_  
Signature of Authorized Representative

Mike Ippen, Exec. Director

\_\_\_\_\_  
Name and Title of Person Signing

Note: In order for BC One Call to process your new membership promptly, please return the signed and dated document to:

BC One Call Limited  
Attn: Member Services  
9768 Third Street,  
Sidney, BC V8L 3A4



## TERMS AND CONDITIONS

### 1. INTERPRETATION

1.1 In this Agreement and in all Appendices attached hereto, unless the contrary is expressly stated:

- (a) **“Activation Date”** shall mean that date on which the Member is a part of the System and capable of receiving Notifications;
- (b) **“After Hours”** shall mean those hours of each and every day excluding Operating Hours;
- (c) **“Agreement”** shall mean this Agreement and all Appendices attached to and which form a part of this Agreement as it may be amended from time to time in accordance with the terms hereof and the expressions “herein”, “hereof”, “above” and “below” and similar expressions refer to this Agreement and where applicable, to the appropriate Appendices hereto;
- (d) **“Authorized Subcontractor”** shall mean a subcontractor with whom the Supplier has contracted to perform the obligations of the Supplier herein (excluding those described in paragraphs 2.1 and 2.2) in accordance with the provisions of paragraph 2.7 below;
- (e) **“Notification Centre”** (formerly referred to in previous versions of the Members Agreement as “Call Centre”) shall mean the premises and / or the infrastructure maintained by the Supplier to provide the service;
- (f) **“Notification Centre Services”** shall mean the services described as such in paragraph 2.3 below;
- (g) **“Cancellation”** shall mean an outgoing communication from the Supplier to the Member and/or Requestor which advises the Member that a notification has been cancelled;
- (h) **“Correction”** shall mean an outgoing communication from the Supplier to the Member and/or Requestor which advises the Member that the information on a Notification has been revised;
- (i) **“Data”** shall mean information and material provided from time to time by the Member to the Supplier as to the location of the underground infrastructure which are the property of or under the control of the Member;
- (j) **“Database”** shall mean a geographic system created and maintained by the Supplier to contain the Data supplied by the Member to the Supplier;
- (k) **“Emergency Locate Request”** shall mean an outgoing request for locates from the notification service provider which has a lead time of less than 2 hours where ground disturbance is required to correct a condition that poses an immediate threat to life, health or property. The Excavator must be on site or en route to the site to begin the work;
- (l) **“Excavator”** shall mean any person, partnership, corporation, public agency, agent or other entity that is responsible for carrying out a ground disturbance;
- (m) **“Homeowner”** shall mean the owner or tenant of a residential lot or farm whose locate request is restricted to that particular lot or farm and who is functioning as an *excavator* on that private property;

- (n) **“Information”** shall mean information with respect to the Member’s organization as detailed in the Member Information Form, attached as Appendix “A” hereto;
- (o) **“Law”** shall mean the Laws in force in the Province of British Columbia and as amended from time to time;
- (p) **“Locate Request”** shall mean an incoming communication from an Excavator (Requestor) which advises the Supplier of the Requestor’s intent to disturb the ground at a particular location and requests that the Member be notified of this intent and the locations of members’ Underground Infrastructure be identified at that location prior to the Requestor disturbing the ground;
- (q) **“Notification”** shall mean an outgoing transmission, from the Supplier to the Member, which advises the Member of the Requestor’s intent to disturb the ground and provides relevant contact information, scope of work and the location of the site substantially in the form of Appendix C attached;
- (r) **“Operating Hours”** shall mean during business days, the Supplier shall process locate requests received by phone between 0800 hours and 1630 hours in the time zone local to the service area, and shall accept emergency locate requests by phone and any other request type via web site 24hrs/day 7 days/week;
- (s) **“Owner”** shall mean any owner or operator of Underground Facilities in the Province of British Columbia who has entered into a Member’s Agreement with the Supplier.
- (t) **“Priority Locate Request”** shall mean “an outgoing request for locates from the Supplier to the Member which has a lead time of more than 2 hours but less than 3 days, where excavation is required to correct a condition that poses a potential threat to life, health or property;
- (u) **“Relocate”** shall mean a request from an excavator that previously-marked locations be re-marked;
- (v) **“Requestor”** shall mean the person submitting the Locate Request;
- (w) **“Requestor ID”** shall mean a process where each Requestor’s contact information is stored in the system;
- (x) **“Retransmission”** shall mean a duplicate Notification transmitted at the request of the Member;
- (y) **“Services”** shall mean the services to be provided by the Supplier to the Member as described in section 2 below, including, without limitation, the “Notification Centre Services”;
- (z) **“Short Notice Locate Request”** shall mean an outgoing request for locates from the Supplier to the Member where the Requestor requests a response prior to the minimum notice period;
- (aa) **“System”** shall mean the computer hardware and software and telecommunications systems operated by the Supplier to provide the Notification Centre Service to Excavators and Members;
- (bb) **“Ticket Number”** shall mean a unique number assigned to each Locate Request for reference and record keeping purposes;
- (cc) **“Toll Free Telephone Number”** shall mean collectively: the toll free telephone number for receiving long distance calls at the Notification Centre, such number currently being 1-800-474-6886 (Toll Free).

- (dd) **“Underground Infrastructure”** shall mean cables, ducts, equipment, pipes, or vaults buried in public and private property or rights-of-way and;
- (ee) **“Update”** shall mean a notification that an Excavator has changed the site location on a locate request, cancelling the previous Notification and generating a new Ticket Number.

1.2 The article and paragraph headings contained in this Agreement and in all Schedules attached hereto are for convenience of reference only and shall not affect the construction or interpretations of the provisions hereof.

## **2. OBLIGATIONS OF THE SUPPLIER**

In consideration of payment of the Fees specified in Appendix B by the Member and subject to the Member complying with its obligations set out in section 3 below, the Supplier shall provide the Services to the Member, which shall consist of the following:

**2.1 PROMOTION PROGRAM.** The Member acknowledges the advantages to it of an advertising, promotion and liaison program (the “Program”), which would:

- (a) Recruit additional owners or operators of Underground Infrastructure in the Province of British Columbia to enter into Member agreements with the Supplier in order to achieve economies of scale and wider use of ClickBeforeYouDig.com website and the Toll Free Telephone Number by Excavators;
- (b) Advertise and promote, on behalf of all Owners, use by Excavators of the Notification Centre, and ClickBeforeYouDig.com website in order that persons in British Columbia are aware of the website and click before they dig; and
- (c) Liaise with government and other regulatory bodies regarding owners and operators of Underground Facilities in relation to persons digging or excavating.

**2.2 TERMS.** The Supplier shall utilize a portion of the Fees collected by all Owners to fund such a Program on the following terms and conditions;

- (a) the Supplier reserves the right to place and develop all advertising, promotion and liaison efforts in connection with the Program either directly or through an advertising agency or other subcontractor retained or formed for such purpose;
- (b) the Member understands and acknowledges that all advertising and promotion undertaken as part of the Program (whether detailed herein or otherwise) is intended to maximize general public recognition of the Notification Centre, the ClickBeforeYouDig.com website, the Supplier’s

website and the Toll Free Telephone Number for the benefit of all Owners, including the Member, and the Supplier undertakes no obligation to ensure that any particular Owner, including the Member, will benefit directly or pro-rata from the placement or conduct of such advertising and promotion; and

- (c) the Member acknowledges that a portion of the Fees shall be disbursed, as the Supplier determines appropriate, to assist in all aspects of the marketing and promotion of the Notification Centre, the Supplier's website, ClickBeforeYouDig.com website and call-to-action, and the Toll Free Telephone Number including, without limitation, the following purposes: public relations, promotional and advertising programs, government representation and owner and operator recruitment as Members; and
- (d) the Member acknowledges that all copyrights in the advertising and promotion undertaken as part of the Program shall be the property of the Supplier. Notwithstanding the foregoing, neither the Supplier nor any subcontractor (including an Authorized Subcontractor) or agent of the Supplier shall use or display the Member's name, trademark, logos or any proprietary marks or designations of the Member without its prior written consent.

**2.3 NOTIFICATION CENTRE SERVICES.** The Supplier shall do the following (collectively the "Notification Centre Services"):

**2.3.1 DATABASE AND DATA**

- (a) The Supplier shall create and maintain a Database to contain the Data supplied by the Member.
- (b) The Database may be a grid system based on legal land descriptions, or any other geospatial reference.
- (c) The Supplier, at his sole discretion, may put in place other systems to take advantage of technological advances.
- (d) The Member shall provide Data back to the Supplier in a format acceptable to the Supplier. The Data shall indicate all areas of the appropriate Databases the Member has underground infrastructure.
- (e) The Data provided by the Member shall include all the known underground infrastructure situated throughout the province of British Columbia that are owned, operated or under the control of the Member and/or its parent, subsidiaries, affiliates and related companies.
- (f) Within fourteen (14) days of receipt of the Data described in paragraph 2.3.1(d), the Supplier shall enter the Data into the appropriate Databases and return a copy of the data to the Member for verification.
- (g) The Member shall review the Data, make any required changes, additions or deletions and confirm its accuracy in writing back to the Supplier. The Data will not be live until it is verified and received back from the Member.

The Member shall return such verification of Data within fourteen (14) days of receipt of any request for same from the Supplier.

- (h) The Member shall update and/or verify his Data at least annually.
- (i) **Responsibility and Records:** The Supplier assumes no liability or responsibility for the accuracy of Data supplied by the Member and shall retain copies of all documents provided by the Member for a minimum of seven (7) years for future reference should a dispute arise concerning the accuracy of the Data.

### **2.3.2 OPERATION AND PROCEDURES**

- (a) **Receipt of Excavator requests:** Following the Activation Date, the Supplier shall operate the Notification Centre such that during the Operating Hours operators shall be available to receive telephone calls from Excavators on the Toll Free Telephone Number or electronic requests through the website inquiring, inter alia, about the location of the Member's Underground Facilities. The Supplier shall be and remain the "customer of record" with respect to the Toll Free Telephone Number. The Supplier will provide a number of consecutive lines to handle incoming inquiries with a minimum of hold time and shall answer all such calls quickly and efficiently. Separate telephone lines numbers shall be maintained by the Supplier in order to conduct the normal administrative activities of the Notification Centre.
- (b) **After Hours:** During After Hours, the Supplier will take Emergency Locate Requests:
  - (i) If the caller indicates he or she is calling to advise that Underground Infrastructure has been damaged:
  - (ii) The Agent shall attempt to determine from the caller what Underground Infrastructure has been damaged and, from the database, determine what Members have Underground Infrastructure in the area described by the Caller;
  - (iii) if Members have Underground Infrastructure in the area, the Supplier shall transmit the information obtained to the Members at such Member's emergency telephone numbers as specified in the Member Information Form (Appendix A);
  - (iv) If the caller indicates he or she is calling to obtain an Emergency Locate Request, the operator shall:
    - (a) transmit the information obtained to the Members at such Member's emergency telephone numbers as specified in the Member Information Form (Appendix A);
- (c) **Planned Excavation Date:** The Suppliers' operators shall ask the Excavator the date on which he or she plans to begin excavation activities. If the Excavator will not be commencing excavation activities within time lines designated by the Member companies, the Supplier shall not accept the Excavator's Locate Request except where the Excavator specifies that the Excavator requires the location of the Member's Underground Infrastructure to be marked above ground for planning or design purposes only.

- (d) Ticket Numbers: The Supplier shall assign a Ticket Number to each Locate Request.
- (e) Member Notification: The Supplier shall determine in accordance with the Member's Data, whether the Member has Underground Infrastructure located in the geographic area described by the Excavator. In the event the Supplier determines the Member has Underground Infrastructure located in such area, the Supplier will so advise the Excavator and shall provide Notification to the Member in accordance with the following schedule:
  - (i) Emergency Locate Requests shall be transmitted by the Supplier to the Member within five minutes of receipt of the Locate Request. After hours, the Supplier shall contact the Member to advise of the Notification within ten minutes of receipt of the Locate Request.
  - (ii) Priority Locate Requests shall be transmitted by the Supplier to the Member within fifteen minutes of receipt of the Locate Request;
  - (iii) Short Notice Locate Requests shall be transmitted by the Supplier to the Member within thirty minutes of receipt of the Locate Request; and
  - (iv) Locate Requests shall be transmitted by the Supplier to the Member within two hours of receipt of the Locate Request.
- (f) Transmission of Notification to Member: The Supplier will utilize email and secure transmission (FTP or SFTP) methods to communicate Notifications and related documents to the Member. It shall be the responsibility of the Member to ensure it is capable of receiving Notifications. The Supplier, at its sole discretion, may introduce other methods of communicating Notifications to the Member to improve efficiency and to take advantage of technological advances.
- (g) Information to Requestor: After obtaining the requisite information from the Excavator to complete a Locate Request, the Supplier shall advise each Excavator of the following:
  - (i) whether the Member appears to have Underground Infrastructure located in the geographical area described by the Excavator;
  - (ii) if so, advise the Excavator that the Member will be notified by the Supplier and the Excavator will be further advised not to commence any digging, excavating or similar work in the area until contacted by the Member and any other Owners that have Underground Infrastructure in the area; and
  - (iii) that the Excavator remains responsible to contact any other parties who may have Underground Infrastructure in the described area
  - (iv) Excavator Identification: Frequent users' contact information shall be stored by the system, and shall be retrieved by either entering the email address or customer name.
- (h) Records and Verification: The Supplier shall maintain in accordance with the following provisions, records and verifications of its activities as follows:
  - (i) The Supplier shall voice record all Locate Requests (including for clarity the Supplier's responses thereto) and shall store such recordings for a minimum period of three years;
  - (ii) The Supplier shall retain and store, for a minimum of seven years, a record of all Locate Requests, Notifications and all documents comprising the Member's Data; and

- (iii) At the conclusion of each regular working day, a list of all Ticket Numbers sent to each EDT Member Destination Code shall be transmitted by the Supplier to those Destination Codes to allow such Member to verify that all Notifications for the preceding twenty-four-hour period were in fact received.

All such records and verifications pertaining to the Member shall be made available to the Member upon request and within a reasonable period of time.

- (i) Notification of Damage: The Supplier shall transmit to the Member any advice received by the Supplier that Underground Infrastructure has been damaged, immediately upon its receipt, to the Member at such Member's emergency telephone number, as specified in the Member Information Form (Appendix A);

**2.4 INSURANCE.** Without restricting the generality of section 5 - Indemnification, the Supplier shall provide, maintain and pay for the insurance coverages specified in this paragraph 2.4 – Insurance. Unless otherwise stipulated, the duration of each insurance policy shall be from the Effective Date of the Agreement until expiration of the term of the Agreement.

**2.4.1 GENERAL LIABILITY INSURANCE.** Commercial General Liability Insurance in the name of the Supplier and any Authorized Subcontractor of the Supplier, shall be placed with limits of not less than \$10 million, Canadian Funds, applicable to any single occurrence of personal injury or property damage in relation to the provision of Notification Centre Services and operation of the Notification Centre and having a property damage deductible not exceeding \$2,500. To achieve the desired limit, umbrella or excess liability insurance may be used.

**2.4.2 INSURANCE PROVISIONS.** Each Comprehensive General Liability Insurance Policy specified in this section shall:

- (a) be underwritten by insurers licensed to carry on business in the Province of British Columbia; and
- (b) contain provisions extending coverage to cover contractual liability.

**2.5 CONFIDENTIALITY COVENANTS.** The Data provided by the Member shall remain strictly confidential and the Supplier shall not disclose, save as is required in providing the Services or otherwise pursuant to this Agreement, any Data to any person other than to an Authorized Subcontractor of the Supplier as contemplated in paragraph 2.7 below. The Supplier shall take reasonable precautions against the Data being used or acquired by any person, in any event at a minimum exercising the same degree of care as the Supplier uses in preserving the confidentiality of its own confidential information of a similar type. The Member's Data and the Member's Data contained in the Database may be disclosed only in a blended manner that does not highlight or distinguish the confidential information provided by a particular Member.

**2.5.1 EXCEPTION.** The Supplier shall, with respect to each Member's Data disclosed to it, be permitted to disclose all or part of such information without Supplier incurring liability to the Member as follows:

- (a) if the Supplier is required by applicable Law, or is ordered by a Court or other Governmental Body of competent jurisdiction to disclose such information;
- (b) such information was previously known to the receiving party free of any obligation to the Supplier to keep it confidential; or
- (c) such information has been previously publicly disclosed.

**2.6 INTELLECTUAL PROPERTY.** The Supplier covenants that all computer software, computer hardware, telecommunications equipment or other intellectual property used by it in connection with the Notification Centre shall in no way infringe upon any patent, copyright, trademark or other proprietary interest of any other owner, operator or member of any similar system and the Supplier shall indemnify and hold harmless the Member in respect of any loss, damage, liability, claim, costs or expenses, including legal fees and expenses sustained by or brought against the Member in connection with utilizing the services of the Supplier.

**2.7 AUTHORIZED SUBCONTRACTOR.** Notwithstanding the provisions of paragraph 7.1 below, the Supplier may, assign all of its rights and obligations hereunder (excepting paragraphs 2.1 and 2.2) to a Subcontractor who has been authorized and approved by the Supplier in writing (an "Authorized Subcontractor"). The Supplier hereby approves Alberta One-Call Corporation. As an Authorized Subcontractor as contemplated in the foregoing sentence. The Member hereby also acknowledges that pursuant to a Subcontract Agreement between Alberta One-Call Corporation. As Authorized Subcontractor and the Supplier, the obligations of the Supplier thereunder (excepting paragraphs 2.1 and 2.2) have been assigned to and assumed by Alberta One-Call Corporation. The Supplier hereby authorizes and directs the Member to provide to Alberta One-Call Corporation the Data, any verification or updating of the Data, the Member Information Form and copies of any notices or communications given pursuant to the provisions of this Agreement. The Member acknowledges such direction and authorization and will provide such Data and communications in accordance with same. The Member will cooperate in all respects with the Authorized Subcontractor in connection with provision of Services by the Authorized Subcontractor. Notwithstanding the foregoing, the Member's approval of any subcontractor hereunder shall not create any contractual relationship between Member and the subcontractor or relieve Supplier of its sole responsibility for all acts or omissions of its subcontractors.

### **3. OBLIGATIONS OF THE MEMBER**

The Member shall:



**3.1 FEES.** Pay all applicable charges as set out in Appendix B hereto, and as further specified in the Agreement to which these Terms and Conditions are attached, as and when due.

**3.2 PROVISION OF DATA.** Members shall provide data in a format compatible with the base map and software provided in the system. The preferred format is digital geospatial data to minimize data manipulation errors. The Supplier will accept data in other formats if the Member is unable to provide digital data. The data provided by the Member shall include, at a minimum, all the known Underground Infrastructure operated or under the control of the Member and/or its parent, subsidiaries, affiliates and related companies.

**3.3 UPDATING.** Provide to the Supplier, forthwith and as requested by the Supplier, notification of any changes in, deletions from or additions to the Data such that the Data provided to the Supplier is current and accurate at all times.

**3.4 VERIFICATION.** Provide to the Supplier, notwithstanding the provisions of paragraph 3.3 above, annually during the continuance of the Agreement, verification, in a form satisfactory to the Supplier acting reasonably, of the Data as reflected in Data Base in accordance with the provisions of paragraph 2.3.1 above.

**3.5 RESPONSE.** Within three full business days of receiving Notification from the Supplier, the Member shall either:

- (a) Identify and mark the location of their underground infrastructure;
- (b) Contact the excavator to arrange a mutually acceptable time to complete the locates;
- (c) Provide clearance to proceed with the project, or
- (d) Follow any other method of response to the locate request approved by legislation that may be introduced from time to time.

#### **4. TERMINATION**

**4.1 EVENT OF DEFAULT.** In the event one party does not fulfill its obligations hereunder in any material manner, the other party may send a written notice to the party in default stating the nature of the default. If the defaulting party has not corrected such default within 20 days from receipt of the Notice, the other party may terminate this Agreement by sending the defaulting party no less than 10 days prior written notice of its intention to do so.

**4.2 TERMS TO SURVIVE.** The provisions of this agreement which by their context are intended to survive termination shall survive notwithstanding such termination including, without limitation, the provisions of paragraphs 2.5, 4.6, 4.7 and section 5.

**4.3 INSOLVENCY.** Notwithstanding the foregoing, this Agreement may be terminated by either of the parties upon the happening of any one or more of the following events:

- (a) the other party is liquidated, wound-up or dissolved, either voluntarily or involuntarily;
- (b) the other party commits an act of bankruptcy or insolvency as defined by the Bankruptcy Act of Canada or a petition, assignment, arrangement, reorganization or proposal in Bankruptcy is filed by or against the other party; or
- (c) the other party makes an assignment for the general benefit of its creditors.

**4.4 FEES ON TERMINATION.** Notwithstanding termination of this Agreement, the Member shall be responsible to the Supplier for all fees payable in connection with the Services accruing up to and including the date of termination. Such fees shall be payable within 30 days of such termination occurring.

**4.5 NO REFUND.** In the event that this Agreement is terminated in accordance with the provisions of this section 4, there shall be no refund or credit to the Member of any joining fees.

**4.6 RETURN OF DATA.** Subject to the requirements to retain records pursuant to paragraph (2.3.1), forthwith following termination, the Supplier shall return to the Member all Data provided by the Member to the Supplier and, upon receipt of a written request from the Member, shall delete from its Data Base all information relevant to the Member.

**4.7 TRANSITION.** The parties hereto shall act reasonably in order to affect a smooth transition from the Notification Centre facilities to any system or facilities to be utilized by the Member with respect to Excavator inquiries relating to location of the Member's Underground Facilities following termination.

## **5. INDEMNIFICATION**

5.1 The Supplier shall indemnify and in addition, hold harmless the Member, and its directors, officers, employees, agents, subcontractors or servants in respect of any loss, damage, liability, penalty, fine, claim, cause of action or cost, including, without limitation, reasonable legal fees on a solicitor-client basis, of every nature and kind whatsoever, sustained by or brought against the Member attributable to a negligent act or omission, willful misconduct or breach of obligations under this Agreement by the Supplier or any of its subcontractors (including an Authorized Subcontractor), agents or representatives.

5.2 The Member shall indemnify and hold harmless the Supplier, and its directors, officers, employees, agents or servants in respect of any loss, damage, liability, penalty, fine, claim, cause of action or cost, including, without limitation, reasonable legal fees on a solicitor-client basis, of every nature and kind whatsoever, sustained by or brought against the Supplier attributable to a negligent act or omission, willful misconduct or breach of obligations under this Agreement by the Member or any of its subcontractors, agents or representatives

## 6. PROCEDURE OF INDEMNIFICATION AGAINST THIRD PARTY CLAIMS

- (a) Where a party becomes aware of any demand or claim, which could be a cause of indemnification that it wishes to make, it must promptly notify the other party of its intention to make a claim.
- (b) Promptly upon receipt by either the Supplier or the Member (herein referred to as the "Indemnitee") of notice of any third party claim in respect of which the Indemnitee proposes to demand indemnification from the other party to this Agreement (the "Indemnitor"), the Indemnitee shall give notice to that effect to the Indemnitor with reasonable promptness.
- (c) The Indemnitor shall have the right by notice to the Indemnitee not later than 30 days after receipt of the notice described in (a) to assume the control of the defense, compromise or settlement of the third-party claim, provided that such assumption shall, by its terms, be without cost to the Indemnitee.
- (d) Upon the assumption of control by the Indemnitor as aforesaid, the Indemnitor shall at its expense diligently proceed with the defense, compromise or settlement of the third party claim at Indemnitor's sole expense, including employment of counsel reasonably therewith. The Indemnitee shall cooperate fully, but at the expense of the Indemnitor, to make available to the Indemnitor all pertinent information and witnesses under the Indemnitee's control, make such assignments and take such other steps as in the opinion of counsel for the Indemnitor are necessary to enable the Indemnitor to conduct such defense, provided always that the Indemnitee shall be entitled to reasonable security from the Indemnitor for any expense, costs or other liabilities to which it may be or may become exposed by reason of such cooperation.
- (e) The final determination of such third-party claim, including all related costs and expenses, will be binding and conclusive upon the parties hereto and the Indemnitee as to the validity or invalidity, as the case may be, of such third party claim against the Indemnitor hereunder.
- (f) Should the Indemnitor fail to give notice to the Indemnitee as provided in subparagraph (c), the Indemnitee shall be entitled to make such settlement of the third party claim as in its sole discretion may appear advisable, and such settlement or any other final determination of the third-party claim shall be binding upon the Indemnitor.

## 7. ASSIGNMENT

**7.1 PROHIBITION.** Subject to the provisions of paragraph 2.7 above, neither party may assign their rights or obligations under this Agreement, or any part thereof without the express written consent of the other given in writing. Such consent not to be unreasonably withheld. Any prohibited assignment shall be null and void. No assignment shall operate to release the assigning party from its obligations hereunder.

## **8. EXCUSABLE DELAY**

Notwithstanding anything to the contrary contained in this Agreement, if either party is prevented or delayed from complying with any of the terms of this Agreement and such failure is occasioned by any cause beyond its reasonable control including, without limitation, the operation of any Law, regulation or order of government or any other duly constituted authority, labour dispute or disturbance, strike, lockout, riot, war, interference by civil or military authority or act of God, but excluding only finances, then that party shall not be liable to the other party for any damage or loss to person or property or costs or charges associated therewith or occasioned thereby and the time for performance of the parties obligations under this Agreement shall be extended by a period of time equal to the time required to remove or remedy the excusable delay; provided always that should the Member be prevented, through excusable delay as set out herein, from providing Data to the Supplier in accordance with the terms hereof, the Supplier may at its sole discretion, refuse to give out to Excavators information as to the Underground Facilities which are the property of the Member, until such time as the excusable delay is remedied and the Data supplied by the Member to the Supplier is verified in accordance with the provisions of paragraph 2.3.1.

## **9. GENERAL**

**9.1 AMENDMENT.** This Agreement may only be amended by further written agreement executed and delivered by both parties.

**9.2 WAIVER.** Except as otherwise provided herein, no term or provision, nor any representation, warranty or condition herein granted shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any such consent or waiver shall not constitute a consent to, waiver of, or excuse for any other similar, different or subsequent breach.

**9.3 UNENFORCEABLE TERMS.** If any term, covenant or condition of this Agreement or the application thereof to any party or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a party or a circumstance other than those to which it is held invalid or unenforceable, shall not be affected thereby and each remaining term, covenant or condition shall be valid and shall be enforceable to the fullest extent permitted by Law.

**9.4 WHOLE AGREEMENT.** The parties acknowledge that the Agreement contains the whole of the agreement between the parties as to the subject matter herein contained.

**9.5 ENUREMENT.** This Agreement shall apply and enure to the benefit of and be binding upon the permitted successors and assigns of the parties hereto provided always that nothing in this paragraph shall impair any of the foregoing provisions prohibiting assignment of this Agreement without the written consent of the other party.

**9.6 INDIRECT, CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES.** Under no circumstances will either party be liable to the other hereunder for any indirect,

consequential, special or punitive damages hereunder whether sounding in contract or in tort.

**9.7 SINGULAR, PLURAL AND GENDER.** Wherever the singular and the masculine are used throughout this Agreement, the same shall be construed as meaning the plural or feminine or neuter where the context so requires.

**9.8** This agreement shall be governed by, and construed in accordance with, the Laws of the Province of British Columbia and the Laws of Canada applicable therein.

## **10. TERM**

10.1 This Agreement shall commence on the Effective Date and shall be for a term of one year. Thereafter this agreement shall automatically be renewed for an additional period of one year, unless prior to January 31 in any given calendar year either party provides notice in writing to the other that it does not wish to renew the terms of this Agreement. In the event such notice is provided, Services hereunder will cease to be provided on the last day of February following receipt of such notice.

**APPENDIX A**

See pdf attached

**APPENDIX B****BC ONE CALL - FEES****1. MEMBER CATEGORIES**

1.1 For the purpose of determining joining fees, the Member shall be classified, at the sole discretion of the Supplier, into one of the following categories:

- (a) Municipalities, which are defined as cities, towns, new towns, villages, summer villages, counties, municipal districts and improvement districts with joining fees determined by the Supplier from time to time having regard to population, subject to minimum and maximum amounts;
- (b) Utilities, which are defined as water supply and distribution systems, gas distribution systems, electrical distribution systems, telephone systems and cable television systems with joining fees determined by the number of customers, subject to minimum and maximum amounts.
- (c) Pipelines, which are defined as oil and gas explorers, developers, producers, processors, refiners, pipeline transmission companies, product transporting companies, pipeline operators, irrigation districts, trunk sewer systems and trunk water main systems with joining fees determined by the length of buried pipe, subject to minimum and maximum amounts.
- (d) Plants, which are defined as gas processing plants and compressor stations with joining fees set at a flat rate.
- (e) First Nations, which are lands or portions of lands as described by the First Nation applicant.
- (f) Others, which may be defined from time to time by and at the discretion of the Supplier.

For Members who are not Shareholders the Member shall be classified, by the Supplier, into the Member category that best represents the Member's main business activities.

1.2 Shareholders (Optional when Joining). For Members who wish to become a Shareholder of the Supplier ("Shareholders") and who have been approved by the Board of Directors of the Supplier and have agreed to be bound by the Unanimous Shareholders Agreement, may become a Shareholder upon payment of the joining fees consisting of the purchase of one share per Member at a subscription cost of one (1) dollar per share and which share has a cancellation (redemption) value of one (1) dollar in accordance with such Unanimous Shareholders Agreement and the lump sum joining fee in effect from time to time, which lump sum joining fee is currently \$30,000. Prospective Shareholders acknowledge that representation on the board of directors of the Supplier is subject to availability of a board seat.

## **2. FEES**

2.1 A one-time registration fee shall be paid to the Supplier by the Member on the Effective Date. This fee is specified in section 4 of this Appendix B.

2.2 The Member shall be invoiced monthly by the Supplier, for Notifications to the Member, during that quarter. The fee for each Notification shall be in accordance with paragraph 4.2 below of this Appendix B. Payment shall be due within thirty (30) days of receipt of the invoice by the Member.

2.3 At the written request of the Member, the Supplier will not notify the Member of proposed excavation when the Excavator (Requestor) is an Agent of the Member and will be providing their own locates.

2.4 The Member shall not be charged for any Notifications or other transmissions that relate to the setup, checking or maintenance of the Notification Centre Systems.

## **3. CHARGEABLE NOTIFICATIONS**

3.1 The Member shall be charged for each Notification in accordance with section 4 of this Appendix B except where a Notification meets the criteria of section 3 of this Appendix B.

3.2 The Member shall be charged for each Relocate, and Update in accordance with paragraph 4.2 of this Appendix B.

3.3 The Member shall not be charged for a correction.

3.4 In the situation where an Excavator requests that the Member be notified of a Locate Request when that Member does not appear to have buried plant at that location according to the Data in the Database, the Member will be notified and charged for a Notification in accordance with section 4 of this Appendix B.

## **4. FEE SCHEDULE**

**4.1 REGISTRATION FEES.** The joining fees for each Member shall be a onetime flat fee of \$50.00.

**4.2 NOTIFICATION FEES.** Effective January 1, 2015, the fee to be remitted by a Member for each Notification transmitted to that Member shall be \$2.25. A member shall pay notification fees on a monthly basis or, should a member receiving minimal notifications (under \$100.00/year) wish to avoid accounting costs during the year, that member may elect to pay at the end of twelve (12) months.

4.2.1 Members will not be charged for their own locate requests.

4.2.2 Members will be charged for each notification and each copy of a notification sent to alternate destinations.

4.2.3 Members will be charged a notification fee for retransmits requested by the Member.

4.2.4 Unless otherwise directed, Members will not be charged for Test tickets.

**4.3 NOTIFICATION FEES - ANNUAL DETERMINATION.** Provided the Supplier first provides written notification to the Member in accordance with this paragraph, the Supplier may increase or decrease Notification fees payable by the Member on the following basis:

- (a) annually, in December of each calendar year, the board of directors of the Supplier will determine if the Notification fees are sufficient to cover the costs of providing the Notification Centre Services and the Program to all Members;
- (b) in the event there is a disparity between Notification fees generated and such costs, having regard to any excess or deficiency anticipated for the current calendar year, the Supplier shall prescribe the Notification Fees applicable for the forthcoming calendar year in order to eliminate such excess or deficiency in the forthcoming year;
- (c) the Supplier shall, on or before the 7th day of January advise the Member in writing if it will be increasing Notification fees for the current calendar year;
- (d) In the event the Member, following receipt of such notice determines it does not wish the Supplier to continue to supply Notification Centre Services to the Member, the Member must provide written notice of non-renewal in accordance with the Terms and Conditions section 4 Termination and section 10 - Term.



## APPENDIX C

## SAMPLE

## BC ONE CALL TICKET FORMAT

BC ONE CALL

NOTICE OF INTENT TO EXCAVATE REASON CODE: ROUTINE LOCATE

Ticket No: 2015330801

Sending To: BC ONE CALL Code: NOANSW01 Sequence: 0052

|                     |                |                |                |
|---------------------|----------------|----------------|----------------|
| Original Call Date: | 08/13/2000     | Time: 13:39:36 | Op: 30         |
| Transmit Date:      | 08/13/2000     | Time: 13:42:19 | Op: 30         |
| Work to Begin Date: | 08/19/2000 T   | Time: 13:42:19 |                |
| Excavator:          | JJ CONTRACTING | Contact Phone: | (604) 257-1900 |
| Contact Name:       | JANET ANDERSON | Cell Phone:    | (604) 451-2323 |
|                     |                | Pager:         |                |
| Alt.Contact:        | JOHN SMITH     | Alt. Phone:    | (604) 657-9056 |
|                     |                | Fax Phone:     | (604) 657-8746 |

Place: GIBSONS

Comments:

Address At/From: 805 Address To: 809

Street: NORTH RD

Nearest Intersecting Street: REED RD

Second Intersecting Street:

Additional Dig Information:

PRIV PROP - REAR OF BLDG

Remarks:

CALLER STATES: AREA IS MARKED IN WHITE PAINT

Type of Work: FENCE

Depth: 1 MTR Length: UNKNOWN Width: UNKNOWN

Private Property: Yes Dig Area Marked: No Machine Dig: Yes

Public Property: No Planning/Design: No Hand Dig: No

Work Being Done For: JJ CONTRACTING

Also Notified: TELUS, FORTISBC, BC HYDRO, GIBSONS

Legend: C = Cleared

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REGIONAL DISTRICT OF BULKLEY-NECHAKO  
MEMORANDUM

To: Chair Thiessen and Board of Directors (August 15, 2019)  
From: Rory Mckenzie  
Director of Environmental Services  
Date: August 6, 2019  
Subject: Authorization to Proceed with Purchase of Capital Equipment – Two Tractors with a  
frontend loader

On July 3, 2019 Staff issued a RFQ for the Supply and Delivery of two tractors with a frontend loader for the purpose of loading collected recycling products onto delivery trucks and for all other work related to the recycling depots at the Vanderhoof and Smithers-Telkwa Recycling Depots. This RFQ was issued to three dealerships in the Regional District. All three responded and all three quotes came in under budget. However only two of the three quotes met the specifications that was requested in the RFQ. The two RFQ's were ranked based on Cash benefit for the RDBN, Service location, and Service quality and Reputation.

**Budget** – There is a total of \$120,000 in the 2019 budget to purchase the two tractors.

Based on price and the overall ranking Huber Farm Equipment (Kubota) of Smithers ranked first (see overall ranking on the following page).

At this time, staff is requesting authorization to proceed with the purchase of the two L4760 Kubota Tractors from Huber Farm Equipment of Smithers. This request is contingent on the total costs being equal to or less than the value presented in the 2019 budget.

RECOMMENDATION

(All/Directors/Majority)

1. That the Board of Directors receive the memorandum titled, "Authorization to Proceed with Purchase of Capital Equipment – Two LA4760 Kubota Tractors with a LA1055 frontend loader" and dated August 15, 2019.
2. Further, that the Board of Directors authorize staff to purchase the Two Tractors from Huber Farm Equipment for a total cost not to exceed \$120,000.

Respectfully submitted,

Rory Mckenzie  
Director of Environmental Services

Rankings for new Tractor with frontend loader Purchase

All pricing before PST

30 points = price

20 points = reputation & reliability

10 points = service

| Company                      | Price | Service | Reputation & Reliability | Total points |
|------------------------------|-------|---------|--------------------------|--------------|
| Huber Farm Equipment -Kubota | 28    | 10      | 15                       | 53           |
| John Deere Prince George     | 30    | 8       | 13                       | 51           |



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**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
MEMORANDUM**

**To:** Chairperson Thiessen and Board of Directors (August 15, 2019)  
**From:** Janette Derksen  
Deputy Director of Environmental Services  
**Date:** August 2, 2019  
**Subject:** Bylaw No 1764 Amendment – Camp Waste/User Fee Schedule D

---

Over the past few years the Environmental Services Department has noted some changes to Solid Waste User Fee Bylaw No. 1764, to recover some administration costs for handling and processing specific waste materials that the RDBN manages at the Transfer Stations and Landfills - specifically, the ability to waive the \$20 tip fee for MARR accepted ODS units. Also, to be more comparable to other Northern Regional Districts with user fees, staff has proposed to increase a couple of the material user fees.

With the solid waste volumes that are being proposed to be disposed at the RDBN landfill facilities with the approaching Coastal Gaslink Pipeline worker camps, staff wishes to charge for these volumes to accommodate the handling and management of this waste for numerous years after the camps are removed. Further amendments had to be made to Solid Waste User Fee Bylaw No. 1764 to allow for the RDBN to charge for Camp Waste C/D and General solid waste. Please see attached document from XCG consulting to support the proposed fees attached to Camp Waste disposal.

Staff recommends that the Board of Directors give the Solid Waste Management Facility Regulation and User Fee Bylaw No. 1879, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**Recommendation:**

- 1) That "Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Bylaw No. 1879, 2019" be given first, second and third reading and subsequently be submitted to the Ministry of Environment for approval.



XCG CONSULTING LIMITED

T 780 432 5770 | edmonton@xcg.com

10455 - 84th Avenue, Edmonton, Alberta, Canada T6E 2H3

August 2, 2019

**XCG File No. 4-2246-01-10**

Ms. Janette Derksen  
Deputy Director of Environmental Services  
Regional District of Bulkley-Nechako  
Box 820, 37 3rd Avenue  
Burns Lake, British Columbia V0J 1E0

**Re: Tipping Fee Assessment for Industry Camp Waste**

Dear Ms. Derksen:

XCG Consulting Limited (XCG) is pleased to present the following Tipping Fee Assessment for Industry Camp Waste accepted at the Regional District of Bulkley-Nechako (RDBN) landfills. XCG understands that the Knockholt Sub-Regional Landfill and the Clearview Sub-Regional Landfill are expected to receive additional waste due to pipeline construction in the area. The RDBN would like to establish an Industry Camp Waste Bylaw to designate tipping fees for this waste and would like XCG's opinion (on a high level) on tipping fees rates that could be implemented to ensure that the long-term cost of managing the landfills is covered.

As per the Coastal GasLink (CGL) Solid Waste Summary included in Appendix A, and discussions with the RDBN, it is estimated that approximately 1,500 tonnes of additional municipal solid waste (MSW) is expected to be received at the Clearview Sub Regional Landfill over a period of 3 to 4 years from the Vanderhoof and Lejac camps. The Knockholt Sub-Regional Landfill is expected to receive an additional 2,075 tonnes of MSW over the same period from the Tchesinkut Lake, Huckleberry, and Main 9A camps. Additionally, each landfill would also receive an unknown volume (tonnage) of construction waste associated with the pipeline construction. The Clearview Sub-Regional Landfill and the Knockholt Sub-Regional Landfill received approximately 7,843 tonnes and 16,289 tonnes of waste in 2018, respectively. As such, depending on the tonnage of construction waste hauled to each landfill along with the additional MSW, both landfills could experience a moderate increase in tonnages landfilled during the construction period.

Table 1 provides a summary of tipping fees per tonne for other nearby regional districts. It is noted that tipping fees for the Central Coast Regional District were not included as their tipping fees are by load and not by tonne, making proper comparison of fees difficult.

As shown in Table 1, the tipping fee for MSW in nearby regional districts ranges from \$80 per tonne to \$110 per tonne, with an additional charge for contaminated (unsorted) waste sometimes in place. Based on Table 1, the tipping fee for construction waste ranges from \$107 per tonne to \$200 per tonne, with sorted metal, concrete, and wood sometimes receiving a discounted rate (\$55 per tonne) and contaminated (unsorted) waste sometimes receiving an inflated rate (\$250 per tonne to \$500 per tonne).



XCG understands that the RDBN is planning on proposing an Industry Camp Waste (MSW and construction waste) tipping fee of \$130 per tonne. Based on the tipping fees at other landfills, this tipping fee rate is not unreasonable and will serve to cover additional fees due to increased operational and capital costs at the landfills that this additional waste will likely cause. There will be an operational adjustment period at the landfills to deal with this influx of waste and operational hours may need to be increased. Similarly, another operational adjustment will need to be undertaken upon completion of the construction project. The anticipated increase in waste will cause the landfill cells to reach volumetric capacity sooner, resulting in the need to move forward landfill expansion construction, closure construction and post-closure care and associated costs. The proposed tipping fee for the Industry Camp Waste should ensure that the tax payers (residents) of the RDBN are not subsidizing the disposal costs for the pipeline construction.

Construction waste is commonly charged higher tipping fees due to the bulky nature of the waste resulting in a decrease in waste density. Construction waste can also require additional handling. As such, a surcharge for construction waste on top of the proposed Industry Camp Waste tipping fee is not unreasonable. A tipping fee of \$160 per tonne for bulky or unsorted construction wastes could be applied at the discretion of the RDBN.

The assessment above is based on the comparison of tipping fees for nearby regional districts and XCG's experience with solid waste management systems. A detailed financial analysis of the RDBN's solid waste management system could be conducted by XCG to ensure that all current and future operational and capital costs associated with the operation, closure, post-closure and expansion of the landfills are covered by tipping fees.

### **CLOSING**

Should you have any questions or require additional information, please do not hesitate to contact the undersigned.

Yours very truly,

XCG CONSULTING LIMITED

A handwritten signature in cursive script, appearing to read 'Chloe Stone'.

Chloe Stone, B.Sc., P.Eng.  
Project Manager

Attachments: Table 1  
Appendix A – CGL Camp Solid Waste Summary

TABLE

Table 1 Tipping Fees for Nearby Regional Districts - By Tonne

| Regional District                  | Tipping Fee (\$/Tonne) | Type of Waste                                                                                                               |
|------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Municipal Solid Waste (MSW)</b> |                        |                                                                                                                             |
| Cariboo <sup>1</sup>               | 80                     | Commercial mixed MSW.                                                                                                       |
| Cariboo <sup>1</sup>               | 200                    | Commercial mixed MSW, contaminated loads (containing more than 10% other wastes or recyclables)                             |
| Cariboo <sup>1</sup>               | 400                    | Heavily contaminated MSW waste. If containing more than 50% contaminated - charged double the rate.                         |
| Fraser Fort George <sup>2</sup>    | 90                     | Camp waste.                                                                                                                 |
| Peace River <sup>3</sup>           | 110                    | Unsorted regular waste.                                                                                                     |
| Kitimat Stikine <sup>4</sup>       | 110                    | Municipal Solid Waste.                                                                                                      |
| <b>Construction Waste</b>          |                        |                                                                                                                             |
| Cariboo <sup>1</sup>               | 200                    | Demolition and construction waste.                                                                                          |
| Cariboo <sup>1</sup>               | 250                    | Demolition and construction waste contaminated load (10% or greater recyclable waste of clean wood).                        |
| Cariboo <sup>1</sup>               | 500                    | Heavily contaminated demolition and construction waste. If containing more than 50% contaminated - charged double the rate. |
| Fraser Fort George <sup>2</sup>    | 107                    | Bulky waste.                                                                                                                |
| Peace River <sup>3</sup>           | 55                     | Sorted metal, concrete and wood.                                                                                            |
| Peace River <sup>3</sup>           | 110                    | Mixed demolition, land clearing, and construction.                                                                          |
| Peace River <sup>3</sup>           | 110                    | Unsorted controlled waste.                                                                                                  |
| Kitimat Stikine <sup>4</sup>       | 110                    | Construction and demolition, land clearing. (Loads less than 5m <sup>3</sup> )                                              |
| Kitimat Stikine <sup>4</sup>       | 55                     | Metal.                                                                                                                      |

**Notes:**

1. Cariboo Regional District. Central Cariboo Landfill - Commercial User Fees. [https://www.cariboo.ca/uploads/1555/Commercial\\_User\\_Fees\\_-\\_Central\\_Cariboo\\_Landfill\\_and\\_Transfer\\_Station\\_BL\\_4950.pdf](https://www.cariboo.ca/uploads/1555/Commercial_User_Fees_-_Central_Cariboo_Landfill_and_Transfer_Station_BL_4950.pdf)
2. Regional District of Fraser Fort George. Environmental Services, Mackenzie Regional Landfill. <https://www.rdfg.bc.ca/uploads/1016/Mackenzie-Regional-Landfill.pdf>
3. Peace River Regional District. Solid Waste Fees and Bylaws. <https://prrd.bc.ca/services/garbage-and-recycling/fees/>
4. Regional District of Kitimat Stikine. Bylaw No. 682. Solid Waste Fees and Bylaws. [http://www.rdks.bc.ca/sites/default/files/bylaw\\_682\\_signed\\_scanned.pdf](http://www.rdks.bc.ca/sites/default/files/bylaw_682_signed_scanned.pdf)

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**APPENDIX A**  
**CGL CAMP SOLID WASTE SUMMARY**

**CGL Camp Solid Waste Summary** (April 12, 2018)

| Camp Name       | Construction Section | Nearest Community | Regional Distract | Peak beds First phase | Solid Waste Volumes (kg/day) | Peak beds Second phase | Solid Waste Volumes (kg/day) | Peak beds Third phase | Solid Waste Volumes (kg/day) | Total Occupied Person Days | Solid Waste Total Volumes (kg) | Solid Waste Total Volumes (kg) |
|-----------------|----------------------|-------------------|-------------------|-----------------------|------------------------------|------------------------|------------------------------|-----------------------|------------------------------|----------------------------|--------------------------------|--------------------------------|
| Vanderhoof      | 4                    | Vandehoof         | Bulkley Nechako   | 250                   | 1250                         | 875                    | 4375                         | 100                   | 500                          | 100,000 - 140,000          | 500,000                        | 700,000                        |
| Lejac           | 5                    | Fraser Lake       | Bulkley Nechako   | 150                   | 750                          | 775                    | 3875                         | 775                   | 3875                         | 120,000- 160,000           | 600,000                        | 800,000                        |
| Tchesinkut Lake | 6                    | Burns Lake        | Bulkley Nechako   | 200                   | 1000                         | 600                    | 3000                         | 600                   | 3000                         | 100,000 - 140,000          | 500,000                        | 700,000                        |
| Huckleberry     | 6                    | Houston           | Bulkley Nechako   | 150                   | 750                          | 800                    | 4000                         | 800                   | 4000                         | 125,000-175,000            | 625,000                        | 875,000                        |
| Main 9A         | 8                    | Houston           | Bulkley Nechako   | 150                   | 750                          | 475                    | 2375                         | 475                   | 2375                         | 50,000 - 100,000           | 250,000                        | 500,000                        |

Camp occupancies are estimated and considered preliminary  
 The solid waste quantities are based on an average of 5kg/person /day  
 The solid waste quantities do not include any construction waste.

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 1879**

A bylaw to amend Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016

---

**WHEREAS** the Regional District of Bulkley-Nechako has enacted Refuse Disposal Local Service Establishment Bylaw No. 683, 1990 and established a local service for garbage disposal which includes all municipal and electoral areas of the Regional District as participants;

**AND WHEREAS** the Regional District of Bulkley-Nechako has enacted the Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016 to regulate such disposal and to impose fees and charges payable in respect of all or part of this service;

**AND WHEREAS** the expansion of oil and gas and mining industries within the boundaries of the Regional District is expected to create an influx of workers, all of whom generate a disproportionate amount of waste compared to their relative tax contribution in the region;

**AND WHEREAS** work camps utilized by these industries for housing and supporting their workers will create an increased pressure on the Regional District's landfill that will be disproportionate to any short term increase in tax contributions;

**AND WHEREAS** the Regional District of Bulkley-Nechako has an approved regional solid waste management plan that contemplates implementing disposal charges for camp waste and other associated industries;

**AND WHEREAS** the Regional District considers it prudent to create different rates for municipal solid waste and construction and demolition waste originating from sites in order to account for the lack of tax contribution from such sites;

**AND WHEREAS** the Regional District also considers it prudent to accept for deposit of regulated recyclable material on a temporary basis in certain limited circumstances;

**NOW, THEREFORE**, the Board of Directors of the Regional District of Bulkley-Nechako, in open meeting assembled, enact as follows:

1. **CITATION**

This Bylaw may be cited as "Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016 Amending Bylaw No. 1879".

## AMENDMENTS

2. That Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016 (the "Solid Waste Bylaw") be amended by:

(a) Replacing the definition of "Construction/Demolition Waste" or "C/D Waste" in section 3.1 with the following:

"Construction/Demolition Waste" or "C/D Waste" means largely inert solid waste, resulting from the construction, remodelling, repair and demolition of structures, roads, sidewalks and utilities, including, but not limited to, asphalt, bricks, Concrete and other masonry materials, roofing materials, wall coverings, plaster, gypsum board or wall board, insulation, plumbing components and fixtures, electrical fixtures, electrical wiring, electrical components, Clean-up debris consisting of Soil, and rock, other than Work Camp Construction/Demolition Waste";

(b) Inserting in section 3.1 the following definition of "Work Camp":

"Work Camp" means a site used as one or more of temporary living accommodation or support for workers constructing or supporting the construction of oil pipelines, gas pipelines mines, or other similar projects"

(c) Inserting in section 3.1 the following definition of "Work Camp Construction/Demolition Waste":

"Work Camp Construction/Demolition Waste" means Construction/Demolition Waste originating from a Work Camp."

(d) Inserting in section 3.1 the following definition of "Work Camp Municipal Solid Waste":

"Work Camp Municipal Solid Waste" means Municipal Solid Waste originating from a Work Camp. For certainty, Work Camp Municipal Solid Waste does not include Work Camp Construction/Demolition Waste or Industrial Waste.

(e) Replacing section 8.11(b) with the following:

"deposit Prohibited Waste at a Facility, unless the acceptance of such waste is specifically authorized in writing by both the Regional District and the BC Government, or in accordance with section 8.14 of this Bylaw."

(f) Inserting the following as section 8.11(s):

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“deposit or dispose of any Work Camp Municipal Solid Waste at a Facility in a manner or in a location contrary to the signage or written or verbal direction and designation of the Site Operator”.

(g) Inserting the following as section 8.13:

“If requested by an Officer, Site Operator, Regional District Personnel, or Director, a person must declare whether any waste they are bringing to a facility originates from a Work Camp.”

(h) Inserting the following as section 8.14:

“As an exception to the prohibition against depositing Regulated Recyclable Material at a Facility, the Director may temporarily permit the deposit at a Facility specified by the Director of a Regulated Recyclable Material originating from one of the classes of operation specified in Schedule D, and upon payment of the corresponding fee. The Director may only permit such deposit if the Director believes that pre-existing options for the deposit or disposal of the Regulated Recyclable Material are temporarily unavailable, and may only permit the deposit until the Director believes that the pre-existing option is available again or has been replaced with another option.

(i) Replacing Schedule D to the Solid Waste Bylaw with the attached Schedule D.

This Bylaw may be cited as Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and Use Fee Bylaw No. 1764, 2016 Amending Bylaw No. 1879.

|                         |        |        |
|-------------------------|--------|--------|
| READ A FIRST TIME THIS  | day of | , 2019 |
| READ A SECOND TIME THIS | day of | , 2019 |
| READ A THIRD TIME THIS  | day of | , 2019 |

I hereby certify that the foregoing is a true copy of Bylaw No. 1879 at this Third Reading.

\_\_\_\_\_  
Corporate Administrator

*Approved by the Minister of Environment this*      *day of*      *, 2019*

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ADOPTED THIS

day of

, 2019

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Administrator

**SCHEDULE "D" TO BYLAW NO. 1879****USER FEES AND DISPOSAL RULES****(Applicable at all RDBN Solid Waste Facilities Except Manson Creek Landfill)**

| WASTE TYPE                                                 | USER FEES         |                  | Disposal Rules/Special Conditions                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------|-------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                            | Landfill          | Transfer Station |                                                                                                                                                                                                                                                                                                                            |
| Household Waste                                            | No Charge         | No Charge        |                                                                                                                                                                                                                                                                                                                            |
| Commercial/Institutional Waste                             | No Charge         | No Charge        |                                                                                                                                                                                                                                                                                                                            |
| Mixed CID-<br>less than 2m <sup>3</sup>                    | No Charge         | No Charge        |                                                                                                                                                                                                                                                                                                                            |
| Mixed CID-<br>greater than 2m <sup>3</sup>                 | \$90/metric tonne | Not Accepted     |                                                                                                                                                                                                                                                                                                                            |
| Concrete-<br>less than 2m <sup>3</sup>                     | No Charge         | No Charge        | Size Restrictions Apply - Must be broken into pieces less than 12 inches in any direction.                                                                                                                                                                                                                                 |
| Concrete-<br>greater than 2m <sup>3</sup>                  | \$90/metric tonne | Not Accepted     | Size Restrictions Apply - Must be broken into pieces less than 12 inches in any direction.                                                                                                                                                                                                                                 |
| Roofing/Asphalt Shingles<br>- less than 2m <sup>3</sup>    | No Charge         | No Charge        |                                                                                                                                                                                                                                                                                                                            |
| Roofing/Asphalt Shingles<br>- greater than 2m <sup>3</sup> | \$90/metric tonne | Not Accepted     |                                                                                                                                                                                                                                                                                                                            |
| Bulky Waste                                                | \$90/metric tonne | Not Accepted     | <ul style="list-style-type: none"> <li>Forty-eight (48) hours prior notice must be given to the Regional District for disposal;</li> <li>Material must be deposited a minimum of one hour before Landfill closing time.</li> <li>Materials only accepted for disposal at the Knockholt and Clearview Landfills.</li> </ul> |
| Clean Wood Waste                                           | No Charge         | No Charge        | Place in designated area                                                                                                                                                                                                                                                                                                   |
| Contaminated Wood Waste                                    | No Charge         | No Charge        | Place in designated area                                                                                                                                                                                                                                                                                                   |
| Land Clearing Debris -<br>less than 2m <sup>3</sup>        | No Charge         | No Charge        | <ul style="list-style-type: none"> <li>Place in designated area.</li> </ul> Tree stumps and tree trunks or branches (greater than 6 inches in diameter), in any quantity, not accepted at Transfer Stations. These materials are only accepted at Landfills.                                                               |
| Land Clearing Debris -<br>greater than 2m <sup>3</sup>     | \$90/metric tonne | Not Accepted     |                                                                                                                                                                                                                                                                                                                            |
| Yard Waste                                                 | No Charge         | No Charge        | Place in designated area                                                                                                                                                                                                                                                                                                   |
| Noxious Weeds                                              | No Charge         | No Charge        | Must be bagged                                                                                                                                                                                                                                                                                                             |
| Wet Organic Waste                                          | No Charge         | No Charge        | Special handling procedures may apply. Loads may be directed to Landfills only.                                                                                                                                                                                                                                            |

**SCHEDULE "D" TO BYLAW NO. 1879 (Con't)****USER FEES AND DISPOSAL RULES  
(Applicable at all RDBN Solid Waste Facilities Except Manson Creek  
Landfill)**

| WASTE TYPE                                                                                                    | USER FEES                               |                  | Disposal Rules/Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                               | Landfill                                | Transfer Station |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Asbestos - Friable and Non-friable                                                                            | \$90/metric tonne<br>Flat Rate of \$100 | Not Accepted     | <ul style="list-style-type: none"> <li>Requires approval of the Director;</li> <li>Forty-eight (48) hours prior notice must be given to the Regional District for disposal;</li> <li>Material must be deposited a minimum of one hour before Landfill closing time.</li> <li>Materials only accepted for disposal at the Knockholt and Clearview Landfills.</li> </ul>                                                                                                                         |
| Contaminated Soil - Characterized as commercial/industrial (CL/IL) or less than CL/IL                         | \$25/metric tonne<br>Flat Rate of \$100 | Not Accepted     | <ul style="list-style-type: none"> <li>Must be In-Region Source;</li> <li>Requires approval of the Director;</li> <li>Forty-eight (48) hours prior notice must be given to the Regional District for disposal;</li> <li>Material must be deposited a minimum of one hour before Landfill closing time;</li> <li>Materials only accepted for disposal at the Knockholt and Clearview Landfills.</li> </ul>                                                                                      |
| Contaminated Soil - Characterized as greater than commercial/industrial (CL/IL) but less than Hazardous Waste | \$60/metric tonne                       | Not Accepted     | <ul style="list-style-type: none"> <li>Must be In-Region Source;</li> <li>Requires approval of the Director;</li> <li>Forty-eight (48) hours prior notice must be given to the Regional District for disposal;</li> <li>Material must be deposited a minimum of one hour before Landfill closing time;</li> <li>Materials only accepted for disposal at the Knockholt and Clearview Landfills.</li> </ul>                                                                                      |
| Specified Risk Material - In-Region                                                                           | No Charge                               | Not Accepted     | <ul style="list-style-type: none"> <li>Material is only permitted for disposal at the Knockholt and Clearview Landfills;</li> <li>Verification of Canadian Food Inspection Agency (CFIA) issued transportation permit required;</li> <li>Special handling procedures apply.</li> </ul>                                                                                                                                                                                                         |
| Specified Risk Material - Out-Of-Region                                                                       | \$100/metric tonne                      | Not Accepted     | <ul style="list-style-type: none"> <li>Material requires written approval of the Director;</li> <li>Forty-eight (48) hours prior notice must be given to the Regional District for disposal;</li> <li>Material is only permitted for disposal at the Knockholt and Clearview Landfills;</li> <li>Verification of Canadian Food Inspection Agency (CFIA) issued transportation permit required;</li> <li>Special handling procedures apply;</li> <li>Additional user fees may apply.</li> </ul> |



**SCHEDULE "D" TO BYLAW NO. 1879 (Con't)**

**USER FEES AND DISPOSAL RULES**  
**(Applicable at all RDBN Solid Waste Facilities Except**  
**Manson Creek Landfill)**

| WASTE TYPE                                                                                                                                                            | USER FEES     |                  | Disposal Rules/Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                       | Landfill      | Transfer Station |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Dead Animals and Dead Stock Excluding Specified Risk Material Waste                                                                                                   | No Charge     | No Charge        | <ul style="list-style-type: none"> <li>Any individual carcass or part of a carcass under 15 kg is considered a small animal, and any individual carcass over 15 kg is considered a large animal;</li> <li>Disposal of greater than two (2) large carcasses requires approval of the Director;</li> <li>Small animals may be disposed of in unlimited numbers;</li> <li>Small animals being disposed of must be contained in a sealed, waterproof container (heavy duty plastic bags are acceptable);</li> <li>Large animals may only be disposed of at a rate of one carcass per vehicle per day at transfer stations.</li> </ul> |
| Slaughter House (Abattoir) Waste Excluding Specified Risk Material Waste                                                                                              | No Charge     | No Charge        | <ul style="list-style-type: none"> <li>Material is only permitted for disposal at the Knockholt and Clearview Landfills; <ul style="list-style-type: none"> <li>Special handling procedures apply.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         |
| ODS Appliances (units not defined by MARR eg. Commercial units or Ammonia cooled)                                                                                     | \$20 per unit | \$20 per unit    | <ul style="list-style-type: none"> <li>Not accepted at the Clearview Landfill</li> <li>Excluded from the Extended Producer responsibility MARR program</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| ODS Appliances (defined under the MARR program eg. Residential fridges/freezers/air conditioners/water Coolers/dehumidifier/wine cooler containing a refrigerant gas) | No Charge     | No Charge        | <ul style="list-style-type: none"> <li>Not accepted at the Clearview Landfill</li> <li>Pertaining to the Extended Producer responsibility MARR program</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Commercial ODS Appliances (Air-Conditioners)                                                                                                                          | \$80 per unit | \$80 per unit    | <ul style="list-style-type: none"> <li>Not accepted at the Clearview Landfill</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Auto Hulks                                                                                                                                                            | No Charge     | No Charge        | <ul style="list-style-type: none"> <li>Site restrictions may apply;</li> <li>All fluids, batteries, ODS and tires must be removed prior to disposal; <ul style="list-style-type: none"> <li>Place in designated area;</li> </ul> </li> <li>Not accepted at the Clearview Landfill.</li> </ul>                                                                                                                                                                                                                                                                                                                                     |

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|                       |           |           |                                                                                                                                                                                                                                        |
|-----------------------|-----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scrap Metal           | No Charge | No Charge | <ul style="list-style-type: none"> <li>Place in designated area;</li> <li>Large volumes of small items are to be placed in a metal container (welding rods, nails screws);</li> <li>Not accepted at the Clearview Landfill.</li> </ul> |
| Metal Drums and Tanks |           |           | <ul style="list-style-type: none"> <li>Material must be cut open and free of any liquids or contamination;</li> <li>Size restriction requirements may apply.</li> </ul>                                                                |

**SCHEDULE "D" TO BYLAW NO. 1879 (Con't)**

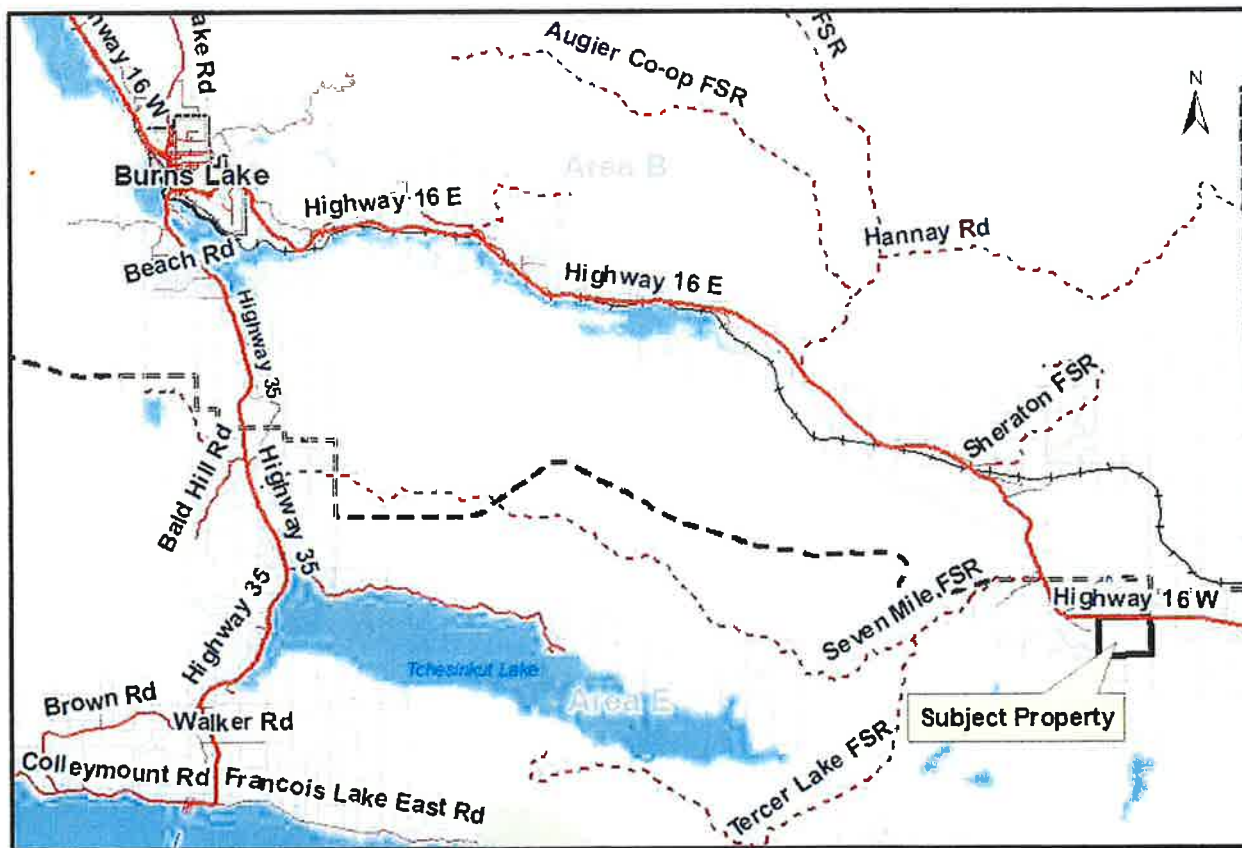
**USER FEES AND DISPOSAL RULES  
(Applicable at all RDBN Solid Waste Facilities Except  
Manson Creek Landfill)**

| WASTE TYPE                                              | USER FEES                                                                                                                                                     |                                             | Disposal Rules/Special Conditions                                                                                                      |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
|                                                         | Landfill                                                                                                                                                      | Transfer Station                            |                                                                                                                                        |
| Work Camp Construction/Demolition Waste                 | \$160 per metric tonne                                                                                                                                        |                                             | <ul style="list-style-type: none"> <li>Accepted at the Knockholt and Clearview Landfill facilities only (weighed on scales)</li> </ul> |
| Work Camp Municipal Solid Waste                         | \$130 per metric tonne                                                                                                                                        |                                             | <ul style="list-style-type: none"> <li>Accepted at the Knockholt and Clearview Landfill facilities only (weighed on scales)</li> </ul> |
| Temporarily Permitted Non-Permitted Recyclable Material | Originating from Work Camp - \$130/metric tonne<br><br>Originating from Commercial, Industry and institutional facilities >2 cubic meters- \$130/metric tonne | <2 cubic meter Commercial loads – no charge | <ul style="list-style-type: none"> <li>Loads &gt;2 cubic meters are not accepted at the Transfer Station</li> </ul>                    |
| Unsegregated loads                                      | \$150 per metric tonne                                                                                                                                        |                                             | <ul style="list-style-type: none"> <li>Loads that are not segregated will be charged with this fee</li> </ul>                          |



Regional District of Bulkley Nechako  
 Planning Department Board Report  
**Application No. 1214 – Non-Farm Use within the ALR**  
 July 30, 2019

|                            |                                                                                                                                                                             |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Owner:</b>      | Rolf and Susanna Tschuor-Caviezel                                                                                                                                           |
| <b>Name of Agent:</b>      | Roy Northern Land Services Ltd.                                                                                                                                             |
| <b>Electoral Area:</b>     | E                                                                                                                                                                           |
| <b>Subject Property:</b>   | District Lot 3825, Range 5, Coast District, except that part lying north of Plan 4460. This parcel is approximately 190 ha. (469.5 acres) in size.                          |
| <b>O.C.P. Designation:</b> | Agriculture (AG)                                                                                                                                                            |
| <b>Zoning:</b>             | Agricultural (Ag1) north of Tchesinkut Creek and Large Holdings (H2) south of Tchesinkut Creek pursuant to Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993. |
| <b>Existing Land Use:</b>  | Agriculture                                                                                                                                                                 |
| <b>Location:</b>           | The subject property is located on Highway 16 in the Community of Savory, 33 km east of the Village of Burns Lake.                                                          |



**Proposal**

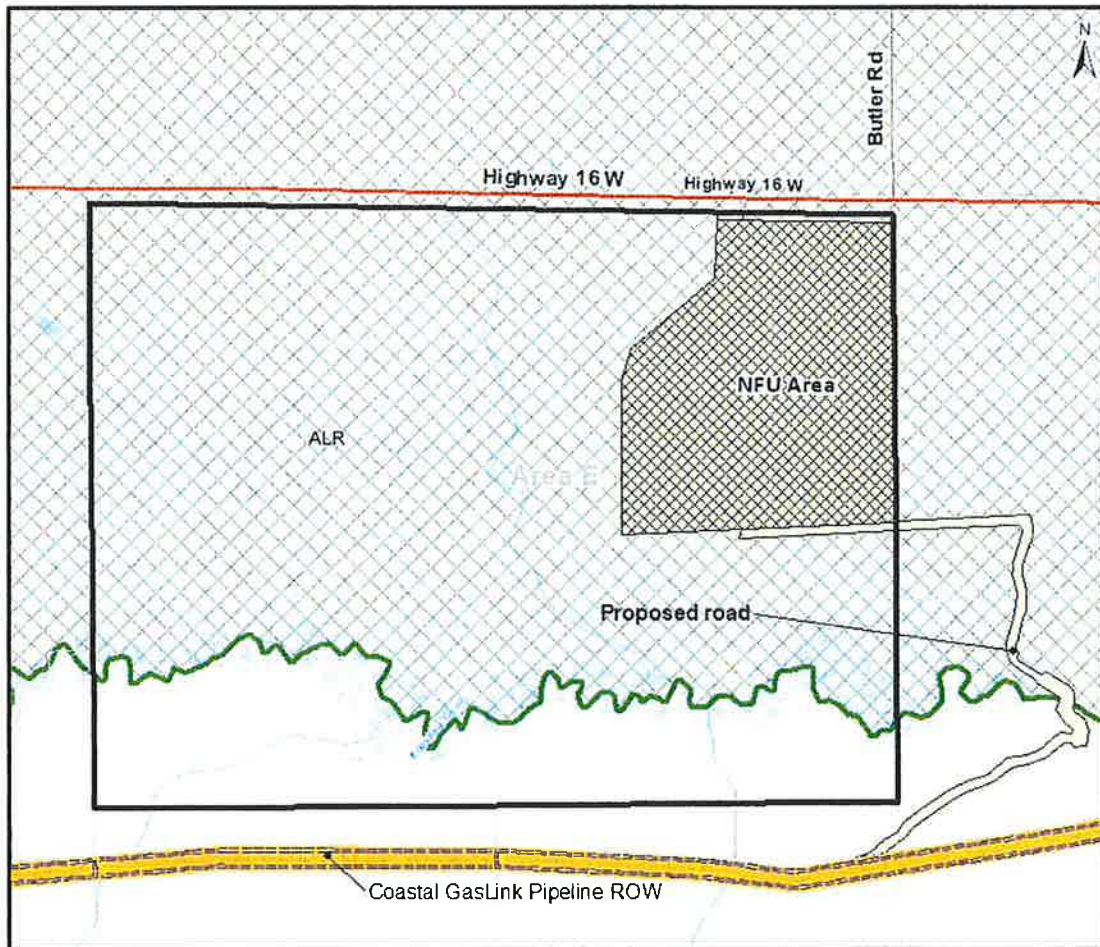
The purpose of this non-farm use application is to allow Stockpile Site #11A for the temporary use of storing pipe and other materials to support the construction of TC Energy's Coastal GasLink (CGL) Pipeline Project. Pre-construction activities will include soil conservation, topsoil storage, site grading, water management and the installation of erosion control measures. Construction and use of the proposed stockpile site are intended to last about three to four years.



*CGL Stockpile Site example*

The Non-Farm Use area shown in the yellow cross hatched area is approximately 30.3 ha in size, which is 16% of the subject property.

**Non-Farm Use Area**



Coastal GasLink proposes to access the Stockpile Site from Highway 16 and via a Road ROW Permit to the Pipeline ROW. The proposed road connecting the Non-Farm Use area to the Pipeline ROW will require a separate application filed directly to the ALC, under Part 4 (6) of the *Agricultural Land Reserve General Regulation* for a Transportation and Utility Use application.

## REFERRAL COMMENTS

### Advisory Planning Commission

“Supporting the application for non-farm use within the ALR and the Temporary Use Permit for the storage of pipe (Stockpile site #11A)”. “Recommendation to cover top soil piles, rig matting rather than gravel to give ground support to heavy vehicle traffic, and proper fuel containment (and) environmental precautions to protect Tchesinkut Creek from any sedimentation or contaminants.”

### Ministry of Agriculture

“Thank you for the comprehensive referral package and subsequent information provided for this proposed ALR non-farm use for Coastal Gas Link pipeline stockpile site #11 near the community of Savory, east of Burns Lake, BC. Unfortunately, I have not been able to travel to the proposed location to date but I do have a few observations based on the ALR application information and the accompanying site baseline data prepared by Stantec. My hope is that the RDBN and ALC staff might find my comments useful and/or lead to further discussion with TransCanada project representatives.

I have discussed this application with Michael McBurnie from the Agriculture Land Commission and he is aware of this application. As I understand, if approved, the ALC will provide notice of issuance of the non-farm use to the RDBN planning staff.

The proposed site is surrounded by active large parcel agriculture (ranching) operations including a FLNR range tenure (Litke). Please note I have forwarded your application package by email to Ken Chalmers and Jane Woods at the Nadina FLNR Range Office in Burns Lake for their input and have requested they submit any correspondence directly to yourselves at RDBN.

From an agriculture perspective, the proposed activities involve a significant amount of earthworks / site disturbance on what is an actively farmed area ie. cultivated field. I am pleased to see a comprehensive soil stockpile and site reclamation plan but am concerned with the high potential for invasive weed establishment and erosion on stockpiled areas.

My experience with hawkweed spp. and ox-eye daisy is that they will quickly establish and thrive on exposed moderate to poor fertility soils commonly found within the RDBN and RDFFG. As a result, any disturbed ground should be seeded with an agronomic or native ground cover as soon as possible in order to have a chance at reducing the spread of these highly invasive and adaptable weed species. Further, site monitoring for weed establishment (page 37) should be an ongoing activity. Large stockpiles for example might be impractical for hand pulling and mowing. Without ground cover (successful seed establishment mentioned below) and ongoing control activities, the weeds observed adjacent to the proposed site will, in my opinion, contribute to population establishment within the project area and as well the soil will be subject to unnecessary potential to erosion.

I may have missed it in the application package, but I do wonder about ongoing weed control within the pipe stockpile area itself and whether surfacing material will be brought in (ie gravel) once grading of the topsoil is complete?"

On page 36 of the Stantec application there is mention of discretionary stabilizing of topsoil windrows and stockpiles using either water or suitable "tackifier" as directed by the Environmental Inspector. Does this mean that the soil stockpile areas will be hydro seeded "if warranted"? I'd like to suggest that seeding topsoil windrows and soil stockpile areas with a suitable Canada Certified #1 perennial grass and legume seed mix, or even an annual rye grass underseeded with said perennial seed mix should be a mandatory activity if nothing else as a best management practice.

With respect to erosion, rutting, and sediment control (page 27) and in addition to wind, I'd like to suggest that with this summer in mind at least, there have been daily thunderstorms with significant localized rainfall. The glaciolacustrine (Berman) soils found onsite in particular could pose a significant erosion and sedimentation challenge as they are considered highly erodible (G.G. Runka, 1972, Soil Resources of the Smithers-Hazleton Area).

On page 34 of the Stantec application it states that the site will be disced before removing topsoil unless otherwise approved by the Environmental Inspector. Is this a standard operating procedure in advance and in preparation of grading activities? If discing occurs on site prior to grading then the depths of the LFH, A and B Horizon might be different than in the application data. Is the disced material then to be considered all as top soil and piled as one unit and to what depth? It's not clear to me in the application what exactly constitutes the intended salvaged topsoil layer(s) other than the Environmental Inspector will verify and approve all activities.

Finally, although it is great to see (page 40) that Canada Certified #1 seed will be used, I hope that the landowner has input with regards to what is planted as an initial cover crop post-reclamation as they may have different objectives for different areas within the subject property.

Thank you very much for the opportunity to review this proposal and provide comment. If you have any questions I would be pleased to discuss further at your convenience."

### **RDBN Agriculture Coordinator**

"Approval Recommended for Reasons Outlined Below.

I am in approval for the temporary use of this agriculture parcel as the application has included:

- Extensive pre-development site assessment
- Soil conservation plan
- Reclamation plan
- Weed control
- Mitigation of erosion, rutting, compaction and drainage
- Plan established if there are fuel spills or other contaminant release with EMP plans
- Monitoring the site 24 months after reclamation"

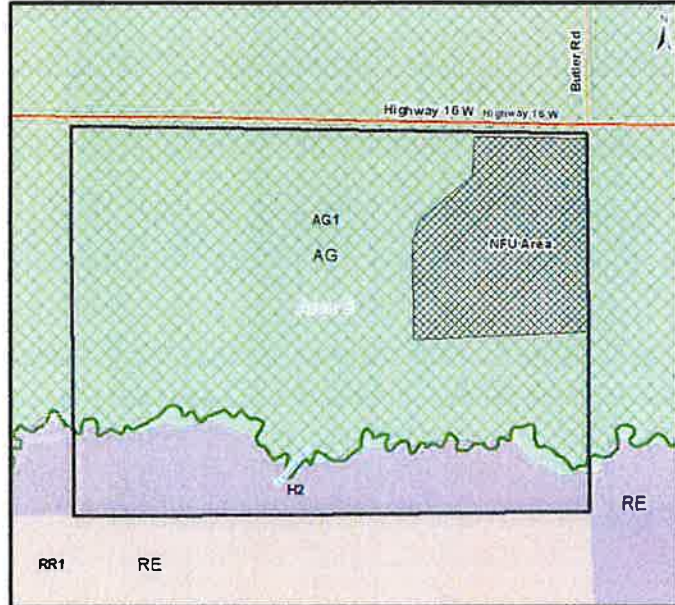
## PLANNING DEPARTMENT COMMENTS

### OCP & Zoning

The OCP designation is Agriculture (AG). This designation is intended to preserve these lands for the purposes of farming and other related activities.

The subject property is zoned Agricultural (Ag1) and Large Holdings (H2). The Non-Farm Use Area is located within the Agricultural Land Reserve which is zoned Ag1. The Ag1 Zone does not allow contracting or storage yard uses. Therefore, a rezoning or temporary use permit application may be required. Staff are attempting to have CGL describe the detailed uses to occur on stockpile sites in writing to allow consideration of the

Temporary Use Permit applications to proceed. It is noted that the purpose of this ALR Application is to consider the affects to agriculture from the proposed development.



### Land Use

The surrounding area is used primarily for agriculture including Crown and private-owned lands consisting of cultivated pasture for cattle, forage and field crops. The average property size surrounding the subject property is 177 acres. The subject property is relatively large for the area.

The subject property has farm class status and consists of forested pasture lands, and managed forage and pasture field crops. On July 10, 2019 RDBN Staff visited the subject property. It was noted that the non-farm use area was actively farmed, grazed by 30-50 head of cattle and hayfields recently harvested.



It is assumed that this location is ideal for Coastal GasLink's Stockpile Site location, due to the property's proximity to the Highway and the Pipeline ROW; as well, the land's relatively flat topography. However, the proponent has not given a rationale regarding why this property in particular was chosen for the temporary stockpile site.

### **CGL Pre-Development Site Assessment**

CGL conducted an area assessment in 2015, which describes the current land resources, agricultural use, and the baseline soil and vegetation conditions as they pertain to assessing pre-disturbance agricultural land capability. See attached application for more detail and below for a summary of findings found in the site assessment.



- With vegetation removal can cause wind erosion risk of the soil. Wind erosion risk is rated as 'moderate' to 'high'. High risk concerning 78% of the Non-Farm Use area due to poor soil structure that allow it to be readily transported by wind.
- Erosion Risk ranges from 'very low' to 'moderate'. Moderate risk on steeper slopes make up 13% of the total Non-Farm Use Area.
- Compaction risk ranges from 'low' to 'moderate' in the stockpile area; 78% of the site is considered low.
- Rutting risk ranges from 'low' to 'moderate,' due to low soil moisture content and coarse soil texture for most of the area.
- The proposed site drains quickly, and the water table is more than 1.0 m below the surface. The excess water flows off the proposed site in a southward direction into Tchesinkut Creek.
- The approximate range of topsoil depth is 20-25 cm for the site.
- Two noxious weeds were observed on the property including Ox-eye daisy and Orange Hawkweed in addition to, non-noxious invasive species including, bull thistle, and yellow hawkweed.
- CGL estimate that the total volume of topsoil needed to be salvaged and stockpile in the non-farm use area will be 62,725 m<sup>3</sup>.

### **CGL Environmental Management Plan and Recommendations for Soil Conservation**

Prior to construction activity, CGL states that they will notify and maintain communication with agricultural crop producers near the proposed route before starting land clearing and construction to information about routing and scheduling times. They will arrange for landowners to harvest crops if practical.

In attempts to retain the soil quality equivalent to the pre-construction agricultural land capability ratings, CGL will follow their Soil Handling and Replacement Plan (see table 5-1). The plan indicates different procedures of soil salvage and stockpiling based on the soil type and



slope. The topsoil will be salvaged, stored and replaced separately from the subsoil, wherever grading occurs. The soil will be stockpiled by different agricultural capability ratings at least one metre apart.

In addition to the soil handling and replacement plan, CGL states that they will implement their Environmental Management Plan and associated mitigation and contingency plans to conserve agricultural capability in the surrounding lands during construction and maintain agricultural capability in the disturbance area after clean-up and post-construction reclamation. Listed in Section 5 of the attached application are recommendations for soil conservation, erosion and sediment control, mitigation to prevent compaction and rutting, weed control measures and guidance on topsoil salvage and replacement. These plans are provided under separate cover. Sections specific to this application are, Table 7-1 Resource specific mitigation table, ALR, Section 8.3 Surface Material Removal, Salvage and Grading, Appendix C.2 Adverse Weather Contingency Plan, Appendix C4, Wet Soils Contingency Plan, Appendix C6 Soil Handling Contingency Plan, and Appendix C.7 Soil Erosion Contingency Plan.

### **Lease Agreement**

The lease agreement states that the company can make improvements to the lease area including the placement of gravel or other surface material, the construction of fencing, or other improvements reasonably related to the use.

Lease required CGL to replace fences moved or construct new fencing if reasonably required by the owners (lessor).

The lease states that the company be responsible for noxious weed control within the Leased area. No mention of invasive weed management is listed.

### **Other Permits and permissions**

At the July 25, 2019 APC meeting the proponent was asked if they intended to use gravel on the site. The proponent responded that the use of gravel is not planned but will be used if needed.

If the proponent needs to place gravel or place other types of fill on the Non-Farm Use Area, the ALC requires that they apply for a Soil and Fill Application with the Agricultural Land Commission. The applicant can ask for the use of fill in this application; however, to date the applicant has not given this information to the RDBN. Soil and Fill applications are considered directly to the ALC; therefore, the RDBN would not have the ability to comment on the soil and fill application.

## **AGRICULTURAL IMPACTS AND RECOMMENDATIONS**

### **Invasive weeds**

The Ministry of Agriculture, as well as the RDBN are concerned with the high potential for invasive weed establishment due to the lack of consideration for site specific mitigation concerns under the submitted weed control mitigation plan.

Staff recommends that the ALC require TransCanada to seed any disturbed ground with an agronomic or native ground cover as soon as possible as a condition of any Non-Farm Use approval in order to reduce the spread of invasive and adaptable weed species.

**Erosion of topsoil**

Due to concerns with the minimal mitigation in regard to the moderate to high erosion risk of topsoil and the spread of invasive weeds on soil stockpile sites, staff recommend that the ALC require TransCanada to seed the topsoil windrows and soil stockpile areas with a cover crop as a condition of any Non-Farm Use approval to protect the topsoil from erosion. It is recommended that CGL be required to work with the Regional Agrologist regarding the appropriate seeding plan.

**Rig Matting**

The Planning Department supports the APC's recommendation that rig matting be used instead of gravel if required. The use of rig matting will reduce the impacts of compaction and will reduce reclamation concerns. Therefore, staff recommend that the ALC not approve the placement of gravel on the property.

**Security**

To ensure that the required decommissioning and reclamation is completed as required it is recommended that the ALC require CGL to provide security.

**RDBN Board Options**

Since the property is zoned Agricultural and designated Agriculture under the Area's Official Community Plan the Regional District Board has the following options as per Section 25 (3) of the *ALC Act*.

**Length of Approval**

It is recommended that the ALC limit their approval to a maximum term of 6 years.

**BOARD OPTIONS**

The Regional District Board may:

1. Provide a local government resolution not authorizing the application to the ALC;
2. Forward the application to the ALC with a recommendation that the application not be supported; or,
3. Forward the application to the ALC with a recommendation that the application be supported.

**Recommendation:**

That Agricultural Land Reserve Non-Farm Use Application No. 1214 (Roy Northern Land Services Ltd.) be recommended to the Agricultural Land Commission for approval subject to the recommendations outlined in the July 30, 2019 Board Report for ALR Application No. 1214.

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*Development Services – All/Directors/Majority*

Reviewed by:

A handwritten signature in black ink, appearing to read "Jason", written over a horizontal line.

Jason Llewellyn  
Director of Planning

Written by:

A handwritten signature in blue ink, appearing to read "Jennifer", written over a horizontal line.

Jennifer MacIntyre  
Planner I

**APPENDIX A:**

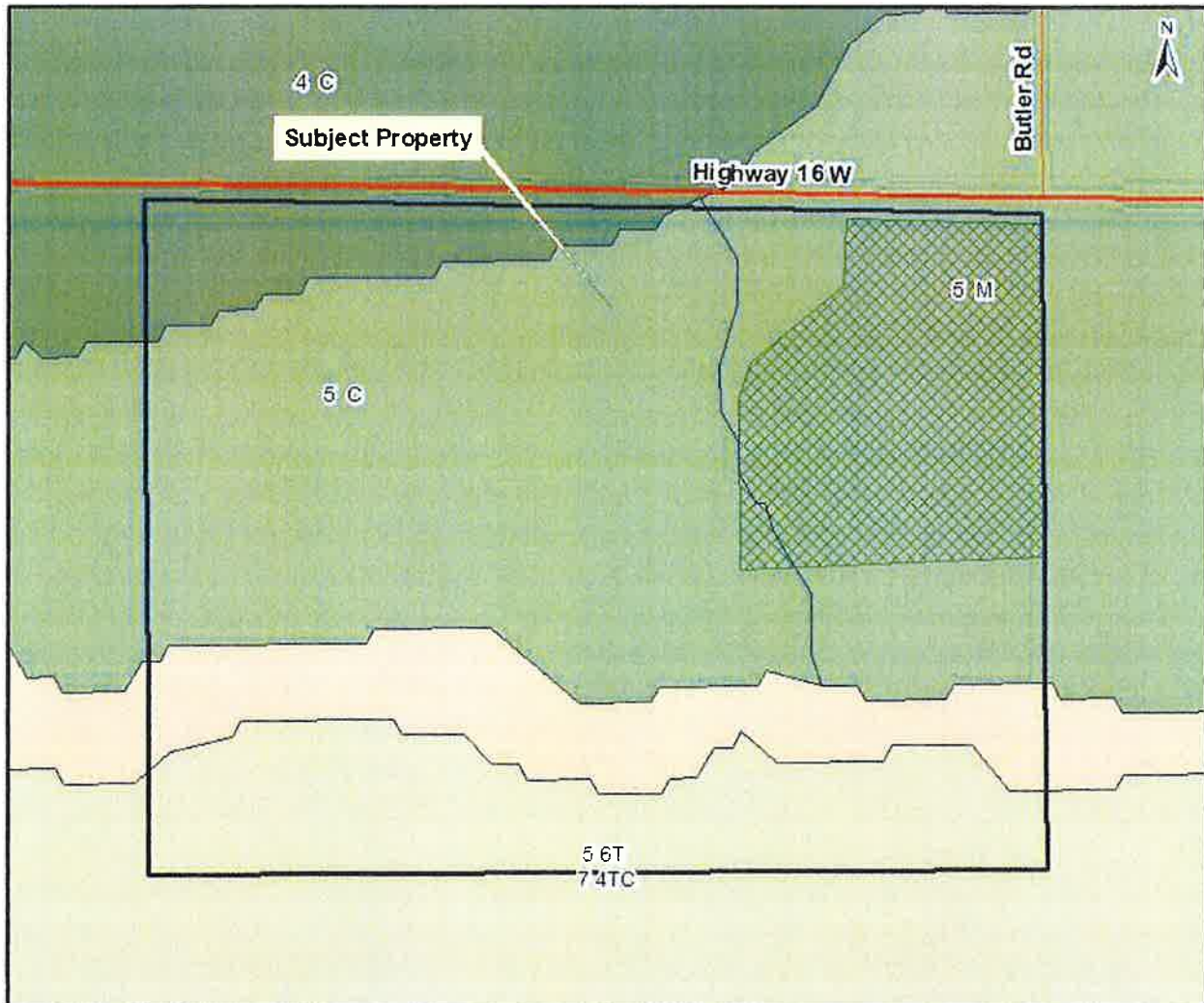
**Agricultural Capability based on Canada Land Inventory mapping**

100% of the Non-Farm Use Area (16% of the subject property) is:

Class 5 land limited by soil moisture deficiency

**Class 5** Land is capable of production of cultivated perennial forage crops and specially adapted crops. Soil and or climate conditions severely limit capability.

**Agricultural Capability Map**



\*It is noted that the Pre-development Site Assessment conducted by Coastal GasLink shows a different Agricultural Land Capability classification. See Page 25 of the attached application report for more details.

**APPENDIX B:  
Surrounding Applications**

**No. 191**      S 1/2 of the NE 1/4 of District Lot 3824 except the right of way included in Plan 4460, Range 5, Coast District (77.5 acres)

Application to subdivide subject property (1975).

|                                |        |
|--------------------------------|--------|
| Staff recommendation:          | Denial |
| Regional Board recommendation: | Denial |
| A.L.C. Decision:               | Denied |

**No. 432**      NW 1/4 of District Lot 3826, except Plan 4460, Range 5, Coast District

Application to subdivide the property as divided by Highway 16 to create two stand alone parcels (1981)

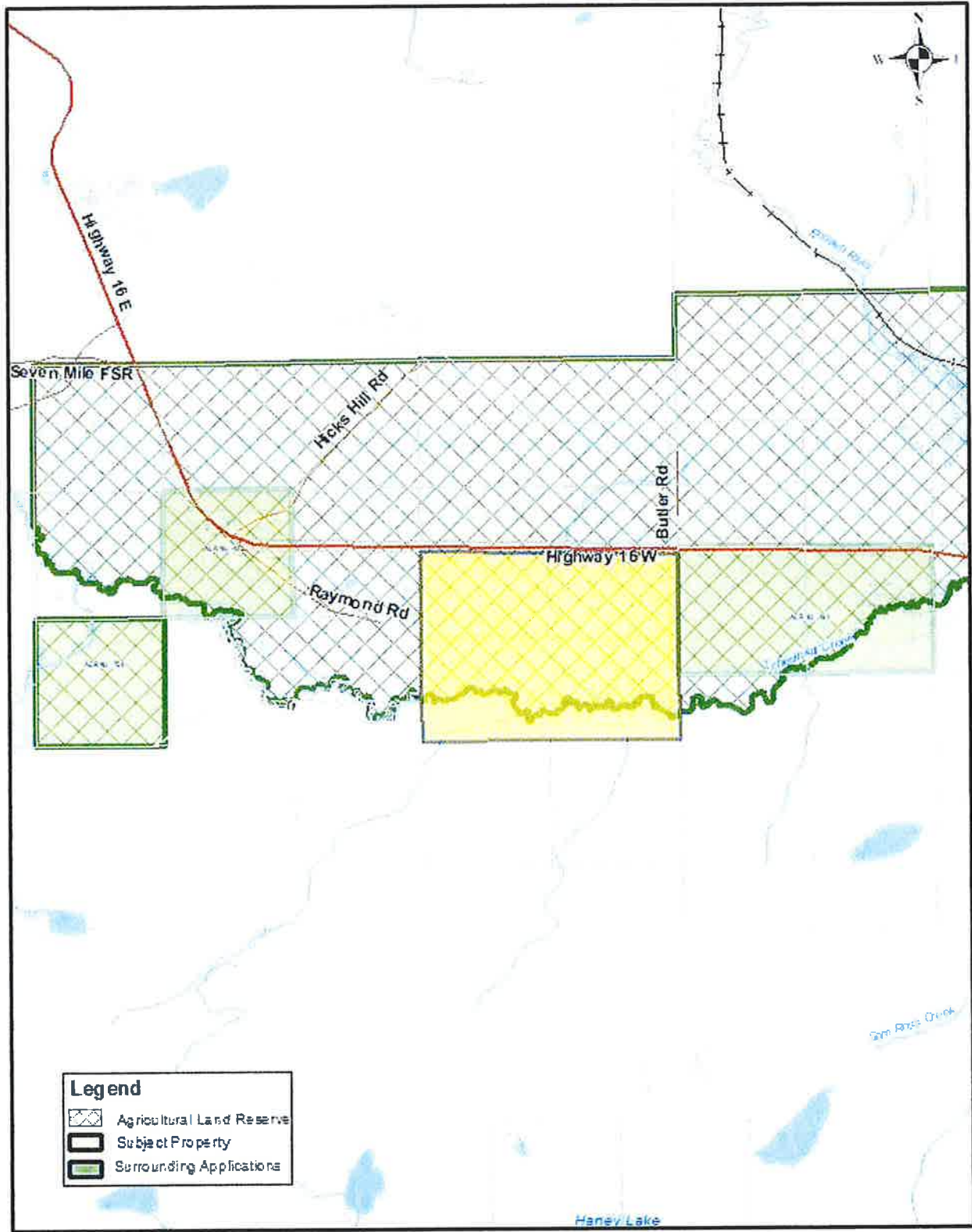
|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Denial   |
| Regional Board recommendation: | Approval |
| A.L.C. Decision:               | Denied   |

**No. 756**      Blocks A, B & C of District Lot 1735, Range 4 Coast District

Application by the Ministry of Crown Lands to include these parcels in the ALR (1990).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision:               | Approved |

Surrounding Applications Map





# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 58789

**Application Status:** Under LG Review

**Applicant:** Rolf Tschuor

**Agent:** Roy Northern Land

**Local Government:** Bulkley-Nechako Regional District

**Local Government Date of Receipt:** 04/02/2019

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Non-Farm Use

**Proposal:** This application for non-farm use in the Agricultural Land Reserve (ALR) is submitted for a proposed stockpile site (Site 11A) and associated access within District Lot 3825 Except that Party Lying North of Plan 4460 Range 5 Coast District. The proposed stockpile is temporary, and will be used during the construction phase of the Project, after which it will be decommissioned and reclaimed.

Please see the attached Schedule A Soils Assessment for more details on the proposed project.

## Agent Information

**Agent:** Roy Northern Land

**Mailing Address:**

207, 10139-100 Street

Fort St John, BC

V1J 3Z6

Canada

**Primary Phone:** (250) 261-2318

**Email:** lauralee.schoenenberger@roynorthern.com

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 013-072-021

**Legal Description:** DL 3825 R5C DISTRICT EXC PT LYING N OF PL 4460

**Parcel Area:** 191 ha

**Civic Address:**

**Date of Purchase:** 03/14/2019

**Farm Classification:** Yes

**Owners**

1. **Name:** Rolf Tschuor

**Address:**

PO Box 1058

Burns Lake, BC

**Applicant:** Rolf Tschuor

### Current Use of Parcels Under Application

**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*The current land use is primarily hayfield, with forested land located in the centre of the proposed stockpile. An existing excavation is located in the centre of the proposed stockpile.*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*The current land use of the parcel is primarily hayfield.*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*An existing excavation is located in the centre of the proposed stockpile*

### Adjacent Land Uses

#### North

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Farm

#### East

**Land Use Type:** Other

**Specify Activity:** Unfarmed Crown Land

#### South

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Farm

#### West

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Farm

### Proposal

**1. How many hectares are proposed for non-farm use?**

*30.3 ha*

**2. What is the purpose of the proposal?**

*This application for non-farm use in the Agricultural Land Reserve (ALR) is submitted for a proposed stockpile site (Site 11A) and associated access within District Lot 3825 Except that Party Lying North of Plan*

**Applicant:** Rolf Tschuor



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4460 Range 5 Coast District. The proposed stockpile is temporary, and will be used during the construction phase of the Project, after which it will be decommissioned and reclaimed.  
Please see the attached Schedule A Soils Assessment for more details on the proposed project.

**3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.**

No, the lands adjacent to this stockpile site are all within the ALR.

**4. Does the proposal support agriculture in the short or long term? Please explain.**

Mitigation for soil salvage is identified in the attached Schedule A Soils Assessment. Some examples are as follows:

- Notify and maintain communication with agricultural crop producers near the proposed route before starting land clearing and construction.
- Repair damage to agricultural irrigation and drainage infrastructure. Close gates
- Arrange for landowners to harvest crops if practical. Mow, cut or bale any remaining crops to facilitate topsoil or surface material handling.
- Disc the site before removing topsoil on agricultural land unless otherwise approved by the Environmental Inspector.
- Use machinery appropriate to the season and conditions for all soil salvage operations.
- Plan construction operations to reduce the number of times and distances that salvaged soils are moved.
- Do not salvage topsoil or upper surface material under extremely windy or rainy conditions.

**5. Do you need to import any fill to construct or conduct the proposed Non-farm use?**

No

## **Applicant Attachments**

- Agent Agreement - Roy Northern Land
- Professional Report - Schedule A
- Proposal Sketch - 58789
- Certificate of Title - 013-072-021

## **ALC Attachments**

None.

## **Decisions**

None.

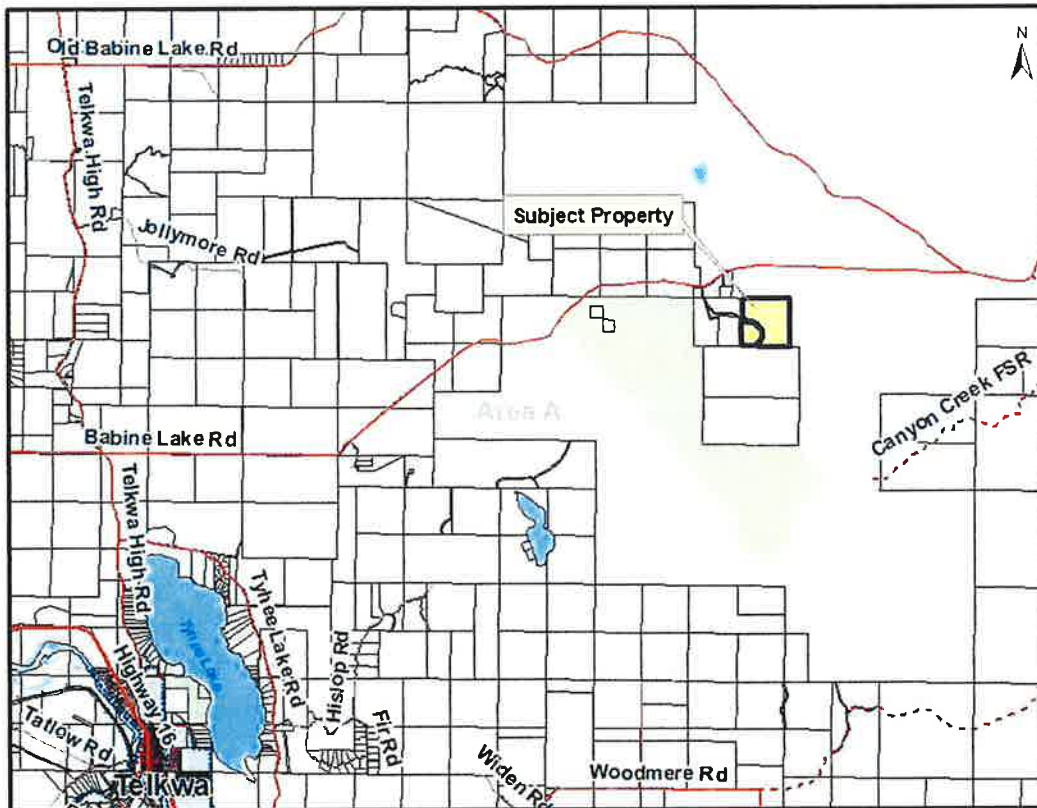
**Applicant: Rolf Tschuor**



## APPLICATION SUMMARY

|                            |                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Name of Owner(s):</b>   | Michael and Laura Goebel, Eric and Alana Tevely                                                                  |
| <b>Name of Agent:</b>      | Giddings MacEachern Law                                                                                          |
| <b>Electoral Area:</b>     | A                                                                                                                |
| <b>Subject Property:</b>   | East 1/2, District Lot 1048, Range 5, Coast District. This parcel is approximately 63 ha. (155 acres) in size.   |
| <b>O.C.P. Designation:</b> | Agriculture (AG)                                                                                                 |
| <b>Zoning:</b>             | Agricultural (Ag1) pursuant to Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.                  |
| <b>Existing Land Use:</b>  | Agriculture and Residential                                                                                      |
| <b>Location:</b>           | The subject property is located at 16445, 16449 and 16457 Babine Lake Road 22 km north of the Village of Telkwa. |

**General Location Map**

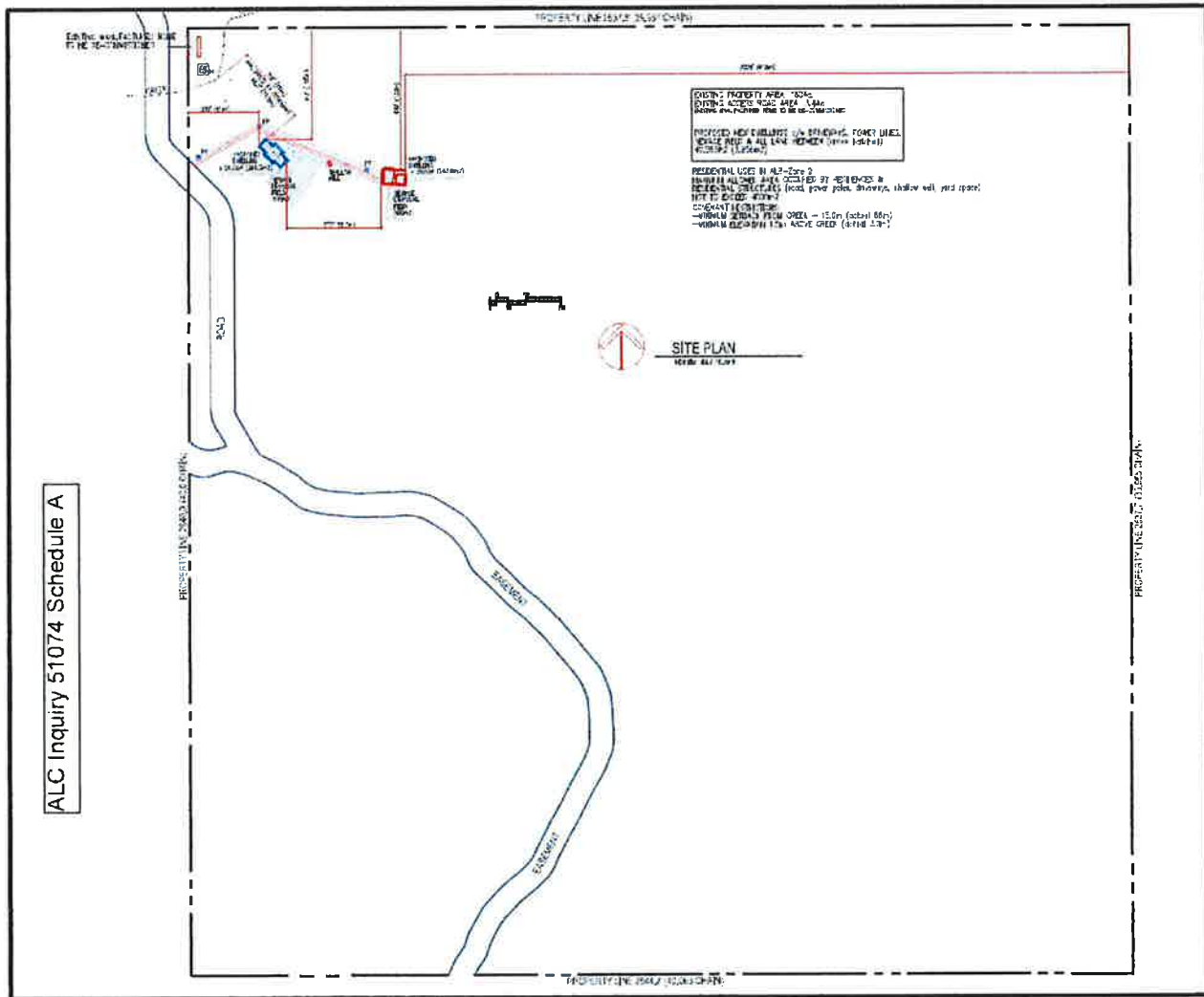


### PROPOSAL

The purpose of this Non-Adhering Residential Use application is to legalize the second dwelling currently being constructed on the property.

The Total Floor Area of the first single family dwelling is 244.5 m<sup>2</sup>, the Total Floor Area of the Second Single Family Dwelling is 243.6 m<sup>2</sup>, and the total area proposed to be occupied by all residences and other residential structures on the parcel is 3,956 m<sup>2</sup>.

### Approved Second Single Family Dwelling Plan (Schedule A)





## REFERRAL COMMENTS

### **Advisory Planning Commission**

Will appear on the supplemental agenda.

### **Ministry of Agriculture**

Thank you for this ALR non-adhering residential use application referral package.

I conducted a brief site visit to the subject property July 25, 2019 via the easement which I noted had been recently gravelled in places; up keep of this easement road access including ploughing in winter would be a lot of work for all the landowners using this road access to (4?) different parcels.

There are cultivated fields to the south and east of the residences that were unharvested at the time. I noted a moderate to heavy presence of ox-eye daisy and Canada thistle in the oat field seeded in May. The timothy hay reseeding closer to the houses was particularly rough from construction and logging activity and I suggest that significant effort will be required to grub and clear these sections before it can be considered clean for harvesting equipment. I suggest that the agriculture soil capability rating of 4 M/P is fairly accurate.

I did not see any active agriculture endeavours visible from the easement and the majority of the property appeared to have been recently logged. Since the property owners have recently bought this property the obvious priority has been establishing residential living quarters and associated infrastructure, but it appears a lot of work on the property has occurred as well ie reseeding and clearing. I am not certain if the property perimeter has been fenced but regardless this is obviously essential for contemplating keeping of livestock. I do like that the residences and associated infrastructure are located in the top corner of the subject parcel, which should enable a wide range of farming options without non-farm infrastructure "sprawl".

The majority of the subject parcel was not cultivated land the last time I saw it approx. 5 years ago; clearing cost and breaking this ground and/or re-establishing the existing cultivated land is extremely cost intensive, perhaps partially offset by the coniferous volume of timber that was harvested.

This is pretty young ground but with basic soil-building strategies of using mixed legume cover crops and soil organic matter build-up, combined with root raking, rock-picking and strategic use of drainage patterns, the gently sloping south facing (cleared) fields in my opinion could support a decent range of crop options and likely sub-surface irrigate as well, however, the steady presence of black bears drawn to cereal crops maturing in the fall should be taken into mind ie. safety precautions and solid storage bins / structures.

### **RDBN Agriculture Coordinator**

Approval Recommended for reasons outline below.

Due to the fact that the applicants were approved before the 2<sup>nd</sup> home changes in the ALC, this situation should be grandfathered. The two households are for farm families growing usable agricultural land for farming.

## PLANNING DEPARTMENT COMMENTS

### RDBN Regulations

The subject property is designated Agriculture (AG) under the Smithers Telkwa Rural Official Community Plan. The intent of the designation is to preserve and encourage the utilization of land for agricultural purposes.

The property is zoned Agricultural (Ag1) under the RDBN Zoning Bylaw No. 700, 1993. Additional dwellings are permitted pursuant to the *ALC Act*.

### Background

Pursuant to previous provisions found under Section 3(1)(b.1)(iii) of the *Agricultural Land Reserve Use Regulation 30/2019*, the property owners were granted permission by the ALC to construct two single-family residences on the property (see attached letter ALC Inquiry: 51074, July 2018). The applicants started construction of the first single family dwelling in June 2018. The applicants submitted a building permit application for the second single family dwelling in January 2019. Upon review of the building permit application for the second single-family dwelling, the square footage of the two single-family dwellings did not match the site plan approved by the ALC (Schedule A). Therefore, the RDBN referred the site plan to the ALC again for review. The applicant received confirmation that the revised sizes met the provisions under Section 3(1)(b.1)(iii) of the *Agricultural Land Reserve Use Regulation 30/2019* by email on February 11, 2019 and the Building Permit was approved on February 12, 2019 (see attached letter ALC Inquiry: 51074, February 2019).

Unfortunately, Bill 52-2018 *Agricultural Land Commission Amendment Act* came into force when the new ALR Regulations were adopted on February 22, 2019. The ALC confirmed that the new rules did not allow the second single family dwelling to be legally constructed. The second dwelling was not grandfathered as the legislation required that construction of the foundation must have been started prior to February 22<sup>nd</sup>, 2019.

The property owners were subsequently informed that their building permit was made void by the changes to the *ALC Act and Regulations*. The applicants made the decision to proceed with construction of the second single-family dwelling. As of June 27, 2019, the second dwelling is close to lock-up and the first dwelling constructed has been given conditional occupancy. Both single-family dwellings appear to be constructed according to the dimensions provided in the submitted building permit applications as well to ALC's previously approved Site Plan (Schedule A, 2019).

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*First Single-Family Dwelling*



*Second Single-Family Dwelling (Non-Adhering Residential Use)*



*Mobile Home (to be de-commissioned)*

## Land Use

The area consists of private and Crown lands used for agriculture, including range pasture, and grains/forage crops. The average property size surrounding the subject property is 66 ha. The agricultural capability ratings show that the property is suitable for agriculture (see Appendix A for more details).

According to the applicants the site for the residential uses was chosen as it is a main drainage area consisting of clay and bedrock. The previous regulations forced the applicant to cluster the residential development to reduce residential sprawl on the property.

## ALC Consideration

Section 25(1.1)(b) of the *Agricultural Land Commission Act* (ALCA) requires that the ALC not approve applications for a non-adhering residential use unless the additional residence is necessary for a farm use. The applicant explains in their application that both families need to reside on the property to keep the farm operating and the road (easement) maintained. The applicants have described many agricultural improvements made since the purchase of the property in 2017 as shown in the attached application. In staff's opinion, the application appears to meet the requirements for consideration set out in the *ALCA*.

## RECOMMENDATION

The Planning Department supports this application for two reasons.

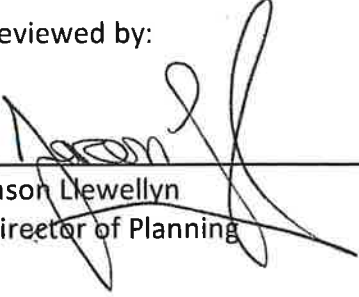
1. The property owners went out of their way to ensure that the second dwelling was properly constructed, and their plans were derailed by a poorly implemented change in regulation by the ALC.
2. The proposed second dwelling is necessary to support the farm use on the subject property.

### Recommendation:


1. That the APC Meeting Minutes for ALR No. 1216 on the Supplemental Agenda be received, and;
2. That the Agricultural Land Reserve Non-Adhering Residential Use Application No. 1216 (Goebel) be recommended to the Agricultural Land Commission for approval.

*Development Services – All/Directors/Majority*

Reviewed by:

  
 Jason Llewellyn  
 Director of Planning

Written by:

  
 Jennifer MacIntyre  
 Planner I

**APPENDIX A:****Agricultural Capability based on Canada Land Inventory mapping**

57% of the Subject Property is:

100% Class 4 land limited by stoniness

38% of the Subject Property is:

70% Class 4 land limited by soil moisture deficiency

30% Class 6 land limited by topography and soil moisture deficiency

5% of the Subject Property is:

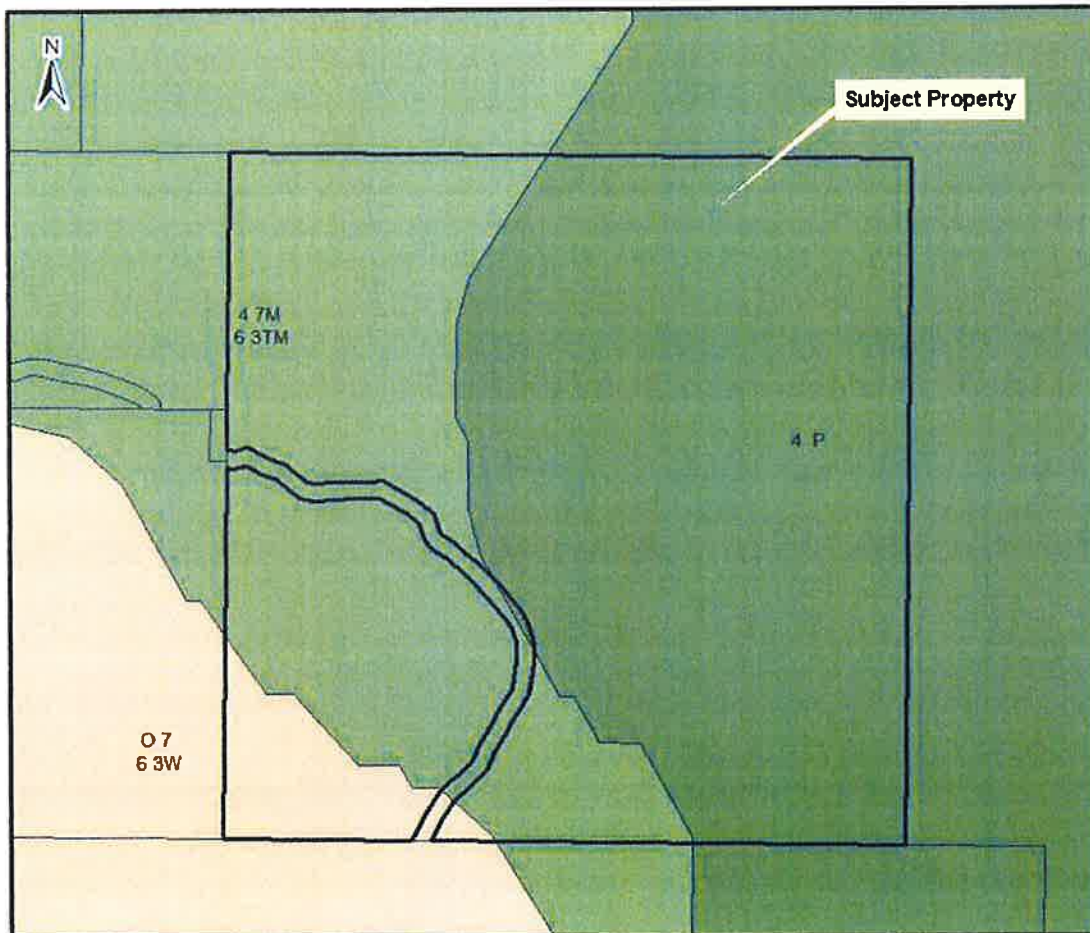
70% Class 7

30% Class 6 land limited by excess water

**Class 4** Land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.

**Class 6** Land is important in its natural state as grazing land. These lands cannot be cultivated due to soil and or climate limitations.

**Class 7** Land has no capability for soil bound agriculture.

**Agricultural Capability Map**



**APPENDIX B:****Surrounding Applications**

**No. 867** Parcel A, Plan 11499, District Lot 1049, 2523, Range 05. Coast Range 5, Land District 2) District Lot 1262, Range 05, Coast Range 5, Land District.

Application to establish a Co-Operative Agricultural Community on both parcels with existing buildings and to construct an additional dwelling and shop on the 4-ha parcel (1995).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Denial   |
| Regional Board recommendation: | Denial   |
| A.L.C. Decision:               | Approved |

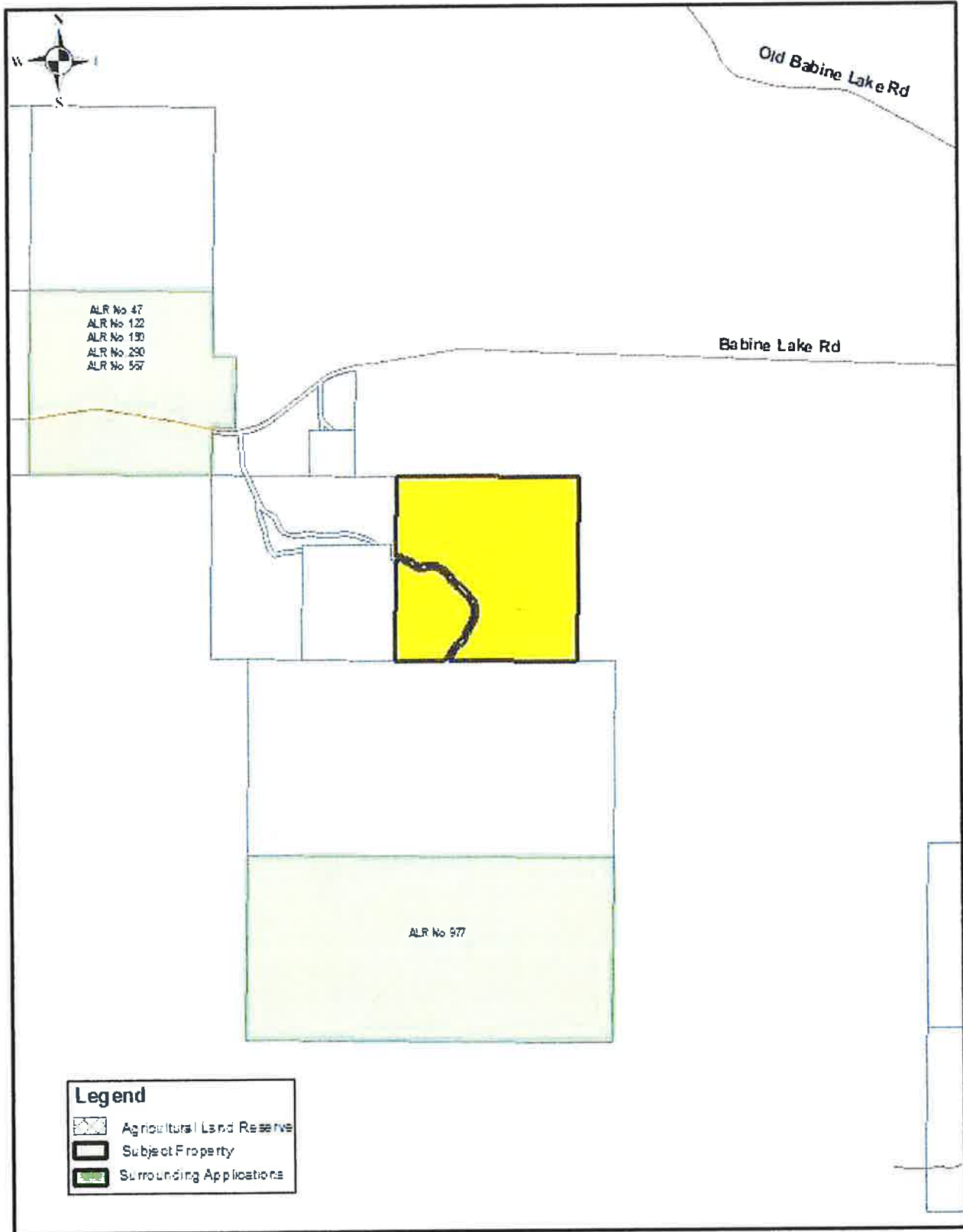
**No. 977** District Lot 146, Range 5 Coast District.

Non-Farm Use application to develop a wilderness lodge and outdoor education center on the subject property. The proposed development would include a 16-room lodge and several detached cabins. Development would serve three major purposes: as a vacation resort lodge for eco-tourists, a training and teaching center, and as a base for guided trips to remote wilderness areas. The southern portion of the property is used for hay production by the neighboring farmer. This neighbor stated that the land will remain in production if the wilderness lodge is developed (2003).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision:               | Approved |

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Surrounding Applications Map



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**Agricultural Land Commission**

201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
www.alc.gov.bc.ca

July 27, 2018

Reply to the attention of Marli Bodhi  
ALC Inquiry: 51074

**Eric Tevely**  
Emailed electronically

**Re: “Second Single Family Dwelling” Residential Permitted Non-Farm Use at 16445 Babine Lake Road (PID: 024-244-317)**

The Agricultural Land Commission (the “ALC”) is in receipt of your electronic-mail dated May 8<sup>th</sup>, March 23<sup>rd</sup>, March 26<sup>th</sup>, April 18<sup>th</sup>, and July 19<sup>th</sup> of 2018, and your telephone correspondence on July 18<sup>th</sup>, 2018, which requested confirmation as to whether the proposed “Second Single Family Dwelling” residential use on the property identified as 16445 Babine Lake Road (PID: 024-244-317) (the “Property”) is consistent with the permitted non-farm use activities, described under s. 3(1)(b.1)(iii) of the Agricultural Land Reserve Use, Subdivision, and Procedure Regulation (the “Regulation”).

In review of your proposal; the ALC has confirmed the following:

- The Property is located in Zone 2 of the Agricultural Land Reserve and is ± 63 ha in size;
- The total area proposed to be occupied by all residences and any other residential structures on the parcel is ± 3,956 m<sup>2</sup>, which is less than 4,000 m<sup>2</sup> (as seen on Schedule A);
- As shown on Schedule A, the first proposed single family dwelling is located 61 metres east of the Property’s western boundary and 95 metres south of the Property’s northern boundary. This first proposed single family dwelling will be 230 m<sup>2</sup> ;
- As shown on Schedule A, the second proposed single family dwelling is located 618 metres from the Property’s eastern boundary and 122 metres south of the Property’s northern boundary. This second proposed single family dwelling will be 194 m<sup>2</sup>;
- Each proposed single family dwelling will have a sewage disposal field of 500 m<sup>2</sup>;
- As shown on Schedule A, the space between the first and second proposed single family dwellings is 82.3 metres and contains a shallow well and the driveway;
- As shown on Schedule A, the driveway access is from the Property’s western boundary;
- As shown on Schedule A, all land in the cross-hatched area of the map indicates the residential uses that total ± 3,956 m<sup>2</sup>, which is less than 4,000 m<sup>2</sup>; and,
- As shown on Schedule A, there is an existing lagoon on the northwest portion of the Property that will be decommissioned as it is being used for a mobile home that is being moved off the Property.

Based on this, the ALC has no objection to the proposed “Second Single Family Dwelling” residential use on the Property; however, should any of the residential use details discussed in correspondence or noted on the attached Schedule A be modified, you must advise the ALC prior to doing so in order to confirm whether the residential permitted non-farm use would remain in accordance with the Regulation.

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**Agricultural Land Commission**

201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
[www.alc.gov.bc.ca](http://www.alc.gov.bc.ca)

Further correspondence with respect to this letter is to be directed to Marli Bodhi at [Marli.Bodhi@gov.bc.ca](mailto:Marli.Bodhi@gov.bc.ca).

Yours Truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

A handwritten signature in black ink that reads 'M. Bodhi'. The signature is written in a cursive, flowing style.

Marli Bodhi, Land Use Planner

cc: Regional District of Bulkley-Nechako – Attention: Jennifer MacIntyre  
ALC Compliance & Enforcement

51074m2



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**Agricultural Land Commission**  
201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
[www.alc.gov.bc.ca](http://www.alc.gov.bc.ca)

February 15, 2019

ALC Inquiry: 51074

**Jennifer MacIntyre**  
**Regional District of Bulkley-Nechako**  
**DELIVERED ELECTRONICALLY**

**Re: “Second Single Family Dwelling” Residential Permitted Non-Farm Use at 16445 Babine Lake Road (PID: 024-244-317)**

The Agricultural Land Commission (the “ALC”) is in receipt of your electronic-mail dated February 5th, 2019 which requested confirmation as to whether the proposed updated “Second Single Family Dwelling” residential use on the property identified as 16445 Babine Lake Road (PID: 024-244-317) (the “Property”) is consistent with the permitted non-farm use activities, described under s. 3(1)(b.1)(iii) of the Agricultural Land Reserve Use, Subdivision, and Procedure Regulation (the “Regulation”). In a letter dated July 27, 2018, the ALC stated that there was no objection to the proposed “Second Single Family Dwelling” residential use on the Property, as per the submitted plan included as Schedule A to the letter.

In review of your February 5, 2019 correspondence, the ALC has confirmed the following:

- The first single family dwelling has been updated from 230 m<sup>2</sup> to 244.5 m<sup>2</sup>;
- The second single family dwelling has been updated from 194 m<sup>2</sup> to 243.6 m<sup>2</sup>; and
- The total area proposed to be occupied by all residences and any other residential structures on the parcel is ± 3,956 m<sup>2</sup>, which is less than 4,000 m<sup>2</sup> (as seen on Schedule A).

Based on the updated information, the ALC has no objection to the proposed “Second Single Family Dwelling” residential use on the Property; however, should any of the residential use details discussed in correspondence or noted on the attached Schedule A be modified, you must advise the ALC prior to doing so in order to confirm whether the residential permitted non-farm use would remain in accordance with the Regulation.

Further correspondence with respect to this letter is to be directed to [ALC.North@gov.bc.ca](mailto:ALC.North@gov.bc.ca).

Sincerely,

A handwritten signature in black ink that reads 'Shawna Wilson'.

Shawna Wilson, Land Use Planner

cc: ALC Compliance and Enforcement

51074m3





## Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 59354

**Application Status:** Under LG Review

**Applicant:** Michael Goebel , Laura Goebel , Eric Tevely , Alana Tevely

**Agent:** Giddings MacEachern Law

**Local Government:** Bulkley-Nechako Regional District

**Local Government Date of Receipt:** 06/18/2019

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Non-Adhering Residential Use - Additional Residence for Farm Use

**Proposal:** There are two families that own the farm, and both families must reside on the property in order to maintain the road and keep the farm operating. It is too much work for only one family to maintain the road and farm, and the farm is approximately 20km from Telkwa so both families need to reside on the property.

Additionally, both families need to reside on the property because Eric Tevely and Mike Goebel work away from the farm and cross shift each other to ensure that somebody is available at all times to keep the farm operating and the road maintained.

The farm will cease to function if both families are not able to live and work on the property.

The second family could not be housed on lands outside of the parcel for the following reasons:

- a. The farm is out of range from any town (approximately 20km from Telkwa) and is on a high plateau.
- b. The road into the farm is maintained by the property owners including the grading, ditching, gravelling and plowing snow.
- c. The farm is on sloped land and requires constant drainage work and corrections due to heavy snow loads and run-off.
- d. It is crucial for the operation of the farm to continually have a person that can operate the farm machinery.
- e. Eventually the owners of the farm will obtain livestock, and someone will need to be present at all times to feed and care for the livestock.

### Agent Information

**Agent:** Giddings MacEachern Law

**Mailing Address:**

1164 Main Street

Smithers, BC

V0J 2N0

Canada

**Primary Phone:** (250) 877-0011

**Email:** nicole@giddingslaw.com

### Parcel Information

**Applicant:** Michael Goebel , Laura Goebel , Eric Tevely , Alana Tevely

**FILE COPY**



**Parcel(s) Under Application**

1. **Ownership Type:** Fee Simple  
**Parcel Identifier:** 024-244-317  
**Legal Description:** E 1/2 DL 1048 R5C  
**Parcel Area:** 63 ha  
**Civic Address:** 16445 Babine Lake Road  
**Date of Purchase:** 09/03/2015  
**Farm Classification:** No

**Owners**

1. **Name:** Michael Goebel  
**Address:**  
128 Warbler Avenue  
Fort McMurray, AB  
T9K 5S1  
Canada  
**Phone:** (780) 742-8507  
**Email:** goebelfamily5@hotmail.com
  2. **Name:** Laura Goebel  
**Address:**  
128 Warbler Avenue  
Fort McMurray, AB  
T9K 5S1  
Canada  
**Phone:** (780) 881-5190  
**Email:** LauraG@innercitydiesel.ca
  3. **Name:** Eric Tevely  
**Address:**  
16445 Babine Lake Road  
Smithers, BC  
V0J 2N7  
Canada  
**Phone:** (780) 715-4278  
**Email:** EricT@innercitydiesel.ca
  4. **Name:** Alana Tevely  
**Address:**  
16445 Babine Lake Road  
Smithers, BC  
V0J 2N7  
Canada  
**Phone:** (250) 876-8538  
**Email:** niky.tevely@outlook.com
- 

**Current Use of Parcels Under Application**

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**  
*a. Approximately 35% - freshly seeded with oats (25 acres); and*  
*b. Approximately 65% - timothy hay (45 acres)*

**Applicant:** Michael Goebel , Laura Goebel , Eric Tevely , Alana Tevely

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

- a. *Approximately \$50,000 has been spent on drainage and culverts;*
- b. *Approximately \$200,000 has been spent on clearing and re-working fields;*
- c. *Approximately \$220,000 has been spent on equipment including tractors, plow, discs, tillers, seeder, dozer, telehandler, and excavator;*
- d. *Approximately \$2,500 has been spent seeding; and*
- e. *Approximately \$50,000 will be spent seeding the back 60 acres of the parcel.*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*There are no non-agricultural uses on the parcel other than the house already on the parcel and the proposed additional residence.*

**Adjacent Land Uses****North**

**Land Use Type:** Unused

**Specify Activity:** unused

**East**

**Land Use Type:** Unused

**Specify Activity:** unused

**South**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Livestock (sheep) and Farming (hay)

**West**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Livestock (cattle and horses) and Farming (hay)

**Proposal****1. What is the purpose of the proposal?**

*There are two families that own the farm, and both families must reside on the property in order to maintain the road and keep the farm operating. It is too much work for only one family to maintain the road and farm, and the farm is approximately 20km from Telkwa so both families need to reside on the property.*

*Additionally, both families need to reside on the property because Eric Tevely and Mike Goebel work away from the farm and cross shift each other to ensure that somebody is available at all times to keep the farm operating and the road maintained.*

*The farm will cease to function if both families are not able to live and work on the property.*

*The second family could not be housed on lands outside of the parcel for the following reasons:*

- a. *The farm is out of range from any town (approximately 20km from Telkwa) and is on a high plateau.*

**Applicant:** Michael Goebel , Laura Goebel , Eric Tevely , Alana Tevely

- b. The road into the farm is maintained by the property owners including the grading, ditching, gravelling and plowing snow.
- c. The farm is on sloped land and requires constant drainage work and corrections due to heavy snow loads and run-off.
- d. It is crucial for the operation of the farm to continually have a person that can operate the farm machinery.
- e. Eventually the owners of the farm will obtain livestock, and someone will need to be present at all times to feed and care for the livestock.

**2. Describe the necessity for an additional residence for farm use and how it will support agriculture in the short or long term.**

*The proposed additional residence will support agriculture in both the short and long term. It will support the long-term success of the farm and will support the work required in the short term to finish turning the property into a functioning farm.*

*The property had ceased to be a functioning farm as it had been misused and neglected for about 15 years prior to the current owners purchasing the property. The owners are committed to developing the land back into a functioning farm by investing many hours of work and hundreds of thousands of dollars into the land. Without the second residence the owners would not have the manpower to finish developing the property and to maintain it.*

**3. Describe the size, type and number, as well as occupancy of all residential structures currently located on the property.**

*The size of the residential house currently on the property is 244.5 sq. meters. The owners occupy the current residential structure, and they are a family of 2 adults and 4 children.*

**4. What is the total floor area of the proposed additional residence in square metres?**

243.5 m<sup>2</sup>

**5. Describe the rationale for the proposed location of the additional residence.**

*Approximately 1 acre ( ½ a hectare) to build the house for the second family required to run the farm, who are also owners of the property. They are a family consisting of 2 adults and 3 children.*

*The chosen area is on a ridge where the soil is heavy clay with rocks that are up to two feet in diameter, extending about 53 feet deep with bedrock underneath. The heavy clay, rocks and bedrock run from the proposed site to the existing house, and the area is not valuable farm land or soil.*

*The proposed area was chosen for the additional residence because it would not have an impact on areas of the property that are fertile or can be used for crops or as a grazing area.*

**6. What is the total area of infrastructure necessary to support the additional residence?**

*Approximately 1 acre ( ½ a hectare)*

**7. Do you need to import any fill to construct the additional residence or infrastructure?**

No

**Applicant Attachments**

**Applicant:** Michael Goebel , Laura Goebel , Eric Tevely , Alana Tevely

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- Agent Agreement - Giddings MacEachern Law
- Proposal Sketch - 59354
- Site Photo - Photographs of the property
- Certificate of Title - 024-244-317

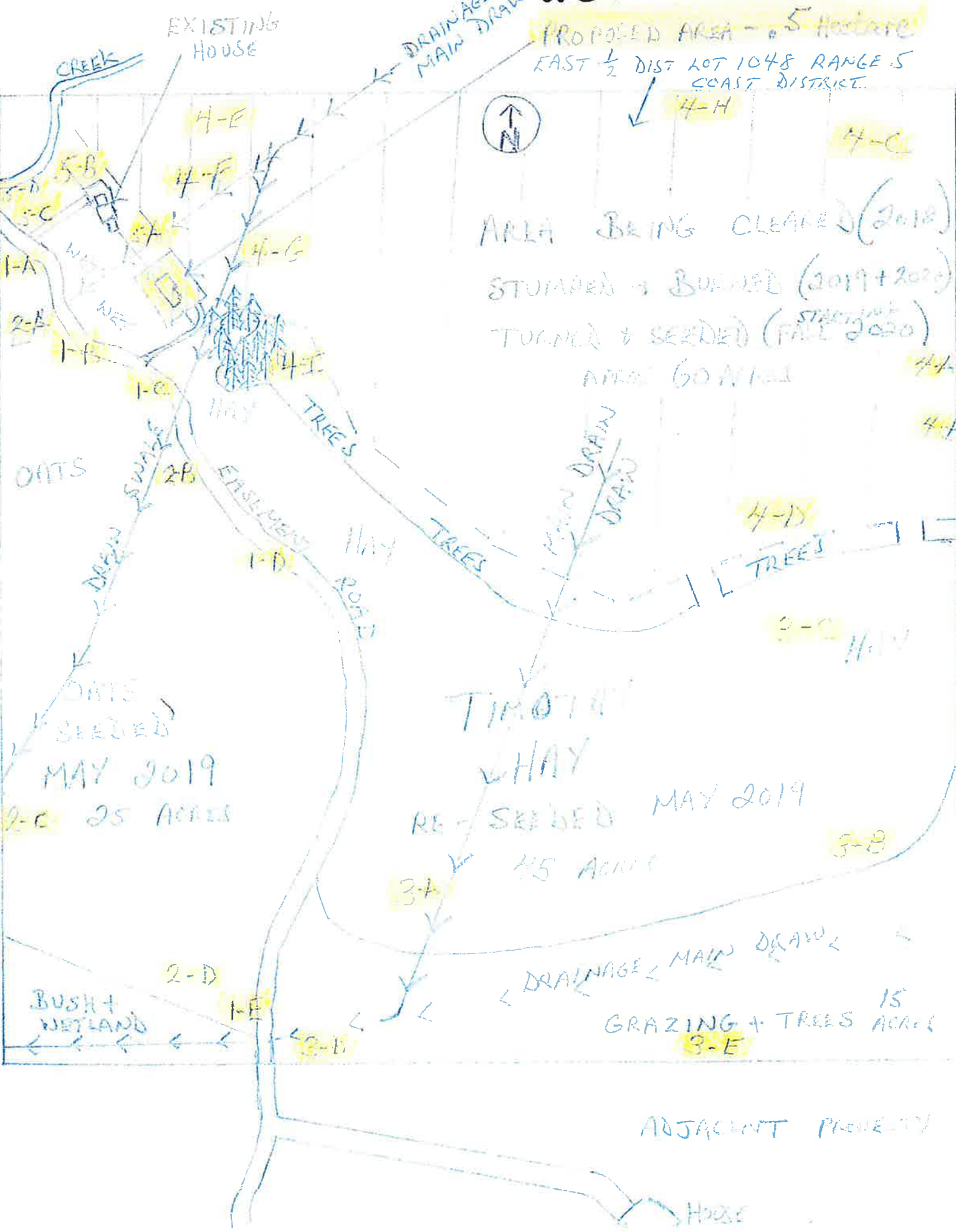
### **ALC Attachments**

None.

### **Decisions**

None.

237



PROPOSED AREA - 5 ACRES  
 FAST 1/2 DIST LOT 1048 RANGE 5  
 COAST DISTRICT.



AREA BRING CLEARED (2018)  
 STUMPED + BURNED (2019+2020)  
 TURNED + SEED (FALL 2020)  
 APPROX 60 ACRES

OATS SEED  
 MAY 2019  
 25 ACRES

TIMOTHY  
 HAY  
 RE-SEED MAY 2019  
 45 ACRES

GRAZING + TREES  
 15 ACRES

ADJACENT PROPERTY

Goebal/Tevely property pictures- Babine Lk. Road.

1-a: main drainage at northern tip of new oats field facing west.

1-b: easement road facing northwest.

1-c: easement road facing north.

1-d: easement road facing south and on edge of oats field.

1-e: Easement road at south end hydro line facing west into oats field.

2-a: oats field facing west

2-b: oats field facing southwest at drainage swale.

2-c: oats field at western edge facing north.

2-d: oats field at southern swale facing north.

3-a: back 45 hay field now planted facing south.

3-b: new hay field back 45 top edge facing southwest.

3-c: top of back 45 hay field facing west.

3-d: edge of grazing area being cleared facing east.

3-e: top of grazing area being cleared facing northeast.

4-a: top back 60 being cleared.

4-b: same

4-c: top land being cleared facing west.

4-d: upper land clearing facing northwest.

4-e: stumping with excavator facing east.

4-f: stumped and burned area facing east.

4-g: thinned poplars facing northeast.

4-h: property line north edge.

4-i: the "re-gen" trees referred to in the write-up re-guarding field's neglect.

Goeba/Tevely property pictures

5-a: the heavy clay seam found in the area between the existing house and proposed area for .5 hectare non-farm use. As discussed this area is the northern main drainage area and the clay is 53 feet deep then bedrock. Because of the drainage shed and the clay seam we do not intend to attempt agriculture in this small area. This picture is facing west.

5-b: the edge of the clay seam at the western corner of the property.

5-c: edge of drive way to existing house ,showing poor soil conditions- however because it is cleared we intend to use as grazing land if we can get grass growing in a sustainable manner. This picture is facing southeast. We removed approx. 120 re-gen pine trees from this area and are still excavating and dozing the ground which is rocky and a clay/gravel mixture.

5-d: northwest corner Creekside showing sparse soil and patchy growth. This area has been planted with grass and we are attempting to salvage it. it is approx. 4 acres and was completely covered in 15 year old re-gen pine trees.

These pictures represent the amount of work and dedication that has gone into the property in the last 3 years. Prior to this pictures would have been "bush and willow with flooded areas". A close look at the pictures of cleared areas shows the amount of work with equipment still required to get this farm in full production and capable of supporting both crops and livestock. We believe our proposal to have merit and sound judgement with regards to completing and sustaining a viable farm on ALC land.

240



6

PICTURE

1-A



241



1-B<sup>2</sup>

242



1-C<sup>2</sup>

243



10

1-D

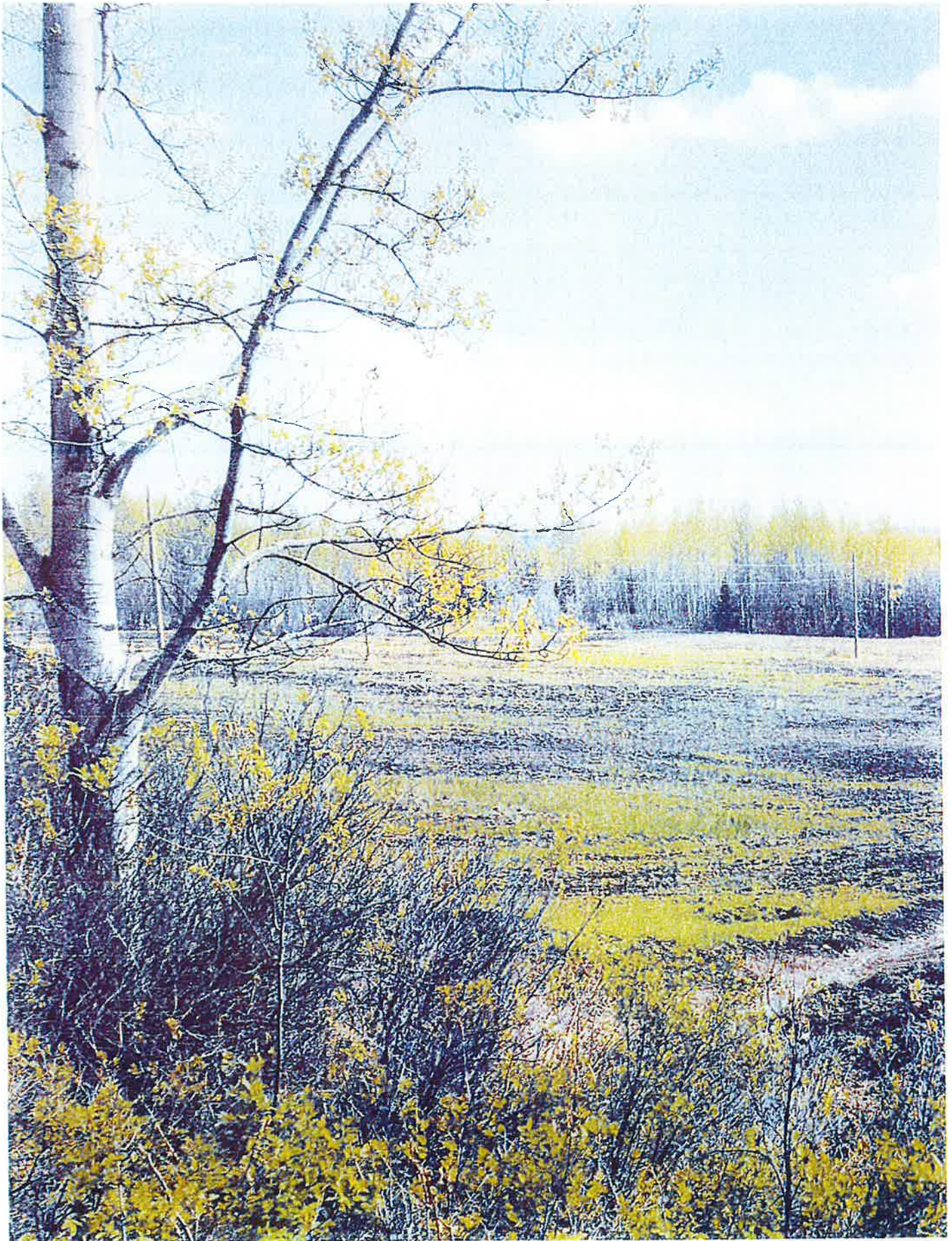
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8

1-E

245



8

PICTURE 2-A

246



4

2-B

247

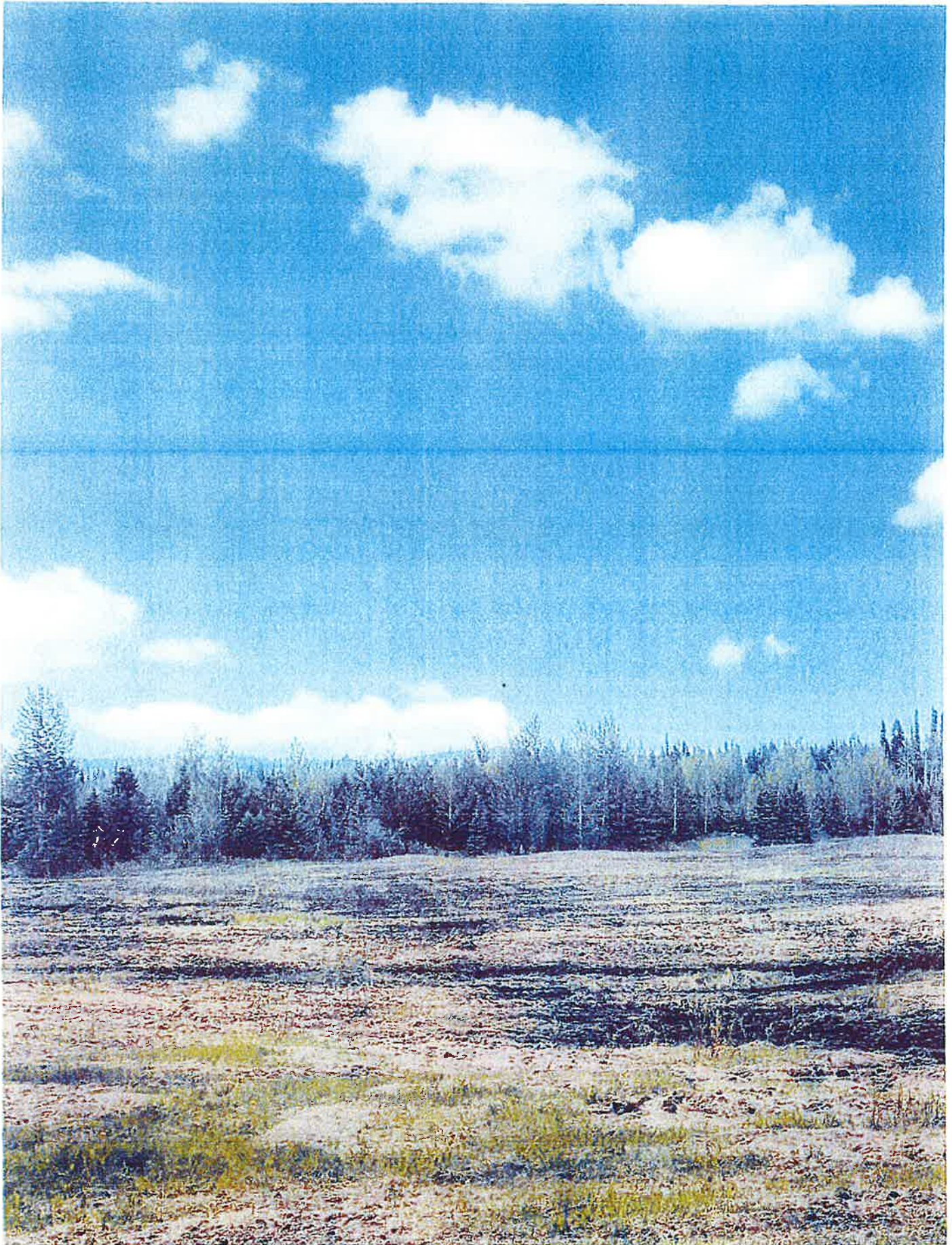


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10

PICTURE 3-A

250



6

3-B

251



4

3-c

252



6

3-D

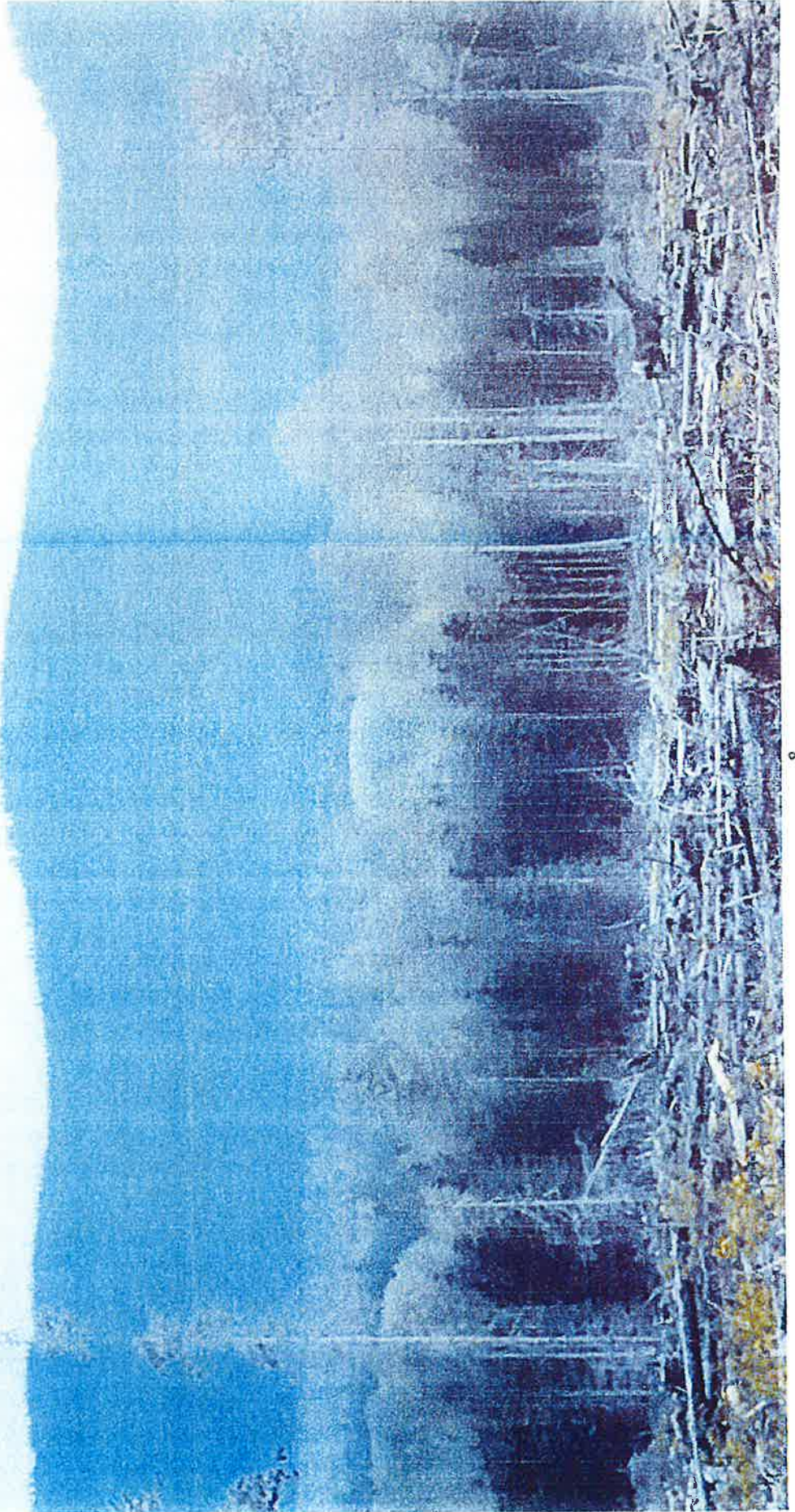
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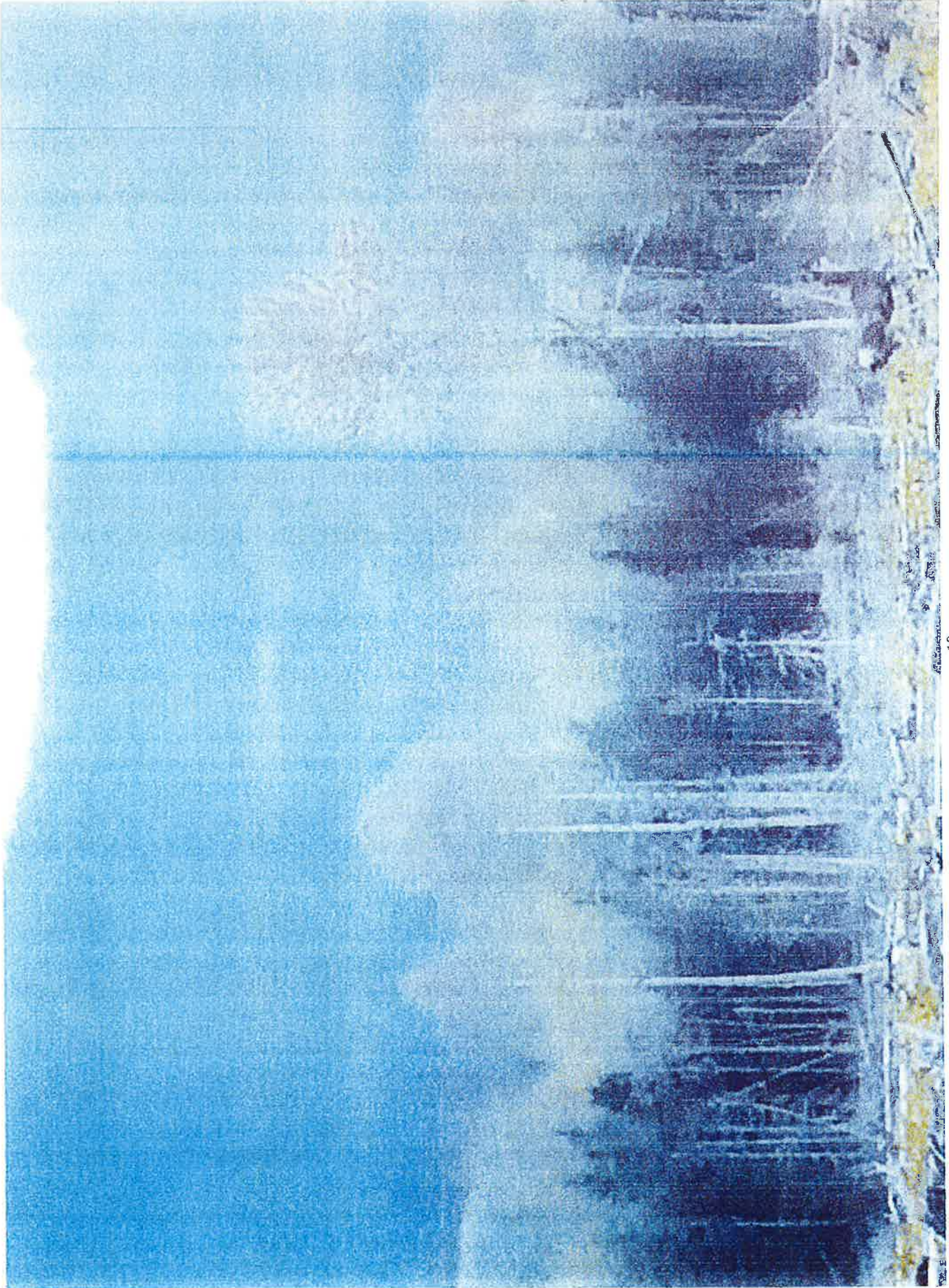
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254



8  
PICTURE 4-A

255



10

4-B

256

8



H-C



257

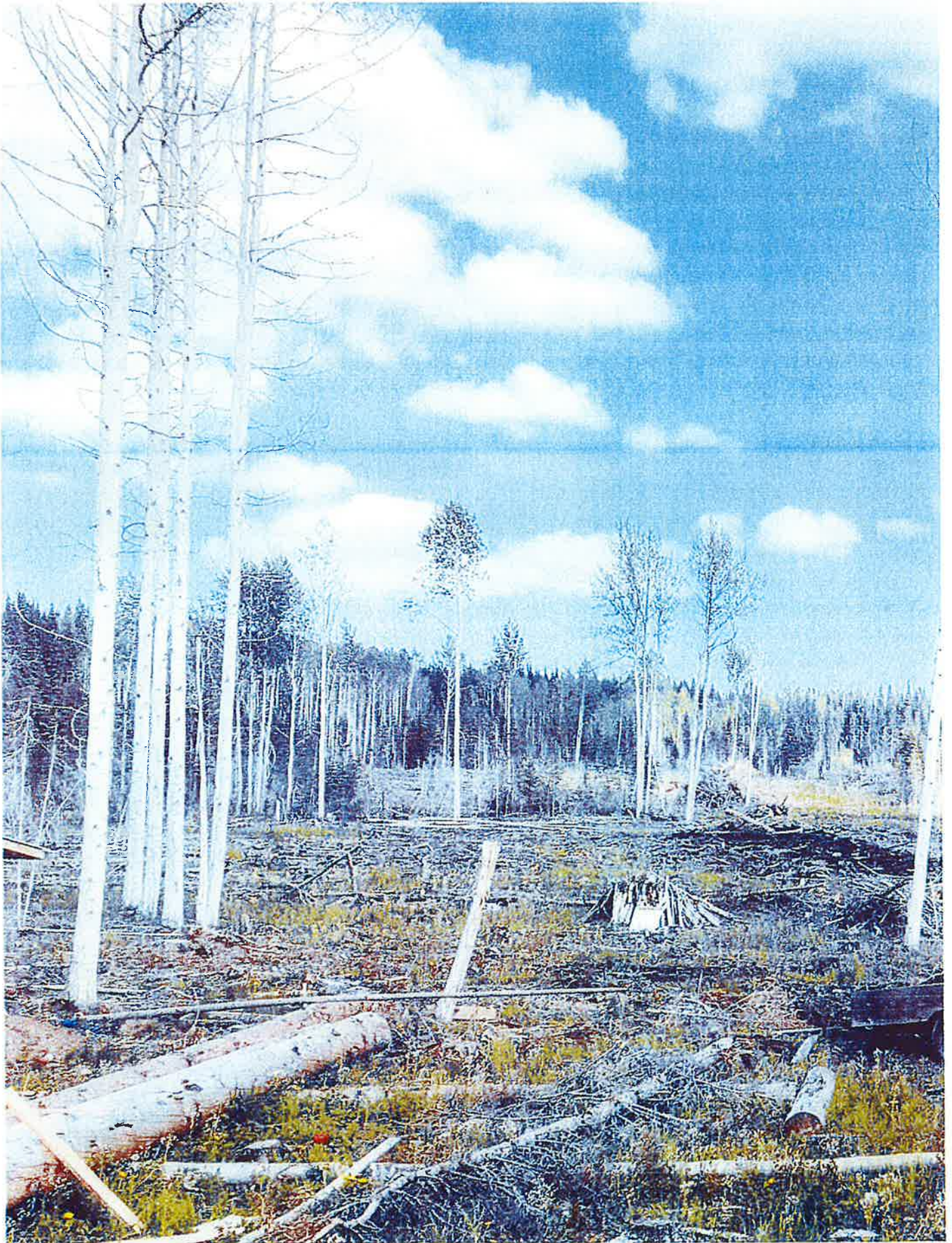


258



4-E

259



4-F



7-6

260

1961



H-H.

I-4

4



262

263



6

PICTURE 5-A

264





265



266



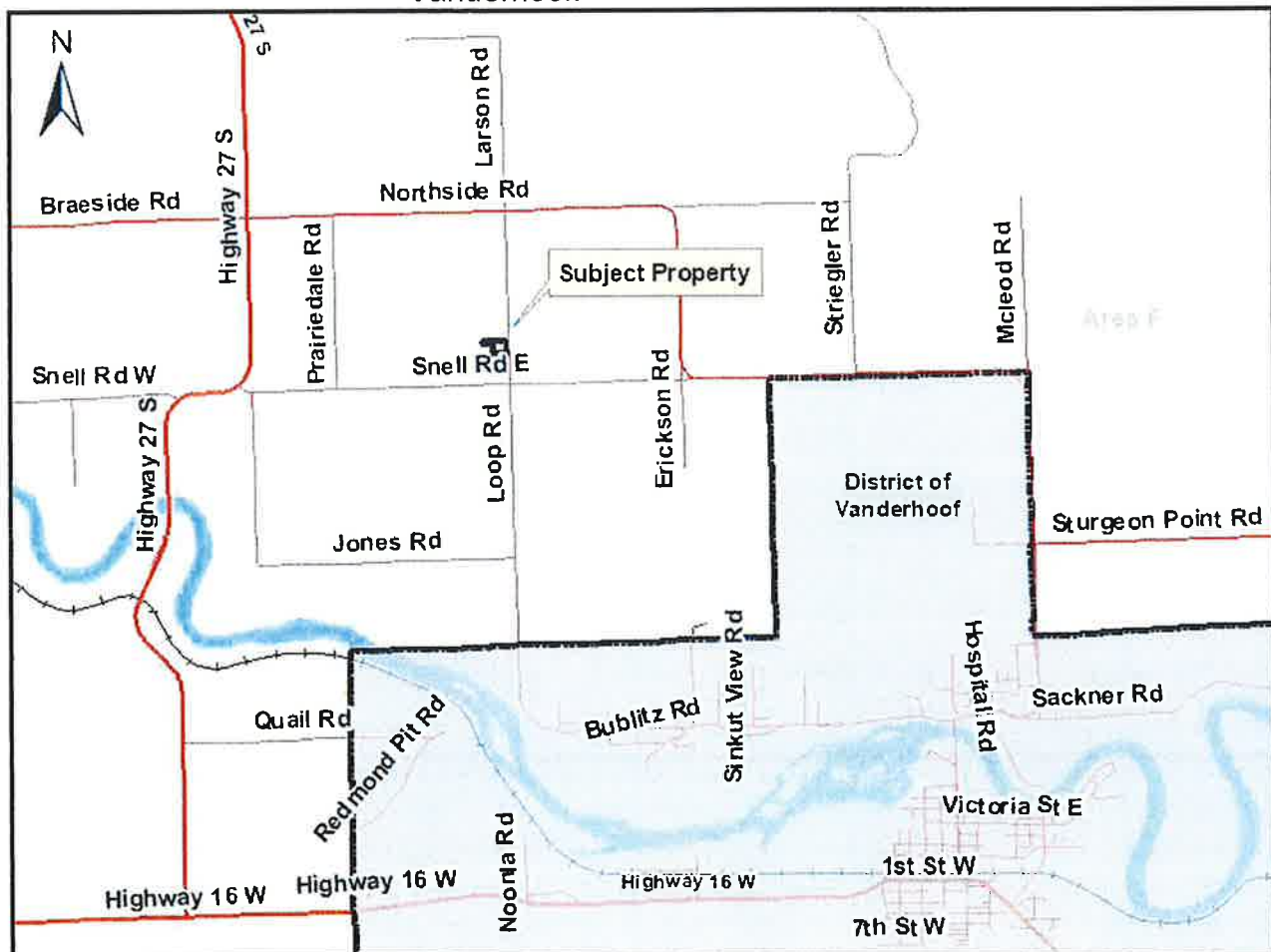
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5-D



Regional District of Bulkley Nechako  
 Planning Department Report  
**Application No. 1215 – Non-Farm Use within the ALR**  
 August 6<sup>th</sup>, 2019

|                            |                                                                                                                            |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Owner:</b>      | The Old Apostolic Lutheran Church of Vanderhoof                                                                            |
| <b>Authorized Agent:</b>   | Travis Marttinen                                                                                                           |
| <b>Electoral Area:</b>     | F                                                                                                                          |
| <b>Subject Property:</b>   | Lot A Section 25 Township 12 Range 5 Coast District Plan 5066. This parcel is approximately 1.92 ha. (4.74 acres) in size. |
| <b>O.C.P. Designation:</b> | Civic Institutional (C/I)                                                                                                  |
| <b>Zoning:</b>             | Civic Institutional (P1) pursuant to Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993                       |
| <b>Existing Land Use:</b>  | Vacant Building (Formerly Elementary School)                                                                               |
| <b>Location:</b>           | The subject property is located at 8585 Loop Rd, approximately 2.5 kilometers northwest of the District of Vanderhoof.     |



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## Proposal

This is a non-farm use application to allow the former elementary school building, and septic field, on the property to be used as a church. The application area is approximately 0.48 hectares, which is 27% of the subject property.

The Applicant states that there are no other properties outside of the ALR that suit their needs and that the agricultural lands around the property will not be harmed or impacted. The Non-Farm Use Area shown below, includes the use of the existing building, sewage treatment system, modification to the front of the building to provide a covered entrance, and the addition to the existing parking lot to create an approximate additional 8,800 ft<sup>2</sup> of paved parking area.

### Non-Farm Use Area



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## REFERRAL COMMENTS

### **Advisory Planning Commission**

The APC recommends that the application be accepted.

### **Ministry of Agriculture**

"This parcel is in the ALR, a provincial zone where agriculture is recognized as the priority use and where farming is encouraged, and non-agricultural uses are restricted.

We agree that the expansion of the parking lot by approximately 0.2 ac and the repurposing of the building from a school to a church may have minimal impacts to the agricultural potential of the property

Note that not all agriculture is soil based and the ALR is an appropriate location for other types of non-soil-based production systems to be established and operated.

As noted in the referral Document, surrounding land use is primarily agricultural.

Weeds can greatly reduce the productivity of agricultural areas and under the Weed Control Act the land occupier had a legal obligation to control noxious weeds on the site. Control of both plants and seeds is required as the seeds from invasive plants can lay dormant and viable in the soil for many years and can be a serious long term problem. Movement of vehicles (including truck traffic) between areas may introduce invasive species to the site. If NFU is approved, a weed prevention and control plan is recommended, and that special emphasis be placed on ensuring vehicles and other equipment is clean prior to being brought on site.

If any NFU is approved, it is highly recommend that appropriate, lawful fences are established. This is an important step in agricultural areas and can be a key step in protecting both parcels and any owners/future owners from legal issues such as livestock being at large and reduces the potential for complaints and conflict. For more information on fencing requirements in rural areas please refer to Section 3 of the Trespass Act."

### **RDBN Agriculture Coordinator**

"I approve use of old school grounds, but am against a paved parking lot. I realize that the school was built on the ALR before the existence of the ALR. The property is located in prime ag land and non-farm use should be limited."

## PLANNING DEPARTMENT COMMENTS

### OCP & Zoning

The OCP designation is Civic Institutional (C/I). This designation is intended to provide a range of public, government, and community related uses within the Plan area. Such uses may include schools, fire halls, community halls and churches.

The subject property is zoned Civic Institutional (P1). The P1 zone allow churches as a permitted use. Therefore, the proposal is consistent with the OCP and Zoning Bylaws.

### Land Use

The property has existed since 1894, and is legally described as 'Lot A, Section 25, Township 12, Range 5 Coast District'. The surrounding area is used primarily for agriculture, including pasture, the growing of grains and forage. It is estimated that the Prairiedale Elementary School, which closed in 2013, was constructed in the 1960's.

In the summer of 2013, RDBN staff undertook an Agricultural Land Use Inventory (ALUI), which included the subject property. The property was classed as 'unavailable for farming', and the ground cover at that time consisted of manicured lawn (see "RDBN Agricultural Land Use Inventory Map"). The agricultural capability ratings show that the property is suitable for agriculture (see "Agricultural Capability").

On June 11, 2019 staff observed that placed considerable gravel / fill in the area proposed to be used for parking area.



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On August 1, 2019 staff observed construction on the exterior of the building and interior renovations. It appears that the building is currently being used as a church. A building permit was not obtained for this construction.



Given the small size of the property and its long standing civic institutional use the impact to agriculture is minimal. Therefore, staff have no objection to this application. It is noted that the Building Inspectors will be working with the property owners to obtain the required building permit.

Since the changes to the ALC Act and Regulations under Bill 52, aggregate, gravel, sand, and other landscaping materials observed at the time of the site visit in June are now considered prohibited. Therefore, this application is also asking for retroactive approval to allow the fill placement associated with development of the parking area.


27a

**Recommendation**

That Agricultural Land Reserve Non-Farm Use Application No. 1215 be recommended to the Agricultural Land Commission for approval.

*Development Services – All/Directors/Majority*

Reviewed by:

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

Written by:

  
\_\_\_\_\_  
Sam West  
Summer Student



## SCHEDULE A

### AGRICULTURAL CAPABILITY

*(Based on Canada Land Inventory mapping)*

100% of the Subject Property is:

Class 4 land limited by adverse climate

**Class 4** Land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.

### SURROUNDING APPLICATIONS

**No. 984** Part NW ¼, Section 19, Township 11, Range 5, Coast District, Except Plan 8395, PRP13341, and PRP13501

Application to subdivide a 7.5 ha parcel from the original 134.7 ha under ALC Home site Severance Policy (2004).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision:               | Approval |

**No. 663** N ½ of Section 30, Township 11, Range 5, Coast District, except Hwy r/w Plan 8392 and 8504

Application to subdivide 12.15 ha from the 122.65 ha property for a home site (1986).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Approval |
| Regional Board recommendation: | Approval |
| A.L.C. Decision:               | Approval |

**No. 583** Lot 3, Plan 12237, Section 19, Township 11, Range 5, Coast District.

Application to subdivide two 2 hectare parcels from the 64.77 ha subject property (1984).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Approval |
| Regional Board recommendation: | Denial   |
| A.L.C. Decision:               | Approved |

**No. 975** Lot 3, Plan 12237, Section 19, Township 11, Range 5, Coast District.

Application to subdivide 2.1 ha from 122.6 ha subject property to allow for home near feedlot operation (2004).

|                                |          |
|--------------------------------|----------|
| Staff recommendation:          | Approved |
| Regional Board recommendation: | Approved |
| A.L.C. Decision:               | Approved |



# RDBN Agricultural Land Use Inventory Map

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Notes:  
Field Survey completed  
Summer, 2013

DISCLAIMER: The Regional District of Bulkley-Nechako makes no warranty, representation or guarantee of any kind regarding either maps or other information provided herein or the sources of such information. Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided, or for any action 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: 1 cm = 41 m  
User: sam.west  
Date: 6/12/2019  
Time: 2:46:23 PM



Subject Property

**Farm Potential**

- House
- School
- Subject Property
- Secondary Road
- ICIS\_CADASTRE
- Cadastre - Legal
- Watercourses

**Land Cover Status**

- Available - potential for farming
- Farmed
- Farming support
- Limited potential for farming - physical limitation
- Unavailable for farming - land use



215

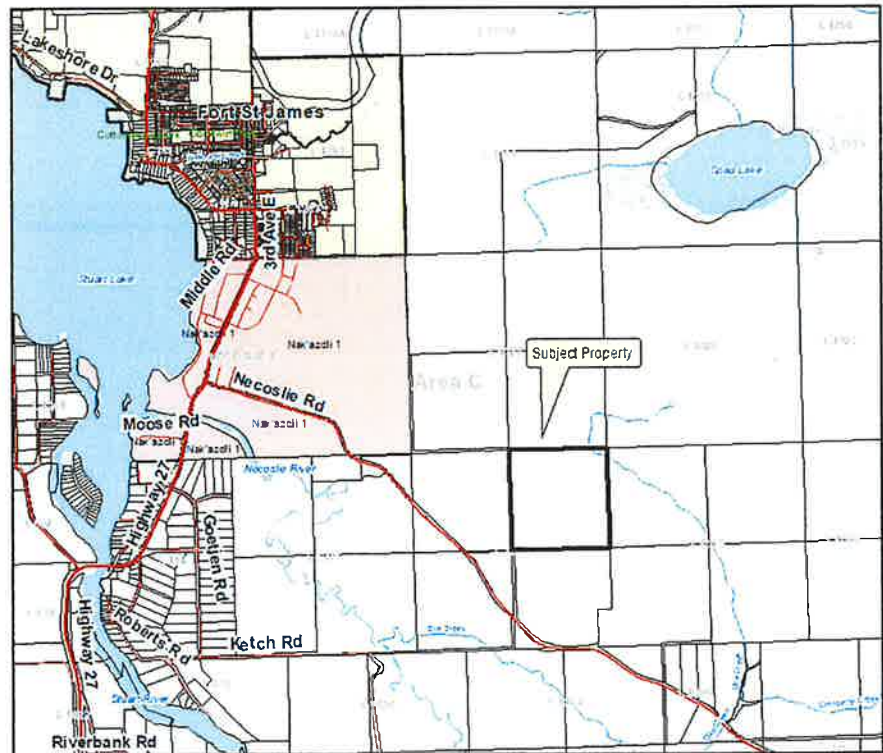
## MEMORANDUM

To: Board of Directors  
From: Sam West, Planning Technician  
Date: July 22nd, 2019  
Re: Land Referral File No. 7410097 (Hoy)

This application is regarding a Crown Grant for extensive agricultural purposes.

The application area is located 1.8 kilometres south of the District of Fort St. James and 800 meters east of Nak'azdli IR along the Necoslie Road. The surveyed Crown parcel is vacant and is 65.07 ha. in size.

The property is zoned Rural Resource (RR1) and is not within the Agricultural Land Reserve (ALR). The applicants are applying to purchase the lands by a Crown Grant Direct Sale to develop it for Extensive Agriculture purposes.

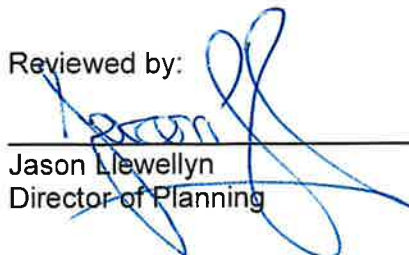


### Recommendation

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410097.

*Rural Directors – All/Directors/Majority*

Reviewed by:

  
Jason Llewellyn  
Director of Planning

Written by:

  
Sam West  
Planning Technician



## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 7410097

---

|                                         |                                                             |
|-----------------------------------------|-------------------------------------------------------------|
| <b>Electoral Area:</b>                  | C                                                           |
| <b>Applicant:</b>                       | Bradley and Nadine Hoy                                      |
| <b>Existing Land Use:</b>               | Vacant                                                      |
| <b>Zoning:</b>                          | Rural Resource (RR1) under RDBN Zoning Bylaw No. 800, 1993  |
| <b>Plan Designation</b>                 | Resource (RE) under Fort St. James Rural OCP No. 1578, 2010 |
| <b>Proposed Use Comply With Zoning:</b> | Yes, Agriculture is a permitted use in the RR1 zone.        |
| <b>If not, why?</b>                     | N/A                                                         |
| <b>Agricultural Land Reserve:</b>       | No                                                          |
| <b>Access Highway:</b>                  | Necoslie Road                                               |
| <b>Archaeological Site:</b>             | None according to provincial mapping                        |
| <b>Building Inspection:</b>             | Within the Building Inspection Area                         |
| <b>Fire Protection:</b>                 | Within the Rural Fire Protection Area                       |
| <b>Other comments:</b>                  | No Management Plan has been provided                        |

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**Jennifer MacIntyre**

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**From:** FrontCounterBC@gov.bc.ca  
**Sent:** July 10, 2019 9:24 AM  
**To:** Jennifer MacIntyre  
**Cc:** Maria Sandberg; Deneve Vanderwolf  
**Subject:** 7410097 - Province of BC Referral Request on an Agriculture ExtensiveUse application

Regional District of Bulkley-Nechako  
Jennifer MacIntyre

Agriculture - Intensive Use/Extensive Use  
Referral Number: 114694592 - 002  
Reference Number: Forests, Lands and Natural Resource Operations / 7410097  
Request Sent: July 10, 2019  
Response Due: August 24, 2019

You are invited to comment on the following Crown land application. A response is required in order for the application and adjudication process to move ahead.

File: 7410097  
Proponent: Bradley & Nadine Hoy  
Tenure Type: Crown Grant  
Intended Land Use/background context: Agriculture Extensive  
BCGS Mapsheet: 93K.049  
Location: Necoslie Road  
Legal Description: NE1/4, DISTRICT LOT 1263, RANGE 5 COAST DISTRICT.  
Area (ha): 65.07

The applicant has applied for a Crown Grant under the Agriculture - Extensive policy.  
Operations may include the removal of merchantable timber and other vegetation from the application area.

You can view the application on the following website: <https://comment.nrs.gov.bc.ca/>  
? Click 'Find Applications?' then enter Crown Land File Number 7410097  
? This will highlight the application on the map, which you can then click to View Application Details.

Section 17 Conditional Withdrawal, File 7400641 for Agriculture Extensive purposes may be amended to reflect the updated status area if approved.

The application area will require removal from the Provincial Forest if application is approved.

Please [Click Here](#) to respond to this referral. You must be logged in using your BCeID account to view associated information. Note that forwarding or otherwise distributing this email will provide access to the associated information only if the receiver has a corresponding account.

For "how-to" instructions on how to respond to this request, please visit <http://www.frontcounterbc.gov.bc.ca/ereferrals.html> for instructional videos. To obtain a BCeID, please visit <https://www.bceid.ca/>

For technical assistance with e-Referrals, please contact FrontCounter BC at 1-877-855-3222.

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For more information regarding this referral, please contact the "Email Coordinator" given within the referral.

Note that it can take an extended period of time to connect from the BCeID login to the e-Referrals website, this is normal. Avoid re-clicking the "Next" button or you could extend this connection time.

Please do not reply to this email.

Ryan Hall

FrontCounter BC  
Senior Land Officer

(250) 561-3446  
Ryan.Hall@gov.bc.ca



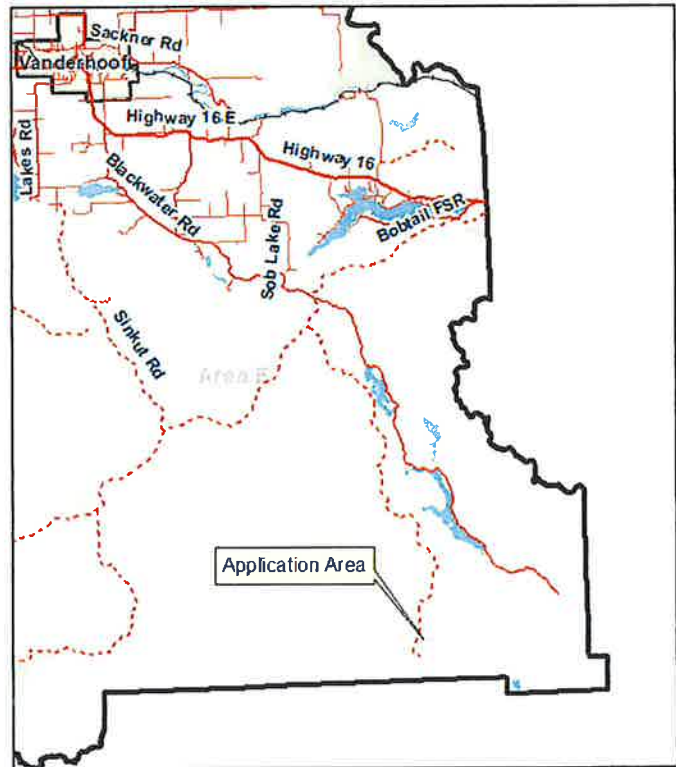
## MEMORANDUM

To: Board of Directors  
 From: Sam West, Planning Technician  
 Date: July 29th, 2019  
 Re: Land Referral File No. 7410092 (Buchanan)

This application is for a Licence of Occupation. The applicants wish to construct a roadway to access their Crown granted parcel for agricultural use.

The application area is located along the Bobtail Forest Service Road approximately 58 kilometres south east of the District of Vanderhoof. The licence of occupation area is vacant and is 0.46 ha. in size.

The property is not zoned and is within the Agricultural Land Reserve (ALR).




### Recommendation

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410092.

*Rural Directors – All/Directors/Majority*

Reviewed by:

  
 Jason Llewellyn  
 Director of Planning

Written by:

  
 Sam West  
 Planning Technician

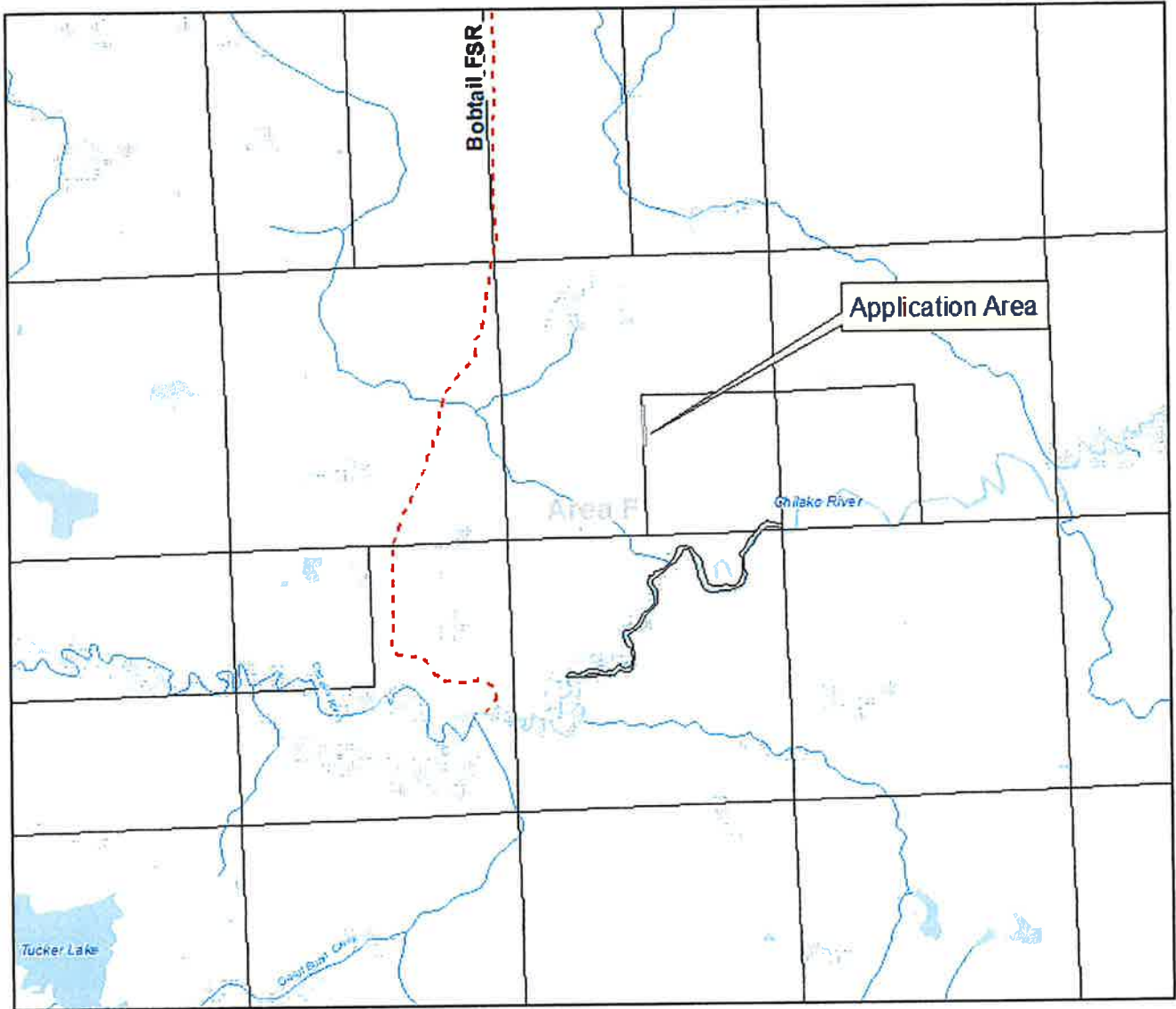


## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 7410092

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Electoral Area:</b>                  | F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Applicant:</b>                       | Vivian Buchanan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Existing Land Use:</b>               | Vacant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Zoning:</b>                          | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Plan Designation</b>                 | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Proposed Use Comply With Zoning:</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>If not, why?</b>                     | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Agricultural Land Reserve:</b>       | Within the ALR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Access Highway:</b>                  | Canfor Roadway Permit Ro9185AAA, accessed by Bobtail FSR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <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>The applicant must comply with ALR Use Regulation s.35 regulating fill on agricultural land if they construct a road using any fill.</p> <p>S.35 (a)(i) of the ALR Use Regulations states that:</p> <p>“Subject to section 36 [prohibited fill], the removal of soil from, or the placement of fill on, agricultural land for one or more of the following purposes is permitted if all applicable conditions are met:</p> <ul style="list-style-type: none"> <li>(a) Constructing or maintaining a structure for farm use or for a principal residence if both of the following conditions are met: <ul style="list-style-type: none"> <li>i. The total area from which soil is removed or on which fill is placed is 1 000m<sup>2</sup> or less;”</li> </ul> </li> </ul> <p>The applicant may require ALC approval if the road construction requires fill (i.e. Gravel).</p> |



Application Area Map



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## MEMORANDUM

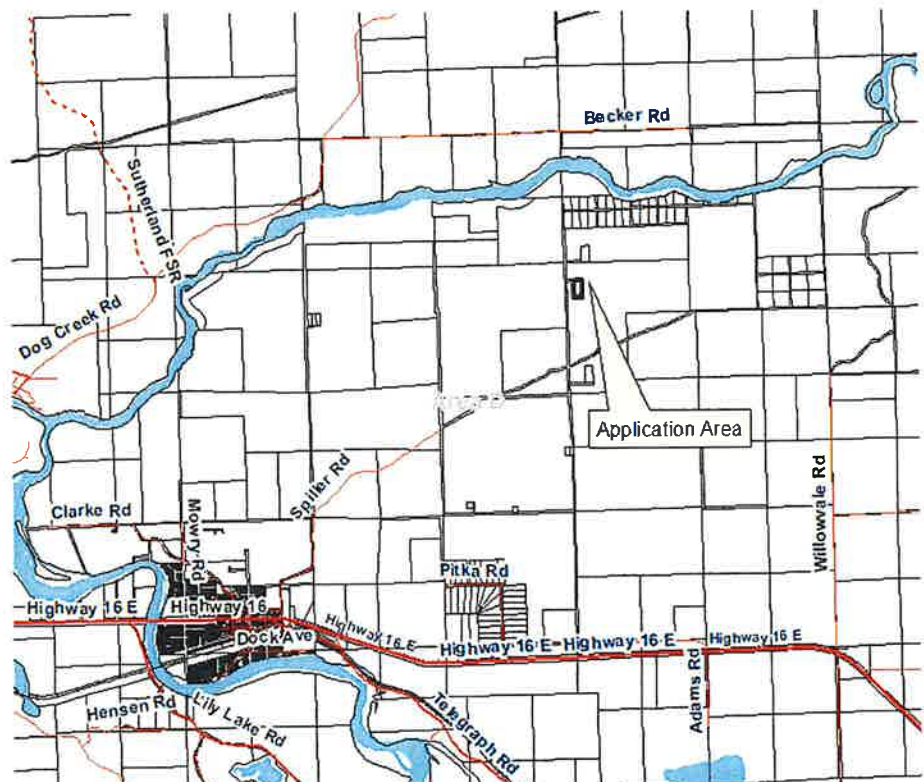
To: Board of Directors  
From: Sam West, Planning Technician  
Date: July 29th, 2019  
Re: Land Referral File No. 7405905 Larworth Logging Ltd

This application is regarding a Crown Grant for extensive agricultural purposes.

The application area is located near Spiller Road approximately 5 kilometres north east of the Fort Fraser. The surveyed crown parcel is vacant and is 2.024 ha. in size.

The property is zoned Agriculture (Ag1) and is within the Agricultural Land Reserve (ALR). The applicants wish to purchase the lands by a Crown Grant Direct Sale to develop it for an Extensive Agriculture use.

The Applicant owns the surrounding Land.



### Recommendation

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7405905.

*Rural Directors – All/Directors/Majority*

Reviewed by:

  
Jason Llewellyn  
Director of Planning

Written by:

  
Sam West  
Planning Technician



## REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 7405905

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|                                         |                                                                                      |
|-----------------------------------------|--------------------------------------------------------------------------------------|
| <b>Electoral Area:</b>                  | D                                                                                    |
| <b>Applicant:</b>                       | Larworth Logging Ltd                                                                 |
| <b>Existing Land Use:</b>               | Vacant                                                                               |
| <b>Zoning:</b>                          | Agricultural zone (AG1) under Zoning Bylaw No. 700, 1993.                            |
| <b>Plan Designation</b>                 | Agriculture (AG) under Endako, Fraser Lake and Fort Fraser Rural OCP No. 1865, 2019. |
| <b>Proposed Use Comply With Zoning:</b> | Yes                                                                                  |
| <b>If not, why?</b>                     | N/A                                                                                  |
| <b>Agricultural Land Reserve:</b>       | Within the ALR                                                                       |
| <b>Access Highway:</b>                  | Spiller Rd                                                                           |
| <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>                  | None                                                                                 |

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## MEMORANDUM

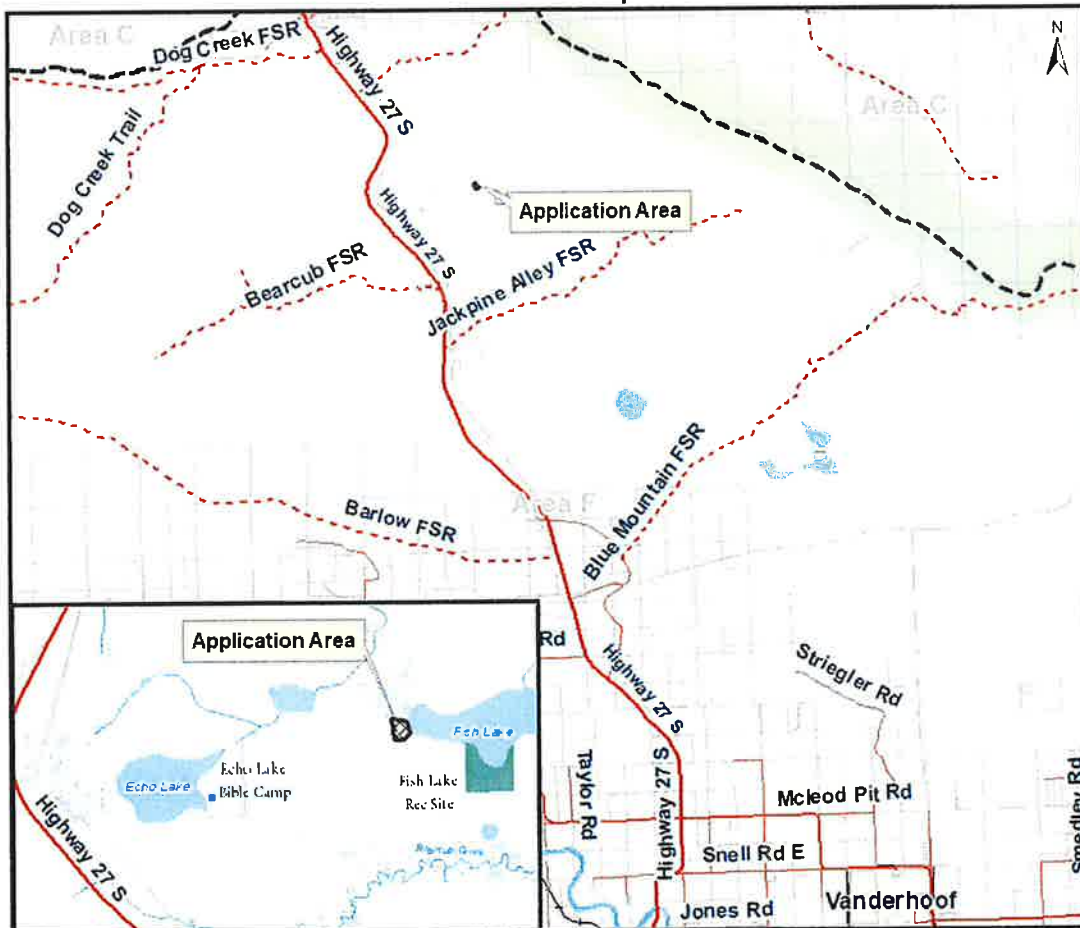
To: Board of Directors  
From: Jennifer MacIntyre, Planner I  
Date: July 31, 2019  
Re: Land Referral File No. 7409785 (One Hope Ministries Canada)

This referral from the Province is for a Licence of Occupation for a 10-year term to allow the applicant to develop and use the application area for commercial recreation purposes.

One Hope Ministries Canada (Echo Lake Bible Camp/ ELBC), provides youth with a wilderness camping experience in the area around Fish Lake. The company wishes to expand the area that they have been using for 27 years as a resource to teach children numerous outdoor skills and enhance appreciation for the environment.

The application area is located off Highway 27, 25 kilometres north of the District of Vanderhoof and is 2.1 ha in size shown as the hatched area on the map below.

Location Map



The proposed campsite is a 20-30 minute hike from Echo Lake Bible Camp. The application area provides a unique wilderness camping and canoeing experience that is not available on the established site. The camp will run seasonally every summer in the month of August. All trails, roads, and boat launch needed are existing. The development of wooden platforms to reduce soil compaction of tent areas are proposed.

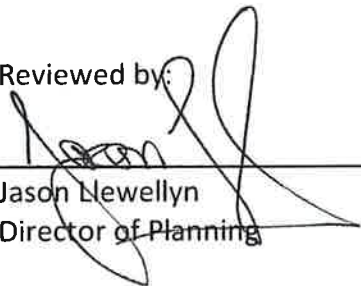
The application area is zoned Rural Resource (RR1) and designated Resource (RE) under the Rural Vanderhoof Official Community Plan. The use of primitive campsites is a permitted use under the RR1 zone. The application states that the members of the Echo Lake Bible Camp board met with the Nak'azdli First Nation to review their development plans. The Nak'azdli First Nation Council approved the project with the stipulation that it would not limit their access to the site. Licence of Occupation are not exclusive to one user; therefore, this type of application meets the concerns raised by the Nak'azdli First Nation.

**Recommendation:**

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7409785.

*Board of 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 7409785**

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|                                             |                                         |
|---------------------------------------------|-----------------------------------------|
| <b>Electoral Area:</b>                      | F                                       |
| <b>Applicant:</b>                           | One Hope Ministries of Canada           |
| <b>Existing Land Use:</b>                   | Vacant                                  |
| <b>Zoning:</b>                              | Rural Resource (RR1)                    |
| <b>Proposed Use Comply<br/>With Zoning:</b> | N/A                                     |
| <b>Plan Designation</b>                     | Resource (RE)                           |
| <b>Agricultural Land Reserve:</b>           | Outside the ALR                         |
| <b>Access Highway:</b>                      | Fish Lake FSR                           |
| <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>                      | None.                                   |

124°12'0"W

124°11'30"W

124°11'0"W

124°10'30"W

# SITE MAP

BCGS Mapsheet: 93K030  
Lat/Long: 54° 14' 13.883" N 124° 11' 23.920" W

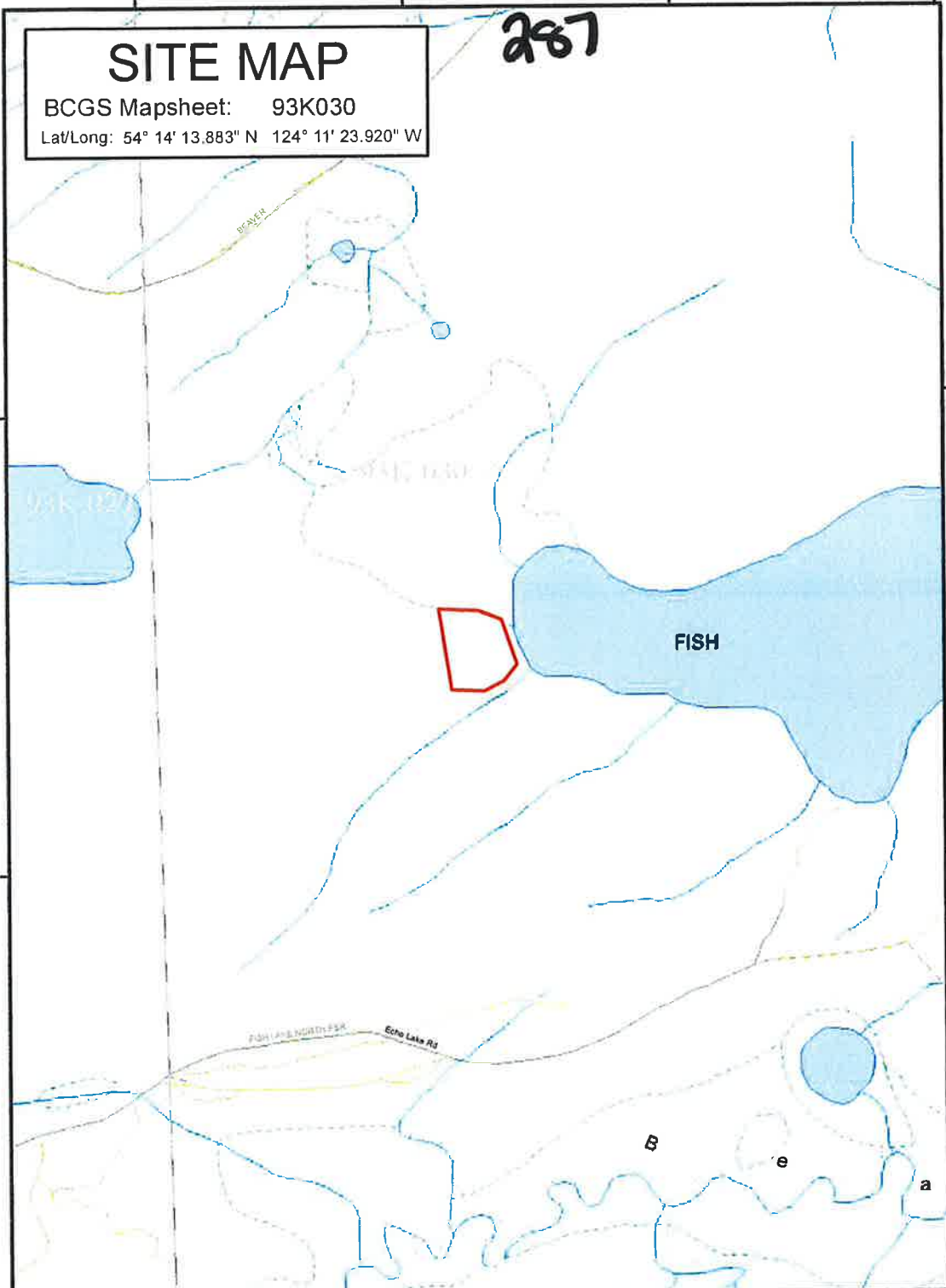
287

54°14'30"N

54°14'0"N

54°14'30"N

54°14'0"N



File Number: 7409785

Site # 1 of 1 - APPLICATION Area = 2.1 Ha.

TYPE: LICENCE

PURPOSE: COMMERCIAL

SUBTYPE: LICENCE OF OCCUPATION

SUBPURPOSE: COMMERCIAL B

LOCATION: FISH LAKE

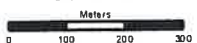
IMAGERY: NA

Produced by  
Ministry of Forests, Lands &  
Natural Resource Operations  
Northern Service Centre  
FrontCounterBC  
Date July 15, 2019

Scale: 1:10,000

\* if printed on 8.5X14 page

Projection: BC Albers  
Datum: NAD 83



## Legend

- |                          |                              |
|--------------------------|------------------------------|
| Crown Land Application   | Protected Areas              |
| Primary Survey Parcel    | Provincial Park              |
| Subdivision              | Protected Area               |
| Municipality             | OC Ecological Reserve        |
| Surveyed Rights of Way   | Recreation Area              |
| Surveyed Road R/W        | Base Mapping Features (20K)  |
| Gas/Oil R/W District Lot | River or Stream              |
| Power Transmission R/W   | River or Stream - Dry        |
| Gas/Oil R/W              | Lake                         |
| Telecom R/W District Lot | Reservoir - Definite         |
| Miscellaneous R/W        | Glacier/lowfield             |
| Transportation Corridors | Contour - 20m Interval       |
| Highway                  | Transportation - Lines (20K) |
| Railway                  | Airfield                     |
| Surveyed Road R/W        | Road                         |
|                          | Forest Service Road          |
|                          | Road Permit                  |
|                          | Trail                        |
|                          | Rail Line                    |

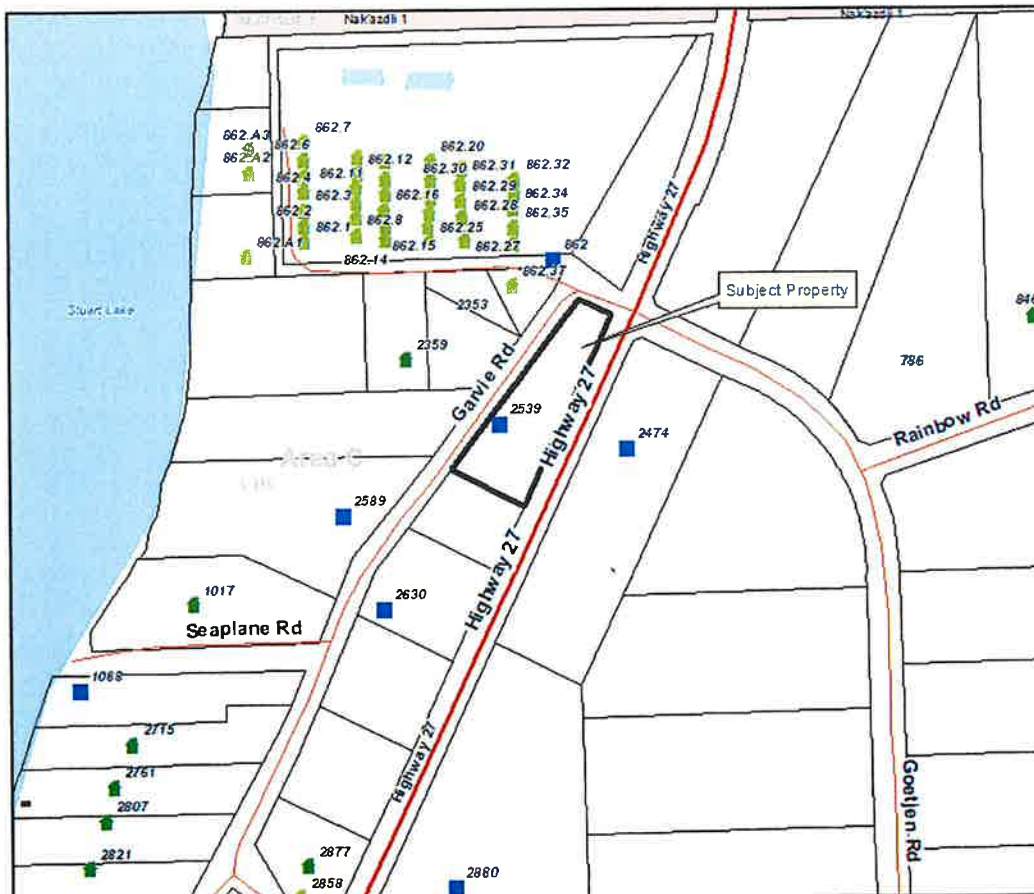
All measurements are approximate.



## APPLICATION SUMMARY

|                            |                                                                                                                                               |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Applicants:</b> | Shelara Holdings Ltd.                                                                                                                         |
| <b>Agent:</b>              | Riley Willick (Dado Construction)                                                                                                             |
| <b>Electoral Area:</b>     | C                                                                                                                                             |
| <b>Subject Property:</b>   | Lot 7, District Lot 314, Range 5, Coast District, Plan 4146. The subject property is approximately 1.07 ha. (2.66 acres) in size.             |
| <b>OCP Designation:</b>    | Industrial (I) in the Fort St. James Rural OCP Bylaw No. 1578, 2010.                                                                          |
| <b>Zoning:</b>             | Light Industrial (M1)                                                                                                                         |
| <b>Existing Land Use:</b>  | The property is used for storage and warehousing light industrial business. The surrounding area consists of residential and industrial uses. |
| <b>Location:</b>           | The subject property is located at 2539 Highway 27 South, approximately 1.86 km south from the District of Fort St James.                     |

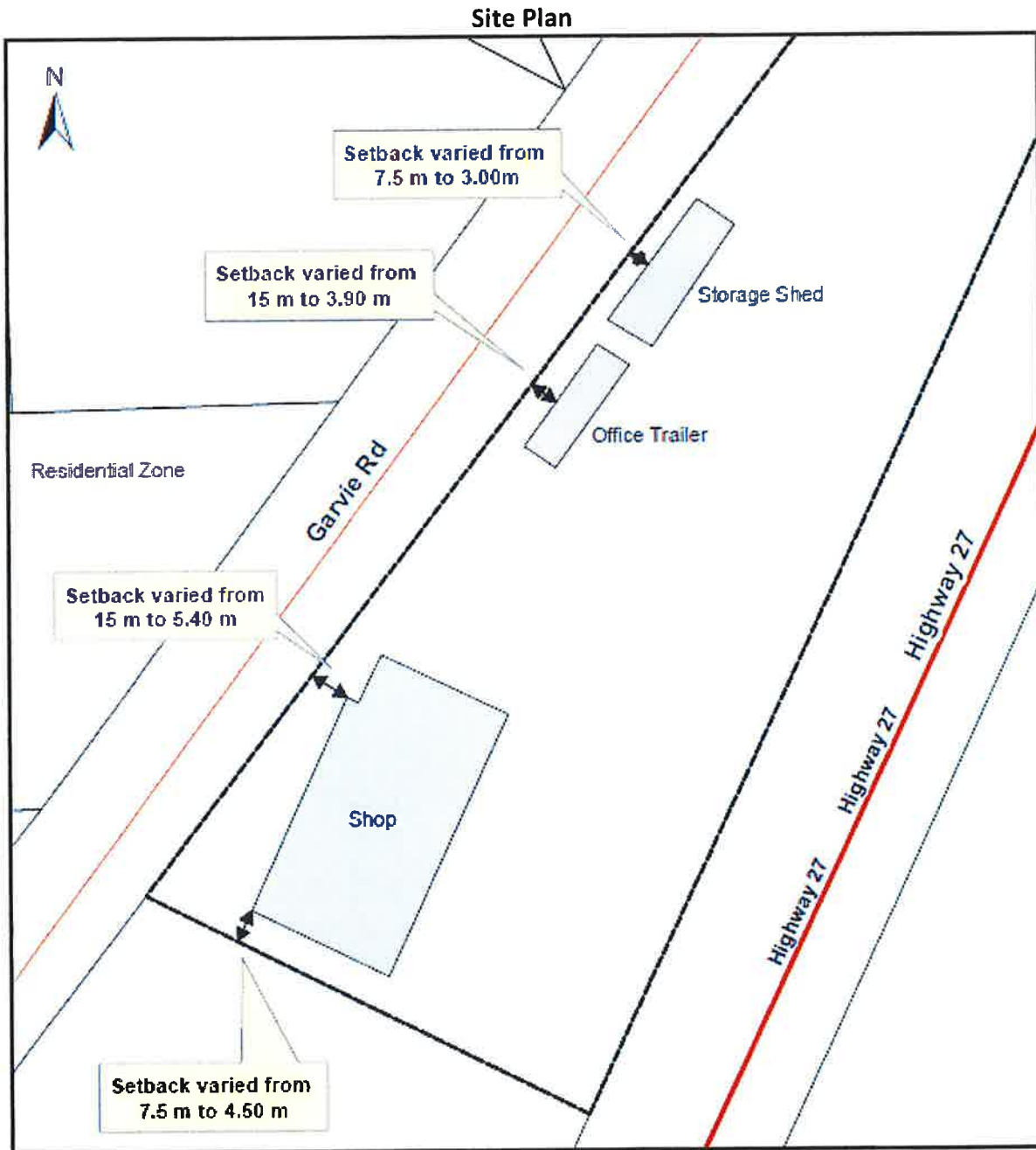
### Location Map





## PROPOSAL

The applicants wish to legalize the setbacks of the structures on the parcel. All of these structures are within the applicable property line setbacks required in the Light Industrial (M1) Zone pursuant to the "Regional District of Bulkley-Nechako Zoning Bylaw, No. 700, 1993." Legalizing the setback of the structures will allow the applicant to retroactively apply for a building permit for the sea-can storage structure.



This application proposes to vary Section 20.04 (i)(ii) of the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 to reduce the setbacks for the structures from 7.5 m and 15m as outlined in the table *below*.

| Building/ Structure                               | Current Setbacks | Required Setbacks | Proposed Setback |
|---------------------------------------------------|------------------|-------------------|------------------|
| <b>Shop Building</b><br>(West/ Side parcel line)  | 5.48 m           | 15 m              | 5.40 m           |
| <b>Shop Building</b><br>(South/ Rear parcel line) | 4.57 m           | 7.5 m             | 4.50 m           |
| <b>Office Trailer</b><br>(West/ Side parcel line) | 3.96 m           | 7.5 m             | 3.90 m           |
| <b>Storage Shed</b><br>(West/ Side parcel line)   | 3.04 m           | 15 m              | 3.00 m           |

The applicant will need to communicate with the Ministry of Transportation for the buildings which are within the 4.5 metre setback from the highway right of way. The DVP permit will require Provincial approval prior to being issued.

### PLANNING DEPARTMENT COMMENTS

The property has had multiple building permits issued for the structures on the property. In 2019 the applicant had constructed a storage shed without building permit. In order to obtain the necessary building permit for the shed the applicant must first obtain the above noted variance. The applicant is taking this opportunity to correct a number of setback issues on the property.

#### Shop History

In 1978 a building permit was issued for the construction of the shop building. The site plan noted a 25ft setback to the side property line and 20 ft. to the rear.

In 1986 a front expansion of shop was issued a building permit. There is no site plan found on file. Setbacks were noted as compliant by the Building Inspector.

In 1996 a building permit application was submitted for an addition to the existing shop building. The 1996 site plan indicated the setback of the shop building being 25 feet from the property line and the setback of the side addition being a minimum of 7.5m.

A fire occurred in the shop in 1998. In 1998 a building permit was issued for the truss repairs from the fire damage. Building Inspector notes in letter that the occupancy approval was never completed and the last inspection being in 1986 during framing. Permits from 1986 and 1996 were never finalized or cancelled, and occupancy never approved.

#### Office Trailer History

In 1987 a building permit was issued for the Atco trailer to be installed on the property. The Rear setback was noted as ok by the Building Inspector.

## Storage Shed History

In 2019 the storage shed was identified as requiring a building permit following its construction. In order to apply for a permit, the setback must be made legal by a development variance permit. In an accompanying letter with the DVP application, the applicant states that the siting of the shed was thought to be legal as it shares the same setbacks with the other buildings on the parcel.

## Discussion

The property owner has indicated that the setbacks for the shop and office trailer were taken from the wrong location, and are closer to the road than previously thought. He wants legalize the setbacks for all structures as part of this process.

## Zoning

The Planning Department does not anticipate that the proposed variances will result in any negative impacts on neighboring property owners or the appearance of the property from either Highway 27 or Garvie Road. The adjacent properties are vacant, or have structures built a considerable distance from the road.

The adjacent property owners within 50m of the subject property have been provided notice of the application and will have an opportunity to comment on this application at the Board Meeting on August 15<sup>th</sup>, 2019. No comments have been received to date.

Shed



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Shop



Office Trailer

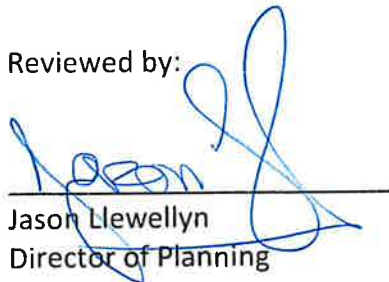


**Recommendation**

That the Board approve Development Variance Permit C-02-19 for the property located at 2539 Highway 27 South developed in compliance with Schedule A of the permit, and that the permit be issued once MOTI approval is received.

*Electoral Area Planning – Participants/Directors/Majority*

Reviewed by:

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

Written by:

  
\_\_\_\_\_  
Sam West  
Planning Technician



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
DEVELOPMENT VARIANCE PERMIT NO. C-02-19**

ISSUED TO: Shelara Holdings Ltd.  
2539 Highway 27 South  
Fort St. James, BC V0J 1P0

WITH RESPECT TO THE FOLLOWING LANDS:

**Lot 7, District Lot 314, Range 5, Coast District, Plan 4146**

1. This Development Variance Permit varies Section 14.04 (i) and Section 14.04 (ii) of the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 for the various structures as follows:

| Building/ Structure                               | Current Setback | Required Setbacks | Proposed Setback |
|---------------------------------------------------|-----------------|-------------------|------------------|
| <b>Shop Building</b><br>(West/ Side parcel line)  | 5.48 m          | 15 m              | 5.40 m           |
| <b>Shop Building</b><br>(south/ Rear parcel line) | 4.57 m          | 7.5 m             | 4.50 m           |
| <b>Office Trailer</b><br>(West/ Side parcel line) | 3.96 m          | 7.5 m             | 3.90 m           |
| <b>Shed</b><br>(West/ Side parcel line)           | 3.04 m          | 15 m              | 3.00 m           |

2. This variance applies only to the structures shown on the plan attached as Schedule A, which forms part of this permit.
3. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.
4. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.
5. If a building permit for the development that is the subject of this permit has not been issued, and the construction substantially commenced within 2 years after the date of this permit's issuance, this permit shall lapse.

AUTHORIZING RESOLUTION passed by the Regional Board this 15 day of August, 2019.

PERMIT ISSUED on the \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Corporate Administrator



# Schedule A: DVP C-02-19



Residential Zone

Garvie Rd

Storage Shed

Office Trailer

Shop

Setback varied from 7.5 m to 3.00m

Setback varied from 15 m to 3.90 m

Setback varied from 15 m to 5.40 m

Setback varied from 7.5 m to 4.50 m

Highway 27

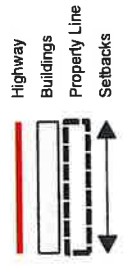
Highway 27

Highway 27

Highway 27

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## Legend



**DISCLAIMER:** The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either the accuracy or completeness of the information provided herein or the results of any use of such information. The Regional District of Bulkley-Nechako assumes no liability, either in whole or in part, for any errors, omissions, or inaccuracies in the information provided herein, and shall not be held liable for any such errors, omissions, or inaccuracies. The information provided herein is for informational purposes only and should not be used as a basis for any legal or other action. Please be advised that the data represented herein will be maintained on an ongoing basis, and as such, changes frequently.

Scale: 1 cm = 8 m  
 User: sam.west  
 Date: 7/30/2019  
 Time: 9:27:13 AM



## ***Building Inspector's Report For July 2019***

1. Building Permit Summary for the Regional District of Bulkley-Nechako

There were 17 building permit applications submitted this reporting period. The fees collected this reporting period amount to \$13,264.00, with a total construction value of \$2,596,00.00. There have been 83 permits issued to date in 2019.

2. Building Permit Summary for the Village of Burns Lake

There were 2 building permit applications submitted this reporting period, with a total value of \$231,000.00. There have been 11 permits issued to date in 2019.

3. Building Permit Summary for the Village of Fraser Lake

There was 1 building permit application submitted this reporting period, with a total construction value of \$5,000.00. There have been 10 permits issued to date in 2019.

4. Building Permit Summary for the Village of Granisle

There were 2 building permit applications submitted this reporting period, with a total construction value of \$35,000.00. There have been 6 permits issued to date in 2019.

5. Building Permit Summary for the District of Fort St. James

There were no building permit applications submitted this reporting period. There have been 8 permits issued to date in 2019.

6. Building Permit Summary for the Village of Telkwa


There were no building permit applications submitted this reporting period. There have been 13 permits issued to date in 2019.

7. Building Permit Summary for the District of Houston

There was 1 demolition permit application submitted this reporting period with a value of \$5,000.00. There have been 12 permits issued to date in 2019.

Reviewed by:

Written by:

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

  
\_\_\_\_\_  
Jason Berlin, Chief Building Inspector

**Cheryl Anderson**

---

**From:** Sukh Gill <sgill@tnrd.ca>  
**Sent:** August 2, 2019 12:08 PM  
**To:** Cheryl Anderson  
**Subject:** ICI recycling letter to Minister Heyman  
**Attachments:** draft letter to MOE - July 2019.dotx.docx

Hi All,

**I am writing to request that your Chair be a signatory to the attached letter to Minister Heyman requesting Packaging and Printed Paper (PPP) from the Industrial, Commercial, and Institutional (ICI) sector be added to the Recycling Regulation. The objective of the letter is to convince the Province amend the regulation so as to create a single recycling program in the province for all PPP.**

In the Thompson Nicola Regional District (TNRD), we have had to set up a separate collection system at our depots (at a significant cost) to keep ICI recycling out of landfill. It is recognized that the crash in the commodity market is a major part of why there are often no viable recycling options for the ICI sector. However, we also feel that a province wide organization like Recycle BC is much better situated to find (or create) end markets for recyclables, than individual local governments.

We also recognize that there was (and likely still is) a strong lobby by the commercial hauling sector in the lower mainland to exclude ICI recycling from the recycling regulation, in order to keep a competitive open market for collection and processing of these materials. However, outside of the lower mainland we are poorly served by private waste management companies. The main factors behind this are low commodity values, and less PPP material on the open market due to Recycle BC having control over the residential sector.

A few regional districts have already sent letters to the Minister asking that ICI PPP be added to the regulation, and our Board has recently directed us to do the same. We propose that all regional districts who feel that ICI PPP should be added to the recycling regulation, sign one letter showing a united stance.

Further, we intend to request a meeting with the Minister at UBCM and propose that all the signatories to this letter create a representative group to attend a single meeting with the Minister, to push for this change.

Please advise asap, whether or not your RD will be a signatory to this letter. Your support on this matter is greatly appreciated.

**Sukh Gill**

Chief Administrative Officer, Thompson-Nicola Regional District  
 300 - 465 Victoria Street | Kamloops, BC | V2C 2A9  
 Office 250 377-8673 | Direct 250 377-7055 | Fax 250 372-5048

**tnrd.ca**

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July 31, 2019

The Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Heyman,

Subject: Request to include Industrial, Commercial, and Institutional (ICI) Recycling in the Recycling Regulation

---

Throughout North America, BC is recognized as a leader in Extender Producer Responsibility (EPR) programs. In particular, the addition of Packaging and Printed Paper (PPP) to the Recycling Regulation in 2014 has resulted in better access to recycling services province wide. Many small rural communities now have access to recycling, which was not economically viable prior to this change. We believe EPR programs set the framework for stable, long term end markets for recyclable material to be created here in British Columbia.

We are writing to request that the Recycling Regulation be amended to include PPP from the Industrial, Commercial, Institutional (ICI) sector. Presently there is a gap in service to many members of our communities. The ICI sector, including small businesses, schools, hospitals, municipal offices, care homes, and tourism resorts are often left with no viable option for recycling. Because PPP from the ICI sector is not included in the provincial EPR program, many of our regions have seen an increase in recyclable material ending up in landfills.

Furthermore, in many cases fees are paid into the Recycle BC program for products that are not accepted in the Recycle BC system, simply because of where the material is discarded. For example, a paper cup from a coffee shop can be recycled by a resident (either at depot or curbside), but the same paper cup can't be recycled at a school, public library, or senior's home. In our experience, trying to distinguish between ICI and residential PPP is challenging, frustrating, and arbitrary.

We recognize this challenge is heightened by the drastic changes in the global commodity market for recyclables. We also recognize that we are moving into a new reality where countries need to develop more capacity to process recyclable material locally, instead of shipping to overseas markets. As the current Recycle BC system controls a large portion of PPP in the province, there is little opportunity or incentive for competing commercial recycling companies to expand. In some cases, commercial recycling companies have reduced service because there is less material on the open market. We feel that regulating ICI recycling will give industry more confidence to invest in technology to process materials within the province.

At present, most Regional District's are in a dilemma. Do we step in to provide recycling services to the ICI sector at a significant cost to the tax payers, or do we allow recyclable materials to end up in our landfills? Each of the undersigned RD's have unique characteristics and are responding to this challenge in different ways. However, we are united in our view that adding ICI PPP to the Recycling Regulation will accomplish the following:

- Improve the level of service to businesses and institutions in our communities;
- Create framework for processing recycling materials in BC;

2998

- Remove the burden of handling ICI recycling from taxpayers; and
- Reduce recyclables going to landfill.

We, the undersigned, urge you to give serious consideration to adding ICI generated PPP into the Recycling Regulation, enabling appropriate collection and processing of these materials. We see this as a natural and crucial next step for EPR programs, showing that BC will continue to be a leader in waste reduction policy.

Thank you for your time and attention on this matter. We look forward to hearing from you.

Sincerely,

**THOMPSON-NICOLA REGIONAL DISTRICT**

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Chair

**\*\*Add more signatures as needed**

DRAFT

July 10, 2019

Chair Thiessen  
37 3rd Avenue PO Box 820  
Burns Lake, BC V0J 1E0

RECEIVED

JUL 12 2019

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

Dear Chair Thiessen and Directors,

At the end of last year, the Province announced the CleanBC plan, aimed at reducing climate pollution and helping to build a lower carbon economy. The CleanBC strategy includes plans to provide clean electricity to planned natural gas production, and increase access to clean electricity for large operations with new transmission lines and interconnections to existing lines.

In support of the Province's climate objectives, BC Hydro has been in discussion with industrial customers in our northwest service area to electrify their existing and upcoming operations. While BC Hydro can generate enough electricity to meet this need, the existing 500 kV transmission system between Prince George and northwest B.C. is reaching its current transfer capacity and cannot carry sufficient additional electricity to meet the increased demand. BC Hydro is now looking at re-initiating the Prince George to Terrace Capacitors (PGTC) Project. The project was previously active in 2012 to 2016 and was put on hold in 2016.

**Prince George to Terrace Capacitor Project**

This project's plan is to build three new capacitor stations to increase the capacity along the 450 km, 500 kV transmission line between Prince George and Terrace. Capacitor stations contain equipment that boosts the amount of electricity a transmission line can carry. These stations are fenced, outdoor facilities that need to be constructed on flat land, adjacent to or near the existing transmission line. By using capacitor stations, we are able to significantly increase the capacity of the existing transmission line in a cost-effective, safe, and reliable way.

**What will be happening next?**

We are at a very early stage of re-initiating the PGTC project. Once the project progresses further, we will reach out to you and other stakeholders.

**Questions**

If you have any questions, you can email me at [projects@bchydro.com](mailto:projects@bchydro.com) or call 1 866 647 3334.

Sincerely,



Johnson Lee  
Stakeholder Engagement Advisor

CC: Anne Pulford, Project Manager  
Bob Gammer, Community Relations Manager

**Regional District of Bulkley-Nechako**

**Action List - June 2019 Board Meetings**

| <b>MOTION #</b>                                                 | <b>AGENDA ITEM</b>                                                                                                                                                             | <b>ACTION REQUIRED</b>                                                                                                                                                                                                                                                                                         | <b>RESPONSIBILITY</b> | <b>STATUS</b>      | <b>DATE COMPLETED</b> |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------|-----------------------|
| Committee of the Whole Meeting<br>June 6, 2019                  | Delegation Thank You Letters                                                                                                                                                   | Write a thank you letters to Sean Staplin, Senior Water Stewardship Officer, and Johanna Wick, Regional Hydrogeologist, Land and Water Section, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.                                                                                 | Wendy                 | Completed          | July 15, 2019         |
| C.W.2019-5-3<br>Committee of the Whole Meeting<br>June 6, 2019  | Provincial Nominee Program - Regional Pilot                                                                                                                                    | Staff to proceed and participate in the Provincial Nominee Program - Regional Pilot within the Regional District.                                                                                                                                                                                              | Nellie                | In Progress        |                       |
| C.W.2019-5-9<br>Committee of the Whole Meeting<br>June 6, 2019  | Rio Tinto RE: Water Engagement - Rio Tinto Water Engagement Initiative Update - FLNRORD - Letter to Rio Tinto                                                                  | RSVP attendance of Directors and staff in regard to Rio Tinto's Water Engagement Initiative.                                                                                                                                                                                                                   | Ger                   | Completed/On going |                       |
| C.W.2019-5-11<br>Committee of the Whole Meeting<br>June 6, 2019 | University of Northern British Columbia - Cumulative Impacts Research Consortium - Public Presentation: New Tools for Assessing the Cumulative Impacts of Resource Development | Write a letter to the University of Northern British Columbia Cumulative Impacts Research Consortium thanking them for providing the Public Presentations regarding New Tools for Assessing the Cumulative Impacts of Resource Development and request that the presentations be held throughout northern B.C. | Cheryl                | Completed          | July 15, 2019         |
| C.W.2019-5-12<br>Committee of the Whole Meeting<br>June 6, 2019 | RDBN Resolution to Union of BC Municipalities - Disaster Relief and Recovery Funding                                                                                           | Submit the Disaster Relief and Recovery Funding resolution to Union of BC Municipalities for consideration at its 2019 Convention.                                                                                                                                                                             | Cheryl                | Completed          |                       |
| Forestry Committee Meeting<br>June 6, 2019                      | Delegation Thank You Letters                                                                                                                                                   | Write a thank you letters to Eamon O'Donoghue, Assistant Deputy Minister, Regional Operations, North Area and Geoff Recknell, Regional Executive Director, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.                                                                      | Wendy                 | Completed          | July 15, 2019         |

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**Regional District of Bulkley-Nechako**

**Action List - June 2019 Board Meetings**

| MOTION #                                                    | AGENDA ITEM                                                                                                                       | ACTION REQUIRED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | RESPONSIBILITY | STATUS    | DATE COMPLETED |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------|----------------|
| Waste Management Committee Meeting June 6, 2019             | Delegation Thank You Letters                                                                                                      | Write a thank you letter to Chuck Braun, Loop Resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                | Cheryl         | Completed | July 15, 2019  |
| RDC.2019-5-4 Rural Directors Committee Meeting June 6, 2019 | Pleasant Valley Cattlemen's Association - Request for Grant in Aid - Electoral Areas "A" (Smithers Rural) and "G" (Houston Rural) | Write a letter and contribute \$1,000 grant in aid monies from each of Electoral Areas "A" (Smithers Rural) and "G" (Houston Rural) to the Pleasant Valley Cattlemen's Association for costs associated with the Pleasant Valley Cattlemen's Association Field day on June 8, 2019.                                                                                                                                                                                                                     | Cheryl/Kim     | Completed | June 22, 2019  |
| RDC.2019-5-5 Rural Directors Committee Meeting June 6, 2019 | Fort St. James Secondary Mountain Bike Team - Request for Grant in Aid - Electoral Area "C" (Fort St. James Rural)                | Write a letter and contribute \$1,000 grant in aid monies from Electoral Areas "C" (Fort St. James Rural) to the Fort St. James Secondary Mountain Bike Team for costs associated with provincial championships in Squamish, B.C.                                                                                                                                                                                                                                                                       | Cheryl/Kim     | Completed | June 22, 2019  |
| RDC.2019-5-6 Rural Directors Committee Meeting June 6, 2019 | Requests for Grant in Aid - Electoral Area "D" (Fraser Lake Rural)                                                                | Write a letter and contribute the following grant in aid monies from Electoral Area "D" (Fraser Lake Rural):<br>-\$615.99 grant in aid monies to Fraser Lake & District Senior Citizen's Home Society for the purchase of a vacuum<br>-\$1,500 grant in aid monies to Fraser Lake Curling Club for reconditioning of curling stones<br>-\$1,500 grant in aid monies to Fraser Lake Elementary Secondary School Golf Team for costs associated with the Boys Golf Provincial Tournament in Kelowna, B.C. | Cheryl/Kim     | Completed | June 22, 2019  |
| RDC.2019-5-7 Rural Directors Committee Meeting June 6, 2019 | Burns Lake & District Seniors Society - Request for Grant in Aid - Electoral Area "E" (Francois/Ootsa Lake Rural)                 | Write a letter and contribute \$1,000 grant in aid monies from Electoral Areas "E" (Francois/Ootsa Lake Rural) to the Burns lake & District Seniors Society for an electronic information kiosk.                                                                                                                                                                                                                                                                                                        | Cheryl/Kim     | Completed | June 22, 2019  |
| RDC.2019-5-9 Rural Directors Committee Meeting June 6, 2019 | Town of Smithers - Request for Grant in Aid - Electoral Area "A" (Smithers Rural)                                                 | Write a letter and contribute \$400.32 grant in aid monies from Electoral Areas "A" (Smithers Rural) to the Town of Smithers for costs associated with the Tennis Club Start-Up.                                                                                                                                                                                                                                                                                                                        | Cheryl/Kim     | Completed | June 22, 2019  |

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**Regional District of Bulkley-Nechako**

**Action List - June 2019 Board Meetings**

| <b>MOTION #</b>                                                          | <b>AGENDA ITEM</b>                                                                                                                             | <b>ACTION REQUIRED</b>                                                                                                                                                                                                                       | <b>RESPONSIBILITY</b> | <b>STATUS</b>                                                  | <b>DATE COMPLETED</b> |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------|-----------------------|
| RDC.2019-5-10<br>Rural Directors<br>Committee<br>Meeting<br>June 6, 2019 | Burns Lake Mountain<br>Biking Association -<br>Request for Grant in Aid -<br>Electoral Area "B" (Burns<br>Lake Rural)                          | Write a letter and contribute \$500 grant in aid monies from Electoral<br>Areas "B" (Burns Lake Rural) for costs associated with the Big Pig<br>Mountain Biking Festival.                                                                    | Cheryl/Kim            | Completed                                                      | June 22, 2019         |
| RDC.2019-5-11<br>Rural Directors<br>Committee<br>Meeting<br>June 6, 2019 | Lakes District Pony Club-<br>Request for Grant in Aid -<br>Electoral Areas "B" (Burns<br>Lake Rural) and "E"<br>(Francois/Ootsa Lake<br>Rural) | Write a letter and contribute \$830 grant in aid monies from Electoral<br>Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) for<br>costs associated with the annual Pony Club Camp.                                           | Cheryl/Kim            | Completed                                                      | June 22, 2019         |
| Board Meeting<br>June 20, 2019                                           | Delegation Thank You<br>Letters                                                                                                                | Write a thank you letter to Geoff Recknell, Regional Executive Director,<br>Skeena and Heather Wiebe, NxNW Caribou Recovery Team Lead -<br>Omineca Region, Ministry of Forests, Lands, Natural Resource<br>Operations and Rural Development. | Wendy                 | Completed                                                      | July 15, 2019         |
| 2019-8-5<br>Board Meeting<br>June 20, 2019                               | 2019-2020 Annual<br>Operating Agreement with<br>BC Transit                                                                                     | Agreement and that the Regional District of Bulkley-Nechako Board of<br>Directors approve entering into the Agreement with BC Transit.                                                                                                       | Deneve                | In Progress<br>awaiting receipt<br>of final signed<br>document | July 15, 2019         |
| 2019-8-6<br>Board Meeting<br>June 20, 2019                               | IAP2 Public Participation<br>Training                                                                                                          | Direct staff to research the potential availability and cost to offer<br>Foundations in Effective Public Participation and Elected Official Public<br>Participation training in the region.                                                  | Nellie                | In Progress                                                    |                       |
| 2019-8-7<br>Board Meeting<br>June 20, 2019                               | Financial Information Act<br>Statements                                                                                                        | Authorize the approval of the Statement of Financial Information Act<br>Statements by the Chief Financial Officer and the Chair of the Regional<br>District of Bulkley-Nechako on behalf of the Board.                                       | Laura/John            | Completed                                                      |                       |
| 2019-8-8<br>Board Meeting<br>June 20, 2019                               | Lakes District Arts and<br>Culture Capital Grant                                                                                               | Contribute a one-time \$2,000 grant to the Lakes District Museum Society<br>from the Capital Grant budget of the Lakes District Arts and Culture<br>Service.                                                                                 | John                  | In Progress                                                    |                       |
| 2019-8-9<br>Board Meeting<br>June 20, 2019                               | Disposal of Photocopier                                                                                                                        | Staff to dispose of the old Xerox photocopier through B.C. Auction.                                                                                                                                                                          | John                  | Completed                                                      |                       |

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**Regional District of Bulkley-Nechako**

**Action List - June 2019 Board Meetings**

| <b>MOTION #</b>                             | <b>AGENDA ITEM</b>                                                                                                     | <b>ACTION REQUIRED</b>                                                                                                                                                                                                                                                                                                                                                                          | <b>RESPONSIBILITY</b> | <b>STATUS</b> | <b>DATE COMPLETED</b> |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------|-----------------------|
| 2019-8-11<br>Board Meeting<br>June 20, 2019 | Chinook Comfor Limited<br>Appointment of Directors                                                                     | Provide notification of the RDBN Board of Directors appointment of Mr. Miles Fuller and Ms. Cindy Shelford to the Chinook Comfor Limited Board of Directors until the AGM of the company held in 2021.                                                                                                                                                                                          | John                  | Completed     |                       |
| 2019-8-12<br>Board Meeting<br>June 20, 2019 | Federal Gas Tax Funds -<br>Electoral Area "C" (Fort St.<br>James Rural) Stuart Lake<br>Nordic Society                  | 1. Contribute up to \$25,000.00 of Electoral Area "C" Federal Gas Tax allocation monies to the Stuart Lake Nordic Society for a Recreation Infrastructure project at the Murray Ridge Nordic Ski Trails; and further, 2. That the RDBN Board of Directors authorize the withdrawal of up to \$25,000.00 from the Federal Gas Tax Reserve Fund.                                                  | Kristi/John           | In Progress   |                       |
| 2019-8-13<br>Board Meeting<br>June 20, 2019 | Federal Gas Tax Funds -<br>Electoral Area "A"<br>(Smithers Rural) Bulkley<br>Valley Gymnastics<br>Association          | 1. Contribute up to \$30,000.00 of Electoral Area "A" Federal Gas Tax allocation monies to the Bulkley Valley Gymnastics Association for a Recreation Infrastructure Project at the LB Warner Building; and further, 2. That the RDBN Board of Directors authorize the withdrawal of up to \$30,000.00 from the Federal Gas Tax Reserve Fund.                                                   | Kim/John              | In Progress   |                       |
| 2019-8-14<br>Board Meeting<br>June 20, 2019 | Federal Gas Tax Funds -<br>Electoral Area "A"<br>(Smithers Rural) Smithers<br>Golf and Country Club                    | 1. Contribute up to \$50,000.00 of Electoral Area "A" Federal Gas Tax allocation monies for three years for a total of \$150,000.00 to the Smithers Golf and Country Club for a Recreation Infrastructure Project at the Smithers Golf and Country Club; and further, 2. That the RDBN Board of Directors authorize the withdrawal of up to \$150,000.00 from the Federal Gas Tax Reserve Fund. | Kim/John              | In Progress   |                       |
| 2019-8-16<br>Board Meeting<br>June 20, 2019 | Houston Recycling System<br>Update - 2019                                                                              | Staff to issue a media release, notifying Houston and Area residents about the status of the recycling system in their community for 2019.                                                                                                                                                                                                                                                      | Janette/Rory          | In Complete   |                       |
| 2019-8-17<br>Board Meeting<br>June 20, 2019 | Authorization to Proceed<br>with Purchase of Capital<br>Equipment - One - Track<br>Excavator for Loading<br>Wood Waste | Staff to purchase the Komatsu 200 excavator from SMS Equipment for a total cost not to exceed \$300,000.                                                                                                                                                                                                                                                                                        | Janette/Rory          | Completed     |                       |

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**Regional District of Bulkley-Nechako**

**Action List - June 2019 Board Meetings**

| <b>MOTION #</b>                             | <b>AGENDA ITEM</b>                                                                                                    | <b>ACTION REQUIRED</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>RESPONSIBILITY</b> | <b>STATUS</b> | <b>DATE COMPLETED</b> |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------|-----------------------|
| 2019-8-18<br>Board Meeting<br>June 20, 2019 | Metal Recycling<br>Recommendation for<br>Contract Award                                                               | Award a contract for metal recycling services for 2019, 3xpiring<br>December 31, 2020, to Schnitzer Steel Canada Ltd. with revenue paid to<br>the RDBN of \$96.57/metric tonne of scrap metal recycled from RDBN<br>sites.                                                                                                                                                                                                                     | Janette/Rory          | Completed     |                       |
| 2019-8-28<br>Board Meeting<br>June 20, 2019 | Invitation to Ministry of<br>Forests, Lands, Natural<br>Resource Operations and<br>Rural Development<br>Climatologist | Invite Ministry of Forests, Lands, Natural Resource Operations and Rural<br>Development Climatologist to a future RDBN Board meeting to discuss<br>climate change impacts due to drought.                                                                                                                                                                                                                                                      | Cheryl                | Completed     | July 15, 2019         |
| 2019-8-31<br>Board Meeting<br>June 20, 2019 | Kyah Wiget Education<br>Society Request for Letter<br>of Support -Adult<br>Education Building                         | Write a letter of support to Kyah Wiget Education Society for its<br>application to the BC Rural Dividend Fund for Phase 1 – Planning of Kyah<br>Wighet Education Society's New Adult Education Building within Witset.                                                                                                                                                                                                                        | Cheryl                | Completed     | June 28, 2019         |
| 2019-8-32<br>Board Meeting<br>June 20, 2019 | qathet Regional District<br>Request for Support RE:<br>Expand Recycling for the<br>ICI Sector                         | Write a letter of support regarding qathet Region District's letter to the<br>Minister of Environment and Climate Change Strategy regarding<br>Expanding recycling for the ICI Sector.                                                                                                                                                                                                                                                         | Cheryl                | Completed     | July 15, 2019         |
| 2019-8-42<br>Board Meeting<br>June 20, 2019 | Meeting with the<br>Honourable Scott Fraser,<br>Minister of Indigenous<br>Relations and<br>Reconciliation             | Schedule meeting and lunch with the Honourable Scott Fraser, Minister of<br>Indigenous Relations and Reconciliation for July 9, 2019 at the RDBN<br>Office.<br>Minister of Indigenous Relations and Reconciliation Meeting Topics of<br>discussion:<br>• Emergency Response<br>• First Nations funding<br>• Timber supply relates to First Nations<br>• Governance systems – First Nations<br>• United Nations – rights for Indigenous people. | Cheryl                | Completed     |                       |

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**Regional District of Bulkley-Nechako**

**Action List - June 2019 Board Meetings**

| <b>MOTION #</b>                             | <b>AGENDA ITEM</b>                                                                                                              | <b>ACTION REQUIRED</b>                                                                                                                                                                                                                                                 | <b>RESPONSIBILITY</b> | <b>STATUS</b> | <b>DATE COMPLETED</b> |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------|-----------------------|
| 2019-8-43<br>Board Meeting<br>June 20, 2019 | Environment and Climate Change Canada - Early Engagement on the Approach to Developing the Federal Grizzly Bear Management Plan | Direct staff to request written background information in regard to Environment and Climate Change Canada – Early Engagement on the Approach to Developing the Federal Grizzly Bear Management Plan to be provided on the July 18, 2019 Regional Board Meeting Agenda. | Cheryl                | Completed     |                       |
| 2019-8-45<br>Board Meeting<br>June 20, 2019 | Town Hall Meetings - Request for Grant in Aid - Electoral Area "E" (Francois/Ootsa Lake Rural)                                  | Contribute Electoral Area "E" (Francois/Ootsa Lake Rural) grant in aid monies for costs associated with Director Lambert's Town Hall Meetings, June 24, 2019 at Francois Lake Hall and June 25, 2019 at Grassy Plains Hall."                                           | Laura/John            | Completed     |                       |

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Board

- Ratify  
 Cheques July 2019  
 Listing

Sort order: Control account, vendor number, report group  
 Selection: Checks from Jul 01 2019 to Jul 31 2019 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) |
|-----------------------------------------------|---------------------------|-----------|----------|-----------|------------|-------------------|--------------|--------------------------|-------------------------|
| <b>WER PLEASANT VALLEY EXPRESS</b>            |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | TP-461-001                | 07/03/19  |          |           | TP-461-001 | -1,466.66         | 0.00         |                          |                         |
| Vendor (WER) totals:                          |                           |           |          |           |            | <b>-1,466.66</b>  | <b>0.00</b>  |                          |                         |
| <b>ACE002 ACE HARDWARE</b>                    |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | 32514                     | 07/18/19  |          |           | 32514      | -207.78           | 0.00         |                          |                         |
| Vendor (ACE002) totals:                       |                           |           |          |           |            | <b>-207.78</b>    | <b>0.00</b>  |                          |                         |
| <b>ACT002 ACTION SERVICES</b>                 |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | TP-463-001                | 07/19/19  |          |           | TP-463-001 | -199.50           | 0.00         |                          |                         |
| Vendor (ACT002) totals:                       |                           |           |          |           |            | <b>-199.50</b>    | <b>0.00</b>  |                          |                         |
| <b>AER001 AERO GEOMETRICS LTD.</b>            |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | 32507                     | 07/04/19  |          |           | 32507      | -20,884.50        | 0.00         |                          |                         |
| Vendor (AER001) totals:                       |                           |           |          |           |            | <b>-20,884.50</b> | <b>0.00</b>  |                          |                         |
| <b>ALL002 ALL WEST GLASS - BURNS LAKE</b>     |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | TP-463-002                | 07/19/19  |          |           | TP-463-002 | -3.75             | 0.00         |                          |                         |
| Vendor (ALL002) totals:                       |                           |           |          |           |            | <b>-3.75</b>      | <b>0.00</b>  |                          |                         |
| <b>ALT003 ALTERNATIVE GROUNDS</b>             |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | TP-463-003                | 07/19/19  |          |           | TP-463-003 | -700.67           | 0.00         |                          |                         |
| Vendor (ALT003) totals:                       |                           |           |          |           |            | <b>-700.67</b>    | <b>0.00</b>  |                          |                         |
| <b>ARM002 ARMTEC INC</b>                      |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | TP-463-004                | 07/19/19  |          |           | TP-463-004 | -2,419.54         | 0.00         |                          |                         |
| Vendor (ARM002) totals:                       |                           |           |          |           |            | <b>-2,419.54</b>  | <b>0.00</b>  |                          |                         |
| <b>ARO001 ARO AUTOMOTIVE &amp; INDUSTRIAL</b> |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | TP-461-002                | 07/03/19  |          |           | TP-461-002 | -196.47           | 0.00         |                          |                         |
| PA                                            | TP-463-005                | 07/19/19  |          |           | TP-463-005 | -1,170.48         | 0.00         |                          |                         |
| Vendor (ARO001) totals:                       |                           |           |          |           |            | <b>-1,366.95</b>  | <b>0.00</b>  |                          |                         |
| <b>AVI001 AVISON MANAGEMENT SERVICES LTD</b>  |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | 32550                     | 07/30/19  |          |           | 32550      | -12,133.77        | 0.00         |                          |                         |
| Vendor (AVI001) totals:                       |                           |           |          |           |            | <b>-12,133.77</b> | <b>0.00</b>  |                          |                         |
| <b>BAN001 BANDSTRA TRANSPORTATION</b>         |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | TP-463-006                | 07/19/19  |          |           | TP-463-006 | -241.45           | 0.00         |                          |                         |
| Vendor (BAN001) totals:                       |                           |           |          |           |            | <b>-241.45</b>    | <b>0.00</b>  |                          |                         |
| <b>BCT001 BCTRANSIT</b>                       |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | 32483                     | 07/03/19  |          |           | 32483      | -20,717.54        | 0.00         |                          |                         |
| Vendor (BCT001) totals:                       |                           |           |          |           |            | <b>-20,717.54</b> | <b>0.00</b>  |                          |                         |
| <b>BIG002 BIG B MOBILE REPAIR LTD</b>         |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | 32551                     | 07/30/19  |          |           | 32551      | -300.00           | 0.00         |                          |                         |
| Vendor (BIG002) totals:                       |                           |           |          |           |            | <b>-300.00</b>    | <b>0.00</b>  |                          |                         |
| <b>BIR003 BIRD'S EYE VIEW ADVERTISING</b>     |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | 32515                     | 07/18/19  |          |           | 32515      | -89.25            | 0.00         |                          |                         |
| PA                                            | 32552                     | 07/30/19  |          |           | 32552      | -44.10            | 0.00         |                          |                         |
| Vendor (BIR003) totals:                       |                           |           |          |           |            | <b>-133.35</b>    | <b>0.00</b>  |                          |                         |
| <b>BLA001 BLACK PRESS GROUP LTD</b>           |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | TP-461-003                | 07/03/19  |          |           | TP-461-003 | -3,227.77         | 0.00         |                          |                         |
| PA                                            | TP-463-007                | 07/19/19  |          |           | TP-463-007 | -1,020.02         | 0.00         |                          |                         |
| Vendor (BLA001) totals:                       |                           |           |          |           |            | <b>-4,247.79</b>  | <b>0.00</b>  |                          |                         |
| <b>BLR001 BL RETURN-IT RECYCLING DEPOT</b>    |                           |           |          |           |            |                   |              |                          |                         |
| PA                                            | TP-461-004                | 07/03/19  |          |           | TP-461-004 | -1,386.89         | 0.00         |                          |                         |
| PA                                            | TP-463-008                | 07/19/19  |          |           | TP-463-008 | -1,386.89         | 0.00         |                          |                         |

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 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) |
|---------------|------------------------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| BLR001        | BL RETURN-IT RECYCLING DEPOT (Continued) |           |          |           |            |              |              |                          |                         |
|               | Vendor (BLR001) totals:                  |           |          |           |            | -2,773.78    | 0.00         |                          |                         |
| BNK001        | BNK AUTOMOTIVE LTD.                      |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-009                               | 07/19/19  |          |           | TP-463-009 | -115.40      | 0.00         |                          |                         |
|               | Vendor (BNK001) totals:                  |           |          |           |            | -115.40      | 0.00         |                          |                         |
| BNS001        | BNS TRANSPORT                            |           |          |           |            |              |              |                          |                         |
| PA            | 32553                                    | 07/30/19  |          |           | 32553      | -13.63       | 0.00         |                          |                         |
|               | Vendor (BNS001) totals:                  |           |          |           |            | -13.63       | 0.00         |                          |                         |
| BUC003        | BUCK CREEK ENTERPRISES                   |           |          |           |            |              |              |                          |                         |
| PA            | 32484                                    | 07/03/19  |          |           | 32484      | -19.61       | 0.00         |                          |                         |
| PA            | 32516                                    | 07/18/19  |          |           | 32516      | -20.88       | 0.00         |                          |                         |
|               | Vendor (BUC003) totals:                  |           |          |           |            | -40.49       | 0.00         |                          |                         |
| BUL008        | BULKLEY VALLEY HOME CENTRE LTD           |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-010                               | 07/19/19  |          |           | TP-463-010 | -444.29      | 0.00         |                          |                         |
|               | Vendor (BUL008) totals:                  |           |          |           |            | -444.29      | 0.00         |                          |                         |
| BUL010        | BULKLEY VALLEY WATER SERVICES            |           |          |           |            |              |              |                          |                         |
| PA            | TP-461-005                               | 07/03/19  |          |           | TP-461-005 | -200.00      | 0.00         |                          |                         |
|               | Vendor (BUL010) totals:                  |           |          |           |            | -200.00      | 0.00         |                          |                         |
| BUL024        | BULKLEY VALLEY CHILD DEVELOPMEI          |           |          |           |            |              |              |                          |                         |
| PA            | 32546                                    | 07/18/19  |          |           | 32546      | -27,011.54   | 0.00         |                          |                         |
|               | Vendor (BUL024) totals:                  |           |          |           |            | -27,011.54   | 0.00         |                          |                         |
| BUL028        | BULKLEY VALLEY RESEARCH CENTRE           |           |          |           |            |              |              |                          |                         |
| PA            | 32554                                    | 07/30/19  |          |           | 32554      | -2,450.00    | 0.00         |                          |                         |
|               | Vendor (BUL028) totals:                  |           |          |           |            | -2,450.00    | 0.00         |                          |                         |
| BUR001        | BURNS LAKE AUTOMOTIVE SUPPLY             |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-011                               | 07/19/19  |          |           | TP-463-011 | -2,853.69    | 0.00         |                          |                         |
|               | Vendor (BUR001) totals:                  |           |          |           |            | -2,853.69    | 0.00         |                          |                         |
| BUR012        | BURNS LAKE PUBLIC LIBRARY                |           |          |           |            |              |              |                          |                         |
| PA            | TP-464-001                               | 07/31/19  |          |           | TP-464-001 | -18,916.67   | 0.00         |                          |                         |
|               | Vendor (BUR012) totals:                  |           |          |           |            | -18,916.67   | 0.00         |                          |                         |
| BUR014        | BURNS LAKE REBROADCAST SOCIETY           |           |          |           |            |              |              |                          |                         |
| PA            | TP-464-002                               | 07/31/19  |          |           | TP-464-002 | -2,708.33    | 0.00         |                          |                         |
|               | Vendor (BUR014) totals:                  |           |          |           |            | -2,708.33    | 0.00         |                          |                         |
| BUR028        | BURNS LAKE HOME HARDWARE                 |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-012                               | 07/19/19  |          |           | TP-463-012 | -593.81      | 0.00         |                          |                         |
|               | Vendor (BUR028) totals:                  |           |          |           |            | -593.81      | 0.00         |                          |                         |
| BUR031        | BURNS LAKE & DIST. SENIORS SOC           |           |          |           |            |              |              |                          |                         |
| PA            | 32555                                    | 07/30/19  |          |           | 32555      | -6,000.00    | 0.00         |                          |                         |
|               | Vendor (BUR031) totals:                  |           |          |           |            | -6,000.00    | 0.00         |                          |                         |
| BVA001        | B V AQUATIC CENTRE MANG. SOCIE           |           |          |           |            |              |              |                          |                         |
| PA            | TP-464-003                               | 07/31/19  |          |           | TP-464-003 | -49,916.67   | 0.00         |                          |                         |
|               | Vendor (BVA001) totals:                  |           |          |           |            | -49,916.67   | 0.00         |                          |                         |
| BVD002        | B.V. DRIVING SCHOOL LTD.                 |           |          |           |            |              |              |                          |                         |
| PA            | 32517                                    | 07/18/19  |          |           | 32517      | -3,285.00    | 0.00         |                          |                         |
|               | Vendor (BVD002) totals:                  |           |          |           |            | -3,285.00    | 0.00         |                          |                         |
| BVJ001        | BV JET CONTROLS CO                       |           |          |           |            |              |              |                          |                         |
| PA            | 32518                                    | 07/18/19  |          |           | 32518      | -5,368.70    | 0.00         |                          |                         |
| PA            | 32556                                    | 07/30/19  |          |           | 32556      | -2,020.59    | 0.00         |                          |                         |

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|---------------|---------------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| BVJ001        | BV JET CONTROLS CO (Continued)  |           |          |           |            |              |              |                          |                         |
|               | Vendor (BVJ001) totals:         |           |          |           |            | -7,389.29    | 0.00         |                          |                         |
| BVP001        | BULKLEY VALLEY PRINTERS LTD     |           |          |           |            |              |              |                          |                         |
| PA            | TP-461-006                      | 07/03/19  |          |           | TP-461-006 | -6,876.80    | 0.00         |                          |                         |
|               | Vendor (BVP001) totals:         |           |          |           |            | -6,876.80    | 0.00         |                          |                         |
| CAP002        | CAPRI INSURANCE                 |           |          |           |            |              |              |                          |                         |
| PA            | 32485                           | 07/03/19  |          |           | 32485      | -34,893.00   | 0.00         |                          |                         |
| PA            | 32519                           | 07/18/19  |          |           | 32519      | -341.00      | 0.00         |                          |                         |
| PA            | 32557                           | 07/30/19  |          |           | 32557      | -68,899.00   | 0.00         |                          |                         |
|               | Vendor (CAP002) totals:         |           |          |           |            | -104,133.00  | 0.00         |                          |                         |
| CAR013        | CARO ANALYTICAL SERVICES        |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-013                      | 07/19/19  |          |           | TP-463-013 | -3,284.40    | 0.00         |                          |                         |
|               | Vendor (CAR013) totals:         |           |          |           |            | -3,284.40    | 0.00         |                          |                         |
| CAS002        | CASCADES RECOVERY INC.          |           |          |           |            |              |              |                          |                         |
| PA            | TP-461-007                      | 07/03/19  |          |           | TP-461-007 | -10,302.43   | 0.00         |                          |                         |
| PA            | TP-463-014                      | 07/19/19  |          |           | TP-463-014 | -5,147.23    | 0.00         |                          |                         |
|               | Vendor (CAS002) totals:         |           |          |           |            | -15,449.66   | 0.00         |                          |                         |
| CHE002        | PARKLAND REFINING (BC) LTD.     |           |          |           |            |              |              |                          |                         |
| PA            | TP-461-008                      | 07/03/19  |          |           | TP-461-008 | -5,911.96    | 0.00         |                          |                         |
|               | Vendor (CHE002) totals:         |           |          |           |            | -5,911.96    | 0.00         |                          |                         |
| CIT002        | CITY OF PRINCE GEORGE           |           |          |           |            |              |              |                          |                         |
| PA            | 32520                           | 07/18/19  |          |           | 32520      | -43,883.01   | 0.00         |                          |                         |
|               | Vendor (CIT002) totals:         |           |          |           |            | -43,883.01   | 0.00         |                          |                         |
| CLU003        | CLUCULZ LAKE VOL. FIRE DEPT     |           |          |           |            |              |              |                          |                         |
| PA            | TP-464-004                      | 07/31/19  |          |           | TP-464-004 | -1,475.00    | 0.00         |                          |                         |
|               | Vendor (CLU003) totals:         |           |          |           |            | -1,475.00    | 0.00         |                          |                         |
| COL008        | COLLABRIA                       |           |          |           |            |              |              |                          |                         |
| PA            | 32547                           | 07/25/19  |          |           | 32547      | -12,296.49   | 0.00         |                          |                         |
|               | Vendor (COL008) totals:         |           |          |           |            | -12,296.49   | 0.00         |                          |                         |
| COM010        | COMMUNITY FUTURES NADINA        |           |          |           |            |              |              |                          |                         |
| PA            | 32521                           | 07/18/19  |          |           | 32521      | -8,200.00    | 0.00         |                          |                         |
|               | Vendor (COM010) totals:         |           |          |           |            | -8,200.00    | 0.00         |                          |                         |
| COP003        | COPPER RIVER PLUMBING & HEATING |           |          |           |            |              |              |                          |                         |
| PA            | 32558                           | 07/30/19  |          |           | 32558      | -1,432.80    | 0.00         |                          |                         |
|               | Vendor (COP003) totals:         |           |          |           |            | -1,432.80    | 0.00         |                          |                         |
| DAD001        | DADO CONSTRUCTION LTD.          |           |          |           |            |              |              |                          |                         |
| PA            | 32559                           | 07/30/19  |          |           | 32559      | -34,259.40   | 0.00         |                          |                         |
|               | Vendor (DAD001) totals:         |           |          |           |            | -34,259.40   | 0.00         |                          |                         |
| DIS004        | DISTRICT OF VANDERHOOF          |           |          |           |            |              |              |                          |                         |
| PA            | 32486                           | 07/03/19  |          |           | 32486      | -134.39      | 0.00         |                          |                         |
|               | Vendor (DIS004) totals:         |           |          |           |            | -134.39      | 0.00         |                          |                         |
| DOO001        | DOOR2DOOR CONSTRUCTION          |           |          |           |            |              |              |                          |                         |
| PA            | 32487                           | 07/03/19  |          |           | 32487      | -51,866.85   | 0.00         |                          |                         |
|               | Vendor (DOO001) totals:         |           |          |           |            | -51,866.85   | 0.00         |                          |                         |
| EAG001        | EAGLE AUTOMOTIVE CENTER         |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-015                      | 07/19/19  |          |           | TP-463-015 | -1,179.44    | 0.00         |                          |                         |
|               | Vendor (EAG001) totals:         |           |          |           |            | -1,179.44    | 0.00         |                          |                         |
| EME004        | EMERGENCY MANAGEMENT & TRAININ  |           |          |           |            |              |              |                          |                         |

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| EME004        | EMERGENCY MANAGEMENT & TRAINING INC (Continued) |           |          |           |            |              |                   |                          |                         |
| PA            | 32522                                           | 07/18/19  |          |           | 32522      | -19,051.20   | 0.00              |                          |                         |
|               | Vendor (EME004) totals:                         |           |          |           |            |              | <b>-19,051.20</b> | <b>0.00</b>              |                         |
| END001        | ENDAKO HALL SOCIETY                             |           |          |           |            |              |                   |                          |                         |
| RC            | 31893                                           | 07/12/19  |          |           |            | 1,050.00     | 0.00              |                          |                         |
|               | Vendor (END001) totals:                         |           |          |           |            |              | <b>1,050.00</b>   | <b>0.00</b>              |                         |
| EVE002        | EVERGREEN INDUSTRIAL SUPPLIES                   |           |          |           |            |              |                   |                          |                         |
| PA            | TP-463-016                                      | 07/19/19  |          |           | TP-463-016 | -26.20       | 0.00              |                          |                         |
|               | Vendor (EVE002) totals:                         |           |          |           |            |              | <b>-26.20</b>     | <b>0.00</b>              |                         |
| EXT001        | EXTREME SIGNS & STRIPES                         |           |          |           |            |              |                   |                          |                         |
| PA            | TP-463-017                                      | 07/19/19  |          |           | TP-463-017 | -1,870.40    | 0.00              |                          |                         |
|               | Vendor (EXT001) totals:                         |           |          |           |            |              | <b>-1,870.40</b>  | <b>0.00</b>              |                         |
| FAS001        | F.A.S.T. LIMITED                                |           |          |           |            |              |                   |                          |                         |
| PA            | TP-461-009                                      | 07/03/19  |          |           | TP-461-009 | -1,724.80    | 0.00              |                          |                         |
| PA            | TP-463-018                                      | 07/19/19  |          |           | TP-463-018 | -112.00      | 0.00              |                          |                         |
|               | Vendor (FAS001) totals:                         |           |          |           |            |              | <b>-1,836.80</b>  | <b>0.00</b>              |                         |
| FOR008        | FORT FRASER VOL. FIRE DEP.                      |           |          |           |            |              |                   |                          |                         |
| PA            | TP-464-005                                      | 07/31/19  |          |           | TP-464-005 | -1,633.33    | 0.00              |                          |                         |
|               | Vendor (FOR008) totals:                         |           |          |           |            |              | <b>-1,633.33</b>  | <b>0.00</b>              |                         |
| FOR015        | FORT ST. JAMES LIBRARY                          |           |          |           |            |              |                   |                          |                         |
| PA            | TP-464-006                                      | 07/31/19  |          |           | TP-464-006 | -2,432.33    | 0.00              |                          |                         |
|               | Vendor (FOR015) totals:                         |           |          |           |            |              | <b>-2,432.33</b>  | <b>0.00</b>              |                         |
| FOR033        | FORT SAINT JAMES TV SOCIETY                     |           |          |           |            |              |                   |                          |                         |
| PA            | TP-464-007                                      | 07/31/19  |          |           | TP-464-007 | -13,958.33   | 0.00              |                          |                         |
|               | Vendor (FOR033) totals:                         |           |          |           |            |              | <b>-13,958.33</b> | <b>0.00</b>              |                         |
| FOU002        | FOUR STAR COMMUNICATIONS INC                    |           |          |           |            |              |                   |                          |                         |
| PA            | TP-463-019                                      | 07/19/19  |          |           | TP-463-019 | -123.64      | 0.00              |                          |                         |
|               | Vendor (FOU002) totals:                         |           |          |           |            |              | <b>-123.64</b>    | <b>0.00</b>              |                         |
| FRA009        | FRASER LAKE BUILDING SUPPLIES                   |           |          |           |            |              |                   |                          |                         |
| PA            | 32560                                           | 07/30/19  |          |           | 32560      | -200.00      | 0.00              |                          |                         |
|               | Vendor (FRA009) totals:                         |           |          |           |            |              | <b>-200.00</b>    | <b>0.00</b>              |                         |
| FRA012        | FRASER LAKE ELEM-SECOND SCHOOL                  |           |          |           |            |              |                   |                          |                         |
| PA            | 32561                                           | 07/30/19  |          |           | 32561      | -1,000.00    | 0.00              |                          |                         |
|               | Vendor (FRA012) totals:                         |           |          |           |            |              | <b>-1,000.00</b>  | <b>0.00</b>              |                         |
| FRA014        | FRASER LAKE LIBRARY BOARD                       |           |          |           |            |              |                   |                          |                         |
| PA            | TP-464-008                                      | 07/31/19  |          |           | TP-464-008 | -2,516.25    | 0.00              |                          |                         |
|               | Vendor (FRA014) totals:                         |           |          |           |            |              | <b>-2,516.25</b>  | <b>0.00</b>              |                         |
| FRA016        | FRASER LAKE REBROADCASTING SOC                  |           |          |           |            |              |                   |                          |                         |
| PA            | TP-464-009                                      | 07/31/19  |          |           | TP-464-009 | -6,281.25    | 0.00              |                          |                         |
|               | Vendor (FRA016) totals:                         |           |          |           |            |              | <b>-6,281.25</b>  | <b>0.00</b>              |                         |
| FRA042        | FRASER LAKE FARMERS MARKET                      |           |          |           |            |              |                   |                          |                         |
| PA            | 32523                                           | 07/18/19  |          |           | 32523      | -20.00       | 0.00              |                          |                         |
|               | Vendor (FRA042) totals:                         |           |          |           |            |              | <b>-20.00</b>     | <b>0.00</b>              |                         |
| FRO002        | FRONTIER CHRYSLER LTD                           |           |          |           |            |              |                   |                          |                         |
| PA            | 32524                                           | 07/18/19  |          |           | 32524      | -278.68      | 0.00              |                          |                         |
|               | Vendor (FRO002) totals:                         |           |          |           |            |              | <b>-278.68</b>    | <b>0.00</b>              |                         |
| GEM003        | GEM STAR TRUCKING LTD.                          |           |          |           |            |              |                   |                          |                         |
| PA            | 32488                                           | 07/03/19  |          |           | 32488      | -56.74       | 0.00              |                          |                         |

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| GEM003        | GEM STAR TRUCKING LTD. (Continued) |           |          |           |            |              |              |                          |                         |
|               | Vendor (GEM003) totals:            |           |          |           |            | -56.74       | 0.00         |                          |                         |
| GIV001        | GIVER A YANK TOWING                |           |          |           |            |              |              |                          |                         |
| PA            | 32489                              | 07/03/19  |          |           | 32489      | -60.38       | 0.00         |                          |                         |
|               | Vendor (GIV001) totals:            |           |          |           |            | -60.38       | 0.00         |                          |                         |
| GLO001        | GLOBALSTAR CANADA                  |           |          |           |            |              |              |                          |                         |
| PA            | 32525                              | 07/18/19  |          |           | 32525      | -179.18      | 0.00         |                          |                         |
|               | Vendor (GLO001) totals:            |           |          |           |            | -179.18      | 0.00         |                          |                         |
| GOB001        | GOBROCHURES.COM                    |           |          |           |            |              |              |                          |                         |
| RC            | 32440                              | 07/23/19  |          |           |            | 112.00       | 0.00         |                          |                         |
|               | Vendor (GOB001) totals:            |           |          |           |            | 112.00       | 0.00         |                          |                         |
| GOE002        | MICHAEL & LAURA GOEBEL             |           |          |           |            |              |              |                          |                         |
| PA            | 32526                              | 07/18/19  |          |           | 32526      | -300.00      | 0.00         |                          |                         |
|               | Vendor (GOE002) totals:            |           |          |           |            | -300.00      | 0.00         |                          |                         |
| GOE003        | AGNES GOERTZEN                     |           |          |           |            |              |              |                          |                         |
| PA            | 32562                              | 07/30/19  |          |           | 32562      | -90.00       | 0.00         |                          |                         |
|               | Vendor (GOE003) totals:            |           |          |           |            | -90.00       | 0.00         |                          |                         |
| HIL003        | HILL STOP TRUCK WASH               |           |          |           |            |              |              |                          |                         |
| PA            | 32527                              | 07/18/19  |          |           | 32527      | -34.78       | 0.00         |                          |                         |
|               | Vendor (HIL003) totals:            |           |          |           |            | -34.78       | 0.00         |                          |                         |
| HOL002        | Joanne Holweg                      |           |          |           |            |              |              |                          |                         |
| PA            | 32490                              | 07/03/19  |          |           | 32490      | -84.10       | 0.00         |                          |                         |
|               | Vendor (HOL002) totals:            |           |          |           |            | -84.10       | 0.00         |                          |                         |
| HOU018        | HOUSTON BOTTLE DEPOT               |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-020                         | 07/19/19  |          |           | TP-463-020 | -3,455.24    | 0.00         |                          |                         |
|               | Vendor (HOU018) totals:            |           |          |           |            | -3,455.24    | 0.00         |                          |                         |
| HUB004        | HUBER EQUIPMENT                    |           |          |           |            |              |              |                          |                         |
| PA            | 32528                              | 07/18/19  |          |           | 32528      | -478.06      | 0.00         |                          |                         |
|               | Vendor (HUB004) totals:            |           |          |           |            | -478.06      | 0.00         |                          |                         |
| IAF001        | iA FINANCIAL GROUP                 |           |          |           |            |              |              |                          |                         |
| PA            | 32491                              | 07/03/19  |          |           | 32491      | -670.00      | 0.00         |                          |                         |
| PA            | 32529                              | 07/18/19  |          |           | 32529      | -1,190.00    | 0.00         |                          |                         |
|               | Vendor (IAF001) totals:            |           |          |           |            | -1,860.00    | 0.00         |                          |                         |
| IDE001        | IDEAL OFFICE SOLUTIONS             |           |          |           |            |              |              |                          |                         |
| PA            | 32492                              | 07/03/19  |          |           | 32492      | -15,562.40   | 0.00         |                          |                         |
| PA            | TP-463-021                         | 07/19/19  |          |           | TP-463-021 | -230.12      | 0.00         |                          |                         |
|               | Vendor (IDE001) totals:            |           |          |           |            | -15,792.52   | 0.00         |                          |                         |
| IGI001        | IGI RESOURCES                      |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-022                         | 07/19/19  |          |           | TP-463-022 | -659.83      | 0.00         |                          |                         |
|               | Vendor (IGI001) totals:            |           |          |           |            | -659.83      | 0.00         |                          |                         |
| IND006        | INDUSTRIAL TRANSFORMERS            |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-023                         | 07/19/19  |          |           | TP-463-023 | -3,632.34    | 0.00         |                          |                         |
|               | Vendor (IND006) totals:            |           |          |           |            | -3,632.34    | 0.00         |                          |                         |
| INF001        | INFOSAT COMMUNICATIONS             |           |          |           |            |              |              |                          |                         |
| PA            | TP-461-010                         | 07/03/19  |          |           | TP-461-010 | -59.27       | 0.00         |                          |                         |
| PA            | TP-463-024                         | 07/19/19  |          |           | TP-463-024 | -64.81       | 0.00         |                          |                         |
|               | Vendor (INF001) totals:            |           |          |           |            | -124.08      | 0.00         |                          |                         |
| INF002        | INFRACON CONSTRUCTION INC          |           |          |           |            |              |              |                          |                         |

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 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) |
|----------------------------------------------|---------------------------|-----------|----------|-----------|------------|--------------------|--------------|--------------------------|-------------------------|
| INF002 INFRACON CONSTRUCTION INC (Continued) |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | 32563                     | 07/30/19  |          |           | 32563      | -286,104.89        | 0.00         |                          |                         |
| Vendor (INF002) totals:                      |                           |           |          |           |            | <b>-286,104.89</b> | <b>0.00</b>  |                          |                         |
| INL001 INLAND KENWORTH                       |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | TP-461-011                | 07/03/19  |          |           | TP-461-011 | -168.65            | 0.00         |                          |                         |
| Vendor (INL001) totals:                      |                           |           |          |           |            | <b>-168.65</b>     | <b>0.00</b>  |                          |                         |
| JRO001 JR OVERHEAD DOORS LTD                 |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | 32493                     | 07/03/19  |          |           | 32493      | -3,039.03          | 0.00         |                          |                         |
| Vendor (JRO001) totals:                      |                           |           |          |           |            | <b>-3,039.03</b>   | <b>0.00</b>  |                          |                         |
| JUB003 JUBINVILLE HOLDINGS                   |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | 32530                     | 07/18/19  |          |           | 32530      | -818.72            | 0.00         |                          |                         |
| Vendor (JUB003) totals:                      |                           |           |          |           |            | <b>-818.72</b>     | <b>0.00</b>  |                          |                         |
| KAL003 KAL TIRE - BURNS LAKE                 |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | TP-463-025                | 07/19/19  |          |           | TP-463-025 | -1,033.08          | 0.00         |                          |                         |
| Vendor (KAL003) totals:                      |                           |           |          |           |            | <b>-1,033.08</b>   | <b>0.00</b>  |                          |                         |
| KON001 KONE INC                              |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | TP-463-026                | 07/19/19  |          |           | TP-463-026 | -1,286.24          | 0.00         |                          |                         |
| Vendor (KON001) totals:                      |                           |           |          |           |            | <b>-1,286.24</b>   | <b>0.00</b>  |                          |                         |
| LAK004 LAKES DISTRICT AIRPORT SOCIETY        |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | TP-464-010                | 07/31/19  |          |           | TP-464-010 | -6,875.00          | 0.00         |                          |                         |
| Vendor (LAK004) totals:                      |                           |           |          |           |            | <b>-6,875.00</b>   | <b>0.00</b>  |                          |                         |
| LAK008 LAKES DISTRICT FAIR ASSOC.            |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | 32564                     | 07/30/19  |          |           | 32564      | -30.00             | 0.00         |                          |                         |
| Vendor (LAK008) totals:                      |                           |           |          |           |            | <b>-30.00</b>      | <b>0.00</b>  |                          |                         |
| LAK012 LAKES DISTRICT MUSEUM SOCIETY         |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | TP-464-011                | 07/31/19  |          |           | TP-464-011 | -6,000.00          | 0.00         |                          |                         |
| Vendor (LAK012) totals:                      |                           |           |          |           |            | <b>-6,000.00</b>   | <b>0.00</b>  |                          |                         |
| LAK014 LAKES DISTRICT PRINTING               |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | TP-461-012                | 07/03/19  |          |           | TP-461-012 | -468.16            | 0.00         |                          |                         |
| Vendor (LAK014) totals:                      |                           |           |          |           |            | <b>-468.16</b>     | <b>0.00</b>  |                          |                         |
| LAK027 LAKES DISTRICT ARTS COUNCIL           |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | TP-464-012                | 07/31/19  |          |           | TP-464-012 | -625.00            | 0.00         |                          |                         |
| Vendor (LAK027) totals:                      |                           |           |          |           |            | <b>-625.00</b>     | <b>0.00</b>  |                          |                         |
| LAK032 LAKES DISTRICT FILM                   |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | TP-464-013                | 07/31/19  |          |           | TP-464-013 | -150.00            | 0.00         |                          |                         |
| Vendor (LAK032) totals:                      |                           |           |          |           |            | <b>-150.00</b>     | <b>0.00</b>  |                          |                         |
| LAK037 LAKES DISTRICT EXPRESS                |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | 32494                     | 07/03/19  |          |           | 32494      | -733.34            | 0.00         |                          |                         |
| Vendor (LAK037) totals:                      |                           |           |          |           |            | <b>-733.34</b>     | <b>0.00</b>  |                          |                         |
| LDF001 LDFC PRINTING & STATIONARY            |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | TP-461-013                | 07/03/19  |          |           | TP-461-013 | -2,366.25          | 0.00         |                          |                         |
| Vendor (LDF001) totals:                      |                           |           |          |           |            | <b>-2,366.25</b>   | <b>0.00</b>  |                          |                         |
| LIN002 LINO'S SALES & SERVICE LTD.           |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | TP-463-027                | 07/19/19  |          |           | TP-463-027 | -14.39             | 0.00         |                          |                         |
| Vendor (LIN002) totals:                      |                           |           |          |           |            | <b>-14.39</b>      | <b>0.00</b>  |                          |                         |
| M4E001 M 4 ENTERPRISES                       |                           |           |          |           |            |                    |              |                          |                         |
| PA                                           | TP-461-014                | 07/03/19  |          |           | TP-461-014 | -6,723.15          | 0.00         |                          |                         |
| Vendor (M4E001) totals:                      |                           |           |          |           |            | <b>-6,723.15</b>   | <b>0.00</b>  |                          |                         |

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|---------------|------------------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| MAC007        | KRISTIN MACCULLOCH                 |           |          |           |            |              |              |                          |                         |
| PA            | 32495                              | 07/03/19  |          |           | 32495      | -75.00       | 0.00         |                          |                         |
|               | Vendor (MAC007) totals:            |           |          |           |            | -75.00       | 0.00         |                          |                         |
| MED001        | MEDICAL SER. PLAN                  |           |          |           |            |              |              |                          |                         |
| PA            | 32579                              | 07/31/19  |          |           | 32579      | -2,906.00    | 0.00         |                          |                         |
|               | Vendor (MED001) totals:            |           |          |           |            | -2,906.00    | 0.00         |                          |                         |
| MIL004        | MDB INSIGHT INC.                   |           |          |           |            |              |              |                          |                         |
| PA            | 32531                              | 07/18/19  |          |           | 32531      | -9,187.50    | 0.00         |                          |                         |
|               | Vendor (MIL004) totals:            |           |          |           |            | -9,187.50    | 0.00         |                          |                         |
| MIN001        | MINISTER OF FINANCE                |           |          |           |            |              |              |                          |                         |
| PA            | 32532                              | 07/18/19  |          |           | 32532      | -340.63      | 0.00         |                          |                         |
|               | Vendor (MIN001) totals:            |           |          |           |            | -340.63      | 0.00         |                          |                         |
| MOB001        | MOBY CONCRETE LTD.                 |           |          |           |            |              |              |                          |                         |
| PA            | TP-461-015                         | 07/03/19  |          |           | TP-461-015 | -2,296.00    | 0.00         |                          |                         |
|               | Vendor (MOB001) totals:            |           |          |           |            | -2,296.00    | 0.00         |                          |                         |
| MTE001        | MT EXTINGUISHER SERVICES           |           |          |           |            |              |              |                          |                         |
| PA            | 32565                              | 07/30/19  |          |           | 32565      | -37.28       | 0.00         |                          |                         |
|               | Vendor (MTE001) totals:            |           |          |           |            | -37.28       | 0.00         |                          |                         |
| MUN005        | MUNICIPAL INSURANCE ASS. OF BC     |           |          |           |            |              |              |                          |                         |
| PA            | 32566                              | 07/30/19  |          |           | 32566      | -2,205.00    | 0.00         |                          |                         |
|               | Vendor (MUN005) totals:            |           |          |           |            | -2,205.00    | 0.00         |                          |                         |
| NAP002        | NAPA AUTO PARTS #1805              |           |          |           |            |              |              |                          |                         |
| PA            | 32533                              | 07/18/19  |          |           | 32533      | -12.12       | 0.00         |                          |                         |
|               | Vendor (NAP002) totals:            |           |          |           |            | -12.12       | 0.00         |                          |                         |
| NOR019        | NORTHLAND AUTOMOTIVE               |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-028                         | 07/19/19  |          |           | TP-463-028 | -35.00       | 0.00         |                          |                         |
|               | Vendor (NOR019) totals:            |           |          |           |            | -35.00       | 0.00         |                          |                         |
| NOR022        | NORTHWEST FUELS LTD.               |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-029                         | 07/19/19  |          |           | TP-463-029 | -115.22      | 0.00         |                          |                         |
|               | Vendor (NOR022) totals:            |           |          |           |            | -115.22      | 0.00         |                          |                         |
| NOR039        | NORTHERN SCALE                     |           |          |           |            |              |              |                          |                         |
| PA            | 32534                              | 07/18/19  |          |           | 32534      | -5,881.20    | 0.00         |                          |                         |
|               | Vendor (NOR039) totals:            |           |          |           |            | -5,881.20    | 0.00         |                          |                         |
| NOR041        | NORTHERN NATIVE BROADCASTING-CI    |           |          |           |            |              |              |                          |                         |
| PA            | 32535                              | 07/18/19  |          |           | 32535      | -420.00      | 0.00         |                          |                         |
|               | Vendor (NOR041) totals:            |           |          |           |            | -420.00      | 0.00         |                          |                         |
| NOR042        | NORTHERN MAT & BRIDGE              |           |          |           |            |              |              |                          |                         |
| PA            | 32567                              | 07/30/19  |          |           | 32567      | -2,016.00    | 0.00         |                          |                         |
|               | Vendor (NOR042) totals:            |           |          |           |            | -2,016.00    | 0.00         |                          |                         |
| OKT001        | 1118662 BC LTD DBA OK TIRE         |           |          |           |            |              |              |                          |                         |
| PA            | TP-461-016                         | 07/03/19  |          |           | TP-461-016 | -1,011.20    | 0.00         |                          |                         |
|               | Vendor (OKT001) totals:            |           |          |           |            | -1,011.20    | 0.00         |                          |                         |
| OMI008        | OMINECA GLASS SERVICES (2012) Ltd. |           |          |           |            |              |              |                          |                         |
| PA            | 32496                              | 07/03/19  |          |           | 32496      | -175.73      | 0.00         |                          |                         |
|               | Vendor (OMI008) totals:            |           |          |           |            | -175.73      | 0.00         |                          |                         |
| OUE001        | OUELLETTE BROS BUILDING SUPPLIE    |           |          |           |            |              |              |                          |                         |
| PA            | 32536                              | 07/18/19  |          |           | 32536      | -450.90      | 0.00         |                          |                         |
| PA            | 32568                              | 07/30/19  |          |           | 32568      | -80.00       | 0.00         |                          |                         |



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|---------------|--------------------------------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| OUE001        | OUELLETTE BROS BUILDING SUPPLIES LTD (Continued) |           |          |           |            |              |              |                          |                         |
|               | Vendor (OUE001) totals:                          |           |          |           |            | -530.90      | 0.00         |                          |                         |
| OVE002        | SAVE ON FOODS                                    |           |          |           |            |              |              |                          |                         |
| PA            | 32497                                            | 07/03/19  |          |           | 32497      | -393.90      | 0.00         |                          |                         |
|               | Vendor (OVE002) totals:                          |           |          |           |            | -393.90      | 0.00         |                          |                         |
| PAC004        | PACIFIC NORTHERN GAS LTD.                        |           |          |           |            |              |              |                          |                         |
| PA            | TP-461-017                                       | 07/03/19  |          |           | TP-461-017 | -2,124.84    | 0.00         |                          |                         |
|               | Vendor (PAC004) totals:                          |           |          |           |            | -2,124.84    | 0.00         |                          |                         |
| PAC007        | PACIFIC TRUCK & EQUIPMENT INC                    |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-030                                       | 07/19/19  |          |           | TP-463-030 | -929.51      | 0.00         |                          |                         |
|               | Vendor (PAC007) totals:                          |           |          |           |            | -929.51      | 0.00         |                          |                         |
| PAY002        | PAYNE'S SEPTIC SERVICE (2010)                    |           |          |           |            |              |              |                          |                         |
| PA            | 32498                                            | 07/03/19  |          |           | 32498      | -126.00      | 0.00         |                          |                         |
|               | Vendor (PAY002) totals:                          |           |          |           |            | -126.00      | 0.00         |                          |                         |
| PET008        | PETTY CASH FUND                                  |           |          |           |            |              |              |                          |                         |
| PA            | 32506                                            | 07/03/19  |          |           | 32506      | -118.66      | 0.00         |                          |                         |
|               | Vendor (PET008) totals:                          |           |          |           |            | -118.66      | 0.00         |                          |                         |
| PET014        | Betty Peters                                     |           |          |           |            |              |              |                          |                         |
| PA            | 32499                                            | 07/03/19  |          |           | 32499      | -87.00       | 0.00         |                          |                         |
|               | Vendor (PET014) totals:                          |           |          |           |            | -87.00       | 0.00         |                          |                         |
| PID001        | PIDHERNY CONTRACTING LTD.                        |           |          |           |            |              |              |                          |                         |
| PA            | 32500                                            | 07/03/19  |          |           | 32500      | -4,361.00    | 0.00         |                          |                         |
|               | Vendor (PID001) totals:                          |           |          |           |            | -4,361.00    | 0.00         |                          |                         |
| PIT002        | PITNEY WORKS                                     |           |          |           |            |              |              |                          |                         |
| PA            | 32569                                            | 07/30/19  |          |           | 32569      | -2,100.00    | 0.00         |                          |                         |
|               | Vendor (PIT002) totals:                          |           |          |           |            | -2,100.00    | 0.00         |                          |                         |
| POU001        | DAVID POULIN                                     |           |          |           |            |              |              |                          |                         |
| PA            | 32537                                            | 07/18/19  |          |           | 32537      | -716.82      | 0.00         |                          |                         |
|               | Vendor (POU001) totals:                          |           |          |           |            | -716.82      | 0.00         |                          |                         |
| PRA002        | PRAGMATIC CONFERENCING                           |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-031                                       | 07/19/19  |          |           | TP-463-031 | -30.26       | 0.00         |                          |                         |
|               | Vendor (PRA002) totals:                          |           |          |           |            | -30.26       | 0.00         |                          |                         |
| QUI001        | QUICKSCRIBE SERVICES LTD                         |           |          |           |            |              |              |                          |                         |
| PA            | TP-461-018                                       | 07/03/19  |          |           | TP-461-018 | -12.60       | 0.00         |                          |                         |
|               | Vendor (QUI001) totals:                          |           |          |           |            | -12.60       | 0.00         |                          |                         |
| RAN004        | RANDY WILSON TRUCKING                            |           |          |           |            |              |              |                          |                         |
| PA            | 32501                                            | 07/03/19  |          |           | 32501      | -25,200.00   | 0.00         |                          |                         |
| PA            | 32538                                            | 07/18/19  |          |           | 32538      | -2,092.13    | 0.00         |                          |                         |
|               | Vendor (RAN004) totals:                          |           |          |           |            | -27,292.13   | 0.00         |                          |                         |
| REG001        | REG.DIST.OF FRASER-FORT GEORGE                   |           |          |           |            |              |              |                          |                         |
| PA            | 32570                                            | 07/30/19  |          |           | 32570      | -11,737.90   | 0.00         |                          |                         |
|               | Vendor (REG001) totals:                          |           |          |           |            | -11,737.90   | 0.00         |                          |                         |
| RIC001        | RICH'S SAW SALES                                 |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-032                                       | 07/19/19  |          |           | TP-463-032 | -116.10      | 0.00         |                          |                         |
|               | Vendor (RIC001) totals:                          |           |          |           |            | -116.10      | 0.00         |                          |                         |
| ROC003        | ROCKY MOUNTAIN PHOENIX                           |           |          |           |            |              |              |                          |                         |
| PA            | 32539                                            | 07/18/19  |          |           | 32539      | -553.35      | 0.00         |                          |                         |
|               | Vendor (ROC003) totals:                          |           |          |           |            | -553.35      | 0.00         |                          |                         |

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|----------------------------------------------|---------------------------|-----------|----------|-----------|------------|-------------------|--------------|--------------------------|-------------------------|
| <b>ROG001 ROGERS</b>                         |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | TP-461-019                | 07/03/19  |          |           | TP-461-019 | -160.99           | 0.00         |                          |                         |
| PA                                           | TP-463-033                | 07/19/19  |          |           | TP-463-033 | -160.54           | 0.00         |                          |                         |
| Vendor (ROG001) totals:                      |                           |           |          |           |            | <b>-321.53</b>    | <b>0.00</b>  |                          |                         |
| <b>ROO001 ROOTS &amp; SHOOTS CONTRACTING</b> |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | 32571                     | 07/30/19  |          |           | 32571      | -2,362.50         | 0.00         |                          |                         |
| Vendor (ROO001) totals:                      |                           |           |          |           |            | <b>-2,362.50</b>  | <b>0.00</b>  |                          |                         |
| <b>SEN003 GERALD SENSENIG</b>                |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | 32502                     | 07/03/19  |          |           | 32502      | -75.00            | 0.00         |                          |                         |
| Vendor (SEN003) totals:                      |                           |           |          |           |            | <b>-75.00</b>     | <b>0.00</b>  |                          |                         |
| <b>SHE005 EVA SHERWOOD</b>                   |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | 32508                     | 07/09/19  |          |           | 32508      | -340.00           | 0.00         |                          |                         |
| Vendor (SHE005) totals:                      |                           |           |          |           |            | <b>-340.00</b>    | <b>0.00</b>  |                          |                         |
| <b>SMI007 SMITHERS PUBLIC LIBRARY</b>        |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | TP-464-014                | 07/31/19  |          |           | TP-464-014 | -6,975.92         | 0.00         |                          |                         |
| Vendor (SMI007) totals:                      |                           |           |          |           |            | <b>-6,975.92</b>  | <b>0.00</b>  |                          |                         |
| <b>SMI027 SMITHERS HOME HARDWARE</b>         |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | 32572                     | 07/30/19  |          |           | 32572      | -2,848.24         | 0.00         |                          |                         |
| Vendor (SMI027) totals:                      |                           |           |          |           |            | <b>-2,848.24</b>  | <b>0.00</b>  |                          |                         |
| <b>SMS001 SMS EQUIPMENT INC.</b>             |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | TP-463-034                | 07/19/19  |          |           | TP-463-034 | -1,139.32         | 0.00         |                          |                         |
| Vendor (SMS001) totals:                      |                           |           |          |           |            | <b>-1,139.32</b>  | <b>0.00</b>  |                          |                         |
| <b>SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT.</b> |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | TP-464-015                | 07/31/19  |          |           | TP-464-015 | -2,075.33         | 0.00         |                          |                         |
| Vendor (SOU003) totals:                      |                           |           |          |           |            | <b>-2,075.33</b>  | <b>0.00</b>  |                          |                         |
| <b>SPO001 SPOTLESS UNIFORM LTD.</b>          |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | TP-461-020                | 07/03/19  |          |           | TP-461-020 | -33.50            | 0.00         |                          |                         |
| Vendor (SPO001) totals:                      |                           |           |          |           |            | <b>-33.50</b>     | <b>0.00</b>  |                          |                         |
| <b>SSQ001 SSQ FINANCIAL</b>                  |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | 32580                     | 07/31/19  |          |           | 32580      | -1,689.33         | 0.00         |                          |                         |
| Vendor (SSQ001) totals:                      |                           |           |          |           |            | <b>-1,689.33</b>  | <b>0.00</b>  |                          |                         |
| <b>STA008 STARLAND SUPPLY LTD</b>            |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | TP-461-021                | 07/03/19  |          |           | TP-461-021 | -452.28           | 0.00         |                          |                         |
| PA                                           | TP-463-035                | 07/19/19  |          |           | TP-463-035 | -1,551.68         | 0.00         |                          |                         |
| Vendor (STA008) totals:                      |                           |           |          |           |            | <b>-2,003.96</b>  | <b>0.00</b>  |                          |                         |
| <b>STE012 STEWART MCDANNOLD STUART</b>       |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | TP-461-022                | 07/03/19  |          |           | TP-461-022 | -2,724.07         | 0.00         |                          |                         |
| PA                                           | TP-463-036                | 07/19/19  |          |           | TP-463-036 | -637.42           | 0.00         |                          |                         |
| Vendor (STE012) totals:                      |                           |           |          |           |            | <b>-3,361.49</b>  | <b>0.00</b>  |                          |                         |
| <b>STU001 STUART LAKE SAILING CLUB</b>       |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | 32573                     | 07/30/19  |          |           | 32573      | -500.00           | 0.00         |                          |                         |
| Vendor (STU001) totals:                      |                           |           |          |           |            | <b>-500.00</b>    | <b>0.00</b>  |                          |                         |
| <b>SUD001 SUDS N' DUDS</b>                   |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | TP-461-023                | 07/03/19  |          |           | TP-461-023 | -109.21           | 0.00         |                          |                         |
| Vendor (SUD001) totals:                      |                           |           |          |           |            | <b>-109.21</b>    | <b>0.00</b>  |                          |                         |
| <b>SUN002 SUN LIFE FINANCIAL</b>             |                           |           |          |           |            |                   |              |                          |                         |
| PA                                           | 32581                     | 07/31/19  |          |           | 32581      | -25,989.13        | 0.00         |                          |                         |
| Vendor (SUN002) totals:                      |                           |           |          |           |            | <b>-25,989.13</b> | <b>0.00</b>  |                          |                         |

Sort order: Control account, vendor number, report group  
 Selection: Checks from Jul 01 2019 to Jul 31 2019 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) |
|---------------|-------------------------------|-----------|----------|-----------|------------|--------------|--------------|--------------------------|-------------------------|
| SWE001        | SWEEEPING BEAUTIES JANITORIAL |           |          |           |            |              |              |                          |                         |
| PA            | TP-464-016                    | 07/31/19  |          |           | TP-464-016 | -2,766.30    | 0.00         |                          |                         |
|               | Vendor (SWE001) totals:       |           |          |           |            | -2,766.30    | 0.00         |                          |                         |
| SWE004        | SWEET NECHAKO HONEY           |           |          |           |            |              |              |                          |                         |
| PA            | 32574                         | 07/30/19  |          |           | 32574      | -330.00      | 0.00         |                          |                         |
|               | Vendor (SWE004) totals:       |           |          |           |            | -330.00      | 0.00         |                          |                         |
| TAN002        | TANEX ENGINEERING CORPORATION |           |          |           |            |              |              |                          |                         |
| PA            | 32503                         | 07/03/19  |          |           | 32503      | -11,662.75   | 0.00         |                          |                         |
|               | Vendor (TAN002) totals:       |           |          |           |            | -11,662.75   | 0.00         |                          |                         |
| TAY002        | TAYLOR BROS HARDWARE          |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-037                    | 07/19/19  |          |           | TP-463-037 | -1,688.43    | 0.00         |                          |                         |
|               | Vendor (TAY002) totals:       |           |          |           |            | -1,688.43    | 0.00         |                          |                         |
| TEC002        | TECHNOPURE WATER              |           |          |           |            |              |              |                          |                         |
| PA            | 32504                         | 07/03/19  |          |           | 32504      | -60.75       | 0.00         |                          |                         |
|               | Vendor (TEC002) totals:       |           |          |           |            | -60.75       | 0.00         |                          |                         |
| TEL002        | TELUS COMMUNICATIONS INC.     |           |          |           |            |              |              |                          |                         |
| PA            | TP-462-001                    | 07/11/19  |          |           | TP-462-001 | -2,829.57    | 0.00         |                          |                         |
|               | Vendor (TEL002) totals:       |           |          |           |            | -2,829.57    | 0.00         |                          |                         |
| TEL004        | TELUS COMMUNICATIONS INC.     |           |          |           |            |              |              |                          |                         |
| PA            | 32540                         | 07/18/19  |          |           | 32540      | -2,240.00    | 0.00         |                          |                         |
|               | Vendor (TEL004) totals:       |           |          |           |            | -2,240.00    | 0.00         |                          |                         |
| TEL007        | TELUS MOBILITY                |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-038                    | 07/19/19  |          |           | TP-463-038 | -1,989.87    | 0.00         |                          |                         |
|               | Vendor (TEL007) totals:       |           |          |           |            | -1,989.87    | 0.00         |                          |                         |
| TIP001        | TIP OF THE GLACIER WATER CO   |           |          |           |            |              |              |                          |                         |
| PA            | 32541                         | 07/18/19  |          |           | 32541      | -50.00       | 0.00         |                          |                         |
|               | Vendor (TIP001) totals:       |           |          |           |            | -50.00       | 0.00         |                          |                         |
| TOF001        | DAPHNE TOFSRUD                |           |          |           |            |              |              |                          |                         |
| PA            | 32505                         | 07/03/19  |          |           | 32505      | -92.80       | 0.00         |                          |                         |
|               | Vendor (TOF001) totals:       |           |          |           |            | -92.80       | 0.00         |                          |                         |
| TOP005        | TOPLEY FIRE PROTECTION SOC.   |           |          |           |            |              |              |                          |                         |
| PA            | TP-464-017                    | 07/31/19  |          |           | TP-464-017 | -2,837.50    | 0.00         |                          |                         |
|               | Vendor (TOP005) totals:       |           |          |           |            | -2,837.50    | 0.00         |                          |                         |
| TOP007        | CARMEN CHARLIE                |           |          |           |            |              |              |                          |                         |
| PA            | 32575                         | 07/30/19  |          |           | 32575      | -830.00      | 0.00         |                          |                         |
|               | Vendor (TOP007) totals:       |           |          |           |            | -830.00      | 0.00         |                          |                         |
| TOW001        | TOWN OF SMITHERS              |           |          |           |            |              |              |                          |                         |
| PA            | TP-461-024                    | 07/03/19  |          |           | TP-461-024 | -647.21      | 0.00         |                          |                         |
|               | Vendor (TOW001) totals:       |           |          |           |            | -647.21      | 0.00         |                          |                         |
| TOW003        | TOWER COMMUNICATIONS          |           |          |           |            |              |              |                          |                         |
| PA            | TP-463-039                    | 07/19/19  |          |           | TP-463-039 | -2,450.01    | 0.00         |                          |                         |
|               | Vendor (TOW003) totals:       |           |          |           |            | -2,450.01    | 0.00         |                          |                         |
| TRU002        | TRUE CONSULTING               |           |          |           |            |              |              |                          |                         |
| PA            | 32542                         | 07/18/19  |          |           | 32542      | -14,218.90   | 0.00         |                          |                         |
| PA            | 32576                         | 07/30/19  |          |           | 32576      | -1,588.65    | 0.00         |                          |                         |
|               | Vendor (TRU002) totals:       |           |          |           |            | -15,807.55   | 0.00         |                          |                         |
| VAL005        | VALLEY DIESEL                 |           |          |           |            |              |              |                          |                         |
| PA            | 32543                         | 07/18/19  |          |           | 32543      | -867.70      | 0.00         |                          |                         |

Sort order: Control account, vendor number, report group  
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 All control accounts  
 Vendor number [ ] to [ZZZZZZ]  
 All report groups  
 Include fully paid transactions.

| Vendor Number                        | Vendor Name / Doc. Number | Doc. Date | Due Date | Disc Date | Reference  | Orig. Amount  | Curr. amount | Max Payable (if changed) | Disc. Base (if changed) |
|--------------------------------------|---------------------------|-----------|----------|-----------|------------|---------------|--------------|--------------------------|-------------------------|
| VAL005 VALLEY DIESEL (Continued)     |                           |           |          |           |            |               |              |                          |                         |
| Vendor (VAL005) totals:              |                           |           |          |           |            | -867.70       | 0.00         |                          |                         |
| VAN005 VANDERHOOF & DISTRICTS CO-OP  |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | TP-461-025                | 07/03/19  |          |           | TP-461-025 | -22,242.99    | 0.00         |                          |                         |
| Vendor (VAN005) totals:              |                           |           |          |           |            | -22,242.99    | 0.00         |                          |                         |
| VIH001 VIHAR CONSTRUCTION LTD        |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | 32577                     | 07/30/19  |          |           | 32577      | -809.20       | 0.00         |                          |                         |
| Vendor (VIH001) totals:              |                           |           |          |           |            | -809.20       | 0.00         |                          |                         |
| VIS001 VISTA RADIO LTD.              |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | 32544                     | 07/18/19  |          |           | 32544      | -258.30       | 0.00         |                          |                         |
| Vendor (VIS001) totals:              |                           |           |          |           |            | -258.30       | 0.00         |                          |                         |
| WAS001 WASTE MANAGEMENT OF CANADA CO |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | TP-463-040                | 07/19/19  |          |           | TP-463-040 | -5,566.93     | 0.00         |                          |                         |
| Vendor (WAS001) totals:              |                           |           |          |           |            | -5,566.93     | 0.00         |                          |                         |
| WEL002 WELLMAN'S CAR AND TRUCK WASH  |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | TP-463-041                | 07/19/19  |          |           | TP-463-041 | -47.41        | 0.00         |                          |                         |
| Vendor (WEL002) totals:              |                           |           |          |           |            | -47.41        | 0.00         |                          |                         |
| WES014 WESTECH DIESEL LTD            |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | 32545                     | 07/18/19  |          |           | 32545      | -711.79       | 0.00         |                          |                         |
| Vendor (WES014) totals:              |                           |           |          |           |            | -711.79       | 0.00         |                          |                         |
| WIE004 KEN WIEBE                     |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | TP-463-042                | 07/19/19  |          |           | TP-463-042 | -395.16       | 0.00         |                          |                         |
| Vendor (WIE004) totals:              |                           |           |          |           |            | -395.16       | 0.00         |                          |                         |
| WIL004 WILLIAMS MACHINERY            |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | TP-461-026                | 07/03/19  |          |           | TP-461-026 | -1,088.58     | 0.00         |                          |                         |
| PA                                   | TP-463-043                | 07/19/19  |          |           | TP-463-043 | -124.27       | 0.00         |                          |                         |
| Vendor (WIL004) totals:              |                           |           |          |           |            | -1,212.85     | 0.00         |                          |                         |
| XCG001 XCG CONSULTANTS LTD.          |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | TP-463-044                | 07/19/19  |          |           | TP-463-044 | -4,169.56     | 0.00         |                          |                         |
| Vendor (XCG001) totals:              |                           |           |          |           |            | -4,169.56     | 0.00         |                          |                         |
| XER001 XEROX CANADA LTD.             |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | TP-463-045                | 07/19/19  |          |           | TP-463-045 | -1,465.64     | 0.00         |                          |                         |
| Vendor (XER001) totals:              |                           |           |          |           |            | -1,465.64     | 0.00         |                          |                         |
| Control account (1) totals:          |                           |           |          |           |            | -1,085,228.18 | 0.00         |                          |                         |
| REC002 RECEIVER GENERAL              |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | 32482                     | 07/03/19  |          |           | 32482      | -51,287.54    | 0.00         |                          |                         |
| PA                                   | 32512                     | 07/17/19  |          |           | 32512      | -45,130.86    | 0.00         |                          |                         |
| PA                                   | 32549                     | 07/29/19  |          |           | 32549      | -52,968.92    | 0.00         |                          |                         |
| Vendor (REC002) totals:              |                           |           |          |           |            | -149,387.32   | 0.00         |                          |                         |
| WOR001 WORK SAFE BC                  |                           |           |          |           |            |               |              |                          |                         |
| PA                                   | 32513                     | 07/18/19  |          |           | 32513      | -17,901.80    | 0.00         |                          |                         |
| Vendor (WOR001) totals:              |                           |           |          |           |            | -17,901.80    | 0.00         |                          |                         |
| Control account (2) totals:          |                           |           |          |           |            | -167,289.12   | 0.00         |                          |                         |
| Report Total                         |                           |           |          |           |            | -1,252,517.30 | 0.00         |                          |                         |

164 vendor(s) printed.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 1874****A bylaw to amend the tax limit of the Cluculz Lake Emergency Response Team Contribution Service from \$18,750 per annum to \$23,437 per annum**

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**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 1127, a service for contribution to the Cluculz Lake Volunteer Fire Department, formerly known as Cluculz Lake Emergency Response Team, for its emergency response services;

**AND WHEREAS** the Regional Board wishes to increase the tax limit for the service from EIGHTEEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$18,750) per annum to TWENTY-THREE THOUSAND FOUR HUNDRED THIRTY SEVEN (\$23,437) per annum;

**AND WHEREAS** under Section 349 (1)(b) of the Local Government Act, the sole participant has consented 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 5 of Bylaw No. 1127 is hereby repealed and replaced with the following:
  5. The maximum amount of taxation that may be requisitioned annually for this service under Section 806.1(1)(a) of the *Local Government Act* is TWENTY-THREE THOUSAND FOUR HUNDRED THIRTY-SEVEN (\$23,437).
2. This bylaw may be cited as the "Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Amendment Bylaw No. 1874, 2019."
3. Bylaw 1863 is hereby repealed.

READ A FIRST TIME this 20 day of June, 2019

READ A SECOND TIME this 20 day of June, 2019

READ A THIRD TIME this 20 day of June, 2019

CONSENT OF ELECTORAL AREA "F" DIRECTOR RECEIVED this  
20 day of June, 2019

ADOPTED this            day of            2019

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1874 as adopted.

\_\_\_\_\_  
Corporate Administrator

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## BYLAW NO. 1875

A BYLAW TO ESTABLISH THE ELECTORAL AREA "G" (HOUSTON RURAL)  
ECONOMIC DEVELOPMENT SERVICE

---

**WHEREAS:**

- A. Under Section 332 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of the promotion of economic development in electoral Area "G";
- C. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- D. Participating area approval in the participating area has been obtained under Section 347 of the *Local Government Act*.

**NOW THEREFORE** the Board of the Regional District of Bulkley-Nechako in open meeting assembled enacts as follows:

**1) Service**

The Electoral Area "G" (Houston Rural) Economic Development Service (the "**Service**") is established by this Bylaw for the purpose of the promotion of economic development in Electoral Area "G".

**2) Boundaries**

The boundaries of the Service Area are the boundaries of Electoral Area "G" (Houston Rural) in the Regional District of Bulkley-Nechako (the "**Service Area**").

**3) Participating Areas**

The "Participating Area" is Electoral Area "G" (Houston Rural).

**4) Cost Recovery**

As provided in Section 378 of the *Local Government Act*, the annual cost of providing this service shall be recovered by one or more of the following:

- a. Property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*
- b. Fees and charges imposed under Section 397 of the *Local Government Act*;
- c. Revenues received by way of agreement, enterprise, gift, grant or otherwise;
- d. Revenues raised by other means authorized by the *Local Government Act*.

**5) Tax Base for Property Value Taxes**

The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (c) of the *Local Government Act* - the net taxable value of improvements in the participating area.

**4) Citation**

This Bylaw may be cited for all purposes as the "Regional District of Bulkley-Nechako Electoral Area "G" (Houston Rural) Economic Development Service Area Establishment Bylaw No. 1875, 2019."

READ A FIRST TIME this 20 day of June, 2019

READ A SECOND TIME this 20 day of June, 2019

READ A THIRD TIME this 20 day of June, 2019

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1875 at third reading.



Corporate Administrator

CONSENT OF ELECTORAL AREA "G" DIRECTOR RECEIVED this 20 day of June, 2019.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 19 day of July, 2019

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Administrator