



REGIONAL DISTRICT
OF BULKLEY-NECHAKO



AGENDA

MEETING NO. 14

OCTOBER 20, 2016

P.O. BOX 820
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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”***

STRATEGIC PRIORITIES 2015-2019

Now

- 1. Fair Share**
- 2. Legacy Proposal**
- 3. Work Camp Strategy**
- 4. Waste Management Strategy—Board reading/reviewing**
- 5. Internet/Cell Phone Connectivity**

Next

- 6. Diversification Strategy - (Mid-Term Timber Supply)**
- 7. Health Services**

Board Advocacy

- 8. Nechako Watershed**
- 9. Wildfire Mitigation**
- 10. CN Emergency Meeting and Exercise**

AGENDA

Thursday, October 20, 2016



<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – October 20, 2016</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
	(All grey highlighted items may be received as a block)	
11-23	Board Meeting Minutes – August 18, 2016	Adopt
24-31	Committee of the Whole Meeting Minutes - October 6, 2016 (Unapproved)	Receive
32-35	Committee of the Whole Meeting Minutes - September 8, 2016	Receive
36-38	Agriculture Committee Meeting Minutes - September 22, 2016 (Unapproved)	Receive
39-41	Agriculture Committee Meeting Minutes - July 21, 2016	Receive
42-65	Community to Community Forum Meeting Minutes - July 7, 2016	Receive
66-69	Regional Transit Committee Meeting Minutes - October 6, 2016 (Unapproved)	Receive
70-72	Rural Directors Committee Meeting Minutes - October 6, 2016 (Unapproved)	Receive
73-77	Rural Directors Committee Meeting Minutes - September 8, 2016	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	

DELEGATIONS

RIO TINTO ALCAN

Gareth Manderson, General Manager
Lianne Olson, Stakeholder and Community
Relations Liaison
Re: Update

FRASER BASIN COUNCIL

Theresa Fresco, Assistant Regional Manager, Upper Fraser
Re: Update

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
78-79	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - October 6, 2016	Recommendation (Page 79)
80-82	Corrine Swenson, Manager of Regional Economic Development - Request for Letter of Support - Beyond the Market for Rural Dividend Fund Proposal	Recommendation (Page 80)
83	Corrine Swenson, Manager of Regional Economic Development - Request for Sponsorship: Grassy Plains Community Hall Electoral Area "E" (Francois/Ootsa Lake Rural)	Recommendation (Page 83)
84	Kristi Rensby, Finance/Administration Coordinator - Federal Gas Tax Funds - Electoral Area "A" (Smithers Rural) Bulkley Valley Child Development Centre Society	Recommendation (Page 84)
85	Kristi Rensby, Finance/Administration Coordinator - Federal Gas Tax Funds - Electoral Area "C" (Fort St. James Rural) Community Arts Council of Fort St. James	Recommendation (Page 85)
86	Kristi Rensby, Finance/Administration Coordinator - Federal Gas Tax Funds - Electoral Area "C" (Fort St. James Rural) Fort St. James Curling Club	Recommendation (Page 86)
87	Melany de Weerd, CAO - Winter Break Closure - Statutory Holidays in December, 2016	Recommendation (Page 87)
88	Cheryl Anderson, Manager of Administrative Services - Staff Christmas Gift Certificate	Recommendation (Page 88)

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
89	Wendy Wainwright – Executive Assistant – Items to Be Brought Forward to the Public Agenda from Special (In-Camera) Meeting	Recommendation (Page 89)
90-101	Roxanne Shepherd, Chief Financial Officer - Financial Plan Guidelines	Recommendation (Page 90)
102-103	Melany de Weerd, CAO – Transit Committee Community to Community Forum	Recommendation (Page 103)
104	Melany de Weerd, CAO - RDBN Appointments - 2017	Ratify
105-106	Cheryl Anderson, Manager of Administrative Services - Procedure Bylaw Amendment/Election of Chair and Vice Chair	Receive
107	Cheryl Anderson, Manager of Administrative Services - Election of Chairperson and Vice- Chairperson	Receive
108-109	Deborah Jones-Middleton, Protective Services Manager - Monthly 9-1-1 Call Report - September 2016	Receive
<u>ELECTORAL AREA PLANNING</u>		
<u>Bylaw for First and Second Reading</u>		
110-119	Rezoning File No. A-02-16 Bylaw 1783 (Kilback) Smithers, Electoral Area "A"	Recommendation (Page 116)
<u>OTHER</u>		
<u>Planning Department Enquiries Report</u>		
120	For September 2016	Receive
<u>Building Inspector's Report</u>		
121	For September 2016	Receive

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<u>PAGE NO.</u>	<u>Correspondence</u>	<u>ACTION</u>
122-136	Homeowner Protection Office Bulletins 1) Information for Owner Builders 2) Owner Builder Authorization - Examination Requirement and application information	Receive
<u>VERBAL REPORTS</u>		
<u>RECEIPT OF VERBAL REPORTS</u>		
<u>ADMINISTRATION CORRESPONDENCE</u>		
<u>(All grey highlighted items may be received as a block)</u>		
137	Moricetown Band - Request for Letter of Support - Community Vehicle Grant Program	Direction
138	Village of Granisle – Request for Letter of Support - Community Vehicle Grant Program	Direction
139	Yekooche First Nation – Request for Letter of Support – Community Vehicle Grant Program	Direction
140	Tl'azt'en Nation – Request for Letter of Support - Community Vehicle Grant Program	Direction
141	Lakes District Fall Fair - Request for Letter of Support - Second Set of Public Washrooms	Direction
142-143	Burns Lake Mountain Biking Association - Request for Letters of Support <ul style="list-style-type: none"> • BC Rural Dividend Program • Nechako Kitamaat Development Fund • Northern Development Initiative Trust 	Direction
144	Village of Burns Lake - Request for Letter of Support - Rural Dividend Fund	Direction
145-146	Stuart Lake Nordic Ski Club - Request for Letter of Support - Murray Ridge Nordic Trails Projects	Direction
149-204	Town of Smithers - Request for Letter of Support - Additional 1% Accommodation Tax	Direction
205	Minister of Agriculture and Agri-Food - Funding for Regional Trials and Assessing Crops and Agricultural Lands	Receive

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<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE (CONT'D)</u>	<u>ACTION</u>
206	Village of Burns Lake - Acting Mayor Appointment - Regional District Representative	Receive
207	Village of Fraser Lake - Appointment of Alternate Director	Receive
208-210	CN - Follow Up on Presentation to Regional District Board of Directors	Receive
211-212	British Columbia Utilities Commission - British Columbia Hydro and Power Authority and FortisBC Inc. - Residential Inclining Block Rate Report to the Government of British Columbia	Receive
213-214	Ministry of Community, Sport and Cultural Development and Minister Responsible for TransLink - Northwest BC Resource Benefits Alliance	Receive
215-216	Ministry of Transportation and Infrastructure - Nominations for New Stop of Interest Signs	Receive
217-229	Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink - Ride Sourcing Stakeholder Engagement Summary Report	Receive
230-232	Canadian Union of Postal Workers - Another Opportunity to Have Your Say in Canada Post Review	Receive
233	Prince Rupert Gas Transmission Ltd. - Canadian Environmental Assessment Agency Certificate	Receive
234-235	Northern Gateway - Project Update	Receive
236-239	Northern Gateway - Federal Court of Appeal Update	Receive
240-241	Canadian Wildlife Service - Government of Canada's Draft Policies on the Implementation of the <i>Species At Risk Act</i>	Receive
242-243	Fire Prevention Officers Association of B.C. - Conference Magazine Advertising Opportunity	Receive

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PAGE NO. ADMINISTRATION CORRESPONDENCE (CONT'D) ACTION

244-254	BC Hydro - 2016 Northern Annual Report	Receive
255-257	British Columbia News - Five Communities Win Prestigious Open for Business Awards	Receive
258-259	Creston News Room - Creston Town Councillor Joe Snopek Passes at Age 75	Receive
260-262	Federation of Canadian Municipalities - News - October 3, 2016	Receive
263-264	Federation of Canadian Municipalities - Upcoming Information Sharing Deadline under Transport Canada's Grade Crossing Regulations	Receive
265	Federation of Canadian Municipalities - Haiti Emergency Fund	Receive
266-270	North West Regional Hospital District Meeting Minutes - August 12, 2016	Receive
271-272	Northern Health - New Digital Mammography Machine for G.R. Baker Memorial Hospital	Receive
273-274	Northern Health - Northern Health One Step Closer to Magnetic Resonance Imaging (MRI) Services in Terrace and Fort St. John	Receive
275	Regional District of Fraser-Fort George - Regional District Wants You to Understand why Your Landfill Matters	Receive
276-316	Union of B.C. Municipalities <ul style="list-style-type: none"> • UBCM Executive 2016-2017 • Community to Community Forum Intake • National Disaster Mitigation Program Funding • 2016 UBCM Community Excellence Awards Winners • Responding to Tent Cities • Province Consulting on Alternative Financial Services • Reconciliation Session: Understanding the Village • Gang Violence in Our Communities • Local Governments Key to Addressing Overdose Epidemic • Growing Resilience in Maple Ridge 	Receive

PAGE NO. ADMINISTRATION CORRESPONDENCE (CONT'D) ACTION

- Age-Friendly Grant Funding Announced
- Perspectives on BC's Housing Market
- Marijuana Dispensaries
- Clark Commits to Provincial Infrastructure Share
- Richmond Praises Federal, Provincial Partnerships
- September 28 Resolutions Debate
- Building Your Creative Economy
- Greens Will Ban Big Money
- FCM Addresses Delegates
- Keynote Praises Courageous Leadership
- Valuing Natural Assets
- Stretch Code a Step in the Right Direction
- Horgan Focused on Transit Funding, Gaming Grants
- Applications Invited for Clean Water and Wastewater Fund
- September 29 Resolutions Debate
- September 30 Resolutions Debate
- Resolutions Summary
- Affordable Rental Housing Program Invites Applications
- Funding & Resources Update
- Thank You for Supporting Orange Shirt Day

INVITATIONS

- | | | |
|---------|---|---------|
| 317-325 | Premier's BC Natural Resource Forum
- Program/Registration | Receive |
| 326 | COFI Convention 2017 - April 5-7, 2017
- Vancouver, B.C. | Receive |

FINANCIAL

- | | | |
|---------|--|--|
| 327-334 | Operating Accounts – Accounts Paid September, Ratify
2016 | |
|---------|--|--|

READING FILE

- Contents listed under Separate Cover

ADMINISTRATION BYLAWS

Bylaw for First, Second, Third Reading & Adoption

- | | | |
|-----|--|--|
| 335 | <u>No. 1784</u> – RDBN Procedure Amendment | 1 st , 2 nd , 3 rd
Reading & |
|-----|--|--|

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(All/Directors/Majority)

Adoption

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 13****Thursday, September 22, 2016**

PRESENT: Chair Bill Miller

Directors Taylor Bachrach – Via Teleconference
Eileen Benedict
Mark Fisher
Tom Greenaway
John Illes
Dwayne Lindstrom
Thomas Liversidge
Rob MacDougall
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Gerry Thiessen

Director Shane Brienen, District of Houston
Absent

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Service
Janine Dougall, Director of Environmental Services
Jason Llewellyn, Director of Planning – arrived at 10:36 a.m., left at 10:40 a.m., returned at 10:49 a.m.
Roxanne Shepherd, Chief Financial Officer
Corrine Swenson, Manager of Regional Economic Development – left at 10:20 a.m.
Wendy Wainwright, Executive Assistant

Other Chief Larry Nooski, Nadleh Whut'en Band – arrived at 10:46 a.m.

Media Flavio Nienow, LD News – arrived at 10:34 a.m.

CALL TO ORDER

Chair Miller called the meeting to order at 10:02 a.m.

AGENDA & SUPPLEMENTARY AGENDAMoved by Director Benedict
Seconded by Director Petersen**2016-13-1**

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of September 22, 2016 be approved; and further, that the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
-August 18, 2016

Moved by Director MacDougall
Seconded by Director Illes

2016-13-2

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of August 18, 2016 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Special Board Meeting Minutes
-September 22, 2016

Moved by Director Petersen
Seconded by Director Greenaway

2016-13-3

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of September 22, 2016 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting Minutes

Moved by Director Benedict
Seconded by Director Greenaway

2016-13-4

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

- Committee of the Whole Meeting Minutes
 - September 8, 2016 (Unapproved);
- Committee of the Whole Meeting Minutes
 - June 9, 2016;
- Rural Directors Committee Meeting Minutes
 - September 8, 2016 (Unapproved);
- Rural Directors Committee Meeting Minutes
 - August 18, 2016;
- Waste Management Committee Meeting Minutes
 - September 8, 2016 (Unapproved) as amended;
- Waste Management Committee Meeting Minutes
 - January 14, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting Recommendations
-August 18 & September 8, 2016

Moved by Director Benedict
Seconded by Director MacDougall

2016-13-5

"That the Regional District of Bulkley-Nechako Board of Directors approve Recommendations 1 through 8 as written:

Rural Directors Committee – August 18, 2016

Recommendation 1:

Re: Internet Service Information Request for Proposal

"That the Regional District of Bulkley-Nechako Board of Directors request staff to consult with a Communications Consultant to draft a Request for Proposal (RFP) that will outline the tangible information that is required to determine the high speed internet needs of rural RDBN; and further, that the RFP include the deliverables required to have high speed internet throughout rural RDBN; and further, that staff investigate the possibility of utilizing Federal Gas Tax funds or other funding for the costs of developing the RFP."

ADMINISTRATION REPORTS (CONT'D)

Rural Directors Committee – September 8, 2016

Recommendation 2:

Re: Request for Grant in Aid

“That the Regional District of Bulkley-Nechako Board of Directors approve the following grant in aid applications:

-the Smithers District Chamber of Commerce be given \$170.62 grant in aid monies from Electoral Area “A” (Smithers Rural) for the “Environmental Business of the Year Award” at the 2016 Community and Business Awards;

-the Grassy Plains Community Hall be given \$6,532 grant in aid monies from Electoral Area “E” (Francois/Ootsa Lake Rural) to assist with the purchase of a riding lawn mower;

-the Fraser Lake Cops for Cancer be given \$600 grant in aid monies from Electoral Area “D” (Fraser Lake Rural) to assist with accommodation costs for the Cops for Cancer Riders.”

Recommendation 3:

Re: Rural Connectivity – Funding Research

“That the Regional District of Bulkley-Nechako Board of Directors direct staff to further investigate the cost to hire a consultant; and further, that staff research the ability to utilize RDBN civic address mapping and Internet Service Provider mapping to determine areas that have a lack of internet coverage.”

Waste Management Committee – September 8, 2016

Recommendation 4:

Re: RDBN Solid Waste Management Plan Update – Process Forward

“That the Regional District of Bulkley-Nechako Board of Directors begin the process of updating the Solid Waste Management Plan for the entire regional district (including the Town of Smithers, District of Houston, District of Vanderhoof, District of Fort St. James, Village of Burns Lake, Village of Fraser Lake, Village of Telkwa, and Village of Granisle) and direct staff to notify the public of its intention to update the plan and begin a process of consultation.”

Recommendation 5:

Re: RDBN Solid Waste Management Plan Scope of Work

“That the scope of work for the RDBN Solid Waste Management Plan Update include a full review and update of the existing 1996 Plan.”

ADMINISTRATION REPORTS (CONT'D)

Waste Management Committee – September 8, 2016
(Cont'd)

Recommendation 6:

**Re: Paint, Pesticides and Flammable Liquids Collection
 – Information – Burns Lake Recycling Center**

“That the Burns Lake Recycling Center be provided the opportunity to become a partner with the Extended Producer Responsibility (EPR) Stewardship organization ReGeneration for Paint Collection; and further, that if the Burns Lake Recycling Center does partner with ReGeneration paint collection be removed from the Burns Lake Transfer Station.”

Recommendation 7:

**Re: Paint, Pesticides and Flammable Liquids Collection
 – Information – Smithers/Telkwa Transfer Station**

“That the Smithers/Telkwa Transfer Station remain a partner with the Extended Producer Responsibility (EPR) Stewardship organization ReGeneration for Paint, Pesticides and Flammable Liquids due to environmental concerns and ReGeneration’s recommendation that due to the population base served a second drop off location is required.”

Recommendation 8:

**Re: Paint, Pesticides and Flammable Liquids Collection
 – Information – Fraser Lake Bottle Depot**

“That the Fraser Lake Bottle Depot be provided the opportunity to become a partner with the Extended Producer Responsibility (EPR) Stewardship organization ReGeneration for Paint Collection; and further, that if the Fraser Lake Bottle Depot does partner with ReGeneration paint collection be removed from the Area “D” Transfer Station.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

Moved by Director Benedict
 Seconded by Director Fisher

2016-13-6

“That the Regional District of Bulkley-Nechako Board of Directors ratify release of the following motion from the Special (In-Camera) meeting of September 8, 2016:

“That the Regional District of Bulkley-Nechako Board of Directors appoint Melany de Weerd as its Chief Administrative Officer effective retroactively to July 1, 2016.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Western Canada Mountain Bike Tourism Association Northern Development Application – Cross Regional Account Moved by Director Newell
 Seconded by Director Reppen

2016-13-7

“That the Regional District of Bulkley-Nechako Board of Directors support Western Canada Mountain Bike Tourism Association's application to the Northern Development Initiative Trust – Cross Regional Account in the amount of \$8,000 for creation of mountain biking trail maps as well as a northern BC brand and logo.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Newell spoke to the Houston Mountain Bike Association not being included in the application. Staff have provided the contact information for the Canada Mountain Bike Tourism Association to the Houston Mountain Biking Association.

Discussion took place regarding inviting the Western Canada Mountain Bike Tourism Association to present to the Regional Board. Staff will invite the Association to a future Regional Board Meeting.

Disposal of Vehicles

Moved by Director Fisher
 Seconded by Director Illes

2016-13-8

1. “That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's September 7, 2016 memo titled “Disposal of Vehicles”; and
 2. Authorize Staff to dispose of the 2010 Ford Escape and the 2004 Pontiac Vibe through the BC Government's BC Auction service.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chinook Comfor Limited Shareholders' Resolution

Moved by Director Benedict
 Seconded by Director Illes

2016-13-9

1. “That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's September 15, 2016 memo titled “Chinook Comfor Limited Shareholders' Resolution”; and
 2. Authorize Chair Miller and Director Benedict to sign the Chinook Comfor Limited Shareholders' Resolution appointing Barry Ryan Tibbett, Burns Lake Nation Forestry Ltd. (Burns Lake Band), as Director effective August 31, 2016.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Monthly 9-1-1 Call Report
-August, 2016

Moved by Director MacDougall
Seconded by Director Fisher

2016-13-10

"That the Regional District of Bulkley-Nechako Board of Directors receive the Protective Services Manager's September 7, 2016 memo titled "Monthly 9-1-1 Call Report – August, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

PLANNING DEPARTMENT REPORTS

OTHER (All Directors)

Planning Department
Reports

Moved by Director Newell
Seconded by Director Fisher

2016-13-11

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

- Planning Department Enquiries Report – August, 2016;
- Action List – August, 2016;
- APC Minutes: Advisory Planning Commission Electoral Area "B" and "E" Re: August 17, 2016;
- Building Inspector's Report - August, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Kevin Jardine, Environmental
Assessment Officer – RE: New
Gold Inc.'s Blackwater Gold
Project

Moved by Director Petersen
Seconded by Director MacDougall

2016-13-12

"That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence from Kevin Jardine, Environmental Assessment Officer Re: New Gold Inc.'s Blackwater Gold Project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Meeting with Stellat'en First
Nation and Nadleh Whut'en
Band

Director Lindstrom, along with Director Parker attended a meeting with Stellat'en First Nation and Nadleh Whut'en Band to discuss working together and how to assist one another. Director Lindstrom presented the two communities with handmade glass plates from a local artisan on behalf of the Village of Fraser Lake. Nadleh Whut'en will host the next meeting and they hope to have quarterly meetings.

Grocery Store in Fraser Lake

Director Parker mentioned that they are still working on getting a grocery store in Fraser Lake.

VERBAL REPORTS (CONT'D)

<u>Brink Forest Products Ltd. Purchases Vanderhoof Specialty Woods</u>	Director Thiessen reported that Brink Forest Products Ltd. purchased Vanderhoof Specialty Woods. Director Thiessen noted that this will assist with sustainability and job security in Vanderhoof.
<u>Town of Smithers Small Business Task Force</u>	Director Bachrach mentioned that he attended a meeting to discuss the Small Business Task Force Recommendations to make business development easier for the Town of Smithers. One of the recommendations is in regard to parking and businesses not having to provide off street parking.
<u>Red Apple Store Opening in Fort St. James</u>	Director MacDougall commented that a Red Apple Store opened in Fort St. James on September 17, 2016.
<u>Unveiling of a Commemorative Plaque in Remembrance of Chief Ke'eh</u>	Director MacDougall noted that he attended the unveiling of a commemorative plaque at the Fort St. James National Historic Site to acknowledge the contribution of Chief Ke'eh as a significant figure in Canadian history. Director MacDougall thanked Director Thiessen for attending the ceremony.
<u>Lieutenant Governor of B.C. in Fort St. James</u>	Director MacDougall mentioned that on September 12, 2016 the Lieutenant Governor of B.C. Judith Guichon spent the day in Fort St. James. She toured the community and attended two school assemblies.
<u>Meeting with John Rustad, MLA Nechako Lakes</u>	Director MacDougall commented that John Rustad, MLA Nechako Lakes attended a District of Fort St. James council meeting to provide an update.
<u>Physician Recruitment -Houston</u>	Director Newell attended a physician recruitment meeting this week in Houston. The Nurse Practitioner in the community currently has 350 patients and the Physician has 700 patients. A second physician is expected to arrive in March, 2017.
<u>Federal Gas Tax Fund -Telkwa</u>	Director Repen mentioned that Telkwa was awarded Federal Gas Tax Funds from Electoral Area "A" for the ball diamond and outdoor rink in the community. The concrete for the ice rink was poured the week of September 12-16, 2016. The next step is to complete a roof over the ice rink. He thanked Director Fisher and the Regional Board for their support.
<u>Village of Telkwa - Asset Management Report</u>	Director Repen spoke of completing the Village of Telkwa's Asset Management Report and noted the challenges faced by small communities regarding aging infrastructure. There will be a meeting held October 12, 2016.

VERBAL REPORTS (CONT'D)

Chair Miller – Update

Chair Miller attended the Northern Mayors & Regional District Chairs Roundtable in Prince George on September 9, 2016. He mentioned that there was a good turnout and some good discussion took place. There were three topics discussed: economic, social and environmental impacts. They outlined the common interests, obstacles and struggles in regard to the three topics. The North Central Local Government Association and Prince George Mayor Lyn Hall will work with a subcommittee to work on the items that formulated from the discussion. There was also discussion in regard to the Northwest Resource Benefits Alliance, reconciliation process and usable climate action plan.

OBAC Meeting

- Met with Jason Fisher, Associate Deputy Minister, Ministry of Forests, Lands and Natural Resource Operations:

-Portfolio includes:

- Rural Secretariat and Rural Dividend Fund;
- Tenures, Competitiveness and Innovation Division;

- Discussion took place regarding:

- o mill closures and timber swaps;
- o impacts to communities;
- o fiber usage and waste;
 - the need to utilize all fiber is critical.
- o Rural Dividend and the structure of the advisory council.

Receipt of Verbal Reports

Moved by Director MacDougall
 Seconded by Director Newell

2016-13-13

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Fort Fraser Sidewalk

Moved by Director Parker
 Seconded by Director Lindstrom

2016-13-14

“That the Regional District of Bulkley-Nechako Board of Directors receive the letter from Ashley Thon – Fort Fraser Sidewalk.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Parker has followed up and will continue to work on the issue of the Fort Fraser Sidewalk.

ADMINISTRATION CORRESPONDENCE (CONT'D)

**Administration
Correspondence**

Moved by Director Illes
Seconded by Director Greenaway

2016-13-15

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

- Transport Canada – Requirements under the *Grade Crossings Regulations* pursuant to the *Railway Safety Act*;
- Doug Donaldson, MLA, Stikine – 2016 Union of BC Municipalities Convention;
- Selina Robinson – Reminder, Book your Meeting With the Opposition at UBCM;
- Letter from Jim Abram – Director and Vice Chair Strathcona Regional District – Running for a Position as Director at Large on the UBCM Executive;
- Burns Lake Mountain Biking Association- Thank you for Supporting The Big Pig;
- Ben Rokorath – Thank you for Electoral Area "C" Bursary;
- Joe Warshawsky, Councillor, City of Fernie - How Your Regional Economy is Affected by Highway Maintenance;
- BC Ministry of Energy & Mines Community Energy Leadership Program – NEW Federal Energy Innovation Program;
- Ministry of Environment – Head, Climate Action Secretariat – Province of B.C. releases its Climate Leadership Plan;
- British Columbia News – B.C.'s Climate Leadership Plan to Cut Emissions While Growing the Economy;
- Physiotherapists for Northern Communities -Shortage of Physiotherapists;
- FCM Communique – Looking for Canada 150 Community Leaders;
- FCM Communique – Municipal Sector gets a Voice at the FPT Table;
- Union of B.C. Municipalities
 - Funding for Local Emergency Preparedness
 - And the Nominations Are In!
 - New Factsheet on Burning
 - Building Act Update for Local Governments
 - Road Safety Survey Report Released
 - CAPP Oil Sands Tour
 - Input Sought for Federal Housing Strategy
 - UBCM's Annual Report Now Available
 - Community Works Fund Payments
 - Convention Bulletin #4
 - Gang Violence Focus of Convention Session
 - Funding & Resources Update
 - Provincial Urban Deer Advisory Committee Update
 - Emergency Management Framework for Agriculture."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

INVITATIONS

Administration Invitations

2016-13-16

Moved by Director Parker
Seconded by Director MacDougall

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

- Small Business Roundtable's "Open for Business Awards" Presentation – September 26, 2016
- Victoria, B.C.;
- Council of Forest Industries – 2016 Prince George Community Dinner – September 22, 2016;
- Rio Tinto Alcan – Tour of Modernized Smelter
- September 24, 2016 – Kitimat, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Repen spoke to the correspondence titled "Transport Canada – Requirements under the *Grade Crossings Regulations* pursuant to the *Railway Safety Act*". He spoke to the Village of Telkwa's challenges associated with the crossing in his community. CN and Ministry of Transportation and Infrastructure control the crossing but it affects the Village of Telkwa. Director Repen spoke to the issue being the responsibility of CN and the Province and the impact of downloading to the municipality.

Discussion took place regarding the CN whistles at rail crossings and the impact CN has on the spread of invasive weeds.

FINANCIAL

Operating Accounts -August, 2016

2016-13-17

Moved by Director Benedict
Seconded by Director Fisher

"That the Regional District of Bulkley-Nechako Board of Directors ratify the Operating Accounts – Paid August, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ACTION LISTS

Action Lists

2016-13-18

Moved by Director MacDougall
Seconded by Director Newell

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

- August, 2016;
- July, 2016;
- June, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION BYLAWS

Bylaw for First, Second, Third Reading & Adoption

No. 1782 –RDBN Officers
Amendment

Moved by Director Greenaway
Seconded by Director Illes

2016-13-19

"That "Regional District of Bulkley-Nechako Officers Amendment Bylaw No. 1782, 2016" be given first, second, third reading and adoption this 22nd day of September, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

READING FILE

Reading File

Moved by Director Newell
Seconded by Director Greenaway

2016-13-20

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

INVITATION:

-Bioenergy – Scaling Up Conference November 14-16, 2016
Fairmont Chateau Laurier, Ottawa, Canada;

CORRESPONDENCE:

- BC Association of Farmers' Markets – BC Association of Farmers' Markets Names New Executive Director;
- BC Chamber of Commerce – Chamber News September 2016;
- BC Chamber of Commerce – Insight Advocacy News – Trans Mountain Pipeline, B.C. Sales tax, BC Chamber new CEO;
- BC Community Forest Association – Newsletter 2016;
- BC Healthy Communities – BC Healthy Communities is on the Move;
- BC Road Builders & Heavy Construction Association – 2016 Strategic Work Plan & Brochure "Standardization of Construction Specifications and Contract language";
- Clean Energy Canada – Deep Investing;
- Clean Energy Canada – Meet B.C.'s Climate Procrastination Plan;
- Federation of Canadian Municipalities – FCM Voice – Week of September 5, 2016;
- Federation of Canadian Municipalities – Presidents Corner;
- Journal of Ecosystems and Management – Riparian Management of Perennial Coastal Streams with Potential Habitat for Tailed Frog;
- Ministry of Forests, Lands and Natural Resource Operations – Update From Minister Thomson;
- Nechako Reservoir Update - Flow Facts:
 - September 14, 2016
 - September 6, 2016
 - August 31, 2016
 - August 17, 2016;
- Northern BC Tourism – New from Northern BC Tourism;
- Smithers Exploration Group – Update August 30, 2016;
- University of Northern British Columbia – August 2016 News."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

REPORTS

Smithers and Area Victims Services Service Establishment -Alternative Approval Process Moved by Director Fisher
Seconded by Director Bachrach

2016-13-21 "That the Alternative Approval Process be used to determine approval of the electors for "Smithers and Area Victims' Services Service Establishment Bylaw No. 1776, 2016";

Further, that for the purpose of obtaining approval for the "Smithers and Area Victims' Services Service Establishment Bylaw No. 1776, 2016" using the alternative approval process, 387 be used as the fair determination of 10% of the total number of eligible electors within Electoral Area "A";

Further, that the deadline for receiving elector responses for Bylaw No. 1776 be Monday, December 5, 2016;

And further, that the attached Elector Response Form be approved as the Elector Response Form for Bylaw No. 1776."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Municipal Insurance Association Moved by Director Illes
Seconded by Director Greenaway

2016-13-22 "That the Regional District of Bulkley-Nechako Board of Directors ratify the appointment of Director Eileen Benedict to the Municipal Insurance Association for 2016."

(All/Directors/Majority) CARRIED UNANIMOUSLY

MISC UBCM CORRESPONDENCE

UBCM Correspondence Moved by Director Thiessen
Seconded by Director Lindstrom

2016-13-23 "That the Regional District of Bulkley-Nechako Board of Directors receive the following correspondence:

- Union of B.C. Municipalities Forums Focus: Streetside Health Care; Reconciliation; Marijuana Dispensaries
 - Promoting Communities to Business Investors Online
 - Province Seeks Input for National Housing Strategy;
- Sharon Gaetz, Mayor, City of Chilliwack/Chair, Fraser Valley Regional District – Request for Support for Director at Large;
- Hilary Crowley, Physiotherapist – Shortage of Physiotherapists in the North;
- Cathy Peters – Human Trafficking/Sexual Exploitation, Youth and Child Exploitation, Youth Porn Use/Addiction."

(All/Directors/Majority) CARRIED UNANIMOUSLY

NEW BUSINESS

District of Vanderhoof
Brian Frenkel – UBCM
Director at Large

Director Thiessen mentioned that Brian Frenkel, Councillor, District of Vanderhoof is running for Director at Large for the Union of B.C. Municipalities. Director Thiessen encouraged the Regional Board's support for Councillor Frenkel's bid for Director at Large.

SPECIAL IN-CAMERA MEETING MOTION

Moved by Director MacDougall
Seconded by Director Petersen

2016-13-24

"In accordance with Section 90 (2)(b) of the *Community Charter*, 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 (Highway 16 Transit) or information received relating to these matters must 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 Newell
Seconded by Director Petersen

2016-13-25

"That the meeting be adjourned at 10:50 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, October 6, 2016**

PRESENT: Chairperson Bill Miller

Directors Taylor Bachrach
Eileen Benedict
Shane Brienen
John Illes
Dwayne Lindstrom
Thomas Liversidge
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Gerry Thiessen

Directors Absent Mark Fisher, Electoral Area "A" (Smithers Rural)
Tom Greenaway, Electoral Area "C" (Fort St. James Rural)
Rob MacDougall, District of Fort St. James

Alternate Directors Bob Hughes, Electoral Area "C" (Fort St. James Rural)
Stoney Stoltenberg, Electoral Area "A" (Smithers Rural)

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Janine Dougall, Director of Environmental Services – arrived at 12:58 p.m., left at 1:26 p.m. arrived at 2:25 p.m.
Jason Llewellyn, Director of Planning – left at 2:25 p.m., arrived at 2:47 p.m.
Roxanne Shepherd, Chief Financial Officer
Corrine Swenson, Manager of Regional Economic Development
Wendy Wainwright, Executive Assistant

Others Val Anderson, Economic Development Officer – arrived at 12:41 p.m.
Gladys Atrill, Councillor, Town of Smithers – left at 12:10 p.m.
David Borth, Executive Director, Rural Dividend Fund – arrived at
Peter Johnson, Stewart McDannold Stuart – via teleconference and GoTo Meeting 10:30 to 12:10 p.m.
Susan Schienbein, Councillor, Village of Burns Lake – left at 12:10 p.m.
Sheryl Worthing, CAO, Village of Burns Lake – arrived at 12:41 p.m.

Via Tele-Conference: Greg Brown, Councillor, Town of Smithers – left at 12:10 p.m.
Tom Clement, CAO, District of Vanderhoof – left at 12:10 p.m.
Kevin Crook, CAO, District of Fort St. James – left at 12:10 p.m.
Lina Gasser, Deputy Corporate Officer, District of Fort St. James – left at 12:10 p.m.
Brenda Gouglas, Councillor, District of Fort St. James – left at 12:10 p.m.
Sara Storey, Councillor, Village of Fraser Lake – left at 12:10 p.m.
Anne Yanciw, CAO Town of Smithers – left at 12:10 p.m.

Media Flavio Nienow, LD News – left at 10:43 a.m.

CALL TO ORDER

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

**AGENDA &
SUPPLEMENTARY AGENDA**

Moved by Alternate Director Stoltenberg
Seconded by Director Petersen

C.W.2016-8-1

“That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of October 6, 2016 be approved; and further, that the Supplementary Agenda be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

**Committee of the Whole
Minutes – September 8, 2016**

Moved by Director Brienens
Seconded by Director Bachrach

C.W.2016-7-2

“That the Committee of the Whole meeting minutes of September 8, 2016 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATIONS

Peter Johnson, Stewart McDannold Stuart Barristers and Solicitors re: Conflict of Interest Exception Regulation – Via GoTo Meeting and Teleconference

Chair Miller welcomed Peter Johnson, Stewart McDannold Stuart Barristers and Solicitors.

Mr. Johnson provided a PowerPoint Presentation in regard to:

- **Conflict of Interest of Elected Officials:**
 - o What is a conflict of interest?
 - o Sources of Law – Conflict of Interest;
 - Pre-1993;
 - New Conflict of Interest Legislation for BC – 1993;
 - *Community Charter*;
 - Common Law (case law);
 - Disclosure of Conflict;
 - Restrictions on Participation;
 - Withdrawing the Declaration of Conflict;
 - Pecuniary Conflicts of Interest;
 - o Direct vs. Indirect pecuniary interests;
 - Appointments to Outside Boards, Agencies;
 - o New Regulations *Conflict of Interest Exceptions Regulations*, B.C. Reg. 91/2016;
 - Who does the exemption apply to?
 - What interests are exempted?
 - Summary of New Regulations;
 - Non-Pecuniary Conflicts of Interest;
 - Non-Pecuniary Conflicts of Interest – Political bias;
 - Statutory Exceptions;
 - Consequences;
 - Restrictions on Influence;
 - Gifts;
 - Disclosure of Contracts;
 - Confidentiality/Insider Information.

DELEGATIONS (CONT'D)

Peter Johnson, Stewart McDannold Stuart Barristers and Solicitors re: Conflict of Interest Exception Regulation – Via GoTo Meeting and Teleconference (Cont'd)

Discussion took place regarding Regional Board members being appointed to outside Boards and/or Agencies.

Specific issues need to be brought forward to Municipal Councils or Regional District Board solicitors directly in order to clarify all the facts and details.

Chair Miller thanked Mr. Johnson for attending the meeting.

Break for lunch at 12:10 p.m.

Reconvened at 12:41 p.m.

DELEGATIONS (CONT'D)

David Borth, Executive Director, Rural Dividend Fund

Chair Miller welcomed David Borth, Executive Director, Rural Dividend Fund.

Mr. Borth provided an overview of the formation of the BC Rural Dividend Fund and the mandate to Minister Thomson, Ministry of Forests, Lands and Natural Resource Operations to administer the fund.

Mr. Borth provided a PowerPoint Presentation.

First Intake Funding Announcements:

- Sent to applicants September 29th;
- Rural Dividend Second Intake:
 - o October 3rd to October 31st;
- Three year program;
- Assist communities to identify projects;
 - o There has been changes to the criteria;

Program Overview

- \$25 million a year for three years;
- Spring 2019;
- Two intakes in 2016, 2017 and one intake in 2018;
- Provide benefits to rural communities populations under 25,000;

Eligible Applicants

- Local Governments:
 - o Municipalities;
 - o Regional Districts;
 - o Unincorporated areas;
- First Nations;
- Not – for – Profit Organization's:
 - o OBAC and NDIT not eligible to apply
 - Can partner with communities;
 - o Community Futures are now able to apply;

DELEGATIONS (CONT'D)

David Borth, Executive Director, Rural Dividend Fund (Cont'd)

Project Categories

- Community Capacity Building;
- Workforce Development;
- Community and Economic Development;
- Business Sector Development;

Funding Streams

- Project Development – Up to \$10,000:
 - o Feasibility studies, business cases;
 - o Up to 100% of costs;
- Single Applicant – Up to \$100,000:
 - o Up to 80% of costs;
- Partnerships – Up to \$500,000:
 - o Up to 60% of costs;

Program Changes

- Revisions based on feedback from applicants and Rural Advisory Committee (RAC);
- Easier and quicker application process;
- Greater program accessibility;

Infrastructure Projects – NEW

- Up to 25% of project costs;
- Must directly link to economic development/diversification;
- Not for traditional infrastructure;

Destination Trail Projects – NEW

- Directly linked to economic development;

Financial Statements – NEW:

- Tiered depending upon funding request:
 - o Up to \$10,000 – internally prepared and signed by two board members;
 - o \$10,000-100,000 – review engagement;
 - o \$100,000-500,000 – audited financials;

Selection Criteria

- Listed in the Program Guide, including:
 - o Strength of the project;
 - o Rural communities most in need;
 - o Capacity to deliver project;
 - o Anticipated benefit of project on community;

Second Intake Review Timelines:

- Project Development applications:
 - o Expedited process – decisions by early 2017;
 - o \$100,000-500,000 – decisions by February 2017;
- Project applications:
 - o On the website;
 - Q&A being approved to be on the website;
 - Project descriptions;
 - Program guide.

Director Repen voiced concerns and frustration in regard to the need for critical infrastructure in small communities and yet this fund cannot be used for critical infrastructure. He spoke to critical infrastructure being an economic benefit as it directly relates to the attraction and retention of residents. Director Repen also spoke to the resource benefit funds that some small communities in the province receive which allows those communities to upgrade their infrastructure and benefit economically.

DELEGATIONS (CONT'D)

David Borth, Executive Director, Rural Dividend Fund (Cont'd)

Mr. Borth spoke to the term "Dividend" and the political decisions to make the Rural Dividend Fund an application based fund. He spoke to the Rural Dividend Advisory Committee discussing some of the issues in the future.

Discussion took place regarding communities attempting to find projects that align with the criteria. An arena is an example of an economic development tool for communities and yet the infrastructure does not align with the criteria of the program. If infrastructure is not taken care of there will be no economic development. Communities would like to have funding for their core priorities. Director Bachrach spoke to concerns in regard to taking capacity from municipal core priorities and reallocating to try and find projects that would fit the criteria.

Director Thiessen spoke to being a member of the Rural Advisory Committee and being one of four Mayors on the fourteen member Board. He spoke to the UBCM completing a similar survey to the Forestry Consultation Process that was recently undertaken to determine the actual needs and requirements of rural B.C. communities. Mr. Borth spoke of bringing the ideas forward at the Rural Advisory Committee next week at its meeting in Victoria.

Director Benedict asked if each Electoral Area could apply for the Rural Dividend Fund. Mr. Borth indicated that each Electoral Area would be eligible to apply for funds and collectively use the funds on a project. Director Benedict spoke to potentially applying for funds for an Electoral Area joint project.

Chair Miller thanked Mr. Borth for attending the meeting.

Break to move to the Regional Transit Meeting at 1:26 p.m.

Reconvened at 2:24 p.m.

DISCUSSION ITEM

Darlene Morgan, Chief Administrative Officer, Nisaga's Village of Gitlaxt'aamiks – Travel and Accommodation Cost for Appearing as a Delegation at an Upcoming Board Meeting

Chair Miller noted Darlene Morgan's experiences and spoke to her knowledge in regard to the Truth and Reconciliation Commissions Report's recommendations for local government. Discussion took place in regard to having First Nations representatives from within the RDBN present at RDBN meetings. The ability to utilize GoTo Meeting (Video/Teleconference program) for a presentation was also discussed.

REPORTS

Liability Insurance for Private Instructors at Bulkley Valley Pool

Moved by Alternate Director Stoltenberg
 Seconded by Director Repen

C.W.2016-8-3

"That the Committee of the Whole defer the Chief Financial Administrators September 29, 2016 memo titled "Liability Insurance for Private Instructors at Bulkley Valley Pool" to a future Regional District of Bulkley-Nechako Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

RDBN Solid Waste
 Management Plan Update
 Issuance of Request for
 Proposals

Moved by Director Thiessen
 Seconded by Director Repen

C.W.2016-8-4

"That the Committee of the Whole receive the Director of Environmental Service's September 27, 2016 memo titled "RDBN Solid Waste Management Plan Update Issuance of Request for Proposals."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

INVITATION

Discussion took place in regard to providing a gift to the Nadleh Whut'enne Yah for their Grand Opening Celebrations.

Nadleh Whuet'enne Yah
 Grand Opening Celebration
 -October 22, 2016

Moved by Director Parker
 Seconded by Alternate Director Stoltenberg

C.W.2016-8-5

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors approve up to \$500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with providing a gift for the Nadleh Whut'enne Yah Grand Opening Celebrations."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

BC Hydro – Planned Power
 Outage – Fort St. James and
 Area – October 16 & 23, 2016

Moved by Alternate Director Stoltenberg
 Seconded by Alternate Director Hughes

C.W.2016-8-6

"That the Committee of the Whole receive the correspondence from BC Hydro regarding Planned Power Outage – Fort St. James and Area – October 16 & 23, 2016."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

CORRESPONDENCE

Moricetown Band – Request for Letters of Support – Grant Applications – Northern Development Initiative Trust and BC Rural Dividend Fund Moved by Director Repen
 Seconded by Director Bachrach

C.W.2016-8-7

“That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors provide a letter of support to the Moricetown Band for its grant application to Northern Development Initiative Trust and BC Rural Dividend Fund for infrastructure upgrades to the RV Park and Campground overlooking Moricetown Canyon.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

INVITATION

Yellowhead Road & Bridge -Pre-Winter Stakeholders Meeting – October 20, 2016 Moved by Director Parker
 Seconded by Alternate Director Stoltenberg

C.W.2016 -8-8

“That the Committee of the Whole receive the invitation from Yellowhead Road & Bridge regarding the Pre-Winter Stakeholders Meeting on October 20, 2016.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Smithers/Telkwa Transfer Station Metal and Wood Salvaging

Director Repen spoke to receiving a twenty-three page petition with 451 signatures to provide the public access to the metal and wood piles for salvaging at the Smithers/Telkwa Transfer Station. Director Repen noted the need to find a solution to address the liability issues with salvaging of metal and wood at RDBN Solid Waste Management Facilities.

Janine Dougall, Director of Environmental Services mentioned that during the Solid Waste Management Plan review that is currently being undertaken by the Regional Board a component will be to analyze how to encourage reduce, reuse and recycle materials and programs in the RDBN. The costs involved in mitigating the liability associated with allowing salvaging of metal and wood was brought forward for discussion.

Discussion took place regarding utilizing grant funding from the Municipal Insurance Association of B.C. for local government risk management programs. Ms. Dougall stated that the grant funding was accessed for the Reuse Shed Risk Management study conducted in the process of reopening the sheds. The opportunity for the RDBN to apply for funding is not available again until 2017. In 2017, as part of the SWMP review the RDBN Board can determine how to move forward. Providing public notification was discussed.

NEW BUSINESS (CONT'D)

Solid Waste Management Plan Moved by Director Repen
Review Public Notification, Seconded by Director Illes
Rural Dividend Fund and
MIA BC Risk Management
Funding

C.W.2016 -8-8

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to:
 a. Write an article providing public notification of the Solid Waste Management Plan review process being undertaken by the RDBN and the inclusion of reduce, reuse and recycle initiatives to be reviewed in regard to metal and wood salvaging;
 b. that staff apply to the Rural Dividend Fund for a metal and wood salvaging study in the region;
 c. that staff apply to the Municipal Insurance Association of BC in January, 2017 for Risk Management grant funding in regard to metal and wood salvaging at RDBN Solid Waste Management Facilities."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Alternate Director Stoltenberg
 Seconded by Director Repen

C.W.2016-8-7

"That the meeting be adjourned at 2:48 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, September 8, 2016**

PRESENT: Chairperson Bill Miller

Directors Taylor Bachrach
Eileen Benedict
Shane Brienen
Mark Fisher
Tom Greenaway
Dwayne Lindstrom
Thomas Liversidge
Rob MacDougall
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Luke Strimbold
Gerry Thiessen

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Roxanne Shepherd, Chief Financial Officer
Corrine Swenson, Manager of Regional Economic Development
– left at 11:06 a.m.
Wendy Wainwright, Executive Assistant

Others Cam Schley, Inspector, Skeena Region, Conservation Officer
Service, Ministry of Environment – left at 11:06 a.m.
Mark West, Inspector, Omineca Region, Conservation Officer
Service, Ministry of Environment - left at 11:06 a.m.

CALL TO ORDER

Chair Miller called the meeting to order at 10:33 a.m.

AGENDAMoved by Director Strimbold
Seconded by Director Petersen**C.W.2016-7-1**"That the Agenda of the Regional District of Bulkley-Nechako
Committee of the Whole meeting of September 8, 2016 be
approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Committee of the Whole
Minutes – June 9, 2016**Moved by Director Benedict
Seconded by Director Newell**C.W.2016-7-2**"That the Committee of the Whole meeting minutes of June 9,
2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

CONSERVATION OFFICER SERVICE MINISTRY OF ENVIRONMENT – Cam Schley, Inspector, Skeena Region and Mark West, Inspector, Omineca Region RE: Conservation Officer Service (COS) within the Bulkley Stikine Area

Chair Miller welcomed Cam Schley, Inspector, Skeena Region and Mark West, Inspector, Omineca Region, Conservation Officer Service Ministry of Environment.

Mr. West explained that he is responsible for Endako East and Mr. Schley is responsible for Endako West within the RDBN boundaries. Mr. West has spent over 20 years being a Conservation Officer in Burns Lake and is now the Inspector for the Omineca Region and Mr. Schley has been in the region for over 18 years.

Mr. West noted that the traditional role of the Conservation Officer Service (COS) is to enforce the *Fish and Wildlife Act*. They also enforce the *Environmental Management Act* along with 32 other pieces of legislation and are the enforcement agency for the Minister of Environment. Offences concerning fish, wildlife, air, water and land are under the jurisdiction and mandate of the Conservation Officer Service. Mr. West spoke to the challenges associated with the limited manpower in regard to the large geographical area that is covered by the COS.

Mr. West mentioned that illegal dumping sites are a major issue and take a considerable amount of the COS's time. He has worked with the Regional District of Fraser-Fort George and City of Prince George to waive tipping fees for interested groups to clean up illegal dumping sites and assist the COS. He noted that the COS attempts to work with municipalities to clean up illegal dump sites, it is a large provincial concern.

Mr. Schley spoke of Bear Smart Communities and working with municipalities to keep bears from dumpster diving and coming into communities to forage for food from fruit trees, etc. Mr. West commented that in working with the Northern Rocky Municipality they have developed bear management wherein the municipality changed its bylaws to follow the *Wildlife Act*. They follow a no food out and locked up garbage rule and this has assisted in the success and management of bears and reduced the need for trapping bears in the community.

In the Fernie area, the municipality and Regional District contribute to the funding for a COS to assist in enforcement with off road vehicles causing damage to the landscape and in the North Okanagan partnerships have been formed with local government and COS to assist in funding for extra boat patrols and boating safety.

Mr. West noted that a component of the review for the Bulkley Stikine interviews were performed with external clients, Mayors, RCMP, Environment Canada, and lodges asking questions such as "Does the COS provide adequate service and how to improve that service."

Director Benedict brought forward concerns in regard to predator and wildlife conflict with the agriculture sector. Mr. West mentioned that he is the lead for the BC Cattlemen's Associations Livestock Predator Program. The program involves dealing with attacks by predators, specifically wolves and coyotes on dairy, beef and sheep. The permit allows them to conduct mitigation (trapping and hunting) on harassments on Crown and private land throughout the year. The mitigation can only take place after it has been verified that the wolves and coyotes are attacking the dairy, beef and/or sheep. The permit for the BC Cattlemen's Association was issued in March of 2016 and appears to be a successful program. Director Parker mentioned that at a meeting he attended with the Livestock committee he received positive feedback in regard to the program. For dairy and beef there is a compensation request that can be submitted that is firstly reviewed by Mr. West and then forwarded to the Ministry of Agriculture for compensation payout on the lost. In regard to bear and cougar attacks on dairy, beef and sheep the COS responds and will take mitigation efforts to track, trap and remove the animal on verified attacks only. The COS will also respond to attacks by wolves on horses. Geese, deer and elk harassments are addressed on a case by case basis. The COS works with the Canadian Wildlife Service which

DELEGATION (CONT'D)

**CONSERVATION OFFICER SERVICE MINISTRY OF ENVIRONMENT – Cam Schley,
Inspector, Skeena Region and Mark West, Inspector, Omineca Region RE: Conservation
Officer Service (COS) within the Bulkley Stikine Area**

has jurisdiction over migratory birds and can issue kill permits or scare permits to address the issues involving migratory birds.

Director Parker asked how assistance can be given to prevent illegal dumping in the region. Discussion took place in regard to calling the toll free number to report illegal dump sites. Mr. West commented that he will provide local contact information for Sergeants in the area to work to develop ideas to prevent and clean up illegal dumping. Director Thiessen mentioned that the RDBN does not have tipping fees but still sees a number of illegal dumping sites. Director Fisher suggested that illegal dumping be brought forward at a Rural Directors Committee.

Discussion took place regarding the protection of trees from wildlife using electrification, netting, vertical and horizontal fencing, and human hair.

Director Fisher brought forward the issue of people feeding deer. Mr. Schley noted that there is not a law to prevent people from feeding deer but if feeding deer leads to the attacking of dangerous animals such as cougars and bears, it is illegal. Director Repen spoke to advocating for laws to be put in place to stop the feeding of deer.

Discussion took place regarding the COS working with other Ministries and agencies to expand its resources. Mr. West noted they frequently work with BC Parks, Ministry of Forests, Lands and Natural Resource Operations and other agencies whenever possible.

Director Thiessen spoke to the grizzly bear issues that seem to be arising in the Vanderhoof area.

Director Thiessen also thanked the COS for the work that they conduct and their assistance to RCMP and the region at all times.

Chair Miller spoke to the large mandate of the COS in regard to the funding and manpower that is provided. He noted that the Regional Board is willing to support and advocate for the COS if needed.

Mr. West mentioned that the COS is also involved every time there is an emergency event in the region. The COS provides resources and background information and is an asset to the Provincial Emergency Operations Centre (PREOC).

Chair Miller thanked Messrs. Schley and West for attending the meeting.

CORRESPONDENCE

Union of BC Municipalities
-UBCM Convention Bulletin #3

Moved by Director Benedict
Seconded by Director Newell

C.W.2016-7-3

"That the Committee of the Whole receive the correspondence from the Union of BC Municipalities titled "UBCM Convention Bulletin #3."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

INVITATION

Union of BC Municipalities
Convention-Invitations

Moved by Director MacDougall
Seconded by Director Bachrach

C.W.2016-7-4

"That the Committee of the Whole receive the following invitation for the Union of BC Municipalities Convention:

- CN Meetings – September 28 & 29, 2016 – 8:30 a.m. – 5:00 p.m.;
- TransCanada’s Coastal GasLink Pipeline Project – September 28, 2016 – 7:00 p.m. – 9:00 p.m.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Greenaway
Seconded by Director Lindstrom

C.W.2016-7-5

"That the meeting be adjourned at 11:08 a.m.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

AGRICULTURE COMMITTEE MEETING
(Committee of the Whole)

Thursday, September 22, 2016

PRESENT: Chair Mark Parker

Directors Eileen Benedict
Mark Fisher
Tom Greenaway
John Illes
Dwayne Lindstrom
Thomas Liversidge
Rob MacDougall
Bill Miller
Rob Newell
Jerry Petersen
Darcy Reppen
Gerry Thiessen

Directors Absent Taylor Bachrach, Town of Smithers
Shane Brienen, District of Houston

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Jason Llewellyn, Director of Planning – arrived at 1:46 a.m.
Roxanne Shepherd, Chief Financial Officer
Corrine Swenson, Manager of Regional Economic Development
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Parker called the meeting to order at 1:37 p.m.

AGENDA

Moved by Director Greenaway
Seconded by Director Lindstrom

AG.2016-8-1

"That the Agriculture Committee Meeting Agenda of September 22, 2016 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Agriculture Committee
Meeting Minutes
-July 21, 2016

Moved by Director MacDougall
Seconded by Director Greenaway

AG.2016-8-2

"That the minutes of the Agriculture Committee meeting of July 21, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT

Reckitt Benckiser Canada
and the Bulkley-Nechako,
Fraser-Fort George, Peace
River and Cariboo Regional Districts

Moved by Director Miller
Seconded by Director Fisher

AG.2016-8-3

"That the Agriculture Committee receive the report of the meeting between Reckitt Benckiser Canada and the Bulkley-Nechako, Fraser-Fort George, Peace River and Cariboo Regional Districts regarding an update to the Trees for Change Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Miller thanked those who attended the meeting. Discussion took place regarding 9,000 hectares not being used for agriculture production and not being put on the market for sale to be utilized for agriculture. The impact to the forest industry in regard to new agriculture leases utilizing lands and removing trees that could be used for the midterm timber supply was discussed.

CORRESPONDENCE

Correspondence

Moved by Director Greenaway
Seconded by Director Petersen

AG.2016-8-4

"That the Agriculture Committee receive the following correspondence from the Ministry of Agriculture:
-BC Strategic Outreach Initiative Funding Application;
-2016-17 BC Strategic Outreach Initiative Funding Application-
Strategic Planning."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Miller mentioned that the BC Strategic Outreach Initiative Funding could be potentially utilized for the RDBN Agriculture Forum. Staff will investigate to determine whether or not the RDBN Agriculture Forum could be eligible for funding.

DISCUSSION ITEM

Agriculture Forum - Chair Parker – Re: Update

- Date for the Forum: November 9, 2016;
- Location: Vineyard Church in Burns Lake;
- Facilitator: Gary Blattner, Vanderhoof, B.C.
 - o Has facilitated other Agriculture events;
 - o In the Agriculture sector;
 - o Very versed in the strengths and issues in the region;
- Chair Parker has a draft agenda;

DISCUSSION ITEM (CONT'D)

Agriculture Forum - Chair Parker – Re: Update (Cont'd)

- Invite:
 - o agriculture groups within the RDBN;
 - o Ministry of Agriculture;
 - o District Agrologist;
 - o Agriculture Land Commission representation;
 - o Nechako Valley Cattleman's Association;
 - o Bulkley Valley Farmers Market;
 - o 40-45 participants plus RDBN staff;
- Further information or possible participants can be forwarded to staff.

ADJOURNMENT

Moved by Director Miller
Seconded by Director MacDougall

2016-8-5

"That the meeting be adjourned at 1:48 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant

AGRICULTURE COMMITTEE MEETING
(Committee of the Whole)

Thursday, July 21, 2016

PRESENT: Chair Mark Parker

Directors Taylor Bachrach
Eileen Benedict
Shane Brienen
Tom Greenaway
Mark Fisher
Thomas Liversidge
Rob MacDougall
Bill Miller
Rob Newell
Jerry Petersen
Darcy Repen
Luke Strimbold
Gerry Thiessen

Director Absent Dwayne Lindstrom, Village of Fraser Lake

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Parker called the meeting to order at 2:50 p.m.

AGENDA & SUPPLEMENTARY AGENDA

Moved by Director Miller
Seconded by Director Repen

AG.2016-7-1

"That the Agriculture Committee Meeting Agenda of July 21, 2016 be adopted; and further, that the Supplementary Agenda be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Agriculture Committee Meeting Minutes -June 23, 2016

Moved by Director Petersen
Seconded by Director Newell

AG.2016-7-2

"That the minutes of the Agriculture Committee meeting of June 23, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEMS

1. Agriculture Forum

Agriculture Forum

Moved by Director Fisher
Seconded by Director Miller

AG.2016-7-3

"That the Agriculture Committee recommend that the Regional District of Bulkley-Nechako Board of Directors authorize Mark Parker, Chair of the Agriculture Committee to work with staff to determine a date in 2016 for an Agriculture Forum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding possible topics of discussion:

- Impacts of foreign ownership of agricultural lands;
- What is being done in agriculture in the region?
- What are potential farming/ranching opportunities?
- What are next steps forward as a region?
- Public Policy:
 - o Working together in the changing face of agriculture: The role of the Regional District, Ministry of Agriculture, agriculture groups, and individual citizens in understanding and supporting small versus large, local vs international markets, organic versus non organic.
 - o What are partners/agency roles and what are individual's roles?
- Food security in the North.

SUPPLEMENTARY AGENDA

Connecting Consumers and Producers Project Update

Moved by Director MacDougall
Seconded by Director Brien

AG.2016-7-4

"That the Agriculture Committee receive the Manager of Regional Economic Development's July 19, 2016 memo titled "Connecting Consumers and Producers Project Update."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Home Sweet Home Field School

Director Reppen mentioned that the co-founders of Home Sweet Home Field School are touring in the region to deliver workshops aimed at increasing the number of food businesses in the region. He spoke to the importance of encouraging attendance at the workshops.

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ADJOURNMENT

Moved by Director Fisher
Seconded by Director Bachrach

AG.2016-7-5

"That the meeting be adjourned at 3:02 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant

COMMUNITY TO COMMUNITY FORUM
(Hosted by the Regional District of Bulkley-Nechako)
Location: The Old Church, Smithers, B.C.
Thursday, July 7, 2016

Welcome: Chief Na'moks, (John Ridsdale), Office of the Wet'suwet'en provided a welcome to the Traditional Territory of the Wet'suwet'en.

Prayer: Gerry Thiessen, RDBN Director and Mayor of Vanderhoof provided a prayer.

Facilitator: Marcel Shepert, Four Directions Management Services Ltd. provided introductions.

RDBN and Town of Smithers Welcome: Chair Bill Miller and Mayor Taylor Bachrach thanked Chief Na'moks and the Wet'suwet'en for allowing the RDBN to host the Community to Community Forum on their Territory.

Chair Miller spoke of the opportunities, as communities, to build partnerships, share knowledge and work towards common goals to build services and ensure the long-term sustainability of that service. The issues of today are critical to all communities including First Nations in the region. He commented that it is important to find workable solutions to face the challenges regarding transportation, environmental and economic impacts to the region. The ultimate goal is to create a safe, secure and healthy environment for the region's children to inherit.

Mayor Bachrach provided information regarding the Old Church building and the pride in which the Town of Smithers has for the 1913 building. It was built in the year the Town of Smithers was founded.

Mayor Bachrach mentioned that in his seven years in local government he has recognized that First Nations and local governments share many of the same aspirations but often operate in silos from one another. He spoke of local government having a closer relationship and being governed by provincial legislation and First Nation Bands and communities having a closer relationship to the federal government. Mayor Bachrach noted the jurisdictional and administrative boundaries that separate local government and First Nations. Occasions such as the Community to Community Forum provide opportunities to break down the silos through relationship building and discussing one another's needs and goals.

Mr. Shepert provided an overview of the PowerPoint Presentation from Four Directions Management Services Ltd. titled "The Regional District of Bulkley-Nechako Community to Community Forum for First Nations and Local Government Leaders" and also provided a brief overview of the "2012 Regional Opportunities Gathering for First Nations and Local Government Leaders Summary Report."

Chief Larry Nooski, Nadleh Whut'en Band noted the critical importance of retaining autonomy and the equal importance of working together to build solutions. Mr. Shepert mentioned the importance of each organization, First Nations and Local Government, determining when autonomy is needed and when collaboration is needed.

Collaboration/Projects with the Office of the Wet'suwet'en and Town of Smithers - Debbie Pierre, Executive Director, Office of the Wet'suwet'en; Taylor Bachrach, Mayor, Town of Smithers; Tyler McCreary, University of British Columbia, Post-doctoral Researcher

Collaboration/Projects

- Town of Smithers and the Wet'suwet'en people worked to strengthen their relationship;
- In 2011, formalized the relationship with a protocol agreement between the Town of Smithers and Wet'suwet'en Hereditary Chiefs;
 - Importance of the protocol agreement brought everyone together from the very beginning of the discussions to the signing of the document;
 - Acknowledges the legitimacy of each organization;
 - A lot of learning took place regarding First Nations hereditary government and local government;
 - Ms. Pierre attended the Union of B.C. Municipalities Convention with the Town of Smithers to learn municipal and regional district local government structure in B.C. and how local government functions at the provincial level;
 - In order to build relationships an understanding of local government and First Nations government functions and decision making is important;
 - Understanding leads to building true collaboration and something tangible and creates a legacy for the people of Smithers;
 - Also recognizing and respecting the differences of the governing bodies;
 - The ability to have difficult discussion e.g. social issues – sometimes agreeing to disagree;
 - Commits to communicating and building a relationship over time;
 - Commitment to meet at quarterly intervals;
 - Town of Smithers Chief Administrative Officer working to bring Managers together to learn each other's governance and how to move forward with truth and reconciliation;
 - Truth and reconciliation begins locally and not at the Federal - Ottawa, Provincial – Victoria level;
 - Proud – leadership of the Town of Smithers has attended Wet'suwet'en functions and feasts and Wet'suwet'en leaders have attended Town of Smithers function to build genuine relationships;
 - Meetings provide an opportunity for engagement, both at the political and staff level;
 - Work together on economic development initiatives:
 - Wetzin'kwa Community Forest;

Shared Histories: An Overview

- Project began the beginning of 2016
 - Key aspect of building the relationship:
 - Sense of equity in terms of what is talked about in regard to issues/resolve;
 - Hear what matters to other party;

Shared Histories: An Overview (Cont'd)

- At Chiefs meeting a recurring theme “What was it like to be First Nations in Smithers in the past to the current day?”
 - The History has never been written;
 - An oral history but not documented;
 - A number of First Nations lived in the community and in the Town of Smithers and the pain associated with the settlement ceasing to exist and having to leave the area;
- The Wet’suwet’en people relied on the settlers to survive and the settlers relied on the Wet’suwet’en people;
- There has been much concern from the elders that have passed in regard to the uncertainty as to how future relationships will be;
- Relationships are improving but still require further work in regard to equality and opportunities;
- A step forward has been recognizing the history and continuing as neighbors and productive neighbors;
- Have the ability to share and understand the history which is a learning tool and benefit to all in the community;
- Two government bodies coming together and collaborating;
- Trying to understand the shared history through the root of reconciliation;
- Taking a brave step in demonstrating what true collaboration is;
- There has been past tensions, misunderstandings and non-recognition that can colour interactions;
- The title “Shared Histories” was derived from the first steps taken to build a shared sense of history;
- How to make it apply to a municipal governance situation in the north;
- Research guided by recognizing two principles:
 - Understanding the history and experience of the Wet’suwet’en people within the Town of Smithers site;
 - The hurt and discrimination that has occurred and the contributions and role of the Wet’suwet’en people in building the community;
- Research completed in a multi-level approach:
 - Oral history interviews;
 - Updating archival research –reviewing past newspapers, Town of Smithers minutes and investigating all points of contact to create a record of contact;
- Once research is completed:
 - Find ways to share with the community and create a broader conversation of where we came from so there can be recognition of the tensions that have occurred and the contributions of the Wet’suwet’en people to find a new path forward.

Ms. Pierre spoke of the vision of the Wet’suwet’en Hereditary Chiefs being the “Betterment of All”. She mentioned that municipalities and the Wet’suwet’en are moving forward in time and there is a need to make sure that everyone is working together to move forward to meet that vision of the “Betterment of All”; not the “betterment” of one group over another but the betterment of all. In order to bring truth to that vision there is a need to have long-term collaboration. The protocol agreement is a living document and is fluid to meet the needs of the current leadership, community and Nation and the long-term needs.

Shared Histories: An Overview (Cont'd)

Discussion took place regarding:

- The involvement of the youth in the communities;
- Recognizing the youth are overcoming some of the barriers and not recognizing differences;
- Having the information brought forward in the school curriculum;
- We'tsuwet'en History book 1st edition is part of the School District 54 Bulkley Valley curriculum;
- We'tsuwet'en is working on the draft 2nd edition;
- The current work being completed will be an integral addition to the information provided to schools;
- We'tsuwet'en works with School District 54 Bulkley Valley to build curriculum;
- Desire for the Office of the We'tsuwet'en to learn more of who and how the RDBN operates through outreach;
- Openness to have dialogue and conversations with all municipalities within the We'tsuwet'en territory, 22 Km² and the Regional District to enhance and build relationships;

ACTION: Involve School Trustees and School Districts in the sharing of information.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Deborah Bowman, Assistant Deputy Minister, Transportation Policy and Programs and Silas Brownsey, Executive Director, Transit Branch – RE: Northern Transportation Action Plan

Ms. Bowman spoke of her opportunity to work with communities, First Nations, local governments and other organizations and her tour of the Highway 16 corridor from Prince George to Prince Rupert. She recognized that the region has been waiting sometime to have the Province come and meet with stakeholders and acknowledged the tragic circumstances that have occurred along the Highway 16 corridor. Ms. Bowman also spoke to the enriched abundance of beauty and future prosperity in the region and noted the transportation links to social, economic and historical issues in the region. Her challenge was to find solutions to the outstanding issues and make progress moving forward.

Ms. Bowman provided a PowerPoint Presentation titled "Ministry of Transportation and Infrastructure – Northern Transportation Action Plan – Community to Community Forum – Smithers – July 7, 2016."

Ms. Bowman noted that typical cost sharing by the Province for a Transit System in B.C. is 44% cost sharing, with Local Government contributing 53% but due to the service area for the Highway 16 corridor, the Province is contributing 66% of the cost sharing, with Local Government needing to contribute 33%.

Available Cell Service along Highway 16

- MoTI is working closely with the Ministry of Technology, Innovation & Citizens' Services and recognizes the need for increased cell phone service levels;
- There is an ongoing commitment to have cell service along the corridor;
- Priority of the Province.

Increased Information, Awareness, Funding

- Who will provide funding for information awareness to promote the Highway 16 corridor transportation system?
- Promotion, advertising and information will help the system to be a success;

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Deborah Bowman, Assistant Deputy Minister, Transportation Policy and Programs and Silas Brownsey, Executive Director, Transit Branch – RE: Northern Transportation Action Plan (CONT'D)

Shared Histories: An Overview (Cont'd)

- BC Transit completes a comprehensive engagement and advertising outreach when a new system is developed or a system is expanded;
- If communities indicate they are not getting the promotion required it will be reviewed and addressed.

BC TRANSIT – Tania Wegwitz, MCIP, RPP, Manager of Planning

- Northern Transit Action Plan includes:
 - Complex – new and exciting initiative;
 - 800 kms of Highway;
 - Longest route that will exist for BC Transit;
 - Provide transportation between smaller communities and to larger centres;
 - Need to connect:
 - spur communities;
 - Wet'suwet'en communities to connect through the region to Smithers;
 - Moricetown to Smithers;
 - Hazelton to Smithers;
 - Burns Lake to Vanderhoof;
 - Burns Lake to Smithers;
 - Burns Lake the dividing point;
 - Transportation to Prince George;
 - Further work required:
 - More public consultation;
 - Determining existing transportation systems and services;
 - Many more steps and blanks to be filled.

Comments:

- 50% of the populations live in rural areas that are not communities or have a governance structure but are neighborhoods – how will they connect to the transit system?
- Thank you and recognition given to MoTI and BC Transit for their hard work in moving the project forward;
- Local Government and First Nations will have to take ownership of the service once it is established as the project has a three year commitment from the Province;
 - Significant investment;
 - How can a culture be built to ensure the system receives the support required?
 - How to promote the service?
 - How to build a success story after three years?
 - Communities will need to work to ensure success;
 - Who will take leadership?
 - Who will operate?
- How will existing transit service agreements align with the new transit service?
- Highway 16 corridor transit service will be an inter-community service unlike the intra-community services that currently exist;

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Deborah Bowman, Assistant Deputy Minister, Transportation Policy and Programs and Silas Brownsey, Executive Director, Transit Branch – RE: Northern Transportation Action Plan (CONT'D)

- Layers of services will be required;
 - 1st layer – services connecting communities to their next largest centre;
 - 2nd layer – existing operators operating along the corridor and how to integrate with them (i.e. Northern Health Connections bus, etc.)
 - 3rd layer – other community connections that will connect to the highway 16 corridor transit service;
- Thinking the most effective way to implement the service is to utilize the existing services and create a new service;
- Current proposals but further community consultation needs to take place to build a service for the region;
- New transit hub in Burns Lake – Burns Lake to Smithers/Burns Lake to Prince George;
- Service from Burns Lake to Prince George and Burns Lake to Smithers would offset days;
 - Allow the sharing of buses;
 - Allow for another day of service;
 - Would create the need for overnight;
 - Working to find the most workable solution;
- Proposals: 2-3 days a week;
- Burns Lake to Prince George Options being considered:
 - Allow for 3-4 hours in Prince George;
 - Opportunity for drop offs and pick-ups in Prince George;
 - Major destination points in Prince George;
- Burns Lake to Smithers Options being considered;
 - One round trip – 3-4 hours in Smithers;
 - Two round trips;

ACTION: Very important - Smithers to Moricetown needs to be a part of the service

- How to get teens to ride the bus;
 - Looked at days of service: for eg. Tuesday, Thursday, Saturday trips from Burns Lake to Prince George;
- The desire for a transit service was to address the safety and hitchhiking issues along the Highway 16 corridor;
- Highway 16 Community Transportation Grant - \$800,000 over 3 years;
- Build a system similar to Fort St. James community lead transportation service where a bus was purchased and maintained and operated by community members;
- Non-profits, First Nations assist and partner in the grant program;
- The Province views the program, not as a pilot project, but as a permanent service for the region.

MINISTRY OF ENVIRONMENT – Norm Fallows, Senior Environmental Emergency Response Officer RE: Spill Preparedness and Response in BC

Mr. Fallows provided a PowerPoint Presentation titled “Environmental Emergency Response Programs – Ministry of Environment, Environmental Protection Division, Environmental Emergency & Land Remediation Branch.

MINISTRY OF ENVIRONMENT – Norm Fallows, Senior Environmental Emergency Response Officer RE: Spill Preparedness and Response in BC (CONT'D)

Mr. Fallows noted the following:

- The numbers of spills in a year are reflective of the conditions of the economy;
- Relative spill risk in B.C. is dependent on how much volume is spilled, what is spilled and the environment in which the spill occurs;
 - Oil Tankers have a low probability, high consequences;
 - Road has a high probability, low consequences;
 - Pipelines are mid probability, mid consequences;
- Spill preparedness and response has been brought to the forefront with the potential Enbridge and Kinder Morgan pipeline projects;
- Net environmental benefit:
 - Really aggressive cleanup can cause more damage to the environment than a mop up and allowing mother nature to heal itself;
- 2016 – Public Engagement
 - Deborah Jones-Middleton – Protective Services Manager, RDBN attended the Spill Response and Response Times Workshops for Local Government and Other Stakeholders;
- The Province will respond to a spill from an interprovincial pipeline that impacts provincial assets, infrastructure and/or resources even if the pipeline is federally regulated;
- In the event of a spill, First Nations are included in the Incident Command Centre to provide their expertise and local knowledge which plays a huge role in the provincial response;
- Existing response capabilities assessment is poor;
- The Environmental Emergency Response Officers do not directly work with the LNG Environmental Stewardship Initiative but the Ministry of Environment may;
- Proposed - Preparedness and Response Organization (PRO):
 - Government would set standards;
 - Industry funded;
 - Industry would operate – may be a non-profit organization;
 - Insurance for regulated responsible spills;
 - Advisory committee for Area and Geographic response plans;
 - Area and Geographical plans will include community involvement and input to address the issue of a lack of contact by industry to local government;

Comments:

- List and ranking of hazardous waste material in the “Playbook”;
 - List is evolving;
 - Discussion with chemical producers;
- Community concerns in regard to the proposed pipeline development has created conditions for the MOE to complete works to review whether or not there is the ability to address spills;
- The transportation of goods through the region will occur in one form or another;
- Premier's words are to have a “world leading spill response plan”;
 - Is that a measurable?
 - “world leading” is subjective and does not necessarily have a deliverable;
 - Mr. Fallows indicated B.C. does a good job in spill response but there is always the ability to be better;
- Reviewing other jurisdictions throughout the world to determine components of plans are working well and could possibly be utilized;

MINISTRY OF ENVIRONMENT – Norm Fallows, Senior Environmental Emergency Response Officer RE: Spill Preparedness and Response in BC (CONT'D)

- Search and Rescue is included in the list of respondents – Does MOE fund?
 - Emergency Management B.C. (EMBC) oversees Search and Rescue and if utilized in an incident they report to EMBC;
- Earthquakes:
 - Ministry of Transportation and Infrastructure Jurisdiction;
 - Overseeing the Ministry of State for Emergency Preparedness;
 - In the event of an earthquake that creates a spill the Ministry of Environment Environmental Protection Division, Environmental Emergency & Land Remediation Branch would potentially be involved in the response;

Communication During an Event

- Importance of communication after an incident;
- Concerns that an industry led development plan will lead to industry lead communication strategy;
- There is a need for short term/immediate communication and long term communication to continue to provide updates in regard to the progress moving forward after an event occurs;
- Communication needs to be led by an impartial group;
- Concerns were brought forward regarding who will review the area response plans if led by industry to ensure that they meet legislative framework for the intended communities that could be involved to ensure:
 - They are meeting target response times;
 - Addressing community concerns for safety of the public;
 - Ensure corrective measures;
- There is currently no organization outlined to provide oversight and review of the area and geographical plans if implemented;

ACTION: Need for more First Nations and Local Government consultation and community input into the engagement process;

ACTION: Wet'suwet'en and the Regional District of Bulkley-Nechako requested that the Ministry of Environment provide a list of resources that are readily available currently on the Territories and the RDBN for spill response as identified;

ACTION: Need for Provincial Government to understand that managing assets in a region needs to have local input from all stakeholders of that region;

ACTION: Need for industry to contact local government in the event of an incident to assist in mitigating anxiety and concern in communities;

Communication Protocol Harvesting Tool

Group 1

What issues are most important to the parties right now?

- Funding;
- Capacity building First Nations/Municipality;
- Connecting with First Nations;
- Establishing communication;
- Reconciliation;

Who is the most affected by the issue stated above?

- First Nations communities are most directly affected;

Communication Protocol Harvesting Tool (Cont'd)

➤ Group 1 (Cont'd)

- First Nations are very connected to the land;
- First Nations language barriers;
- Municipal/Local Government – uncertainty;

What is the overall goal you want to achieve? (i.e. What change would you be able to observe?)

- Collaboration with cultural awareness;
- Shared history and dreams;

Who are the primary audiences for our plan?

- Youth – the future leaders;

Who are the secondary audiences?

- Elders and seniors;
- Industry need to understand the shared vision;

What does your primary audience need to hear in order to think, feel or act, what are the three most compelling sentences you could use to motivate the audience? These are your messages.

- Sharing the vision and history;
- Reconciliation starts here and now;
- Everyone lives in this world together;

Where or from whom does this audience get its information? Who do they find credible?

- All communities and its people;

Group 2

What issues are most important to the parties right now? (based on today's presentations)

- The Issue: Communication/collaboration;
 - Have services that are needed in the region/communities and agencies are attempting to meet those needs;
 - Key local and regional concerns are being missed:
 - Regional Transit - E.g. – Hazelton to Smithers Connection and how to get ridership;
 - Entity trying to deliver a service that the communities want but it is in the details whether or not it is a success;

Who is the most affected by the issue stated above?

- Communities;

What is the overall goal you want to achieve? (i.e. What change would you be able to observe?)

- Communication and collaboration;

Who are the primary audiences for our plan?

- Agencies and communities;
 - Communities have to contribute;
 - Agencies need to listen;

What does your primary audience need to hear in order to think, feel or act, what are the three most compelling sentences you could use to motivate the audience? These are your messages.

- If governments going to engage: the result must be tangible and connected to the community need;
- Needs to be evaluation and a way to measure success:
 - E.g. Regional Transit – Ridership = measurement;

Where or from whom does this audience get its information? Who do they find credible?

- Community leaders and community members must be responsible for the outreach;

Communication Protocol Harvesting Tool (Cont'd)

Group 3

What issues are most important to the parties right now?

- What is the issue?
 - Addressing missing/murdered aboriginal women? And/or
 - Underlying issues;
 - Consultation needed to determine: what is the problem trying to be solved and what is the most effective means of solving it?
 - Higher level discussions required?

Group 4

What issues are most important to the parties right now?

Spill Response:

- Current spill response ineffective;
- Not sure how to solve the issue;
 - Very long list of issues:
 - Manpower;
 - Funds;
 - Education;
 - Training;
 - Needs to be from the agency;

Who are the primary audiences for our plan?

- The Communities and the people in the communities;
- Communities need to have input into the planning for spill preparedness and response;
 - Ministerial staff located in the lower mainland won't necessarily understand the needs of the communities;

Regional Transit:

- It is moving forward so not an issue.

Group 5

What issues are most important to the parties right now?

- It's a beginning for collaboration and communication for First Nations, local government, provincial and federal government;

Who is the most affected by the issue stated above?

- Everyone;

What is the overall goal you want to achieve? (i.e. What change would you be able to observe?)

- Better collaboration and communication will positively impact residents in regard to health, security, economics;
- Communities **need** to have more input into provincial policy making that impacts the region;

Who are the primary audiences for our plan?

- Residents;

Who are the secondary audiences?

- Province;
- Industry;
- Others;

Communication Protocol Harvesting Tool (Cont'd)

Group 5 (Cont'd)

What does your primary audience need to hear in order to think, feel or act, what are the three most compelling sentences you could use to motivate the audience? These are your messages.

- Through collaboration between First Nations and local government have a collective unified stronger voice;

Where or from whom does this audience get its information? Who do they find credible?

- Community leaders.

Group 6

Comments;

- Province presents/requests input from First Nations and local government and municipalities separately in regard to an issue they need to compare information;
- Need to work collaboratively to make collective change;
- Need to work with regional communities and neighbors;
- There are parallel interests that don't always overlap but can often be worked on together through partnerships to advocate for specific issues/ideas.

Where to From Here?

- Wet'suwet'en:
 - participate in the RDBN meetings;
 - Be included in the creation of the next agenda;
 - Review 2012 Regional Opportunities Gathering for First Nations and Local Government Report;
 - Transit/Spill Response:
 - What youth engagement is currently taking place?
 - Consider youth engagement essential;
 - Youth want to be heard and seen;
- Chief Na'moks extended an invitation on behalf of the Hereditary Chiefs for July 22, 2016 to attend the Canary celebration to celebrate the salmon;
 - Guest Performers:
 - Alex Cuba;
 - Wet'suwet'en Dancers and Drummers.
- RDBN
 - Critical to communicate to build for the next C2C;
 - Share governance models with First Nations and Regional District
 - Need to break down and plan – may be an entire day workshop;
 - Chief Na'moks spoke to the outreach conducted by the Wet'suwet'en to teach their governance structure;
 - Worked with the Town of Smithers;
 - Outreach is a good method of understanding and having everyone on the same page;
 - Open invitation to attendees to include in future discussions that occur at the RDBN Board table in regard to transit and spill preparedness and response;

Where to From Here? (Cont'd)

- When Ministers are visiting the region need to meet as a group;
 - Express concerns that impact the region;
 - Chief Nooski spoke to the importance of including Assistant Deputy Ministers in communications and discussions;
- Meetings to occur on a more regular timeframe;
 - **Deal with issues as a unified voice;**
- Sub-regional meetings/collaboration
 - Include Moricetown in the Smithers and Area Transit service;
 - Moricetown Fire Department, Smithers, RDBN to have more collaboration on the west portion of the RDBN region;
- **Critical to engage youth;**
- Introduce economic development:
 - Become a proactive region;
 - What is sustainable?
 - What is good?
 - What do you want to be here in the future?

Chief Nooski thanked the Wet'suwet'en.

Ms. Wegwitz welcomed any comments or discussion in regard to a Regional Transit System and provided her contact information.

RDBN Staff will forward an e-mail distribution list to Community to Community Forum participants.

Director Mark Parker thanked Chief Nooski for providing the idea to host a Community to Community Forum.

Mayor Bachrach thanked Marcel Shepert for facilitating the Community to Community Forum and the Regional District of Bulkley-Nechako Board of Directors for agreeing to host the event in Smithers.

Meeting adjourned at 3:33 p.m.



The Regional District of Bulkley-Nechako

Community to Community Forum Communication Protocol Harvesting Tool

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What issue is most important to the Parties right now?

Establishing a communication protocol is critically important as communication/collaboration is an identified issue. We need to improve our collaboration and communication to ensure that key local/regional concerns are heard and addressed. Capacity building within First Nations is also an area requiring immediate attention. This involves building up both human and economic capacity. As we know, there is no effective system of spill response now and First Nations should be more involved in this as First Nations are the ones who know the territories. Increasing capacity in this area will necessitate us to examine the requirements for bonding and plans to have trained response personnel in place.

First and foremost, we need funding to address our concerns. It seems that transportation is not as big an issue because work in this area has started and is moving forward now but in this work, we must retain a focus on carbon emissions, road safety and business and tourism opportunities. Concerns that need to be addressed are: reconciliation, sharing our history, engaging youth, breaking barriers, connecting with First Nations, improving emergency preparedness, finding and addressing root causes of our missing Aboriginal women, and ensuring that there is transit for smaller, remote communities who are located off of the main highway. Moving forward, we need to see laws/legislation in place that protects the land and people during spill response situations; it can't be left up to industry to determine a response.

Who is most affected by the issue stated above?

While it is felt that everyone, all citizens of the province, are being affected by the issues stated above at same time, a number of specific groups can be identified. Residents of the area are specifically affected as those responsible for creating solutions don't fully grasp the local/regional issues and as such, the 'solutions' they create will likely not fit. First Nations communities are also specifically affected due to language barriers, uncertainty with local municipalities, economic divide, and challenges uniquely faced by smaller/rural communities. First Nations, local communities and the Regional District are all affected as we all care about the safety of our people, share a vision and history, and know that reconstruction starts with us.

What is the overall goal you want to achieve?

What change would you be able to observe?

First and foremost, we need to see better communication/collaboration on the ground in the communities affected. We also want to see: improved cultural awareness; more consultation; oversights in place to ensure self-regulation is not tolerated; transit schedules that work for all; understanding of who is responsible for addressing spills and who has access to what information; and, have increased funding become available to obtain necessary resources for training and equipment.



We want to see shared dreams for the future with First Nations and local/regional governments working together to put protocols in place that the Provincial and Federal Governments can follow in regards to spill response. This issue is not something that can be dealt with locally, but rather requires collaborative engagement and legislative changes if we are to become adequately prepared to deal with it.

Who are the primary audiences for our plan?

In this issue, our primary audience is the government and agencies who are creating plans/projects. However, we also must keep in mind that all persons in the province are impacted by this and particularly our youth and future leaders. That being said, communities must also have input into the plan as that is where the impact will be strongest. Everyone represented in this room needs to participate. This includes equally involving First Nations, local governments, regional governments, Provincial/Federal governments, industry, and local regional citizens.

We need to specifically target audiences that can have impact on the Northern Transportation Plan (Ministry of Transportation and Infrastructure) and Greyhound schedules. We also need to ensure meaningful consultation is conducted to address our needs for transportation/usage in the design phase. This will require having a unified voice when speaking with higher levels of government and industry.

Who are our secondary audiences?

Our secondary audiences include: Elders and seniors as its important to acknowledge the work they have done to get us here; key stakeholders including First Nations, Boards, Councils, Regional Districts, and Provincial/Federal Governments; industry leaders who understand our shared vision; local communities; and the Ministry of Children and Families, Northern Health, and the First Nations Health Authority.

What does your primary audience need to hear in order to think, feel or act, what are the three most compelling sentences you could use to motivate the audience?

These are your messages:

1. Reconstruction starts with us now and we are doing this work, based on our shared vision and history, for the betterment of all people.
2. This work is important because we must protect all water, quality of life, the fish, trees, people, and the world.
3. Through collaboration with First Nations and local government, we are presenting a collective, unified, strong voice that listens to the people in the affected areas to come up with a plan that works for all.



Where or from whom does this audience get its information?

Who do they find credible?

All information comes from first-hand sources (i.e., coming from locals) if it is to credibly speak to the issues. That means that when speaking on behalf of these issues, this audience needs to get their information from all of us (community leaders), those from the communities, and the overall local population. Additionally, all information should be based on observation/successes and not rely on words such as “world leading” which could be meaningless to us if its comparing to developing world countries which is not the standard we are aiming to achieve.

Recommended Next Steps:

Improve Communications & Collaboration

1. Establish a Communication Protocol that incorporates all of your audiences and that will ensure key local/regional concerns are heard and addressed and that pertinent information is received at the local level.

Capacity Building

2. Develop a plan to address both human and economic capacity. The plan should include an examination of the requirements for bonding and have specific plans to get trained response personnel in place in the event of a spill.

Collaborative Engagement

3. Establish a protocol between First Nations and local/regional governments to work together and put standards in place that the Provincial and Federal Governments can follow in regards to specific expectations for spill response.



The Regional District of Bulkley-Nechako

Community to Community Forum
Plenary Dialogue: Where to from here?

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What opportunities have arisen?

General

In general, we have many new opportunities that have presented themselves to us including: more funds, better information sharing, improved collaboration, enhanced capacity building, and better quality working relations that enable us to combine our resources and work better as a greater whole.

We recognize that there are similar issues facing our various groups and that we are better off working together when faced with issues of common concern such as with spill response development. With the introductions we have made with each other, we are now better prepared to engage in good dialogue about important issues we are facing. We have the opportunity to move forward with future considerations using new ideas, our mutual willingness to participate, and our enhanced working relations.

Spill Response

Its more efficient to work together and amalgamate response capability across jurisdictions with fire departments and spill response and federal agencies. There appears to be an understanding at the Provincial Level over our issues with the transportation and handling and clean-up of hazardous materials. We have collective influence on the spill response planning for region. We must ensure that the burden of planning and capacity lies with industry and provincial governments – not with First Nations and local governments. The responsibility of industry is to create adequate response protocols. In terms of spill response, we need to push for all information regarding the dangerous gasses being transported through BC (i.e. via rail). Obtaining this information would allow us to be better prepared in the community if a response is needed.

Work collaboratively in our response efforts could be aided by forming a First Nations, local government, and community relations alliance to discover and learn the history, present and future goals of all parties. We also need to get the traditional land owners (House Groups) involved in this spill response planning and spill clean capacity. Having the ability to talk with government regarding our issues/opportunities/challenges, and talking with each other, has been an useful opportunity. Such networking enables us to set the stage going forward. Moving ahead, we need to talk and work together to make a complete and thorough environmental plan that will secure the safety of all our citizens and work to create more jobs for our people.

Transportation

The transportation proposals are exciting as far as bringing communities together to develop a workable system and having pressure from the Province does actually help here. We can use this as a community economic development opportunity that has the potential for First Nations to work together. We need to work with the Ministry of Transportation and Infrastructure to develop a comprehensive transportation plan for area on the Highway 16 corridor. We also need to address other issues with this



transportation initiative such as traffic volume and green base gas emissions. We should work to get grant funding for transit and try to organize the not-for-profits and/or champions in the rural areas to apply.

Safety is a priority – we should work to get webcams added to areas where people commonly hitch hike and building shelters in those locations. Other areas of suggestion include having Smithers/OW make a presentation and establish more protocols between the Regional District, Municipalities, and First Nations. Participating in the development of geographical area proposal plans is critical. Part of this work must include promoting the learning of Wet'suwet'en history in the Moricetown and Smithers area.

Improving/increasing information sharing between local government and First Nations will enable us to decide who can take something on rather than both doing things without notification or input. Improving cross organizational communications on specific challenges will allow us to provide better service delivery and responses with other levels of Government or industry. Moving forward, we can form small partnerships within federal areas to build-up transit capacity and use it as an opportunity to learn from other government models and build on their learning.



What challenges have been identified?

General

General challenges that have identified include the fact that certain legislative policy issues now to be addressed. We must work together as First Nations People and engage with our people in developing their experience in the Northwest. We need to ensure that all the data collected here is disseminated. The challenge is in obtaining the critical information and having it provided for informational/ planning purposes. Another challenge we need to address is supporting people working outside their comfort zones and understand that we are all running at 120%.

Spill Response

One challenge in regards to spill response is the fact that we need to ensure appropriate response to spills is taking place here in the Northwest. This raises the question of who is responsible for monitoring and do we move towards our own monitoring system in the future? In First Nations communities, it needs to be the First Nations who are responsible for monitoring in their own areas.

Currently, both transit and spill response feel very top-down in the way they are being led at the Provincial level. This work needs to be done with select input from local communities. It is done in the States, so it seems reasonable to assume that it can also be done here in BC. Part of this work will involve breaking out of 'silos', working together, and identifying and acting on opportunities to collaborate and leverage our collective influence. In the end, the public will be responsible for costs and its everyone's best interest to address the lack of spill response capabilities.

Another challenge that has been highlighted regarding spill response is the need for more resources, more effective collaboration, and better communication. Right now, communications in spill response situations flows from the province to local government. However, on the ground, it seems that the government is playing catch-up rather than getting to a point of leading spill preparedness and response! Ensuring local governments and First Nations are being advised of spills when they happen is paramount. There is also a lack of communication when plans/projects are developing and they are not looking ahead to a future of oil pipelines and rail. Additionally, there is an overall lack of communication from CN and developing our relationships with them is another challenge we need to address.

Transportation

Victoria still seems to want to "fix" our problem rather than giving us the chance to deal with the two issues of transit and spill response. Their current approach lacks proper communications and the handling of these two issues seems very top-down. The challenge is in having the provincial government listen and act on the wishes of the people.

The logistics involved with a multi community transportation plan are immense when taking into consideration the large geographical area we live in and the diverse issues this entails. We are too large an area and the two ends in these conversations (transit and spill response) each have their own set of different issues.

One challenge is to better coordinate bus service between Prince George and Prince Rupert. However, we must be mindful of the fact that not all of our transportation issues can be solved by this initiative. For example, the transportation initiative doesn't address the underlying issues of poverty and abuse being caused through hitchhiking. If protection of women is really the issue we wish to address here, then dollars would be better spent on abuse prevention and other social programs – the transportation issue is only one piece of this larger issue.

Overall, our difficulties are largely due to the vastness of region. We have geographic challenges, boundary challenges, communication gaps, isolated communities/residents, and severe winter weather conditions which all must be taken into account when conducting our planning. Furthermore, rural communities are not ready to put resources forward for the transportation and the Province doesn't fully understand the limitations and governance restraints within the Regional District. Next steps can include better scheduling and promoting the future transportation systems on the different routes and where hubs should be located along them.



Where might there be opportunities for the parties to collaborate?

General

In general, we should continue these face to face forums that allow us to collectively identify items to move forward on. We should also invite more Chief and Councils to participate in these forums. Now that we are in motion, we have need to keep this ball rolling and part of ensuring that momentum is identifying measurable outcomes for ourselves and building up our capacity. We have begun the work of developing a common vision for the area, identifying our common issues, and focusing on developing strategies to address our concerns; we must continue down this collaborative path.

Spill Response

We have the opportunity to see change if we are very clear in our messaging to Victoria and are committed to working together in delivering it. Its nice to see that the province is inviting people to the table but now they have to make that input meaningful. By working with First Nations, the Area/Regional and Provincial bodies have the opportunity to collaborate and develop more effective/efficient response plans. We also need to work with industry on this issue and should meet with CN as a group.

Moving forward, we need to focus on developing spill response plans, including a Regional Spill Response strategy, and engage with industry to develop the Provincial plan. Doing so will allow us to begin closing gaps between our communities and the Province and create a network to address emergencies. We need to establish communication protocols and improve relationships on a staff to staff level and amongst our respective political leaders if we are to be successful in addressing concerns over transportation, spill response, and every other issue/opportunity in our region.

Transportation

Collaborating in this work demonstrates a unified voice for a regional vision regarding transportation/safety and spill response. We have an opportunity for collaboration in using the protocol agreement that already exists between the town of Smithers and the Office of the Wet'suwet'en. This protocol agreement promotes and fosters unity by enabling easier access to go to other communities and encouraging users to take the new transit services. We could also work with school trustees regarding intergenerational issues in schools so that we can build stronger communities in the future.

Public engagement on this issue is crucial when creating plans for the area. We are so much more aware of the challenges and potential solutions than we were 5 to 10 years ago. This improved position on the issue can allow us to work together to create transportation infrastructure and to lobby government for social program dollars. There are multiple uses for transportation infrastructure and it makes sense to be sharing these resources. Areas of future focus should include the installation of transit pods,

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striving to have potential funders/user groups developing the system together and incorporating the highway corridor system with the community bus system.



Suggested Next Steps

1. Meet regularly and continue to work together
 - a. Establish regular ongoing meeting times to get together and address the similar issues facing our various groups.
 - b. Invite more Chief and Councils to attend
 - c. Develop spill response plans, including a Regional Spill Response strategy, and engage with industry to develop the Provincial plan
2. Gather important information to allow for better preparation if a response is needed
 - a. Request all information regarding the dangerous gasses being transported through BC (i.e. via rail).
3. Form a “First Nations, Local Government, and Community Relations Alliance”
 - a. Learn the history, present and future goals of all parties. Get the traditional land owners (House Groups) involved.
 - b. Work together to develop an environmental plan that will secure the safety of all our citizens and work to create more jobs for our people.
4. Work with the Ministry of Transportation and Infrastructure
 - a. Develop a comprehensive transportation plan for area on the Highway 16 corridor
 - b. Get webcams added to areas where people commonly hitch hike and building shelters in those locations.
5. Improve Communications
 - a. With the Province: Ensure the Province informs local governments and First Nations of spills when they happen and when plans/projects are developing. Need to establish communication protocols and improve relationships on a staff to staff level and amongst our respective political leaders
 - b. With CN: Meet with them as a group to develop relationship and address current lack of communication.
6. Address concerns with route between Prince George and Prince Rupert –
 - a. Improve scheduling of buses and promote the future transportation systems and where hubs should be located along them.



REGIONAL DISTRICT OF BULKLEY-NECHAKO**REGIONAL TRANSIT COMMITTEE**
(Committee of the Whole)**Thursday, October 6 2016**

PRESENT: Chair Bill Miller

Directors Taylor Bachrach
Eileen Benedict
Shane Brienen
John Illes
Dwayne Lindstrom
Thomas Liversidge
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Gerry Thiessen

Directors Absent Mark Fisher, Electoral Area "A" (Smithers Rural)
Tom Greenaway, Electoral Area "C" (Fort St. James Rural)
Rob MacDougall, District of Fort St. James

Alternate Directors Bob Hughes, Electoral Area "C" (Fort St. James Rural)
Stoney Stoltenberg, Electoral Area "A" (Smithers Rural)

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Jason Llewellyn, Director of Planning – arrived at 1:40 p.m.
Roxanne Shepherd, Chief Financial Administrator
Wendy Wainwright, Executive Assistant

Others Chris Fudge, Senior Regional Transit Manager, BC Transit – via teleconference – via Teleconference
Linda Harmon, Transit Crown Agency Programs, Ministry of Transportation and Infrastructure – via Teleconference
Tiina Schaeffer, Manager of Sustainable Community Development, City of Prince George – via Teleconference
Tania Wegwitz, MCIP, RPP, Manager of Planning, BC Transit – via Teleconference
Matthew Boyd, Regional Planning, Work Lead, BC Transit – via Teleconference
Anne Yanciw, CAO, Town of Smithers – via Teleconference

CALL TO ORDER

Chair Miller called the meeting to order at 1:27 p.m.

AGENDA & SUPPLEMENTARY AGENDAMoved by Director Newell
Seconded by Director Petersen**RTC.2016-1-1**

"That the agenda of the October 6, 2016 Regional Transit Committee Meeting be approved; and further, that the Supplementary Agenda be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

DRAFT TERMS OF REFERENCE

Melany de Weerd, CAO Update:

- Terms of Reference - first draft;
- Disseminated to all local governments and First Nations listed;
- Determine the level of interest and feedback in terms of governance, funding models/structures and level of participation;
- Document was also provided to BC Transit and Ministry of Transportation and Infrastructure for feedback.

Discussion took place in regard to the structure of the advisory group and the Regional District being the agreement holder. The RDBN Board of Directors will vote on decisions and recommendations from the Regional Transit Committee to make the final decision due to legislative restrictions and requirements.

Concerns were brought forward in regard to a fair and equitable model for rural residents due to the small percentage of rural residents that will access the service. The process moving forward will be to understand who the partners are which will affect the level of service. It is a voluntary service.

The parameters in regard to Rural Directors voluntarily providing grant in aid to the service along with Chair Miller's ability to appoint Electoral Area Directors to the Committee, was discussed.

Director Repen spoke to the challenges faced by Telkwa wherein the current fare to ride the bus from Telkwa to Smithers is \$2.75 and the proposed route fare will be \$5. The level of participation that will be needed for the service was discussed. Without participation the program most likely will not continue past the three year timeline that the Provincial Government has currently committed funding. Chair Miller mentioned that it will be necessary to have participation from the majority of potential partners and First Nations or the service will not be sustainable.

The BC Transit model was discussed in regard to the license holder needing to be a local government. Throughout the province, all transit systems have local government partnership. The Town of Smithers had initially agreed to be the agreement holder but it was felt that because the RDBN Board of Directors encompasses more of the route it may be a more balanced agreement holder. Discussion took place regarding the support of the Regional District Board of Directors for recommendations coming forward from the Regional Transit Committee. Due to the legislative requirements, BC Transit's guidelines that a local government must hold the agreement and the Provincial funding that has been provided to create the service, the Regional District is a suitable option to be the agreement holder.

The Regional District is a part of similar structures regarding other services that certain Electoral Areas participate in and are ratified by the entire Regional Board. This occurs to provide a general benefit for the whole region.

Discussion took place regarding 55% of the population of the Regional District being outside of the municipalities and if there is a small percentage of the rural population that participates in the services it will increase the success and potential of the system.

Chair Miller mentioned that the Ministry of Transportation and Infrastructure has committed to fund a transit coordinator position to assist in moving the service forward. He spoke to the advantages of the Coordinator working closely with First Nations participants to develop partnerships. First Nations participation will depend on the relationship with the communities and each First Nations community individually. Chair Miller spoke to the need to develop a communication protocol with First Nations in moving forward.

SUPPLEMENTARY AGENDA (CONT'D)

DRAFT TERMS OF REFERENCE (CONT'D)

Director Illes spoke to concerns in regard to the potential of the lack of participation increasing the contribution amount from the participating members. There is a threshold for the majority of communities in regard to their ability to contribute funds and taxing their residents. Chair Miller also noted the more ridership the more funds will be contributed to the service.

Discussion took place in regard to supporting the first draft of the Terms of Reference and receiving further input from municipalities, First Nations and other partners. The Electoral Areas can have discussions to decide if they would like to be a participant of the committee or not. Director Bachrach noted that the Terms of Reference does not address the funding formula but the participation in the Regional Transit Committee. Director Bachrach will bring forward to his council the funding model for discussion. Ms. de Weerd noted that the development of the Terms of Reference can run concurrent to the process moving forward.

DRAFT Terms of Reference Moved by Director Bachrach
Seconded by Director Repen

RTC.2016-1-2 "That the Regional Transit Committee recommend that the Regional District of Bulkley Nechako Board of Directors approve the Draft Regional Transit Committee Terms of Reference as amended and bring forward to a future Regional Transit Committee Meeting."

(All/Directors/Majority) CARRIED UNANIMOUSLY

BC Transit – Highway 16
Action Plan: Inter-Community
Transit Draft Detailed Route
and Stop Locations Moved by Director Illes
Seconded by Director Brien

RTC.2016-1-3 "That the Regional Transit Committee receive BC Transit's report regarding Highway 16 Action Plan: Inter-Community Transit Draft Detailed Route."

(All/Directors/Majority) CARRIED UNANIMOUSLY

INVITATION

Highway 16 Community Vehicle
Grant Program Engagement
Sessions October 3-7, 2016 Moved by Director Repen
Seconded by Director Stoltenberg

RTC.2016-1-4 "That the Regional Transit Committee receive the Highway 16 Community Vehicle Grant Program Engagement Sessions October 3-7, 2016."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place regarding the notifications of the engagement sessions not being provided in a timely manner.

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NEW BUSINESS

Highway 16 Inter-Community
Engagement Report

Chris Fudge, BC Transit commented that BC Transit will be distributing and posting the Highway 16 Inter-Community Engagement Report along with the revised bus stop and routing plan.

ADJOURNMENT

Moved by Director Bachrach
Seconded by Director Repen

RTC.2016-1-5

"That the meeting be adjourned at 2:22 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL DIRECTORS COMMITTEE MEETING****Thursday, October 6, 2016**

PRESENT: Chair Eileen Benedict

Directors Bill Miller
Rob Newell
Mark Parker
Jerry Petersen

Directors Absent Mark Fisher, Electoral Area "A" (Smithers Rural)
Tom Greenaway, Electoral Area "C" (Fort St. James Rural)

Alternate Directors Bob Hughes, Electoral Area "C" (Fort St. James Rural)
Stoney Stoltenberg, Electoral Area "A" (Smithers Rural)

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Jason Llewellyn, Director of Planning – left at 3:09 p.m.
Roxanne Shepherd, Chief Financial Officer
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Benedict called the meeting to order at 2:53 p.m.

AGENDAMoved by Director Miller
Seconded by Alternate Director Stoltenberg**RDC.2016-9-1**

"That the Rural Directors Committee Agenda for October 6, 2016 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural Directors Committee
Meeting Minutes
-September 8, 2016**Moved by Alternate Director Stoltenberg
Seconded by Director Newell**RDC.2016-9-2**

"That the minutes of the Rural Directors Committee meeting of September 8, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**DEVELOPMENT SERVICES****REFERRALS****Land Referral File No.
7409869 YCS Holdings Ltd.
Electoral Area "F"**Moved by Director Petersen
Seconded by Alternate Director Stoltenberg**RDC. 2016-9-3**

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409869 be provided to the Province as the Regional District's comments on Crown Land application 7409869."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (CONT'D)

REFERRALS (CONT'D)

Land Referral File No. Moved by Director Newell
6408940 Lake Babine Fisheries Seconded by Director Miller
Electoral Area "G"

RDC. 2016-9-4 "That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 6408940 be provided to the Province as the Regional District's comments on Crown Land application 6408940."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mine Referral File No. Moved by Alternate Director Hughes
522994 Robert Miller Seconded by Director Parker
Electoral Area "C"

RDC. 2016-9-5 "That the Regional District of Bulkley-Nechako Comment Sheet on Mine Referral 522994 be provided to the Province as the Regional District's comments on Mine application 522994."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEM

Illegal Dumping

Alternate Director Stoltenberg provided a verbal report in regard to Director Fisher's comments regarding illegal dumping in Electoral Area "A" (Smithers Rural). He spoke of creating a partnership with the Conservation Officers Service (COS) to address illegal dumping. Director Fisher mentioned the use of local volunteer recreation groups to assist with illegal dumping cleanup. He noted that actions such as education, community clean-up events and creating an RDBN Policy to acknowledge and encourage action would assist in addressing illegal dumping.

The RCMP's ability to fine for littering was discussed along with the challenges associated with cleaning up illegal dump sites throughout the region. Discussion took place regarding the mechanisms and the need to follow through to fine individuals that dump garbage outside landfills and transfer stations.

Chair Benedict mentioned that the topic was discussed at the Electoral Area Directors Forum held at the UBCM Convention in Victoria in September, 2016. She commented that other regions in the province have agreements and contracts in place with the COS, RCMP, Ministry of Forests, Lands and Natural Resource Operations (FLNRO) Compliance and Enforcement Officers to address illegal dumping. Director Parker noted that the COS provided direct contact information to the RDBN for future contact.

Discussion took place regarding contractors removing their garbage on logging blocks once they have completed the work. Director Miller commented that if a logging block is not cleaned of garbage when a BC Timber Sales wood lot is inspected the contractor will lose their deposit and/or not be allowed to bid on future timber sales.

Janine Dougall, Director of Environmental Services noted that when persons contact the RDBN to report an illegal dump site their information is forwarded to the COS and if the site is located close to a Regional District Landfill or Transfer Station, RDBN staff will assist and go through the garbage to attempt to determine who dumped it. In the Vanderhoof area, FLNRO staff survey the lands to find and clean-up illegal dump sites. FLNRO may connect it to a community clean-up day or Earth Day to promote community assistance and the RDBN will waive fees at its Landfills and Transfer Stations to assist with the clean-up. She spoke of the benefits of the program and that the program has operated for a number of years. Trail cams in sites known for illegal dump areas was discussed.

DISCUSSION ITEM (CONT'D)

Illegal Dumping (Cont'd)

Discussion took place regarding the cost implications to the RDBN in regard to illegal dump sites and the potential use, and use, of grant in aid to school groups to clean-up along roadways. Determining what is required for RCMP to prosecute an offender and having discussions with RCMP and COS regarding illegal dump sites was discussed.

Illegal Dumping

Moved by Director Miller
Seconded by Director Parker

RDC.2016-9-6

"That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors direct Chair Benedict and staff to work with local RCMP and Conservation Officers Service in regard to illegal dumping to determine the requirements needed to prosecute an offender."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Rural Dividend Fund
-Rural Connectivity Study

Moved by Director Newell
Seconded by Director Miller

RDC.2016-9-7

"That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to apply to the Rural Dividend Fund during its fall intake of October 3-31, 2016 for a Regional District of Bulkley-Nechako Rural Connectivity Study for each of Electoral Areas "A" (Smithers Rural), "B" (Burns Lake Rural), "C" (Fort St. James Rural), "D" (Fraser Lake Rural), "E" (Francois/Ootsa Lake Rural), "F" (Vanderhoof Rural), and "G" (Houston Rural)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Alternate Director Stoltenberg
Seconded by Director Newell

RDC.2016-9-8

"That the meeting be adjourned at 3:17 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Eileen Benedict, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL DIRECTORS COMMITTEE MEETING****Thursday, September 8, 2016**

PRESENT: Chair Eileen Benedict

Directors Mark Fisher
Tom Greenaway
Bill Miller
Rob Newell
Mark Parker
Jerry Petersen

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Jason Llewellyn, Director of Planning – arrived at 1:50 p.m., left at 1:52 p.m.
Roxanne Shepherd, Chief Financial Officer
Corrine Swenson, Manager of Regional Economic Development – arrived at 1:52 p.m.
Wendy Wainwright, Executive Assistant

Others Taylor Bachrach, Town of Smithers – left at 1:52 p.m.
Darcy Repen, Village of Telkwa – left at 1:47 p.m.

CALL TO ORDER

Chair Benedict called the meeting to order at 1:46 p.m.

AGENDAMoved by Director Greenaway
Seconded by Director Petersen**RDC.2016-8-1**

"That the Rural Directors Committee Agenda for September 8, 2016 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**SUPPLEMENTARY AGENDA**Moved by Director Parker
Seconded by Director Greenaway**RDC.2016-8-2**

"That the Rural Directors Committee Supplementary Agenda be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural Directors Committee
Meeting Minutes
-August 18, 2016**Moved by Director Petersen
Seconded by Director Parker**RDC.2016-8-3**

"That the minutes of the Rural Directors Committee meeting of August 18, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Smithers District Chamber of Commerce – Request for Grant in Aid – Electoral Area “A” (Smithers Rural) Moved by Director Fisher
Seconded by Director Newell

RDC.2016-8-4 “That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Smithers District Chamber of Commerce be given \$170.62 grant in aid monies from Electoral Area “A” (Smithers Rural) for the “Environmental Business of the Year Award” at the 2016 Community and Business Awards.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Grassy Plains Community Hall – Request for Grant in Aid – Electoral Area “E” (Francois/Ootsa Lake Rural) Moved by Director Miller
Seconded by Director Parker

RDC.2016-8-5 “That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Grassy Plains Community Hall be given \$6,532 grant in aid monies from Electoral Area “E” (Francois/Ootsa Lake Rural) to assist with the purchase of a riding lawn mower.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

REFERRALS

Land Referral File No. 6408913 Town of Smithers Electoral Area “A” Moved by Director Fisher
Seconded by Director Miller

RDC. 2016-8-6 “That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 6408913 be provided to the Province as the Regional District’s comments on Crown Land application 6408913.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Land Referral File No. 7409861 Blue Jay Farms Ltd. Electoral Area “C” Moved by Director Greenaway
Seconded by Director Petersen

RDC. 2016-8-7 “That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409861 be provided to the Province as amended to include in “Other Comments: “The Province should ensure that all licence holders (the fort St. James Community Forest, the Murray Ridge Ski Area and the Fort St. James Gun Club) are consulted due to any conflicts of interest.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

REFERRALS (CONT'D)

Land Referral File No.
7409863 Darrell & Rosanne
Ophus Electoral Area "F"

Moved by Director Petersen
Seconded by Director Parker

RDC. 2016-8-8

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409863 be provided to the Province as the Regional District's comments on Crown Land application 7409863."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referral File No.
0258220 Henderson
Electoral Area "F"

Moved by Director Petersen
Seconded by Director Parker

RDC. 2016-8-9

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 0258220 be provided to the Province as the Regional District's comments on Crown Land application 0258220."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

REPORTS

Fraser Lake Cops for Cancer
- Request for Grant in Aid
- Electoral Area "D"
(Fraser Lake Rural)

Moved by Director Parker
Seconded by Director Miller

RDC.2016-8-10

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Fraser Lake Cops for Cancer be given \$600 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) to assist with accommodation costs for the Cops for Cancer Riders."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rural Connectivity - Funding
Research

Moved by Director Newell
Seconded by Director Miller

RDC.2016-8-11

"That the Rural Directors Committee receive the Manager of Regional Economic Development's September 7, 2016 memo titled "Rural Connectivity – Funding Research."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Corrine Swenson, Manager of Regional Economic Development provided an overview of the Rural Connectivity – Funding Research.

Discussion took place regarding the possibility of using Grant in Aid funding for a feasibility study for Rural Connectivity. The potential cost to complete a feasibility study for the entire region was discussed.

REPORTS

Director Parker spoke to the service that is currently being provided by ABC Communications in Electoral Area "D" (Fraser Lake Rural). He noted that the LTE service is line of site and they have not indicated that they will be using relays to assist in expanding the LTE line of site ability. He mentioned that the coverage may not be sufficient.

Director Greenaway mentioned that Electoral Area "C" (Fort St. James Rural) utilizes satellite for internet coverage.

Discussion took place in regard to the need for on the ground information that will provide answers to what services are available, not available and what download and upload speeds are in the region.

Discussion took place regarding the ability to have staff utilize RDBN civic address mapping and mapping from Internet Service Providers (ISP) to determine the coverage that is available.

The potential and unknown costs of hiring a consultant along with the lack of funds available for a feasibility study were discussed.

Rural Connectivity - Funding Research

Moved by Director Miller
Seconded by Director Newell

RDC.2016-8-12

"That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to further investigate the cost to hire a consultant; and further, that staff research the ability to utilize RDBN civic address mapping and Internet Service Provider mapping to determine areas that have a lack of internet coverage."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Illegal Dumping within the RDBN

Director Fisher spoke of the illegal dumping issues within Electoral Area "A" (Smithers Rural). Discussion took place regarding the Conservation Officer Service needing to consult with Rural Directors not just the mayors in regard to commenting on what issues are occurring in rural areas that are under the jurisdiction of the Conservation Officer Service, Ministry of Environment.

Director Miller mentioned that the Ministry of Forests, Lands and Natural Resource Operations Compliance and Enforcement division also assists with illegal dump sites.

Staff will bring forward Illegal Dumping at a future Rural Directors Committee meeting for further discussion.

Meeting with Reckitt Benckiser September 12, 2016 – Prince George, B.C.

Director Petersen mentioned that along with himself, Directors Greenaway and Parker and Jason Llewellyn, Director of Planning will be attending in person the meeting with Reckitt Benckiser in Prince George on September 12, 2016. Chair Benedict, Director Miller and Melany de Weerd, CAO will be attending via teleconference.

ADJOURNMENT

Moved by Director Newell
Seconded by Director Miller

RDC.2016-8-13

"That the meeting be adjourned at 2:25 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Eileen Benedict, Chair

Wendy Wainwright, Executive Assistant



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chairperson Miller and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: October 13, 2016

**SUBJECT: Committee Meeting Recommendations
– October 6, 2016**

Following is a recommendation from the October 6, 2016 Committee Meetings for the Regional Board's consideration and approval.

Committee of the Whole – October 6, 2016

Recommendation 1:

Re: Liability insurance for Private Instructors at Bulkley Valley Pool

"That the Chief Financial Administrator's September 29, 2016 memo titled "Liability Insurance for Private Instructors at Bulkley Valley Pool" be deferred to a future Regional District of Bulkley-Nechako Meeting."

Recommendation 2:

Re: Nadleh Whuet'enne Yah Grand Opening Celebration – October 22, 2016

"That the Regional District of Bulkley-Nechako Board of Directors approve up to \$500 grant in aid monies from Electoral Area "D" (Fraser Lake Rural) for costs associated with providing a gift for the Nadleh Whut'enne Yah Grand Opening Celebrations."

Recommendation 3:

Re: Moricetown Band – Request for Letters of Support – Grant Application – Northern Development Initiative trust and BC Rural Dividend Fund

"That the Regional District of Bulkley-Nechako Board of Directors provide a letter of support to the Moricetown Band for its grant application to Northern Development Initiative Trust and BC Rural Dividend Fund for infrastructure upgrades to the RV Park and Campground overlooking Moricetown Canyon."

Committee of the Whole – October 6, 2016 (CONT'D)

Recommendation 4:

Re: RDBN Solid Waste Management Plan Review Public notification, Rural Dividend Fund and MIA BC Risk Management Funding

“That the Regional District of Bulkley-Nechako Board of Directors direct staff to:

- a. Write an article providing public notification of the Solid Waste Management Plan review process being undertaken by the RDBN and the inclusion of reduce, reuse and recycle initiatives to be reviewed in regard to metal and wood salvaging;
- b. that staff apply to the Rural Dividend Fund for a metal and wood salvaging study in the region;
- c. that staff apply to the Municipal Insurance Association of BC in January, 2017 for Risk Management grant funding in regard to metal and wood salvaging at RDBN Solid Waste Management Facilities.”

Regional Transit Committee – October 6, 2016

Recommendation 5:

Re: DRAFT Terms of Reference

“That the Regional District of Bulkley Nechako Board of Directors approve the Draft Regional Transit Committee Terms of Reference as amended and bring forward to a future Regional Transit Committee Meeting.”

Rural Directors Committee – October 6, 2016

Recommendation 6:

Re: Illegal Dumping

“That the Regional District of Bulkley-Nechako Board of Directors direct Chair Benedict and staff to work with local RCMP and Conservation Officers Service in regard to illegal dumping to determine the requirements needed to prosecute an offender.”

Recommendation 7:

Re: Rural Dividend Fund – Rural Connectivity Study

“That the Regional District of Bulkley-Nechako Board of Directors direct staff to apply to the Rural Dividend Fund during its fall intake of October 3-31, 2016 for a Regional District of Bulkley-Nechako Rural Connectivity Study for each of Electoral Areas “A” (Smithers Rural), “B” (Burns Lake Rural), “C” (Fort St. James Rural), “D” (Fraser Lake Rural), “E” (Francois/Ootsa Lake Rural), “F” (Vanderhoof Rural), and “G” (Houston Rural).”

RECOMMENDATION:

(ALL/DIRECTORS/MAJORITY)

Recommendations 1 through 7 as written.



**Regional District of Bulkley-Nechako
Board of Directors
October 20, 2016**

To: Chair Miller and the Board of Directors
 From: Corrine Swenson, Manager of Regional Economic Development
 Date: October 10, 2016
 Regarding: **Request for Letter of Support – Beyond the Market for Rural Dividend Fund Proposal**

In order to continue the Beyond the Market Program, an application is being made to the Rural Dividend Fund. The request for funds will include the continuation of the current level of service/program delivery and the addition of creating and/or expanding Agri-Export through workshops, education and training tailored to exploring, developing and tapping into both domestic and international markets.

Please see the attached request for a Letter of Support for the Beyond the Market Program to apply for funds through the Rural Dividend Fund.

As stated in the attachment, in addition to the letter of support required by October 26, 2016, representatives from the Beyond the Market Program are requesting the opportunity to attend a future Board meeting to discuss the upcoming two year Beyond the Market program (April 1, 2017 – March 31, 2019) and submit a request for financial support from the RDBN.

RECOMMENDATION

(All/Directors/Majority)

“That the Regional District of Bulkley-Nechako Board of Directors provides a letter of support for the Beyond the Market Program to access the Rural Dividend Fund for the continuation of the Beyond the Market Program and the addition of an Agri-Export focus.”

October 6, 2016

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

Attn: Corrine Swenson, Manager of Regional Economic Development

Re: Beyond the Market – Rural Dividends Fund Proposal

As per our telephone conversation, I am pleased to have an opportunity to followup with regards to the fact that Community Futures Fraser Fort George (CF FFG) is now eligible to apply for grants through the Rural Dividends Fund. With this CF FFG is currently working towards submitting a proposal, by the October 31, 2016 deadline, for the Beyond the Market initiative.

Community Futures has valued the ongoing commitment of the Regional District of Bulkley-Nechako to the Beyond the Market (BTM) initiative. As per our discussions, our proposal to the Rural Dividends Fund will include continuing the current level of service/program delivery; which focuses on workshops/training, business start-up/expansion support and making business connections to:

1. Increase the number of new farmers across the region;
2. Increase the viability and capacity of existing farms, especially those in start-up and early growth phases;
3. Improve the succession of longstanding farms to the next generation; and
4. Establish sound agri-business management practices that will result in job creation.

New to the BTM initiative will be providing workshops focused on creating and/or expanding Agri-Export which will include workshops, education and training tailored to exploring, developing and tapping into both domestic and international markets. Agri-businesses that demonstrate they are export ready will be coached through the development of an export plan that is connected into Provincial and Federal resources.

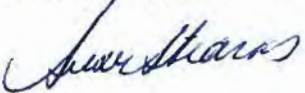
In order to leverage the Rural Dividend Funding CF FFG will require strong support for the initiative. With this CF FFG is respectfully requesting a letter of support from the Regional District of Bulkley-Nechako for the Rural Dividends BTM funding proposal on or before Wednesday, October 26, 2016. We apologize for this late request; however, it is due to the fact that Community Futures has recently been deemed eligible for this fund and the deadline for proposal submission is October 31, 2016

Our proposal to the Rural Dividends Fund is for \$100,000 over two years; which also will require us to secure any financial commitment(s) from our partners for the 2017-18 and 2018-19 (government) fiscal years. With respect to this, and expanding the focus to include Agri-Export workshops and support, we would welcome the opportunity to present to the Regional District Bulkley-Nechako Board of Directors the full scope of this initiative and, as in the past, put forward a financial request from the Regional

District to support the delivery of this program across their respective region. An in person presentation will provide more in-depth information and an opportunity for the Board to ask questions and, potentially express concerns, with regards to the continuation of this program under the auspice of Rural Dividends and in expanding the program to include Agri-Export.

Should you require any additional information, please contact either Christine Kinnie, Beyond the Market Coordinator at christinek@cfdc.bc.ca or myself, Susan Stearns, General Manager at susans@cfdc.bc.ca – we also invite you to contact the Community Futures office at 250-562-9622 to speak directly with either one of us.

Yours in people, business and community,



Susan Stearns, MAIS, BLM, CEC, CHRP
General Manager

cc: Christine Kinnie, Beyond the Market Coordinator
Board of Directors, Community Futures Fraser Fort George



**Regional District of Bulkley-Nechako
Board of Directors
October 20, 2016**

To: Chair Miller and the Board of Directors
 From: Corrine Swenson, Manager of Regional Economic Development
 Date: October 10, 2016
 Regarding: Request for Sponsorship: Grassy Plains Community Hall
 Electoral Area 'E' (Francois/Ootsa Lake Rural)

The Grassy Plains Community Hall is requesting the RDBN act as a sponsor agency for receiving a grant donation of \$500 from CN Rail for a contribution towards the purchase of a new riding lawn mower.

Grassy Plains Community Hall is a Not for Profit Society in good standing with the Province of BC that has provided the RDBN with a completed application for sponsorship including a resolution from their Board approving the request and agreeing to enter into an agreement with the RDBN.

A Board resolution is required in order to sponsor the Grassy Plains Community Hall for the purpose of issuing charitable donation receipts. When the Regional District accepts donations for a project and issues tax receipts, there is a responsibility on the RDBN to ensure that the funds are spent on the project for which it is intended. A letter of agreement will be requested from the Grassy Plains Community Hall, committing the group to spending the donations received on the intended project and submitting a final report to the RD upon completion.

The Regional District of Bulkley-Nechako has previously sponsored other Not for Profit Societies in the same manner.

Director Benedict is supportive of this request.

RECOMMENDATION

(All/Directors/Majority)

"That the Regional District of Bulkley-Nechako Board of Directors approves of the RDBN acting as a sponsoring agency for the Grassy Plains Community Hall funding application to CN Rail, thus entering into an agreement with Grassy Plains Community Hall and CN Rail as well as issuing a tax receipt to CN Rail."



**Regional District of Bulkley-Nechako
Board of Directors Memorandum
October 20, 2016**

To: Chair Miller and the Board of Directors
 From: Kristi Rensby, Finance/Administration Coordinator
 Date: October 11, 2016
 Regarding: Federal Gas Tax Funds – Electoral Area 'A' (Smithers Rural)
 Bulkley Valley Child Development Centre Society

The Bulkley Valley Child Development Centre Society (BV CDC) has requested the Regional District of Bulkley-Nechako's assistance in the form of Federal Gas Tax Funds to complete an energy efficiency / recreation infrastructure improvement project at the BV Child Development Centre located in Smithers.

There was a resolution made in January of 2014 to support the BV CDC with the purchase and installation of furnaces in their old building, which was located rurally in Electoral Area 'A'. Instead of proceeding with that project, the BV CDC has purchased a building located much more centrally in Smithers. They have been undertaking a number of renovations and upgrades to this new building since purchasing it in 2014.

Now, the BV CDC would like to replace an inefficient furnace and roofing in their new location with more energy efficient products and construction, to provide a more suitable and welcoming facility for the community. The costs are estimated as follows:

Furnace replacement	\$4,935.00
Roof replacement	<u>27,982.50</u>
Total Project Cost	\$32,917.50

Total uncommitted Gas Tax Funds remaining in the Electoral Area 'A' allocation is \$1,104,823.66. Director Fisher is supportive of this project and of accessing Federal Gas Tax Funds in the amount of up to \$32,917.50 for this Community Energy Systems / Recreation Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

RECOMMENDATION:

1. That the RDBN Board of Directors rescind Motion 2014-1-8 passed on January 23, 2014;
2. That the RDBN Board of Directors authorize contributing \$32,9217.50 of Electoral Area 'A' Federal Gas Tax allocation monies to the Bulkley Valley Child Development Centre Society for a Community Energy Systems / Recreation Infrastructure project at the BV Child Development Centre;
3. That the RDBN Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost, and further,
(All/Directors/Majority)
4. That the RDBN Board of Directors authorize the withdrawal of up to \$33,217.50 from the Federal Gas Tax Reserve Fund.

(Participants/Weighted/Majority)



**Regional District of Bulkley-Nechako
Board of Directors Memorandum
October 20, 2016**

To: Chair Miller and the Board of Directors
 From: Kristi Rensby, Finance/Administration Coordinator
 Date: October 12, 2016
 Regarding: Federal Gas Tax Funds – Electoral Area 'C' (Fort St. James Rural)
 Community Arts Council of Fort St. James

The Community Arts Council of Fort St. James has requested the Regional District of Bulkley-Nechako's assistance in the form of Federal Gas Tax Funds to complete a Cultural Infrastructure improvement project at the Pope Mountain Arts building, located in Fort St. James.

There was a resolution made in July of 2016 to provide \$43,628 towards this second phase renovation project, which includes completing electrical upgrades, adding a wheelchair accessibility entrance, adding a basement entrance, and other upgrades to make the building more accessible and suitable for the community and the presentation of the arts.

Unfortunately, the Arts Council was unable to secure funding from the Northern Development Initiative Trust as originally anticipated. The previous project has been scaled back to a cost of \$73,655, and the Arts Council has requested increasing the Gas Tax funding to \$47,162.

Total uncommitted Gas Tax Funds remaining in the Electoral Area 'C' allocation is \$168,029.48. Director Greenaway is supportive of this project and accessing Federal Gas Tax Funds in the amount of up to \$47,162 for this Cultural Infrastructure improvement project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

RECOMMENDATION:

1. That the RDBN Board of Directors rescind Motion 2016-10-16 passed on July 21, 2016;
2. That the RDBN Board of Directors authorize contributing \$47,162 of Electoral Area 'C' Federal Gas Tax allocation monies to the Community Arts Council of Fort St. James for a Cultural Infrastructure improvement project at the Pope Mountain Arts building,
3. That the RDBN Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost, and further,
(All/Directors/Majority)
4. That the RDBN Board of Directors authorize the withdrawal of up to \$47,462 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)

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Regional District of Bulkley-Nechako Board of Directors Memorandum October 20, 2016

To: Chair Miller and the Board of Directors
From: Kristi Rensby, Finance/Administration Coordinator
Date: October 7, 2016
Regarding: Federal Gas Tax Funds – Electoral Area 'C' (Fort St. James Rural)
Fort St. James Curling Club

The Fort St. James Curling Club has requested the Regional District of Bulkley-Nechako's assistance in the form of Federal Gas Tax Funds to complete a Recreational Infrastructure / Energy Efficiency improvement project at the Curling Rink, located in Fort St. James.

The Club wishes to replace inefficient lighting with highly efficient LED lighting at the Curling Rink. At the April 28, 2016 Board Meeting, the RDBN Board of Directors passed a resolution to authorize contributing \$21,506.08 in Gas Tax Funds to the Fort St. James Curling Club for this project. Unfortunately, there was a water leak in the building during the off-season, which has delayed the project while the Club has been waiting for the insurance company to proceed with repairs. Since originally quoted in February, the costs for the lighting upgrade have increased.

The new project budget is as follows:

Lighting fixtures	\$21,444.66
Labour to install	<u>2,970.00</u>
Total Project	\$25,635.40

Total uncommitted Gas Tax Funds remaining in the Electoral Area 'C' allocation is \$168,029.48. Director Greenaway is supportive of this project and accessing Federal Gas Tax Funds in the amount of up to \$25,635.40 for this Recreational Infrastructure / Energy Efficiency improvement project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.

RECOMMENDATION:	
1. That the RDBN Board of Directors rescind <u>Motion 2016-6-15</u> passed on April 28, 2016;	
2. That the RDBN Board of Directors authorize contributing \$25,635.40 of Electoral Area 'C' Federal Gas Tax allocation monies to the Fort St. James Curling Club for a Recreational Infrastructure / Energy Efficiency improvement project at the Curling Rink ;	
3. That the RDBN Board of Directors authorize the purchase and installation of approved signage for the project to a maximum of \$300 cost; and further, (All/Directors/Majority)	
4. That the RDBN Board of Directors authorize the withdrawal of up to \$25,935.40 from the Federal Gas Tax Reserve Fund.	
	(Participants/Weighted/Majority)



REGIONAL DISTRICT OF BULKLEY-NECHAKO

Memorandum

TO: Chair Miller and Regional Board Members

FROM: Melany de Weerd, CAO

**SUBJECT: Winter break Closure 2016 –
Statutory Holidays in December, 2016**

DATE: October 7, 2016

This year Christmas Day and Boxing Day are on Sunday and Monday. In keeping with RDBN policy, which reads "when any such day falls on a Saturday or Sunday, the preceding Friday or the following Monday shall be declared a holiday in lieu thereof", the RDBN office will be closed on Monday, December 26th, and Tuesday December 27th.

January 1st also lands on a Sunday this year, so the RDBN office and operations will be closed on January 2, 2017 (New Year's Day).

As a result of the RDBN office closure on Monday and Tuesday, staff is requesting consideration of closure of the RDBN office on Wednesday December 28th through Friday December 30th. Historically the RDBN office is extremely quiet during the winter break/holiday with very few, if any, telephone calls and minimal or no attendance by the public to the office. Staff overtime and/or vacation time may optionally be used for the closure days if agreeable by the Board.

Public notification will be given well in advance should the Regional Board approve of the closure.

RECOMMENDATION

(ALL/DIRECTORS/MAJORITY)

"That the Regional District of Bulkley-Nechako office be closed from December 26, 2016 to January 2, 2017 (inclusive)."

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEMORANDUM**

TO: Chair Miller and Board of Directors

FROM: Cheryl Anderson
Manager of Administrative Services

DATE: October 12, 2016

SUBJECT: Staff Christmas Gift Certificate

It has been the practice of the Regional District of Bulkley-Nechako, since its inception in 1966, to present each employee with a gift cheque at Christmas. For a number of years, a cheque in the amount of \$75 has been presented to each employee of the RDBN.

If the Regional District Board wishes to continue this practice for the upcoming Holiday Season, a resolution will be required to authorize the expenditure.

RECOMMENDATION: (All/Directors/Majority)

That the Regional District of Bulkley-Nechako Board of Directors authorize issuance of a "Holiday Season" gift cheque in the amount of \$75 after taxes to each RDBN employee.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Miller and Board of Directors

**FROM: Wendy Wainwright
Executive Assistant**

DATE: October 12, 2016

**SUBJECT: Items to be brought forward to the public agenda from Special
(In-Camera) Meeting**

As per the Regional Board recommendation, the following motion is being brought forward from the Special (In-Camera) meeting:

September 22, 2016

I.C.2016-11-6

Illegal Use of Private Property and Un-surveyed Crown Land near Dog Creek for an Asphalt Plant (Electoral Area "F")

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to:

1. work with the RDBN solicitor to prepare the necessary affidavits and Court documents required to obtain a permanent injunction, and authorize staff to proceed with Court action using the pre-prepared documents if Mr. Goetjen allows an asphalt plant on his land contrary to zoning in the future; and
2. write a letter to the Province asking them to enforce the terms of their license of occupation with Hat Lake Logging to ensure compliance with zoning, and ask that enforcement include cancellation or non-renewal of the license, if necessary."

(All/Directors/Majority)

CARRIED

Recommendation:

(All/Directors/Majority)

That the Regional District of Bulkley-Nechako Board of Directors ratify release of the above motion as written from the Special (In-Camera) meeting.



Regional District of Bulkley-Nechako Memo – Board Agenda October 20, 2016

To: Chair Miller and the Board of Directors
From: Roxanne Shepherd, Chief Financial Officer
Date: October 11, 2016
Re: Financial Plan Guidelines

The Regional District's Financial Plan Guidelines are attached for review and feedback. These guidelines were first used in the 2016-2020 financial planning process and have been updated to reflect current services.

The guidelines provide a legal framework as mandated by the Local Government Act. The guidelines also outline the financial planning principles used in formulating the budget. These principles include service sustainability, minimum taxation, matching costs with benefits, stable taxation, consistency with other plans and public consultation.

The guidelines include a timeline and a description of the information that will be provided at each budget meeting.

I would appreciate the Board's direction regarding the budgeting process as outlined in the attached document.

I would be pleased to answer any questions.

R. Shepherd

Recommendation:

(all/directors/majority)

1. That the memorandum from the Financial Administrator, dated October 11, 2016 regarding Financial Plan Guidelines be received; and,
2. That the 2017-2021 Financial Plan Guidelines dated October 20, 2016 be approved.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

FINANCIAL PLAN GUIDELINES

October 20, 2016

Regional District of Bulkley-Nechako
Financial Plan Guidelines
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Regional District of Bulkley-Nechako
Financial Plan Guidelines

1. Purpose

To provide structured guidance for the preparation of the Five Year Financial Plan.

2. Legal Framework

a. Financial Plan Bylaw Details

For each service, the financial plan bylaw must set out:

- i. Proposed Expenditures
- ii. Proposed Funding Sources
- iii. Proposed Transfers to and from funds, separately for reserve funds and accumulated surplus for each service

b. Revenue Categories

For each service, the financial plan bylaw must set out:

- i. Revenue from property value taxes
- ii. Revenue from parcel taxes
- iii. Revenue from fees and charges
- iv. Revenue from other sources
- v. Proceeds from borrowing

c. Expenditure Categories

For each service, the financial plan bylaw must set out:

- i. Interest and Principal on debt
- ii. Capital Expenditures
- iii. Deficit from prior year, if any
- iv. Amount required for other purposes.

d. Limit on Taxation

Budgeted taxation for each service cannot exceed the maximum tax requisition in each service establishment bylaw.

e. Limit on Tax Requisition

The tax requisition for each service cannot exceed budgeted taxation for that service.

f. Deadline for Financial Plan Bylaw Adoption

March 31

g. Balanced Budget Requirement

Each service must have a balanced budget

- i. If an actual deficit results, it must be included as an expenditure in the following year's financial plan
- ii. If an actual surplus results, it is included as revenue in the following year's financial plan

h. Public Consultation

Regional Districts are required to consult with the public on their financial plans. The nature and extent of public consultation is not prescribed.

i. Financial Plan Amendments

The Financial Plan may be amended by the Regional District Board at any time

- j. Borrowing** in the financial plan must undergo a separate approval process.

3. RDBN Services

Each service must be accounted for and managed separately.

The RDBN has 70 separate services including region-wide services, regional rural services, sub-regional services and local services. A table of RDBN active services by category is shown on the following page.

Region-Wide Services (6)	Local Services (41)
• General Government	• Fort Fraser Local Community
• Feasibility Studies	• Area "A" Economic Development
• Regional Economic Development	• Area "E" Economic Development
• Development Services	• Lake Kathlyn Weed Harvesting
• Environmental Services	• Glacier Gulch Water Diversion
• 9-1-1 Service	• Fort Fraser Sewer System
	• Fort Fraser Water System
Regional Rural Services (7)	• Fort Fraser Rural Fire Protection
• Rural Government	• Southside Rural Fire Protection
• Rural Planning	• Burns Lake Rural Fire Protection
• Rural Building Inspection	• Fort St. James Rural Fire Protection
• Rural Building Numbering	• Houston Rural Fire Protection
• Unsightly Premises Regulatory Control	• Luck Bay Rural Fire Protection
• Rural Weed Control	• Smithers Rural Fire Protection
• Emergency Preparedness Planning	• Telkwa Rural Fire Protection
	• Vanderhoof Rural Fire Protection
Sub-Regional Services (13)	• Round Lake Rural Fire Protection
• Chinook Community Forest	• Cluculz Lake Emergency Response
• Lakes Economic Development	• Topley Rural Fire Protection (2015)
• Stuart-Nechako Economic Development	• Topley Rural Road Rescue & First Responders (2015)
• Burns Lake Victims Services	• Area "A" Emergency Services
• Lakes District Airport	• Area "F" Extrication
• Bulkley Valley Regional Pool	• Lakes District Emergency Services
• Burns Lake Arena	• Area "D" Extrication
• Smithers/Telkwa/Houston TV Rebroadcasting	• Area "C" Road Rescue
• Fraser Lake & Area TV Rebroadcasting	• Fort St. James Seniors Transit (2015)
• Fort St. James & Area TV Rebroadcasting	• Smithers Para-Transit
• Burns Lake and Area TV Rebroadcasting	• Telkwa Pedestrian Crosswalk
• Burns Lake Library	• Decker Lake Street Lighting
• Burns Lake Museum	• Endako Street Lighting
	• Fort Fraser Street Lighting
	• Gerow Island Street Lighting
	• Colony Point Street Lighting
Non-Taxable Services (3)	• Fort St. James Arena Grant
• Municipal Financing	• Smithers Recreation and Culture
• Pump & Haul Sewer Disposal	• Vanderhoof Recreation and Culture
• Liquid Waste Disposal	• Fort Fraser Cemetery Grant
	• Topley Cemetery Grant
	• Fraser Lake Library Grant
	• Fort St. James Library Grant
	• Fort Fraser Community Hall

4. Property Assessments

a. Assessment Base for the Budget

The five year financial plan is based on property assessments in the Completed Tax Roll, which is available in January.

b. Assessment Base for the Tax Requisition

The Tax Requisition for the year is based on the Revised Tax Roll, which is available at the end of March. The deadline for the tax requisition is April 10.

5. Property Class Tax Rate Multipliers

Unlike, Municipalities, which establish tax rates for each class of property, for regional district taxation, the relationship between tax rates for residential properties and other classes of properties is established by provincial statute.

Class 1	Residential	Established for each service by Regional District Board
Class 2	Utilities	3.5 times the residential rate
Class 3	Supportive Housing	1.0 times the residential rate
Class 4	Major Industry	3.4 times the residential rate
Class 5	Light Industry	3.4 times the residential rate
Class 6	Business and Other	2.45 times the residential rate
Class 7	Managed Forest	3.0 times the residential rate
Class 8	Farm	1.0 times the residential rate

6. Tax Exemptions

a. Mandatory Exemptions

There are certain mandatory exemptions determined by the Local Government Act. Some examples are properties owned by the Federal Government, the Province, the Regional District, a Municipality within the Regional District or buildings used for public worship.

b. Contractual Exemption

A 1950 agreement between the Province and Alcan (now Rio Tinto Alcan) has exempted Alcan's properties that are used for the generation of power for the smelter in Kitimat. Since 2009, we have been receiving a grant in lieu of taxes from the Province under a 15 year commitment ending in 2024. The 2015 grant was \$830,667 and it increases annually according to the formula used by BC Hydro for its generating facilities.

c. Permissive Tax Exemptions

Under the *Local Government Act*, regional districts are authorized to enact bylaws to exempt properties owned by not-profit organizations in a limited number of categories. A one year exemption can be granted with a two thirds majority of the Regional District Board. A permissive tax exemption longer than one year and up to 10 years requires the consent of the electors. Some examples are properties used primarily for public

athletic, recreation or education purposes. The RDBN currently has no active permissive tax exemptions.

7. Reserve Funds

- a. **Statutory Capital Reserves** can be established by bylaw for any service to accumulate funds for capital expenditures expected in the future, typically for asset replacement, refurbishment, additions or major repairs. Contributions and accumulated interest can only be spent for the purpose established in the Capital Reserve Establishment bylaw.
- b. **Operating Reserves** can be established by bylaw to provide funds for operating costs that fluctuate from year to year, such as rural elections.

8. Surpluses or Deficits from the Prior Year

Surpluses and deficits must be accounted for separately for each service

a. Deficits

If the actual financial results for a service from the prior year resulted in a deficit for that service, it must be carried forward to the current year's budget as an expenditure.

b. Surpluses

If the actual financial results for a service from the prior year resulted in a surplus for that service, it is carried forward to the current year's budget as revenue in that service. Such revenue may be used to:

- i. Reduce taxation for the current year;
- ii. Fund additional expenditures for one-time projects in the current year;
- iii. Contribute to a capital reserve;
- iv. Contribute to an operating reserve; or
- v. Budget for a contingent expenditure for projects that may be identified during the current year or a future year

9. Debt

a. For RDBN services

i. Revenue Anticipation Borrowing

Short term borrowing to cover a temporary shortfall in funds in anticipation of the collection of annual tax requisition is collected can be approved by the Regional District Board.

ii. Short Term Capital Borrowing

For Administration Purposes only, short term capital borrowing (less than 5 years) can be approved by the Regional District Board up to a maximum of \$50,000 plus \$2 per capita. For example, in 2005, the RDBN borrowed \$131,700 under this provision to pay for part of the purchase price of the McLeod Building in Burns Lake (later to become the new RDBN Administration Building). The loan was repaid over 5 years.

iii. Short Term Equipment Financing

Equipment financing (less than 5 years) can be approved by the Regional District Board. For example, in 2015, the RDBN borrowed \$1,547,000 to finance part of the costs of landfill equipment at Knockholt and Clearview.

iv. Long Term Capital Borrowing

Borrowing of greater than 5 years requires:

1. A Loan authorization Bylaw that has received the consent of the electors, and
2. A Debenture Security Issuing Bylaw that can be approved by the Regional District Board

v. Temporary Borrowing

Temporary Borrowing in anticipation of receiving debenture proceeds can be approved by the Regional District Board once the loan authorization bylaw has been approved.

b. Financing Municipal Undertakings

Municipalities that wish to borrow using the Municipal Finance Authority debenture facility must do so through Regional Districts.

- i. The Municipality requires a loan authorization bylaw that has undergone the usual municipal approval process as well as a Council resolution requesting that the Regional District participate in a debenture issue on its behalf, and
- ii. The Regional District Board issues a Security Issuing Bylaw for debenture borrowing on behalf of municipalities.

c. Joint and Several Liability – The Regional District and its member municipalities are jointly and severally liable for each other’s MFA debenture debt.

10. Financial Plan Preparation and Management Process

The following outlines the financial planning process along with the associated timelines:

September	<ul style="list-style-type: none"> • Finance Staff develops a financial model for the new budget year
Early November	<ul style="list-style-type: none"> • Pre-budget Committee of the Whole (COW) planning session to review status of current year’s activities and proposed staff work plans and priorities for the ensuing year – costs are not available at this point • Opportunity for the COW to provide budget direction regarding Board priorities.
During November	<ul style="list-style-type: none"> • CAO and Finance Department meet with each department head to review September year to date financial results and projections for the remainder of the current year • Receive departmental input into region-wide and regional rural service budgets and five year projections

November /December	<ul style="list-style-type: none"> Finance Department prepare first draft of budget for region-wide and regional rural services for follow up discussions with department heads to reflect any corrections or changes
Early January	<ul style="list-style-type: none"> First draft of the financial plan, including operating and capital budgets for region-wide and regional rural services, reviewed with Committee of the Whole Includes analysis of changes in each service area budget from the prior year, by expenditure category Includes analysis of projected residential tax rates for each of the above services Receive direction from the COW for any changes
Early February	<ul style="list-style-type: none"> Second draft of the financial plan for region-wide and regional rural services reviewed with Committee of the Whole Reflects changes resulting from COW direction and changes in surpluses resulting from the difference between projected and actual results for the prior year Includes updated analysis of changes in each service area budget from the prior year and analysis of tax rates for each service Receive direction from the COW for any changes
January /February	<ul style="list-style-type: none"> Receive draft budgets from municipalities for any shared services that are operated by municipalities (e.g.: fire protection, road rescue, recreation & culture, etc.) Prepare draft local service and shared sub-regional service budgets, including property assessments and projected tax rates Distribute draft local service budgets to Directors participating in those services for direction
February /March	<ul style="list-style-type: none"> Receive direction from Directors participating in local services and shared sub-regional services Update the respective budgets accordingly
Early March	<ul style="list-style-type: none"> Third draft of the financial plan for region-wide and regional rural services reviewed with Committee of the Whole Reflects changes resulting from COW direction Includes updated analysis of changes in each service area budget from the prior year and analysis of tax rates for each service Receive direction from the COW for any changes
Late March	<ul style="list-style-type: none"> Reflect any changes directed by the COW into the final draft of the budget for review and adoption by the Board

11. Details of Budget Information for Region-wide and Regional Rural Services reviewed with the Committee of the Whole:

- a. Summary of Costs for each proposed initiative for Year 1 of the Financial Plan.
- b. Detailed schedules for each region-wide service and each regional rural service showing projected revenues and expenditures by major category in Year 1 of the Financial Plan compared with the prior year.
- c. Table showing projected taxation, assessments and residential tax rates for region-wide services and regional rural services in Year 1 of the Financial Plan compared with the prior year.
- d. Five Year Bar Graphs comparing taxation for region-wide services and regional rural services in Year 1 of the financial plan with each of the previous 4 years.

- e. Pie charts for Year 1 of the financial plan showing the percentage of taxation that each service makes up of region-wide services and regional rural services.
- f. Detailed budgets for each service are available on request.

12. Financial Planning Principles

a. Service Sustainability

The five year financial plan should reflect long term cost projections and revenue expectations for each service. This would include reasonable tax rates, including contributions to capital reserves and/or the use of debt financing, where necessary, to sustain each service in the long term.

b. Minimum Taxation

For each service, taxation should be kept to the lowest level possible, consistent with delivering quality, sustainable services.

c. Matching Costs with Benefits

A balanced approach is needed when planning for the ultimate replacement of long lived assets. The options are:

1. Pay as you go

Tax properties at the time the asset is replaced. This can lead to large, one-time taxes.

2. Debt Financing

Borrow the funds at the time the asset is replaced and repay the debt over the life of the new asset (cannot be longer than 30 years).

3. Capital Reserves

Contribute to capital reserves during the time the asset is used up so that enough funds are available to finance the new asset at the time of replacement.

Inter-generational equity is affected when making a choice between contributing to capital reserves and using future debt financing to fund the future replacement of capital assets. In making this choice, consideration is given to how the existing assets were financed in the first place.

i. Capital Reserves

When the current generation of taxpayers did not fund the existing asset, it is appropriate to contribute to capital reserves for ultimate replacement. This reflects the fact that current taxpayers are using up an asset they did not pay for.

ii. Debt Financing

When the current generation of taxpayers have paid for the existing assets through taxes, contributing to capital reserves would result in them paying for

the existing asset twice (once for initial acquisition and once for replacement). In this case, it would be appropriate to consider debt financing for future asset replacement so that the future generation of taxpayers bears the cost of the new asset.

d. Stable Tax Rates

Large fluctuations in tax rates should be avoided, to the extent possible. Tools to manage tax rate fluctuations include:

i. Capital Reserves

Capital reserves can smooth out the cost of long term or infrequent capital purchases.

ii. Operating Reserves

Operating reserves can smooth out the cost of regular operating costs that occur every few years.

iii. Operating Contingencies

Where a service has a historically large surplus, the excess could be used to reduce taxes in year 1 of the financial plan or used to budget for an operating contingency, which could be used in the future to offset future tax increases.

iv. Service Level Adjustments

Under certain circumstances, it may be appropriate to minimize tax increases by reducing that scope of the service provided.

e. Consistency with Other Plans

The financial plan should be consistent with any other existing RDBN plans, including:

- i. RDBN Strategic Plan
- ii. Departmental Work Plans
- iii. Official Community Plans

f. Public Consultation

i. Open Budget Deliberations

Each draft of the financial plan is deliberated in a public, open meeting of the Committee of the Whole. The final financial plan is deliberated by the RDBN Board in a public, open meeting. These deliberations should be advertised in advance of the meetings.

ii. Public Meetings with Municipal Councils

On request, the RDBN will attend a Municipal Council meeting to present the RDBN budget for the current year.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****Memorandum**

TO: Chair Miller and Board of Directors

FROM: Melany de Weerd, CAO

DATE: October 12, 2016

SUBJECT: Transit Committee Community to Community Forum

The Board of the Regional District of Bulkley-Nechako has provided clear direction that it is desirable to encourage participation in the Regional Transit Committee by all communities who are located along the Highway 16 corridor and/or who access services along the corridor, to take the default position of everybody being included, and then the communities themselves can choose to 'opt out' if they determine the service is not relevant to their community. The communities include the Regional District, First Nations communities and municipalities. At this time, we have received limited feedback from the First Nations communities on whether they want to participate, although feedback on the service itself by way of BC Transit has been generally positive.

In discussions with one of the local Chiefs, he indicated that a meeting similar to the Community to Community Forum held July 7, 2016 and focused specifically on the 'next steps' for the transit service would bring more First Nations communities to the table where they can decide if they would like to participate in the Regional Transit Committee. There are two areas of focus for the forum, based on what the Chief spoke, would be:

- First and foremost, governance. The Board has expressed emphatically the importance of First Nations communities speaking on behalf of the needs of their people, since they are the ones who know and understand best the needs of their respective communities. The principal purpose of the forum would be to find out which communities want to participate in the governance of the transit service, and what they think at this point.
- Secondly, funding partnerships. Like the local governments, the First Nations communities appreciate that the Federal and Provincial governments are willing to contribute a higher level of funds towards this transit service. Now they want to know what it will cost them to have a voice in the governance of this service sustainably into the future for the benefit of their people. The costs are directly impacted by the number of funding partners and therefore feedback on the above question is required to calculate community-specific funding requirements. The secondary

purpose of the forum would be to begin to look at funding capacity and cost apportionment.

Proposed format:

- Due to the time constraints, this forum would be held as soon as reasonably practicable.
- The Ministry of Transportation and Infrastructure and BC Transit would be invited to present during the morning, to provide an update to all participants on the results of the survey and feedback to this point.
- Staff would investigate options and availability of a facilitator.
- The balance of the day would be focused on the two priorities outlined above.
- Minutes of the meeting would be taken and distributed to all participants.

Finances for Forum:

Indigenous and Northern Affairs Canada has indicated that they are willing to cover the travel costs for First Nations to participate in such a Forum because it can contribute to a reduction in violence along the Highway 16 corridor, provided a First Nations group consents to being the 'flow through' organization.

Staff is in discussion with the Ministry of Transportation and Infrastructure regarding the balance of costs and anticipate that there will be minimal costs that would need to be covered by the Regional District. Subject to Board approval, this could be funded under the "Special Projects" in the Regional District budget, which has remaining funds in 2016.

RECOMMENDATION:

(All/Directors/Majority)

"That the Regional District of Bulkley-Nechako authorize Staff to work with the Ministry of Transportation and Infrastructure, BC Transit, First Nation Communities and Municipalities to organize a Community to Community Forum in relation to the proposed Highway 16 Transit Service."

"That Staff work with Indigenous and Northern Affairs Canada to cover the travel costs, and elder honorarium if applicable, for First Nations participants at the forum."

"That any Regional District costs be funded from the remaining "Special Projects" budget for 2016."



REGIONAL DISTRICT OF BULKLEY-NECHAKO

Memorandum

TO: Chair Miller and Regional Board Members

FROM: Melany de Weerd, CAO

DATE: October 12, 2016

SUBJECT: RDBN APPOINTMENTS - 2017

As in previous years, the following recommendations are made with respect to appointments for the Regional District bankers, lawyers, election officers, signatories and auditors and must be ratified by the Regional Board:

- Bankers: - Bulkley Valley Credit Union
- Lawyers: - Stewart McDannold Stuart, Victoria, BC
Young Anderson, Vancouver, BC
Carvello Law Corp., Victoria, BC
- Election Officers: - Cheryl Anderson, Chief Election Officer
(with authority to appoint election officials as necessary)
Geraldine Craven and Wendy Wainwright,
Deputy Chief Election Officers
- Signing Authority: - The Chairperson, Director from the Village of Burns Lake, the Director from Electoral Area "B", the Director from Electoral Area "E", and the Chief Administrative Officer, Financial Administrator, Manager of Administrative Services or Deputy Chief Administrative Officer.
- Auditors - RHN Schmitz & de Grace

RECOMMENDATION: (All/Directors/Majority)

"That the Regional Board of the Regional District of Bulkley-Nechako ratify the appointments as outlined above for the year 2017."

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEMORANDUM**

TO: Chair Miller and Board of Directors

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

DATE: October 12, 2016

SUBJECT: Procedure Bylaw Amendment/Election of Chair and Vice Chair

In 2014, the Province adopted Bill 21 which introduced reforms to local government elections, inclusive of changing the term to four years. In January 2016, the *Local Government Act* was updated to reflect the changes including amending section 215(1) to change the month in which a Board must elect a Chair and Vice Chair from December to November. Section 215 of the *Local Government Act* is attached.

As a result, the RDBN procedure bylaw must be amended to reflect the change. The change that has been made is as follows:

Page 2

“Inaugural Meeting” means the first meeting of the Board that is held after November 1 in any year.

The Board is being requested to give three readings and adoption to Bylaw No. 1784 further in the agenda.

RECOMMENDATION: (All/Directors/Majority)

That the Regional District of Bulkley-Nechako Board of Directors receive the memo from Cheryl Anderson, Manager of Administrative Services titled “Procedure Bylaw Amendment/Election of Chair and Vice Chair.”

- (o) section 395 (5) [repayment of riparian property tax exemptions: 2/3 votes cast];
- (p) section 406 (3) [amendment or repeal of loan authorization bylaw – dispensing with electoral area director consent: 2/3 votes cast];
- (q) section 460 (3) [Part 14 – variation of time limit to reapply for bylaw amendment or permit: 2/3 vote of eligible local government members];
- (r) section 590 (2) [Part 15 – variation of time limit to reapply for bylaw amendment or permit: 2/3 of votes cast].

RS2015-1-214 (B.C. Reg. 257/2015).

Division 4 – Board Chair and Committees

Chair and vice chair of board

- 215.** (1) At the first meeting held after November 1 in each year, the board must elect a chair and a vice chair.
- (2) The vice chair has, during the absence, illness or other disability of the chair, all the powers of the chair and is subject to all rules applicable to the chair.
- (3) If the chair and the vice chair are not present at a meeting of the board, the directors present may elect an acting chair who, during that meeting, has all the powers of the chair and is subject to all rules applicable to the chair.
- (4) For the purposes of elections under this section, each director present at the meeting has one vote in each election for an office.

RS2015-1-215 (B.C. Reg. 257/2015).

Responsibilities of chair

- 216.** (1) The chair is the head and chief executive officer of the regional district.
- (2) In addition to the chair's powers and duties as a board member, the chair has the following duties:
- (a) to see that the law is carried out for the improvement and good government of the regional district;
 - (b) to communicate information to the board;
 - (c) to preside at board meetings when in attendance;
 - (d) to recommend bylaws, resolutions and measures that, in the chair's opinion, may assist the peace, order and good government of the regional district in relation to the powers conferred on the board by an enactment;
 - (e) to direct the management of regional district business and affairs;
 - (f) to direct the conduct of officers and employees in accordance with sections 239 [chair to direct and inspect officers and employees] and 240 [suspension of officers and employees].

RS2015-1-216 (B.C. Reg. 257/2015).

Chair may require board reconsideration of a matter

- 217.** (1) The chair of a regional district has the same authority as a mayor under section 131 [mayor may require council reconsideration of a matter] of the *Community Charter*.
- (2) In exercising the power under subsection (1), the chair may return the matter for reconsideration at the meeting of the board following the original vote, whether or not this is within the 30 day period referred to in section 131 (2) of the *Community Charter*.

RS2015-1-217 (B.C. Reg. 257/2015).

Appointment of select and standing committees

- 218.** (1) A board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the board.

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REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Miller and Board of Directors

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

DATE: October 12, 2016

SUBJECT: Election of Chairperson and Vice-Chairperson

Please be advised, as a result of the changes to the *Local Government Act*, that the Regional Board must elect a Chairperson and Vice-Chairperson at the first meeting held after November 1.

As a result, the Chairperson and the Vice-Chairperson will be elected at the **November 24, 2016** Board meeting.

RECOMMENDATION: (All/Directors/Majority)

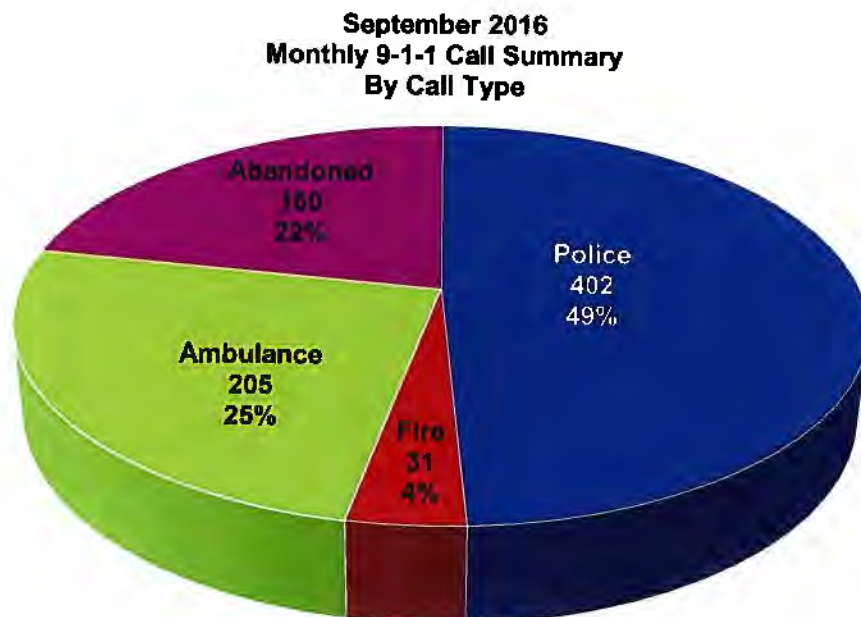
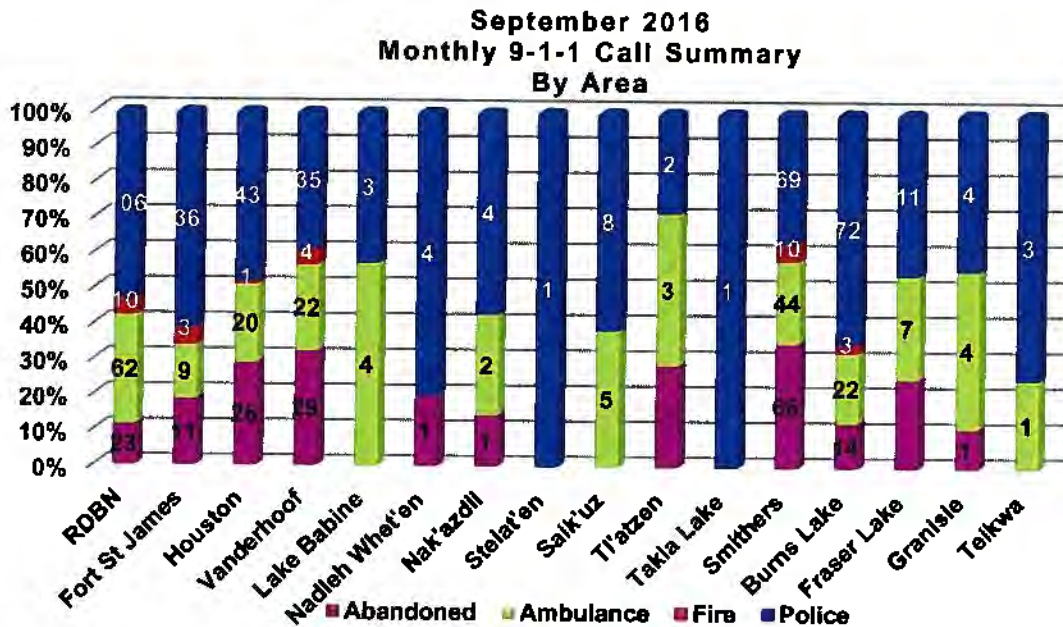
Receive.



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Regional District of Bulkley-Nechako
Memorandum
October 12, 2016

To: Chair Miller and the Board of Directors
From: Deborah Jones-Middleton, Protective Services Manager
Date: October 12, 2016
Regarding: Monthly 9-1-1 Call Report – September 2016

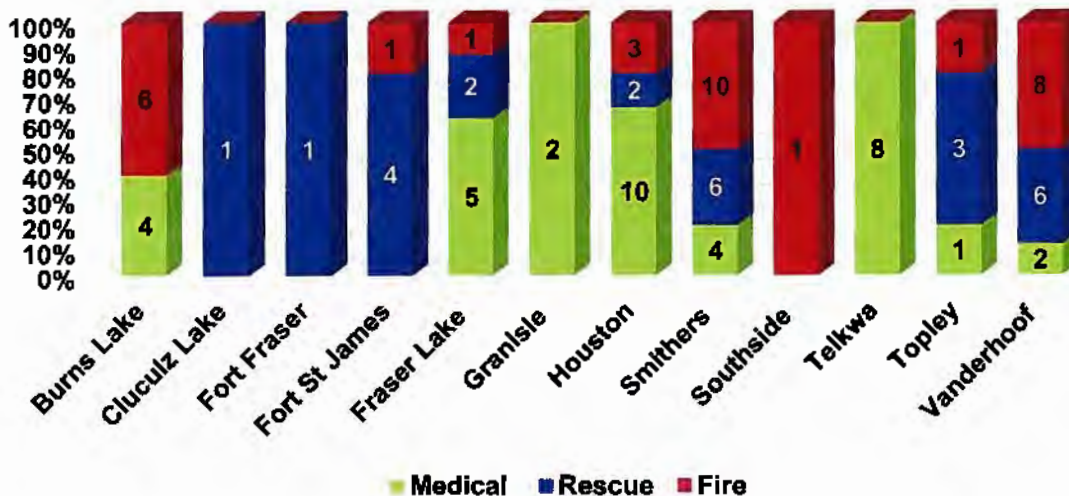
E-COMM received 818 9-1-1 calls for the month of September 2016 from the Regional District of Bulkley-Nechako area. The charts below indicate the Total 9-1-1 calls received by Area and by Call Type.



Re: Monthly 9-1-1 Call Report
 Date: October 12, 2016
 Page: 2

There were 92 calls down streamed to the Fire Operation Communication Centre from the Regional District of Bulkley-Nechako in September 2016. The charts below indicate the 9-1-1 calls received by Fire Department and by Call Type.

**September 2016
 Fire Department Call Summary
 By Area**



**September 2016
 Fire Service Call Summary
 By Activity**



Recommendation

ALL /DIRECTORS/MAJORITY

That the Board of Directors receive the memorandum titled "Monthly 9-1-1 Call Report" from Deborah Jones-Middleton, Protective Services Manager.



APPLICATION SUMMARY

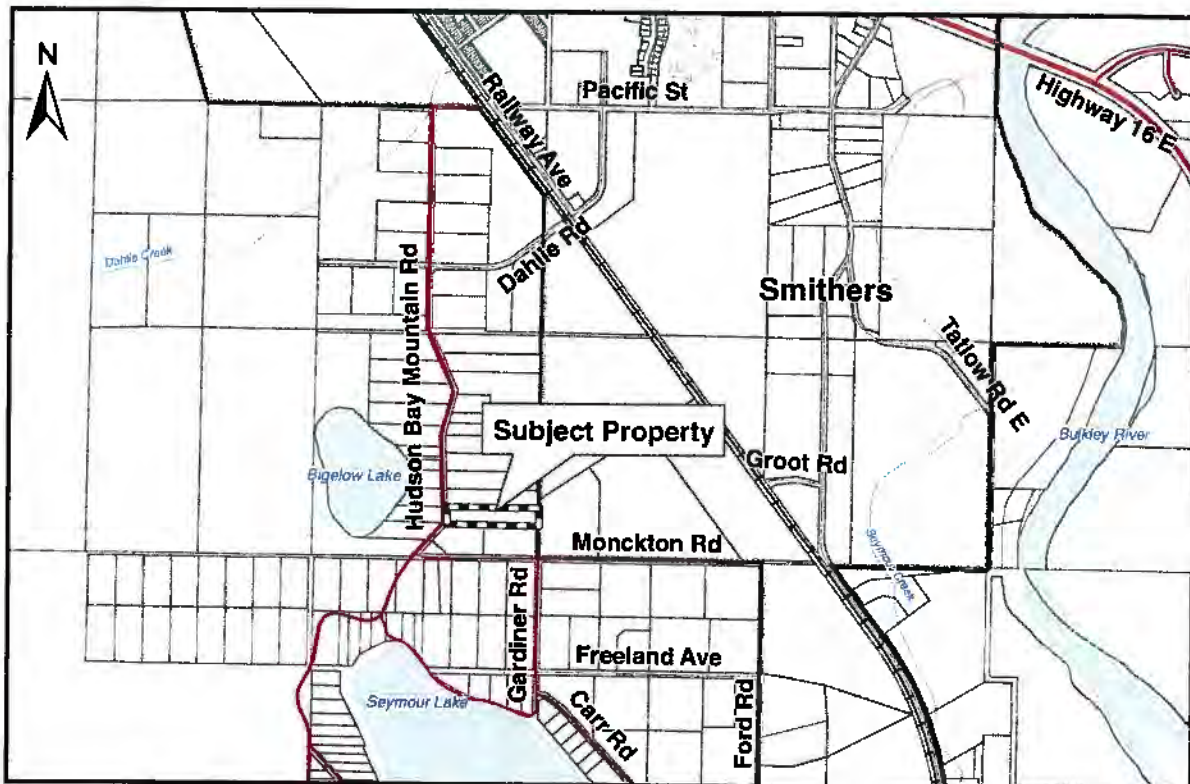
Name of Applicant: Joanne Kilback

Name of Agent: Matt Kilback

Electoral Area: A

Subject Property: Lot 2, District Lot 4266, Range 5, Coast District, PRP1329.
The subject property is approximately 2.0 ha. in size.

Location: The subject property is located at 1698 Hudson Bay Mountain Road adjacent to the Town of Smithers.



O.C.P. Designation: Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014

Zoning: Small Holdings (H1) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993

Existing Land Use: Residential

ALR Status: Not in the ALR

Proposed Rezoning:

To amend Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 from **Small Holdings (H1)** to **Small Holdings (Additional Dwelling) (H1 A)** to allow a second dwelling on the subject property.

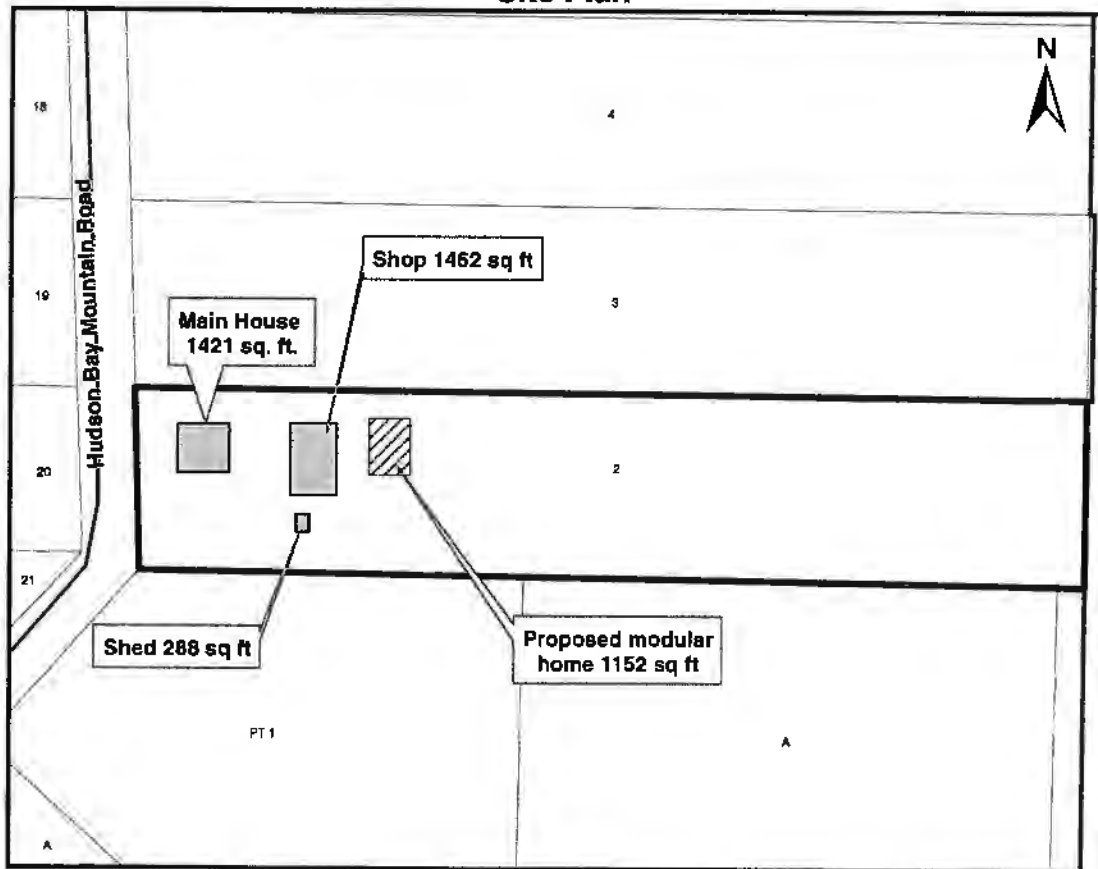
The property contains a 1,421 ft² dwelling, a 1,390 ft² shop and a 288 ft² shed. The applicant wishes to build and move into a modular home and have her son move into the existing dwelling.

The proposed second dwelling does not conform to the Small Holdings Zone (H1). Section 12.03 (1) of the Regional District of Bulkley-Nechako Zoning Bylaw No.700, 1993 states that:

- (1) Not more than one single family dwelling or one two family dwelling shall be located on a parcel which is less than 4 hectares (9.88 acres) in area in the Small Holdings Zone.*

The applicant has therefore applied to rezone the subject property to the H1A zone in order to allow the additional dwelling.

Site Plan



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REFERRAL COMMENTS

Town of Smithers

Received no response

Ministry of Transportation and Infrastructure

No Objections:

The Ministry of Transportation and Infrastructure has received and reviewed your referral of September 6, 2016 to amend Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 from Small Holdings (H1) to Small Holdings (Additional Dwelling) (H1 A) to allow a second dwelling on Lot 2, District Lot 4266, Range 5, Coast District, Plan 1329. The subject property does not fall within Section 52 of the Transportation Act and will not require Ministry of Transportation and Infrastructure formal bylaw approval.

Although the Ministry has no objections to the amendment of the Zoning Bylaw, we do not support any additional access to Hudson Bay Mountain Road. Due to the soils present in the area we recommend the applicant ensure that there is adequate septic available.

Thank you for the opportunity to comment.

Ministry of Environment

Interests Unaffected by the Bylaw

Northern Health Authority

No objections assuming the following items are taken into consideration:

Sewerage: My concern would be in regards to the plans for sewerage, for the new mobile and if the lot was assessed to determine a suitable location for a new system that will be required to support the mobile home. The current system was designed in 1970 and was for a 2 bedroom home (4 residents). If the shop is plumbed into this system and/or if upgrades to the residence took place they may have already exceeded the proposed sewerage design flow capacity for the current system.

They would need to have an available area assessed by an Authorized Person, a filing submitted for a new system and a letter of certification submitted prior to use. I would propose not providing an occupancy permit until a letter of certification has been received by the Health Authority and confirmation has been provided to the Regional District.

Water: Should not impact rezoning decision. Currently Joanne Kilback has a water license through the Ministry of Environment that they may need to adjust the quantity of usage for the addition of the new residence. The Seymour Lake Water Users Community is on a long standing boil water notice so any additional residences connecting to this system would also be impacted by this notice.

Advisory Planning Commission

Will appear on Supplemental Agenda

PLANNING DEPARTMENT COMMENTS**OCP**

The subject property is designated Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014 which is intended to provide opportunities for people to live in a rural setting while protecting and preserving the rural character of the area.

With regards to an additional dwelling in the RR designation, Section 3.4.2 (7) of the OCP states that rezoning applications to allow a second single family dwelling on a parcel may be considered under the following circumstances:

- (a) *The subject property is a minimum of 2 hectares (5 acres) in size or larger, or a 2nd single family dwelling exists and is legal but non-conforming to zoning.*
- (b) *It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.*
- (c) *The development is compatible with adjacent land uses and maintains the rural character of the area.*
- (d) *The parcel is not located within a floodplain or on other hazard lands.*
- (e) *The development addresses wildlife and ecological values.*
- (f) *And, the future subdivision of the land into a parcel smaller than 2 hectares (5 acres) is prohibited.*

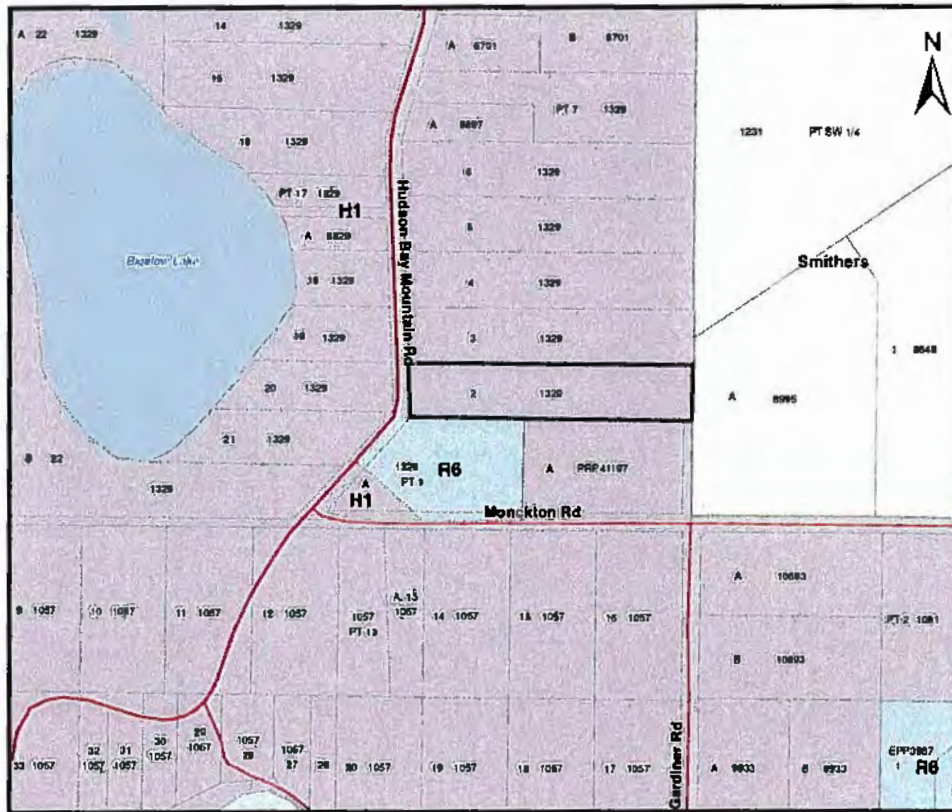
Zoning

The Small Holdings (Additional Dwelling) Zone only permits one single family dwelling per parcel with a gross floor area exceeding 100 m² (1,076 ft²). The H1A zone has a relatively small parcel size requirement of 2 ha. Limiting the size of the second dwelling reduces the potential visual impact associated with two large houses on the property. In addition, the size restriction also serves to limit the number of bedrooms and therefore control the on-site sewage disposal impacts.

The applicant wishes to build a 24' x 48' (1,152 ft²) modular home with a gross floor area of 1,132 ft². Therefore, the application must amend the H1A Zone to increase the permitted gross floor area of the second dwelling from 100 m² (1,076 ft²) to a maximum of 105 m² (1,132 ft²) for this parcel only.

Further subdivision of the property cannot occur under the current or the proposed zoning due to the existing parcel size of 2.05 ha. Given the information received to date, the OCP allows the Regional District Board to consider the proposed rezoning.

114 Zoning Map



Secondary Dwelling Pressures

Secondary dwelling units on a single residential property, whether in the form of secondary suites and detached secondary dwellings, known as coach homes, granny suites, laneway houses, carriage homes, etc., are increasing in popularity. The RDBN Planning Department receives regular inquiries regarding the desire for a 'mortgage helper' to aid housing affordability or a "granny suite" to support the ageing relative as a reason for their interest.

Regional District Bylaws allow Secondary Suites – essentially a second dwelling located within an existing home in all residential zones. However, Secondary Dwellings are only permitted in zones with larger parcel sizes; such as, Large Holdings and Small Holdings zoned properties larger than 4 ha. in size. Agricultural zoned properties larger than 50 ha. permit two dwellings whereas Agricultural zoned parcels smaller than 50 ha. permit an additional residence for farm employees and/or a mobile homes for a relative.

The demand for Secondary Dwellings appears to be from residents who live on parcels that are under 4 ha. in size and zoned Small Holdings that are usually located in close proximity to municipalities.

The surrounding area consists of residential parcels that range in size from 2.3 – 0.43 ha. The property backs onto the Town of Smithers; therefore, the application will be referred to the Town of Smithers for comment.

A key consideration in rural land use planning is the desire to keep rural densities at a reasonable level to maintain a rural character, avoid the environmental issues that can be associated with on-site sewage disposal and water supply, and control the need for land use regulations associated with higher density.

Within the boundaries of Electoral Area 'A' there are only 8 properties zoned Small Holdings Additional Dwelling (H1A). This particular application to rezone to H1A will not significantly increase the density in the surrounding area so as to compromise its rural character. However, when there are many applications in one neighborhood, the result of multiple H1A zones can significantly increase density and change its rural character.

Permitting secondary dwellings in rural areas could be seen as undermining regional aspirations to promote more compact communities in the existing towns by increasing rural tenants.

Sewage

As mentioned by Northern Health Authority, the properties sewage system is only designed for a two bedroom house, and would not support the additional home. Staff recommend that the applicant hire a Professional to determine if the area can support an additional on-site sewerage disposal system or upgrade the existing system in accordance with Northern Health regulations.

Water Supply

It appears that the property has a Water License with the Ministry of Environment for the usage of drinking water from Seymour Lake. The applicant may need to adjust the quantity of water usage of the water licence to accommodate the additional residence. It is noted that the area is on a long standing boil water notice. The drinking water will be evaluated at the time of building inspection to determine if the residence complies with the Drinking Water Protection Act.

Building Permits

The property is located in the Regional District's Building Inspection area. Therefore, a building permit will have to be issued for the new dwelling. There are building permits on file for the shop only. The house was built in 1976, and at that time was within the building inspection area. If the bylaw is adopted, prior to issuing a building permit for the proposed modular home the applicant must have installed the appropriate sewage system in accordance with Northern Health regulations.

Recommendations:

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1783, 2016" be given First and Second Reading and subsequently be taken to Public Hearing.
2. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1783, 2016" be held and delegated to the Director or Alternate Director for Electoral Area 'A'.
3. And that prior to consideration of adoption Bylaw No. 1783, 2016 the following conditions are met:
 - a) The applicant upgrades the sewage system as necessary recommended by an Authorized Person to accommodate the additional modular home, in accordance with Northern Health regulations.

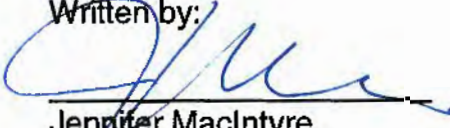
Electoral Area Planning – All Directors/Majority

Reviewed by:



Jason Llewellyn
Director of Planning

Written by:



Jennifer MacIntyre
Planner I



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1783

A Bylaw to Amend "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993"

The Board of the Regional District of Bulkley-Nechako in open meeting enacts as follows:

1. That the "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the text of Section 12.1.04 includes the following:
 - c) the land described as Lot 2, District Lot 4266, Range 5, Coast District, Plan PRP1329 where only one single family dwelling per parcel is permitted a gross floor area which exceeds 105 square metres (1,132 ft²).
2. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the following land is rezoned from the "Small Holdings (H1)" Zone to "Small Holdings (Additional Dwelling) (H1 A)" Zone.

Lot 2, District Lot 4266, Range 5, Coast District, Plan PRP1329 and shown on Schedule "A", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1783, 2016".

READ A FIRST TIME this day of , 2016

READ A SECOND TIME this day of , 2016

PUBLIC HEARING HELD this day of , 2016

READ A THIRD TIME this day of , 2016

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1783, 2016"

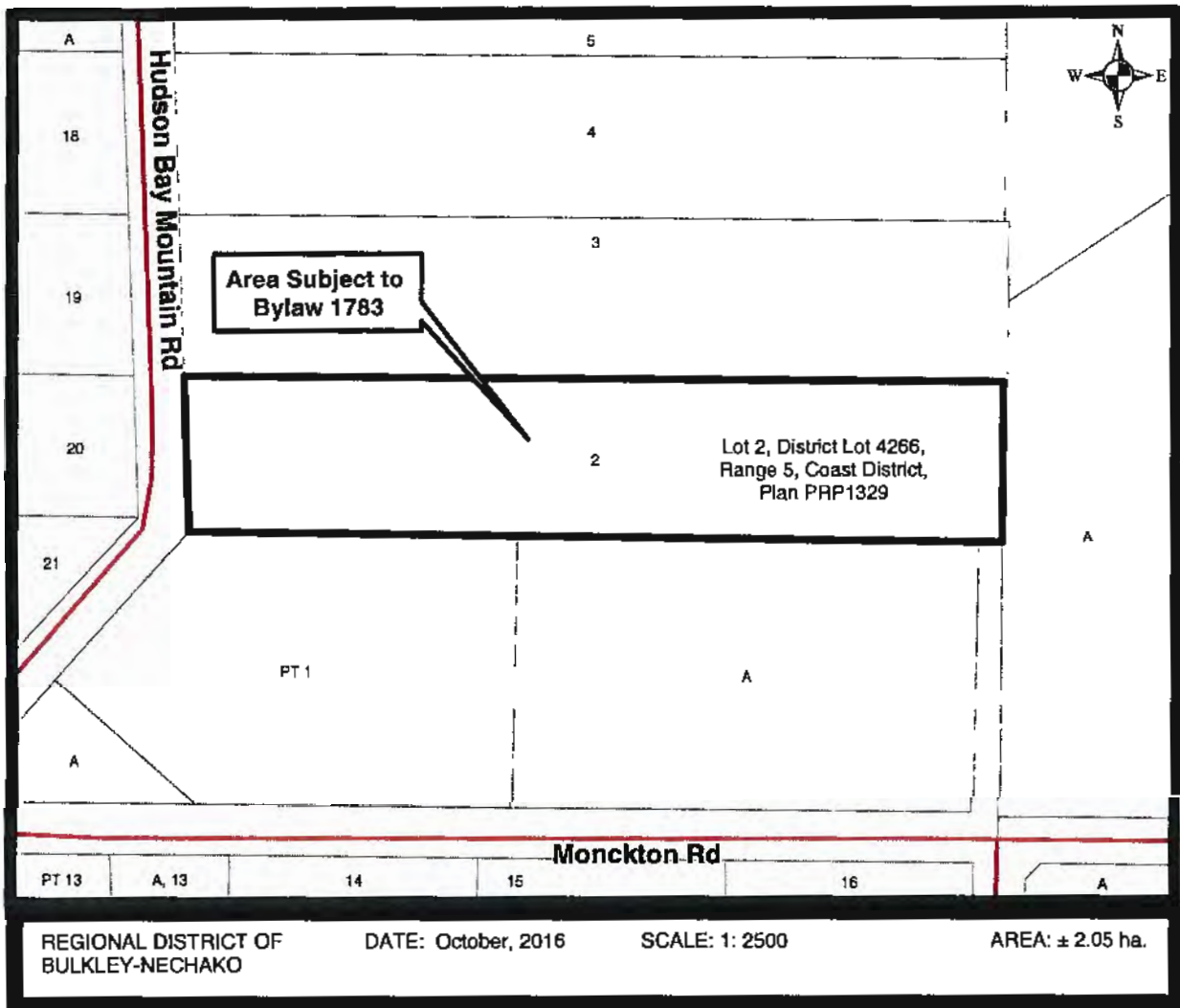
DATED AT BURNS LAKE this day of , 2016

Corporate Administrator

ADOPTED this day of , 2016

Chairperson

Corporate Administrator



SCHEDULE "A" BYLAW NO. 1783

Lot 2, District Lot 4266, Range 5, Coast District, Plan PRP1329, comprising of ± 2.05 ha. Being rezoned from the "Small Holdings (H1)" Zone to "Small Holdings (Additional Dwelling) (H1 A)" Zone as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1783, 2016.

Corporate Administrator

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RECEIVED
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REGIONAL DISTRICT OF
BULKLEY NECHAKO

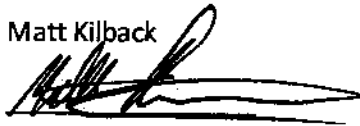
To Whom it May Concern,

I am applying for rezoning permit with the intensions of putting a second dwelling on the property in subject 1698 Hudson Bay Mountain Road. We would like to change the zoning designation from H1 to H1A in order to accommodate this second dwelling on the same property

My intensions are to clear a small area of land behind the existing shop on the property to put in a modular home. This will be a new residence for my mother to live in and then my family will move into the existing house so we are all on one property.

Thank you for your time and consideration in this matter, please do not hesitate to contact me with any questions or if there is more information that I can provide.

Matt Kilback





Planning Department Enquiries Report, Month of August 2016

Planning Enquiries

For the Directors' information, the Planning Department has kept track of and tabulated the number of planning enquiries from the public that were processed by the department for the month of August 2016. During this month the Planning Department responded to 201 enquiries. The enquiries are divided into 5 main subject areas: Development Services; Electoral Area Planning; House Numbering; Maps; Bylaw Enforcement; and Other. In September 2015, the Planning Department answered 251 enquiries.

Subject Area	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	August 2016
Development Services	16	31	25	29	43	40
Electoral Area Planning	42	55	66	46	48	36
House Numbering	19	11	25	23	18	12
Maps	51	68	53	48	70	51
Bylaw Enforcement	6	10	15	11	8	9
Other	43	90	49	53	64	53
Total	177	265	233	210	251	201

Recommendation

"That the Board receive the August 2016 Planning Department Enquiries Report."

(All Directors)

Respectfully submitted,



Jason Llewellyn
Director of Planning



Building Inspector's Report For September, 2016

1. Building Permit Summary for the Regional District of Bulkley-Nechako

There were 12 building permit applications submitted this reporting period. The fees collected this reporting period amount to \$3,695.00, with a total construction value of \$597,500.00. There have been 82 permits issued to date in 2016.

2. Building Permit Summary for the Village of Burns Lake

There were 4 building permit applications submitted this reporting period with a total construction value of \$8,900.00. There have been 13 permits issued to date in 2016.

3. Building Permit Summary for the Village of Fraser Lake

There were no building permit applications submitted this reporting period. There have been 2 permits issued to date in 2016.

4. Building Permit Summary for the Village of Granisle

There was 1 building permit application submitted this reporting period with a total construction value of \$5,000.00. There have been 2 permits issued to date in 2016.

5. Building Permit Summary for the District of Fort St. James

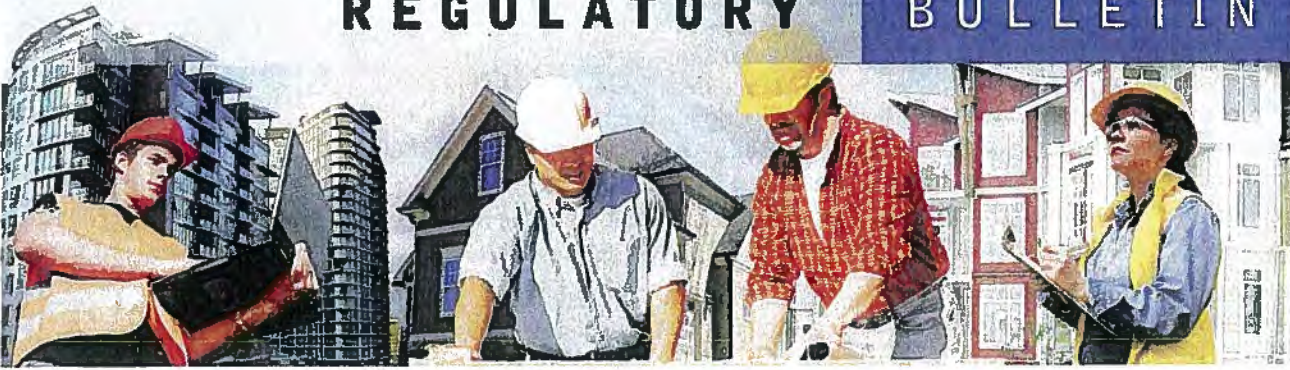
There were no building permit applications submitted this reporting period. There have been 18 permits issued to date in 2016.

Reviewed by:

Written by:


Jason Llewellyn


Jason Berlin



Homeowner Protection Office
Branch of BC Housing

No. 4
JUNE 2016

Information for Owner Builders

Constructing an Owner-built Home

An owner builder is an individual authorized by the Homeowner Protection Office (HPO) to build and occupy a new home for their personal use. An owner builder is not required to be licensed by the HPO to build the new home or arrange for third-party home warranty insurance on that home.

As of July 4, 2016, all applicants for an Owner Builder Authorization will be required to successfully meet the eligibility criteria and pass an examination to evaluate their knowledge and understanding of home building basics. The competency areas covered in the examination are: construction basics and statutory obligations and requirements that Owner Builders must meet under the *Homeowner Protection Act*. Please refer to Regulatory Bulletin No. 26: *Owner Builder Authorization Examination Requirement* for more information.

After meeting all eligibility criteria, including passing the examination, the applicant will receive a New Home Registration Form. The Owner Builder can take this form to the municipality or regional district where they intend to build within to obtain a building permit to construct a new single family home. If permits are not required in the region where they are building, the Owner Builder is still required to have the New Home Registration Form in their possession before starting construction activities.

Before You Start...

Owner builders must build or directly manage the construction of their new home themselves. If an owner builder engages a builder, construction manager, project manager, or any third party to perform these functions, both the owner builder and the hired construction manager/builder are committing offence(s) under the *Homeowner Protection Act* and could face monetary penalties of up to \$25,000 and/or prosecution. Unlike homeowners who hire an HPO Licensed Residential Builder to construct their new home, an owner builder usually does not have home warranty insurance to rely on should construction defects occur, nor would any subsequent purchaser. Although an owner builder may be able to look to tradespersons to deal with some problems that occur, it is the owner builder who is ultimately responsible for the overall construction of the home for a period of 10 years.

Regulatory Bulletins are a series of publications developed by the Homeowner Protection Office (HPO), a branch of BC Housing, to provide information on and interpretation of the *Homeowner Protection Act* and regulations. All current *Regulatory Bulletins* can be viewed on the HPO website.



This bulletin and the website copy are for convenience only and do not constitute legal advice. For complete details consult the Act and its regulations. For more information, contact the HPO at:

Homeowner Protection Office,
Branch of BC Housing
Phone: 604-646-7050
Toll-free: 1-800-407-7757
Fax: 604-646-7051
E: licensinginfo@hpo.bc.ca
www.hpo.bc.ca
@HPO_BC

This is particularly important should an owner builder wish to sell their new home within 10 years of first occupancy. Prior to selling, the owner builder must obtain a disclosure notice from the HPO and provide it to any prospective purchaser. The disclosure notice will inform a prospective purchaser that the home was built by the owner builder and whether or not there is a policy of home warranty insurance in place for the home. In addition, unless they have arranged for home warranty insurance coverage, owner builders are personally liable for construction defects in the new home during this 10-year period to any and all subsequent purchasers during this same period.

The statutory protection provision of the *Homeowner Protection Act* (the *Act*) outlines the specific obligations of the owner builder during this period. These obligations are similar to the protection from defects under a policy of home warranty insurance. That is, two years against defects in material and labour, five years against defects in the building envelope, and 10 years against structural defects. Please refer to section 23 of the *Act* for details.

Statutory protection enables subsequent purchasers to take legal action against an owner builder to correct defects as set out in the provision and is a liability that cannot be waived by agreement or contract. Owner builders who opt to arrange for a voluntary policy of home warranty insurance, however, are not subject to the statutory protection provision of the legislation.

Step-By-Step Guide

STEP 1 – Pre-screening

Start the application for an Owner Builder Authorization online at www.hpo.bc.ca. (Individuals who do not have access to the HPO website should contact the HPO for an application.) Applicants will be pre-screened online with a series of questions to determine their eligibility for an Owner Builder Authorization.

STEP 2 – Completing the application

If pre-screening is successful, you will be invited to create a unique login ID. Next, complete your personal contact information, details of the proposed site of the new home, information about any previous owner-built homes you have been involved with, and then submit your payment online.

STEP 3 – Submitting the application

The application for an Owner Builder Authorization will be created for you to download, print, sign and send (by email, mail, courier or in person) to the HPO for review. The \$425 fee must accompany the application for the Licensing Department to begin the review, \$50 of the application fee is non-refundable should the application be rejected or withdrawn prior to the issuance of a building permit.

Step 4 – Approval to write Exam

Once an application has been submitted to the Licensing Department for assessment and all eligibility requirements have been confirmed, the applicant will be notified of their approval to schedule their examination. The applicant will receive information on where they can write the exam as well as what to expect at the exam centre. When the exam has been completed, results will be transmitted to the Licensing Department for further assessment. For more information, please refer to Regulatory Bulletin No. 26: *Owner Builder Authorization Examination Requirement*.

STEP 5 – Approval

Your application will receive further review by the HPO. If it is approved, the HPO will provide you with a New Home Registration Form, sealed by the HPO to confirm the Owner Builder Authorization (see sample form). You will need this document prior to commencing construction of your new home and before applying for a building permit.



STEP 6 – Obtaining a building permit

As the owner builder, you then take the New Home Registration Form to the municipality or regional district responsible for the area where your new home will be located in order to obtain a building permit and commence construction. If there are no building permits required, you will need to have the New Home Registration Form in your possession before commencing construction.

**STEP 7 – Completion of construction**

When the new home is complete and first occupied, you (the owner builder) must supply the HPO with the occupancy date and a list of the tradespersons used in the construction of the new home. The easiest way to do this is to log in to your HPO website account and complete the information online.

STEP 8 – Sale of owner-built homes

An owner builder who wishes to sell their home within 10 years after first occupancy must obtain a disclosure notice for their home from the HPO and provide it to any prospective purchasers. An owner-built home may not be offered for sale, sold or rented any earlier than one year after the new home has received an occupancy permit, except in special circumstances where Permission to Sell has been granted by the HPO Registrar.

Eligibility Checklist for Owner Builder Authorization

An individual who wishes to build a new home as an owner builder must apply for an Owner Builder Authorization and meet the following criteria:

- ☑ Must be an individual (not a company, except a director of a family farm corporation) with a registered interest (fee simple, life interest or long-term lease of at least 15 years) in the land upon which the new home is to be built
- ☑ Must intend to build a single dwelling unit which is either a detached home, attached to a pre-existing building older than 10 years, or attached to a new non-residential building
- ☑ Must not offer to sell, or sell, or otherwise transfer their interest in the land either during construction or for at least one year after the new home has been built
- ☑ Must intend to use the home for personal use for at least one year after first occupancy
- ☑ Must not have previously been issued an Owner Builder Authorization for a period of at least 18 months from first occupancy of last owner-built home (period increases for repeat owner builders)
- ☑ Must not be ordinarily resident with an individual who was issued an Owner Builder Authorization for a period of at least 18 months (or increased period for repeat owner builders)
- ☑ Must intend to build, or directly manage the construction of, all or substantially all of the new home
- ☑ Must not have been in non-compliance with previous owner builder requirements
- ☑ Must successfully complete the Owner Builder Authorization Examination with a passing grade of 70% or greater overall (effective July 4, 2016)
- ☑ Must pay the \$425 Owner Builder Authorization fee (including a \$50 non-refundable application fee)
- ☑ Must include on the application the original signature of applicant and signature of a witness and provide this completed application to the Licensing Department.



Important Note About Occupancy Permits

If you build your new home in a jurisdiction that issues occupancy permits, it is the occupancy permit that is used to determine the start of the:

- 10-year statutory protection liability
- minimum one-year personal use of the home requirement
- waiting period for future Owner Builder Authorizations

For this reason, we encourage owner builders not to delay in obtaining an occupancy permit for the new home.

Frequently Asked Questions

Q: *If I have been granted an Owner Builder Authorization in the past, will I need to write the examination?*

A: All Owner Builder applicants will be required to complete the examination component of the application process starting July 4, 2016.

- An owner builder that has previously built under an Owner Builder Authorization will be required to complete an examination and achieve a passing grade of 70% overall for all subsequent Owner Builder Authorization applications.
- Each applicant is provided with one attempt at writing the examination per application.
- As the Owner Builder Authorization examination is a component of the eligibility requirements, any applicant that does not achieve the examination passing grade will be notified of their application assessment.
- Applicants that do not satisfy the eligibility requirements will be refunded \$375 of the application fee within thirty (30) days of being notified of their assessment.

Q: *What kind of dwelling unit can I build as an owner builder?*

A: Most owner builders build a single detached home under a single title. However, there are two other types of single dwelling units a person may apply to build under an Owner Builder Authorization as long as all other eligibility criteria are met, including personal use:

- one single dwelling unit in or attached to a pre-existing building older than 10 years (includes addition of a unit to convert a detached home to a duplex, or conversion of a duplex to triplex, or conversion of non-residential space to a dwelling unit.)
- one single dwelling unit in or attached to a new non-residential building (one only per building, e.g., a caretaker suite or home built above a family-run store.)

Owner Builder Authorizations are not available for single dwelling units in or attached to a new multi-unit residential building.

Q: *What if I don't want to complete an application online or don't have access to the Internet?*

A: Individuals who are not able to complete the application for an Owner Builder Authorization using the HPO online application may contact the HPO for a printed application form. Completing the paper-based version of the application will result in a slower processing time since we will have to mail you your authorization once approved, instead of providing an online document for you to download and print for the building department.

We strongly encourage use of free library facilities and free Internet accounts if possible, so you can apply for the Owner Builder Authorization online. Online access offers a number of other benefits:

- check the status of your application online
- update information online, including tradespersons used and occupancy date
- downloadable disclosure notice should you choose to sell your home later



Q: What happens if my application for an Owner Builder Authorization is rejected?

A: Your application could be rejected for failing to meet any of the eligibility criteria, including failing to achieve a passing grade on the Owner Builder Authorization examination on home building basics. If you complete the pre-screening and appear to be ineligible, you may choose to proceed with the application anyway and provide information to the Registrar explaining why your circumstances are exceptional. The \$425 fee must accompany the application, \$50 of which is non-refundable should the application be rejected by the Registrar.

Decisions by the Registrar to refuse an Owner Builder Authorization may be appealed.

Q: What if I want to sell my owner-built home?

A: An owner builder is not permitted to offer to sell or sell the new home during construction or until at least one year after their home is built (which will be based on the occupancy permit or actual occupancy date if there is no permit). In cases of undue hardships this period may be waived upon application, including payment of a fee, to the Registrar. An owner builder who sells the new home earlier than permitted is committing an offence under the *Homeowner Protection Act* and could face monetary penalties and/or prosecution.

If an owner builder offers to sell the home, they must provide a disclosure notice provided by the HPO to any prospective purchasers. Owner builders can log in to their online account and apply for the notice. The disclosure notice will state that the home was built by the owner builder and whether or not there is a policy of home warranty insurance in place for the home. "Prospective Purchasers," refers to all persons expressing a serious interest in purchasing the home. An owner builder must provide the disclosure notice to a person, prior to that person signing an Agreement of Purchase and Sale. Failure to provide a disclosure notice to prospective purchasers is an offence under the *Homeowner Protection Act* and may also be subject to monetary penalties and/or prosecution.

Q: What information will be publicly available about owner builders and owner-built homes?

A: A searchable registry of new homes is available on the HPO website at www.hpo.bc.ca. Members of the public can access the online registry to search for homes they are considering buying by civic address or legal description. An owner-built home will be identified as such on the online registry. The name of the owner-builder will not be displayed on the website, however, a person may request that information from the HPO.

In addition, if an owner builder is convicted of an offence under the *Homeowner Protection Act*, or is subject to a Compliance Order or a monetary penalty, the details of the conviction, Compliance Order and/or penalty will be published on the HPO website. The name of the owner builder and details of the contravention and penalty will also be made public on the website.



Q: If I built a home as an owner builder before, when can I build another home under an Owner Builder Authorization?

A: If you built a home as an owner builder before, you will be eligible to build another home under an Owner Builder Authorization no earlier than 18 months from the date of first occupancy of the previous home. After that you will have to wait three (3) years from the date of first occupancy of the next home. Waiting periods for all subsequent owner-built homes thereafter will be five (5) years.

Transition from Previous Owner Builder Declaration and Disclosure Notice

The Owner Builder Authorization replaces the previous Owner Builder Declaration and Disclosure Notice. Owner builders who have obtained or applied for an Owner Builder Declaration and Disclosure Notice prior to November 19, 2007 were able to use that document to obtain a building permit or commence construction in regions without building permits up until February 19, 2008.

Owner builders who used an Owner Builder Declaration and Disclosure Notice prior to February 19, 2008, should provide that document to any prospective purchasers of their home within the first 10 years from occupancy.

Terminology

“Registered interest in land”: includes an interest in fee simple, a life interest, or a lease of at least 15 years, all of which must be registered with the Land Title Office in the applicant’s name.

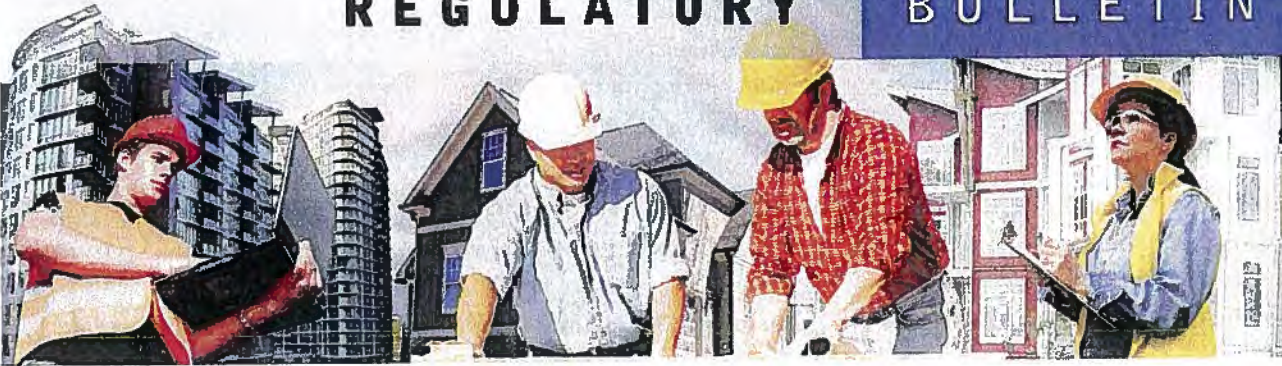
“Persons ordinarily resident”: A person is ordinarily resident if they are normally residing in the home (apart from temporary or occasional absences), and their residence has been adopted voluntarily and for settled purposes as part of the regular order of their life for the time being. Decisions about whether a person is ordinarily resident will need to be based on all the circumstances of the particular case. In homes containing a suite, the residents of the suite are considered to be ordinarily resident for the purpose of the *Homeowner Protection Act*.

“First occupancy” means:

- (a) the date an occupancy permit has been issued with respect to the new home, or
- (b) if no occupancy permit has been issued with respect to the new home, the date the new home was first occupied.

“Personal use” in relation to an owner builder, means residential occupancy by the owner builder and does not include rental use.





Homeowner
Protection Office

Branch of BC Housing

No. 16
JUNE 2016

Owner Builder Authorization Examination Requirement

Who should read this bulletin?

This bulletin will be of interest to anyone planning to build a new home in British Columbia as an Owner Builder and others who want to understand the new examination requirement when applying for an Owner Builder Authorization.

Overview

As of July 4, 2016, all applicants for an Owner Builder Authorization will be required to successfully meet the eligibility criteria and pass an examination to evaluate their knowledge and understanding of home building basics. The competency areas covered in the examination are: *construction basics* and the *statutory obligations and requirements* that Owner Builders must meet under the *Homeowner Protection Act*.

After meeting all eligibility requirements, including passing the examination, the applicant will receive a New Home Registration Form. The Owner Builder can take this form to the municipality or regional district where they intend to build to obtain a building permit to construct a new single family home. If permits are not required in the region where they are building, the Owner Builder is still required to have the New Home Registration Form in their possession before starting construction activities.

Eligibility Criteria for Owner Builder Authorization

Anyone who wishes to build a new home as an owner builder must apply for an Owner Builder Authorization and meet the following criteria:

- Must be an individual (not a company, except a director of a family farm corporation) with a registered interest (fee simple, life interest or long-term lease of at least 15 years) in the land upon which the new home is to be built
- Must intend to build a single dwelling unit which is either a detached home, attached to a pre-existing building older than 10 years, or attached to a new non-residential building
- Must not offer to sell, or sell, or otherwise transfer their interest in the land either during construction or for at least one year after the new home has been built
- Must intend to use the home for personal use for at least one year after first occupancy
- Must not have previously been issued an Owner Builder Authorization for a period of at least 18 months from first occupancy of last owner-built home (period increases for repeat owner builders)

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This bulletin and the website copy are for convenience only and do not constitute legal advice. For complete details consult the Act and its regulations. For more information, contact the HPO at:

Homeowner Protection Office,
Branch of BC Housing

Phone: 604-646-7050
Toll-free: 1-800-407-7757
Fax: 604-646-7051

E: licensinginfo@hpo.bc.ca
www.hpo.bc.ca

[@HPO_BC](https://twitter.com/HPO_BC)

- Must not be ordinarily resident with an individual who was issued an Owner Builder Authorization for a period of at least 18 months (or increased period for repeat owner builders)
- Must intend to build, or directly manage the construction of all or substantially all of the new home
- Must not have been in non-compliance with previous owner builder requirements
- Must successfully complete the Owner Builder Authorization Examination with a passing grade of 70% or greater overall (effective July 4, 2016)
- Must pay the \$425 Owner Builder Authorization fee (including a \$50 non-refundable application fee)
- Must include on the application the original signature of applicant and signature of a witness and provide this completed application to the Licensing Department

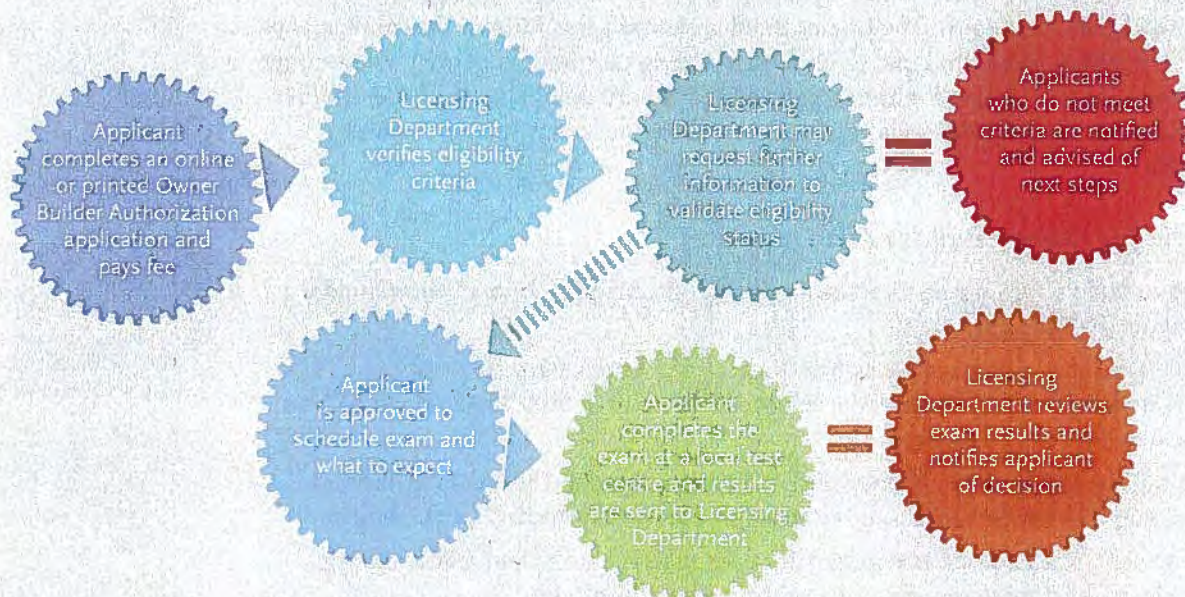


What is the Application Process?

An Owner Builder applicant should review the eligibility criteria to ensure that they meet all requirements prior to submitting an application. When an application is submitted, it will be assessed by the Licensing Department. Once all eligibility requirements have been confirmed, the applicant will be notified they have been approved to schedule and take their examination. When the examination is completed, the results will be sent to the Licensing Department for review and a final decision on the application. The application process is illustrated below.

Application Process

Every applicant will be required to pass the exam as part of the application and approval process for an Owner Builder Authorization



When an application is submitted, it will be assessed by the Licensing Department.

Where can I take the Exam?

The examination will be administered and supervised at an approved test centre. These test centres are located in educational institutions and at other types of public organizations. Test centres are located throughout the province for convenience and accessibility. When you are approved by the Licensing Department to write the examination, you will receive details about the test centre closest to you.

How do I schedule my Exam?

The Licensing Department will notify you when you are approved to write the Owner Builder Authorization examination. You will receive details of the test centre to attend. You will then be able to contact the test centre to confirm your attendance for a scheduled examination.

What do I need to bring to the Exam?

Login credentials: When the Licensing Department informs you that you are approved to write the examination, you will also receive important information about the test centre and the credentials required to login to the examination system. Print these credentials and bring them to the examination centre.

Government issued ID: At the examination centre, you must show the same government issued identification used on your Owner Builder Authorization application. Only the Owner Builder applicant will be authorized to write the examination.

The use of electronic devices or reference materials will not be allowed during the writing of examination.

How long will the Exam be?

You will have 90 minutes to complete the examination. The examination will be conducted on a computer with a simple and user-friendly interface. The exam consists of 100 multiple-choice questions, each question with four possible answers.

What do I need to know?

An Owner Builder must build or directly manage the construction of their new home themselves. The Owner Builder Authorization examination will test your knowledge and understanding of home building basics. Applicants will be evaluated in two competency areas: *construction basics* and the *statutory obligations and requirements* that Owner Builders must meet under the *Homeowner Protection Act*.

In order to be successful as an Owner Builder, and ensure you can manage the construction activities and processes required to complete and occupy the home, the examination will test your knowledge on the following criteria:



Construction Basics

Construction Management and Site Supervision

Permits and Inspections

Site Preparation and Foundation

House Framing

Roofing

Building Envelope

Regulated Trades

Insulation

Interior Climate Control

Interior Finishing

Chimney and Fireplace

Statutory Protection and Liability

Eligibility Requirements under the HPA

Statutory Protection and Liability

Disclosure Requirement

HPA Offences and Penalties

A list of examination criteria topics can be found in the Appendix

What is a passing grade and how will I be advised about my exam results?

Applicants are required to achieve an overall grade of seventy percent (70%) or greater to pass. After completing the examination, your results will be sent to the Licensing Department for a final review. Applicants will then be notified of their standing and overall application assessment.

What happens if I don't pass the Exam?

Applicants will be provided with one examination attempt per Owner Builder Authorization application. Applicants who do not pass the examination will be notified by the Licensing Department and issued a refund of \$375 within thirty (30) days.

Appendix A: Exam Competency Areas

The Owner Builder Authorization examination will evaluate an applicant's knowledge and understanding of home building basics. The competency areas covered in the examination are *construction basics* and the *statutory obligations and requirements* that Owner Builders must meet under the *Homeowner Protection Act*.



Home Building Basics:

1. Construction Basics

- 1.1 Construction Management and Supervision
 - 1.1.1 Design and Project Plans
 - 1.1.2 Financial Management
 - 1.1.3 Risk and Time Management
 - 1.1.4 Construction Sequencing and Scheduling
 - 1.1.4.1 Management of Sub-trades
 - 1.1.5 Jobsite Safety and Workers Compensation
- 1.2 Permits and Inspections
 - 1.2.1 Building Permit
 - 1.2.2 Inspections
 - 1.2.3 Occupancy Permit
- 1.3 Site Preparation and Foundation
 - 1.3.1 Soil Conditions
 - 1.3.2 Foundation and Drainage
 - 1.3.3 Crawl space and basement finishing
- 1.4 House Framing
 - 1.4.1 Floor Framing
 - 1.4.1.1 Best Practices
 - 1.4.1.2 Sequencing
 - 1.4.1.3 Materials
 - 1.4.2 Wall Framing
 - 1.4.2.1 Best Practices
 - 1.4.2.2 Sequencing
 - 1.4.2.3 Materials
- 1.5 Roofing
 - 1.5.1 Roof Framing
 - 1.5.2 Flashing types
 - 1.5.3 Roofing Materials
- 1.6 Building Envelope
 - 1.6.1 Exterior Finishing and Cladding
 - 1.6.2 Windows and Doors
 - 1.6.3 Decks and Balconies
 - 1.6.4 Electrical Outlets and Vents
- 1.7 Regulated Trades
 - 1.7.1 Plumbing
 - 1.7.2 Electrical
 - 1.7.3 Gas Fitting

- 1.8 Insulation
 - 1.8.1 Insulation Types
 - 1.8.2 Components and Application
- 1.9 Interior Climate Control
 - 1.9.1 Heating Options
 - 1.9.2 Ventilation and Air tightness
- 1.10 Interior Finishing
 - 1.10.1 Wall and Ceiling Finishing
 - 1.10.2 Cabinets and Countertop
 - 1.10.3 Flooring
- 1.11 Chimney and Fireplaces

2. Statutory Obligations and Requirements under the Homeowner Protection Act (HPA)

- 2.1 Ownership of Land
 - 2.1.1 Acceptable options for registered interest in land
 - 2.1.2 Title Requirements and Transfers of Title
- 2.2 Building Intention
 - 2.2.1 Type of residential construction project
- 2.3 Occupancy Intention
 - 2.3.1 Occupancy Duration
- 2.4 Property Usage
 - 2.4.1 Differences between personal use and restricted uses
- 2.5 Owner Builder History
 - 2.5.1 Amount of time between prior OBA's
- 2.6 Construction Management
 - 2.6.1 Personal Involvement in Construction Activities
- 2.7 Statutory Protection and Liability
 - 2.7.1 Personal Liability for Home
 - 2.7.2 2-5-10 year components
 - 2.7.3 Optional Owner Builder Home Warranty Policy
- 2.8 Disclosure Requirement
 - 2.8.1 Owner Builder Disclosure Notice
 - 2.8.2 Real Estate Board Property Disclosure Notice
 - 2.8.3 Offering Owner Built Home for Sale
- 2.9 HPA Offences and Penalties
 - 2.9.1 HPA and Regulation Non-Compliance
 - 2.9.2 Administrative Orders and Penalties



Appendix B: How to Prepare for the Exam

Managing the construction of your own house requires basic knowledge of core competency areas identified in Appendix A.

The exam will test your knowledge of construction basics as well as your understanding of the statutory requirements and responsibilities expected of an owner builder under the *Homeowner Protection Act*.



Statutory Obligations and Requirements under the *Homeowner Protection Act*

Applicants should be familiar with the obligations of an owner builder as prescribed in the *Homeowner Protection Act and Regulations*. These questions will account for approximately 30% of the exam. In particular, prospective applicants should familiarize themselves with the following sections:

- Part 7 (sections 20-21) of the *Homeowner Protection Act*
- Section 23 of the *Homeowner Protection Act*
- Section 4.1 of the *Homeowner Protection Act Regulations*
- Section 19 of the *Homeowner Protection Act Regulations*

The Registrar has also published a number of regulatory bulletins on the HPO website covering these topics:

Bulletin 4: *Information Bulletin for Owner Builders*

Bulletin 5: *Buying or Selling an Owner-Built home*

Bulletin 25: *What Builders Need to Know about Owner Builder Projects*

Applicants for an Owner Builder Authorization should be fully aware of these requirements and obligations prior to entering into the commitment to build their own home.

Construction Basics

For the questions on the exam covering construction basics (approximately 70% of the exam), applicants will be tested for the basic knowledge a person would need to have in order to successfully be their own general contractor. This includes:

- understanding construction sequencing and scheduling,
- understanding basic building code requirements for each major component of a home,
- understanding an owner's obligations for site safety,
- supervising construction trades, and
- interacting with construction professionals and building inspectors.

If you have previous experience in construction, you may wish to refresh your knowledge by studying the following, much of which is available from online industry sources:

- Part 9 of the BC Building Code (or the City of Vancouver Building By-Law in Vancouver) available in public libraries or for purchase at www.bccodes.ca
- Permitting requirements
- WorksafeBC *requirements* for employers
- Role of a general contractor and other roles in the construction process (e.g., engineer, building inspector, architect, regulated trades)
- Technical research *publications* on residential construction

There are also courses available from several colleges and industry association in varying levels of detail on building code, construction technology and construction management. Current course offerings can be found by searching the online *HPO Education Registry*.



What if I have limited construction experience and just want to hire trades to build my home for me?

If you have limited construction knowledge and experience, you will likely need significantly more study in order to successfully complete the exam. You can check the *HPO Education Registry* for current course offerings or look for online materials on the topics outlined. The HPO website offers many informative *residential construction guides*.

You are only eligible to be an owner builder if you agree to be your own general contractor. Relying on trades to perform work correctly is highly risky for owners who do not have the knowledge to adequately supervise those trades.

As an owner builder you will be personally liable for 10 years for construction defects in your home should you sell the home. Research shows that the average owner stays in their home for four years and will sell the home during the first 10 years, putting them at risk for liability for construction defects. Structural and building envelope defects can be particularly costly to rectify.

In addition to Part 9 of the BC Building Code, the *Residential Construction Performance Guide* contains information about the expected standards for new homes in BC.

Building inspectors report that inexperienced owner builders hoping to save money by building their own home often spend more time and money than expected on costly mistakes.

Prospective owner builders should review their own abilities and consider whether they are ready to take on the responsibility of building their own home or whether it's worth hiring a licensed residential builder to manage construction of the home and provide a policy of home warranty insurance on the home.



New Owner Builder Exam



Applying for an Owner Builder Authorization in British Columbia has changed

Starting July 4, 2016, anyone in BC applying for an Owner Builder Authorization will need to pass a home building basics exam. This new requirement will help owner builders expand their knowledge, improve the quality of owner-built homes and protect consumers.

Who needs to apply?

- Anyone wanting to build a new home as an owner builder must apply for an Owner Builder Authorization and meet all eligibility criteria
- You can apply online in the Homeowner Protection Office at www.hpo.bc.ca



What happens with the exam?

- The HPO will advise you when you are approved to write the exam
- You will receive a schedule of exams in your area
- You must attend in person and show ID
- ALL applicants must pass the exam before being approved for an Owner Builder Authorization, which is a requirement to apply for a building permit

50 Exam centres across the province



What will the exam look like?

- It's a computer-based exam on home building basics
- 100 multiple choice questions
- A passing grade is 70%
- Applicants will need to know:



1. Construction Basics

Your knowledge and understanding of the fundamentals of residential construction in British Columbia

2. Statutory Obligations and Requirements

Your awareness of the eligibility requirements and statutory obligations involved in being granted an Owner Builder Authorization

Application Process



Learn More

- Visit www.hpo.bc.ca
- See the [Regulatory Bulletin](#) on this topic

Questions?

- If you have any questions, contact the Licensing Department
Phone: 604-646-7050
Toll-free: 1-800-407-7757
Email: licensinginfo@housing.bc.ca

Cheryl Anderson

From: Norma Stumborg <ecdev@mbed.ca>
Sent: October-12-16 2:13 PM
To: Cheryl Anderson
Subject: Request for Letter of Support

Dear Cheryl,

The Moricetown Band would love a letter of support for our Hwy 16 Community Grant application. As you know, we have lost several communities members to hitchhiking and 44 of our band members use hitchhiking as a major source of transportation. We desperately need a community bus!

In the spirit of healthy communities,

Best Regards,

Norma Stumborg
Economic Development Officer, Moricetown Band
Suite #3 – 205 Beaver Road
Smithers, B.C. V0J 2N1
250-847-2133 ext. 264

*This electronic message and any attached documents are intended only for the named addressee(s).
If you have received this message in error, please notify the sender immediately and delete the original message.
Thank you.*

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Board-Direction
(Letter of Support)

Cheryl Anderson

From: Lisa Rees <lrees@villageofgranisle.ca>
Sent: October-12-16 5:10 PM
To: Cheryl Anderson
Cc: Sharon Smith
Subject: Community Vehicle Grant Program

Good Afternoon Cheryl,

I am responding to your email offering a letter of support from the Regional District of Bulkley-Nechako for applications to the Community Vehicle Grant Program.

Granisle is planning to submit an application for the Community Vehicle Grant Program this month and would be most appreciative if you could put forth a request on our behalf at your next Board meeting on October 20th for a letter of support. Granisle is in the unique position of being located 48km off Highway 16 and are unable to connect with Highway 16 bus that is being proposed nor are we able to connect with the Northern Health bus. With a large percentage of seniors, many of who would rather use these services for medical appointments in other communities this grant brings us an opportunity to bridge the gap of services not currently being met with our population. Your support in our endeavor would be greatly appreciated.

Kindest Regards,

Lisa Rees, Office Assistant

Village of Granisle
Box 128
Granisle, BC V0J 1W0
Phone: (250) 697-2248
Fax : (250)697-2306
www.lovegranisle.com

Cheryl Anderson

Subject: FW: Community Vehicle Grant Program
Attachments: image001.jpg

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

From: Charlotte Alfred [mailto:charlotte@csfs.org]
Sent: October-13-16 11:16 AM
To: Cheryl Anderson <cheryl.anderson@rdbn.bc.ca>
Subject: FW: Community Vehicle Grant Program

Hello Cheryl: it would be wonderful if you can send Yekooche First Nation a letter of support for their Community Vehicle Grant 2016, as they are in the process of finalizing their application.

The letter of support can be addressed to Brandon Prince Executive Director
1890 3rd Avenue
Prince George, BC V2M 1G4
(PH:)250-562-0592
(Fax) 250-562-0530

I am sending this email on behalf of Brandon as we teamed together to complete the application.

Thank you for your support we appreciate it.

Charlotte Alfred
Special Projects Officer

Creating wellness together.

987 Fourth Avenue, Prince George, BC V2L 3H7
Phone: 250.563 3360 ext 126 Fax: 250-563-3376
Email: charlotte@csfs.org
Web: www.csfs.org

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Cheryl Anderson

Subject: FW: Community Vehicle Grant Program

From: Ron Winser [mailto:whatsyour.smokesignal@gmail.com]
Sent: October-13-16 10:32 AM
To: Cheryl Anderson <cheryl.anderson@rdbn.bc.ca>
Subject: Re: Community Vehicle Grant Program

Hello Cheryl,

Tl'azt'en Nation will be submitting an application for the Vehicle Grant Program, so we would appreciate if the Regional District of Bulkley-Nechako would provide a support letter to Tl'azt'en Nation.

Thank you for the offer and consideration.

Have a great day!

Ron F. Winser
P.O. Box # 1305
Fort St. James, BC
V0J 1P0
CELL: 1-(778)-978-3114

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Board- Direction
(letter of Support)

Lakes District Fall Fair,
Box 304,
Francois Lake . P.O.
VOJ 1RO

October 9, 2016

Mrs. Cheryl Anderson,
RDBN,
Burns Lake, VOJ 1EO

Dear Cheryl,

The Lakes District Fall Fair are planning on building a second set of public washrooms at the fairgrounds this next year, 2017. We are in the process of making applications for funds to help us with that project.

In the past several years we have had lineups to our only set of washrooms, which unfortunately are at one end of the fairgrounds. It is a long walk for seniors and new Moms with toddlers to get to, especially in an emergency. The current washrooms are located down a set of stairs and also have a ramp which makes them somewhat handicap accessible.

Our planned second set of washrooms would be more centrally located and be handicap accessible.

We have received feedback from seniors and Moms that it is too far to get to our only washroom. We have provided porta potties the past few years which are not sanitary and have no hand washing facility.

With the growth of the Fair over the past several years to over 2000, we feel that we must keep up with the growth and provide services so that families and especially our seniors have the opportunity to attend. We would not want anyone to not be able to attend so as to avoid an embarrassment because the washrooms are too far away from an event they would like to watch.

We are also in need of replacing our old and worn out lawn mower. This cost will accompany our washroom project as well.

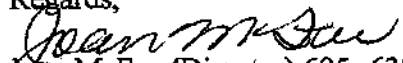
Would the Regional District of Bulkley Nechako Board of Directors give us a letter of support for this necessary project. }

We are applying to agencies by the end of October, so would you be able to put this request on the agenda for the next Board meeting.

Nellie is helping us with these applications. You could email the letter of support to myself and give Nellie a copy if this request is approved. Please give me a call if you have any questions.

Thanks very much.

Regards,


Joan McFee (Director) 695- 6381 (jmcfee1@xplonet.ca)

M2

Board- Direction
(letter of support)

Cheryl Anderson

Subject: FW: Letters of support for BLMBA

From: Patti Dube [mailto:padube@sd91.bc.ca]
Sent: October-07-16 2:36 PM
To: Cheryl Anderson <cheryl.anderson@rdbn.bc.ca>
Subject: Letters of support for BLMBA

Hi Cheryl,

I was wondering if BLMBA could get a few letters of support from the RDBN in regards to our applications for a variety of funding opportunities.

Here is a list of the funding opportunities we are looking into and the projects that are tied to them:

- 1) BLMBA is looking for a letter of support for a project that we wish to apply for with the BC Rural Dividend Program –Destination Trail Projects
 - a. The project would be building a hiking/biking trail to and around Star Lake with a campground
 - b. We would also like a partner for this project – Burns Lake Community Forest?
 - c. Cost of the project is \$125,000
 - d. Funding is \$100,000 from BC Rural Dividend Program
 - e. \$12,500 from BLMBA- in-kind

- 2) We would also like a letter of support for other funding opportunities that we are applying for: Nechako-Kitamaat Development Fund- \$100,000 to build an advanced/intermediate downhill run and Northern Development Initiative Trust- \$45,000 for “When Pigs Fly Trail Enhancement”

Please let me know if you require any more information.

Happy Thanksgiving

Patti Dube
Vice-President
BLMBA

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Cheryl Anderson

From: Patti Dube <padube@sd91.bc.ca>
Sent: October-11-16 1:29 PM
To: Cheryl Anderson
Subject: Resolution

Cheryl,

Wondering if we could get another resolution of support for the Fabulous Festivals and Events funding from NDI (\$2500). We are applying to purchase sound equipment.

Thanks
Patti

Burns Lake Mountain Biking Association

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Board-Direction
(letter of support)

Melany Deweerdt

From: Sheryl Worthing <sworthing@burnslake.ca>
Sent: October 12, 2016 8:15 AM
To: Melany Deweerdt
Cc: Bill Miller; John Illes
Subject: letter of support

Hi Melany,

Further to our meeting yesterday with Director/Chair Miller and Acting Mayor Illes, the Village would like to request a letter of support from the Regional District of Bulkley Nechako for our application to the Rural Dividend Fund. The purpose of the application will be to apply for planning funding to address the upcoming reduction in the AAC in the lakes timber supply area.

The deadline for the application is October 31st.

Thank you for your consideration.
Sheryl



Sheryl Worthing
CAO
www.burnslake.ca
t 250-692-7587
c 250-692-6416
f 250-692-3059

#15 3rd Avenue, Burns Lake, BC V0J 1E0

The Stuart Lake Nordic Ski club manages the Murray Ridge Nordic Trails in Fort St. James. We would like to ask the RDBV Board of Directors to consider writing a letter of support for our ongoing work on those trails, as outlined below in the letter template we have provided.

~

Dear Funders;

Please consider this letter of support for the project outlined below. A healthy community is one that has a variety of physical activities available to residents. As well, recreation opportunities are one way our community can attract and retain people. The Murray Ridge Nordic Trails are an incredible resource for our community, but they need some financial support to maximize their use.

Background:

The designated nordic recreation trails are an important part of the Murray Ridge Ski Area, which includes the downhill runs. Together they offer a beautiful winter destination package.

The nordic trails are an incredible asset in the community, including:

- Access to a big day-lodge, with kitchen, bar, running water and toilets, heating, meeting facilities, lockers, parking and other amenities.
- Both classic and skate-skiing for both beginner and advanced skiers.
- Spacious and diverse natural forested setting not limited by fences.
- 3.6 km of lit-trails for night skiing.
- Access to a 19' wide, 350 hp downhill grooming machine for first-class grooming; even some of the bigger nordic clubs around the world don't have this.
- Higher elevation for early snow.

What is needed to fully take advantage of this resource:

- Independent access to the trails; especially to make use of the night skiing. This would be of great benefit for all nearby communities;
 - currently the access road is gated 1400 m ahead of our parking lot. Unless the downhill ski area is open (Thurs - Sun from 9am-5pm), there is no guarantee that the gate will be open, or that skiers won't be locked-in. An extra gate past our parking lot will fix this.
- Smooth trail beds.
 - Smooth trail beds would allow for easy mechanized brushing.
 - Smooth trail beds also means track-setting can begin at 4" of snow.
 - By comparison, our rough trails need about 18" of snow to level out the ruts before grooming can commence without mixing in dirt/breaking grooming equipment/creating un-safe ski tracks.

- This makes us the last trails to open in the area, rather than the first, despite having the best snow.

Murray Ridge Nordic Trails Project list:

1. A new gate, just past the Nordic parking lot, for un-impeded access.
2. Upgrades to permanent road status for the 3 wet and rutted sections on the lit-trail (the Beaver trail), totalling about 1.6 km. Possibly 1 bridge.
3. Upgrade to permanent road status of the sections in between the wet sections.
4. Upgrades to the Lynx loop. Possibly 1 bridge.
5. Upgrade to the Ski Hill connector.
6. Signs for inside the new kiosks.
7. Km signs along the 3 routes.
8. Cat work on the "10K" trail.
9. Bury the electrical lines to prevent power outages.

Thank you for considering this letter of support.

Yours truly,

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Board-Direction
(Letter of Support)



PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
Telephone (250) 847-1600 ~ Fax (250) 847-1601 ~ www.smithers.ca

September 30, 2016

File No. 1610-01

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

Dear Sirs/Madame:

Re: Town of Smithers' Application for Additional 1% Accommodation Tax (MRDT)

The Town of Smithers currently has a 2% Accommodation Tax (also called by the Province: Municipal Regional District Tax or MRDT) in place that the local hotels/motels (within Smithers municipal boundaries) charge over and above the regular PST/GST. This has been in place since 1990. It generates approximately \$120,000 annually for Tourism Smithers, which is spent on marketing Smithers and the surrounding region.

The Province has now opened up the application process for communities to apply for an additional 1% Accommodation tax. Earlier this year the Town of Smithers Council approved that Tourism Smithers could prepare the application package to be sent to the Province (Destination BC) to apply for an additional 1%, with the objective that the additional 1% be added to the current 2% next July 1, 2017.

The process to put together the application package has taken many months since consultation with all local hoteliers was necessary. 82% of the local hotels/motels signed in favour of applying for the additional 1% tax. This was an exceptional response. There is strong support within the Smithers hoteliers because they can see the value of having the additional tax in place. These additional funds would benefit not only local motels/hotels but also tourism locations/facilities in the whole Bulkley Valley.

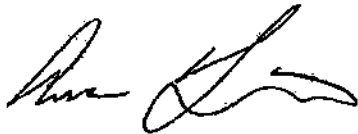
The Town would like to request a letter of support from the Regional District Board to send to the Province (Destination BC) to accompany the Town's application package. We have attached a copy of the complete package for your information.

Parts of the attachment (the One-Year Tactical Plan and the Five-Year Plan) had previously been sent to Corrine Swensen, who leads the BNRD Tourism Working Group.

The Town appreciates your consideration of this request and looks forward to your reply.

Should you have any questions about the 1% MRDT process please contact Leslie Ford, Director of Finance at lford@smithers.ca. If you have any questions about information within the application package, please contact Gladys Atrill, Tourism Smithers at gatrill@tourismsmithers.ca.

Sincerely



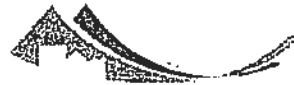
Anne Yanciw
Chief Administrative Officer

Encl:

Town of Smithers

TOWN OF SMITHERS
APPLICATION FOR 3% MUNICIPAL REGIONAL DISTRICT TAX (MRDT)

In cooperation with:



Bulkley Valley
Economic Development Association



Please complete all MRDT application requirements and send to MRDT@destinationbc.ca in one complete package in PDF format.

Appendix 1.1 Municipal and Regional District Tax Application Form

Legal Name of Applicant: TOWN OF SMITHERS

Designated Accommodation Area: THE MUNICIPALITY OF THE TOWN OF SMITHERS

Rate of Tax (up to 3%): 3%

Implementation or Renewal Date: Existing grandfathered 2%, proposed July 2017 implementation of 3%

Check when completed	Requirement
<input checked="" type="checkbox"/>	Two-year Strategic Business Plan (Appendix 1.2)
<input checked="" type="checkbox"/>	Evidence that funds from the tax are incremental to existing sources of tourism funds
<input checked="" type="checkbox"/>	Evidence of consultation and support, as applicable, from local governments
<input checked="" type="checkbox"/>	Evidence of authority and right to impose the tax (e.g. Bylaw, resolution or letter requesting tax)
<input checked="" type="checkbox"/>	Certificate of Incorporation, copy of articles of incorporation, constitution, and bylaws (for sole entities only)
<input checked="" type="checkbox"/>	Documentation of how the MRDT program, including revenue, will be administered (where applicable)
<input checked="" type="checkbox"/>	Evidence of consultation with tourism industry stakeholders
<input checked="" type="checkbox"/>	Accommodation Elementary Form (Appendix 1.3)
<input checked="" type="checkbox"/>	Accommodation Sector in Support of Municipal and Regional District Taxation (Appendix 1.4)
<input checked="" type="checkbox"/>	Confirmation of consultation with Destination British Columbia
<input checked="" type="checkbox"/>	Third party Authorization Form (Appendix 1.5, where applicable)
<input checked="" type="checkbox"/>	Disclosure of Information Authorization Form (Appendix 1.6)
<input checked="" type="checkbox"/>	Tourism Events Program Sponsorship Undertaking (3% applicant only) (Appendix 1.7)

By signing this application form, you certify that the information included in the application package is accurate, that all Municipal and Regional District Tax program requirements have been met, and that all required documents have been included in the application package.

<i>Anne Yanciw</i>	<i>Chief Administrative Officer</i>
Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
<i>September 20, 2016</i>	<i>[Signature]</i>
Date	Applicant's Authorized Signing Authority Signature

Town of Smithers

FIVE-YEAR STRATEGIC TOURISM PLAN
Appendix 1.2
January 2017 – December 2021
With ONE-YEAR TACTICAL PLAN and BUDGET

In cooperation with:



Smithers
Economic Development Association



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EXECUTIVE SUMMARY

The Town of Smithers aims to increase its Municipal Regional District Tax (MRDT) from its existing 2% to 3% starting in the summer of 2017. The Town of Smithers, in cooperation with Tourism Smithers, the Tourism Advisory Committee, the Visitor Centre and the Bulkley Valley Economic Development Association, has evaluated its current tourism strengths, weakness, opportunities and threats. This evaluation informed the creation of key actions and helped to identify targets for the strategic direction of the Town of Smithers' five-year tourism plan. The proposed additional 1% MRDT would further the goals laid out in this plan for marketing, destination management, meetings and visitor services. The Town of Smithers works successfully with Tourism Smithers, the recipient of the MRDT funds. The additional MRDT funds would further develop of our existing successful tourism industry and enhance our capabilities to effectively market Smithers.

VISION

The Town of Smithers, through Tourism Smithers, will be recognized as an exceptional destination offering excellent tourism opportunities in outdoor recreation, arts and culture, festivals and events, First Nations experience, and food and lodging. Tourism will have a prominent and recognized role in our local and regional economy.

MISSION

Tourism Smithers will foster an understanding of the economic and social benefits of a sustainable tourism industry for the Town of Smithers. The Town of Smithers, through Tourism Smithers, the Visitor Information Centre and the Tourism Advisory Committee, will work successfully with tourism industry stakeholders locally, regionally and provincially, to grow the tourism industry and increase visitation to Smithers by 20%¹ by 2022.

STRATEGIC CONTEXT

This section examines the current conditions and overall tourism trends in Smithers. By reviewing the strengths, weaknesses, opportunities and threats, we can create an informed plan with reasonable goals, objectives and targets. Tourism Smithers wants to continue to build our existing positive reputation, influence travel choices and stay competitive. The following analysis allows Smithers to lead with its known strengths and enables the creation of a strategic five-year plan.

Strengths

- Strong existing regional partnerships that readily acknowledge northern BC as a whole. The entire region is an attractive market and we are all in it together. Partnerships are active with Regional District of Bulkley-Nechako Tourism Working Group and Northern BC Tourism and Travel Northwest BC. Travel Northwest BC is an informal marketing group including Tourism Smithers, Tourism Prince Rupert, Kermodei Tourism (Terrace), Kitimat Chamber of Commerce, Kitimat-Stikine Regional District, Visit Bulkley-Nechako and Tourism Prince George. The main project of this group is joint marketing via the annual Vancouver Outdoor Adventure Show. Steelhead Paradise is an example of regional partnerships in marketing. Steelhead Paradise is led by Tourism Smithers, but includes Kitimat Stikine Regional District, Kermodei Tourism, Houston Chamber of Commerce and Northern BC Tourism.
- Active representation. Tourism Smithers is a member of the Tourism Industry Association of BC and the BC Destination Marketing Association Organization. At the past AGM of BCDMOA,

¹ MRDT annual revenue will be the proxy measurement for growth

Tourism Smithers' Marketing Director Gladys Atrill was elected to the board. She is also vice-chair of the board of Northern BC Tourism Association.

- Strong local network that actively support tourism activities, events, projects and programs. Smithers Tourism and the Tourism Advisory Committee have ongoing positive communication and successful projects with the Bulkley Valley Economic Development staff and their board of directors, the Town of Smithers staff and their elected officials, the Chamber of Commerce staff and their membership, and the Visitor Centre staff.
- Growing occupancy rate². Occupancy rates have shown growth over time and almost doubled in the last 15 years.

MRDT revenue 1999	\$65,506.
MRDT revenue 2015	\$127,149.

- Overall growth in passenger volume at the Smithers Regional Airport (YYD).

2010 passenger volume	61,679
2015 passenger volume	76,046

- Visitor Centre is responsive and adaptable to visitor needs. It is open year-round with expanded hours in the summer. Visitor numbers have increased and staff remain capable of fielding inquiries and extending stays.

2013 visitor totals	6,434
2015 visitor totals	7,620

- Diverse markets contribute to Smithers' tourism revenue. Free and independent travellers, group and coach travellers, local leisure travellers, regional leisure travellers and travellers from throughout northern BC for niche activities – sport tourism, meetings, conventions and events.
- Growth over time in hotel industry. The local Smithers hotel industry has welcomed a recent addition of one new property and there has been significant local investment to improve existing facilities.
- Smithers is a year-round destination. Steelhead anglers from around the world come to Smithers from late August through October. It is also a destination for hunters.
- There are strong existing tourism opportunities in Smithers, including two golf courses, a strong sports-minded community that supports sports events and competition, a downhill mountain bike trail system and strong mountain club partnerships, unique downtown including outdoor public performance space, the Bulkley Valley Museum and the Smithers Art Gallery with a strong arts and culture community, international destination for steelhead angling. Tourism adventure partners including: paddle sports, jet boating, hell-hiking/glamping, mountaineering and ski mountaineering, cat-ski, hell-ski, Nordic & alpine ski, angling, hunting and wilderness adventures.
- Smithers is a regional winter destination (from Prince Rupert to Prince George and north to Whitehorse, YT, and Ketchikan, AK) for skiers/snowboarders.
- Ideal location. Smithers is ideally situated on Highway 16 between Prince Rupert and Prince George and is often the stopover community of choice. Smithers is located on a main travel corridor for Americans travelling from the lower 48 to Alaska. Our community is on the travel circuit route of Highway 16 and on to Highway 37 north. Our community is also on the travel circuit route that leads to the marine highway service provided by BC Ferries and the Alaska Marine Highway.
- Proven success with film industry. Smithers attracted the attention of the film production world with two Hollywood features shot in part on Hudson Bay Mountain (*Eight Below* and *The Grey*). The TV pilot for the series *The Last Ship* was also shot in part on Hudson Bay Mountain.

² Based on MRDT Revenue

- Smithers is scenic. Hudson Bay Mountain is a strength for filming, especially winter filming, because Smithers Airport provides easy access from Vancouver. There is good highway access, there are 400+ hotel rooms to accommodate large crews, the community is excited about the film industry and the service sector is responsive. Previous films demonstrate the ability of the community to meet the needs of the industry.
- Smithers has world-class mountain goat summer habitat viewing opportunities.
- Headquarters for air companies. Central Mountain Air and four helicopter companies are based in Smithers. There is also one reliable floatplane base nearby.
- Tourism Smithers works to support any and all familiarization (FAM) tours as requested and actively represents the tourism assets of Smithers to the FAM tour participants.
- The Smithers Regional Airport (YYD) has successfully rebranded and is following its 2013 marketing plan.
- The Town of Smithers is moving forward with expansion and renovation to the Smithers Regional Airport (YYD), which will improve user experience and make for more efficient movement of passengers and cargo.
- Visitor Centre outreach is successful. Smithers was an early leader in the mobile visitor centre model and continues the successful mobile VIBE car.
- The Town of Smithers' Riverside Municipal Campground continues to be an attractive accommodation option for travellers. Visitor numbers are increasing.

2011 Total of Campers	1,425
2015 Total Campers	2,177

Weaknesses

- Lack of First Nation visitor experience.
- Need for Destination Development and export-ready product.
- Difficult shoulder season from end of October to mid-December and a need for infill product during this time.
- Inconsistent rail passenger service. VIA Rail often has its passenger service schedule interrupted by freight traffic which can cause lengthy delay, service schedule cancellations and disrupted travel plans.

Opportunities

- Global economic situation could lead to more local, regional and in-Canada tourism travel. The Town of Smithers could benefit, as international visitors will experience great value in tourism product. The US dollar is strong and can lead to more inbound tourists.
- Opportunities to increase staffing in local and regional tourism-related businesses.
- BC is reporting a growing tourism industry with total tourism revenue increasing. Provincially there has also been a growth in tourism-related businesses and tourism employment.
- Federal funds have been awarded to the Town of Smithers to enable the improvements to the Smithers Regional Airport (YYD).

Threats

- Employee recruitment and retention in the hotel industry is an ongoing challenge.
- Smithers remains vulnerable to any further reduction in air service. Smithers suffered the loss of a second airline with daily direct service to Vancouver and increasing airfares.
- Visitor Centre (VC) is noticing a provincial trend to downsizing or eliminating physical VCs.

GOALS, OBJECTIVES, TARGETS

The overall goal for this five-year period, starting July of 2017, is to increase overnight visitor numbers, and MRDT revenue, by 20%. In order to achieve this, the following goals, objectives and strategies have

been created for the Town of Smithers and Tourism Smithers in the key areas of Marketing, Destination Management and Product Experience, Meetings and Conventions, and Visitor Services.

1. **Marketing:** Tourism Smithers will promote the positive image of Smithers through the continuation of the existing compelling brand and continuation of niche market promotion of the Ski and Stay brand and Steelhead Paradise brand. We will encourage tourism operators to market the area in a consistent and strategic manner. The Town of Smithers will continue to successfully market the Smithers Regional Airport and the Riverside Municipal Campground.

Target:

- Tourism Smithers staff will meet at least five times a year with tourism stakeholder groups, Tourism Advisory Committee, to ensure consistent and strategic marketing of the brand.
- Gain an understanding of the effectiveness of our existing online marketing by tracking and understanding web analytics so adjustments can be made for best reach of our message.
- Tourism Smithers' short-term target is to put measurement methods in place. Long-term target is to increase website traffic, Facebook activity and Twitter followers.

2. **Destination Management and Product Experience:** Tourism Smithers will aim to provide desirable tourism products and experiences that are available to a wide range of visitors in the leisure market.

Target:

- Tourism Smithers will host one stakeholder education event per year.
- Tourism Smithers will host one stakeholder update per year.
- Tourism Smithers will assist in event promotion.
- Tourism Smithers will work with BVEDA to develop a retreat experience.

3. **Meetings and Conventions:** Tourism Smithers will maintain the successful networks that build Smithers' capacity to host events and conventions year round.

Target:

- Tourism Smithers will maintain existing network of stakeholders by actively engaging with the Tourism Advisory Committee (TAC) by hosting at least five meetings a year.
- Support the TAC in its efforts to host local annual events and work to attract one new event or niche convention in the next five years.
- Tourism Smithers will proactively promote Smithers and represent Smithers at industry meetings and conventions.

4. **Visitor Services:** The Visitor Centre staff will provide excellent customer service and support local tourism stakeholders in delivering professional and innovative visitor information services.

Target:

- Continue the successful operation of the Visitor Centre.
- Maintain the training of all councillors and Visitor Centre (VC) staff.
- Maintain the consistent uniformed look of the VC staff.
- Maintain the success of the VIBE program and visitor outreach program.
- Extend the length of stay through increased awareness of community events through active engagement with and promotion of the digital kiosk SmithersEvents.com.
- Maintain the presence of Alpine Alice, the live marketing character, at community events.
- Invest in the Smithers Regional Airport by moving ahead with \$6 million improvements to the facility.
- Maintain the successful operation of the Smithers Regional Airport.
- Maintain the popularity of the Riverside Municipal Campground.

STRATEGIES – KEY ACTIONS

1. Marketing
 - Continue successful stakeholder model of Tourism Smithers with the Tourism Advisory Committee engagement
 - Encourage tourism operators to market the area in a consistent and strategic manner.
 - Ensure the 2014 updated brand is incorporated into all paid marketing.
 - Review the 2014 brand with the TAC and be ready for a brand refreshing.
 - Refine and leverage our Ski and Stay and Steelhead Paradise brands to obtain positive perception of Smithers in all markets.
 - Expand and update the video and image bank.
 - Support Travel Trade and FAM tours.
 - Purchase targeted, high impact, on brand advertising.
 - Review and develop Smithers and Area Visitors Guide.
 - Engage outside expertise for summer social media campaign.
 - The Town of Smithers will continue with existing marketing and branding of the Smithers Regional Airport.
2. Destination Management and Product Experience
 - Cooperate with Northern BC Tourism on Destination Management and Product Experience for Smithers.
3. Meetings and Conventions
 - Work with community organizations to promote Smithers as an ideal event host location for small niche or specialized conferences and meetings.
 - Develop Smithers reputation for hosting successful and robust meetings and conventions of a smaller scale.
 - Attend relevant provincial meetings and conventions as part of professional development and advocacy role.
4. Visitor Services
 - Seek out and implement innovative ways of meeting visitor needs such as adapting the latest technology to boost the positive profile of Smithers (e.g. Snap Chat and promoting Smithers on Instagram).
 - Seek funding to conduct a Visitor Satisfaction survey.
 - Support local stakeholders to be well-informed, proud ambassadors of the community.
 - The Visitor Centre will continue to use "Alpine Alice", the live marketing character.
 - Improve movement through the Smithers Regional Airport for both passengers and freight through major capital infrastructure improvements from 2016 to 2019.
 - Maintain the Riverside Campground so it remains a popular site with high occupancy rates.

BRAND POSITIONING

The Tourism Smithers brand identity was updated in 2014. The brand is used on promotional products, advertising and product development.



The brand positions Smithers as a warm, artsy and active four-season destination with world-class wilderness. The brand is visually funky and nostalgic with a hand script tag cloud of flexible content. The distinctive tag cloud is hand scripted and doodled to be visually interesting. "Unexpected" is featured in every tag cloud and is orange to mesh with the existing Town of Smithers, Tourism Smithers Alpenhorn logo colour and their legacy brand identity. The Tourism Smithers brand content is adaptable and can be tailored to suit a variety of messages. There is also an emphasis on first-person voice so the branding is experiential and testimonial. The brand is visually distinctive with a black and orange color scheme and the layout is geometric and clean. In advertising, the featured photography is black and white with emotive and high contrast images.

The black and orange colours and font selection form a major part of the brand and have succeeded in creating a visual identity that is recognized as "Smithers". Tourism Smithers, through existing successful partnerships, has successfully integrated the 2014 brand into all marketing materials and made the brand relevant to tourism industry stakeholders.

TARGET MARKETS

Smithers' primary markets are free, independent leisure travellers and touring market (both group and coach travellers). The prime geographic market for Smithers continues to be BC short haul markets. Key regional markets include Prince George and Prince Rupert. There continues to be a high concentration of European visitors to the region.

Marketing is led by Tourism Smithers and undertaken in cooperation with the Regional Destination Marketing Organization Northern BC Tourism, neighbouring communities and the private sector. Tourism Smithers participates in specific advertising where Smithers-related articles will be featured. Smithers largely relies on the decades-long positive reputation of the Bulkley, Morice, Kispiox and Babine Rivers as one of the global destinations for steelhead angling. Tourism Smithers relies upon the marketing of the local steelhead guides, their angling associations and, to some extent, the smaller but very targeted networks of some of the B&Bs. Tourism Smithers has taken on the Steelhead Paradise project to help non-Canadian and especially non-guided anglers feel welcome.

Skiandstay.ca is a 10-year-plus marketing initiative led by Tourism Smithers that uses both private and public marketing dollars to promote skiing/boarding at Hudson Bay Mountain in the Northern Region. There is reliance upon local businesses with established connections to international markets to promote Smithers.

Smithers is fortunate to be surrounded by an incredible outdoor playground and outdoor offerings. Marketing will address the opportunity for adventure in hiking, mountain biking, paddle sports

and river tours. Tourism Smithers has been partnering with the Mountain Bike Tourism Association wherever possible including with trail map distribution, travel media support, contesting and is represented on its consumer website.

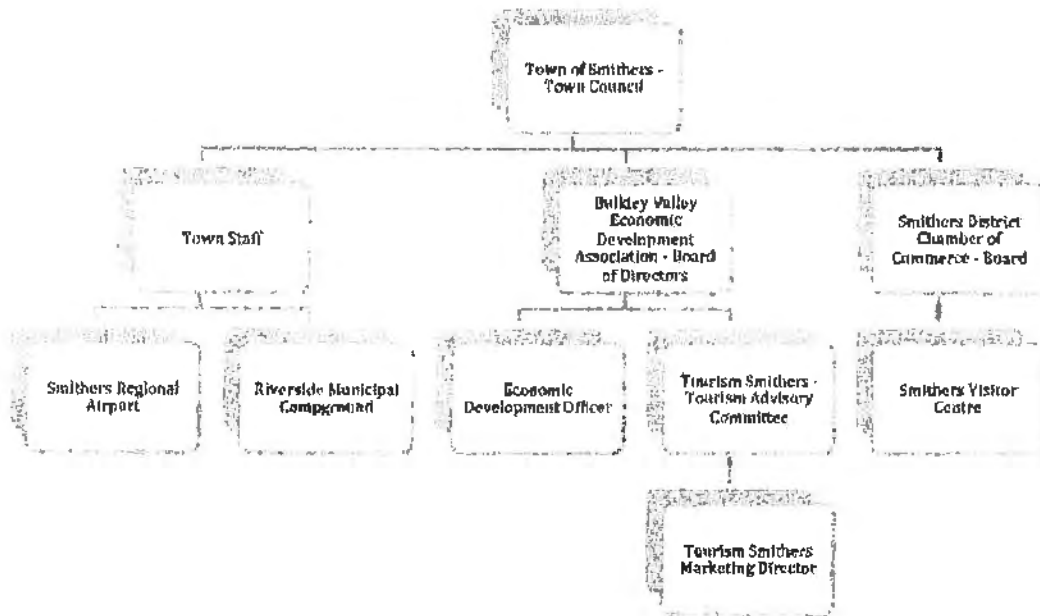
In conjunction with the touring and exploring market, key assets include two golf courses (a championship course and a par-3) and a unique downtown-shopping district.

GOVERNANCE, ADMINISTRATION and MANAGEMENT

Governance

The Town of Smithers collects the MRDT and allocates it to Tourism Smithers through BVEDA in its annual municipal budget. The MRDT is a permanent carried-over line item in the five-year and annual municipal budgets. Council is aware of the positive impact and ongoing importance of tourism and Tourism Smithers.

The Bulkley Valley Economic Development Association (BVEDA) has an elected Board of Directors. The Town of Smithers' MRDT revenue is allotted annually to BVEDA for Tourism Smithers. The MRDT revenue is reported on as part of BVEDA's annual audit and annual reporting to the town.



Management

The Town of Smithers has engaged Tourism Smithers to carry out tourism marketing-related activities for the community. The Town of Smithers allocates the entire MRDT fund to the Bulkley Valley Economic Development Association (BVEDA), which administers the fund to Tourism Smithers. Tourism Smithers functions as the Destination Marketing Organization for the Town of Smithers.

The Town of Smithers recognizes it is responsible for monitoring and reporting on the use of the MRDT funds, even though the funds are allocated to the BVEDA and the tourism marketing activities are further delegated to Tourism Smithers and to their one part-time Tourism Marketing Director. The Town of Smithers receives quarterly reports from the Bulkley Valley Economic Development Association (BVEDA). Reports from BVEDA have a Tourism Smithers component. The Tourism Marketing Director meets with

the Tourism Advisory Committee approximately five times a year. Smithers is a small town with deep connections and meaningful lines of open communication between the Town of Smithers, BVEDA, the TAC and the Tourism Marketing Director.

The Town of Smithers has a service agreement with the Smithers District Chamber of Commerce to run the Visitor Centre. The Town of Smithers manages the Smithers Regional Airport and the Riverside Municipal Campground. The Visitor Centre, the Smithers Regional Airport and the Riverside Campground are not funded at all by the Town of Smithers' MRDT revenue.

Administration

Tourism Smithers is operated as a fee-for-service contract with one part-time staff member, the Tourism Marketing Director.

The role of Tourism Smithers includes creating and implementing this Five-Year Plan and One-Year Tactical Plan. Tourism Smithers' objectives include developing, implementing and coordinating destination and cooperative marketing strategies, producing and distributing promotional materials, communicating with private tourism operators, local retailers and others to promote and enhance tourism initiatives and events in Smithers and surrounding areas while fostering a positive relationship with the Chamber of Commerce and the BVEDA.

Tourism Smithers works with the volunteer Tourism Advisory Committee (TAC), which reports to the Board of Directors of the Bulkley Valley Economic Development Association. The TAC reviews the plans and serves as stakeholder representation on an ongoing basis. The TAC meets five times per year and is effectively the eyes and ears of the Tourism Sector in Smithers. The TAC provides advice and direction to Tourism Smithers staff.

Tourism Smithers considers all tourism industry participants in the community to be stakeholders.

The Smithers TAC is made up as follows:

1	BVEDA Board	Al McCreary	Liaison to BVEDA Board
2	Hotel	Colin Bateman	Aspen Inn
3	Hotel	Angie Eccleston	Prestige Hudson Bay Lodge
4	Chamber of Commerce	Heather Gallagher	Manager
5	Attractions	David McKenzie	BV Museum, Board Chair
6	Retail	Alex Bussman	Oscar's Fishing Shop, Owner
7	Tourism Business	Michael Huffman/Jill Boland	Hudson Bay Mountain Resort
8	Provincial government	Ben Heemskerk	BC Rec Sites & Trails, Northern Region Manager
9	At large	Wendy Perry	Resident of Bulkley Valley

The TAC enables Tourism Smithers to have dynamic relationships with the tourism stakeholders and be directly connected to the local tourism market. The TAC guides and enables marketing initiatives that have a greater impact on the marketplace.

Tourism Smithers is a member of BC Destination Marketing Organization Association (DMO) and a member of Tourism Industry Association of BC. Tourism Smithers' Tourism Marketing Director is the vice-chair of the Northern BC Tourism Association, the Regional Destination Marketing Organization and a board member of BC Destination Marketing Organization Association. Tourism Smithers is also connected to an ad hoc Northern DMO group that meets in conjunction with the NBC Tourism Conference and is a member of the Regional District of Bulkley-Nechako's Tourism Working Group.

Tourism Smithers has an ongoing integrated working relationship with the Smithers District Chamber of Commerce. The Chamber runs the Visitor Information Centre under a fee-for-service contract with the Town of Smithers. Tourism Smithers produces marketing materials that the Visitor Centre racks and distributes. The Visitor Centre receives all consumer requests and provides fulfillment of all visitor requests.

SOURCES OF FUNDING

The Town of Smithers has a service agreement with Tourism Smithers, through Bulkley Valley Economic Development Association, to provide the entire annual MRDT revenue, approximately \$127,000 in 2015, for destination marketing activities to Tourism Smithers.

The MRDT funds are incremental to existing sources of Town of Smithers' funding for tourism. The Town contributes a total tourism budget of over \$350,000 including \$127,000 from MRDT. The MRDT is used solely for tourism marketing. The Town of Smithers has a service agreement to annually fund the Smithers District Chamber of Commerce to provide visitor services. The funds allotted to visitor services come from municipal taxation. Destination BC also provides financial support to the Visitor Centre in Smithers. The Town of Smithers oversees the operation of both the Smithers Regional Airport and the Riverside Municipal RV Park & Campground and funds these through user fees, not with MRDT revenue.

SECTION 2: One-Year Tactical Plan, Starting January 2017, with Performance Measures

Note – the plan and accompanying budget assume a July 2017 implementation of the additional 1% tax and have been adjusted to accommodate that increase.

Major Category: Marketing
Activity Title: Media Advertising and Promotion
Tactics:
Targeted high-impact, on brand advertising to increase awareness of Smithers among potential visitors.
Implementation Plan:
<p>Short description</p> <ul style="list-style-type: none"> - Stand-alone Smithers Tourism or accompanied by ads from Smithers area tourism businesses. - Will feature a call to action: www.tourismsmithers.com and, if appropriate, 1-800-542-6673. - Will target the touring market, snowmobile market and mountain bike market by combining traditional print media (Milepost, RV West, SnoRiders, Coast Mountain Culture, etc.) with associated online digital advertising. <p>Quantifiable objectives</p> <ul style="list-style-type: none"> - Increase number of visits to www.tourismsmithers.com (compared to 2016 data). - Increase length of time on website (compared to 2016 data). - Increase number of requests for info - Increase downloads and requests for Smithers Visitor Guide. <p>Rationale</p> <ul style="list-style-type: none"> - For touring, The Milepost is still a major tool used by travellers en route to Alaska and Smithers is on two of the possible routes: Highway 16/37 and Highway 16/marine route. Maintaining a presence will keep Smithers in the eye of the traveller during planning and while en route in the region. RV West magazine offers attractive editorial about the Northern Region in combination with print/online advertising. Northern BC and Smithers are a destination for BC/Alberta vacationers looking for an at-home holiday. - For snowmobiling, Snoriders magazine (and its online publication) is recommended by Smithers accommodators and snowmobile shops as a publication from which they get customers. Smithers is still an area to discover for snowmobilers who travel to BC's northern Rockies, so maintaining a presence will remind sledders to try something new. - For mountain biking, Coast Mountain Culture has worked closely with the Mountain Bike Tourism Association of BC in promoting mountain biking, including to northern BC. Editorial content coupled with lure advertising creates an awareness of the new and exciting mountain bike trails to be discovered in the north, including Smithers. Tourism Smithers is a member of the Western Canada Mountain Bike Tourism Association and maintains a presence on www.mountainbikingbc.ca and participates with the association in marketing opportunities as they arise and are affordable. - Recreational Angling is a major tourism activity in Smithers. Angler's Atlas, through its guides (print and online) and maps, is valued by those visiting the local fishing shops and the area's lakes and rivers to fish. - In addition, new opportunities are arising via Sport Fishing Sector Associations. <p>Action steps</p> <ul style="list-style-type: none"> - Maintain contact with Northern BC Tourism for advertising opportunities in the touring sector. - Work with tourism businesses to increase the advertising presence where possible. - Budget for and produce ads of sufficient size as to have impact in the publications. <p>Potential partnerships</p> <ul style="list-style-type: none"> - Northern BC Tourism. - Regional District of Bulkley Nechako. - Tourism stakeholders. - Sector associations.

<p>Resources</p> <ul style="list-style-type: none"> - Tourism Smithers staff time. <p>Sources of funding</p> <ul style="list-style-type: none"> - MRDT. - Stakeholder funds if additional private sector ads. <p>Responsibility</p> <ul style="list-style-type: none"> - Tourism Smithers. <p>Timeframe</p> <ul style="list-style-type: none"> - 2017. <p>Budget</p> <ul style="list-style-type: none"> - \$49,000 including ad buys and design time. <p>Evaluation mechanism</p> <ul style="list-style-type: none"> - The presence of Tourism Smithers' target, on-brand paid ads in touring, snowmobiling and mountain biking magazines. <p>Performance Measures:</p> <p>Expected outputs</p> <ul style="list-style-type: none"> - Presence of a minimum of 12 Tourism Smithers ads in print. <p>Expected outcomes</p> <ul style="list-style-type: none"> - Increasing visits to website. - Increasing requests for information. - Downloads and requests for Smithers Visitor Guide.

<p>Major Category: Marketing</p> <p>Activity Title: Ski and Stay Winter Marketing</p> <p>Tactics:</p> <p>Winter marketing to increase visitation levels to Smithers in the winter</p> <p>Implementation Plan:</p> <p>Short description</p> <ul style="list-style-type: none"> - Targeted winter marketing online and in traditional media of the established Ski and Stay brand will drive skier and snowboarder visitation to Smithers, the Hudson Bay Mountain Resort and the Smithers hotels. The target market is not Smithers but those travelling to Smithers to ski/snowboard and to spend one or more nights. Markets include Prince Rupert to Prince George and Ketchikan Alaska and Whitehorse, Yukon. - Ski and Stay is promoting a getaway to a welcoming winter destination and fulfills dreams of outdoor adventure and provides opportunity to connect with the human spirit. Ski and Stay Smithers moves to utilize more digital marketing each year, though is maintaining some multi-media presence including print, radio and TV and a billboard near Prince George. <p>Quantifiable objectives</p> <ul style="list-style-type: none"> - Increasing overnight visitor levels to hotels in the winter months. - Increasing number of visits to www.skiandstay.ca. - Increasing visitors to Hudson Bay Mountain Resort. - Increasing awareness of ski product and winter tourism. - Increasing number of people signing up for e-newsletter. - Increased number of contests. - Increased hotel bookings through www.skiandstay.ca. - Increased ski packages booked through the hotels. <p>Rationale</p> <ul style="list-style-type: none"> - Winter marketing focuses on driving skier/snowboarder visitation to Smithers, the Hudson Bay Mountain Resort and Smithers hotels. - The Ski and Stay brand has an established 13 year history. Private sector partnerships in place include Hudson Bay Mountain Resort, the Prestige Hudson Bay Lodge and the Aspen Inn. Other private sector partners also occasionally participate in the Ski and Stay program

<p>Action steps</p> <ul style="list-style-type: none"> - Action 1: Social Media Campaign Use Facebook, Instagram and Twitter to share messages and stories. Contesting whereby individuals post pictures of themselves in ski/snowboard gear @tourismSmithers, and hashtag: #SkiandStaySmithers + #HudsonBayMountain. In addition we will use #explorebc. Prizes include merchandise from participating retailers and ski packages. People are invited to subscribe to an e-newsletter for chance at ski package prize. Messaging is further shared on the Facebook pages of business participants and Tourism Smithers. Costs: \$9,250. - Action 2: Paid Advertising A combination of traditional media (newspapers, radio and TV) that Ski and Stay has marketed with in the past, but moving to greater presence in online spaces. Web banner ads, sponsorship of sport pages, radio, 15-sec TV ads and print, all driving readers/listeners/viewers to www.skiandstay.ca. Cost: \$14,250 - Action 3: Website www.skiandstay.ca Maintain and optimize the website. The site provides a link to the reservation pages of the partnered hotels. Additional value is gained through connection to participating retailers. Since Ski and Stay Smithers is the primary message on all marketing and the website domain name, it is constantly reinforced. Cost: \$1,000 - Action 4: Billboard Reinforce Ski and Stay message via billboard west of Prince George and welcome signs on both sides of Smithers. The images on the billboard are consistent with other advertising. All reference the website: skiandstay.ca Cost: \$2,500 - Action 5: Imagery Purchase photography/video. Cost: \$3,000 - Action 6: Graphic Design Necessary to support the marketing initiatives outlined above. Cost: \$500 <p>Potential partnerships</p> <ul style="list-style-type: none"> - Private sector partnerships are in place and include the Hudson Bay Mountain Resort ski hill, the Prestige Hudson Bay Lodge and the Aspen Inn. - Private sector partners occasionally participate in winter marketing of Ski and Stay also. <p>Resources</p> <ul style="list-style-type: none"> - Tourism Smithers staff time. <p>Sources of funding</p> <ul style="list-style-type: none"> - MRDT. - Public/private sector partnerships of the Ski and Stay brand. - Additional private sector one-time partnerships for specific ads or contest sponsorship. - DBC Cooperative Partnerships. <p>Responsibility</p> <ul style="list-style-type: none"> - Tourism Smithers. <p>Timeframe</p> <ul style="list-style-type: none"> - October 2017 to March 2018 (Gladys to rework timeline). <p>Budget</p> <ul style="list-style-type: none"> - \$30,500. <p>Evaluation mechanism</p> <ul style="list-style-type: none"> - The presence of advertising in print, on radio, on TV, on billboards and through social media of the Ski and Stay brand. <p>Performance Measures:</p> <p>Expected outputs</p> <ul style="list-style-type: none"> - Ski and Stay website maintained and improved through graphic design refresh and photography/video purchases. - Traditional advertising purchased and in place - Social media campaign successful
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Expected outcomes

- 10% increase in hotel bookings through Ski and Stay

Major Category: Marketing**Activity Title: Steelhead Paradise****Tactics:**

Steelhead Paradise is an in-region marketing brand welcoming anglers, especially non-Canadian, non-guided anglers to Smithers and including signage, window decals and angling related events.

Implementation Plan:**Short description**

- Steelhead Paradise is a sub-regional, multi-partner program to attract and welcome anglers to the area known as Steelhead Paradise. It was developed as a result of regulation changes that limit non-Canadian, non-guided anglers to fishing 5 days a week on classified waters on the Bulkley, Babine, Morice, Kispiox and parts of the Skeena. This created a very negative image for our area with anglers, some of whom had been fishing in the area for decades, receiving a loud and clear 'we don't want you' message. The Steelhead Paradise marketing program is in its 5th year. Through the creation of angler-oriented events on weekends, when anglers can't fish, we are attempting to keep them in our community and to say 'we value you as a visitor'. Events include film nights, speakers, gear nights and other events that are created in the fishing shops.
- Marketing includes welcome signs, window decals, stick-on decals for tackle boxes, bumpers, boats, etc., posters for events. There is a website www.steelheadparadise.com where events, regulations, photographs, videos are posted to the website for anglers and for the accommodation sector to refer to.
- Social media is utilized with #steelheadparadise and #skeenasteelhead.

Quantifiable objectives

- Increasing number of people attending events.
- Increasing positive feedback from anglers at events, from fishing shop owners and staff and from the accommodation sector on the numbers of non-Canadian, non-guided anglers.

Rationale

- Steelhead angling is a, if not the, major tourism activity in the Smithers region. Smithers and the rivers that are accessed through Smithers are a global destination for steelheaders. The negative message that was sent to the world with the regulation change was very damaging. That damage cannot be repaired with a few events, but to those who choose to visit, they are getting the message that Smithers and the other communities in Steelhead Paradise still value them.

Action steps

- Work with local fishing shops to book events like Fly Fish Film Festival and speakers nights.
- Work with the Town to install welcome signs on the highway.
- Work with local business to ensure the welcome decals are up on storefronts.

Potential partnerships

- Smithers, Houston, Hazelton, New Hazelton, Terrace, Kitimat-Stikine Regional District
- Private sector fishing shops, fishing guides.
- Steelhead Society.
- Northern BC Tourism.
- BC Fishing Resort Outfitters Assoc.

Resources

- Tourism Smithers staff time.

Sources of funding

- MRDT, stakeholder partnerships.

Responsibility

- Tourism Smithers.

<p>Timeframe</p> <ul style="list-style-type: none"> - June 2017 – October 2017. <p>Budget</p> <ul style="list-style-type: none"> - \$4,500. <p>Evaluation mechanism</p> <ul style="list-style-type: none"> - Steelhead Paradise events held. - Steelhead Paradise branding visible.
<p>Performance Measures:</p> <p>Expected outputs</p> <ul style="list-style-type: none"> - At least two Steelhead Paradise events held - An increased number of decals branding throughout Smithers - Welcome branding present at entrance to town during angling season <p>Expected outcomes</p> <ul style="list-style-type: none"> - Positive feedback from anglers at events - Positive feedback reported from fishing shops and the accommodation sector by non-Canadian non-guided anglers.

<p>Major Category: Marketing</p> <p>Activity Title: Vancouver Outdoor Adventure Show</p> <p>Tactics: Attend 2017 show in collaboration with DMOs from Prince Rupert to Prince George</p> <p>Implementation Plan:</p> <p>Short description</p> <ul style="list-style-type: none"> - Under the banner Travel Northern BC, the group of DMOs promotes travel to our region. The entire region is promoted, understanding that many of the lower mainland residents who attend the show have never been to the north and have little knowledge of one community or another. The tactic employed at the show is to create a desire to travel to the north and let people know it is possible, safe and an exciting part of BC to visit. For those who actually have travel plans to northern BC, more specific travel counselling can be offered along with connections to specific product. <p>Quantifiable objectives</p> <ul style="list-style-type: none"> - Travel Northern BC booth present and active at the Vancouver Outdoor show. - Information packages distributed. <p>Rationale</p> <ul style="list-style-type: none"> - This show is about creating awareness of northern BC in the lower mainland, to dispel fears and create a desire to visit part of the home province. We have learned over the years that many people who stop at the booth have very little knowledge of the province, but have a curiosity and desire to travel. It is our intention to put Northern BC on the list of travel destinations. <p>Action steps</p> <ul style="list-style-type: none"> - Work with northern DMOs to create the presence for the 2017 Vancouver Adventure Show. <p>Potential partnerships</p> <ul style="list-style-type: none"> - Tourism Prince Rupert, Kermodei Tourism, Kitimat Chamber of Commerce, Kitimat-Stikine Regional District, Bulkley-Nechako Regional District, Tourism Prince George, Northern BC Tourism, Destination BC, Tourism Stakeholders. <p>Resources</p> <ul style="list-style-type: none"> - Tourism Smithers staff time. <p>Sources of funding</p> <ul style="list-style-type: none"> - MRDT. <p>Responsibility</p> <ul style="list-style-type: none"> - Tourism Smithers. <p>Timeframe</p> <ul style="list-style-type: none"> - March 2017.
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<p>Budget</p> <ul style="list-style-type: none"> - \$4,000 <p>Evaluation mechanism</p> <ul style="list-style-type: none"> - The presence of Tourism Smithers at the Vancouver Outdoor Show. - Number of consumer interactions through Vancouver Outdoor Adventure Show reporting.
<p>Performance Measures:</p> <p>Expected outputs</p> <ul style="list-style-type: none"> - Successful lure. <p>Expected outcomes</p> <ul style="list-style-type: none"> - Increase in website traffic, social media interest and visitors to Smithers.

<p>Major Category: Marketing</p>
<p>Activity Title: Summer Social Media Campaign</p>
<p>Tactics: Working with a social media specialist, create a summer campaign to attract visitors to Smithers from the Northern Region.</p>
<p>Implementation Plan:</p> <p>Short description</p> <ul style="list-style-type: none"> - Smithers has a positive image across northern BC for its outdoor recreation appeal, attractive downtown, boutique shopping and music scene. The social media campaign will focus on those attractive qualities. It will build on previous campaigns to refine the message that is essentially to visit Smithers for a close-in vacation. Contesting will be utilized to increase interest. Prizes will reflect the visitor targeted: outdoor enthusiasts and those seeking a relaxing, comfortable getaway. <p>Quantifiable objectives</p> <ul style="list-style-type: none"> - Campaign designed and launched in June. - Three contest prizes of weekend getaways to Smithers offered and awarded. <p>Rationale</p> <ul style="list-style-type: none"> - The campaign will create awareness and activity on social media channels. Prizes increase interest and the likelihood of people sharing and engaging on social media. The prize packages will create positive word-of-mouth marketing when visitors return home. <p>Action steps</p> <ul style="list-style-type: none"> - In mid-late winter, work with contractor to design the campaign and confirm the prizes. Determine launch and end dates. <p>Potential partnerships</p> <ul style="list-style-type: none"> - Tourism stakeholders contribute prizes. <p>Resources</p> <ul style="list-style-type: none"> - Tourism Smithers staff time. <p>Sources of funding</p> <ul style="list-style-type: none"> - MRDT. <p>Responsibility</p> <ul style="list-style-type: none"> - Tourism Smithers. <p>Timeframe</p> <ul style="list-style-type: none"> - Organize in February 2017 for launch in spring 2017. <p>Budget</p> <ul style="list-style-type: none"> - \$10,000. <p>Evaluation mechanism</p> <ul style="list-style-type: none"> - Increased engagement with the Tourism Smithers website and social media channels.
<p>Performance Measures:</p> <p>Expected outputs</p> <ul style="list-style-type: none"> - Successful engagement with the summer social media campaign and contest. <p>Expected outcomes</p> <ul style="list-style-type: none"> - A 15% increased engagement with Tourism Smithers social media channels.

Major Category: Marketing
Activity Title: Travel Media
Tactics: Work with Destination BC, Northern BC Tourism and stakeholders to identify potential visits by travel media.
Implementation Plan:
Short description <ul style="list-style-type: none"> - Host travel media by providing local tours, supporting accommodation or other requests. Be flexible and open to writers, photographers and social media influencers.
Quantifiable objectives <ul style="list-style-type: none"> - Host 2 – 4 travel media by providing local tours, supporting accommodation or other requests.
Rationale <ul style="list-style-type: none"> - The value of unpaid media is well known. Articles, videos and social media content that is not paid advertising is accepted as more truthful. Often the media become advocates for the area after a successful visit.
Action steps <ul style="list-style-type: none"> - Communicate with DBC and NBCTA about possible travel media visits
Potential partnerships <ul style="list-style-type: none"> - Destination BC, Northern BC Tourism, Stakeholders.
Resources <ul style="list-style-type: none"> - Tourism Smithers staff time.
Sources of funding <ul style="list-style-type: none"> - MRDT.
Responsibility <ul style="list-style-type: none"> - Tourism Smithers.
Timeframe <ul style="list-style-type: none"> - Flexible timeframe of 12 months, June 2017 to June 2018, to host 2 – 4 travel media visits.
Budget <ul style="list-style-type: none"> - \$6,000.
Evaluation mechanism <ul style="list-style-type: none"> - Positive feedback from the travel media upon completion of their visit.
Performance Measures:
Expected outputs <ul style="list-style-type: none"> - 2 – 4 hosted or guided travel media visitors.
Expected outcomes <ul style="list-style-type: none"> - Four unpaid travel media stories published mentioning Smithers.

Major Category: Marketing
Activity Title: Travel Trade
Tactics: Support Familiarization Tours (FAMS) as requested
Implementation Plan:
Short description <ul style="list-style-type: none"> - From time to time throughout the year requests are made by DBC/NBCTA to support travel trade FAMS.
Quantifiable objectives <ul style="list-style-type: none"> - FAM tours are positively supported as requested
Rationale <ul style="list-style-type: none"> - Adding a local tour, hosted dinner or in some other way supporting FAM tours creates an opportunity to have Smithers added to tour itineraries. This is beneficial to the town and the tourism sector. The request for Travel Trade support has dwindled in the recent past due to

<p>changes in how Travel Trade is managed between DBC and NBCTA, but the desire to be supportive in Smithers is strong and therefore Travel Trade still holds a place in the budget and tactics.</p> <p>Action steps</p> <ul style="list-style-type: none"> - This is reactive. Be prepared to offer positive support to any and all FAM tours through the Smithers area. <p>Potential partnerships</p> <p>Destination BC, Northern BC Tourism, local and regional tourism stakeholders.</p> <p>Resources</p> <ul style="list-style-type: none"> - Tourism Smithers staff time. <p>Sources of funding</p> <ul style="list-style-type: none"> - MRDT. <p>Responsibility</p> <ul style="list-style-type: none"> - Tourism Smithers. <p>Timeframe</p> <ul style="list-style-type: none"> - Flexible timeframe of 12 months. <p>Budget</p> <ul style="list-style-type: none"> - \$2,000. <p>Evaluation mechanism</p> <ul style="list-style-type: none"> - Positive feedback from FAMS.
<p>Performance Measures:</p> <p>Expected outputs</p> <ul style="list-style-type: none"> - 2 – 4 FAM tours hosted. <p>Expected outcomes</p> <ul style="list-style-type: none"> - Positive feedback from FAMS hosted.

<p>Major Category: Marketing</p> <p>Activity Title: Image and Video Bank</p> <p>Tactics: Work with photographer(s), videographer(s) to capture current and powerful images to support the ongoing marketing of Tourism Smithers. Cull images that are no longer current or on-brand.</p> <p>Implementation Plan:</p> <p>Short description</p> <ul style="list-style-type: none"> - Update new images and b-roll to the Digital Asset Management System (DAMS) that are easily sorted, current and on brand. <p>Quantifiable objectives</p> <ul style="list-style-type: none"> - Emphasis on high-quality images and footage rather than large quantity. - Update DAMS with easily sorted images and b-roll. <p>Rationale</p> <ul style="list-style-type: none"> - High-quality, on-brand images and video footage are needed for advertising. - Tourism Smithers has many images in its DAMS though many are now dated. The focus moving forward will be on fewer but more powerful and compelling images. Images no longer deemed useful for promotion may be placed in a 'community bank' as Tourism Smithers is often asked to supply images for community and resident events. <p>Action steps</p> <ul style="list-style-type: none"> - Review DAMS and identify gaps in images and footage. Create shot list for photography and video. - Engage contractor and provide relevant brand information (DBC & Tourism Smithers). - Partner with regional groups for video footage as applicable.

<p>Potential partnerships</p> <ul style="list-style-type: none"> - Northern BC Tourism, the Regional District of Bulkley-Nechako, Destination BC and private sector. <p>Resources</p> <ul style="list-style-type: none"> - Tourism Smithers staff time. <p>Sources of funding</p> <ul style="list-style-type: none"> - MRDT. <p>Responsibility</p> <ul style="list-style-type: none"> - Tourism Smithers. <p>Timeframe</p> <p>Ongoing.</p> <p>Budget</p> <ul style="list-style-type: none"> - \$7,000. <p>Evaluation mechanism</p> <ul style="list-style-type: none"> - Number of high-quality images added/uploaded to the DAMS. - Emphasis on quality, not quantity.
<p>Performance Measures:</p> <p>Expected outputs</p> <ul style="list-style-type: none"> - High-quality images added to DAMS, good quality video added to the DAMS. <p>Expected outcomes</p> <ul style="list-style-type: none"> - Increased use of photos and videos and better variety representative of brand - Increased brand alignment and representation. - Ease of access and better navigating of the digital assets.

<p>Major Category: Marketing</p> <p>Activity Title: Smithers and Area Visitor Guide</p> <p>Tactics: Review current guide, improve as needed and begin process for the late winter 2018 publication of the next edition.</p> <p>Implementation Plan:</p> <p>Short description</p> <ul style="list-style-type: none"> - The Smithers and Area Visitor Guide is scheduled for redesign and update for distribution in 2018. The guide is readable and attractive and features captioned photos, concise text and itineraries. - The Smithers and Area Visitor Guide highlights the key attractions and experiences available and encourages people to extend their stay in Smithers. - The Smithers and Area Visitor Guide is a bi-annual production. In 2017 the past guide will be reviewed and a plan created for the next edition. The contract for production will be created. <p>Quantifiable objectives</p> <ul style="list-style-type: none"> - Contractor hired, project timeline and budget confirmed. - Information updating in process or complete. <p>Rationale</p> <ul style="list-style-type: none"> - The Smithers and Area Visitor Guide is a lure piece for Tourism Smithers. Current feedback from the Smithers Visitor Centre is that the book is still requested. Since much of northern BC still has sporadic internet/cellular connectivity, paper products are requested and used. - To increase the length of stay by providing a guide for pre-trip planning and filling visitor's stay with positive experiences <p>Action steps</p> <ul style="list-style-type: none"> - Collect feedback on current guide - Evaluate the current Smithers and Area Visitor Guide, and improve. <p>Potential partnerships</p> <ul style="list-style-type: none"> - Businesses can advertise in the book – paid advertising.
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Resources Tourism Smithers staff time.
Sources of funding - MRDT.
Responsibility - Tourism Smithers.
Timeframe - Produced every two years.
Budget - \$1,000.
Evaluation mechanism - Project planned out and ready to go in 2018.
Performance Measures:
Expected outputs - 2018 Smithers and Area Visitor Guide produced, racked and available for distribution,
Expected outcomes - Full distribution Smithers and Area Visitor Guide. - Increase in downloads of on-line version of the guide.

Major Category: Marketing
Activity Title: Review current brand identity
Tactics: Review current brand identity with Tourism Advisory Committee and create process for update
Implementation Plan:
Short description - The current Tourism Smithers brand identity utilizes a black & white and orange colour palette. When it was created, its lifespan was deemed to be short. It has been in place since early 2014, so by year-end 2017 it must be decided if the black/white will be utilized in the production of the 2018 Visitor Guide.
Quantifiable objectives - Decision on updating/changing the brand identity or continuing its use.
Rationale - If the current brand identity is continued, there is no required change. If it is to be updated, that process must be initiated in time for the next guide production.
Action steps - Schedule brand identity review on TAC agenda for July of 2017.
Potential partnerships - N/A
Resources - Tourism Smithers staff time.
Sources of funding - MRDT.
Responsibility - Tourism Smithers.
Timeframe - Decision made in autumn of 2017.
Budget - \$0 - \$5,000.
Evaluation mechanism - Decision made on updating the brand. If yes, update recommended than create and complete process for the brand update.

Performance Measures: Expected outputs <ul style="list-style-type: none"> - Meeting to decide on brand updating. Expected outcomes <ul style="list-style-type: none"> - Approved brand.

Major Category: Marketing
Activity Title: Event Promotion
Tactics: Work with contractor on the development and promotion of events of interest to the visitor.
Implementation Plan: Short description <ul style="list-style-type: none"> - Events are a reason to visit and a reason to stay another day. Tourism Smithers and the Smithers District Chamber of Commerce, in its role as operator of the Visitor Centre combine to support www.smithersevents.com Events are displayed on an attractive kiosk in the Visitor Centre and on www.tourismsmithers.com. Quantifiable objectives <ul style="list-style-type: none"> - Events of interest to visitors are posted in a timely fashion. Rationale <ul style="list-style-type: none"> - This is an efficient, affordable way to keep an up-to-date event listing. Action steps <ul style="list-style-type: none"> - Continue relationship with Coffee Web Development to maintain www.smithersevents.com. Potential partnerships <ul style="list-style-type: none"> - Coffee Web Development, Smithers Chamber/Visitor Centre. Resources <ul style="list-style-type: none"> - Tourism Smithers staff time. Sources of funding <ul style="list-style-type: none"> - MRDT. Responsibility <ul style="list-style-type: none"> - Tourism Smithers, Smithers District Chamber of Commerce and Coffee Web Developments. Timeframe <ul style="list-style-type: none"> - Ongoing annually. Budget <ul style="list-style-type: none"> - \$500. Evaluation mechanism <ul style="list-style-type: none"> - Event list is maintained and up to date.
Performance Measures: Expected outputs <ul style="list-style-type: none"> - Maintained event list Expected outcomes <ul style="list-style-type: none"> - Increased visitor awareness of, and attendance at events.

Major Category: Destination Management and Product Experience
Activity Title: Annual Stakeholder Event
Tactics: Host an event for tourism stakeholders and provide an update on activity by Tourism Smithers.
Implementation Plan: Short description <ul style="list-style-type: none"> - Invite Tourism Stakeholders to an information event. - Fall to early winter of 2018, exact dates to be determined. Quantifiable objectives <ul style="list-style-type: none"> - Stakeholders attend this event.

<ul style="list-style-type: none"> - Past events have drawn 20-40 attendees.
<p>Rationale</p> <ul style="list-style-type: none"> - This is a chance for stakeholders to communicate face to face with Tourism Smithers marketing director, Tourism Advisory Committee members and one another. It provides an opportunity for a recap of activity undertaken by Tourism Smithers and a further a chance for direct feedback.
<p>Action steps</p> <ul style="list-style-type: none"> - In consultation with TAC, plan and host an industry event.
<p>Potential partnerships</p> <ul style="list-style-type: none"> - Town of Smithers, Smithers District Chamber of Commerce (Smithers Visitor Centre), BV Economic Development Association, Bulkley-Nechako Tourism Working Group, Northern BC Tourism, Destination BC, Tourism Stakeholders.
<p>Resources</p> <ul style="list-style-type: none"> - Tourism Smithers staff time.
<p>Sources of funding</p> <ul style="list-style-type: none"> - MRDT. - Private sector in kind donations of venue.
<p>Responsibility</p> <ul style="list-style-type: none"> - Tourism Smithers and TAC.
<p>Timeframe</p> <ul style="list-style-type: none"> - Fall/Winter of 2018.
<p>Budget</p> <ul style="list-style-type: none"> - \$1,000.
<p>Evaluation mechanism</p> <ul style="list-style-type: none"> - Number of stakeholders attending and feedback on the event.
<p>Performance Measures:</p>
<p>Expected outputs</p> <ul style="list-style-type: none"> - Stakeholder meeting takes place.
<p>Expected outcomes</p> <ul style="list-style-type: none"> - Positive feedback. - 30 attendees. - Engagement with TAC, tourism industry, Tourism Smithers.

<p>Major Category: Destination Management and Product Experience</p>
<p>Activity Title: Stakeholder Education</p>
<p>Tactics: Host or co-host one tourism stakeholder education event</p>
<p>Implementation Plan:</p> <p>Short description</p> <ul style="list-style-type: none"> - In consultation with TAC, conduct a relevant tourism education event. Possible topics include managing online reputation, or another of the Business Essential Series. <p>Quantifiable objectives</p> <ul style="list-style-type: none"> - Educational event held. - 20 attended. <p>Rationale</p> <ul style="list-style-type: none"> - Feedback from tourism industry partners especially smaller businesses is that it is expensive in both time and money to travel for professional development. Creating a learning opportunity in our community is of direct benefit to our stakeholders. Discussions held with stakeholders indicate a keen interest in educational workshops. <p>Action steps</p> <ul style="list-style-type: none"> - In consultation with TAC, select topic and date and, organize promote, and host the event.

<p>Potential partnerships</p> <ul style="list-style-type: none"> - Smithers District Chamber of Commerce, Bulkley-Nechako Tourism Working Group, NBCTA, DBC <p>Resources</p> <ul style="list-style-type: none"> - Tourism Smithers staff time. <p>Sources of funding</p> <ul style="list-style-type: none"> - MRDT. <p>Responsibility</p> <ul style="list-style-type: none"> - Tourism Smithers and TAC. <p>Timeframe</p> <ul style="list-style-type: none"> - Fall/Winter of 2017. <p>Budget</p> <ul style="list-style-type: none"> - \$2,000. <p>Evaluation mechanism</p> <ul style="list-style-type: none"> - Number of attendees attending event and feedback on the event.
<p>Performance Measures:</p> <p>Expected outputs</p> <ul style="list-style-type: none"> - Stakeholder Education event takes place. <p>Expected outcomes</p> <ul style="list-style-type: none"> - Positive feedback. - Increased engagement with tourism stakeholders.

<p>Major Category: Destination Management and Product Experience</p> <p>Activity Title: Develop a Retreat Experience</p> <p>Tactics: Creation of marketing materials focusing on small group corporate retreat opportunities.</p> <p>Implementation Plan:</p> <p>Short description</p> <ul style="list-style-type: none"> - Work with BV Economic Development Association and private sector to create small group retreat getaway packages. <p>Quantifiable objectives</p> <ul style="list-style-type: none"> - Product developed and marketing materials created. <p>Rationale</p> <ul style="list-style-type: none"> - Smithers has room to accommodate more visitors, especially in the shoulder seasons. There is willingness by some of the accommodation sector to work with Tourism Smithers and BV Economic Development Association (BVEDA) to create a 'retreat' product and to market in markets with easy access to Smithers Regional Airport. That market definition means the BC Lower Mainland or BC's Okanagan since Air Canada flies to Smithers from Vancouver and Central Mountain Air from Kamloops (via PG). The BVEDA Economic Development Officer has identified the willingness to assist in package creation and marketing. <p>Action steps</p> <ul style="list-style-type: none"> - Create list of interested businesses. - Create the packages and marketing materials. - Work with BVEDA to create the marketing plan. <p>Potential partnerships</p> <ul style="list-style-type: none"> - BVEDA, private sector. <p>Resources</p> <ul style="list-style-type: none"> - Tourism Smithers staff time. <p>Sources of funding</p> <ul style="list-style-type: none"> - MRDT, BVEDA. <p>Responsibility</p> <ul style="list-style-type: none"> - Tourism Smithers, BVEDA.

<p>Timeframe</p> <ul style="list-style-type: none"> - Fall 2017. <p>Budget</p> <ul style="list-style-type: none"> - \$3,000. <p>Evaluation mechanism</p> <ul style="list-style-type: none"> - Creation of retreat package and associated marketing materials. - Launch of retreat marketing.
<p>Performance Measures:</p> <p>Expected outputs</p> <ul style="list-style-type: none"> - One package created. <p>Expected outcomes</p> <ul style="list-style-type: none"> - Package available for booking.

<p>Major Category: Meetings and Conventions - Marketing</p> <p>Activity Title: Support Conferences and Major Events</p> <p>Tactics: Provide resource materials and promotion materials to organizers of conferences and events in Smithers.</p> <p>Implementation Plan:</p> <p>Short description</p> <ul style="list-style-type: none"> - Ensure an adequate supply of promotional materials is available for major events. This might include visitor guides, maps, Smithers pins and use of photos/video for promotion. <p>Quantifiable objectives</p> <ul style="list-style-type: none"> - Provide materials upon request. <p>Rationale</p> <ul style="list-style-type: none"> - Working with other organizations to promote Smithers via conferences/events provides good value to the town and accommodation sector. <p>Action steps</p> <ul style="list-style-type: none"> - Maintain supply of promotion materials. Be aware of major events planned. <p>Potential partnerships</p> <ul style="list-style-type: none"> - Sector organizations, Chamber of Commerce, Northwest Community College, sport organizations. <p>Resources</p> <ul style="list-style-type: none"> - Tourism Smithers staff time. <p>Sources of funding</p> <ul style="list-style-type: none"> - MRDT, Grants. <p>Responsibility</p> <ul style="list-style-type: none"> - Tourism Smithers. <p>Timeframe</p> <ul style="list-style-type: none"> - Throughout the year as required. <p>Budget</p> <ul style="list-style-type: none"> - \$2,000. <p>Evaluation mechanism</p> <ul style="list-style-type: none"> - Delivery of materials as requested. Feedback from partner organizations.
<p>Performance Measures:</p> <p>Expected outputs</p> <ul style="list-style-type: none"> - Promotional material provided to conferences and meetings. <p>Expected outcomes</p> <ul style="list-style-type: none"> - Positive feedback. - Promotion of Tourism Smithers and Smithers to attendees at the various functions. - Engagement with conference organizers and meeting hosts.

Major Category: Visitor Services
Activity Title: Visitor Centre (VC) continued successful operation
Tactics: continue annual training of VC staff, continue to maintain a uniformed look for VC, continue with the VIBE outreach mobile visitor services program, continue to utilize the themed mascot Alpine Alice at events, further promote SmithersEvents.com.
Implementation Plan:
<p>Short description</p> <ul style="list-style-type: none"> - Maintain the hours of operation and the existing high standards of visitor service, VC staff training, VC staff professional look and the existing successful VIBE car program and the mascot promotion. <p>Quantifiable objectives</p> <ul style="list-style-type: none"> - VC operating year-round with extended summer hours, all summer staff trained and uniformed, VIBE car operating, Alpine Alice active. <p>Rationale</p> <ul style="list-style-type: none"> - A year-round VC with expanded summer hours is an important community asset. The year-round centre is less common in small towns, therefore is an extra service that our community can market. Trained staff are better equipped to provide excellent visitor services to tourists, uniforms are professional, the VIBE is a successful outreach program and Alpine Alice is a popular live marketing character. <p>Action steps</p> <ul style="list-style-type: none"> - Implement training, purchase uniforms, seek sponsors for VIBE program, and have Alpine Alice at community events. <p>Potential partnerships</p> <ul style="list-style-type: none"> - Seek funding for enhanced training opportunities, seek corporate sponsors for the VIBE program. <p>Resources</p> <ul style="list-style-type: none"> - Visitor Centre staff admin time. <p>Sources of funding</p> <ul style="list-style-type: none"> - Town of Smithers. <p>Responsibility</p> <ul style="list-style-type: none"> - Chamber of Commerce/Visitor Centre staff time. <p>Timeframe</p> <ul style="list-style-type: none"> - Spring 2017. <p>Budget</p> <ul style="list-style-type: none"> - \$80,000. <p>Evaluation mechanism</p> <p>VC operating year-round with enhanced summer hours, all summer staff up to date on latest industry standards for visitor services, VC staff uniformed and VIBE and Alpine Alice active.</p>
Performance Measures:
<p>Expected outcomes</p> <ul style="list-style-type: none"> - Open year-round, VC staff training occurring in spring 2017, VC staff uniformed, VIBE and marketing character active in summer.

Major Category: Visitor Services
Activity Title: Riverside Municipal Campground ongoing operation
Tactics: Maintain the high quality of the site and the high occupancy rate
Implementation Plan:
<p>Short description</p> <ul style="list-style-type: none"> - Town of Smithers Public Works department will ensure that the campground goes through annual and seasonal work plans to maintain and improve the campground <p>Quantifiable objectives</p>

<ul style="list-style-type: none"> - To maintain the high number of users of the park, to maintain the 28 serviced sites, the potable water, the firewood supply, the cook shelter, the playground, the day use area and the perimeter trail access.
Rationale <ul style="list-style-type: none"> - The number of campground visitors is increasing and the site is consistently occupied. The campground needs maintenance in order to keep visitor experiences positive and the occupancy rate high.
Action steps <ul style="list-style-type: none"> - Annual works routines and seasonal works routines contribute to the maintenance and improvements at the park.
Potential partnerships <ul style="list-style-type: none"> - None
Resources <ul style="list-style-type: none"> - Town of Smithers Public Works staff time.
Sources of funding <ul style="list-style-type: none"> - Town of Smithers campground user fees.
Responsibility <ul style="list-style-type: none"> - Town of Smithers Public Works Department.
Timeframe <ul style="list-style-type: none"> - Ongoing annually and seasonally.
Budget <ul style="list-style-type: none"> - Part of Public Works department Parks and Recreation budget of \$50,000
Evaluation mechanism <ul style="list-style-type: none"> - Maintained park with maintained or improved occupancy rate.
Performance Measures:
Expected outputs <ul style="list-style-type: none"> - Works staff maintain and improve campground.
Expected outcomes <ul style="list-style-type: none"> - Maintained or increased visitor numbers.

Major Category: Visitor Services
Activity Title: Smithers Regional Airport marketing
Tactics: Move forward with annual marketing
Implementation Plan:
Short description <ul style="list-style-type: none"> - The Town of Smithers has a marketing plan for the Smithers Regional Airport and every year the airport continues with its marketing program.
Quantifiable objectives <ul style="list-style-type: none"> - Acting on the marketing plan.
Rationale <ul style="list-style-type: none"> - The airport links the valley's recreational assets to the world through tourism. Marketing this municipal asset and regional facility will benefit the local economy and the tourism industry specifically.
Action steps <ul style="list-style-type: none"> - Continued advertising, brand promotion and marketing of the Smithers Regional Airport.
Potential partnerships <ul style="list-style-type: none"> - None.
Resources <ul style="list-style-type: none"> - Town of Smithers Airport Manager and airport staff time.
Sources of funding <ul style="list-style-type: none"> - Town of Smithers. - Airport user fees.

Responsibility <ul style="list-style-type: none">- Town of Smithers Airport staff.
Timeframe <ul style="list-style-type: none">- Jan 2017 to December 2017.
Budget <ul style="list-style-type: none">- \$20,000.
Evaluation mechanism <ul style="list-style-type: none">- Presence of advertising, presence of brand promotion.
Performance Measures:
Expected outputs <ul style="list-style-type: none">- Airport staff market Smithers Regional Airport.
Expected outcomes <ul style="list-style-type: none">- Media advertising and brand promotion through 2017.

SECTION 3: MRDT BUDGET FOR ONE-YEAR TACTICAL PLAN

Revenues	Budget \$
Carry-forward from previous calendar year	38,582
MRDT 2%	130,000
MRDT .8 of 1% (estimated bases on 6 months of revenue)	24,000
Local government contribution	93,000
Stakeholder contributions	30,000
Co-op funds received (e.g. CTO; DMO-led projects)	7,500
Other local stakeholder contributions	
Grants – Federal	5,000
Grants – Provincial	
Grants/Fee for Service - Municipal	38,000
Retail Sales	
Interest	
Other	
Total Revenues	366,082
Expenses	Budget \$
Marketing	
Marketing staff – wage and benefits	44,325
Media advertising and production	87,000
Website - hosting, development, maintenance	5,000
Social media	20,000
Consumer Shows, events	14,500
Collateral production and distribution	10,000
Travel media relations	6,000
Travel trade	2,000
Other (please describe) Imagery	10,000
Subtotal	198,825
Destination & Product Experience Management	
Destination & Product Experience Management Staff – wage and benefits	5,000
Industry development and training	3,000
Product experience enhancement and training	3,000
Research and evaluation	3,000
Other (please describe)	
Subtotal	14,000
Visitor Services	
Visitor Services activities	80,000
Other (please describe)	12,000
Subtotal	92,500
Meetings and Conventions	
Meetings, conventions, conferences and events etc.	2,000
Subtotal	2,000
Administration	
Management and staff unrelated to program implementation – wages and benefits	5,000
Finance staff – wages and benefits	
Human Resources staff – wages and benefits	0
Board of Directors costs	1,000
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	0

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Travel/conferences/events	8000
Office expenses/supplies	2000
Office lease/rent	
Budget	
General office expenses	
<i>Subtotal</i>	16,000
Other	
All other wages and benefits not included above	
membership fees (TIABC, Sector organizations)	4000
Other activities not included above (please describe)	
<i>Subtotal</i>	4000
Total Expenses:	327,325
Balance or Carry Forward	38,757

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PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
Telephone (250) 847-1600 ~ Fax (250) 847-1601 ~ www.smithers.ca

September 18, 2016

FILE: 1610-01

Destination British Columbia
12th Floor - 510 Burrard Street,
Vancouver, BC V6C 3A8

Dear Sirs:

Re: Additional 1% MRDT Application from the Town of Smithers: Evidence that funds are incremental to existing sources of Tourism Funds

The Town of Smithers is applying for the additional 1% MRDT (Accommodation) Tax to increase the current 2% MRDT tax to 3%. The Town is aware that the "funds from the MRDT tax are intended to augment current funding and cannot be used to replace existing sources of tourism funding in the community".

The Town of Smithers supports tourism and visitor services through municipal tax revenue. The Town of Smithers ensures that the current 2% MRDT tax is used exclusively for tourism marketing; and will ensure the proposed 3% is also used appropriately and effectively.

Please refer to Management Governance and Administrative section of our Five Year Plan for further details.

Sincerely

A handwritten signature in black ink, appearing to read "Leslie Ford".

Leslie Ford, CPA/CA
Director of Finance



BYLAW NO. 1795 -

THREE PERCENT (3%) ACCOMMODATION TAX

A Bylaw to request the imposition of a Tax on Accommodations under the Provisions of the Provincial Sales Tax Act

WHEREAS the Council of the Town of Smithers wishes to raise revenue for the purposes of financing tourism marketing, programs and projects;

AND WHEREAS under Section 240 of the *Provincial Sales Tax Act*, a municipality may request that the Lieutenant Governor in Council make a regulation imposing, on behalf of the municipality, an additional tax not exceeding three percent (3%) of purchase price of accommodation sold within the municipality;

NOW THEREFORE be it resolved that the Council of the Town of Smithers, in open meeting assembled, enacts as follows:

1. **CITATION:**

This Bylaw may be cited for all purposes as "Bylaw No. 1795 – Three Percent (3%) Accommodation Tax".

2. **ADMINISTRATIVE PROVISION:**

- a) The Lieutenant Governor in Council is hereby requested to make a regulation under Section 240 *Provincial Sales Tax Act* declaring that effective July 1, 2017, Section 123 (1) of the said *Act* applies in respect of accommodation purchased within the Town of Smithers.
- b) The tax to be imposed under the provisions of the regulation is requested to be three percent (3%) of the purchase price of accommodation.
- c) The funds paid to the Town of Smithers under the provisions of the regulation shall be applied to tourism marketing, programs and projects.
- d) Bylaw No. 976, 1991 and Bylaw No. 1042, 1992, and any amendments hereto, are hereby repealed.
- e) This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

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TOWN OF SMITHERS
BYLAW NO. 1795

Page 2

READ A FIRST TIME THIS 23RD DAY OF AUGUST, 2016.

READ A SECOND TIME THIS 23RD DAY OF AUGUST, 2016.

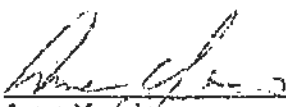
READ A THIRD TIME THIS 23RD DAY OF AUGUST, 2016.

ADOPTED THIS 13TH DAY OF SEPTEMBER, 2016.

The Corporate Seal of the Town of Smithers
was hereto affixed in the presence of



Taylor Bachrach
Mayor



Anne Yanciw
Chief Administrative Officer

CERTIFIED A TRUE AND CORRECT
COPY of Bylaw No. 1795, cited as "Bylaw
No. 1795 - Three Percent (3%)
Accommodation Tax"



Dianna Plouffe
Corporate Officer

LF August 24, 2016

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5-1-16

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. **1601** . Approved and Ordered OCT. 18, 1990



Lieutenant Governor

Executive Council Chambers, Victoria OCT. 17, 1990


On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that effective November 1, 1990,


ADDITIONAL TAX REGULATION (TOWN OF SMITHERS)

1. Section 2.1 (1) of the Hotel Room Tax Act, R.S.B.C. 1979, c. 183, applies in respect of accommodation purchased within the Town of Smithers.
2. The additional tax payable under that section is two per cent of the purchase price of the accommodation.

The purposes, for which the amount paid to the municipality out of the revenue collected from the tax may be expended, are indicated in the attached schedule.

DEPOSITED
OCT 19 1990
BC PSS 404/90


 Minister of Finance and Corporate Relations


 Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:
 Act and section: Hotel Room Tax Act, Section 34(1) (d.1)
 Other (specify): October 3, 1990

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5-1-16

SCHEDULE

Purposes For Which Funds May Be Expended

1. Improvements to the Hudson Bay Mountain ski area as follows:
 - (a) Construction of a road and parking lot to improve access to the Green (beginners') T Bar.
 - (b) Increasing the lift capacity of the Blue Chairlift.
 - (c) Lodge improvements as follows:
 - (i) increasing the size of the lounge to provide additional seating and storage;
 - (ii) upgrading the kitchen and cafeteria facilities.
 - (d) Ski area improvements, including slope grooming, catwork, seeding, and ditching.

- A

1986

Bylaw No. 9/6
'1'

TOWN OF SMITHERS
BYLAW NO. 9/6, 1991

A bylaw of the Town of Smithers to impose an additional
accommodation tax under the provisions of the
Hotel Room Tax Act

WHEREAS the Council of the Town of Smithers wishes financial assistance in financing and operating incremental tourist-related facilities;

AND WHEREAS under Section 34 of the Hotel Room Tax Act a municipality may request, by bylaw, that the Lieutenant Governor in Council make a regulation providing for an additional tax levy, not exceeding two per cent, on sales of accommodation within a municipality or designated portions thereof;

NOW THEREFORE the Council of the Town of Smithers in open meeting assembled, ENACTS AS FOLLOWS:

1. The Lieutenant Governor in Council is hereby requested to make a regulation under Section 34(1)(d.1) of the Hotel Room Tax Act, declaring that effective on January 1, 1989 Section 2.1 of the said Act applies in respect of accommodation purchased within the Town.
2. The tax to be imposed under the provisions of the regulation is two percent (2%) of the purchase price of the accommodation.
3. The funds paid to the Town under the provisions of the regulation shall be applied to tourism projects, programmes and promotion:
4. This Bylaw may be cited as "Additional Hotel Room Tax Levy Bylaw No. 9/6, 1991."
5. This Bylaw comes into force and takes effect on the date of its passing.

READ A FIRST TIME THIS 12TH DAY OF JANUARY, 1991.

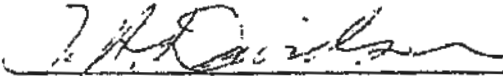
READ A SECOND TIME THIS 12TH DAY OF JANUARY, 1991.

READ A THIRD TIME THIS 12TH DAY OF JANUARY, 1991.

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By Law No. 976
'21

RECONSIDERED, ADOPTED AND SEALED this 15 DAY OF JANUARY, 1991.



J.A. Davidson,
Mayor

(SEE)

Shannon Miller,
Deputy Clerk

GFP/bjo
88.06.30
ECM/jd
90:11:30.
SGM/rmf
91.01.14

1986

6c20

620 3c4

TOWN OF SMITHERS

ADDITIONAL HOTEL ROOM TAX LEVY

BYLAW NO. 1042, 1992

A Bylaw to amend Town of Smithers' "Additional Hotel Room Tax Levy Bylaw No. 976, 1991".

WHEREAS Council of the Town of Smithers, pursuant to "Additional Hotel Room Tax Levy Bylaw No. 976, 1991" received approval under Order-in-Council No. 1601 to implement a two-per-cent hotel room tax.

WHEREAS the revenue collected from the tax may only be expended for improvement to the Hudson Bay Mountain ski area;

AND WHEREAS Council of the Town of Smithers is desirous of expending a portion of the revenue, collected from the tax, for promotion and marketing for the Town of Smithers;

NOW THEREFORE the Council of the Town of Smithers, in open meeting assembled, ENACTS AS FOLLOWS:

- 1. Section three (3) of "Additional Hotel Room Tax Levy Bylaw No. 976, 1991" is hereby deleted and reworded as follows:

* "The funds paid to the Town, under the provisions of the regulation, shall be applied to tourism projects, programs, promotion and marketing for the Town of Smithers".

- 2. This Bylaw may be cited as "Additional Hotel Room Tax Levy Amendment Bylaw No. 1042, 1992".

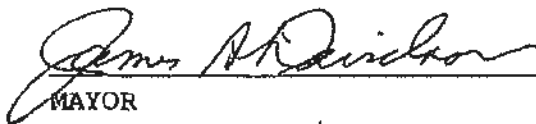
- 3. This Bylaw comes into force and takes effect on the date of adoption.

READ A FIRST TIME THIS 3RD DAY OF NOVEMBER, 1992.

READ A SECOND TIME THIS 3RD DAY OF NOVEMBER, 1992.


READ A THIRD TIME THIS 3RD DAY OF NOVEMBER, 1992.

RECONSIDERED AND FINALLY ADOPTED THIS 1ST DAY OF DECEMBER, 1992.



 MAYOR

(S E A L)



 CLERK-ADMINISTRATOR

WT/lf 92/12/4
bylaws/1042

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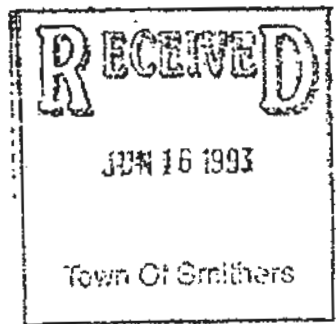
159

Hotel Tax
Tourism Gen

6C18



June 9, 1993



His Worship Mayor J.A. Davidson and
Members of Council
Town of Smithers
P.O. Box 879
Smithers, British Columbia
VOJ 2N0

Dear Mayor Davidson and Members of Council:

I am pleased to inform you that the Town of Smithers' Additional Hotel Room Tax Regulation has been amended as you requested. The amendment will allow a portion of the tax revenues to be used for tourism promotion, projects and programs, as documented by the enclosed copy of the Order in Council.

The Ministry of Finance and Corporate Relations and the Ministry of Tourism and Ministry Responsible for Culture jointly administer the additional hotel room tax program. The Ministry of Finance and Corporate Relations collects the tax and reviews annual audited statements. The Ministry of Tourism and Ministry Responsible for Culture assesses the tourism value of the tax applications.

I trust that the amendment is satisfactory.

Sincerely,

Glen Clark
Minister

Enclosure

cc: Honourable Darlene Marzari
Minister of Tourism and Minister
Responsible for Culture

Province of
British Columbia

Minister of
Finance and
Corporate Relations

Parliament Buildings
Victoria, British Columbia
V8V 1X4

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6c19

6c19

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 0663, Approved and Ordered MAY 19, 1993

[Signature]

Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective June 1, 1993,

- 1. Section 3 of B.C. Reg. 404/90, the Additional Tax Regulation (Town of Smithers), is repealed and the following substituted:
- 3. The purposes, for which the amount paid to the municipality out of the revenue collected from the tax may be expended, are tourism promotion, projects and programs.
- 2. The Schedule is repealed.

*

[Signature]
Minister of Finance and Corporate Relations

[Signature]
Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:
Act and section: Hotel Room Tax Act, section 34 (1)(d.1)
Other specify: O.C. 1601/90

19a

Town of
Smithers

PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
Telephone (250) 847-1600 - Fax (250) 847-1601 - www.smithers.ca

September 19, 2016

FILE: 1610-01

Destination British Columbia
12th Floor - 510 Burrard Street,
Vancouver, BC V6C 3A8

Dear Sirs:

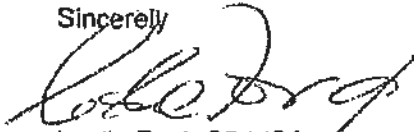
Re. Additional 1% MRDT Application from the Town of Smithers: Documentation of how the MRDT Program, including Revenue will be Administered

The Town of Smithers is the applicant and the collector of the MRDT tax. The Town has an existing successful and formalized relationship with the Bulkley Valley Economic Development Association (BVEDA) and Tourism Smithers. The Town remits 100% of the MRDT revenue received to BVEDA. BVEDA oversees the function of Tourism Smithers, which includes the one half time Tourism Coordinator position. All of the MRDT is used by BVEDA to fund Tourism Smithers programs.

The existing relationship and existing management stream is established and successful and will continue with the 3% MRDT.

Please refer to Management Governance and Administrative section of our Five Year Plan for further details.

Sincerely



Leslie Ford, CPA/CA
Director of Finance

August 29, 2016

Re: *MRDT Application Form*
Appendix 1.1 Evidence of consultation with tourism stakeholders

Tourism Smithers initiated the application for the 3rd of MRDT following a resolution of the Town of Smithers (the designated recipient). That involved a public process and referral to the Board of the Bulkley Valley Economic Development Association (BVEDA). The initial direction from the Town of Smithers was in December 2015.

Tourism Smithers relies upon the guidance and industry expertise of the Smithers Tourism Advisory Committee (TAC). See the Five Year Plan, Management Government and Administration section for more details including an Organizational Chart. The Smithers Tourism Advisory Committee is made up of the following members -

1	BVEDA Board	Al McCreary	Liaison to BVEDA Board & TAC Chair
2	Hotelier Aspen Inn	Colin Bateman	Aspen Inn
3	Hotelier Prestige Hudson Bay Lodge	Angie Eccleston	Prestige Hudson Bay Lodge
4	Chamber of Commerce	Heather Gallagher	Manager
5	Attractions	David McKenzie	BV Museum, Board Chair
6	Retail	Alex Bussman	Oscar's Fishing Shop, Owner
7	Tourism Business	Michael Huffman or Jill Boland	Hudson Bay Mountain Resort
8	Provincial Government	Ben Heemskerk	BC Rec Sites & Trails, Northern Region Manager
9	At large	Wendy Perry	Resident of Bulkley Valley

In April 2016, an information session was held at the Bulkley Valley Museum to discuss the application for the 3rd. The TAC, together with Tourism Smithers and with representatives from the Town of Smithers, personally invited all hotels and their owners and/or their General Managers to that session. A short power point was shown and speakers were the Mayor of Smithers, Taylor Bachrach and members of the TAC.

Attending were:

Taylor Bachrach	Mayor, Smithers
Anne Yanciw	Chief Administrative Officer, Town of Smithers
Al McCreary	Chair Smithers TAC and Liaison to BVEDA
Colin Bateman	GM Aspen Inn, President Smithers Chamber of Commerce, Member TAC
David McKenzie	Chair BV Museum Society, Member TAC
Angie Eccleston	GM Prestige Hudson Bay Lodge
Heather Gallagher	Manager Smithers District Chamber of Commerce, Smithers Visitor Centre, Member TAC
Alex Bussman	Owner Oscar's Fly & Tackle Shop, Member TAC

Gladys Atrill, Marketing Director, Tourism Smithers,
 Box 3243, Smithers, BC V0J 2N0 Phone: 250-847-4343 email: gatrill@tourismsmithers.com
www.TourismSmithers.com

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Brian Hall & Kym Putnam	Owners Stork Nest Inn.
Lisa Bowd	Owner Capri Motor Inn
Terry Madley	GM Mountain View Motel
Sharon Eastabrook	GM Sunshine Inn
Wendy Perry	Member TAC

Regrets were received from the Twin Valley Inn, Grace Kwan; the Smithers Guest House, Wendy Berends; the Florence Motel, owner Paul Mott; the Fireweed, Ben Weinstein, owner and the Sandman Inn.

All attendees had questions answered and were informed that the Director of Marketing for Tourism Smithers would be reviewing the five year plan, one year tactical plan and budget with each of them prior to requesting a signature on the Accommodation Sector in Support of MRDT Form.

Additional Industry consultation on the Tourism Smithers 5 year plan is as follows:

- One on one with the adventure sector businesses. This occurred during the summer months.
- One on one with key members of the retail sector. This occurred during the summer months.
- Individual consultation was held with the operator of the ski resort.
- Additionally, the draft 5 year plan and one year tactical plan was sent directly to sport and cultural organizations, key retailers, adventure tourism operators including fishing guides, B&B's and neighbouring local government and First Nations.
- Presentation of the 5-year plan and 1-year strategic plan at the Aug 23 regular public meeting of Smithers Town Council.

There has been media coverage, including interviews (of me) about the application for the additional percent and how the money is to be used.

The Town, TAC and Tourism Smithers are confident in broad support from tourism industry stakeholders within our designated application area, the Town of Smithers.

See attached Accommodation Sector in Support of MRDT Form for demonstration of sufficient support.

Sincerely,

A handwritten signature in black ink, appearing to read "Gladys Atrill", written over a horizontal line.

Gladys Atrill

Gladys Atrill, Marketing Director, Tourism Smithers,
Box 3243, Smithers, BC V0J 2N0 Phone: 250-847-4343 email: gatril@tourismsmithers.com
www.TourismSmithers.com

Appendix 1.3 – Accommodation Directory Form

Property Name	Address	Number of units	Phone Number	Owner/Manager
Capri Motor Inn	3984 Highway 16, PO Box 3418, Smithers, BC V0J 2N0	61	250-847-4226	Lisa Bowd
Aspen Inn	4268 Highway 16, PO Box 756, Smithers BC V0J 2N0	60	250-847-4551	Colin Bateman
Smithers Guesthouse	1766 Main St PO Box 4748, Smithers, BC V0J 2N0	5	250-847-4862	Garrett & Wendy Berends
Prestige Hudson Bay Lodge	3251 E. Highway 16, PO Box 2050 Smithers, BC V0J 2N0	98	250-847-4581	Angie Eccleston
Florence Motel	4160 W. Highway 16, PO Box 516, Smithers, BC V0J 2N0	21	250-847-2678	Paul Mott
Mountainview Motel	4535 E. Highway 16, PO Box 2637 Smithers, BC V0J 2N0	20	250-847-9009	Paul Mott
Twin Valley Inn	3939 E Highway 16, Box 866, Smithers, BC V0J 2N0	14	250-847-3281	Grace Kwan
Stork Nest Inn	1485 Main St., PO Box 2049, Smithers, BC V0J 2N0	23	250-847-3831	Brian Hall & Kym Putnum
Fireweed Motel	1515 Main St. PO Box 2149, Smithers, BC V0J 2N0	21	250-847-2208	Ben Weinstein & Jessica Hall
Sunshine Inn	3880 4 th Ave. PO ox 3369, Smithers, BC V0J 2N0	58	250-847-6668	Kim Tran
Sandman Inn	3932 Highway 16, West, Smithers BC V0J 2N0	35	250-847-2637	Connor Bull

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Appendix 1.3 Accommodation Directory Form

Please list ALL the accommodation providers who offer accommodation that is taxable under the *Provincial Sales Tax Act* within the designated accommodation area, and the number of units each accommodation provider offers within the designated accommodation area.

Please ensure the information provided is complete and accurate. Failure to provide complete and accurate information may result in your application being delayed, returned or rejected. Thank you for your cooperation. [ATTACH ADDITIONAL SHEETS AS REQUIRED]

Legal Name of Applicant: Town of Smithers

Property Name	Address	Number of Units	Phone Number	Owner/Manager
Capri Motor Inn	3984 Hwy 16 Box 3411B	61	250-817-4226	Lisa Bowd
Smithers Guesthouse	1766 Main St Box 4748	5	250-547-4862	Grant + Wendy Poiris
Prestige Hudson Bay Lodge	Box 2050	98	250-547-4551	Angie Follenstam
Florence Motel	P.O. Box 511	21	250-547-2111	Paul Poiris
Mountain View Inn	P.O. Box 2637	20	250-547-1111	Paul Poiris
Twin Valley Inn	P.O. Box 2637	14	250-547-3281	Gizelle Klavan
Fireweed Motel	Box 2149 Smithers BC	21	250-547-2208	Jessica Heil
Stork Nest Inn	Smithers BC Box 2090	V03 2R 23	250-547-3551	Kym Poiris

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→ All P.C. Boxes
City of Smithers BC
V03 2R0

Appendix 1.4 Accommodation Sector in Support of Municipal and Regional District Tax Form

Legal Name of Applicant: Town of SMITHERS Rate of Tax (2% or 3%): 3%

The Municipal and Regional District Tax is being proposed or is up for renewal in your municipality/region. The Municipal and Regional District Tax is intended to assist municipalities, regional districts and eligible entities in funding local tourism marketing programs and projects, as outlined in the applicant's Five-year Strategic Business Plan. Accommodation providers may request a copy of the Five-year Strategic Business Plan from the applicant.

The Municipal and Regional District Tax will apply to purchases of accommodation that are taxable under the *Provincial Sales Tax Act* within the designated accommodation area.

As an owner/manager offering accommodation, your input is critical. The minimum support required from the accommodation sector for the tax to be imposed is at least 51% of the number of establishments that would collect the tax within the municipality/region representing at least 51% of the total number of rooms.

BY SIGNING THIS FORM, YOU HAVE INDICATED THAT YOU SUPPORT IMPLEMENTATION OF THE MUNICIPAL AND REGIONAL DISTRICT TAX IN YOUR MUNICIPALITY/REGION AND THAT YOU ARE AUTHORIZED TO ACT ON BEHALF OF YOUR ORGANIZATION. [ATTACH ADDITIONAL SHEETS AS REQUIRED]

Property Name	Address	Number of Units	Owner/Manager (Print Name)	Signature	Date
Fireweed Motel	1515 main st Smithers V2Z 2N0	21	Jessica Hall	<i>J Hall</i>	Aug 23/16
Stock West Inn	1465 main street Smithers BC	23	KYM Pittman	<i>K.P. Pittman</i>	Aug 23/16
Aspen Inn	4268 Hicot Jay Rd SMITHERS BC	60	C. Bateman	<i>C. Bateman</i>	Aug 23 rd

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Appendix 1.4 Accommodation Sector in Support of Municipal and Regional District Tax Form


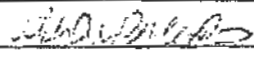
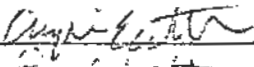
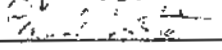
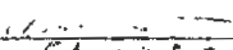

Legal Name of Applicant: Town of SMITHERS Rate of Tax (2% or 3%): 3%

The Municipal and Regional District Tax is being proposed or is up for renewal in your municipality/region. The Municipal and Regional District Tax is intended to assist municipalities, regional districts and eligible entities in funding local tourism marketing programs and projects, as outlined in the applicant's Five-year Strategic Business Plan. Accommodation providers may request a copy of the Five-year Strategic Business Plan from the applicant.

The Municipal and Regional District Tax will apply to purchases of accommodation that are taxable under the *Provincial Sales Tax Act* within the designated accommodation area.

As an owner/manager offering accommodation, your input is critical. The minimum support required from the accommodation sector for the tax to be imposed is at least 51% of the number of establishments that would collect the tax within the municipality/region representing at least 51% of the total number of rooms.

BY SIGNING THIS FORM, YOU HAVE INDICATED THAT YOU SUPPORT IMPLEMENTATION OF THE MUNICIPAL AND REGIONAL DISTRICT TAX IN YOUR MUNICIPALITY/REGION AND THAT YOU ARE AUTHORIZED TO ACT ON BEHALF OF YOUR ORGANIZATION. [ATTACH ADDITIONAL SHEETS AS REQUIRED]

Property Name	Address	Number of Units	Owner/Manager (Print Name)	Signature	Date
Capri Motor Inn	3504 Hwy 16 Box 34183	61	Lise Boud		Aug 17/16
Smithers Guesthouse	1766 Main St Box 4802	5	Janice [unclear]		Aug 15/16
Prestige Hudson Bay Lodge	Box 2050	98	Angie Eccleston		Aug 22/16
Flowers Motel	Box 516	31	[unclear]		Aug 22/16
[unclear]	P.O. Box 2637	20	[unclear]		Aug 22/16
Twin Valley Inn	PO Box 880	14	Grace Kwan		Aug 22/16

All p.o. Boxes
are Smithers BC, V0J 2A0

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August 30, 2016

Re: Tourism Smithers Participation with Destination BC.

Tourism Smithers has a long history of participation in Destination BC (formerly Tourism BC) marketing programs, including via Northern BC Tourism.

Tourism Smithers has been able to utilize marketing programs created by DBC including

- Tourism Partners Program
- The multi-year BC Ferry Expedition marketing program
- Supporting and partnering in travel trade and travel media opportunities
- Photography/video projects including the recent photography project with Grant Harder in 2015 and the creation of the *Drawn to the Wild* video about flyfishing in Northwestern BC.

Tourism Smithers completed the Community Tourism Foundations planning process and utilized the Community Tourism Opportunities Program until it was discontinued.

More recently Tourism Smithers has attended workshops DBC Brand workshops (both in development and roll-out.)

Tourism Smithers has an approved DBC Co-op marketing project for this fiscal year.

Tourism Smithers attends industry meetings including the Tourism Industry Conference, Northern Tourism Conference and participates on the Board of Northern BC Tourism Association.

In 2016, the Board of Directors of Destination BC held a board meeting in Smithers. Tourism Smithers worked with DBC assisting to create the local tourism tour that accompanied the meeting.

In July, Tourism Smithers worked with the staff of Northern BC Tourism in the Google Trekker project.

Sincerely,

A handwritten signature in black ink, appearing to read "Gladys Atrill".

Gladys Atrill

Gladys Atrill, Marketing Director, Tourism Smithers,
Box 3243, Smithers, BC V0J 2N0 Phone: 250-847-4343 email: gatrill@tourismsmithers.com
www.TourismSmithers.com

Freedom of Information and Protection of Privacy Act (FOIPPA). The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the Information Access Act and section 26 of FOIPPA. Suggestions about the collection or use of this information can be directed to the Data Protection Officer, British Columbia at 1-877-382-7243.

Appendix 1.5 Third Party Authorization Form

As part of our commitment to protect your privacy and confidentiality you can use this form to authorize Destination British Columbia to communicate and exchange information regarding the Municipal and Regional District Tax program with your representative. If you wish to cancel or change any part of this authorization please advise Destination British Columbia by e-mail at info@destinationbc.ca.

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax Program.

Section 1: Applicant Information

Name: Town of Smithers
Address: Box 879, 1027 Aldous St. Smithers BC
Name and Title of Authorized Signing Authority: Leslie FORD Director & Finance

Section 2: Authorization of a Third Party Representative

I authorize Destination British Columbia to communicate with my representative named below on the Municipal and Regional District Tax program.

Name of Representative: Gladys Aitcill
Organization: Tourism Smithers (or Northern Sun)
Address: Smithers
Phone Number: 250-877-2290 Fax Number: _____ Email: gaitcill@tourismsmithers.ca

Section 3: Applicant Signature

By signing this form, you acknowledge that Destination British Columbia is authorized to communicate with your representative named above but that you remain fully responsible for fulfilling all obligations under the Municipal and Regional District Tax program.

Leslie FORD
Applicant's Authorized Signing Authority Name
Date: Dec 17/15

Director of Finance
Applicant's Authorized Signing Authority Title
Leslie Ford
Applicant's Authorized Signing Authority Signature

Freedom of Information and Protection of Privacy Act (FOIPPA). The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the Provincial Sales Tax Act and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at MRS (604) 251-1111.

Appendix 1.5 Third Party Authorization Form

As part of our commitment to protect your privacy and confidentiality you can use this form to authorize Destination British Columbia to communicate and exchange information regarding the Municipal and Regional District Tax program with your representative. If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at MRS (604) 251-1111.

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax Program.

Section 1: Applicant Information

Name: Leslie Ford Smithers
Address: Box 877, 1027 Alder St. Smithers BC
Name and Title of Authorized Signing Authority: Leslie Ford, Director of Finance

Section 2: Authorization of a Third Party Representative

I authorize Destination British Columbia to communicate with my representative named below on the Municipal and Regional District Tax program.

Name of Representative: Jane Stevenson
Organization: Leslie Smithers
Address: Box 3243, Smithers
Phone Number: 250-643-2405 Fax Number: _____ Email: writer.jane.stevenson@gmail.com

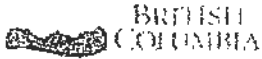
Section 3: Applicant Signature

By signing this form, you acknowledge that Destination British Columbia is authorized to communicate with your representative named above but that you remain fully responsible for fulfilling all obligations under the Municipal and Regional District Tax program.

Applicant's Authorized Signing Authority Name: Leslie Ford
Date: July 21/16

Applicant's Authorized Signing Authority Title: Director of Finance
Applicant's Authorized Signing Authority Signature: Leslie Ford

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Freedom of Information and Protection of Privacy Act (FOIPPA). The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the Provincial Sales Tax Act and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at MRDT@destinationbc.ca.

Appendix 1.6 Disclosure of Information Authorization Form

Confidentiality restrictions under the Provincial Sales Tax Act prevent the Ministry of Finance from disclosing tax information collected under the Act except under limited circumstances. Administration of the Municipal and Regional District Tax program requires the Ministry of Finance to share information with the Ministry of Jobs, Tourism and Skills Training and with Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Signing this form will allow the Ministry of Finance to share information about the applicant with respect to the MRDT program with the Ministry of Jobs, Tourism and Skills Training and Destination British Columbia for the above purposes.

If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at MRDT@destinationbc.ca.

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax program.

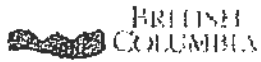
Section 1: Applicant Information

Name: Town of Smithers
Address: Box 879, 1027 Alder St, Smithers BC V0J 2M0
Name and Title of Authorized Signing Authority: Leslie Ford, Director of Finance

Section 2: Authorization

I authorize the Ministry of Finance to share information about the applicant with respect to the Municipal and Regional District Tax program with the Ministry of Jobs, Tourism and Skills Training and Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Table with 2 columns: Name/Title, Date/Signature. Row 1: Leslie Ford, Director of Finance. Row 2: Sept 19/16, Leslie Ford



**Appendix 1.7 Tourism Events Program Sponsorship Undertaking
For 3% Applications Only**

Name: Town of Smithers
 Address: Box 879, 1027 Aldous St Smithers BC
 Fax Number: 250 - 847-1601
 Designated Recipients: Town of Smithers
 Designated Accommodation Area: Smithers Municipality

In support of its application to introduce or increase the Municipal and Regional District Tax rate under section 123 of the *Provincial Sales Tax Act* at or to 3% ("3% MRDT"), the Applicant agrees that, subject to approval of its application and implementation of the 3% MRDT, the Applicant will sponsor the provincial Tourism Events Program as further described in Schedule A as may be amended by the Province from time to time, as long as the 3% MRDT applies and the Tourism Events Program is continued. In particular, the Applicant consents upon becoming a Designated Recipient with a 3% MRDT in the Designated Recipient's Designated Accommodation Area to:

- Make Sponsorship Payments to the Her Majesty the Queen in the Right of the Province of British Columbia (the "Province") in relation to the provincial Tourism Events Program, equal to 2/30 of the Net Distributable 3% MRDT Collections (as defined in Schedule B hereto) collected in the Designated Recipient's Designated Accommodation Area; and
- The Province retaining a portion of the 3% MRDT it collects as agent of the Designated Recipient by way of set-off in respect of the money the Designated Recipient owes to the Province, in accordance with Schedule B hereto.

For purposes of this undertaking, "Sponsorship Payments" means monthly payments to the Province by the Designated Recipient, to be used for sponsoring the provincial Tourism Events Program so long as it continues, from Net Distributable 3% MRDT Collections in accordance with Schedule B.

<u>Leslie Ford</u>	<u>Director of Finance</u>
Applicant's Authorized Signing Representative Name	Applicant's Authorized Signing Representative Title
<u>Sept 19/16</u>	<u>Leslie Ford</u>
Date	Applicant's Authorized Signing Representative Signature

Minister
of Agriculture and
Agri-Food



205 Board-Receive
Ministre
de l'Agriculture et de
l'Agroalimentaire

Ottawa, Canada K1A 0C5

SEP 16 2016

Quote: 223550

Mr. Bill Miller
Chair
Regional District of Bulkley-Nechako
37 3rd Avenue
PO Box 820
Burns Lake, British Columbia V0J 1E0

RECEIVED
SEP 28 2016
REGIONAL DISTRICT OF
BULKLEY-NECHAKO

Dear Mr. Miller:

Thank you for your letter, which you also addressed to other elected officials, regarding the resolution passed by the Regional District of Bulkley-Nechako Board of Directors with respect to funding for regional trials and assessing crops and agricultural lands. I appreciate the opportunity to respond.

I recognize the severe economic and environmental impact of the mountain pine beetle outbreak in British Columbia, particularly in northern areas where agriculture is crucial to local economies. The Investment Agriculture Foundation of British Columbia, which is partially funded under Agriculture and Agri-Food Canada's Growing Forward 2 initiative, has provided funding to several forage projects in the province, including those led by the BC Forage Council.

Forestry falls under the purview of Natural Resources Canada, and it is my understanding that this department has previously provided funding related to the mountain pine beetle infestation in British Columbia. Accordingly, I have forwarded a copy of your letter to my colleague, the Honourable Jim Carr, and I am certain Minister Carr will give every consideration to your views.

Again, thank you for writing.

Sincerely,

Lawrence MacAulay, PC, MP

c.c.: The Honourable Jim Carr, PC, MP

Canada

206

Village Of
**BURNS
LAKE**

22/09/2016

RECEIVED

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

SEP 22 2016
REGIONAL DISTRICT OF
BULKLEY NECHAKO

Re: Acting Mayor Appointment

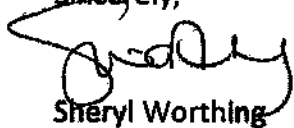
Dear Chair Miller,

Please accept this letter as confirmation that John Illes was appointed Acting Mayor for the Village of Burns Lake at the September 21st, 2016 Regular Meeting of Council.

Further, Acting Mayor Illes is the Village Representative on the Regional District of Bulkley Nechako Board of Directors.

If you require more information, please do not hesitate to contact me.

Sincerely,



Sheryl Worthing
Chief Administrative Officer



207

Board-Receive

Village of Fraser Lake

Regional District Bulkley Nechako
P.O. Box 820,
37 - 3rd Avenue,
Burns Lake, B.C.
V0J 1E0

September 14, 2016

RECEIVED

SEP 14 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO



Re: Village of Fraser Lake – Appointment of Alternate Director for Mayor Dwayne Lindstrom

I wish to inform you, the Village of Fraser Lake has appointed a new RD Alternate for Mayor Dwayne Lindstrom. Councillor Craig Lepoidevin volunteered for this duty. The following resolution formalized his appointment.

Resolution 07-13-226 M/S Councillor Reyden/Councillor Jantz

“Motion to appoint Councillor Lepoidevin as the Regional District alternate to Mayor Lindstrom”

Councillor Lepoidevin’s contact information is:

Craig Lepoidevin
P.O. Box 32, Fraser Lake, B.C. V0J 1S0
Cellular phone: (250) 699-1137
Work phone: (250) 699-8063
Email: clepoidevin@fraserlake.ca

Should you require further information, please feel free to contact me at the Village Office. Phone: (250) 699-6257

Thank you,

Rodney J. Holland, Chief Administrative Officer
Village of Fraser Lake
P.O. Box 630
Fraser Lake, B.C.
V0J 1S0



White Swan Capital of the World





WWW.CN.CB

Emile Scheffel
BC Lead - Community Affairs

11717 138th Street, Floor 2
Surrey, British Columbia V3R 6T5

Emile Scheffel
Chef d'équipe - Affaires
communautaires en Colombie-
Britannique

11717 138^{ème} rue, 2^{ème} étage
Surrey, Colombie-Britannique V3R 6T5

September 8, 2016

Board of Directors
Bill Miller, Chair
Regional District of Bulkley-Nechako

By email

Dear Chair Miller and Directors:

Thank you for the opportunity to present to you and answer questions at your meeting of August 18th. I look forward to seeing and speaking with each of you again soon.

During that meeting, I committed to follow up with the Board regarding the topics of emergency response and addressing invasive species.

1. Emergency Response

Safety of communities and the environment is CN's number one priority. In fact, we are committed to becoming the safest Class I railroad in North America. I have attached CN's 2016 *Leadership in Safety* publication, which lays out in detail the investments and innovations CN is undertaking to ensure safe and reliable operations in the communities we serve. As I mentioned during our meeting, CN is making capital investments of approximately \$180 million in British Columbia this year to strengthen safety and reliability.

CN views rail safety as a shared value and a shared responsibility between the railroad, customers, and all levels of government.

That's why we have made major investments in training all CN employees in safety best practices at our national training centres in Winnipeg and Chicago – instilling a safety culture throughout railroad operations.

And it's why we offer extensive training programs to local first responders, including classroom-style sessions, tabletop exercises, hands-on instruction utilizing training tank cars and trailers, and sponsoring tuition and accommodation for courses at the world-class Security and Emergency Response Training Center (SERTC) in Pueblo, Colorado.

As I said, CN does not expect local first responders to exceed their community mandate – instead, we may ask them to be part of a unified, team-based response to a rail incident by keeping members of the public safe and away from danger. That is why we provide additional resources such as the AskRail app, which enables first responders to identify the contents of any rail car and the full train in the event of an emergency.

CN is a learning organization. We apply the lessons of any incident to preventing a recurrence, putting in place investments and processes to prevent incidents from happening in the first place. This includes improvements to infrastructure, track inspections and maintenance to meet and exceed Transport Canada regulations, and engagement with communities to promote rail safety.

In the event of any rail incident, experienced CN personnel from departments including Transportation, Engineering, the CN Police Service, Environment, and Dangerous Goods work together under our Emergency Response Plan to contain and resolve the situation. In the Regional District of Bulkley-Nechako, CN can draw upon personnel based in Prince George, Smithers, Terrace, and Prince Rupert to support a response effort.

Depending on the nature of an incident, CN would also work closely through a unified incident command structure with agencies including RCMP, local first responders, local contractors and suppliers, and local, provincial and federal authorities to achieve the shared objective: protection of communities and the environment.

In addition, CN can and would mobilize a range of resources including Dangerous Goods officers and highly qualified emergency response contractors from across North America to attend an incident anywhere in our network.

Let me repeat what I said at your meeting: CN is committed to providing your communities, and in particular your local first responders, with the appropriate training, information, and connections necessary to support rail safety. Please do not hesitate to contact me directly to discuss access to those resources.

Finally, CN continually conducts risk assessments on its railways lines, looking at factors including commodity types and volumes and emergency response capabilities. As the volume and mix of rail shipments changes over time on the BC North line in response to customer demand, CN is committed to putting in place the necessary planning and resources.

2. Addressing Invasive Species

I appreciated hearing the Board's concerns regarding invasive species in the region.

CN is committed to preventative measures to minimize the initial growth and spread of problem vegetation in accordance with the BC *Weed Control Act*.

CN track supervisors, as part of their regular inspections, conduct monitoring of weed/vegetation populations on CN property, supplemented by information provided from other CN personnel and from stakeholders.

District staff can bring any specific concerns regarding vegetation management within the Regional District to the attention of:

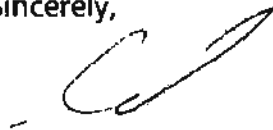
Joshua Sanchez
CN Engineering
780-643-7590
joshua.sanchez@cn.ca

In addition, CN will provide stakeholders including local governments with the opportunity to submit input as we draft a new five-year plan in 2017.

Let me thank you again for sharing your feedback. CN is proud of the work we do to support the local and regional economies of Northwest B.C. through safe, reliable, and responsive rail service, and we are committed to doing even better.

I look forward to seeing many of you at UBCM.

Sincerely,



Emile Scheffel

/Enclosure: *CN Leadership in Safety 2016*



British Columbia Utilities Commission

211
Laurel Ross
Acting Commission Secretary

Commission.Secretary@bcuc.com
Website: www.bcuc.com

Board-Receive
Sixth Floor, 900 Howe Street
Vancouver, BC Canada V6Z 2N3
TEL: (604) 660-4700
BC Toll Free: 1-800-663-1385
FAX: (604) 660-1102

Log No. 50648

VIA EMAIL
inquiries@rdbn.bc.ca

October 11, 2016

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

RECEIVED

OCT 12 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Sir or Madam:

Re: British Columbia Hydro and Power Authority and FortisBC Inc.
Residential Inclining Block Rate Report to the Government of British Columbia

Most residents in BC pay for electricity on a two-tier rate (known as a residential inclining block rate or a residential conservation rate). Under the two-tier rates, customers pay a lower price for electricity consumed up to a threshold and a higher price for electricity consumed above the threshold.

The BC Minister of Energy and Mines has asked the British Columbia Utilities Commission to report to the government on the impact of these two-tier rates. As part of the Commission's review, BC Hydro and FortisBC have provided reports containing data on the impacts of these rates on their customers.

We have or will be posting the attached public notice in major and community newspapers throughout the province seeking public comments on BC Hydro and FortisBC's reports. **We are also asking for your support in communicating the contents of the enclosed public notice to residents within the Regional District of Bulkley-Nechako.** Possible ways for you to distribute the public notice to residents in your regional district include:

- post on your website;
- discuss at any public meetings, as appropriate; and/or
- post in public spaces such as the library, city hall or recreation centre.

If possible, we would appreciate you responding to the Commission indicating what measures your Regional District pursued to distribute the public notice.

More information about the process is available on the Commission's website at:
<http://www.bcuc.com/ApplicationView.aspx?ApplicationId=506>.

If you require further information, please contact Alison Thorson, Director – Policy, Planning and Customer Relations at 1-800-663-1385 or Commission.Secretary@bcuc.com. Thank you in advance for your participation in this public consultation process.

Yours truly,

Laurel Ross

AT/pw
Enclosure



Request for Comments

Residential two-tier electricity rates

Most residents in BC pay for electricity on a two-tier rate (known as a residential inclining block rate or a residential conservation rate). Under the two-tier rates, customers pay a lower price for electricity consumed up to a threshold and a higher price for electricity consumed above the threshold.

The BC Minister of Energy and Mines has asked the British Columbia Utilities Commission to report to the government on the impact of these two-tier rates.

Request for your comments

As part of the Commission's review, BC Hydro and FortisBC have filed reports on the impacts these rates have had on their customers. The Commission is seeking comments on BC Hydro and FortisBC's reports.

These reports, titled BC Hydro Utility Report and FortisBC Utility Report, can be found on the Commission's website at www.bcuc.com under Current Proceedings > BCUC RIB Rate Report > Hearing and Other Documents or <http://www.bcuc.com/ApplicationView.aspx?ApplicationId=506>.

Please provide your comments using the Commission's Letter of Comment Form found online at <http://www.bcuc.com/Register-Letter-of-Comment.aspx>. All comments must be received in writing.

Please send your written comments by email or mail to the Commission Secretary on or before **Thursday, November 24, 2016** at:

Email: Commission.Secretary@bcuc.com

Mail: Ms. Laurel Ross
Acting Commission Secretary
BC Utilities Commission
Sixth Floor, 900 Howe Street
Vancouver, BC V6Z 2N3

For more information please contact the Commission using the contact information above or by phone at 1-800-663-1385.

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Board - Receive



RECEIVED

SEP 22 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO

September 16, 2016

Ref: 168940

Stacey Tyers
Chair
Regional District of Kitimat-Stikine
300 454S Lazelle Avenue
Terrace, BC V8G 4E1

Dear Chair Tyers:

As you know, I am in receipt of several requests for meetings with communities in the Northwest BC Resource Benefits Alliance (RBA), with indications that the communities' preference would be for a group meeting to occur on the topic of next steps for the RBA.

While we did meet during the UBCM Convention last year, as the local government representatives were in town for Convention, the week of UBCM is for targeted meetings with interested local governments. Consequently, convention week is not the best venue at which a second group meeting with the RBA communities should take place as it would not allow for a fulsome discussion.

That said, I am open to another meeting so that I can continue to engage with member communities respecting their interests in the alliance. I intend to visit the Northwest this year, likely late fall, and I propose a meeting with the entire RBA be scheduled around that opportunity.

My staff will contact you regarding meeting details at that time.

Sincerely,

Peter Fassbender
Minister

pc: Bill Miller, Chair, Regional District of Bulkley-Nechako
Members of Council, Village of Burns Lake

.../2

Chair Stacey Tyers

Page 2

His Worship Mayor Rob MacDougall, District of Fort St. James
His Worship Mayor Dwayne Lindstrom, Village of Fraser Lake
Her Worship Mayor Linda McGuire, Village of Granisle
Her Worship Mayor Alice Maitland, Village of Hazelton
His Worship Mayor Shane Brienen, District of Houston
His Worship Mayor Phil Germuth, District of Kitimat
His Worship Mayor Andrew Merilees, Village of Masset
Her Worship Mayor Gail Lowry, District of New Hazelton
His Worship Mayor Ian Gould, Village of Port Clements
His Worship Mayor Dave MacDonald, District of Port Edward
His Worship Mayor Lee Brain, City of Prince Rupert
His Worship Mayor Greg Martin, Village of Queen Charlotte
Barry Pages, Chair, Skeena—Queen Charlotte Regional District
His Worship Mayor Taylor Bachrach, Town of Smithers
Her Worship Mayor Galina Durant, Mayor, District of Stewart
His Worship Mayor Darcy Repen, Village of Telkwa
Her Worship Mayor Carol Leclerc, City of Terrace
His Worship Mayor Gerry Thiessen, District of Vanderhoof



Board - Receive

RECEIVED

SEP 26 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO

September 26, 2016

Reference: 260872

Dear Union of B.C. Municipalities and Local Governments:

Re: Nominations for New Stop of Interest Signs

Following my announcement at the 2016 Union of BC Municipalities (UBCM) Convention this morning, I am pleased to invite you and your representatives to participate in the Province of British Columbia's Stop of Interest sign engagement and nomination process, taking place this fall and winter.

The Province is proud to announce the addition of up to 75 new Stop of Interest signs throughout British Columbia, bringing further awareness and recognition to our collective history and provincial heritage. This process augments our work to rejuvenate approximately 100 of the 139 existing Stop of Interest signs province-wide.

In order to ensure a well-rounded and comprehensive complement of new signs, we are asking local governments, First Nations, tourism associations, stakeholders and the public to nominate people, places or events of provincial significance they would like to see commemorated. Please share this invitation with businesses in your community and anyone else who would be interested.

The nomination period will be open from September 26, 2016, to January 31, 2017, after which we will evaluate the submissions on criteria such as the impact that the person, place or event has had on the lives of British Columbians.

For more information on Stops of Interest and associated signs currently in place across the province, or to access the nomination form to suggest a new sign, please visit our engagement web site at <http://engage.gov.bc.ca/stopsinterest/>

Should you have any questions, please do not hesitate to contact Sandra Toth Nacey, the ministry's Director of Business Management Services. She can be reached in Victoria at 250 356-9768 or at Sandra.TothNacey@gov.bc.ca and would be pleased to assist you.

.../2

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- 2 -

I encourage you to take this opportunity to highlight more of your local history and connect your community and its visitors to British Columbia's captivating past.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd G. Stone', written in a cursive style.

Todd G. Stone
Minister

Copy to: Sandra Toth Nacey, Director
Business Management Services Branch

217

Board-Receive

inquiries

From: Minister, CSCD CSCD:EX <CSCD.minister@gov.bc.ca>
Sent: September 22, 2016 4:15 PM
Subject: 169059: Ride Sourcing Consultation Summary Report
Attachments: Ride Sourcing Stakeholder Engagement Summary Report.pdf

Importance: High

September 22, 2016

Ref: 169059

Dear Friend:

As you may know, over the last several months Minister Stone and I met with a number of stakeholders across the province to discuss the challenges and opportunities of ride sourcing in British Columbia's passenger transportation sector.

Through these consultations, we heard a range of valuable comments and recommendations, which are reflected in the attached Stakeholder Engagement Summary for your review. Please note that the themes and recommendations outlined in this report reflect the views of those who provided feedback, and do not reflect a provincial position.

The feedback we receive will help to inform any decisions that our government may make with respect to this important issue. If you have any comments on the findings of this consultation, please email them to: RideSourcing@gov.bc.ca.

Sincerely,

Peter Fassbender
Minister of Community, Sport and Cultural Development
and Minister Responsible for TransLink

RECEIVED
SEP 23 2016
REGIONAL DISTRICT OF
BULKLEY NECHAKO

218

RIDE SOURCING IN B.C. STAKEHOLDER ENGAGEMENT SUMMARY

September 2016

The Honourable Peter Fassbender

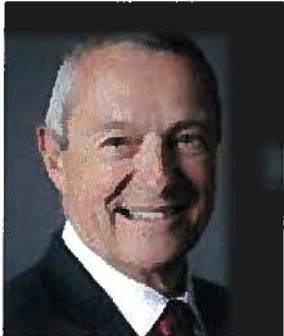
Minister of Community, Sport and
Cultural Development and
Minister Responsible for TransLink



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MESSAGE FROM THE MINISTER



In today's modern world, app-based technologies have transformed the day-to-day lives of consumers and the way we access services. The advent of transportation network companies (TNCs), specifically, presents consumers with opportunities for new

passenger transportation services through the use of technology. Our government understands that British Columbians want choice and convenience, and as a government, we encourage innovation and competition. We embrace change and are excited to look to the future.

However, while new services can provide consumers with more transportation options, they cannot come at the expense of passenger and driver safety. It is also important to recognize the investments and jobs created by those individuals who already provide passenger transportation services in our province.

Our government believes that before we can have a productive conversation about any changes to passenger transportation services, we must first have a clear understanding of the perspectives of British Columbians regarding the role that passenger transportation plays in their lives. And, we must be informed by a clear understanding of the regulatory environment within which these services are currently delivered.

To help us gain this understanding, the Honourable Todd Stone, Minister of Transportation and Infrastructure has clarified the nature of the current regulatory environment, and I was pleased to lead consultations on behalf of the Government of British Columbia, in collaboration with Minister Stone. The conversations took place across the province, and I heard from a diverse group of stakeholders. These included representatives from the taxi and limousine industry,

transportation network companies, local governments, business and tourism associations, accessibility groups and industries that are affected by commercial passenger transportation regulations, such as insurance and consumer protection groups. In doing so, I was able to hear first-hand a range of insightful comments related to the opportunities and challenges of our Province's vehicle for hire industry.

The following report provides an overview of the:

- current vehicle-for-hire industry in B.C. and the regulatory framework in which it operates;
- methodology of the consultations undertaken since spring 2016; and,
- feedback from the many stakeholders who participated in the consultations.

I wish to thank the participants who took part in the productive consultations that will help to inform our government in determining possible next steps for a "Made in B.C." approach that takes into account the interests of sector participants and consumers. At the end of the day, the path we take will balance the interests of all stakeholders, protect passenger safety and address the public's desire for more choice, convenience and competition.

Our government looks forward to any additional comments that you may have relating to ride sourcing and would be pleased to receive your feedback at:

RideSourcing@gov.bc.ca

Peter Fassbender

Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink

I. B.C.'S TAXI INDUSTRY - REGULATORY FRAMEWORK & BACKGROUND

Regulatory Framework

The taxi/limousine sector is an important contributor to local economies. Across British Columbia there are currently more than 390 taxi/limousine licensees operating over 3,600 vehicles in about 110 municipalities. The sector employs more than 10,000 drivers, in addition to dispatch, vehicle maintenance and operations staff.

Unlike most other provinces, in B.C. the taxi industry is regulated at both the provincial and municipal levels, through six statutes (see Appendix II). The provincially mandated Passenger Transportation Board (PTB) determines the number of taxis that can operate within a municipality, sets the areas those taxis can operate in and determines fare structures. It may also implement policies and programs to address the personal safety of drivers and passengers, and accessibility for all riders, including those with disabilities.

Provincial legislation addresses passenger safety, vehicle safety and insurance. All vehicle-for-hire operators in B.C. must hold a National Safety Code Certificate. The National Safety Code (NSC) is a set of national standards supported by provincial regulations and administered through the Commercial Vehicle Safety and Enforcement Branch in the Ministry of Transportation and Infrastructure. The NSC standards establish minimum safety standards for commercial vehicles and drivers that must be met by all commercial carriers.

Provincial legislation also authorizes local governments to write by-laws that establish the requirements for commercial/business licensing, which may include how many and what types of vehicles can operate, and which can provide specific permitting requirements for drivers in each jurisdiction (Appendix II).

The Registered Owner of a passenger directed vehicle (i.e. vehicles-for-hire, taxis, limousines) must purchase the mandatory Basic vehicle insurance from ICBC. The Registered Owner may purchase additional insurance coverage over and above mandatory ICBC Basic insurance (e.g., extended liability protection, collision and comprehensive insurance) from ICBC or from private insurers in a competitive environment. Currently, there are no insurance coverage options for TNCs with ICBC.

What Makes Ride Sourcing Unique

Ride sourcing connects passengers to vehicles-for-hire through the use of a mobile smartphone app. Passengers who wish to access the services of a TNC vehicle must download a ride sourcing app on their smart phone and have a credit card on file. Using Global Positioning System technology (GPS), the passenger's location is catalogued when the passenger requests a ride through the app and the nearest driver partner is matched with the passenger.

Typically, the app will provide information to riders to help driver and passenger connect including the first name and a photo of the driver and the vehicle type and licence plate number. The app will also offer options for estimating the cost of the ride, rating drivers and paying the trip fare. TNC drivers are often non-professional drivers who use personal vehicles to provide rides for a fare.

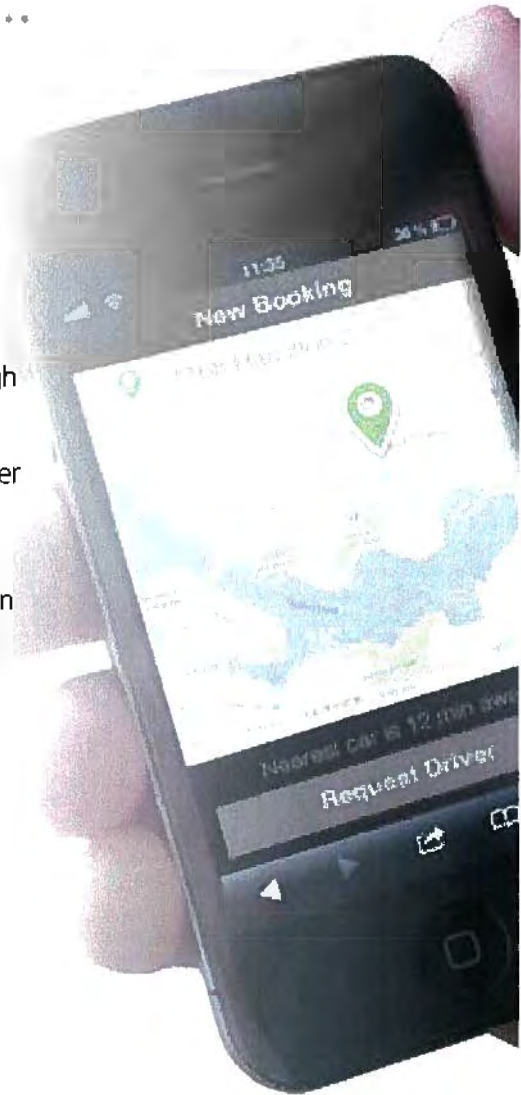
TNCs differ from taxis in a number of ways. For example, TNCs allow drivers to use their personal vehicles to provide part-time, vehicle-for-hire services, whereas taxis operate as full-time vehicles-for-hire.

Approaches to Ride Sourcing in Canada

Across Canada, TNCs have begun to operate in local jurisdictions. Edmonton was the first Canadian city to approve and regulate ride sourcing through a city by-law on March 1, 2016. Its new regulatory framework for vehicles-for-hire supports consumer choice and passenger safety while complying with provincial regulations that legalize TNCs.

In the following months local governments in Calgary, Ottawa and Toronto also passed by-laws to regulate TNCs in their respective jurisdictions. In June 2016, Quebec passed legislation requiring TNC companies to purchase a taxi permit, and continues discussions with the taxi and ride sourcing industry on the final structure of its regulatory framework. Other jurisdictions across Canada have undertaken stakeholder engagements, consultations and/or surveys to explore potential approaches to taxi and TNC regulations.

B.C.'s current safety and economic regulatory framework for passenger transportation does not make provisions for today's technology and service options. In addition, there is no insurance product provided by ICBC that is priced for part-time, flexible vehicles-for-hire. Under the existing insurance regime, vehicle owners are required to purchase taxi or limousine insurance which is priced to reflect full time, higher risk commercial use.



II. STAKEHOLDER ENGAGEMENT OVERVIEW

Commitment to Stakeholder Engagement

The potential entry of ride sourcing into the province has implications for the B.C. economy, the taxi and limousine industry, local governments, consumers, the hospitality industry and other stakeholders. Consequently, it is important that government understands and carefully weighs the potential economic and social impacts of any new entrants to the province's passenger transportation sector.

To this end, the Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development and the Honourable Todd Stone, Minister of Transportation and Infrastructure, engaged in comprehensive, multi-stakeholder consultations over the spring, summer and fall of 2016. Through a targeted engagement process, the Ministers have had the opportunity to hear and understand a range of perspectives on the challenges and benefits that ride sourcing offers for British Columbians. Feedback was received from a wide range of stakeholders including representatives from:

- the taxi/limousine industry;
- TNCs;
- local governments;
- business and tourism associations;
- accessibility groups; and,
- industries affected by vehicle-for-hire regulations, such as insurance and consumer protection groups.

Ensuring that stakeholders were heard through this dialogue is critical to government's analysis of ride sourcing, and provides important information for any future decisions.

Emerging Principles

Over the course of the consultations, a number of frequently articulated principles emerged. These principles, along with associated recommendations, reflect the views and opinions of stakeholders with whom the Ministers consulted, and are provided for information. This input will be a key aspect of government's consideration of this issue, but does not reflect a provincial position.

Principle 1—*Ensuring Passenger Safety and Vehicle Safety*

A large number of stakeholders indicated that the physical safety of passengers should be a priority in any consideration of changes to the passenger transportation framework in B.C. Paired with this, ensuring the safety of passenger vehicles was also identified as a critical issue.

Stakeholder recommendations on how to achieve this included:

- requiring all vehicle-for-hire drivers to complete a background check that includes a criminal record and safe driving check;
- ensuring that drivers have safe driving training;
- requiring adequate liability insurance for all vehicles-for-hire to ensure that passengers and drivers are protected in the event of a vehicle accident and/or injuries; and,
- requiring all vehicles to be newer models and pass regular inspections.

Some stakeholders also observed that the entry of additional vehicles into the market could lead to lower fares. In turn, this increases the likelihood that individuals will choose to use vehicles-for-hire rather than driving under unsafe conditions, leading to an overall increase in road safety.

The issue of leased vehicles for vehicles-for-hire operations was also raised as a consideration. More specifically, in a situation where a leasing company owns a vehicle that is used as a taxi, bus, or limousine, that company remains fully liable for any claims that could arise from a vehicle-related accident.

Principle 2—*Meeting Consumer Demand*

The need to ensure that there are enough vehicles on the road to meet consumer demand for services was raised by a number of stakeholders. Several noted difficulties in accessing taxis quickly in urban centres, particularly during peak hours, holidays and special events. By extension, these types of shortages were also perceived by some as an issue of unsatisfactory customer service.

To address consumer demand, some stakeholders suggested that the Province should consider:

- increasing the number of taxi licenses, particularly in urban centres to meet customer demand in a timely manner; and,
- allowing TNCs to operate in B.C. to meet the growing consumer demand for passenger transportation services that can be secured easily and quickly through app-based technology.

WHAT STAKEHOLDERS SAID...

Remove red tape to improve transportation affordability and flexibility.

TOURISM INDUSTRY

The greatest potential benefactor of ridesharing would be consumers.

BUSINESS ASSOCIATION

New transportation service should adhere to the current regulations.

TAXI INDUSTRY STAKEHOLDER

Adopt a regulatory framework that ensures public safety, fairness, equity.

MUNICIPALITY

Insurance premiums for vehicles and inspections should apply to everyone in the industry.

TAXI INDUSTRY STAKEHOLDER

Choice, competition and innovation are the cornerstones of a vibrant business-friendly economy.

BUSINESS ASSOCIATION

Principle 3—*Guaranteeing Accessibility*

A number of stakeholders highlighted the need to ensure that any new entrants to the passenger transportation sector are able to meet the needs of residents and visitors with accessibility issues. Specific feedback addressed a range of associated issues including:

- not compromising the supply of accessible vehicles and ensuring that there are sufficient vehicles to meet the needs of seniors and people with disabilities;
- requiring that all vehicles-for-hire provide a range of booking and payment options; and,
- ensuring that drivers are trained to work with people with disabilities and that high quality services are provided for passengers.

Some stakeholders also suggested that there may be an opportunity for government to develop incentives and establish requirements for TNCs that would support ongoing delivery of accessible services for seniors and people with disabilities.

Principle 4—*Ensuring a Fair and Level Playing Field*

Many stakeholders cautioned against creating a two-tier regulatory framework with different rules for TNCs and the existing passenger transportation sector, and expressed the view that all passenger transportation service providers, including TNCs, taxis and limousines, should be subject to similar regulatory requirements. This would ensure fairness across the sector (a level playing field) and a balanced, safe environment for consumers and industry service providers.

Some respondents were concerned that the entry of large numbers of TNCs to the passenger transportation sector could result in a reduction in the value of existing taxi shares. This could negatively impact the livelihood of sector participants, many of whom have made significant investments in the industry, within the parameters of the existing regulatory environment.

Some suggestions from stakeholders to address these issues include:

- implementing consistent regulatory requirements for all passenger transportation providers in the areas of insurance, passenger and vehicle safety requirements, licensing and accessibility standards;
- requiring that all new entrants to the passenger transportation sector pay applicable federal and provincial taxes including Goods and Services, personal or corporate taxes;

-
- enforcing the same fare structures and rules for TNCs, taxis and limousines; and,
 - amending the framework that regulates the passenger transportation sector industry to allow for greater competition between existing and new service providers —many stakeholders suggested that current passenger transportation service providers could satisfy consumer demand for app-delivered services if provided with a modernized regulatory framework.

Principle 5— *Building a Streamlined and Modernized Passenger Transportation Sector*

Some stakeholders suggested that B.C.'s passenger transportation sector is overregulated, and hampered by overlapping provincial and municipal regulatory requirements. They suggest that this has resulted in a complex and unwieldy sector where participants must interact with two levels of government, and in a regulatory structure that is challenged to respond to changing consumer interests.

Several also expressed the view that the current regulatory framework has led to lengthy delays in licensing applications and to supply caps that unnecessarily restrict the number of vehicles-for-hire. It was suggested that the resulting disconnect between supply and demand can negatively affect service standards and the ability for providers to meet the full scope of consumer interests.

A number of stakeholders suggested these challenges could be addressed by modernizing B.C.'s passenger transportation licensing structure, including by:

- amending and streamlining existing industry requirements in the vehicle licensing structure to reduce complexity and overlap in regulatory requirements between the province and municipalities; and,
- considering a regulatory model that requires all vehicles-for-hire to meet uniform, provincially-specified driver safety requirements to operate in B.C. This could enable consistent inter-municipal regulations and reduce duplicative or unique permitting requirements prescribed by individual municipalities.

Several stakeholders also suggested that existing passenger transportation providers could enhance their services through the use of value-added app based services, including through features such as providing passengers with trip costs in advance of their securing a ride.



III. MOVING FORWARD

Government is committed to transparent and open consultation with British Columbians on issues that affect them. Stakeholders have provided valuable and thoughtful feedback on ride sourcing and their perspectives of associated issues and opportunities. This study is intended to provide an overview of what was heard through that process.

The information provided by stakeholders will be an important part of government's consideration of this issue, and its assessment of the possible impacts of potentially allowing new entrants into the passenger transportation sector.

Feedback on the findings of this consultation can be provided at:
RideSourcing@gov.bc.ca

APPENDIX I

DEFINITIONS FOR THE PURPOSE OF THIS STUDY

“app based” is a term used to describe a type of software that can be used for a variety of purposes. In this study this term is used to describe the phone application software used to match up a driver partner with a passenger or passengers.

“driver partners” is a term used by ride sourcing companies to describe the individuals who drive for the ride sourcing company as independent contractors.

“Passenger Transportation Board” is an independent tribunal in British Columbia, established under the Passenger Transportation Act, whose primary responsibility is to make decisions on applications relating to the licensing of vehicles-for-hire and inter-city buses in B.C.

“ride sourcing” is a means of connecting riders with drivers via a website or smart phone app. A passenger uses a website or smart phone app, provided by a third party facilitator, to request or hail a ride. The driver typically uses a personal vehicle to transport the passenger for payment (a fare).

“transportation network companies” means companies that provide ride sourcing through app based software.

“vehicle-for-hire” means any vehicle that is used for the transportation of passengers for payment and includes taxis, limousines and ride sourcing vehicles. This term is synonymous with passenger transportation vehicles.



APPENDIX II

CURRENT STATUTES REGULATING B. C. TAXI INDUSTRY

- **Passenger Transportation Act - 2004**

The Act requires any vehicle operated by a person who charges or collects compensation for transporting passengers to hold a passenger transportation licence.
- **Commercial Transport Act - 1959**

The Act sets out the safety rules and standards for the mechanics of the vehicles including inspections, vehicle configuration and safety standards. The Minister of Transportation and Infrastructure is responsible for commercial vehicle safety and enforcement.
- **Insurance (Vehicle) Act - 2007**

The Act establishes the vehicle-related basic and optional insurance products that can be provided by ICBC and private insurers. Vehicle owners are required to purchase insurance specific to the activities/risks of the vehicle.
- **Motor Vehicle Act - 1924**

The Act defines requirement for Class 4 (restricted) driver's licence, which are the responsibility of ICBC, under the administration of the Minister of Public Safety and Solicitor General. The Act also covers vehicle safety standards, semi-annual inspections and enforcement tools.

 - **Class 4 (Restricted) Requirements** – must have or be eligible for a class 5, minimum age is 19, no more than 4 penalty points in past 2 years, no motor vehicle related criminal code convictions in past 3 years and must pass a medical exam every 5 years.
- **Local Government Act - 2000 and Community Charter - 2003**

Under the Community Charter, councils are given a broad power, subject to limitations, to licence. The specific regulation of carriers and licensing of commercial vehicles is found in the Local Government Act.
- **Vancouver Charter - 1953**

The Vancouver Charter allows the City of Vancouver to issue commercial vehicle licences and set conditions on the operation of passenger transportation vehicles in Vancouver, including the supply of vehicles.

September 7, 2016

Bill Miller, Chair
Regional District of Bulkley-Nechako
PO Box 820 37 3rd Ave
Burns Lake, BC V0J 1E0**RECEIVED**

OCT 03 2016

REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Bill Miller,

Re: Another Opportunity to Have Your Say in Canada Post Review

I am following up on our June 6th correspondence about the Canada Post Review to provide you with additional information on phase 2 of the review.

This fall, a parliamentary committee will be consulting with Canadians on postal service and the options identified by a task force in phase 1. The committee will make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017.

You may be interested to know that the options identified by the task force include major changes to the moratorium on post office closures in rural and small towns. The task force suggests "updating" or "refreshing" the moratorium. It outlines the cost savings that could be achieved by converting to franchises or closing all corporate outlets, or only the 800 highest yielding offices. You can see the full task force discussion paper at <http://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/consult-eng.html>

CUPW would like to ensure that the views of municipalities are considered during each stage of the Canada Post Review. Therefore, we are urging you to fill out the parliamentary committee's online survey from September 26 to October 21 at parl.gc.ca/OGGO-e and encourage residents to do likewise. During this time, paper surveys will be available upon request. The committee will also hold public consultations across the country.

The union has attached information on how to provide input in phase 2, as well as a new resolution for your consideration. You can learn more about the review by going to CUPW.ca/canadapostreview and Canada.ca/canadapostreview

Thank you for taking the time to read this letter and anything you can do to help us convince the parliamentary committee to recommend against further cuts at Canada Post in favour of building a 21st century post office that expands services, generates revenues and meets the needs of Canadians.

In solidarity,

Mike Palecek
National President

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists, Campaign Coordinators, Negotiators

/bk cope 225



Public review on future of Canada Post

Whereas Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country.

Whereas there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected.

Whereas the delivery cuts were halted and our Liberal government is currently conducting a Canada Post Review, which started earlier this year with an independent task force to identify options for the future of postal service in this country.

Whereas a parliamentary committee will hold e-consultations and meetings in various locations across the country on postal service and the options that have been identified by the task force and then make recommendations to the government on the future of Canada Post.

Whereas it will be crucial for the parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, adding postal banking, greening Canada Post, keeping decent post office jobs in our communities, preserving daily delivery, restoring home mail delivery, developing services that help older Canadians remain in their homes and providing services that assist people with disabilities,

Therefore he it resolved that (name of municipality) 1) Fill out the parliamentary committee's on line survey about Canada Post from September 26 to October 21 at parl.gc.ca/OGGO-e and encourage residents to do likewise 2) Attend the public consultations being held across the country

Have your say!

1) Fill out the parliamentary committee's on line survey from September 26 to October 21 at: parl.gc.ca/OGGO-e. During this time, you can also request a paper version of the survey by phoning 613-995-9469 or writing to Standing Committee on Government Operations and Estimates, Sixth Floor, 131 Queen Street, House of Commons, Ottawa, Ontario, K1A 0A6 Canada.

2) Attend one of the public consultations being held across the country. For more information, go to:

<http://www.parl.gc.ca/HousePublications/Publication.aspx?Language=e&Mode=1&Parl=0&Session=0&DocId=8391013> (Note: Information on western and northern locations to come)

You can get information on the process and key issues in the weeks to come at CUPW.ca/canadapostreview.

What to say

Let the committee know what your key issues are:

- Getting your home mail delivery back?
- Keeping your public post office?
- Greening the post office?
- Creating services that support seniors and people with disabilities?
- Bringing back our postal bank for more inclusive, accessible financial services for everyone?

List of locations to be visited by the parliamentary committee:

Corner Brook and St. John's, Newfoundland
 Sydney and Halifax, Nova Scotia
 Charlottetown, Prince Edward Island
 Bathurst, New Brunswick
 Levis, Quebec City, Blainville and Montreal, Quebec
 Toronto, Kitchener, Windsor, Dryden, and Sandy Lake First Nation, Ontario
 (Following locations to be confirmed)
 Surrey, British Columbia
 Edmonton and Calgary, Alberta
 Yellowknife, Northwest Territories
 Regina and Moose Jaw, Saskatchewan
 Winnipeg, Manitoba

Please share your input with us at Feedback@cupw-sttp.org or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Cheryl Anderson

Subject: FW: PNW LNG- Canadian Environmental Assessment Agency Certificate

From: Prince Rupert Gas Transmission [<mailto:princerupertgas@transcanada.com>]

Sent: October 5, 2016 12:40 PM

To: Prince Rupert Gas Transmission <princerupertgas@transcanada.com>

Subject: PNW LNG- Canadian Environmental Assessment Agency Certificate

Good Afternoon,

As you may have heard, on September 27th Pacific Northwest LNG (PNW LNG) received their Canadian Environmental Assessment Agency certificate, along with 190 conditions. PRGT is pleased that a decision has been made to approve the PNW LNG facility and we look forward to continuing to work with our Indigenous partners and stakeholders as our customer moves toward a final investment decision.

For more information on the decision, we would encourage you to visit the PNW LNG website at <http://www.pacificnorthwestlng.com/environment-and-safety/environment-and-safety/>

Regards,

Rebecca McElhoes
Manager, Community Relations

Prince Rupert Gas Transmission Ltd.
TransCanada
450 -1st street, Calgary, AB T2P 5H1



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inquiries

From: Lisa Clement <Lisa.Clement@northerngateway.ca>
Sent: September 15, 2016 10:21 AM
To: Northern Gateway CABs
Subject: Northern Gateway Project Update
Attachments: Federal Court of Appeal - Decision Summary.pdf

SEP 15 2016
 REGIONAL DIRECTOR OF
 BULKLEY NECHAKO

Hello CAB Members,

On June 30th the Federal Court of Appeal released a ruling quashing Northern Gateway's certificates. You may recall during our follow up emails, telephone town hall, and our briefing found (attached) that we are anticipating the Governor in Council (Federal Government) will announce a remedy to the Court's decision sometime later this year.

Until government determines the next stage on Phase IV, we will not be scheduling another round of in-person Community Advisory Boards this year. This is in keeping to our commitment not to hold in-person CAB meetings unless we have new information to discuss.

We will however, stay engaged with you, our CAB members, via email, telephone town halls, and our Facebook group. In addition we will be holding events throughout communities in Northern Alberta and BC to continue to update you as well as local stakeholders, First Nations and Metis communities.

Additionally, the CAB Sharing Table met on September 8 and requested that information on the proposed tanker moratorium off BC's North Coast be shared with CAB Members. **Transport Canada is currently soliciting feedback on the proposed moratorium and our CAB members are encouraged to provide their individual views.** If implemented, the tanker ban will severely impact northern British Columbia and Alberta. It will cost us badly needed jobs, investment dollars and economic opportunities. A ban will have significant consequences for projects like Northern Gateway and put at risk the \$2 billion to be spent in local communities during construction. A tanker ban could also potentially harm the existing businesses and jobs.

You can help protect Canadian jobs and investment, but we need to act now. Information about the process can be found at <http://www.tc.gc.ca/eng/future-transportation-canada-678.html> . CAB Members can also email their feedback directly to TC.Transportationfuture-Lefuturdestransports.TC@tc.gc.ca.

Northern Gateway and our Aboriginal Equity Partners support world class marine safety for BC's North Coast, but believe that the path to achieving this is through working with communities, investing in technology and equipment, and utilizing best practices, not a moratorium on tanker traffic.

If you have any questions please don't hesitate to call Donny at 250-407-0462 or Sam at 780-371-5097 or email us back at cab@northerngateway.ca.

You are receiving this email because our records show that you have a business relationship with one or more of the Enbridge Group of Companies including Enbridge Inc. and any of its subsidiaries or controlled entities, or you have consented to receiving electronic messages from us. If you believe you are receiving this electronic message in error or you no longer wish to receive commercial electronic messages from us, you may [unsubscribe](#) at any time. Please note that by selecting [unsubscribe](#), we will only be able to send you electronic messages that are required or permitted by law.

Lisa Clement

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Senior Advisor, Community Education
Community Partnerships & Sustainability

Northern Gateway
103 1600 15th Avenue, Prince George, BC
V2L 3X3
Phone: 250-645-2404 |c: 250-639-0452
Fax: 250-596-1409
Lisa.Clement@northerngateway.ca

inquiries

From: Lisa Clement <Lisa.Clement@northerngateway.ca>
Sent: September 20, 2016 12:09 PM
To: Lisa Clement
Subject: Federal Court of Appeal Update

RECEIVED

SEP 20 2016

REGIONAL
BULKLEY

Good afternoon CAB members,

Please find below the statement from both John Carruthers and our AEP about our decision not to appeal the Federal Court of Appeal ruling. There is also an article from the Vancouver Sun about the Federal Government and Phase 4 Consultation for your information.

If you have any questions, please let us know.

Lisa Clement

Senior Advisor, Community Education
Community Partnerships & Sustainability

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103 1600 15th Avenue, Prince George, BC
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Northern Gateway announces it will not appeal recent Federal Court of Appeal decision that reversed project approval

September 20, 2016, VANCOUVER -- Northern Gateway will not appeal a recent Federal Court of Appeal decision that reversed the project's federal approval certificate. The Federal Court of Appeal found that the National Energy Board's Joint Review Panel recommendation was acceptable and defensible on the facts and the law. The Court, however, concluded that further Crown consultation is required.

Northern Gateway supports the path outlined by the Federal Court of Appeal for the Federal Government to re-engage with directly affected First Nations and Métis communities to ensure thorough consultation on Northern Gateway is undertaken.

Statement from John Carruthers, President, Northern Gateway:

"We believe that meaningful consultation and collaboration, and not litigation, is the best path forward for everyone involved. We look forward to working with the government and Aboriginal communities in the renewed consultation process. We believe the government has a responsibility to meet their Constitutional legal obligations to meaningfully consult with First Nation and Métis. It also reflects the first priority of Northern Gateway and the 31 Aboriginal Equity Partners to build meaningful relationships with First Nation and Métis communities and ensure their voice is reflected in the design of the project.

We believe that projects like ours should be built with First Nation and Métis environmental stewardship, ownership, support, and shared control. Northern Gateway, the Aboriginal Equity Partners, and our commercial project proponents remain fully committed to building this critical Canadian infrastructure project while at the same time protecting the environment and the traditional way of life of First Nation and Métis and communities along the project route. In order to encourage investment and economic development, Canadians need certainty that the government will fully and properly consult with our nation's Indigenous communities. We look forward to this process and assisting those communities and the Federal Government with this important undertaking in any way we can.

The economic benefits from Northern Gateway to First Nation and Métis communities are unprecedented in Canadian history. As part of the opportunity to share up to 33 percent ownership and control in a major Canadian energy infrastructure project, the project's Aboriginal Equity Partners will also receive \$2 billion in long-term economic, business, and education opportunities for their communities.

The project would add over \$300 billion to Canada's gross domestic product over the next 30 years, 4,000 construction jobs and 1,000 long-term jobs, \$98 billion in tax revenue, and an estimated \$100 million investment in community programs and services. Northern Gateway will provide a badly needed multibillion dollar private infrastructure investment in Canada's future."

Statement from the Aboriginal Equity Partner Stewards (Bruce Dumont, President, Métis Nation British Columbia; David MacPhee, President, Aseniwuche Winewak Nation; Chief Elmer Derrick, Gitksan Nation Hereditary Chief; Elmer Ghostkeeper, Buffalo Lake Métis Settlement):

"We support Northern Gateway's decision to not appeal the recent decision by the Federal Court of Appeal. This is a reflection of the commitment to the new partnership we are building together and their support of meeting Constitutional obligations on government to consult.

The Federal government has publically stated they are committed to reconciliation with First Nation and Métis communities. As such, we are now calling on this same government to actively and fully undertake the required consultation as directed by the Federal Court of Appeal in relation to the Northern Gateway project.

The Aboriginal Equity Partners is a unique and historic partnership that establishes a new model for conducting natural resource development on our lands and traditional territories. We are owners of Northern Gateway and are participating in the project as equals.

Environmental protection remains paramount and as stewards of the land and water, and as partners in this project, First Nation and Métis communities have a direct role in the environmental protection of the lands, waters, and food sources along the pipeline corridor and in marine operations. Our traditional knowledge, science, and values will be used to design and operate land and coastal emergency response to make the project better. We believe with this project there is an opportunity to work together with the Federal Government to improve marine safety for all who live, work, and depend on Canada's western coastal waters.

This ownership ensures environmental stewardship, shared control, and negotiated business and employment benefits. Collectively, our communities stand to benefit from more than \$2 billion directly from this Project.

Our communities need the economic and business benefits that Northern Gateway can bring. We are focused on ensuring our communities benefit from this project and are actively involved in its decision making so we can protect both the environment and our traditional way of life through direct environmental stewardship and monitoring.

Our goal is for Northern Gateway to help our young people to have a future where they can stay in their communities with training and work opportunities. We remain committed to Northern Gateway and the opportunities and

responsibilities that come with our ownership. We also remain committed to working with our partners to ensure our environment is protected for future generations.”

-30-

Northern Gateway: Trudeau government expected to launch new talks with B.C. First Nations

By: Peter O’Neil

Vancouver Sun

OTTAWA — The Trudeau government is expected this week to launch a new round of consultations with northern B.C. First Nations on the controversial \$7.9-billion Northern Gateway pipeline.

The move would be in response to a June ruling by the Federal Court of Appeal that quashed the former Conservative government’s 2014 approval of the proposed pipeline from Bruderheim, near Edmonton, to Kitimat on the West Coast.

Ottawa is facing a court-imposed Thursday deadline to determine whether it will appeal, and is confronting complex legal and political questions surrounding that decision.

The June court decision found that the former government’s consultations with affected First Nations were “brief, hurried and inadequate.”

But the two judges writing for the majority on the three-person appeal panel estimated that a new outreach process would only require about four months of talks, or “just a fraction of the time” since Enbridge first proposed the project in 2005.

The government is facing “very difficult issues” in relation to the decision, Natural Resources Minister Jim Carr told reporters Monday.

“We will make it in the time allotted to us by the Federal Court” of Appeal, he said.

One of the complicating factors is the government’s 2015 campaign promise to bring in a moratorium on oil tanker traffic on the northern B.C. coast.

Such a move would prevent the project from proceeding, though the government has never specified how long a moratorium — which by definition is temporary — would be in place.

The National Post reported earlier this year that the government hasn’t closed the door on the project if the proposed terminal was moved from Kitimat to Prince Rupert.

In the event of new consultations, the federal cabinet would have the option after the talks conclude to send the matter back to the National Energy Board, perhaps tasking the NEB to consider adding conditions to the 209 that the board has already imposed on the company.

The federal government would also have the option, after weighing the results of the consultations, to either approve or kill the project, the judges noted in their ruling.

Enbridge, which also has the option of appealing the June decision, has refused to speculate on what it wants the government to do.

“We’re aware of the upcoming deadline, but we’re not able to speculate on what the government will or won’t do,” said spokesman Ivan Giesbrecht.

University of Victoria aboriginal law professor Chris Tollefson, who represented one of the environmental groups involved in the court case, said he doesn’t expect an appeal by either Canada or the company.

The process would take up to two years if Canada’s top court agreed to hear the case, and Tollefson said permission is unlikely given that the judges were simply following the Supreme Court’s direction to lower courts on Aboriginal consultation.

There has been speculation that a federal decision to do more consultations would be based on concern about a possible costly lawsuit if it doesn’t take that step.

Enbridge has said it’s spent roughly \$500 million so far on the approval process, and some suggest the Crown’s failure to adequately consult could open the door to a successful court case seeking damages.

But Tollefson, noting that the Supreme Court is traditionally deferential when it comes to cabinet decisions, said Enbridge would have an extremely difficult time winning such a case.

“I think it would be an extraordinary precedent for government to be held liable for regulatory negligence here,” he said in an e-mail Monday.

“The proponent would have to show that if a constitutionally adequate consultation had occurred, Cabinet would have still been granted project approval, and the project would have proceeded.”

The government is also weighing the politics involved.

With Environment Minister Catherine McKenna announcing Sunday that Ottawa will impose a national carbon tax system if provinces can’t agree on their own, some analysts have said they believe Prime Minister Justin Trudeau is laying the groundwork for a favourable decision in December on the \$6.8-billion Kinder Morgan expansion of its pipeline system from Edmonton to Burnaby.

Killing Northern Gateway, when packaged with a national carbon tax, could provide Trudeau with the additional political cover he needs to convince British Columbians to accept the Kinder Morgan project over the objections of Vancouver Mayor Gregor Robertson, environmentalists and a number of First Nations.

Trudeau, when asked about pipelines, has always indicated he favours helping get Alberta’s bitumen to offshore markets.

But he always insists that any such effort be combined with steps to protect the environment and respect First Nations.

“One of the fundamental responsibilities of any prime minister is to get our resources to market,” he told the House of Commons in April.

“However, in the 21st century, getting those resources to market means doing it responsibly for communities, for indigenous peoples and for the environment.”

poneil@postmedia.com

[Twitter.com/poneilinOttawa](https://twitter.com/poneilinOttawa)

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Board-Receive
RECEIVED
SEP 20 2016
REGIONAL DISTRICT OF
BULKLEY NECHAKO

inquiries

From: EP.RPY / SAR.PYR (EC) <ec.ep.rpy-sar.pyr.ec@canada.ca>
Sent: September 20, 2016 1:59 PM
To: EP.RPY / SAR.PYR (EC)
Subject: Seeking your input on the Government of Canada's draft policies on the implementation of the Species at Risk Act
Attachments: SARApolicies_ConsultationLetter_20160920.pdf

Hello,

Please accept the attached letter regarding the Government of Canada's consultation for draft policies on the implementation of the *Species at Risk Act*.

Thank you for your time,

Conservation Planning Unit

Canadian Wildlife Service / Pacific Region
Environment and Climate Change Canada / Government of Canada
5421 Robertson Road, Delta, BC, V4K 3N2
ec.ep.rpy-sar.pyr.ec@canada.ca / Tel: 604-350-1900

Unité de la planification de la conservation

Service canadien de la faune / Région du Pacifique
Environnement et Changement climatique Canada / Gouvernement du Canada
5421 rue Robertson, Delta, BC, V4K 3N2
ec.ep.rpy-sar.pyr.ec@canada.ca / Tél: 604-350-1900



September 20th, 2016

RE: Seeking your input on the Government of Canada's draft policies on the implementation of the *Species at Risk Act*

On September 19th, 2016, the Government of Canada posted seven draft policies on the Species at Risk Public Registry (sararegistry.gc.ca). These policies listed below support the predictable, clear and consistent implementation of the *Species at Risk Act*. As an individual, community, or organization which may be directly affected by these policies, we wanted to notify you of the opportunity to provide input.

We would welcome any comments you may have and are particularly interested in your response to the following:

- Do you find the policies clear and understandable?
- Do you have any concerns or recommendations regarding these policies?

The seven draft policies include:

1. Policy on Critical Habitat Protection on Non-federal Lands
2. Policy on Protecting Critical Habitat with Conservation Agreements under Section 11 of the *Species at Risk Act*
3. Policy on Survival and Recovery
4. Policy Regarding the Identification of Anthropogenic Structures as Critical Habitat under the *Species at Risk Act*
5. Approach to the Identification of Critical Habitat under the *Species at Risk Act* when Habitat Loss is Not Believed to be a Significant Threat to the Survival or Recovery of the Species
6. *Species at Risk Act* Permitting Policy
7. Listing policy for Terrestrial Species at Risk

You are invited to submit your feedback to the Species at Risk Public Registry at the following address: ec.registrelep-sararegistry.ec@canada.ca by November 18th, 2016 or by contacting:

Conservation Planning Unit

Canadian Wildlife Service, Pacific Region
Environment and Climate Change Canada
5421 Robertson Road, Delta, BC, V4K 3N2
ec.ep.rpy-sar.pvr.ec@canada.ca
604-350-1900

For your information, related to the seven draft policies, the Government of Canada also posted the following final documents:

1. Range Plan Guidance for Woodland Caribou, Boreal Population (Final)
2. The *Species at Risk Act* Policy Principles (Final)

Should you have any questions regarding these materials, please contact us at the e-mail address provided above.
Thank you for taking the time to provide us with your input.

Yours sincerely,

Randal Lake

Unit Head, Conservation Planning
Canadian Wildlife Service, Pacific Region
Environment and Climate Change Canada
5421 Robertson Road, Delta, BC, V4K 3N2

Cheryl Anderson

From: Nick Kypriotis <nick@firesafecommunications.com>
Sent: October-11-16 10:21 AM
To: Nick Kypriotis
Subject: Fire Prevention Officers Assoc of B.C. Conference and Seminars 2017
Attachments: FPOABC Rates.pdf; FPOABC Cover.pdf

Dear Trade Member,

The Fire Prevention Officers are having their annual conference and seminar in the City of Nelson, B.C.

They spend a good portion of the year keeping our community and our students educated on all fire safety and prevention matters.

F.S.C. is putting together the program magazine for the conference which will be distributed to all the delegates attending, as well as mailed out to the Fire Prevention officers throughout B.C for free.

We have no outside funding, so we are asking for your support with an Advertisement in the convention magazine which will greatly help us put it together and distribute it for free.

Attached is a rate sheet for all ad sizes.

Please let me know if you will be supporting us with an Advertisement.

Regards,

Nick Kypriotis
F.S.C. *publishers of the*
Fire Prevention Officers Assoc of B.C. Conference Magazine
1-877-898-3732
Email: nick@firesafecommunications.com

FireSafe Communications Inc. on behalf of the
Fire Prevention Officers' Association of
British Columbia Publication

#142 4111 Hastings Street, Burnaby, BC, V5C 6T7

TEL: 1.877.898.3732 | FAX: 1.888.546.0705
EMAIL: nick@firesafecomunications.com



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244

Board-Receive

inquiries

RECEIVED

From: Dayle Hopp <dayle.hopp@bchydro.com>
Sent: September 20, 2016 10:15 AM
To: inquiries
Subject: BC Hydro 2016 Northern Annual Report
Attachments: BC Hydro 2016 Northern Region Annual Report.pdf

SEP 20 2016
REGIONAL DISTRICT OF
BULKLEY NECHAKO

Good morning,

BC Hydro is pleased to provide the attached 2016 Community Relations Annual Report for Northern region. If you have any questions or would like more information, please do not hesitate to contact us directly.

Sincerely,

Bob Gammer
Manager, Community Relations
250-561-4858
bob.gammer@bchydro.com

Dave Mosure
Community Relations Coordinator
250-561-4906
dave.mosure@bchydro.com

Northern Community Relations 2016 Annual Report

September 2016

Moose near McLeod Lake – close to one of our 500 kilovolt power line corridors.

Message from Jessica McDonald



BC Hydro is proud to serve communities and their elected representatives in all parts of the province.

We're working hard to meet our customers' electricity needs both today and in the future. As you know, we don't just generate and sell electricity. We work closely with you on a daily basis on a wide range of topics from infrastructure planning, reservoir water levels and planned outages, to beautification and anti-graffiti measures, energy management, emergency preparedness and all stages of large and small capital projects.

Inside this report, we've included many examples of how we're working with your communities and some important indicators of how we're doing in terms of providing reliable power.

We're in an unprecedented period of renewing our entire electrical system. At the same time, we know electricity is an expense for our more than four million customers and we need to do what we can to keep rates affordable. We're in year three of the 10 Year (2013) Rates Plan designed to balance our need to invest with ensuring our rates remain among the lowest in North America. We're on track to achieve this goal, despite lower forecast revenues, because we implemented new measures to reduce costs.

We plan to continue this diligence as our investments in B.C.'s electricity system will be more than \$2 billion a year for at least the next decade. In fact, over the past five years, we've completed more than 560 capital projects of all sizes – worth almost \$6.5 billion – that have been delivered under budget by about .2%.

These investments are also the very efforts that will keep us focused on meeting our long-term electricity demand, which is expected to grow approximately 40% over the next 20 years.

In the Northern region, for example, we're building the new Site C Clean Energy Project. As well, we're working on a number of upgrades to the GM Shrum Generating Station and the W.A.C. Bennett Dam which were built in the 1960s and are cornerstones of our electricity system.

If you have any questions, please contact our community relations representatives in your region. We'd be pleased to help.

Sincerely,

Jessica McDonald
President & Chief Executive Officer
BC Hydro

Quick Facts

PROVINCE-WIDE:

4 million customers

Electricity is delivered through a network of:

- 79,000 kilometres of transmission and distribution lines
- 300 substations
- 1 million utility poles
- 334,000 transformers

Capital investments of more than \$2 billion a year

NORTHERN REGION SUPPLY

Generating Stations:

GM Shrum	2,730 MW
Peace Canyon	694 MW
Falls River	7 MW
Clayton Falls	2 MW

Thermal:

Fort Nelson	73 MW
Prince Rupert	46 MW

Diesel:

10 Diesels	47 MW
------------	-------

MW = megawatt



Site C construction reaches one year milestone

A significant milestone was achieved in the summer of 2015 when construction started on the Site C Clean Energy Project. This is a third dam and hydroelectric generating station on the Peace River, located about seven kilometres southwest of Fort St. John. It'll provide enough energy to power more than 450,000 homes. Construction started with site preparation, including clearing trees, building access roads, excavating materials and building a worker accommodation lodge. Other highlights included:

- Peace River Hydro Partners was awarded the main civil works contract and mobilized to the site in spring of this year
- 5,100 people and more than 700 businesses attended Site C job fairs and networking sessions in Chetwynd, Dawson Creek, Fort Nelson, Fort St. John, Mackenzie, Prince George, Quesnel and Tumbler Ridge
- The project surpassed 1,000 B.C. workers in May of this year, as construction activities ramped up
- 1,200 rooms are available at the worker lodge – 75% of the 1,600 that will be available at completion
- A community measures agreement between the City of Fort St. John and BC Hydro was signed in April 2016
- The Regional Community Liaison Committee – providing a forum for two-way dialogue between local and regional governments and BC Hydro about Site C construction – started meeting monthly

To learn more about Site C, please select sitecproject.com.



The 329-metre Peace River construction bridge was completed in March 2016, linking the north and south banks of the dam site.

Revenue Requirements Application filed

In July 2016, we filed our Fiscal 2017 – Fiscal 2019 Revenue Requirements Application with the B.C. Utilities Commission. The Application determines the total amount of money we need to operate and sets how much money we collect from our customers through rates.

The Application explains our business costs, the factors we consider when making decisions to spend and how we're acting in the best interest of our customers.

A drop in world commodity prices has slowed the rate of growth in some industrial sectors. While this has cut into our forecast revenues, we need to keep spending about \$2 billion a year to invest in our aging electrical system and build for future energy demand. In fact:

- A million more people will be living in B.C. 20 years from now – that's like adding a city the size of Vancouver and Surrey combined
- Our hydroelectric dams and generating stations are 45 years old on average
- Over 400,000 of our transmission and distribution assets need to be renewed or replaced within the next 10 years

We also gave careful thought to new measures to reduce our costs even further so we could stick to our plan to ensure low and predictable rates. For example, we are:

- Re-prioritizing capital projects to save about \$380 million over the next three years
- Implementing a debt management strategy that locks-in low interest rates
- Replacing contractors with internal staff where it is possible, to save approximately \$20 million in overall capital costs over the next three years

While the last couple of years have seen some shifts in commodity markets, history shows that we must plan for significant increases in population and industrial growth over the long-term. Our forecasts are the result of extensive, customer-by-customer analysis and industry outlooks from third-party experts.

The evidence points to an almost 40% increase in electricity demand in 20 years. This means if we kept our system as is and didn't build Site C or upgrade other facilities for increased generating power, in two decades we'd have an electricity deficit equivalent to what it takes to power more than 2 million B.C. homes. And that's a risk we can't take.

For more information, please select: bchydro.com/about/planning_regulatory/regulatory_documents/revenue_requirements.html

Regional information

Capital projects

GM SHRUM (GMS) GENERATING STATION CONTROL SYSTEM UPGRADE

In the GMS powerhouse at the WAC Bennett Dam – located on the Peace River, west of Hudson's Hope – we're replacing unit controls for Units 1 to 10; governor controllers for Units 6 to 10 – these control the water flow through the turbine to regulate the shaft speed of the generator; exciters for Units 9 and 10 – these control the current through the generator field winding to regulate the output voltage of the generator; controls for intake systems; controls for plant auxiliary systems; GMS plant central control room; and remote operation controls for GMS and the Peace Canyon Generating Station.

Extension of the plant local area network and unit control upgrade work for Units 5, 3 and 2 is complete. Unit control upgrade work is underway for Unit 1 which is scheduled for completion by the fall of 2016. Unit control upgrade work for Unit 4 is expected to start in the fall of 2016.



G5 unit control board – before.



G5 unit control board – after.

Did you know?

- GMS turbine units turn at 150 revolutions per minute
- GMS units produce power at 13,800 volts, with a current of over 5,000 amps

W.A.C. BENNETT DAM RIP-RAP UPGRADE

Since completion of dam construction nearly 50 years ago, there has been steady deterioration of the rip-rap – large boulder-sized rock that protects the upstream slope of the dam. Upgrading the deteriorated portions of the rip-rap will ensure long-term dam safety and erosion protection from ice and impact from wind and waves in the Williston Reservoir.

In May 2016 we received approval from the B.C. Utilities Commission for the project. We've also selected contractor Peter Kiewit Infrastructure Inc. for the civil construction work. The plan is to start quarry development at the Sand Flat limestone site this year. Placement of the rock, which will be undertaken in the spring during the period when reservoir levels are lower, is expected to be completed in 2019 or 2020.

Regional engagement



W.A.C. Bennett Dam Visitor Centre

The updated visitor centre opened to the public in 2015 with all-new interactive displays and exhibits. After a successful first season, a second phase of work for the aboriginal-themed exhibits was completed for a May 2016 opening.

This phase of the project includes the Our Story, Our Voice gallery within the visitor centre; it speaks to impacts of the creation of the Williston Reservoir on Aboriginal Peoples, taking visitors on an emotional journey back in time, to before, during and after the valley was flooded in 1968.

The gallery features a powerful video, created by the Kwadacha Nation, called *Kwadacha by the River*. There are also Aboriginal-themed outdoor displays. These exhibits have been developed through input and guidance from the Peace Aboriginal Advisory Committee and the Kwadacha Nation. There were many months of detailed design planning and engagement with internal and external stakeholders and Aboriginal communities before construction started.



An artistic representation of a Metis canoe is one of the Aboriginal-themed outdoor displays at the visitor centre.



Wildfire damage to our transmission line in April 2016.

Crews contend with flames and flooding

Power outages caused by early season wildfires and flooding had our crews rallying to the Peace region in April and June 2016. Strong winds fanned the flames and caused power outages to more than 6,400 customers. The hardest hit communities were Fort St. John, Smithers, Burns Lake and Fort Nelson. Heavy smoke and road closures hampered restoration efforts on the electrical system.

One wildfire damaged a 138 kilovolt transmission line, causing a power outage to about 2,800 customers north of Fort St. John in the communities of Prespatou, Milligan Creek, Charlie Lake, Montney and Upper Halfway. During a helicopter patrol we found that the fire burnt through over 40 transmission structures that carry the line which runs from the GM Shrum Generating Station in Hudson's Hope to the Fort St. John Substation. Our crews had to manually reconfigure power lines in the area to switch impacted customers to different lines.

The heavy rainfall in June – over 100 mm in some locations – caused localized flooding and outages in the Peace region. At the peak, about 3,500 customers were without power in the Fort St. John, Dawson Creek and Chetwynd areas. One of our challenges was that, similar to the 2011 rainstorm and flooding, sections of Highway 97 were washed out, forcing additional crews to detour via Alberta to get to the region and support the power restoration effort.



Flooding in Dawson Creek in June 2016.



Landslide knocks out Terrace to Prince Rupert transmission line

In November 2015, a large landslide took out five pole structures that carry the 287 kilovolt transmission line between Terrace and Prince Rupert. The section hit was in a remote area with no road access meaning helicopter support was required.

Prince Rupert area customers were supplied during the outage by our 46 megawatt gas-fired generating station. A second landslide also disrupted the connection of Brown Lake and Falls River, two small hydroelectric generating stations south of Prince Rupert.

The crews returned the main line to service 10 days later and with four new structures that will improve resilience in the event of another landslide. Close to 40 crew members, contractors, first-aid attendants, surveyors, storekeepers and engineers coordinated efforts to rebuild and re-energize the line.



Our crews rebuild transmission pole structures that were damaged in a landslide.



Hazard tree clearing in Wells.

Tree clearing welcomed by Wells

Fewer power outages were experienced by customers in Wells in the winter of 2015–16 due in part to the removal of 700 trees from near our power line that follows the Barkerville Highway to the community.

Early season heavy, wet snow caused numerous disruptions in service in past years as tree branches were weighed down and contacted the line. In addition, warmer temperatures overall contributed to an outbreak of the Spruce Beetle which is a bark beetle that is killing the mature conifer forest near the line. Once these trees die, they begin to rot and can fall onto the line at any time, but wind and snow can cause that to occur sooner. Often, these trees are very large and can break poles and sever lines. This type of damage is more time consuming to repair, particularly so in winter when access is difficult.

The District of Wells was happy to see us proceeding with the hazard tree clearing along Highway 26 and thanked our employees who worked hard to ensure the project happened.

What's a hazard tree?

It's a tree that has a structural defect that may cause the tree (or part of it) to fall on a power line or other nearby structure. A tree falling on a power line is one of the main causes of outages in B.C. — especially when the wind and rain pick up during the fall and winter months. And it's not just an inconvenience; fallen trees are a safety risk too, as they can become energized by the line and potentially ignite a fire.



Reliability performance

We recognize how important the reliable supply of electricity is to our customers. We'll continue to improve, reinforce and maintain the electrical system.

We have started using a new method to calculate the statistics as it provides a more accurate representation of community reliability.

The information below provides a comparison between Fiscal 2015 and Fiscal 2016, using this new method for both years, for communities in the Northern region. These statistics include interruptions due to planned outages.

Community	Fiscal 2015 Average customer interruption duration (hours)	Fiscal 2016 Average customer interruption duration (hours)	Fiscal 2015 Average number of interruptions per customer	Fiscal 2016 Average number of interruptions per customer
100 Mile House	4.63	3.01	3.69	3.96
Atlin	4.58	3.09	5.11	9.34
Burns Lake	3.93	4.33	4.69	3.82
Chetwynd	3.40	1.30	2.48	4.04
Dawson Creek	1.50	1.05	4.08	3.42
Fort Nelson	1.14	1.42	1.38	4.75
Fort St. James	1.86	4.71	4.22	5.79
Fort St. John	2.14	1.88	4.04	2.81
Fraser Lake	7.73	1.50	0.62	2.88
Granisle	0.82	1.48	6.18	1.19
Hazelton	1.72	2.28	3.09	2.18
Houston	1.61	3.25	3.39	1.38
Hudson's Hope	4.90	2.62	4.47	1.37
Kitimat	5.30	0.82	5.87	8.94
Mackenzie	4.50	2.61	4.27	0.36
Masset	1.97	1.92	4.86	3.36
McBride	1.98	0.85	9.40	11.42
New Hazelton	1.47	1.52	3.32	2.98
Port Clements	3.62	3.27	15.13	10.06
Pouce Coupe	1.06	0.69	2.63	3.56
Prince George	2.81	2.03	3.15	2.26
Prince Rupert	2.50	1.08	2.08	5.65
Queen Charlotte	2.77	1.97	8.18	6.53
Quesnel	10.98	2.10	3.03	1.49
Smithers	1.71	1.63	3.94	2.87
Stewart	17.88	5.78	1.29	3.55
Taylor	7.51	2.72	1.20	0.32
Telkwa	1.41	2.15	8.05	8.03
Terrace	3.19	2.32	3.09	1.93
Tumbler Ridge	1.55	3.58	3.64	5.14
Vanderhoof	2.06	2.68	4.53	3.04
Wells	8.96	3.85	17.27	3.16
Williams Lake	4.63	2.35	3.27	3.51



Supporting communities

Vegetation management

Our distribution system is complex and highly efficient, with more than 48,000 kilometres of overhead distribution power lines throughout the province. Our vegetation management program controls a \$50 million annual budget for distribution and transmission lines, which helps to provide safe, reliable power to our customers. Every two to five years, vegetation maintenance coordinators audit the overhead lines to identify vegetation issues, such as trees situated close to power lines, and dead, dying or diseased trees that could fall on the lines. Vegetation management contractors then prune or remove trees and vegetation in areas where the lines may be impacted. What's more, when an area experiences reliability issues, we assess the local distribution lines for potential tree-related causes. Even with a proactive management program, trees account for about 28% of all power interruptions.

Community ReGreening Program

We partner with Tree Canada Foundation on the Community ReGreening Program and work directly with communities around the province to support tree planting in urban areas. The grants are designed to assist in planting appropriate trees within municipalities with an awareness and sensitivity to the proximity of power lines. This helps us maintain a safe and reliable electrical distribution system while helping to restore and retain green space. Community projects that meet the program criteria can receive up to \$10,000. Applications for funding in the next fiscal year need to be received by BC Hydro before January 31, 2017. For more information, please select bchydro.com/regreening.

Successful applications over the past year included:

Community	Project	Grant
Hudson's Hope	Community beautification	\$4,500
Kitimat	Community beautification planting	\$7,000
Vanderhoof	Fruit tree forest	\$881

Fish & Wildlife Compensation Program

The Fish & Wildlife Compensation Program (FWCP) is a partnership of BC Hydro, the Government of B.C., Fisheries and Oceans Canada, First Nations, and public stakeholders, to conserve and enhance fish and wildlife impacted by BC Hydro dams.

In 2015–2016, the FWCP funded 15 wildlife and seven fish projects across the four sub-regions of Finlay, Peace, Parsnip and Dinosaur, for an investment of just under \$800,000. The projects included increasing the survival of Woodland Caribou calves through the use of maternity penning; identifying winter bat hibernacula to reduce the threat of White Nose Syndrome; identifying stream crossings that impede fish passage to upstream habitat; and improving the available scientific information on mercury levels in fish in the Williston and Dinosaur reservoirs.

Since 1988 the FWCP has invested more than \$25 million in fish and wildlife projects in the Peace region. For more details about the projects, please select fwcp.ca.



The FWCP in the Peace region has been funding the volunteer-driven Mackenzie Nature Observatory banding station for 20 years. In 2015, for the first time ever, the observatory received a report of an "encounter" (a recaptured banded bird) outside the U.S. or Canada: a Lincoln's Sparrow found in southern Mexico, more than 4,000 km away. Photo courtesy of Raul Said Quintero Felix.

Beautification fund

We provide financial assistance to municipal governments for conversion of overhead electrical service distribution lines to underground facilities, and for decorative wraps on existing service kiosks. The purpose of our participation in co-funding beautification projects is to cooperate with municipal governments in achieving their objectives related to environmental concerns and visual aesthetics. Applications need to be submitted by October 1, for consideration in the following year. For more information, please select bchydro.com/beautification.



Beautification project in downtown Prince George completed in March 2016.

Decorative wrap policy

We're allowing decorative wraps to be installed on our pad-mounted equipment. Municipal governments, strata councils, property managers, and well established community groups (i.e. Business Improvement Associations, Kinsmen, Lions or Rotary Clubs, Neighbourhood Associations) or businesses (established for five years or more) are eligible to apply. Requests from individual homeowners or renters aren't being accepted at this time. For more information about the policy and installation guidelines, please select bchydro.com/wrap.

Successful applicants over the past year included:

- Village of Pouce Coupe

Grants-in-lieu

We pay net property tax and grant payments to local governments. The grant program is a provincial government initiative and the amounts paid are determined under the current legislation. Listed below are the grants paid to each community in the Northern region as of June 30, 2016.

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
District of 100 Mile House	\$74,335.05	\$72,743.14	0	\$147,078.19
Village of Burns Lake	\$40,008.24	\$76,398.89	0	\$116,407.13
Central Coast Regional District	0	\$3,632.00	0	\$3,632.00
District of Chetwynd	\$51,122.61	\$110,820.37	\$44.63	\$161,987.61
City of Dawson Creek	\$199,571.85	\$380,336.21	0	\$579,908.06
District of Fort St. James	\$39,217.50	\$47,954.63	0	\$87,172.13
City of Fort St. John	\$116,328.15	\$280,102.34	\$356.82	\$396,787.31
Fraser-Fort George Regional District	0	\$849,600.00	0	\$849,600.00
Village of Fraser Lake	\$11,356.20	\$191,933.85	0	\$203,290.05
Village of Granisle	\$10,044.00	\$6,860.24	0	\$16,904.24
Village of Hazelton	\$3,326.94	\$7,834.15	0	\$11,161.09
District of Houston	\$102,170.70	\$176,530.88	\$600.00	\$279,301.58
District of Hudson's Hope	\$1,569,096.11	\$1,498,918.36	\$20,194.07	\$3,088,208.54
District of Kitimat	\$111,618.00	\$108,582.44	\$(177.52)	\$220,022.92
District of Mackenzie	\$67,801.32	\$2,029,354.92	0	\$2,097,156.24
Village of Masset	\$34,730.70	\$24,098.30	0	\$58,829.00
Village of McBride	\$26,318.25	\$9,812.72	0	\$36,130.97
District of New Hazelton	\$29,064.42	\$16,945.25	\$608.80	\$46,618.47
Northern Rockies Regional Municipality	\$385,362.50	\$298,443.47	\$4,446.25	\$688,252.22

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
Peace River Regional District	0	\$1,235,933.00	0	\$1,235,933.00
Village of Port Clements	\$4,446.90	\$4,771.17	0	\$9,218.07
District of Port Edward	\$130,720.50	\$124,854.62	0	\$255,575.12
Village of Pouce Coupe	\$4,171.50	\$9,982.00	0	\$14,153.50
City of Prince George	\$711,293.13	\$1,697,769.14	\$3,651.54	\$2,412,713.81
City of Prince Rupert	\$92,307.60	\$197,627.96	0	\$289,935.56
Village of Queen Charlotte	\$49,118.13	\$15,818.76	\$708.30	\$65,645.19
City of Quesnel	\$176,233.05	\$679,222.80	0	\$855,455.85
Skeena-Queen Charlotte Regional District	0	\$12,712.00	0	\$12,712.00
Town of Smithers	\$91,197.90	\$146,532.11	\$100.00	\$237,830.01
District of Stewart	\$41,622.41	\$20,153.85	\$9,123.60	\$70,899.86
District of Taylor	\$26,811.00	\$421,420.31	0	\$448,231.31
Village of Telkwa	\$8,654.85	\$8,280.82	0	\$16,935.67
City of Terrace	\$408,559.95	\$322,082.17	\$5,843.10	\$736,485.22
District of Tumbler Ridge	\$212,368.50	\$76,066.61	0	\$288,435.11
District of Vanderhoof	\$85,477.41	\$126,491.49	\$1,583.00	\$213,551.90
District of Wells	\$6,898.50	\$3,897.32	0	\$10,795.82
City of Williams Lake	\$104,336.10	\$217,059.98	\$248.42	\$321,644.50

* Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.

Community grants

By supplying electricity to the people and businesses of this province, we provide an essential and important service. We also believe in doing more than that: we work with and lend a hand to those who are also committed to building a more energy conscious, safer and prosperous British Columbia. Last year, we supported over 380 community-based projects across every region of the province.

We now offer two types of grants to support non-profit organizations and registered charities that are making a difference in their communities. Our grants are given out in three focus areas: building the workforce of tomorrow, safety education, and developing smart energy ideas. When planning for your project, please keep in mind that our process is new and our grants have set criteria and application deadlines. To learn more, please select bchydro.com/grants.

Some of the organizations that we supported in the Northern region this past year included:

Applicant	Project	Community	Grant
Bella Coola Valley Sustainable Agricultural Society	Put'l'ixw Community Garden	Bella Coola	\$2,500
Cariboo Regional District/South Cariboo Recreation Centre	Energy Camp	100 Mile House	\$1,000
District of Fort St. James	Water Monitoring Program for Nahouli Creek	Fort St. James	\$5,000
Fort St. John Library Association	2015 Summer Reading Program	Fort St. John	\$2,000
Gavin Lake Forest Education Society	Grade 6 Outdoor Education Program (winter portion)	Williams Lake	\$3,000
Northwest Science & Innovation Society (NSIS)	Northwest Science Fair Extravaganza	Terrace	\$1,500
Prince Rupert Wildlife Rehab Shelter	Veterinary costs for birds and animals and pen repairs	Prince Rupert	\$2,550
School District #27 - Cariboo Chilcotin	Heavy Metal Rocks	Williams Lake	\$2,000
The Exploration Place	Explorers Urban Garden Project	Prince George	\$2,000
Valley Museum and Archives Society	Robson Valley Education and Learning Centre	McBride	\$3,000

BC Hydro Community Relations

At BC Hydro we build strong relationships to support the unique needs and strengths of the communities we serve. Our Community Relations team does this by listening, providing information and working together with communities. Community Relations is the point of contact for local government, media, local business and community groups. Whether it's for capital projects, corporate initiatives and programs, local BC Hydro activities, significant planned outages, emergency response or unplanned power outages, we work hard to meet the needs of our stakeholders and ensure communities are kept informed.

Northern region

If you have questions or comments for us, please contact:

Bob Gammer
 Manager, Northern Community Relations
 250 561 4858
bob.gammer@bchydro.com

Dave Mosure
 Community Relations Coordinator
 250 561 4906
dave.mosure@bchydro.com

Dayle Hopp
 Public Affairs Administrator
 250 549 8581
dayle.hopp@bchydro.com

BC Hydro guide for local governments

Quick access to key information on bchydro.com

My Hydro and Energy Savings initiatives	
bchydro.com/myhydro/	Log in to manage your account.
Energy savings programs bchydro.com/energysavings	Learn how you can be smart with your power. Take advantage of rebates and programs.
Projects	
Smart Metering information bchydro.com/smartmeters	Find out why smart meter installations are an important upgrade to our electricity system.
Capital Projects bchydro.com/energy-in-bc/projects.html	We're investing in projects needed to keep the lights on in our province. Learn more about projects taking place in your region.
Programs	
Beautification program bchydro.com/beautification	Our beautification program assists municipal governments in achieving their objectives related to environmental concerns and visual aesthetics. Learn more about the program and the principal considerations that should be included in a proposal.
Community ReGreening Program bchydro.com/regreening	Regreening grants assist municipalities to plant appropriate trees around the community with an awareness and sensitivity to the proximity of power lines.
Community Giving	
Grants for community groups bchydro.com/grants	Learn about our funding opportunities and how to apply for them.
Scholarships & Endowments bchydro.com/scholarships	We look to build the next generation of engineers, electricians, and many other key roles who will help us deliver clean energy for generations. Learn about our scholarship and endowment opportunities.
Report an outage	
How to report a power outage bchydro.com/outages	During a power outage call BC Hydro at 1 888 POWERON (1 888 769 3766) or *HYDRO (*49376) on your mobile phone.

Get info on energy savings initiatives, our projects, important announcements, outages and more.

 facebook.com/bchydro

 [@bchydro](https://twitter.com/bchydro)

 **BC Hydro**
 Power smart

British Columbia News

Five communities win prestigious Open for Business Awards

<https://news.gov.bc.ca/12165>

Monday, September 26, 2016 11:15 AM

Victoria - The results are in, and five communities across British Columbia have won the Small Business Roundtable's Open for Business Award in recognition of their efforts to support the growth of small businesses, create jobs and drive local economic growth.

The fourth-annual awards ceremony, held during the Union of British Columbia Municipalities annual convention at the Parliament Buildings, saw the Village of Telkwa, City of Victoria, District of Lake Country, the Corporation of Delta and the Nisga'a Lisims Government take home top honours. Each of these communities are first-time Open for Business Award winners, a clear indication that more municipalities, regional districts, and First Nations are adopting small business-friendly policies and finding innovative ways to foster entrepreneurship each year.

Twenty-one communities from around the province applied for the awards this year. Each submission was adjudicated according to the small-business-friendly themes identified in Open for Business Awards: Best Practices Guide, but the Small Business Roundtable found the following initiatives particularly innovative in their approach to supporting the success of small businesses:

- Telkwa made major investments to revitalize Hankin Corner as a commercial focal point through restoration and development;

(flickr.com)

- Victoria created a 'Business Hub' at city hall that streamlines business development, connects entrepreneurs and provides advice for businesses;

(flickr.com)

- Lake Country has dedicated resources to take the pulse of their city's business community through innovative analytics gathered from business walks and site visits;

(flickr.com)

- Delta's inter-municipal work was recognized as being incredibly well thought-out, having 16 distinct communities within its borders; and

(flickr.com)

- Nisga'a Lisims Government implemented a rigorous planning cycle that includes a yearly community marketing plan and a bi-annual assembly for small businesses to give direct feedback to the Nisga'a Lisims Government.

Quotes:

Coralee Oakes, Minister of Small Business and Red Tape Reduction and chair of the B.C. Small Business Roundtable –

"The Open for Business Awards are an important way to honour communities across our province that are invested in helping local small businesses grow. Congratulations to Telkwa, Victoria, Lake Country, Delta, Nisga'a Lisims and all of the communities who submitted applications this year for all their hard work and collaboration as we continue working towards our goal of making British Columbia the most small business-friendly jurisdiction in North America."

Peter Fassbender, Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink –

"Small businesses are integral to British Columbia and they are the economic lifeblood of communities across the province. When local governments make it easier for small businesses to succeed, they're helping to spur local economic growth, drive social innovation and contribute to the strength of their communities. Congratulations to all of the finalists and thank you to all applicants in this year's competition!"

Al Richmond, president of Union of British Columbia Municipalities and Open for Business Awards adjudicator –

"Congratulations to the 2016 Open for Business Awards winners and all the submitters from this year. The Open for Business Awards highlight local governments that are leaders in supporting entrepreneurs and encouraging investment and economic growth. We recognize the importance of small businesses and encourage B.C.'s local governments to create policies and partnerships that encourage investment so all our communities can thrive."

Sue Adams, managing partner of Pemberton Valley Supermarket Ltd. and member of the B.C. Small Business Roundtable –

"Congratulations to the 2016 Open for Business Awards winners and to all the communities that submitted entries this year. The

economic growth. The awards recognize the importance of small businesses and encourage B.C.'s local governments to create policies and partnerships that remove barriers and red tape and promote investment so all our communities can thrive."

Quick Facts:

- Small businesses make up 98% of all business in B.C. and employ over one million people.
- Small businesses provide 55% of all private-sector jobs in British Columbia, the second highest rate in the country.
- There were approximately 388,500 small businesses operating in B.C. in 2015 – 313,500 have fewer than five employees.
- British Columbia ranks first in Canada for the number of small businesses per capita, with 83 businesses per 1,000 people (avG is 70.3).
- The Open for Business Awards Started in 2013 as a way of recognizing local policies, projects and programs that support small business.
- The Open for Business Awards: Best Practices Guide was released in 2015 and highlights small business friendly initiatives implemented by communities that are in the spirit of the BC Small Business Accord.
- Open for Business Awards Winners are chosen by an adjudication committee made up of members of the roundtable, along with other important small business stakeholders and selected according to the following criteria:
 - Business-friendly initiatives in the community;
 - Activities to reduce red tape;
 - Understanding the needs of the small business sector;
 - Reducing costs for small business;
 - Tracking and measurement activities for small business; and
 - Efforts to attract, develop and retain entrepreneurial talent within communities.

Learn More:

- Open for Business Awards Best Practices Guide: [https://www.smallbusinessroundtable.ca/sm_busi_roundtable/media/images/Open for Business Best Practices Guide 2015.pdf](https://www.smallbusinessroundtable.ca/sm_busi_roundtable/media/images/Open%20for%20Business%20Best%20Practices%20Guide%202015.pdf)
- B.C.'s Small Business Roundtable: <https://www.smallbusinessroundtable.ca>
- Small business accord: <http://www2.gov.bc.ca/gov/content/employment-business/business/small-business/bc-small-business-accord>
- Regulatory reform page: <http://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/regulatory-reform>
- Have an idea to cut red tape? submit it here: <https://forms.gov.bc.ca/help-reduce-red-tape/>

A backgrounder follows.

Media Contacts

Media Relations

Ministry of Small Business and Red Tape Reduction
778 678-1572

Backgrounders

Open for Business Awards 2016 applicants

The B.C. Small Business Roundtable would like to give an honourable mention to all communities that submitted for an award. The BC Small Business Roundtable knows that applying for these awards is a big undertaking by municipality staff and is appreciative to all that apply.

- The 2016 applicants were:
 - Cariboo Regional District
 - Quesnel
 - Nisga'a Lisims
 - Telkwa
 - Terrace
 - Delta
 - Langley City
 - Township of Langley
 - Maple Ridge
 - Squamish
 - Surrey
 - Tsawwassen FN
 - Sunshine Coast Regional District
 - Central Okanagan Regional District
 - Lake Country
 - Penticton

- Victoria
 - Campbell River
 - Esquimalt
 - North Cowichan
 - Tofino.
- The 2016 finalists were:
 - Delta
 - Langley City
 - Township of Langley
 - Maple Ridge
 - Squamish
 - Nisga'a Lisims
 - Telkwa
 - Surrey
 - Central Okanagan Regional District
 - Lake Country
 - Victoria
- Small businesses interested in applying for the 2017 Open for Business Awards should look for the applications on the Small Business Roundtable's website in early summer of 2017, or follow the Small Business Roundtable on twitter:
[@SBRoundtableBC](#)

Creston News Room

Posted on: September 26, 2016

Creston Town Councillor Joe Snopek Passes at Age 75

It is
with
great



sadness that we advise of the passing of Creston Town Councillor Joe Snopek. Our sincerest sympathy is extended to Councillor Snopek's family at this difficult time.

The following article is written by Lorne Eckersley from the Creston Valley Advance.

Creston Town Councillor Joe Snopek died early Thursday morning in Kelowna General Hospital after suffering a massive heart attack.

Snopek, 75, attended Town Council meetings, where he conducted a public hearing, on Tuesday and was preparing to attend the Union of BC Municipalities conference in Victoria next week. He went to the emergency room at Creston Valley Hospital on Thursday morning and was transported to Kelowna via air ambulance in the afternoon.

Tools

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Categories

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- [Creston News Room](#)
- [Mayor's Communiqué](#)

Snopek will be remembered for his 14 years of service on Creston Town Council, 6 as mayor, and for many years of running his own auction business. He is a lifetime member of the Association of Kootenay and Boundary Local Governments and, in 2008 he was the 1st Vice-President of the Union of BC Municipalities.

"I am in Victoria to attend our annual UBCM Conference and Joe was to be part of our group meetings with the Premier and other cabinet ministers," Mayor Ron Toyota said on Friday morning. "We all attended our Council meeting this Tuesday, never imagining that we would be going through this sad situation today. This is a sad loss for our community."

Among Snopek's many community involvements, he was president of the Handy Capable Housing Society, President of the Creston Restorative Justice Committee, President of the Creston Valley Fall Fair Association, and President of the Creston-Kaminoho (Japan) Friendship Society. He was also a director of Creston Community Forest Corporation.

As mayor, Snopek helped spearhead, along with RDCK directors John Kettle, Tom Mann and Verna Mayers-McKenzie, a physician recruitment program, a successful approach that has been emulated in many other communities.

He had a great love of woodworking, and was a woodcarver of note—his carvings won many ribbons at the Fall Fair over the years.

Snopek's wife of 53 years, Karen, died in January, 2015.

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From: FCM Communiqué <communiqué@fcm.ca>
Sent: October 3, 2016 10:23 AM
To: inquiries
Subject: FCM Voice - Week of September 26, 2016

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OCT 03 2016
 REGIONAL DISTRICT OF
 BULKLEY NECHAKO

FCM NEWS | October 3, 2016

f in  

Voice

Canada's Voice of
 Municipal Government



New guide to support reconciliation with Indigenous peoples

Like all Canadians, municipal leaders were moved by the Truth and Reconciliation Commission (TRC). Reconciliation with Indigenous communities is an immense, national undertaking — one that we must all take part in together. That's why FCM is releasing a new guide that highlights some of the many ways municipal leaders are responding to the TRC's historic Calls to Action. The guide leverages the work of the BCMC Working Group on Partnership and Reconciliation.

Pathways to Reconciliation outlines how cities and communities are working to forge a new path with Indigenous people, based on empathy, respect and an honest understanding of history. As municipal leaders, we have an important role to play in the process of reconciliation. Only through true partnership — government to government, people to people — can we reach our shared potential and build a better future for all.

IN THIS ISSUE

- Mayors call for national leadership to tackle housing
- Funding resources to foster collaboration between First Nations and municipalities
- Message from FCM Corporate Sponsor: Public Safety Canada
- New climate change and asset management programs
- Once-radical sustainability ideas go mainstream

■ **Mayors call for national leadership to tackle housing**

Members of FCM's Big City Mayors' Caucus (BCMC) presented the federal minister responsible for housing with [principles for the National Housing Strategy](#) at last Friday's Toronto Housing Summit.

Hosted by Toronto Mayor John Tory, the summit put the spotlight on 1.5 million Canadians now living in need of safe and affordable housing.

Mayors called for significant, dedicated funding for housing solutions from its promised Phase 2 of the Social Infrastructure Fund. Phase 2 of the federal long-term infrastructure plan is an historic opportunity to secure urgently needed investment to tackle the housing crisis.

Last week's meeting created high profile for FCM's priorities for Phase 2 and the National Housing Strategy (NHS). The consultations on the NHS close October 21. FCM's submission to the NHS is in its final stages of completion. It outlines key principles on housing, and emphasizes the need for flexibility to suit local realities. Read [media](#) and [social media highlights](#) from the BCMC participation at the Toronto Housing Summit.

■ **New climate change and asset management programs**

We will soon introduce two programs that provide funding and training opportunities for Canadian municipalities, funded by the Government of Canada and administered by FCM.

The five-year, \$75-million climate change adaptation and mitigation program will help municipalities make low carbon and climate resilient infrastructure investments. The five-year, \$50-million asset management program will help municipalities make informed infrastructure investments.

Share this information with your municipal staff and encourage them to [subscribe to our email newsletter](#) for program updates.

Funding resources to foster collaboration between First Nations and municipalities

FCM's Community Economic Development Initiative has identified all of the provincial and federal economic development funding sources available to First Nations and municipalities across the country. Take a look at this [comprehensive resource](#) if your community is looking for economic development tools.

Once-radical sustainability ideas go mainstream

Many of today's innovative best practices in sustainability seemed radical just 10 years ago. In a series of six articles, we explore inspiring projects and sustainability solutions being implemented in municipalities across Canada.

Our second article, on the City of Saint-Hyacinthe, QC, showcases a progressive solution to managing municipal waste. This city turns organic waste into biogas to run city vehicles and heat and cool homes. [Read the article.](#)

Is Your Community at Risk for Flooding?

The **National Disaster Mitigation Program (NDMP)** was created to address rising flood risks and costs. It funds risk assessments, flood mapping, and mitigation projects. Communities and municipalities should contact their appropriate provincial/territorial government contact to discuss the NDMP application process. For 2017-2018 funding, apply by **October 31, 2016**. For more information: [Public Safety Canada](#).



FCM Tweets

#CDNmuni leaders join in the process of reconciliation with indigenous communities & commemorate #OrangeShirtDay.
<http://bit.ly/2djxRkA>

On #OrangeShirtDay, FCM's Big City Mayors' Caucus releases Pathways to Reconciliation:
<http://bit.ly/2dxvFER>
#CDNmuni

Is your #FN or #CDNmuni looking for economic dev. funding? Check out this comprehensive list @FNMuniCEDI compiled:
<http://bit.ly/2biHVc7>

Nominate your Community Leaders

Cities and communities across Canada are invited to be part of a nation-wide network of municipal leaders for the 150th anniversary of Confederation. Find out how to nominate your Community Leader today!

263

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OCT 11 2016

From: FCM Communiqué <communiqué@fcm.ca>
Sent: October 6, 2016 1:54 PM
To: inquiries
Subject: Final Reminder: Upcoming Information Sharing Deadline under Transport Canada's Grade Crossing Regulations

October 6, 2016

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FCM

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DE CANADIENNES
MUNICIPALITÉS

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Final Reminder: Upcoming Information Sharing Deadline under Transport Canada's Grade Crossing Regulations

In November 2014, Transport Canada published new *Grade Crossing Regulations* for safety management of federally-regulated grade crossings.

Municipal road authorities are strongly encouraged to become acquainted with their obligations under the new regulations, including a November 28, 2016 deadline related to information sharing for existing crossings.

Background:

The *Grade Crossing Regulations* define roles and responsibilities for both municipalities and railways, and establish enforceable safety standards for new and existing federally-regulated grade crossings. The introduction of the grade crossings regulations has been a long-standing recommendation of the Transportation Safety Board of Canada.

While the *Grade Crossing Regulations* came into force immediately, and apply in full to new or modified grade crossings, municipalities and railways have **until November 28, 2016** to share critical safety information regarding existing crossings, and **until November 28, 2021** to ensure existing crossings

meet basic safety requirements. More details on the November 2016 deadline are included at the end of this letter.

Municipalities are encouraged to review Transport Canada's website on the grade crossing regulations to better understand how these regulations may impact existing and proposed grade crossings in your community. Since the Grade Crossing Regulations came into force in December 2014, Transport Canada has also provided more detailed guidance on several implementation issues, including an at-a-glance summary of the regulations, procedures for eliminating train whistling at public grade crossings, and a guide for determining minimum sightlines at grade crossings.

Funding for Grade Crossing Upgrades:

While FCM supports the intent of these regulations, our position remains that additional federal funding will be needed to assist municipalities with upgrading existing crossings. **To support FCM's advocacy in this area, we are inviting FCM members to submit detailed cost-estimates for grade crossing improvements in their communities. If your municipality is interested in participating, or for any questions regarding the regulations, please contact Marc LeBlanc, Policy Advisor, at 613-907-6368.**

Should you have any questions, please contact Transport Canada at railsafety@tc.gc.ca.

Read Information sharing requirements for municipalities for more information.

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From: FCM Communiqué <communiqué@fcm.ca>
Sent: October 11, 2016 12:08 PM
To: inquiries
Subject: Haiti Emergency Fund

OCT 11 2016
 REGIONAL DISTRICT OF
 BULKLEY NECHAKO

October 11, 2016

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FEDERATION
OF CANADIAN
MUNICIPALITIESFÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

FCM seeks members' help for our Haitian partner municipalities severely damaged by Hurricane Matthew

Since 2011, with funding from the Government of Canada and in cooperation with the City of Montréal and the Union des municipalités du Québec, FCM has partnered with the Haitian municipalities of Grand-Goâve, Petit-Goâve, Gressier and Léogane. The four municipalities were hit hard by the hurricane and hundreds of homes have been destroyed, crops lost and roads severely damaged.

FCM and its staff in Haiti are already helping our municipal partners deal with the challenges of rebuilding. With FCM's support, each of the four municipalities is compiling a more complete report of damage and aid priorities.

Municipalities throughout Canada are invited to contribute to the Haiti Emergency Fund. The Fund will help rebuild culverts, bridges and public markets; strengthen protective dikes; clean out surface runoff canals; and replace roofing on public and community buildings.

Please send your donation by cheque payable to *FCM – Haiti Fund* directly to FCM at 24 Clarence Street, Ottawa, K1N 5P3. Municipalities that make a donation will receive a detailed report on how the funds were used.

Thank you in advance for your generous help for our municipal partners and friends in Haiti.



Minutes of the Meeting of the North West Regional Hospital District held Friday, August 12, 2016 in the Regional District of Kitimat-Stikine Board Room, located at 300-4545 Lazelle Avenue, Terrace, B.C., at 1:25 p.m.

Members Present:

Chair Nyce presided

Rob Newell (Attended Electronically)	Bulkley-Nechako Regional District	Electoral Area G
Brad Layton	Bulkley-Nechako Regional District	Village of Telkwa
Shane Brienen	Bulkley-Nechako Regional District	District of Houston
Harry Nyce	Kitimat-Stikine Regional District	Electoral Area A
Linda Pierre	Kitimat-Stikine Regional District	Electoral Area B
Jessica McCallum-Miller	Kitimat-Stikine Regional District	Electoral Area C
Dave Brocklebank	Kitimat-Stikine Regional District	Electoral Area D
Ted Ramsey	Kitimat-Stikine Regional District	Electoral Area E
Tina Etzerza	Kitimat-Stikine Regional District	Electoral Area F
Alice Maitland	Kitimat-Stikine Regional District	Village of Hazelton
Gail Lowry	Kitimat-Stikine Regional District	District of New Hazelton
Mary Murphy	Kitimat-Stikine Regional District	District of Kitimat
Stacey Tyers	Kitimat-Stikine Regional District	City of Terrace
James Cordeiro	Kitimat-Stikine Regional District	City of Terrace
Galina Durant	Kitimat-Stikine Regional District	District of Stewart
Eva Clayton	Kitimat-Stikine Regional District	Nisga'a Nation
Des Nobels	Skeena-Queen Charlotte R.D.	Electoral Area A
Karl Bergman	Skeena-Queen Charlotte R.D.	Electoral Area C
Michael Racz	Skeena-Queen Charlotte R.D.	Electoral Area D
Bill Beldessi	Skeena-Queen Charlotte R.D.	Electoral Area E
Ian Gould	Skeena-Queen Charlotte R.D.	Village of Port Clements
Barry Cunningham	Skeena-Queen Charlotte R.D.	City of Prince Rupert
Barry Pages	Skeena-Queen Charlotte R.D.	Village of Masset
Greg Martin	Skeena-Queen Charlotte R.D.	Village of Queen Charlotte

Others Present:

Michael Hofer (Attended Electronically)	Northern Health	Regional Director, Capital Planning and Support Services
Cheryl Stephens	Nisga'a Lisims Government	Executive Director
Micah Clark		Legal Counsel for Nisga'a Lisims Government

Staff Present:

Yvonne Koerner	Executive Director
Megan Glover	Recording Secretary

Members Absent with Apologies:

Mark Fisher	Bulkley-Nechako Regional District	Electoral Area A
Taylor Bachrach	Bulkley-Nechako Regional District	Town of Smithers
Nelson Kinney	Skeena-Queen Charlotte R.D.	City of Prince Rupert
Dave MacDonald	Skeena-Queen Charlotte R.D.	District of Port Edward

Chair Nyce called the meeting to order at 1:25 p.m.

Debrief of the 11:00 a.m. Mills Memorial Hospital Tour.

R062-2016 MOVED by Director Murphy/Director Beldessi to Draft a Press Release for Media with the History of Work Done and Underway for Replacement of Mills Memorial Hospital.

Carried.

R063-2016 MOVED by Director Ramsey/Director Beldessi to adopt the Supplementary Agenda.

Carried.

Chair Nyce Called for Introductions.

MINUTES:

Presented were the Minutes of the May 27, 2016 Meeting of the North West Regional Hospital District.

R064-2016 MOVED by Director Pages/Director Tyers to adopt the Minutes of the May 27, 2016 Meeting of the North West Regional Hospital District.

Carried.

CORRESPONDENCE:

R065-2016 MOVED by Director Cunningham/Director Ramsey to receive the Letter from the Honorable Terry Lake, Minister of Health, dated May 16, 2016, re: Thank You for your Letter of March 30, 2016.

Carried.

R066-2016 MOVED by Director Gould/Director Ramsey to receive the Letter from Cathy Ulrich, President and Chief Executive Officer, Northern Health, dated June 6, 2016, re: NCLGA Convention, Dawson Creek, May 5, 2016.

Carried.

R067-2016 MOVED by Director Layton/Director Ramsey to receive the Letter from Charles J. Cornfield, Chair, Comox Strathcona Regional Hospital District, dated June 28, 2016, re: Hospital District Act – Cost Sharing Authority.

Carried.

R068-2016 MOVED by Director Cunningham/Director Murphy to receive the Memo from Cathy Ulrich, President and Chief Executive Officer, Northern Health, dated July 8, 2016, re: Chief Operating Officer, Northern Interior.

Carried.

- R069-2016 MOVED by Director Ramsey/Director Etzerza to receive the Letter from Jennifer Rice, MLA, Official Opposition Spokesperson for Northern and Rural Health, dated July 11, 2016, re: A Trauma Centre for the North.
Carried.
- R070-2016 MOVED by Director Cunningham/Director Murphy to receive the Letter from Memo from Tim Wong, UBCM Meeting Request Coordinator, dated July 28, 2016, re: Provincial Cabinet Minister Meeting – Pending.
Carried.
- R071-2016 MOVED by Director Layton/Director Clayton to receive the Letter from Leonard Krog, MLA (Nanaimo), dated August 2, 2016, re: Thank You Very Much for Your Letter of June 15th.
Carried.
- R072-2016 MOVED by Director Brienen/Director Tyers to receive the Letter from Wendy Brooks, Tom Spiller, & Richard Fish, Dodge Cove Improvement Trustees, dated August 8, 2016, re: Concern for Health in the Dodge Cove Improvement District due to Proposed LNG.
Carried.

REPORTS:

- R073-2016 MOVED by Director Pages/Director Beldessi to receive the Report from Administration, dated May 27, 2016, re: North West Regional Hospital District: Directors' Report with Follow Up Action List.
Carried.
- R074-2016 MOVED by Director Ramsey/Director Nobles to receive the Report from Administration, dated June 22, 2016, re: North West Regional Hospital District: Directors Report – Rio Tinto Workshop.
Carried.
- R075-2016 MOVED by Director Ramsey/Director Tyers to receive the Draft Report from Administration, re: UBCM 2016.
Carried.
- R076-2016 MOVED by Director Brocklebank/Director Layton that the UBCM Package Will Focus on the Need for a New Mills Memorial. Discussion related to the Funding Formula will be Saved for a Later Date.
- R077-2016 MOVED by Director Beldessi/Director Layton to Update the UBCM Package with Information received in today's Mills Memorial Tour and Circulate at UBCM.
Carried.

IN-CAMERA:

- R078-2016 MOVED by Director Pages/Director Gould to move In-Camera.
The meeting moved in-camera at 2:05 p.m.
The meeting resumed at 2:15 p.m.

REPORTS:

- R079-2016 MOVED by Director Pages/Director Tyers to receive the Report from Administration, dated July 29, 2016, re: NWRHD and Nisga'a Lisims Government Draft Memorandum of Understanding,

be received and authorise the signing of the Memorandum of Understanding between the North West Regional Hospital District and the Nisga'a Lisims Government as presented.

Carried.

- R080-2016 MOVED by Director Layton/Director Tyers that the NWRHD call a Special Meeting October 21, 2016 for the Purpose of Signing the Memorandum of Understanding.

Carried.

A special meeting of the North West Regional Hospital District to be held on October 21, 2016.

Cheryl Stephens and Micah Clark left the meeting at 2:18 p.m.

- R081-2016 MOVED by Director Pages/Director Tyers to receive the Report from the Ministry of Health, dated February 2015, re: Rural Health Services in BC: A Policy Framework to Provide a System of Quality Care – Executive Summary.

Carried.

- R082-2016 MOVED by Director Pages/Director Gould to receive the Report from the Ministry of Health, dated 2015, re: Rural Health Services in BC: A Policy Framework to Provide a System of Quality Care – Cross-Sector Policy Discussion Paper, 2015.

Carried.

NEW BUSINESS:

- R083-2016 MOVED by Director Layton/Director Beldessi that the next regular meeting be held November 25, 2016.

Next regular meeting of the North West Regional Hospital District to be held November 25, 2016.

Mike Hoefer joined the meeting at 2:18 p.m.

- R084-2016 MOVED by Director Pierre/Director Tyers to receive and discuss the Article from Simon Fraser University, re: Discovery, Insidious Influence - Brought Forward by Director Linda Pierre.

Carried.

INFORMATION:

- R085-2016 MOVED by Director Pages/Director Beldessi to receive: 1.) Backgrounder from Northern Health, dated May 26, 2016, re: Northern Health Moves toward Person and Family Centred Approach to Health Care, 2.) Issue Note – Draft from Northern Health, dated May 31, 2016, re: Updated Queen Charlotte/Haida Gwaii Hospital – Roof Cladding and Construction, 3.) News Release from BC Cancer Agency dated June 1, 2016, re: BC Cancer Agency's New Digital Mammography Vehicle Begins Summer Tour for Women in Northern BC, 4.) News Release from Northern Health, dated June 2, 2016, re: New Funding Available to Address HIV and Hepatitis C in Northern BC, 5.) Letter to the Honorable Suzanne Anton, Minister of Justice, dated June 10, 2016, re: Impact of Coroner Act Changes, 6.) Letter to the Honorable Christy Clark, Premier, dated June 10, 2016, re: Changes to Telepharmacy Requirements, 7.) Letter to the College of Pharmacists of British Columbia, dated June 13, 2016, re: Changes to Telepharmacy Requirements, 8.) Letter to Cathy Ulrich, President and Chief Executive Officer, Northern Health, dated June 13, 2016, re: Changes to Telepharmacy Requirements, 9.) Letter to the Honorable Terry Lake, Minister of Health, dated June 16, 2016, re: Changes to Telepharmacy Requirements, 10.) Letter to Alain Bouchard, Manager – Health, Safety & Environment, BC Operations, Rio Tinto Kitimat Smelter, dated June 15, 2016, re: Emissions in the Terrace-Kitimat Valley, 11.) Letter to all BC MLA's, dated June 15, 2016, re: A Trauma Centre for the North, 12.) Media Bulletin from Northern Health, dated June 16,

re: Update on Queen Charlotte/Haida Gwaii Construction, 13.) News release from Northern Health, dated June 15, 2016, re: Haida Gwaii Hospital and Health Centre – Xaayda Gwaay Ngaaysdli Naay Selected as Name for the New Facility in the Village of Queen Charlotte, 14.) News Release, dated June 20, 2016, re: Northern Health Board Recognises United Church of Canada's 115 Years of Service to the Hazeltons, 15.) Media Bulletin from Northern Health, dated July 11, 2016, re: Dr. Geoff Appleton Retires as Northwest Medical Director – Dr. Jaco Fourie Set to take on the Role, 16.) News Release from Northern Health, dated July 25, 2016, re: Northern BC Residents Have Access to Two Additional Ultrasound Technologists Thanks to Innovative Program, and 17.) Media Bulletin from Northern Health, dated July 26, 2016, re: Northern Health Connections Annual Summer Maintenance Modified Schedule for the Month of August.

Carried.

CORRESPONDENCE:

R086-2016 MOVED by Director Layton/Director Gould to receive the Letter from Deb Taylor, Regional Manager, Capital Accounting, Northern Health, dated May 25, 2016, re: MRI Services Update.

Carried.

R087-2016 MOVED by Director Gould/Director Nobles to receive and discuss the Letter from Deb Taylor, Regional Manager, Capital Accounting, Northern Health, dated August 9, 2016, re: Funding Request – MRI Unit.

Carried.

R088-2016 MOVED by Director Tyers/Director Racz to prepare a Capital Expenditure Bylaw.

Carried.

IN-CAMERA:

R089-2016 MOVED by Director Beldessi/Director Cunningham to move in-camera.

The meeting moved in-camera at 2:30 p.m.

ADJOURNMENT:

The meeting resumed at 2:37 p.m.

Chair Nyce adjourned the meeting at 2:37 p.m.

DULY APPROVED

CERTIFIED CORRECT:

Chair

Executive Director



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NEWS RELEASE

OCT 03 2016

REGIONAL DIRECTOR OF
BULKLEY NECHAKO

New digital mammography machine for G.R. Baker Memorial Hospital

For immediate release: October 2, 2016

Cariboo North MLA Coralee Oakes joined representatives from Northern Health, the BC Cancer Agency (BCCA), Integris Credit Union and representatives of the Quesnel Women's Fall Challenge today to announce funding for a new digital mammography machine at G.R. Baker Memorial Hospital in Quesnel.

"B.C. is a national leader when it comes to breast cancer survival outcomes," says Coralee Oakes, MLA for Cariboo North. "We know that early detection is a key to this success and today, we are here to celebrate a new digital mammography machine at G.R. Baker Memorial Hospital, which will help improve access to screening for women in this region."

The purchase of this machine and enhancements was made possible thanks to the Province of B.C. and the funds raised in the community by the Quesnel Women's Fall Challenge and Integris Credit Union. The new machine and enhancements to screening are planned to be available for use by mid-January 2017 at G.R. Baker Memorial Hospital in Quesnel.

"The Women's Fall Challenge began with a small group of ladies who loved their walk along the lake. In 1994, the first formal event attracted nearly 100 participants and that number has swelled since the first event," says Liz-Anne Eyford, Quesnel Women's Fall Challenge. "Most years since we have averaged 400 to 500 ladies who want their donated dollars to stay in the community and work towards a goal that would benefit many."

Thanks to this investment, residents in the region will have improved access to better mammography services with options closer to home. Today's funding announcement includes:

- \$1,022,687 in funding provided by the Province of B.C. for a digital mammography machine.
- Enhancements supported by funding partners:
 - Ultrasound Machine: \$181,000 – Integris Support Your Girls
 - Tomosynthesis: \$178,163 – Quesnel Women's Fall Challenge
 - Picture Archive Communications System (PACS): \$28,000 – Quesnel Women's Fall Challenge

"Team Integris followed the lead of the Women's Fall Challenge. We've all been impacted by breast cancer and were so inspired by the goals of the Fall Challenge that we created the Integris Support Your Girls night. Now, after 6 years and over \$181,000 raised, we have many to thank," says Sheri Coles, branch manager of Integris in Quesnel. "Now we not only have the machine, but the enhancements to make G.R. Baker Memorial Hospital a leader in breast cancer services."

The new mammography unit is the latest on the market, using direct digital technology to provide both screening exams and diagnostic breast x-ray exams. This delivers quick image acquisition and less discomfort for the patient, allowing for a better overall patient experience.

“The BC Cancer Agency is excited that women in Quesnel will now have the latest state-of-the-art equipment available to them for their breast cancer screening. Screening saves lives and we hope even more women will now take advantage of this important free service,” says Janette Sam, operations director, BC Cancer Agency Screening Mammography Program.

Improving access to cancer screening in rural communities reflects the focus on supporting the health of British Columbians no matter where in the province they live.

Contacts:

- **NH media Line 250-961-7724**
- Funding partner contacts can be provided – please contact the media line above.



NEWS RELEASE

For Immediate Release

October 5, 2016

Northern Health one step closer to Magnetic Resonance Imaging (MRI) services in Terrace and Fort St John

The expansion of access to magnetic resonance imaging (MRI) in northern B.C. will grow significantly as the Request for Proposals (RFP) process has been completed and the tender awarded for three new MRIs as part of the Northern Health 10-year medical imaging strategy. Siemens has been awarded the tender and will be meeting with NH officials to develop the plan for installation and commissioning.

"We support Northern Health's commitment to bringing the best care closer to people's homes," said Health Minister Terry Lake. "Our government has made a commitment to help deliver this service for residents, and the successful completion of the RFP for the new MRIs will allow us to better serve the people of northern B.C."

The expansion of services began with a concept that was built on mobile MRI, but through the tender processes, and with a commitment from the Regional Hospital Districts (RHDs) and the Ministry of Health, ended with permanent machines. Mills Memorial Hospital in Terrace, B.C. and the Fort St. John Hospital and Health Centre in Fort St. John, B.C. will receive new MRIs, and University Hospital of Northern BC will replace their current MRI (the oldest in BC).

"We know that with our large region there is travel required for various procedures and tests, and being able to offer MRIs to people in the northwest and northeast we can reduce some of the travel burden," said Cathy Ulrich, Northern Health's chief executive officer and president. "The 10-year strategy for medical imaging will evolve over time as technology changes and this is a first step in enhanced medical imaging opportunities in our communities."

The total capital cost for all three MRIs and installation is \$8.3 million. Funding support for the MRIs is being provided by the Province of B.C, three Regional Hospital Districts (Fraser Fort George RHD, Peace River RHD, Northwest RHD), Northern Health and local foundations who choose to join the partnership.

“We are pleased with the addition of any new medical equipment that will improve access to service and reduce travel time for residents within the regional district” said Don McPherson, Chair of the Peace River Regional Hospital District.

“This investment will make it easier for people who require care to get that care close to home, and we are pleased to be part of it,” said Harry Nyce, Chair of the Northwest Regional Hospital District.

An MRI is a valuable exam for medical professionals that use a magnetic field and pulses of radio wave energy to make pictures of organs and structures inside the body. Muscles, ligaments, cartilage, and other joint structures are often best seen with an MRI. In many cases MRI gives information about structures in the body that cannot be seen as well with an X-ray, ultrasound, or CT scan. Northern Health performs approximately 5,500 MRI scans each year. With increased clinical utilization for MRI scans, this regional strategy will equip the north for the growing demand of services through a closer to home model.

“The Fraser-Fort George Regional Hospital District is extremely proud of the role it plays in providing funding for important medical equipment for our region. The addition of a new MRI will go a long way to enhancing health services to residents in our region,” says Murry Krause, Chair of the Fraser-Fort George Regional Hospital District.

The purchase of three MRI’s is the first part of an overall medical imaging strategy to help improve access to medical imaging technology in northern B.C., and some of the equipment continues to be supported through regional health care and hospital foundations. The 10-year plan will address access to MRI, Ultrasound imaging and other modalities, and includes the implementation of the Provincial Breast Health Strategy.

“We’re pleased to work with Northern Health, the Province of B.C., and with other foundations on the 10-year medical imaging strategy,” said Judy Neiser, CEO of the Spirit of the North Healthcare Foundation. “Providing support will allow us to help residents across the region with access to services.”

For further information on medical imaging in northern B.C. visit northernhealth.ca or healthlinkbc.ca.

Media Contact:

NH Media Line: 250-961-7724



REGIONAL DISTRICT
of Fraser-Fort George

September 27, 2016

**MEDIA
RELEASE**

Regional District wants you to understand why *Your Landfill Matters*

'Your Landfill Matters' - that's the title of a new public education campaign launched by the Regional District of Fraser-Fort George.

Through an online video campaign, the Regional District takes the public behind the scenes for a close up look at operations at the Foothills Boulevard Regional Landfill. The Foothills Boulevard Regional Landfill receives about 96% of the municipal solid waste generated within the region so managing that waste is a complex operation.

"It's the one service the Regional District provides that impacts the largest amount of people in the region on a regular basis, yet because of the complexity involved, it's also one of the most misunderstood," says Rachael Ryder, Waste Diversion Program Leader. "So we wanted to do something to help people understand what happens at the landfill."

The campaign will feature a number of short videos each with a different focus of landfill operations. The videos will be posted to YouTube, Facebook and available on the RDFFG website.

The first video to launch the campaign is called 'A Day at the Landfill' and it shows the viewer the many things that happen at the landfill on a daily basis. Other videos in the series will be released over the next few months and will touch on composting, the landfill gas capture system and the landfill entrance relocation project.

To view the videos, search for the Regional District of Fraser-Fort George on YouTube or Facebook, or go to the Regional District website at www.rdffg.bc.ca

Media contact:

Rachael Ryder
Waste Diversion Program Leader
250-960-4481

**Your
Landfill
Matters**

276

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AKBLG Representative

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LMLGA Representative

Councillor Corisa Bell
City of Maple Ridge
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Community to Community Forum Intake

Sept. 21, 2016

A fall intake of the 2016/17 Regional Community to Community (C2C) Forum program has been confirmed. Applications from B.C. First Nations and local governments are welcome until October 28, 2016.

The goal of a Regional C2C Forum is increased understanding and improved overall relations between First Nations and local governments. Forum events are intended to provide a time and place for dialogue between elected officials of neighbouring communities to build on opportunities and resolve issues of common responsibility, interest or concern.

Since 1999, the program has supported more than 550 C2C Forum events in communities across the province. Funding is provided by the provincial and federal governments and administered by UBCM.

Forum events under this intake must take place between October 29, 2016 and by March 31, 2017. The Fall 2016/17 Program and Application Guide and Application Form are now available.

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National Disaster Mitigation Program Funding

Sept. 21, 2016

The National Disaster Mitigation Program (NDMP) is currently accepting proposals from local governments to manage flood risks and associated costs. Interested parties have until 4:00 p.m. on October 7, 2016 to submit a proposal and supporting documentation to Emergency Management BC.

The NDMP includes four project streams:

- Risk Assessments
- Flood Mapping
- Mitigation Planning
- Investments in Non-Structural and Small-Scale Structural Mitigation Projects

Prior to submitting a project proposal, it is suggested that local governments review the components of the NDMP, including program guidelines, to determine if they are eligible for funding and the documentation required for proposals in each project stream. Completed proposals and supporting documentation may be submitted to NDMP.

While provinces and territories are the eligible recipients of this federal support, they are also able to redistribute funding to other entities, including local governments. In British Columbia, Emergency Management BC is tasked with administering NDMP funding received from Public Safety Canada.

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2016 UBCM Community Excellence Awards Winners

Sept. 29, 2016

The Union of British Columbia Municipalities presented its 2016 Community Excellence Awards this morning at the UBCM's 113th annual Convention in Victoria.

The awards recognize communities that have demonstrated exemplary leadership through policies, decision-making or actions that have made a difference for their residents.

Award categories include:

- Staff-led initiatives that go above and beyond the call of duty and demonstrate what it truly means to be a 'public servant'
- Setting the bar for enhancing citizen awareness of local government through social media and other forms of engagement
- Making responsible decisions that showcase environmental stewardship or developing best agricultural practices.

In all categories, winners offer a path for other municipalities to follow, not only in British Columbia but around the world, making communities more efficient, healthier and ultimately, more livable.

Best Practices, Excellence in Action

Winner: Fraser Valley Regional District, *Fraser Valley Express Implementation Plan*

Winner: City of Richmond, *District Energy Implementation*

Honourable Mention: City of North Vancouver, *City-led Rezoning of Moodyville Neighbourhood*

Best Practices, Organizational Development & Improvements

Winner: Corporation of the Village of Salmo, *Rebuilding the Public Record*

Best Practices, Community Connections

Winner: City of Abbotsford, *Abbotsforward - Official Community Plan Update*

Leadership & Innovations, Green Initiatives

Winner: City of North Vancouver, *Invasive Plant Management Program*

Honourable Mention: City of Fort St. John, *Micro-Hydro and Passive House Projects*

Leadership; & Innovation, Agriculture

Winner: District of North Saanich, *Sandown Redevelopment Project*

Winner: City of Surrey, *The BioPod Initiative*

Partnerships

Winner: Cariboo Regional District, *Cariboo Chilcotin Regional Hospital District's Quesnel Primary Care Clinic*

Honourable Mention: Okanagan-Similkameen Regional District, *South Okanagan-Similkameen Protocol Agreement*

Thank you for our 2016 sponsors: Bull Housser, Urban Systems, Green Communities Committee, Ministry of Agriculture, BC Agriculture Council and Fraser River Industrial Association.

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Responding to Tent Cities

Sept. 26, 2016



Delegates in a session Monday heard how provincial and local government partnership played a critical role in the management of and response to Victoria's now disbanded tent city.

Rich Coleman, Minister of Natural Gas Development and Minister Responsible for Housing and Deputy Premier, described how the Province's rapid rollout of new supportive housing units was facilitated by the City of Victoria's commitment to gaining social license for the facilities.

"We need partners, and we had a good partner in Victoria," said Coleman. "I empathize with local government, because you always

have to deal with people that want housing in someone else's neighbourhood. We can put money on the table, but we need you to find the land and zone it – it can be a challenge."

According to Victoria Mayor Lisa Helps, the City "took the heat" for the Province's purchase of transitional housing next to schools. Helps advised delegates that in order for supportive housing to be accepted by the surrounding neighbourhood, its operating model should take into account the needs of local residents. Helps indicated that one of the unintended outcomes of Victoria's tent city was a much closer working relationship between the City, Victoria Police Department and the Province.

Helps also referenced the need for the federal government to deliver on a fully funded national housing strategy. Federal funding for social housing "dropped off a cliff in the mid-90's", said Helps.

James Yardley, a lawyer with Murdy & McAllister shared some conclusions that can be drawn from the case law on homelessness on public lands. Yardley emphasized that the specific evidence in a case is crucial to determining its outcome. The "threshold question" in any case concerning a homeless encampment on public lands will likely be whether there are sufficient alternatives available to the occupants.

Yardley also noted that while the courts do not seem to be adverse to the notion of temporary tent camps on public lands in instances where there has been a breach under Section 7 of the Charter, they are mindful of impacts of the camps, both on the occupants of the camps and the community at large.

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Province Consulting on Alternative Financial Services

Sept. 26, 2016

On September 21, the Province began a 30-day consultation period with stakeholders regarding alternative financial services. This follows the announcement of a regulatory change that will see the maximum allowable charge for a payday loan reduced to \$17 per every \$100 borrowed, taking effect on January 1, 2017.

In addition to payday loans, alternative financial services include instalment and vehicle title loans; rent-to-own sales; and cheque cashing services. The Province, under the Ministry of Public Safety and Solicitor General, is looking to discuss a number of issues including consumer education/information, community partnerships, additional borrowing regulations, and alternative loan products. Interested parties are requested to provide feedback by responding to a series of questions by October 20, 2016.

Reducing the maximum allowable charge for a payday loan from \$23 to \$17 per \$100 borrowed follows a 2015 UBCM Resolution (B122) that sought to have the maximum allowable charge lowered. B122 also requested that payday lenders be required to offer instalment-based repayment options and that each individual lender be prohibited from offering more than one loan in the same week to the same applicant. UBCM has also examined options for local governments to regulate payday lenders.

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Reconciliation Session: Understanding the Village

Sept. 26, 2016

UBCM delegates journeyed through time and across cultures, imagining themselves as members of a Coast Salish family and village, at a daylong workshop held Monday at the Songhees First Nation.

Led by Cowichan elders and residential school survivors, participants were invited into an honest, open and heartfelt exploration of both the social foundations of pre-colonial First Nations life and the disastrous consequences of European contact.

The workshop's immersive format helped participants gain a deeper, more resonant understanding of the lived history of First Nations over the two centuries, and a chance to take a more active role in healing these relationships.

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Gang Violence in Our Communities

Sept. 26, 2016

A Monday afternoon session drew a large crowd to hear from experts and community leaders on the issue of gang violence and organized criminal activities in BC communities.

Award-winning reporter Kim Bolan who covers organized crime for the Vancouver Sun and through her blog, 'The Real Scoop', facilitated the session.

Ms. Bolan highlighted that gangs have been around for a long time in British Columbia and that no community in BC is immune to gang-related activity. Bolan's presentation covered the history of gangs in BC and the transformation from street gangs to sophisticated high profile criminal organizations in recent years.

Ms. Bolan identified that some of the solutions to reduce future gang-related violence could include a comprehensive BC wide curriculum in the schools, more exit strategies for gang members, and introducing a specialized court system for certain gang related activity.

The panel included Honorable Mike Morris, Minister of Public Safety and Solicitor General; Chief Superintendent Kevin Hackett; Williams Lake Mayor Walter Cobb; and Surrey Councillor Mike Starchuk.

Minister Morris highlighted a number of initiatives to reduce gang violence in the province including October's firearms amnesty, which in the past has seen thousands of firearms and ammunition taken off the streets; and the creation of the Illegal Firearms Taskforce, which will meet later this week to develop draft recommendations to be released in 2017.

Morris also committed to the development of a Gang Exit Pilot Program, which will focus on providing other opportunities for gang members such as employment and other services.

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Local governments key to addressing overdose epidemic

Sept. 27, 2016

The drug-related public health emergency in BC requires local governments to play a key role in a concerted, coordinated prevention and response strategy, delegates learned at this afternoon's plenary session.

The panel of health experts and local government leaders were united in their call for a four-pillar response approach, including increased public engagement, supervised consumption, surveillance, intervention and treatment.

Coordinated emergency response and supportive local government zoning and policies allowing supervised ingestion services, such as Insite in Vancouver, are some of the ways local governments can help. "The merits of harm reduction are not up for debate," according to one presenter.

Dr. Perry Kendall, BC's Public Health Officer, gave a high-level overview of BC's response to the emergency, sharing grim fatality statistics.

Overdose deaths have risen month over month and year over year since 2007. Year-to-date in 2016, the province has seen a 62% increase in fentanyl detected overdose deaths. These deaths represent the tip of the opioid drug use epidemic, with Naloxone now being widely used by community members and first responders to help many people revive.

Health Minister Lake declared the provincial emergency in April, and in July an overdose response joint task force formed, bringing together health care authorities and law enforcement, including local police. The crisis is truly province-wide and, "no health authority in the province is exempt," said Dr. Kendall.

Although we are facing an emergency, overdoses are not a new problem in BC, said Dr. Mark Tyndall of the BC Centre for Disease Control. The upstream social drivers of drug dependency—trauma, stigma, sexual abuse, poverty, homelessness, mental illness, incarceration—haven't changed either, he said.

Many factors are aligning at higher levels to help address the overdose problem, but "none of this matters without community, municipal and local governments supporting action, said Dr. Tyndall. "Without this kind of support and action at your decision-making level, nothing gets done, he said. "This room has the power to make things happen."

Vancouver councillor Kerry Jang and Prince George councillor Murry Krause provided local examples of their communities efforts to get hold of the crisis.

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Growing Resilience in Maple Ridge

Sept. 27, 2016

Representatives from the City of Maple Ridge shared their experience of responding to a homeless camp through the development of the Maple Ridge Resilience Initiative at the Large Urban Forum on Tuesday.

Delegates were presented with the story of the City's response to a homeless camp. Similar to other municipalities, Maple Ridge faced significant public outcry, considerable safety issues within the camp and the complex challenge of working with people with physical health, mental health and addiction issues.

Municipal staff formed four teams to build trust and community partnerships and to form an approach to homelessness that attempted to span both response and prevention. The panel highlighted two foundations of this approach: an immediate focus on safety – for campers, first responders and the public – and the need for consistent, timely information sharing.

By getting to know the individual campers and undertaking a thoughtful, supported approach to decampment, the homeless camp was emptied voluntarily and without the need for an injunction.

Today, nearly a year later, 40 people remain in a temporary shelter and Maple Ridge is navigating the new challenge of establishing a permanent homeless shelter. The Resilience Initiative continues, and the community partnerships that initially formed in response to the camp are looking towards the systemic issues that have contributed to the crisis of chronic homelessness.

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Age-friendly Grant Funding Announced

Sept. 27, 2016

The Province has announced the continuation of funding for the Age-friendly Communities program. The Ministry of Health has committed an additional \$0.5 million in funding to the program and a maximum of 30 grants of up to \$20,000 are now available for 2017 community planning initiatives or community projects.

For additional background on the funding program, please refer to the News Release.

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Perspectives on BC's Housing Market

Sept. 27, 2016

Experts provided startling data on the current state of BC's housing market in the Lower Mainland and other regions across the province at Tuesday's Large Urban Communities Forum.

Panelist Paul Kershaw, Associate Professor at UBC School of Population Health, said that housing is now the primary driver of net wealth for Canadians 50+ as well as the primary source of debt for younger Canadians.

According to Kershaw, younger Canadians have to save longer for a 20% down payment than previous generations. A house that would take five years of saving in 1976 now takes 12-16 years on average today in Canada— and up to 23 years in Vancouver. This increase has made the housing market effectively out of reach for younger British Columbians in Vancouver and other key markets in BC.

Panelist Thomas Davidoff, Associate Professor of Strategy and Business at Sauder Business School suggested that 95% of BC's population are unable to afford a single detached home in the current Vancouver market. Davidoff challenged local government zoning laws which tend to prioritize detached single family homes over higher density types.

However, Davidson acknowledged that the recent 15% tax on foreign buyers and the City of Vancouver's vacancy tax are steps in the right direction to address the increasing market. Davidson also said that more needs to be done, including a shift in focus to increase the tax on property over taxing income.

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Marijuana Dispensaries

Sept. 27, 2016

Delegates heard the steps taken in three B.C. communities to regulate marijuana dispensaries in the Mid-Sized Forum on Tuesday.

Mayor Patricia Heintzman spoke to Squamish's use of zoning and business license bylaws in order to control the proliferation of dispensaries and their location.

The District has zoned pot shops to the periphery of the community in order to keep them off its main commercial street. Zoning restrictions on the neighbourhoods in which dispensaries can be sited also effectively capped their number in the community. Squamish has also set the business license fee for dispensaries at \$5000.00 in order to recoup the costs to the District for additional bylaw enforcement.

Heintzman said that Council's decision to regulate reflects the paradox that prohibition tends to worsen health and social outcomes.

In contrast, the City of Merritt is taking a "wait and see" approach pending changes to federal legislation to legalize marijuana. Federal Health Minister Jane Philpott has indicated that legislation will be introduced during the 2017 spring session. The City effectively shut down the lone dispensary in the community by refusing to issue a business license and ticketing daily. The RCMP eventually charged the owner with trafficking, leading to the closure of the shop.

Nelson Mayor Deb Kozak noted that the City's approach focused amending its zoning bylaw to prohibit pot dispensaries, thus requiring each business to seek a variance in order to set up shop.

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Clark Commits to Provincial Infrastructure Share

Sept. 28, 2016



The Province of British Columbia will be sustaining its commitment to funding a one-third share in the delivery of the new Clean Water and Wastewater Fund. Premier Christy Clark shared this news in her keynote address to delegates on Wednesday. UBCM has been advocating for British Columbia to retain a one-third share in light of reductions in other provinces and territories.

"Securing a 33% funding share from the Province has been one of the top priority items for UBCM's Executive over the past year," said UBCM president Al Richmond. "While we will still need to see what happens in the next phase of the program, this is very good news for local

governments in B.C. I want to thank Premier Clark and Minister Fassbender for understanding the needs of communities."

All local governments throughout the province are eligible to apply for funding. Approved projects will be cost shared 50% by the Government of Canada and 33% by the Province of British Columbia, with the remaining 17% contribution coming from the local government. This agreement will be finalized on Friday, Sept. 30, 2016, prior to the conclusion of the Union of B.C. Municipalities conference in Victoria.

Ms. Clark also announced that the Province is providing \$10 million to support a British Columbia addiction treatment research and training centre and to fund strategies identified under the Joint Task Force on Overdose Prevention. In the face of the province's overdose crisis, among the first tasks of the new centre is to implement a provincial guideline for the treatment of opioid addiction later this fall.

The Premier told delegates that the Province and the BC Government and Service Employees' Union have signed a Memorandum of Agreement to make it easier for seasonal firefighters with the BC Wildfire Service to access health and welfare benefits. The new agreement is aimed at providing benefits to auxiliary firefighters sooner than is currently allowable.

In illustrating the theme of her speech, "Putting British Columbians First," Ms. Clark also touted the benefits of programs like the Single Parent Employment Initiative, which to date has provided funding to over 3,000 British Columbians, 91% of whom are women.

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Richmond Praises Federal, Provincial Partnerships

Sept. 28, 2016

Recent federal and provincial efforts to support local government were acknowledged by UBCM President Al Richmond in his address Wednesday.

Mr. Richmond referenced the Government of Canada's consultation processes for housing and infrastructure, and the commitment to expand funding for both in the 2016 federal budget. A national housing strategy and increased funding for local infrastructure had been the focus of UBCM resolutions. The president also highlighted involvement by the provincial government in developing a "made in BC" asset management program.

Richmond noted that recent resolutions endorsed by the membership have influenced outcomes in over 70 policy and program areas over the past year. The move towards the legalization of marijuana, the National Inquiry into Missing and Murdered Indigenous Women and Children, and provincial funding for wildfire mitigation, were among resolutions referenced by Richmond that have led to results sought by local government.

The UBCM president told delegates that UBCM has delivered its submission to the current federal infrastructure consultation. Key among the recommendations in UBCM's submission is the maintenance by the federal and provincial governments of a 50% and 33% funding commitment respectively.

The continuing stress on the system for local government finance was singled out by Richmond as area in provincial relations where further work is needed. In reference to the *Strong Fiscal Futures* framework endorsed at the 2013 Convention, Richmond said "there is pressure building on local government finances, and it has to be dealt with." Richmond also said that new revenue tools are needed.

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September 28 Resolutions Debate

The following is a summary of the resolutions endorsed on Wednesday, September 28 at the 2016 Convention.

Section A

A1 Downloading of DNA Analysis Costs
Endorsed

A2 Marijuana Regulations
Endorsed with Amendment as Proposed

Therefore be it resolved that UBCM request that the federal and provincial governments directly involve local government, through UBCM and FCM, in the process of establishing a regulatory approach to marijuana in Canada, while ensuring that all orders of government are granted adequate time to align and integrate regional and local regulations and practices with new federal laws.

A3 Marijuana Sales and Distribution Tax Sharing for Local Governments
Endorsed

A4 Tax on Short Term Accommodation
Endorsed

Section B – Part 1

The Section B – Part 1 resolutions were introduced as a block. The block included resolutions B1 to B55.

The Resolutions Committee recommendations on the Section B – Part 1 resolutions were endorsed as a block. This means that resolutions B1-B38 and B40-B55 were endorsed, and resolution B39 was endorsed with amendment as proposed.

B39 Meat to Table
Endorsed with Amendment as Proposed

Therefore be it resolved that UBCM urge the Province to change the policy on allowing unlimited Class E licenses and a minimum number of Class D licenses (market driven) for local livestock producers.

Resolution C27

A motion, duly moved and seconded, to vary the agenda by admitting resolution C27 for debate, was endorsed. Resolution C27 was then considered individually.

C27 Protection of Old-growth Forests
Endorsed as Amended

Therefore be it resolved that the old-growth forest on provincial Crown land on Vancouver Island be protected from logging;

*And be it further resolved that **UBCM** send a letter to the provincial government—Minister of Forests, Lands and Natural Resource Operations—as well as relevant government organizations requesting that the Vancouver Island Land Use Plan be amended to protect all of Vancouver Island's remaining old growth forest on provincial Crown land.*

Section B – Part 2-a

The Section B – Part 2-a resolutions were introduced as a block. The block included resolutions B56 to B64.

A motion, duly moved and seconded, to remove resolution B56 from the Section B – Part 2-a block and admit it for individual debate, was endorsed. The block as amended then included resolutions B57 to B64.

The Resolutions Committee recommendations on the remaining resolutions in the Section B – Part 2-a block as amended, were endorsed.

Following consideration of the Section B – Part 2-a block as amended, resolution B56 was considered individually.

B56 Emergency Program Act
Endorsed with Amendment as Proposed

*Therefore be it resolved that **the Province work collaboratively with local governments to provide physical and human resources to support emergency response and disaster events.***

Resolutions debate will continue during the policy session on Thursday, September 29 beginning at 8:55 am.



Building your Creative Economy

Sept. 28, 2016

On Wednesday, delegates learned from local government and community representatives about the social and economic value of growing BC's creative economy.

Minister Fassbender opened the clinic and spoke to the extent to which arts and culture are vital to BC's economy and how the skills and talents of the creative class are critical to the future of the province. This message is echoed in the three-year Creative Economy Strategy launched by the provincial government in February 2016.

Local government and community representatives from Kelowna, Burns Lake and Tofino also shared their experiences. Two key themes emerged: the essential role of youth in building the creative economy and fundamental link between the social and economic benefit of arts and culture. The panel spoke to the intrinsic value of the arts in linking local businesses with non-profit organizations, especially in small communities, and how these linkages build local sustainability.

From the tech sector in Kelowna and arts council in Burns Lake, to a carving festival in Tofino, the discussion encouraged delegates to support the natural capacity of all artists in their communities through partnerships, creativity and a genuine recognition of the value of arts and culture.

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Greens will ban big money

Sept. 28, 2016

New BC Green Party leader Andrew Weaver declared his party would no longer accept corporate or union donations, choosing to lead by example to begin to rebuild the public's trust in political parties.

"If ever there was a time to be bold it is now," said Weaver, invoking JFK's "we choose to go to the moon" speech. He said that the Greens would do this, and advance other policy solutions heading towards the 2017 election, "not because it is easy, but rather because it is hard, and because it is right."

A former Canada Research Chair in climate science, Weaver became a politician to answer one question: "Do we, the present generation, owe anything to future generations in terms of the environment we leave behind."

He called down the sitting government's "fiscally reckless" and "fictional" LNG industry agenda, insisting that policy should flow from evidence, instead of the current "decision-based evidence-making."

BC's desirability, skilled workforce and unparalleled access to renewable resources of wood, water and energy should be the foundation of our 21st century economy, he said.

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FCM Addresses Delegates

Sept. 28, 2016

In the annual FCM address to UBCM delegates, FCM President Clark Somerville spoke to the similarities between both organizations and the vital role that local governments play in Canada's growth and development.

Mr. Somerville, Local/Regional Councillor for the Town of Halton Hills and Halton Region in Ontario, applauded the BC members of the FCM board for their success in bringing the BC voice to the federal table. He outlined FCM's current focus on Phase 2 of the federal Infrastructure Strategy as well as the need for continued national effort to address housing affordability and broadband internet access in rural communities.

While speaking to the critical role local governments play, Mr. Somerville identified local leaders as being "best positioned to identify projects that improve lives" and he issued a call to all UBCM members to identify and celebrate local government leaders in BC as part of FCM's Canada 150 Community Leaders program.

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Keynote Praises Courageous Leadership

Sept. 28, 2016

At Wednesday's keynote address, Dr. Samantha Nutt provided a powerful message to UBCM delegates on the theme of this year's Convention: Stronger Together.

Dr. Nutt is the founder and Executive Director of War Child Canada, a non-governmental organization which works with local partners to help children reclaim their childhood through access to education, opportunity and justice.

Dr. Nutt's dynamic, reflective and, at times, poignant address provided her key lessons in leadership interwoven with her experiences with the evolution of War Child from a one person volunteer organization to the international organization it is today.

Dr. Nutt's stated that leadership is about collective impact of overcoming barriers through collaboration and strong communication. "All of you in this room are the engine of democracy".

Dr. Nutt had four key lessons to local government leaders based on her personal experience with War Child: ignore the blowhards; if no one is listening, don't shout – change the message; write your *why*; and if it's hard, it's because what you are doing is important.

"Do not give up at the 500th no, the yes will come," counseled Nutt. "Leadership is a test of endurance."

Nutt shared stories of organizing a fundraising event in Winnipeg with the Tragically Hip to illustrate the power of finding the right message for the audience; a conversation with Nadine in the Congo which reminds her that complacency is not a luxury we can afford; and a meeting with Nadia in Darfur which reaffirmed that what you do can make a real difference.

Dr. Nutt concluded with the message to UBCM delegates that there is never a failure of opportunity for us to affect change – the only failure would be the inability to try.

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Valuing Natural Assets

Sept. 28, 2016

An innovative approach to valuing a community's natural assets promises to reduce service delivery costs while increasing other public benefits, participants at a clinic heard Wednesday.

The infrastructure local governments rely on to deliver services to their citizens is typically expensive to install, expensive to maintain and very expensive to replace.

Some natural assets can help support sustainable service delivery while offering low installation costs, lower maintenance costs and—properly managed—never need replacement.

The Sunshine Coast community of Gibsons is the first of several local governments engaged with the Municipal Natural Asset Initiative, a project bringing together asset management, financial planning and ecological protection.

Councillor Jeremy Valeriotte described how Gibsons is finding that their intact watershed, with its ponds, streams and deep aquifer, are immensely valuable as part of their drinking water and storm water management systems. Protecting the natural foreshore along their portion of the Salish Sea provides a natural barrier from the ocean, protecting homes and property.

As asset management increasingly becomes a requirement and local government practice, natural assets are being measured and considered in financial plans.

"Nature is under valued, under priced and over used," said Town of Gibsons CAO Emanuel Machado. "It is reliable, cost effective, and energy efficient over the long-term asset lifecycle."

Natural assets also provide myriad community benefits, such as habitat for wildlife and opportunities for beauty and recreation. Volunteers plant trees along the creek beds. The children of Gibsons are involved through summer camps and making public art celebrating the woodlands and the aquifer.

Roy Brooke of Brooke & Associates enumerated the diverse natural assets and challenges of the other communities now participating in Phase II of the Initiative. While Gibsons enjoys a very engaged and environmentally concerned population, these other communities "are not the usual suspects," and include Grand Forks, Nanaimo, West Vancouver, and two communities near Toronto.

Time, funding and resources permitting, a further intake of communities for this Initiative is anticipated. Interested parties should contact Roy Brooke.

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Stretch Code a Step in the Right Direction

Sept. 29, 2016

The BC government's proposed Stretch (or Step) Code will give local governments and builders more tools and opportunities to accelerate energy efficiency and reduce GHG emissions in the built environment.

With ministerial approval expected later this year, there will be a single step code for all of BC, flexible to the needs of communities and industry. Current energy efficiency programs have varying and inconsistent rules.

The new regulation will be available on an opt-in basis leading toward the end of local building requirements, which will no longer be in effect by December 2017.

Delegates in a Thursday clinic heard from Zachary May, Senior Codes Administrator for the Ministry of Natural Gas Development, who said the Province has been consulting broadly with stakeholders, including UBCM. The Ministry intends to ready tools that will more efficiently help to achieve objectives under the Climate Action Charter and the Climate Leadership Plan, including the latter's commitment to Net Zero Ready by 2032.

Sparwood Councillor and former mayor Lois Halko described the ways her east Kootenay coal-mining community is working to meet their commitments under the Charter, including the creation of a carbon neutral reserve fund. Working with energy advisers, the District provides a subsidy for energy assessments repaid from building fees.

Energy advisor Einar Halbig profiled communities leading the way to high performance housing, such as Nanaimo, Kent, City of North Vancouver and, of course, Vancouver with its prescriptive Renewable City strategy.

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Horgan Focused on Transit Funding, Gaming Grants

Sept. 29, 2016

Opposition leader John Horgan reminded delegates that a New Democrat government would reduce Metro Vancouver's share of transit infrastructure funding 10% from 17% in his address Thursday.

Mr. Horgan also said that it was time to improve the delivery of community gaming by providing local government with long-term, flexible funding.

The NDP leader also committed to completing the building of a four-lane TransCanada highway from Kamloops to the Alberta border. Horgan also pledged to rebuild relationships, saying that an NDP would provide a government that "acts on the priorities of local government."

Horgan renewed an NDP commitment to ban corporate and union donations and cap election campaign contributions from individuals.

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Applications Invited for Clean Water and Wastewater Fund

Sept. 30, 2016

The Government of Canada and the Province of British Columbia have signed a bilateral agreement that will make more than \$450.1 million in combined funding available under the Clean Water and Wastewater Fund (CWWF). The federal government is providing up to 50% of this funding - more than \$225 million for projects - while the provincial government will invest more than \$148.5 million. Local governments will contribute 17% instead of the typical 33%.

Also announced today was an initial list of 35 approved projects under the CWWF. The application intake will open as of today and will close on Wednesday, November 23, 2016. More information and applications can be found on the Province's website.

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September 29 Resolutions Debate

The following is a summary of the resolutions debated on Thursday, September 29 at the 2016 Convention.

Special Resolution

SR1 Local Government Development Finance System
Endorsed

Section B – Part 2-b

B65 Time Available for Mail Ballot Process
Endorsed

B66 Streamlining Truck Permits
Endorsed

B67 Regulation of Off-road Vehicles
Withdrawn

B68 Train Idling
Endorsed

B69 Accessible Taxi Services
Endorsed

B70 Integrity Commissioner for Local Government
Referred to the UBCM Executive

B71 Extended Absence from Regional District Board
Not Endorsed

B72 Shelf Ready Design Documents
Endorsed

B73 Gas Tax Funding Holdbacks
Endorsed

B74 Gas Tax Fire Equipment
Endorsed

B75 Equitable and Gradual Police Funding Model
Endorsed as Amended

Therefore be it resolved that the current model of funding police services for emergent municipalities be reviewed with consideration given to an incremental increase based on gradual population growth.

B76 Social Procurement
Endorsed as Amended

Therefore be it resolved that UBCM advance the use of social procurement practices by local governments.

B77 Empowering Local Governments to Pursue Socially Responsible Investing
Endorsed

B78 Municipal Tax Collection and Tax Sale
Endorsed

B79 Provincial Home Owner Grant Program
Not Endorsed

B80 Investigative Standards for the Independent Investigations Office
Endorsed

B81 RCMP Funding
Not Endorsed

B82 Analysis of Rural Policing Requirements
Endorsed

B83 RCMP-based Victim Services
Not Endorsed

B84 Bylaw Notice Enforcement Maximum Penalty
Endorsed

B85 Increasing Maximum Fine Amount
Endorsed

B86 Pet Owners' Liability Act
Endorsed

B87 Provincial Dangerous Dogs Registry
Endorsed as Amended

Therefore be it resolved that a **provincial dangerous dog registry** be established for all **dogs that have killed or seriously injured a person or domestic animal** across the province and all local government animal control agencies, **municipalities**, municipal police and RCMP register all dogs they have deemed as **perpetrating such behaviour**;

And be it further resolved that all local governments be authorized to use this provincial registry to seek compliance with this designation in their local government.

B88 Dangerous Dogs
Endorsed

B89 Strategic Forest Resource Management
Endorsed

B90 Mines Act Permit Notification
Endorsed

B91 Effect of Treaties on Crown Tenure and License Holders
Endorsed as Amended

Therefore be it resolved that UBCM request the treaty negotiators and the governments of British Columbia and Canada to commit to:

- a) *Increased openness and transparency in all treaty negotiations; and*
- b) *Timely, meaningful consultation with all affected third parties.*

B92 Processing of Section 107 Road Dedications
Endorsed

B93 Boundary Adjustments in the Agricultural Land Reserve
Endorsed

B94 Removal or Demolition of Vacant and Derelict Buildings
Endorsed

B95 Allocation of Provincial Funding Grants for Regional and Municipal Libraries
Endorsed

B96 Community Charter and Local Government Act Index
Endorsed as Amended

307

Therefore be it resolved that UBCM request the Province of British Columbia to prepare and provide to local governments in British Columbia an effective and user-friendly index for the Community Charter and Local Government Act, and that this task be set as provincial priority for 2016/2017.

B97 Gender Neutral Language
Endorsed

B98 Transgender Rights
Endorsed as Amended

*Therefore be it resolved that UBCM **acknowledge** the Province of British Columbia for **its inclusion of specific protection for transgender people in the BC Human Rights Code**, and that UBCM urge other local governments in BC to develop and implement transgender inclusion policies in order that transgender and gender variant citizens can be better included in all our communities.*

Resolutions debate will continue during the policy session on Friday, September 30 beginning at 8:00 am.

September 30 Resolutions Debate

The following is a summary of the resolutions debated on Friday, September 30 at the 2016 Convention.

Resolutions Received After the Deadline

LR1 Replacement of Oxygen Used by First Responders
Endorsed

Resolution Off the Floor

OF1 Building New Student Housing
Endorsed as Amended

*Therefore be it resolved that the provincial government remove the restriction on public entity debt that presently applies to British Columbia's public post-secondary educational institutions, **or employ other mechanisms that have been successful in providing housing options**, thereby enabling these colleges and universities to take on debt to build new student housing.*

Section B – Part 2-b

B99 Parental Rights for Elected Officials
Endorsed

B100 Auditor General for Local Government
Not Endorsed

B101 Non-treaty First Nations Participation in UBCM
Referred to UBCM Executive

B102 Support for Prioritizing Resolutions
Not Endorsed

B103 Code of Conduct for Conferences and Events
Endorsed as Amended

Therefore be it resolved that UBCM implement a code of conduct for conferences, all events connected with the conference including all receptions and traveling to and from;

And be it further resolved that UBCM provide a code of conduct that addresses safety, sexual harassment, and discrimination; provide a safe mechanism for reporting

breaches in conduct; and include consequences for breaches including potentially expelling from the conference without refund.

B104 Taxation of Brownfields
Endorsed

B105 Varied Tax Rate for the Residential Class
Not Endorsed

B106 Funding for Agricultural Rainwater Harvesting Systems
Endorsed as Amended

Therefore be it resolved that UBCM request the Province of BC to establish immediately the development of policy and procedures for a rainwater harvesting system rebate program for agricultural users.

B107 Water and Sewage Disposal Services in Electoral Areas
Not Endorsed

B108 Review of Professional Reliance Model
Endorsed

B109 Aquifer and Water Source Protection
Endorsed

B110 Protection of Active Riverbeds
Not Endorsed

B111 Rainwater as a Potable Water Source
Endorsed

B112 Disposal of Yard Waste
Endorsed

B113 Safe Soils Program
Endorsed

B114 Regional Hospital Districts
Endorsed

Section B – Part 3-a

The Section B – Part 3-a resolutions were introduced as a block. The block included resolutions B115 to B121.

The Resolutions Committee recommendations on the Section B – Part 3-a resolutions were endorsed as a block. This means that resolutions B115-B119 and B121 were endorsed, and resolution B120 was endorsed with amendment as proposed.

B120 Income Assistance Rates Increase
Endorsed with Amendment as Proposed

Therefore be it resolved that UBCM call on the provincial government to increase income assistance rates in BC by 2017.

Section B – Part 3-b

B122 National Pharmacare Program
Endorsed

B123 Rural Pharmacies
Endorsed

B124 Recognition and Regulation of Physician Assistants
Endorsed

B125 Saving Lives Through Organ Donation
Endorsed

B126 Eliminate Fees for Prostate-Specific Antigen Testing and Designate Prostate Cancer Awareness Month
Endorsed

B127 West Coast Herring Recovery Plan
Endorsed

B128 Unredeemed Container Deposits
Not Endorsed

A motion, duly moved and seconded, to consider the remaining resolutions in Section B – Part 3-b as a block, was endorsed. The block included resolutions B129 to B147.

The Resolutions Committee recommendations on the remaining resolutions in Section B – Part 3-b were endorsed as a block. This means that resolution B140 was not endorsed. No recommendation was provided for resolutions B129-B139 and B141-B147; therefore, these resolutions were referred automatically to the UBCM Executive for consideration following the Annual Convention.

Section C – Part 2

C21 Fostering Change: Supporting Kids Aging Out of Care
Endorsed

Section C – Part 3

C26 Electoral Area Grant Opportunities
Endorsed



Resolutions Summary

Oct. 5, 2016

The UBCM membership engaged in animated debate of resolutions at the 2016 Annual Convention. A summary of the decisions on resolutions is available online.

Due to time constraints, the assembly considered and endorsed as a block the recommendations of the Resolutions Committee for selected Section B – Part 3 resolutions. Of these resolutions, the UBCM Executive will consider those with no recommendation at their meeting in November 2016. This includes resolutions B129 through B139, and B141 through B147.

For information about the decisions on resolutions at the 2016 Annual Convention, please contact Reiko Tagami, Information and Resolutions Coordinator, UBCM, 604 270 8226 ext. 115.

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Affordable Rental Housing Program Invites Applications

Oct. 5, 2016

The Canada Mortgage and Housing Corporation (CMHC) is accepting applications under the Affordable Rental Innovation Fund. The goal of this program is to encourage new funding models and innovative building techniques in the rental housing sector. The \$200 million fund is expected to help create up to 4,000 new affordable units over 5 years and will reduce reliance on long-term government subsidies.

Who is eligible?

Funding is available to eligible individuals, corporations and organizations that want to build affordable rental housing in Canada in response to demonstrated community need. Eligible applicants will include local governments, private sector developers and builders and non-profit housing providers (including faith-based organizations).

Selection criteria

Applications to the Fund must be for affordable rental housing and must meet the minimum criteria:

- New affordable rental housing units (5 minimum)
- Innovative and unique models of design or financing
- Unit affordability maintained for at least 10 years
- Resource efficiencies in the design
- Accessibility features included
- Plans for viability and sustainability without long-term government subsidies Projects with added value, for example where designed with higher impact through replicable designs, easy access to transit or where it serves vulnerable constituents, will be reviewed more favourably.

Funding amounts

Applicants must be able to support the level of funding they require to ensure the project will be viable. The amount and type of contribution will vary based on proposals received and CMHC may require security depending on the proposal. In addition to forgivable loans and contributions, innovative funding options will be available to proponents. These options may include: equity capital investments, minority ownership models, dividend payments or other innovative arrangements.

For more information on the Innovation Fund, funding amounts, selection criteria, eligibility and the application and approval process please visit CMHC's website.

Innovation Fund consultants are available to provide more information and guide applicants through the process.

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Funding & Resources Update

Oct. 5, 2016

Each month we provide an update on UBCM funding programs and information on other programs or resources that may be of interest to local governments and First Nations.

Local Government Program Services

2016 Strategic Wildfire Prevention Initiative: This Friday, October 7, 2016, is the final deadline for applications to the 2016 program. Applications may be submitted under the following program streams: Fuel Management Prescriptions, Demonstration and Operational Treatment projects. Applications are not presently being accepted to the Community Wildfire Protection Plan or SWPI FireSmart Grant program streams. Details on the 2017 Strategic Wildfire Prevention Initiative are expected in November.

N.B.: All applications, including those from First Nations applicants, should be submitted directly to UBCM via the swpi@ubcm.ca email address.

2016/17 Regional Community to Community Forums: First Nations and local governments in BC are invited to apply for funding under the 2016/17 fall C2C forum intake. C2C forums grants support dialogue between neighbouring communities to build on opportunities and resolve issues of common responsibility, interest or concern. The application deadline is October 28, 2016. Forum events must take place by March 31, 2017.

2017 Age-friendly Communities: Grants of up to \$20,000 are available to assist local governments in BC to best support their aging populations by developing and implementing policies and plans, or enacting projects that enable seniors to age in place and facilitate the creation of age-friendly communities. The application deadline is November 4, 2016.

2017 Asset Management Planning: This program offers matching grants of up to \$10,000.00 to assist local governments in delivering sustainable services by extending and deepening their asset management practices.

Other Funding

Vancouver Foundation: Develop grants are currently being accepted in the Arts & Culture, and Education & Training fields of interest. The Foundation supports projects that address the root causes of complex social issues in ways that lead to systemic change. Applicants should ensure that their project meets this primary lens of social innovation and the outcomes listed under their guidelines.

BC Rural Dividend: This program will provide \$25 million a year for the next three years to reinvigorate and diversify the economies of BC rural communities with a population of 25,000 or less. The current application intake is open from October 3-31, 2016.

Northern Development Initiative Trust: Applications are currently being accepted for the Trust's winter funding application intake with a deadline of November 18, 2016.

Resources

Wildland Fire Canada 2016: Building Resilience is the theme of this national biennial fire management conference in Kelowna October 24-28, 2016.

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Thank you for Supporting Orange Shirt Day

Oct. 5, 2016

On behalf of the UBCM Executive, thank you for supporting Orange Shirt Day on September 30 at the 2016 UBCM Convention. Through the sale of orange t-shirts, we raised over \$1500 for Reconciliation Canada - a charity that seeks to revitalize the relationships among Indigenous peoples and all Canadians.

Orange Shirt Day is an annual day of recognition of the harm the residential school system did to the self-esteem and wellbeing of First Nations children. Wearing an orange shirt on this day is a way to honour the survivors and remember those that did not survive.

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inquiries

From: Premier's BC Natural Resource Forum
 <info=bcnaturalresourcesforum.com@mail11.atl91.mcsv.net> on behalf of Premier's BC Natural Resource Forum <info@bcnaturalresourcesforum.com>

Sent: September 19, 2016 5:20 PM

To: inquiries

Subject: 2017 Forum program | Register now

RECEIVED

SEP 19 2016

REGIONAL DISTRICT OF BULKLEY NECHAKO

Registration is now open! [Register now](#)

[View this email in your browser](#)



Announcing the 2017 Forum

The Hon. Mike Morris, MLA for Prince George-Mackenzie and Minister of Public Safety and Solicitor General, is pleased to present the 14th Annual Premier's BC Natural Resources Forum!

View our latest newsletter for:

- Preliminary program,
- Invitation from Minister Mike Morris,
- Message from Premier Christy Clark,
- A profile of a prominent speaker, and
- Associated events.



[Download the newsletter](#)



We have an outstanding program in store! Seating is limited for the gala dinner, keynote luncheons, and Ministers' Breakfast, register early to secure your tickets.

Register now

Exhibitor Booths

Returning exhibitors may register now. Registration will open on Oct. 7 to those on the exhibitor wait list. To be added to the wait list, contact us at info@bcnaturalresourcesforum.com.



Making Connections

The Forum brings together people from industries, communities and all levels of government to collaborate and explore ways to sustainably develop our diverse resource sectors, grow our economy and provide benefits to communities.

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PREMIER'S
BC NATURAL RESOURCES
FORUM

Our Resources - Our Future

SEPTEMBER 2016

FORUMNEWS

FORUM IS MUST-ATTEND EVENT OF THE YEAR



**Premier
Christy
Clark**

For some people, the new year begins on January 1. But for me, 2017 really starts at the BC Natural Resources Forum in Prince George. For 14 years now, community and First Nations leaders, industry and business experts and key members of Cabinet and Caucus have come together to discuss the important resource and development opportunities and challenges facing BC. The resource sector built BC, and continues to provide opportunities that create jobs throughout the province. While our neighbours and trading partners are faced with deficits and debt, BC continues to have a strong, diverse and growing economy. A key part to that success is BC's resource sector. A growing economy is what allows us to make investments across the province that British Columbians depend on. This Forum is the must attend event of the year as we continue to work together to secure a better future. I look forward to seeing you there.

MLA MIKE MORRIS INVITES YOU TO THE 14TH ANNUAL BCNR FORUM

Registration is now open for the 14th Annual Premier's BC Natural Resources Forum, Jan. 31 to Feb. 2, 2017 in Prince George. Be sure to secure your tickets for the gala dinner, Ministers' Breakfast and Keynote Luncheons. Seating is limited and these events sell-out quickly, so register soon.

Invaluable Insights from First Nations, Government and Industry

Our program will reflect the economic importance of BC's natural resources and close proximity to overseas markets. While everyone awaits final investment decisions on proposed LNG projects, our diverse forest, mining, agriculture and tourism industries continue to sustain the BC economy. These industries are focused on diversification of new products, technologies and markets. Growth and development in Asian markets will require new supplies of energy, minerals, wood products and food. BC is seen as a stable, reliable supplier of these essential items. Delegates at our Ministers' Breakfast will hear directly from our Resource Ministers about their work to sustain these industries, assist with diversification strategies and projections for 2017 in their resource sectors. Keynote Luncheon speakers will address vital topics related to responsible



development of our abundant natural resources and BC's bright future as a leader in global markets.

Outstanding Panel Sessions

Our panels include discussions about natural gas, forestry, energy, mining, finance and business and the future of resources industries. We're pleased to have First Nations representation on every panel this year.

Associated Events

I'm delighted that our partners, the BC and Prince George Chambers of Commerce and the Northern Development Initiative Trust will once again host associated events during the week of the Forum, which were appreciated by many Forum delegates. The Chambers of Commerce will host their Business Development Forum on Jan. 31, while the NDIIT Reception will be in the evening on Feb. 1. Last year these events were well attended and appreciated by many Forum delegates.

Preliminary Program *(subject to change)*

Tuesday, January 31, 2017

4:00 - 6:00 pm Pre-Dinner Tradeshow Reception *(Open to all delegates)*

6:00 - 10:00 pm Celebrating Natural Resources Dinner *(ticket required)*
 MC: Hon. Mike Morris, MLA, Prince George - Mackenzie
 Keynote Speaker: Dave Tuccaro, President and General Manager, Neegan Development Corp.

Wednesday, February 1, 2017

7:00 - 8:30 am Ministers' Breakfast *(ticket required)*

8:00 - 8:30 am Good Morning Coffee & Muffins

8:30 - 8:45 am Conference Blessing and Welcome
 MC: Hon. Mike Morris, MLA, Prince George - Mackenzie
 Chief Dominic Frederick, Lheidil T'enneh First Nation *(Invited)*
 Mayor Lyn Hill, City of Prince George *(Invited)*
 Mayor Pat Crook, District of Mackenzie *(Invited)*
 Patron Sponsor representative *(TBD)*

8:45 - 10:00 am Panel: Natural Gas - A Cleaner Future
 Moderator: Jas Johal, Director of Communications, BC LNG Alliance *(Invited)*
 Chief Ian Campbell, Squamish First Nation *(Invited)*
 Chris Hilliard, Director, Summit LNG
 Ellis Ross, OBC, Chief Councilor, Haisla Nation
 Tan Sri Mohd Sidak Hassan, Chairman, Petronas *(Invited)*

10:00 - 10:30 pm Nutrition Break

10:30 - 11:45 am Panel: Forestry - Renewable Resources for a Stable Future
 Moderator: Susan Yurkovich, President and CEO, Council of Forest Industries
 Megan Hanacek, Forest Stewardship Specialist, Assoc. of Forest Professionals
 Martin Moen, Director General of Global Affairs, Foreign Affairs, Trade & Development Canada *(Invited)*
 Dallas Smith, Board President, Nanwakolas Council
 Martin Pudlas, VP Pulp & Paper Operations, Canfor Pulp Products Inc.

12:00 - 1:30 pm Keynote Luncheon *(ticket required)*
 Keynote Speaker to be Confirmed

1:30 - 2:45 pm Panel: Energy - Fueling the Future
 Moderator: Robin Archdekin, President and CEO, Geoscience BC
 David Black, President, Kiltinat Clean Ltd. *(Invited)*
 Chris Henderson, President, Lumos Energy
 Additional speakers pending

2:45 - 3:15 pm Nutrition Break

3:15 - 4:30 pm **Panel: Mining – Rock into the Future**
 Moderator: **Robert Gallagher**, Chair, *Mining Association of British Columbia (Invited)*
Pierre Gratton, President and CEO, *Mining Association of Canada*
Chief Derek Orr, *McLeod Lake Indian Band*
Joseph Ovsenek, President, *Pretium Resources Inc.*
Marcia Smith, Senior VP, Sustainability and External Affairs, *Teck Resources*

4:30 - 6:30 pm **Wednesday Evening Reception (open to all delegates)**

Thursday, February 2, 2017

8:00 - 8:30 am **Good Morning Coffee & Muffins**

8:30 - 8:45 am **Conference Day Two Opening Remarks**
Hon. Mike Morris, MLA, *Prince George – Mackenzie*

8:45 - 10:00 am **Panel: Finance and Business – Lifeline of the Future**
 Moderator: **Val Litwin**, CEO, *BC Chamber of Commerce (Invited)*
Iain Black, President and CEO, *Vancouver Board of Trade*
Jason Calla, First Nations Finance Authority, *Ternbow Planning Ltd.*
Hon. Michael de Jong, Minister of Finance, *Province of BC (Invited)*
Rick Rule, President and CEO, *Sprott U.S. Holdings Inc.*

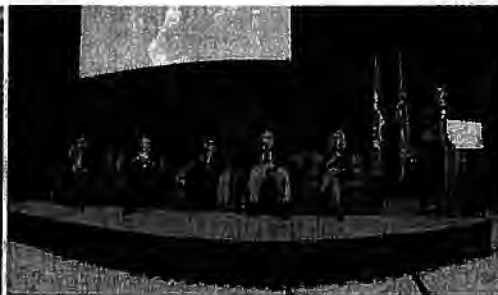
10:00 - 10:30 am **Nutrition Break**

10:30 - 11:45 am **Panel: The Future of Resource Industries**
 Moderator: **Hon. John Rustad**, Minister of Aboriginal Relations & Reconciliation, *Province of BC*
Paul Donald, Chief Executive Officer, *All Nations Trust (Invited)*
Laurie Jensen, Communications and Corporate Sustainability Manager, *Cerro Corp. Canada Ltd.*
Ben Stewart, BC Special Representative in Asia, *Province of BC (Invited)*
Dr. Reynold Bergen, Science Director, *Beef Cattle Research Council (Invited)*

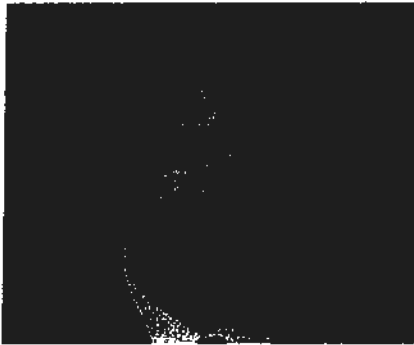
12:00 - 1:30 pm **Keynote Luncheon (ticket required)**
Hon. Jim Carr, Minister of Natural Resources, *Government of Canada (Invited)*

1:45 - 2:45 pm **Keynote Address: Leading the Future**
Stephen Poloz, Governor, *Bank of Canada (Invited)*

2:45 - 3:15 pm **Conference Closing Remarks**
 MC: **Hon. Mike Morris**, MLA, *Prince George - Mackenzie*



SPEAKER PROFILE



Rick Rule
President and CEO
Sprott U.S. Holdings Inc.

Mr. Rule has dedicated his entire adult life to many aspects of natural resource securities investing. In addition to the knowledge and experience gained in a long and focused career, he has a worldwide network of contacts in the natural resource and finance worlds. As Director, President, and Chief Executive Officer of Sprott US Holdings, Inc., Mr. Rule leads a highly skilled team of earth science and finance professionals who enjoy a worldwide reputation for resource investment management.

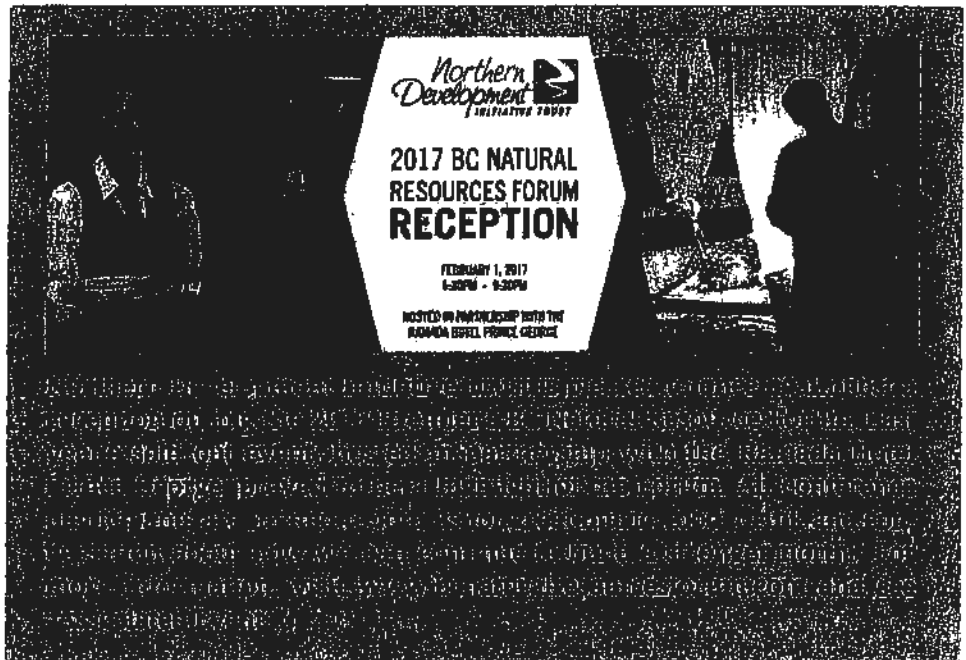
Mr. Rule is a frequent speaker at industry conferences, and is interviewed for numerous radio, television, print and online media outlets concerning natural resource investment and industry topics. He is frequently quoted and referred by prominent natural resource oriented newsletters and advisories. Mr. Rule and his team have long experience in many resource sectors including agriculture, alternative energy, forestry, oil and gas, mining and water. Mr. Rule is particularly active in private placement markets, having originated and participated in hundreds of debt and equity transactions with private, pre-public and public companies.



New information, new opportunities, new business...all delivered to you during the Chamber of Commerce Business Development Forum taking place on Tuesday, January 31st from 8:30 a.m. - 3:30 p.m. at the Ramada Prince George! The BC Chamber of Commerce and Prince George Chamber of

Commerce have partnered once again to share tools and information designed for small and medium-sized enterprises looking to increase their business in the natural resource sector. Gain first-hand insights into creating effective business partnerships with First Nations, the future of northern BC's resource industries, and the keys to building effective business relationships.

To secure your seat register at pgchamber.chambermaster.com/events



THANK YOU TO LAST YEAR'S SPONSORS



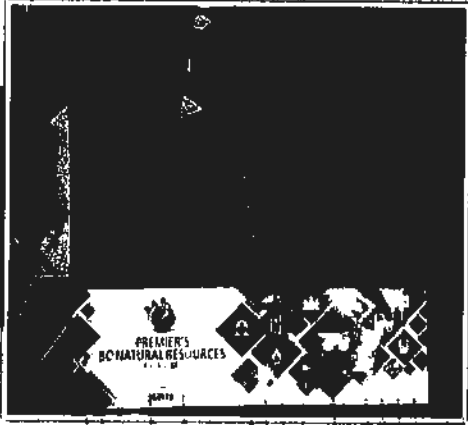
Stay Tuned for More Forum News

To register for the Forum please visit our website www.bcnaturalresourcesforum.com. You'll also find regular updates and confirmations of speakers along with information about the Tradeshow, flights and accommodations.



**PREMIER'S
BC NATURAL RESOURCES
FORUM**

Our Resources - Our Future



January 31 to February 2, 2017

REGISTRATION OPEN!

14th ANNUAL BC NATURAL RESOURCE FORUM

Prince George Civic Centre

Join us for the 14th Annual BC Natural Resource Forum, a premier event for the natural resource industry. The forum will feature a variety of speakers, presentations, and networking opportunities. The event is open to all interested parties, including industry professionals, government officials, and the public. Registration is now open, and tickets are available for purchase. For more information, visit www.bcnaturalresourcesforum.com.

***Ticketed events have limited seating and sell out quickly.
Register early to secure your seat!***

Visit www.bcnaturalresourcesforum.com • Follow us on Twitter @BCNRF 

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Annual Convention

Previous Events

COFI 2017 CONVENTION

Mark your calendars for the COFI Convention 2017
– April 5-7, 2017 in Vancouver

Western Canada's premier forest products convention promises to offer something for everyone.

[Click here for information about the 2016 Convention.](#)

The Council of Forest Industries' Annual Convention is the largest gathering of the forest sector in Western Canada. It attracts 400 to 500 delegates, including industry CEOs, vice presidents and senior managers from continental North America and offshore, senior representatives from customers, suppliers, financial institutions, law firms, local government and chambers of commerce, Federal and Provincial Ministers, MPs, MLAs and senior civil servants.

Future tentative convention dates are:

- 2018 – April 11-13th in Prince George



COFI Supports Provincial Plan to Address Forest Sector Challenges

Prince George, B.C. – The Council of Forest Industries (COFI) supports the B.C. Government's agenda released today with an action plan designed to address the challenges impacting the competitiveness of B.C.'s forest sector.

*The B.C. forest industry has.



BC's Forest Sector Welcomes Provincial Climate Leadership Plan

Vancouver, BC – The Council of Forest Industries (COFI) welcomed today's announcement of the BC Climate Leadership Plan, which includes a new Forest Carbon Initiative and a continued commitment to encourage the use of B.C. wood products to meet provincial climate...



COFI Announces 2016 Scholarship Recipients

Vancouver, BC – The Council of Forest Industries (COFI) is pleased to announce the recipients of its annual scholarships to students from the B.C. interior who have demonstrated academic success and an interest in pursuing a career in forestry.

*COFI is.

Council of Forest Industries - Head Office Canada

1501-700 West Pender Street, Pender Place | Business Building, Vancouver, BC, V6C 1G8 Phone: 604-684-0211

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Board-Ratify

Sort order: Control account, vendor number, report group
 Selection: Checks from Sep 01 2016 to Sep 30 2016 with
 All control accounts
 Vendor number [] to [ZZZZZZ]
 All report groups
 Include fully paid transactions.

Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (If changed)	Disc. Base (If changed)
ABE001 ABERDEEN BUSINESS CONSULTING									
PA	TP-255-001	09/13/16			TP-255-001	-26.78	0.00		
PA	TP-259-001	09/21/16			TP-259-001	-107.10	0.00		
Vendor (ABE001) totals:						-133.88	0.00		
ALT003 ALTERNATIVE GROUNDS									
PA	TP-253-001	09/06/16			TP-253-001	-90.30	0.00		
PA	TP-259-002	09/21/16			TP-259-002	-90.30	0.00		
Vendor (ALT003) totals:						-180.60	0.00		
ARO001 ARO AUTOMOTIVE & INDUSTRIAL									
PA	TP-255-002	09/13/16			TP-255-002	-276.26	0.00		
Vendor (ARO001) totals:						-276.26	0.00		
ASS004 ASSOC OF REG DIST PLANNING MGR									
PA	30090	09/13/16			30090	-250.00	0.00		
Vendor (ASS004) totals:						-250.00	0.00		
BAR002 BARE HANDS LANDSCAPING & DESGN									
PA	30074	09/06/16			30074	-336.00	0.00		
Vendor (BAR002) totals:						-336.00	0.00		
BCH002 BC HYDRO									
PA	TP-255-003	09/13/16			TP-255-003	-5,670.58	0.00		
Vendor (BCH002) totals:						-5,670.58	0.00		
BKV001 BKV ENTERPRISES									
PA	30075	09/06/16			30075	-189.00	0.00		
Vendor (BKV001) totals:						-189.00	0.00		
BLA001 BLACK PRESS GROUP LTD									
PA	TP-255-004	09/13/16			TP-255-004	-748.55	0.00		
Vendor (BLA001) totals:						-748.55	0.00		
BLR001 BL RETURN-IT RECYCLING DEPOT									
PA	TP-253-002	09/06/16			TP-253-002	-4,047.31	0.00		
Vendor (BLR001) totals:						-4,047.31	0.00		
BUL010 BULKLEY VALLEY WATER SERVICES									
PA	TP-259-003	09/21/16			TP-259-003	-136.50	0.00		
Vendor (BUL010) totals:						-136.50	0.00		
BUL012 BULKLEY VALLEY ECONOMIC									
PA	TP-257-001	09/29/16			TP-257-001	-3,333.33	0.00		
Vendor (BUL012) totals:						-3,333.33	0.00		
BUR001 BURNS LAKE AUTOMOTIVE SUPPLY									
PA	TP-255-005	09/13/16			TP-255-005	-1,777.10	0.00		
Vendor (BUR001) totals:						-1,777.10	0.00		
BUR012 BURNS LAKE PUBLIC LIBRARY									
PA	TP-257-002	09/29/16			TP-257-002	-14,930.58	0.00		
Vendor (BUR012) totals:						-14,930.58	0.00		
BUR014 BURNS LAKE REBROADCAST SOCIETY									
PA	TP-257-003	09/29/16			TP-257-003	-2,500.00	0.00		
Vendor (BUR014) totals:						-2,500.00	0.00		
BUR028 BURNS LAKE HOME HARDWARE									
PA	TP-255-006	09/13/16			TP-255-006	-46.92	0.00		
Vendor (BUR028) totals:						-46.92	0.00		
BVA001 B V AQUATIC CENTRE MANG. SOCIE									

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Vendor Vendor Name /	Number	Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (if changed)	Disc. Base (if changed)
BVA001 B V AQUATIC CENTRE MANG. SOCIE (Continued)										
PA	TP-257-004	09/29/16				TP-257-004	-40,707.25	0.00		
Vendor (BVA001) totals:							-40,707.25	0.00		
BVP001 BV PRINTERS										
PA	TP-253-003	09/06/16				TP-253-003	-4,971.68	0.00		
Vendor (BVP001) totals:							-4,971.68	0.00		
CAR005 CARSWELL										
PA	TP-253-004	09/06/16				TP-253-004	-625.99	0.00		
Vendor (CAR005) totals:							-625.99	0.00		
CAS002 CASCADES RECOVERY INC.										
PA	30076	09/06/16				30076	-3,474.09	0.00		
Vendor (CAS002) totals:							-3,474.09	0.00		
CDW001 CDW CANADA INC										
PA	TP-253-005	09/06/16				TP-253-005	-344.94	0.00		
Vendor (CDW001) totals:							-344.94	0.00		
CHE002 CHEVRON CANADA LIMITED										
PA	30088	09/07/16				30088	-6,982.75	0.00		
Vendor (CHE002) totals:							-6,982.75	0.00		
CIT002 CITY OF PRINCE GEORGE										
PA	30077	09/06/16				30077	-70.00	0.00		
Vendor (CIT002) totals:							-70.00	0.00		
CIT007 CITYFAST EXPRESS										
PA	30091	09/13/16				30091	-287.12	0.00		
Vendor (CIT007) totals:							-287.12	0.00		
CLU002 CLUCULZ LAKE COMMUNITY										
PA	30102	09/14/16				30102	-32,236.90	0.00		
Vendor (CLU002) totals:							-32,236.90	0.00		
CLU003 CLUCULZ LAKE VOL. FIRE DEPT										
PA	TP-257-005	09/29/16				TP-257-005	-1,497.25	0.00		
Vendor (CLU003) totals:							-1,497.25	0.00		
EAG001 EAGLE AUTOMOTIVE CENTER										
PA	TP-259-004	09/21/16				TP-259-004	-3,597.83	0.00		
Vendor (EAG001) totals:							-3,597.83	0.00		
EXT001 EXTREME SIGNS & STRIPES										
PA	TP-255-007	09/13/16				TP-255-007	-8,989.12	0.00		
Vendor (EXT001) totals:							-8,989.12	0.00		
FAR005 FARHAN HUSSAIN										
PA	30106	09/21/16				30106	-2,625.00	0.00		
Vendor (FAR005) totals:							-2,625.00	0.00		
FOR008 FORT FRASER VOL. FIRE DEP.										
PA	TP-257-006	09/29/16				TP-257-006	-1,516.67	0.00		
Vendor (FOR008) totals:							-1,516.67	0.00		
FOR015 FORT ST. JAMES LIBRARY										
PA	TP-257-007	09/29/16				TP-257-007	-1,145.83	0.00		
Vendor (FOR015) totals:							-1,145.83	0.00		
FOR033 FORT SAINT JAMES TV SOCIETY										
PA	TP-257-008	09/29/16				TP-257-008	-12,993.50	0.00		
Vendor (FOR033) totals:							-12,993.50	0.00		

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FOU002	FOUR STAR COMMUNICATIONS INC								
PA	TP-257-009	09/29/16			TP-257-009	-118.13	0.00		
	Vendor (FOU002) totals:					-118.13	0.00		
FRA009	FRASER LAKE BUILDING SUPPLIES								
PA	30092	09/13/16			30092	-16.79	0.00		
	Vendor (FRA009) totals:					-16.79	0.00		
FRA014	FRASER LAKE LIBRARY BOARD								
PA	TP-257-010	09/29/16			TP-257-010	-2,013.00	0.00		
	Vendor (FRA014) totals:					-2,013.00	0.00		
FRA016	FRASER LAKE REBROADCASTING SOC								
PA	TP-257-011	09/29/16			TP-257-011	-5,583.33	0.00		
	Vendor (FRA016) totals:					-5,583.33	0.00		
FRA025	FRASER LAKE BOTTLE DEPOT								
PA	TP-253-006	09/06/16			TP-253-006	-4,003.15	0.00		
	Vendor (FRA025) totals:					-4,003.15	0.00		
FRO003	FRONTLINE ELECTRIC								
PA	30107	09/21/16			30107	-344.13	0.00		
	Vendor (FRO003) totals:					-344.13	0.00		
GRE003	GREYHOUND COURIER EXPRESS								
PA	TP-253-007	09/06/16			TP-253-007	-110.83	0.00		
PA	TP-255-008	09/13/16			TP-255-008	-110.84	0.00		
	Vendor (GRE003) totals:					-221.67	0.00		
GRO002	GROUSE MOUNTAIN TRUCKING LTD.								
PA	30112	09/22/16			30112	-5,972.68	0.00		
	Vendor (GRO002) totals:					-5,972.68	0.00		
HAN004	NAOMI HANSON								
PA	TP-255-009	09/13/16			TP-255-009	-904.68	0.00		
	Vendor (HAN004) totals:					-904.68	0.00		
HIL003	HILL STOP TRUCK WASH								
PA	30093	09/13/16			30093	-60.86	0.00		
	Vendor (HIL003) totals:					-60.86	0.00		
HIP001	HI-PRO CORPORATE SPORTSWEAR								
PA	TP-253-008	09/06/16			TP-253-008	-1,342.95	0.00		
	Vendor (HIP001) totals:					-1,342.95	0.00		
HOT001	HOTSYNC COMPUTER SOLUTIONS								
PA	TP-253-009	09/06/16			TP-253-009	-7,630.88	0.00		
PA	TP-255-010	09/13/16			TP-255-010	-5,740.88	0.00		
PA	TP-259-005	09/21/16			TP-259-005	-2,680.13	0.00		
	Vendor (HOT001) totals:					-16,051.89	0.00		
HOU018	HOUSTON BOTTLE DEPOT								
PA	TP-255-011	09/13/16			TP-255-011	-3,346.04	0.00		
	Vendor (HOU018) totals:					-3,346.04	0.00		
IGI001	IGI RESOURCES								
PA	TP-255-012	09/13/16			TP-255-012	-539.82	0.00		
	Vendor (IGI001) totals:					-539.82	0.00		
INF001	INFOSAT COMMUNICATIONS								
PA	TP-255-013	09/13/16			TP-255-013	-58.32	0.00		
	Vendor (INF001) totals:					-58.32	0.00		

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INL001 INLAND KENWORTH									
PA	TP-255-014	09/13/16			TP-255-014	-484.41	0.00		
Vendor (INL001) totals:						<u>-484.41</u>	<u>0.00</u>		
INT001 INTERIOR ELECTRICAL AUTOMATION									
PA	TP-259-006	09/21/16			TP-259-006	-236.25	0.00		
Vendor (INT001) totals:						<u>-236.25</u>	<u>0.00</u>		
KAL003 KAL TIRE - BURNS LAKE									
PA	TP-255-015	09/13/16			TP-255-015	-11,025.05	0.00		
Vendor (KAL003) totals:						<u>-11,025.05</u>	<u>0.00</u>		
LAK004 LAKES DISTRICT AIRPORT SOCIETY									
PA	30078	09/06/16			30078	-275,000.00	0.00		
PA	30094	09/13/16			30094	-325,996.00	0.00		
PA	TP-257-012	09/29/16			TP-257-012	-6,250.00	0.00		
Vendor (LAK004) totals:						<u>-607,246.00</u>	<u>0.00</u>		
LAK012 LAKES DISTRICT MUSEUM SOCIETY									
PA	TP-257-013	09/29/16			TP-257-013	-3,083.33	0.00		
Vendor (LAK012) totals:						<u>-3,083.33</u>	<u>0.00</u>		
LAK032 LAKES DISTRICT FILM									
PA	TP-257-014	09/29/16			TP-257-014	-150.00	0.00		
Vendor (LAK032) totals:						<u>-150.00</u>	<u>0.00</u>		
LDF001 LD FREE CLASSIFIEDS									
PA	TP-255-016	09/13/16			TP-255-016	-1,031.98	0.00		
Vendor (LDF001) totals:						<u>-1,031.98</u>	<u>0.00</u>		
LEX001 LEXISNEXIS CANADA INC.									
PA	TP-255-017	09/13/16			TP-255-017	-255.41	0.00		
Vendor (LEX001) totals:						<u>-255.41</u>	<u>0.00</u>		
LIN002 LINO'S SALES & SERVICE LTD.									
PA	TP-253-010	09/06/16			TP-253-010	-130.41	0.00		
Vendor (LIN002) totals:						<u>-130.41</u>	<u>0.00</u>		
MAX001 MAXXAM ANALYTICS INC									
PA	TP-253-011	09/06/16			TP-253-011	-1,266.30	0.00		
PA	TP-255-018	09/13/16			TP-255-018	-844.20	0.00		
Vendor (MAX001) totals:						<u>-2,110.50</u>	<u>0.00</u>		
MED001 MEDICAL SER. PLAN									
PA	30079	09/06/16			30079	-4,740.00	0.00		
Vendor (MED001) totals:						<u>-4,740.00</u>	<u>0.00</u>		
MID001 MID-VALLEY VENTURES LTD.									
PA	30080	09/06/16			30080	-39,165.00	0.00		
Vendor (MID001) totals:						<u>-39,165.00</u>	<u>0.00</u>		
MIN001 MINISTER OF FINANCE									
PA	30081	09/06/16			30081	-183.88	0.00		
Vendor (MIN001) totals:						<u>-183.88</u>	<u>0.00</u>		
MIN006 MIN FIN - Revenue Services									
PA	30095	09/13/16			30095	-484.67	0.00		
Vendor (MIN006) totals:						<u>-484.67</u>	<u>0.00</u>		
NAP001 NAPA AUTO PARTS - BL									
PA	TP-255-019	09/13/16			TP-255-019	-54.12	0.00		
Vendor (NAP001) totals:						<u>-54.12</u>	<u>0.00</u>		

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NAP003	NAPA AUTO PARTS - HOUSTON								
	PA TP-255-020	09/13/16			TP-255-020	-8.95	0.00		
	Vendor (NAP003) totals:					-8.95	0.00		
NEC004	NECHAKO TRADING CO.								
	PA TP-259-007	09/21/16			TP-259-007	-21.13	0.00		
	Vendor (NEC004) totals:					-21.13	0.00		
NEC012	NECHAKO HEALTHY COM. ALLIANCE								
	PA TP-253-012	09/06/16			TP-253-012	-6,304.08	0.00		
	Vendor (NEC012) totals:					-6,304.08	0.00		
NOR012	NORTHERN BC TOURISM ASSOC.								
	PA 30108	09/21/16			30108	-5,000.00	0.00		
	Vendor (NOR012) totals:					-5,000.00	0.00		
NOR014	NORTHERN LOG HARVESTING LTD.								
	PA TP-253-013	09/06/16			TP-253-013	-15,458.63	0.00		
	Vendor (NOR014) totals:					-15,458.63	0.00		
NOR019	NORTHLAND AUTOMOTIVE								
	PA TP-253-014	09/06/16			TP-253-014	-68.83	0.00		
	Vendor (NOR019) totals:					-68.83	0.00		
NOR022	NORTHWEST FUELS LTD.								
	PA TP-253-015	09/06/16			TP-253-015	-1,904.67	0.00		
	Vendor (NOR022) totals:					-1,904.67	0.00		
NOR029	NORTH CENTRAL PLUMBING & HEAT								
	PA TP-259-008	09/21/16			TP-259-008	-144.90	0.00		
	Vendor (NOR029) totals:					-144.90	0.00		
OUT001	OUTDOOR ADVENTURES								
	PA 30109	09/21/16			30109	-24.59	0.00		
	Vendor (OUT001) totals:					-24.59	0.00		
OVE002	OVERWAITEA FOODS								
	PA 30082	09/08/16			30082	-162.36	0.00		
	Vendor (OVE002) totals:					-162.36	0.00		
PAC004	PACIFIC NORTHERN GAS LTD.								
	PA TP-253-016	09/06/16			TP-253-016	-1,885.16	0.00		
	Vendor (PAC004) totals:					-1,885.16	0.00		
PAC007	PACIFIC TRUCK & EQUIPMENT INC								
	PA TP-255-021	09/13/16			TP-255-021	-4,426.57	0.00		
	Vendor (PAC007) totals:					-4,426.57	0.00		
PHI004	PHIL'S BOXES INC								
	PA 30083	09/06/16			30083	-550.00	0.00		
	Vendor (PHI004) totals:					-550.00	0.00		
PID001	PIDHERNY CONTRACTING LTD.								
	PA 30110	09/21/16			30110	-18,490.50	0.00		
	Vendor (PID001) totals:					-18,490.50	0.00		
PIT002	PITNEY WORKS								
	PA 30084	09/06/16			30084	-1,050.00	0.00		
	Vendor (PIT002) totals:					-1,050.00	0.00		
PLA001	PLANNING INSTITUTE OF B.C.								
	PA 30096	09/13/16			30096	-73.50	0.00		
	Vendor (PLA001) totals:					-73.50	0.00		

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PRA002 PRAGMATIC CONFERENCING									
PA	TP-255-022	09/13/16			TP-255-022	-78.81	0.00		
Vendor (PRA002) totals:						-78.81	0.00		
QLA001 QLAB SYSTEMS LTD									
PA	TP-255-023	09/13/16			TP-255-023	-666.40	0.00		
Vendor (QLA001) totals:						-666.40	0.00		
RED004 RED ROCKET SERVICES									
PA	TP-253-017	09/06/16			TP-253-017	-262.50	0.00		
Vendor (RED004) totals:						-262.50	0.00		
REG001 REG.DIST.OF FRASER-FORT GEORGE									
PA	30097	09/13/16			30097	-196,789.91	0.00		
Vendor (REG001) totals:						-196,789.91	0.00		
RIC001 RICH'S SAW SALES									
PA	TP-255-024	09/13/16			TP-255-024	-58.96	0.00		
Vendor (RIC001) totals:						-58.96	0.00		
ROG001 ROGERS									
PA	TP-253-018	09/06/16			TP-253-018	-161.88	0.00		
Vendor (ROG001) totals:						-161.88	0.00		
SMI007 SMITHERS PUBLIC LIBRARY									
PA	TP-257-015	09/29/16			TP-257-015	-7,019.50	0.00		
Vendor (SMI007) totals:						-7,019.50	0.00		
SMI021 SMITHERS WELL DRILLING									
PA	30086	09/06/16			30086	-126.01	0.00		
Vendor (SMI021) totals:						-126.01	0.00		
SOL003 SWANA BC & YUKON CHAPTER									
PA	30098	09/13/16			30098	-1,470.00	0.00		
Vendor (SOL003) totals:						-1,470.00	0.00		
SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT.									
PA	TP-257-016	09/29/16			TP-257-016	-1,992.00	0.00		
Vendor (SOU003) totals:						-1,992.00	0.00		
SPO001 SPOTLESS UNIFORM LTD.									
PA	TP-253-019	09/06/16			TP-253-019	-46.86	0.00		
Vendor (SPO001) totals:						-46.86	0.00		
SSQ001 SSQ FINANCIAL									
PA	TP-253-020	09/06/16			TP-253-020	-1,006.67	0.00		
Vendor (SSQ001) totals:						-1,006.67	0.00		
STA008 STARLAND SUPPLY LTD									
PA	TP-253-021	09/06/16			TP-253-021	-365.66	0.00		
Vendor (STA008) totals:						-365.66	0.00		
STE012 STEWART MCDANNOLD STUART									
PA	TP-259-009	09/21/16			TP-259-009	-2,547.39	0.00		
Vendor (STE012) totals:						-2,547.39	0.00		
SUN002 SUN LIFE FINANCIAL									
PA	30087	09/06/16			30087	-15,595.66	0.00		
Vendor (SUN002) totals:						-15,595.66	0.00		
SWE001 SWEEPING BEAUTIES JANITORIAL									
PA	TP-257-017	09/29/16			TP-257-017	-2,034.61	0.00		
Vendor (SWE001) totals:						-2,034.61	0.00		

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TEL002 TELUS COMMUNICATIONS COMPANY									
PA	TP-253-022	09/06/16			TP-253-022	-3,467.55	0.00		
Vendor (TEL002) totals:						<u>-3,467.55</u>	<u>0.00</u>		
TEL007 TELUS MOBILITY									
PA	TP-255-025	09/13/16			TP-255-025	-1,145.60	0.00		
Vendor (TEL007) totals:						<u>-1,145.60</u>	<u>0.00</u>		
TIR002 TIRETECH									
PA	TP-255-026	09/13/16			TP-255-026	-28.57	0.00		
Vendor (TIR002) totals:						<u>-28.57</u>	<u>0.00</u>		
TOP005 TOPLEY FIRE PROTECTION SOC.									
PA	TP-257-018	09/29/16			TP-257-018	-2,620.84	0.00		
Vendor (TOP005) totals:						<u>-2,620.84</u>	<u>0.00</u>		
TOW003 TOWER COMMUNICATIONS									
PA	TP-253-023	09/06/16			TP-253-023	-3,345.46	0.00		
PA	TP-259-010	09/21/16			TP-259-010	-6,242.49	0.00		
Vendor (TOW003) totals:						<u>-9,587.95</u>	<u>0.00</u>		
UNI002 UNIVERSITY OF NORTHERN BC									
PA	30111	09/21/16			30111	-7,040.00	0.00		
Vendor (UNI002) totals:						<u>-7,040.00</u>	<u>0.00</u>		
USB001 US BANK CANADA									
PA	TP-256-001	09/20/16			TP-256-001	-8,678.03	0.00		
Vendor (USB001) totals:						<u>-8,678.03</u>	<u>0.00</u>		
VAL005 VALLEY DIESEL									
PA	30099	09/13/16			30099	-69.28	0.00		
Vendor (VAL005) totals:						<u>-69.28</u>	<u>0.00</u>		
VAN005 VANDERHOOF & DISTRICTS CO-OP									
PA	TP-253-024	09/06/16			TP-253-024	-11,829.46	0.00		
PA	TP-259-011	09/21/16			TP-259-011	-16,147.54	0.00		
Vendor (VAN005) totals:						<u>-27,977.00</u>	<u>0.00</u>		
WAS001 WASTE MANAGEMENT OF CANADA CO									
PA	TP-255-027	09/13/16			TP-255-027	-7,463.21	0.00		
Vendor (WAS001) totals:						<u>-7,463.21</u>	<u>0.00</u>		
WEL002 WELLMAN'S CAR AND TRUCK WASH									
PA	TP-253-025	09/06/16			TP-253-025	-64.84	0.00		
Vendor (WEL002) totals:						<u>-64.84</u>	<u>0.00</u>		
WIL004 WILLIAMS MACHINERY									
PA	TP-255-028	09/13/16			TP-255-028	-717.59	0.00		
Vendor (WIL004) totals:						<u>-717.59</u>	<u>0.00</u>		
XCG001 XCG CONSULTANTS LTD.									
PA	TP-253-026	09/06/16			TP-253-026	-3,482.86	0.00		
Vendor (XCG001) totals:						<u>-3,482.86</u>	<u>0.00</u>		
XER001 XEROX CANADA LTD.									
PA	TP-255-029	09/13/16			TP-255-029	-1,843.88	0.00		
Vendor (XER001) totals:						<u>-1,843.88</u>	<u>0.00</u>		
Control account (1) totals:						<u>-1,227,584.87</u>	<u>0.00</u>		
REC002 RECEIVER GENERAL									
PA	30085	09/06/16			30085	-39,520.92	0.00		
PA	30101	09/13/16			30101	-47,501.67	0.00		

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REC002 RECEIVER GENERAL (Continued)									
	Vendor (REC002) totals:					-87,022.59	0.00		
	Control account (2) totals:					-87,022.59	0.00		
	Report Total					-1,314,587.46	0.00		

108 vendor(s) printed.

335 1st, 2nd, 3rd Reading
or Adoption

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1784, 2016

**A bylaw to amend "Regional District of Bulkley-Nechako Procedure
Bylaw No. 1633, 2016"**

WHEREAS the Regional District has established the "Regional District of Bulkley-Nechako Procedure Bylaw No. 1633, 2012" for the procedure to be followed for the conduct of its business and the business of its select and standing committees;

AND WHEREAS the Regional District wishes to amend Section 2.0;

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

"That "Regional District of Bulkley-Nechako Procedures Bylaw No. 1633, 2012" be amended as follows:

2.0 **"Inaugural Meeting"** means the first meeting of the Board that is held after November 1 in any year.

This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Procedure Amendment Bylaw No. 1784, 2016."

READ A FIRST TIME this day of , 2016.

READ A SECOND TIME this day of , 2016.

READ A THIRD TIME this day of , 2016.

I hereby certify that this is a true and correct copy of Bylaw No. 1784, 2016.

Corporate Administrator

ADOPTED this day of , 2016

Chairperson

Corporate Administrator