



REGIONAL DISTRICT
OF BULKLEY & NECHAKO

AGENDA

MEETING NO. 15

December 12, 2019

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"A WORLD OF OPPORTUNITIES
WITHIN OUR REGION"

VISION

“A World of Opportunities
Within Our Region”

MISSION

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

REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, December 12, 2019



<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – December 12, 2019</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-21	Board Meeting Minutes – November 21, 2019	Adopt
22-25	Broadband Committee Meeting Minutes - November 21, 2019 (Unapproved)	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>ELECTORAL AREA PLANNING</u> (<i>All Directors</i>)	
	<u>Rezoning Applications</u>	
26-30	Jennifer MacIntyre, Planner 1 Rezoning File No. A-06-19 (Jones) Electoral Area “A”	Recommendation (Page 29)
	<u>Development Permit Applications</u>	
31-55	Jason Llewellyn, Director of Planning Development Permit A-01-16 (West End Ventures Inc. - Electoral Area “A”	Recommendation (Page 33)
	<u>DEVELOPMENT SERVICES</u> (<i>All Directors</i>)	<u>ACTION</u>
	<u>Memo</u>	
56	Jennifer MacIntyre, Planner I Recent Agriculture Decisions	Receive

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
57	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - November 21, 2019	Recommendation (Page 57)
58-67	Cheryl Anderson, Manager of Administrative Services – Grant in Aid	Recommendation (Page 58)
68-76	Cheryl Anderson, Manager of Administrative Services – Grant in Aid Policy Revision	Recommendation (Page 68)
77	Cheryl Anderson, Manager of Administrative Services - By-Election – Electoral Area “G” (Houston Rural)	Recommendation (Page 77)
78-83	Cheryl Anderson, Manager of Administrative Services - North Central Local Government Association Resolutions Submission Guidelines and Deadlines	Recommendation (Page 78)
84	Nellie Davis – Regional Economic Development Coordinator – Northern Development Local Government Internship Program	Recommendation (Page 84)
85	Nellie Davis – Northern Development Initiative Trust – Building Façade Improvement Program	Recommendation (Page 85)
86-101	John Illes, Chief Financial Officer - Budget Amendment #2 – 2019	Recommendation (Page 86)
102-103	John Illes, Chief Financial Officer - Lakes District Arts and Culture Local Service Budget	Recommendation (Page 102)
104-125	John Illes, Chief Financial Officer - Agreement with Bulkley Valley Aquatic Centre	Recommendation (Page 104)
126-131	John Illes, Chief Financial Officer – Economic Development Agreement with the Village of Burns Lake	Recommendation (Page 126)
132-137	John Illes, Chief Financial Officer – Fort Fraser Local Service Budgets	Recommendation (Page 132)
138-141	John Illes, Chief Financial Officer – Minor Amendment to the Remuneration and Expense Reimbursement Bylaw	Recommendation (Page 138)

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
142	Kim Fields, Accounting Clerk – Federal Gas Tax Funds – Electoral Area “B” (Burns Lake Rural) and Electoral Area “E” (Francois/Ootsa Lake Rural) to School District #91	Recommendation (Page 142)
143	Kristi Rensby, Finance/Administration Coordinator - Federal Gas Tax Funds – Electoral Area “A” (Smithers Rural), Smithers Community Services Association	Recommendation (Page 143)
144-146	Curtis Helgesen, CAO – RDBN Appointments - 2020	Ratify
147-148	John Illes, Chief Financial Officer – Completion of Bond Issues	Receive
149-234	Cheryl Anderson, Manager of Administrative Services - RBA Investment Needs Analysis Report	Receive
<u>VERBAL REPORTS</u>		
<u>RECEIPT OF VERBAL REPORTS</u>		
<u>ADMINISTRATION CORRESPONDENCE</u>		
235-236	District of Fort St. James – Seniors Housing Project	Receive
237-238	BC Hydro – Prince George to Terrace Capacitor Project – Update	Receive
239	Union of B.C. Municipalities – Gas Tax Agreement Community Works Fund Payment	Receive
<u>INVITATIONS</u>		
240-241	BC Council of Forest Industries Convention April 1-3, 2020 – Prince George, B.C.	Receive
<u>ACTION LISTS</u>		
242-245	Action List – November 2019	Receive
246-248	Action List – October 2019	Receive

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)(c) – labour relations or other employee relations and 90 2(b) - the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Northwest Resource Benefits Alliance) 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. 14****Thursday, November 21, 2019**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Dolores Funk
Tom Greenaway
Brad Layton
Clint Lambert
Linda McGuire
Mark Parker
Jerry Petersen
Bev Playfair
Michael Riis-Christianson
Kim Watt-Senner

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Regional Economic Development Coordinator – left at 10:49 a.m.
Debbie Evans, Agriculture Coordinator – left at 11:34 a.m.
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning – left at 11:09 a.m., returned at 12:05 p.m.
Sashka Macievich, Recovery Coordinator – arrived at 11:53 a.m.
Wendy Wainwright, Executive Assistant

Others Christa Kilbourne, PMP, Project Engineer, Pipeline Implementation West, Coastal GasLink, TC Energy – left at 11:11 a.m.
Tanner Moulton, Public Affairs Coordinator, Coastal GasLink Project, TC Energy – left at 11:11 a.m.
Chad Moulatt, Cypress Land/TELUS – left at 11:10 a.m.

Media Blair McBride, Lakes District News

CALL TO ORDER

Curtis Helgesen, CAO called the meeting to order at 10:40 a.m.

ELECTIONS**Chairperson**

Mr. Helgesen called for nominations for the position of Chairperson of the Regional District of Bulkley-Nechako for the year 2020.

Moved by Director Brienen
Seconded by Director McGuire**2019-14-1**

“That Director Thiessen be nominated for the position of Chairperson of the Regional District of Bulkley-Nechako for 2020.”

Mr. Helgesen called for nominations for Chairperson a second time.

Mr. Helgesen called for nominations for Chairperson a third time.

ELECTIONS (CONT'D)

There being no further nominations Mr. Helgesen declared Director Thiessen as Chairperson for the Regional District of Bulkley-Nechako for the year 2020 by acclamation.

Vice – Chairperson

Mr. Helgesen called for nominations for the position of Vice-Chairperson of the Regional District of Bulkley-Nechako for the year 2020.

Moved by Director Petersen
Seconded by Director Layton

2019-14-2

“That Director Parker be nominated for the position of Vice-Chairperson of the Regional District of Bulkley-Nechako for 2020.”

Mr. Helgesen called for nominations for Vice-Chairperson a second time.

Mr. Helgesen called for nominations for Vice-Chairperson a third time.

There being no further nominations Mr. Helgesen declared Director Parker as Vice-Chairperson for the Regional District of Bulkley-Nechako for the year 2020 by acclamation.

Chairperson Thiessen assumed the Chair.

RDBN Electoral Area ‘G’ (Houston Rural) Director Rob Newell Passed Away

Chair Thiessen recognized the passing of Director Rob Newell and spoke of his passion for Electoral Area ‘G’ (Houston Rural), his family and friends. He mentioned Director Newell’s dedication advocating for broadband initiatives in the region and his contribution to the region. Chair Thiessen asked for a moment of silence in honour of Director Newell. Director Newell will be sadly missed.

Break at 10:45 a.m.

Reconvened 10:49 a.m.

AGENDA & SUPPLEMENTARY AGENDA

Moved by Director McGuire
Seconded by Director Layton

2019-14-3

“That the agenda of the Board meeting of November 21, 2019 be approved; and further, that the Supplementary agenda be received and dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

**Board Meeting Minutes
-October 24, 2019**

Moved by Director Petersen
Seconded by Director Layton

2019-14-4

“That the Board Meeting Minutes of October 24, 2019 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES (CONT'D)

Committee Meeting Minutes

Moved by Director Parker
Seconded by Director Playfair

2019-14-5

"That the Board receive the following Committee Meeting Minutes:

- Broadband Committee Meeting Minutes
-October 24, 2019
- Committee of the Whole Meeting Minutes
- November 7, 2019 (Unapproved)
- Committee of the Whole Meeting Minutes
- October 10, 2019
- Forestry Committee Meeting Minutes
-November 7, 2019 (Unapproved)
- Forestry Committee Meeting Minutes
-September 5, 2019
- Rural Directors Committee Meeting Minutes
-November 7, 2019 (Unapproved)
- Rural Directors Committee Meeting Minutes
- October 10, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING (All Directors)

Rezoning Application

Rezoning File No. A-03-19 (Barrie) -Electoral Area "A"

Moved by Director Fisher
Seconded by Director Atrill

2019-14-6

"That OCP Amendment and Rezoning Application A-03-19 (Barrie) be denied."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Temporary Use Permit Applications

Temporary Use Permit A-03-19 (Jones) – Electoral Area "A" Chair Thiessen called for comments from the gallery.

Moved by Director Fisher
Seconded by Director Watt-Senner

2019-14-7

1. "That the Board receive the Supplementary Agenda e-mail submission from Eric Person and e-mail submission from Sharon and George Schultze - Temporary Use Permit A-03-19.
2. That the Board approve the issuance of Temporary Use Permit A-03-19 for property located at 4777 Tyhee Lake Road."

(Participants/Directors/Majority)

CARRIED UNANIMOUSLY

Temporary Use Permit Applications (Cont'd)

Temporary Use Permit F-02-19 Chair Thiessen called for comments from the gallery.
(CGL Stockpile Site 10A)
– Electoral Area “F”

Moved by Director Petersen
Seconded by Director Parker

2019-14-8

1. “That the Board receive the Supplementary Agenda item - Advisory Planning Commission Meeting Minutes - Temporary Use Permit F-02-19.

2. That the Board approve the issuance of Temporary Use Permit F-02-19 for the proposed Stockpile Site 10A located on the property legally described as “Section 35, Township 18, Range 5, Coast District”, and “Part of Primary: Section 26, Township 18, Range 5, Coast District.”

(Participants/Directors/Majority) CARRIED UNANIMOUSLY

Temporary Use Permit F-03-19 Chair Thiessen called for comments from the gallery.
(CGL Laydown Site 26)
– Electoral Area “F”

Moved by Director Petersen
Seconded by Director McGuire

2019-14-9

1. “That the Board receive the Supplementary Agenda item - Advisory Planning Commission Meeting Minutes - Temporary Use Permit F-03-19.

2. “That the Board approve the issuance of Temporary Use Permit F-03-19 for the proposed “Laydown Site # 26” located on the property legally described as “Part of Primary: Section 26, Township 18, Range 5, Coast District.”

(Participants/Directors/Majority) CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Referrals

Land Referral No. 7410110
(Hopkins) - Electoral Area “F”

Moved by Director Petersen
Seconded by Director Riis-Christianson

2019-14-10

“That the Regional District of Bulkley-Nechako Comment Sheet on Land File No. 7410110 be provided to the Province.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Telus Wireless Communication
Facility BC1777 (Perow)
-Electoral Area “G”

Moved by Director Riis-Christianson
Seconded by Director Lambert

2019-14-11

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

(All/Directors/Majority) CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (CONT'D)

Referrals (Cont'd)

Telus Wireless Communication Facility BC104157 (Quick East Road) -Electoral Area "A" Moved by Director Fisher
 Seconded by Director Atrill

2019-14-12

"That the Board direct staff to send a letter stating that the RDBN has no objection to the proposed communication tower location, and that the applicant be advised to submit a Notice of Intent to the ALC to place fill on ALR lands; and further that staff include the following comment: that the applicant consider advertising in the municipal newspaper closest to the location wherein the application is located."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Committee Meeting Recommendation - October 24 & November 7, 2019 Moved by Director Parker
 Seconded by Director Riis-Christianson

2019-14-13

"That the Board approve October 24 and November 7, 2019 Committee Meeting Recommendations 1 through 15 as written:

Broadband Committee Meeting – October 24, 2019

Recommendation 1:

Re: British Columbia Cattlemen's Association – Request to Improve High-Speed Internet in Rural Communities

"That the Board provide a thank you letter to the British Columbia Cattlemen's Association encouraging them to forward the letter to the Provincial and Federal Government in regard to the Request to Improve High-Speed Internet in Rural Communities; and further, that the Board reference the letter in its UBCM 2019 letters to the Minister of Agriculture and Minister of Citizens' Services."

Forestry Committee Meeting– November 7, 2019

Recommendation 2:

Re: Invite Lakes Landscape Level Planning Pilot Project Representatives to a Future RDBN Meeting

"That the Board invite Lakes Landscape Level Planning Pilot Project Representatives to a future RDBN Meeting."

ADMINISTRATION REPORTS (CONT'D)

Forestry Committee Meeting– November 7, 2019 (Cont'd)

Recommendation 3:

Re: Invite Fire Rehabilitation Officers for Nadina, Skeena Stikine and Stuart Nechako Natural Resource Districts and Eamon O'Donoghue, Assistant Deputy Minister, FLNRORD

“That the Board invite the Fire Rehabilitation Officers for Nadina, Skeena Stikine and Stuart Nechako Natural Resource Districts and Eamon O'Donoghue, Assistant Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) to discuss 2018 wildfire timber salvaging.”

Rural Directors Committee Meeting– November 7, 2019

Recommendation 4:

Re: Fort St. James Sled Dog Association – Request for Grant in Aid – Electoral Area “C”

“That the Fort St. James Sled Dog Association be given \$2,000 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with the 2020 Caledonia Classic Sled Dog Races.”

Recommendation 5:

Re: Fort St. James Secondary Sr Boys Soccer Team – Request for Grant in Aid – Electoral Area “C”

“That the Fort St. James Secondary Sr Boys Soccer Team be given \$750 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with the Provincial Championships in Burnaby, B.C.”

Recommendation 6:

Re: Grant in Aid – Fraser Lake Business Expo Draw Prize – Electoral Area “D”

“That the draw prize in the amount of \$223.99 for the Fraser Lake Business Expo be paid out of Electoral Area “D” (Fraser Lake Rural) grant in aid monies.”

Recommendation 7:

Re: Fraser Lake Elementary Secondary School Studies 11 Class – Request for Grant in Aid – Electoral Area “D”

“That the Fraser Lake Elementary Secondary School Studies 11 Class be given \$1,000 grant in aid monies from Electoral Area “D” (Fraser Lake Rural) for costs associated with a Parliamentary Tour.”

ADMINISTRATION REPORTS (CONT'D)

Rural Directors Committee Meeting– November 7, 2019 (Cont'd)

Recommendation 8:

Re: Connexus Community Resources – Request for Grant in Aid – Electoral Area “F”

“That Connexus Community Resources be given \$1,000 grant in aid monies from Electoral Area “F” (Vanderhoof Rural) for costs associated with the Seniors’ Christmas Dinner.”

Recommendation 9:

Re: Nechako Valley Rodeo Association – Request for Grant in Aid – Electoral Area “F”

“That the Nechako Valley Rodeo Association be given \$4,000 grant in aid monies from Electoral Area “F” (Vanderhoof Rural) for costs associated with the 7th Annual Rodeo.”

Recommendation 10:

Re: A Rocha Canada – Northern BC Project – Request for Grant in Aid – Electoral Area “G”

“That A Rocha Canada – Northern BC Project be given \$2,500 grant in aid monies from Electoral Area “G” (Houston Rural) for the purchase of a portable generator and stereo microscope.”

Recommendation 11:

Re: Electoral Area Directors’ Forum – February 5-7, 2020 – Richmond, B.C.

“That the Board authorize attendance of Rural Directors wishing to attend the Electoral Area Directors’ Forum from February 5-7, 2020 in Richmond, B.C.”

Recommendation 12:

Re: Street Lighting Services

“That the Board include the Street Lighting Services in the 2020 Financial Plan.”

Recommendation 13:

Re: Establishing an Agriculture Planning Grant Reserve

“That the Board establish an Agriculture Planning Grant Reserve.”

Recommendation 14:

Re: Funding for Agriculture Planning Grant Reserve

“That the Board allocate \$100,000 region-wide Northern Capital and Planning Grant funding to the Agriculture Planning Grant Reserve for consideration of a RDBN Food Hub Feasibility Study and a Non-Timber Forest Product Study.”

ADMINISTRATION REPORTS (CONT'D)

**Rural Directors Committee Meeting– November 7, 2019
 (Cont'd)**

Recommendation 15:

Re: Distribution of Northern Capital and Planning Grant

“That the Board allocate the following from the Northern Capital & Planning Grant general fund:

-Administrative Building Retrofit	\$300,000
-Replacement of spare Bobcat	\$ 75,000
-Creation of new (additional) Septage Receiving Beds at Burns Lake Transfer Station and Knockholt Landfill	\$ 50,000
-Contribution to Environmental Services 2020 Capital Projects	\$102,752
-Agriculture Planning Capital Reserve	<u>\$100,000</u>
	<u>\$627,752</u>

And, that the Electoral Area allocation for Areas A through G be allocated as per the November 7, 2019 staff report and spreadsheet.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to

- Utilizing the funding contributed to Environmental Services 2020 Capital Projects for a forestry initiative project
- Developing an RDBN forestry vision, goal and/or policy
- Scheduling a Forestry Committee of the Whole Strategic Planning meeting in early 2020
 - o Agenda to include:
 - Value added
 - Community based management/fiber licenses
 - Transportation of resources
 - o Including outside agencies in a meeting with the RDBN after the completion of a strategic planning session
 - o Potential facilitation of the meeting.

Moved by Director Funk

Seconded by Director Brien

2019-14-14

“That the Board direct staff to schedule a Forestry Committee of the Whole Strategic Planning meeting in February, March or April 2020 on a scheduled meeting day.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Proposed UBCM Indigenous Cultural Safety and Cultural Humility Training Fund Application Moved by Director Layton
Seconded by Director McGuire

2019-14-15

"That the Board supports the application to UBCM's Community Emergency Preparedness Fund's Indigenous Cultural Safety and Cultural Humility Training for facilitation of two 1-day Indigenous Cultural Awareness Workshop sessions at Northern Emergency Support Services Training Conference in April 2020; and further, that the RDBN provide overall grant management; and further, that the Board authorizes Staff to enter into an agreement with UBCM for any grants received for the above purposes."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Nechako Watershed Roundtable Grant in Aid

Moved by Director Greenaway
Seconded by Director Petersen

2019-14-16

"That the following grant in aid contributions be provided to the Nechako Watershed Roundtable:

- Electoral Area "B" (Burns Lake Rural) - \$1,417
- Electoral Area "C" (Fort St. James Rural) - \$1,700
- Electoral Area "D" (Fraser Lake Rural) - \$1,700
- Electoral Area "E" (Francois/Ootsa Lake Rural) - \$1,700
- Electoral Area "F" (Vanderhoof Rural) - \$1,700."

Moved by Director Riis-Christianson
Seconded by Director Greenaway

2019-14-17

"That Motion 2019-14-16 be amended as follows:
- Electoral Area "B" (Burns Lake Rural) - \$1,700."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

"That the question be called on Motion 2019-14-16 as amended."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

First Nations Working Dinner -Electoral Area "E" Francois/Ootsa Lake Rural) Grant in Aid

Moved by Director Lambert
Seconded by Director Riis-Christianson

2019-14-18

"That up to \$1,000 Electoral Area "E" grant in aid funding be provided for costs associated with a First Nations Working Dinner."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Electoral Areas' Parks and Trails Establishment Bylaw

Moved by Director Fisher
Seconded by Director McGuire

2019-14-19

"That "Regional District of Bulkley-Nechako Electoral Areas' Parks and Trails Establishment Bylaw No. 1881, 2019" be adopted this 21st day of November 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

RDBN Emergency Program
Service Establishment
Amendment Bylaw

Moved by Director Watt-Senner
Seconded by Director Funk

2019-14-20

“That “Regional District of Bulkley-Nechako Emergency Program Service Establishment Amendment Bylaw No. 1883, 2019” be adopted this 21st day of November 2019.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Amendment to Chinook
Shareholders' Agreement

Moved by Director Lambert
Seconded by Director Riis-Christianson

2019-14-21

“That the Board agree to amend the Shareholders' Agreement for the Chinook Limited Partnership and request that the Chair and Manager of Corporate Services sign the amendment.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Schedule of Board Meetings
-2020

Moved by Director Playfair
Seconded by Director Greenaway

2019-14-22

“That the Board ratify the 2020 Regional District of Bulkley-Nechako Meeting Schedule as presented.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Income Statements for the
Third Quarter 2019

Moved by Director Layton
Seconded by Director Playfair

2019-14-23

“That the Board receive the Income Statements for the Third Quarter 2019.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Remembrance Day
Ceremonies

Directors Parker, Atrill, Riis-Christianson, Petersen, Greenaway, Funk, McGuire, Watt-Senner and Chair Thiessen laid wreaths at their respective Remembrance Day Ceremonies. Director Parker noted that he also spoke at the ceremony in Fraser Lake. Director Atrill commented that the message provided at the Town of Smithers and Village of Telkwa ceremonies acknowledged the deep sacrifices of the past. Discussion took place in regard to the attendance of youth and senior involvement at the respective ceremonies and remembering the importance of “Lest we Forget”. Chair Thiessen mentioned that minor hockey and the air cadets are involved in the ceremonies in Vanderhoof.

Director Brienens spoke of the Remembrance Day Ceremony at the Houston Secondary School and the outstanding respect shown by the youth at the ceremony. He also noted that District of Houston Councillor Tim Anderson laid a wreath on behalf of the District.

VERBAL REPORTS (CONT'D)

Meetings with Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Nadina

Director Lambert attended meetings with Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Nadina in Burns Lake in regard to the Nadina wildfire recovery and the Lakes Timber Supply Area (TSA) Annual Allowable Cut (AAC). The new AAC for the Lakes TSA will be 970,000 cubic metres. Director Lambert noted that this is a workable amount. Director Funk mentioned that the AAC is 6% lower than previous harvest level.

Director Riis-Christianson spoke of the three partitions included in Diane Nicholls, Chief Forester's AAC announcement.

Electoral Area "E" (Francois/Ootsa Lake Rural) meeting with Skin Tyee Nation, Nee Tahí Buhn Band and Cheslatta Carrier Nation

Director Lambert mentioned that he has been working with Skin Tyee Nation, Nee Tahí Buhn Band and Cheslatta Carrier Nation to schedule a lunch meeting between himself and the First Nations Communities to discuss initiatives and potential working partnerships within Electoral Area "E" (Francois/Ootsa Lake Rural).

Topley Fire Department Meeting

Director Riis-Christianson met with the Topley Volunteer Fire Department and credited both the Fire Department and RDBN Regional Fire Chief for their good work.

Village of Telkwa Water System

Director Layton mentioned that the Village of Telkwa's new water system will begin operating over the next week.

2018 Wildfire Timber Salvage Meeting

Director Layton reported that he has been in contact with Fire Salvage Resource Technicians with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development in Smithers, Burns Lake and Vanderhoof to schedule a meeting with the RDBN in January 2020.

Mass Emergency Notification System

Director McGuire commented that the Village of Granisle considered the RDBN's request for interest for the Mass Emergency Notification System at its Council Meeting on November 20th. Deborah Jones-Middleton, Director of Protective Services provided a brief overview of the potential funding options for the system based on municipal interest.

Village of Granisle Water Tower

Director McGuire mentioned that the Village of Granisle Water Tower project will be commissioned December 2019.

Smithers District Chamber of Commerce 2019 Community & Business Awards

Director Fisher attended the Smithers District Chamber of Commerce 2019 Community & Business Awards on November 20, 2019. He mentioned that it is a great event and very well organized. Director Fisher spoke of the broad recognition for individuals and businesses in the community and noted the considerable youth participation. He thanked the Chamber of Commerce for their work and commented that he is working to make changes to his contribution to the Environmental Business of the Year Award. Director Atrill also commented that the Community & Business Awards is a fabulous event and spoke of the amazing awards presented.

VERBAL REPORTS (CONT'D)

Smithers Public Library -Repair Café

Director Fisher supported the Smithers Public Library Repair Café that brought a group of ten volunteers to the library where individuals could bring items to be repaired. He spoke of the success of the program bringing all levels of skillsets and backgrounds and a range of ages and individuals together. There is discussion to move forward with Phase 2 of the program.

Tiny Homes Builder

Director Fisher met with an individual in Smithers that builds tiny homes to connect him with RDBN staff.

District of Houston Boil Water Advisory

Director Brienien mentioned that the District of Houston had to issue a boil water advisory. He spoke of the new system and potential contributing factors for the boil water advisory. The District of Houston was able to remove the advisory within a week.

4th Annual Bark Beetle Summit in Prince George-November 13-14, 2019

Director Brienien and Chair Thiessen attended the Bark Beetle Summit in Prince George November 13-14, 2019. Director Brienien and Chair Thiessen participated in a Mayoral Panel discussion in regard to issues communities have encountered as a result of bark beetles and how communities addressed the issues in their communities. He mentioned that he brought forward the District of Houston's perspective that decisions made at a corporate level and in Victoria have a direct impact to communities and those impacts are not always considered. Director Brienien commented that there was great follow up questions and e-mails. He encouraged the Regional Board to attend in the future. The Forum is also open to the public.

Chair Thiessen mentioned that there was good engagement and cross section of people in attendance. The Summit provided an opportunity for different perspectives and provided an understanding to those in attendance of the impacts to communities.

Thank You to the Regional Board

Director Brienien expressed his appreciation and thanked the Regional Board for their commitment and hard work.

Stuart Lake Hospital Advisory Planning Committee

Director Petersen attended the Stuart Lake Hospital Advisory Planning Committee on November 12, 2019. They reviewed the Business Plan for a new hospital for submission to the Province in December 2019. He spoke of the potential timeline for the Province to review the plan and provide approvals for construction of a new hospital.

Rio Tinto Water Engagement Meeting – November 20, 2019

Director Petersen mentioned that he attended the Rio Tinto Water Engagement Meeting on November 20, 2019. He commented that there has been a lack of progress after six meetings.

VERBAL REPORTS (CONT'D)

Message as Acting Mayor -Town of Smithers

Director Atrill spoke of being the Town of Smithers Acting Mayor and commented on the respect and humanity at the Regional District table providing a good learning experience. She thanked the Regional Board.

Director Atrill thanked Chair Thiessen, Director Fisher and CAO Helgesen for attending the meeting held in Smithers in regard to recycling. She is also learning more about the Northwest BC Resource Benefits Alliance (RBA) and Northwest Regional Hospital District.

Town of Smithers - Director of Finance

Director Atrill mentioned that the Town of Smithers has recently hired a Director of Finance and they will be joining the Town in the near future.

Village of Fraser Lake – Santa Claus Parade and Craft Fair and Tea

Director Watt-Senner commented that the Fraser Lake Craft Fair and Tea are scheduled to take place November 30-December 1, 2019 and the Santa Claus Parade is scheduled for December 6, 2019.

Small Business BC Award

Director Watt-Senner announced that AirRays, a drone service business from Fort Fraser has been nominated for the Premier's People's Choice Small Business BC Award. She encouraged the Regional Board to vote for the local business as the nomination and voting closes soon.

College of New Caledonia Stakeholders Meetings

Chair Thiessen attended a stakeholders meeting with the new President of the College of New Caledonia, Dr. Dennis Johnson. He indicated that it was a good meeting and efforts will be refocused on post-secondary education.

Lakes Timber Supply Annual Allowable Cut

Chair Thiessen mentioned that he received a call thanking the Regional District for its input in regard to the Lakes Timber Supply Annual Allowable Cut. Director Riis-Christianson will forward the e-mail that he received to CAO Helgesen.

Northwest BC Resource Benefits Alliance (RBA) – All Members Meeting

Chair Thiessen attended the RBA All Members Meeting in Terrace on November 15, 2019. He expressed his appreciation to Director Brienens for his commitment to the RBA. He noted the need to focus moving forward.

Engagement Sessions

Chair Thiessen spoke of the numerous engagement initiatives that Regional Board members are asked to participate in and the need to prioritize them moving forward.

Director Rob Newell

The Regional Board provided sentiments in regard to Director Newell being a true champion for the community and recognized his work on the Northwest Regional Hospital District as the Vice-Chair. He was passionate about connectivity for rural residents and the possibility of a future memorial was brought forward. Director Newell requested Director Brienens to pass along his love and respect for the Regional Board and past Chair Bill Miller. He also requested that his appreciation for the RDBN and NWRHD staff be expressed.

VERBAL REPORTS (CONT'D)

Chair Thiessen – Thank You Chair Thiessen thanked the Regional Board for the opportunity to be elected Chair of the RDBN for 2019 and 2020. He spoke of his commitment to the Regional District.

Receipt of Verbal Reports Moved by Director Layton
Seconded by Director Playfair

2019-14-24 “That the verbal reports of the various Regional District of Bulkley-Nechako Board of Directors be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Administration Correspondence & Action Lists Moved by Director Layton
Seconded by Director Funk

2019-14-25 “That the Board receives the following Administration Correspondence:
-Ministry of Agriculture – 2019 UBCM Convention Meeting
-Ministry of Environment and Climate Change Strategy – 2019 UBCM Convention Meeting
-Ministry of Forests, Lands, Natural Resource Operations and Rural Development – NCLGA Resolutions
-Nechako Valley Secondary School – Paper and Cardboard Recycling
-Village of Burns Lake – Letter to BC Cattlemen’s Association – Request to Improve High-speed Internet in Rural Communities.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to the letter from Nechako Valley Secondary School in regard to Paper and Cardboard Recycling. The following was discussed:

- The need to work with youth in regard to recycling
- Providing a response letter
 - RDBN will bring forward the NVSS letter when meeting with the Honourable George Heyman, Minister of Environment
- Will bring forward at an upcoming RDBN Waste Management Committee
- A letter written by a high school student in Smithers in regard to recycling issues.

Nechako Valley Secondary School – Paper and Cardboard Recycling Moved by Director Petersen
Seconded by Director Riis-Christianson

2019-14-26 “That the Board write a letter to the Nechako Valley Secondary School providing notification that the Board intends to bring the letter forward at its meeting with the Minister of Environment and Climate Change on November 26, 2019 and to a future RDBN Waste Management Committee meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE (CONT'D)

Ministry of Forests, Lands,
 Natural Resource Operations
 and Rural Development
– NCLGA Resolutions

Concerns were brought forward in regard to FLNRORD response to the NCLGA in regard to R13 Stay and Defend Policy and R14 Permitting Entry into an Evacuation Order Area. The Board is waiting for a response from the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General in regard to discussion at UBCM 2019.

ACTION LISTS

Action Lists – July, August,
 and September 2019

Moved by Director Parker
 Seconded by Director Playfair

2019-14-27

“That the Board receives the following Action Lists:
 -Action List – July 2019
 -Action List – August 2019
 -Action List – September 2019.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Layton
 Seconded by Director Playfair

2019-14-28

“That the meeting be adjourned at 12:28 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

 Gerry Thiessen, Chair

 Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BROADBAND COMMITTEE MEETING****Thursday, November 21, 2019**

PRESENT: Chair Michael Riis-Christianson

Directors Tom Greenaway
Clint Lambert
Rob Newell
Mark Parker
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Regional Economic Development Coordinator
Debbie Evans, Agriculture Coordinator – arrived at 10:31 a.m.
Jason Llewellyn, Director of Planning – arrived at 10:15 a.m.
Wendy Wainwright, Executive Assistant

Others Newton Choy, Area Field Manager, Telus – arrived at 9:34 a.m.
Christa Kilbourne, PMP, Project Engineer, Pipeline Implementation West, Coastal GasLink, TC Energy – left at 11:11 a.m.
Tyler Mooi, Manager, Local Governments, Indigenous PureFibre, and Custom Deals, Telus – via teleconference at 9:34 a.m.
Chad Moulatt, Cypress Land/TELUS – left at 10:33 a.m.
Tanner Moulton, Public Affairs Coordinator, Coastal GasLink Project, TC Energy – arrived at 10:15 a.m.
Jerry Petersen, Electoral Area “F” (Vanderhoof Rural) – arrived at 9:40 a.m.
Roberta Squire, General Manager, CSD Northern BC Telus – arrived at 9:34 a.m.

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 9:30 a.m.

AGENDAMoved by Director Lambert
Seconded by Director Greenaway**BBC.2019-4-1**

“That the Broadband Committee Agenda for November 7, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Broadband Committee
Meeting Minutes
– October 24, 2019**Moved by Director Parker
Seconded by Director Greenaway**BBC.2019-4-2**

“That the Broadband Committee Meeting Minutes of October 24, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

TELUS – Roberta Squire, General Manager, CSD Northern BC, Newton Choy, Area Field Manager and Tyler Mooi, Manager, Local Governments, Indigenous PureFibre, and Custom Deals RE: Update of Telus High-speed Internet and Cell Coverage Plans

Chair Riis-Christianson welcomed Roberta Squire, General Manager, CSD Northern BC, Newton Choy, Area Field Manager and Tyler Mooi, Manager, Local Governments, Indigenous PureFibre, and Custom Deals.

A PowerPoint Presentation was provided.

Update on TELUS

- Connecting for Good
- Existing Wireless Investments in the Regional District
- Regional District Priorities
 - What are the main areas of focus of the RD?
 - What solutions are being considered for those communities or areas requiring connectivity?
 - PureFibre – Fibre to the Premise
 - Improved Copper
 - Improved Wireless and Cellular coverage.

Discussion took place in regard to:

- Lack of service on the Southside of Francois Lake
 - 2018 wildfire damage to hydro and telephone infrastructure
 - Ability to communicate was damaged/destroyed – safety concern
 - Discussions with Rio Tinto in regard to building cellular infrastructure on the Southside
- Electoral Area “E” (Francois/Ootsa Lake Rural) willingness to support connectivity
- Cypress Land/TELUS acknowledged the lack of connectivity on the Southside and will review
- Smart Hub options/capability
 - Telus observes critical mass
 - Monitors and identifies areas where more capacity is required
- Telus
 - Conducting assessment of infrastructure in the North
 - Easily accessible areas will have a solution first
 - Working with indigenous communities
 - Connectivity to some communities may provide more opportunities to other areas
 - Wanting to support the North
- Restriction on towers
 - To remove restriction the transport to the tower needs to increase
 - More subscribers will drive the need and awareness
- Currently 27 sites serving the RDBN
 - 23 sites are enabled with Smart Hub
 - TelusTool to determine Smart Hub coverage
 - In some areas where the tool indicated there is no coverage there is opportunity, where a strong cellular signal exists, for Telus to override
- District of Vanderhoof Connectivity challenges
 - Impedes youth and those requiring access to good connectivity
 - Impacts retention and recruitment
 - Importance and need for reliable consistent internet service
 - Telus researched the challenges in Vanderhoof
 - Telus purchased and is working with Mascon in Vanderhoof to improve service levels
 - Investment for better connectivity is needed
 - custom fibre – Telus approximate costing - \$9.2 million
- Telus technology investments beyond wireless infrastructure in the region

DELEGATION (CONT'D)

- Fibre coverage in Fort St. James
 - No cell service on Stones Bay and Sowchea Roads
 - Telus to investigate potential opportunities
- Modifications can sometimes be made in order to reach the maximum amount of people
- Electoral Area “B” (Burns Lake Rural) - #1 issue – Internet connectivity
 - Lack of download and upload speeds
 - Determination of peak number of users and lack of speeds during heavy usage
 - Utilization of bandwidth
- Maximizing utilization of the cell towers and smart hubs
- Bonding technology –using two lines and double speed
- Building partnerships and leveraging funding
- Opportunities to grow with funding partners
 - Northern Development Initiative Trust
 - All Nations Trust Company
 - Federal, Provincial, local governments
- Additional people in the region due to the pipeline construction taking place.
 - More capacity degrades the service
 - Need for permanent long-term solutions
- Telus is in conversations with the resource industry to build its infrastructure without depleting current services and potentially add capacity
 - Opportunities for connectivity for local residents
- Approvals for temporary and permanent towers
- RDBN providing its Broadband study
- Funding options and potential co-funding partnerships with local governments to move forward with connectivity projects and initiatives
 - Telus willing to invest where feasible – where there is a gap investigate to solve through collaboration and/or partnerships
 - Telus owns, operates and maintains infrastructure for the long-term
 - Determine areas requiring connectivity, costing and options to develop a business plan to move forward.

Telus to provide information to the RDBN in regard to:

- Coverage
- Plans to improve coverage
- Which sites are enabled – community and site specific
- Map of existing fibre
- Capacity of fibre lines.

Ms. Squire indicated she has been tasked to find synergies and investigate opportunities to improve connectivity in the North. She noted that Telus’ plans evolve depending on other projects and initiatives moving forward.

Chair Riis-Christianson thanked Messrs. Choy and Mooi and Ms. Squire for attending the meeting.

NEW BUSINESS

RDBN Broadband Study

Moved by Director Parker
 Seconded by Director Greenaway

BBC.2019-4-3

“That the Broadband Committee recommend that the Board provide the July 15, 2019 RDBN Broadband Study completed by Tanex Engineering Corporation with Telus and CityWest.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS (CONT'D)

Invite Coastal GasLink, TC
Energy RE: Connectivity
Infrastructure

Moved by Director Greenaway
Seconded by Director Lambert

BBC.2019-4-4

“That the Broadband Committee recommends that the Board invite Coastal GasLink, TC Energy to discuss opportunities for connectivity infrastructure.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Greenaway
Seconded by Director Parker

BBC.2019-4-5

“That the meeting be adjourned 10:34 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

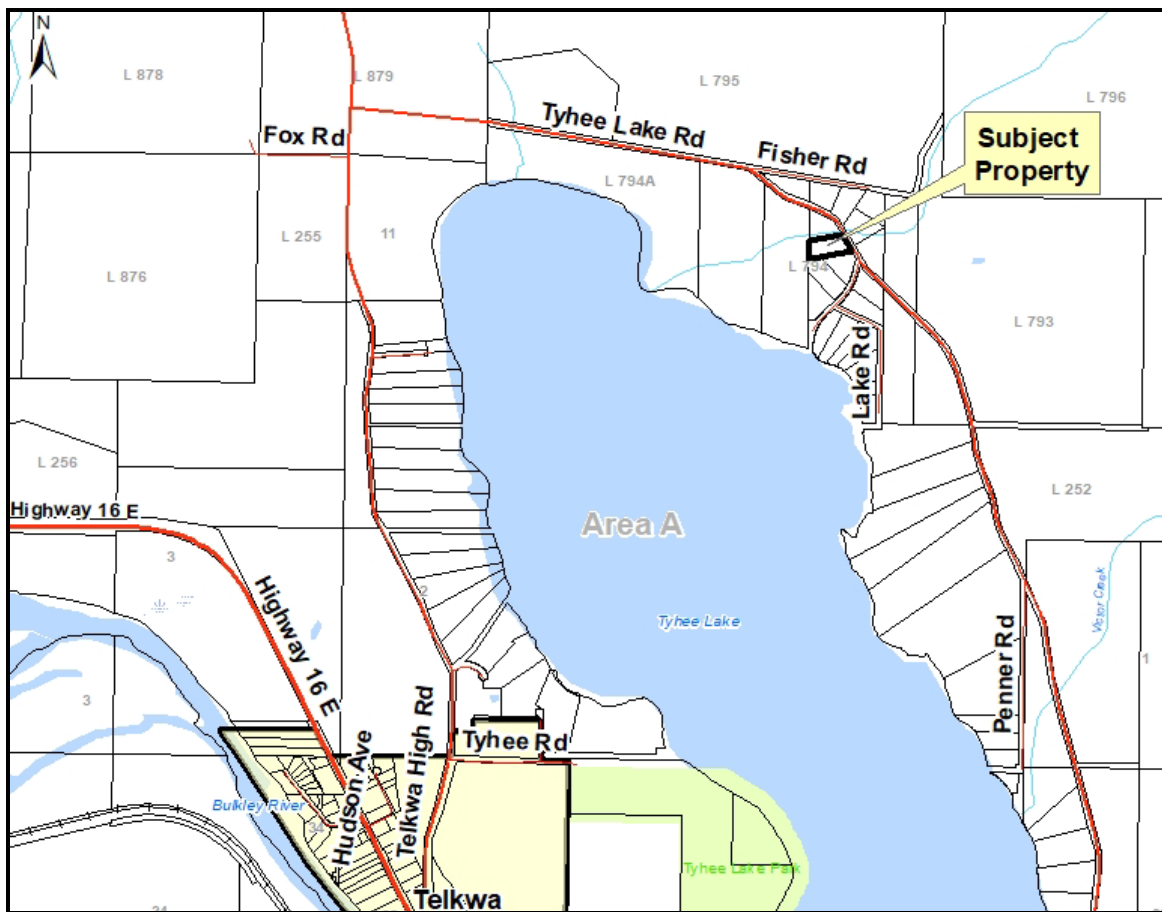
Wendy Wainwright, Executive Assistant



Planning Department Board Report
Rezoning Application File No. A-06-19
November 30, 2019

APPLICATION SUMMARY

Name of Applicants: Peter Meger and Gale Jones
Electoral Area: A
Subject Property: Lot 7, District Lot 794, Range 5, Coast District, Plan 6345
Property Size: 0.82 ha. (2.04 ac.)
Location: The subject property is located at 4777 Tyhee Lake Road, 1 km from the Town of Smithers.



ALR Status: Within the ALR
O.C.P. Designation: Agriculture (AG) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014
Zoning: Small Holdings (H1) zone in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 (the Zoning Bylaw).
Proposed Use: Shop – to be used for carpentry and storage.

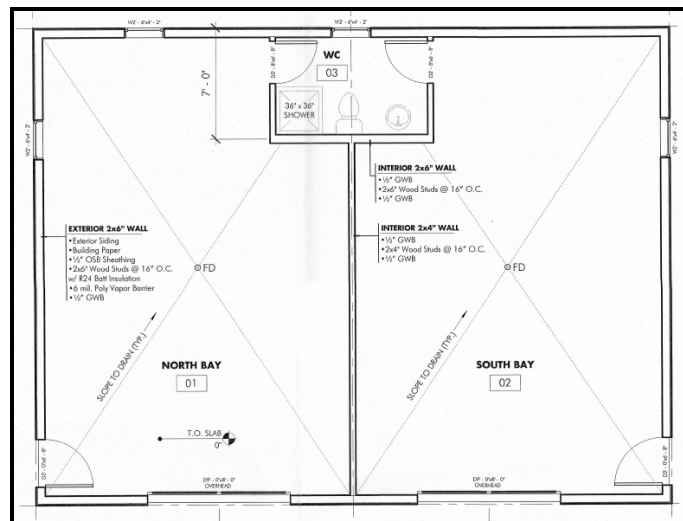
PROPOSAL

On October 24, 2019 the Board denied the applicant's rezoning proposal to allow year-round occupation of a travel trailer as a principal use on the subject property. Subsequently, the applicants were then issued a Temporary Use Permit to live in their travel trailer for one year. The applicants wish to build a 12 m. x 9 m. (112 m² or 1,200 ft.²) workshop for use as a carpentry shop, a gym, and for storage.

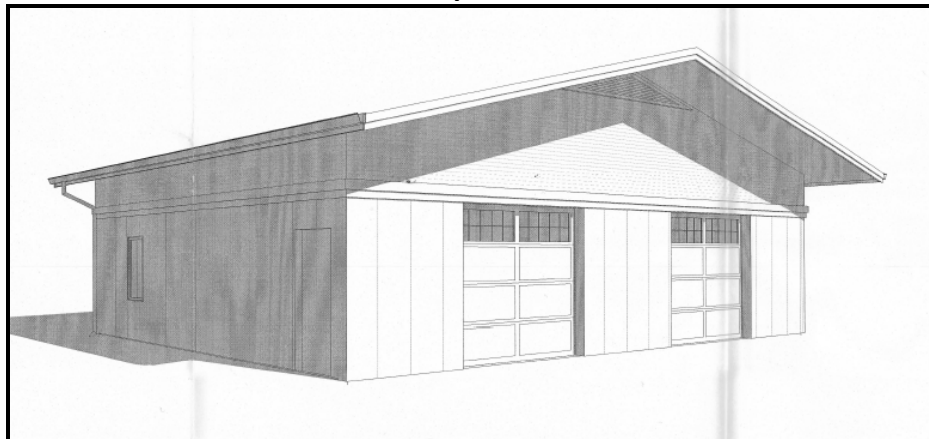
Given that there is no Single-Family Dwelling on the property the proposed building does not qualify as an Accessory Building. The property owners have applied to amend the RDBN Zoning Bylaw from **Small Holdings (H1) zone** to **Small Holdings Industrial Shop (H1-B) zone** to allow a workshop as a permitted principle use on the property.

Storage buildings are permitted in all zones. However, to limit the impact of allowing storage/workshop as a Principal Use on any property the Zoning Bylaw limits the size of these buildings to a maximum size of 55m² (592 ft²) and prohibits storage associated with any business. The proposed building is twice the size allowed for this purpose.

Floor Plan



Perspective



REFERRAL COMMENTS

Ministry of Transportation

No Objections.

Comments:

- The Ministry's comments would not change from the previous file (A-04-19)
- Please provide the client with the Residential Highways Information Sheet" for driveway construction standards
- Permits are no longer required for residential driveways on side roads (non-numbered routes)

Advisory Planning Commission

Will appear on Supplemental Agenda.

PLANNING DEPARTMENT COMMENTS

Agricultural Land Reserve

The subject property is within the Agricultural Land Reserve. Under the *ALC Act and Regulations* a workshop is not allowed as a Principal Use and is only permitted as an accessory use such as a garage or Home Occupation. Therefore, a Non- Farm Use application for the workshop must be approved by the Agricultural Land Commission.

Should the rezoning bylaw be approved by the Board at 3rd reading staff would recommend that the bylaw not be adopted until the Non- Farm Use application for the proposed workshop was approved by the Agricultural Land Commission.

Official Community Plan

The subject property is designated as Agriculture (AG) under the Smithers Telkwa Rural Official Community Plan, Bylaw 1704, 2014. This designation is intended to preserve these lands for the purposes of farming and other related activities.

Section 3.1.2(6) of the OCP states that:

Non-farm use of agricultural land shall be avoided. Applications for exclusions, subdivisions, and non-farm uses within the Agricultural Land Reserve may only be considered under the following circumstances.

- a) *There is limited agricultural potential within the proposed area.*
- b) *Soil conditions are not suitable for agriculture.*
- c) *Neighbouring uses will not be compromised.*
- d) *Adequate provisions for fencing are provided, where a proposed development is adjacent to an existing agricultural use.*

- e) *The application is in the best interest of the local community.*
- f) *The proposed development considers and addresses potential impacts and potential improvements to recreational features and the environment, including wildlife habitat.*
- g) *And, traffic management issues will be considered and addressed appropriately.*

Zoning Bylaw

The proposed Small Holdings Industrial Shop (H1 B) zone allows a “*commercial workshop including machine shop, welding shop, private or government garage and workshop.*” It is anticipated that this zone would accommodate the proposed building.

Land Use Issues

The applicants have a temporary use permit allowing them to live in their travel trailer on the property for one year. In staff’s opinion it makes no sense to amend the zoning to allow a large workshop for the applicant’s use for the year. Once the travel trailer can no longer be lived in on the property staff question the future use of the large building.

In staff’s opinion it is necessary to restrict the use of properties in residential areas for work shop purposes where there is no dwelling, or other Principal Use on the property. These buildings will tend to be used for business or light industrial uses. The appearance of these properties and the activities commonly occurring can be expected to negatively impact the character of an area are result in increased enforcement activity. Also, facilitating the purchase and use of properties by persons with no intention to build a dwelling on the property can negative impact to the function and character of the area in the long-term.

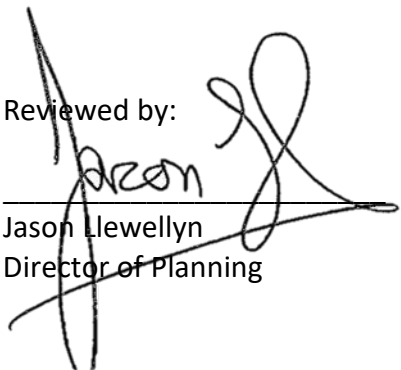
Board Options

Should the Board wish to give further consideration to this application staff should be directed to prepare the necessary rezoning bylaw for the Board’s consideration and advise the applicant to apply for a Non-Farm Use application.

Recommendation:

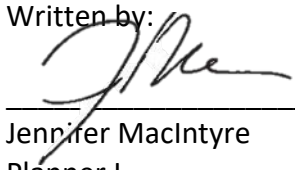
1. That Rezoning Application A-06-19 (Jones) be denied.

Reviewed by:


 Jason Llewellyn
 Director of Planning

Electoral Area Planning – All Directors/ Majority

Written by:


 Jennifer MacIntyre
 Planner I

Gale Jones / Peter Meger
gijane1@telus.net / phfed1@gmail.com
250-643-0297 / 250-643-1945

November 1st, 2019

To whom this may concern,

Please see our attached application for rezoning our property at
4777 Tyhee Lake Road
Telkwa B.C.

The reason we are applying for rezoning to Small Holdings (Industrial Shop) Zone (H1 B) is we intend to use the structure for personal use as a carpenter shop, gym and washroom. We are applying to rezone the property to allow this use to occur as a principal use since there are no other uses on the property.

Thank you for your time and consideration

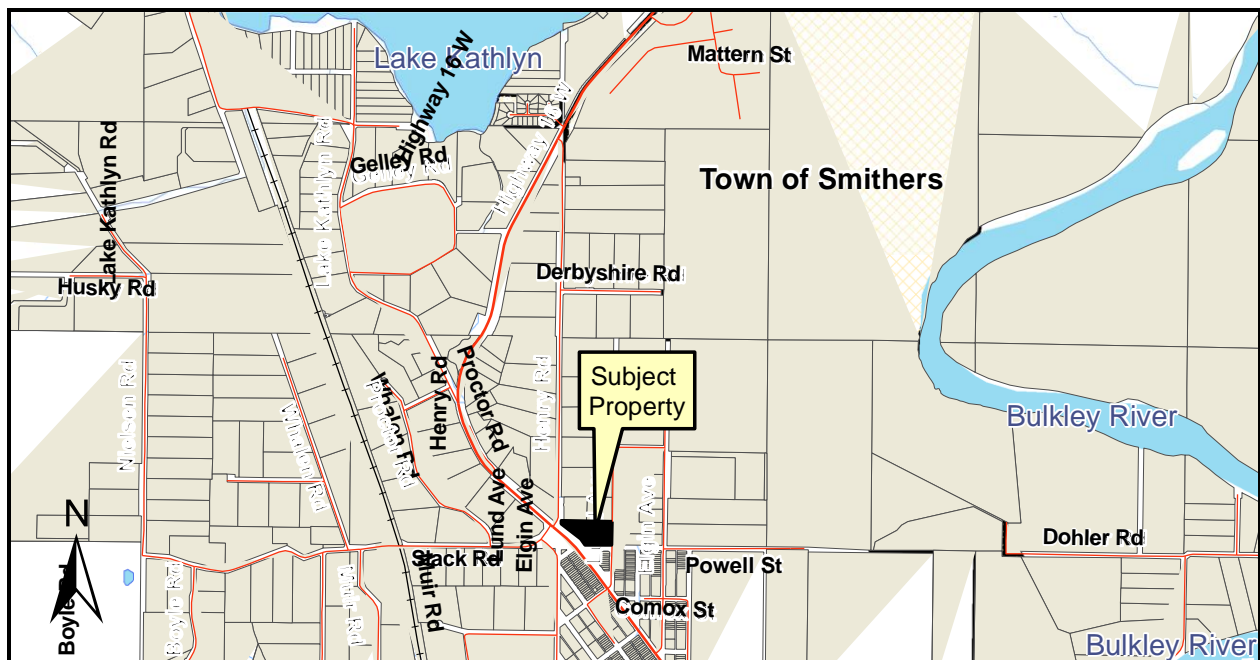
Cheers
Gale Jones / Peter Meger



**Planning Department Report
Amendment to a Development Permit
Application File No. A-01-16
November 25, 2019**

APPLICATION SUMMARY

Name of Owner:	West-End Ventures Inc.
Name of Agent:	Colin Bruintjes
Electoral Area:	A
Subject Property:	Lot 3, Section 2, Township 1A, Range 5, Coast District, Plan 4733. The property is 1.35 ha (3.34 acres) in size.
Location:	The subject property is located along Highway 16 at 3844 Henry Rd, approximately 600 metres northwest of the Town of Smithers.



OCP Designation:	Commercial (C) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014
Zoning:	Light Industrial – Contracting (M1B) Zone in Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993
Development Permit Area:	Highway Corridor Development Permit Area
Proposal:	To amend Development Permit A-01-16 to legalize the development that occurred contrary to that permit.

Background

In 2016 the property was rezoned from the General Commercial (C1) Zone to the newly created Light Industrial – Contracting Service (M1B) Zone. The purpose of the rezoning was to allow the property to be used for contracting; motor vehicle rentals; and warehousing. Given the concerns regarding the impact of the industrial development on the area, the subject property was designated as a Highway Corridor Development Permit Area to allow the Board to approve the detailed development of the property. Section 7.1.3 of the Area's OCP explains the Guidelines for Development Permit Areas and are attached.

In 2017 Board approved Development Permit A-01-16 which required the property owner to develop the property in accordance with the development plans they submitted. Unfortunately, the quality of the site development, and many landscaping and fencing elements were not adequately provided. The applicants wish to amend Development Permit A-01-16 to legalize the development that occurred.



2018 Google Earth Image Phase 1 of the development that exists today

Non-Compliance to DP A-01-16

- The brick paver sidewalk along the north side of the public parking area connecting to the sidewalk along to the front of the building is not provided.
- Three areas of manicured lawn located on both sides of the public parking area as well as south of the building, do not exist.
- The 6" by 6" landscape ties separating the parking/manoeuvring areas and landscaped

areas are not in place.

- The 6-metre-wide green buffer area identified in the site plan as a manicured lawn, along Highway 16, does not exist.
- The shrub garden is significantly smaller than shown on the site plan. It appears that only half of the plants proposed have been planted. Also, there is bark mulch or landscaping fabric provided to inhibit weed growth in the garden area.
- The 2-metre privacy fence behind Building 1 not extend as far back as committed to in the plan and parked rental vehicles are not screened from Highway 16 as proposed.
- The proposed 8-foot-high fence along Lund Avenue is not provided.
- The landscaped area at the front of the building does not contain the proposed landscaping.
- Vehicle parking and vehicle maneuvering area surface treatment appears to be of an inferior standard than that proposed.
- Metal storage containers placed on the site.
- Unscreened rental vehicles and truck outside of proposed storage area, and on undeveloped portion of the property.

PLANNING DEPARTMENT COMMENTS

Staff have concern with the amount and quality of the landscaping provided, the lack of screening, and the poor quality parking and road surfacing. Staff are not able to recommend that the Development Permit be amended to accept the reduced standard. The applicants state they've spent \$4,182.61 in landscaping materials. This is 58% of the estimate for the landscaping originally proposed and secured by a \$7,200 letter of credit.

Staff recommend that no enforcement action be undertaken to require the site to be developed in accordance with Development Permit A-01-16. Staff propose that the \$7,200 letter of credit be retained, and that the Phase 1 site development deficiencies be addressed by the applicant during the development approval process for phase 2 of the site development.

Recommendation

That the application to amend Development Permit A-01-16 be denied, and that enforcement of non-compliance to Development Permit A-01-16 be deferred until phase 2 of the site development.

Electoral Area Planning – All Directors/Majority

Written by:

Jason
 Jason Llewellyn
 Director of Planning



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
DEVELOPMENT PERMIT NO. A-01-16**

ISSUED TO: WILSON, ALEXANDRA JANE and
WILSON, FREDERICK PAUL
PO BOX 820
SMITHERS BC V0J 2N0

BRUINTJES, MURIEL MARGARET and
BRUINTJES, COLIN THEODORE
PO BOX 820
SMITHERS BC V0J 2N0

WITH RESPECT TO THE FOLLOWING LANDS: Lot 3, Section 2, Township 1A, Range 5, Coast District, Plan 4733.

1. The lands shall be developed in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedules A through H, which form part of this permit.
2. 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.
3. 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.
4. As a condition of the issuance of this permit, the Regional District of Bulkley-Nechako has required security in the amount of \$7,200 in the form of an irrevocable letter of credit with an automatic extension clause, or cash, to guarantee the performance of the terms of the permit.

AUTHORIZING RESOLUTION passed by the Regional Board on the 20th day of April, 2017.

PERMIT ISSUED on the 25 day of April, 2017.

Corporate Administrator



PO BOX 820 SMITHERS BC V0J 2N0

April 10, 2017

Development Permit Section 7 (Re: A-01-17)

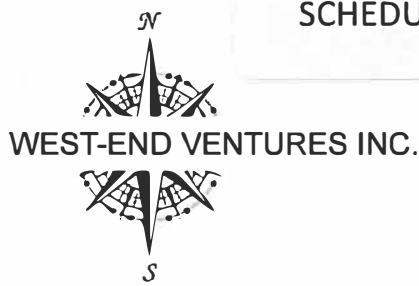
7.1.3 Guidelines

General

- 1) In consultation with surrounding residents for over two years we have designed our project to include local concerns such as height and appearance of fencing and location of buildings. Our neighbours currently enjoy walking to the west of our property and will be able to continue walking there along our 6 metre wide buffer along HWY 16. Crime prevention starts with encouraging neighbours to move freely through the neighbourhood.
- 2) In developing our project we changed our design of flat roofed commercial steel buildings with no covered entrance to peak roofed wood constructed residential looking structures with covered entrances. This will blend in with surrounding residential properties.
- 3) There are no natural features or mature trees on this site.

Parking

- 4) There are no vehicle queuing concerns anticipated with the three zoning uses on this site. At the request of the ministry of highways we did a commercial truck turning radius from the Henry Road intersection and it was passed. See attached drawing.
- 5) We are requesting that parking be permitted at the front of Building 1 so that the general public does not enter the commercial/industrial work area to the rear of the building. This will be a safe separation and we will provide a 2 metre high wooden fencing screen between parked vehicles and HWY 16. A brick paver sidewalk will be provided along the north side of the public parking area continuing along to the front of the building to give pedestrian access for customers.
- 6) The vehicle parking and maneuvering aisles will be capped with 1.5 "washed crushed rock that provides a hard, clean and natural draining surface. This product along with low speed signage (10 kmh max) will ensure that dust is not generated. See attached picture of heli company parking lot at airport where it is a preferred material.
- 7) During winter months snow will be cleared from the parking and maneuvering areas and stockpiled in a reserved area at the east end of the site. See site plan. Sanding of the same areas will be provided by a contractor for the safe movement of the general public.



PO BOX 820 SMITHERS BC V0J 2N0

Development Permit Section 7 (Re: A-01-17)

7.1.3 Guidelines cont.

Lighting

- 8) In consultation with the surrounding residents it was decided not to install lamp standards and create unwanted light pollution. Instead we are installing vertical LED area light fixtures such as the GE EWS3 which will be attached to the exterior of the building at about the 3.5 metre height.
- 9) This will provide enough light for crime prevention on site but not create undesirable light for neighbours and HWY 16 vehicular traffic. The Henry Road- HWY 16 intersection at our entrance already has street lighting and turn lanes in both directions and gives customers the ability to see our location at night if required.

Landscaping

- 10) A 6 metre green space buffer is being provided along full length of HWY 16 frontage. As per ministry of transportation & highways recommendations we are installing a 1 metre high cosmetic property delineation fence to mark the property line bordering HWY 16. This fence will be constructed of 4"X 4" treated wood uprights and crossbars. See attached photo.
- 11) A landscape area will be created in phase 1 west of the proposed building inside the 6 metre buffer area. A combination of deciduous and evergreen trees mixed with shrubs will be planted. Ground cover on top of this area will be bark mulch/nuggets with fabric underneath to prevent weed growth. The border will be constructed of 4"X5" treated landscape ties to prevent mulch/lawn creep.
- 12) Phase 1 will incorporate a 6 metre lawn buffer (full property length) with a shrub/garden to the west of building 1. The approved sewage treatment system calls for grass to be planted on this area. 1.5" washed crushed rock will be used inside the fenced compound behind building 1. The vehicle parking/maneuvering areas will be separated using 6"X6" treated landscape ties. This will delineate the two areas and give reference for vehicular traffic. The remaining area for phase 2 & 3 to the south will remain as 4"- 6" grass/lawn and will be cut and maintained to this height.

Screening

- 13) Work area will be located behind Building 1. The 2 metre privacy fence will screen view from HWY 16 and residents.
- 14) Garbage container will be located behind Building 1 and behind 2 metre privacy fencing and will be positioned to best accommodate the garbage truck. Our rural garbage contractor operates a standard size pickup truck and maneuvering will not be an issue.



WEST-END VENTURES INC.

PO BOX 820 SMITHERS BC V0J 2N0

Development Permit Section 7 (Re: A-01-17)

7.1.3 Guidelines cont.

Signage

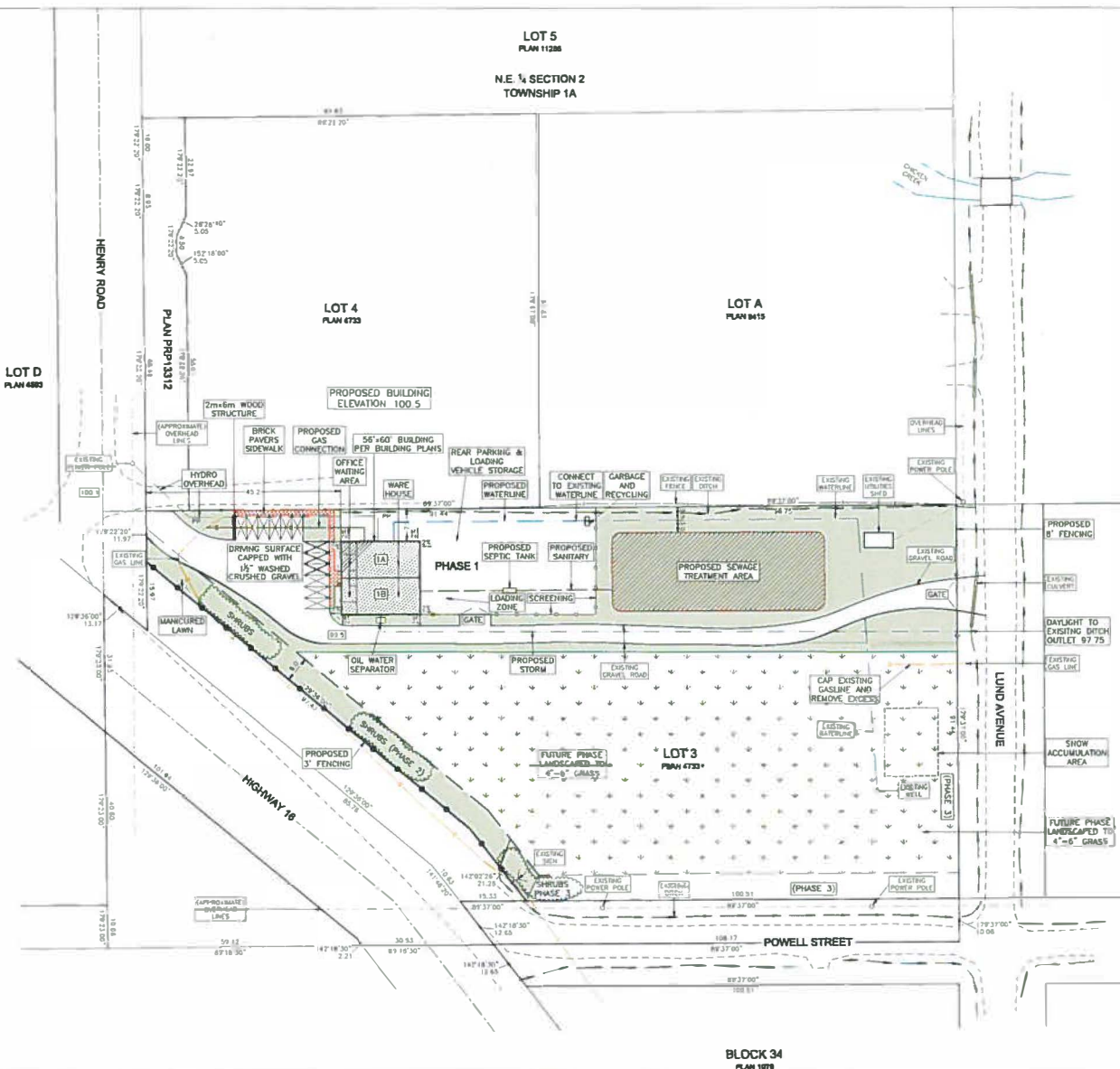
15) Signs are designed to be symmetrical and colour matched to building 1.

16) Signage is scaled to building and will be lit with gooseneck fixtures. See attached sign PDF.

Fred Wilson

West-End Ventures Inc.

SCHEDULE B to DEVELOPMENT PERMIT No. A-01-17



LEGEND

- EXISTING FENCE LINE
- EXISTING OVERHEAD LINES
- EXISTING ROAD EDGE
- DITCH GRAVAGE DIRECTION
- PROPOSED WATER LINE
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED GASLINE
- EXISTING GASLINE
- PROPOSED FENCELINE
- PROPOSED HYDRO LINE
- PROPOSED POWER POLES

NOTE: ELEVATIONS TO BE CONFIRMED IN THE FIELD PRIOR TO POURING THE FOOTING

ALL MEASUREMENTS ARE IN METERS UNLESS OTHERWISE STATED

Box 36, 7 3167 Tallow Road
Smithers BC, V0J 2H0
Phone: (250) 247 6110
Email: INFO@DELWISCH.COM
WWW.DELWISCH.COM

WEST END VENTURES
3844 HENRY ROAD
SMITHERS BC
V0J 2N0

ISSUED FOR DISCUSSION

OUTLINE OF SITE PLAN AND PROPOSED BUILDING

PHASE 1

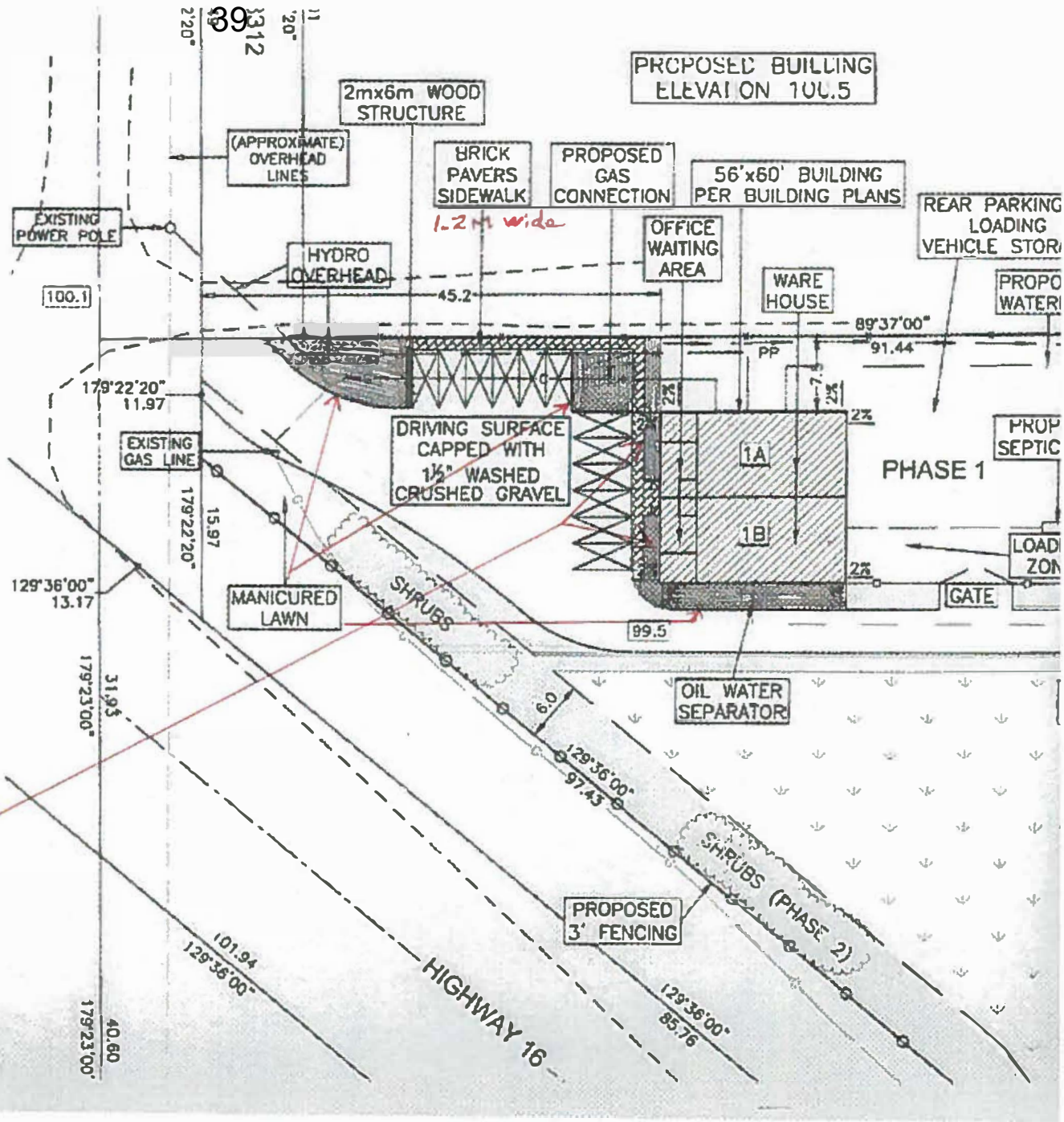
LOT 3 SECTION 2
TOWNSHIP 1A, RANGE 5
CD PLAN 4733

DRAWN: **FV**
ISSUED: **APRIL 12, 2017**
SCALE: **AS SHOWN**
PROJECT: **14-577**
PAGE: **2** REVISION: **C**

Plotted: April 13, 2017

BLOCK 34
PLAN 1076

Area between sidewalk and front of building will 4"-10" round river rock placed on weed control fabric with large clay pots inset into river rock. Seasonal flowering plants with a mix of dwarf cathedral or globe cedars will be in the pots.



SCHEDULE D to DEVELOPMENT PERMIT No. A-01-17



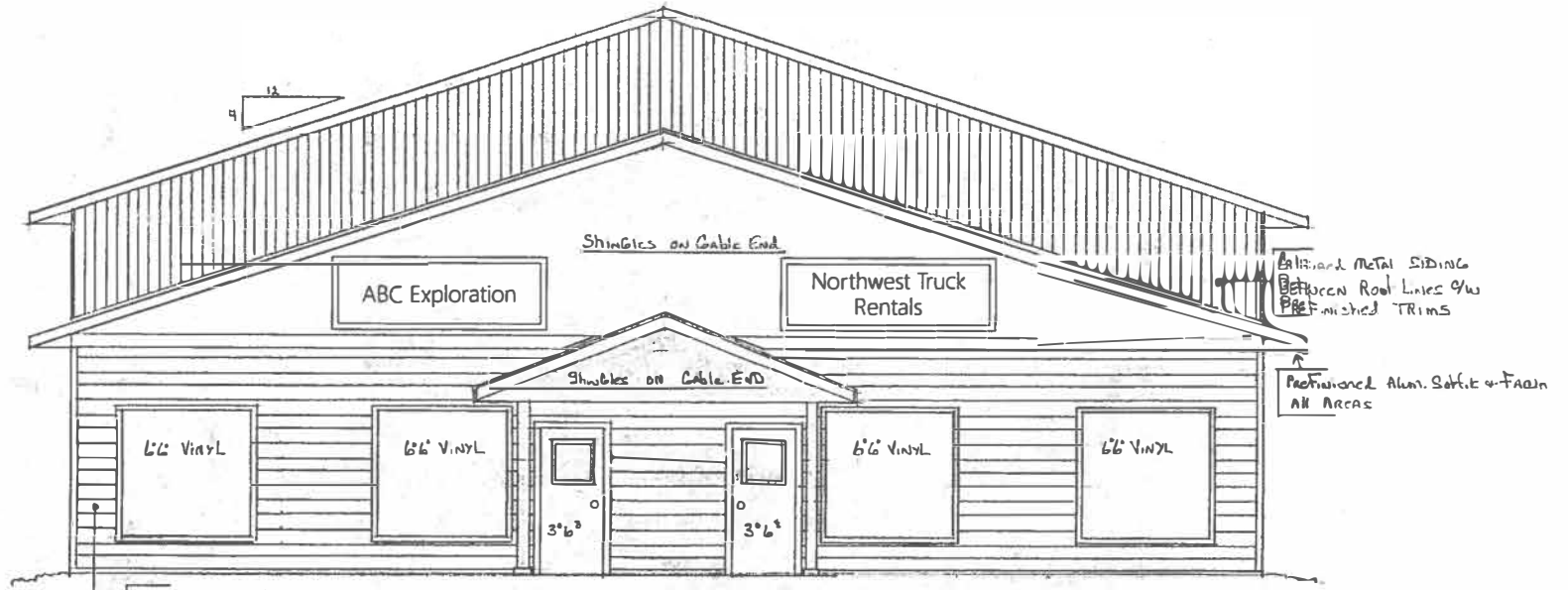
Box 36, 7 3167 Telford Road
 Smithers BC, V0J 2N0
 Phone: (250) 847 6110
 Email: info@delwasch.com
 WWW.DELWASCH.COM

WEST END VENTURES
 3844 HENRY ROAD
 SMITHERS BC
 V0J 2N0

PROPOSED SITE
 CONCEPT PHOTOS

LOT 3 SECTION 2
 TOWNSHIP 1 A, RANGE 5
 CD PLAN 4733

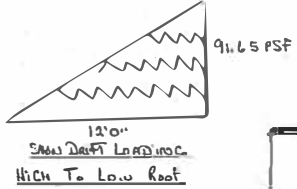
DRAWN	FV
ISSUED	APRIL 12, 2017
SCALE	AS SHOWN
PROJECT	14-577
PAGE	1
REVISION	C



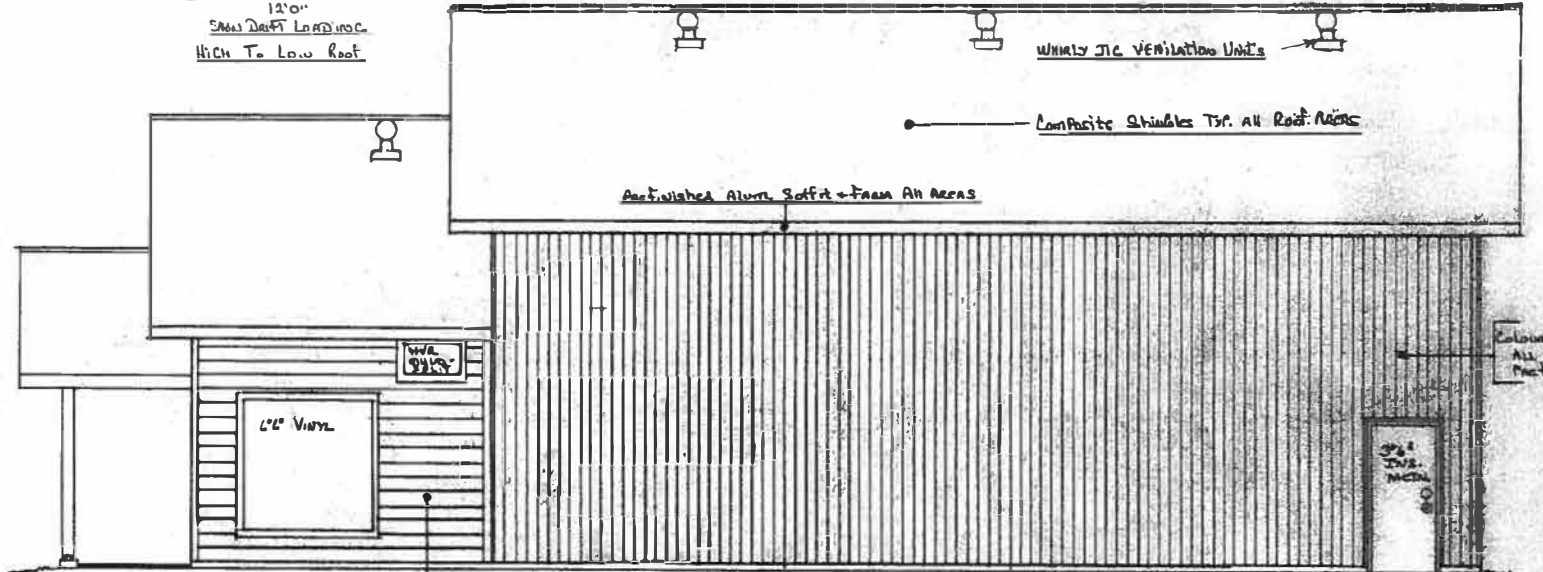
HARDIE PLANK SIDING 9/16
 1x4 CEDAR TRIMS AT OPENINGS +
 CORNICES - LOWER FRONT WALL

WEST ELEVATION - FRONT SCALE W' = 1/8"

WEST END VENTURES INC July 2016
 3844 HENRY ROAD SCALE AS SHOWN



12'0"
 Snow Drift Loading
 High To Low Roof



HARDIE PLANK SIDING ALL SHOOT
 WALLS 9/16 1x4 CEDAR TRIMS AT
 ALL OPENINGS + CORNICES

NORTH + SOUTH ELEVATIONS - REVERSED SCALE W' = 1/8"

Colorbond Metal Siding
 All Take-Offs 9/16
 Prefinished Trims.

[Signature]
 12 Aug 16

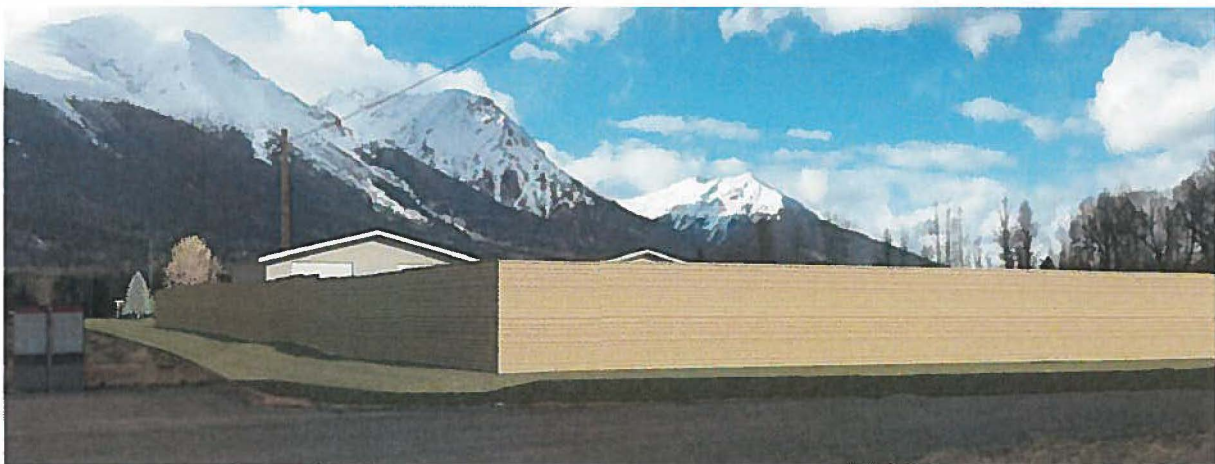


SCHEDULE G to DEVELOPMENT PERMIT A-01-17 (1 of 2)

Proposed 3 foot high fence along the Highway

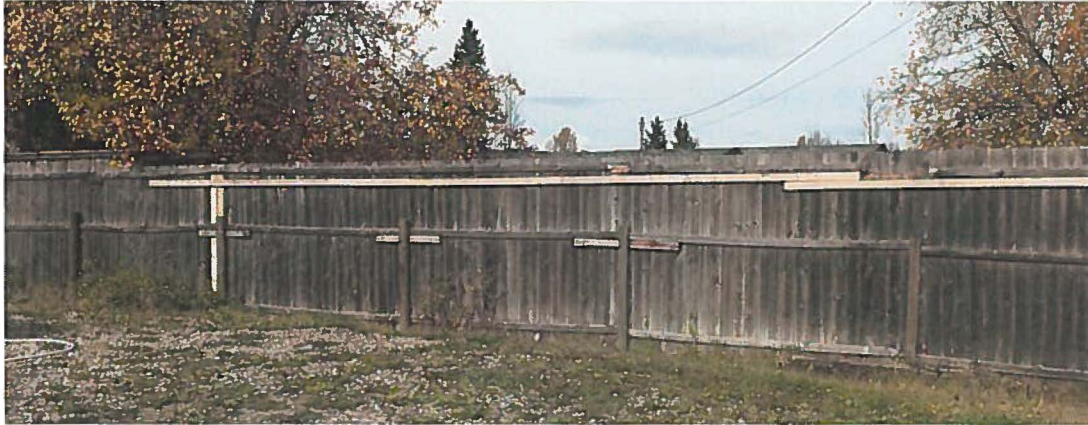


Proposed 8 foot high fence along Lund Avenue and Powell Street



SCHEDULE G to DEVELOPMENT PERMIT A-01-17 (2 of 2)

Existing fence to be maintained along the northern property line adjacent to Lot A



Existing fence to be maintained along the existing property line along Lot 4





PO BOX 820 SMITHERS BC V0J2N0

April 2017

RDBN PO BOX 820

Burns Lake, BC

Attn: Jason Llewellyn Re: Dev Perm A-01-17 (revised landscape cost est)

SHRUB BUFFER PHASE 1:

Blue Spruce	\$150.00 X 2 = \$300.00
Royal Red Maple	\$150.00 X 2 = \$300.00
Amur Maple Bush	\$110.00 X 2 = \$220.00
Cypress/Juniper	\$30.00 X 6 = \$180.00
Larch	\$50.00 X 2 = \$100.00
Potentilla/Day Lilly's	\$50.00 X 8 = \$400.00
300 sq ft landscape fabric	= \$88.50
Landscape ties treated	\$6.99 X 15 = \$104.85
Mini bark nuggets/mulch	\$780.00 X 1 skid = \$780.00
Labour to install- 2 days	= \$800.00
Excavator - 4 hrs	= \$400.00

TOTAL ESTIMATED COST.....\$3673.35

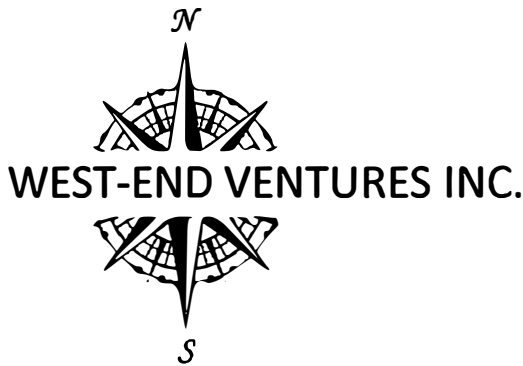
BUILDING 1 FRONT GARDEN PHASE 1:

Slate Planter 28"	\$58.00 X 6 = \$348.00
Urban Terra Planter 30"	\$54.40 X 6 = \$326.40
Cathedral Cedars 48"	\$19.95 X 6 = \$119.70
Misc Annuals	\$2.99 X 40 = \$119.60
Emerald Gold Winter Creeper	\$3.49 X 12 = \$41.88
Landscape Fabric 200 sq ft	= \$59.00
River Rock 10' minus @ 5 yds	= \$105.00
Landscape Ties driveway large	\$43.49 X 27 = \$1174.23
Northland lawn seed mix 25 kg	= \$129.00
Labour to install - 2 days	= \$800.00
Bobcat - 4 hrs	= \$320.00

TOTAL ESTIMATED COST\$3542.81

Fred Wilson

West-End Ventures Inc



PO BOX 820 SMITHERS BC V0J2N0
PHONE: 250-876-8149

October 29, 2019

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

Sent via email October 29,2019

Attention: Jennifer Macintyre, Planner

Re: Development Permit File A-01-16

In response to your October 23, 2019 email please find information regarding DP A-01-16.

Revised Site plan (phase 1), attached:

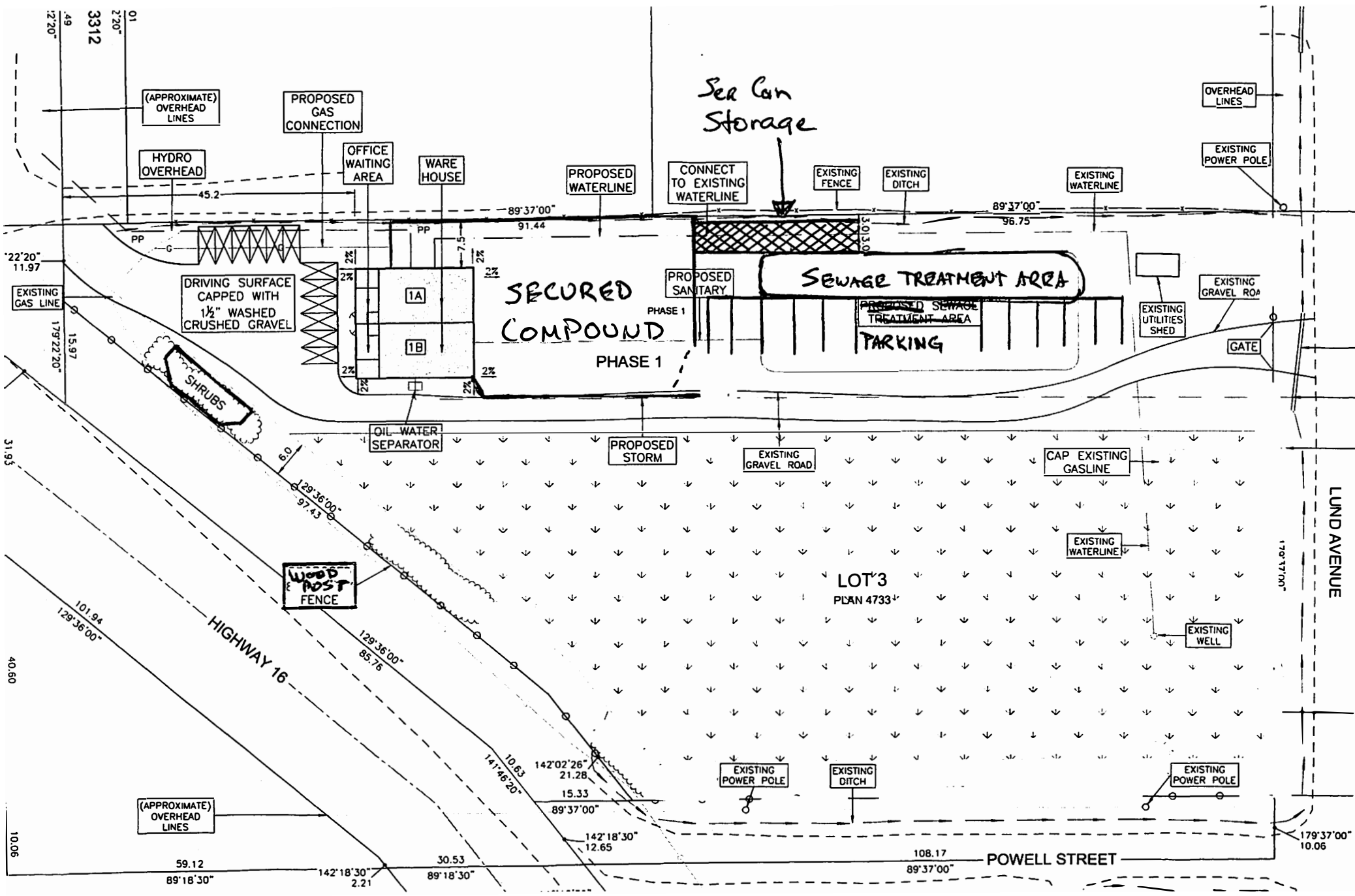
- I have added the shrub garden to approximate scale (32' long by 12' wide). I have included a photograph showing the garden. Also attached are the invoices for the plants purchased totalling \$1,298.41. The other materials included top soil, 6 X 6 treated beams, landscape fabric, bark nuggets, landscape rock and hardware costing \$2,884.20. Equipment and labour cost are not included as these were provided by the owners.
- I have included a photograph of the rock garden in the front of the building. The originally proposed cedar bushes were not planted in fear of attracting deer near the highway. The plants in the shrub garden were also selected with consideration of not attracting wild life near the highway.
- The revised site plan does not include screening on Lund Avenue or Powell Street, as these are to be included in future phases of the property development.
- I have included a photograph of the highway delineation fence (wood post) that is different than the chain fence included in the development permit.
- I have included the rental vehicle parking area, revised sewage treatment area and sea can storage containers. The Ministry approved sewage treatment area is approximately one third the size of the originally proposed area allowing for the vehicle parking. The sea can storage was added after discussions with the neighbours. I have included a photograph of the vehicle parking, sewage treat and sea can area.
- I have added the secured compound that is located behind the building. I have included a photograph of the building and compound fence.

Please consider that the photographs were taken after the snow fall in late October. I hope this is sufficient to receive board approval for the completion of DP A-01-16. If there is anything in this submission that you can't recommend for board approval of please contact me.

Yours truly,

Colin T. Bruintjes, FCPA, FCGA
Director, WEST-END Ventures Inc.

cc\ Mark Fisher, RDBN director – mark.fisher@rdbn.bc.ca





HUNNIFORD GARDENS

8845 Aquarius Road
 Prince George, B.C.
 V2K 5K1
 250-967-4325
 hunnifords@hotmail.com
 www.hunnifordgardens.com

INVOICE

DATE: 2018-09-09
 INVOICE #: Till Duplicate
 GST Number: 125230276RT0001

BILL TO:

West End Ventures Inc
 Box 820
 Smithers, BC V0J 2N0

PROPERTY ADDRESS:

3844 Henry Road
 Smithers, BC

P.O. #	SHIP DATE	F.O.B.	TERMS

DESCRIPTION	QTY	UNIT PRICE	GST	PST	LINE TOTAL
Hello Spring Feather Reed Grass 1G	3	11.99	x	x	35.97
White Temptation Daylily 1G	3	11.99	x	x	35.97
Pink Cotton Candy Stachys 1G	5	11.99	x	x	59.95
Desert Red Sedum 1G	5	11.99	x	x	59.95
Ginger Wine Ninebark - 2G	3	27.99	x	x	83.97
Moonrock Hydrangea - 2G	3	27.99	x	x	83.97
Fat Albert Spruce - 10G	1	159.99	x	x	159.99
Muckle Plum - 10G	1	129.99	x	x	129.99
Northwood Maple- 10 G	1	129.99	x	x	129.99
Bone Meal - 5 kg	1	31.99	x	x	31.99
Plantskydd Deer Repellent - 1 kg	1	54.99	x	x	54.99
			x	x	-
			x	x	-
			x	x	-
			x	x	-
			x	x	-
			x	x	-

COMMENTS/SPECIAL INSTRUCTIONS

This is a duplicate of the till receipt.
20% given off all plants; 30% off fertilizer & repellent
 Make checks payable to:
HUNNIFORD GARDENS

SUBTOTAL		866.73
Discount	\$	(182.05)
GST	5%	34.23
PST	7%	47.93
Delivery		
TOTAL		766.84
PAID		766.84
AMOUNT DUE		\$ -

3



Hunniford Gardens 8845 Aquarius Road
 Prince George, BC V2K5K1 Canada | 250-967-4325
 hunnifords@hotmail.com | www.hunnifordgardens.com
 GST/HST: 125230276

Invoice #000334

Landscaping Plants

We appreciate your business.

Bill To

West End Ventures Inc
 West End Ventures Inc
 muriel@ctbcpa.ca
 +1 (250) 877-2981
 Box #820
 Smithers, BC V0J 2N0

Invoice Details

PDF created September 7, 2019
 \$531.57

Payment

Due September 7, 2019
 \$531.57

Item	Quantity	Price	Amount
15G Muckle Plum	1	\$194.99	\$194.99
10 Fat Albert Spruce	1	\$159.99	\$159.99
2G Moonrock Hydrangea	2	\$27.99	\$55.98
2G Amber Jubilee Ninebark	3	\$29.99	\$89.97
1G Pink Cotton Candy Stachys	5	\$11.99	\$59.95
1G White Temptation Daylily	3	\$11.99	\$35.97
1G Lightning Strike Feather Reed Grass	3	\$11.99	\$35.97
Discount (25%)			-\$158.20
Subtotal			\$474.62
GST			\$23.73
PST			\$33.22

Total Due

\$531.57

Pd - Muriel Masteca



Pay online

To pay your invoice go to <https://gosq.me/u/HWEXd9wP>

Or open your camera on your mobile device, and place the code on the left within the camera's view.











MEMORANDUM

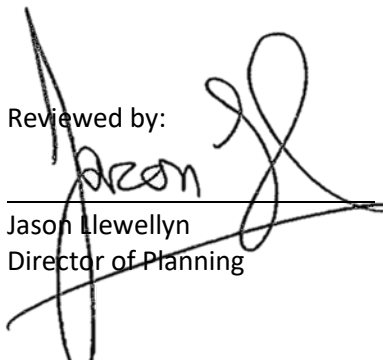
To: Chair Thiessen and Board of Directors
 From: Jennifer MacIntyre, Planner I
 Date: November 28, 2019
 Re: **Recent Agricultural Land Commission Decisions**

For the Board's information, the following is a summary of recent decisions handed down by the Agricultural Land Commission. Please contact the Planning Department if you would like a copy of the ALC Minutes or Resolution for these applications.


File #	Elec. Area	Applicant	Description	Board Recommendation	ALC Decision
1216	A	Goebel/ Tevely	Non-Adhering Residential Use application to allow a second single family dwelling that was previously permitted prior to Bill 52.	Approval	Conditionally approved
1214	E	Coastal GasLink	Non-Farm Use application for Stockpile Site 11A to support the construction of the Coastal GasLink Pipeline Project.	Conditional Approval	Denied

Development Services - All/Directors/Majority

Reviewed by:


 Jason Llewellyn
 Director of Planning

Written by:


 Jennifer MacIntyre
 Planner I

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEMORANDUM**

TO: Chairperson Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: December 3, 2019

**SUBJECT: Broadband Committee Meeting Recommendations
– November 21, 2019**

RECOMMENDATION: (ALL/DIRECTORS/MAJORITY)

Recommendation 1 through 2 as written.

Following are recommendations from the November 21, 2019 Broadband Committee meeting for the Regional Board's consideration and approval.

Broadband Committee Meeting – November 21, 2019

Recommendation 1:

Re: RDBN Broadband Study

“That the Board provide the July 15, 2019 RDBN Broadband Study completed by Tanex Engineering Corporation to Telus and CityWest.”

Recommendation 2:

Re: Invite Coastal GasLink, TC Energy RE: Connectivity Infrastructure

“That the Board invite Coastal GasLink, TC Energy to discuss opportunities for connectivity infrastructure.”



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: December 3, 2019

SUBJECT: Grant in Aid

RECOMMENDATION

(all/directors/majority)

1. That the Smithers District Chamber of Commerce be given \$250 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with the Community & Business Excellence Awards.
2. That the Fort Fraser Volunteer Fire Department be given \$500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for the purchase of a barbecue.
3. That the Vanderhoof Children's Theatre be given \$5,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with a local production.

BACKGROUND

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

- Smithers District Chamber of Commerce – Electoral Area "A"
 - Community and Business Excellence Awards (\$250)
- Fort Fraser Volunteer Fire Department – Electoral Area "D"
 - Barbecue (\$500)
- Vanderhoof Children's Theatre – Electoral Area "F"
 - Local production (\$5,000)

From: website@rdbn.bc.ca
To: [Cheryl Anderson](#)
Subject: Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM
Date: November 5, 2019 10:38:36 AM

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:
 manager@smitherschamber.com

PHONE:
 2508475072

MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):
 Box 2379, 1411 Court Street

PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:

The Smithers District Chamber of Commerce is busy planning a fabulous blue carpet gala community awards evening that will feature the tremendous volunteers, entrepreneurs, businesses, community clubs and organizations that make our community an amazing place to work, live and thrive in. We are asking for extra financial capacity to help support the organization of these 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 voluntarily organization of businesses and entrepreneurs who have joined together for the purpose of promoting the civic commercial and industrial progress of the Bulkley Valley. The area's economic well-being is directly related to the caliber of the work that is done by the Chamber. Therefore, the Chamber has a major impact of business, income and future growth of the area. Additionally, there are two primary functions of a Chamber, it acts as an advocate or representative for the business community and translated into action the group thinking of it's members. Also, it renders specific community services that enrage the greater community.

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

The Chamber covers the area from Seaton Station on the West to Quick on the East. However, we now have businesses members as far away as Vancouver and members based from Prince George to prince Rupert.

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:

Total members are now 199 as of November

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.:

Financial assistance is required to support the costly organization and planning of the Community & Business Excellence Awards. The event roughly costs the Chamber \$15,000 to host and execute. We'd love support to help cover the \$500 costs associated with design and printing of the evening program.

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

These awards and the process of the awards positively impact and influence the greater Bulkley Valley. It's vital that an organization like the Chamber of Commerce recognizes the excellent community services that businesses, organizations and volunteers provide.

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:

As of recent;y, \$250 towards "Environmental Business of the Year" Award

DOES YOUR ORGANIZATION:

CONTACT NAME:

Sheena Miller

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 19 2020

AMOUNT BEING REQUESTED:

\$250

From: website@rdbn.bc.ca
To: [Cheryl Anderson](#)
Subject: Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM
Date: November 17, 2019 3:42:33 PM

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

ORGANIZATION:
Fort Fraser Volunteer Fire Department

EMAIL:
judy_1962@msn.com

PHONE:
2506991747

MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):
1-412 Hwy 16W

PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:
The Fort Fraser Fire Department purchased a new bbq for the department. It will be used for the Annual Community Bbq as well as spontaneous bbq's for the fire fighters.

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 Fort Fraser Volunteer Fire Department provides fire protection to Fort Fraser and the surrounding area within its boundary. This service is not available from any other organization for this area.

DESCRIBE THE GEOGRAPHIC AREA THAT RECEIVES SERVICES OR BENEFITS FROM YOUR ORGANIZATION.:
The town of Fort Fraser and surrounding area benefits from the services of the Fort Fraser Volunteer Fire Department.

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:
The yearly money from the Regional District is the only income unless the fire fighters do their own fund raising.

PLEASE COMMENT ON THE NUMBER OF MEMBERS/VOLUNTEERS IN YOUR ORGANIZATION AND HOW LONG YOUR ORGANIZATION HAS BEEN IN OPERATION:
The Fort Fraser Fire Dept has been in operation for approximately 45 years and there are about 20 members including some executive.

ASSISTANCE IS BEING REQUESTED FOR:
another purpose

OTHER PURPOSE IF ANY:

Purchase of Bar-b-que.

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 Fort Fraser Volunteer Fire Department is asking for assistance to cover the cost of a new bbq for the department.

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

Every year in July or August the department puts on a community bbq for everyone to enjoy. It includes a demonstration of fire techniques and bbq of burgers and hot dogs. The department members also enjoy getting together socially for a bbq. It's a great moral builder and helps to bring more people to the department.

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:

There has been times over the past year when the Area D Director has assisted with the purchase of equipment for the fire department.

DOES YOUR ORGANIZATION:

Provide an opportunity for individuals to make direct contributions?

CONTACT NAME:

Judy LaRocque

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.:

Annually in March

AMOUNT BEING REQUESTED:

\$500.00

From: website@rdbn.bc.ca
To: [Cheryl Anderson](#)
Subject: [EXTERNAL EMAIL]: Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM
Date: December 2, 2019 2:29:09 PM

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

ORGANIZATION:
 Vanderhoof Children Theatre

EMAIL:
 sfergie@hotmail.com

PHONE:
 2505709917

MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):
 Po box 1249

PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:

These funds are need to help support the youth in Theatre as well as to help with the funds need to put on one of these plays. Richard works with kids from grade 2 - 12 to put a great performance in the community. These funds can help with scripts, head sets. costumes, as well as the props that are need to put on the show.

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:

This play has been a large part of our community for about 20 years. this play is seen in all of ous school as well as in the theatre in Prince George. This is the only play that is all youth in the area

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

Vanderhoof

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:

None

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

20 years and up to 50 volunteers

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 OF YOUR REQUEST HERE. ATTACH ADDITIONAL INFORMATION IF REQUIRED.:

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

Our community will benefit greatly from this play as it keep the children interested in theatre and allows the community to see the talent that our community has with our children.

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

Yes

NAME OF 1ST GRANT OR FUNDING AGENCY:

Village of Vanderhoof

AMOUNT APPLIED FOR FROM 1ST AGENCY:

3000

STATUS OF 1ST GRANT APPLICATION:

Pending

NAME OF 2ND GRANT OR FUNDING AGENCY:

Vanderhoof Coop

AMOUNT APPLIED FOR FROM 2ND AGENCY:

3000

STATUS OF 2ND GRANT APPLICATION:

Denied

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, 3000 2017 5000

DOES YOUR ORGANIZATION:

CONTACT NAME:

Sandy Ferguson

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.:

The start date was in September 2019 and it will end in Feb 2020 with play dates in town in Feb

AMOUNT BEING REQUESTED:

\$5000.00



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: December 3, 2019

SUBJECT: Grant in Aid Policy

RECOMMENDATION

(all/directors/majority)

“That the Board approve the revised Grant in Aid Policy.”

BACKGROUND

Attached is a revised Grant in Aid Policy. The changes have been highlighted in yellow. The revised policy allows the Electoral Area Director to approve grant in aid applications of \$2,500 or less, in consultation with the Chief Administrative Officer, eliminating the requirement for the applications to be approved by the Board. Applications in excess of \$2,500 will be brought forward to the Board for approval.



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

SUBMIT APPLICATIONS TO:

Regional District of Bulkley-Nechako
37-3rd Avenue
Burns Lake, B.C. V0J 1E0

**APPLICATIONS MUST BE SUBMITTED ON THE FORM
PROVIDED.**

NOTE TO APPLICANTS:

- Industrial, commercial, individuals, and business undertakings ARE NOT eligible for assistance under this program;
- Please use the attached RDBN Board policies and Application Completion instructions as a guideline and be advised that the Regional Board of the Regional District of Bulkley-Nechako reserves the right to amend the said policies from time to time as it deems appropriate;
- Please make sure that your application is clearly legible and will photocopy with good results.
- If you have any questions or require assistance, please contact the **Economic Development Department** of the Regional District of Bulkley-Nechako at the above address, or:

Phone: (250) 692-3195 or toll free at 1-800-320-3339

Fax: (250) 692-3305 email: economic.development@rdbn.bc.ca

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
ELECTORAL AREA GRANT IN AID ASSISTANCE POLICY**

PURPOSE

To provide grants to community groups, non-profit registered societies, organizations, and Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

APPLICATION

This policy shall apply to all electoral area Grant In Aid requests being considered for funding from the individual Grant In Aid budgets.

AUTHORITY

Local Government Act Sec. 263(1)(c): The Regional District may provide assistance for the purpose of benefiting the community or any aspect of the community.

Local Government Act Sec. 380(2)(g): A grant may be charged to the electoral area benefiting from the assistance.

PROCEDURE

1. Applications will be referred to the applicable Electoral Area Director to conduct a preliminary review. The RDBN has both statutory and budgetary limitations on Rural Grant in Aid and wishes to ensure that these funds are disbursed as fairly and equitably as possible. The Board delegates the authority to approve grant in aid applications of \$2,500 or less to the Chief Administrative Officer or designate in consultation with the Electoral Area Director. Applications in excess of \$2,500 will be referred to the Board.
 - a) Applications must be submitted on the form provided by the Regional District, with all supporting documentation attached. Applicants must clearly indicate the amount of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the Regional District would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
 - b) Applications that are not submitted on the required form will be returned to the applicant.

2. The following factors shall be used in evaluation and prioritizing the Applications for Assistance under Section 263(1)(c) of the Local Government Act.
 - a) Purpose for which the funding is required.
 - b) What funding opportunities have been considered, (ie. fundraising, grants from senior levels of government, etc.).
 - c) Benefits to the community as a whole.
 - d) Amount of grant requested.
 - e) Whether or not the applicant has previously received assistance from the Regional District of Bulkley-Nechako.
 - f) Whether or not there is an opportunity for individuals to make direct contributions.

3. If a grant in aid is approved the following will apply:
 - a) A cheque will be issued to the requesting organization. A letter documenting the grant approval will be sent under the signature of the Electoral Area Director.
 - b) If the grant exceeds \$1,000, a report must be submitted to the Regional District inclusive of satisfactory evidence that the goods or services have been obtained (ie. a report from the organization inclusive of receipts and/or a report of the expenditures).

4. **The Chief Administrative Officer and/or Electoral Area Director** may at the time of grant approval:
 - a) Impose additional requirements to be met by an organization prior to receipt of grant funds;
 - b) Reduce or modify the requirements to be met for an organization prior to receipt of grant funds.

5. Applications for Assistance under Section 263(1)(c) of the Local Government Act will NOT be approved for:
 - a) Purposes identified as potentially exposing the Regional District of Bulkley-Nechako to risk of unacceptable liability;
 - b) Purposes disallowed by the Local Government Act:
Section 273 – As a limitation on section 263(1)(c), a Board must not provide assistance to an industrial, commercial or business undertaking.
 - c) No grants shall be approved for individuals or for privately-owned businesses.

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

APPLICATION SUBMITTED BY:

Applicant Name: _____

Mailing Address: _____

E-mail Address: _____

Contact(s): _____

Name, Telephone/Fax Number

Name, Telephone/Fax Number

APPLICATION SUMMARY

Project or purpose for which you require assistance: _____

Amount of Grant Requested \$ _____

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

(signature of authorized signatory)

(title)

Amount Approved: _____

Date: _____

Signature of Electoral Area Director

APPLICANT PROFILE

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

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

3. Is your organization voluntary and non-profit? YES NO

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

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

PROJECT/PROPOSAL PROFILE

1. Assistance is being requested for:

- _____ capital project and/or equipment
- _____ special event
- _____ other purpose (_____)

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

3. Describe how this proposal will benefit the community.

Funding and Financial Information

1. Attach supporting financial information, ie., budget/financial report. Ensure the following information is clearly itemized:
 - Total cost of project/proposal;
 - Grants/funding from other sources;
 - Funding contributed by applicant through funding raising activities or other sources of revenue;
 - Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant/funding from other source(s)?
 _____YES _____NO

If yes, complete the following chart. **If not**, please comment.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)

3. Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years?

_____ YES _____ NO **If yes, complete the following chart.**

Year:	\$ Amount	Purpose for which assistance was used

4. Does your organization:

- a) Offer direct financial assistance to individuals or families? ___ YES ___ NO
- b) Duplicate services that fall within the mandate of either a senior government or a local service agency? ___ YES ___ NO
- c) Provide an opportunity for individuals to make direct contributions? ___ YES ___ NO

OR, is your organization:

- d) Part of a provincial or national fundraising campaign? ___ YES ___ NO

Don't forget to attach the required financial report.



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: December 3, 2019

SUBJECT: By-Election – Electoral Area “G” (Houston Rural)

RECOMMENDATION

That the Regional District of Bulkley-Nechako hold the by-election for Electoral Area “G” on Saturday, February 29, 2020 and the Advance Poll on Wednesday, February 19, 2020.

Further, that Cheryl Anderson be appointed the Chief Election Officer and that Wendy Wainwright and Geraldine Craven be appointed the Deputy Chief Election Officers for the by-election.

(ALL/DIRECTORS/MAJORITY)

BACKGROUND

The Regional District of Bulkley-Nechako is required to hold a By-election for Electoral Area “G” (Houston Rural).

Under Section 54 of the *Local Government Act*, if the office of an electoral area director becomes vacant through resignation, disqualification, or death the alternate director holds the office until a successor takes office following the by-election, therefore, Andrea Newell is the Director of Electoral Area “G” (Houston Rural) until the by-election has been held.



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: December 3, 2019

SUBJECT: North Central Local Government Association Resolutions
Submission Guidelines and Deadlines

RECOMMENDATION

(all/directors/majority)

Receive.

BACKGROUND

Attached is NCLGA's Resolution Submission Guidelines. To allow for thorough review and administrative processing, NCLGA is encouraging local governments to submit resolutions as early as possible. They have set a "friendly" deadline of Friday, February 21st, 2020. The final deadline to submit resolutions is 4:30 PM on Friday, March 13, 2020.

o

Resolution Submission Guidelines

2020 Deadline for Submitting Resolutions

For resolutions to be included in the Annual Report and Resolutions Book, they must be submitted to NCLGA Staff no later than **4:30 PM on Friday, March 13, 2020.**

Resolutions Submitted After the Deadline

Resolutions received after the submission deadline of March 13th, 2020 will not be printed in the Annual Report and Resolutions Book and may only be admitted for debate by special motion during Convention. The process for handling resolutions received after the deadline is outlined below:

- **Late Resolutions**
 - Late resolutions will be accepted until noon on the Friday two weeks prior to Convention week but the topic must have arisen since the March deadline.
 - 2/3 majority of voting delegates in attendance must vote in favour of considering late resolutions. These resolutions will not be considered until all emergency and regular resolutions have been considered.
- **Emergency Resolutions**
 - A resolution may be deemed emergency in nature only if the topic has arisen since the March 13th deadline. The Board has the ability to make sure it is considered with the regular resolution session.
 - The NCLGA will ensure that copies of the emergency resolution(s) are circulated to all delegates.
- **Off-the-Floor Resolutions**
 - A sponsor may put forth resolutions from the floor during the Resolutions Debate however they will only be discussed after all regular, late and emergency resolutions have been debated.
 - It is the responsibility of the sponsor to ensure that a copy of the resolution is sent to NCLGA Staff and the parliamentarian prior to debating the resolution.
 - 2/3 majority of voting delegates in attendance must vote in favour of considering off-the-floor resolutions.

How to Submit Your Resolutions

Please submit your resolutions ELECTRONICALLY to: admin@nclga.ca. You will receive a confirmation email from Staff that your resolution was received.

Resolutions Electronic Submission Checklist

- ✓ Does the resolution address a **local government/provincial issue** and clearly identify a **lead agency** for whom action should be directed? (i.e. NCLGA/UBCM/Province of BC)
- ✓ Does the operative clause state a **specific action** for NCLGA to take? (i.e. “Be it resolved that NCLGA urge/endorse/petition/lobby....”)
- ✓ Does the submission include **endorsement** from the sponsoring local government?
- ✓ Does the resolution have a **title** (ideally no more than four words)?
- ✓ Optional: Does the submission include **background information** (2 pages max.), such as a Council or Board report which explains the rationale for the resolution?
- ✓ Is it ready to submit **electronically** to admin@nclga.ca? ¹

Resolutions which do not meet the above criteria may not be admitted for debate at the Annual General Meeting.

Resolution Committee Members:

Area Director Steve Forseth, Chair
Councillor Judy Greenaway, Vice Chair

Staff Support:

Hannah Wasstrom, Executive Coordinator
admin@nclga.ca | 250-564-6585

¹ Resolutions Off-the-Floor follow a different submission process. See Page 1.

Resolution Writing Guidelines

The Structure of a Resolution

All resolutions contain a preamble and enactment clause. The **preamble** *describes the issue* and the **enactment** clause *outlines the action* being requested. A resolution should answer the following three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

The Preamble:

The **preamble** commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain **no more than two** "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment clause:

The **enactment clause** begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a **specific action** for the NCLGA that is within our jurisdiction.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

Tips for Writing a Resolution

1. Address one specific subject in the text of the resolution

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

Resolution Writing Guidelines

3. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

4. Check legislative references for accuracy.

Where necessary, identify:

- the correct jurisdictional responsibility (e.g., Ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act.

5. Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist the NCLGA in representing your concern effectively to the provincial or federal government on behalf of the municipalities and regional districts.

6. Recommendation: Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood. The background information should be two pages maximum.

Two types of background information help to clarify the "intent" of a resolution:

i. Supplementary Memo:

A brief, one-page memo from the author, which outlines the background that led to the presentation and adoption of the resolution by the local government.

ii. Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Examples of Well-written Resolutions

Medical Transportation in Rural BC

DISTRICT OF STEWART

Whereas the current lack of adequate medical transportation for people who need access to regular specialized medical services located in hub communities throughout the NCLGA Region;

And whereas accessible transportation is key to the effective treatment and recovery of British Columbians in small rural and remote communities:

Therefore be it resolved that NCLGA and UBCM lobby the Provincial Government to further support the development of medical transportation services that meet the needs of all rural British Columbians.

Wireless High Speed Internet

DISTRICT OF HUDSON'S HOPE

Whereas the lack of access to high-speed internet adversely affects the economic wellbeing of communities;

And whereas the unused spectrum formerly needed by stations transmitting analog television signals could be used to transmit internet service:

Therefore be it resolved that NCLGA and UBCM petition the federal government (Industry Canada) to approve a portion of the unlicensed spectrum for use as wireless regional area networks at the earliest possible date.



Regional District of Bulkley-Nechako Board of Directors Memorandum December 12, 2019

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: December 1, 2019
 Regarding: Northern Development Local Government Internship Program

Staff are working on an application to Northern Development's Local Government Internship Program for the 2020/21 Internship session. The internship program assists with the hiring of a university graduate in a related field to complete projects at the RDBN from May, 2020 - April, 2021.

Having an intern greatly assists staff to complete projects at a very minimal cost to the RDBN. The experience and mentorship that the intern will receive as they work on projects will meet the objectives of the internship program. Proposed projects include an Asset Management Plan and a Business Continuity Plan for the RDBN.

The internship program objectives are:

- Accelerate operational learning and permanent career placement in local government
- Provide results focused professional training with Northern Development Initiative Trust and host communities
- Make local government a career of choice by financially supporting internship opportunities for post-secondary graduates
- Promote career development, advancement opportunities and quality of life in Northern B.C.
- Help interns develop competencies essential to local government administration

The grant funding available is \$35,000. \$30,000 towards wages, and \$5,000 towards intern education opportunities. The cost to the RDBN to have an intern in-house for 12 months will be approximately \$15,500. These costs will be included in the preliminary Budget draft and may in fact reduce project budgets as the intern can complete tasks that would have been outsourced to a consultant. Hiring an intern can reduce the workload of the management team and reduce costs to the organization.

RECOMMENDATION

(All/Directors/Majority)

- 1) That the Regional District Board supports the application to Northern Development Initiative Trust for a grant of up to \$35,000 to host an intern under the Local Government Internship Program from the Northwest and Prince George Regional Development Accounts, and;
- 2) That the Regional District of Bulkley-Nechako is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and professional development opportunities for the intern.



**Regional District of Bulkley-Nechako
Board of Directors
December 12, 2019**

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: November 22, 2019
 Regarding: **Northern Development Initiative Trust- Building Façade Improvement Program**

RDBN staff are working on a grant application to Northern Development Initiative Trust's Building Façade Improvement Program for funding to provide grants to commercially zoned businesses in RDBN Electoral Areas. A resolution from the RDBN Board of Directors is necessary to make the application.

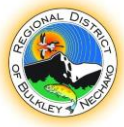
The Business Façade Improvement Program has been offered in the RDBN for two years and provides annual grant funding for local governments to enhance economic development by encouraging private sector investment in businesses façade improvements (50% to a maximum of \$5,000 per façade improvement project). Staff are recommending an application for up to \$10,000 for 2020.

Staff have updated Business Façade Improvement Guidelines, which will give direction to local business owners on the eligibility criteria to obtain the business façade improvement grant

RECOMMENDATION

(All/Directors/Majority)

- 1) That the Regional District Board supports the application to Northern Development Initiative Trust for a grant of up to \$10,000 for the Business Façade Improvement Program from the Prince George and Northwest Regional Accounts.
- 2) That the RDBN Board of Directors agree to enter into a contract with NDIT, should the funding be approved, and provide overall grant management for the project.



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: December 12, 2019
Re: Budget Amendment #2 - 2019

Overview:

The primary purpose of this budget amendment is to formally allocate the Board's previous decisions with regard to the Northern Capital and Planning Grant.

This budget amendment also includes minor updates from the Board's past decisions including increasing the operation allocation for the Fraser Lake recycling program, moving funds out of reserve for the Southside Fire Department and updated the Agriculture Service budget to include funds for the Regional District's Agricultural Plan.

Bylaw No. 1888 is attached for the Board's Consideration.

Recommendation (All/Directors/Majority):

"That the Board of the Regional District of Bulkley-Nechako give Bylaw No. 1888 three Readings and Adoption this 12th day of December 2019" and

"That the Board of the Regional District of Bulkley-Nechako give Bylaw No. 1889 three Readings and Adoption this 12th day of December 2019" and

"That the Board of the Regional District of Bulkley-Nechako give Bylaw No. 1890 three Readings and Adoption this 12th day of December 2019" and

"That the Board of the Regional District of Bulkley-Nechako give Bylaw No. 1891 three Readings and Adoption this 12th day of December 2019" and

"That the Board of the Regional District of Bulkley-Nechako give Bylaw No. 1892 three Readings and Adoption this 12th day of December 2019" and

"That the Board of the Regional District of Bulkley-Nechako give Bylaw No. 1893 three Readings and Adoption this 12th day of December 2019".

**Discussion:**

The board has provided direction to staff on where they wish the funds to be utilized. This list is on the attached spreadsheet. This budget proposes to allocate these funds to the appropriate service budget (and if the funds are to be spent in years later than 2020 to an appropriate statutory reserve) while at the same time attempting to preserve the fiscal flexibility if other projects identified in the future become the priority.

Northern Capital and Planning Grant reserve bylaws are required to “hold” those funds that will be utilized in later years. Bylaws for Administrative (NCPG) Capital and Planning Reserve; Emergency Planning, Fire Prevention and Suppression (NCPG) Capital Reserve; Environmental Services (NCPG) Capital Reserve, Parks and Trails (NCPG) Capital and Planning Reserve; and Fort Fraser Sewer and Water (NCPG) Capital and Planning Reserve.

In this budget amendment an increase in revenue of \$65,061 is being realized over the revenue realized in amendment #1. This is broken down to \$61,061 in additional provincial and federal infrastructure grant for the Fort Fraser Water Project and an additional \$4,000 in grants received for the agricultural program.

With the deferral of the Houston Recycling Centre to 2020 the plans to borrow from the Regional District’s own capital reserves to meet the budget needs of the Environmental Services Department has been cancelled. This eliminates the proceeds of borrowing in the 2019 calendar year for the Regional District and reduces the total funding in the budget by \$243,590.

Budget 2019 Amendment #1 is attached to this note for reference and comparative purposes. Budget Amendment #2 proposal is an attachment to Bylaw 1888.

ELECTORAL AREA PROJECTS

EOC is split 1/2 even 1/2 by population

	Planned Year of Project	Electoral Area A	Electoral Area B	Electoral Area C	Electoral Area D	Electoral Area E	Electoral Area F	Electoral Area G	Project Cost
Total Allocation		\$946,919	\$532,220	\$466,853	\$473,977	\$489,101	\$748,069	\$402,861	\$ 4,060,000
Cluz Lake Fire Plan	2020						\$ 40,000		\$ 40,000
Rural Fire Capital Reserve Project Water Infrastructure	2020-2021	\$ 200,000	\$ 140,000	\$ 30,000		\$ 150,000	\$ 100,000	\$ 30,000	\$ 650,000
Rural Fire Capital Reserve - Fire Vehicles, Equipment and Plans	2021-2023	\$ 200,000				\$ 100,000	\$ 100,000		\$ 400,000
Fort Fraser Infrastructure	2020 +				\$ 425,628				\$ 425,628
Emergency Operations Storage Facility	2020	\$ 46,646	\$ 26,218	\$ 22,998	\$ 23,349	\$ 24,093	\$ 36,851	\$ 19,845	\$ 200,000
Recycling Centre Depot Upgrades	2020		\$ 45,000	\$ 90,000		\$ 45,000	\$ 90,000		\$ 270,000
Parks and Trails Capital and Planning Projects	2020+	\$ 200,000	\$ 100,000			\$ 70,008			\$ 370,008
Economic Development Projects		\$ 110,273	\$ 221,002	\$ 323,855	\$ 25,000	\$ 100,000	\$ 381,218	\$ 353,016	\$ 1,514,364
Solid Waste Inventory Feasibility business Plan	2020-2021	\$ 75,000							\$ 75,000
Telkwa Crosswalk capital project	2019	\$ 25,000							\$ 25,000
Glacier Gulch Capital Reserve	2019	\$ 30,000							\$ 30,000
Round Lake Capital Reserve	2019	\$ 10,000							\$ 10,000
Area "A" Neighborhood Emergency Response Plan	2020-2021	\$ 50,000							\$ 50,000
Remaining Unallocated		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 4,060,000

REGION WIDE PROJECTS**BOARD APPROVED**

Recycling Projects	\$ 420,000
RBA Community Sustainability Plan	\$ 169,248
Agricultural Plan	\$ 125,000
Parks and Trails Plan	\$ 100,000
Broadband Connectivity Study	\$ 100,000
Emergency Fire Apparatus and Water Tanker Trucks for landfills	\$ 73,000
Emergency Hazard, Risk and Vulnerability Planning	\$ 225,000
2019 or 2020 Environmental Services Capital Projects	\$ 102,752
Administrative Building Retrofit	\$ 300,000
Replacement of spare Bobcat	\$ 75,000
Creation of new (additional) Septage Receiving Beds in Burns Lake Transfer Station and Knockholt landfill	\$ 50,000
SUBTOTAL	\$ 1,740,000
Electoral Area Projects	\$ 4,060,000
	\$ 5,800,000

Regional District of Bulkley-Nechako
2019 to 2023 Financial Plan Amendment- Bylaw No. 1876

Schedule "A"

2019 Financial Plan:

Service	FUNDING					TRANSFERS From/(To)				EXPENDITURES:						
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Reserve Funds	Surplus of Prior Yr.	Equity in TCAs	Total Transfers	Debt Pmts. Int. & P'pal.	Capital Expenditures	Amortization of TCAs	Other Expenses	Deficit from Prior Year	Total Expenditures
1101 Rural Government Services	288,496				1,044,516	1,333,012	(226,858)	302,797		76,139				1,409,150		1,409,150
1200 General Government Services	1,293,080		15,900		5,744,534	7,053,514	(5,211,343)	380,647	80,000	(4,750,696)	7,800	94,300	80,000	2,120,719		2,302,819
1301 Feasibility Studies					552	552		16,593		16,593				17,145		17,145
1401 Agriculture	43,379				93,085	136,464		34,188		34,188				170,652		170,652
1501 Local Community of Fort Fraser	3,506				5,000	8,506		6,664		6,664				15,170		15,170
1701 Chinook Community Forest	(0)					(0)		15,874		15,874				15,873		15,873
2100 Lakes Economic Development	102,321				1,000	103,321		323		323				103,644		103,644
2200 Area "E" Economic Development	10,000				12,751	22,751		29,697		29,697				52,448		52,448
2300 Stuart-Nechako Economic Development								8,692		8,692				8,692		8,692
2400 Area "A" Economic Development	10,000					10,000		10,000		10,000				20,000		20,000
2500 Regional Economic Development	93,917				461,167	555,084	(3,300)	251,458		248,158				803,242		803,242
3101 Member Fiscal Services					959,436	959,436					959,436					959,436
4101 Planning	215,762		10,250		29,188	255,200	6,329	27,791	5,500	39,620		11,000	5,500	278,320		294,820
4201 Building Inspection	200,486		231,812			432,298	(22,161)	41,234	12,485	31,558			12,485	451,371		463,856
4301 Development Services	275,976		28,500		32,032	336,508	(4,877)	56,664	10,000	61,787			10,000	388,295		398,295
4401 Building Numbering Extended Service	7,473				1,602	9,075	(420)	2,180		1,760				10,835		10,835
4501 Unsanitary Premises Regulatory Control	23,816				2,991	26,807	(3,236)	12,222		8,986				35,793		35,793
5101 Environmental Services	3,349,452		371,290	308,650	846,569	4,875,961	(3,272)	700,235	700,000	1,396,963	407,223	1,288,800	700,000	3,876,901		6,272,924
5901 Weeds	38,766		50		8,342	47,158		16,534		16,534				63,692		63,692
5902 Lake Kathlyn Aquatic Weed Harvesting		8,191	544		150	8,885		90		90				8,975		8,975
5903 Glacier Gulch Water Diversion		2,662	180		25	2,867		10,147		10,147				13,014		13,014
6101 Ft. Fraser Sewer System		49,045	26,010		20,000	95,055	(41,136)	22,487	16,000	(2,649)			16,000	76,406		92,406
6201 Ft. Fraser Water System		47,275	42,129		198,095	287,499	(50,302)	68,445	100,000	118,143		235,657	100,000	69,985		405,642
6301 Cluculz Lake - Somerset Estates Sewer		2,600				2,600		2,608		2,608				5,208		5,208
6401 Pump & Haul Sewer Disposal			500			500								500		500
6402 Liquid Waste Disposal			5,000			5,000		9,456		9,456				14,456		14,456
7101 Ft. Fraser Fire Protection	54,640				5,000	59,640	(5,666)	3,069	10,800	8,203	10,718		10,800	46,325		67,843
7102 Southside Rural Fire Protection	44,066				9,500	53,566	(1,168)	394	18,000	17,228			18,000	52,794		70,794
7103 Topley Rural Fire Protection	71,887				3,000	74,887	(1,666)		23,000	21,334	17,741		23,000	55,245	235	96,221
7201 Burns Lake Rural Fire Protection	102,134					102,134								102,134		102,134
7202 Ft. St. James Rural Fire Protection	144,973					144,973	(10,000)			(10,000)				134,973		134,973
7203 Houston Rural Fire Protection	21,360					21,360								21,360		21,360
7204 Luck Bay Rural Fire Protection	50,860					50,860	(8,200)	4,841	9,300	5,941	7,095		9,300	40,406		56,801
7205 Smithers Rural Fire Protection	208,516					208,516	(10,000)			(10,000)				198,516		198,516
7206 Telkwa Rural Fire Protection	118,271					118,271	(6,000)			(6,000)				112,271		112,271
7207 Vanderhoof Rural Fire Protection	41,415					41,415								41,415		41,415
7208 Round Lake Fire Protection	10,351					10,351	(1,500)	2,100	600	1,200	1,025		600	9,926		11,551
7301 Cluculz Lake Emergency Response	23,437				5,313	28,750								28,650	100	28,750
7401 Area "A" Emergency Services	5,000					5,000								5,000		5,000
7402 Area "F" Extrication Services																
7403 Lakes District Emergency Services																
7404 Area "D" Extrication	1,531				2,221	3,752		1,248		1,248				5,000		5,000
7405 Area "C" Road Rescue Service	17,864					17,864		87		87				17,951		17,951
7406 Topley Road Rescue/First Responders	6,910					6,910	(10)	100	1,000	1,090			1,000	7,000		8,000
7501 9-1-1 Service	282,544		133,000		29,174	444,718	(22,208)	20,912	70,000	68,704		30,000	70,000	413,422		513,422
7600 Emergency Preparedness Planning	265,030				774,011	1,039,041	18,845	42,345	4,000	65,190		21,000	4,000	1,069,283	9,948	1,104,231
7701 Burns Lake & Area Victim Services	11,107				2,795	13,902		2,273		2,273				16,175		16,175
7702 Smithers Victim Services	35,438					35,438		1,535		1,535				36,973		36,973
8101 Lakes District Airport	109,965				41,498	151,463	(35,000)	12,062		(22,938)	36,025			92,500		128,525
8201 Smithers Para-Transit																
8202 FSJ Seniors Helping Seniors Transportation Service	41,806					41,806		1,194		1,194				43,000		43,000
8203 Regional Public Transit & Para Transit Service	56,767		83,935		67,846	208,548	(52,000)	58,956		6,956				215,504		215,504
8301 Telkwa Pedestrian Crosswalk	1,000					1,000								1,000		1,000
9101 Decker Lake Street Lighting		9,956	350			10,306		275		275				10,581		10,581
9102 Endako Street Lighting	3,313		320			3,633		148		148				3,782		3,782
9103 Ft. Fraser Street Lighting	7,731		490			8,221		639		639				8,860		8,860
9104 Gerow Island Street Lighting	4,352					4,352		33		33				4,385		4,385
9105 Goetjen Road Street Lighting																
9106 Colony Point Street Lighting	2,896					2,896		838		838				3,734		3,734
9107 Laidlaw Street Lighting	1,460					1,460		(33)		(33)				1,427		1,427
10101 Bulkley Valley Regional Pool and Rec. Centre	989,785				20,135	1,009,920	(244,152)	106,132	120,000	(18,020)	1,200		120,000	870,699.56		991,900
10102 Vanderhoof Pool	304,812					304,812	(30,000)			(30,000)				274,812		274,812
10201 Ft. St. James Arena Grant	37,500					37,500								37,500		37,500
10202 Burns Lake Arena	241,796				2,500	244,296	14,500	705	15,205	19,030				240,471		259,501
10301 Smithers Rural Recreation/Culture	303,842					303,842								303,841	1	303,842
10302 Vanderhoof Recreation & Culture	95,985					95,985								95,985		95,985
10303 Lakes District Arts and Culture	242,701				86,365	329,066								329,066		329,066
10401 Ft. Fraser Cemetery Grant	1,964		35			1,999		1		1				2,000		2,000
10402 Topley Cemetery Grant	1,500					1,500								1,500		1,500
10501 Smithers, Telkwa, Houston TV Rebroadcast	59,323				600	59,923		77		77				60,000		60,000
10502 Fraser Lake and Area TV Rebroadcasting	41,078				29,705	70,777		7,098		7,098				77,875		77,875
10503 Ft. St. James and Area TV Rebroadcasting	163,801				2,800	166,601		899		899				167,500		167,500
10504 Burns Lake and Area TV Rebroadcasting	33,507				12,776	46,283		1,217		1,217				47,500		47,500
10601 Burns Lake and Area Library Grant								12,349		12,349				12,349		12,349
10602 Fraser Lake Rural Library Grant	12,333		60		17,250	29,643		3,752		3,752				33,395		33,395
10603 Fort. St. James Library	17,075				50	17,125		63		63				17,188		17,188
10701 Burns Lake Museum Society								1,046		1,046				1,046		1,046
10801 Fort Fraser Community Hall	2,452		46			2,498		2		2				2,500		2,500
10802 Braeside Community Hall	5,000					5,000								5,000		5,000
Total for all Departments	10,257,502	119,729	950,401	308,650	10,573,575	22,209,856	(9,954,599)	2,313,382	1,180,885	<						

Regional District of Bulkley-Nechako
2019 to 2023 Financial Plan Amendment- Bylaw No. 1888

Schedule "A"

Service	2019 Financial Plan:						TRANSFERS From(To)				EXPENDITURES:					
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Reserve Funds	Surplus of Prior Yr.	Equity in TCAs	Total Transfers	Debt Pmts. Int. & P'pal.	Capital Expenditures	Amortization of TCAs	Other Expenses	Deficit from Prior Year	Total Expenditures
1101 Rural Government Services	288,496				1,044,516	1,333,012	(226,658)	302,797		76,139				1,409,150		1,409,150
1200 General Government Services	1,293,080		15,900		1,258,782	2,567,762	(500,591)	380,647	80,000	(39,944)	7,800	94,300	80,000	2,345,719		2,527,819
1301 Feasibility Studies					552	552		16,593		16,593				17,145		17,145
1401 Agriculture	43,378				222,085	265,463		34,188		34,188				299,651		299,651
1501 Local Community of Fort Fraser	3,506				5,000	8,506		6,664		6,664				15,170		15,170
1701 Chinook Community Forest	(0)					(0)		15,874		15,874				15,873		15,873
2100 Lakes Economic Development	102,321				1,000	103,321		323		323				103,644		103,644
2200 Area "E", Economic Development	10,000				12,751	22,751		29,697		29,697				52,448		52,448
2300 Stuart-Nechako Economic Development								8,692		8,692				8,692		8,692
2400 Area "A", Economic Development	10,000				110,273	120,273		10,000		10,000				130,273		130,273
2500 Regional Economic Development	93,917				536,167	630,084	(3,300)	251,458		248,158				878,242		878,242
3101 Member Fiscal Services					959,436	959,436					959,436					959,436
4101 Planning	215,762		10,250		29,188	255,200	6,329	27,791	5,500	39,620		11,000	5,500	278,320		294,820
4201 Building Inspection	200,486		231,812			432,298	(22,161)	41,234	12,485	31,558			12,485	451,371		463,856
4301 Development Services	275,976		28,500		32,032	336,508	(4,877)	56,664	10,000	61,787			10,000	388,295		398,295
4401 Building Numbering Extended Service	7,473				1,602	9,075	(420)	2,180		1,760				10,835		10,835
4501 Unsanitary Premises Regulatory Control	23,816				2,991	26,807	(3,236)	12,222		8,986				35,793		35,793
5101 Environmental Services	3,349,452		371,290		2,821,412	6,542,154	(1,802,363)	700,235	700,000	(402,128)	407,223	1,200,902	700,000	3,831,901		6,140,026
5901 Weeds	38,766				50	8,342		47,158		16,534				63,692		63,692
5902 Lake Kathryn Aquatic Weed Harvesting		8,191	544		150	8,885		90		90				8,975		8,975
5903 Glacier Gulch Water Diversion		2,662	180		30,025	32,867	(35,000)	10,147		(24,853)				8,014		8,014
6101 Ft. Fraser Sewer System		49,045	26,010		232,814	307,869	(253,950)	22,487	16,000	(215,463)			16,000	76,406		92,406
6201 Ft. Fraser Water System		47,275	42,129		471,970	561,374	(263,116)	68,445	100,000	(94,671)		296,718	100,000	69,985		466,703
6301 Clucutz Lake - Somerset Estates Sewer		2,600			2,600	2,600		2,608		2,608				5,208		5,208
6401 Pump & Haul Sewer Disposal			500			500								500		500
6402 Liquid Waste Disposal			5,000			5,000		9,456		9,456				14,456		14,456
7101 Ft. Fraser Fire Protection	54,640				5,000	59,640	(5,666)	3,069	10,800	8,203	10,718		10,800	46,325		67,843
7102 Southside Rural Fire Protection	44,066				9,500	53,566		5,368	394	18,000		6,534	18,000	52,794		77,328
7103 Topley Rural Fire Protection	71,887				3,000	74,887	(1,666)		23,000	21,334	17,741		23,000	55,245	235	96,221
7201 Burns Lake Rural Fire Protection	102,134					102,134								102,134		102,134
7202 Ft. St. James Rural Fire Protection	144,973					144,973	(10,000)			(10,000)				134,973		134,973
7203 Houston Rural Fire Protection	21,360					21,360								21,360		21,360
7204 Luck Bay Rural Fire Protection	50,860					50,860	(8,200)	4,841	9,300	5,941	7,095		9,300	40,406		56,801
7205 Smithers Rural Fire Protection	208,516					208,516	(10,000)			(10,000)				198,516		198,516
7206 Telkwa Rural Fire Protection	118,271					118,271	(6,000)			(6,000)				112,271		112,271
7207 Vanderhoof Rural Fire Protection	41,415					41,415								41,415		41,415
7208 Round Lake Fire Protection	10,351				10,000	20,351	(11,500)	2,100	600	(8,800)	1,025		600	9,926		11,551
7301 Clucutz Lake Emergency Response	23,437				45,313	68,750								68,650	100	68,750
7401 Area "A" Emergency Services	5,000					5,000								5,000		5,000
7402 Area "E" Extrication Services																
7403 Lakes District Emergency Services																
7404 Area "D" Extrication	1,531				2,221	3,752		1,248		1,248				5,000		5,000
7405 Area "C" Road Rescue Service	17,864					17,864		87		87				17,951		17,951
7406 Topley Road Rescue/First Responders	6,910				6,910	6,910	(10)	100	1,000	1,090			1,000	7,000		8,000
7501 9-1-1 Service	282,544		133,000		29,174	444,718	(22,208)	20,912	70,000	68,704		30,000	70,000	413,422		513,422
7600 Emergency Preparedness Planning	265,030				2,099,011	2,364,041	(1,306,155)	42,345	4,000	(1,259,810)		21,000	4,000	1,069,283	9,948	1,104,231
7701 Burns Lake & Area Victim Services	11,107				2,795	13,902		2,273		2,273				16,175		16,175
7702 Smithers Victim Services	35,438					35,438		1,535		1,535				36,973		36,973
8101 Lakes District Airport	109,965				41,498	151,463	(35,000)	12,062		(22,938)	36,025			92,500		128,525
8201 Smithers Para-Transit																
8202 FSJ Seniors Helping Seniors Transportation Se	41,806					41,806		1,194		1,194				43,000		43,000
8203 Regional Public Transit & Para Transit Service	56,767		83,935		67,846	208,548	(52,000)	58,956		6,956				215,504		215,504
8301 Telkwa Pedestrian Crosswalk	1,000					1,000								1,000		1,000
9101 Decker Lake Street Lighting		9,956	350			10,306		275		275				10,581		10,581
9102 Endako Street Lighting	3,313		320			3,633		148		148				3,782		3,782
9103 Ft. Fraser Street Lighting	7,731		490			8,221		639		639				8,860		8,860
9104 Gerow Island Street Lighting	4,352					4,352		33		33				4,385		4,385
9105 Goetjen Road Street Lighting																
9106 Colony Point Street Lighting	2,896					2,896		838		838				3,734		3,734
9107 Laidlaw Street Lighting	1,460					1,460		(33)		(33)				1,427		1,427
10101 Bulkley Valley Regional Pool and Rec. Centre	989,785				20,135	1,009,920	(244,152)	106,132	120,000	(18,020)	1,200		120,000	870,699.56		991,900
10102 Vanderhoof Pool	304,812					304,812	(30,000)			(30,000)				274,812		274,812
10201 Ft. St. James Arena Grant	37,500					37,500								37,500		37,500
10202 Burns Lake Arena	241,796				2,500	244,296		14,500	705	15,205	19,030			240,471		259,501
10301 Smithers Rural Recreation/Culture	303,842					303,842								303,841	1	303,842
10302 Vanderhoof Recreation & Culture	95,985					95,985								95,985		95,985
10303 Lakes District Arts and Culture	242,701				86,365	329,066								329,066		329,066
10401 Ft. Fraser Cemetary Grant	1,964		35			1,999		1		1				2,000		2,000
10402 Topley Cemetary Grant	1,500					1,500								1,500		1,500
10501 Smithers, Telkwa, Houston TV Rebroadcast	59,323				600	59,923		77		77				60,000		60,000
10502 Fraser Lake and Area TV Rebroadcasting	41,072				29,705	70,777		7,098		7,098				77,875		77,875
10503 Ft. St. James and Area TV Rebroadcasting	163,801				2,800	166,601		899		899				167,500		167,500
10504 Burns Lake and Area TV Rebroadcasting	33,507				12,776	46,283		1,217		1,217				47,500		47,500
10601 Burns Lake and Area Library Grant								12,349		12,349				12,349		12,349
10602 Fraser Lake Rural Library Grant	12,333		60		17,250	29,643		3,752		3,752				33,395		33,395
10603 Fort St. James Library	17,075				50	17,125		63		63				17,188		17,188
10701 Burns Lake Museum Society								1,046		1,046				1,046		1,046
10801 Fort Fraser Community Hall	2,452		46			2,498		2		2				2,500		2,500
10802 Braeside Community Hall	5,000					5,000								5,000		5,000
10901 Parks and Trails					370,008	370,008	(370,008)			(370,008)						
Total for all Departments	10,257,501	119,729	<													

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1889

A bylaw to establish a Reserve for the Northern Capital and Planning Grant for the Purposes of General (Administration) Building Capital

WHEREAS pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

AND WHEREAS the Board of the Regional District of Bulkley-Nechako has determined that a reserve for the Northern Capital and Planning Grant for the Purposes of General (Administration) Building Capital be established;

NOW THEREFORE the Board of the Regional District of Bulkley-Nechako, in open meeting assembled enacts as follows:

1. There shall be and is hereby established a Capital and Planning Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Administrative Services Capital and Planning Reserve."
2. Money from the annual budget or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Administrative Services Capital and Planning Reserve.
3. This fund will be available for the purpose of administrative planning or capital projects in all services in the Regional District not requiring an establishing bylaw.
4. This bylaw may be cited for all purposes as "Administrative Services Capital and Planning Reserve bylaw No. 1889, 2019."

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 and correct copy of Bylaw No. 1889.

Corporate Administrator

ADOPTED this day of , 2019

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1890

A bylaw to establish a Reserve for the Northern Capital and Planning Grant for the Purposes of Emergency Planning, Fire Prevention and Suppression Planning and Capital Projects

WHEREAS pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

AND WHEREAS the Board of the Regional District of Bulkley-Nechako has determined that a reserve for the Northern Capital and Planning Grant for the Purposes of Emergency Planning, Fire Prevention and suppression be established;

NOW THEREFORE the Board of the Regional District of Bulkley-Nechako, in open meeting assembled enacts as follows:

1. There shall be and is hereby established a Capital and Planning Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Emergency Planning, Fire Prevention and Suppression Reserve."
2. Money from the annual budget or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Emergency Planning, Fire Prevention and Suppression Reserve.
3. This fund will be available for the purpose of Emergency Planning, Fire Suppression and Prevention Capital and Planning projects for all local services in the Regional District providing Emergency Preparedness or Fire Prevention.
4. This bylaw may be cited for all purposes as "Emergency Planning, Fire Prevention and Suppression Reserve No. 1890, 2019."

READ A FIRST TIME this day of , 2019

READ A SECOND TIME this day of , 2019

READ A THIRD TIME this day of , 2019

...2

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1890.

Corporate Administrator

ADOPTED this day of , 2019

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1891

A bylaw to establish a Reserve for the Northern Capital and Planning Grant for the Purposes of Environmental Services Capital Projects

WHEREAS pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

AND WHEREAS the Board of the Regional District of Bulkley-Nechako has determined that a reserve for the Northern Capital and Planning Grant for the Purposes of Environmental Services Capital Projects be established;

NOW THEREFORE the Board of the Regional District of Bulkley-Nechako, in open meeting assembled enacts as follows:

1. There shall be and is hereby established a Capital and Planning Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Environmental Services Capital and Planning Reserve."
2. Money from the annual budget or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Environmental Services Capital and Planning Reserve.
3. This fund will be available for the purpose of Environmental Services Capital Projects under Bylaw No. 638 'Refuse Disposal Local Service' in the Regional District.
4. This bylaw may be cited for all purposes as "Environmental Services Capital and Planning Reserve No. 1891, 2019."

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 and correct copy of Bylaw No. 1891.

Corporate Administrator

ADOPTED this day of , 2019

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1892

A bylaw to establish a Reserve for the Northern Capital and Planning Grant for the Purposes of Regional Parks and Trails Capital Projects

WHEREAS pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

AND WHEREAS the Board of the Regional District of Bulkley-Nechako has determined that a reserve for the Northern Capital and Planning Grant for the Purposes of Regional Parks and Trails Capital Projects be established;

NOW THEREFORE the Board of the Regional District of Bulkley-Nechako, in open meeting assembled enacts as follows:

1. There shall be and is hereby established a Capital and Planning Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Regional Parks and Trails Capital and Planning Reserve."
2. Money from the annual budget or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Regional Parks and Trails Capital and Planning Reserve.
3. This fund will be available for the purpose of Regional Parks and Trails Capital Projects under Bylaw No. 1881 'Electoral Areas' Parks and Trails' in the Regional District.
4. This bylaw may be cited for all purposes as "Regional Parks and Trails Capital and Planning Reserve No. 1892, 2019."

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 and correct copy of Bylaw No. 1892.

Corporate Administrator

ADOPTED this day of , 2019

Chairperson

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1893

A bylaw to establish a Reserve for the Northern Capital and Planning Grant for the Purposes of Fort Fraser Sewer and Water Capital or Planning Projects

WHEREAS pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

AND WHEREAS the Board of the Regional District of Bulkley-Nechako has determined that a reserve for the Northern Capital and Planning Grant for the Purposes of Fort Fraser Sewer and Water Capital or Planning Projects be established;

NOW THEREFORE the Board of the Regional District of Bulkley-Nechako, in open meeting assembled enacts as follows:

1. There shall be and is hereby established a Capital and Planning Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Fort Fraser Sewer and Water Capital and Planning Reserve."
2. Money from the annual budget or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Fort Fraser Sewer and Water Capital and Planning Reserve.
3. This fund will be available for the purpose of Fort Fraser Sewer Capital or Planning Projects under Bylaw 286 or Fort Fraser Water Capital or Planning Projects under bylaw 285.
4. This bylaw may be cited for all purposes as "Fort Fraser Sewer and Water Capital and Planning Reserve No. 1893, 2019."

READ A FIRST TIME this day of , 2019

READ A SECOND TIME this day of , 2019

READ A THIRD TIME this day of , 2019

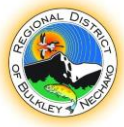
I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1893.

Corporate Administrator

ADOPTED this day of , 2019

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: December 12, 2019
Re: Lakes District Arts and Culture Local Service Budget

Recommendation (All/Directors/Majority):

“That the Board of the Regional District of Bulkley-Nechako include the Lakes District Arts and Culture budget in the 2020 Five Year Financial Plan.

Overview:

The budget for the Lakes District Arts and Culture local service has been reviewed by the two participating Electoral Area RDBN Directors in conjunction with the Village of Burns Lake at a recent Council Meeting.

The Village of Burns Lake Council has recommended that the Board include the expenditure amounts in the Regional District’s Five-Year Financial Plan (Budget 2020).

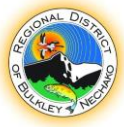
Discussion:

This budget provides annual grants to Burns Lake and the surrounding area’s arts and culture organizations. The Directors’ recommendations to the Board were made after presentations by the organizations were given to the participating Directors and the Village of Burns Lake Council.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
LAKES DISTRICT ARTS AND CULTURE**

(10303)

	2017 Actual	2018 Actual	2019 Budget	2019 Estimate	Five Year Financial Plan:				
					2020	2021	2022	2023	2024
REVENUE:									
400004	Taxation on Improvements only								
400005	Electoral Areas "B" & "E"								
	Village of Burns Lake								
	Converted Hospital Assessments (Completed Roll)		53,032,997		53,032,997				
	Estimated Tax Rate (cents per \$1,000)		0.4576		0.4560				
	Total Assessments (Improvements Only)		516,420,860		516,420,860				
	Tax Rate of Total Assessments		0.4700		0.4682				
	Bylaw 1831, 2018: Limitation of \$0.55 per \$1,000 of total assessments		242,701	242,573	241,807	267,404	267,404	267,404	267,404
446001	Grants in Lieu of Taxes			1,508	1,500	1,500	1,500	1,500	1,500
446002	Grant in Lieu of Alcan Taxes			86,365	92,827	86,365	70,000	70,000	70,000
499999	Prior Year's Surplus			0		21,232			
TOTAL REVENUE:.....									
	-	-	329,066	336,908	350,904	338,904	338,904	338,904	338,904
EXPENDITURE:									
606001	Communication - Internet for Library			13,840	14,500	15,330	15,330	15,330	15,330
607002	Accounting/Audit Expense			5,000	2,950				
608002	Liability Insurance			500	500	500	500	500	500
611001	Repayment of Referendum Costs			13,226	13,226	-	-	-	-
612100	Arts and Culture Grant in Aid			10,000		20,000	10,000	10,000	10,000
612108	Arts and Culture Capital Grant			4,000	2,000	6,000	4,000	4,000	4,000
612220	Annual Grant to the District Museum			48,000	48,000	49,074	49,074	49,074	49,074
612221	Annual Grant to the Burns Lake Library			227,000	227,000	250,000	250,000	250,000	250,000
612222	Annual Grant to the Lakes Distirct Arts Council			7,500	7,500	7,500	7,500	7,500	7,500
	Annual Grant to Lakes District Festival Society					2,500	2,500	2,500	2,500
799999	Prior Year's Deficit								
TOTAL EXPENDITURE:.....									
	-	-	329,066	315,676	350,904	338,904	338,904	338,904	338,904
Revenues minus Expenditures									
	-	-	-	21,232	-	-	-	-	-



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: December 12, 2019
Re: Agreement with Bulkley Valley Aquatic Centre

Recommendation (All/Directors/Majority):

“That the Board of the Regional District of Bulkley-Nechako enter into the Operating Agreement with the Bulkley Valley Aquatic Centre Management Society for a period of two years and request the Chair and the Corporate Officer to sign the agreement.”

Overview:

A five-year agreement with the Management Society is expiring at the end of 2019. The Bulkley Valley Regional Pool Advisory Committee has recommended that the agreement be renewed for a period of two years. Minor updates were made to the previous agreement to facilitate reporting to the quarterly meetings of the Advisory Committee.

Discussion:

The Bulkley Valley Aquatic Centre Management Society has been managing the pool on behalf of the Regional District since the centre’s construction. The Regional District has formed an advisory committee consisting of two representatives from the Town of Smithers, one from the Village of Telkwa, the Electoral Director for Area ‘A’ and the one representative from the Society to bring recommendations to the Board on the pool’s operations and budget.

The annual budget for the pool is funded primarily through taxation. The requisition in 2019 was nearly \$990,000.

Attached to this memo are the draft minutes of the November 20, 2019 of the Advisory Committee.

OPERATING AGREEMENT

THIS AGREEMENT is made the ____ day of _____ 2019.

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

P.O. Box 820
37 Third Avenue
Bums Lake, B.C. V0J 1E0

(the "**Regional District**")

AND:

**BULKLEY VALLEY AQUATIC CENTRE
MANAGEMENT SOCIETY, (Inc. No. 0026459)**

P.O. Box 2298
1316 Toronto Street
Smithers, B.C. V0J 2N0

(the "**Operator**")

WHEREAS

- A. The Regional District is the owner of the lands and premises known as the Bulkley Valley Aquatic Centre (collectively known as the "Facility");
- B. The Operator is duly incorporated under the laws of the Province of British Columbia and has the necessary skills and ability to operate a regional recreational facility such as the Facility;
- C. The Regional District wishes to enter into an agreement with the Operator for the management and operation of the Facility, as more fully set out and described in this Agreement; and
- D. The purpose of this Agreement is to:

- (1) to set out the respective obligations of the Regional District as the owner of the Facility and the Operator as both the operator of the Facility and the recipient from the Regional District of the major source of the Operator's public funding;
- (2) ensure the alignment of the objectives of the Regional District and the Operator with respect to the Facility;

NOW THEREFORE the Regional District and Operator in consideration of the premises, and the mutual promises exchanged in this Agreement, agree as follows:

1.0 Definitions

1.1 In this Agreement

- (a) "**Capital Works**" means the construction of an addition or improvement to the Facility;
- (b) "**Chief Administrative Officer**" means the CAO for the Regional District;
- (c) "**Hazard**" means anything that presents a risk of personal injury or property damage to users and persons at or within the Facility;
- (d) "**Facility**" means the Bulkley Valley Aquatic Centre and Racquet Courts and Climbing Wall;
- (e) "**Term**" means the term of this Agreement as established under section 2.1.

2.0 Term

- 2.1 The Term of this Agreement shall be for a period of two years commencing on January 1, 2020 and terminating on December 31, 2021 (the "Term").

3.0 Operator's Services

- 3.1 During the Term, the Operator will manage, operate and maintain the Facility in accordance with the terms and conditions set out in this Agreement.
- 3.2 The Operator will render its services to the Regional District with that degree of care, skill and diligence normally provided by the operators of similar regional recreational facilities elsewhere in British Columbia.
- 3.3 The Operator shall manage, operate and maintain the Facility in a manner that is consistent with and to the standards required under the policies of the Regional District. The parties agree that those policies, if any, are incorporated into and

form part of this Agreement, and the Operator shall carry out and perform all of the duties and responsibilities of the Operator as described in the Regional District policies. In the event of a conflict between the terms of this Agreement and the Regional District policies, this Agreement shall govern.

- 3.4 The Operator will ensure that all its employees, licensees, contractors and volunteers are appropriately trained, are familiar with all rules, regulations and bylaws applicable to the Facility, and are thoroughly familiar with and able to implement all emergency procedures as required under this Agreement. The Operator will also ensure that its employees, licensees, contractors and volunteers abide by the terms of this Agreement. The Operator will ensure that all of its employees are qualified and have the certifications necessary for the positions they hold. Further the Operator will ensure that all its licensees and contractors are registered with Worksafe BC, and hold the required trade certifications for the project for which they are contracted.
- 3.5 From time to time, the Operator may undertake off site activities that are complementary to the operation of the Facility. For example, such activities may include, but are not limited to:
- the operation of a triathlon; or,
 - field trips for school age children in the Facility's day camp.
- 3.6 Except as specifically provided elsewhere in this Agreement, during the Term, the Operator will be solely responsible:
- (a) to supply at its sole cost and expense all administration, management, supervision, labour, equipment (including vehicles, material, supplies) and other services necessary for the management, operation and maintenance of the Facility In accordance with this Agreement,
 - (b) for all other operating expenses during the Term, including, without limitation, all utility and similar charges for the use of electric current, water, sewer, solid waste removal, telephone services and any other fees or charges for services and utilities which may be assessed or charged in relation to the operation of the Facility,
 - (c) carry out equipment maintenance in accordance with the schedules and cycles recommended by the manufacturer and, if none, in accordance with Regional District policies, and where none are applicable, in the manner that a prudent owner of such equipment would maintain them,
 - (d) to comply with the requirements of all Federal, Provincial, Regional District and Municipal laws applicable to the Facility, and
 - (e) to manage all funds received and disbursed in connection with the Facility.

3.7 Except where expressly provided elsewhere under this Agreement:

- (a) the Regional District shall not be obliged to furnish any services or materials for the management, operation and maintenance of the Facility, or to make repairs or alterations in or to the Facility, and
- (b) the Regional District shall not be responsible for the payment of any operating expenses in relation to the Facility.

3.8 As an exception to section 3.5 and 3.6 above, the Regional District will be responsible for the payment of natural gas bills for the Facility.

4.0 Accessibility

4.1 The Operator shall ensure that the Facility is open and accessible to the general public during scheduled hours of operation. Notice of any changes in the schedule of operating hours shall be sent to the Regional District at least one **week** prior to implementation.

4.2 The Operator shall ensure that the Facility is secured at all times when the Facility is closed to the general public.

5.0 Safety and Security

5.1 The Operator shall implement and follow procedures for security, public safety, public control and emergencies at the Facility to the satisfaction of the Regional District and subject to the approval of the Regional District's insurer.

5.2 The Operator shall review and obtain the approval of the Regional District for the procedures in Section 5.1 on an annual basis throughout the Term of this Agreement.

5.3 In the event of an emergency, and where the Operator deems it necessary, the Facility may be closed to the general public until the Operator determines that it is safe to reopen the Facility.

5.4 The Operator shall ensure that appropriate and sufficient warning signage is posted and maintained, and that information is made available to Facility users, concerning Hazards at the Facility.

5.5 The Operator shall promptly notify the Regional District of any major incidents or accidents at the Facility.

6.0 Policies and Procedures

6.1 The Operator will establish policies and procedures for the operation and management of the Facility but those policies and procedures must be consistent with the following goals and objectives of the Regional District, namely:

- (a) to enrich the lives of the residents of the community by providing affordable leisure, recreation and fitness opportunities;
- (b) to manage the Facility in a professional, responsible manner;
- (c) to promote the Facility and to encourage members of the community to use and support it;
- (d) to exercise the principles of sound financial management in the operation and management of the Facility;
- (e) to obtain the approval of the Regional District's Board for any borrowing in respect of the Facility.

7.0 Reporting Requirements

7.1 The Operator shall, throughout the Term of this Agreement, provide to the Regional District:

- (a) a quarterly report including
 - (i) an unaudited statement of revenues and expenditures for the quarter in two parts:
 - (1) separately for the pool, the racquet courts and the climbing wall, and
 - (2) consolidated for the Facility as a whole,
 - (ii) minutes of all meetings of the Operator's Board
 - (iii) a copy of the Facility Manager's Report;
- (b) notice of the Operator's Annual General Meeting, including an invitation to the three Regional District Directors representing the taxpayers funding the Operator under this Agreement, names of the Directors to be notified to the Operator from time to time as they change by the Regional District;
- (c) an annual budget and a five-year capital plan for the Facility, updated each year, by December 10th for the next year;

- (d) an annual update of the proposed schedule of user fees for the ensuing year, by December 10 in each year of the Term;
- (e) audited annual financial statements for the Facility by June 30th of the ensuing year; and
- (f) any other information that may be requested by the Regional District from time to time.

8.0 Constitution and Bylaws

- 8.1 The Operator shall not amend its Constitution or Bylaws without at least 30 days' prior written notice to the Regional District.

9.0 Standards

- 9.1 The Operator shall maintain the Facility in good repair in the same manner as a prudent owner of the Facility would maintain it.
- 9.2 The Operator shall be responsible for all necessary repairs and upgrades to equipment within the Facility.
- 9.3 The Operator shall not undertake any Capital Works in respect of the Facility without the prior written consent of the Regional District.
- 9.4 All Capital Works and any other improvements placed by the Operator within the Facility shall become and remain the property of the Regional District, and shall be maintained by the Operator to the same standards applicable under section 9.1.

10.0 Management

- 10.1 The Operator shall hire, train, manage, supervise, discipline and terminate all personnel necessary for the management and supervision of the day to day operation of the Facility.
- 10.2 The Operator shall, under the direction of the Regional District, conduct an annual review of Facility operations and of the Operator's services. That annual review shall include a risk assessment of the Facility and the Operator's operations and programs in or at the Facility. The Operator shall implement any changes in management, operational or maintenance practices or standards reasonably requested by the Regional District following such review.
- 10.3 The Operator shall monitor and maintain all public information displayed on notice boards in or outside the Facility, and at any other locations designated by the Regional District.

11.0 Cooperation

- 11.1 The Operator shall, from time to time, communicate with the Regional District and the owners of land adjacent to the Facility with respect to matters of mutual interest or benefit, including:
- (a) public access issues,
 - (b) nuisance and vandalism,
 - (c) security, and
 - (d) emergency preparedness.

12.0 Sources and Disposition of Revenues

- 12.1 In consideration of the services provided by the Operator under this Agreement, and in lieu of receiving a fee for its services from the Regional District, the Operator shall be entitled to retain all user fees charged and collected by the Operator for the use of the Facility and all other user fees authorized by the Regional District for programs or facilities provided by the Operator.
- 12.2 The user fees charged under section 12.1 shall be the fees established by the Regional District by bylaw from time to time, based on input from the Operator.
- 12.3 The amount, if any, of Regional District operating funds provided to the Operator for the cost of operation of the Facility is in the sole discretion of the Regional District Board and will be determined annually at the same time the Regional District establishes its budget for the ensuing year, and will be subject to Regional District bylaws.
- 12.4 The Operator may conduct its own fundraising to assist it to fund special projects for the Facility or if the Operator determines that it requires funding to supplement the revenues from the user fees under section 12.1 and operational funding provided by the Regional District under section 12.3.

13.0 Financial Accountability and Recordkeeping

- 13.1 The Operator shall, throughout the term of the Agreement, maintain accurate records, to a standard or in such form as would normally be kept by a prudent operator, of all maintenance and repair activities undertaken by the Operator.
- 13.2 During the Term, the Operator shall keep and maintain accurate financial and accounting records in a form that is in accordance with generally accepted accounting principles, of all revenue and expenditures in relation to the management, maintenance and operator of the Facility.
- 13.3 The books, accounts, financial records and other records of the Operator with respect to the matters referred to in sections 13.1 and 13.2 shall be open for audit and inspection by the Regional District and its auditors upon 24 hours notice to the Operator during regular business hours, and the Regional District and its auditors

may take copies and extracts therefrom.

14.0 Insurance

- 14.1 The Regional District agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Operator as an Additional Named Insured entitled to full coverage in the amount of \$10,000,000 (ten million dollars) with respect to third party liability claims arising from the provision of the agreed service. The Operator agrees to carry its own statutory worker's compensation insurance and automobile liability insurance (owned and non-owned), if appropriate.
- 14.2 The Regional District shall insure against all risks of loss or damage to the Facility, Equipment and any and all other chattels and equipment owned by the Regional District and maintained and utilized by the Operator to provide the Services under this Agreement to the full replacement value thereof.
- 14.3 The Regional District will give the Operator timely notice of any changes in Regional District policies of insurance which may affect the operation of the Facility.

15.0 Responsibilities of the Regional District

- 15.1 The Regional District shall provide the Operator on a monthly basis, the funds established by the Regional District in its annual budget for the operation of the Facility.
- 15.2 The Regional District shall notify the Operator in a timely manner of any change in the Directors representing participating areas for the Facility as a Regional District service.

16.0 Termination

- 16.1 If:
- (a) the Operator becomes bankrupt or insolvent, or makes an assignment or petitions for or enters into an arrangement for the benefit of creditors; or
 - (b) being an incorporated company or society, proceedings are begun to wind up or dissolve the Operator,

the Regional District may immediately terminate this Agreement.

- 16.2 If the Operator is in default of the performance of any of its obligations under this Agreement, then the Regional District may, by written notice to the Operator, require that such default be corrected within a period of 30 days. If within 30 days after receipt of such notice the default has not been corrected, the Regional District, without limiting any other right it may have, may immediately terminate this Agreement, in which case the Operator may retain the user fees it has collected to the date of Termination under the terms of this Agreement, less any costs incurred by the Regional District in remedying or correcting the Operator's default.

17.0 Assignment

- 17.1 The Operator may not assign this Agreement without the advance written consent of the Regional District, which consent may be withheld in the absolute and unfettered discretion of the Regional District.

18.0 Freedom of information and Protection of Privacy Act

- 18.1 The Operator acknowledges that, as a contractor of the Regional District, it is subject to the provisions and limitations under the *Freedom of Information and Protection of Privacy Act* with respect to the collection, use and disclosure of personal information (as that term is defined under the *Freedom of Information and Protection of Privacy Act*). The Operator agrees that it shall not collect, use or disclose personal information respecting Facility users, except in strict

accordance with the requirements of the *Freedom of Information and Protection of Privacy Act*.

19.0 General Provisions

19.1 Notice

It is hereby mutually agreed that any notice required to be given under this agreement will be deemed to be sufficiently given if:

- (a) delivered at the time of delivery; and
- (b) mailed from any government post office in the province of British Columbia by prepaid registered mail addressed as follows:

if to the Regional District:

P.O. Box 820
37 Third
Avenue
Bums Lake, B.C.
V0J 1E0

if to the Operator:

P.O. Box 2298
1316 Toronto
Street Smithers,
B.C.
V0J 2N0

Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

19.2 Time

Time is to be the essence of this Agreement.

19.3 Binding Effect

This Agreement will endure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

19.4 Waiver

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

19.5 Cumulative Remedies

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative With all other remedies at law or in equity.

19.6 Entire Agreement

This Agreement when executed will set forth the entire agreement and understanding of the parties as at the date hereof.

19.7 Further Assurances

Each of the parties will do, execute or deliver or cause to be done, executed and delivered all such further acts, documents and things as may be reasonably required from time to time to give effect to this Agreement

19.8 Amendment

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are reduced to writing and duly executed by all parties to this Agreement.

19.9 Law Applicable

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

Executed by the **REGIONAL DISTRICT OF** }
BULKLEY-NECHAKO this

Executed by the **Bulkley Valley Aquatic**)
Management Society this day

Bulkeley Valley Aquatic Centre Management Society
Agenda

September 18, 2019 - 5:30pm
Facility Meeting Room
Meeting 03 – 2019/20

Name	Position		Name	Position	
Roger Ritsema	Director(Chair)	x			
Frank Farrell	Director				
Ron Toews	Director	x			
Steve Willis	Director		Tamara Gillis	Facility Manager	x
Lianne Eichstader	Director		Coranne Dohler	Finance Supervisor	
Britta Guillon	Director	x	Kalya Watrich	Facility Programmer	x
Anthony Noonan	Director	x	Neil Bryan	Maintenance Supervisor	

Meeting Item #	Topic/Minutes	Action List:
1-1	Call to order: Name and signature of all members attending. Quorum = 4 Present: Directors: Rodger, Ron, Britta, Anthony, Facility: Tamara, Kayla, Coranne (5:38)	
1-2	Approval of agenda – changes made Agenda Approved	
1-2-1	Approval of minutes Minutes Approved	
1-3	Reports	
1-3-1	Financial Report Memberships being cancelled. Requests for cancellations/refunds. Numbers are going down	
1-3-2	Manager Report Fall hours are out Otters contract has been signed Shutdown is down, spoke of improvements HR addressed Training programs addressed	
1-3-3	Maintenance Supervisor's Report Dehumidifier is up and working	
1-3-4	Programmer report Big demand for lessons New people signed up for fitness w/ the personal trainer	
1-4	Old business <ul style="list-style-type: none"> • Life guard qualifications / insurance • Ron: asked question if we are creating a shortage by making sure all lifeguards need Nationals. He looked into situation further; currently law does not require nationals and legal definitions are vague. Lifesaving Society defines the required certification for a lifeguard to have their National Lifeguards 	

	<ul style="list-style-type: none"> • Is there a system which could be created where there are assistant lifeguards, such as individuals w/ Bronze Cross, then offer subsidies to get Nationals • Regarding insurance, regional has us under a form of blanket insurance • Appreciation/BBQ update • Ideas: community wide appreciate day, bbq (hard to coordinate), cake and fruit maybe more appropriate, and to personalized members a thank for support with a free pass for a friend • Operating agreement review • Will be removing the reporting requirements • Not currently sending minutes after each meeting. They are being sent quarterly. Will be asking if quarterly minutes are acceptable. • Budget not being sent Dec 1. Will be asking if that is something they want done or should we change the date • Same issue is present with user fees • Issues will be brought up at committee meeting • Item 10.4 – the 5 year marketing plan. This will also be addressed • Responsibilities of the regional district – capital invoices (section 15.0) • A list of recommendations will be sent requesting changes • Need definition of “major incidents” with regard to section 5.5 	
1-5	New Business N/A	
1-6	Committee Reports N/A	
1-7	General Discussion N/A	
1-8	Adjournment: 6:57 pm	
1-9	Next Meeting: Oct 16, 5:30 pm	

Manager Notes

- Fall hours: promotion and notices
- Confirmed Otters Swim Club contract for 2019/2020 season.
- Fall Recreation Guide – published and was ready for registration Aug 22.
- Renewed HR downloads; staff training resources
- Attended Water Safety Instructors recertification course in Prince George
- Overseeing Shutdown
- Fall staff in-service planning and training

From the Suggestion Box -each month I highlight a couple of the comments/ suggestions/ complaints found in our suggestion box.

Many questions about Fall hours.
We will be announcing fall hours Mid August. and will do our best to balance facility use needs.

Grants and Donations:

- Gas Tax reporting – Dehumidifier project is finally complete
- Friends of BV Pool fundraising committee – need a vision and something to raise money for!
 - Ideas; spray feature, Fitness equipment, Auto-belay for the Climbing wall

Human Resources

- Recruitment: Lifeguard Training Program – Fall launch
 - Information to schools, on website, Facebook promo and news paper ad!
- Current postings;
 - Full time Lifeguard and Casual lifeguard position still open
 - Posted in BC, Alberta and Ontario
 - Casual Reception
 - Casual Climbing Wall attendant
- Hiring:
 - Posted interviewed and hired for Part-time Front Desk position, need one more casual Reception position filled
 - Interviewed and hired new Aquatic Leader position – starting October 1.
 - Hired and trained 3 new local casual instructors/ lifeguards
- Mediation process:
 - Online schedule program review – staff training session complete, Launching for November 2019
 - Supervisor and management team – in person wrap up meeting booked for October 18 &19.
 - Other:
Review availability process and policy – Process has been reviewed and recommendation made by Mediator Brooke to allow more time for review and have the new polices inline with the new scheduling program. Fall 2019 and implement for December 2019.

Facility and Maintenance:**Shut Down September 3- 15.**

Backroom:

- Replaced remaining chemical controllers for Main pool and Tot pool
 - Replaced chemical controller lines
 - Flow cell lines for all pools
 - Cleaned UV screens
 - UV drain lines reconfigured and cleaned
 - Surge tank scrubbed
 - Old sand removed, laterals inspected and sand replaced in all 3 pool filters
- Summit trainer replacement and fitness equipment inspection. Summit trainer – selling to the top bidder

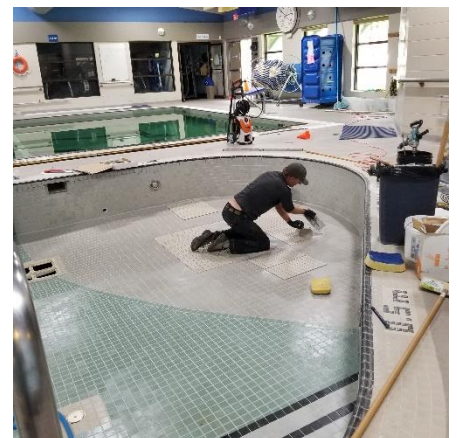


Contractors work completed:

- Glentana Construction – sauna interior cedar replacement, new door and window.
- Soko Construction – re-grout Tot Pool, fix step to Hot Tub and touch up grouting around Hot Tub deck. Will also remove sign by front entrance (concrete, rocks , wood pillars). Will keep the sign for refinishing.
- North Central – replace gym hot water tank and install a mixing valve and replace main shower mixing valve.
- Jet Controls – Replace Court roof top unit, wire in new chemical controllers, inspect VFD's. Also repair concrete wall blocks for one of the de-humidifier vents.
 - De-humidifier Project is COMPLETE!
- Smithers Electric – replace two baseboard heaters in woman's changeroom.
- Smithers Hydrovac – pump out sand filter sand.
- Vitality Painting – will be in the second week and may come the first week if they have an opening.
- Touch up Painting – Vitality painting

Projects not completed:

- Replace Court roof top unit – Jet Controls. Delay in unit arrival
- BV Pool sign has been taken down – we are refinishing it and will re-mount in front of building



Programming Report:**Swimming Lessons & Pool Programs:**

With only offering Wednesday only and Saturday only lessons, there has definitely been some backlash from the community. We have waitlists of up to 7 kids for some of the Wednesday lessons. I was able to open up some more lessons on Saturday mornings starting in October to relieve the waitlists there.

Heading into the fall, I wasn't sure if we would be able to accommodate daytime school groups, but with the addition of a full-time Aquatic Leader, it looks like we will be able to get the regular groups in. They students in larger classes will receive shorter lessons each visit, but the teachers are happy to have something.

Private Lessons are not available at this time due to staffing, but I am hoping to be able to offer some once we get a few new employees trained up.

Fitness Programs:

We are offering new dryland fitness programs! – so far the Early Sweatcamp and the Forver Fit 55+ classes are running. Does not look like we will have enough to run the late morning class at 9:30am.

We also have a couple personal training sessions already booked!

Advanced Courses:

Our Junior Lifeguard Club program already has 11 kids registered!

Our advanced courses have low registration at the moment, but with the implementation of the Lifeguard Training program with the discounted rates, I'm hopeful we will get a great response from students like in the summer.

Climbing Wall and Courts:

Registration for climbing wall and court programs is positive so far. There are 7 kids in Super Kids Climbing Club, a couple ladies in the Climbing Clinic for Women and our first round of Intro to Squash will be running.

Upcoming Special Events:

- Turkey Toonie Swim – Oct 12 4-6pm
- Family Floaty Friday – Oct 18
- Spooktacular – Oct 26

Miscellaneous:

I have our new online scheduling program running and am in the beginning stages of learning and building our staff schedule. The goal is to have this implemented fully by the end of October. All staff received a training session on this during the shutdown in-service session.

Meet Emilie**Fitness Instructor**

Emilie has a Bachelor degree in Physical Education and Health. She is a certified personal trainer, group fitness instructor, yoga instructor, and has a background as a circus instructor. She has 10 years of experience in animation, coaching, teaching, and developing and implementing innovative activities and programs for individuals and groups from age 3 to senior. Sensitive to everyone's needs and goals, she will guide you in a safe and custom training session to work to become the best version of yourself. She truly thinks that when you feel good, you look good. Her mission will be to help you to stretch your smile while you workout!



Bulkley Valley Regional Pool

Minutes

Minutes for November 20, 2019

Participating: Roger Ritsema, Mark Fisher, Greg Brown, Lorne Benson

Staff: Laura O'Meara, Tamara Gillis, Coranne Dohler

Call To order at 5:04 pm

Greg Brown was Elected as Chair

Moved by Roger and seconded by Lorne that the "Agenda be adopted." Carried

Moved by Roger and seconded by Mark that the "The Minutes of August 22, 2019 be adopted." Carried

Moved by Lorne and Seconded by Roger that the Financial Statements, Society Minutes and Management Reports be received." Carried

Summary of Discussion:

- There continues to be a staffing shortage. However, there have been 7 casual and 1 full time lifeguards hired since June 2019. There are also some hiring prospects coming up later in winter once their training is complete.
- The facility is still operating at reduced hours and but is hoping to get Sundays back on the schedule.
- Tamara discussed that when the pool is very busy sometimes there is a wait line for swimmers to get in. This is because of the lack of lifeguards – each lifeguard is responsible for 39 people.
- The lockers that were purchased 2 years ago are rusting and will need to be replaced.
- Tamara will be compiling the survey data received from the customer appreciation day that was held this fall and will provide details once complete.
- There was discussion around the term of the Contract Renewal. RD staff and Tamara to work on wording.
- There was discussion regarding finding someone to come in and do a facility function/use analysis.

Moved by Mark Fisher that RD Staff and Pool Staff work together to complete the operating agreement and that the agreement be for 2 years. He also moved to bring the Bylaw into the budgeting agenda. Seconded by Greg Brown, Carried

Moved by Greg Brown that the Committee bring forward ideas on how to help the Society with support in management of the facility. Seconded by Mark, Carried.

Next Meeting Date and Time: February 7, 2020 at 10:00 am.

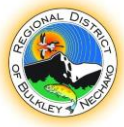
Adjournment – 6:37 pm

DRAFT

Bulkley Valley Aquatic Centre Management Society
Comparative Income Statement

	Actual to Sept 2019	Budget to Sept 2019	Percent
REVENUE			
REVENUE			
Admission	126,234.62	138,197.55	-8.66
Memberships	74,764.99	84,328.42	-11.34
Admissions Total	200,999.61	222,525.97	-9.67
Swimwear and Court Sales	13,271.67	17,624.97	-24.70
Purchases Swimwear and Courts	-7,631.41	-9,749.97	-21.73
Food Sales	14,330.99	17,249.94	-16.92
Purchase Food	-9,457.12	-11,250.00	-15.94
Programs Revenue	148,309.05	165,431.67	-10.35
Rental Revenue	33,519.46	33,216.81	0.91
Vending Snack Machine	1,400.00	1,400.00	0.00
Revenue Sub-total	193,742.64	213,923.42	-9.43
Interest Income	1,343.44	374.94	258.31
Taxation Subsidy	449,249.99	449,249.99	0.00
Taxation Capital Received	20,636.24	20,636.24	0.00
Taxation In Kind	28,973.64	36,346.21	-20.28
Miscellaneous Income And Subsidy	91.69	0.00	0.00
Donations and Grants	11,188.50	11,188.50	0.00
TOTAL REVENUE	906,225.75	954,245.27	-5.03
TOTAL REVENUE	906,225.75	954,245.27	-5.03
EXPENSE			
POOL EXPENSES			
Active Network Fee	5,020.39	5,099.94	-1.56
Advertising And Promotion	11,269.12	13,500.00	-16.53
Cash Over And Short	32.89	0.00	0.00
Chemicals	15,050.05	15,449.94	-2.59
B C Hydro	24,795.60	31,500.00	-21.28
Natural Gas	28,973.64	36,240.00	-20.05
Heat, Light & Power	53,769.24	67,740.00	-20.62
Insurance_& Licenses	338.00	338.00	0.00
Banking Fees and Charges	7,505.06	7,499.97	0.07
Janitorial Supplies	7,623.53	9,562.50	-20.28
Licenses And Permits	735.00	735.00	0.00
Memberships, Dues & Fees	1,235.00	1,235.00	0.00
Office Supplies and Postage	6,723.07	6,750.00	-0.40
Computer and IT expense	6,118.22	2,999.97	103.94
Professional Fees	3,670.00	3,670.00	0.00
Contract Instructors	1,986.19	1,986.19	0.00
R & M	33,600.17	35,534.97	-5.44
R & M - Replacement	67,915.70	24,329.46	179.15
Annual Shutdown	35,196.24	34,000.00	3.52
Staff/Board Programs	1,480.05	749.97	97.35
Supplies - General	1,542.06	3,375.00	-54.31
Supplies - Red Cross	1,864.88	2,999.97	-37.84
Supplies - Lifesaving	4,035.54	2,999.97	34.52
Supplies - Kids Kamp	1,267.34	1,199.97	5.61
Supplies - First Aid	1,250.30	1,350.00	-7.39
Supplies -Uniforms	155.51	48.60	219.98
Supplies - Programs	6,275.79	6,374.97	-1.56
Supplies - Special Events	4,309.05	3,749.94	14.91
Supplies Total	20,700.47	22,098.42	-6.33
Telephone	4,941.43	5,125.00	-3.58
Training	5,196.64	5,206.64	-0.19
Travel	2,455.00	2,455.00	0.00
Water And Waste	7,815.09	8,249.94	-5.27
Wages	557,542.21	622,747.80	-10.47
UI Expense	12,680.34	18,807.00	-32.58
CPP Expense	23,569.25	24,287.00	-2.96
WCB Expense	5,356.67	5,978.60	-10.40
Employee Benefits	27,516.53	32,806.17	-16.12
Total Wages And Benefits	626,665.00	704,626.57	-11.06
TOTAL EXPENSES	927,041.55	978,942.48	-5.30
CAPITAL			
CAPITAL PROJECTS	20,636.24	20,636.24	0.00
Contingency	0.00	0.00	0.00
CAPITAL	20,636.24	20,636.24	0.00
TOTAL EXPENSE	947,677.79	999,578.72	-5.19
NET INCOME	-41,452.04	-45,333.45	-8.56

Generated On: 11/13/2019



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: December 12, 2019
Re: Economic Development Agreement with the Village of Burns Lake

Recommendation (All/Directors/Majority):

“That the Board enter into an Economic Development Agreement with the Village of Burns Lake for a period of five years and request the Chair and the Corporate Officer to sign the agreement.”

Overview:

Electoral Area B has given funding to the Village of Burns Lake to provide an Economic Development Officer for Electoral Area B. This Village of Burns Lake employee is both the Economic Development Officer for the Village and the surrounding rural area. This service agreement formalizes this relationship.

Discussion:

The split in cost for the Economic Development Officer between the Village of Burns Lake and Electoral Area “B” is based on 2019 completed assessments. In 2019, Electoral Area B paid for 60.9% of the costs.

THIS AGREEMENT is made the ____ day of December, 2019.

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Box 820
Burns Lake, BC V0J 1E0 (the "Regional District")

AND:

OF THE FIRST PART

VILLAGE OF BURNS LAKE

Box 570
Burns Lake, BC V0J 1E0 (the "Village")

OF THE SECOND PART

WHEREAS

- A. The Regional District provides funding for an Economic Development Officer to support Electoral Area "B" and the Village of Burns Lake under the Electoral Area "B" Economic Development Service (the "Service");
- B. Under Section 263(1)(a) of the Local Government Act the Regional District may make agreements for the undertaking, provision and operation of its services; and
- C. The Village has agreed to provide the services described herein, within and for the Electoral Area "B" Economic Development Service;

NOW THEREFORE, this agreement witnesses that in consideration of premises, the terms and conditions hereinafter contained, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Regional District and the Village covenant and agree as follows:

1.0 DEFINITIONS

In this Agreement, the following words and phrases have the following meaning:

- (a) **"Regional District Funds"** means money requisitioned by the Regional District for the provision of the Economic Development Service;
- (b) **"Service"** means the provision of Economic Development for Electoral Area "B";
- (c) **"Regional District Grant"** means the grant paid to the Village by the Regional District as referred to in section 4.1 of this Agreement.

2.0 SERVICE

2.1 The Village shall provide the Service in and for Electoral Area "B" on the terms and conditions set out in this Agreement.

2.2 The provision of the Service shall at a minimum include:

A full time Economic Development Officer to provide Economic Development services to the Village of Burns Lake and Electoral Area "B";

Initial _____

and that this employee will have an annual work plan approved by the Chief Administrative Officer of the Village of Burns Lake (or designate) and the Chief Administrative Officer of the Regional District of Bulkley-Nechako (or designate) no later than March 1 of each year of the term of the contract.

3.0 TERM

3.1 The Term of this Agreement is five (5) years, commencing on the 1st Day of January 2020 and ending on the 31st Day of December 2024.

4.0 YEARLY GRANT

4.1 Subject to the Village's continued performance of its obligations under this Agreement, and subject to the Regional District's annual budgeting process, the Regional District shall grant to the Village the amount of 60.9% of the total of the direct costs associated with the salary, benefits and other related employment expenses of the economic development officer less any grants received for the provision of an economic development officer.

4.2 The Regional District shall pay the grant before August 15 of each calendar year of the contract.

5.0 REGIONAL DISTRICT INTEREST

5.1 Despite anything in this Agreement, any land, buildings, structures, improvements, facilities or equipment acquired by the Village using money received as a Regional District Grant or Regional District Funds shall be held by the Village for the benefit of the Service Area, as represented by the Regional District, and shall not be sold, transferred, traded, or used as security except with the written approval of the Regional District.

6.0 INSURANCE

6.1 The Village shall maintain liability insurance with the Municipal Insurance Association and name the Regional District of Bulkley-Nechako as an additional insured with respect to this service.

7.0 INDEMNITY

7.1 The Village agrees to save harmless, release and indemnify the Regional District and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Regional District or its officers, employees and agents may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Village, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the perator. The Village's obligations under this section shall survive the expiry or earlier termination of this agreement.

7.2 The Regional District agrees to save harmless, release and indemnify the Village and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and

actions of any kind or nature whatsoever (collectively “liability”) for which the Village or its officers and employees may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Regional District, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Village. The Regional District’s obligations under this section shall survive the expiry or earlier termination of this agreement.

8.0 APPOINTMENT OF THE ECONOMIC DEVELOPMENT OFFICER

8.1 The Village shall maintain in its employment a full-time employee as an “Economic Development Officer” with full time economic development job duties as described in that employee’s annual work plan.

9.0 TERMINATION

9.1 Either party may terminate this Agreement at any time by giving written notice of termination to the other party, and the Agreement shall terminate on the 31st day of December of the year following receipt of such notice by the other party.

10.0 GENERAL PROVISIONS

10.1 Notice

- (a) All notices required or permitted to be given under this Agreement shall be in writing and may be delivered by hand or forwarded by first-class prepaid registered mail to the addresses set forth on the first page or such other address as may from time to time be notified in writing by the parties.
- (b) If the Village gives notice to the Regional District, that notice must be marked to the attention of the Corporate Administrator of the Regional District.
- (c) Any notice delivered or sent by hand or by facsimile transmission shall be deemed to be given and received at the time of sending. Any notice mailed shall be deemed to have been given and received on the expiration of 3 days after it is posted, provided that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour dispute which might affect the delivery of such notice by the mails, then such notice shall only be effective once delivered.

10.2 The Village represents and warrants to the Regional District that it has the authority to enter into this Agreement and carry out its transactions and all necessary resolutions and procedural formalities have been completed and the persons executing this Agreement **Authority** on its behalf are duly authorized to do so.

10.3 Assignment

This Agreement shall not be assignable by the Village.

10.4 Enurement

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

10.5 Time

Time is to be of the essence of this Agreement.

10.6 Further Assurances

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

10.7 Entire Agreement

This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Village has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement, and no amendment of this Agreement is valid or binding unless in writing and executed by the parties.

10.8 Waiver

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

10.9 Cumulative Remedies

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

10.10 Amendment

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are in writing and duly executed by all parties to this Agreement.

10.11 Law Applicable

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

11.0 INTERPRETATION

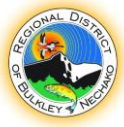
11.1 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
- (b) articles and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement;

- (d) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (e) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (f) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (g) reference to time or date is to the local time or date in Victoria, British Columbia;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a “party” is a reference to a party to this Agreement and to their respective successors, assigns, trustees, administrators and receivers;
- (j) reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”;
- (l) word importing the masculine gender includes the feminine or neuter, and a word importing the singular includes the plural and vice versa; and
- (m) A reference to approval, authorization, consent, designation, waiver or notice means written approval, authorization, consent, designation, waiver or notice.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatories:)	VILLAGE of BURNS LAKE by its authorized signatories:)
))
))
))
_____)	_____)
Chair)	Mayor)
))
))
_____)	_____)
Corporate Administrator)	Corporate Administrator)



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: December 12, 2019
Re: Fort Fraser Local Services Budgets

Recommendation (All/Directors/Majority):

“That the Board of the Regional District of Bulkley-Nechako include the Fort Fraser Local Government, Water and Sewer budgets in the 2020 Five Year Financial Plan.

Overview:

The budget for the Fort Fraser local service budgets has been reviewed by the Fort Fraser Local Commission at a recent Commission Meeting.

The Commission has recommended that the Board include the budgets in the Regional District’s Five-Year Financial Plan (Budget 2020).

Discussion:

The Fort Fraser Local Commission includes four community members from the Fort Fraser community and the Electoral Area Director for Area “D”. The Regional District provides government services in the form of a local commission, and “municipal style” sewer and water services to the community.

The Fort Fraser Water system has been largely replaced in 2018 and 2019. Further work is being planned in 2020 to continue the water pipe replacement to Dock Avenue. This 2020 utility work is being funded by Gas Tax.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
LOCAL COMMUNITY OF FORT FRASER**

**133
(1501)**

	2017 Actual	2018 Actual	2019 Budget	2019 OCT YTD	Year end Estimate	Five Year Financial Plan:				
						2020	2021	2022	2023	2024
REVENUE:										
400004 Taxation Portion of Electoral Area "D"										
Converted Hospital Assessments (Completed Roll)	993,459	1,045,446	1,066,989			1,066,989				
Estimated Residential Tax Rate (Cents per \$1,000)	0.31	0.5753	0.3285			0.5785				
	3,051	6,014	3,506	3,506	3,506	6,173	6,170	6,170	6,170	6,170
443001 Province of BC - Administration Grant	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
499999 Prior Year's Surplus	1,142	2,686	6,664	6,663	6,663	3,997				
TOTAL REVENUE:	9,193	13,700	15,170	15,169	15,169	15,170	11,170	11,170	11,170	11,170
EXPENDITURE:										
600101 Commissioners Remuneration	3,200	3,100	7,080	4,830	6,000	7,080	7,080	7,080	7,080	7,080
600201 Comissioners Travel	0		1,900	1,832	1,900	1,900	400	400	400	400
601001 Salary for secretary	2,640	2,444	2,640	2,200	2,640	2,640	2,640	2,640	2,640	2,640
601101 Employee Benefits	109	109	110	94	110	110	110	110	110	110
601109 Employer Health Tax			190	128	152	190	190	190	190	190
601401 Staff Travel	167	16	350			350	350	350	350	350
609001 Supplies	31	112	400		200	400	400	400	400	400
609011 Meeting Expenses	360	120		170	170					
610001 Election Expenses (Carry forward)		1,135	2,500			2,500				
612701 Fort Fraser Beautification Project										
612801 Special Projects Contingency										
799999 Prior Year's Deficit		-				-				
TOTAL EXPENDITURE:	6,507	7,036	15,170	9,254	11,172	15,170	11,170	11,170	11,170	11,170
Revenues minus Expenditures	2,686	6,664	-	5,915	3,997	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER SEWER SYSTEM**

(6101)

	2017 Actual	2018 Actual	2019 Budget	2019 Oct YTD	Year end Estimate	Five Year Financial Plan:				
						2020	2021	2022	2023	2024
REVENUE:										
400003 Frontage Tax										
2020 Est. Tax Rate per foot (15,689 feet)										3.17
2019 Est. Tax Rate per foot (15,689 feet)										3.13
2018 Est. Tax Rate per foot (15,689 feet)										2.51
2017 Est. Tax Rate per foot (15,689 feet)										1.89
Bylaw 286 No Limitation	29,653	39,359	49,045	49,045	49,045	49,789	65,069	66,313	65,513	66,664
Transfer from Reserve (NCIPG)							60,000			
442101 Other Grant Revenue (2019 IPG \$10 Gas Tax \$10)			20,000		20,000					
450001 Connection Fees		100		100	100					
450002 User Fees (EST 1576 Latest Rates 1770) 2020 increase Residential Rate to \$148.50 2019 increase Residential Rate to \$145.60 2016 increase Residential Rate to \$142.80 2015 increase Residential Rate to \$139	25,706	25,566	26,010	26,003	26,003	26,520	27,050	27,591	28,143	28,706
480001 Miscellaneous										
490001 Transfer from Equity in TCA	15,196		16,000		16,000	16,000	16,000	16,000	16,000	16,000
499999 Prior Year's Surplus	43,884	38,530	22,487	22,486	22,486	26,152				
TOTAL REVENUE.....	114,439	103,555	133,542	97,634	133,634	118,461	168,119	109,904	109,656	111,370
EXPENDITURE:										
601001 Salaries (split 1/2 of operator with water)	6,681	8,066	14,345	6,744	10,000	14,345	14,632	14,925	15,223	15,527
601101 Benefits (split 1/2 of operator with water)	622	848	2,430	705	1,500	2,430	2,479	2,528	2,579	2,630
601301 Staff Education (split 1/2 with water)	1,161		2,500	904	2,500	2,500	1,500	2,500	1,500	2,500
601401 Staff Travel	642	715	1,000	611	1,000	1,000	1,000	1,000	1,000	1,000
601801 Association Dues	115	44	150	30	150	150	150	150	150	150
602001 Utilities	10,613	7,548	10,750	8,318	10,000	10,750	11,073	11,515	11,918	12,276

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER SEWER SYSTEM**

(6101)

		2017	2018	2019	2019	Year end	Five Year Financial Plan:				
		Actual	Actual	Budget	Oct YTD	Estimate	2020	2021	2022	2023	2024
603008 R & M System	2,020	22,216	19,637	42,000	11,867	22,000	32,000	17,000	17,000	17,000	17,000
Southside Flushing	5,000										
Sewer Line Repairs	12,000										
Other Repairs and Maintenance	10,000										
Contingency	<u>5,000</u>										
	<u>32,000</u>										
605301 Environmental Monitoring		805	983	1,000	637	1,000	1,000	1,000	1,000	1,000	1,000
605999 Contingency							10,000				
606001 Communications - (split 1/2 office phone/fax with water)		643	669	700	516	700	700	700	700	700	700
606003 Advertising		130	67	250	89	200	250	250	250	250	250
608001 Property Insurance		28	28	30	29	29	30	30	30	30	30
608002 Liability Insurance		748	829	926	926	926	845	845	845	845	845
608003 Permits/Fees		216	541	325	341	341	325	325	325	325	325
780001 Capital Expenditures - Collection System								60,000			
780101 Amortization Expense		15,200		16,000		16,000	16,000	16,000	16,000	16,000	16,000
781001 Contribute to Capital Reserve		16,000	41,000	41,000	41,000	41,000	26,000	41,000	41,000	41,000	41,000
781004 Contribute to Insurance Reserve		93	93	136	136	136	136	136	136	136	136
Debt Repayment Interest & Principal											
783001 Debt Interest											
784001 Debt Principal											
799999 Prior Year's Deficit				-							
TOTAL EXPENDITURE.....		<u>75,913</u>	<u>81,068</u>	<u>133,542</u>	<u>72,853</u>	<u>107,482</u>	<u>118,461</u>	<u>168,119</u>	<u>109,904</u>	<u>109,656</u>	<u>111,370</u>
Revenues minus Expenditures		38,526	22,487	-	24,781	26,152	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER WATER SYSTEM**

(6201)

	2017 Actual	2018 Actual	2019 Budget	2019 Oct YTD	Year end Estimate	Five Year Financial Plan:				
						2020	2021	2022	2023	2024
REVENUE:										
400003 Frontage Tax										
Est. 2020 Tax Rate per foot (18,445 feet)			3.69							
Est. 2019 Tax Rate per foot (18,445 feet)			2.56							
Est. 2018 Tax Rate per foot (18,445 feet)			2.56							
Est. 2017 Tax Rate per foot (18,445 feet)			3.68							
Est. 2016 Tax Rate per foot (18,445 feet)			3.20							
Service Establishment Bylaw No. 285/1243 \$78,125 Tax Limit as per Bylaw No. 1789 Previous bylaws 1593	58,978	67,945	47,275	47,275	47,275	68,021	63,344	64,054	62,728	63,360
420001 Transfer From Capital Reserve		525,000								
Transfer from Gas Tax Reserve						100,000				
430003 Debenture Proceeds (Borrow at 3% from Sewer Reserves)		0								
442101 Other Grant Revenue (2018 GIA Infrastructure)		0	2,500	2,500	2,500					
443200 Infrastructure Grant	102,343	2,751,824	195,595	4,309	227,500					
450001 Connection Fees	10	100		170	170					
450002 User Fees (Est 1575 Latest update 1769) 2020 increase in residential rate to \$267.55 2019 increase in residential rate to \$262.32 2016 increase in residential rate to \$257.18 2015 increase in residential rate to \$252.14 2014 \$247.20	41,185	40,445	42,129	40,744	40,744	41,557	42,388	43,236	44,100	44,982
480001 Miscellaneous Income	45	25								
490001 Transfer from Equity in TCA	30,091	96,400	100,000			100,000	100,000	100,000	100,000	100,000
499999 Prior Year's Surplus	30,710	46,858	68,445	68,447	68,447	11,224				
TOTAL REVENUE.....	263,362	3,528,597	455,944	163,445	386,636	320,802	205,732	207,290	206,828	208,343
EXPENDITURE:										
601001 Salaries (split 1/2 with sewer)	7,383	8,066	14,345	6,744	10,000	14,345	10,000	10,200	10,404	10,612
601101 Benefits (split 1/2 with sewer)	691	848	2,430	705	1,500	2,430	2,479	2,528	2,579	2,630
601201 Overtime										
601301 Staff Education (split 1/2 with sewer)	1,161		2,500	904	2,500	2,500	1,500	2,500	1,500	2,500
601401 Staff Travel	734	715	1,000	611	1,000	1,000	1,000	1,000	1,000	1,000

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER WATER SYSTEM**

(6201)

	2017 Actual	2018 Actual	2019 Budget	2019 Oct YTD	Year end Estimate	Five Year Financial Plan:				
						2020	2021	2022	2023	2024
601801 Association Dues	115	44	150	30	150	150	150	150	150	150
602001 Utilities	4,579	4,364	6,700	3,053	4,200	6,700	7,102	7,386	7,645	7,874
603008 R & M System										
Covenant Survey										
Waterline Breaks and Repairs										
Contingency										
		2020								
		7,000								
		10,000								
		10,000								
		<u>27,000</u>								
605999 Contingency							10,000			
606001 Communications - (control line & 1/2 phone/fax)	1,502	1,527	1,600	1,287	1,600	1,600	1,600	1,600	1,600	1,600
606003 Advertising	921	99	300	151	120	500	500	500	500	500
608001 Property Insurance	927	963	1,200	1,023	1,023	1,200	1,224	1,249	1,274	1,299
608002 Liability Insurance	1,661	1,843	2,060	2,059	2,059	1,875	1,875	1,875	1,875	1,875
608004 Permits, Licenses & Fees	718	440	500	240	240	500	500	500	500	500
609001 Supplies						500	500	500	500	500
609011 Meeting Expenses	156		200			200				
779999 Miscellaneous Expense										
780001 Capital Expenditures - Dock Avenue Replacement	102,343	3,315,451	235,657	296,718	296,718	100,000				
780101 Amortization Expense	30,091	96,400	100,000			100,000	100,000	100,000	100,000	100,000
781001 Contribute to Capital Reserve	60,000		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
781004 Contribute to Insurance Reserve	206	206	302	302	302	302	302	302	302	302
799999 Prior Year's Deficit										
TOTAL EXPENDITURE.....	216,505	3,460,152	455,944	365,012	375,412	320,802	205,732	207,290	206,828	208,343
Revenues minus Expenditures	46,857	68,445	-	(201,567)	11,224	-	-	-	-	-



Regional District of Bulkley-Nechako Board Meeting

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: December 12, 2019
Subject: Minor Amendment to the Remuneration and Expense Reimbursement Bylaw

Recommendation:

“That the directors give Bylaw 1894, the ‘Regional District of Bulkley Nechako Directors’ Remuneration and Expenses Bylaw Amendment’, three readings and adoption this 12th Day of December 2019.”

Background:

Bylaw 1837 was adopted by the Board on June 21, 2019 and effective January 1, 2020. The purpose of this bylaw was three fold: to update remuneration amounts to mitigate the impact from the loss of the “elected officials” allowance, to update the expenses reimbursement procedures to more closely follow published advice from the Canada Revenue Agency, and to provide the board for expenses associated with elected office (such as the provision of cell phones, internet and computers).

A minor amendment to the bylaw (Bylaw 1882) was adopted in September to simplify the meal (per-diem) reimbursement. Based on feedback received by staff during 2019, the remuneration for the Vice-Chair and Committee Chairs was re-evaluated, and recommendations are put forth for the Board’s consideration.

Discussion:

Vice Chair

The proposal is to increase the Vice Chair’s remuneration from 0.25 to 0.75 times the basic remuneration per month. Staff are recommending this change as the new proposal better represents the job duties of the Vice-Chair including the responsibility to chair meetings and review agendas in the chair’s absence and to sign checks and financial papers when required.

Committee Chair Remuneration

The time to prepare and chair committee meetings is proportional to the number of committee meetings. Therefore, this amendment proposes that the Committee Chair be paid based on an amount when committee meetings are held, rather than a flat amount per month. The proposed amount is still 0.5 times the basic remuneration per month and paid when one or more committee meetings are convened during a particular month.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW 1894**

A Bylaw for Amending Directors' Remuneration

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

NOW THEREFORE the Board of the Regional District of Bulkley Nechako in open meeting assembled enacts as follows:

1. TITLE:

This bylaw shall be cited as the "Regional District of Bulkley Nechako Directors' Remuneration and Expenses Bylaw Amendment No. 1894, 2019."

2. Bylaw 1837, 2018 "A Bylaw for Directors' Remuneration" is hereby amended by:

Schedule A, Section 3 (B) is hereby amended as:

3 (B) The Vice-Chair of the Regional District Board shall receive an additional amount equal to 0.75 times the basic remuneration.

Schedule A, Section 3 (C) is hereby amended as:

3 (C) A Committee Chair shall receive an additional amount equal to 0.50 times the basic remuneration for each month during which a committee meeting(s) is/are convened.

3. This bylaw comes into effect January 1, 2020.



**Regional District of Bulkley-Nechako
Board of Directors Memorandum
December 12, 2019**

To: Chair Thiessen and the Board of Directors
 From: Kim Fields, Accounting Clerk
 Date: December 2, 2019
 Regarding: Federal Gas Tax Funds – Electoral Area ‘B’ (Burns Lake Rural) and Electoral Area ‘E’ (Francois/Ootsa Lake Rural) to School District #91

School District #91 has requested the Regional District of Bulkley-Nechako’s assistance in the form of Federal Gas Tax Funds to assist with re-leveling and resurfacing the Burns Lake Track, located in the town of Burns Lake. The cost for this project has been estimated at \$195,000.

Total uncommitted Gas Tax Funds remaining in the Electoral Area ‘E’ allocation is \$224,850.83. Director Lambert is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$20,000 from Area ‘E’ for this Recreation Infrastructure improvement project.

Total uncommitted Gas Tax Funds remaining in the Electoral Area ‘B’ allocation is \$337,919.21. Director Riis-Christiansen is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$20,000 including the \$6,000 already given from the Area ‘B’ Grant in Aid to the Burns Lake & District Seniors Society for this project. Director Riis-Christiansen would like to transfer the original \$6,000 expense from Grant in Aid to the Gas Tax Fund.

A Board resolution is required to contribute Federal Gas Tax Funds to this project and to internally transfer funds out the Gas Tax Fund and deposit it back into the Area ‘B’ Grant in Aid account.

RECOMMENDATION:

1. That the RDBN Board of Directors authorize contributing up to \$20,000.00 for each of Electoral Area ‘B’ and Electoral Area ‘E’ of Federal Gas Tax allocation monies to School District #91 for a Recreation Infrastructure improvement project at the Burns Lake Track;
2. That the RDBN Board of Directors authorize transferring \$6,000 of the above Area ‘B’ Gas Tax Fund monies to the Area ‘B’ Grant in Aid account; and further,
(All/Directors/Majority)
3. That the RDBN Board of Directors authorize the withdrawal of up to \$40,000.00 from the Federal Gas Tax Reserve Fund.

(Participants/Weighted/Majority)



**Regional District of Bulkley-Nechako
Board of Directors Memorandum
December 12, 2019**

To: Chair Thiessen and the Board of Directors
 From: Kristi Rensby, Finance/Administration Coordinator
 Date: November 20, 2019
 Regarding: Federal Gas Tax Funds – Electoral Area 'A' (Smithers Rural),
 Smithers Community Services Association

The Smithers Community Services Association has requested the Regional District of Bulkley-Nechako's assistance in the form of Federal Gas Tax Funds to assist with a Cultural Infrastructure project at the Smithers Rail Station building, located in the Town of Smithers.

This project includes replacing the roof on the Smithers Rail Station, which is a heritage building. The cost for this project has been estimated at \$236,500.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'A' allocation is \$1,270,219.20. Director Mark Fisher is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$50,000 from Area 'A' for this Cultural Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

RECOMMENDATION:

1. That the RDBN Board of Directors authorize contributing up to \$50,000 of Electoral Area 'A' Federal Gas Tax allocation monies to the Smithers Community Services Association for a Cultural Infrastructure project at the Smithers Rail Station building, and further,

(All/Directors/Majority)
2. That the RDBN Board of Directors authorize the withdrawal of up to \$50,000 from the Federal Gas Tax Reserve Fund.

(Participants/Weighted/Majority)



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Curtis Helgesen, CAO

DATE: December 12, 2019

SUBJECT: RDBN Appointments – 2020

RECOMMENDATION

“That the Board ratify the 2020 RDBN Board appointments as attached.”

BACKGROUND

Attached are the Chair’s appointments to the various committees/associations for 2020. After thoughtful consideration, the Executive Committee has been eliminated. This committee can be re-established on an as needed basis if the Board feels it is required to work on a particular matter. In addition, the business of the Agriculture Committee will be combined with the Rural Directors Committee.

Staff will also be looking into the RDBN’s continued participation with the Fraser Basin Council and Nechako Watershed Roundtable. Participation in the Fraser Basin Council comes with an annual membership fee of \$5,000, and this fee, along with travel costs for meeting participation, in conjunction with some duplication of efforts around the role of the Fraser Basin Council with the Nechako Watershed Roundtable, and recent requests for funding, has a financial impact nearing \$20,000 in some years. The establishment of the Water Engagement Initiative with Rio Tinto also has some corresponding impact from a capacity perspective that warrants evaluation. Therefore, it is recommended to evaluate the cost of participation and the value and impact that this participation provides to the region, balanced with the cost of participation. Funding contributions with these two groups will be temporarily put on hold while the value of participation is explored.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
2020
APPOINTMENTS

RDBN BOARD

Chairperson: Gerry Thiessen
Vice-Chairperson: Mark Parker

FORESTRY COMMITTEE (Committee of the Whole)

Chairperson: Brad Layton

WASTE MANAGEMENT COMMITTEE (Committee of the Whole)

Chairperson: Mark Fisher

RURAL DIRECTORS COMMITTEE

Chairperson: Mark Parker

TRANSIT COMMITTEE

Chairperson: Tom Greenaway

BROADBAND COMMITTEE

Chairperson: Michael Riis-Christianson

NORTHWEST BC RESOURCE BENEFITS ALLIANCE

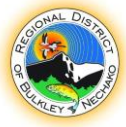
RBA Co-Chairperson: Shane Brien
Mark Fisher, Alternate Director

NORTHERN BC TOURISM ASSOCIATION

Michael Riis-Christianson

MUNICIPAL FINANCE AUTHORITY

Gerry Thiessen
Alternate: Mark Parker



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: December 12, 2019
Re: Completion of Bond Issues

Recommendation (All/Directors/Majority):

Receipt

Overview:

The Regional District has retired two loans from Bond Issue 71 from Municipal Finance Authority.

The Regional District borrowed \$200,000 to undertake major repairs to the Burns Lake Arena under the local service for the Burns Lake Arena Grant.

The Village of Burns Lake borrowed \$363,850 to undertake sewer expansion.

Both bonds were for a period of 20 years.



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Victoria BC
V8Z 0B9

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

Statement of Surplus Payout

Date	Client	Issue No.	Term	Surplus	Status
2019-12-01	Bulkley-Nechako RD	71	20 Years	\$1,127.70	Final

Detail by Loan

Borrower	CB Bylaw	SI Bylaw	LA Bylaw	MSIR	Loan Principal	Surplus
Bulkley-Nechako RD		1119	1082B		200,000.00	400.00
Burns Lake		1117	729	761	363,850.00	727.70
						1,127.70

Summary by SI Bylaw

Bylaw No.	Surplus
1117	727.70
1119	400.00
	1,127.70

Distribution

Municipality	Surplus
Bulkley-Nechako RD	400.00
Burns Lake	727.70
	1,127.70

NOTICE OF PAYMENT

You will receive a payment in the amount of \$1,127.70 in the days following the date of this statement. Of this amount, retain \$400.00 for your own account and distribute the remaining \$727.70 to your member municipalities according to the *Distribution* table above.



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: December 3, 2019

SUBJECT: RBA Investment Needs Analysis Report

RECOMMENDATION

Receive

(ALL/DIRECTORS/MAJORITY)

BACKGROUND

Attached is the final version of the RBA's Investment Needs Analysis Report which is also posted to the RBA website and was presented to staff from the Ministry of Municipal Affairs and Housing and the Ministry of Finance.



NORTHWEST BRITISH COLUMBIA
RESOURCE BENEFITS ALLIANCE

INFRASTRUCTURE NEEDS ANALYSIS REPORT FOR NORTHWEST BC LOCAL GOVERNMENTS

INFRASTRUCTURE NEEDS ANALYSIS REPORT FOR NORTHWEST BC LOCAL GOVERNMENTS

Local governments in Northwest BC can enable the success of major project activity and contribute to shared prosperity across the Province. Outlined in this business case are the key infrastructure and services needed to align local government capacity with Provincial economic initiatives. Given the unprecedented level of industrial activity occurring in the region, this is a once in a generation opportunity to transform a cornerstone of British Columbia and create long-lasting, positive impacts.

MESSAGE FROM THE RBA

LONG-TERM SUSTAINABLE FUNDING IS NEEDED

Investment in local infrastructure and services in Northwest BC is foundational for provincial economic growth and shared prosperity for all British Columbians. The right provincial support would enable local governments to invest in infrastructure required to improve worker attraction and attachment to the Northwest and support economic development. That would, in turn, improve sustainability and livability issues while facilitating the worker recruitment and retention that is critical to successful project development.

Members of the RBA are seeking provincial commitment to:

- Recognize the role that Northwest BC has in the provincial economy.
- Provide long-term, sustainable funding for **capital projects** and **operating costs** to address local infrastructure and servicing needs in Northwest BC.
- Invest in supporting infrastructure outside of the local government purview, including housing, health care, child care and education.



KEY HIGHLIGHTS

KEY HIGHLIGHTS

1

Northwest BC has \$154 billion of major industrial projects being built or proposed - 60% of the Provincial total. This surge of activity increases the already significant contributions made by Northwest BC to the Province relative to its' size, from stumpage revenue to volume of mined tonnage.

2

Over the past decade, Northwest BC experienced a 19% decline in the per capita value of their non-financial assets while the rest of BC increased by 8%. Per capita operating expenditures are increasing and are significantly higher in RBA communities compared to the rest of BC. With 21% of BC's total landmass, and only 2% of the population, local governments have limited ability to generate tax revenue and as such cannot sustain the operating and replacement costs of infrastructure to support major regional economic development.

3

Existing standards of basic public services in many RBA communities are significantly lower than those enjoyed by other British Columbians, including significantly worse housing conditions compared to the rest of BC.

4

Northwest BC needs \$1.3 billion in capital investments in local infrastructure to have the capacity to support major projects - less than 1% of the value of major projects. An additional estimated \$113 million in annual operating investment is required to sustain the local government infrastructure.

- The \$77.7 million Northern Capital and Planning Grant funding provided to RBA members in February 2019 was a good start, and the RBA appreciates the Province recognizing there is a significant need in Northwest BC. This funding represents only 6% of the needs outlined in this preliminary report, which supports the RBA's request for ongoing funding.

5

The Resource Benefits Alliance is seeking Provincial commitment to long-term sustainable funding for capital and operating costs to address the needs and support major economic development towards shared prosperity for all British Columbians.

Investment Needs For Northwest BC

\$1.3 Billion of Capital Investments Needed
in Local Government Infrastructure & Servicing*

\$390M



Wastewater

\$292M



Transportation

\$207M



**Drainage and
Flood Protection**

\$183M



**Potable
Water**

\$116M



**Institutional
Infrastructure**

\$59M



**Solid
Waste**

\$44M



**Fire
Protection**

\$40M



**Recreational
Infrastructure**

* \$1.3 billion of capital investment needs does not include any shortfall in operating dollars. Additional funding of approximately \$113 million in annual operating investment is needed to ensure the sustainability and livability of Northwest BC.

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1.0

INTRODUCTION



1.0 INTRODUCTION

Northwest BC has traditionally been, and continues to be, a great source of revenue for the Province through use of the land base for resource development. However, not enough of the revenue generated has stayed in local communities to maintain them, or provide a quality of life on par with residents in the rest of BC. Local governments in Northwest BC have experienced challenges to survive and grow due to a lack of a sufficient revenue base. Provincial funding programs have been critical to developing many new infrastructure projects in the region, but their narrow focus and limited funds have been insufficient to create the foundation for sustainability and livability.

The inability for local governments in the Northwest to secure sustainable, long-term funding has resulted in detrimental consequences. Residents of Northwest BC are underserved in terms of access and availability of recreational facilities and community amenities; safe and reliable methods of transportation; local social services support; fire and police protection; health care; housing; safe and reliable water services; and other resources that promote community well-being. Aging infrastructure and limited social amenities are often a deterrent to attracting a skilled workforce needed to support industries such as LNG Canada and the expanding Port of Prince Rupert. Not being able to fill vacancies in key sectors limits the ability for organizations to manage projects

or facilitate change. Similarly, local governments are often struggling to find skilled workers, which is further compounded by the fact that local government wages in Northwest BC are typically lower than those paid by major industries.

Without key roles filled, including leadership positions, improving the standard of living in Northwest BC is slow to be addressed. It is a cyclical problem.

Vibrant, sustainable communities are the foundation of a strong provincial economy. If Northwest BC is to participate in the government's vision of sustainable economic development, a different approach is needed - one that ensures that basic local government infrastructure can meet the needs of communities and major industries.

PURPOSE

This **Investment Needs Analysis Report for Northwest BC Local Governments** summarizes findings from Phase 1 of the Northwest BC Sustainability and Livability Plan. The objective of this study is to:

- Prepare a high-level program of infrastructure projects and services needed for Northwest BC; and,
- Describe investment needs as they relate to accommodating anticipated growth related to unprecedented major project investment in the region.

APPROACH

From May to October, 2019, the following activities were undertaken to prepare this Investment Needs Analysis Report for Northwest BC Local Governments:

- Reviewed baseline documentation including asset management plans, asset inventories, engineering reports, scoping reports, feasibility studies, master plans, capital plans, environmental impact assessments, and the Province's major projects inventory. This review included implementing a research and data collection plan.
- Issued a comprehensive local government questionnaire to identify key issues related to infrastructure and service issues including asset condition, quantity, quality, reliability, accessibility/availability and capacity.
- Conducted community reconnaissance with key site visits and select infrastructure tours including, but not limited to, water reservoirs, water treatment facilities, lagoon ponds, public works facilities, municipal facilities including town halls, fire halls, recreational facilities, landfills and transfer stations, biomass facilities, airports, terminals, and multi-jurisdictional intersections including overpasses, bridges, and rail lines.
- In-person meetings with local government staff including Chief Administrative Officers, financial officers, planners, engineers, fire chiefs, bylaw enforcement officers, recreation coordinators, and special project coordinators. These meetings were supplemented through telephone interviews.
- Analysis and calculations on order of magnitude cost estimates, informed from direct sources such as asset management plans and augmented through local government estimates and comparable cost estimates. Calculations were also conducted on local government revenues and expenses, referencing the Municipal General & Financial Statistics published online by the Local Government Infrastructure and Finance Branch.

REPORT STRUCTURE

This report is structured as follows:

- A regional context overview.
- An overview of major project investments and macro-level analysis of cumulative impacts on local governments in Northwest BC.
- An overview of the fiscal imbalance experienced in Northwest BC.
- A summary of local government infrastructure and service needs by asset category: drainage and flood protection, fire protection, institutional infrastructure, potable water, recreational infrastructure, solid waste, transportation, and wastewater. Each asset category includes an order of magnitude capital cost estimate and a snapshot of key issues and project types.



2.0

REGIONAL CONTEXT OVERVIEW

2.0 REGIONAL CONTEXT OVERVIEW

THE RESOURCE BENEFITS ALLIANCE

The Resource Benefits Alliance, made up of 21 local governments in the North Coast, Kitimat Stikine, and Bulkley-Nechako Regional Districts, have been working together since 2014 to ensure their communities can support generational economic opportunities for BC while remaining sustainable, livable communities for both current and future residents. This investment needs analysis is framed within their jurisdictional context.

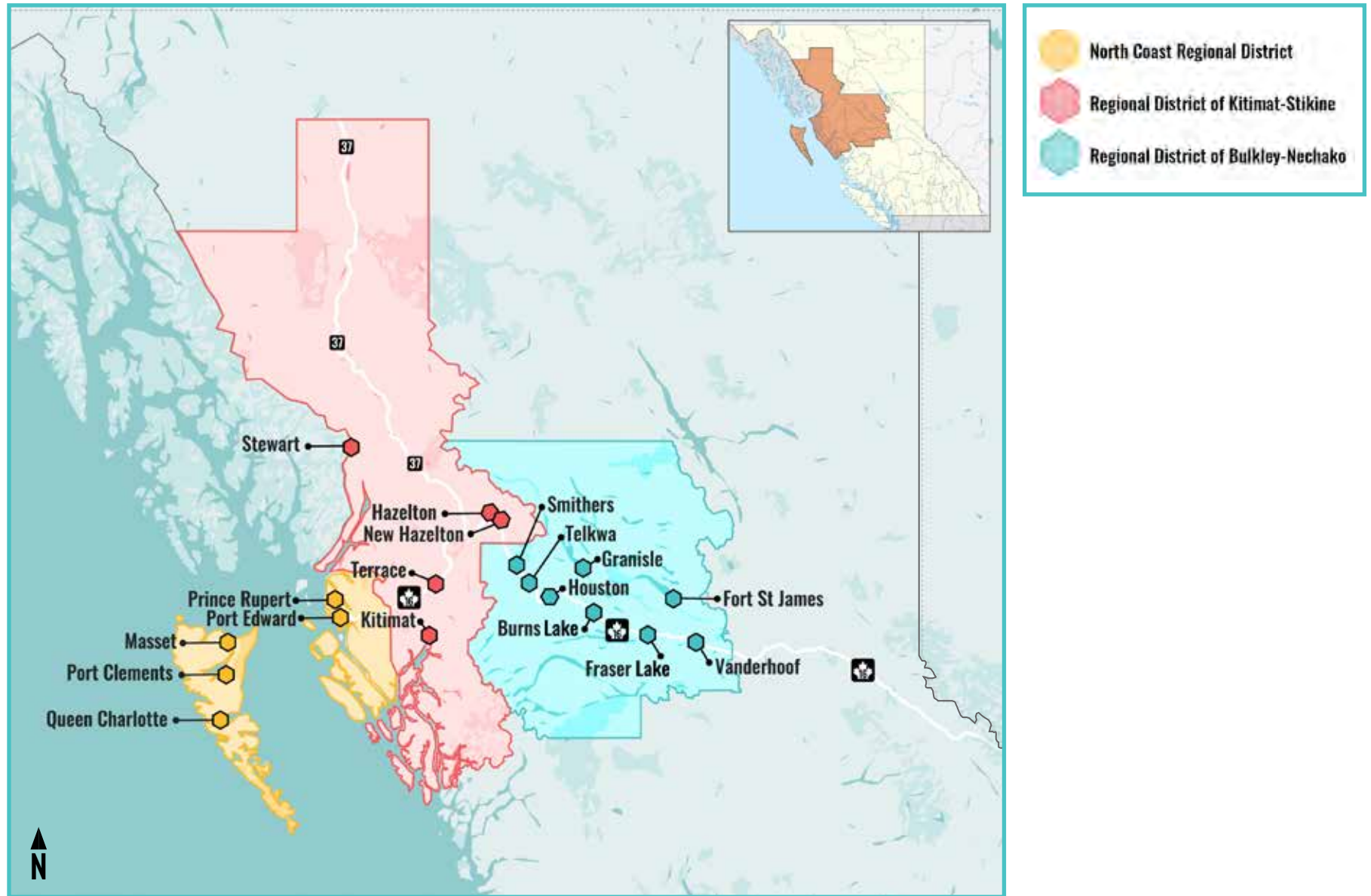


Direct benefits of the LNG Canada final investment decision include some \$23 billion in new government revenues over the life of the project - new resources for health care, schools, child care and services for the people of BC.

Province of BC Strategic Plan 2019/2020



NORTHWEST BC JURISDICTIONAL CONTEXT



A REGIONAL CORRIDOR WITH PROVINCIAL AND NATIONAL SIGNIFICANCE

Northwest BC holds significant importance for British Columbia and Canada. It is a key regional corridor in a world class supply chain that connects the Asia-Pacific Gateway from the Port of Prince Rupert to the intermodal facility in Prince George, with rail and air access to major markets across North America. The strategic provincial and federal support for economic development in Northwest BC is enabling the coordination of public-private trade between Canada and Asia, which is a significant driver of BC's economic growth¹.

The significance of this region for nation-building and provincial prosperity is not reflected in the current state of local infrastructure. As demonstrated throughout this report, **the existing local infrastructure in Northwest BC is aging and in many cases obsolete, and does not reflect the needs of modern industrialization required for major project investment and international trade.** Historic policy and inherited infrastructure from other entities is part of the root cause. Four RBA communities are “instant towns” that inherited infrastructure from single firm industries: Fraser Lake (Molybdenum, Endako Mine), Kitimat (Aluminum), Granisle (Copper) and Houston (Forestry)².

Both Prince Rupert and Masset inherited some or all of their infrastructure from the Department of National Defence (DND) Canada³, and when installed did not have longevity in mind. Conditions in the Northwest are wide-ranging, from diesel generated power on Haida Gwaii⁴ to propane heated homes distributed across the corridor. Jurisdictional issues interface with many of these challenges, adding complexity to addressing need.

Current development proposals in Northwest BC have the potential to bring tremendous benefits not only for Northwest BC but for the whole Province and nation-wide. **The \$154 billion of major industrial projects being built or proposed in Northwest BC represents 60% of the provincial total⁵.** This massive investment in BC's potential can be the catalyst to create sustainable and livable communities for all British Columbians.

Investment in local infrastructure and services is key to ensuring industry investment and resource development in Northwest BC is successful. The limited infrastructure and servicing capacity in the Northwest to support major industries should be a shared concern for all British Columbians.

1 Supporting New Investment in Infrastructure to Enhance Canada's Asia Pacific Gateway Initiative, BC Chamber of Commerce.

2 The *Instant Towns Act* of British Columbia (1965) gave municipal status to new resource towns. Some older settlements were granted Instant Town status. The responsibility for urban development shifted from the resource company to the province. This change aimed to ensure that contemporary standards of design and facilities were maintained, as well as addressing social problems associated with living in “company towns”.

3 The Village of Masset inherited water and sewer infrastructure, and key community facilities such as the recreational pool, and several other structures when the Canadian Forces Station Masset left in 1997. The Village was unable to maintain the pool which has since been demolished and the site remains vacant.

4 Haida Gwaii is not connected to BC Hydro and relies on diesel generated power. Hydro power and wind energy is currently being explored.

5 Source: Major Project Inventory, Q1 - 2019, Province of BC.

THE FOREST INDUSTRY IS CHANGING

Forestry is one of the long-standing pillars of the Northwest BC economy. Many communities in the region grew up around a sawmill or a pulp mill and the strength of the forest economy and the prosperity of regional communities were closely linked.

Recently, the combination of industry consolidation leading to fewer mills in total, the mountain pine beetle crisis limiting harvest levels for decades to come, and challenging market conditions from U.S. protectionism and rising international competition has led to curtailment in forestry activity and the curtailment or closing of many regional mills. These include the shutdown of the Conifex mill in Fort St. James and the Abfam mill on Haida Gwaii; and 2019 curtailments or downtime at large mills representing half of regional sawmill capacity, including Canfor's Houston and Plateau (Vanderhoof) mills and the West Fraser mill in Smithers.

Mills and the industrial property taxes they pay have become one of the most important ways that the forestry industry contributes to the communities that it relies on for support. The loss of many mills, some likely gone forever, further severs the link between community prosperity and the resource wealth beyond municipal borders.



3.0

**INVESTMENT ON A
MASSIVE SCALE**

3.0 INVESTMENT ON A MASSIVE SCALE

According to the Province's Major Projects Inventory (MPI), the value of industrial, commercial and infrastructure projects currently under construction or proposed for Northwest BC is a staggering \$154 billion⁶.

This is 60% of the entire provincial total, meaning that Northwest BC, which comprises 2% of B.C.'s population is punching more than 20 times above its per capita weight. Not all proposed projects will come to fruition, but recent history shows much of the same story.

Over the last seven full years, from 2012 through 2018, the Major Projects Inventory shows Northwest BC with \$11.5 billion of completed industrial, commercial and infrastructure projects, an average of \$1.5 billion of completed projects per year. This is 27% of the provincial total over this time span, more than 13 times the region's share of provincial population.

The largest projects recently completed include a \$4.8 billion smelter modernization by Rio Tinto Alcan in Kitimat, the \$1.6 billion Mount Milligan Mine north of Fort St. James, the \$800 million Brucejack Mine north of Stewart, and the \$643 million Red Chris Mine near Dease Lake. In total, there were 13 completed projects throughout the region with a value of \$100 million or more. This includes six power generation or transmission line projects (including the Fort St. James biomass facility), four mining projects, two port terminal expansions in Prince Rupert, and the smelter project in Kitimat.

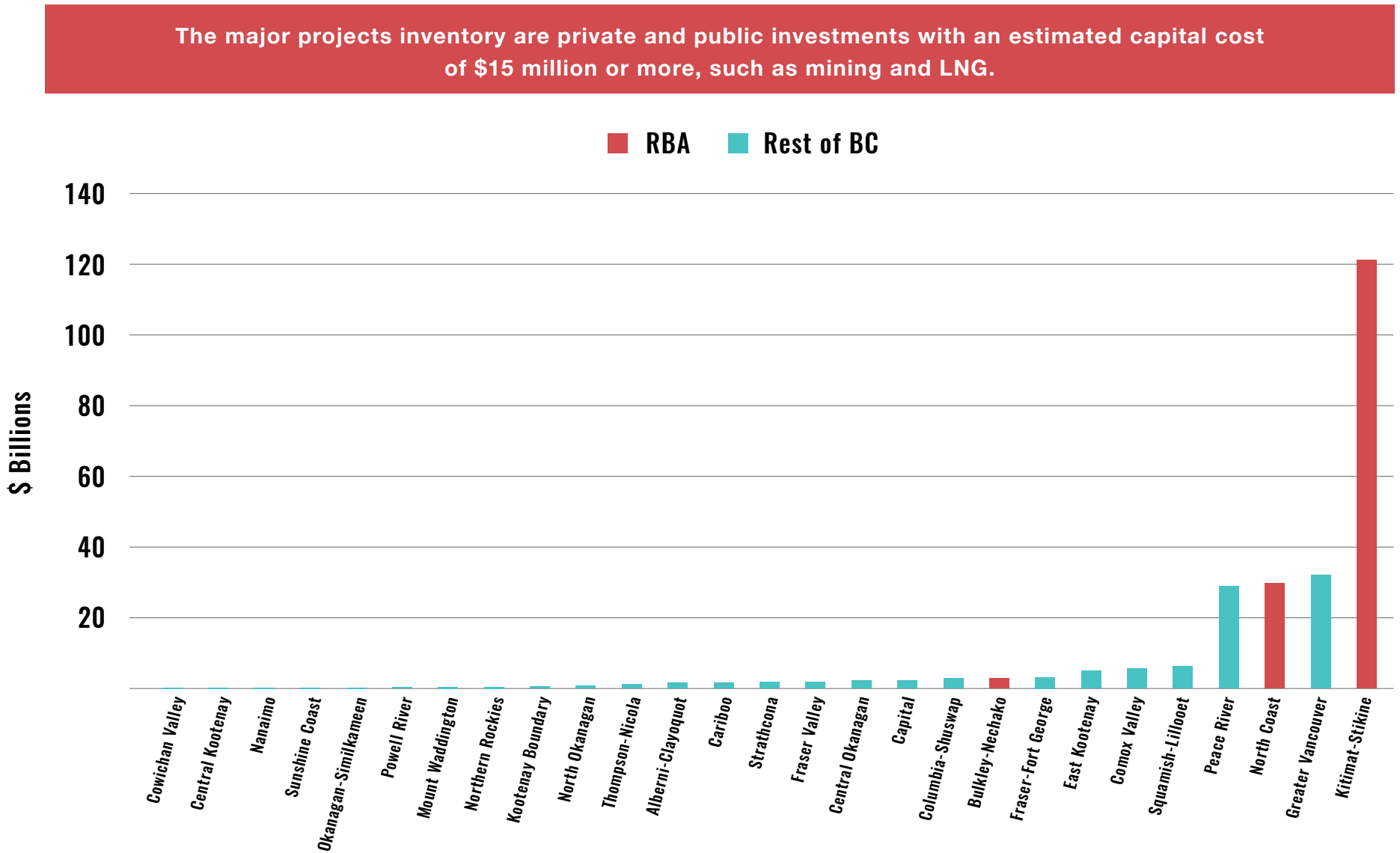
In total Northwest BC had one \$100+ million project for every 7,000 residents. The entire rest of BC had 58 projects of this size, or one for every 79,000 residents.

In fact, the scale of activity in Northwest BC is so significant that no one is keeping track of it all.

The Provincial Environmental Assessment Office has information on the impacts of individual projects, but only for those that require environmental certification, and does not maintain a comprehensive database of the cumulative impacts of all projects in Northwest BC. Information that is available is often out of date – once projects have received their environmental approval, subsequent changes to project timelines and other details are no longer tracked (unless they substantively change and require a modified environmental certificate). The Major Projects Inventory provides some basic information on project values and estimated employment, but nothing on other impacts, such as demand for local government services and infrastructure. Its information on project status and construction completion dates is also frequently out of date.

⁶ As noted later in this report, the Major Projects Inventory is believed to contain a significant amount of outdated information. The figures quoted in this section are taken at face value under the assumption that any bias or systematic errors are similar throughout the province and estimates of Northwest BC's share of provincial activity are reasonably accurate.

Figure 1: Total Industry Project Value Under Construction or Proposed, by Regional District⁷



⁷ Excluding Residential and Institutional Projects (Major Projects Inventory, Q1-2019, Province of BC) Note: Cowichan Valley to Squamish-Lillooet- many regional districts have multi-million dollar projects. Regional Districts highlighted in red are RBA communities: RDKS, NCRD, and RDBN.

MACRO LEVEL ECONOMIC IMPACT ANALYSIS

The unprecedented level of investment interest in Northwest BC is plain to see, but exactly how is this interest translating to on-the-ground impacts on the regional and provincial economy? Based on information from the Major Projects Inventory and the B.C. Environmental Assessment Office, and supplemented by other research to correct outdated information, there are/ were 31 major industrial or infrastructure projects in Northwest BC either recently completed (2012 or later) or currently under construction.

A further 90 projects are “proposed” or “on hold,” meaning they are in the permitting process, undergoing exploration or feasibility analysis, or have reached a certain point in their development and then paused, often due to market conditions (such as mine projects waiting for an increase in mineral prices)⁸.

Some of these 90 potential projects will eventually go ahead, but not all, so actual impacts over the next 10-20 years will be somewhere between those currently or recently built (the baseline impacts) and those that are proposed or on hold (the maximum impacts).

How much of the maximum impacts are eventually realized depends, in part, on whether Northwest BC has the supportive infrastructure and services that industry requires, plus the crucial community amenities that attract and retain required workers and their families.

The 31 baseline projects have an estimated construction value of \$64 billion, including the **\$40 billion LNG Canada project, the largest private investment in Canadian history.**

Once built, these projects will support operations employment of about 2,900 jobs⁹, plus additional “spinoff” employment for regional businesses that supply goods and services and regional businesses and organizations that serve the households of new workers¹⁰.

In addition, regional construction employment from projects already underway will range from 5,000 to 7,000 jobs per year between now and 2025, largely driven by LNG Canada, and at peak times will be even higher. Construction employment similarly has “spinoff” employment in the region.

⁸ The Major Projects Inventory (MPI) lists at least 15 other projects that are “proposed” or “on hold” that have been excluded from these calculations because they have been publicly cancelled or withdrawn from the environmental permitting process. The reasons they continue to appear on the MPI are not known – it may be they are retained in case they are resurrected, or updated project status is not regularly checked.

⁹ Based on economic impact studies or published employment estimates covering 90% of the capital value of projects, and consultant estimates for the remaining 10% based on employment estimates for comparable projects.

¹⁰ Only limited information is available on indirect and induced jobs (the “spinoffs”) and only at a provincial level. The available estimates from projects with full economic impact studies show total provincial employment is about 2.9 times greater than the direct employment. Some of this indirect and induced employment occurs in the region, but much of it is from major suppliers and service providers elsewhere in BC.

Placing these numbers in the context of the current regional economy shows how acute the strain on services will be and the massive need for more workers (and the infrastructure, housing, and amenities to attract and retain them).

This analysis shows that labour demand by 2024 will be 18% higher than in 2016, in the context of a region that has recently been losing population. A significant portion of the excess labour demand will be absorbed by temporary workers living in camps, but again, these estimates are based only on projects either recently completed or already underway. Other sources of significant employment growth, notably the rapid expansion of port-related employment in Prince Rupert, are not reflected in these estimates.

TABLE 1 ¹¹	
Impact of Projects Recently Completed or Currently Underway	Employment Estimates
Operations (projected as of 2024)	2,300
Construction (projected as of 2024)	6,300
Total Direct Employment (projected as of 2024)	8,600
Regional Indirect/Induced Employment (conservatively estimated at 25% of direct) ¹²	2,150
Total Regional Employment (projected as of 2024)	10,750
Less Estimated Jobs Already Counted in 2016 Census	(2,300)
Net Increase in Regional Employment (projected as of 2024)	8,450
Regional Employed Residents (2016 Census)	48,000
Net Increase in Employment (2024 Projects relative to 2016 Census)	18%

¹¹ Source: Combination of project impact summaries from BC Environmental Assessment Office and Major Projects Inventory, supplemented by a research of project websites and media reports; Statistics Canada population and employment data from 2016 Census.

¹² As explained in the previous footnote, total indirect/induced employment for projects with available estimates is 290% of direct employment. Assuming approximately 25% of this is captured in the region is conservative estimate.

MORE INVESTMENT POTENTIAL

The 90 potential projects (those either “proposed” or “on hold”) have an estimated construction value of \$160 billion. The region needs to be prepared for a significant number of these projects to also go ahead.

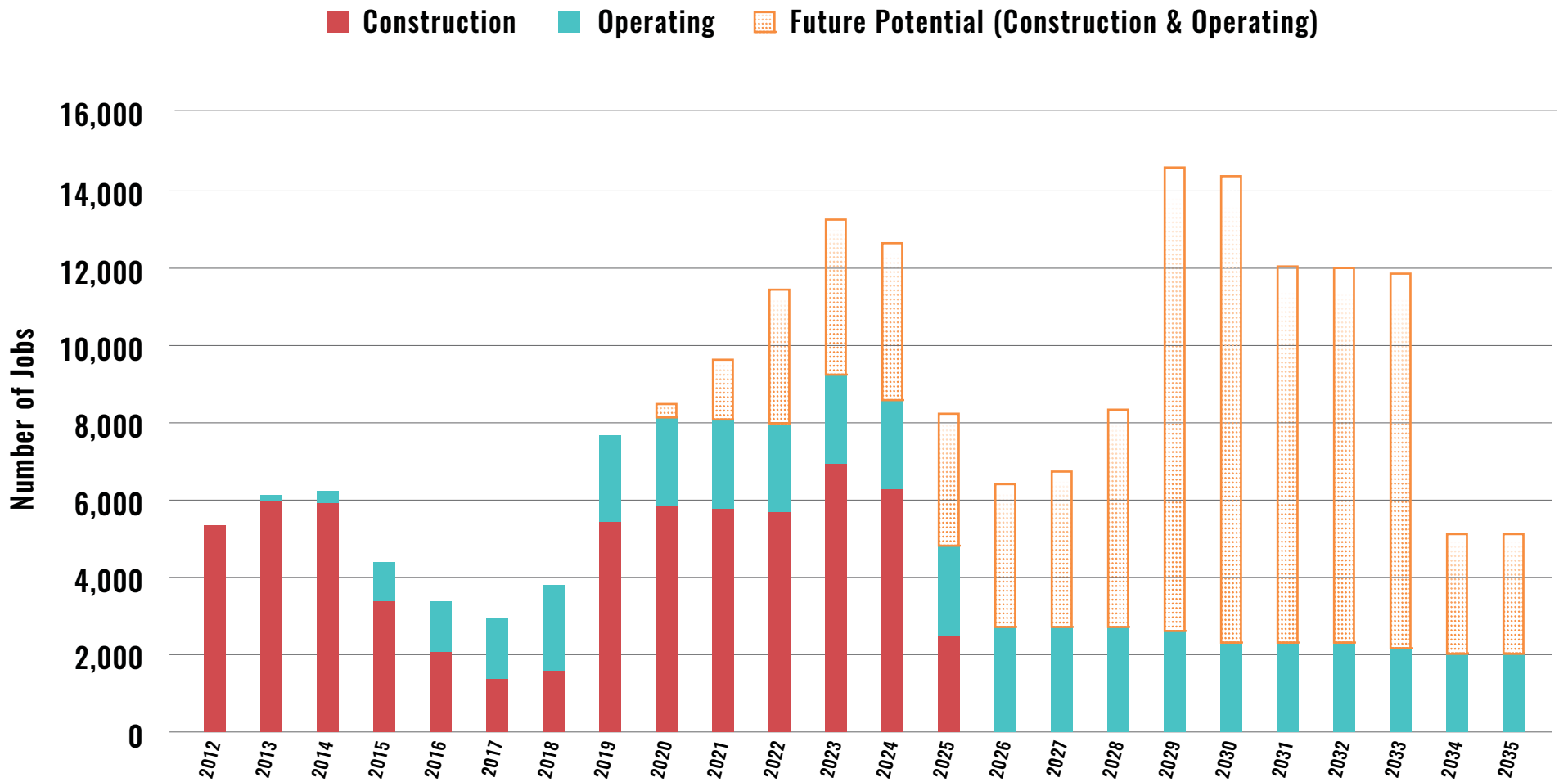
For purposes of illustration (Figure 2 on the following page), a selection of 14 of these 90 projects are assumed to go ahead in the next decade, including another major LNG project (Kitsault LNG – but any of the larger projects would have similar results)¹³. These 14 projects have a combined capital value of \$60 billion, meaning that **all the construction-related impacts being experienced in Northwest BC now and over the next few years will be repeated again, while the number of ongoing operational jobs will continue to climb higher**. The potential employment from realizing these 14 projects is shown in the next chart as “future potential” employment.

These operations jobs are the critical economic development legacy that Northwest BC needs to capitalize on. Looking only at operations jobs for current projects, plus the potential \$60 billion of additional investment in the next decade, **would create an ongoing legacy of about 5,200 high-paying, direct jobs by 2035**. Some of these will go away over time as mines and LNG facilities reach the end of their projected lifespan, but creating a critical mass of business suppliers and quality of life amenities will provide a base for the region to leverage new and emerging opportunities going forward.



¹³ The 14 projects chosen for illustration purposes – partly based on having available employment estimates, but also based on what appear to be favourable signs for investment – are KSM Gold/Copper Project, Kitimat LNG, NaiKun Wind Power Project, Blackwater Gold Project, Pacific Trails Pipeline, Avanti Kitsault Mine, Morrison Copper-Gold Mine, Red Mountain Underground Gold Project, Cedar LNG, Kinskuch Hydroelectric Project & Kinskuch Hydro Project, Kitsault LNG Facility, Snowfield Gold Project, and Vopak Pacific Canada Storage and Export Facility.

Figure 2: Employment Timeline¹⁴



¹⁴ Source: Combination of project impact summaries from BC Environmental Assessment Office and Major Projects Inventory, supplemented by online research of project websites and media reports; Timing of project construction and operation estimated by consultants.

LINK TO PROVINCIAL PROSPERITY

Northwest BC may be the epicentre of major project development, but activity in this region has deep linkages to the rest of the provincial economy and makes a profound contribution to provincial prosperity. These linkages include:

- **Employment:** The direct project employment in Northwest BC is only part of the total employment picture associated with major projects. Businesses supplying goods and services to major projects, during both the construction and operations phases, are located throughout BC. In fact, for those projects that have full economic impact studies, there are nearly three times as many “spinoff” jobs in the provincial economy as there are direct jobs.
- **Tax Revenue:** As noted elsewhere, there are relatively few full economic impact studies of major projects that provide federal and provincial tax estimates. Needless to say, the province receives resource-based revenues such as mining tax and forestry stumpage, as well as corporate, personal and sales taxes from all of the high-value activity.
- **National-Scale Infrastructure:** Northwest BC is a major gateway for not just this province but all of Canada to trade with the world. Investments in terminal capacity, transportation infrastructure (road, rail, airports) and serviced land and infrastructure provide a platform for the rest of BC and Canada to export and import goods.

Northwest BC and the urban parts of the province have a symbiotic relationship. Natural resources are the foundation of much of BC’s prosperity, but they require specialized services that tend to concentrate in larger centres. Examples include finance, technical and scientific expertise, major education and training institutions, research and development facilities, specialized services like export brokers, and senior governments. All of these services contribute to bringing natural resource products to market.

INFRASTRUCTURE AND SERVICE IMPACTS

The number of Northwest BC projects that have undertaken a full environmental impact assessment is relatively small, but the results of the completed assessments provide insight into the infrastructure and service impacts being experienced in the region.

Of the projects that have been assessed in detail¹⁵:

- 67% expect that temporary housing is required during the construction phase of their project.
- 56% expect to generate an increase in permanent population, and thus a need for more permanent housing.
- 44% say they will use local health care facilities.
- 33% say they will rely on local emergency and protective services.
- 33% say they will have impacts on local social services.

Each assessment examines different factors and the impact on local government services will depend, among many things, on proximity to established settlements. Some of the additional impacts mentioned by a smaller number of projects include using the local airport, relying on local bus service, increasing highway traffic, increasing shipments of hazardous waste, creating increased demand on local police services, and requiring increases in local mental health, sexual health and addictions care services.

As these estimates are based on a small number of comprehensive assessments, it is worth noting again how little information is known or being measured on the scale and cumulative nature of these various community, social, and infrastructure impacts.

Without Provincial support to mitigate these increased demands, the level and quality of service available to support both regional residents and major projects will deteriorate. This degrades the safety and quality of life for people living in the region, makes it more challenging for project proponents to complete their work in a safe and efficient manner, and severely limits the potential for regional communities to attract new residents and workers on a permanent basis.

¹⁵ Source: Project Impact Summaries from BC Environmental Assessment Office.

FISCAL IMBALANCE

Despite the huge increase in industrial activity in Northwest BC in recent years, local governments in the region have not received nearly enough benefits from this activity to enable them to invest in the infrastructure and services that are badly needed.

Over the last decade from 2008 to 2018, industrial activity in Northwest BC includes:

- Stumpage revenue to the province increased by 290%¹⁶, even though the volume of timber harvested increased by only 2%.
- The volume of mined tonnage has increased several times over with the opening of the Brucejack, Mount Milligan and Red Chris Mines, even though the smaller Huckleberry and Endako Mines ceased operating in this period¹⁷.
- Mineral exploration spending in the region was 44% of the provincial total in the last 7 years (regional data not available prior to 2012) and multiple additional mines are possible in the coming years¹⁸.
- As noted earlier, 27% of the provincial total of completed industrial, commercial and infrastructure projects were in Northwest BC in the last 7 years (data also not available prior to 2012). Including projects currently under construction, such as LNG Canada, and others that are proposed, increases the region's share to more than 40% of all provincial investment.

Municipalities in Northwest BC have struggled to manage the impacts of all this development and also meet the needs of their communities today and for the future. This is illustrated by the change in non-financial assets owned by the region's municipalities.

This figure includes buildings, water and sewer systems, local roads and bridges, vehicles and other equipment, as well as land¹⁹. These assets are critical for supporting all manner of day to day life, as well as business and industrial activity.

From 2008 to 2018, municipalities in Northwest BC experienced a 19% decline in the per capita value of their non-financial assets while the rest of BC increased by 8%.

Northwest BC had a per capita total asset value 22% higher than the rest of the province in 2008, but it is now 17% lower. Northwest communities have not had the resources available to invest in sustaining and growing their infrastructure and facilities.

¹⁶ Source: Data provided by BC Ministry of Forests, Lands, Natural Resource Management and Rural Development.

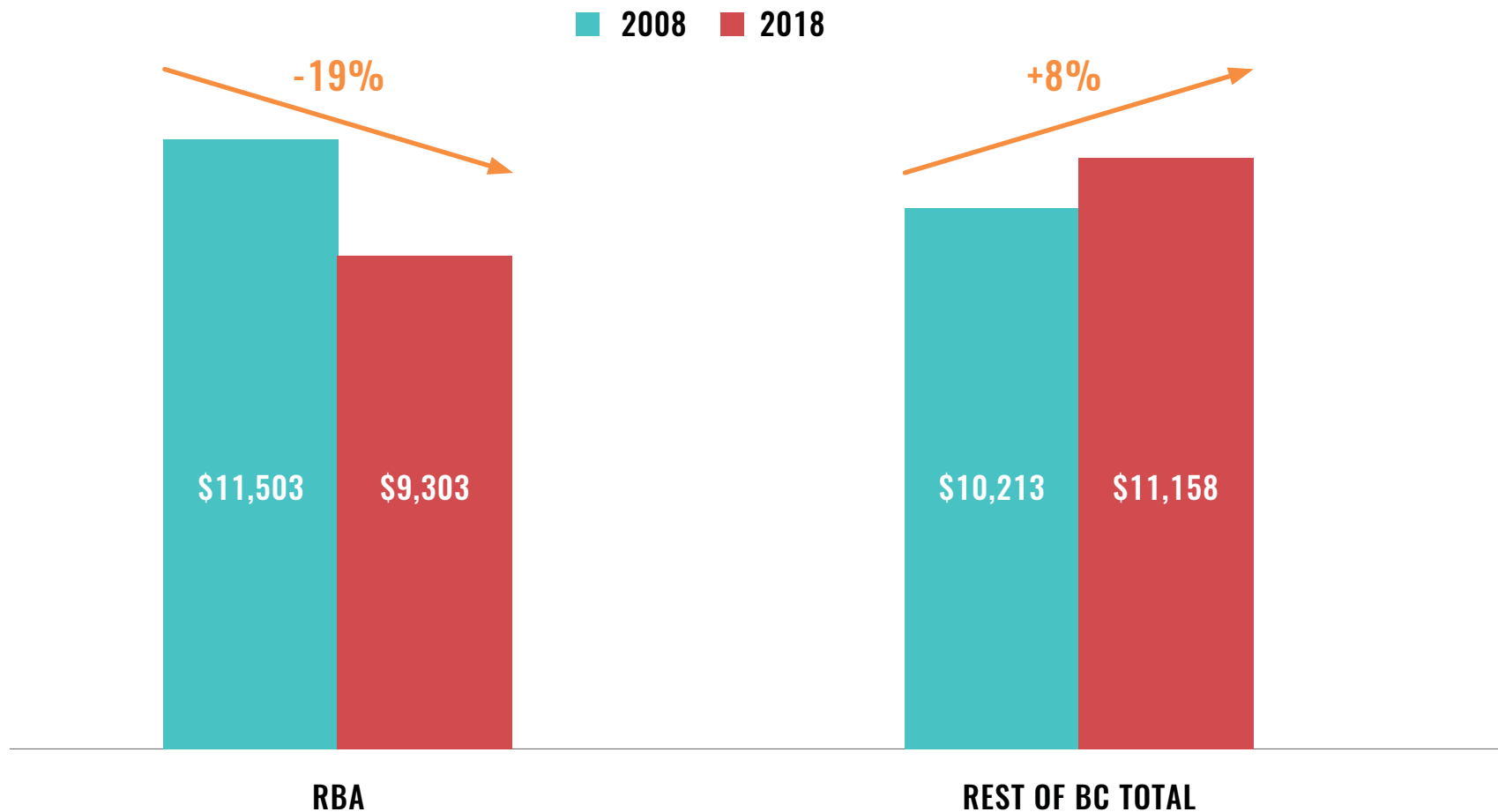
¹⁷ Source: MINFILE Production Database, Ministry of Energy, Mines and Petroleum Resources.

¹⁸ Source: British Columbia Mineral and Coal Exploration Survey (2016 and later), Ministry of Energy, Mines and Petroleum Resources; Ministry exploration estimates (2015 and previous).

¹⁹ The calculations were also prepared by excluding land and the results were very similar. The value of land owned by BC municipalities increased only slightly more than the value of all assets from 2008 to 2018 as many municipalities reduced their land holdings. All data is from Municipal General & Financial Statistics, published online by the Local Government Infrastructure and Finance Branch.

Figure 3: Per Capita Non-Financial Assets, BC Municipalities²⁰

Service demands on RBA communities are limiting their ability to invest in infrastructure and other assets, leading to a decline over time in the value of their tangible assets. At the same time, other BC municipalities are expanding their tangible assets²¹.



²⁰ Source: Ministry of Municipal Affairs and Housing, 2018.

²¹ Definition of non-financial assets: All municipal and regional district assets, except financial assets, including land, buildings, equipment, furniture, vehicles, engineering structures (water, sewer, drainage, roads) and any other tangible assets. It is important because these assets are essential for supporting service provision across the full range of local government responsibility.

In addition, **per capita operating expenditures are significantly higher in Northwest BC**. Municipalities spent about \$2,800 per resident in 2018 compared to \$1,900 in the rest of the province²². Partly this is due to the temporary or shadow population that follows resource development and is not included in official population estimates. Some of the difference could also be due to small populations lacking economies of scale in service delivery.

But the strain of resource development is also important. **From 2008 to 2018 the per capita operating expenditures of Northwest BC municipalities increased by \$1,040 per person compared to an increase of \$680 in BC's other municipalities.** This further illustrates how the dollars have simply not been available for major capital investments.

Figure 4 explores the types of local government services where Northwest BC municipalities have been spending more than the provincial average, and where they are lagging behind. These calculations are relative to the BC average municipal budget and show that the two highest categories are Transportation and Transit and Development Services, both of which are heavily influenced by regional resource development.

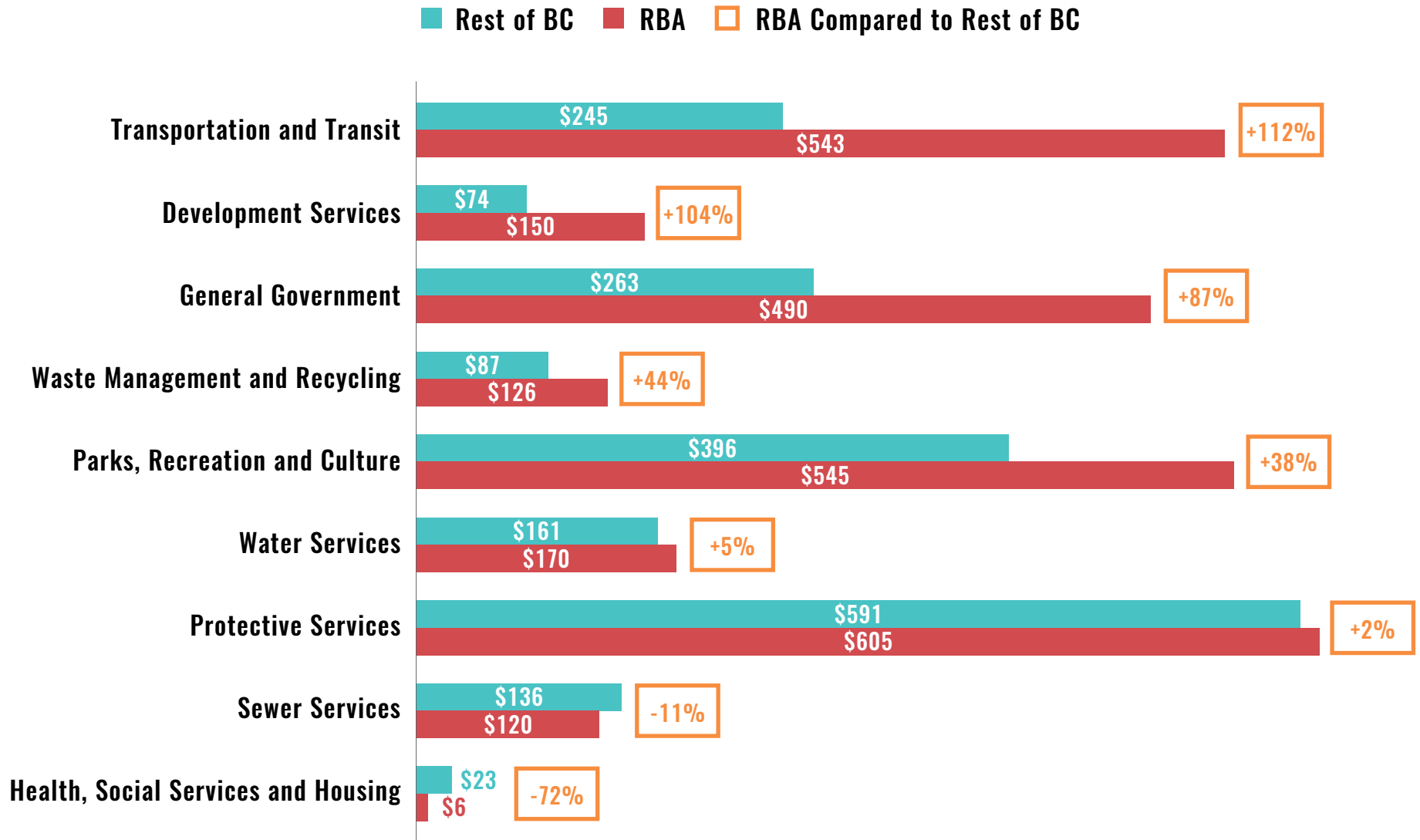
The areas where Northwest BC municipalities are able to dedicate fewer resources include Health, Social Services and Housing, Protective Services, and both Water and Sewer Services. This is a complicated picture and it is acknowledged that lower spending on Protective Services, for example, is at least partly compensated by federal funding towards small community policing.

The fiscal imbalances experienced by local governments in Northwest BC has led to a number of adverse implications. Many communities are not able to implement their asset management plans and in some years are unable to allocate revenue into financial reserves. All RBA communities are highly dependent on grants that are not guaranteed, limiting their ability to implement 5-year capital plans. In order to pay for urgent health and safety projects, some RBA communities are expending nearly 100% of their borrowing capacity leaving them fiscally vulnerable while still not able to address important community infrastructure needs.

Industrial projects located outside local government boundaries do not generate additional property tax revenue to local governments which are home to much of the infrastructure used by industry and its workforce. There has been large scale capital spending in the Northwest in recent years, however this development has not translated into increased local government revenues commensurate with increased demand on infrastructure and services.

²² Source: Municipal General & Financial Statistics, Ministry of Municipal Affairs & Housing; BC Stats annual population estimates.

Figure 4: Per Capita Municipal Expenditures by Category, Last 5 Years Combined (2014 to 2018)²³



²³ Source: Municipal General & Financial Statistics, Ministry of Municipal Affairs and Housing, 2018.

4.0

INVESTMENT NEEDS ANALYSIS

4.0 INVESTMENT NEEDS ANALYSIS

\$1.3 BILLION LOCAL INFRASTRUCTURE AND SERVICING CAPITAL INVESTMENT NEEDED IN NORTHWEST BC

The RBA has prepared an order of magnitude capital cost estimate of local government infrastructure and servicing needs in Northwest BC at \$1.3 billion²⁴, and approximately \$113 million in annual operating investment. Supporting future growth and industrial development requires upgrades to existing infrastructure and servicing to meet current standards and legislative requirements such as health, environmental, engineering and building code.

Capital investment needs include transportation, potable water and wastewater, storm water, fire protection, institutional and recreational infrastructure, improvements, and solid waste management to accommodate anticipated development.

\$1.3 billion is the minimum financial investment needed in Northwest BC to equip local governments to manage economic change and to support major industry investment.

The \$77.7 million Northern Capital and Planning Grant funding provided to RBA members in February 2019 was a good start, and the RBA appreciates the Province recognizing there is a significant need in Northwest BC. This funding represents only 6% of the needs outlined in this preliminary report, which supports the RBA's request for ongoing funding.

²⁴ This is an initial report documenting local government investment needs in Northwest BC. Many of these projects involve further analysis such as site-specific feasibility studies.





PROGRAM SUMMARY AND ORDER OF MAGNITUDE INVESTMENT COSTS

All infrastructure and service needs identified in this report have been allocated an order of magnitude cost. There are limitations associated with the identified infrastructure and service needs, including timing and documentation:





- **Timing:** infrastructure projects typically have a trigger point for anticipated construction and completion dates. In Northwest BC, it is assumed that the trigger point for investing in local government infrastructure would align with the timing of major project construction and operations. However, this is difficult to outline in Northwest BC for two reasons. The first is the uncertainty of timing for proposed projects that are in early stages and have not yet been approved or paused. The second reason is that most local governments in Northwest BC have an infrastructure deficit as a starting point. In reality, there are significant infrastructure upgrades, replacement needs and other investment required in order for RBA communities to meet performance standards and current population needs, even before projects move forward. That said, approved projects such as LNG Canada, the Coastal GasLink pipeline and Port of Prince Rupert Expansion are imminent and local governments must be ready to support industry and accommodate change that has already started.
- **Documentation:** numerous sources were referenced to inform the infrastructure needs analysis and order of magnitude investment costs. These sources include asset management plans, asset inventories, engineering reports, scoping reports, feasibility studies, master plans, and capital plans. These documents were supplemented by a comprehensive local government questionnaire and qualitative interviews and meetings. Across the RBA, there is a substantial information deficiency given the costs associated with undertaking preliminary work such as planning and engineering. The limited financial resources to conduct baseline assessments is an added obstacle for RBA communities to address community and industry infrastructure needs.
- **Operating Costs:** annual operating costs are estimated at 8.5% of the total capital investment, which is half the actual ratio of municipal operating expenditures to tangible capital asset value for all BC municipalities. The BC-wide ratio has been 17% for each of the last five years (based on Municipal Financial and General Statistics, Ministry of Municipal Affairs and Housing), while the actual ratio for RBA municipalities has been 28% to 30% in recent years²⁵. The rationale for using half the current provincial ratio is that some of the new capital investment is replacing existing assets, while some represents new assets and will create new operating cost implications.

²⁵ Source: Municipal Financial and General Statistics, Ministry of Municipal Affairs and Housing.

PROGRAM SUMMARY: INFRASTRUCTURE AND SERVICE NEEDS

TABLE 2		
Project Category	Project Types	OOM Capital Cost ²⁶
1  Drainage and Flood Protection	<ul style="list-style-type: none"> Storm water management Replace / install ditching, culverts, catch basins, pumping stations and dikes Address undersized systems Erosion, flood and emergency protection infrastructure 	\$206,980,000
2  Fire Protection	<ul style="list-style-type: none"> Fleet purchase and replacement (fire rescue trucks, command trucks, pumper trucks, tanker trucks) Apparatus purchase and replacement Hydrants Upgrades and installing communication towers Fire hall facility upgrades / replacement projects Equipment and training 	\$43,891,000
3  Institutional Infrastructure	<ul style="list-style-type: none"> Public works facility upgrades / replacement projects Public works equipment and fleet Local government office space upgrades / replacement projects including workspace and storage Local government office equipment upgrades / replacement (e.g. computers and technology infrastructure) Municipally-owned RCMP detachment buildings upgrades / replacement projects Administrative support (e.g. building inspection) 	\$116,486,000
4  Potable Water	<ul style="list-style-type: none"> Water treatment facility upgrades / replacement Main repairs, replacements and looping Water system quality, capacity and pressure improvements Water reservoir and storage projects Exploring / installing new wells and well replacement Water fill stations 	\$183,197,000

²⁶ Capital and operating costs are order of magnitude. Many of the identified projects require further analysis such as site-specific feasibility studies.

	Project Category	Project Types	OOM Capital Cost*
5	 <p>Recreational Infrastructure</p>	<ul style="list-style-type: none"> ▪ Recreational facility upgrades / replacement projects ▪ Recreational equipment purchase / replacement ▪ Accessibility upgrades and retrofits ▪ Power / backup generators and communication tower upgrades / replacement ▪ Emergency services / operations centre integration / upgrades 	\$40,117,000
6	 <p>Solid Waste</p>	<ul style="list-style-type: none"> ▪ Equipment and fleet purchase / replacement ▪ Recycling depot upgrades and new structures ▪ Scales and wash stations ▪ Localized landfill capacity improvements / phased expansion ▪ Landfill closures 	\$59,250,000
7	 <p>Transportation</p>	<ul style="list-style-type: none"> ▪ Annual paving ▪ Road network upgrades and maintenance ▪ Bridge upgrades / replacement projects ▪ Dust / particulate pollution management ▪ Pedestrian, cycling, and accessibility infrastructure ▪ Municipally-owned airport improvements (e.g. repaving) 	\$292,351,000
8	 <p>Wastewater</p>	<ul style="list-style-type: none"> ▪ Wastewater treatment facility upgrades / replacement ▪ Dewatering system upgrades / replacement ▪ Sewer main replacements, relining, twinning and expansion ▪ Transition densified communities from septic to community sewer ▪ Collection systems and lift station upgrades / relocation and / or replacement ▪ Lagoon de-sludging and upgrades 	\$389,884,000
Total Order of Magnitude Capital Investment Need			\$1,332,156,000
Approximate Order of Magnitude Annual Operating Investment Need			\$113,233,260

STRATEGIC ALIGNMENT WITH PROVINCIAL PRIORITIES

The Infrastructure Needs Analysis responds to a number of Provincial priorities and strategies. Key areas of strategic alignment are outlined as follows:

- **Province of British Columbia Strategic Plan 2019/2020** priority areas, including:
 - Modernizing Our Infrastructure.
 - Strengthening BC's Resource Industries.
 - Fuelling Job and Industry Growth.
 - CleanBC Program.
 - Fire Management, Community Resilience and Restoring Our Forests.

- **Ministry of Municipal Affairs and Housing Service Plan 2019/20 - 2021/22:**
 - Objective 1.3: Enhance safety, occupant health and accessibility, and sustainability of the built environment.
 - Goal 3: Strong, sustainable and well governed communities.
 - Objective 3.2: Maintain local governments' financial sustainability so they can meet the service needs of their communities.
 - Objective 3.3: Support improvement of community and regional infrastructure and local government planning to further the environmental, economic and social health of communities.

- **Ministry of Advanced Education, Skills and Training Service Plan 2019/20 - 2021/22:**
 - Goal 1: British Columbians are prepared for and connected to current and emerging opportunities in B.C.'s economy.

- **Ministry of Energy, Mines and Petroleum Resources Service Plan 2019/20 - 2021/22:**
 - Goal 1: An energy portfolio powered by clean, renewable energy and supported by technological innovation.
 - Goal 2: A sustainable, responsible and competitive mining sector that creates lasting jobs for British Columbians.
 - Goal 3: B.C.'s low carbon-intensity oil and gas products provide sustainable jobs for British Columbians and projects meet our four conditions.

- **Ministry of Environment and Climate Change Strategy Service Plan 2019/20 - 2021/22:**
 - Goal 1: Effective protection and conservation of the environment.
 - Goal 2: A sustainable, resilient low-carbon economy.

- **Ministry of Forests, Lands, Natural Resource Operations and Rural Development Service Plan 2019/20 - 2021/22:**
 - Goal 1: Economic Benefits for all British Columbians with Thriving and Resilient Rural Communities.
 - Goal 3: Sustainable Natural Resource Management.

- **Ministry of Jobs, Trade and Technology Service Plan 2019/20 - 2021/22:**
 - Goal 1: B.C. businesses are supported to start-up, scale up, grow and stay in B.C.
 - Goal 2: Encourage trade diversification and facilitate investment opportunities that benefit all British Columbians.
 - Goal 3: Deliver programs in B.C. communities that increase participation in the economy and help raise the standard of living.

- **Ministry of Social Development and Poverty Reduction Service Plan 2019/20 - 2021/22:**
 - Goal 2: British Columbians in need have services, supports and opportunities that make life better.

- **Ministry of Tourism, Arts and Culture Service Plan 2019/20 - 2021/22:**
 - Goal 2: Support creative and cultural organizations to help develop British Columbia's creative sector.
 - Goal 3: Promote diversity and inclusion in communities throughout British Columbia.

- **Ministry of Transportation and Infrastructure Service Plan 2019/20 - 2021/22:**
 - Goal 1: Invest in rural and urban infrastructure improvements that help build a strong, sustainable economy.
 - Goal 2: Improve transportation network efficiency to provide British Columbians with safe and reliable access to the services they depend on.
 - Goal 3: Invest in transportation options that enhance network efficiency and support climate change objectives.

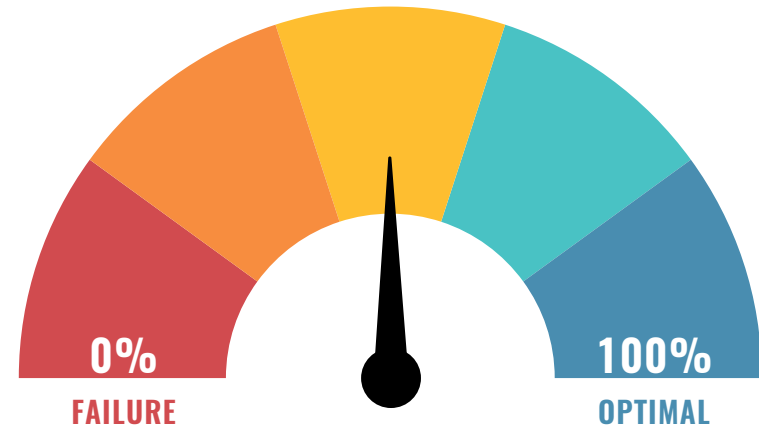
CURRENT PERFORMANCE AND READINESS FOR MAJOR PROJECT INVESTMENTS

The following pages evaluate asset categories by current performance and readiness, defined as follows:

- **Current Performance:** Means the overall performance of local government infrastructure in the RBA, collectively, at present time. The performance spectrum ranges from complete failure (0%) to optimal (100%).
- **Readiness:** Refers to the RBA's collective ability to support major project investment. "Ready" would indicate the identified infrastructure is positioned to support projects. "Strained" would indicate that the identified infrastructure could provide limited support to project investment and related growth. "Not Ready" indicates significant gap between the identified infrastructure situation and what is required to support industry investment.

Please refer to [Appendix A: Dashboard Compendium](#) for further details on asset category performance.

Current Performance Scale:



Readiness For Major Project Investment Scale:



4.1

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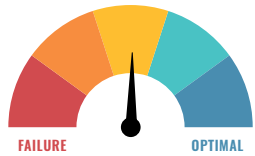
DRAINAGE AND FLOOD PROTECTION

4.1 DRAINAGE AND FLOOD PROTECTION DASHBOARD

Capital Investment Needed
\$207M

Current Performance:
53%

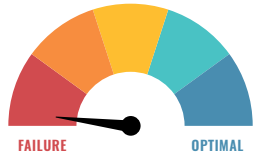
Readiness For Major Investment:
NOT READY



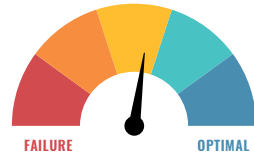
System Capacity
52%



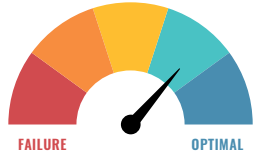
Asset Condition (Storm Water)
39%



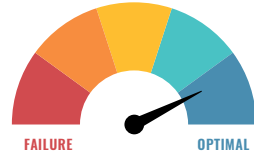
Runoff Quality
9%



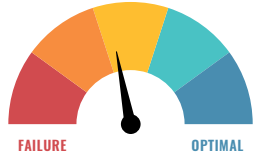
Level of Protection
54%



Reliability (Storm Water)
72%



Reliability (Flood Protection)
86%



Availability
44%



Asset Condition (Flood Protection)
64%

DRAINAGE AND FLOOD PROTECTION COMPENDIUM

System Capacity: Means the ability of the drainage/stormwater system to meet the service needs of a community. A failing system is one that is significantly undersized in most of the community and unable to meet desired level of service. An optimally performing system is one that is appropriately sized to meet the desired level of service in all areas of the community, and any flooding that occurs is intentional and/or part of an overall drainage plan (e.g. stormwater detention pond).

Runoff Quality: Refers to the quality of water discharge from drainage/stormwater systems. Poor runoff quality means stormwater is discharged with no treatment or existing systems are substantially undersized or in disrepair. Optimal runoff quality means that stormwater management satisfies Provincial stormwater management guidelines and complies with the Fisheries Act.

Reliability (stormwater): Means the ability of the drainage/stormwater system to handle major storm events. Failure occurs when there is frequent and significant flooding due to overflow and/or backup and as a result could potentially damage property, limit access to critical community services (hospitals, police service, fire protection), and could potentially harm residents. Optimal reliability means flooding due to overflow and/or backup rarely occurs.

Availability: Means connecting residents/properties to the drainage/stormwater system. Poor availability means large areas of the community do not have the opportunity to connect to or benefit from stormwater management (but want/need to). Optimal availability means all residents and properties are connected to and benefit from the stormwater system.

Asset Condition (stormwater): Means the condition of the drainage/stormwater system by replacement value. Failing asset condition means that less than 20% of the stormwater system (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of the stormwater system (by replacement value) is in fair condition or better).

Level of Protection: Means the ability of the flood protection system to meet the service needs of a community. A failing system is one that is significantly undersized. An optimally performing flood protection system is one that is appropriately sized to meet the desired level of service in all areas of the community, and any flooding that occurs is intentional (e.g. riparian area).

Reliability (flood protection): Means the ability of the flood protection system to handle major flooding events. Failure occurs when there is frequent and significant failure of key flood protection infrastructure (e.g. dams, berms, dikes). Optimal reliability means flooding flood protection infrastructure rarely occurs.

Asset Condition (flood protection): Means the condition of the flood protection infrastructure by replacement value. Failing asset condition means that less than 20% of the flood protection infrastructure (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of the flood protection infrastructure (by replacement value) is in fair condition or better).

DRAINAGE AND FLOOD PROTECTION INFRASTRUCTURE

Drainage and flood protection projects include protecting existing infrastructure from tributary erosion, sudden snow pack melt and significant storm and flooding events. Key drivers to capital and operating needs include aging infrastructure that has not been replaced, the need to reroute storm systems and culverts to protect sensitive ecosystems, and install full stormwater systems in some communities that have no system at all. For RBA communities situated along the North Coast and connected to the sea, long-term sea level rise or potential tsunami events²⁷ require communities and industries to be prepared for the risk of infrastructure failure.

A key obstacle to getting started is the limited data and information available to local governments to plan for and implement drainage and flood protection. The Regional District of Kitimat Stikine, for example, is referencing flood plain mapping from the 1980s. Even when information is available, implementation costs are high relative to operating revenue. Upgrading critical infrastructure such as storm systems is challenging for communities in Northwest BC - like in New Hazelton, which is installing new storm sewers about two blocks at a time.

On the whole, drainage and flood protection infrastructure within the RBA is inadequate and failing current performance standards, and is not ready to support major economic investment projects. Approximately \$207 million capital investment is required to bring drainage and flood protection infrastructure to appropriate condition, system capacity, quality and reliability. Ongoing annual operating investment is also required to maintain and operate drainage and flood protection infrastructure.

The Stewart World Port is Canada's most northerly ice free port and receives / ships break bulk cargo out of its' deep sea wharf in Stewart, BC. A \$70 million investment completed in 2015, it serves key resource industries including mining, forestry, oil and gas, and construction projects. It is also within a tsunami notification zone which is a shared risk with other RBA communities. Investing in drainage and flood protection infrastructure in places like Stewart serves to protect both industrial infrastructure and community assets that are interconnected with provincial resource development initiatives.

²⁷ The Province of British Columbia Tsunami Risk Zone A includes Masset, Port Clements, Queen Charlotte City, Prince Rupert, Port Edward, and Stewart.

INDUSTRY CONTROLLED RIVERS

In 2017, the Nechako River Reservoir was at capacity and a significant volume of water was released, causing mass flooding in Vanderhoof. Several households were displaced, structures were lost, and flood recovery costs were incurred by the local government, property owners, and the Province.

The Nechako River Reservoir and Kenney Dam were constructed in the 1950s to attract the aluminum smelter industry to Northwest BC. Today, the dam is controlled by Rio Tinto to supply hydro-electric power to the aluminum smelter in Kitimat. Industry control over this infrastructure means they regulate water levels downstream as well, including the Nechako River. Historic agreements of past generations such as this one still impact communities today and influence the risk of flooding in communities like Vanderhoof. The communities of Kitimat and Vanderhoof are over 500km in distance apart, yet are interconnected through environment, industry, and infrastructure.

4.2

PRINCE RUPERT
FIRE DEPT
200-1st Avenue W.

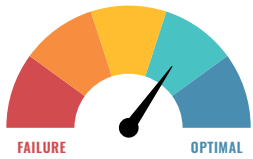
FIRE PROTECTION

4.2 FIRE PROTECTION DASHBOARD

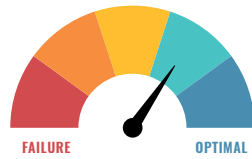
Capital Investment Needed
\$44M

Current Performance:
63%

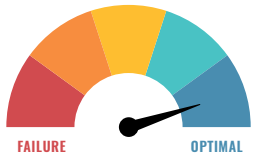
Readiness For Major Investment:
NOT READY



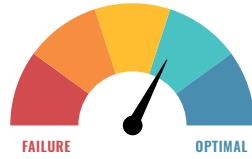
Fire Department Service Level
70%



Emergency Communication System
68%



Water Supply
90%



Asset Conditions
64%

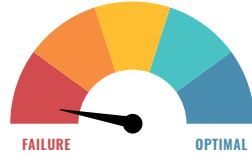


Fire Prevention
50%



Wildfire Protection Plan
35%

33% of major projects expect to draw on local emergency and protective services



Reliance on Volunteer Firefighters
HIGH

FIRE PROTECTION COMPENDIUM

Fire Department Service Level: Refers to the ability of the fire department to meet the service level required in a community. An inadequate and failing fire department occurs when the department is understaffed, have low volunteer firefighter numbers, personnel are poorly trained, equipment is in poor condition, and where significant service gaps exist. An optimally performing fire department occurs when the service area is well covered, equipment is well maintained, staffing/volunteer firefighter levels are met and personnel have the most up-to-date training.

Water Supply: Refers to the water supply system to support fire protection services, such as fire flow and hydrants. A failing water supply in this context means the water supply is unreliable, and the system is poorly maintained and not designed to handle stress and failures. Optimal water supply means the system is very reliable with redundancies throughout to handle stress or failures, and the system receives frequent maintenance and is capable of providing required flows simultaneously with Maximum Daily Consumption.

Fire Prevention: Includes both fire prevention and fire safety control. Inadequate and failing fire prevention means there is no staff dedicated to prevention, no public education program in place, and there are no bylaws used for managing risk. Optimal fire prevention means there is a proactive approach to fire prevention performed at various levels of the community; qualified staff are assigned to a team focused on fire prevention; community has a well developed fire prevention program with bylaw enforcement; and a public education program is well developed and occurs regularly.

Emergency Communication System: Refers to the communication system required to enable fire protection services. Inadequate and failing emergency communication systems means that telephone systems, lines, staffing and dispatching are inefficient and require immediate upgrades. Optimal emergency communication systems are robust, with facilities and support to handle dispatching fire alarms.

Asset Condition: Means the condition of the fire protection fleet and firehall by replacement value. Failing asset condition means that less than 20% of the fire protection fleet and firehall (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of the fire protection fleet and firehall (by replacement value) is in fair condition or better.

Wildfire Protection Plan: A wildfire protection plan is a community resiliency tool used to reduce the risk and impact of wildfire to communities, including determining the level of, and steps to manage, wildfire risk primarily within their jurisdictional boundary. An assessment of critical infrastructure at risk of wildfires is included in a Wildfire Protection Plan.

Reliance on Volunteer Firefighters: Evaluates the personnel composition of a fire department including Fire Chief, paid staff and volunteer firefighters. A high reliance on volunteer firefighters is considered vulnerable / less resilient given the uncertainty of volunteer availability, accessibility and sometimes the level of training / experience.

FIRE PROTECTION INFRASTRUCTURE

Fire protection infrastructure needs are largely driven by the requirement to meet regulatory standards. This includes replacing equipment and fleet, and ensuring firefighters are adequately trained. Fire hall facility upgrades and replacement projects are also in need within the RBA to address asset deterioration and to fit larger, industry standard size firetrucks and NFPA standard apparatuses. At this time, RBA communities are working within their means but it comes at the cost of equipment fail inspections, increased maintenance costs, and using tools outdated for today's demands.

The nature of firefighting within the RBA is one that is highly dependent on volunteer firefighters. A region heavily reliant on a volunteer base creates vulnerability given the limited availability of volunteers and long response times. Many RBA communities are experiencing difficulties with recruiting and retaining volunteer firefighters, leading to very few resident volunteers carrying the majority of the burden and the responsibility of always being on call. Firefighter burn out is a risk that is currently being observed and expected to continue if capacity issues are not alleviated.

A CASE OF THORNHILL: INDUSTRY DEVELOPMENT DRAWS ON FIRE PROTECTION SERVICES

Services such as fire, health and safety are assumed to be provided by industry for industry workers onsite. In reality, incidents can happen anywhere including within the jurisdiction of local governments.

The RDKS Thornhill Fire Department has documented a direct increase in incident responses and service demand in relation to the Kitimat Modernization Project (KMP) and early interest in LNG prior to project approval. During the KMP/pre-LNG timeframe (2010 to 2014), the Thornhill Fire Department experienced a 62% increase in incidents, and an increase in the number of hours worked by ~45 volunteer firefighters and 2.5 paid staff by 8.6% per year. Based on previous experience, the RDKS Thornhill Fire Department is expecting a significant draw on services as LNG Canada intensifies (including responding to increased incidents related to train traffic, motor vehicle incidents, and opioid/illicit substance use overdose calls). Early indicators suggest that the increase in incident calls related to major project investment will exceed staffing levels and will impact training, equipment, and facilities.

Local governments within the RBA aspire to be resilient and prepared for emergencies, and committed to continue implementing mutual aid agreements with neighbouring Indigenous communities and First Nation bands. This requires infrastructure investment to improve the current situation.

Fire protection infrastructure within the RBA is falling short of meeting industry standards and is not equipped to adapt to temporary and permanent population increases related to major project investment. Approximately \$44 million capital investment is required to improve fire protection infrastructure. Ongoing annual operating investment is also required to maintain and operate fire protection infrastructure and related training and equipment.

UNEQUIPPED FOR WILDFIRES

British Columbia has experienced recent record breaking years in wildfire activity, burning over 2.5 million hectares and costing over \$1.26 billion during the combined years of 2017 and 2019²⁸. Wildfire activity along Highway 16 and 37 has disrupted community and industry activity, requiring large-scale evacuations and provincial fire suppression operations.

Yet, only one-third of RBA communities have a Wildfire Protection Plan in place. Limited capacity to apply for funding, coordinate study efforts and contribute to costs/resources are obstacles to undertaking such plans. Still, RBA communities are often the staging ground for wildfire suppression operations including utilizing local government infrastructure for provincial emergency response such as recreational facilities, airports and air strips.

28 Wildfire Season Averages, Public Safety and Emergency Services, Province of BC.



4.3

INSTITUTIONAL INFRASTRUCTURE



4.3 INSTITUTIONAL INFRASTRUCTURE DASHBOARD

Capital Investment Needed
\$116M

Current Performance:
50%

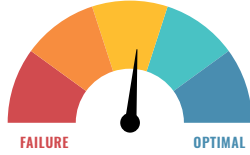
Readiness For Major Investment:
NOT READY



Staff Recruitment and Retention
43%



Public Works Facility Capacity + Equipment
70%



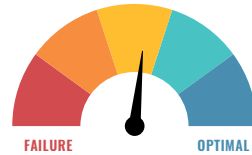
Building Inspection
54%



Asset Condition (Public Works Facility)
25%



Local Government Work Space Capacity
55%



Asset Condition (Local Government Office)
55%

INSTITUTIONAL INFRASTRUCTURE COMPENDIUM

Staff Recruitment and Retention: Refers to the ability of a local government office to meet their human capital needs including filling positions with qualified personnel. Inadequate and failing staff recruitment and retention means that the local government office is understaffed; difficulty recruiting to fill most vacancies, shortage of suitable candidates, challenged to offer competitive compensation; and very high turnover rates. Optimal staff recruitment and retention means staffing levels are excellent, with difficulty filling vacancies or finding suitable candidates; able to offer competitive compensation; and turnover rates are low / staff retention is high.

Building Inspection: Building Inspectors are local government officials primarily involved in new construction and renovation, ensuring structures meet the Building Code and other standards. They are members of the Building Officials' Association of BC. Inadequacy in this context means that a building inspector is not available in a community, or somewhat adequate if building inspection service is part-time / shared with other communities. Optimal levels occur when a full-time in-house building inspector is available to a community.

Local Government Work Space Capacity: Refers to the quantity and type of work space at a local government office. Inadequate or failing work space capacity means there are significant space constraints such as not enough space to accommodate required staffing levels. Optimal work space capacity means there is sufficient quantity and quality of space to accommodate all municipal hall /regional district office needs.

Public Works Facility Capacity and Equipment: Refers to the ability to meet public works service needs in a community. Failing public works facility capacity and equipment means that the public works facility is inadequate; structures and equipment are in poor condition; and significant capacity and service gaps exist. Optimal levels occur when structures and equipment are in excellent condition and well maintained; and capacity issues and service gaps are rare.

Asset Condition (public works facility): Means the condition of the public works facility by replacement value. Failing asset condition means that less than 20% of the public works facility (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of the public works facility (by replacement value) is in fair condition or better.

Asset Condition (local government office): Means the condition of the local government office by replacement value. Failing asset condition means that less than 20% of the local government office (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of the local government office (by replacement value) is in fair condition or better.

INSTITUTIONAL INFRASTRUCTURE

The unprecedented economic activity across the RBA has increased the volume of inquiries and initiatives presented to local governments. From on-the-ground development applications to meeting with industry representatives and investors requesting informal consultation, site tours and pre-application meetings, the administrative workload is exponentially increasing in tandem with major project investment.

In addition to today's concerns, local government workers are still working on brownfield sites from industry-past, like in Vanderhoof where the highway frontage is lined with vacant contaminated sites. Or in Fraser Lake where the lakefront park, previously a West Fraser Sawmill, still has remnant site issues that need to be addressed if the park were to be further developed. It requires tremendous energy for local government workers to withstand periods of recession and investment, addressing brownfield sites while reviewing new proposals, and balancing community needs with limited resources and capacity.

The North Coast Regional District does not have in-house planning or engineering professionals. Yet, it is responding to unique and complex planning applications including Vopak, Nexen Energy, PNW LNG on Lulu Island²⁹, and major wind energy projects. These applications typically have a 20 day turnaround time protocol. Even when projects are paused, there is still upfront staff time that is absorbed to review significant projects including evaluating land use implications.

²⁹ Vopak Pacific Canada is exploring the construction and operation of bulk liquids facility on Ridley Island, storing products such as methanol, diesel and propane. Nexen Energy, which was pursuing Aurora LNG on Digby Island, and PNW LNG proposed on Lulu Island, were both placed on hold due to changing market conditions.

In addition to the unique industry development within the RBA, meeting basic needs is a challenge under current local government conditions and the provincial funding model. **Limited staff capacity is frequently absorbed to prepare application forms, feasibility studies and business cases to secure the capital and operating dollars required to meet basic community needs.** Local governments within the RBA prioritize their time to manage crisis and urgent situations, often missing opportunities to compete for funding they desperately need. At times when the number of submitted applications exceed available funding, RBA communities may find their efforts spent on preparing unsuccessful funding applications could have been better utilized in other ways. This is further compounded by staff shortages as well as recruitment and retention issues.

Crucial to addressing recruitment and retention issues at the local government level is ensuring that RBA communities are livable and attractive. Key to livability is offering high quality amenities, which includes municipal facilities such as community centres, libraries, museums and art galleries. There is a severe lack of these institutional spaces within the RBA, and existing facilities are often only partially open due to budgetary constraints and staff shortages. Investing in institutional infrastructure has the potential to aid in attracting and retaining local government workers, as well as attracting skilled labour to fill the job vacancies required by industry development.

Internal capacity challenges are coupled with institutional infrastructure needs. These projects include replacing aging public works facilities, purchasing and replacing equipment and fleet, and improving the working conditions of local government employees through modest, sufficient workspace upgrades to accommodate required staffing levels. There is also a severe shortage of Building Inspectors available in the region. With large areas - Regional Districts of Kitimat-Stikine and the North Coast, and all of Haida Gwaii - currently have no building inspection services at all. Some of these areas, like Haida Gwaii, are located in an earthquake zone and would greatly benefit from improved building inspection services as well as seismic upgrades if funding and resource supports were provided.

The cost to purchase new fleet, such as street sweepers, graders and snow plows, are more than what many Northwest communities can afford. Many RBA communities resort to purchasing used vehicles and/or retaining very old vehicles and subsequently incur high costs on fleet maintenance and repairs.

Four local governments in the RBA - Smithers, Terrace, Kitimat, and Prince Rupert - contract with the Province to deliver police services. There are significant costs associated with delivering police services including maintaining municipally-owned RCMP detachment buildings. In addition to policing infrastructure, RBA communities are understaffed and experience frequent turnover of police officers. With anticipated growth in temporary and permanent residents as a result of major project investment, the RBA communities are not ready to address the added draw on local police services.

- For instance, the authorized strength of the RCMP municipal police in City of Terrace is 25 officers (population 10,289), but only 7 officers are authorized to serve the extensive surrounding rural area (population 7,831). **The RCMP municipal unit cost per capita is \$309 in Smithers, \$337 in Terrace, \$355 in Kitimat, and \$488 in Prince Rupert - compared to the average of \$231 for all RCMP municipal units (populations 5,000 to 14,999).** There is also higher caseloads and crime rates³⁰. It is anticipated that the BC RCMP will be cutting provincial policing costs to address deficit issues, including cuts to small rural detachments, which will compound the already underserved policing services in Terrace, Kitimat, Prince Rupert and Smithers.

Local governments within the RBA do not have the internal resources or capacity to adequately support major project investment in the region. Approximately \$116 million capital investment is required to upgrade hard local government infrastructure such as public works facilities and government office space constraints, plus additional ongoing annual operating investment. These figures do not encompass staff capacity issues.

MAKING THINGS WORK

When Telkwa's Municipal Hall was physically obsolete, they partially converted and relocated to an old meat packing building. They added street-access retail commercial space and second-floor office space which is leased to Telkwa Coal Limited. The new municipal hall is an example of implementing best practices - converting under-utilized existing space into a mixed-use building that co-locates community infrastructure with other uses. However, there was not enough capital dollars to fund a full renovation. There are sections of the building still configured for meat packing and refrigeration, and there is a need to install fire separating walls. At this time, Telkwa stores their archived files in an old loading bay with no means to fund secure storage of local government documents.

³⁰ Source: Provincial Police Statistics, 2017.



LOCAL GOVERNMENTS IN NWBC ARE COMPETING WITH PRIVATE INDUSTRY FOR THE SAME TALENT POOL

A senior engineer can earn double or triple the annual salary if they work for private industry compared to a local government in the Northwest. This is the reality of local governments which have limited tools to incentivize professionals and skilled workers to stay employed in government or to initially consider a job posting. Budgetary constraints and unionized environments are typically no match to private industry in the Northwest. At the same time, when collective bargaining agreements come up for negotiation, local governments must consider drawing from their limited financial resources to adjust employee wages to align closer to industry standards. Competing with private industry for qualified workers while simultaneously supporting industry has led to local government staffing shortage, turnover, burnout and loss of institutional knowledge. As a result, local governments in the Northwest have limited capacity to meaningfully contribute to the intense economic development unique to the region, leading to undesirable consequences such as delayed project processing.

4.4

POTABLE WATER

4.4 POTABLE WATER DASHBOARD

Capital Investment Needed

\$183M

Current Performance:

77%

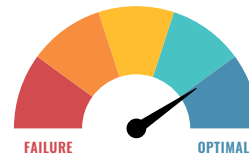
Readiness For Major Investment:

NOT READY



Quantity

74%



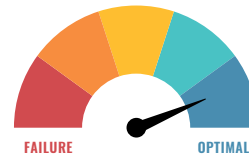
Reliability

80%



Quality

88%



Accessibility

88%



Aesthetics

68%



Asset Condition

66%

Some RBA Communities are exploring improvements to potable water to meet **health standards** including removing manganese and arsenic, as well as replacing asbestos pipes and disintegrating clay pipes

POTABLE WATER INFRASTRUCTURE COMPENDIUM

Quantity: Refers to the potable water supply. Failing quantity means there is a total ban on outdoor water use almost every summer (due to supply constraints). Optimal quantity means water restrictions occur rarely (due to supply availability).

Quality: Refers to water quality advisories. Failing quality means that water quality advisories occur consistently (multiple times per year). Optimal quality means water quality advisories do not occur.

Aesthetics: Refers to consumer expectations. Failing aesthetics means the potable water fails to meet consumer expectations on more than one of: taste, colour, odour, or staining year round. Optimal aesthetics means the potable water meets consumer expectations on all of: taste, colour, odour, and staining year round.

Reliability: Refers to service provision of potable water. Failing reliability means there are frequent major disruptions (greater than 24 hours) to service provision to a large number of customers (greater than 10% of connected users). Optimal reliability means there are few minor disruptions to service provision, and no major disruptions.

Accessibility: Means connecting residents/properties to the potable waste system. Failing accessibility means 50% or more of the community does not have the opportunity to connect to potable water service (but want/need to). Optimal accessibility means all residents who want/need potable water are connected to the service.

Asset Condition: Means the condition of the potable water system by replacement value. Failing asset condition means that less than 20% of the potable water system (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of the potable water system (by replacement value) is in fair condition or better.

POTABLE WATER INFRASTRUCTURE

Many local governments within the RBA inherited infrastructure from other entities such as single firm companies and the Department of National Defence Canada. The water mains in Fraser Lake, for example, were installed in the 1950s by Endako Mine and had a projected life span of 19 years. The infrastructure of yesterday was not intended to be long-lasting nor meet the needs of the unprecedented economic investment happening today. As a result, infrastructure investment needs such as addressing water main upgrades and water treatment facility projects has been an ongoing challenge in the Northwest - especially given low tax revenue that cannot sustain the costs associated with bringing infrastructure from previous generations up to today's standards.

An unfortunate reality is that replacing underground servicing like water mains is so often an exorbitant cost relative to revenue, that many Northwest local governments make undesirable trade-offs such as investing in new asphalt road surface knowing that the underground servicing is deteriorating. The current funding framework creates an environment where addressing potable water needs is typically a series of patchwork repair. These potable water issues experienced by local governments extend beyond jurisdictional boundaries where servicing agreements with neighbouring First Nations communities exist - including in Hazelton³¹, New Hazelton, Fort St. James, Burns Lake, and Masset.

In 2018, the NCRD had a budget of \$10,000 for water repairs. During the winter, one water line break had a repair cost of \$14,000. Low municipal budgets have led Northwest BC communities to consistently draw from contingencies and reserves to cover basic operational expenses.

³¹ There are many examples of shared services and mutual aid agreements between local governments and First Nations communities in Northwest BC. The Village of Hazelton, for example, owns the license for water services and First Nations own the water treatment facility - working together to provide potable water to their communities. The Village of Masset has shared service agreements with Old Masset Village Council Band for sewage and water, as well as an informal arrangement to share public works equipment and tools.

CATCHING UP IN PRINCE RUPERT IS NOT RELATABLE TO OTHER PARTS OF BC

In Prince Rupert, a large number of water mains are over 100 years old. Large swaths of infrastructure were also installed during World War 2 and did not have sustainable longevity in mind at the time. Geographical constraints add to the cost: blasting bedrock, stabilizing over muskeg and dealing with acidic soils that dissolve underground pipes. Short construction seasons and freeze-thaw cycles also amplify complexity and cost. Other significant projects, such as replacing Woodworth Dam (currently in pre-construction stage with an estimated capital cost of \$16.5 million) are prioritized. Underground servicing needs, including water mains, absorb much of the tax base which prevents investing in other important community infrastructure like recreation and culture.

This situation severely limits the city's ability to attract and retain the workforce required to support the Port of Prince Rupert and other major industries that are essential to facilitate BC's product to market via the Asia-Pacific Gateway. Even though the local economy is flourishing, years of economic recession led to deferred maintenance and dipping into reserves. At this time, Prince Rupert is averaging 2.35 water line breaks per week. Catching up in Prince Rupert to meet current needs is difficult, and nowhere near the readiness level required to support major project investment in the region.



It is unclear how much major industries will need to draw on potable water from local governments in the Northwest. Environmental assessments suggest that approximately 56% of major projects expect to generate an increase in permanent population, and thus a need for more permanent housing which needs to be site serviced by water, sewer, and utilities. There are also examples of Coastal GasLink camps entering into agreements with local governments to access water filling stations, such as with Burns Lake and Houston, but the potential forecasted usage is unknown at this time.

The status of potable water infrastructure is wide-ranging across Northwest BC. What is commonly shared by RBA communities is the high cost to replace aging underground servicing, leading to patchwork repairs and deferred maintenance. The overall condition of potable water infrastructure is not ready to support major economic investment projects. Approximately \$183 million capital investment is required to upgrade and replace potable water infrastructure, plus ongoing annual operating investment.

THE IMPOSSIBLE TASK OF FINDING CERTIFIED WATER TREATMENT OPERATORS

It is challenging to recruit and retain certified water treatment operators in Northwest BC. It is difficult for water treatment operators to meet their minimum required hours to keep their certification due to not incurring enough eligible hours. Water treatment operators in Masset and Queen Charlotte must travel off island to receive training and obtain eligible hours, which is expensive to resource. The challenges of finding and retaining certified water treatment operators in the Northwest threatens local governments' ability to meet regulatory standards.



4.5



**RECREATIONAL
INFRASTRUCTURE**

4.5 RECREATIONAL INFRASTRUCTURE DASHBOARD

Capital Investment Needed
\$40M

Current Performance:
56%

Readiness For Major Investment:
NOT READY



Capacity (Outdoor Recreation)

45%



Capacity (Indoor Recreation)

61%



Asset Conditions (Outdoor Recreation)

55%



Asset Condition (Indoor Recreation)

68%



Arts and cultural wealth are critical to the well-being of any society. Investments in these areas are investments in the future of British Columbia.

Province of BC Strategic Plan 2019/2020



RECREATIONAL INFRASTRUCTURE COMPENDIUM

Capacity (outdoor recreation): Outdoor recreational amenities includes sports fields, playgrounds, trails, parks, courts, or other. Inadequate and failing capacity means the quantity and/or type of outdoor recreational amenities and infrastructure is insufficient to meet needs of most user groups. Optimal capacity means the quantity and type of outdoor recreational amenities and infrastructure is sufficient to meet needs of nearly all user groups.

Asset Condition (outdoor recreation): Means the condition of the outdoor recreational amenities by replacement value. Failing asset condition means that less than 20% of the outdoor recreational amenities (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of the outdoor recreational amenities (by replacement value) is in fair condition or better.

Capacity (indoor recreation): Indoor recreational amenities includes arenas, pools, gymnasiums, fitness facilities, studios, or other. Inadequate and failing capacity means the quantity and/or type of indoor recreational amenities and infrastructure is insufficient to meet needs of most user groups. Optimal capacity means the quantity and type of indoor recreational amenities and infrastructure is sufficient to meet needs of nearly all user groups.

Asset condition (indoor recreation): Means the condition of the indoor recreational amenities by replacement value. Failing asset condition means that less than 20% of the indoor recreational amenities (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of the indoor recreational amenities (by replacement value) is in fair condition or better.

RECREATIONAL INFRASTRUCTURE

Recreational infrastructure is more than providing space for residents to be active, play sports or engage in leisure programs. They are also spaces where the community can come together, socialize and build relationships. Recreational infrastructure is key to weaving the social fabric of a community in order for it to become resilient, sustainable and livable.

Recreational infrastructure is also multi-functional. In the RBA, these facilities typically double as emergency operation centres. They are often the staging grounds for firefighters during active wildfires or spaces to mobilize sandbag volunteers during major flood events. **When hotels are block booked by industry companies or where temporary accommodation is unavailable, local government recreational facilities are utilized and transformed into accommodation for out of town support services such as provincial emergency aid.** While many of these facilities have been designated for emergency operations, some have not been equipped to adequately provide this essential service.

Overall, the current state of recreational infrastructure in the region is dire. **Only 20% of RBA communities are meeting the indoor recreational needs of the current population, the remainder are severely falling short on one or more facilities.** In simple terms, the limited financial resources of local governments are prioritized towards health and safety projects first at the sacrifice of recreational facilities.

The arena in Granisle, for example, has not been maintained and is currently used for RV storage. With prospective workers and their families considering relocating to the Northwest for work, the likelihood of not having a swimming pool for their children or learning about closed door facilities due to staff shortages and budget cuts makes it difficult to convince families to relocate and fill the job vacancies required by industry.

Recreational infrastructure within the RBA fall far below standards compared to what residents might find in other parts of BC. Projects under this category include upgrading or replacing arenas and sports complexes, adding accessibility features and retrofits, and adapting facilities to perform during emergency situations. Approximately \$40 million capital investment is needed to meet the needs of current residents and to be attractive to recruit workers to fill industry job vacancies. Ongoing investment is also required to maintain and operate recreational infrastructure.

WITHOUT OPERATING DOLLARS, NEW RECREATION FACILITIES MAY CLOSE

The Upper Skeena Recreation Centre officially opened its' doors in September, 2019 in Hazelton after the previous 44-year old building was condemned and closed in 2015. A period of time with no facility led to limited opportunities for the community to gather, and created barriers for youth to access sports: either travelling 75kms to Smithers if they had access to a vehicle, or excluded from playing sports altogether.

The \$20 million, 54,000 square foot recreation centre has an ice-rink, multi-purpose gym, fitness centre and meeting rooms to serve the Upper Skeena communities including Hazelton, New Hazelton and eight First Nations communities. Home to a number of remote workers for projects like Brucejack Mine, the Upper Skeena Recreation Centre is a community hub where people can gather especially during the winter season. However, this new facility is at risk of closing its' doors because sufficient

long-term operating dollars have not been secured - a need of approximately \$900,000 annually to cover basic operations. If a solution is not found, the new Upper Skeena Recreation Centre may close its doors within two years after being constructed.

Communities throughout the RBA benefit from capital investment in recreational infrastructure including attracting skilled labour to meet industry job demand. However, RBA communities are severely challenged to operate and maintain these structures if operational dollars are not supported by outside funding sources. As a result, important community facilities such as the Upper Skeena Recreation Centre can experience deferred maintenance and accelerated deterioration, partial opening hours, and sometimes closed completely before they reach the end of their building life.

4.6

SOLID WASTE



4.6 SOLID WASTE DASHBOARD

Capital Investment Needed
\$59M

Current Performance:
63%

Readiness For Major Investment:
NOT READY



Landfill Capacity
78%



Asset Condition
83%



Waste Diversion Opportunity (Household)
60%



Waste Diversion for Industrial, Commercial, Institutional and Hard to Manage Waste³²
33%

56% of major projects expect to generate an increase in permanent population, contributing to an increase in both household and employment-based waste

³² Hazardous waste, demolition waste and land clearing waste.

RECREATIONAL INFRASTRUCTURE COMPENDIUM

Landfill Capacity: Refers to the ability of a local government to accommodate waste using a landfill. Failing landfill capacity means the landfill is nearing capacity/end of life and near closure. Optimal landfill capacity means the landfill has capacity to accommodate waste over the next 20+ years.

Asset Condition: Means the condition of the waste management system by replacement value. Failing asset condition means that less than 20% of the waste management system (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of the waste management system (by replacement value) is in fair condition or better.

Waste Diversion Opportunity: Refers to the ability to recycle and compost. Failing waste diversion means there is no diversion of recyclables or composting provided. Optimal waste diversion means there is opportunity for diversion of a full range of recyclables (including appliances, textiles) and composting.

Waste Diversion for Industrial, Commercial, Institutional and Hard to Manage Waste: Refers to non-residential household waste and includes hard to manage waste such as hazardous waste, demolition waste and land clearing waste. Failing waste diversion in this context means that local governments do not provide waste collection, diversion, or disposal services for industrial, commercial, or institutional users. Optimal performance means local governments are able to provide such service.

SOLID WASTE INFRASTRUCTURE

In the RBA, the majority of solid waste management is delivered at the regional district level with the exception of Prince Rupert/Port Edward, and Kitimat. The landfill capacity for the RDKS and RDBN is high and have decades of life remaining. The NCRD landfill, however, is near capacity. **The Prince Rupert landfill, which is shared with Port Edward and accepts garbage waste from neighbouring First Nations communities, is at crisis-level capacity and is currently not diverting recyclables, not offering composting services, and cannot take in demolition waste.**

Speculation related to LNG and other major project investment has led to a surge in building renovations in the region. This has generated a larger than usual volume of demolition waste that cannot be accommodated in places like Prince Rupert given the landfill is at capacity and does not have the solid waste infrastructure in place to accommodate waste from development activity.

Across the RBA, there is both political will and resident support to be environmental stewards and participate in waste diversion. However, the limited opportunity for residents to participate in waste diversion, and cost constraints to deliver these services to low density and rural populations - often through private contracts³³, makes it nearly insurmountable for RBA communities to contribute to the Provincial solid waste management goals as they relate to action on climate change.

In addition, two-thirds of local governments within the RBA are not able to offer waste collection, diversion, or disposal services for industrial, commercial, and institutional uses or other hard-to-manage wastes (such as hazardous waste, demolition waste, and land clearing waste). Private companies are sometimes contracted by industry to support solid waste management. Specialized waste delivered to landfills, like asbestos, are dealt with on a case by case basis in Kitimat. The Kitimat landfill is also accepting solid waste from two work camps. On the whole, it is unclear the full extent of solid waste that will be directly or indirectly generated by major project investment and spin-off businesses, but there is high likelihood that whatever is generated will be landfilled without alternative options available.

³³ Recycle BC is the primary contractor of recycling in regions across the province. Recycle BC offers limited services in many, but not all, RBA communities and does not offer the same level of waste diversion services compared to BC's urban areas.

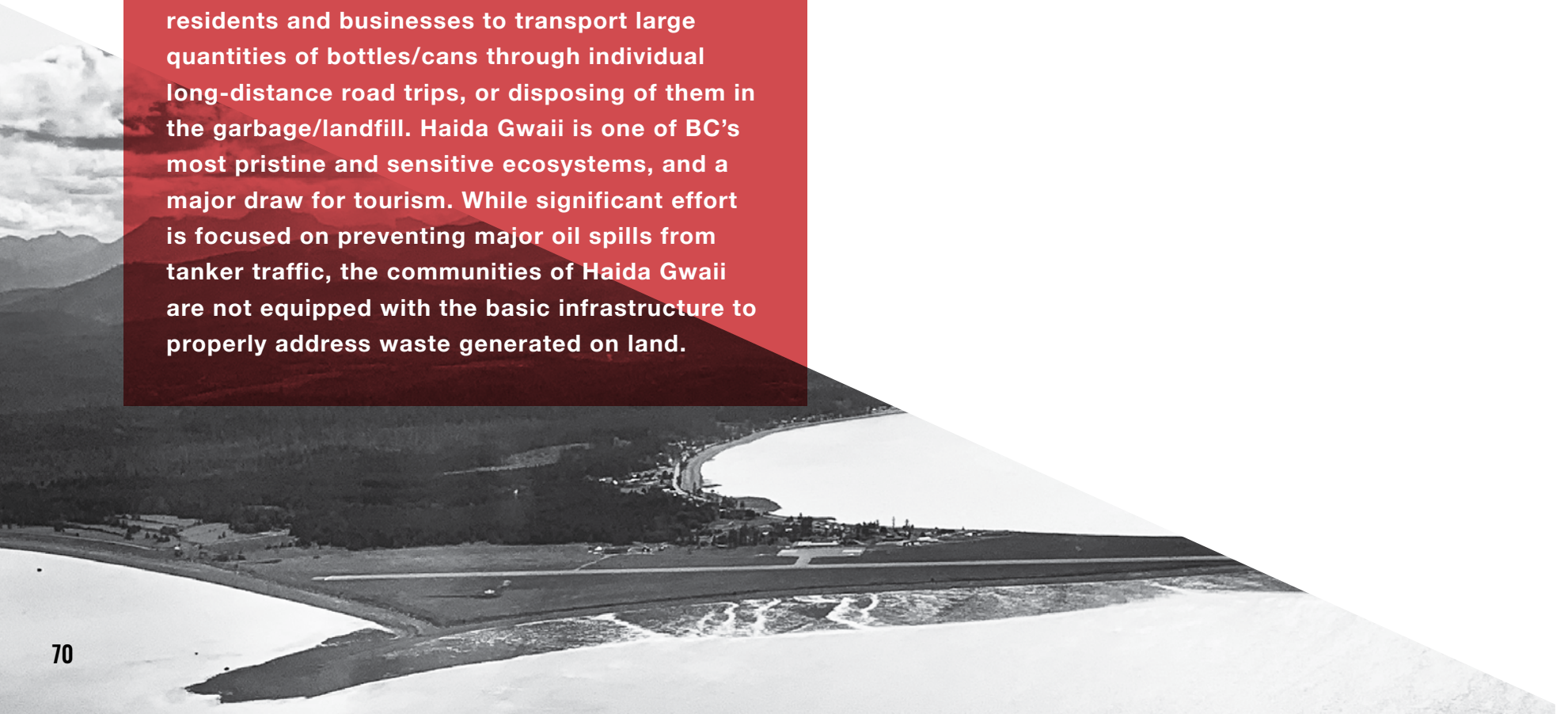
SOLID WASTE MANAGEMENT ON HAIDA GWAI

On Haida Gwaii, there is significant cost constraints to barge recyclables off island, and as such the majority of goods and materials that are delivered to Haida Gwaii stay there. For example, there are no options for households or businesses to properly dispose of oil, and it cannot be transported off island via BC Ferries due to being a restricted hazardous item not approved for sailing. A recycling depot is only located on the North end of the island, leading residents and businesses to transport large quantities of bottles/cans through individual long-distance road trips, or disposing of them in the garbage/landfill. Haida Gwaii is one of BC's most pristine and sensitive ecosystems, and a major draw for tourism. While significant effort is focused on preventing major oil spills from tanker traffic, the communities of Haida Gwaii are not equipped with the basic infrastructure to properly address waste generated on land.

Solid waste infrastructure projects include equipment and fleet purchase / replacement such as automated equipment, recycling depot upgrades or installing new depots / structures, upgrading and installing scales and wash stations, and closing landfills at capacity.

Solid waste infrastructure within the RBA is extremely limited, and it is unclear how waste diversion and the handling of hazardous waste / project related waste will be addressed by industry during construction through to operations.

Approximately \$59 million capital investment is required to improve solid waste management within the RBA. Ongoing investment is required to maintain and operate solid waste related infrastructure.



4.7

TRANSPORTATION

4.7 TRANSPORTATION DASHBOARD

Capital Investment Needed
\$292M

Current Performance:
48%

Readiness For Major Investment:
NOT READY



Transportation Master Plan in Place
39%



Airport Asset Condition
65%



Snow Removal Capacity
72%



Transit Service
41%



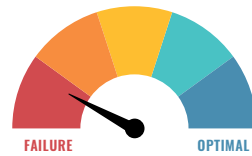
Asset Condition (Road Network)
68%



Pedestrian Infrastructure
26%



Airport Capacity
50%



Cycling Infrastructure
19%

TRANSPORTATION INFRASTRUCTURE COMPENDIUM

Transportation Master Plan: Refers to a long-range planning document that provides guidance for a local government investment in transportation infrastructure and programs. Failing means there is no transportation master plan for a community. Optimal means there is an up-to-date Transportation Master Plan in place, and the local government has sufficient resources / capacity in place to implement the plan.

Snow Removal Capacity: Refers to the ability of a local government to clear snow from the road network. Challenging and failing conditions means there is limited capacity to clear primary routes within a reasonable amount of time following a major snowfall event; stockpiling snow is difficult; and snow removal equipment is inadequate.

Asset Condition (road network): Means the condition of transportation infrastructure by replacement value. Failing asset condition means that less than 20% of transportation infrastructure (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of transportation infrastructure (by replacement value) is in fair condition or better.

Airport Capacity: Refers to the ability of the airport to meet the service level required by a community. An inadequate and failing airport capacity occurs when structures, runway and equipment are in poor condition and where significant capacity and service gaps exist. Optimal capacity means the airport facility is very adequate; structures, runway and equipment are in excellent condition and well maintained; and capacity issues and service gaps are rare.

Asset Condition (airport): Means the condition of airport infrastructure by replacement value. Failing asset condition means that less than 20% of airport infrastructure (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of airport infrastructure (by replacement value) is in fair condition or better.

Transit Service: Refers to the transit service levels available to a community. Inadequate and failing transit services means there is no public transit service available in the community. Optimal transit service means that public transit services exist with adequate service coverage, and most neighbourhoods within the urban settlement area is serviced at reasonable/frequent times of the day.

Pedestrian Infrastructure: Refers to the walkability of urbanized areas. Inadequate and failing pedestrian infrastructure means that most streets in urbanized areas do not have sidewalks. Optimal pedestrian infrastructure means almost all streets have sidewalks and mostly on both sides of the street.

Cycling Infrastructure: Refers to the cycling infrastructure of urbanized areas (excluding mountain bike trails). Inadequate cycling infrastructure means there are no cycle routes or bike lanes. Optimal cycling infrastructure means there is a community-wide cycling network with cycling options for all ages and abilities.

TRANSPORTATION INFRASTRUCTURE

From roads to airports, the transportation network is the life line that sustains all major project investment and economic initiatives in the Northwest. It is integrated with the Port of Prince Rupert, the Cruise Port Terminal, the Stewart World Port, CN Rail, float plane terminals, countless industries from forestry to aluminum, as well as the movement of goods and services. It is also connected with BC Ferries to Haida Gwaii and neighbouring Alaskan communities like Ketchikan. The transportation system is the foundation for moving people to job sites, home, school, health services and activities.

It is also one of the most expensive costs for communities in the RBA. **Local governments in the Northwest spend 122% more per capita on transportation and transit compared to local governments in BC as a whole³⁴**. This is despite limited transportation options and connectivity between communities in Northwest BC. Road network asset conditions are currently performing at fair condition, which is reflective of the significant wear from heavy trucks and equipment. It is unclear what the total impact of increased transportation activity will have on local roads, other than expecting accelerated deterioration without any new revenue to handle the stress.

Airports in the Northwest are critical infrastructure assets to support major project investment in the region. The Northwest Regional Airport, owned and operated by the Terrace-Kitimat Airport Society³⁵, is a key channel to mobilize workers as regional

economic development intensifies. Other airports located in Smithers, Prince Rupert, Masset, and Sandspit - together with the Northwest Regional Airport - collectively serve the regional corridor to support major projects such as LNG Canada, the Coastal GasLink pipeline, mining operations, and forestry. This network is further supplemented by local government airstrips which are utilized for provincial emergency response during floods and wildfires, as well as private companies to move workers and goods.

While airport and airstrip assets are currently in place, the condition and capacity is largely inadequate to serve current needs and not ready to support major project investment in the region. The major airports are mostly well maintained, but have service gaps. Issues vary across the region, from needing to extend water servicing to the Smithers Airport, to exploring an alternative hard-link route to the Prince Rupert Airport on Digby Island currently accessed only by ferry. Airstrips are largely in fair or poor condition, and in some communities are considered more of a liability than an asset given their usage and cost. The current state of airport and airstrip network, combined with roads, pose serious concerns for Medevacs - especially with the added resource development related jobs that have higher than average incident rates³⁶.

³⁴ Source: Municipal Financial and General Statistics, Ministry of Municipal Affairs and Housing.

³⁵ There are four members of the Terrace-Kitimat Airport Society: the City of Terrace, the Terrace and District Chamber of Commerce, the Kitimat Chamber of Commerce, and the Regional District of Kitimat-Stikine.

³⁶ Top occupations for injury and fatal costs in BC include transport truck drivers, construction trades helpers and labourers, material handlers, heavy equipment operators, welders, carpenters, and machine operators. Industry Claim Analysis 2014-2018, WorkSafe BC.

It is also widely known that public transit and the interconnectivity between communities in Northwest BC remain poor. The folding of Greyhound Bus service along Highway 16 has compounded the safety and accessibility issues of residents to travel between communities to access basic centralized services such as health services, social services, employment support, and community programs. Travelling between communities is also required for shopping, business meetings, and accessing airports and ferries. There is no grocery store in Granisle, for example, requiring residents to travel to Houston or Burns Lake for food and miscellaneous items - an hours drive on a snow-free day. The community bus program that receives local government financial contribution is an improvement, but **significant transit service gaps continue and the current situation is inadequate to meet anticipated population growth and migration flows across the region.**

Transportation infrastructure within the RBA is strained, and is not ready to support major economic investment projects. Approximately \$292 million capital investment is required to bring transportation infrastructure to adequate condition and capacity, including upgrading roads, bridges, pedestrian and cycling infrastructure, and combating dust and particulates generated by vehicles. Ongoing annual operating investment is required to maintain transportation infrastructure.

The City of Terrace has approximately 100 kilometres of paved roads and is only in the position to rebuild approximately half a kilometer per year within their current budget. With residential growth escalating at a rapid rate due to the economic development in the region, there is a pressing need to reconstruct two of the three primary access roads to provide safe vehicular, cycling and pedestrian infrastructure for residents living in the bench area. As the economic development is all taking place outside of the City's municipal boundary, there is no direct revenue to the municipality and therefore they are forced to rely solely on scarce grants for this \$25 million project.

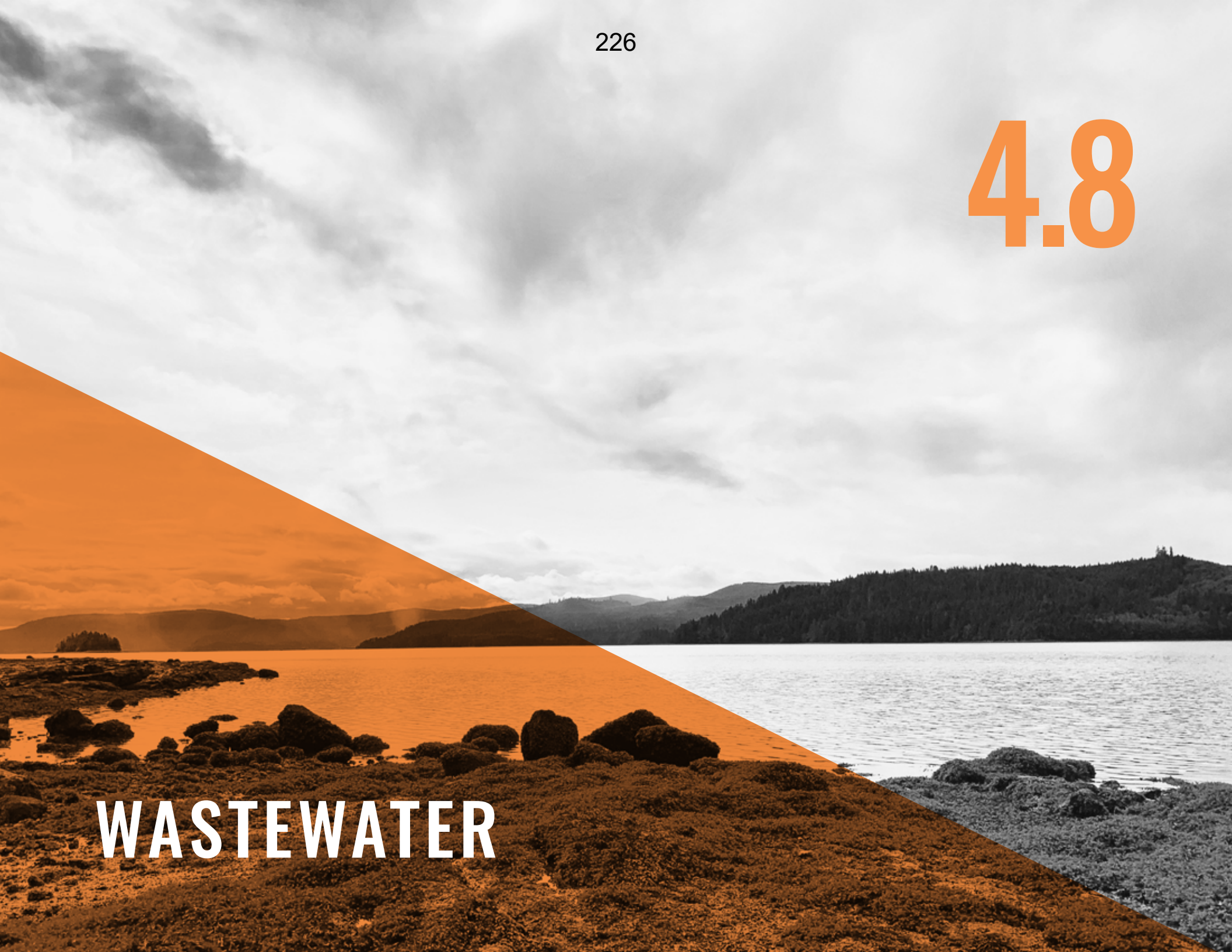
TELKWA COAL, BRIDGES AND RIVERS

In Telkwa, the confluence of the Bulkley River and Telkwa River intersect with a single-lane vehicle trestle bridge as well as a train bridge. The main water line also crosses along the old, single-lane trestle bridge. This transportation convergence already poses challenges with vehicle traffic, increased train traffic, and seasonal flooding. With Telkwa Metallurgical Coal being explored in the vicinity, with proximity to rail and the Port of Prince Rupert, this transportation bottle neck will likely be impacted and pose mobility challenges for both local residents and industry. This is in a community where most of the local roads are not paved due to cost constraints.



4.8

WASTEWATER



4.8 WASTEWATER DASHBOARD

Capital Investment Needed
\$390M

Current Performance:
64%

Readiness For Major Investment:
NOT READY



Capacity
52%



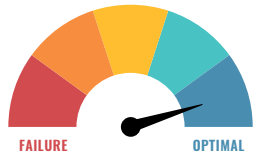
Accessibility
80%



Effluent Quality
53%



Asset Condition
50%



Reliability
86%

WASTEWATER INFRASTRUCTURE COMPENDIUM

System Capacity: Means ability of the wastewater system to meet the service needs of a community. Failing capacity means the treatment plant / facility is operating at less than 60% on one or more design parameters. Optimal capacity means that the treatment plant facility is operating at more than 90% on one or more design parameters.

Effluent Quality: Refers to the quality of effluent discharge. Failing effluent quality means that wastewater does not meet Federal or Provincial regulatory requirements. Optimal performance means effluent quality meets or exceeds Federal and Provincial regulatory requirements.

Reliability: Means the ability of wastewater infrastructure to handle major disruptions. Failing reliability means there are frequent major disruptions (greater than 24 hours) to service provision to a large number of customers (greater than 10% of connected users). Optimal performance means there are few minor disruptions to service provision, and no major disruptions.

Accessibility: Means connecting residents/properties to wastewater infrastructure. Inadequate or failing accessibility means 50% or more of the community does not have the opportunity to connect to wastewater service (but want/need to). Optimal accessibility means all residents who want/need wastewater service are connected to the service.

Asset Condition: Means the condition of wastewater infrastructure by replacement value. Failing asset condition means that less than 20% of wastewater infrastructure (by replacement value) is in fair condition or better. Optimal asset condition occurs when 100% of wastewater infrastructure (by replacement value) is in fair condition or better.

WASTEWATER INFRASTRUCTURE

Wastewater infrastructure is in extreme need of capital and operating investment in Northwest BC. **Only five out of 21 local governments in the RBA are currently meeting provincial or federal regulatory requirements for effluent discharge.** Overall asset condition is poor and in need of significant upgrades and replacement.

Plans to address wastewater infrastructure, including sewer systems, are in various stages of concept planning, feasibility studies and assessments such as lagoon capacity and wastewater treatment facilities. But implementing study findings are difficult for Northwest BC communities given cost and complexity. For example, wastewater infrastructure in some RBA communities are located in vulnerable areas - like in Port Clements where aging lift stations are located close to the high tide line. In Prince Rupert, a new sewer treatment plant could cost upwards of \$150 to \$200 million.

In Northwest BC, local governments require financial support to implement wastewater infrastructure improvements. Grants are more likely to be secured for capital projects, usually requiring matching funds that cannot always be secured by RBA communities.

System improvements such as lagoon de-sludging can be in excess of half a million dollars, but are less likely to be funded because they are considered an operating expense.

Considering the potential of major projects tapping into the wastewater system, such as Coastal GasLink pump and haul of sewage into the Burns Lake lagoon system, further amplifies the need to improve capacity, condition and quality of local government wastewater infrastructure.

The Village of Queen Charlotte currently pumps untreated sewage into the ocean, and has until the year 2022 to meet regulatory standards outlined by the Department of Fisheries and Oceans. Studies have evaluated various options from a stand-alone system to tying into the Skidegate Landing Treatment Plant - an upgrade that could cost approximately \$22 million in capital investment.

4.9



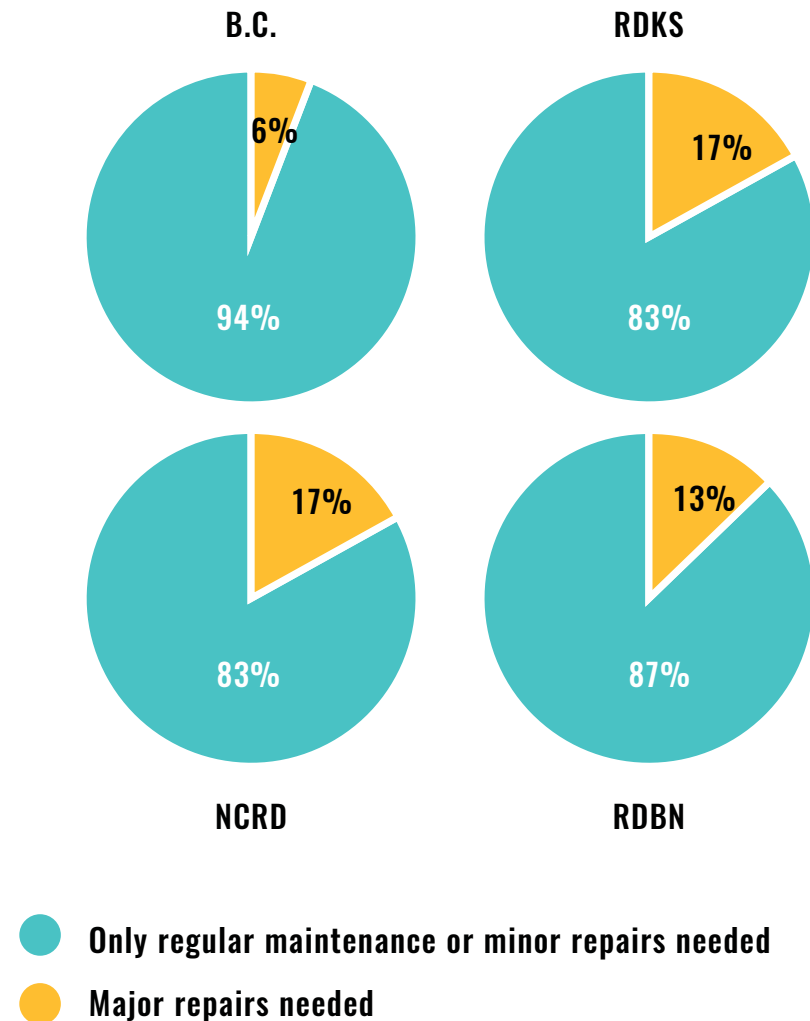
**OTHER
INFRASTRUCTURE NEEDS**

4.9 OTHER INFRASTRUCTURE NEEDS

Infrastructure responsibility outside of the local government purview is also needed to support industry growth and to attract and retain a workforce to fill job vacancies. Broadband infrastructure is a high need, and costly to introduce in the RBA. For example, the RDBN estimates \$25 million in investment need to build 500+ km fibre optic cable and distribution infrastructure in their regional district alone³⁷. Other infrastructure needs include housing, health care, child care and education. Given the Province is primarily responsible for these sectors, they have been excluded from the Investment Needs Analysis Report. However, they should be investigated as an important *companion consideration*.

The condition of housing in Northwest BC is lagging behind Provincial averages and limits the ability to attract workers to fill job vacancy.

Figure 5: Condition Of Housing In Northwest BC³⁸



³⁷ RDBN Broadband study, TANEx Engineering Corporation, 2019.

³⁸ Source: Statistics Canada, Census (2016). The 2016 Census indicates that the housing in Northwest BC is in poor condition compared to the province of B.C. as a whole. Examples of "major repairs" include problems that compromise the dwelling structure (such as structural problems with the walls, floors, or ceilings) or the major systems of the dwelling (such as heating, plumbing, and electrical).

5.0

REGIONAL TRANSFORMATION

5.0 REGIONAL TRANSFORMATION

This Investment Needs Analysis Report summarizes findings from Phase 1 of the Northwest BC Sustainability and Livability Plan. Its' focus is on short-term and immediate infrastructure and service needs to accommodate anticipated growth related to major project investment.

This report also serves as a framework to investigate opportunities for regional transformation towards long term sustainable and livable community development, including:

- **Market Opportunity and Economic Development Analysis:** Looking beyond the infrastructure and service needs to meet anticipated growth in the region, this step would involve investigating the opportunity to leverage the unique regional prosperity into long-term economic development and diversification of the region.
- **Engagement:** Broad engagement with the public and stakeholders to imagine the future of Northwest BC. This component of implementation has the potential to be visionary and pragmatically imaginative, inviting residents of Northwest BC to be strategically involved in a once in a generation opportunity to influence regional change.
- **Guide Growth and Development:** This includes prioritizing infrastructure and service projects and establish a long-term framework for revenue-sharing amongst RBA communities. Goals, objectives and strategies will be outlined to guide development and growth towards long-term sustainability and livability.
- **Creating a NWBC Sustainability and Livability Plan:** Informed by the market opportunity analysis, community engagement, and established goals, the NWBC Sustainability and Livability Plan will be created including an implementation strategy. Linkages will be made between the Plans' goals, objectives and strategies with infrastructure needs and industry investment. An emphasis on leveraging investment towards regional transformation, social and economic resiliency, revitalization and creating complete communities will be integrated into the plan.

CONTACT

Kris Boland, Deputy Chief Administrative Officer & RBA Project Manager

 250.615.6100

 kboland@rdks.bc.ca

Ron Poole, Chief Administrative Officer

 250.615.6100

 rpoole@rdks.bc.ca



RBA MEMBERS

District of Vanderhoof

District of Fort St. James

Village of Fraser Lake

Village of Burns Lake

Village of Granisle

District of Houston

Village of Telkwa

Town of Smithers

District of New Hazelton

Village of Hazelton

District of Stewart

City of Terrace

District of Kitimat

District of Port Edward

City of Prince Rupert

Village of Masset

Village of Port Clements

Village of Queen Charlotte

Regional District of Bulkley-Nechako

Regional District of Kitimat-Stikine

North Coast Regional District



November 7th, 2019

Gerry Thiessen
Chair, Regional District of Bulkley Nechako
37 3rd Avenue, Burns Lake, BC
V0J 1E0

RECEIVED

DEC 03 2019

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

Dear Mr. Thiessen:

Re: Seniors Housing Project, Fort St. James

The District of Fort St. James has partnered with Connexus Community Resources (formerly Nechako Valley Community Services Society) to develop new seniors housing in Fort St. James. The District, along with the Senior Citizen's Housing Committee is working hard to develop a proposal for the 2020 BC Housing funding cycle. We are writing today to ask for formal support of seniors housing project.

Fort St James does not have enough seniors' units to meet the current and future needs of our seniors. Often, our elders find themselves in long term care at the hospital or far from home because there is nowhere else to go. Based on current wait lists, the Fort St. James Housing Needs Assessment, as well as research completed by the Northern Health Authority, we are proposing a mix of independent, supported, and assisted living units, as well as an additional two units for specialized dementia care. We are proposing a facility containing a total of 28 units. We anticipate that the Fort St. James development will be very similar to the project proposed for Vanderhoof.

Therefore, Connexus Community Resources, and the District of Fort St. James are working towards a proposal for funding. This project will allow seniors to remain in or near their home communities as they age. This is vital to quality of life and overall wellbeing. We feel strongly that this philosophy is aligned with the project goals. We hope that you are as excited about this opportunity as we are. The project partners are respectfully seeking a letter of support from the Regional District of Bulkley Nechako. We are available to discuss the project details with you. If you have any questions about our progress thus far, please contact us at the District Office.

In closing, we are committed to serving the needs of seniors and elders in the Fort St. James and Nak'azdli communities and will work hard to bring this project to reality.

Yours truly,



Bev Playfair, Mayor
District of Fort St. James

December 2, 2019

Chair Thiessen
Regional District of Bulkley Nechako
37 3rd Avenue PO Box 820
V0J 1E0

Dear Chair Thiessen,

Following up on our letter from July 8, 2019, we have an update on the Prince George to Terrace Capacitors (PGTC) project.

Prince George to Terrace Capacitor (PGTC) Project

The Project involves building three new capacitor stations to increase the capacity along the 450 km, 500 kV transmission line between Prince George and Terrace and installing a power transformer at Skeena Substation in Terrace. The work at the Skeena Substation will be within the existing footprint and no site expansion is required.

Capacitor Station Locations

At the end of 2016 before the Project was placed on hold, BC Hydro acquired the land for the first two capacitor stations and they are located near Vanderhoof and Burns Lake. The land for the proposed third station located between the Telkwa Substation and the Skeena Substation has not yet been acquired or confirmed. The attached map shows the locations of the two confirmed stations and locations being studied for the third station.

Project Schedule

The Project is currently in the planning phase. The earliest that construction is expected to start is September 2021 and the in-service date is anticipated to be October 31, 2025.

Questions

If you have any questions, you can email me at 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

Prince George to Terrace Capacitors Project

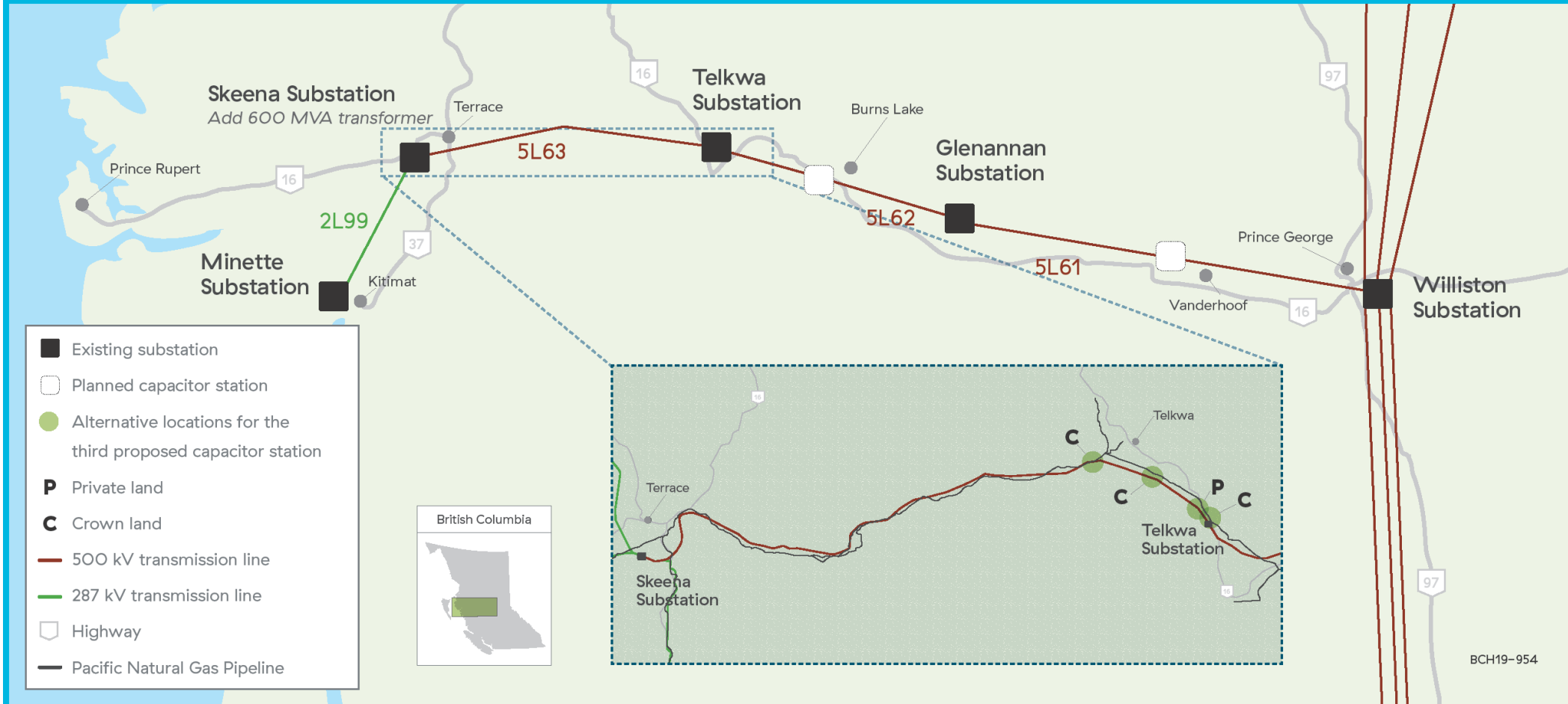


Figure 1: Project map with third capacitor station locations being studied.



November 27, 2019

Chair Gerry Thiessen
Bulkley-Nechako Regional District
Box 820
Burns Lake, BC V0J 1E0

RECEIVED
DEC 02 2019
REGIONAL DISTRICT OF
BULKLEY-NECHAKO

Dear Chair Gerry Thiessen:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2019/2020. An electronic transfer of \$428,877.73 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,

A handwritten signature in black ink, appearing to read 'Maja Tait', is written over a light blue circular stamp.

Maja Tait
UBCM President

PC: John Illes, Chief Financial Officer

Geraldine Craven

From: BC Council of Forest Industries <gillrie@cofi.org>
Sent: Tuesday, November 26, 2019 2:37 PM
To: inquiries
Subject: [EXTERNAL EMAIL]: COFI 2020 Convention - Register Now!

RECEIVED
NOV 26 2019
REGISTRATION DISTRICT OF
BULKLEY-NECHAKO



BC COUNCIL
OF FOREST
INDUSTRIES

FORESTRY FOR THE PLANET.
FOREST PRODUCTS FOR THE WORLD.

COFI.ORG

COFI 2020 Registration is Now Open!

2020 COFI CONVENTION

April 1-3, 2020

Prince George Civic Centre



COFI's Annual Convention returns to Prince George from April 1-3, 2020 at the Prince George Civic Centre.

Register now and take advantage of **\$100 off** with early bird pricing!

REGISTER NOW

To learn more about the 2020 COFI Convention, visit cofi.org.

For more information, contact Diana Gillrie at 778-760-1166 or gillrie@cofi.org.



BC Council of Forest Industries | 1220 - 595 Howe Street, Vancouver, British Columbia V6C 2T5
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Regional District of Bulkley-Nechako**Action List - November 2019 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Committee of the Whole Meeting November 7, 2019	Delegation Thank You Letters	Write a thank you letter to Randall Sweet, Senior External Relations Advisor, Chevron Canada.	Wendy	Completed	
Committee of the Whole Meeting November 7, 2019	Delegation Thank You Letters	Write a thank you letter to Vanessa Foord M.Sc., P.Ag. Research Climatologist, North Area, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.	Wendy	Completed	
Committee of the Whole Meeting November 7, 2019	Delegation Thank You Letters	Write a thank you letter to Ron Blinn, The First Responders Café.	Cheryl	Completed	
F.C.2019-4-3 Forestry Committee Meeting November 7, 2019	Invite Lakes Landscape Level Planning Pilot Project Representatives to a Future RDBN Meeting	Invite Lakes Landscape Level Planning Pilot Project Representatives to a future RDBN Meeting.	Cheryl	In Progress	
F.C.2019-4-4 Forestry Committee Meeting November 7, 2019	Invite Fire Rehabilitation Officers for Nadina, Skeena Stikine and Stuart Nechako Natural Resource Districts And Eamon O'Donogue, Assistant Deputy Minister, FLNRORD	Invite the Fire Rehabilitation Officers for Nadina, Skeena Stikine and Stuart Nechako Natural Resource Districts and Eamon O'Donoghue, Assistant Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) to discuss 2018 wildfire timber salvaging.	Cheryl	Completed	23-Jan-20
RDC.2019-9-3 Rural Directors Committee Meeting November 7, 2019	Fort St. James Sled Dog Association- Request for Grant in Aid - Electoral Area "C"	Write a letter and contribute \$2,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) to the Fort St. James Sled Dog Association for costs associated with the 2020 Caledonia Classic Sled Dog Races.	Cheryl/Kim	Completed	December 2, 2019
RDC.2019-9-4 Rural Directors Committee Meeting November 7, 2019	Fort St. James Secondary Sr. Boys Soccer Team- Request for Grant in Aid - Electoral Area "C"	Write a letter and contribute \$750 grant in aid monies from Electoral Area "C" (Fort St. James Rural) to the Fort St. James Secondary Sr Boys Soccer Team for costs associated with the Provincial Championships in Burnaby, B.C.	Cheryl/Kim	Completed	December 2, 2019
RDC.2019-9-5 Rural Directors Committee Meeting November 7, 2019	Grant in Aid - Fraser Lake Business Expo Draw Prize - Electoral Area "D"	That the draw prize in the amount of \$223.99 for the Fraser Lake Business Expo be paid out of Electoral Area "D" (Fraser Lake Rural) grant in aid monies.	Kim	Completed	

Regional District of Bulkley-Nechako

Action List - November 2019 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
RDC.2019-9-6 Rural Directors Committee Meeting November 7, 2019	Fraser Lake Elementary Secondary School Studies 11 Class - Request for Grant in Aid - Electoral Area "D"	Write a letter and contribute \$1,000 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) to the Fraser Lake Elementary Secondary School Studies 11 Class for costs associated with a Parliamentary Tour.	Cheryl/Kim	Completed	December 2, 2019
RDC.2019-9-7 Rural Directors Committee Meeting November 7, 2019	Connexus Community Resources- Request for Grant in Aid - Electoral Area "F"	Write a letter and contribute \$1,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) to Connexus Community Resources for costs associated with the Seniors' Christmas Dinner.	Cheryl/Kim	Completed	December 2, 2019
RDC.2019-9-8 Rural Directors Committee Meeting November 7, 2019	Nechako Valley Rodeo Association- Request for Grant in Aid - Electoral Area "F"	Write a letter and contribute \$4,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) to Nechako Valley Rodeo Association be given \$4,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with the 7th Annual Rodeo.	Cheryl/Kim	Completed	December 2, 2019
RDC.2019-9-9 Rural Directors Committee Meeting November 7, 2019	A Rocha Canada- Request for Grant in Aid - Electoral Area "G"	Write a letter and contribute \$2,500 grant in aid monies from Electoral Area "G" (Houston Rural) to A Rocha Canada – Northern BC Project for the purchase of a portable generator and stereo microscope.	Cheryl/Kim	Completed	
RDC.2019-9-10 Rural Directors Committee Meeting November 7, 2019	Electoral Area Directors' Forum - February 5-7, 2020 - Richmond, B.C.	Registration and travel arrangements for the attendance of Rural Directors Committee wishing to attend the Electoral Area Directors' Forum from February 5-7, 2020 in Richmond, B.C. Submit discussion items for the Forum to the CAO prior to November 22, 2019.	Cheryl/Curtis	In Progress/ Completed	
RDC.2019-9-11 Rural Directors Committee Meeting November 7, 2019	Street Lighting Services	Include the Street Lighting Services in the 2020 Financial Plan.	John	Completed	
RDC.2019-9-12 Rural Directors Committee Meeting November 7, 2019	Establishing an Agriculture Planning Grant Reserve	Establish an Agriculture Planning Grant Reserve.	John	due to funds being utilized in 2020 - reserve not required	
RDC.2019-9-13 Rural Directors Committee Meeting November 7, 2019	Funding for Agriculture Planning Grant Reserve	Allocate \$100,000 region-wide Northern Capital and Planning Grant funding to the Agriculture Planning Grant Reserve for consideration of a RDBN Food Hub Feasibility Study and a Non-Timber Forest Product Study.	John	Completed	

Regional District of Bulkley-Nechako

Action List - November 2019 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
RDC.2019-9-15 Rural Directors Committee Meeting November 7, 2019	Distribution of Northern Capital and Planning Grant	The following allocations be made from the Northern Capital & Planning Grant general fund: -Administrative Building Retrofit - \$300,000 -Replacement of spare Bobcat- \$75,000 -Creation of new (additional) Septage Receiving Beds at Burns Lake Transfer Station and Knockholt Landfill - \$ 50,000 -Contribution to Environmental Services 2020 Capital Projects - \$102,752 -Agriculture Planning Capital Reserves - <u>\$100,000</u> Total - <u>\$627,752</u> And, That the Electoral Area allocation for Areas A through G be allocated as per the November 7, 2019 staff report and spreadsheet.	John	Completed	
BBC.2019-4-3 Broadband Committee November 21, 2019	RDBN Broadband Study	Provide the July 15, 2019 RDBN Broadband Study completed by Tanex Engineering Corporation with Telus and CityWest.	Nellie	Completed	
BBC.2019-4-4 Broadband Committee November 21, 2019	Invite Coastal GasLink, TC Energy RE: Connectivity Infrastructure	Invite Coastal GasLink, TC Energy to discuss opportunities for connectivity infrastructure.	Curtis	In Progress	
2019-14-14 Board Meeting November 21, 2019	Forestry Committee of the Whole Strategic Planning Meeting	Staff to schedule a Forestry Committee of the Whole Strategic Planning meeting in February, March or April 2020 on a scheduled meeting day.	Cheryl/Curtis	In Progress	
2019-14-15 Board Meeting November 21, 2019	Proposed UBCM Indigenous Cultural Safety and Cultural Humility Training Fund Application	Apply to UBCM's Community Emergency Preparedness Fund's Indigenous Cultural Safety and Cultural Humility Training for facilitation of two 1-day Indigenous Cultural Awareness Workshop sessions at Northern Emergency Support Services Training Conference in April 2020; and further, that the RDBN provide overall grant management; and further, that the Board authorizes Staff to enter into an agreement with UBCM for any grants received for the above purposes.	Deborah JM	In Progress	
2019-14-16 Board Meeting November 21, 2019	Nechako Watershed Roundtable Grant in Aid	Write a letter and provide the following grant in aid contributions to the Nechako Watershed Roundtable: -Electoral Area "B" (Burns Lake Rural) - \$1,700 -Electoral Area "C" (Fort St. James Rural) - \$1,700 -Electoral Area "D" (Fraser Lake Rural) - \$1,700 -Electoral Area "E" (Francois/Ootsa Lake Rural) - \$1,700 -Electoral Area "F" (Vanderhoof Rural) - \$1,700.	Cheryl	Completed	December 2, 2019
2019-14-18 Board Meeting November 21, 2019	First Nations Working Dinner - Electoral Area "E" Francois/Ootsa Lake Rural) Grant in Aid	Contribute up to \$1,000 Electoral Area "E" grant in aid funding be provided for costs associated with a First Nations Working Dinner.	Kim	In Progress	

Regional District of Bulkley-Nechako**Action List - November 2019 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2019-14-21 Board Meeting November 21, 2019	Amendment to Chinook Shareholders' Agreement	Amend the Shareholders' Agreement for the Chinook Limited Partnership and request that the Chair and Manager of Corporate Services sign the amendment.	John	In Progress	
2019-14-26 Board Meeting November 21, 2019	Nechako Valley Secondary School - Paper and Cardboard Recycling	Write a letter to the Nechako Valley Secondary School providing notification that the Board intends to bring the letter forward with its meeting with the Minister of Environment on November 26, 2019 and to a future RDBN Waste Management Committee meeting.	Wendy	Completed	

Regional District of Bulkley-Nechako**Action List - October 2019 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Committee of the Whole Meeting October 10, 2019	Delegation Thank You Letters	Write a thank you letter to Peter Dalton, Director, Security & Emergency Management, Garth Thoroughgood, Executive Director Major Projects and James O'Hanley, Vice President Applications, BC Oil and Gas Commission.	Wendy	Completed	
Committee of the Whole Meeting October 10, 2019	Delegation Thank You Letters	Write a letter to Kiel Giddens, Public Affairs Manager, BC, Tanner Moulton, Public Affairs Coordinator, Sunny Deol, Project Manager for Section 6/7 Coastal GasLink Project, TC Energy.	Wendy	Completed	
RDC.2019-8-3 Rural Directors Committee Meeting October 10, 2019	Fort St. James Breakfast Program - Request for Grant in Aid - Electoral Area "C"	Write a letter and contribute \$2,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) grant in aid monies to the Fort St. James Breakfast Program for costs associated with the Breakfast Program.	Cheryl/Kim	Completed	
RDC.2019-8-4 Rural Directors Committee Meeting October 10, 2019	Bulkley-Nechako Regional Transit Service - Request for Grant in Aid	Contribute the following grant in aid monies towards operating costs for the Bulkley-Nechako Regional Transit Services for 2019: -Electoral Area "B" (Burns Lake Rural) - \$1,000 -Electoral Area "D" (Fraser Lake Rural) - \$1,000 -Electoral Area "G" (Houston Rural) - \$1,000 -Electoral Area "F" (Vanderhoof Rural) - \$1,000.	Laura	Completed	
Agriculture Committee Meeting October 10, 2019	Delegation Thank You Letters	Write a thank you letter to Jolene Swain, Land Matcher, Central & Northern BC and Sara Dent, Executive Director, Young Agrarians.	Wendy	Completed	
AG.2019-6-3 Agriculture Committee Meeting October 10, 2019	Funding of Bulkley-Nechako and Fraser-Fort George Regional Adaptation Strategy Projects (2020-2023)	Provide notification of support of annual funding in principal in the amount of \$7,500 for the years 2020 to 2023 for the Bulkley-Nechako & Fraser-Fort George, BC Agriculture & Climate Change, Regional Adaptation Strategies Projects subject to final budget approval by the Board; And that Debbie Evans, Agriculture Coordinator continue to serve as the RDBN representative on the Advisory Committee; And that the Administration Department will determine level of in-kind participation based on expertise and available resources, where the RDBN has been identified as a potential partner for an identified action.	Debbie	Completed/ In Progress	

Regional District of Bulkley-Nechako**Action List - October 2019 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
BBC.2019-3-4 Broadband Committee October 24, 2019	British Columbia Cattlemen's Association - Request to Improve High- Speed Internet in Rural Communities	Provide a thank you letter to the British Columbia Cattlemen's Association encouraging them to forward the letter to the Provincial and Federal Government in regard to the Request to Improve High-Speed Internet in Rural Communities; and further, that the Board reference the letter in its UBCM 2019 letters to the Minister of Agriculture and Minister of Citizens' Services.	Wendy	Completed	
Board Meeting October 24, 2019	Delegation Thank You Letters	Write a thank you letter to Michael Lee, District Manager - Patient Care Delivery Nechako, BC Emergency Health Services.	Wendy	Completed	
Board Meeting October 24, 2019	Delegation Thank You Letters	Write a thank you letter to Tony Harris, Dan Boissevan and Jeremy Schriber, Cycle 16 Trail Society.	Wendy	Completed	
2019-13-5 Board Meeting October 24, 2019	Bulkley Valley Lakes District Airshed Management Society Request for Letter of Support RE: Woodstove	Provide a letter to the Bulkley Valley Lakes District Airshed Management Society in support of the woodstove exchange program.	Cheryl	Completed	November 8, 2019
2019-13-8 Board Meeting October 24, 2019	911 Emergency Fire/Rescue Dispatch Radio Communications System Contract for Maintenance and Response Services	1. That the Board authorize staff to enter into and finalize contract negotiations with Tower Communications regarding the provision of 911 emergency fire/rescue dispatch radio communications system maintenance and response services; and 2. That the Board authorize the Chair and staff to enter into a contract with Tower Communications.	Deborah JM	In Progress	
2019-13-10 Board Meeting October 24, 2019	Waiver of Tipping Fees for the 2018 Wildfire Debris Removal Project	Temporarily waive tipping fees for homeowners who sustained structure loss as a direct result of the 2018 wildfire.	Deborah JM	Completed	
2019-13-12 Board Meeting October 24, 2019	IAP2 Building Economic Development Coordinator IAP2 Public Participation Training in the RDBN	Defer the IAP2 Building Economic Development Coordinator IAP2 Public Participation Training in the RDBN to allow staff to bring forward a Business Plan/Action Plan for Board consideration.	Nellie	In Progress	
2019-13-18 Board Meeting October 24, 2019	Section 57 Notice on Title Lot 5, DL 1423, Cariboo District, Plan PGP47307 (1601 Meier Road) Electoral Area "F"	The Board confirm the recommendations of the Building Inspector and pass the resolution attached to the Director of Planning and Building Inspector's October 2, 2019 memo directing the Corporate Officer to file a notice in the Land Title Office for the property at 1601 Meier Road.	Jason L/Cheryl	Completed	

Regional District of Bulkley-Nechako**Action List - October 2019 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2019-13-19 Board Meeting October 24, 2019	Section 57 Notice on Title Parcel B (Plan 8079), District Lot 1655, Range 5 Coast District (8679 Highway 27) Electoral Area "C"	The Board confirm the recommendations of the Building Inspector and pass the resolution attached to the Director of Planning and Building Inspector's October 2, 2019 memo directing the Corporate Officer to file a notice in the Land Title Office for the property at 8679 Hwy 27.	Jason L/Cheryl	Completed	
2019-13-20 Board Meeting October 24, 2019	Section 57 Notice on Title Lot 7 DL 1421, Cariboo District, Plan 26667 (51630 Guest Road) Electoral Area "F"	The Board confirm the recommendations of the Building Inspector and pass the resolution attached to the Director of Planning and Building Inspector's October 2, 2019 memo directing the Corporate Officer to file a notice in the Land Title Office for the property at 51630 Guest Rd.	Jason L/Cheryl	Completed	
2019-13-21 Board Meeting October 24, 2019	Bulkley Valley Swimming Pool	Staff to re-negotiate a five-year renewal agreement with the Bulkley Valley Aquatic Centre Management Society for the purpose of managing the Bulkley Valley Pool on behalf of the Regional District. And further; that staff ensure that a quarterly meeting takes place with all funding partners to maintain consistent discussions.	John	In Progress	
2019-13-22 Board Meeting October 24, 2019	Stuart-Nechako Economic Development Local Area	Staff to include the Stuart-Nechako Economic Development Service budget in the 2020 general budget.	John	Completed	
2019-13-23 Board Meeting October 24, 2019	<i>The Regional News - Fall/Winter 2019</i>	Distribute the Fall/Winter 2019 edition of " <i>The Regional News.</i> "	Ger	Completed	
2019-13-25 Board Meeting October 24, 2019	Zoning Bylaw Review	Staff to begin the formal approval process for the draft zoning bylaw, as discussed in the Planning Department's October 15, 2019 staff report.	Jason L	In Progress	
2019-13-27 Board Meeting October 24, 2019	Board of Variance	Board member nominate three people eligible to be appointed to the Board of Variance and submit that person's name and contact information to the Planning Department by December 31, 2019.	Jason L	In Progress	
2019-13-29 Board Meeting October 24, 2019	Temporary Use Permit and Fee Waiver (Jones)	Staff to work with Rezoning File No. A-04-19 (Jones) applicant in regard to a Temporary Use Permit; and further, that the Board waive the Temporary Use Permit Fee.	Jason L	Completed	
2019-13-30 Board Meeting October 24, 2019	Temporary Use Permit and Fee Waiver (Jones)	Staff to bring forward a report in regard to the issue of the "tiny Home" movement and BC Building Code.	Jason L	In Progress	
2019-13-35 Board Meeting October 24, 2019	Congratulatory Letter to Members of Parliament	Provide a congratulatory letter to Taylor Bachrach, MP Skeena-Bulkley Valley and Todd Doherty, MP Cariboo-Prince George, the declared winners of the 2019 Federal Elections.	Wendy	Completed	