



REGIONAL DISTRICT
OF BULKLEY-NECHAKO

AGENDA

MEETING NO. 8

JULY 16, 2020

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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, July 16, 2020

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – July 16, 2020</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-20	Board Meeting Minutes – June 18, 2020	Adopt
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>ELECTORAL AREA PLANNING (All Directors)</u>	<u>ACTION</u>
	<u>Development Variance Permit Applications</u>	
21-28	Jennifer MacIntyre, Planner 1 Development Variance Permit Application C-01-20 (Tschampa) Electoral Area “C” Deferred from the June 18, 2020 Board Meeting	Recommendation
	<u>DEVELOPMENT SERVICES (All Directors)</u>	<u>ACTION</u>
	<u>Crown Land Application Referrals</u>	
29-31	Ashley Evanoff, Planning Summer Student Crown Land Application Referral No. 7410139 (Manahan) Electoral Area “D”	Recommendation
32-33	Ashley Evanoff, Planning Summer Student Land Act Referral No. 0145394 & 0208575 (BC Parks) Electoral Area “A”	Recommendation

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<u>PAGE NO.</u>	<u>Mine Referral</u>	<u>ACTION</u>
34-36	Ashley Evanoff, Summer Planning Student Mines Application Referral No. 13390-02-223 (Ace Ventura Gold) Electoral Area "C"	Recommendation
	<u>Correspondence</u> (all highlighted items can be received as a block)	

37-39	ALR Regulation Changes	Receive
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40-46	ALC – Non-Adhering Residential Use Applications – Policy L-26 Adopted April 2020	Receive
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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
47-50	Cheryl Anderson, Manager of Administrative Services - UBCM Minister Meeting Request	Direction
51-52	Cheryl Anderson, Manager of Administrative Services – Annual UBCM Convention -September 22-24, 2020	Recommendation
53-54	John Illes, Chief Financial Officer - Credit Card Payments	Recommendation
55-58	John Illes, Chief Financial Officer - Drone Purchase	Recommendation
59-61	John Illes, Chief Financial Officer - Gas Tax and NCPG Allocation	Recommendation
62-96	Sashka Macievich, Controller – 2019 Statement of Financial Information	Recommendation
97	John Illes, Chief Financial Officer – Bulkley Valley Pool Update	Receive/ Recommendation
98-100	Cheryl Anderson, Manager of Administrative Services – Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020	Recommendation
101-103	Cheryl Anderson, Manager of Administrative Services – Electoral Area "A" Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
104	Nellie Davis, Electoral Area "F" (Vanderhoof Rural) District of Vanderhoof	Recommendation
105-115	Jason Blackwell, Regional Fire Chief – Cluculz Lake Fire Services Agreement	Recommendation
116-133	Haley Jeffrey, Emergency Services Manager -Crisis Communications Plan	Recommendation
134	Deborah Jones-Middleton, Director of Protective Services – UBCM Community Excellence Awards	Recommendation
<u>ENVIRONMENTAL SERVICES REPORT</u>		
135	Alex Eriksen, Director of Environmental Services -RDBN Metal Recycling Update	Recommendation
<u>VERBAL REPORTS</u>		
<u>RECEIPT OF VERBAL REPORTS</u>		
<u>ADMINISTRATION CORRESPONDENCE</u> (all highlighted items can be received as a block)		
136	Northern Development Initiative Trust – Regional Business Liaison Program – Bulkley Nechako ND Project Number 6957 20	Receive
137	Northern Development Initiative Trust – Regional Business Liaison Program – Bulkley Nechako (Northwest) ND Project Number 6958 20	Receive
138	Nechako-Kitamaat Development Fund Society -NKDF COVID-19 Recovery Response	Receive
139	Union of BC Municipalities – Gas Tax Agreement Community Works Fund Payment	Receive
140-143	University of Northern BC- Nechako Valley Ag-Partnership Development	Receive
<u>ACTION LIST</u>		
144-145	June 2020	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 (Fire Services); 90(1)(e) - the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality (Property Acquisition); 90(1)(g) - litigation or potential litigation affecting the municipality (Building Regulations); 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 (Boundary Expansion/First Nations Agreements) must/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. 7****Thursday, June 18, 2020**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill – arrived at 11:11 a.m.
Shane Brienen
Mark Fisher
Dolores Funk
Judy Greenaway
Tom Greenaway
Clint Lambert
Brad Layton – Via Teleconference – left at 12:24 p.m., returned at 1:11 p.m.
Linda McGuire
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey – arrived at 11:05 a.m.

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Regional Economic Development Coordinator – left at 12:17 p.m.
Steve Davis, Building Inspector/Bylaw Enforcement Officer – left at 11:08 a.m.
Janette Derksen, Deputy Director of Environmental Services – arrived at 11:34 a.m., left at 12:17 p.m.
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services – arrived at 11:04 a.m.
Jason Llewellyn, Director of Planning – Via Teleconference
Wendy Wainwright, Executive Assistant
Elaine Wiebe, Environmental Services Assistant – arrived at 11:34 a.m., left at 12:17 p.m.

CALL TO ORDER

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

AGENDA & SUPPLEMENTARY AGENDAMoved by Director Riis-Christianson
Seconded by Director Lambert2020-7-1

“That the Board Meeting Agenda of June 18, 2020 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
-May 21, 2020Moved by Director J. Greenaway
Seconded by Director Petersen2020-7-2

“That the Board Meeting Minutes of May 21, 2020 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES (CONT'D)

**Committee Meeting
 Minutes**

Moved by Director Parker
 Seconded by Director Riis-Christianson

2020-7-3

"That the Board receive the following Committee Meeting Minutes:

- Committee of the Whole Meeting Minutes
 - June 4, 2020 (Unapproved)
- Rural/Agriculture Committee Meeting Minutes
 - June 4, 2020 (Unapproved)
- Waste Management Committee Meeting Minutes
 - June 4, 2020 (Unapproved)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BUILDING INSPECTION (All Directors)

Section 57 Notice on Title

Section 57 Notice on Title
-Block I, District Lot 1586,
Range 5, Coast District
(233 Prairie Road)
Electoral Area "A"

Chair Thiessen called for comments from the gallery.

Moved by Director Fisher
 Seconded by Director Brienen

2020-7-4

"That the Board receive the June 17, 2020 e-mail correspondence from Gary Huxtable – 233 Prairie Road – Hudson Bay Mountain.

And that the Corporate Officer file a notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as: Block I, District Lot 1586, Range 5, Coast District (233 Prairie Road)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Section 57 Notice on Title
-Lot 2, Section 2, Township 4,
Range 5, Coast District,
Plan 11676 (2400 Telkwa High Road)
Electoral Area "A"

Chair Thiessen called for comments from the gallery.

Moved by Director Fisher
 Seconded by Director Funk

2020-7-5

"That the Board receive the June 17, 2020 e-mail correspondence from Gary Huxtable – 2400 Telkwa High Road.

And that the Corporate Officer file a notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as: Lot 2, Section 2, Township 4, Range 5, Coast District, Plan 11676 (2400 Telkwa High Road)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Development Variance Permit Applications

Development Variance Permit Application No. C-01-20 (Tschampa) - Electoral Area "C" Moved by Director T. Greenaway
 Seconded by Director J. Greenaway

2020-7-6 "That the Board approve Development Variance Permit C-01-20 for the property located at 11186 Huffman Drive to vary Section 3.0.8 d) of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 to decrease the setback from the natural boundary of a lake from 15 metres to 6.7 metres for the proposed addition and the existing cabin built in general compliance with Schedule A of the permit."

Moved by Director T. Greenaway
 Seconded by Director McGuire

2020-7-7 "That the Board defer Motion 2020-7-6 to a future RDBN Board meeting."

(Participants/Directors/Majority) CARRIED UNANIMOUSLY

Development Variance Permit Application No. F-01-20 (Thomson) - Electoral Area "F" Moved by Director Petersen
 Seconded by Director Parker

2020-7-8 "That the Board approve Development Variance Permit F-01-20 for the property located at 55655 Jardine Road to vary Section 3.0.8 1 d) of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 to decrease the setback from the natural boundary of a lake from 15 metres to 12 metres for a proposed dwelling."

(Participants/Directors/Majority) CARRIED UNANIMOUSLY

Temporary Use Permit Application

Temporary Use Permit Application E-01-20 (CGL Laydown Site 43) Electoral Area "E" Moved by Director Lambert
 Seconded by Director Funk

2020-7-9 "That the Board issue Temporary Use Permit E-01-20 for the property legally described as 'West ½ of District Lot 4999, Range 5, Coast District.'"

(All/Directors/Majority) CARRIED UNANIMOUSLY

Bylaw for 3rd Reading and Adoption

Rezoning Application A-08-19 Moved by Director Fisher
(Penninga) 3rd Reading and Seconded by Director Lambert
Adoption – Bylaw 1907 and 1908
Electoral Area “A”

2020-7-10

1. “That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako OCP Amendment Bylaw 1907, 2020 and Rezoning Bylaw No. 1908, 2020;
2. That Regional District of Bulkley-Nechako OCP Amendment Bylaw No. 1907, 2020 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 1908, 2020 be given third reading and adoption this 18th day of June, 2020.”

(All/Directors/2/3 Majority)

CARRIED UNANIMOUSLY

Bylaw Enforcement

Illegal Scrap and Salvage
Operation at 5200 Aspen
Road – Electoral Area “A”

Moved by Director Fisher
 Seconded by Director J. Greenaway

2020-7-11

“That Staff work with the solicitor to undertake the process to petition for a B.C. Supreme Court injunction prohibiting Mr. Schultz from operating a scrap and salvage operation at 5200 Aspen Road, or at any other location in contravention of the Regional District’s Zoning Bylaw. This process may involve the negotiation of a consent order by staff.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (All Directors)

Memos

Telkwa Coal Environmental
Assessment: Pre-application
Draft Application Information
Requirements

Moved by Director Riis-Christiansen
 Seconded by Director Fisher

2020-7-12

“That Staff submit comments to the Environmental Assessment Office regarding draft Application Information Requirements, as discussed in the June 18 staff report titled Telkwa Coal Environmental Assessment: Pre-application Draft Application Information Requirements staff report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (All Directors) (CONT'D)

Memos (Cont'd)

Parks and Outdoor Recreation Study Moved by Director Riis-Christianson
 Seconded by Director T.Greenaway

2020-7-13

"That the Board receive the Parks and Outdoor Recreation Service Study, and direct staff to report back to the Board with a strategy for the implementation of a parks and recreation service that does the following:

- Allows Directors the ability to determine the services provided, if any, in their service areas;
- Allows for the ownership of parks and recreation facilities;
- Allows for the provision of sustainable funding to societies; and,
- Ensures that taxation dollars are spent in the service areas in which they were raised."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Village of Granisle
 - o Potential tax for a Parks and Outdoor Recreation Service
 - o RDBN staff presenting to Village of Granisle Council
- Ability for staff to provide a presentation if Municipal Councils and Area Directors want to establish a group
- Staff time allocation depending on services determined
 - o Administration costs will be outlined in the report coming forward to the Board
- Report will provide an opportunity for Area Directors to present options to constituents
- Ensuring that the principles are included and maintained now and in the future for the Board, staff and the public.

Cycle 16 Trail Society Memorandum of Understanding Moved by Director Fisher
 Seconded by Director Layton

2020-7-14

"That the Board enter into the attached Memorandum of Understanding with the Cycle 16 Trail Society."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Ministry of Transportation and Infrastructure directive that the Cycle 16 Commuter Trail be owned by the RDBN and/or local government
- Questions regarding the role of the RDBN moving forward will be provided in the report to the Board regarding strategy and implementation for the Parks and Outdoor Recreation Study.

Crown Land Application Referrals

Crown Land Application
Referral No. 7410124
(Winarto/Dennison)
Electoral Area "F"

Moved by Director Petersen
 Seconded by Director T. Greenaway

2020-7-15

"That Regional District of Bulkley-Nechako Comment Sheet on Crown Land Application Referral No. 7410124 be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 7410124."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application
Referral No. 0278936
(Allan and Lisa Volts)
Electoral Area "D"

Moved by Director Parker
 Seconded by Director Storey

2020-7-16

"That Regional District of Bulkley-Nechako Comment Sheet on Crown Land Application Referral No. 0278936 be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 0278936."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mine Referral

Mine Application Referral
No. 122802354-006 (Endako)
Electoral Area "D"

Moved by Director Parker
 Seconded by Director Storey

2020-7-17

"That Regional District of Bulkley-Nechako Comment Sheet on Mine Referral No. 122802354-006 be provided to the Province as the Regional District's comments on Mine Application Referral No. 122802354-006 (Endako)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Committee Meeting
Recommendations
-June 4, 2020

Moved by Director Storey
 Seconded by Director J.Greenaway

2020-7-18

"That the Board approve the June 4, 2020 Committee Meeting Recommendations 1 to 3 as written:

Committee of the Whole Meeting– June 4, 2020

Recommendation 1: Re: COVID-19 Board Meeting Safety Precautions

"That the Board approve plexiglass desk dividers at an estimated cost of \$8,000."

ADMINISTRATION REPORTS (CONT'D)

Rural/Agriculture Committee Meeting – June 4, 2020

Recommendation 2: Re: Livestock Evacuation Plan

“That the Board approve the amended Livestock Evacuation Plan.”

Recommendation 3: Re: Solid Waste Inventory and Feasibility Plan

“That the Board not proceed with hiring Tetrattech to conduct the waste inventory study for the RDBN.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Budget Amendment

Moved by Director McGuire
 Seconded by Director Brienen

2020-7-19

“That Regional District of Bulkley-Nechako Financial Plan Amendment Bylaw No. 1912, 2020 be given first, second, third reading, and adoption this 18th day of June, 2020.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Chinook Community Forest Annual Operating Budget

Moved by Director Funk
 Seconded by Director Lambert

2020-7-20

“That the Board support Chinook Comfor Limited Shareholders’ resolutions to approve the 2020-2021 Operation Budget.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Electoral Area “C” (Fort St. James Rural) Road Rescue Contribution Service Establishment Repeal Bylaw No. 1905, 2020

Moved by Director T. Greenaway
 Seconded by Director J. Greenaway

2020-7-21

“That Regional District of Bulkley-Nechako Electoral Area “C” (Fort St. James Rural) Road Rescue Contribution Service Establishment Repeal Bylaw No. 1905, 2020 be adopted this 18th day of June, 2020.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020

Moved by Director Petersen
 Seconded by Director T. Greenaway

2020-7-22

“That Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020 be adopted this 18th day of June, 2020.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Request for Letter of Support
 Watershed Security Funding Moved by Director Parker
 Seconded by Director Riis-Christiansen

2020-7-23

“That the Board write a letter to Premier Horgan in support of the Nechako Environment and Water Stewardship Society (NEWSS) and the BC Watershed Security Coalition proposal to the B.C. and Federal Governments to invest in watershed security as a core focus of economic recovery plans for B.C.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2020 UBCM Resolution
 Deadline

Moved by Director Storey
 Seconded by Director Lambert

2020-7-24

“That the Board receive the Manager of Administrative Services’ June 18, 2020 memo titled 2020 UBCM Resolution Deadline.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Electoral Allocations of Federal
 Gas Tax Funds
 -to June 1, 2020

Moved by Director T. Greenaway
 Seconded by Director Lambert

2020-7-25

“That the Board receive the Regional Economic Development Coordinator’s June 18, 2020 memo titled Electoral Allocations of Federal Gas Tax Funds – to June 1, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Climate Action Revenue
 Incentive Program (CARIP)
 Public Report – Climate Action
 Survey 2019

Moved by Director Parker
 Seconded by Director Funk

2020-7-26

“That the Board approve the Climate Action Revenue Incentive Program (CARIP) Public Report for 2019.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Staff will investigate the potential to utilize RDBN Climate Action Revenue for parks and recreation green space for carbon offsets and the inability to utilize the building of Transfer Stations for carbon offsets.

VERBAL REPORTS

Village of Granisle Water
 Treatment Facility
 Commissioning

Director McGuire stated that the technicians are arriving the week of June 22-26, 2020 to commission the Village of Granisle’s Water Treatment Facility.

VERBAL REPORTS (CONT'D)

Canada Day Celebration -Village of Granisle

Director McGuire mentioned that the Village of Granisle intends to move forward with its Canada Day Celebrations with a flag raising ceremony with the RCMP and prepared hotdogs and cake to handout. They are being mindful of current COVID-19 limitations. The event is a trial to move forward with its Granisle Days Celebration.

Funding for Home Meals for Vulnerable Residents in Granisle

Director McGuire noted that the Village of Granisle received funding for a home meal delivery program to assist vulnerable residents in the community.

District of Fort St. James Update

Director J. Greenaway provided a brief update regarding the District of Fort St. James:

- District of Fort St. James Municipal Office remains closed at this time due COVID 19
- Community grocery delivery system remains in place
- Canada Day Celebrations
 - o Virtual
 - o Trivia Contest being conducted by District staff
- Northern Development Initiative Trust Planning Intern has started at the District and is from Vancouver.

Lakes District Fall Fair Cancelled

Director Riis-Christianson commented that the Lakes District Fall Fair has had to cancel its event this year due to COVID-19. It is the second time it has been cancelled in three years. He recognized the number of events and impacts to the communities in the region due to COVID-19.

Meeting with Telus RE: Broadband on Southside of Francois Lake

Director Riis-Christianson commented that, along with Directors Lambert and Newell he met with Telus in regard to broadband coverage on the Southside of Francois Lake. Director Lambert mentioned that they are working on details for additional towers. Director Newell spoke of connectivity issues and that he wants to move forward with access to internet in Area "G" (Houston Rural).

Parks and Recreation Discussion -Electoral Area "D" (Fraser Lake Rural)

Director Parker noted that he has had conversations with groups in Electoral Area "D" (Fraser Lake) in regard to a potential Parks and Recreation function/service in the area.

Meeting – Cluculz Lake Volunteer Fire Department

Director Petersen, Deborah Jones-Middleton, Director of Protective Services and Jason Blackwell, Regional Fire Chief met with the Cluculz Lake Volunteer Fire Department to announce that utilizing the Northern Capital Planning Grant, there is funding to build a new fire hall. A committee has been organized to work with RDBN staff to move forward with a new fire hall.

Funding for a Foundry in Burns Lake

Director Funk announced Carrier Sekani Family Services has received funding for a Foundry in Burns Lake. It will provide health and wellness resources, including social, educational and mental health resources for people ages 12 to 24 and their families. Carrier Sekani Family Services worked with a number of stakeholders in the community, including Director Funk, to submit an expression of interest to the Province of BC.

VERBAL REPORTS (CONT'D)

Village of Burns Lake Standing Committee -Economic Diversification and Recovery

Director Funk mentioned that the Village of Burns Lake has formed a standing committee in regard to Economic Diversification and Recovery to move projects forward in the community.

Recognition of Houston Community Members

Director Brienen commented that Houston recently lost two very active volunteer community members; Hank Buursema and Tom Guest, each serving on the Houston Volunteer Fire Department for 43 and 40 years respectively. Mr. Guest was also a municipal councilor for one term of office. Director Brienen provided recognition to both men for their community service and dedication and the incredible ways they always helped the community.

LBN Foundation Agreement

Director Newell noted that he met with Tom McCarthy, Divisional Chief Negotiator, and Tlell Glover, Senior Resource Coordination Officer, Ministry of Indigenous Relations and Reconciliation in regard to the Lake Babine Foundation Agreement. Due to COVID-19 restrictions challenges have been identified due to the inability to have public meetings and meeting virtually creates a number of issues. Mr. McCarthy and Ms. Glover are creating a working group and have requested Director Newell's participation. He has also put forth CAO Helgesen's name to be a part of the working group.

Post Rail Pilot Project

Director Storey mentioned that the Village of Fraser Lake has been approved to conduct a Post Rail Pilot Project utilizing the airport land. It will investigate innovative ideas in regard to thinning and spacing of trees as a sustainable model.

Pipeline Project Accommodations

Director Storey commented that the Coastal GasLink project will be increasing its number of workers in the area by the end of 2020, and the Village of Fraser Lake is developing RV space to allow for additional workers in the area.

Village of Fraser Lake 4th Lagoon

Director Storey reported that the Village of Fraser Lake's 4th lagoon project has been approved and will be moving forward. It will also allow the ability to accept camp waste.

New Gold Inc Sells its Blackwater Project to Artemis Gold

Director Storey announced New Gold Inc's announcement of its sale of the Blackwater Project to Artemis Gold. She noted they are awaiting further information.

Town of Smithers Update

Director Atrill provided a Town of Smithers update:

- Continues to have its Community Outreach Roundtable discussions on a bi-weekly basis.
- Town of Smithers Municipal Council Chambers are open to the public
- Working on a long-term governance structure for the Smithers Fall Fair Grounds
- Smithers held a Black Lives/Indigenous Lives Matter rally
 - o Attendees shared local stories.

Twelve Unit Senior Housing Unit – Village of Telkwa

Director Layton mentioned that the Twelve Unit Senior Housing project is in its last stages of planning. He is hoping that with sufficient funding construction of the project will begin in the near future.

VERBAL REPORTS (CONT'D)

Village of Telkwa Sewer and Water Infrastructure Funding

Director Layton commented that the Village of Telkwa will be completing sewer and water infrastructure projects in 2020 with approximately \$6 million from successful grant applications.

District of Vanderhoof Municipal Office

Chair Thiessen noted that the District of Vanderhoof Municipal Office remained open during the pandemic with no public attendance at Council Meetings.

Grad Ceremonies

Chair Thiessen spoke of the innovative Grad Ceremonies that took place in Vanderhoof. He mentioned the importance of Grad Ceremonies and great new ideas that have been implemented.

Preplanning for Second Wave of COVID-19

Chair Thiessen, along with First Nations, RCMP, Northern Health and School District 91 Nechako Lakes have been meeting to preplan for the possibility of a second wave of COVID-19.

District of Vanderhoof -Northern Capital & Planning Grant

Chair Thiessen mentioned that the District of Vanderhoof is utilizing its Northern Capital and Planning Grant on paving and infrastructure upgrades in 2020.

Northern Development Initiative Trust Board Member Announcement

Chair Thiessen announced that Director Parker was elected to the Northern Development Initiative Trust Board of Directors. He spoke of the importance of participating on NDI's Board of Directors.

Northern Mayors Meeting

Chair Thiessen met with ten northern community Mayors and a topic for discussion was the various organization membership fees for local government.

Police Funding

Chair Thiessen indicated that the District of Vanderhoof is currently reviewing police funding.

North Central Local Government Association

Director McGuire questioned how the North Central Local Government Association was moving forward with virtual meetings for its Executive Committee. Director Storey noted that the Executive Committee had its AGM via Zoom and resolutions that had been submitted to NCLGA have been forwarded to the Union of B.C. Municipalities for consideration at its 2020 Virtual Convention. NCLGA has cancelled some projects for 2020 as well. NCLGA continues to meet regularly but there are challenges with poor internet.

Receipt of Verbal Reports

Moved by Director Lambert
 Seconded by Director T. Greenaway

2020-7-27

"That the verbal reports of the various Board of Directors be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ACTION LIST

Action List

Moved by Director McGuire
 Seconded by Director T. Greenaway

2020-7-28

“That the Board receive the Action List for May 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORT

RFP-Purchase of Computers for ESS Program

Moved by Director Storey
 Seconded by Director Atrill

2020-7-29

“That the Board enter into a contract with Microserve for the purchase of 71 Lenovo Thinkpad T14 computers and 71 HP printers as described in their submission for the quoted price of \$138,013.82 (including PST).”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Knockholt Landfill Phase 3B -Authorization to Proceed Using Prime Contractor Agreement

Moved by Director Fisher
 Seconded by Director Storey

2020-7-30

“That the Board proceed with completion of the Phase 3B Development Project at the Knockholt Landfill with the RDBN assuming the role of Prime Contractor as authorized under Bylaw No. 1532. And, that the Board approve an expenditure limit for completion of the Phase 3B Development Project of \$450,000.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

PLANNING

Public Hearing Minutes -Rezoning Application A-08-19 (Penninga) and Development Variance Permit Application C-01-20 (Tschampa) Submission From Lisa Schlueter

Moved by Director Fisher
 Seconded by Director Funk

2020-7-31

“That the Board receive the following:

Bylaw for 3rd Reading and Adoption

- Public Hearing Minutes – Rezoning Application A-08-19 (Penninga) 3rd Reading and Adoption Bylaw 1907 & 1908 – Electoral Area “A”

Development Variance Permit Application

- Development Variance Permit Application C-01-20 (Tschampa) Submission from Lisa Schlueter.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Break for lunch at 12:24 p.m.

Reconvened at 1:06 p.m.

NEW BUSINESS

2020 UBCM Resolution
RE: Connectivity

Moved by Director Riis-Christianson
 Seconded by Director McGuire

2020-7-32

“That the Board submit the following resolution to the 2020 Union of B.C. Municipalities in regard to Internet and Cell Phone Service:

WHEREAS access to fast, affordable broadband internet and cell phone service is essential in today’s digital world;

AND WHEREAS broadband internet and cell phone service in many rural and remote communities across British Columbia is either non-existent or too slow and unreliable to access many services necessary for economic and social well-being;

AND WHEREAS during an emergency where social interaction is limited or traditional communications infrastructure is compromised, it is imperative that citizens have reliable broadband internet and cell phone service to access health care, education, online meeting platforms, emergency information, and other programs relating to health and wellness;

AND WHEREAS while fees charged for broadband internet and cell phone service in rural and remote communities are among the highest in Canada and the world, the quality of service has in many instances declined in recent months;

THEREFORE BE IT RESOLVED that NCLGA and UBCM urge the Province of BC to establish an infrastructure framework to ensure that equal access to internet and cell phone service is available to all British Columbians.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2020 UBCM Resolution
RE: Cardboard Recycling

Moved by Director Fisher
 Seconded by Director Storey

2020-7-33

“That the Board submit the following resolution to the 2020 Union of B.C. Municipalities in regard to Cardboard Recycling:

WHEREAS cardboard is cardboard;

AND WHEREAS all cardboard in the Province of BC should be treated equally:

THEREFORE BE IT RESOLVED that UBCM request that the Province of BC immediately incorporate all cardboard into the existing Extended Producer Responsibility Program operated by Recycle BC.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

2020 UBCM Resolution
RE: Ministry of Transportation
and Infrastructure RE: Active
Transportation

Moved by Director Fisher
 Seconded by Director Riis-Christianson

2020-7-34

“That Staff work with Director Fisher to prepare and submit a resolution in regard to Ministry of Transportation and Infrastructure – Active Transportation.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2020 UBCM Meeting with
BC Assessment

Director Fisher spoke of scheduling a meeting with BC Assessment at the 2020 UBCM Convention. He brought forward concerns in regard to the impacts to residents with the significant increase to tax assessments in particular areas in the region. Staff will follow up with BC Assessment to schedule a meeting. Prior to COVID-19 staff was working to have BC Assessment assessors in the region attend a RDBN Board Meeting. Staff will continue to work with BC Assessment to schedule meetings.

Rural Coordination Centre of
BC Invitation – BC Rural and
First Nations Health and
Wellness Summit

Director Lambert mentioned that he had received an invitation to attend the Rural Coordination Centre of BC's (RCCBC) BC Rural First Nations Health and Wellness Summit held virtually on June 29-30, 2020. Chair Thiessen spoke of the importance of attending the Summit.

IN-CAMERA MOTION

Moved by Director McGuire
 Seconded by Director Brien

2020-7-35

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director McGuire
 Seconded by Director Brien

2020-7-36

“That the meeting be adjourned at 1:18 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jennifer MacIntyre, Planner
DATE: June 18, 2020
SUBJECT: Development Variance Permit Application No. C-01-20 (Tschampa)

RECOMMENDATION

That the Board approve Development Variance Permit C-01-20 for the property located at 11186 Huffman Drive to vary Section 3.0.8d) of “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 to decrease the setback from the natural boundary of a lake from 15 metres to 6.7 metres for the proposed addition and the existing cabin built in general compliance with Schedule A of the permit.

VOTING

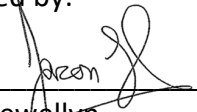
Electoral Area Planning – Participants/Directors/Majority

EXECUTIVE SUMMARY

This application proposes to reduce the setback requirement from the Natural Boundary to allow a 600 square foot addition to be built beside an existing dwelling (built in 1927). The proposed setback reduction is 15 meters to 6.7 meters.


Staff have no objection to the reduced setback. The building area is separated from the watercourse by a substantial retaining wall, and there is no natural vegetation in the riparian area. The building area appears to be elevated above the prescribed Flood Construction Level under the Floodplain Management Bylaw. Therefore, staff have no objection to the proposed variance.

Reviewed by:



 Jason Lewellyn
 Director of Planning

Written by:



 Jennifer MacIntyre
 Planner

APPLICATION SUMMARY

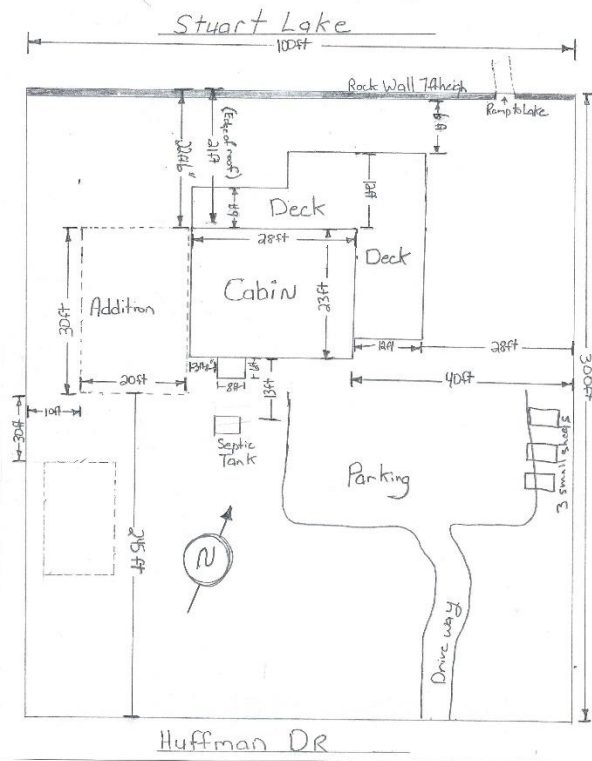
Name of Applicants:	Carol and Joe Tschampa
Electoral Area:	C
Subject Property:	Lot 11, District Lot 650, Range 5, Coast District, Plan 8171. The subject property is 0.44 ha. (1.09 acres) in size.
OCP Designation:	Lakeshore (L) in the Fort St. James Rural OCP Bylaw No. 1578, 2010.
Zoning:	Waterfront Residential II (R4) under RDBN Zoning Bylaw No. 1800, 2020.
Existing Land Use:	Residential
Location:	The subject property is located at 11186 Huffman Drive, on Stuart Lake, 12 km west of the District of Fort St. James.

**PROPOSAL**

The applicants wish to build a 20 ft. x 30 ft. (600 sq. ft.) addition to their existing dwelling. The applicants have confirmed that the existing cabin and proposed addition are located 6.7 metres (22 ft.) from the Natural Boundary of Stuart Lake. The addition is proposed to be next to the existing dwelling to increase functionality and to avoid the septic system located in front of the existing dwelling. Therefore, an application for a Development Variance Permit to vary the Zoning Bylaw by reducing the Natural Boundary Setback from 15 metres (49.21 ft.) to 6.7 metres (22 ft.) has been made to allow construction of the proposed addition.

The applicant states that the existing dwelling is very close to the Rear Parcel Line; however there is no Rear Parcel Line setback in the R4 Zone.

Site Plan and Ortho Photo



PLANNING DEPARTMENT COMMENTS

Land Use

The surrounding area is a well-established small lot waterfront residential subdivision. The applicant indicates that the cabin was built in 1927, well before, the establishment of RDBN setback regulations. The 6 to 7 foot-high retaining wall located along the waterfront appears to have been built a number of decades ago after the construction of the house. The retaining wall is located on Crown Land and the Natural Boundary of the lake is at the base of the retaining wall. The property owner has developed a deck and flower bed on a portion of the Crown Land.

Retaining wall/ Natural Boundary

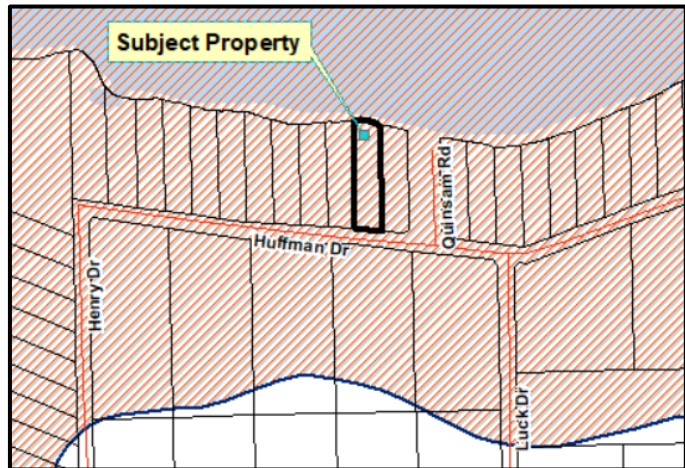


Retaining wall/ Natural Boundary



Floodplain Management Bylaw

The property is located within the floodplain area of Stuart Lake pursuant to “Floodplain Management Bylaw No. 1300”. Within this area the habitable floor space must be above a Flood Construction Level of 683.50 meters (Geodetic Survey of Canada Datum). The applicant has said he is confident that the building site is above this elevation and he does not want to hire a surveyor to confirm building site elevation at this time. At the time of building the property owner will have to satisfy the Building Inspector that the required elevations are being met.



Staff considered whether the elevation of the building site is being structurally elevated by the retaining wall. If this were the case the Floodplain Management Bylaw setbacks would apply. However, as the dwelling was constructed prior to the existence of the retaining wall staff have taken the position that the ground is naturally elevated in the area.

Building Inspection

There is no BC Building Code or Building Bylaw concerns with the proposed setback reduction. During the Building Permit approval process the Building inspectors will evaluate the Flood Construction Level issue. Also, the building must occur in a manner which does not put load on the existing retaining wall.

Public Consultation

All property owners within 100 meters of the subject property have been provided notice of the application and were given an opportunity to comment on this application in writing. Written submissions will be made available at the Board meeting on June 18, 2020 when the Board considers this application.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
DEVELOPMENT VARIANCE PERMIT NO. C-01-20**

ISSUED TO: Carol Edna and Joseph William Tschampa
5788 Leland Road
Prince George, BC
V2N 6J2

WITH RESPECT TO THE FOLLOWING LANDS:

11186 Huffman Drive - Lot 11, District Lot 650, Range 5, Coast District, Plan 8171

1. This Development Variance Permit varies "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" as follows:
 - Section 3.0.8.1. d) is varied by reducing the Setback from the Natural Boundary of Stuart Lake from 15 metres to 6.7 metres.
2. This variance applies only to the addition and the existing dwelling shown on the plan attached as Schedule A, which forms part of this permit.
3. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.
4. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.
5. If a building permit for the development that is the subject of this permit, has not been issued, and the construction substantially commenced within 2 years after the date of this permit's issuance, this permit shall lapse.

AUTHORIZING RESOLUTION passed by the Regional District Board
this 18 day of June, 2020.

PERMIT ISSUED on the ___ day of _____, 2020.

Corporate Administrator



Schedule A: DVP C-01-20

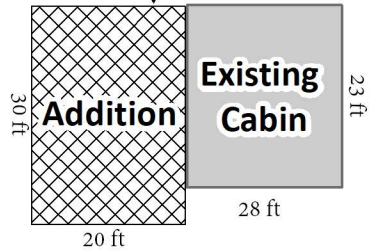
Legend



Stuart Lake

Natural Boundary Setback varied from 15 m to 6.7 m

Natural Boundary



Lot 11, District Lot 650, Range 5,
Coast District, Plan 8171

 Cadastre

*DISCLAIMER: The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information.
The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.
Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

Scale: 1 cm = 4 m
User: deneve.vanderwolf
Date: 2020-07-07
Time: 10:39:24 AM

From: [Geraldine Craven](#)
To: [Planning](#)
Subject: FW: [EXTERNAL]: Variance Permit Application & Board meeting June 18, 2020 - please confirm receipt of this e-mail. Thanks.
Date: June 16, 2020 1:25:55 PM

Geraldine Craven
 Administration Clerk/Receptionist

Regional District of Bulkley-Nechako Phone: (250) 692-3195
 P.O. Box 820 Toll Free: 1 800 320-3339
 37 3rd Avenue Fax 250) 692-3305
 Burns Lake, BC V0J 1E0 Website: www.rdbn.bc.ca

FOR COVID-19 INFORMATION GO TO:
<https://www.rdbn.bc.ca/media-status-updates/covid-19-information>

-----Original Message-----

From: Schlueter, Erica MCF:EX
 Sent: Tuesday, June 16, 2020 1:10 PM
 To: inquiries <inquiries@rdbn.bc.ca>
 Subject: [EXTERNAL]: Variance Permit Application & Board meeting June 18, 2020 - please confirm receipt of this e-mail. Thanks.

Re: Development Variance Permit Application C-01-20:
 Lot 11, District Lot 650, Range 5, Coastal District, Plan 8171

Dear Regional District Board,

I am writing on behalf of my mother, Lisa Schlueter, who owns the property located at 11204 Huffman Drive, Fort St. James; this property is next door to 11186 Huffman Drive (the property being considered for a Variance Permit). This matter is scheduled to be considered at the Regional District Board meeting on June 18, 2020. I have spoken with my mother and she has significant concerns about this proposed addition and does not support the current Variance Permit. My brother, Edgar Schlueter, and myself share my mother's concerns.

My mother has owned the property at 11204 Huffman Drive since 1981. The cabin located on my mother's property was built in 1982 and is situated near the property line adjacent to 11186 Huffman Drive. From viewing the application details online, I see that this is not clearly visible. The proposed addition would be located within a few feet from mom's cabin and deck.

With regard to the Variance property, the existing structure, as noted in the application, is 6.7 meters from the natural boundary of Stuart Lake. The rear wall of that existing structure is almost level with the front wall of mom's cabin, which was built in accordance with the standards required by the Regional District (15 meters). In multiple conversations with previous owners of 11186 Huffman Drive, we were of the understanding that the old existing structure on that property could not be significantly changed or added to. When they purchased the property, the current property owner should also have been made aware that the existing structure was not legal or built in line with current Regional District regulations and therefore knew when the property was purchased that there would be limitations with regard to any changes to that existing structure.

My mother's property would be the only property directly and negatively impacted by the proposed addition. The

proposed addition is larger than the original structure (it would be like adding a second cabin) and because that addition would be build only 6.7 meters from the natural boundary (instead of 15 meters), it would eliminate miles of our view of the lake and surrounding landscape in that direction. Currently we enjoy a view of the distant golf course, portions of the Fort St James town and of course the lake and mountains. This proposed structure would completely block that view. This proposed structure would also negatively impact our privacy as we spend time on our front deck. The reason we have a lake cabin is so that we can enjoy the view and the scenery and not have to look at the wall of our neighbour's house. And as an addition to that existing structure is not within the Regional District standards, we never considered this to be a possibility. As our view and privacy would be significantly deteriorated should the addition be built, my mother also has concerns that this would negatively impact her investment in her property value.

Over the years, we have seen significant changes in Luck Bay (Huffman Drive) with a number of new structures built over the years. Each structure appears to be built in accordance to the Regional District standards/rules as each dwelling appears to be 15 meters from the natural boundary of Stuart Lake. At least half of these dwellings, are near (or higher) in elevation as compared to the property at 11186 Huffman Drive and most have rock walls to prevent erosion (just as 11186 Huffman Drive). As our property and the properties of our nearby neighbours are built in accordance to Regional District standards, we expect that our new neighbours (and every one else) also be required to adhere to those standards.

My mother (and myself, and my brother Edgar Schlueter) strongly oppose this application as it would be at the significant expense/detriment of our property. We have been there for thirty-eight (38) years and have always complied with Regional District rules/by laws and have tried to be good neighbours. While I appreciate our new neighbours would like more living space, I am hopeful that they can come up with an alternate plan/proposal with the setback closer to the 15 meter limit, thereby not significantly and negatively impacting their neighbours.

Sincerely,

Lisa, Erica and Edgar Schlueter
11204 Huffman Drive Fort St. James

Email secured by Check Point



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT**

TO: Chair Thiessen and Board of Directors
FROM: Ashley Evanoff, Summer Planning Student
DATE: July 16, 2020
SUBJECT: Crown Land Application Referral No. 7410139 (Manahan)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application 7410139.

VOTING

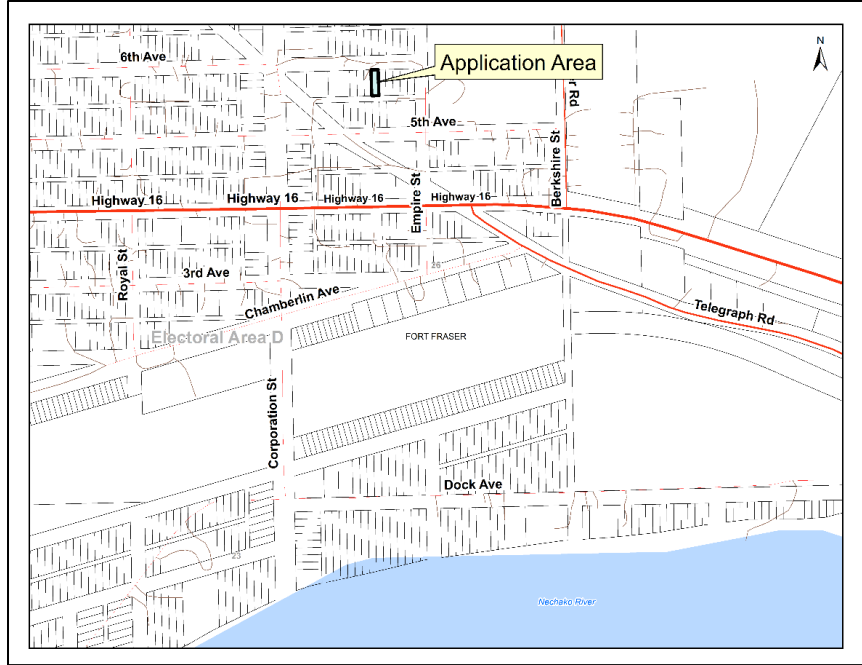
All Directors / Majority

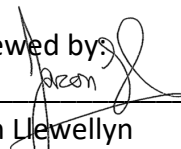
DISCUSSION

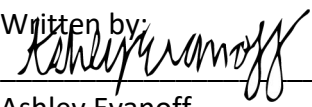
This application is for a Crown Grant to purchase a parcel (Lot 11, Block 136, Section 26, Township 15, Range 5, CD, Plan 960A) in Fort Fraser. The applicant's residential use is located on lots 8, 9 and 10, adjacent to the application area. The applicant area is approximately 461 square metres (0.114 acres) in size.

The intent of this application is to provide additional land for the applicant to build a carport. To comply with RDBN Zoning the parcels (lots 8, 9, 10, and 11) need to be consolidated so that the carport is located on the same parcel as the main residence. The application area is zoned Single Family Residential (R1) under the RDBN Zoning Bylaw and is not located within the Agricultural Land Reserve (ALR).

It is noted that a building on the Applicant's land encroached notably onto road right of way. It is recommended that FLNRO consult with the Ministry of Transportation and Infrastructure regarding this encroachment.



Reviewed by: 
Jason Llewellyn
Director of Planning

Written by: 
Ashley Evanoff
Summer Planning Student



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 7409648**

Electoral Area:	D
Applicant:	Kelly and Tarama Manahan
Existing Land Use:	Vacant
Zoning:	Zoned Single Family Residential (R1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.
Plan Designation	Designated Community Centre under Endako, Fraser Lake, Fort Fraser Official Community Plan, Bylaw No. 1865, 2019
Proposed Use Comply with Zoning:	Yes, if consolidated with applicants property
If not, why?	
Agricultural Land Reserve:	No
Access Highway:	Highway 16
Archaeological Site:	None according to provincial mapping
Building Inspection:	Inside the Building Inspection Area
Fire Protection:	Inside the Rural Fire Protection Area
Other comments:	As a condition of the sale of Lot 11 the applicant should be required to consolidate lots 8 – 11 to ensure compliance with the RDBN's Zoning Bylaw. FLNRO should consult with the Ministry of Transportation and Infrastructure regarding the encroachment of the applicant's buildings onto Road Right of Way.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT**

TO: Chair Thiessen and Board of Directors
FROM: Ashley Evanoff, Planning Summer Student
DATE: July 16, 2020
SUBJECT: Crown Land File No. 0145394 and 0208575 (Land Act Reserves in Lake Kathlyn)

RECOMMENDATION

That BC Parks be informed that the RDBN has no interest in assuming responsibility for the subject property, and that BC Parks be asked to reconsider their position that the reserve on these lands, and the provision of parkland in this area, is outside of their mandate.

VOTING

All Directors / Majority

DISCUSSION

This report is regarding two parcels of land in the Lake Kathlyn Subdivision area. The properties were reserved under the Land Act by BC Parks for recreation use. BC Parks have determined that the recreational use of the two parcels no longer fits their mandate and the BC Parks reserve may be removed. Prior to doing this BC Parks are providing the RDBN with the opportunity to apply for a Land Act tenure and assume responsibility for the land. The Province has a Community and Institutional Program that can provide sponsored Crown Grants and Nominal Tenures.

The subject parcels are in Electoral Area A, approximately 3.5 km northwest of Smithers. The parcels are zoned for residential use. In staff's opinion the land is not a priority for development as an RDBN park. However, staff question the justification for BC Parks to relinquish their interest in the land, and recommend that BC Parks reconsider their position that the reserve on these lands, and the provision of parkland in this area, is outside of their mandate.

Reviewed by:

 Jason Llewellyn
 Director of Planning

Written by:

 Ashley Evanoff
 Planning Summer Student





REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Ashley Evanoff, Summer Planning Student
DATE: July 16, 2020
SUBJECT: Mines Application Referral No. 13990-02-223 (Ace Ventura Gold)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Mines application No. 13990-02-223 (Ace Ventura Gold)

VOTING

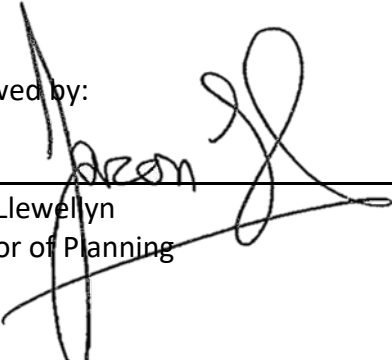
All Directors / Majority

DISCUSSION

This referral from the Province is for a Lease Term Extension for a Placer mine which will extend the term of an existing placer tenure for an additional 10 years. Placer leases are issued for a term of no more than 10 years and the term may be extended for an additional 10 years. A lease does not authorize any mining activity. However, the permit ensures the exclusive right to all placer minerals on the lease area for that tenure holder.

The application area is found in the Manson Creek area, off Thutade FSR - approximately 140 km north of the District of Fort St. James. The surrounding land use is primarily vacant crown land and has historically been explored for mining potential. Approximately three kilometres from the application area is the community of Manson Creek, consisting of 35 properties. The application area is not zoned or designated under the area's Official Community Plan.

Reviewed by:

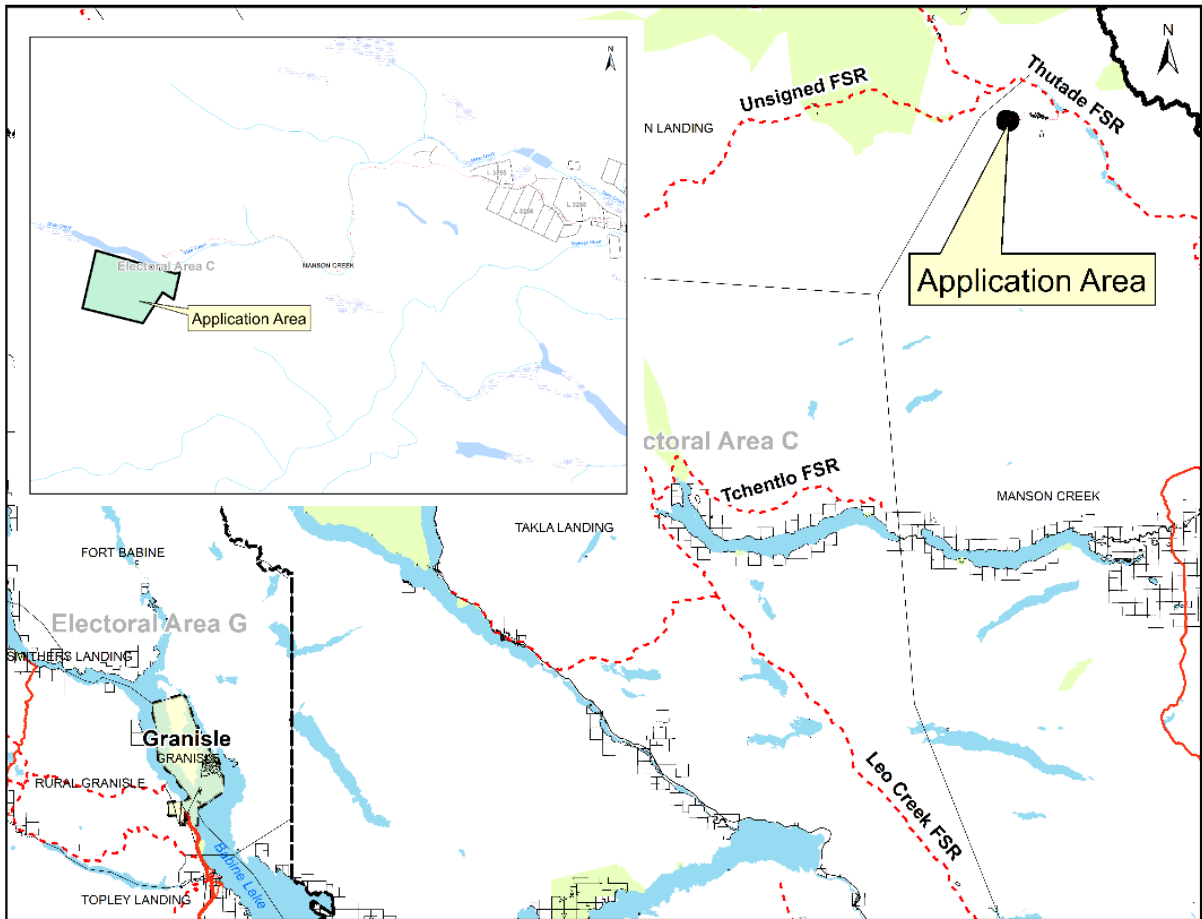


 Jason Llewellyn
 Director of Planning

Written by:



 Ashley Evanoff
 Summer Planning Student





**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT
SHEET ON MINING REFERRAL 119000759-008**

Electoral Area:	C
Applicant:	Ace Ventura Gold
Existing Land Use:	Mining
Zoning:	N/A
Plan Designation	N/A
Proposed Use Comply With Zoning:	N/A
If not, why?	N/A
Agricultural Land Reserve:	No
Access Highway:	Thutade FSR, Omineca Mining Access Rd
Archaeological Site:	No
Building Inspection:	Outside Building Inspection Area
Fire Protection:	Outside Rural Fire Protection Area
Other comments:	It is recommended that the Province consider the necessity for the applicant to undertake a community engagement process to receive feedback from the nearby residents on the proposed activities.

✕ B.C. has declared a state of emergency. Learn about [COVID-19 health issues](#). | [B.C.'s Response to COVID-19](#).
British Columbia News

ALR revitalization reduces costs, makes life better for farmers

<https://news.gov.bc.ca/22516>
Friday, June 26, 2020 12:00 PM

Victoria - Updates to Agricultural Land Commission (ALC) Act regulations will make it more affordable for multi-generational farmers on the Agricultural Land Reserve (ALR) to apply to build housing that meets their needs.

The updates will also make it easier for farmers on the ALR to maintain and build roads that help them grow the food British Columbians rely on.

“B.C.’s farming families work hard to put food on our tables, and these changes will help reduce the expense and anxiety of maintaining an extended-family lifestyle on the farm.” said Lana Popham, Minister of Agriculture. “It takes a lot of people to run a large farm. Having parents, in-laws and siblings on site helps many B.C. farms produce the food we need more efficiently. Our government will continue to make life better for these hard-working farming families.”

Fees for non-adhering residential-use applications will be reduced from \$1,500 to \$900. The 40% reduction in the application fees to build additional housing follows feedback from local governments and farmers and others living in the ALR.

“West Kelowna’s agricultural land base and the ALR are vital components to the fabric of our community,” said Gord Milsom, mayor, West Kelowna. “The proposed changes to the ALC fee structure will support our farmers by reducing costs to build housing and will further recognize the role local governments have in evaluating applications. By making applications more accessible and assisting local governments with processing, we can continue to work collectively to protect our food-producing land base and support jobs in the agricultural industry. I look forward to continuing to work collaboratively regarding changes introduced by the Ministry of Agriculture and the ALC with our residents, business owners and agricultural operators.”

Each application will continue to be reviewed by the ALC to ensure it is consistent with its mandate to preserve farmland and encourage agriculture. In recognition of the work local governments and First Nations contribute to the process, the portion of the fees they receive when a non-adhering residential-use application requires its review will increase by 50%, from \$300 to \$450.

Additional amendments to the regulations make it easier for farmers on large land parcels in the ALR to maintain roads on their properties. This is done by increasing the amount of soil removal or fill placement permitted for annual farm-road maintenance without requiring permission from the ALC. The change provides farmers with large properties a little more leeway to maintain their farms and will also reduce the workload for ALC staff.

“These changes help farmers in the ALR maintain the farm roads we need and use to get our equipment and machinery to and from the fields, and to get the food we produce on the farm to the

farmers, we take pride in the sustainable practices, philosophy and materials we follow in raising our poultry, and the responsible use of fill to keep farm roads smooth and serviceable makes a real difference in our daily work on the farm, and our jobs producing food for our communities.”

The changes to the Agricultural Land Commission Act were requested by B.C. farmers, the ALC and local governments. They will be effective Sept. 30, 2020, to allow local governments and the ALC sufficient time to prepare for the amended regulations.

Learn More:

Agricultural Land Reserve and Agricultural Land Commission: <https://www.alc.gov.bc.ca>

B.C. crop and farm statistics: <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/statistics>

A backgrounder follows.

Media Contacts

Ministry of Agriculture
Government Communications and Public Engagement
250 356-1674

Backgrounders

ALR, ALC and changes to regulations

The changes to fill regulations:

- increase the amount of soil removal or fill placement that can be used for annual farm road maintenance to 50 cubic metres per 100 metres of existing road length from 50 cubic metres per farm operation.
- allow the use of recycled concrete aggregate and recycled asphalt pavement as fill for roads and parking areas on the Agricultural Land Reserve (ALR) in certain circumstances.

Miscellaneous changes:


- bring legislation into force through another amendment, enabling remediation order notes to be registered on a property’s title, so prospective buyers of the land are aware of them.

ALR

- The ALR includes 46,159 square kilometres of B.C. that is preserved for agricultural use. This area is equivalent to 5% of B.C.’s total land base.
- Prior to the establishment of the ALR in 1973, thousands of hectares of farmland were being lost to development every year.

Agricultural Land Commission (ALC)

- The ALC is an independent, administrative tribunal. The ALC makes land-use decisions within the ALR based on provincial legislation, the Agricultural Land Commission Act and the associated regulations.
- It bases its decisions on its mandate of preserving agricultural land and encouraging farming and ranching in British Columbia.
- It looks at many factors when carrying out its mandate. Each application has its own set of circumstances and is considered on its own merits.

 <p>Agricultural Land Commission</p>	<p>NON-ADHERING RESIDENTIAL USE APPLICATIONS</p>	<p>POLICY L-26</p> <p>Adopted April 2020</p>
--	---	--

This policy outlines general guidelines for the ALC's consideration of non-adhering residential use applications which request residential uses in excess of those residential uses permitted by the Agricultural Land Commission Act (the "ALC Act") or its regulations. This includes applications for temporary farm worker housing, and other housing for farm labour, as well as applications to construct or alter a principal residence which will exceed 500m² in total floor area.

The Ministry of Agriculture is currently undertaking engagement on the proposed residential flexibility options outlined in the [Residential Flexibility Policy Intentions Paper](#). In consideration of this, there may be future regulatory changes to the permitted residential uses in the ALR.

For more information on the kinds of factors the ALC may consider when deciding on applications, please see the ["What the Commission Considers"](#) page on the ALC's website.

Principal Decision-Making Considerations:

1.0 Housing for temporary farm workers under the Canadian Seasonal Agricultural Worker Program

Employers who are approved for farm workers under the Canadian Seasonal Agricultural Worker Program ("SAWP") have already been assessed for farm business legitimacy and employment need as part of the SAWP application process. As such, the Agricultural Land Commission's ("ALC or "Commission") determination of a Non-Adhering Residential Use ("NARU") application for temporary farm worker housing ("TFWH") registered in the SAWP will be based on already determined legitimacy and need.

The Commission prefers that temporary housing for farm workers, including foreign workers, should be in an existing building, or a residential structure constructed or manufactured to be moved from one place to another, and installed on a temporary foundation with no basement.

On April 26, 2019, the Commission delegated decision-making authority to the Chief Executive Officer ("CEO") for NARU applications for TFWH registered in the SAWP that meet specific criteria outlined in Appendix A.

2.0 Housing to reflect agricultural activity

In considering whether an additional residence is necessary for a farm use, the Commission will assess the scale and intensity of the farm operation. Where an applicant can demonstrate that the scale and intensity of the farm operation has exceeded the labour capacity of the owner/residents, the Commission may determine that an additional residence would be necessary to support the farm operation. Examples of supporting evidence that may be submitted with an application to aid the Commission in its determination is found in Appendix B.

The Commission may not be supportive of housing proposals which "intend" to expand or intensify the farm operation unless it considers there to be a satisfactory mechanism to ensure that expansion is undertaken after the new housing is constructed.

3.0 Limiting housing's physical impact on the productive parcel

The type of additional residential structure should reflect the agricultural use of the property. Preference will be provided to residential uses which utilize existing structures and/or residences that are sized appropriately and located in an area which minimizes negative impacts to the agricultural land or can easily be removed from the property, such as a manufactured home.

The total residential footprint, meaning the portion of a property used for the principal residence, the additional residence(s), and the accessory residential facilities (e.g. yard, driveway, servicing, etc.), should maintain a viable agricultural remainder and should not unnecessarily infringe upon the productive farming area of the property. Unless a more restrictive local government bylaw is in place, the following parameters, consistent with the Minister's Bylaw Standards, will inform the Commission's consideration of the appropriate total residential footprint:

- a) **Principal Residence:** The total residential footprint for a principal residence should not be more than 2,000 m².
- b) **Additional Residence:** The total residential footprint for each permitted additional residence should not be more than 1,000 m².
- c) **Temporary Farm Worker Housing:** The total residential footprint for each permitted temporary farm worker housing space should not be more than 35 m² per worker.
- d) **Siting:** The setback from the front lot line to the rear or opposite side of the total residential footprint should not be more than 60 metres. Lots narrower than 33 metres are exempted from the 60 metre maximum setback guideline (for the total residential footprint) from the front lot line, however, the footprint should fill the front of the lot to a maximum of 2,000 m².
- e) The following exceptional circumstances may also apply to the siting of residential footprints and may be considered by the Commission:
 - i) **Existing Footprints:** The clustering of a residence with other existing non-agricultural uses on the property to limit the fragmentation of ALR land and avoid the restriction of agricultural activities.
 - ii) **Commodity-Specific Needs:** The strategic placement of a residence to benefit or optimize the agricultural operation (e.g. monitoring of livestock on a large property).
 - iii) **Topographic Features:** Siting of a residence as appropriate to reduce the use of potentially productive farming land for residential purposes (e.g. sited on a non-farmable area of the property).

Further explanation of sample conditions that the Commission may place on an approved NARU application are summarized in Appendix C.

4.0 Principal Residences Larger than 500 m²

Section 25(1.1)(b) of the ALCA does not apply to a NARU application for a principal residence larger than 500 m². However, the necessity for farm use of the proposed principal residence is still a relevant factor in determining whether a size over 500 m² should be allowed. For these applications, the Commission will generally consider whether the requested increase in total floor area would be supportive of the current farming operation and necessary for farm use. The Commission may also consider unique or extenuating circumstances that do not negatively impact the agricultural use of the property.

5.0 Building a New Principal Residence While Occupying an Existing Residence

It is the Commission's preference that the original principal residence be removed prior to the construction of a new principal residence, so that the new principal residence can be constructed in the same location as the original residence, thus minimizing the impact on the land base. However, the Commission recognizes that in some circumstances this may not be feasible.

On October 23, 2019, the Commission delegated its decision-making authority to the CEO for NARU applications which propose to build a new residence while occupying an existing residence, when the proposal meets the criteria outlined in Appendix D.

Role of the Local Government:

Local governments must review NARU applications and either provide comments and recommendations for the Commission's consideration or, in some cases, authorize the application to proceed to the Commission: ALCA, ss. 25(3), 34(4)-(5). For applications in relation to settlement lands, the first nation government must authorize the application to proceed to the Commission: ALCA, s. 25(3.1).

An absence of local zoning bylaws does not relieve a landowner of complying with the restrictions in the ALCA and Agricultural Land Reserve Use Regulation (the "ALR Use Regulation").

Local government bylaws can be more restrictive of residential use of the ALR than the ALCA: ALCA, s. 46(6). The ALR Use Regulation identifies certain designated farm uses and permitted non-farm uses that local governments must not prohibit, but places no limitation on local government powers to prohibit or otherwise restrict residential uses of ALR land.

Appendix A:

CEO Delegated Decision-Making Criterion 15:

Non-adhering residential use applications for temporary farm worker housing (TFWH) for workers registered in a federal temporary worker program that comply with the following criteria:

- i. The parcel where the TFWH is to be located is classified as 'farm' under the BC Assessment Act;
- ii. The minimum size of the farm operation* on which the TFWH can be located is 4 ha;
- iii. The maximum number of workers per farm operation* is limited to no more than:
 - a. 130 workers for greenhouse, mushroom and berry/vegetable production
 - b. 40 workers for all other commodities
- iv. The workers are housed in an existing building or a manufactured home designed to be moved from one place to another;
- v. Siting and placement of the TFWH minimizes the residential impacts on agricultural land taking into consideration topography, agricultural capability, access, and encourages the clustering of residential structures;
- vi. The registration of a restrictive covenant stating that the TFWH will only be used by temporary farm workers and that the owner will remove the TFWH and restore the land to agricultural use if the TFWH is vacant for two consecutive years; and
- vii. The receipt of an ILOC sufficient to remove the TFWH provided to the ALC upon approval of the NARU.

**Clarification: farm operation means an area of land used for a farm operation consisting of one or more contiguous or non-contiguous lots, that may be owned, rented or leased, which forms and is managed as a single farm.*

Appendix B:

NARU applications should include an appropriate level of information to aid the Commission in its determination of whether the proposed use is appropriate. The following are examples of the information that may be submitted with an application:

- i. Size (ha) of the current farming operation (including leased lands)
- ii. Type(s) and amount of commodity(ies) produced on the property
- iii. Description and number of current farm labourers with details of roles and responsibilities
- iv. Rationale for additional farm labour requirements based on the applicant's agricultural operation or commodity
- v. Proposed number of farm workers to reside in the additional residence or principal residence >500 m²
- vi. Proposed length of occupancy of farm workers (e.g. seasonal, temporary, year-round)
 - a. Include date ranges, if applicable
 - b. Include expected work hours (part-time or full-time)
- vii. Details of the proposed residence
 - a. Size of residence and total residential footprint
 - b. Foundation type
 - c. Site map
 - d. Associated infrastructure requirements
- viii. Farm plan or farm business plan (support future expansion, if applicable)
- ix. Professional reports (e.g. report by a professional agrolgist, geotechnical report)
- x. Farm succession plan, if applicable
- xi. Expense receipts demonstrating equipment, start-up, or infrastructure costs
- xii. Lease agreements for other properties associated with the farm operation
- xiii. Farm quota records

Appendix C:

If the Commission approves a NARU application to place or construct an additional residence, to construct or alter a principal residence, or to reside in a residence while constructing another residence, its permission may be granted with limits or conditions. Examples of conditions may include:

- i. Siting of the residence in accordance with specified criteria
- ii. A requirement that farm help must be contributing to the farm operation as described within the application
- iii. Registration of a restrictive covenant requiring the removal or decommissioning of the additional residence should the residence not be used for the purpose of farm labour requirements or should the residence be unoccupied for a certain length of time
- iv. Residing in a residence while constructing another may require the posting of a financial security in the form of an Irrevocable Letter of Credit in the amount of \$50,000 or as otherwise determined to ensure decommissioning of a residence. Without limiting other potential repercussions to the applicant or property owner, the Commission may access some or all of the financial security upon failure to comply with any or all aspects of the conditions of permission ordered by the Commission
- v. Consolidation with neighbouring parcel(s) and/or restrictions on the future residential use of other parcels included within the farm operation

Appendix D:

CEO Delegated Decision-Making Criterion 17:

Non-Adhering Residential Use applications for building a new principal residence while occupying an existing residence that complies with the following criteria:

- i. At the time of the application there is only one residence on the parcel;
- ii. Siting* of the new principal residence has a maximum 60 metre setback from the front lot line to the rear or opposite side of the total residential footprint, with the total residential footprint being a maximum of 2,000 m². Lots narrower than 33 metres are exempted from the 60 metre maximum setback (for the total residential footprint) from the front lot line; however, the footprint must fill the front of the lot to a maximum of 2,000 m²; and,
- iii. Receipt/confirmation of the following within 30 days of the date of a decision to approve is issued:
 - a. registration of a restrictive covenant requiring the removal of the original residence;
 - b. a signed affidavit committing to removal of the original residence; and,
 - c. an ILOC sufficient to ensure removal of the original residence within 60 days of completion of the new principal residence.

* The following exceptional circumstances may also be considered with respect to the siting of the new principal residence:

- a. Clustering with Existing Residential Structures: The clustering of the new principal residence with other existing non-agricultural uses on the parcel to limit the fragmentation of ALR land and avoid the restriction of agricultural activities.
- b. Commodity-Specific Needs: The strategic placement of the new principal residence to benefit or optimize the agricultural operation (e.g. monitoring of livestock on a large parcel).
- c. Topographic Features: Siting of the new principal residence as appropriate to reduce the use of potentially productive farming land for residential purposes (e.g. sited on a non-farmable area of the parcel).



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: July 16, 2020

SUBJECT: ANNUAL UBCM CONVENTION
- Minister Meetings

RECOMMENDATION

(ALL/DIRECTORS/MAJORITY)

Direction.

BACKGROUND

We received information related to requesting meetings with Premier Horgan, Provincial Cabinet Ministers and Ministry of Municipal Affairs and Housing at the 2020 UBCM Virtual Convention. The deadline to submit meeting requests is end of day Monday, August 3, 2020.

Due to the UBCM Convention being held virtually this year and the abbreviated format, the Premier has indicated that meetings will likely be scheduled outside of the regular program dates.

At this time, staff is requesting direction on which meetings to request and prepare for.



July 2, 2020

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to connecting with you all again at this year's Union of British Columbia Municipalities (UBCM) Convention, being held virtually from September 22-24.

UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me as part of the convention, please note that due to the abbreviated format this year, these meetings will likely be scheduled outside of the regular program dates. To make your request, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2020** and it is case sensitive. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

A handwritten signature in blue ink that reads "John J. Horgan". The signature is fluid and cursive, with a long horizontal stroke at the end.

John Horgan
Premier



July 2, 2020

Ref: 255149

Dear Mayors and Regional District Chairs:

In this unprecedented time, I believe it is more important than ever that we continue to connect and work together. I have deeply appreciated our calls throughout the pandemic and hearing directly from you about how you are supporting your communities, and how we can support you. Your feedback has been invaluable and has informed our government's responses to COVID-19 as we all work together to keep the people of British Columbia safe.

While this year's UBCM Convention will be different in many ways, I am looking forward to the opportunity for all of us to come together and to spend time discussing the needs of your community.

I am writing to provide you with some initial information regarding the process for requesting a meeting with me during the UBCM Convention, taking place this year from September 22 to 24, 2020.

As the UBCM Convention for 2020 will be held in a virtual and abbreviated format, Provincial Government meetings will be held by conference call and will likely occur outside of the shortened program to allow delegates to fully focus and participate in the Convention.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to indicate your interest in meeting with me around Convention time, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **August 4, 2020**. Meeting times and dates will be confirmed by early September. In the event that I am unable to meet with you, arrangements may be made for a meeting post-Convention.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible on the topic you wish to discuss in the online form. Providing this information in advance gives me a better understanding of your delegation's interests and helps us to make progress on delivering for the people of your community.

Regarding staff meetings, ministry staff will email you shortly with the Provincial Appointment Book. This document lists all government, agency, commission and corporation staff expected to be available to meet with delegates around Convention time, as well as details on how to submit an online staff meeting request.

.../2

Mayors and Regional District Chairs

Page 2

This year's UBCM will be my fourth Convention as Minister responsible for local government, after four years attending as the opposition spokesperson for local government and four years of attending as a City Councillor, and I believe this will be the most important Convention yet. The pandemic has shown how important governments are in keeping people healthy and safe, and all of the work that local governments do for the benefit of British Columbians. As we move forward with restarting B.C., I am looking forward to hearing more about your communities and exploring ways we can continue to work together to make life better for British Columbians, now and for the future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Robinson', with a stylized flourish at the end.

Selina Robinson

Minister

pc: Honourable John Horgan, Premier
Her Worship Mayor Maja Tait, President, Union of BC Municipalities



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: July 16, 2020

SUBJECT: ANNUAL UBCM CONVENTION
- September 22-24, 2020

RECOMMENDATION

(ALL/DIRECTORS/MAJORITY)

“That the Board authorize attendance of Chair Thiessen, Rural Directors, the Chief Administrative Officer, and Manager of Administrative Services at the virtual UBCM Convention from September 22-24, 2020.”

BACKGROUND

This year’s Union of B.C. Municipalities Convention is being held virtually from September 22-24, 2020.

The cost for Early Bird Member Registration is \$350, the average cost of registration for the 2019 UBCM Convention was \$792. In recognition of connectivity issues, there may be the requirement for Directors to attend the 2020 UBCM Virtual Convention at the RDBN Office. If Directors choose to attend at the RDBN, the cost of travel and possible accommodations are to be considered.

Due to the modified nature of the conference, this may present an opportunity to explore some Board team building and professional development opportunities during the week of UBCM.

At this time, formal authorization is being requested for virtual attendance at the Convention for Chair Thiessen, those Rural Directors wishing to attend, as well as the Chief Administrative Officer and Manager of Administrative Services.



2020 UBCM convention registration

June 30, 2020

The 2020 Annual Convention will be held virtually September 22–24. Registration will open Monday July 6. Early Bird Member Registration has been reduced to \$350 and Non Member Registration remains unchanged at \$1,000.

UBCM's Executive directed staff to ensure that a virtual convention will provide a rich experience for all members. The Convention theme this year will be "Diversity by Design". Executive has recognized the financial challenges faced by many of our members resulting from the COVID-19 pandemic, and has reduced member registration fees to reflect hard economic times and a new virtual format.

UBCM is also aware of the connectivity challenges that exist in various regions of the Province, and staff have been reaching out to our members to explore solutions. We want to make sure that every local government and our First Nations members have access to the full Convention. Access to high quality internet access varies considerably across the Province, but we will find ways to overcome those challenges through the hallmarks of UBCM: cooperation, sharing and working together.

Please reference the UBCM Convention Registration Page for detailed information on registration fees, cancellations, etc as it becomes available.

Direct any questions regarding registration to convention@ubcm.ca

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Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: July 16, 2020
Re: Credit Card Payments

Recommendation (All/Directors/Majority):

That the Board approve entering into an agreement with OptionPay for processing credit card payments on behalf of the Regional District.

Background:

There have been many public requests to pay for Regional District services using credit cards. These requests are most often from those paying building inspection fees or Fort Fraser utility fees.

In recent years there have been several companies that work closely with local government to utilize credit cards for municipal payments. The acceptance of credit cards by local governments is different than for most merchants in that the credit card fees are collected from the person paying for the service rather than from the local government. A surcharge is added to every credit card transaction for the person paying the fees.

No fees are charged to the local government including one time and monthly fees by any of the credit card processing companies reviewed.

Discussion:

Financial staff have reviewed several proposals by different companies that were willing to partner with the Regional District to provide credit card services. As all were at no cost to the Regional District, Finance staff rated the products on ease of integration with our current financial system and how easy the product was to integrate into our current web site.

In review, OptionPay was the recommended partner. The company has a strong list of municipalities that it works with in Alberta and has started working with B. C. local governments in the last several years. The integration to websites appears to work very well and there is good transparency to the public about the fees that are charged. In addition, the system will allow users to pay over the web, in person and by phone. The web interface is particularly easy as compared to other vendors.



Here is the current load fees charged by Option Pay. The load fee would be paid by the citizen paying for a service by credit card. The estimated business fee is what a business would be charged by a credit card company for utilizing credit cards at a flat rate of 2.65%.

Range Start	Range End	Load Fee	Est. Business Fee 2.65%	
\$0.01	\$30.00	\$2.00	\$0.85	
\$30.01	\$60.00	\$2.00	\$1.64	
\$60.01	\$90.00	\$2.65	\$2.46	
\$90.01	\$120.00	\$3.74	\$3.28	
\$120.01	\$150.00	\$5.15	\$4.11	
\$150.01	\$180.00	\$6.08	\$4.93	
\$180.01	\$210.00	\$7.01	\$5.75	
\$210.01	\$240.00	\$7.94	\$6.57	
\$240.01	\$270.00	\$8.87	\$7.39	
\$270.01	\$300.00	\$9.80	\$8.21	
\$300.01	\$330.00	\$10.73	\$9.03	
\$330.01	\$360.00	\$11.66	\$9.85	
\$360.01	\$390.00	\$12.59	\$10.67	
\$390.01	\$420.00	\$13.52	\$11.49	
\$420.01	\$450.00	\$14.45	\$12.31	Fort Fraser Water Example
\$450.01	\$480.00	\$15.38	\$13.13	
\$480.01	\$510.00	\$16.31	\$13.95	
\$510.01	\$540.00	\$17.24	\$14.77	
\$540.01	\$570.00	\$18.17	\$15.59	
\$570.01	\$600.00	\$19.10	\$16.41	
\$600.01	\$630.00	\$20.03	\$17.23	
\$630.01	\$660.00	\$20.96	\$18.05	
\$660.01	\$690.00	\$21.89	\$18.87	
\$690.01	\$720.00	\$22.82	\$19.68	
\$720.01	\$750.00	\$23.75	\$20.50	
\$750.01	\$780.00	\$24.68	\$21.32	
\$780.01	\$810.00	\$25.61	\$22.14	
\$810.01	\$840.00	\$26.54	\$22.96	
\$840.01	\$870.00	\$27.47	\$23.78	
\$870.01	\$900.00	\$28.40	\$24.60	
\$900.01	\$930.00	\$29.33	\$25.42	
\$930.01	\$960.00	\$30.26	\$26.24	
\$960.01	\$1,000.00	\$31.50	\$27.33	Residential Home Building Permit



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: July 16, 2020
Re: Drone Purchase

Recommendation (All/Directors/Majority):

That the Board approve the purchase of a Drone similar to the Phantom RTK attached with a cost not to exceed \$15,000.

Background:

The Finance, and Environmental Services Department have all made use of Drones through various contract or agreements in the past year.

Planning could make use of the drones for site inspections and bylaw enforcement (with legal advice). The Finance department is required to estimate land fill usage (in conjunction with Environmental Services) each year. Environmental Services has utilized drones for landfill construction planning, design and layout.

Discussion:

It is now cost effective to purchase a drone. The current estimate of an appropriate drone and training is in the neighbourhood of \$15,000. Half the funds would come from the general capital budget in administration and the other half would come from Environmental Services. Staff training would come from the existing approved training budgets.

With the use of drones there is always a risk of catastrophic failure. While the failure rate for drones has significantly decreased with the new technology, damage to a drone is still possible through conditions like sudden high wind events.

Staff feel that the risk has now been minimized while the benefits have increased considerably through the ability to 3D map and capture high definition imagery that a purchase of a drone would be a good investment.

The attachment shows the type of drone set up currently recommended from our GIS staff member.

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Phantom 4 RTK+D-RTK 2 Mobile Base Station Combo

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DESCRIPTION

Phantom 4 RTK - In Stock

Centimeter Level Positioning System

A new RTK module is integrated directly into the Phantom 4 RTK, providing real-time, centimeter-level positioning data for



improved absolute accuracy on image metadata. Sitting just beneath the RTK receiver is a redundant GNSS module, installed to maintain flight stability in signal-poor regions such as dense cities.

Combining both modules, the Phantom 4 RTK is able to optimize flight safety while ensuring the most precise data is captured for complex surveying, mapping and inspection workflows.

Fit the Phantom 4 RTK to any workflow, with the ability to connect this positioning system to the D-RTK 2 Mobile Station, NTRIP (Network Transport of RTCM via Internet Protocol) using a 4G dongle or WiFi hotspot, or store the satellite observation data to be used for Post Processed Kinematics (PPK).

Capture the best image data with a 1-inch, 20 megapixel CMOS sensor. Mechanical shutter makes mapping missions or regular data capture seamless as the Phantom 4 RTK can move while taking pictures without the risk of rolling shutter blur. Due to the high resolution, the Phantom 4 RTK can achieve a Ground Sample Distance (GSD) of 2.74 cm at 100 meters flight altitude. To ensure each Phantom 4 RTK offers unparalleled accuracy, every single camera lens goes through a rigorous calibration process where radial and tangential lens distortions are measured. The distortion parameters gathered are saved into each image's metadata, letting post-processing software



adjust uniquely for every user.

Purpose-Built Flight Planning Application

A new GS RTK app allows pilots to intelligently control their Phantom 4 RTK, with two planning modes – Photogrammetry and Waypoint Flight – alongside a more traditional flight mode. The planning modes let pilots select the drone's flight path while adjusting overlap rate, altitude, speed, camera parameters and more, offering an automated mapping or inspection workflow.

The GS RTK app has been built with its users in mind and therefore has a range of features built for specific mapping or inspection workflows. The app has implemented direct loading of KML area files for in-office flight planning, a new shutter priority mode to keep exposure consistent across all photos and a strong wind alarm to warn pilots of adverse conditions.

Seamless Compatibility with D-RTK 2 Mobile Station

Support your Phantom 4 RTK missions with the D-RTK 2 Mobile Station – providing real-time differential data to the drone and forming an accurate surveying solution. The Mobile Station's rugged design and OcuSync 2.0 transmission system ensures you can



Regional District of Bulkley-Nechako

Rural/Agriculture Agenda

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: July 16, 2020
Re: Gas Tax and NCPG Allocation

Recommendation (All/Directors/Majority):

That the Board receive the 2020 Gas Tax allocation

And that 'the Board direct staff to "swap" \$179,252 (\$129,252 from Area "C", \$25,000 from Area "D" and \$25,000 from Area "B") of NCPG to Electoral Area "A" in exchange for Gas Tax from Electoral Area "A"'

And that 'the Board allocate \$60,000 from the Area "C" NCPG allocation to the Luck Bay Fire Department local service; an additional \$384,756 from the Area "A" NCPG allocation to the Parks and Trails local service; and an additional \$50,000 from the Area "A" NCPG allocation to the Area "A" Emergency Response Plan and that these amounts be included in the next budget amendment.'

Background:

The funds allocated to each director for both the Northern Capital and Planning Grant and the Gas Tax (Community Works Fund) are administratively tracked by the Financial Department. Directors are free to trade funds with another director in order to maximize the benefits of these different funds. The recommendation above will allow Electoral Area "A" to take full advantage of the NCPG to develop a regional park.

The Regional District has received \$858,116.44 this year from UBCM for the *Community Works Fund* allocation. This amount is allocated on a per capita basis to the Electoral Areas. An attachment to this memo provides the updated gas tax allocation as of June 30, 2020. This update includes the Gas Tax swap proposed in the recommendation above.

Several directors have decided on allocate their 2020 NCPG to capital and planning projects. An attachment to this memo provides the updated NCPG allocation. This update includes the NCPG swap proposed in the recommendation above as well as the recent allocations from Electoral Area Directors.

Attachments:

1. Gas Tax Allocations as of June 30, 2020
2. Revised and updated NCPG allocations

Updated as of: June 30, 2020

Federal Gas Tax Community Works Fund
Year: 2020

Electoral Area	Population	Opening Balance 2020	Interest Earnings	Funds Spent	Funds Committed	Funding Received	YTD Funds Available
A	5,256	1,682,146.65	15,064.61	108,698.30	456,170.65	98,439.17	1,230,781.48
B	1,938	597,048.68	5,346.92	-	243,250.00	127,390.69	486,536.29
C	1,415	502,957.63	4,504.28	29,845.00	75,155.00	204,010.94	606,472.85
D	1,472	768,695.97	6,884.12	24,652.44	376,347.56	102,770.43	477,350.53
E	1,593	377,399.80	3,379.84	-	143,250.00	84,163.25	321,692.89
F	3,665	720,415.05	6,451.74	1,310.93	117,310.31	193,633.59	801,879.14
G	903	321,124.16	2,875.85	-	-	47,708.36	371,708.37
	16,242	4,969,787.94	44,507.36	164,506.67	1,411,483.52	858,116.44	4,296,421.55

NORTHERN CAPITAL AND PLANNING GRANT - ELECTORAL AREA PROJECTS - UPDATED FOR 2020 ALLOCATION

	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 (2019 and 2020)		\$1,202,423	\$675,828	\$592,823	\$601,869	\$621,074	\$949,919	\$511,564	\$ 5,155,500
Clucluz Lake Fire Plan & Truck & Hall	Allocated						\$ 623,068		\$ 623,068
Rural Fire Capital Reserve Project Water Infrastructure	Pro Svc Allocated	\$ 200,000	\$ 140,000	\$ 30,000		\$ 150,000	\$ 100,000	\$ 30,000	\$ 650,000
Rural Fire Capital Reserve - Fire Vehicles, Equipment and Plans	Pro Svc Allocated	\$ 200,000				\$ 100,000	\$ 100,000		\$ 400,000
Fort Fraser Infrastructure	Allocated				\$ 425,628				\$ 425,628
Emergency Operations Storage Facility	Admin Allocated	\$ 46,646	\$ 26,218	\$ 22,998	\$ 23,349	\$ 24,093	\$ 36,851	\$ 19,845	\$ 200,000
Recycling Centre Depot Upgrades	Complete		\$ 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	Allocated	\$ 110,273							\$ 110,273
Other Projects **	**		\$ 221,002	\$ 323,855	\$ 25,000	\$ 100,000	\$ -	\$ 353,016	\$ 1,022,873
Solid Waste Inventory Feasibility business Plan	2020-2021	\$ 75,000							\$ 75,000
Telkwa Crosswalk capital project	Complete	\$ 25,000							\$ 25,000
Glacier Gulch Capital Reserve	Allocated	\$ 30,000							\$ 30,000
Round Lake Capital Reserve	Allocated	\$ 10,000							\$ 10,000
Area "A" Neighborhood Emergency Response Plan	2020-2021	\$ 100,000							\$ 100,000
Remaining Unallocated (2020 Funds Received)		\$205,504	\$143,608	\$125,970	\$127,892	\$131,973	\$0	\$108,703	\$ 843,650
									<u>\$ 5,155,500</u>



Regional District of Bulkley-Nechako

To: Board of Directors
From: Sashka Macievich, Controller
Date: July 16, 2020
Re: 2019 Statement of Financial Information

Recommendation (All/Directors/Majority):

That the RDBN Board of Directors approve the 2019 Statement of Financial Information (SOFI) for filing with the Ministry of Municipal Affairs and Housing pursuant to the *Financial Information Act*, and that the RDBN Board of Directors authorize the approval of the SOFI by the Chief Financial Officer and the Chair of the RDBN on behalf of the Board.

Background:

The *Financial Information Act* (FIA) require local governments to prepare a Statement of Financial Information to be filed with the Ministry of Municipal Affairs and Housing. The detailed requirements for a SOFI are set out in the *Financial Information Regulation* (FIR) enacted pursuant to the FIA and include:

- 2019 Audited Financial Statements; and
- Schedule of Employee Remuneration; and
- Schedule of Board Remuneration; and
- Schedule of Payments to Suppliers; and
- Approval by CFO and Board; and
- Management Letter; and
- Schedule of Guarantee and Indemnity Agreements.

The 2019 SOFI has been prepared in accordance with the FIA and the Annual Financial Statements have been prepared in accordance with the Public Sector Accounting Board standards. Upon Board approval the SOFI will be posted on the RDBN website.

Regional District of Bulkley-Nechako



Statement of Financial Information Year Ended December 31, 2019

**Regional District of Bulkley-Nechako
Statement of Financial Information**

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Regional District of Bulkley-Nechako**STATEMENT OF FINANCIAL INFORMATION APPROVAL**

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

John Illes
Chief Financial Officer
Date

Gerry Thiessen
Chair of the Board of Directors
Date



37, 3RD AVE PO Box 820
BURNS LAKE, BC
VOJ 1E0

REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

REGIONAL DISTRICT OF BULKLEY-NECHAKO MANAGEMENT REPORT 2019

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

These controls include:

- An organizational structure providing for effective segregation of responsibilities, delegation of authority, personal accountability and careful selection and training of personnel;
- The application of financial, accounting, information technology and administrative policies and procedures necessary for internal control over transactions, assets and records; and
- Systematic financial review and analysis of operating results.

The Board of Directors of the Regional District is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through meeting with the external auditors during the annual audit process.

The external auditors, Beswick, Hildebrandt Lund, CPA, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors.

On behalf of the Regional District of Bulkley-Nechako

John Illes, CPA, CGA
Chief Financial Officer
June 19, 2020

www.rdbn.bc.ca

MUNICIPALITIES:

SWITZER F1-ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELUKA
BURNS LAKE GRANBLE

ELECTORAL AREAS:

A-SMITHS RURAL F-VANDERHOOF RURAL
B-BURNS LAKE RURAL E-FRANCOIS & OOSTA LAKES
C-FORT ST. JAMES RURAL G-HOUSTON RURAL
D-FRASER LAKE RURAL

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REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

Management's Responsibility for the Financial Statements

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Board of Directors are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and exercises these responsibilities through the Board. The Board reviews internal financial statements on a quarterly basis and external audited financial statements yearly. The Board also discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, Beswick Hildebrandt Lund Chartered Professional Accountants, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of Regional District of Bulkley-Nechako and meet when required. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

On behalf of Regional District of Bulkley-Nechako

John Illes
Chief Financial Officer

Gerry Thiessen
Chairperson

www.rdbn.bc.ca

MUNICIPALITIES:
Bulkley Ft. St. John
Vanderhoop Fernan Lake
Houston Tumbler
Slate Lake Omineca

ELECTORAL AREAS:
A-Surrendra Rural
B-Burns Lake Rural
C-Fort St. John Rural
D-Fernan Lake Rural

F-Vanderhoop Rural
E-Panicon & Omineca Lakes
G-Houston Rural

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Regional District of Bulkley-Nechako

Opinion

We have audited the financial statements of Regional District of Bulkley-Nechako (the Entity), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2019, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standard.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Comparative Information

The financial statements of the Entity for the year ended December 31, 2018 were audited by another auditor who expressed an unmodified opinion on those statements on May 2, 2019.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Partners
Allison Beswick CPA, CA
Norm Hildebrandt CPA, CA
Robin Lund CPA, CGA

Director
Kristin Glannotti CPA, CGA

Beswick Hildebrandt Lund CPA
556 North Nechako Road, Suite 10,
Prince George BC, Canada V2K 1A1
T: +1 250 564 2515, F: +1 250 562 8722



CHARTERED PROFESSIONAL ACCOUNTANTS

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.



CHARTERED PROFESSIONAL ACCOUNTANTS

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Beswick Hildebrandt Lund

Chartered Professional Accountants

Prince George, British Columbia

May 7, 2020

REGIONAL DISTRICT OF BULKLEY-NECHAKO

STATEMENT OF FINANCIAL POSITION

December 31, 2019

	<u>2019</u>	<u>2018</u>
FINANCIAL ASSETS		
Cash and cash equivalents (Note 2)	\$ 16,481,561	\$ 8,448,228
Accounts receivable	460,733	511,124
Grants receivable	393,671	2,008,402
Investments (Note 3)	89	89
Debt Reserve Fund - Municipal Finance Authority (Note 4)	168,247	183,005
Debentures recoverable from municipalities (Note 5)	<u>9,065,323</u>	<u>9,442,795</u>
	<u>26,569,624</u>	<u>20,593,643</u>
LIABILITIES		
Accounts payable and accrued liabilities (Note 6, 10 and 11)	4,167,098	4,487,177
Deferred revenue (Note 7)	9,987,829	4,075,354
Debt Reserve Fund - Municipal Finance Authority (Note 4)	168,247	161,145
Debentures issued for municipalities (Note 5)	9,065,323	9,442,795
Debentures issued for the Regional District (Note 9)	<u>821,397</u>	<u>1,293,593</u>
	<u>24,199,894</u>	<u>19,460,064</u>
NET FINANCIAL ASSETS	<u>2,369,730</u>	<u>1,133,579</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 3)	18,019,980	17,641,299
Prepaid expenses	<u>86,877</u>	<u>72,506</u>
	<u>18,106,857</u>	<u>17,713,805</u>
ACCUMULATED SURPLUS (Note 13)	<u>\$ 20,476,687</u>	<u>\$ 18,847,384</u>

CONTINGENCIES (Note 10)

Approved by the Board:

 Chairperson

 Chief Financial Officer

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

STATEMENT OF OPERATIONS

For the year ended December 31, 2019

	2019		2018
	Budget (Note 14)	Actual	Actual
REVENUE			
Property tax requisition			
Electoral area	\$ 6,420,230	\$ 6,422,148	\$ 5,879,723
Municipal	3,957,248	3,955,280	3,707,588
	10,377,478	10,377,398	9,587,311
Grants-in-lieu of taxes	992,040	1,081,160	1,026,862
Federal grants - conditional	1,336,558	977,941	723,795
Fees and permits	771,934	898,553	921,624
Municipal debt payments (Note 5)	959,436	813,443	743,366
Provincial grants - northern capital	-	803,898	-
Provincial grants - unconditional	185,000	317,554	195,000
Other grants - conditional	410,410	313,117	479,004
Emergency expenditure recovers	-	235,859	1,396,851
Provincial grants - conditional	-	227,502	2,751,624
Interest	43,500	219,089	143,417
Municipal cost sharing	196,812	178,098	162,991
Sundry	23,635	133,867	135,246
Administration recoveries	617,762	18,484	17,855
Donations	40,000	54,773	8,829
Debt sinking fund actuarial earnings (Note 9)	-	40,724	59,500
Investment income	-	12,680	25,360
	15,954,565	16,704,140	16,378,435
EXPENSES (Schedule 1) (Note 16)			
Environmental services	3,933,378	4,282,381	5,314,781
Government - general, rural and local commission	3,568,988	3,349,216	2,622,512
Recreation and culture	2,580,305	2,442,718	2,231,049
Fire protection and emergency response	2,451,055	2,019,249	3,206,484
Building inspection, building numbering, planning and development services	1,164,614	1,094,434	988,264
Economic development	867,464	560,444	680,793
Municipal debt payments (Note 5)	-	813,443	743,366
Street lighting and transportation	383,944	336,222	370,043
Sewer and water	146,391	176,830	199,665
	15,094,139	15,074,937	16,236,957
ANNUAL SURPLUS	860,426	1,629,203	2,141,478
ACCUMULATED SURPLUS - BEGINNING OF YEAR	18,847,384	18,847,384	16,705,906
ACCUMULATED SURPLUS - END OF YEAR (Note 13)	\$ 19,707,810	\$ 20,476,587	\$ 18,847,384

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

For the year ended December 31, 2019

	<u>2019</u>		<u>2018</u>
	<u>Budget</u> (Note 14)	<u>Actual</u>	<u>Actual</u>
ANNUAL SURPLUS	\$ 860,426	\$ 1,629,203	\$ 2,141,478
Acquisition of tangible capital assets	(1,896,557)	(1,543,988)	(4,401,882)
Loss on sale of tangible capital assets	-	(1,660)	(27,751)
Proceeds on sale of tangible capital assets	-	21,000	96,000
Amortization of tangible capital assets	<u>1,180,685</u>	<u>1,145,967</u>	<u>1,093,337</u>
	144,554	1,250,522	(1,098,818)
Net use of (addition to) prepaid expenses	<u>-</u>	<u>(14,371)</u>	<u>(6,567)</u>
CHANGE IN NET FINANCIAL ASSETS	144,554	1,236,151	(1,105,385)
NET FINANCIAL ASSETS AT BEGINNING OF THE YEAR	<u>1,133,579</u>	<u>1,133,579</u>	<u>2,238,964</u>
NET FINANCIAL ASSETS AT END OF THE YEAR	<u>\$ 1,278,133</u>	<u>\$ 2,369,730</u>	<u>\$ 1,133,579</u>

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

STATEMENT OF CASH FLOWS

For the year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
OPERATING ACTIVITIES		
Annual surplus	\$ 1,629,203	\$ 2,141,478
Add: Non-cash items		
Debt sinking fund actuarial earnings (Note 9)	(40,724)	(17,655)
Amortization of tangible capital assets	1,145,967	1,093,337
Loss (gain) on sale of tangible capital assets	(1,660)	(27,751)
	<u>2,732,786</u>	<u>3,189,409</u>
Changes in non-cash working capital:		
Accounts receivable	50,391	(192,697)
Grants receivable	1,614,731	(1,819,957)
Accounts payable and accrued liabilities	(330,079)	1,589,098
Deferred revenue	5,912,475	(606,419)
Prepaid expenses	(14,371)	(6,567)
	<u>9,965,933</u>	<u>2,152,867</u>
FINANCING ACTIVITIES		
Repayments from Debt Reserve Fund - Municipal Finance Authority	21,860	8,696
Debt repayments	(431,472)	(523,899)
	<u>(409,612)</u>	<u>(515,203)</u>
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(1,543,988)	(4,401,882)
Proceeds on disposal of tangible capital assets	21,000	96,000
	<u>(1,522,988)</u>	<u>(4,305,882)</u>
INCREASE (DECREASE) DURING THE YEAR	8,033,333	(2,668,218)
CASH AT BEGINNING OF THE YEAR	8,448,228	11,116,446
CASH AT END OF THE YEAR	\$ 16,481,561	\$ 8,448,228

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

The Regional District of Bulkley-Nechako ("the Regional District") was incorporated as a Regional District on February 1, 1966 under the Municipal Act (replaced by the Local Government Act) of British Columbia. The Regional District provides a political and administrative framework for region-wide, inter-municipal and sub-regional services and acts as the local government for electoral areas.

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

These financial statements have been prepared in accordance with Canadian public sector accounting standards (PSAS).

Funds and reserves

Certain amounts, as approved by the Board of Directors, through a bylaw, are set aside in accumulated surplus for future operating and capital purposes. Transfers to/from funds and reserves are an adjustment to the respective fund when approved.

Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development improvement or betterment of the asset. Costs include overhead directly attributable to construction and development but exclude interest costs directly attributable to the acquisition or construction of the asset.

Contributed tangible capital assets are recorded into revenues at their fair market value on the date of donation, except in circumstances where there are stipulations on their use or where fair value cannot be reasonably determined, in which case they are recognized at a nominal value.

The cost, less residual value, of the tangible capital assets, excluding land, is amortized on a straight-line basis over the estimated useful life of the asset.

Buildings	40-50 years
Water and waste systems	50 years
Heavy vehicles	10-20 years
Passenger vehicles	6-10 years
Other equipment	5-10 years

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Regional District's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations.

Assets under construction are not amortized until the asset is available for productive use.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2019****1. SIGNIFICANT ACCOUNTING POLICIES, continued****Revenue recognition**

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis

Tax revenue from local government requisitions are recognized in the year levied, provided that the effective date of tax has passed and the related bylaws have been approved by the Board of Directors.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Contributions from other sources are deferred when restrictions are placed on their use by the contributor and are recognized as revenue when used for the specific purpose. Restricted contributions that must be maintained in perpetuity are recorded as revenue when received or receivable and are presented as non-financial assets in the statement of financial position.

Grants received from the Federal Gas Tax Agreement and Northern Capital Planning Grant Agreement are each contributed to a designated reserve and recorded as revenue in the year amounts are expended on qualifying projects.

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned or service performed.

Unfunded landfill liability

The landfill for closure of operational sites and post-closure care has been recognized based on estimated future expenses, estimated for inflation and the usage of the sites capacity during the year. The change in this liability during the year is recorded as a charge to operations. These estimates are reviewed and adjusted annually.

Measurement uncertainty

The preparation of the financial statements in accordance with Canadian PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the year. These estimates and assumptions are based on management's judgement and the best information available at the time of preparation and may differ significantly from actual results. Estimates are reviewed periodically or as new information becomes available, by management, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Significant estimates include the determination of the useful life of tangible capital assets, valuation of the landfill closure and post-closure obligation, and provisions for contingencies.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES, continued

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Financial instruments

Measurement of financial instruments

The Regional District initially measures its financial assets and financial liabilities at fair value. The Regional District subsequently measures all its financial assets and financial liabilities at cost.

Financial assets measured at cost include cash and cash equivalents, accounts receivable, cash deposits included in the debt reserve fund – Municipal Finance Authority, investments, and debentures recoverable from municipalities.

Financial liabilities measured at cost include accounts payable and accrued liabilities, debentures issued for municipalities, debentures issued for the Regional District, and financial liabilities included in the debt reserve fund –Municipal Finance Authority.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs

The Regional District recognizes its transaction costs in net income in the period incurred. However, the carrying amount of the financial instruments that will not be subsequently measured at fair value is reflected in the transaction costs that are directly attributable to their origination, issuance or assumption.

Investments

Investments are reported at cost or amortized cost less any write-downs associated with a loss in value that is other than a temporary decline.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

2. CASH AND CASH EQUIVALENTS

	<u>2019</u>	<u>2018</u>
Bank accounts	\$ 8,706,458	\$ 1,833,501
Petty cash	650	650
Guaranteed investment certificates	<u>7,774,453</u>	<u>6,614,077</u>
	<u>\$ 16,481,561</u>	<u>\$ 8,448,228</u>

Cash and cash equivalents consist unrestricted cash and fixed income guaranteed investment certificates, which have a maturity of one year or less, and are carried at market value which approximates cost. For the year ended December 31, 2019, the guaranteed investment certificate interest rates ranged between 2.45% to 2.71% (2018 – ranged between 2.20% to 2.85%).

3. INVESTMENTS

The Regional District has a 9% interest in the Chinook Comfor Limited Partnership and Chinook Comfor Ltd.

4. DEBT RESERVE FUND – MUNICIPAL FINANCE AUTHORITY

The Regional District issues debt instruments through the Municipal Finance Authority of British Columbia ("MFA"), and as a condition of borrowing, one percent of the debenture proceeds is withheld as a debt reserve fund. The Regional District also executes demand notes in connection with each debenture whereby the Regional District could be required to pay certain amounts to MFA in excess of the debt borrowed. The demand notes are contingent in nature, and it is unlikely that they will be called; therefore, a liability has not been reported in the financial statements (see note 10).

The Regional District reports the debt reserve fund balances for both debts issued on its behalf, and on behalf of member municipalities, as a financial asset. Because all debt reserve fund refunds received on behalf of Municipal borrowing are repayable to those Municipalities, the Municipal portion of the Debt Reserve Fund balances are also reported as a financial liability.

6. DEBT RECOVERABLE FROM MUNICIPALITIES

When a member Municipality within the Regional District wishes to issue debenture debt through the Municipal Finance Authority of British Columbia ("MFA"), the borrowing is done through the Regional District. The Regional District is therefore responsible for repayment of the debt to MFA. When payments (interest and sinking fund or principal) are made on this debt, the Regional District pays MFA and is in turn reimbursed by the Municipality.

The Regional District therefore reports the net outstanding debt borrowed on behalf of Municipalities as both a financial liability and a financial asset.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

5. DEBT RECOVERABLE FROM MUNICIPALITIES, continued

Service borrowing was incurred for:	Year	Originally	Year of	Current	Net Debt	
		Borrowed			Maturity	Rate of
		Amount		Interest	2019	2018
Vanderhoof Issue 145	2018	1,000,000	2038	3.15%	962,784	1,000,000
Smithers Issue 142	2017	3,000,000	2037	3.15%	2,773,358	2,888,353
Vanderhoof Issue 142	2017	2,000,000	2037	3.15%	1,848,904	1,925,569
Smithers Issue 127	2013	650,000	2034	3.30%	531,772	557,308
Fort St. James Issue 124	2013	304,879	2033	3.15%	236,968	249,425
Smithers Issue 124	2012	147,639	2033	3.15%	114,753	120,785
Fort St. James Issue 124	2013	121,952	2028	3.15%	81,554	88,964
Smithers Issue 116	2011	800,000	2026	4.20%	431,865	484,440
Smithers Issue 110	2010	17,172	2020	4.50%	2,036	3,993
Smithers Issue 105	2009	23,093	2019	4.90%	-	2,738
Houston Issue 99	2006	2,407,125	2032	1.75%	1,446,097	1,538,636
Fraser Lake Issue 85	2004	350,000	2019	2.00%	-	32,114
Smithers Issue 81	2004	500,000	2024	2.40%	173,704	203,643
Smithers Issue 81	2004	38,824	2019	2.40%	-	3,562
Smithers Issue 79	2003	500,000	2023	2.10%	142,268	173,704
Smithers Issue 77	2002	500,000	2022	1.75%	109,260	142,268
Burns Lake Issue 71	1999	363,850	2019	2.10%	-	27,293
Granisle 149	2019	210,000	2029	2.24%	210,000	-
		<u>\$ 12,934,534</u>			<u>\$ 9,065,323</u>	<u>\$ 9,442,795</u>

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2019	2018
Trade payables	\$ 633,178	\$ 964,686
Vacation accrual	200,123	207,232
Sick leave accrual (Note 10)	303,254	301,217
Retirement accrual (Note 10)	164,624	129,263
Accrued debenture interest	8,884	11,397
Landfill closure cost accrual (Note 12)	2,847,035	2,873,382
	<u>\$ 4,157,098</u>	<u>\$ 4,487,177</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

7. DEFERRED REVENUE

	<u>2019</u>	<u>2018</u>
Government transfers - Northern Capital Planning Grant	\$ 4,996,102	\$ -
Government transfers - Federal Gas Tax Reserve	4,969,789	4,058,894
Government transfers - Provincial	1,989	1,989
Government transfers - Municipal	9,949	8,821
Other	10,000	5,650
	<u>\$ 9,987,829</u>	<u>\$ 4,075,354</u>

Government transfers – Federal Gas Tax Reserve

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by funding agreement between the Regional District and the Union of British Columbia Municipalities. Gas Tax funding may be used towards qualifying expenditures as specified in the funding agreement. The Regional District maintains the amounts in a statutory reserve.

	<u>2019</u>	<u>2018</u>
Opening balance	\$ 4,058,894	\$ 3,777,613
Add: Amounts received in the year	1,780,558	922,803
Interest earned	108,278	82,273
	<u>1,888,836</u>	<u>1,005,076</u>
Less: Amounts spent in the year	<u>(977,941)</u>	<u>(723,795)</u>
Closing balance	<u>\$ 4,969,789</u>	<u>\$ 4,058,894</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

7. DEFERRED REVENUE, continued

Government transfers – Northern Capital Planning Grant

Northern Capital and Planning funding is provided by the Province of British Columbia. The Northern Capital and Planning funding may be used towards infrastructure and eligible projects include engineering, infrastructure planning, pipes, wells, treatment facilities, building, roads, machinery, equipment, vehicles, and other associated capital that are owned and controlled by the Regional District. This can also include the cost of land associated with developing the above capital investment.

	<u>2019</u>	<u>2018</u>
Opening balance	\$ -	\$ -
Add: Amounts received in the year	5,800,000	-
Interest earned	-	-
	<u>5,800,000</u>	<u>-</u>
Less: Amounts spent in the year	<u>(803,898)</u>	<u>-</u>
Closing balance	<u>\$ 4,996,102</u>	<u>\$ -</u>

The Northern Capital Planning Grant is broken into the following reserves:

<u>Reserve</u>	<u>Initial Allocation</u>	<u>Planning Expenses</u>	<u>Capital Expenses</u>	<u>December 31, 2019 Balance</u>
General Administration	\$ 1,019,248	\$ 208,146	\$ -	\$ 811,102
Clucluz Lake Fire Service	40,000	-	-	40,000
Protective Services	1,325,000	-	-	1,325,000
Glacier Gulch Water Diversion	30,000	-	-	30,000
Round Lake Fires Service	10,000	-	-	10,000
Economic Development	185,273	-	-	185,273
Regional Parks and Trails	370,008	-	-	370,008
Environmental Service	2,394,843	-	595,752	1,799,091
Fort Fraser Water and Sewer Utilities	425,628	-	-	-
	<u>\$ 5,800,000</u>	<u>\$ 208,146</u>	<u>\$ 595,752</u>	<u>\$ 4,996,102</u>

8. CREDIT FACILITY

The Regional District has available on an authorized operating line of credit to a maximum of \$400,000. This facility bears interest at prime rate (December 31, 2019 - 2.45%, December 31, 2018 - 3.95%) and is secured by the current borrowing resolution. The facility remained unused at year end.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

9. DEBENTURES ISSUED FOR THE REGIONAL DISTRICT

The Regional District issues debt instruments through the Municipal Finance Authority of British Columbia ("MFA"), pursuant to security issuing bylaws, under authority of the Community Charter, to finance certain capital expenditures. The debt is issued on a sinking fund basis, whereby MFA invests the Regional District's principal payments so that the payments plus investment income, will equal the original outstanding debt amount at the end of the repayment period. Actuarial earnings on debt represent the repayment and/or forgiveness of debt by the MFA using surplus investment income generated by the principal payments. Gross amount of debt and the repayment and actuarial earnings to retire the debt are as follows:

Service borrowing was incurred for:	Originally Borrowed		Year of Maturity	Current Rate of Interest	Repayment & Actuarial Earnings	2019 Principal Repayment	Net Debt Outstanding	
	Year	Amount					2019	2018
Environmental Services	2010	729 517	2020	3.73%	582 272	80 762	86,483	169,639
Burns Lake Arena	1999	200 000	2019	6.20%	193,370	6,630	-	16,000
Round Lake Fire Protection	2017	14 909	2037	3.15%	572	555	13,765	14,384
Fort Fraser Fire Protection	2004	147 140	2019	2.85%	140 321	6,819	-	13,499
Luck Bay Fire Protection	2006	125 000	2026	1.75%	65 597	4,198	55,205	61,924
Luck Bay Fire Protection	2010	10 000	2030	3.73%	3 218	336	6,446	6,904
Environmental Services	2015	1,547 000	2020	2.55%	981 244	308,598	287,168	686,763
Baker Airport	2016	167 625	2021	2.58%	67 050	33,525	67,050	100,673
Topley Rural Fire Protection	2016	366 348	2041	2.10%	21,010	10,048	336,290	345,947
		<u>\$ 3,307 539</u>			<u>\$ 2,054,654</u>	<u>\$ 431,471</u>	<u>\$ 821,397</u>	<u>\$ 1,293,593</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

9. DEBENTURES ISSUED FOR THE REGIONAL DISTRICT, continued

Scheduled debt repayments may be suspended in the event of excess sinking fund earnings within the MFA.

Principal paid during 2019 was \$431,471 (2018 - \$482,054). Interest paid during 2019 was \$67,167 (2018 - \$91,040).

The MFA performs a rate reset on long-term loans each 5 year period beginning after the first 10 year term; therefore, interest rates on long-term debt are subject to change.

Actuarial earnings received during 2019 was \$40,724 (2018 - \$59,500). Future principal payments, including sinking fund additions, on existing debt are as follows:

2020	\$	366,582
2021		48,662
2022		15,137
2023		15,137
2024		15,137
Thereafter		<u>308,838</u>
		769,493
Actuarial additions		<u>51,904</u>
	\$	<u><u>821,397</u></u>

10. CONTINGENCIES

Municipal Finance Authority Demand Notes

The Regional District is contingently liable to the Municipal Finance Authority of British Columbia ("MFA") in excess of the amounts borrowed under the terms of demand notes issued to MFA.

Member municipalities have signed offsetting demand notes to the Regional District for borrowing made on their behalf. The amounts are as follows:

	<u>2019</u>	<u>2018</u>
Demand Notes Outstanding:		
Borrowing on behalf of member municipalities	\$ 321,309	\$ 340,875
Borrowing for Regional District purposes	<u>46,278</u>	<u>59,174</u>
	<u>\$ 367,587</u>	<u>\$ 400,049</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

10. CONTINGENCIES, continued

Employee Sick Leave

The Regional District is contingently liable to pay its employees sick leave. The total maximum value of the accumulated sick time is \$487,075 at December 31, 2019 (2018 - \$475,167). As at year end an amount of \$303,254 (2018 - \$301,217) has been recognized as a liability, representing the estimated future usage of accumulated sick days.

Employee Retiring Allowance

The Regional District is contingently liable to pay employees one week salary for every year of employment to a maximum of 13 weeks upon normal retirement from the Regional District. The total value of this retiring allowance is \$225,770 at December 31, 2019 (2018 - \$185,064). As at year end an amount of \$164,624 (2018 - \$129,263) has been accrued as an estimate of the liability.

11. MUNICIPAL PENSION PLAN

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Regional District paid \$309,682 (2018 - \$272,413) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2019****12. UNDERFUNDED LIABILITY FOR LANDFILL CLOSURE COSTS**

British Columbia environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

The estimated total liability is based on the sum of discounted future cash flows for closure and post closure activities for 30 years after closure using a discount rate of 3.0% which is net of projected annual inflation.

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. Management had a closure cost evaluation completed in the year which resulted in updated information for management's landfill closure cost estimate.

The Knockholt landfill has been divided into six phases with only the first three phases being utilized. The total capacity of the Knockholt landfill is estimated at 1,998,500 cubic metres, with a total usage of 263,162 cubic metres of the first three phases. Phase one and two are at 90% and 93% capacity respectively and are expected to reach capacity by 2020. The capacity of Knockholt landfill was remeasured during the year ended December 31, 2019 and was increased from 420,000 to 469,898 cubic meters. The total capacity of phase three of the Knockholt landfill is estimated at 469,898 cubic meters with a total usage of 34,898 cubic metres. Phase 3B and 3C remain undeveloped. Phase three is expected to reach capacity in 2038. The existing landfill site was originally expected to reach capacity approximately in the year 2076 and has been estimated to last past 2096 because of refined estimates for utilization based on current landfill rates.

The Clearview landfill has been divided into four phases with only the first phase being utilized. The total capacity of the Clearview landfill is estimated at 1,157,600 cubic meters with a total usage of 104,540 cubic metres of the first phase. Phase one has a developed capacity of 238,000 and is expected to reach capacity in 2030. The existing landfill site is expected to reach capacity approximately in the year 2106.

Considerable uncertainty exists with these estimations. The long time span for full site utilization combined with predicting costs that will be paid in far future years relies on a large number of assumptions including the certainty of current environmental legislation, a predictable rate of inflation for costs associated with landfill work and engineering, and an even flow of waste landfilled each year. Landfilling estimates do not include allowances for population change, change in landfilling from industrial sites (such as industrial camps), the possible diversion from recycling programs currently increasing and those being developed, and the diversion potential from composting programs.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

12. UNDERFUNDED LIABILITY FOR LANDFILL CLOSURE COSTS, continued

	<u>2019</u>	<u>2018</u>
Knockholt Landfill Phase One, Two, and Three		
Estimated closure costs	\$ 568,152	\$ 611,791
Estimated post-closure costs	<u>1,157,717</u>	<u>1,168,957</u>
	1,725,869	1,780,748
Estimated capacity used	<u>12%</u>	<u>12%</u>
Accrued liability for Knockholt landfill	<u>204,597</u>	<u>209,938</u>
Clearview Landfill Phase One		
Estimated closure costs	602,707	627,079
Estimated post-closure costs	<u>1,157,717</u>	<u>1,168,957</u>
	1,760,424	1,796,036
Estimated capacity used	<u>21%</u>	<u>17%</u>
Accrued liability for Clearview landfill	<u>369,386</u>	<u>313,420</u>
Inactive sites closure estimates	<u>2,273,052</u>	<u>2,350,024</u>
Total closure and post-closure liability	<u>\$ 2,847,035</u>	<u>\$ 2,873,382</u>

The liability expense of \$2,847,035 is unfunded as at December 31, 2019. The Regional District has established Landfill Closure and Post-Closure Reserve Funds that is restricted for purposes of funding landfill closure and post-closure costs. As at December 31, 2019, the Landfill Closure and Post-Closure Reserve Funds have a balance of \$390,841 (2018 - \$380,687).

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

13. ALLOCATION OF ACCUMULATED SURPLUS

The accumulated surplus at the end of the year is comprised of the following Funds:

	<u>2019</u>	<u>2018</u>
Operating Reserves	\$ 18,169,323	\$ 15,250,464
	<u>4,307,264</u>	<u>3,596,920</u>
	<u>\$ 20,476,587</u>	<u>\$ 18,847,384</u>

14. BUDGET

The budget figures included in these financial statements represent the Financial Plan adopted by the Board of Directors on March 21, 2019. Subsequent amendments to the budget bylaw are not reflected in the budget figures.

The Financial Plan adopted by the Board of Directors was prepared on a modified accrual basis while the financial statements are prepared on a full accrual basis as required by PSAS. The Financial Plan anticipated the use of surpluses accumulated in prior years to supplement current year revenues. In addition, the Financial Plan expensed tangible capital asset expenditures, debt re-payments and reserve transfers.

The following is a reconciliation between the budgeted amounts approved in the Financial Plan and presented in the financial statements:

	<u>2019</u>
Budgeted surplus per statement of financial activities	\$ 860,426
Less: Capital expenditures	(1,896,577)
Debt principal repayments	(1,467,271)
Amortization	(1,180,685)
Prior year net deficits	<u>(10,284)</u>
	<u>(3,694,391)</u>
Add: Prior year net surplus	2,312,553
Withdrawals from capital reserves	(498,847)
Transfer from equity in tangible capital assets	1,180,685
Debenture issue	<u>700,000</u>
	<u>3,694,391</u>
	<u>\$ -</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO**NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2019****15. FINANCIAL INSTRUMENTS**

The Regional District's financial instruments are comprised of cash, temporary investments, accounts receivable, debt reserve funds –Municipal Finance Authority, debentures recoverable from municipalities, accounts payable and accrued liabilities, debentures issued for municipalities, and debentures issued for the Regional District.

Liquidity risk

Liquidity risk is the risk that the Regional District will encounter difficulty in meeting obligations associated with financial liabilities. The Regional District is exposed to this risk mainly in respect of its accounts payable and accrued liabilities, debentures issued for municipalities and debentures issued for the Regional District. The Regional District manages this risk by holding a sufficient amount of funds in highly liquid investments, and closely monitoring cash flows.

Credit risk

Credit risk is the risk that the Regional District will incur financial losses if a debtor fails to make payments when due. The Regional District is exposed to credit risk on its debenture recoverable from municipalities and accounts receivable. Risk in respect to the debentures recoverable from municipalities is managed primarily by the policies put in place by the Municipal Finance Authority of British Columbia ("MFA"). The maximum exposure to credit risk in respect to accounts receivable is limited to the carrying amount of accounts receivable, which is managed by credit policies such as limiting the amount of credit extended and obtaining security deposits where appropriate.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Regional District is mainly exposed to interest rate risk.

Interest Rate Risk

Interest rate risk is the risk that the Regional District's debt servicing costs and the value of certain investments will fluctuate due to changes in interest rates. In respect of debt servicing costs, the risk is minimal as all of the Regional District's long-term debentures are fixed rate, and is usually refinanced every five to ten years as that is when most underlying debentures issued by the MFA mature. Investments subject to interest rate risk include guaranteed investment certificates (Note 3). The amount of risk is minimal due to the short terms of the investments.

16. SEGMENT REPORTING

The Regional District provides services to its members, that have been grouped into related departmental functions or service areas for segment reporting purposes. The various segments are as follows:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

16. SEGMENT REPORTING, continued

Environmental Services

This segment administers services including solid and liquid waste management, recycling, invasive plant control and developing the Regional District's Corporate Energy and Emissions Plan.

Government – general, rural and local commission

This segment administers services that relate to the legislative function as well as the administrative and financial management of the Regional District.

Recreation and culture

This segment administers services that relate to recreational and cultural, activities and organizations within the Regional District.

Fire protection and emergency response

This segment administers services related to rural fire protection and rescue services, 9-1-1 services, emergency preparedness and support services, and health and safety planning.

Building inspection, building numbering, planning and development services

This segment administers services related to long range and current community planning, geographical information services, building inspections, and bylaw enforcement.

Economic Development

This segment provides economic and community development services including assisting local community groups in accessing funding opportunities for community and economic initiatives.

Municipal Debt Payments

This segment is comprised of debenture debt payments to the Municipal Finance Authority on behalf of other Regional District members.

Street Lighting and Transportation

This segment is comprised of services for street lighting and transportation within the Regional District.

Sewer and Water

This segment is comprised of services for sewer and water treatment within the Regional District.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2019****17. RELATED PARTY TRANSACTIONS**

The Regional District of Bulkley-Nechako and the Regional Hospital District share the same management team but operate under the governance of a different board of directors.

During the year, the Regional District of Bulkley-Nechako provided administration and accounting services of \$18,600 (2018 - \$16,200) to the Regional Hospital District.

As of December 31, 2019, there was an account receivable of \$27,625 (2018 - \$25,193) from the Regional Hospital District to the Regional District of Bulkley-Nechako.

This amount is unsecured, non-interest bearing, with no specific terms of repayment.

18. COMPARATIVE FIGURES

Certain prior year figures, presented for comparative purposes, have been reclassified to conform to the current year's financial statement presentation. Cash and temporary investments have been combined into Note 2 cash and cash equivalents.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

SCHEDULE OF EXPENSES BY OBJECT

For the year ended December 31, 2019

	2019		2018
	Budget (Note 14)	Actual	Actual
Staff remuneration and benefits	\$ 4,646,402	\$ 4,575,966	\$ 4,365,165
Purchased services and supplies	4,564,177	3,991,725	5,729,671
Payments to societies	3,346,631	2,621,823	2,417,801
Municipal debt payments	-	813,443	743,366
Payments to municipalities	920,967	774,371	848,208
Directors' remuneration	449,119	421,624	325,708
Insurance and permits	217,032	201,578	183,540
Electoral area grants-in-aid	412,003	156,589	117,811
Staff travel, upgrading and conferences	287,815	121,144	100,011
Directors' travel and expenses	155,362	107,236	116,859
Interest on debentures	-	66,878	91,040
Memberships and dues	45,143	40,141	43,486
Interest	2,000	28,308	34,478
Elections, referenda and studies	31,923	-	13,883
Bad debts	-	4,189	9,426
Volunteer benefits	3,765	3,300	3,267
First nations dialogue	12,000	-	-
Amortization	-	1,146,622	1,093,337
	\$ 15,094,139	\$ 16,074,937	\$ 16,236,957

See notes to the consolidated financial statements.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
SCHEDULE OF CONTINUITY OF RESERVE FUNDS

For the year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
BALANCE AT BEGINNING OF THE YEAR	\$ 7,655,814	\$ 7,416,208
Contribution to funds	8,257,049	1,721,827
Interest earned on funds	211,313	169,039
Withdrawals from funds	<u>(1,851,021)</u>	<u>(1,651,260)</u>
BALANCE AT END OF THE YEAR	14,273,155	7,655,814
Less reserves recorded as deferred revenue (Note 7)		
Federal Gas Tax	4,969,789	4,058,894
Northern Capital Planning Grant	<u>4,996,102</u>	<u>-</u>
	9,965,891	4,058,894
	<u>\$ 4,307,264</u>	<u>\$ 3,596,920</u>
REPRESENTED BY THE FOLLOWING RESERVE FUNDS		
911 Capital	\$ 809,930	\$ 587,177
911 Vehicle	5,997	4,291
Administrative Equipment	29,701	43,943
Administration/Planning Vehicle	75,612	54,523
Building	122,272	94,482
Building Inspection Vehicle	40,395	21,824
Bulkley Valley Pool	1,758,007	1,404,395
Burns Lake Arena	137	14,349
Burns Lake Rural Fire Protection	190	185
Burns Lake TV Rebroadcasting	41,050	25,216
Election	46,229	43,059
Emergency Prep	62,817	51,250
Environmental Services Vehicle	24,030	23,406
Federal Gas Tax	4,969,789	4,058,894
Fort Fraser Sewer	241,377	194,741
Fort Fraser Rural Fire Protection	100,720	92,688
Fort Fraser Water	63,768	12,905
Fort St James Rural Fire Protection	64,423	43,164
Glacier Gulch Water Diversion	7,424	2,308
Houston Rural Fire Protection	16,171	15,751
Insurance	49,242	33,181
Lakes District Airport	84,819	48,157
Landfill Capital	390,841	360,687
Luck Bay Rural Fire Protection	28,544	19,729
Northern Capital Planning Grant	4,996,102	-
Planning Plotter	26,614	21,994
Round Lake Rural Fire Protection	1,516	-
Smithers Rural Fire Protection	156,762	142,835
Southside Rural Fire Protection	127,078	126,983
Topley Fire Department	9,816	8,084
Teikwa Rural Fire Protection	62,789	45,510
Vanderhoof Pool	46,885	15,158
Vanderhoof Rural Fire Protection	38,231	37,237
Weed Control Vehicle	<u>6,067</u>	<u>5,909</u>
	14,273,155	7,655,814
Less reserves recorded as deferred revenue (Note 13)		
Federal Gas Tax	4,969,789	4,058,894
Northern Capital Planning Grant	<u>4,996,102</u>	<u>-</u>
	9,965,891	4,058,894
	<u>\$ 4,307,264</u>	<u>\$ 3,596,920</u>

See notes to the consolidated financial statements.

Schedule 3

Regional District of Bulkley-Nechako
STATEMENT OF TANGIBLE CAPITAL ASSETS
For the year ended December 31, 2018

	Land	Building	Equipment / Vehicles	Engineered Structures			Transfer Stations	2018 Total	2017 Total
				Water	Sewer	Landfills			
COST									
Opening Balance	\$ 294,505	\$ 6,909,517	\$ 6,588,069	\$ 4,527,801	\$ 718,501	\$ 4,615,346	\$ 4,617,250	\$ 29,470,879	\$ 24,495,165
Add: Additions	-	148,719	606,707	298,718	-	118,404	376,440	1,843,988	4,401,882
Less: Disposals	-	-	58,703	-	-	-	-	58,703	428,168
Less: Write-downs	-	-	-	-	-	-	-	-	-
Closing Balance	<u>294,505</u>	<u>7,058,236</u>	<u>7,138,073</u>	<u>4,824,319</u>	<u>718,501</u>	<u>4,731,750</u>	<u>5,192,690</u>	<u>29,959,164</u>	<u>28,470,879</u>
ACCUMULATED AMORTIZATION									
Opening Balance	-	2,691,949	3,309,237	831,280	394,211	1,816,808	1,787,095	10,820,580	10,094,162
Add: Amortization	-	181,688	579,775	94,301	15,196	168,973	126,034	1,148,967	1,093,337
Less: Acc. Amortization on Disposals	-	-	37,383	-	-	-	-	37,383	357,819
Closing Balance	<u>-</u>	<u>2,853,637</u>	<u>3,851,649</u>	<u>925,581</u>	<u>409,407</u>	<u>1,982,781</u>	<u>1,915,129</u>	<u>11,938,164</u>	<u>10,820,580</u>
Net Book Value for year ended December 31, 2018	<u>\$ 294,505</u>	<u>\$ 4,204,609</u>	<u>\$ 3,286,424</u>	<u>\$ 3,898,738</u>	<u>\$ 309,094</u>	<u>\$ 2,748,969</u>	<u>\$ 3,277,561</u>	<u>\$ 18,019,980</u>	
Net Book Value for year ended December 31, 2017	<u>\$ 294,505</u>	<u>\$ 4,217,564</u>	<u>\$ 3,278,634</u>	<u>\$ 3,696,321</u>	<u>\$ 324,291</u>	<u>\$ 2,789,539</u>	<u>\$ 3,030,155</u>		<u>\$ 17,641,299</u>

See notes to the consolidated financial statements.

Regional District of Bulkley-Nechako

Schedule of Remuneration & Expenses: Employees For the Year Ended December 31, 2019

Name	Position	Remuneration	Expenses	Total
Anderson, Cheryl	Manager of Administrative Services	119,656.01	12,857.97	132,513.98
Berlin, Jason	Chief Building Inspector	91,991.58	3,307.51	95,299.09
Blackwell, Jason	Regional Fire Chief	76,923.10	3,528.77	80,451.87
Demarce, Lenard	Landfill Operator 2	88,051.75	9,772.44	97,824.19
Derksen, Janette	Deputy Director of Environmental Services	81,965.72	3,617.05	85,582.77
Helgesen, Curtis	Chief Administrative Officer	78,017.62	12,811.66	90,829.28
Illes, John	Chief Financial Officer	117,265.49	2,639.68	119,905.17
Llewellyn, Jason	Director of Planning	122,805.43	4,480.31	127,285.74
McKenzie, Rory	Director of Environmental Services	114,754.44	3,813.81	118,568.25
O'Meara, Laura	Senior Financial Assistant	76,191.37	4,083.45	80,274.82
Rensby, Kristi	Finance/Administration Coordinator	75,371.86	2,658.70	78,030.56
Rodriguez, Rebecca	Acting Protective Services Manager	79,512.15	2,957.06	82,469.21
Sandberg, Maria	Planner	76,938.64	3,350.42	80,289.06
Sherwood, Charlie	Operations Foreman	96,739.34	2,658.70	99,398.04
Wainwright, Richard	Chief Building Inspector	111,862.74	3,350.42	115,213.16
Total for Employees > \$75,000		\$ 1,408,047.24	\$ 75,887.95	\$ 1,483,935.19
Total of Employees with remuneration of \$75,000 or less		\$ 2,229,070.62	\$ 45,256.06	\$ 2,274,326.68
Total Employee Remuneration		\$ 3,637,117.86	\$ 121,144.00	\$ 3,758,261.86

Schedule of Remuneration & Expenses: Directors For the Year Ended December 31, 2019

Name	Position	Remuneration	Expenses	Total
Atrill, Gladys	Board Member	4,939.00	-	4,939.00
Bachrach, Taylor	Board Member	13,794.25	2,291.71	16,085.96
Brienen, Shane	Board Member	15,492.00	3,088.92	18,580.92
Bysouth, Doug	Alternate Board Member	235.00	-	235.00
Fisher, Mark	Board Member	37,167.00	10,688.20	47,855.20
Funk, Delores	Board Member	16,149.00	-	16,149.00
Greenaway, Tom	Board Member	37,645.00	15,460.36	53,105.36
Hill, Darrell	Alternate Board Member	705.00	-	705.00
Hughes, Bob	Alternate Board Member	989.00	-	989.00
Lambert, Clint	Board Member	31,192.50	9,713.10	40,905.60
Lauze, Cynthia	Alternate Board Member	297.50	138.10	435.60
Layton, Brad	Board Member	23,060.00	5,643.04	28,703.04
Lepoidevin, Craig	Alternate Board Member	270.00	-	270.00
Lindstrom, Dwayne	Alternate Board Member	271.25	80.10	351.35
McGuire, Linda	Board Member	15,068.00	2,305.68	17,373.68
Newell, Andrea	Alternate Board Member	1,615.50	-	1,615.50
Newell, Rob	Board Member	33,591.00	19,004.59	52,595.59
Parker, Mark	Board Member	37,107.00	8,929.81	46,036.81
Petersen, Jerry	Board Member	34,844.75	9,047.98	43,892.73
Playfair, Beverly	Board Member	16,456.50	3,963.46	20,419.96
Riis-Christianson, Michael	Board Member	26,541.00	1,149.42	27,690.42
Spooner, Roy	Alternate Board Member	1,025.00	424.23	1,449.23
Thiessen, Gerry	Board Member	41,298.00	13,737.91	55,035.91
Watt-Senner, Kimberly	Board Member	15,970.00	2,053.17	18,023.17
Wray, Frank	Alternate Board Member	306.00	-	306.00
Zayac, Scott	Alternate Board Member	262.50	-	262.50
Total Director Remuneration		\$ 406,616.25	\$ 107,719.78	\$ 495,744.36

Regional District of Bulkley-Nechako

Schedule of Payments to Suppliers for Goods and Services
For the Year Ended December 31, 2019

Vendor	Total
Bulkley Valley Aquatic Centre Management Society	37,032.64
BC Hydro	102,387.97
BC Transit	120,378.96
Black Press Group Ltd	28,569.57
Blair Wilson Contracting	42,577.50
Bud's Electric	63,525.00
Bulkley Valley Child Development Centre	27,011.54
Burns Lake Automotive Supply	51,745.15
BV Jet Controls	43,274.87
Capri Insurance	109,176.00
Caro Analytical Services	26,891.03
Cascades Recovery Inc	51,943.16
City Of Prince George	45,318.01
Collabria	208,472.03
Container West Manufacturing Ltd	105,332.52
Davern Enterprises	48,182.93
Dean Wilson Trucking	25,680.38
District Of Vanderhoof	420,558.91
Door2Door Construction	73,996.40
Dynamic Community Planning	38,120.34
Ecoelectric Solutions	45,700.99
Emergency Management & Training Inc	81,327.95
Fraser Lake Bottle Depot	53,303.30
Houston Bottle Depot	41,469.18
Huber Equipment	179,077.42
Immersive Explorers	37,245.60
Industrial Transformers	57,044.59
Infracon Construction Inc	623,002.26
Kal Tire - Burns Lake	84,930.36
Lepka Holdings Ltd.	25,475.10
M 4 Enterprises	58,246.27
Mcelhanney Consulting Services Ltd	30,923.40
Municipal Insurance Association of BC	106,692.72
Pacific Northern Gas Ltd	36,498.93
Parkland Refining (BC) Ltd	56,355.12
Pidherny Contracting Ltd	46,276.65
Price Waterhouse Cooper	25,919.25
Province Of BC	60,548.92
Quarry Ridge Construction	65,540.65
Radley Contracting	35,794.20
Randy Wilson Trucking	68,118.76
Receiver General	300,221.70
Regional District of Fraser-Fort George	136,351.97
SMS Equipment Inc	286,109.18
Stewart Construction Ltd	72,463.77
Stewart Mcdannold Stuart	35,306.86
Sweeping Beauties Janitorial	28,177.35
Tanex Engineering Corporation	77,777.70
Telus Communications Inc	26,880.00
Tower Communications	60,228.74
Town Of Smithers	411,285.76
True Consulting Ltd	34,470.79
Urban Food Strategies	25,200.00
Vanderhoof & Districts Co-Op	239,535.96
Village Of Telkwa	125,000.00
Waste Management Of Canada	65,250.26
Williams Machinery	83,815.34
Work Safe BC	67,543.93
Xerox Canada Ltd	37,992.29
Total of aggregate payments exceeding \$25,000	\$6,634,289.13
Consolidated total for suppliers paid \$25,000 or less	\$1,582,086.45
Consolidated total of grants and contributions exceeding \$25,000	\$3,227,236.00
Total Payments	\$10,443,611.68

Regional District of Bulkley-Nechako

Schedule of Guarantee & Indemnity Agreements For the Year Ended December 31, 2019

NIL

The Regional District of Bulkley-Nechako has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Statement of Severance Agreements For the Year Ended December 31, 2019

NIL

There were no severance agreements made between the Regional District of Bulkley-Nechako and its non-unionized employees during fiscal year 2019.



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: July 16, 2020
Re: Bulkley Valley Pool Update

Recommendation (All/Directors/Majority):

Receipt or

That the Board contact the Province and request an exemption from liability (for Covid related claims) for societies that manage recreation services on behalf of a local government.

Background:

The Bulkley Valley Aquatic Centre Management Society is contracted by the Regional District to manage the operations of the Bulkley Valley Pool. The Society is covered for liability (including Directors' Liability) under the Regional District's insurance with the Municipal Insurance Association.

The Province issued Ministerial Order M094 that provides immunity for essential service providers - societies overseeing the pool, recreation centres, museums and libraries are not considered essential services (ie: no statutory immunity).

Local Governments' elected officials have immunity with regard to COVID related claims when they are making their decisions as a Board or Council.

Therefore, a local government that reopens a pool that they run and manage will have immunity; while a society that reopens a pool will not have immunity. The BVACM Society will; however, still be fully insured if the Society's Board decides to reopen the pool.

Discussion:

The society has expressed concerns about reopening, in part due to the lack of immunity. The Society Board members expressed concerns over individual liability as well as the cost to the Society to defend any lawsuits for any incidents that may happen at the pool.

The Society hopes that the Regional District can work with the Province to have immunity extended to societies carrying out non-essential operations on behalf of a local government.



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: July 16, 2020

SUBJECT: Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020

RECOMMENDATION

“That “Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020 be adopted this 16th day of July, 2020.”

VOTING

(all/directors/majority)

BACKGROUND

Attached is “Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020.” This bylaw was given three readings on May 21, 2020 and was subsequently approved by the Ministry of Municipal Affairs and Housing. The Board may now adopt the bylaw.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1910****Being a bylaw to repeal “Lakes Economic Development Service Establishment Bylaw No. 1415, 2006”**

WHEREAS “Lakes Economic Development Service Establishment Bylaw No. 1415, 2006” established a service for the purpose of economic development in the Service Area and for the Regional Board to make grants to the Lakes Economic Development Association;


AND WHEREAS the Regional District of Bulkley-Nechako has established a new service known as Electoral Area “B” (Burns Lake Rural) Economic Development Service for the purpose of the promotion of economic development in Electoral Area “B”;

AND WHEREAS the participants have consented, in writing, to the adoption of this Bylaw;

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

1. “Lakes Economic Development Service Establishment Bylaw No. 1415, 2006” and all amendments thereto are hereby repealed.
2. This Bylaw may be cited as “Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020.”

Certified a true and correct copy of “Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020.”



Corporate Administrator

Page 2 of Bylaw No. 1910

READ A FIRST TIME this 21st day of May, 2020

READ A SECOND TIME this 21st day of May, 2020

READ A THIRD TIME this 21st day of May, 2020

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 17th day of June, 2020

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 1910 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: July 16, 2020

SUBJECT: Electoral Area "A" Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020

RECOMMENDATION

"That "Electoral Area "A" Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020" be adopted this 16th day of July, 2020."

VOTING

(all/directors/majority)

BACKGROUND

Attached is "Electoral Area "A" Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020." This bylaw was given three readings on May 21, 2020 and was subsequently approved by the Ministry of Municipal Affairs and Housing. The Board may now adopt the bylaw.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1911****Being a bylaw to repeal “Electoral Area “A” Pedestrian Crosswalk Local Service Establishment Bylaw No. 646, 1990”**

WHEREAS “Electoral Area “A” Pedestrian Crosswalk Local Service Establishment Bylaw No. 646, 1990” established a service for the purpose of contributing to the cost of the Telkwa River Pedestrian Crosswalk provided by the Village of Telkwa for the benefit of residents within Electoral Area “A”;

AND WHEREAS the Regional District of Bulkley-Nechako has provided a one time grant in aid to the Village of Telkwa for this purpose;

AND WHEREAS the participant has consented, in writing, to the adoption of this Bylaw;

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

1. “Electoral Area “A” Pedestrian Crosswalk Local Service Establishment Bylaw No. 646, 1990 ” and all amendments thereto are hereby repealed.
2. This Bylaw may be cited as “Electoral Area “A” Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020.”

Certified a true and correct copy of “Electoral Area “A” Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020.”



Corporate Administrator

READ A FIRST TIME this 21st day of May, 2020

READ A SECOND TIME this 21st day of May, 2020

READ A THIRD TIME this 21st day of May, 2020

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 15th day of June, 2020

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 1911 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair Thiessen and the Board of Directors
 From: Nellie Davis, Regional Economic Development Coordinator
 Date: July 16, 2020
 Regarding: Federal Gas Tax Funds – Electoral Area 'F' (Vanderhoof Rural)
 District of Vanderhoof

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$310,962 of Electoral Area 'F' Federal Gas Tax allocation monies to the District of Vanderhoof for Recreation Infrastructure projects at Riverside Park and the Vanderhoof Arena, as well as for a Rehabilitation project at the Vanderhoof Municipal Airport, and further,

(All/Directors/Majority)

- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$310,962 from the Federal Gas Tax Reserve Fund.

(Participants/Weighted/Majority)

Background:

The District of Vanderhoof is planning a Multi-Use Pathway and Public Washrooms at Riverside Park to facilitate active recreation and tourism development. The District is also planning upgrades to the Vanderhoof Arena and the Vanderhoof Municipal Airport.

Total uncommitted Gas Tax Funds remaining in Electoral Area 'F' allocation is \$801,879.14.

Director Jerry Petersen is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$310,962 from Area 'F' for these Recreation and Airport Infrastructure projects. A Board resolution is required to contribute Federal Gas Tax Funds to these projects.



**REGIONAL DISTRICT OF BULKLEY NECHAKO
STAFF REPORT**

TO: Chair Thiessen
FROM: Jason Blackwell, Regional Fire Chief
DATE: July 16, 2020
SUBJECT: Cluculz Lake Fire Services Agreement.

RECOMMENDATION:

That the Board authorize staff to enter into the attached agreement with the Cluculz Lake Volunteer Fire Department for a five (5) year term ending on June 30, 2025.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

On June 18th 2020 the Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020 was adopted. This amendment changed the service from a contribution local service agreement to the Cluculz Lake Rural Fire Protection Service agreement. The main change of this Bylaw sets the Regional District as the clear Authority Having Jurisdiction over the department. As a result, the service agreement between the parties requires amendments to reflect the Bylaw change.

The Cluculz Lake Contribution Agreement for fire services recently expired on June 30th, 2020, and a new fire service agreement has been drafted to reflect the required changes. This agreement follows the same template as the other RDBN rural fire protection service agreements. This new agreement will be for a term of five (5) years.

Written by,



Jason Blackwell
Regional Fire Chief



Deborah Jones-Middleton
Director of Protective Services

Attachment:

- Cluculz Lake Rural Fire Protection Agreement

THIS AGREEMENT is made the ____ day of July 2020.

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Box 820

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

AND:

OF THE FIRST PART

CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT

(Incorporation No. S-0033950)

3395 Lund Road

Vanderhoof, BC V0J 3A3 (the "Society")

OF THE SECOND PART

WHEREAS

- A. The Regional District adopted the "Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Bylaw No. 1127, 1999", for the purpose of contributing to the Cluculz Lake Emergency Response Team (CLERT) which provides emergency response service to a portion of Electoral Area "F".
- B. The Regional District amended the "Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Bylaw No. 1127, 1999", to the "Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020" which authorized the Regional District to undertake and carry out or cause to be carried out and provide fire prevention, fire suppression and emergency assistance services (the "Fire Protection Service") within certain parts of Electoral Area "F";
- C. Under the terms of "Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Bylaw No. 1127, 1999", the annual cost of providing the Fire Protection Service is recovered by a requisition of money to be collected by a property value tax on land and improvements, and under the "Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Amendment Bylaw No. 1610, 2013" the maximum amount that may be requisitioned annually for the Fire Protection Service was increased to a maximum of EIGHTEEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$18,750).
- D. Under Section 176(1)(a) of the Local Government Act the Regional District may make agreements for the undertaking, provision and operation of its services; and
- E. The Society has agreed to provide the services described herein, within and for the Fire Protection Service Area;

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 Society covenant and agree as follows:

1.0 DEFINITIONS

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

- (a) **“Equipment”** means all vehicles, apparatus, goods and chattels acquired by the Society using Regional District Funds or the Regional District Grant;
- (b) **“Facilities”** means the lands described as 3395 Lund Road (the “Fire Hall Site”) and the Fire Hall and other buildings and structures located on the Fire Hall Site;
- (c) **“Fire Protection Service Area”** or “Service Area” means the local service area established by the Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020, and may be amended from time to time;
- (d) **“Regional District Funds”** means money requisitioned by the Regional District for the Fire Protection Service Area and paid to the Society prior to the date of this Agreement;
- (e) **“Service”** means fire prevention, fire suppression, rescue operations and all other activities, within the departments training parameters, as agreed to by the Regional District and Cluculz Lake Volunteer Fire Department from time to time as part of the Fire Protection Service;
- (f) **“Regional District Grant”** means the grant paid to the Society by the Regional District as referred to in section 4.1 of this Agreement.

2.0 SERVICE

2.1 The Society shall provide the Service in and for the Fire Protection Service Area on the terms and conditions set out in this Agreement.

2.2 In providing the Service, the Society shall abide by:

- (a) all enactments that apply to the provision of the Fire Protection Service, including all applicable bylaws of the Regional District, as amended or replaced from time to time;
- (b) all policies of the Regional District that govern the manner in which the Fire Protection Service is to be provided, or that specify the level of the Service, as such policies may be amended or replaced from time to time;
- (c) any Standard Operational Guidelines for the Service that are developed by or for the Society and that are approved from time to time by the Regional District;
- (d) the standard of fire fighting and emergency services for volunteer fire departments generally accepted in the Province of British Columbia, including the standards that apply to the training and equipping of fire fighters;
- (e) the requirements of the *Workers Compensation Act* and the Occupational Health and Safety Regulation under that Act; and
- (f) the directions of the Fire Chief and any other Regional District employee or officer appointed by the Board to supervise and direct the provision of the Fire Protection Service.

3.0 TERM

3.1 The Term of this Agreement is five (5) years, commencing on the 1st day of July

2020 and terminating on the 30th day of June 2025.

4.0 MONTHLY GRANT

- 4.1 Subject to the Society's continued performance of its obligations under this Agreement, and subject to the Regional District's annual budgeting process, the Regional District may grant to the Society the amount requested for that year in the financial plan for the Cluculz Lake Rural Fire Protection Service as approved by the Regional District under section 6.3 of this Agreement for that calendar year.
- 4.2 The Regional District shall pay the Regional District Grant in equal monthly instalments.

5.0 COST

- 5.1 It is acknowledged, understood and agreed that the entire cost to the Regional District of providing the Fire Protection Service under this Agreement shall be recovered by the Regional District in the form of a property value tax payable by the owners of property within the Cluculz Lake Rural Fire Protection Service Area.
- 5.2 It is further acknowledged, understood and agreed that under no circumstances shall the Regional District Grant exceed the maximum requisition for the Fire Protection Service authorized under the Regional District's bylaws, as amended from time to time, less any expenditures for the Fire Protection Service paid directly by the Regional District.

6.0 BUDGET

- 6.1 For each year of this Agreement the Society shall prepare in a form first approved by the Chief Financial Officer of the Regional District a five year financial plan that includes the Society's proposed capital and operating expenditures and revenues for each year of the plan.
- 6.2 The Society shall forward the financial plan to the Chief Financial Officer on or before the 30th day of November of each year of the Term for the following calendar year of the Term.
- 6.3 The Regional District shall review the financial plan as prepared under section 6.1 and shall either approve the financial plan or return it for amendment by the Society. As required, the Society shall return the final financial plan as amended to the Regional District for its final approval on or before the 31st day of December of each year of the Term immediately preceding the year in which the budget is to take effect. If the Regional District and the Society cannot reach agreement on the Society's financial plan by January 31st of the year of the Term during which the budget is to take effect, the Regional District shall determine the financial plan.
- 6.4 If a monthly payment or other payment is made to the Society before the Regional District's approval of the financial plan for the year in relation to which that payment was made, any necessary adjustment shall be made by the Regional District at the time of the first payment made after approval of the budget.
- 6.5 The Society shall not expend money or otherwise incur a financial obligation in any calendar year of the Term except one that is provided for in a financial plan that has been approved in accordance with this Agreement, or except for an expenditure made entirely with money of the Society that is not transferred to the

Society as part of the Regional District Grant, or that was received by the Society as Regional District Funds.

7.0 COVENANTS OF THE SOCIETY

The Society covenants agrees that it will, during the term of this Agreement:

- 7.1 maintain its corporate existence, carry on and conduct its affairs in a proper and businesslike manner and keep or cause to be kept properly books of account in accordance with generally accepted accounting principles applied consistently;
- 7.2 perform all its obligations under this Agreement at its own cost;
- 7.3 provide to the Regional District within 120 days after the close of each fiscal year of the Society a financial statement for the operation of the Society;
- 7.4 keep the Service Fee and all Regional District Funds separate in the Society's books of accounts;
- 7.5 permit the Regional District and its auditors at any time and from time to time to have access to and inspect the Society's books of accounts, documents, cheques, vouchers and other records that relate to the provision of the Service;
- 7.6 permit the Regional District at any time and from time to time to have access to and inspect all facilities, equipment, goods and chattels that are used in connection with the provision of the Service;
- 7.7 under the direction of the Fire Chief, organize and coordinate the services of such volunteer firefighters and other personnel as are necessary to properly and efficiently provide the Service and to perform the Society's other obligations under this Agreement;
- 7.8 under the direction of the Fire Chief, provide for the training of the volunteer fire fighters and other personnel who provide the Service, on an ongoing basis, and as necessary to provide the Service in accordance with the requirements of this Agreement;
- 7.9 assist the Regional District on an ongoing basis in the development of Standard Operational Guidelines for the operations of the Society and for the provision of the Fire Protection Service;
- 7.10 abide by its constitution, bylaws and other requirements of the Society Act and hold annual meetings and file annual reports and other documents to be filed with the Registrar of Companies;
- 7.11 not make any expenditures in any year which are not provided for in the budget approved by the Regional District under section 6.3, except for expenditures made entirely with money of the Society that is not transferred to the Society as part of the Regional District Grant or received by the Society as Regional District Funds and not borrow any funds without the approval of the Regional District of Bulkley-Nechako;
- 7.12 maintain proper records relating to the provision of the Fire Protection Service, in accordance with all applicable policies of the Regional District from time to time; and the Society acknowledges that in the course of providing the Fire Protection Service it may be required to receive and record "personal information" (as defined in the Freedom of Information and Protection of Privacy Act) of individuals who receive the benefit of the Service, and the Society agrees that it shall maintain all records relating to the provision of the Fire Protection Service to

the Regional District, including but not limited to personal information, in accordance with the requirements of the Freedom of Information and Protection of Privacy Act, and that the Society shall not disclose any information relating to the provision of the Fire Protection Service under this Agreement to any person except with the authorization of the Regional District;

- 7.13 maintain the Facilities, including the grounds around the Fire Hall and all Equipment in a good working condition so that the Equipment and Facilities are available at all times for the purpose of providing the Service;
- 7.14 not adopt a resolution to dissolve the Society unless it has first given written notice to the Regional District 30 days prior to the meeting at which such resolution is to be considered, and in any event not to adopt a resolution to dissolve the Society that is effective prior to the end of the term of this Agreement under section 3.1, or if applicable, prior to the date of early termination under section 17 of this Agreement.

8.0 REGIONAL DISTRICT INTEREST

- 8.1 Despite anything in this Agreement, any land, buildings, structures, improvements, facilities or equipment acquired by the Society using money received as a Regional District Grant or Regional District Funds shall be held by the Society 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.

9.0 EQUIPMENT

- 9.1 At the expiry or earlier termination of this Agreement, unless renewed or replaced with a similar agreement, the Society shall transfer ownership of any Equipment held in the name of the Society to the Regional District at no cost to the Regional District.

10.0 TITLE TO LAND ACQUIRED WITH SERVICE FEE

- 10.1 The Society shall not take legal title to any land using any funds paid as the Service Fee, or received by the Society as Regional District Funds, but shall arrange for such lands to be acquired in the name of the Regional District.

11.0 CONDITION OF FACILITIES

- 11.1 At the expiry or earlier termination of this Agreement, the Society shall ensure that the Facilities and Equipment are clean, uncontaminated, and in good condition, reasonable wear and tear excepted.

12.0 INSURANCE

- 12.1 The Society shall, throughout the Term of this Agreement, obtain and maintain a policy or policies of liability insurance, with a deductible and in a form acceptable to the Regional District, and in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) per occurrence, protecting the Society and the Regional District against any claim for personal injury, bodily injury (including death) or property damage sustained by any person, arising or resulting from the Society's provision of the Service;
- 12.2 The Society shall insure and keep insured against all risks of loss or damage the Equipment other than motor vehicles, the Facilities, and any and all other chattels and equipment owned by the Regional District or the Society and maintained and utilized by the Society to provide the Services under this

Agreement, to the full replacement value thereof, such policy or policies to be on terms and with such deductible as is acceptable to the Regional District.

- 12.3 Every policy of insurance must name the Regional District as an additional insured and contain a clause stating that the policy is not to be cancelled or materially altered without at least 30 days written notice to the Regional District.
- 12.4 The Society shall provide the Regional District for each year of the Term with a certificate signed by an authorized signatory of each insurer confirming that the coverage required under this section 12 has been provided, and upon request shall provide a copy of the said policy or policies to the Regional District.
- 12.5 The Regional District shall, throughout the Term of this Agreement, obtain and maintain in force for all motor vehicles used in the provision of the Service, whether owned or leased by the Society or the Regional District, automotive liability insurance in accordance with the Insurance (Motor Vehicle) Act of British Columbia, and in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) per accident. The premiums shall be paid for with funds from the Cluculz Lake Rural Fire Protection Service.

13.0 INDEMNITY

- 13.1 The Society 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 Society, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Operator. The Operator's obligations under this section shall survive the expiry or earlier termination of the Operating Agreement.
- 13.2 The Regional District agrees to save harmless, release and indemnify the Society 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 Society 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 Operator. The Regional District's obligations under this section shall survive the expiry or earlier termination of the Operating Agreement.

14.0 APPOINTMENT OF FIRE CHIEF

- 14.1 The Society shall, in the month of December of each year elect or re-elect a Fire Chief of the Cluculz Lake Volunteer Fire Department.
- 14.2 The Fire Chief elected or re-elected under section 14.1 shall serve as the Cluculz Lake's Fire Chief for the purpose of the Fire Protection Service, subject to that person:
 - (a) meeting the qualifications for the position of Fire Chief as approved from time to time by the Regional District;

- (b) having their election as Fire Chief confirmed by the Regional District Board.

15.0 AUDIT

- 15.1 At any time the Regional District may give the Society written notice that it desires its appointed representative to examine and audit the books of account of the Society.

16.0 TERMINATION

- 16.1 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 30th day of June of the year following receipt of such notice by the other party, provided however that, in any event, the Agreement shall terminate not later than the 30th day of June, 2025.

17.0 EARLY TERMINATION

- 17.1 Notwithstanding any other provision of this Agreement, the Regional District may terminate this Agreement upon giving 30 days notice of its intention to so terminate:
 - (a) should the Society fail to file its Annual Report or otherwise no longer be in good standing with the Registrar of Companies under the Societies Act;
 - (b) should the Society default in any term or condition of this Agreement or fail to perform any covenant required to be performed by the Society under this Agreement;
 - (c) should the Regional District or any successor to the Regional District provide alternate fire protection and emergency response service within the Service Area; or
 - (d) should the Society, in the opinion of the Regional District, fail to provide the Service in accordance with the requirements of this Agreement.

18.0 GENERAL PROVISIONS

18.1 Notice

- (a) All notices required or permitted to be given under this Agreement shall be in writing and may be delivered by hand, sent by facsimile transmission 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 Society 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.

18.2 Authority

The Society 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 on its behalf are duly authorized to do so.

18.3 Assignment

This Agreement shall not be assignable by the Society.

18.4 Enurement

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

18.5 Time

Time is to be of the essence of this Agreement.

18.6 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.

18.7 Entire Agreement

This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Society 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.

18.8 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.

18.9 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.

18.10 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.

18.11 Law Applicable

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

19.0 INTERPRETATION

19.1 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:)
)
)
)
_____)
Chair)
)
)
_____)
Corporate Administrator)

CLUCULZ LAKE VOLUNTEER FIRE)
DEPARTMENT by its authorized)
signatories:)
)
)
)
_____)
Percy Wright, President)
)
)
_____)
Eric Chapman, Secretary/Treasurer)
)



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**REGIONAL DISTRICT OF BULKLEY NECHAKO
STAFF REPORT**

TO: RDBN Board of Directors
FROM: Haley Jeffrey, Emergency Services Manager
DATE: July 16, 2020
SUBJECT: Crisis Communications Plan

RECOMMENDATION:

1. That the Board approve the 'Crisis Communications Plan'.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

As per the 2020 Protective Services work plan, staff have been working on updating and developing the Regional District's emergency plans. The most recent plan updated was the Crisis Communications Plans.

This plan will provide procedures for Crisis Communications during an emergency event and provide guidance on how and when to correspond with different media platforms, the public, RDBN staff and emergency stakeholders using the various communications outlets that are available.

Written by:

Haley Jeffrey
Emergency Services Manager

Reviewed By:



Deborah Jones-Middleton
Director of Protective Services

Attachments:

- Regional District of Bulkley-Nechako Crisis Communications Plan



Regional District of Bulkley-Nechako

Addendum # **Crisis Communication**

Know the Risks, Make a Plan, Be Prepared

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GENERAL

The Crisis Communications Plan is an Addendum of the RDBN Comprehensive Emergency Management Plan. (CEMP)

This document is a living document and is subject to amendment and updating as new information and initiatives are identified.

Purpose

The purpose of the Crisis Communications Plan is to provide guidance and policy for effective communication in an emergency event achieved through the following priorities:

- open and honest;
- factual;
- clear;
- empathetic;
- proactive;
- responsive;
- timely;
- consistent; and
- co-operative.

Scope

This addendum focuses on the Regional District of Bulkley-Nechako's Emergency Operations Centre and internal communications during an emergency event.

Objectives

The objectives of the Crisis Communication Plan are to provide guidelines for response actions needed to communicate appropriately during an emergency as follows:

- to define key roles and responsibilities;
- to identify key emergency contacts for the public and emergency management stakeholders; and
- to ensure key information is communicated efficiently and to the appropriate audience.

Authority

All public facing messages regarding the RDBN **MUST** be pre-approved by the EOC Director and Policy Group Liaison. Under no circumstance will any staff release information that is not approved or release information not directly sourced from a credited RDBN media platform.

Confidentiality

See Comprehensive Emergency Management Plan (CEMP) for confidentiality information.



Definitions

Emergency Operations Centre	The Regional District of Bulkley-Nechako's response organization.
Lead response agency	The agency with the legislated responsibility to facilitate site level response.
Audience – Amateur Radio Service	The "amateur radio service" is a radiocommunication service in which radio apparatus are used for the purpose of self-training, intercommunication or technical investigation by individuals who are interested in radio technique solely with a personal aim and without pecuniary interest.



CRISIS COMMUNICATION PREPAREDNESS

Crisis Communications Planning

Crisis Communications Priorities

The intention of the RDBN Crisis Communication Plan is to provide a framework for communications when the RDBN is responding to an emergency in the region.

Emergency Contact Lists

The RDBN Protective Services Department has an extensive list of emergency contacts used during emergency events which is verified and updated annually.

Emergency Management BC (EMBC) also has a list of the RDBN's staff emergency contacts in case there is an emergency within the RDBN. EMBC will assist the RDBN in contacting agencies and other Local Authorities and First Nations should RDBN staff be unable to do so.

Communication Strategies

The following are strategies that should be considered when responding and developing messaging during an emergency event.

- Assemble a communications team.
- Respond immediately to external inquiries.
- Ensure information is up to date and reliable.
- Ensure consistent flow of information and consistent messaging.
- Establish effective working relationships with other communication agencies who provide public communication.
- Ensure staff are provided training and emergency exercises to test the plan. Training requirements for EOC Personnel within the Crisis Communications Team are referenced in the CEMP.
- Build relationships with media outlets and other stakeholders that provide public communication.
- In the 'Preparedness' stage and during an event, evaluate what other communication strategies and tools would be beneficial to the response, i.e. additional staff in the crisis communication team, call centers, public meetings, online informational videos etc.
- Update the plan when new information is available.

Types of Public Notifications

Hazard Notification

A notice which implies residents should prepare to shelter in place due to a hazard.

Evacuation Alert

A notification that is issued when there is potential risk to life safety and health due to an emergency, asking residents to prepare to leave their home.

Evacuation Order



A notification that is issued when there is an imminent risk to life safety and health due to an emergency asking residents and requiring minors to leave their home and report to a Reception Centre or other safe location.

Rescind Notices

A notification that is issued when there is no longer a risk to life safety and health and residents can return to their homes.

Crisis Communications Team

Designated Spokesperson

The designated spokesperson is the RDBN Board Chair or their designate. The Policy Group Liaison, EOC Director and Information Officer will ensure that the Spokesperson has speaking notes and appropriate information.

Information Officer

Typically, before an event, the Information Officer is pre-identified. This individual will have ideally received the required training. This individual is responsible for the information team and consulting with the EOC Director to ensure effective, efficient, and concise messaging is provided to the appropriate audience.

Information Coordinator

The information Coordinator will assist the Information Officer in all duties necessary to manage the information team.

Monitoring Team

Depending on the scope of the event, it may be necessary to implement a media monitoring team. That will ensure that media is relaying accurate crisis communication and can provide accurate information if there is confusion or misinformation.

Audiences

Elected Officials

Depending on the scope of the event, the Board of Directors will be updated on the emergency as necessary by the Policy Group Liaison or their designate.

Policy Group

The Chair of the RDBN will work with the Policy Group Liaison to determine the Elected Officials that will form the Policy Group. The Policy Group will be provided information through the Policy Group Liaison in consultation with the EOC Director.

Internal Staff

At the onset of an emergency event, the Policy Group Liaison or Information Officer will provide an update to staff. The information to all staff may include the following:

- notification that the EOC has been activated;
- notification that the EOC has relocated to the Board room;
- EOC Approved Public Information Notifications; and



- ongoing updates of the status of the emergency with EOC approved updates.

The method of delivery for this information may be via email and/or in staff meeting format.

Primary Impacted Population

The Affected Public are residents and business owners who are directly impacted by an emergency or disaster. The impact to this group may be from the following:

- their property is within the impacted area;
- displacement due to an emergency event;
- economic loss due to an emergency event; and
- extreme concern due to an emergency event; and
- vulnerable residents with exacerbated health issues due to the emergency event in the area.

Peripheral Population

Examples of a Secondary Impacted Group are residents who may be impacted by the following:

- family members are within the Evacuation Alert and/or Order areas;
- people who own property within the emergency area that is not considered a primary residence;
- groups who may have had travel plans to the area who no longer or may not be able to do so.

Media

The Media may consist of news organizations, local newspapers, radio stations, or television stations.

Neighboring Local Authorities

At the onset of the event, it is recommended that neighboring Local Authorities where there is potential for collaboration on response efforts or that may be impacted by operational decisions are contacted.

Province of BC

The Province of BC will be contacted immediately for a Task Number. The Province of BC also has access to Amateur Radio communication.

Communication Methods and Tools

As the RDBN Rural areas are limited in both access to internet and mobile networks, providing emergency information quickly and efficiently is challenging. The RDBN will use all methods of information distribution to available to attempt to reach residents when there is an emergency in the area.

All information is distributed as quickly as possible with the most up-to-date information regarding the RDBN's emergency response.



RDBN Website

The RDBN website will be updated with all relevant information regarding Hazard Notices, Evacuation Alerts and Evacuation Orders.

Media Releases

The RDBN will develop Media Releases to send to the various media outlets. New media releases will be sent as soon as new information and/or developments need to be communicated to the public.

Social Media

Social Media has become an effective tool in reaching both the primary affected and peripheral populations. The RDBN will post RDBN Media Releases as soon as possible on the Bulkley-Nechako Emergency Information Facebook page.

During an event, there may be an opportunity to repost information from other response agencies, however if the EOC does not have the capacity to do so the main priority is to provide information on the RDBN response.

Door-to-Door Notification Delivery

Where possible 'Hazard Notices', 'Evacuation Alerts' and 'Evacuation Orders' notices will be delivered door to door in the impacted area. Agencies that are tasked with expediting the Alerts and Orders are provided with physical notices for delivery and area maps identifying the addresses. The supporting agencies will provide confirmation to the EOC on which addresses received the information and which ones were not able to be delivered to a person.

Mass Notification System

The RDBN has partnered with its member municipalities through contractual agreements to provide the Bulkley Nechako Public and Emergency Alerts service to all residents in the region. The RDBN holds the agreement with the mass notification system service provider.

Residents who have registered with the system and who have indicated that they would like to receive automated emergency notifications, will receive emergency notifications through their choices of the following: email, landline, text or mobile calling.

The service provider may be available to provide assistance during an emergency event.

The Mass Notification System will be used to provide Notices, Alerts and Orders to residents in the impacted area who have registered with the Bulkley Nechako Emergency & Public Alerts.

The Bulkley Nechako Emergency & Public Alerts will also be used to notify impacted residents of changes to the Notices, Alerts, Orders, and Emergency Support Services information as required.

Radio Station Communication

All public notifications will be sent to radio stations within the region. The Protective Services department has an updated list of media contacts.



Amateur Radio Communications

The RDBN has a license for amateur radio use. The RDBN has an amateur radio in office 117A that is set up and ready for use. Only trained and licensed individuals are permitted to the system.

Emergency Communication Templates

The RDBN has a variety of pre-planned emergency notifications created for ease of use and efficiency during an emergency event. All 'Emergency Communications' will be prepared by the Information Team and preapproved by the EOC Director and/or the Policy Group Liaison.



CRISIS COMMUNICATION RESPONSE

Crisis Communication Guidelines

RDBN Supporting a Lead Response Agency

The RDBN is not the lead response agency for all events. If the Lead Response Agency provides a means of support or updates for residents who are impacted by an event, the RDBN will assist in notifying the residents with this information.

Crisis Communication Interagency Collaboration

In the event of a multi-jurisdictional emergency event where many stakeholders are involved, the RDBN and any given stakeholder may work with the Information Team to coordinate efforts and release a joint statement regarding the emergency event.

Public Communication Content

The RDBN will only provide emergency information within the scope of the RDBN's responsibility under the *Emergency Program Act*. All inquiries regarding the environment and site level response will be directed to the lead response agencies public information lines.

The RDBN will not provide operational information that is not approved by the RDBN EOC Director and/or the Policy Group Liaison.

Key Messages and Templates

Key messages provide important language and key details regarding an emergency event. It is important to understand which messages are appropriate and who your target audience is.

Templates for key messages and media releases are located on the EOC Drive of the RDBN Server.

Audience Information Needs

Audience	Immediate Information Needs	Regular Information Needs
Elected Officials	<ul style="list-style-type: none"> ➤ What happened? ➤ the extent of the event? ➤ What caused the event? ➤ RDBN EOC Activation Level and Response Actions 	<ul style="list-style-type: none"> ➤ Situation updates from the Policy Group Liaison.
Policy Group	<ul style="list-style-type: none"> ➤ What happened? ➤ the extent of the event? ➤ What caused the event? ➤ RDBN EOC Activation Level and Response Actions ➤ Policy Group Liaison Updates from EOC 	<ul style="list-style-type: none"> ➤ Situation and EOC updates from Policy Group Liaison



Audience	Immediate Information Needs	Regular Information Needs
Primary Impacted Population	<ul style="list-style-type: none"> ➤ Confirmation – the extent of the event and what caused the event? ➤ Safety instructions – What do I do or not do? Where do I go or not go? Where do I get more information? ➤ What is the RDBN doing for me? ➤ Reassurance and empathy (e.g. We are concerned for your safety and are supporting the provision of services to assist you.) 	<ul style="list-style-type: none"> ➤ Additional instructional information ➤ Information on changes to the emergency. ➤ Information on who is responsible for what. ➤ Information on what is next. ➤ Continued reassurance and empathy.
Peripheral Impacted Population	<ul style="list-style-type: none"> ➤ Could the same happen to my area? ➤ Where am I going to purchase my needs now that the store is closed? ➤ Was anyone injured? 	<ul style="list-style-type: none"> ➤ Updated situational awareness.
Staff	<ul style="list-style-type: none"> ➤ What happened? ➤ Will staff be requested to assist with response? ➤ What should we tell people who contact the Regional District? 	<ul style="list-style-type: none"> ➤ Updated situational awareness.
Media	<ul style="list-style-type: none"> ➤ How did the emergency start? ➤ Was anyone injured? ➤ What is being done in response? ➤ What should the public do? 	<ul style="list-style-type: none"> ➤ What continues to be done. ➤ Updated situational awareness.
Neighboring Local Authorities	<ul style="list-style-type: none"> ➤ Should the Local ESS team be engaged to support the response? ➤ How can they support the response? ➤ Could the emergency impact us? ➤ Is there a potential for partnership and joint information releases? 	<ul style="list-style-type: none"> ➤ Updated situational awareness.
Province of BC	<ul style="list-style-type: none"> ➤ What is the nature of the event? 	<ul style="list-style-type: none"> ➤ Situation Reports ➤ Operational Updates



Audience	Immediate Information Needs	Regular Information Needs
	➤ What provincial support will be needed?	

Activation Criteria

The RDBN EOC Director will determine the need to activate the Crisis Communications Plan. This plan will be implemented by the EOC Information Officer and supported by Crisis Communication Team.

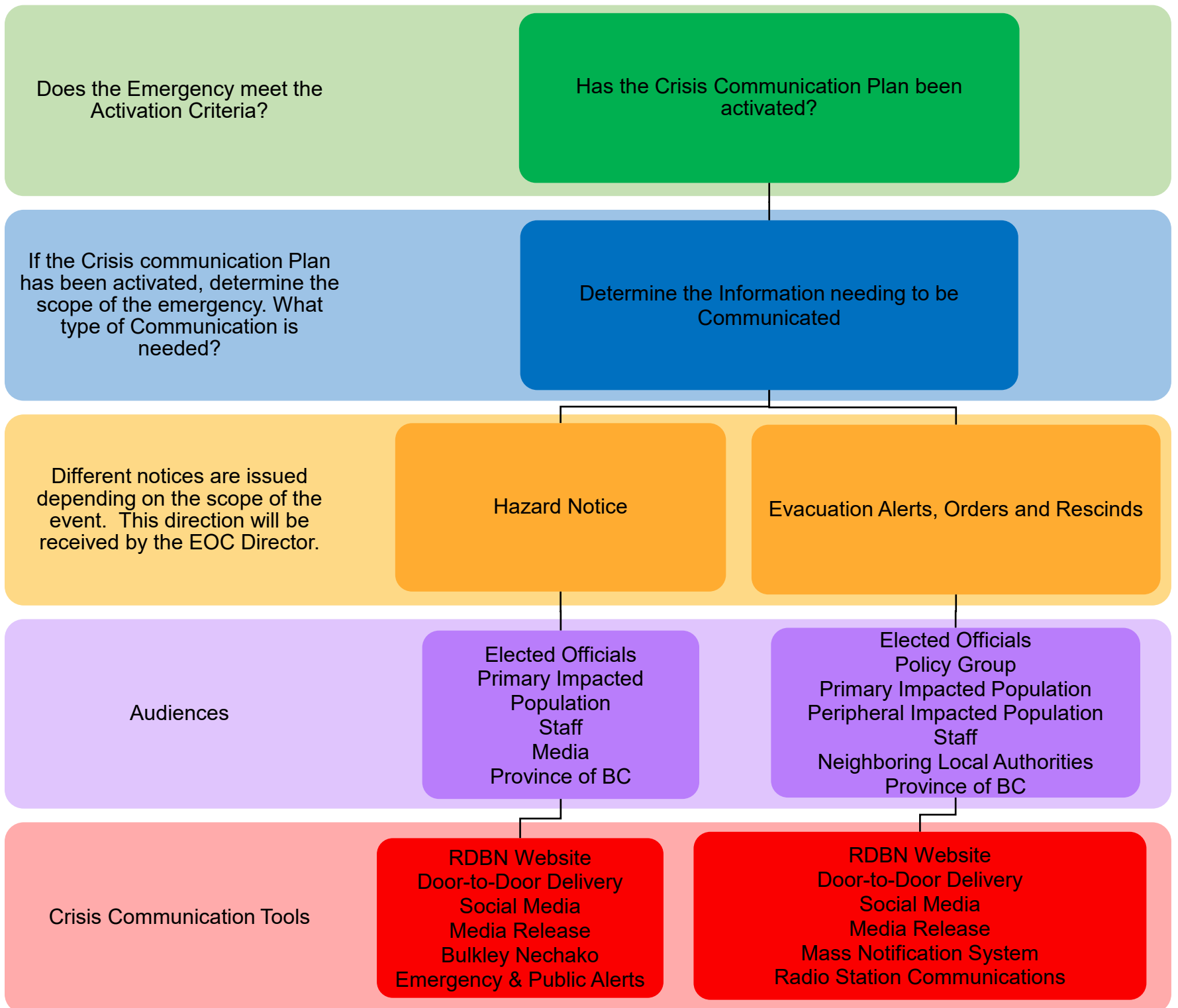
The Crisis Communications Plan will be activated when the following criteria is met:

- an emergency has a potential to impact the life and safety of residents within the RDBN;
- an emergency has occurred where immediate communication with residents is necessary;
- an emergency has occurred where the RDBN is the lead response agency;
- an emergency has occurred where the RDBN Board Chair issues a Declaration of State of Local Emergency;
- an emergency has occurred and has potential to impact a population; and
- an emergency has occurred and has displaced a population.



Crisis Communication Distribution Guidelines

The following diagram provides procedures to follow when the Crisis Communication plan is activated. Media releases and public information are created as part of the EOC Information Officer section function and are all approved by the RDBN Emergency Operations Centre Director and/or Policy Group Liaison. The templates for these documents are located on the EOC (T:) drive on the RDBN Server.



Internal Crisis Communication Procedures

Policy Group

At the onset of an event, the RDBN Board Chair in consultation with the Policy Group Liaison will determine who is most appropriate to participate in the Policy Group. (See Elected Officials Emergency Management Handbook). The policy group will communicate with the EOC through the Policy Group Liaison or their delegate. The Policy group will determine when and how frequently they will meet.

Elected Officials

At the onset of an event, the Policy Group Liaison will update the Elected Officials on the emergency and the EOC response activities.

Call Takers

The RDBN call takers will be provided up to date public information to provide to the public who call the RDBN office. They will also be provided an EOC contact sheet and Organizational Chart instructing who is working in the EOC and what extensions they can be reached at.

Call takers must only provide information that is approved for public dissemination. Any operational information that may be known is not to be shared with the public.

Internal Staff

The Crisis Communications team will ensure that internal staff are apprised of RDBN EOC response activities and are aware of any service disruptions or hours of operation changes that may be impacted due to the event.

On Call EOC Staff

In the 'Preparedness' stage and at the onset of an event, the RDBN will ensure that all response agencies have 24/7 emergency and after hours contact information for the RDBN EOC. During an EOC Response and depending on activities, the EOC Director may determine a need for staff to be on call and accessible whenever needed. The contact for on call staff will be provided to the logistics section so they may be dispatched when needed. If EOC staff do not have a phone or means of communicating outside of the workplace, they are to notify their respective Section Chiefs to make arrangements.

Essential Communication Service Disruptions

If internet and telephone communications lines are damaged in an event resulting in service inability, the RDBN will make best efforts to communicate with the community and Emergency Management Stakeholders via Amateur Radio.

The RDBN will also make best efforts to ensure these critical resources have the support necessary to allow for restoration to begin as quickly as possible.



Amateur Radio Operations

The RDBN owns Amateur Radio equipment. However, only Licensed Amateur Radio operations with an Operator Certificate are permitted to use it.

In the event where main communication lines are compromised, Amateur Radio may be used to communicate with other Local Authorities or the Provincial Regional Emergency Operations Centre (PREOC). The local Amateur Radio Societies have emergency deployment procedures to assist with communications support.

Amateur Radio Capabilities

- Capacity to send emails when internet and telephone communications are down.
- Portable Amateur Radios and operators that can be dispatched where needed.

Response Agencies

If there are agency liaisons in the EOC and it is determined that there is a risk communication lines will be compromised, the agency liaison must determine a way to communicate to the represented organization. Should there be required sourcing of equipment, the appropriate resource requests must be made to the Logistics Section of the EOC.





REGIONAL DISTRICT OF BULKLEY NECHAKO STAFF REPORT

TO: Board of Directors
FROM: Protective Services
DATE: July 16, 2020
SUBJECT: UBCM Community Excellence Awards

RECOMMENDATION:

That the Board of Directors supports an application to UBCM for the 2020 Community Excellence Awards – Excellence in Service Delivery for the RDBN’s FireSmart Home Assessment & Rebate Database Program.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

Conducting FireSmart home assessments is one of the major job functions of the FireSmart Educator position. Once the position was filled, they were scheduled to attend the “Local FireSmart Representative” (LFR) training to give them the skills and the knowledge to conduct the assessments. Like many other courses, the LFR training was cancelled due to COVID-19. The Regional Fire Chief who has received the LFR training contacted BCWS to come up with a plan to allow the home assessments to continue.

It was determined that the Regional Fire Chief would accompany the FireSmart Educator on several assessments, walking them through the process, until they were comfortable conducting the assessments on their own. The Regional Fire Chief would then review the assessments and pictures taken until such time as the FireSmart Educator was able to take the required training. This was an acceptable plan with BCWS.

To keep all the data organized, the FireSmart Educator created a database that allowed the storage of client information, home assessment forms, images, and rebate information. The database is a ‘one stop shop’ for all required information, easy to use, and allows for easy review of information. This database was shared with BCWS and UBCM who deemed it so useful that it has been shared with other FireSmart personnel across the Province.

Since many FireSmart personnel are on temporary assignments, this template helps streamline the organizational process and program administration. The database is a useful tool for overseeing the FireSmart program. The template was designed to provide easy access and operation with only beginner Microsoft Excel skills. The program also creates auto-generating reports that provide streamlined and useful analysis of any given FireSmart Home Assessment program.

A resolution from the Board is required to submit the Community Excellence Award Application.

Written by,

Jason Blackwell
Regional Fire Chief

Deborah Jones-Middleton
Director of Protective Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM



To: Chair Thiessen and Board of Directors
From: Alex Eriksen, Director of Environmental Services
Date: July 16, 2020
Subject: RDBN Metal Recycling Update

RECOMMENDATION

Receive

BACKGROUND

In June 2019, the RDBN signed a contract with Schnitzer Steel Canada Ltd. to collect stockpiled metal at RDBN Transfer Stations by December 31, 2019. Schnitzer agreed to pay the RDBN \$96.57 per metric tonne of metals recovered. Due to operational issues, Schnitzer was not able to meet the deadline for removal, and shortly after, there was a drastic decrease in market value for ferrous metals and the agreed upon price would result in a significant financial loss per tonne. The RDBN granted Schnitzer flexibility for metal removal to allow the market to rebound.

As of June 2020, no metal stockpiles had been processed by Schnitzer and RDBN sites had very little available space for more material. Due to operational necessity, Staff approached Schnitzer to revise their quote for a partial removal of the metal stockpiles at several of the most urgent sites. The original revised quote of \$41.33/MT was rejected by Staff.

REVISED CONTRACT

Schnitzer Steel Canada Ltd. has agreed to pay \$70.00/MT to remove 40% of the stockpiles at the Smithers-Telkwa, Burns Lake and Vanderhoof Transfer Stations in July and August 2020. The plan is to have the remainder of the stockpiles removed at the original quoted price by Dec 31, 2020.



301 - 1268 Fifth Avenue
 Prince George, BC V2L 3L2
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 Fax: 250-561-2563
 info@northerndevelopment.bc.ca
 www.northerndevelopment.bc.ca

June 12, 2020

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

Attention: Gerry Thiessen
 Chair

Dear Chair Thiessen:

Subject: Regional Business Liaison - Bulkley Nechako
 Regional Business Liaison Program
 Northern Development Project Number 6957 20

RECEIVED

JUN 19 2020

REGIONAL DISTRICT OF
 BULKLEY-NECHAKO

Thank you for your application to the 2020 Regional Business Liaison program. Northern Development is pleased to advise you that your application was approved up to \$73,534 on June 4, 2020 to support a regional business liaison at the Regional District of Bulkley-Nechako for a one-year term.

This approval is open for a period of 90 days from the date of approval, within which we expect the regional business liaison position to be filled and a copy of the signed employment agreement between the Regional District of Bulkley-Nechako and the successful candidate provided to Northern Development prior to start of employment. The employment agreement must include the position title, wage structure, start date, and end date.

Funding is provided as a reimbursement upon Northern Development's receipt of completed reporting documents. A report may be submitted half-way through the project for an interim reimbursement. The final report is due within 30 days of the employee's end date. Northern Development's reporting form can be found at <https://www.northerndevelopment.bc.ca/funding-programs/business-development/regional-business-liaison/>. Please note that if the Regional Business Liaison is not employed for the full one-year term, the reimbursement may be prorated over the actual time employed.

We wish you every success with your Regional Business Liaison and look forward to seeing the positive impact it will have in your region.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel McKay", written over a white background.

Joel McKay
 Chief Executive Officer

c: Nellie Davis, Regional Economic Development Coordinator, Regional District of Bulkley-Nechako

Building a
 Stronger North



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June 9, 2020

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

**Attention: Gerry Thiessen
 Chair**

Dear Chair Thiessen:

**Subject: Regional Business Liaison - Bulkley Nechako (Northwest)
 Regional Business Liaison Program
 Northern Development Project Number 6958 20**

Thank you for your application to the Regional Business Liaison program. All applications submitted were reviewed by Northern Development on June 4, 2020. The Trust did not approve your application as the proposed service area overlapped with an application that provided a multi-community regional service approach.

We wish your organization continued success in serving your local community. If you have any questions, please feel free to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel McKay", written over a light blue circular stamp.

Joel McKay
 Chief Executive Officer

c: Nellie Davis, Regional Economic Development Coordinator, Regional District of Bulkley-Nechako

RECEIVED

JUN 19 2020

REGIONAL DISTRICT OF
 BULKLEY-NECHAKO



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manager@nkdf.org
nkdf.org
facebook.com/NKDF5

*Nechako-Kitamaat
Development Fund Society*

Mark Parker, Director Electoral Area D
Regional District of Bulkley-Nechako
37 3rd Avenue
PO Box 820
Burns Lake, BC
V0J 1E0

RECEIVED
JUN 19 2020
REGIONAL DISTRICT OF
BULKLEY-NECHAKO

Re: NKDF COVID-19 Recovery Response

Dear Mark,

On behalf of the NKDF Board of Directors I am pleased to announce the NKDF COVID-19 Recovery Response and present you with the enclosed cheque in the amount of \$2,000.

We understand that the COVID-19 pandemic has taken its toll on local businesses. Our top priority now is safe restarting of the local economy. To assist your local economic recovery, we offer this grant to spend how you see it best helping your local businesses and economy.

Once you've invested the funds, we would appreciate a brief (suggest one page or so) explaining how the monies were used and describing what worked and what didn't.

We intentionally are not defining too precisely how this grant be spent. You know your community, and local business owners know best what they need to get the local economy going. As an example, some communities are doing "open for business" or "buy local" campaigns. We look forward to supporting what you see as the priorities, and to promoting your successes and innovative use of the funds at our website and through social media. We ask only that this funding not be used to pay for normal or regular local government operations or be used to subsidize businesses.

NKDF COVID recovery grants are being provided to one organization in each of the nine First Nation Communities, three Municipalities and two rural regions in the NKDF service area.

NKDF provides grants for projects that support sustainable economic activity and healthy communities. Since its inception in 1999, NKDF has provided over \$11.4M for more than 376 projects in the communities affected by the Kitimat-Kemano project and the creation of the Nechako Reservoir.

We welcome any questions you might have and look forward to hearing about your COVID-19 Recovery successes.

Sincerely,

Cindy Shelford
NKDF Chair



June 17, 2020

Chair Gerry Thiessen
Regional District of Bulkley-Nechako
Box 820
Burns Lake, BC V0J 1E0

RECEIVED

JUN 22 2020

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 Community Works Fund (CWF) payment for fiscal 2020/2021. An electronic transfer of \$858,116.44 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.

This year, the Government of Canada announced that the federal Gas Tax Fund transfer was to be accelerated and delivered in one single payment, rather than two half-payments. Therefore, this will be the only transfer this year for CWF funding.

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 cursive script, appearing to read "Maja Tait".

Maja Tait
UBCM President

Pc: John Illes, Chief Financial Officer

UNBC-Nechako Valley Ag-Partnership Development

Agriculture is a complex, dynamic sector that must be responsive to changes in climate, economy and social pressures. UNBC is keen to broaden its capacity as a university and increase its involvement in developing industry-led research and extension programming that is aimed at enhancing knowledge and information available to agriculture and agri-food producers in the region.

Recently, UNBC Office of Research has engaged with a group of key producers within the Nechako Valley to address the challenges and opportunities that currently exist in the agri-sector. Two meetings were coordinated in the winter of 2019/2020 with the group, and four priority areas were identified:

- Water Management
- Pest Management
- Climate Change Adaptation
- Ag-Sector Diversification

Below outlines a brief overview of items discussed, and proposed action items and/or next steps. During these discussions, it was emphasized that programming needs to involve youth and new entrants in the programming that will increase regional capacity building moving into the future. Moreover, knowledge transfer and dissemination is a major gap in the valley, and moving forward there must be significant discussions on developing a centralized place for information to be collected and shared¹; there is a desire to ensure that existing knowledge and experience must be captured for future generations, and it is felt that there is a threat of local knowledge being lost.

Water Management

Water management is a critical issue in the Nechako Valley, as the demand for water will continue to increase for agriculture and natural resource industries, and simultaneously must be managed to achieve ecological values (e.g. fish habitat, riparian management).

Initial discussions with producers in the Nechako Valley identified the priority is to have the watershed mapped, and include predictions for water supply and availability in the future. Preliminary steps have already been conducted, including a feasibility study and a quote for work from Geo BC; it would be beneficial to create a working group to have a more in-depth meeting to evaluate strategy to move forward. The working group should incorporate similar work done in other regions (e.g. modelling conducted by Andrew Pantel; current programming being delivered by the BC Food and Agriculture Climate Action Initiative, through their Regional Adaptation Strategies) and UNBC Faculty.

Action Item: UNBC will to engage with UNBC Faculty and Climate Action Initiative, and coordinate follow-up meeting.

¹ Knowledge Capture and Transfer is high on UNBC's priorities moving forward. There may be potential to develop a regional collaborative effort similar to the Cariboo Agricultural Research Alliance (<https://cariboo-agricultural-research.ca>)

Another priority was working towards assessing best management practices and strategies for dryland cropping, increasing soil's water holding capacity and providing reliable yields for producers. A project outlining strategies to improve water management would be applicable to ranchers in the Nechako; evaluating management practices on soil health would be informative, but must ensure that project measure relevant data that producers can use (e.g. soil moisture probes, crop performance (yield and quality), etc.). Some progress will have been achieved through the CAI project; but workshop and resources will be delayed until fall 2020 due to COVID-19. Follow-up actions and/or projects can be determined following the workshop.

Pest Management

In recent years, there are increasing pest pressures being experienced throughout the valley. In particular, grasshoppers are causing significant crop damage and effective management is challenging due to a gap in monitoring pest movement and lack of knowledge transfer on management options. There are three ways that UNBC can help work to address these challenges:

1. Pest Monitoring
 - a. In the past, it was been outlined that traditional monitoring techniques used in other regions (e.g. Peace River and the Prairies) may not be relevant in more complex landscapes. Therefore, working with entomologists to set up a monitoring network could help provide information on pest dynamics and movements, as well provide the baseline information to help manage pest infestations.
2. Knowledge Transfer
 - a. It would be beneficial to develop extension materials (webinars, fact sheets, brochures, etc.) and activities (workshops, field days) to help inform producers of best practices to manage pest outbreaks. These materials must include an integrated pest management system, and provide cultural, biological and chemical approaches to management.
 - b. It will be essential to partner with producer associations to develop and deliver these materials and events, to ensure that the information is applicable and relevant to their operations.
3. Study the Impact of Landscape Features on Pest Populations
 - a. Producers have observed that some operations have had reduced impacts of pests in recent years, often in areas with landscape features that increased biodiversity values (e.g. shelterbelts, proximity to in-tact forest ecosystems, etc). It would be beneficial to explore potential relationships between landscape features and pest populations, as it could present opportunities to develop a landscape that is more resilient to pressures and reduce the occurrence of pest outbreaks.

Action Item: Develop a working group, including UNBC faculty, BC Climate Action Initiative, Ministry of Agriculture, and Nechako producers (including Nechako Valley

Regional Cattlemen’s Association) to discuss a project that would address all three outlined activities.

Climate Change Adaptation

It is recognized that climate change is going to add increased uncertainty to crop production, with expected increases in extreme weather events (e.g. more precipitation in shorter amounts of time), increasing temperature and threats of drought. Producers are interested in learning how production systems are impacting soil-water dynamics and nutrient cycling, and to identify best management practices to develop resilient dry-land cropping systems.

The BC Agriculture & Food Climate Action Initiative have published a Regional Adaptation Strategies Series for the Bulkley-Nechako and Fraser-Fort George Regional Districts, and have begun implementation of projects to address some priority areas in the region. It will be critical to success to keep CAI informed and/or engaged in any projects moving forward, to ensure that efforts in this area are complementary and collaborative, and build from other work completed in our regions of the province.

There seems to be a focus on exploring the challenges associated to climate change by starting from a soil health perspective. Specific topics raised in recent meetings with the Nechako Valley producer working group include:

1. Explore practices that could increase soil moisture retention, including grazing management trials and new cropping systems.
2. Explore the state of soil health throughout the region, looking at physical (e.g. water holding capacity, water infiltration rate, and aggregate stability), chemical (nutrient analysis, pH, CEC) and biological (e.g. microbial respiration) traits.
 - a. Project would be helping to address the observation that the region is losing nutrients on a rapid rate, and need to identify any causes/correlations to the problem.
 - b. Compare nutrient cycling in dryland management differences between different soil types throughout the valley.

A project on this theme would be focused on supporting the existing cropping system (forage, annual grains, etc.) throughout the Nechako Valley. There are numerous partners that could be brought into the project, and project development must build off of existing regional knowledge (e.g. not repeat previous studies conducted in the region).

Action Item: UNBC to initiate a working group to develop a project that could collect baseline soil health data across the Nechako Valley, as well as initiate on-farm research programming to evaluate management practices that would help increase soil health.

A literature review would be conducted to explore projects already being conducted throughout the province (e.g. BC Forage Council, Peace River Forage Association of BC, Farm Adaptation Innovator Program, etc.).

Ag-Sector Diversification

There are substantial opportunities for ag-sector diversification within the Nechako Valley that require research and development to support producers' ability to enter these new markets. With UNBC recently completing Phase 2 of the Feasibility of Alternative and Specialty Crops, (Market Analysis and Economic Feasibility Assessment) and recent announcement of the opening of a hemp processing facility in Prince George, establishing projects around ag-sector diversification is high priority to ensure Nechako Valley producers are competitive and sustainable in these new enterprises. Specifically, support in navigating marketing and distribution of product, and consideration of transport costs of product must be addressed in projects moving forward.

In March 2020, it was announced that a new company, BC Hemp Corporation, plans to build an industrial hemp facility in Prince George that will increase the demand of regionally-produced hemp products. This creates a great opportunity to develop a partnership between UNBC, BC Hemp Corporation and regional producers, to develop joint research initiatives that could reduce potential barriers for producers entering into hemp production.

Action Item: UNBC to continue to discuss joint research initiatives related to hemp production with BC Hemp Corporation, and work with Nechako Valley producers to identify any knowledge gaps and research needs. UNBC will explore funding opportunities that could enable recruitment of dedicated graduate students to work on proposed projects.

The third phase of the UNBC Alternative and Specialty Crop Study will be focused on implementing regionally focused field trials on 2-3 of the crops producers are most interested in trialing. The study outlined potential crops that could thrive in the local climate and soil conditions, and which had the strongest market feasibility, but critical to success of any new crop is dependent on having producers interesting in growing the crop, and that production fits well into existing operation's enterprises (e.g. it may be more difficult for an established ranch to diversify into berry crops, but more feasible to trial field crops such as Jerusalem artichoke or camelina).

Action Item: UNBC to develop long-term partnerships with potential research farm sites, where field trials of new crops could be established, and identify which crops to include in the trial. The desired outcome of these discussions would be to develop a detailed research proposal by September 2020 to submit to funding agencies, for field trials within the Nechako Valley.

Regional District of Bulkley-Nechako

Action List - June 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
C.W.2020-6-5 Committee of the Whole June 4, 2020	COVID-19 Board Meeting Safety Precautions and Electronic Meeting Technology Improvements	Order plexiglass dividers for the Board room.	Curtis	Completed	
RDC.2020-5-8 Rural/Agriculture Committee June 4, 2020	Impact of Electoral Areas Joining the Transit Service	Defer <u>Motion RDC.2020-5-7</u> (Impact of Electoral Areas Joining the Transit Service) to a future meeting in order to provide additional funding model options.	Cheryl/John/Curtis	In Progress	
WMC.2020-3-3 Waste Management Committee June 4, 2020	Solid Waste Inventory and Feasibility Plan	Inform Tetractech that the Board will not be proceeding with hiring Tetractech to conduct the waste inventory study for the RDBN. (Requested scope of work for a comprehensive Solid Waste Inventory and Feasibility Plan).	Alex	Completed	
2020-7-13 Board Meeting June 18, 2020	Parks and Outdoor Recreation Study	That the Board receive the Parks and Outdoor Recreation Service Study, and direct staff to report back to the Board with a strategy for the implementation of a parks and recreation service that does the following: -Allows Directors the ability to determine the services provided, if any, in their service areas; -Allows for the ownership of parks and recreation facilities; -Allows for the provision of sustainable funding to societies; and, -Ensures that taxation dollars are spent in the service areas in which they were raised.	Jason L	On going	
2020-7-14 Board Meeting June 18, 2020	Cycle 16 Trail Society Memorandum of Understanding	That the Board enter into the Memorandum of Understanding with the Cycle 16 Trail Society.	Jason L	Completed	
2020-7-19 Board Meeting June 18, 2020	Chinook Community Forest Annual Operating Budget	Provide notification to Chinook Community Forest of the Board's support of the Chinook Comfor Limited Shareholders' resolutions to approve the 2020-2021 Operation Budget.	John	Completed	
2020-7-22 Board Meeting June 18, 2020	Request for Letter of Support Watershed Security Funding	Write a letter to Premier Horgan in support of the Nechako Environment and Water Stewardship Society (NEWSS) and the BC Watershed Security Coalition proposal to the B.C. and Federal Governments to invest in watershed security as a core focus of economic recovery plans for B.C.	Cheryl	Completed	June 18, 2020

Regional District of Bulkley-Nechako

Action List - June 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2020-7-25 Board Meeting June 18, 2020	Climate Action Revenue Incentive Programd (CARIP) Public Report - Climage Action Survey 2019	The Board approved Climate Action Revenue Incentive Program (CARIP) Public Report for 2019.	Wendy	Posted on RDBN Website	June 18, 2020
2020-7-29 Board Meeting June 18, 2020	RFP-Purchase of Computers for ESS Program	That the Board enter into a contract with Microserve for the purchase of 71 Lenovo Thinkpad T14 computers and 71 HP printers as described in their submission for the quoted price of \$138,013.82 (including PST).	John/DebJM	Completed	
2020-7-30 Board Meeting June 18, 2020	Knockholt Landfill Phase 3B - Authorization to Proceed Using Prime Contractor Agreement	That the Board proceed with completion of the Phase 3B Development Project at the Knockholt Landfill with the RDBN assuming the role of Prime Contractor as authorized under Bylaw No. 1532. And, that the Board approve an expenditure limit for completion of the Phase 3B Development Project of \$450,000.	Alex/John	On-going	
2020-7-32 2020-7-33 2020-7-34 Board Meeting June 18, 2020	2020 UBCM Resolutions	Submit the following resolutions to UBCM: - Connectivity - Cardboard Recycling - Ministry of Transportation and Infrastructure RE: Active Transportation	Cheryl	Completed	