

1

REGIONAL DISTRICT  
OF BULKLEY & NECHAKO

# AGENDA

## MEETING NO. 7

May 16, 2019

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”

**AGENDA**

Thursday, May 16, 2019



<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – May 16, 2019</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
	(All grey highlighted items may be received as a block)	
9-30	Board Meeting Minutes – April 18, 2019	Adopt
31-32	Special Board Meeting Minutes – May 2, 2019	Adopt
33-34	Agriculture Committee Meeting Minutes - May 2, 2019 (Unapproved)	Receive
35-38	Agriculture Committee Meeting Minutes - April 4, 2019	Receive
39-47	Committee of the Whole Meeting Minutes - May 2, 2019 (Unapproved)	Receive
48-53	Committee of the Whole Meeting Minutes - April 4, 2019	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>ADMINISTRATION REPORTS</u>	
54	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - May 2, 2019	Recommendation (Page 54)
55-56	Nellie Davis, Regional Economic Development Coordinator – Bulkley Valley Cross Country Ski Club – Northern Development Application - Community Halls and Recreation Facilities	Recommendation (Page 56)

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
57	Nellie Davis, Regional Economic Development Coordinator – Smithers Ski and Snowboard Club – Northern Development Application - Community Halls and Recreation Facilities	Recommendation (Page 57)
58-66	Cheryl Anderson, Acting CAO/Manager of Administrative Services – Grant in Aid Applications	Recommendation (Page 58)
67	Cheryl Anderson, Acting CAO/Manager of Administrative Services – 2019 UBCM Resolution Deadlines	Receive
68-71	John Illes, Chief Financial Officer – Northern Capital and Planning Grant	Receive
72	Tom Greenaway, Director, Electoral Area “C” (Fort St. James Rural) – RE: Report – Council of Forest Industries April 3-5, 2019 in Vancouver	Receive
<u>ENVIRONMENTAL SERVICES REPORTS</u>		
73-90	Elaine Wiebe, Environmental Services Assistant – Climate Action Revenue Incentive Program (CARIP) Public Report – Climate Action Survey 2018	Receive
<u>DEVELOPMENT SERVICES</u>		
<u>Memo</u>		
91	Maria Sandberg, Planner District of Houston OCP Amendment Bylaw No. 111, 2018 (Document under separate cover)	Recommendation (Page 91)
<u>Application</u>		
92-103	Jennifer MacIntyre, Planner 1 ALR Application 1213 (Penninga) – Exclusion from the ALR Electoral Area A	Recommendation (Page 96)

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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING</u> (All Directors)	<u>ACTION</u>
<u>Bylaws for 1<sup>st</sup> and 2<sup>nd</sup> Reading</u>		
104-111	Jennifer MacIntyre, Planner Bylaw No. 1869, 2019, Rezoning File F-01-18 Electoral Area "F"	Recommendation (Page 108)
112-118	Jennifer MacIntyre, Planner Bylaw No. 1870, 2019, Rezoning File A-01-19 Electoral Area "A"	Recommendation (Page 116)
119-131	Jennifer MacIntyre, Planner Bylaw No. 1871 & 1872, 2019, Rezoning File B-01-19 Electoral Area "B"	Recommendation (Page 124)
132-139	Jennifer MacIntyre, Planner Bylaw No. 1873, 2019, Rezoning File B-03-19 Electoral Area "B"	Recommendation (Page 135)
<u>Bylaw for 3<sup>rd</sup> Reading and Adoption</u>		
140-144	Maria Sandberg, Planner Endako, Fraser Lake, and Fort Fraser Official Community Plan Review (Document under separate cover)	Recommendation (Page 142)
<u>Application</u>		
145-149	Jennifer MacIntyre, Planner 1 Development Variance Permit No. A-02-19 (Harris/Amendt) Electoral Area A (Call for comments from the gallery)	Recommendation (Page 147)
<u>Referrals</u>		
150-152	Land Referral File No. 7410080 (CTF Enterprises Inc.) Electoral Area "C"	Recommendation (Page 150)
153-155	Land Referral File No. 7410079 (Canyon Tree Farms Inc Electoral Area "C"	Recommendation (Page 153)

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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING (All Directors)</u> <u>(CONT'D)</u>	<u>ACTION</u>
156-158	Land Referral File No. 7410072 (Beier) Electoral Area "F"	Recommendation (Page 156)
159-174	Recreation Referral File No. REC98532 (SMBA) Electoral Area "A"	Recommendation (Page 161)
<u>BUILDING INSPECTION (All Directors)</u>		
<u>Report</u>		
175	Steve Davis, Building Inspector April 2019 Building Inspectors Report	Receive
<u>Correspondence</u>		
176-182	Ministry of Municipal Affairs and Housing -Building BC Partnership Opportunities for Local Governments	Receive
<u>VERBAL REPORTS</u>		
<u>RECEIPT OF VERBAL REPORTS</u>		
<u>ADMINISTRATION CORRESPONDENCE</u>		
183	Ministry of Agriculture- Business Risk Management Branch	Receive
184	Northern Agricultural Gala and Carrots to Cattle Conference – Thank You	Receive
185-189	Coastal GasLink Pipeline Project – Construction Activity Update #1 January-February 2019	Receive
190-191	Cheryl Gallant, MP Renfrew-Nipissing-Pembroke – Bill C-68 – Amend the <i>Fisheries Act</i>	Receive
192-200	City of Burnaby – Changes to the <i>Community Charter</i> – Expanding Investment Opportunities	Receive
201	Comox Valley Regional District – Request Support for Brining Forward Province-Wide Regulations to Reduce Single-Use Plastic Bags	Receive

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**PAGE NO. ADMINISTRATION CORRESPONDENCE (CONT'D) ACTION**

- 202-206 City of Maple Ridge – Request Support - Concern Receive  
for Roles Defined for Local Government within the  
*Community Charter and the Local Government Act*
- 207-208 Rural B.C. to benefit from Expanded High-Speed Receive  
Internet
- 209-210 Canada's Rural Economic Development Minister Receive  
Invites Public Ideas On Ways to Expand Rural  
Opportunity – News Release
- 211 North Central Local Government Association Receive  
-Regular Board Meeting – March 29 & 30, 2019  
-Prince George, B.C.
- 212-234 Union of B.C. Municipalities Receive  
  - Funding & Resources Update
  - Sponsors for the 2019 Convention
  - In Memoriam: Former Oak Bay Mayor Nils Jensen
  - Survey on Legalized Cannabis Costs
  - Caribou Consultation Extended, Liaison Appointed
  - Housing Needs Funding
  - Advisor Appointed for Marine Debris
  - Input Sought on Fisheries Act Regulations
  - Input Sought on Code of Conduct for Local Governments
  - RCMP Contract Committee Seeks Input
  - Session Proposal Process
  - For CFOs: Cannabis Costs Survey
  - Amendments Enable Broadband Service
  - Toward Parity Survey – Response Requested
  - Funding & Resources Update
  - Remuneration of Local Elected Officials
  - Deadline Approaching for Code of Conduct Survey

**INVITATIONS**

- 235 BC Assessment Meeting Invitation at Receive  
2019 UBCM – September 24 & 25, 2019  
-Vancouver Convention Centre – Deadline to  
Schedule Meeting May 31, 2019
- 236 Northern BC Tourism Summit & AGM Receive  
- October 3 & 4, 2019

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<u>PAGE NO.</u>	<u>FINANCIAL</u>	<u>ACTION</u>
237- 246	Operating Accounts - Accounts Paid April, 2019	Ratify
	<u>Reading File</u>	Receive

### SUPPLEMENTARY AGENDA

#### NEW BUSINESS

#### IN-CAMERA MOTION

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(c) – labour relations or other employee relations (CAO Recruitment), and 90(2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Managing Access to Areas Under Evacuation Order) may be closed to the public therefore exercise their option of excluding the public for this meeting.

#### ADJOURNMENT



**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 5****Thursday, April 18, 2019**

<b>PRESENT:</b>	Chair	Gerry Thiessen
	Directors	Taylor Bachrach Shane Brienen Mark Fisher Dolores Funk Tom Greenaway Clint Lambert Linda McGuire Rob Newell Mark Parker Bev Playfair Michael Riis-Christianson Kim Watt-Senner
	Director Absent	Brad Layton, Village of Telkwa Jerry Petersen, Electoral Area 'F' (Vanderhoof Rural)
	Alternate Director	Roy Spooner, Electoral Area "F" (Vanderhoof Rural)
	Staff	Cheryl Anderson, Acting CAO/Manager of Administrative Services Jason Blackwell, Regional Fire Chief – arrived at 12:55 p.m., left at 1:09 p.m. Nellie Davis, Regional Economic Development Coordinator -left at 10:50 a.m., returned at 11:16 a.m., left at 12:17 p.m. Steve Davis, Building Inspector/Bylaw Enforcement Officer – arrived at 12:13 a.m., left at 1:24 p.m. Janette Derksen, Deputy Director of Environmental Services – arrived at 11:54 a.m. John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning and Protective Services Rory Mackenzie, Director of Environmental Services – arrived at 12:02 p.m. Wendy Wainwright, Executive Assistant
	Others	Kris Boland, Project Manager, RBA (Northwest Resource Benefits Alliance) – left at 11:12 a.m., returned at 12:55 p.m., left at 1:54 p.m. Ron Poole, CAO, Regional District of Kitimat-Stikine – left at 11:12 a.m., returned at 12:55 p.m., left at 1:54 p.m. Roberta Squire, CEO, United Way of Northern BC – left at 12:17 p.m. Lorna Bihori, United Way of Northern BC – left at 12:17 p.m.
	Media	Blair McBride, Lakes District News – left at 12:17 p.m., returned at 1:07 p.m., left at 1:30 p.m.
	<b><u>CALL TO ORDER</u></b>	Chair Thiessen called the meeting to order at 10:41 a.m.

**AGENDA &  
SUPPLEMENTARY AGENDA**

Moved by Director Bachrach  
Seconded by Director Brienen

2019-5-1

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**MINUTES**

Board Meeting Minutes  
-March 21, 2019

Moved by Director Parker  
Seconded by Director Watt-Senner

2019-5-2

"That the Regional District of Bulkley-Nechako Board Meeting Minutes of March 21, 2019 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee  
Meeting Minutes

Moved by Director Playfair  
Seconded by Director Greenaway

2019-5-3

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

- Agriculture Committee Meeting Minutes  
-April 4, 2019 (unapproved)
- Agriculture Committee Meeting Minutes  
-March 7, 2019
- Committee of the Whole Meeting Minutes  
-April 4, 2019 (Unapproved)
- Committee of the Whole Meeting Minutes  
- March 7, 2019
- Forestry Committee Meeting Minutes  
-March 21, 2019 (Unapproved)
- Forestry Committee Meeting Minutes  
-March 8, 2018
- Rural Directors Committee Meeting Minutes  
- April 4, 2019 (unapproved)
- Rural Directors Committee Meeting Minutes  
- March 7, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DELEGATIONS**

**NORTHWEST BC RESOURCE BENEFITS ALLIANCE (RBA) – Kris Boland, Project Manager, RBA and Ron Poole, CAO, Regional District of Kitimat-Stikine RE: Update**

Chair Thiessen welcomed Kris Boland, Project Manager, RBA and Ron Poole, CAO, Regional District of Kitimat-Stikine (RDKS).

Mr. Poole introduced Mr. Boland as the newly appointed RBA Project Manager and Deputy CAO, RDKS. Their visit is to work to increase communications between the RBA and the Regional District. Mr. Boland provided a PowerPoint Presentation providing an RBA activity update and current priorities moving forward.

Chair Thiessen spoke of the importance of having vibrant communities and the RBA will provide an opportunity to be a vibrant north.

## **DELEGATIONS (CONT'D)**

### **NORTHWEST BC RESOURCE BENEFITS ALLIANCE (RBA) – Kris Boland, Project Manager, RBA and Ron Poole, CAO, Regional District of Kitimat-Stikine RE: Update (Cont'd)**

Director Newell referenced Administration Correspondence on the April 18, 2019 RDBN Agenda from Darcy Repen titled "Resource Dependency the Spatial Origins of BCs Economic Base" and the relevance to the RBA. Director Newell spoke of the high percentage of export revenue that is from northern B.C. and the lack of understanding from lower mainland residents in regard to resource revenue funding a high percentage of the provinces social service programs such as healthcare. Mr. Boland mentioned that Mr. Repen has provided information to the RBA and acknowledged the difference in understanding between southern and northern BC residents.

Director Bachrach questioned how the quantifiers for the Sustainability/Livability study will be achieved and determined and will the study define what the acceptable level of services is for the communities in the northwest. Mr. Boland noted that it will be different for every community and the contributing factors for consideration will be: where has the community been?, where does the community want to be?, and what a community has and doesn't have. The approach to determining quantifiers will need to be broader than the infrastructure deficit alone and will be an interactive process. Director Bachrach mentioned the challenge in regard to attraction/retention having so many intangible factors that are difficult or impossible to track to determine vibrancy and sustainability of a community.

Director Fisher brought forward the difference between the rural and municipal infrastructure and livability components. He noted that there are many features and aspects of rural communities such as groomed trails that are not quantified but developed and maintained by rural residents themselves. Director Fisher also spoke of the self-reliance of rural residents in regard to infrastructure such as water and sewer services. He noted the importance of the RBA recognizing that rural residents have costs similar to those of municipalities even though the costs are not captured and rural residents are key to the community as a whole.

Discussion took place in regard to communication. Mr. Boland requested that feedback in regard to communication is welcome.

Chair Thiessen thanked Messrs. Boland and Poole for attending the meeting.

## **DELEGATIONS (CONT'D)**

### **UNITED WAY OF NORTHERN BC – Roberta Squire, CEO RE: bc211 Initiative**

Chair Thiessen welcomed Roberta Squire, CEO, United Way of Northern BC.

Ms. Squire provided a PowerPoint Presentation.

#### **Your Invitation to Partner with United Way**

- Let's Bring 211 to Northern BC
- How Does it Work?
- Just Imagine
- bc211 at a Glance
- How we Benefit from 211
- How 211 Can Help Community Service Providers
- Bc211 Reach – By the Numbers in 2018
- The Northern BC Challenge
- A.k.a Why bc211 is better than Google!
- What's Already in Place?
- What's Needed to Fully Implement?

**DELEGATIONS (CONT'D)**

**UNITED WAY OF NORTHERN BC – Roberta Squire, CEO RE: bc211 Initiative (Cont'd)**

Ms. Squire spoke of the communities that aren't "live" currently have access to the website and within five minutes a community can go "live". Chair Thiessen noted that each community has different resources that can be accessed. Ms. Squire mentioned that bc211 is free for agencies to upload their information. Ms. Squire commented that United Way has used/and is using social media and letter writing and postcard campaigns to promote bc211 to organizations, agencies and residents.

Director McGuire questioned if a community does go "live" how would the information be accumulated. Ms. Squire mentioned that they would access the information available closest to that community and her team would also visit each community and do its best to gather all the information available. She also noted that the information is updated on a regular basis and the system shows when the information was updated last. Discussion took place in regard to the challenges of continually updating organizations and agencies information. Ms. Squire mentioned that United Way has two full time staff that continually review the information and conduct call outs to ensure the information is as up to date as possible. Staff are located in the lower mainland.

Director Fisher questioned the long term funding of the initiative and if discussions have been held with the province. Ms. Squire indicated that discussions have taken place with the province in regard to funding the initiative along with large companies and the goal is to be fully funded within three years.

Ms. Squire commented that United Way has a memorandum of understanding with 911 and an understanding with 811 in regard to its bc211 initiative. The assistance to first responders and the eComm Centre was discussed. Discussion also took place in regard to the benefits of the initiative to community members.

Director McGuire questioned the hold time for callers. Ms. Squire will follow up with the information.

Chair Thiessen thanked Ms. Squire for attending the meeting.

**ADMINISTRATION REPORTS**

Committee Meeting  
Recommendation  
- April 4, 2019

Moved by Director Brien  
Seconded by Director Watt-Senner

2019-5-4

"That the Regional District of Bulkley-Nechako Board of Directors approve April 4, 2019 Committee Meeting Recommendations 1 through 7 as written:

**Committee of the Whole Meeting – April 4, 2019**

**Recommendation 1:**  
**Re: NWIPC Funding for 2019**

"That the Regional District of Bulkley-Nechako Board of Directors approve \$44,500 of funding to the Northwest Invasive Plant Council (NWIPC) for invasive plant management in the region for the 2019 year and, additionally approve the direct allocation of \$500 of the RDBN funding contribution to go towards signage for Seymour Lake's Floating Yellow Heart special project."

**ADMINISTRATION REPORTS (CONT'D)**

**Agriculture Committee Meeting– April 4, 2019**

**Recommendation 2:**

**Re: Update on Funding Proposal for updating RDBN Agriculture Plan**

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to request letters of support from the BC Ministry of Agriculture, Regional Agrologist and Land Use Planner; and further, that the RDBN Agriculture Committee Chair provide a letter of support for the funding proposal to the Investment Agriculture Foundation (IAF) for the RDBN Agriculture Plan Update 2019."

**Rural Directors Committee Meeting – April 4, 2019**

**Recommendation 3:**

**Re: Lakes Animal Friendship Society– Request for Grant in Aid – Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural)**

"That the Lakes Animal Friendship Society be given \$1,500 grant in aid monies from each of Electoral Areas "B" (Burns Lake Rural) and "E" (Francois/Ootsa Lake Rural) for costs associated with the construction of a dog park."

**Recommendation 4:**

**Re: Burns Lake & District Seniors Society– Request for Grant in Aid – Electoral Area "B" (Burns Lake Rural)**

"That the Burns Lake & District Seniors Society be given \$1,000 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for an electronic information kiosk."

**Recommendation 5:**

**Re: Fort St. James Bargain Basement– Request for Grant in Aid – Electoral Area "C" (Fort St. James Rural)**

"That the Fort St. James Bargain Basement be given \$5,000 grant in aid monies from Electoral Area "C" (Fort St. James Rural) for costs associated with relocation and renovations."

**Recommendation 6:**

**Re: Grant in Aid Application Amendment**

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to amend the RDBN Grant in Aid Application to include the date of an organization's annual general meeting (AGM) and if a date is unknown provide notification to the Electoral Area Director when the date for the organization's AGM is determined."

**ADMINISTRATION REPORTS (CONT'D)**

**Rural Directors Committee Meeting – April 4, 2019 (Cont'd)**

**Recommendation 7:**

**Re: Granisle Public Library– Request for Grant in Aid –  
Electoral Area “G” (Houston Rural)**

“That the Granisle Public Library be given \$2,500 grant in aid monies from Electoral Area “G” (Houston Rural) for costs associated with technology and database instruction.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Bulkley Valley Outdoor  
Recreation Society - Northern  
Development Application  
-Community Halls and Recreation  
Facilities

Moved by Director Fisher  
Seconded by Director Bachrach

2019-5-5

“That the Regional District of Bulkley-Nechako Board of Directors support the Bulkley Valley Outdoor Recreation Society's application to Northern Development Initiative Trust's Community Halls and Recreation Facilities Program for a grant of up to \$13,212 for the Canyon Creek Ski Area Day Shelter Project from the Northwest Regional Account.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Federal Gas Tax Funds  
-Electoral Area “A” (Smithers  
Rural) Town of Smithers

Moved by Director Fisher  
Seconded by Director Bachrach

2019-5-6

1. “That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$10,000 annually for four years, of Electoral Area “A” Federal Gas Tax allocation monies to the Town of Smithers towards the capital leasing costs of the Smithers and area transit; and further,

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

2. That the RDBN Board of Directors authorize the withdrawal of up to \$10,000 annually for four years from the Federal Gas Tax Reserve Fund.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADMINISTRATION REPORTS (CONT'D)**

Federal Gas Tax Funds Moved by Director Parker  
-Electoral Area "D" (Fraser Lake Seconded by Director Playfair  
Rural) –RDBN –Fort Fraser  
Sewer Condition Assessment

2019-5-7

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$10,000 of Electoral Area "D" Federal Gas Tax allocation monies for the commissioning of a sewer condition assessment for the Fort Fraser sewer system; and further,

(All/Directors/Majority) CARRIED UNANIMOUSLY

2. That the RDBN Board of Directors authorize the withdrawal of up to \$10,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority) CARRIED UNANIMOUSLY

First Nation and Regional Moved by Director Riis-Christianson  
District of Bulkley-Nechako Seconded by Director Lambert  
Relationship Protocol

2019-5-8

"That the Regional District of Bulkley-Nechako Board of Directors postpone the implementation of the First Nation and Regional District of Bulkley-Nechako Relationship Protocol."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Infrastructure and Planning Moved by Director Fisher  
Grant Seconded by Director Greenaway

2019-5-9

"That the Regional District of Bulkley-Nechako Board of Directors continue to commit funding for the Houston and Fort St. James Transfer Stations; and further, that a Special Meeting be held in July, 2019 to discuss the Northern Capital Infrastructure and Planning Grant to determine further direction."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Regional Parks and Trails Moved by Director Riis-Christianson  
Study Seconded by Director Bachrach

2019-5-10

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to prepare a request for proposal (RFP) for the Board's consideration that evaluates, and makes recommendations regarding, the various options for providing recreation services in the rural area."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

High Interest Savings Account Moved by Director Playfair  
Seconded by Director Riis-Christianson

2019-5-11

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's April 8, 2019 memo titled "Municipal Finance Authority – High Interest Savings Account", and
2. That the Regional District of Bulkley-Nechako Board of Directors direct staff to open two Pooled High Interest Savings Accounts with MFABC (Municipal Finance Authority of B.C.) – one associated with National Bank of Canada and one with CIBC."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Security Issuing Bylaw  
No. 1866

Moved by Director McGuire  
Seconded by Director Playfair

2019-5-12

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's April 8, 2019 memo titled "Security Issuing Bylaw No. 1866."
2. That the Regional District of Bulkley-Nechako Board of Directors give Bylaw 1866 three readings and adoption later in the agenda."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Local Service Area -Economic  
Development Bylaws

Moved by Director Riis-Christianson  
Seconded by Director Fisher

2019-5-13

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Chief Financial Officer's April 8, 2019 memo titled "Local Service Area – Economic Development Bylaws."
2. That the Regional District of Bulkley-Nechako Board of Directors give Bylaw 1867 and 1868 three readings later in the agenda."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The Regional News  
-Spring/Summer 2019

Moved by Director Bachrach  
Seconded by Director Watt-Senner

2019-5-14

"That the Regional District of Bulkley-Nechako Board of Directors ratify the Spring/Summer 2019 edition of "The Regional News"."

(All/Directors/Majority)

CARRIED UNANIMOUSLY



**ADMINISTRATION REPORTS (CONT'D)**

**Administration Reports**

Moved by Director Bachrach  
Seconded by Director McGuire

2019-5-15

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

- Regional Economic Development Coordinator – Ride North Project Update
- Economic Development Assistant – NDI Housing Programs
- 2019 Calgary Outdoor Adventure and Travel Show Report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ENVIRONMENTAL SERVICES**

**Extended Producer  
Responsibility Program  
Agreements for RDBN's  
Fort St. James Recycling Depot**

Moved by Director Greenaway  
Seconded by Director Playfair

2019-5-16

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Deputy Director of Environmental Services' April 5, 2019 memo titled "Stewardship Program Agreements for the RDBN Fort St. James Recycling Depot."
2. Further, that the Regional District of Bulkley-Nechako Board of Directors direct staff to enter into service agreements, agreeing to the terms and conditions for the following future Extended Producer Responsibility programs at the RDBN Fort St. James Recycling Depot located at the Fort St. James Transfer Station:
  - Lightcycle – Light bulbs
  - Call2Recycle – Household batteries
  - Electronic Products Recycling Association (EPRA) – Electrical Powered Devices
  - ElectroRecycle (CESA) – Small appliance & Power tools."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Memo**

**Coastal GasLink Pipeline  
Notice of Construction Activities  
Update**

Moved by Director Brien  
Seconded by Director McGuire

2019-5-17

"That the Regional District of Bulkley-Nechako Board of Directors receive the Director of Planning's April 7, 2019 memo titled "Coastal GasLink Pipeline Notice of Construction Activities Update."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DEVELOPMENT SERVICES (CONT'D)**

**Applications**

ALR Application 1211  
(Neufeld) – Non-Farm Use  
Electoral Area F

Moved by Director Fisher  
Seconded by Director Parker

2019-5-18

"That the Agricultural Land Reserve Non-Farm Use Application No. 1211 (Neufeld) be recommended to the Agricultural Land Commission for denial."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Correspondence**

Planning Correspondence

Moved by Director Newell  
Seconded by Director Watt-Senner

2019-5-19

"That the Regional District of Bulkley-Nechako Board of Directors receive the following Planning Correspondence:  
-Email: C.A.S Forest Care Ltd. RE: TransCanada CGL Socio-Economic Benefits  
-Caribou Recovery Agreement - Draft Section 11 Agreement and Draft Partnership Agreement."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ELECTORAL AREA PLANNING (All Directors)**

**Bylaw for 1<sup>st</sup> and 2<sup>nd</sup> Reading**

Endako, Fraser Lake, and  
Fort Fraser Official  
Community Plan

Moved by Director Parker  
Seconded by Director Watt-Senner

2019-5-20

1. "That the Regional District of Bulkley-Nechako Board of Directors consider the consultation options identified on the consultation checklist for "Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865" and confirm that the consultation undertaken is adequate.
2. That the Regional District of Bulkley-Nechako Board of Directors Consider "Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865" in conjunction with the RDBN's Financial Plan and Waste Management Plan.
3. That "Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865" be given 1<sup>st</sup> and 2<sup>nd</sup> reading this 18<sup>th</sup> day of April, 2019 and proceed to a Public Hearing once the plan has been referred to the Provincial Agricultural Land Commission.
4. And, that the Public Hearing on "Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865" be delegated to Director Parker or his alternate."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ELECTORAL AREA PLANNING (All Directors)**

**Application**

Chair Thiessen called for comments from the gallery.

Development Variance Permit No. F-01-19, Electoral Area F      Moved by Director Riis-Christianson  
Seconded by Alternate Director Spooner

2019-5-21

"That the Regional District of Bulkley-Nechako Board of Directors approve Development Variance Permit F-01-19 for the property located at 4100 Snell Road to vary Section 14.04 (1) of "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" to reduce the rear parcel line setback from 7.5 metres (24.61 ft.) to 4.5 metres (15 ft.) for the proposed residence developed in general compliance with Schedule A of the permit."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Break for lunch at 12:17 p.m.**

**Return from lunch 12:55 p.m.**

**BUILDING INSPECTION (All Directors)**

Chair Thiessen called for comments from the gallery.

Section 57 Notice on Title (2294 Meier Road) Electoral Area F      Moved by Director Brien  
Seconded by Director Newell

2019-5-22

"That the Regional District of Bulkley-Nechako Board of Directors confirmed that the property owners, or persons with an interest in the property were not in attendance at this meeting, and that written submissions were received from the property owner and the RDBN Building Inspector."

"That the Regional District of Bulkley-Nechako Board of Directors amend the wording of section 3 of the resolution in the April 8, 2019 staff report confirming that the property owner was not in attendance at this meeting, and that written submissions were received from the property owner and RDBN Building Inspector."

"That the Regional District of Bulkley-Nechako Board of Directors confirmed the recommendations of the Building Inspector and pass the following resolution directing the Corporate Officer to file a notice in the Land Title Office for the property at 2294 Meier Road."

**BUILDING INSPECTION (All Directors) (CONT'D)**

WHEREAS:

1. The Building Inspector has submitted to this Board a report dated April 8, 2019 (the "Report") regarding the building situated at Lot 2, Plan BCP34928, District Lot 1423, Cariboo Land District (2294 Meier Rd.), PID 027-395-618 (the "Land") that he discovered that construction was made to a building on the Land without a permit required under *Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012*, section 6.1; and

2. The Building Inspector has requested that the Board confirm his recommendations and pass a resolution directing the Corporate Officer to file a notice on title to the Land Title Office under section 57 of the *Community Charter*;

3. The Corporate Officer notified (Donna Revet and Joseph Hewett), the registered owners of the Land in accordance with section 57 of the *Community Charter* and the property owner or persons with an interest in the property did not attend this meeting, and that the Regional District of Bulkley-Nechako Board of Directors received written submissions from the property owner and RDBN Building Inspector;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Report and the recommendations of the Building Inspector are accepted and confirmed by this Board, and;

2. The Corporate Officer shall file a notice in the Land Title Office stating that a Resolution has been passed under section 57 of the *Community Charter* by this Board relating to land legally described as Lot 2, Plan BCP34928, District Lot 1423, Cariboo Land District (2294 Meier Rd.) and that further information respecting the resolution may be inspected at the offices of the Regional District of Bulkley-Nechako at 37-3<sup>rd</sup> Avenue, Burns Lake, BC, during office hours from 8:30 to 4:30."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Report**

**Building Inspection Report**

Moved by Director McGuire  
Seconded by Director Funk

**2019-5-23**

"That the Regional District of Bulkley-Nechako Board of Directors receive the Building Inspectors Report for March 2019."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Correspondence**

UBCM Resolution  
Greenhouse Gas Limits  
for New Buildings

Moved by Director Brien  
Seconded by Director Newell

2019-5-24

"That the Regional District of Bulkley-Nechako Board of Directors receive the correspondence titled "UBCM Resolution Greenhouse Gas Limits for New Buildings."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**PROTECTIVE SERVICES**

**Reports**

Road Rescue and Medical  
Response in the RDBN

Moved by Director Parker  
Seconded by Director Funk

2019-5-25

"That the Regional District of Bulkley-Nechako Board of Directors  
1. Work with Electoral Area Directors, municipalities, and fire departments with regard to the repeal of road rescue bylaws and the provision of a financial contribution to fire departments for emergency response support, and report back to the Board with further recommendations; and  
2. work with the Director for Electoral Area G and the Topley Fire Department to evaluate the service agreement's inclusion of medical first responders service, and report back to the Board with further recommendations."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Thiessen left the meeting at 1:08 p.m. due to a conflict of interest in regard to "Regional Emergency Support Services with the District of Vanderhoof."

Regional Emergency Support  
Services with the District of  
Vanderhoof

Moved by Director Riis-Christianson  
Seconded by Director Greenaway

2019-5-26

"That the Regional District of Bulkley-Nechako Board of Directors authorize the RDBN entering into the proposed Emergency Support Services Agreement with the District of Vanderhoof."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Thiessen returned at 1:09 p.m.

**PROTECTIVE SERVICES (CONT'D)**

**Reports (Cont'd)**

March 1, 2019 Snow Survey  
and Water Supply Bulletin

Moved by Director Bachrach  
Seconded by Director Watt-Senner

2019-5-27

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

- Protective Services Assistant's March 18, 2019 memo titled "March 1, 2019 Snow Survey and Water Supply Bulletin."
- Thank you Letter from Grassy Plains Community Hall Society."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**VERBAL REPORTS**

Cell Tower near Ferry Landing  
Terminal at Francois Lake

Director Lambert mentioned that the cell tower at the Ferry Landing Terminal at Francois Lake is now active.

Search and Rescue  
Support

Director Playfair commented that due to a recent incident Search and Rescue has been deployed in the Fort St. James community and she thanked the Nechako Valley Search and Rescue for their support during this difficult time.

Recycling Initiatives in  
Fort St. James

Director Playfair commented that recycling is moving forward in the Fort St. James area.

Nechako Roundtable

Director Greenaway mentioned that the Nechako Roundtable intends to have a meeting during the NCLGA Convention May 6-10, 2019 in Williams Lake, B.C.

Granisle Water Treatment  
Facility

Director McGuire noted that the water treatment facility in Granisle is progressing with the ribbon cutting ceremony to take place in July, 2019.

Fire Smart Workshops

Director Fisher attended the local Fire Smart representative workshop on behalf of the RDBN, training people to conduct Fire Smarting, it was good to be able to provide a local government perspective.

Old Highways Maintenance  
Yard in Smithers

Director Bachrach mentioned that the Town of Smithers, in 2004 purchased the old highways maintenance yard, and the area is currently going through a rezoning and OCP amendment process to change the zoning to medium density housing. Director Bachrach spoke of non-profit organizations potentially have the opportunity to partner with the province to develop housing. He noted the costs associated with remediating the property. A public hearing will be held on Tuesday, April 23<sup>rd</sup>.

Meeting with Northern Health

Director Newell mentioned he attended a meeting with Northern Health on April 15<sup>th</sup> and 16<sup>th</sup> and it is good to see Northern Health progressing with the new Terrace Hospital and renovations to the Smithers Hospital.

**VERBAL REPORTS (CONT'D)**

**Meeting with TransCanada Coastal GasLink**

Director Newell attended a meeting with Kiel Giddens, TransCanada Coastal GasLink and he provided an update in regard to the Uni'stot'en Camp near Houston. Director Newell indicated that TransCanada is considering providing the legacy of cell tower(s) in Electoral Area "G" (Houston Rural).

**Wildfire Risk Reduction Seminar**

Director Watt-Senner mentioned that along with Director Parker, she attended the Wildfire Risk Reduction Seminar held in Fraser Lake and commented that it was well done.

**Therapeutic Equine Program in Fraser Lake**

Director Watt-Senner announced that she and her husband are starting their Therapeutic Equine Program in Fraser Lake called Therapeutic Horse Power. The program will work with individuals with Post Traumatic Stress Disorder (PTSD), trauma, critical illness, and life stress. They will be hosting a free day May 5, 2019 for people to meet the horses and ask questions. Director Watt-Senner has advertised a small amount on Facebook and has had responses from police, fire, social workers and correction officers from all over western Canada expressing interest in attending the program. She has organized accommodations for people attending and will have individual family and group sessions.

**Annual Nechako White Sturgeon Release -Vanderhoof**

Chair Thiessen noted that the annual release of the juvenile Nechako White Sturgeon will take place May 3, 2019 in Vanderhoof.

**Vanderhoof Pool Update**

Chair Thiessen reported that the District of Vanderhoof has received its first update of the Vanderhoof Pool since it opened its doors to the public. The pool has been in operation for two months, operating 29 hours per week and has had 10,899 attendees in its first two months of operation. He thanked the Regional Board for its support of the project.

**Receipt of Verbal Reports**

Moved by Director Bachrach  
Seconded by Director Newell

2019-5-28

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION CORRESPONDENCE**

**Administration Correspondence**

Moved by Director McGuire  
Seconded by Director Brien

2019-5-29

"That the Regional District of Bulkley-Nechako Board of Directors receive the following correspondence:  
-North Central Local Government Association- 2019-20 NCLGA Membership Dues  
-Municipal Insurance Association – Claim Status Report  
-Northern Development Initiative Trust – 2019 Local Government Internship Program  
-BC Transit – Transit Infrastructure  
-Canadian Cancer Society – Thank you for Support – Kordyban Lodge

**ADMINISTRATION CORRESPONDENCE (CONT'D)**

- Cheslatta Carrier Nation – Request for Donation
- College of New Caledonia – Thank You for Attending Brand Launch Event
- Coastal GasLink Pipeline Project – Construction Activity Update #1 January-February 2019
- North Central Local Government Association- Species at Risk – Local Government Petition for Action (British Columbia Caribou Recovery Program)
- Nathan Cullen, MP – Bill C-429 – Zero Waste Packaging Act
- Office of the Ombudsperson – Quarterly Report October 1 – December 31, 2018
- Environmental Dynamics Inc. – Rio Tinto's Water Engagement Initiative
- Species at Risk Recovery – Southern Mountain Caribou Recovery Engagement Process
- Species at Risk Recovery - Caribou Engagement Update: Revision to Engagement Schedule
- Wilderness Committee – South Okanagan-Similkameen National Park Reserve
- City of Victoria – UBCM Resolutions
- Darcy Repen – Resource Dependency The Spatial Origins of BCs Economic Base
- Cathy Peters – Update on Human Trafficking in BC Communities
- Connected Communities – Wired to Deliver: New Site Promotes Community Fiber not Industry-Driven 5G
- Federation of Canadian Municipalities- Federal Budget 2019
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development/BC Wildfire Service – Overwintering fires, hot spots may reappear this spring
- North Central Local Government Association - 2019 NCLGA AGM FAQ
- Union of B.C. Municipalities
  - Funding & Resources Update
  - Federal Budget: Gas Tax Fund Doubled for a Year
  - Asset Management Planning Program
  - 2019 Community Excellence Awards
  - Toward Parity Initiative
  - Rules for Reporting Minor Crashes Amended
  - New Funding to Support Reconciliation
  - Wood Frame Building Code Changes
  - Multi-Materials BC Advisory Committee
  - BC Poverty Reduction Strategy
  - Caribou Recovery Engagement
  - Bylaw Adjudication Program
  - Promoting Local Economic Development

**INVITATIONS**

- BC Community Forest Association AGM- June 12-14, 2019 – Mission, BC
- Indigenous Resource Opportunities Conference - May 23, 2019 – Nanaimo, BC.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**



**ADMINISTRATION CORRESPONDENCE (CONT'D)**

Multi-Materials BC Advisory  
Committee

Moved by Director Fisher  
Seconded by Director Brienen

2019-5-30

"That the Regional District of Bulkley-Nechako Board of Directors write a letter to the Union of B.C. Municipalities expressing its interest to have Janette Derksen, Deputy Director of Environmental Services to sit on the Multi-Materials BC's (MMBC -Recycle BC) Advisory Committee."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**FINANCIAL**

Operating Accounts  
-March, 2019

Moved by Director Playfair  
Seconded by Director Bachrach

2019-5-31

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION BYLAWS**

**Bylaws for First, Second, Third Reading and Adoption**

No. 1866 –RDBN Security  
Issuing-Village of Granisle  
Sander-Dump Truck

Moved by Director McGuire  
Seconded by Director Greenaway

2019-5-32

"That "Regional District of Bulkley-Nechako Security Issuing – Village of Granisle Sander-Dump Truck Bylaw No. 1866, 2019" be given first, second, third reading and adoption this 18<sup>th</sup> day of April, 2019."

(All/Weighted/Majority)

CARRIED UNANIMOUSLY

**Bylaws for First, Second, and Third Reading**

No. 1867 –RDBN Electoral Area  
"B" (Burns Lake Rural)  
Economic Development Service  
Area Establishment

Moved by Director Riis-Christianson  
Seconded by Director Funk

2019-5-33

"That "Regional District of Bulkley-Nechako Electoral Area "B" (Burns Lake Rural) Economic Development Service Area Establishment Bylaw No. 1867, 2019" be given first, second, third reading and adoption this 18<sup>th</sup> day of April, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Bylaws for First, Second, and Third Reading (Cont'd)**

No. 1868 –RDBN Electoral Area Moved by Director Lambert  
"E" (Francois/Ootsa Lake Rural) Seconded by Director Riis-Christianson  
Economic Development Service  
Area Establishment

2019-5-34

"That "Regional District of Bulkley-Nechako Electoral Area "E"  
(Francois/Ootsa Lake Rural) Economic Development Service  
Area Establishment Bylaw No. 1868, 2019" be given first,  
second, third reading and adoption this 18<sup>th</sup> day of April, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**SUPPLEMENTARY AGENDA**

United Way – bc211  
-Information Kit – bc211  
Results for Bulkley-Nechako  
March 2019 – bc211-Appendix  
A Proposed Cost Sharing for 211  
Services in 2019

Moved by Director Funk  
Seconded by Bachrach

2019-5-35

"That the Regional District of Bulkley-Nechako Board of Directors  
receive the information from United Way titled "bc211-  
Information Kit – bc211 Results for Bulkley-Nechako March 2019  
– bc211-Appendix A Proposed Cost Sharing for 211 Services in  
2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ENVIROMENTAL SERVICES**

Fort St. James Recycling Depot Moved by Director Greenaway  
-Proposed Hours of Operation Seconded by Director Playfair

2019-5-36

1. "That the Regional District of Bulkley-Nechako Board of  
Directors receive the April 17, 2019 memo titled "Fort St. James  
Recycling Depot – Proposed Hours of Operation."

2. Further, that the Regional District of Bulkley-Nechako Board  
of Directors approve the hours of operation for the Fort St.  
James Recycling Depot at the Transfer Station in Fort St. James  
to operate the depot from Wednesday through Sunday with one  
FTE at 35 to 40 hours a week.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DEVELOPMENT SERVICES**

Land Referral File No. 7410043 Moved by Director Parker  
(Regnier) – Electoral Area "D" Seconded by Director Watt-Senner

2019-5-37

"That the comment sheet titled "Regional District of Bulkley-  
Nechako Comment Sheet on Crown Land Referral 7410043" be  
provided to the Province as the Regional District's comments on  
Crown Land Application 7410043."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **CORRESPONDENCE**

### **Correspondence**

Moved by Director Newell  
Seconded by Director Watt-Senner

2019-5-38

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

-Darcy Repen – Letter to the Northwest B.C. Resource Benefits Alliance (RBA)  
-Southern Mountain Caribou Recovery Engagement process Timeline Extension."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **READING FILE**

### **Reading File**

Moved by Director McGuire  
Seconded by Director Greenaway

2019-5-39

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

## **INVITATIONS**

-BC Chamber of Commerce AGM 2019 – May 23 – 25, 2019 – Hilton Vancouver Hotel, Burnaby, BC  
-Indigenous Resource Opportunities Conference – Preliminary Program May 23, 2019 – Vancouver Island Conference Centre, Nanaimo, BC

## **CORRESPONDENCE**

- BC Chamber of Commerce
  - March 26, 2019 – News Release: 'Ridesharing Now for BC' Responds to Report from Select Standing Committee
  - March 21, 2019 – March 2019 Insight
  - March 19, 2019 – News Release – Budget 2019 Leaves Business Concerns on the Sidelines
  - March 13, 2019 – Rex Murphy is Coming to Town BC Rural Centre – April 2019 BCRC Newsletter
- Canfor Corporation and Canfor Pulp Products Inc. Announce AGM and First Quarter Results Conference Call
- Cannabis Channel – The Green Gold Rush / Quebec Bar Calls on Government to Roll Back Modifications to Cannabis Legislation
- Civil Resolution Tribunal (CRT) Will Begin Resolving Motor Vehicle Accidents
- Clean Energy Review:
  - April 1, 2019 – Why Climate Change is Accelerating
  - March 25, 2019 – Missing the (Electrical Bus)
  - March 18, 2019 – Do Canadians want EVs?
- Federation of Canadian Municipalities –
  - April 8, 2019 – Voice – Growing the Federal Gas Tax Fund/Get Ready for New Opportunities
  - April 1, 2019 – Voice – A Win for Rural Broadband / What Budget 2019 Means for You / FCM Exchange
  - March 29, 2019 – Annual Conference 2019: Early Bird Registration ends April 12<sup>th</sup>

**READING FILE (CONT'D):**

**CORRESPONDENCE (CONT'D):**

- March 29, 2019 – Presidents Corner-Budget 2019: How we Got Here
- March 26, 2019 – Budget 2019: FCM Analysis
- March 26, 2019 – Join our Brownfield Renewal Network/Watch: Webinars on Plastic Waste Management
- March 25, 2019 – Voice – Budget 2019 – A Turning Point for Cities and Communities/Achieving UN's Sustainable Development Goals
- March 18, 2019 – Federal Budget 2019/FCM Board Charts Part Forward/Municipal Branding Takes Centre Stage in Ukraine
- March 11, 2019 – Voice – Our Campaign for Reliable Internet for All/Call for Applications: CEDI/Annual Conference 2019
- Ministry of Transportation and Infrastructure – Bulkley – Stikine Area 24 & 25 – Load Restrictions for March 17 to April 7, 2019
- Northern BC Tourism – News from Northern BC Tourism
- Northern Health – April 2019 Healthier Northern FCM Communities E- brief
- Prince George Economic Update February 2019
- Resource Works – Newsletter: Bill C-48 Comes up Short
- Resource Works – Newsletter: Resources Strongly Supported
- Rio Tinto Alcan – Nechako Reservoir Flow Facts:
  - March 23 to March 29th
  - March 16 to March 22nd
  - March 9 to March 15th
- Seniors Advocate – March 29, 2019 – OSA Research Rounds
- Thompson-Nicola Regional District – The Current – Highlights of March 28, 2019 Meeting.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**IN-CAMERA MOTION**

Moved by Director Lambert  
Seconded by Director Watt-Senner

2019-5-40

“In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(c) – labour relations or other employee relations, 90(1)(k) – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages, and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public and 90(2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Highway 16 Corridor) may be closed to the public therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Reconvened at 1:47 p.m.**

Rescind: Motion 2019-5-9  
Infrastructure and Planning  
Grant

Moved by Director Riis-Christianson  
Seconded by Director Watt-Senner

2019-5-41

"That the Regional District of Bulkley-Nechako Board of Directors rescind Motion 2019-5-9 – Infrastructure and Planning Grant."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to the Northern Capital Infrastructure and Planning Grant, and Fort St. James, Houston Transfer, Burns Lake Transfer Station upgrades for recycling initiatives."

**IN-CAMERA MOTION**

Moved by Director Brien  
Seconded by Alternate Director Spooner

2019-5-42

"That the Regional District of Bulkley-Nechako Board of Directors reconvene the Special (In-Camera) Meeting at 1:54 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Reconvened at 3:00 p.m.**

Fort St. James/Houston/Burns  
Lake Transfer Station Recycling  
Upgrades -Infrastructure and  
Planning Grant

Moved by Director Greenaway  
Seconded by Director Fisher

2019-5-43

"That the Regional District of Bulkley-Nechako Board of Directors commit funding from the Northern Capital Infrastructure and Planning Grant to the Fort St. James, Houston and Burns Lake Transfer Station recycling upgrades."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern Capital Infrastructure  
and Planning Grant

Moved by Director Brien  
Seconded by Director Lambert

2019-5-44

"That the Regional District of Bulkley-Nechako Board of Directors direct staff to schedule a meeting in July, 2019 to address the Northern Capital Infrastructure and Planning Grant."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**NEW BUSINESS**

Economic Development  
Strategy Session

Moved by Director Parker  
Seconded by Director Brien

2019-5-45

"That the Regional District of Bulkley-Nechako Board of Directors defer the Economic Development Strategy discussion to a Regional Board Special (In-Camera) Meeting May 2, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Bachrach  
Seconded by Director Lambert

2019-5-46

"That the meeting be adjourned at 3:04 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****SPECIAL BOARD MEETING NO. 6****Thursday, May 2, 2019**

<b>PRESENT:</b>	Chair	Gerry Thiessen
	Directors	Taylor Bachrach Shane Brienen Mark Fisher Dolores Funk Tom Greenaway Clint Lambert Brad Layton Linda McGuire Rob Newell Mark Parker Bev Playfair Michael Riis-Christianson Kim Watt-Senner
	Director Absent	Jerry Petersen, Electoral Area "F" (Vanderhoof Rural)
	Alternate Director	Roy Spooner, Electoral Area "F" (Vanderhoof Rural)
	Staff	Cheryl Anderson, Acting Chief Administrative Officer/Manager of Administrative Services John Illes, Chief Financial Officer Wendy Wainwright, Executive Assistant
	Others	Tom Barnes, CEO, Municipal Insurance Association of BC Maria Creighton, CFO, Municipal Insurance Association of BC Kristin Giannotti, Senior Manager, Assurance, PricewaterhouseCoopers LLP. Darrell Hill, Councillor, Village of Burns Lake Taylor Turkington, Senior Associate, Assurance, PricewaterhouseCoopers LLP. Sheryl Worthing, CAO, Village of Burns Lake
	Media	Blair McBride, Lakes District News

**CALL TO ORDER**

Chair Thiessen called the meeting to order at 10:34 a.m.

**MOTION TO HOLD SPECIAL  
BOARD MEETING**Moved by Director Layton  
Seconded by Director Bachrach2019-6-1"In accordance with Section 220 of the *Local Government Act*,  
the Regional District of Bulkley-Nechako Board of Directors calls  
a Special Board Meeting."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**AGENDA &  
 SUPPLEMENTARY AGENDA**

Moved by Director McGuire  
 Seconded by Director Watt-Senner

2019-6-2

"That the agenda of the Regional District of Bulkley-Nechako Board meeting of May 2, 2019 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DELEGATION**

**PRICEWATERHOUSECOOPERS LLP – Kristin Giannotti, Senior Manager and Taylor Turkington, Senior Associate, Assurance RE: 2018 Audit**

Chair Thiessen welcomed Kristin Giannotti, Senior Manager and Taylor Turkington, Senior Associate, Assurance, PricewaterhouseCoopers LLP.

Ms. Giannotti provided an overview of the following:

- Independent Auditor's Report
- Statement of Financial Position
- Statements of Operations
- Statement of Changes in Net Financial Assets
- Statement of Cash Flows.

Discussion took place regarding:

- Administrative recoveries
- Net financial assets 2017 and 2018
- Financial health of the Regional District
  - o Ms. Giannotti commented that the Regional District is in good financial health

Chair Thiessen thanked Ms. Giannotti and Mr. Turkington for attending the meeting.

**REPORT**

**Audited Financial Statements  
 2018**

Moved by Director Layton  
 Seconded by Director Parker

2019-6-3

1. "That the Regional District of Bulkley-Nechako Board of Directors receive the Treasurer's April 23, 2019 memo titled "Approval of the 2018 Audited Financial Statements."
2. That the Regional District of Bulkley-Nechako Board of Directors authorize the Chair and Chief Financial Officer to sign and date a copy of the Financial Statements."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Layton  
 Seconded by Director Playfair

2019-6-4

"That the meeting be adjourned at 10:45 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGRICULTURE COMMITTEE MEETING  
(Committee Of The Whole)

Thursday, May 2, 2019

**PRESENT:** Chair Mark Parker

Directors Taylor Bachrach  
Shane Brienen  
Mark Fisher  
Dolores Funk  
Tom Greenaway  
Clint Lambert  
Brad Layton  
Linda McGuire – arrived at 1:48 p.m.  
Rob Newell  
Bev Playfair  
Michael Riis-Christianson – arrived at 1:48 p.m.  
Kim Watt-Senner  
Gerry Thiessen

Director Absent Jerry Petersen, Electoral Area "F" (Vanderhoof Rural)

Alternate Director Roy Spooner, Electoral Area "F" (Vanderhoof Rural)

Staff Cheryl Anderson, Acting Chief Administrative Officer/Manager of Administrative Services  
Debbie Evans, Agriculture Coordinator  
John Illes, Chief Financial Officer  
Wendy Wainwright, Executive Assistant

**CALL TO ORDER** Chair Parker called the meeting to order at 1:45 p.m.

**AGENDA** Moved by Director Funk  
Seconded by Director Watt-Senner

**AG.2019-4-1** "That the Agriculture Committee Agenda of May 2, 2019 be adopted."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

**MINUTES**

**Agriculture Committee Meeting Minutes -April 4, 2019** Moved by Director Newell  
Seconded by Director Layton

**AG.2019-4-2** "That the Minutes of the Agriculture Committee Meeting of April 4, 2019 be received."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

## REPORTS

### Livestock Emergency Hay

Moved by Director Watt-Senner  
 Seconded by Director Lambert

### AG.2019-4-3

"That the Agriculture Committee recommend that the Regional District of Bulkley-Nechako Board of Directors support the proposal for change of the Emergency Hay Program to support feed shortage and relocation of livestock in the event of an emergency in 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### 2019 Pilot with RDBN Fairgrounds for Emergency Response

Moved by Director Riis-Christianson  
 Seconded by Director Layton

### AG.2019-4-4

"That the Agriculture Committee recommend that the Regional District of Bulkley-Nechako Board of Directors approve the 2019 Pilot with RDBN Fairgrounds for Emergency Response."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Agriculture Reports

Moved by Director Newell  
 Seconded by Director Watt-Senner

### AG.2019-4-5

"That the Agriculture Committee receive the following Reports:

- 2019 Emergency and Livestock Preparedness Workshops Report
- SheepFest 2019 Report
- Haskap 3.0 Workshop Report
- Agri-Food Business Planning Workshop Report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## ADJOURNMENT

Moved by Director Bachrach  
 Seconded by Director Layton

### AG.2019-4-6

"That the meeting be adjourned at 1:54 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****AGRICULTURE COMMITTEE MEETING**  
**(Committee Of The Whole)****Thursday, April 4, 2019**

<b>PRESENT:</b>	Chair	Mark Parker
	Directors	Taylor Bachrach Mark Fisher Clint Lambert Linda McGuire Rob Newell Jerry Petersen Michael Riis-Christianson Kim Watt-Senner
	Directors Absent	Shane Brienen, District of Houston Dolores Funk, Village of Burns Lake Tom Greenaway, Electoral Area "C" (Fort St. James Rural) Brad Layton, Village of Telkwa Bev Playfair, District of Fort St. James Gerry Thiessen, District of Vanderhoof
	Alternate Directors	Darrell Hill, Village of Burns Lake Judy Greenaway, District of Fort St. James Bob Hughes, Electoral Area "C" (Fort St. James Rural)
	Staff	Cheryl Anderson, Acting Chief Administrative Officer/Manager of Administrative Services Debbie Evans, Agriculture Coordinator John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning and Protective Services Wendy Wainwright, Executive Assistant
	Others	Margo Peill, Northwest Region Community Animator, Farm to School BC – Via teleconference 11:53 a.m. to 12:07 p.m.
	Media	Blair McBride, Lakes District News

**CALL TO ORDER**

Chair Parker called the meeting to order at 11:50 a.m.

**AGENDA &****SUPPLEMENTARY AGENDA**Moved by Director Lambert  
Seconded by Director Newell**AG.2019-3-1**"That the Agriculture Committee Agenda of April 4, 2019 be  
adopted; and further, that the Supplementary Agenda be dealt  
with at this meeting."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## MINUTES

Agriculture Committee  
Meeting Minutes  
-March 7, 2019

Moved by Director Lambert  
Seconded by Director Watt-Senner

AG.2019-3-2

"That the Minutes of the Agriculture Committee Meeting of March 7, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## DELEGATION

**PUBLIC HEALTH ASSOCIATION OF BC – Margo Peill, Northwest Region Community Animator, Farm to School BC – RE: Introduction to Farm to School BC Program – via teleconference**

Chair Parker welcomed Margo Peill, Northwest Region Community Animator, Farm to School BC, Public Health Association of BC.

Ms. Peill provided a PowerPoint Presentation.

### **Introduction to F2SBC (Farm to School BC)**

- Vision and Mission
- Goals
- Farm to School BC
- Farm to School BC Reach
- Core Elements of Farm to School
- Healthy Local Food
  - o Schools source and serve local foods in a variety of ways
- Hands-on learning
- School and Community Connectedness
- F2SBC Interest
- Northwest Regional Hub
- Farm to School Community Animator.

Ms. Peill noted that she is spreading awareness in regard to the Farm to School BC Program and is working to open conversation for collaboration, and to build capacity for the program.

Director Newell questioned if the program is delivered daily. Ms. Peill commented that each school participates at different levels of capacity. She noted that the long-term goal of the program is to achieve daily participation. Director Newell mentioned that daily delivery of a program such as Farm to School BC assists in eliminating economic disparity.

Director McGuire asked if the program was only distributed east to Houston. Currently the program is east to Houston with support provided to one or two schools in School District No. 91 (Nechako Lakes). Ms. Peill mentioned that they are investigating starting a hub in Prince George. She also identified grant funding that will open in the fall for schools to apply to start programs or assist programs in operation.

Chair Parker spoke of the number of schools participating in the program. Ms. Peill noted that some schools were providing a program prior to the Farm to School BC program and she is currently determining the schools that have programs in place and where support can be provided and connecting schools that may wish to participate in the program.

Chair Parker thanked Ms. Peill for attending the meeting.

## REPORTS

Update on Funding Proposal for updating RDBN Agriculture Plan Moved by Director McGuire  
 Seconded by Director Lambert

AG.2019-3-3

"That the Agriculture Committee recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to request letters of support from the BC Ministry of Agriculture, Regional Agrologist and Land Use Planner; and further, that the RDBN Agriculture Committee Chair provide a letter of support for the funding proposal to the Investment Agriculture Foundation (IAF) for the RDBN Agriculture Plan Update 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## CORRESPONDENCE

Correspondence Moved by Director McGuire  
 Seconded by Director Lambert

AG.2019-3-4

"That the Agriculture Committee receive the following correspondence:

-Bulkley-Nechako/Fraser-Fort George Adaptation Strategies: Workshop #2 Summary  
 -the RDBN Letter to Business Risk Management Branch – 2018 Canada – British Columbia Wildfire Recovery Initiative – Tax Implications."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## SUPPLEMENTARY AGENDA

### CORRESPONDENCE

Public Health Association of BC – Farm to School BC Moved by Director Petersen  
 Seconded by Director Riis-Christianson

AG.2019-3-5

"That the Agriculture Committee receive the correspondence from Public Health Association of BC – Farm to School BC."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### INVITATION

Join the Agri-Food Business Planning Workshop -April 15-16, 2019 – Smithers, BC Moved by Director Bachrach  
 Seconded by Alternate Director Greenaway

AG.2019-3-6

"That the Agriculture Committee receive the invitation titled "Join the Agri-Food Business Planning Workshop – April 15-16, 2019 – Smithers, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Alternate Director Greenaway  
Seconded by Director Lambert

AG.2019-3-7

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

\_\_\_\_\_  
Mark Parker, Chair

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING****Thursday, May 2, 2019**

<b>PRESENT:</b>	Chair	Gerry Thiessen
	Directors	Taylor Bachrach Shane Brienen Mark Fisher Dolores Funk Tom Greenaway Clint Lambert Brad Layton Linda McGuire Rob Newell Mark Parker Bev Playfair Michael Riis-Christianson Kim Watt-Senner
	Director Absent	Jerry Petersen, Electoral Area "F" (Vanderhoof Rural)
	Alternate Director	Roy Spooner, Electoral Area "F" (Vanderhoof Rural)
	Staff	Cheryl Anderson, Acting Chief Administrative Officer/Manager of Administrative Services Debbie Evans, Agriculture Coordinator – arrived at 1:25 p.m. John Illes, Chief Financial Officer Rory McKenzie, Director of Environmental Services – arrived at 1:25 p.m. Wendy Wainwright, Executive Assistant
	Others	Tom Barnes, CEO, Municipal Insurance Association of BC – left at 11:47 a.m. Agathe Bernard, Stewardship Officer, Nadina, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – arrived at 11:21 a.m., left at 12:47 p.m. Maria Creighton, CFO, Municipal Insurance Association of BC – left at 11:47 a.m. Beth Eagles, Resource Manager, Regional Operations, Nadina, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – arrived at 11:24 a.m., left at 12:47 p.m. Darrell Hill, Councillor, Village of Burns Lake – left at 11:47 a.m. Brent May, District Manager, Regional Operations, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – arrived at 11:24 a.m., left at 12:47 p.m. Brad McRobert, Regional Manager Bulkley-Nechako (Vanderhoof), Regional Economic Operations Branch, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – arrived at 11:24 a.m., left at 12:47 p.m. Diane Nichols, Provincial Chief Forester, Ministry of Forests, Lands, Natural Resource Operations and Rural Development– arrived at 11:13 a.m., left at 12:47 p.m.

Others (Cont'd)

Atmo Prasad, Manager, Forest Analysis and Data, Ministry of Forests, Lands, Natural Resource Operations and Rural Development– arrived at 11:13 a.m., left at 12:47 p.m.  
Jim Snetsinger, RPF, Ministry of Forests, Lands, Natural Resource Operations and Rural Development– arrived at 11:13 a.m., left at 12:47 p.m.  
Qiong Su, Timber Supply/Geomatics Forester, Forest Analysis, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – arrived at 11:13 a.m., left at 12:47 p.m.  
Sheryl Worthing, CAO, Village of Burns Lake – left at 11:47 a.m.

Media

Blair McBride, Lakes District News – left at 11:03 a.m., returned at 11:41 a.m.

**CALL TO ORDER**

Chair Thiessen called the meeting to order at 10:49 a.m.

**AGENDA & SUPPLEMENTARY**

Moved by Director Greenaway  
Seconded by Director Layton

C.W.2019-4-1

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of May 2, 2019 be approved; and further, that the Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**MINUTES**

Committee of the Whole Minutes –April 4, 2019

Moved by Director Layton  
Seconded by Director Bachrach

C.W.2019-4-2

"That the Committee of the Whole meeting minutes of April 4, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DELEGATIONS**

**MUNICIPAL INSURANCE ASSOCIATION OF BC – Tom Barnes, CEO, Maria Creighton, CFO**  
**RE: Overview**

Chair Thiessen welcomed Tom Barnes, CEO and Maria Creighton, CFO Municipal Insurance Association of BC.

Mr. Barnes and Ms. Creighton provided a video and PowerPoint Presentation.

- Overview of MIA – 30<sup>th</sup> Anniversary video
- Not a private insurer... MIABC's goals are its members goals
- Return to MIABC members
- Provide members with more than just insurance
- MIABC exists because communities in BC want to work together and support each other
- Great things are done by a series of small things brought together



**DELEGATIONS (CONT'D)**

**MUNICIPAL INSURANCE ASSOCIATION OF BC – Tom Barnes, CEO, Maria Creighton, CFO**  
**RE: Overview (Cont'd)**

- Loose Lips – Sink Townships
  - Reducing Risk Arising from Communications with the Public
    - Where does the liability exposure of elected officials arise?
  - Defamation and Negligent Misrepresentation
    - Cost of claims
      - Direct costs
      - Indirect cost
      - Intangible cost
  - Biggest mistake – negligent misrepresentation – saying something you think is right or sounds like it should be right but isn't right
    - Examples
      - Information relating to future plans
      - Contracts or tender documents
      - Interpretation of bylaws
      - Subdivision requirements
      - Building regulations
      - Business regulations
      - Municipal assets or property for sale
  - Defamation is....
    - Words used had a negative impact on the plaintiff
    - Words referred to the plaintiff
    - Communication made to third party

Mr. Barnes spoke of some local governments having a Reimbursement Bylaw addressing coverage for elected officials when personally sued. He noted the importance of remembering that a Board speaks with one voice after a debate, resolution and a vote. Ms. Creighton commented that a communication plan can provide guidance and contacting the CAO prior to having conversations or discussions will also assist in determining direction.

- Under promise + over deliver = reasonable expectations
  - More tips for managing public expectations
    1. Understand who the party is and what is important to them
    2. Confirming letters/emails
    3. Develop an invariable practice
    4. Keep good notes
    5. Remain professional and take the high road
    6. Avoid doing or saying anything that you would be embarrassed to see show up in an affidavit before a judge.

Director Bachrach spoke of the use of Facebook and personal/corporate business pages. He noted that personal pages provide more opportunity to interact and respond to people. Mr. Barnes commented that risk recognition and managing the risk is important.

Discussion took place regarding MIABC Risk Management Grants. Mr. Barnes provided an overview of the grant process.

Chair Thiessen thanked Mr. Barnes and Ms. Creighton for attending the meeting.

**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Jim Snetsinger, RPF, Diane Nichols, Provincial Chief Forester, Atmo Prasad, Manager, Forest Analysis and Data Management, Forest Analysis and Inventory Branch RE: Lakes Timber Supply Area Timber Supply Review**

Chair Thiessen welcomed Jim Snetsinger, RPF, Diane Nichols, Provincial Chief Forester, Atmo Prasad, Manager, Forest Analysis and Data Management, Forest Analysis and Inventory, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Mr. Snetsinger, Ms. Nichols and Mr. Prasad provided a PowerPoint Presentation.

**Lakes Timber Supply Area Timber Supply Review Discussion Paper**

**Presentation Outline**

- Timber Supply Review (TSR) Objectives and Process
- Role of the Chief Forester
- Current Status of the Lakes TSA (Timber Supply Analysis) TSR Process
  - Release of the Discussion Paper
    - Public review and comment requested by July 5, 2019
- Key messages heard to date
- Discussion paper
  - The Forest
    - Crown managed forest land base
    - Timber Harvesting Land Base
  - Lakes Timber Supply Area Context
    - Impact of Mountain Pine Beetle
    - Wildfire Impacts
    - Tenure Changes
    - Harvest History
  - Base Case
  - Alternative Harvest Flows
  - Sensitivity Analyses
  - Socio-economic Analysis
- Engagement.

Chair Thiessen spoke of the importance of the Lakes Timber Supply Area (TSA) Timber Supply Review (TSR) to the region.

Director Riis-Christianson questioned the following:

- The weight and impact of public comments to the Chief Foresters determination of the Allowable Annual Cut (AAC).
  - o Ms. Nichols noted that the sensitivity analysis conducted is based on comments that were received. Community, land base and socio-economic concerns have a strong bearing on her decision.
- An update in regard to the science used for the information package provided to the Chief Forester.
  - o Mr. Prasad provided an overview:
    - Inventory was updated in 2016
    - Different stands are updated annually
    - Permanent sample plots are used to monitor growth of old and young stands to ensure modeling is on track
    - Analysis was conducted by a vigorous peer group using the best minds and the best available information
    - The information used is the most up to date information possible.

**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT –RE: Lakes Timber Supply Area Timber Supply Review (Cont'd)**

- Ms. Nichols noted that the following is also included:
  - Aerial and ground forest health surveys
  - Any cumulative effect assessments conducted on the area
  - Wildlife habitat assessments and monitoring
  - Forest and range effectiveness programs results
  - Values of *Forest Range Practices Act* (FRPA)
  - Most completed on an annual/biannual basis
- In regards to socio-economic it has been suggested that job losses are conservative, How and what methodology is used to determine the socio-economic impacts?
  - Utilized FLNRORD staff to determine the cubic meters and the potential impacts to jobs – which will be determined by the forest companies
  - Ms. Nichols noted that wood does flow in and out of the area depending on the trading of wood to support the various mills
  - Socio-economic assessment also looked at primary and secondary jobs and multiplier affects built in the modeling.

Director Layton requested clarification on:

- The impacts of moving from volume based to area based salvaging to the AAC in cubic meters.
  - Mr. Prasad commented on the proportion of the Timber Harvesting Land Base (THLB) affected has a direct proportional effect to the AAC.
- Science completed in regard to how much better managed stands are closer to harvest date vs. mother nature?
  - Ms. Nichols spoke of two types of plots:
    - Permanent sample plots
      - In mature timber
      - Sets growth and yield rates
    - Young stem monitoring plot program
      - Going into young managed stands
      - Ensure yield projections are for managed stands – second growth – plantation stands
      - Ensure growth projection and if needed recalculate yield to go into modeling.
- Need to be proactive and is there recommendations to mitigate the intensively managed stands sooner than 60 years
  - Ms. Nichols discussed:
    - Timber Supply Review is most sensitive to fastest rejuvenation
    - Forest Genetics
    - "Results" silviculture program
    - Small amount of fertilization being tried
    - Information built into the growth and yield

Director Bachrach questioned the social choice being asked of the public?

- Ms. Nichols commented that the base graphs show the live volume
- The current practice is utilizing live and dead volumes of fiber
- There is potential dead volume that could be utilized depending on milling and other opportunities and could assist with timber supply
- Some pellet plants utilizing deciduous fiber and some facilities are looking at opportunities moving forward
- Ms. Nichols spoke of being realistic about potential opportunities and a balanced decision making process.

**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT –RE: Lakes Timber Supply Area Timber Supply Review (Cont'd)**

Director Brienen spoke of the 2014 timber swap that occurred with the sawmill in Quesnel and Houston and the apprehension. He spoke of the interest today in the Discussion Paper. He requested that it would be very beneficial to include an acronym definition appendix in the discussion paper. Ms. Nichols commented that it has been excellent to have the interest in the process that is taking place and it is important for people to have an understanding of the process.

Chair Thiessen thanked Mr. Snetsinger in his past role as Chief Forester and Ms. Nichols in her present role as Chief Forester for being open to discussions in regard to issues and concerns.

Director Funk asked:

- Has there been a consideration to the shelf life of the Mountain Pine Beetle (MPB) wood and to harvesting it all until it is no longer salvageable?
  - o Ms. Nichols noted that the shelf life for the MPB is different in different areas of the province
  - o Use the dead wood – not burn it – except for wildfire mitigation and fuel management consideration.
- Take aways from the May 1 Public Meeting in Burns Lake
  - o People looking for information
    - Stewardship in the TSR
    - Job effects
  - o Specific questions of the Chief Forester – how conduct analysis?
  - o Discussion Paper is not the AAC determination – Chief Forester's process moving forward to determine the AAC
  - o Having information explained.

Director Layton requested access to the summary of the fiber available in the TSA. The District FLNRORD office can provide the information.

Ms. Nichols spoke to clarification of the volume base to area base changes, that while the TSA has been reduced, the wood is still available to harvest under different tenures.

Alternate Director Spooner brought forward diversity in regard to the use of fiber. Ms. Nichols mentioned that it is not included in the AAC determination but she does work with researchers from around the world about various opportunities and emerging initiatives for wood fiber. She spoke of the provincial and federal governments programs in regard to research, delivery and commercialization of biofuels. Ms. Nichols noted she has spoken to supporting communities with new initiatives and opportunities concerning the changing wood fiber basket. Chair Thiessen spoke of the importance of having support for communities to develop variations of community energy systems.

The Regional Board thanked Mr. Snetsinger and Ms. Nichols for their engagement and feedback.

Director Newell questioned the influence that FLNRORD has in regard to pipelines and their utilization of fiber on right of ways and access ways. Ms. Nichols noted that the Oil and Gas Commission has a certificate program and that certificate has certain conditions that have to be met. The certificate includes language in regard to the utilization of fiber. She spoke to moving towards developing stronger methods to ensure utilization of fiber.

Chair Thiessen spoke to the regions communities being resource based and the importance of sharing information.

**DELEGATION (CONT'D)**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT –RE: Lakes Timber Supply Area Timber Supply Review (Cont'd)**

The Regional Board thanked Mr. Snetsinger and Ms. Nichols for their engagement and feedback.

Chair Thiessen thanked Messrs. Prasad and Snetsinger and Ms. Nichols for attending the meeting.

**REPORTS**

**First Draft – Updated Purchasing Policy**

Director Bachrach identified that the Village of Cumberland has developed a social procurement policy that may be beneficial to review.

Discussion took place in regard to the Expense Authority Limits and Approval of Expenditures. Chair Thiessen spoke of clearly identifying the approval authorities for expenditures.

**First Draft – Updated Purchasing Policy**

Moved by Director Bachrach  
Seconded by Director Layton

**C.W.2019-4-3**

"That the Committee of the Whole receive the Chief Financial Officer's April 24, 2019 memo titled "First Draft – Updated Purchasing Policy"; and further, that staff provide a presentation to the Regional Board in regard to the Updated Purchasing Policy at a future RDBN Meeting; and that staff review the Village of Cumberland's Social Procurement Policy."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Northern Capital and Planning Grant**

Moved by Director Riis-Christianson  
Seconded by Director Newell

**C.W.2019-4-4**

"That the Committee of the Whole receive the Chief Financial Officer's April 24, 2019 memo titled "Northern Capital and Planning Grant."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Director Newell commented that he has drafted a distribution model for the Northern Capital and Planning Grant funding that he can provide at a future Rural Directors Committee Meeting. Staff will forward a Doodle Poll to determine a date in July, 2019 to discuss further the Northern Capital and Planning Grant distribution.

**Northern Development Initiative Trust - Building Façade Improvement Program**

Moved by Director Fisher  
Seconded by Director Bachrach

**C.W.2019-4-5**

"That the Committee of the Whole receive the Economic Development Support Assistant's April 24, 2019 memo titled "Northern Development Initiative Trust – Building Façade Improvement Program."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ENVIRONMENTAL SERVICES**

Manson Creek Landfill  
-Operations Contract –Tender  
Results

Moved by Director Greenaway  
Seconded by Director Playfair

C.W.2019-4-6

1. "That the Committee of the Whole receive the Director of Environmental Services' April 24, 2019 memo titled "Manson Creek Landfill – Operations Contract – Tender Results."
2. Further, that the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors award the Contract for Operation and Maintenance of the Manson Creek Landfill to Lepka Holdings Ltd. for a two year term commencing June 1, 2019 and expiring June 1, 2021 for a total amount of \$36,750 including GST."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**CORRESPONDENCE**

Canfor – News Release  
-Canfor Temporarily

Moved by Director Layton  
Seconded by Director Bachrach

C.W.2019-4-7

"That the Committee of the Whole receive the correspondence from Canfor – News Release – Canfor Temporarily Curtailing Production Capacity in BC."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**SUPPLEMENTARY AGENDA**

**CORRESPONDENCE**

Correspondence

Moved by Director Layton  
Seconded by Director Bachrach

C.W.2019-4-8

"That the Committee of the Whole receive the following correspondence:  
-Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Lakes Timber Supply Area Timber Supply Analysis Discussion Paper Summary  
-Northwest Invasive Plant Council – May Proclaimed Invasive Species Action Month (ISAM)  
-North Central Local Government Association – 2019 UBCM Community Excellence Awards – Call for Nominations

**INVITATION**

-Species at Risk Program – Pacific Region – Fisheries and Oceans Canada – Public Consultation Sessions."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Moved by Director Parker  
Seconded by Director Layton

C.W.2019-4-9

"That the meeting be adjourned at 1:44 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING****Thursday, April 4, 2019**

**PRESENT:** Vice Chair Mark Parker

Directors Taylor Bachrach  
Mark Fisher  
Clint Lambert  
Linda McGuire  
Rob Newell  
Jerry Petersen  
Michael Riis-Christianson  
Kim Watt-Senner

Directors Absent Shane Brienen, District of Houston  
Dolores Funk, Village of Burns Lake  
Tom Greenaway, Electoral Area "C" (Fort St. James Rural)  
Brad Layton, Village of Telkwa  
Bev Playfair, District of Fort St. James  
Gerry Thiessen, District of Vanderhoof

Alternate Directors Darrell Hill, Village of Burns Lake  
Judy Greenaway, District of Fort St. James  
Bob Hughes, Electoral Area "C" (Fort St. James Rural)

Staff Cheryl Anderson, Vice Chief Administrative Officer/Manager of Administrative Services  
Nellie Davis, Regional Economic Development Coordinator  
Janette Derksen, Deputy Director of Environmental Services  
Debbie Evans, Agriculture Coordinator  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning and Protective Services  
Wendy Wainwright, Executive Assistant

Others Penni Adams, Program Manager, Northwest Invasive Plant Council/Seymour Lake Conservation Society – left at 11:07 a.m.

Media Blair McBride, Lakes District News - arrived at 10:33 a.m.

**CALL TO ORDER**

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

**OATH OF OFFICE**

Cheryl Anderson, Vice Chief Administrative Office administered the Oath of Office to Bob Hughes, Electoral Area "C" (Fort St. James Rural).

**AGENDA & SUPPLEMENTARY**Moved by Director Bachrach  
Seconded by Director McGuire**C.W.2019-3-1**

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of April 4, 2019 be approved; and further, that the Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**



## MINUTES

Committee of the Whole  
Minutes – March 7, 2019

Moved by Director Petersen  
Seconded by Director Lambert

C.W.2019-3-2

"That the Committee of the Whole meeting minutes of March 7, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## DELEGATION

### NORTHWEST INVASIVE PLANT COUNCIL/SEYMOUR LAKE CONSERVATION SOCIETY – Penni Adams, Program Manager – RE: Update

Vice Chair Parker welcomed Penni Adams, Program Manager, Northwest Invasive Plant Council.

Ms. Adams provided a PowerPoint Presentation.

#### Northwest Invasive Plant Council (NWIPC)

- Who is the Northwest Invasive Plant Council?
- Where does the NWIPC fit, provincially?
- What is an invasive plant?
  - How did they get here?
  - How do they spread?
- What are the characteristics of Invasive Plants (IPs)?
- What methods are used to control IPs?
- Yellow Floating Heart/Seymour Lake
- Prevention and control through changing behaviours = "PCG" – Play, Clean, Go program
- How can the Regional Board help NWIPC get the word out there?
- Reporting and Resources.

Director McGuire questioned the use of wild seed mixes being sold at garden centers. Ms. Adams noted that some wild seed mixes have species that are invasive in northern B.C. but can be planted in other locations. Wild seed mixes are not regulated and can be easily purchased. Ms. Adams spoke to the importance of researching the species of plants in wild seed mixes and encouraged purchasing individual seeds and mixing them yourself.

Ms. Adams mentioned that she can provide information pamphlets and posters to those needing the information. She also noted that the Invasive Species Council of BC has information on its website.

Director Fisher questioned whether there is public outreach and/or partnerships with retailers and others in regard to selling seeds. Ms. Adams spoke of the PlantWise Program and the Grow Me Instead information and that NWIPC contractors or herself can assist in providing workshops and information to retailers and residents. Director Fisher spoke of opportunities to partner with the RDBN to assist in providing the information to area residents. Ms. Adams stated that the NWIPC needs assistance and has limited capacity to raise awareness of invasive plants. She spoke of the need to build its volunteer base to assist in raising awareness of programs and invasive plants.

Director Bachrach reiterated the concerns and the magnitude of the impacts to Seymour Lake due to the Yellow Floating Heart and that it is nearly impossible to rid the lake of the invasive plant species. The Yellow Floating Heart will eventually deplete the oxygen in the lake and kill the native habitat. Ms. Adams noted that there is not a lot of hope for the lake and it is important to educate people using the lake to ensure that they clean, drain and dry all forms of boats used in the lake.

**DELEGATION (CONT'D)**

**NORTHWEST INVASIVE PLANT COUNCIL/SEYMOUR LAKE CONSERVATION SOCIETY – Penni Adams, Program Manager – RE: Update**

Discussion took place regarding the importance of public education to ensure that other lakes in the area do not become infested with the Yellow Floating Heart.

Vice Chair Parker questioned the impacts of the 2018 wildfires to the land. Ms. Adams is aware that funding is being allocated to conduct research and remediation.

Vice Chair Parker thanked Ms. Adams for attending the meeting.

**REPORTS**

**Public Engagement  
-Strategic Priority**

Moved by Director Watt-Senner  
Seconded by Director Riis-Christianson

**C.W.2019-3-3**

"That the Committee of the Whole receive The Regional Economic Development Coordinator's March 26, 2019 memo titled "Public Engagement – Strategic Priority."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

John Illes, Chief Financial Officer commented that the Regional Economic Development Coordinator will be attending the City of Prince George in partnership with the International Association of Public Participation (IAP2) Foundations in Public Participation course in Prince George, B.C., May, 2019.

Director Newell spoke of the need to have a different approach in regard to rural public engagement. He noted the importance of providing information and also providing opportunities for area residents to provide feedback and suggestions to the RDBN. Director Fisher mentioned the need to develop a strategy to address resident engagement.

**Nechako Watershed  
Roundtable**

Moved by Director McGuire  
Seconded by Director Watt-Senner

**C.W.2019-3-4**

"That the Committee of the Whole receive the Chief Financial Officer's March 25, 2019 memo titled "Nechako Watershed Roundtable."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Discussion took place concerning the Nechako Watershed Roundtable providing further information regarding whether a request for funding has been sent to municipalities and if the Nechako Watershed Roundtable has determined/confirmed future funding.

**REPORTS (CONT'D)**

**Northern Capital and Planning Grant**

Moved by Director Lambert  
 Seconded by Director Bachrach

**C.W.2019-3-5**

"That the Committee of the Whole receive the Chief Financial Officer's March 28, 2019 memo titled "Northern Capital and Planning Grant."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Mr. Illes provided an overview regarding the March 28, 2019 memo from Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, Ministry of Municipal Affairs and Housing in regard to Regional District – Payment Terms and Conditions under the Northern Capital and Planning Grant (NCPG) – Bulkley-Nechako.

Discussion took place in regard to utilizing the funding for the following: Parks and Recreation Service, Economic Development services, Emergency Management services, Environmental services, potential Consolidation Centres. The allocation of funding based on Regional District regulations under the *Local Government Act and Local Government Grants Act* as outlined by the Ministry of Municipal Affairs and Housing was also discussed. Further discussion is required at the April 18, 2019 Regional Board meeting.

**CORRESPONDENCE**

**Ministry of Forests, Lands,  
 Natural Resource Operations  
 and Rural Development  
 -Application Denial – Solid  
 Waste Management Plan  
 Priority Actions Project**

Moved by Director Petersen  
 Seconded by Alternate Director Greenaway

**C.W.2019-3-6**

"That the Committee of the Whole receive the correspondence from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Application Denial – Solid Waste Management Plan Priority Action Project."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Rio Tinto – Water Engagement  
 Initiative – Information Session  
 -March 2019**

Moved by Director Lambert  
 Seconded by Director McGuire

**C.W.2019-3-7**

"That the Committee of the Whole receive the Rio Tinto – Water Engagement Initiative – Information Session – March, 2019."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

### INVITATIONS

#### Invitations

Moved by Director Watt-Senner  
 Seconded by Director Bachrach

#### C.W.2019-3-8

"That the Committee of the Whole receive the following invitations:

- 3<sup>rd</sup> Annual Northwest BC Food Security Forum – April 5-6, 2019 – Terrace, B.C.
- North Central Local Government Association – 2019 NCLGA AGM Information and Update
- Peace River Region Community Engagement Sessions – April 1-4, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### SUPPLEMENTARY AGENDA

#### REPORT

#### Northern Capital and Planning Grant and Gas Tax Grant

Moved by Director Lambert  
 Seconded by Director Watt-Senner

#### C.W.2019-3-9

"That the Committee of the Whole receive the Chief Financial Officer's April 3, 2019 memo titled "Northern Capital and Planning Grant and Gas Tax Grant."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ENVIRONMENTAL SERVICES

Alternate Director Hill left the meeting at 11:36 am due to a conflict of interest in regard to his employment with the Northwest Invasive Plant Council.

#### NWIPC Funding for 2019

Moved by Director Riis-Christianson  
 Seconded by Director Petersen

#### C.W.2019-3-10

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors approve \$44,500 of funding to the Northwest Invasive Plant Council (NWIPC) for invasive plant management in the region for the 2019 year and, additionally approve the direct allocation of \$500 of the RDBN funding contribution to go towards signage for Seymour Lake's Floating Yellow Heart special project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to providing NWIPC information to Granisle residents and Directors participating in tradeshow.

Darrell returned to the meeting at 11:41 a.m.

**CORRESPONDENCE**

TransCanada Yellowhead  
Highway Association  
-Complimentary Membership  
2019

Moved by Director Riis-Christianson  
Seconded by Director Lambert

C.W.2019-3-11

"That the Committee of the Whole receive the correspondence from TransCanada Yellowhead Highway Association – Complimentary Membership for 2019."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Moved by Director Bachrach  
Seconded by Director Lambert

C.W.2019-3-12

"That the meeting be adjourned at 11:50 a.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Mark Parker, Vice Chair

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Wendy Wainwright, Executive Assistant



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

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

**FROM: Wendy Wainwright, Executive Assistant**

**DATE: May 8, 2019**

**SUBJECT: Committee Meeting Recommendations  
– May 2, 2019**

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Following are recommendations from the May 2, 2019 Committee meetings for the Regional Board's consideration and approval.

**Committee of the Whole Meeting – May 2, 2019**

**Recommendation 1:**

**Re: First Draft – Updated Purchasing Policy**

"That staff provide a presentation to the Regional Board in regard to the Updated Purchasing Policy at a future RDBN Meeting; and that staff review the Village of Cumberland's Social Procurement Policy."

**Recommendation 2:**

**Re: Manson Creek Landfill – Operations Contract – Tender Results**

"That the Regional District of Bulkley-Nechako Board of Directors award the Contract for Operation and Maintenance of the Manson Creek Landfill to Lepka Holdings Ltd. for a two year term commencing June 1, 2019 and expiring June 1, 2021 for a total amount of \$36,750 including GST."

**Agriculture Committee Meeting– May 2, 2019**

**Recommendation 3:**

**Re: Livestock Emergency Hay**

"That the Regional District of Bulkley-Nechako Board of Directors support the proposal for change of the Emergency Hay Program to support feed shortage and relocation of livestock in the event of an emergency in 2019."

**RECOMMENDATION: (ALL/DIRECTORS/MAJORITY)**

Recommendation 1 through 3 as written



## Regional District of Bulkley-Nechako Board of Directors Memorandum May 16, 2019

To: Chair Thiessen and the Board of Directors  
 From: Nellie Davis, Regional Economic Development Coordinator  
 Date: May 16, 2019  
 Regarding: Bulkley Valley Cross Country Ski Club - Northern Development Application-  
 Community Halls and Rec Facilities

---

The Bulkley Valley Cross Country Ski Club (BVCCSC) is submitting an application to Northern Development Initiative Trust's (Northern Development) Community Halls and Recreation Facilities Program – Northwest RAC. An RDBN Board resolution is required in order for the Northern Development Board to approve the application.

BVCCSC is requesting a \$30,000 grant to purchase equipment needed to maintain the Bulkley Valley Nordic Centre. The club recently completed a Management Plan that focuses on sustainability and includes strategies to improve the efficiency and effectiveness of their equipment. A priority identified is to obtain a tracked skid steer with attachments.

BVCCSC is known for its large trail system and excellent facilities. In addition to its 600 members and hundreds of school children, over 1500 day-tickets are sold to visitors. The BVCCSC's operating budget is funded from trail fees (day tickets and season passes); the purchase of equipment is a vital component to the continued viability of the club.

The \$64,633 Project includes:

- Purchase of Skid Steer Loader
- Purchase of Snow Wolf Plow
- Purchase Rotary Brush Cutter

Funding Organization	Amount	Status
Bulkley Valley Cross Country Ski Club	\$19,633	Confirmed
Wetzin'kwa Community Forest	\$15,000	Pending
Northern Development	\$30,000	Pending
<b>Total</b>	<b>\$64,633</b>	

A copy of the application with attachments is available should Directors wish to review the information in greater detail.

**Recommendation:**

**(All/Directors/Majority)**

That the Regional District of Bulkley-Nechako supports the application to Northern Development Initiative Trust from the Bulkley Valley Cross Country Ski Club for a grant of up to \$30,000 for the Plowing and Trail Brushing Equipment project from the Community Halls and Recreation Facilities program.





**Regional District of Bulkley-Nechako  
Board of Directors Memorandum  
May 16, 2019**

To: Chair Thiessen and the Board of Directors  
 From: Nellie Davis, Regional Economic Development Coordinator  
 Date: May 16, 2019  
 Regarding: Smithers Ski and Snowboard Club Northern Development Application-  
 Community Halls and Rec Facilities

The Smithers Ski and Snowboard Club (SSSC) is submitting an application to Northern Development Initiative Trust's (Northern Development) Community Halls and Recreation Facilities Program – Northwest RAC. An RDBN Board resolution is required in order for the Northern Development Board to approve the application.

SSSC is requesting a \$30,000 grant to upgrade its club cabin. The club cabin is situated beside the Hudson Bay Mountain Resort's (HBMR) Panorama lodge, 20 km from Smithers on Hudson Bay Mountain Road, and is within the RDBN jurisdiction. This important infrastructure upgrade is vital to the continued viability of the club. SSSC provides incredible programming and events to club members and public for both ski and snowboard across all ages, including Special Olympics athletes.

The \$43,453 Project includes:

- Roof Repair and the addition of overhangs and insulation
- Replacement Decking, window trim and exterior painting

Funding Organization	Amount	Status
Smithers Ski and Snowboard Club	13,453	Confirmed
Northern Development	\$30,000	Pending
<b>Total</b>	<b>\$43,453</b>	

A copy of the application with attachments is available should Directors wish to review the information in greater detail.

<b>Recommendation:</b>	<b>(All/Directors/Majority)</b>
<p>That he Regional District of Bulkley-Nechako supports the application to Northern Development Initiative Trust from the Smithers Ski Club for a grant of up to \$30,000 for the Smithers Ski and Snowboard Club Cabin Upgrade {Phase One} from the Community Halls and Recreation Facilities program.</p>	

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

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

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

**DATE: May 4, 2019**

**SUBJECT: Grant in Aid Applications**

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The following grant in aid applications have been received and the respective Electoral Area Director/Alternate Director has indicated support:

- Bulkley Valley Christian School – Electoral Area “A”
  - Annual Litterathon (\$400)
- Fraser Lake Elementary Secondary School – Electoral Area “D”
  - Scholarship Award (\$1,000)
- Yellowhead West Regional 4-H Council – Electoral Area “E”
  - Junior Camp (\$2,000)

**RECOMMENDATION**

(all/directors/majority)

1. That the Bulkley Valley Christian School be given \$400 grant in aid monies from Electoral Area “A” (Smithers Rural) toward its Annual Litterathon.
2. That the Fraser Lake Elementary Secondary School be given \$1,000 grant in aid monies from Electoral Area “D” (Fraser Lake Rural) towards a Scholarship Award for a graduation student.
3. That the Yellowhead West Regional 4-H Council be given \$2,000 grant in aid monies from Electoral Area “E” (Francois/Ootsa Lake Rural) for costs associated with its Junior Camp.

**Cheryl Anderson**

**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** April 29, 2019 9:42 AM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application"  
**Attachments:** 5cc72953ac5eb-workingbudget 2018-2019.xls



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

APPLICATION SUBMITTED BY:

***Bulkley Valley Christian School***

Mailing Address:  
Box 3635

Email:

*bgposthuma@gmail.com*

Contact Person:

*Glenda Posthuma 250-847-4238  
Ext 106*

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*Bulkley Valley Christian School annual litter-a-thon*

Amount Requested:

400.

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

**Yes**

\_\_\_\_\_  
\_\_\_\_\_  
(signature of authorized signatory)

(title)

\_\_\_\_\_  
Signature of Electoral Area Director

Amount Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPLICATION PROFILE**

Is your organization voluntary and non-profit?:

Yes

60

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

*Students will be collecting garbage along highway 16 from Wakefield Road to Johnson Road, east and west of Smithers, also some of the side roads near Smithers*

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

*Wakefield Road - East of Telkwa to Johnson Road - west of Smithers, also some of the side roads near Smithers*

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

*n/a*

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

*Students that are participating in the event are in grades 8 - 12. BVCS has been in existence since 1961.*

## PROJECT PROPOSAL PROFILE

RDBN Assistance Requested:

*other purpose*

Other Assistance Requested:

*student activities, sports trips, band, drams, yearbook, educational trips.*

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

*n/a*

Describe how this proposal will benefit the community:

*Clean up ditches along highway 16! Keep the Bulkley Valley beautiful. Especially the are from Smithers to the Smithers/Telkwa transfer station, which has a lot of garbage in the ditches.*

## FUNDING AND FINANCIAL INFORMATION

61

files Submitted:

5cc72953ac5eb-workingbudget  
2018-2019.xls

Have you applied for a grant/funding from other source(s)?:

Yes

If not, please comment.:

*students het sponsors from the  
community to support the litter-a-  
thon.*

Name of Grant or Funding Agency1:

Amount Applied for 1:

Status of Grant Application1:

Name of Grant or Funding Agency2:

Amount Applied for2:

Status of Grant Application2:

Name of Grant or Funding Agency3:

Amount Applied for3:

Status of Grant Application3:

Name of Grant or Funding Agency4:

Amount Applied for4:

Status of Grant Application4:

Have you received assistance before from us.

Yes

Year, Amount and Purpose for assistance

*2018 \$900 for emergency kits*

Year, Amount and Purpose for assistance

*2018 \$400 litterathon*

Does your organization:

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:

Yes

a senior government or a local service agency?:

Provide an opportunity for individuals to make direct contributions?:

OR, is your organization: Part of a provincial or national fund raising

Yes

campaign?:

b2

**Cheryl Anderson**

**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** April 29, 2019 11:08 AM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application"  
**Attachments:** 5cc73d9c7c3d8-RDBN Scholarship.docx



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

APPLICATION SUBMITTED BY:

**Fraser Lake Elementary Secondary School  
Graduation**

Mailing Address:  
PO Bag 1002, Fraser Lake, V0J 1S0

Email: *bzang@sd91.bc.ca*  
Contact Person: *Barbara Zang, 250-699-6233*

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*Scholarship Award for graduating students*

Amount Requested: *\$1000*

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

**No**

\_\_\_\_\_  
(signature of authorized signatory) (title)  
Amount Approved: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of Electoral Area Director

**APPLICATION PROFILE**

Is your organization voluntary and non-profit?: **Yes**

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

*We are a school providing public education for every child from age 9-18 years. We are the only school in our community. We are the committee within the school selecting scholarship awards to graduates.*

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

*We are open to everyone in the community of Fraser Lake and regional district from Priestly Hill to Willowvale.*

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

*Participation on the scholarship selections committee is voluntary and unpaid.*

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

*The school has been graduating students since 1973.*

**PROJECT PROPOSAL PROFILE**

RDBN Assistance Requested:

*other purpose*

Other Assistance Requested:

*Scholarship Award*

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

*Providing a financial award to a deserving student graduating grade 12.*

Describe how this proposal will benefit the community:

*Students who attend post-secondary education may return to the community and provide economic benefit through wages and/or business development.*

**FUNDING AND FINANCIAL INFORMATION**

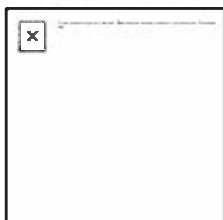
files Submitted:

[5cc73d9c7c3d8-RDBN Scholarship.docx](#)

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**Cheryl Anderson**

**From:** Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>  
**Sent:** April 3, 2019 11:17 AM  
**To:** Cheryl Anderson  
**Subject:** New submission from "Grant in Aid Application!"



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

APPLICATION SUBMITTED BY:

**Yellowhead West Regional 4-H Council**

Mailing Address:  
23001 Tatalrose Rd.

Email:  
Contact Person:

*cdlambert6@gmail.com*  
*Deanna Lambert*

**APPLICATION SUMMARY**

Project or purpose for which you require assistance:

*Yellowhead West 4-H Junior Camp*

Amount Requested:

**\$2000.00**

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

**No**

_____	_____	_____
(signature of authorized signatory)	(title)	Signature of Electoral Area Director
Amount Approved: _____		
Date: _____		

**APPLICATION PROFILE**

Is your organization voluntary and non-profit?:

**Yes**

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



*The Yellowhead West 4-H Junior Camp is available to 4-H members age 9-12 from the Yellowhead West region.*

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

*The Yellowhead West 4-H region covers the communities of Fort St. James, Vanderhoof, Burns Lake, Topley, Smithers, and Terrace.*

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

*There are no 4-H members or officers paid within our organization.*

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

*4-H has been operating in British Columbia for over 100 years and in the Yellowhead West Region for over 60 years in varying areas.*

**PROJECT PROPOSAL PROFILE**

RDBN Assistance Requested:

*special event*

Other Assistance Requested:

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

*The purpose of the funds that are being requested are to allow our camp fee to stay at the low price of \$75 per camper for the week. This camp fee includes their accomodation, food, activities, and lifeguard.*

Describe how this proposal will benefit the community:

*The Yellowhead West 4-H Junior Camp is a great 'starter' camp for young 4-H members. The camp enhances many important skills such as communications and co-operation. The camp follows a structured format, but incorporates fun into all of the activities offered. 4-H helps mold and develop the youth into our community leaders of tomorrow.*

**FUNDING AND FINANCIAL INFORMATION**

files Submitted:

Have you applied for a grant/funding from other source(s)?:

No

If not, please comment.:

Name of Grant or Funding Agency1:

Amount Applied for 1:

Status of Grant Application1:

Name of Grant or Funding Agency2:

Amount Applied for2:

Status of Grant Application2:

Name of Grant or Funding Agency3:

Amount Applied for3:

Status of Grant Application3:

Name of Grant or Funding Agency4:

Amount Applied for4:

Status of Grant Application4:

Have you received assistance before from us.

Yes

Year, Amount and Purpose for assistance

2015, \$3600.00, Yellowhead

Year, Amount and Purpose for assistance

West 4-H Junior Camp

Does your organization:

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:

a senior government or a local service agency?:

Provide an opportunity for individuals to make direct contributions?:

OR, is your organization: Part of a provincial or national fund raising campaign?:

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

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

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

**DATE: May 4, 2019**

**SUBJECT: 2019 UBCM Resolution Deadline**

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The deadline to submit resolutions for consideration at the UBCM Convention is June 30, 2019. Resolutions received after June 30<sup>th</sup> will not be printed in the Resolutions Book and can only be admitted for debate by special motion during the Convention.

Any resolutions that the Board wishes to put forward must be adopted by the Board of Directors by its June 20, 2019 Board meeting.

**RECOMMENDATION: (All/Directors/Majority)**

Receive.



## Regional District of Bulkley-Nechako Board Agenda May 16, 2019

**To:** Chair Thiessen and Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** May 3, 2019  
**Re:** Northern Capital and Planning Grant

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This memo provides a further update on the Northern Capital and Planning Grant.

Please find attached the question and answer information released by the province for the Northern Capital and Planning Grant.

With respect to the timing of the allocation of the funds please see question 5. It is important to note that except for planning and feasibility studies, the Regional District's general government services have little eligible infrastructure save the office building.

Of special interest may be question 11 that suggests the establishment of a reserve fund within general services [general government] for the purposes planning.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

"That the Board receive the Chief Financial Officer's memo dated May 3, 2019 titled 'Northern Capital and Planning Grant'".

## Northern Capital and Planning Grant (NCPG)

### Q's & A's for Regional Districts in Receipt of the NCPG

#### Allocation of NCPG Funds

**Q1.** Can the NCPG funding be allocated to electoral areas based on the Provincial formula used to determine the grant amounts for each Regional District?

**A1.** No. The grant calculation for each Regional District took into consideration a base amount and several other key variables. The NCPG was intended to assist the board in addressing regional priorities and not meant to be reallocated back to electoral areas based on the Ministry allocation formula.

**Q2.** Will the Province specify to Regional Boards how to allocate the NCPG funding?

**A2.** No. It is the Regional Boards responsibility to determine the regional priorities and ensure that all the NCPG funding is allocated to eligible regional services prior to the end of the 2019 calendar year. However, if requested, the ministry staff can assist regional staff on possible methods of allocation. That said, the final decision will rest with the Board.

#### Reserve Funds

**Q3.** Do Regional Districts need to segregate NCPG funding from other funding sources?

**A3.** No. NCPG funds need only be transferred to existing (or new) capital reserve funds that have been established for each of the services that will be allocated NCPG funding.

**Q4.** Does interest earned on NCPG funds need to be tracked and added to the NCPG amounts once the funds are allocated to reserve?

**A4.** Yes. Interest earned in the NCPG fund must be tracked and allocated back to the fund and may only be used for eligible purposes related to the NCPG program. This is in accordance with S. 189(1) of the *Community Charter*.

#### Transfer of NCPG Funds to Eligible Services

**Q5.** The process to create a new service within a Regional District is time consuming and typically requires elector consent, is there any ability to allocate funds to a new service that is in the process of being created at December 31, 2019?

**A5.** No. All NCPG funding must be allocated prior to the end of 2019 calendar year to comply with Section 377 of the LGA – if funding remains unallocated after the end of the calendar year it will be utilized within General Administrative Services.

### **Eligible Costs Under NCPG**

**Q6.** How broad is the term "infrastructure" under the *Local Government Grants Act*? Is there a duty on the Regional District to consult the Ministry when a purchase is going to be made for infrastructure?

**A6.** For the purposes of the NCPG program, the Province is interpreting "infrastructure" broadly and eligible projects under the NCPG can include: engineering, infrastructure planning, pipes, wells, treatment facilities, building, roads, machinery, equipment, vehicles and other associated capital that are owned and controlled by the local government. This can also include the cost of land associated with the developing the above capital investment. The Regional District is not required to consult with the Ministry when using NCPG funds.

**Q7.** Will the Province provide a breakdown of eligible vs. ineligible costs under the NCPG?

**A7.** No. All capital and planning costs are eligible providing the capital will be owned and controlled by the local government (**note:** municipalities can provide funding from the NCPG reserves for RD services within which they participate).

Regarding capital versus operating costs, operating costs (including maintenance costs) are not eligible. If a local government is uncertain whether a cost is operating or capital, the Ministry recommends the local government consult with its auditors to determine whether expenses meet the criteria of physical capital in the Public Sector Accounting Board guidelines.

**Q8.** Can a Regional District use NCPG for multi-year project that has already started?

**A8.** Yes. The NCPG can be used for any capital project that has not yet been completed.

**Q9.** Can a Regional District use the NCPG for a contribution to a regional project that they will not own?

**A9.** No. The Regional District is not permitted to use NCPG funding for any capital projects that they will not own. Though, a municipality may contribute from its NCPG reserves to the regional district for services within which it participates.

**Q10.** Can NCPG be used for IT projects that include more than just new hardware and software?

**A10.** No. NCPG funding is intended only for physical capital and planning.

**Q11.** Can NCPG be used for feasibility planning prior to the establishment of a service area and gaining elector consent.

**A11.** Yes. The planning projects do not need to result in capital projects. The planning can be stand-alone. For planning projects not directly related to an established service, the Regional District will need to fund the project through a NCPG contribution to a planning reserve fund within general services.

### **NCPG Reporting**

**Q12.** What are the NCPG reporting requirements for Regional Districts.

**A12.** The RD must provide a separate report (schedule) outlining how the funds were allocated to various services. This report would be a schedule to the 2019 annual audited financial statements. (as required under S.377(1)(a) of the LGA and S.167 of the CC). RD's are not required to provide annual reports on the NCPG as once the funding is allocated it will be legally restricted within the capital reserves of those services.

**Q13.** Are Regional Districts required to annually report on NCPG funding?

**A13.** No. Beyond the reporting on the allocation of funds in the 2019 audited financial statements, annual reporting on the NCPG funding is not required for regional districts. Though, the Province may ask from time-to-time on the different projects regional districts have undertaken (for communications purposes).

**Q14.** Will the schedule to the annual audited financial statements be left to the discretion of the Regional District? Does the Ministry have authority to request additional information?

**A14.** Yes, and yes. The form of the schedule to the annual audited financial statements will be left to the discretion of the Regional District. The Ministry retains the right to request additional information from Regional Districts as required.

**Q15.** Is a separate auditors' report required for this schedule?

**A15.** No. The Province does not require a separate auditor's report.

### **Canada Infrastructure Grant Program**

**Q16.** Will receipt of the NCPG affect our eligibility for the Canada Infrastructure Grant Program?

**A16.** No. The NCPG will not affect decisions on eligibility for grant funding through the Canada Infrastructure Grant Program. However, the Regional District can use NCPG funding to cover their portion of the project costs.

Report by Tom Greenaway on the Council of Forest Industries held in Vancouver on 3-5 April 2019

There is going to be many challenges in the Forest Industry in BC in the near future.

BC is heading into the Mid Term Timber Supply. The Southern Mountain Caribou at Risk issues has raised a lot of discussion and frustration. Our lumber buyers from abroad are concerned about BC's ability to supply the wood products they need.

Overall growth is softening in the United States, Japan and China. China is the #2 importer of lumber in the World. This is due to the growth of their middle class. India is also increasing its appetite for lumber. We have decreased our dependence on US timber sales from 80% down to round 55%.

Minister Doug Donaldson said in his speech that the BC Government has increased funding in 2019 by 58% for Fire Suppression. We are going to have to move our towns more towards value added and become more diversified.

Mass Timber Construction is starting to take root in the US. By using Mass Timber Construction buildings as high as 12 stories can be built using wood.

Mass timber is a term used to describe a number of large dimensional wood products that typically involve the lamination and compression of multiple layers to create solid panels of wood. Mass timber construction uses solid wood panels to frame a building's walls, floors, and roofs. And is seen as a sustainable and more carbon-friendly alternative to steel and concrete.

Glue-laminated timber (glulam). Glulam is made from stacking dimensional lumber on edge and bonding them together with moisture-resistant adhesives. Glulam is commonly used for floors, beams, columns and arches.





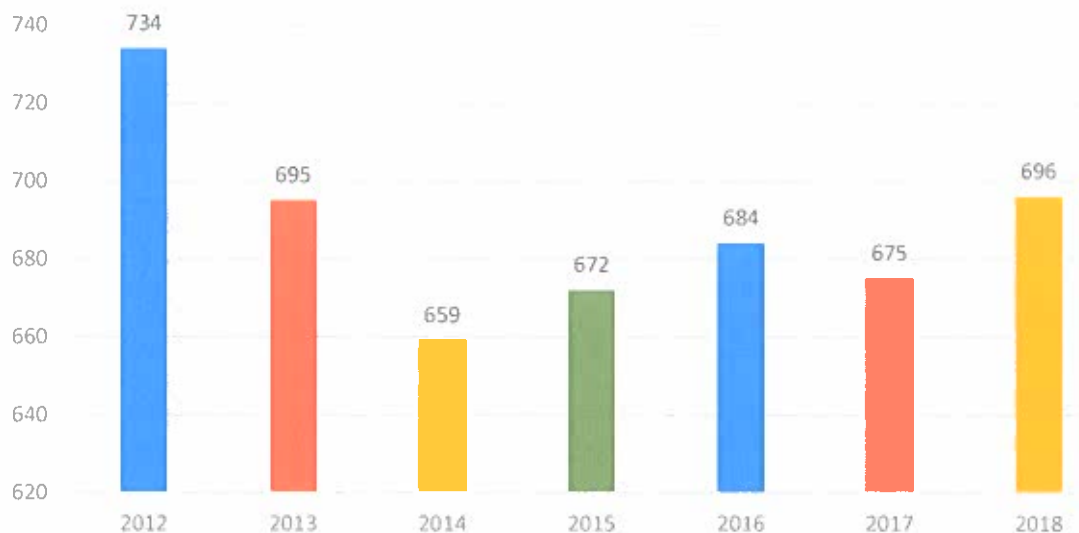
## Regional District of Bulkley-Nechako Board of Directors Memorandum May 16, 2019

**To:** Chair Thiessen and the Board of Directors  
**From:** Elaine Wiebe, Environmental Services Assistant  
**Date:** May 6, 2019  
**Regarding:** Climate Action Revenue Incentive Program (CARIP) Public Report – Climate Actions Survey 2018

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As a signatory on the Community Climate Action Charter, we continue to track the emissions produced by the RDBN, not only in the traditional services we provide, but also services that are contracted out. Below is a chart that shows the emissions from year to year. Some factors that contribute to the increase in our emissions this year are more wood waste haul loads in 2018 and increased staff travel. Also, with wood waste, it was not all hauled in 2017 due to staff availability, some stockpiles were only transported in the beginning of 2018. In regards to staff travel, 2018 saw the addition of staff such as the Environmental Services Operations Foreman and an additional Building Inspector out in the field.

Carbon Emissions -- Year over Year Comparison  
(in tonnes of CO<sub>2</sub>)



The Climate Actions Survey will be submitted to the Ministry of Municipal Affairs and Housing on May 24, 2019, from which the attached report was generated. The report outlines measures the RDBN undertook in 2018 to reduce carbon emissions and move towards carbon neutrality. As per our reporting requirements for the 2018 CARIP grant, this report is hereby being made public prior to the deadline of June 1, 2019.

**RECOMMENDATION:****(All/Directors/Majority)**

That the RDBN Board of Directors receive the Environmental Services Assistant's May 6<sup>th</sup> memorandum titled, "Climate Action Revenue Incentive Program (CARIP) Public Report 2018".



## Climate Action Revenue Incentive (CARIP) Public Report for 2018

**Local Government:**

Regional District of Bulkley-Nechako

**Report Submitted by:**

**Name:** Elaine Wiebe

**Role:** Environmental Services Assistant

**Email:** [elaine.wiebe@rdbn.bc.ca](mailto:elaine.wiebe@rdbn.bc.ca)

**Phone:** 250-692-3195

**Date:** May 2019



The Regional District of Bulkley-Nechako has completed the 2018 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2018 and proposed for 2019 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

## 2018 BROAD PLANNING ACTIONS

### Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, and centred) plays an especially important role in energy and GHG reduction.

Q 6 + Q 7 Community-Wide Broad Planning Actions Taken in 2018 + Additional Actions	
	Completed review of the Official Community Plan for Electoral Area D (Fraser Lake Rural) as well as the Village of Fraser Lake.
	Continued to distribute the Sustainable Rural Land Development Checklist document.
Q 8 Community-Wide Broad Planning Actions Proposed for 2019	
	Complete community consultation and final draft of the Official Community Plan for Electoral Area F (Vanderhoof Rural).

Q 9 + Q 10 Corporate Broad Planning Actions Taken in 2018 + Additional Actions	
	Started reviewing zoning bylaw.
Q 11 Corporate Broad Planning Actions Proposed for 2019	
	Continue working on zoning bylaw review.
	Introducing an online application form for planning services.

Broad Planning	
Q 12 What is (are) your current GHG reduction target(s)?	We have adopted the Provincial targets as our visionary target.
Q 13 Are you familiar with your local government's community energy and emissions inventory (e.g. <a href="#">CEEI</a> or another inventory)?	Yes
Q 14 What plans, policies or guidelines govern the implementation of climate mitigation in your community?	Yes No No Yes No No No
Q 15 Does your local government have a corporate GHG reduction plan?	No

## 2018 BUILDING AND LIGHTING ACTIONS

### Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

#### Q 16 + Q 17 Community-Wide Building and Lighting Actions Taken in 2018 + Additional Actions

Working with community groups to improve their ageing facilities to make them more energy efficient. The Lakes District Food Bank completed energy efficient upgrades to their building (roofing, insulation and windows).

#### Q 18 Community-Wide Building and Lighting Actions Proposed for 2019

Continue to work with community groups to realize energy efficiencies at their facilities. Some projects that are planned are trail lighting upgrades (LED) for the Burns Lake and Fort St. James cross country ski clubs.

#### Q 19 + Q 20 Corporate Building and Lighting Actions Taken in 2018 + Additional Actions

The Bulkley Valley Aquatic Centre (BVAC) completed their "Energy Use Review and Study".

BVAC's Distribution Digital Control (DDC) archiver is now complete.

BVAC installed a pool deck air handling unit. This decreased their gas consumption considerably.

They also installed a Variable Frequency Drive (VFD) on the 4 pool pumps. This allows lower speeds to follow a flow set point. This led to a 35% decrease in electricity consumption for the last four months of 2018.

#### Q 21 Corporate Building and Lighting Actions Proposed for 2019

Switching to LED lighting throughout our Administration Building.

Exploring the possibility of installing solar panels on our Administration Building.

### Building and Lighting

The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort

Q 22 Is your local government aware of the [BC Energy Step Code](#)?

Yes

Q 23 Is your local government implementing the [BC Energy Step Code](#)?

No

## P5 2018 ENERGY GENERATION ACTIONS

### Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Q 24 + Q 25 Community-Wide Energy Generation Actions Taken in 2018 + Additional Actions	
	Various groups upgraded their heating system, such as the Burns Lake Thrift Store replacing their furnace with a newer, more efficient one.
Q 26 Community-Wide Energy Generation Actions Proposed for 2019	
	Continue to work with community groups to acquire funding and make older facilities more efficient.

Q 27 + Q 28 Corporate Energy Generation Actions Taken in 2018 + Additional Actions	
	The Bulkley Valley Aquatic Centre began to explore the possibility of reclaiming thermal energy from the nearby ice plants in the Arena and Curling Rink. Unfortunately, this was not feasible due to technical reasons.
Q 29 Corporate Energy Generation Actions Proposed for 2019	
	Exploring the possibility of installing solar panels on the Administration Building.

Energy Generation	
<b>Q 30 Is your local government developing, or constructing a</b> <ul style="list-style-type: none"> <li>• district energy system</li> <li>• renewable energy system</li> <li>• none of the above</li> </ul>	<b>No</b> <b>No</b>
<b>Q 31 Is your local government operating a</b> <ul style="list-style-type: none"> <li>• district energy system</li> <li>• renewable energy system</li> <li>• none of the above</li> </ul>	<b>No</b> <b>No</b>
<b>Q 32 Is your local government connected to a district energy system that is operated by another energy provider?</b>	<b>No</b>
<b>Q 33 Are you familiar with the 2018 <a href="#">List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments?</a></b>	<b>Yes</b>

## 2018 GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

### Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Q 34 + Q 36 Community-Wide Greenspace Actions Taken in 2018 + Additional Actions (Q 35 below Q 41)	
Q 37 Community-Wide Greenspace Actions Proposed for 2019	

Q 38 + Q 39 Corporate Greenspace Actions Taken in 2018 + Additional Actions	
Q 40 Corporate Greenspace Actions Proposed for 2019	

Greenspace	
Q 41 Does your local government have urban forest policies, plans or programs?	No
Q 35. Does your local government have policies, plans or programs to support local food production?	Yes

## 2018 SOLID WASTE ACTIONS

### Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Q 42 + Q 43 Community-Wide Solid Waste Actions Taken in 2018 + Additional Actions	
	Continued promotion of backyard composting with the distribution of 99 rebates on composters.
	Provided direct funding to local community based recycling groups to support waste reduction initiatives.

<b>Q 44 Community-Wide Solid Waste Actions Proposed for 2019</b>	
	Continue to explore the possibility of expanding textile recycling in our region.
	Lobby for the development of an Extended Producer Responsibility (EPR) program for mattress recycling.

<b>Q 45 + Q 46 Corporate Solid Waste Actions Taken in 2018 + Additional Actions</b>	
	Completion of the update of our Solid Waste Management Plan.
	Opening Recycle BC depots at both the Smithers/Telkwa Transfer Station and the Vanderhoof Transfer Station.
	Leachate mitigation work at the Clearview Sub-Regional Landfill.
<b>Q 47 Corporate Solid Waste Actions Proposed for 2019</b>	
	Closure works on phase 1 & 2 at the Knockholt Sub-Regional Landfill.
	Building three more recycling depots in our region.

<b>Solid Waste</b>	
<b>Q 48 Does your local government have construction and demolition waste reduction policies, plans or programs?</b>	Yes
<b>Q 49 Does your local government have organics reduction/diversion policies, plans or programs?</b>	Yes

## 2018 TRANSPORTATION ACTIONS

### Transportation Actions

Transportation actions that increase transportation system efficiency emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling and public transit, can contribute to reductions in GHG emissions and more livable communities.

<b>Q 50 + Q 51 Community-Wide Transportation Actions Taken in 2018 + Additional Actions</b>	
	The Regional Transit Service continues to operate. Increased usage has necessitated larger (30 passenger) buses being needed on routes. This service helps to reduce dependence on individual automobiles.
	Provided funding to Smithers Transit, increasing their route coverage.
	Provided funding to Fraser Lake Community Bus, allowing them to continue operating their bus service.
<b>Q 52 Community-Wide Transportation Actions Proposed for 2019</b>	
	Our Transit Committee continues to be active. They work together with other community groups to coordinate transit in our region.
	The Transit Committee is considering possible expansion.



<b>Q 53 + Q 54 Corporate Transportation Actions Taken in 2018 + Additional Actions</b>	
	Research process before purchasing any vehicles, to ensure we are making the best choices in terms of needs and fuel consumption.
	Policy regarding staff carpooling when traveling to conferences, seminars and meetings continues to be in force.
<b>Q 55 Corporate Transportation - Actions Proposed for 2019</b>	
	Exploring additional carpooling options for Board Members attending meetings and events.

<b>Transportation</b>	
<b>Q 56 Does your local government have policies, plans or programs to support:</b> <ul style="list-style-type: none"> <li>• Walking</li> <li>• Cycling</li> <li>• Transit Use</li> <li>• Electric Vehicle Use</li> <li>• Other (please specify)</li> </ul>	No No Yes No No
<b>Q 57 Does your local government have a Transportation Demand Management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behaviour)?</b>	No
<b>Q 58 Does your local government integrate its transportation and land use planning?</b>	No

## 2018 WATER AND WASTEWATER ACTIONS

### Water and Wastewater Actions

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces GHG emissions.

<b>Q 59 + Q 60 Community-Wide Water and Wastewater Actions Taken in 2018 + Additional Actions</b>	
	Replacement of 5 km water distribution system in the unincorporated municipality of Fort Fraser. This up-to-date, efficient system will result in less water waste in this community.
<b>Q 61 Community-Wide Water and Wastewater Actions Proposed for 2019</b>	
	Completion of the Fort Fraser Water Improvement Project.
	Working with a group of citizens in Endako to establish a community water system there.

<b>Q 62 + Q 63 Corporate Water and Wastewater Actions Taken in 2018 + Additional Actions</b>	
	Used bacteria (ProZyme) to biologically control sludge build up in the lagoon at the Knockholt Landfill. This treatment was successful and is ongoing.
	Plan to do a sewer condition assessment (infrastructure).
	Look into replacing electric aerator with a more efficient, solar system.

**Q 64 Corporate Water and Wastewater Actions Proposed for 2019**
**Water Conservation**
**Q 65 Does your local government have water conservation policies, plans or programs? Yes**
**2018 CLIMATE CHANGE ADAPTATION ACTIONS**

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

**Q 66 Please identify the THREE climate impacts that are most relevant to your Local Government.**

- |  |   |
|--|---|
| • Warmer winter temperatures reducing snowpack                             | X |
| • Changes to temperature and precipitation causing seasonal drought        |   |
| • Heatwaves impacting population health                                    |   |
| • Increased temperatures increasing wildfire activity                      | X |
| • Increased temperatures affecting air quality                             |   |
| • Changing temperatures influencing species migration and ecosystem shifts |   |
| • Changing temperatures influencing ecosystem shifts                       |   |
| • Extreme weather events contributing to urban and overland flooding       | X |
| • Sea level rise and storms causing coastal flooding and/or erosion        |   |

Other (please specify):

**Q 67 In 2018 has your local government addressed the impacts of a changing climate using any of the following?**

Risk and Vulnerability Assessments	Yes
Risk Reduction Strategies	Yes
Emergency Response Planning	Yes
Asset Management	Yes
Natural/Eco Asset Management Strategies	No
Infrastructure Upgrades (e.g. stormwater system upgrades)	No
Beach Nourishment Projects	No
Economic Diversification Initiatives	Yes
Strategic and Financial Planning	Yes
Cross-Department Working Groups	No
Official Community Plan Policy Changes	No
Changes to Zoning and other Bylaws and Regulations	No



Incentives for Property Owners (e.g. reducing storm water run-off)	No
Public Education and Awareness	Yes
Research	Yes
Mapping	No
Partnerships	Yes
Other (please specify):	

<b>Q 68 Climate Change Adaptation Actions Taken in 2018</b>
Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.
<b>Q 69 Climate Change Adaptation Actions Proposed for 2019</b>
<b>Q 70 For more information please contact</b>

**Q 71. The following are key resources that may be helpful to your local government in identifying climate impacts, as well as, strategies, actions and funding to deal with them. For those resources that you have used, please indicate whether they were useful in advancing your work in climate change adaptation?**

<a href="#">Indicators of Climate Change for British Columbia</a> <a href="#">Plan2Adapt</a> <a href="#">Climate Projections for Metro Vancouver</a> <a href="#">Climate Projections for the Capital Region</a> <a href="#">Climate Projections for the Cowichan Valley Regional District</a> <a href="#">Province of BC's BC Adapts Video Series</a> <a href="#">Preparing for Climate Change: Implementation Guide for Local Governments</a> <a href="#">Public Infrastructure and Engineering Vulnerability Committee's (PIEVC)</a> <a href="#">Sea Level Rise Adaptation Primer</a> <a href="#">BC Regional Adaptation Collaborative Webinars</a> <a href="#">Retooling for Climate Change</a> <a href="#">Water Balance Model</a> <a href="#">Water Conservation Calculator</a>  Funding: <a href="#">National Disaster Mitigation Program (NDMP)</a> <a href="#">Community Emergency Preparedness Fund (CEPF)</a> <a href="#">Municipalities for Climate Innovation Program (MCIP)</a> <a href="#">Climate Adaptation Partner Grants (FCM)</a> <a href="#">Infrastructure Planning Grants (MAH)</a> <a href="#">Federal Gas Tax Fund</a>	Haven't Used Haven't Used Not Useful Not Useful Not Useful Haven't Used Useful Useful Haven't Used Haven't Used Useful Haven't Used Haven't Used  Useful Useful Haven't Used Useful Useful Useful
<b>Other (please specify)</b>	

## 2018 OTHER CLIMATE ACTIONS

### Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

<b>Q 72 Community-Wide Other Actions Taken in 2018</b>	
<b>Q 73 Corporate Other Actions Taken in 2018</b>	

<b>Other</b>	
<b>Q 74 Are you familiar with the <a href="#">Community Lifecycle Infrastructure Costing Tool (CLIC)</a>?</b>	<b>Yes</b>
<b>Q 75 Is your local government using the <a href="#">CLIC</a> tool?</b>	<b>No</b>

## INNOVATION AND PEER-TO-PEER LEARNING

## Innovation

This section provides the opportunity to showcase an innovative *Corporate and/or Community-Wide* GHG reduction and/or climate change adaptation activity that your local government has undertaken and that has had, or has the potential to have, a significant impact. You are welcome to highlight an action that has already been listed.

Projects included here may be featured as success stories on the [B.C. Climate Action Toolkit](#) and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Communities that have conducted innovative initiatives may want to consider making applications to [CEA's Climate and Energy Action Awards](#), [FCM Sustainable Communities Awards](#) or to [FCM's National Measures Report](#).

<b>Q 76 Community-Wide Innovation Action</b>
<b>Q 77 Corporate Innovation Action</b>
<b>Q 78 For more information on actions described above contact</b>

## Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below separated by a forward slash (e.g. program1/program2).

## Mitigation

<b>Q 79 Mitigation Programs, Partnerships and Funding</b>

## Adaptation

### Q 80 Adaptation Programs, Partnerships and Funding

## 2018 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the [B.C. Climate Action Charter](#). Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the [B.C. Climate Action Toolkit website](#), especially the [Workbook](#) and [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

*Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for GHG emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.*

## Reporting Emissions

Q 81 Did your local government measure corporate GHG emissions for 2018?	Yes
Q 82 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent)	685.25
Q 83 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in tonnes of carbon dioxide equivalent)	10.83
Q 84 TOTAL A: CORPORATE GHG EMISSIONS FOR 2018 (Direct GHGs + Contracted GHGs)	696.08 tCO <sub>2</sub> e

## Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2018 by one or a combination of the following actions:

- undertake GCC-supported Option 1 Project(s)
- undertake GCC-supported Option 2 Project(s)
- purchase carbon offsets from a credible offset provider

*For more information about options to balance or offset corporate GHG emissions please refer to [Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia](#).*

If applicable, please report the 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from any of the following Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Q 85 Energy Efficient Retrofits (in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e))	
Q 86 Solar Thermal (in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e))	
Q 87 Household Organic Waste Composting (in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e))	
Q 88 Low Emission Vehicles (in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e))	
Q 89 Avoided Forest Conversion (in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e))	
Q 90 TOTAL B: REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2018	tCO <sub>2</sub> e

Q 91 If applicable, please report the names and 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from Option 2 GHG Reduction Projects:

Option 2 Project Name	REDUCTIONS
Option 2 GHGs Reduced (tCO <sub>2</sub> e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO <sub>2</sub> e)	

Option 2 Project Name	
Option 2 GHGs Reduced (tCO <sub>2</sub> e)	
<b>Q 92 TOTAL C: REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2018</b>	<b>tCO<sub>2</sub>e</b>

### Offsets

Q 93 If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) from an offset provider for the 2018 reporting year:

*NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND.*

Offset Provider Name	OFFSETS
Offsets (tCO <sub>2</sub> e)	
Offset Provider Name	
Offsets (tCO <sub>2</sub> e)	
<b>Q 94 TOTAL D: OFFSETS PURCHASED FOR 2018</b>	<b>tCO<sub>2</sub>e</b>

**Q 95 TOTAL REDUCTIONS AND OFFSETS FOR 2018 (Total B+C+D) = 0 tCO<sub>2</sub>e**

### Corporate GHG Emissions Balance for 2018

Your local government's Corporate GHG Emissions Balance is the difference between total corporate offsettable GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

**Q 96 CORPORATE GHG EMISSIONS BALANCE FOR 2018 = (A – (B+C+D)) = 696.08 tCO<sub>2</sub>e**

**If your Corporate GHG Emissions Balance is negative or zero,  
 your local government is carbon neutral.  
 CONGRATULATIONS!**



**Q 97** If your local government was carbon neutral in 2018, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2018 100 tCO<sub>2</sub>e)

SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS
<b>Q 98 BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR</b>	<b>tCO<sub>2</sub>e</b>

Carbon Neutral Reporting	
<b>Q 99 Does your local government set aside funds in a climate reserve fund or similar?</b>	<b>Yes</b>

## GCC CLIMATE ACTION RECOGNITION PROGRAM

### Green Communities Committee Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

**Level 1 – Demonstrating Progress on Charter Commitments:** For local governments who demonstrate progress on fulfilling one or more of their Charter commitments.

**Level 2 – Measuring GHG Emissions:** For local governments that achieve Level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with their community's energy and emissions inventory (i.e. CEEI)

**Level 3 – Accelerating Progress on Charter Commitments:** For those local governments who have achieved Level 1 and 2 and have demonstrated undertaking significant action (corporately

90



or community wide) to reduce GHG emissions in the reporting year (e.g. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

**Level 4 - Achievement of Carbon Neutrality:** For local governments who achieve carbon neutrality in the reporting year.

**Q 100 Based on your local government's 2018 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:**

<input type="checkbox"/>	Level 1 – Demonstrating Progress on Charter Commitments	
<input checked="" type="checkbox"/>	Level 2 – Measuring GHG Emissions	X
<input type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	
<input type="checkbox"/>	Level 4 - Achievement of Carbon Neutrality	
<input type="checkbox"/>	Not Sure	

**Q 101 Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:**

<b>PROJECT NAME:</b>



## MEMORANDUM

To: Chairperson Thiessen and Board of Directors  
From: Maria Sandberg, Planner  
Date: May 2, 2019  
Re: District of Houston OCP Amendment Bylaw No. 1111, 2018

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The District of Houston is in the process of reviewing and amending Official Community Plan (OCP) Bylaw No. 1001, 2010. The Regional District has received a referral copy of the OCP and associated maps. The OCP document is provided under separate cover and the maps are available from Planning Department staff upon request.

Planning Department staff have reviewed the document and overall have no issues. The OCP appears to be a comprehensive document. However, it is noted that Section 5.2.3 (page 47) states that:

*As part of the Regional District of Bulkley-Nechako Electoral Area G Official Community Plan Review, the District of Houston should pursue the inclusion of a policy that supports future annexation of heavy industrial lands into the District to increase the property tax base.*

Staff will take note of this statement and during the next OCP review for Electoral Area G it will be taken into consideration and discussed.

In addition, staff have noted some minor technical issues with the proposed bylaw document and will send a letter directly to municipal staff concerning those issues.

### **Recommendation**

That the Regional District Board direct staff to respond to the District of Houston that the RDBN has no comments or concerns with Bylaw No. 1111, 2018.

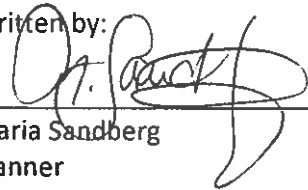
*Development Services – All/Directors/Majority*

Reviewed by:

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Jason Llewellyn  
Director of Planning

Written by:



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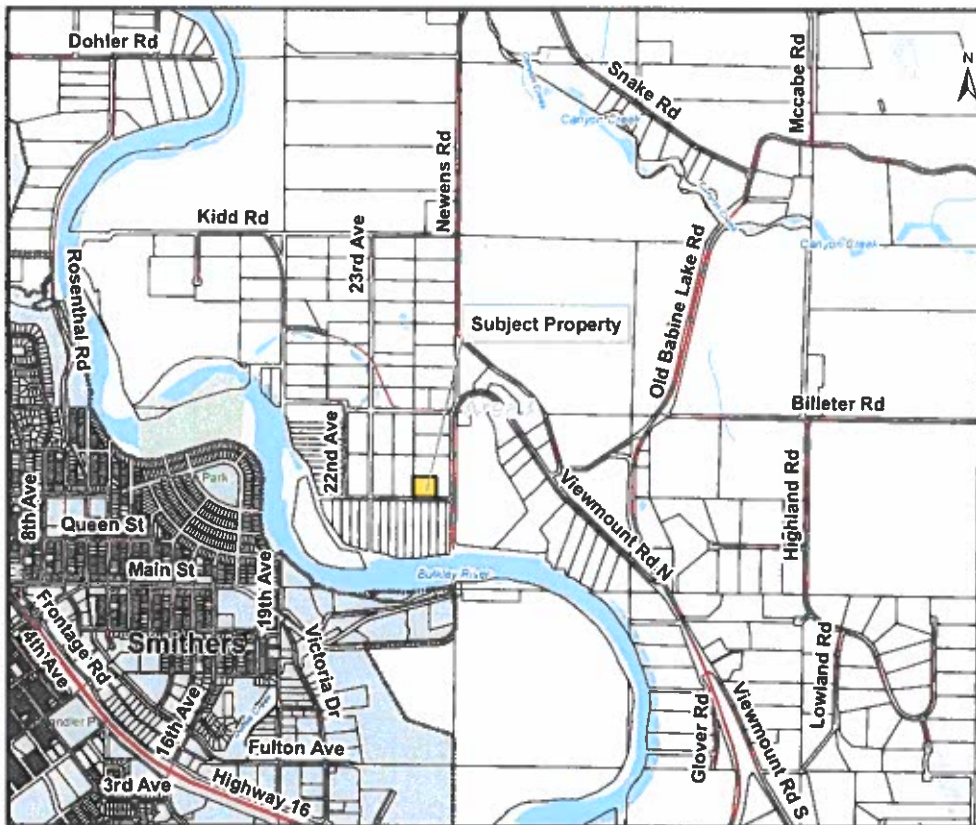
Maria Sandberg  
Planner



**Regional District of Bulkley Nechako  
 Planning Department Board Report  
 Application No. 1213 – Exclusion from the ALR  
 May 3, 2019**

**Name of Owner(s):** The Canadian Reformed School Association of Smithers  
**Name of Agent:** Jeremy Penninga  
**Electoral Area:** A  
**Subject Property:** Lot 65, Section 31, Township 4, Range 5, Coast District, Plan 1077, Except Plans, 3310 & 11743  
**Property Size:** 1.03 ha. (2.56 ac.)  
**Application Area:** 0.63 ha. (1.56 ac.)  
**O.C.P. Designation:** Agriculture (AG)  
**Zoning:** Country Residential (R5)  
**Existing Land Use:** Residential  
**Location:** The subject property is located at 260 Columbia Street, approximately 2 kilometers east of the Town of Smithers.

**Location Map**



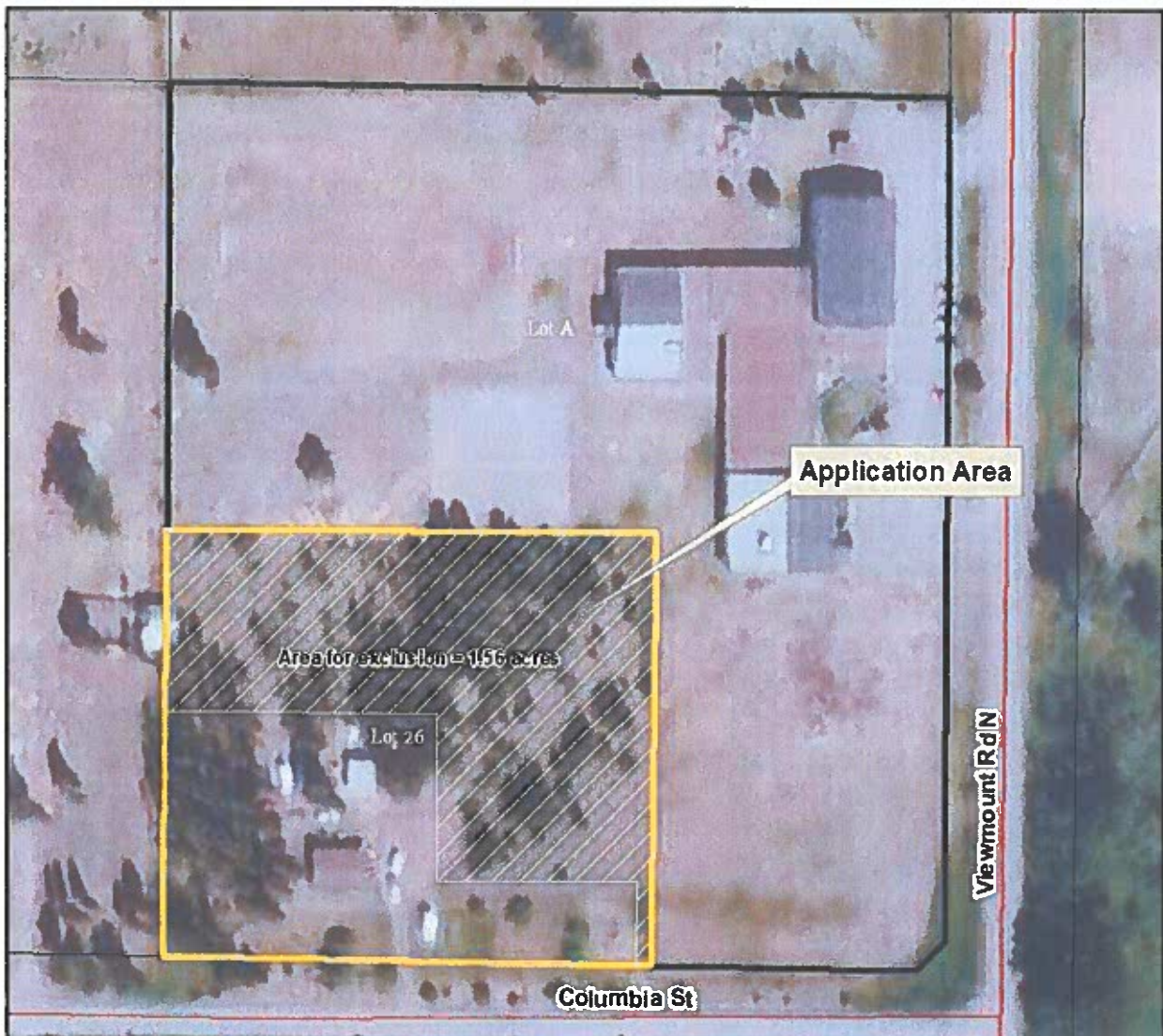
## PROPOSAL

The purpose of this application is to exclude a portion of the subject property from the Agricultural Land Reserve (referred to in this report as, application area). The application area is approximately 1.56 ac. in size.

This property and the neighbouring property is owned by the Canadian Reformed School Association of Smithers. The School wishes to use the application area for recreation areas associated with the school.

The School Association applied for a subdivision in 2018 under Section 10 of the ALC Regulation to change the boundaries between the subject property and the neighbouring School property. However, the application could not be processed by the Provincial Approving Officer because the proposed size of the subject property is smaller than 1 ha. as such, does not satisfy Section 10(1)(c)(iii) of the ALC Regulation. Therefore, the applicant is now applying for the area to be excluded from the ALR to allow the proposed boundary adjustment. It is noted that the School property was removed from the ALR in 2014.

### Application Area



## REFERRAL COMMENTS

### Advisory Planning Commission

Director waived meeting.

### Ministry of Agriculture

Will appear on Supplemental Agenda.

### RDBN Agriculture Coordinator

Will appear on Supplemental Agenda.

## PLANNING DEPARTMENT COMMENTS

### Public Input

As part of the process required by the Agricultural Land Commission the applicant is required to solicit public input on the application in the following three ways:

- advertise in a local newspaper;
- put a sign up on the property; and,
- notify adjacent land owners of the application.

The notification process undertaken by the applicant takes place before the exclusion application is submitted to the Regional District and directs the public to provide any comments or concerns regarding the proposal to the Regional District. The applicant has submitted all required notification documents. At the time of writing this report, the Regional District of Bulkley-Nechako has not received a response to the applicant's public notices.

### OCP and Agricultural Plan

The current OCP designation for the property is Agriculture (AG). This designation is intended to preserve these lands for the purposes of farming and other related activities.

Section 3.1.2(6) of the OCP states that:

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

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

f) *The proposed development considers and addresses potential impacts and potential improvements to recreational features and the environment, including wildlife habitat.*

g) *And, traffic management issues will be considered and addressed appropriately.*

A guiding policy under RDBN's Agricultural Plan is to maintain appropriately large parcel sizes and to keep smaller parcel residential development away from farming areas. This policy helps preserve the integrity of agricultural lands and minimizes conflict between agriculture and non-agriculture uses. The Agriculture Plan recommends that:

*The RDBN should continue with its efforts to protect and preserve farm land and soil having capability for agricultural purposes through the restriction of subdivision, and limited encroachment of non-farm uses.*

### Zoning

The application area is zoned Country Residential (R5). The minimum parcel size requirement for the Country Residential (R5) zone is 4,000 m<sup>2</sup> (0.99 acres). Therefore, the application area and the remainder parcel would meet the minimum parcel size requirement if it were excluded and subdivided.

The following uses are permitted in the R5 Zone.

- (a) *single family dwelling;*
- (b) *two family dwelling;*
- (c) *field crops and horticulture;*
- (d) *home occupation;*
- (e) *buildings and structures accessory to the permitted principal uses.*

The use of school playground would require a zoning amendment.

### Land Use

The property is in a residential area of small lots averaging 5 acres in size, known as Ebenezer Flats in rural Smithers. The larger neighboring property to the east is actively farmed, and hobby farms are present on the neighboring smaller residential lots.

The subject property is not used for agriculture purposes and consists of a small residence and accessory buildings.

The School has operated on the neighbouring property since 1969, before the inception of the ALR. The applicant states that the school has been growing steadily about 39% in the past 7 years. As of March 2019, there are 231 students in grades K-12.

In 2009, the school society made a non-farm use application for approval to build a 5,340 square foot addition and to request permission for any potential future expansions. The ALC approved the expansion but denied the potential future expansions without the required application. The ALC stated that they were not prepared to endorse any future expansions of the school without a specific application while the land was in the ALR. It was suggested that the school apply to remove the land from the ALR.

**Agricultural impact**

Typically, in order to justify exclusion from the ALR the agricultural capability of the subject property would have to be very low. Based on the available Canada Land Inventory mapping the agricultural capability of the property appears to be farmable. However, given the small size of the properties, the available farming opportunities are minimized. See Appendix A for more details.

The Planning Department feels that the school use of this property is appropriate, and the application area should not remain in the ALR. Having the property excluded from the ALR, will give the school society more flexibility for building additions, changes or renovations to their facility. Therefore, staff recommend the application be forwarded to the ALC for approval.

**Recommendation:**

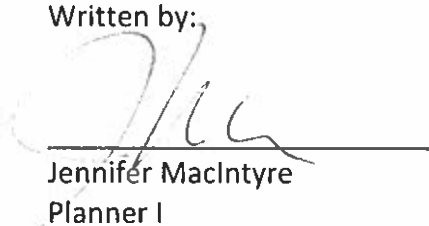
That the Agricultural Land Reserve Exclusion Application No. 1213 (Peninga) be recommended to the Agricultural Land Commission for approval.

*Development Services – All/Directors/Majority*

Reviewed by:

\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I



## APPENDIX A:

## Agricultural capability based on Canada Land Inventory mapping:

100% of the Subject Property is:

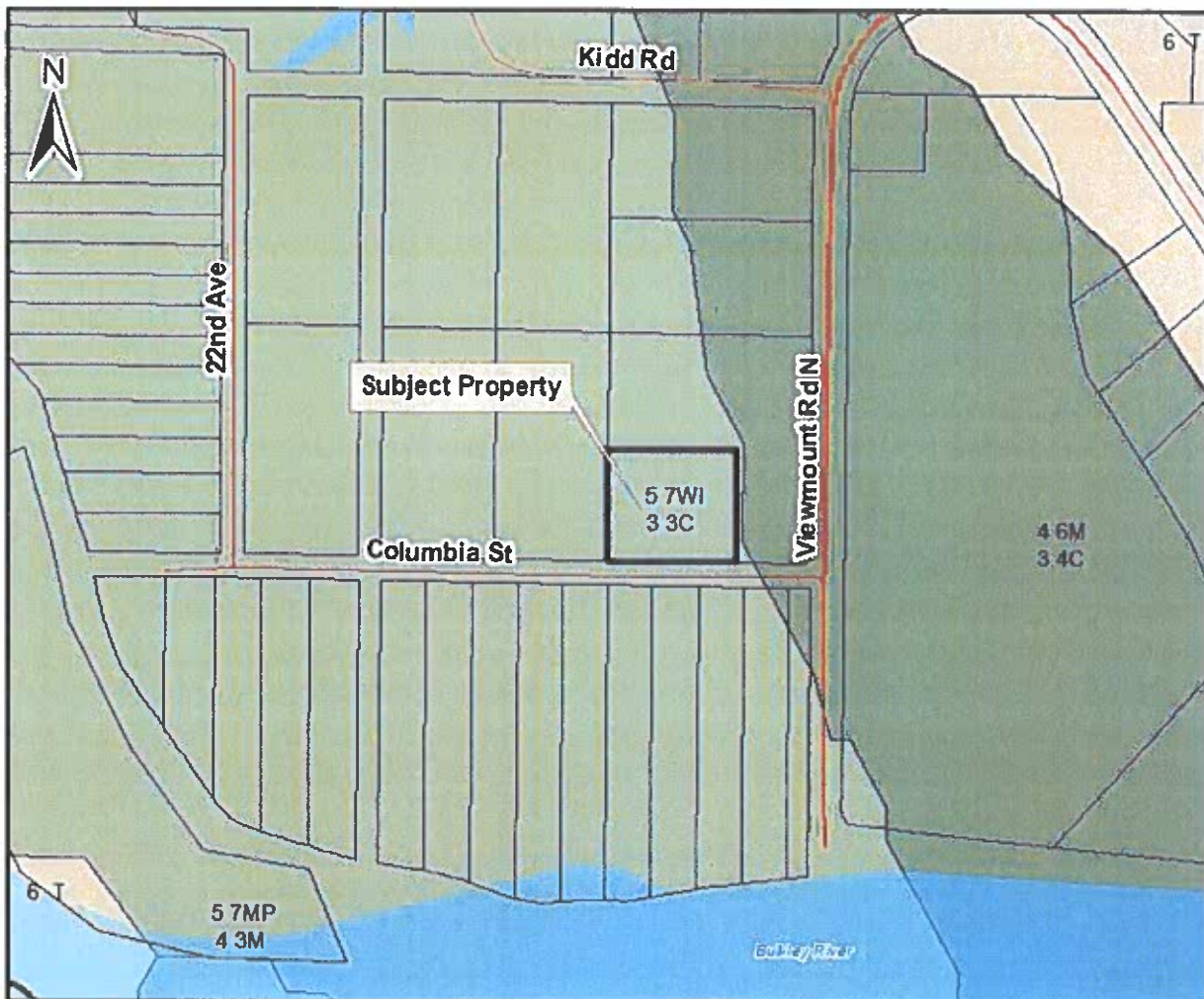
70 % Class 5 land limited by access water and inundation (flooding)

30 % Class 3 land limited by adverse climate

**Class 3** Land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.

**Class 5** Land is capable of production of cultivated perennial forage crops and specially adapted crops. Soil and or climate conditions severely limit capability.

## Agricultural capability map



**APPENDIX B:****Surrounding Applications****Previous Applications:**

**No. 636** Lot 65, Plan 1077, Section 31, Township 4, Range 5, Coast District

Application to sell 0.63 ha to consolidate with the Canadian Reformed School and a remainder of 1.02 ha (1985).

Staff recommendation:	Approval
Regional Board recommendation:	Approval
A.L.C. Decision:	Approved

**Applications Related to the School:**

**No. 1133** Lot A, Section 31, Township 4, Range 5, Coast District Plan 11743

Exclusion of property (2012).

Staff recommendation:	Approval
Regional Board recommendation:	Approval
A.L.C. Decision:	Approval*

*\*subject to the applicant providing advice as to how school activities will be contained on the property to ensure adjacent agricultural lands are not negatively impacted.*

**No. 1077** Lot A, Section 31, Township 4, Range 5, Coast District Plan 11743

Non-Farm use application to add two classrooms and an addition onto the gymnasium (2009).

Staff recommendation:	Approval
Regional Board recommendation:	Approval
A.L.C. Decision:	Approval

**No. 615** Lot 64 of the SE1/4 of Section 31, Township 4, Range 5, Coast District, Plan 1077

First proposal to enlarge the existing school by 367 square meters to provide three more classrooms and new washrooms (1985).

Staff recommendation:	Approval
Regional Board recommendation:	Approval
A.L.C. Decision:	Approval

**Surrounding Applications:**

**No. 411** Lot 61, Plan 1077, Section 31, Township 4, Range 5, Coast District

Application to subdivide 1.84 ha into one parcel of 0.81 ha and one parcel of 1.03 (1981).

Staff recommendation:	Denial
Regional Board recommendation:	Denial
A.L.C. Decision:	Denied

**No. 209** Lot 58, Plan 1077, Section 31, Township 4, Range 5, Coast District

Application to allow an additional dwelling (mobile home) on land described as Lot 58, Plan 1077, Section 31, Township 4, Range 5, Coast District (1978).

Staff recommendation:	Approval
Regional Board recommendation:	Denial
A.L.C. Decision:	Approved*

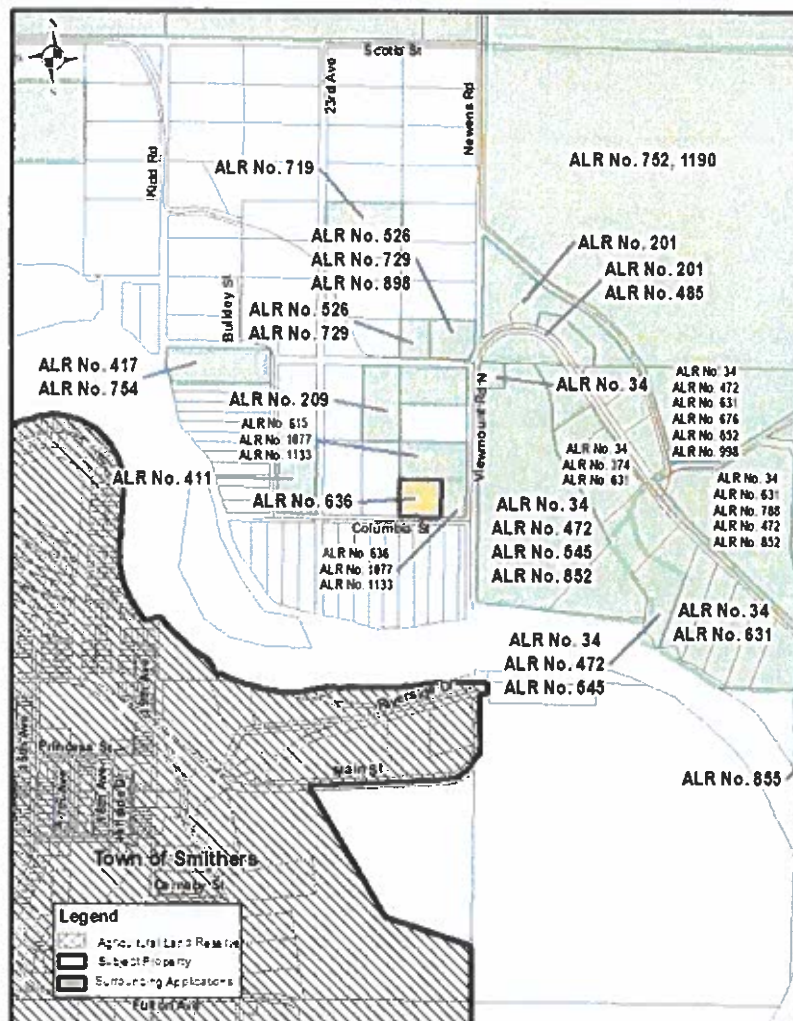
*\*subject to the condition that the mobile home be only for the use of the applicant's father and be removed when no longer required by him.*

**No. 852** Lot 1, Section 32, Township 4, Range 5, Coast District Plan 11496.

Application to subdivide 16.5 ha into seven rural residential lots of approximately ±2.0 ha each (1992).

Staff recommendation:	Denial
Regional Board recommendation:	Denial
A.L.C. Decision:	Denied

**Surrounding Applications Map**



100

# Proposal for Adjacent Property

5.28 acres

Soccer Field  
Current size but rotated  
60 foot setback on north end  
25 foot setback on west side

1.56 acres

1.00 acres

1:1,000

**Legend**  
Property\_addition  
Property\_lines

Source Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 58710

**Application Status:** Under LG Review

**Applicant:** The Canadian Reformed School Association of Smithers

**Agent:** The Canadian Reformed School Association of Smithers

**Local Government:** Bulkley-Nechako Regional District

**Local Government Date of Receipt:** 03/28/2019

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Exclusion

**Proposal:** The school has been growing steadily (39% in the past 7 years) and the neighbour wanted the school to have his property when he passed away so they could expand the playground. At the time of his passing the school was building a new gym so 5 members of the society bought the property and agreed to hold it for 5 years at which time the the School Society purchased it.

In order to use the land for the purpose of a school we are looking to rezone this portion and move the boundary lines. The existing school property was excluded from the ALR in 2014 (resolution #325/2013). We are applying to exclude this small parcel (.61 Ha) and add it to the schools existing parcel.

As can be see on the map, the intention is to just increase the playground space for the school. There are plans to improve the fencing, add an irrigation system (as grass doesn't seem to grow well on the gravel base) and maybe build/improve the existing soccer field and/or add a baseball field. Some parents want to keep the trees as children love to play in the forest so that will be determined later.

We intend to keep the house in the ALR (on the remaining 1 acre) and either continue to rent it out or sell it in the future.

## Agent Information

**Agent:** The Canadian Reformed School Association of Smithers

**Mailing Address:**

1685 N Viewmount Road

Smithers, BC

V0J 2N6

Canada

**Primary Phone:** (250) 847-0830

**Email:** jeremy@penninga.ca

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 005-258-871

**Legal Description:** L 65 SEC 31 TP 4 R5C PL 1077 EXC PLS 3310 & 11743

**Parcel Area:** 1 ha

**Civic Address:** 260 Columbia Street

**Date of Purchase:** 08/13/2018

**Farm Classification:** No

**Owners**

**Applicant:** The Canadian Reformed School Association of Smithers

1. **Name:** The Canadian Reformed School Association of Smithers

**Address:**

1685 N Viewmount Road PO box 3700

Smithers, BC

V0J 2N6

Canada

**Phone:** (250) 847-3492

**Email:** office@ebenezerschool.com

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### Current Use of Parcels Under Application

**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*This property is not used for agriculture. It has pine trees on most of it and an older two bedroom house with a shed and garden. There are a few old crab apple trees and it looks like at one time there might have been a garden. There is a poorly kept lawn around the house.*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*No agricultural improvements.*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*House with a shed and the current tenant has some older car parts and janitorial equipment stored around the house and shed.*

### Adjacent Land Uses

#### North

**Land Use Type:** Agricultural/Farm

**Specify Activity:** School playground

#### East

**Land Use Type:** Agricultural/Farm

**Specify Activity:** School gym and septic field

#### South

**Land Use Type:** Agricultural/Farm

**Specify Activity:** residential homes

#### West

**Land Use Type:** Agricultural/Farm

**Specify Activity:** 5 acre hobby farm with house

### Proposal

**1. How many hectares are you proposing to exclude?**

*1 ha*

**2. What is the purpose of the proposal?**

**Applicant:** The Canadian Reformed School Association of Smithers

*The school has been growing steadily (39% in the past 7 years) and the neighbour wanted the school to have his property when he passed away so they could expand the playground. At the time of his passing the school was building a new gym so 5 members of the society bought the property and agreed to hold it for 5 years at which time the the School Society purchased it.*

*In order to use the land for the purpose of a school we are looking to rezone this portion and move the boundary lines. The existing school property was excluded from the ALR in 2014 (resolution #325/2013). We are applying to exclude this small parcel (.61 Ha) and add it to the schools existing parcel.*

*As can be see on the map, the intention is to just increase the playground space for the school. There are plans to improve the fencing, add an irrigation system (as grass doesn't seem to grow well on the gravel base) and maybe build/improve the existing soccer field and/or add a baseball field. Some parents want to keep the trees as children love to play in the forest so that will be determined later.*

*We intend to keep the house in the ALR (on the remaining 1 acre) and either continue to rent it out or sell it in the future.*

### **3. Explain why you believe that the parcel(s) should be excluded from the ALR.**

*This is a busy K-12 school and it has been growing steadily since 1969! In order for the school to grow it is important to have more land so that the playground space can be expanded. This area has never been used for agricultural; only a few small hobby farms exist. This area was surveyed when the town of Smithers was layed out in the early 1900's and it was put in the ALR after the school was established with no consultation or consideration for the use at the time. The Bulkley valley is full of ALR land and there is no shortage of opportunities for people who want to work at agricultural options.*

### **Applicant Attachments**

- Agent Agreement - The Canadian Reformed School Association of Smithers
- Proposal Sketch - 58710
- Other correspondence or file information - Sketch 2
- Proof of Advertising - 58710
- Other correspondence or file information - Newspaper ad 2
- Proof of Serving Notice - 58710
- Proof of Signage - 58710
- Professional Report - Zoning Map
- Certificate of Title - 005-258-871

### **ALC Attachments**

None.

### **Decisions**

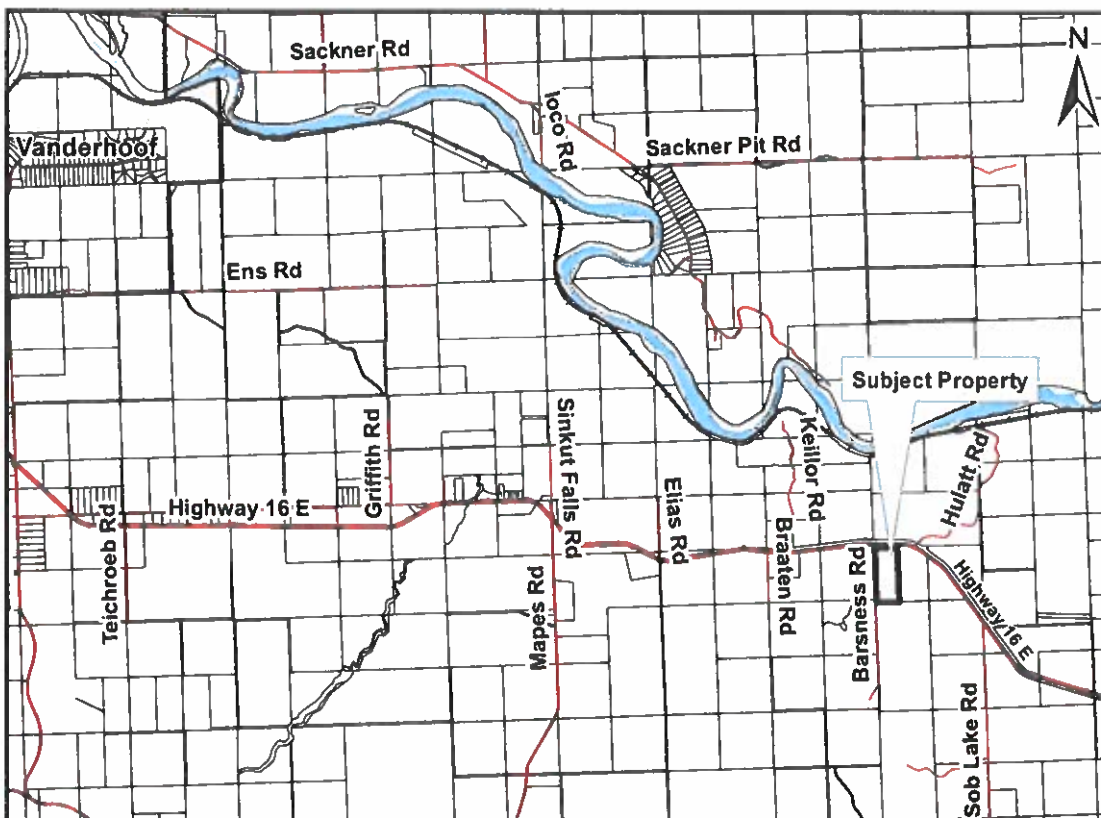
None.



Planning Department Report  
1<sup>st</sup> & 2<sup>nd</sup> Reading for Bylaw No. 1869  
Rezoning File No. F-01-18  
May 4, 2019

APPLICATION SUMMARY

Name of Applicants:	Nelson and Lisa Enns
Name of Agent:	Conner Enns
Electoral Area:	F
Subject Property:	Lot A, District Lot 1076, Cariboo, Plan BCP17186. The subject property is approximately 27.48 ha. in size.
Location:	The subject property is located at 7162 Barness Road, 16 km east of the District of Vanderhoof.



O.C.P. Designation:	Agriculture (Ag) in Vanderhoof Rural Official Community Plan Bylaw No. 1517, 2009.
Zoning:	Agricultural (Ag1) in Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Existing Land Use:	Commercial, Agricultural and Residential.
ALR Status:	Within the ALR



### Proposed Rezoning

The purpose of this application is to legalize the existing trailer sales business located on the northwest portion of the property at the corner of Barsness Road and Highway 16 E. The business does not comply with the RDBN's home occupation regulations, as there are two employees who do not reside on the property, and it is not a permitted use under the Agricultural (Ag1) Zone.

The trailer sales business occupies approximately 0.5 ha. of the 27.48 ha. property. The business includes the following:

- A trailer sales yard;
- a 34' x 24' building consisting of 3 offices, bathroom, foyer and a storage room; and,
- a 8' x 40' shipping container used for storage.



The property also contains a 4 ha. field used for pasture and livestock, and a single-family dwelling, chicken coop and corral.

The applicant is requesting that Section 14.01 of the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 be amended to allow the proposed uses on the subject property.

### ALC Non-Farm Use Decision

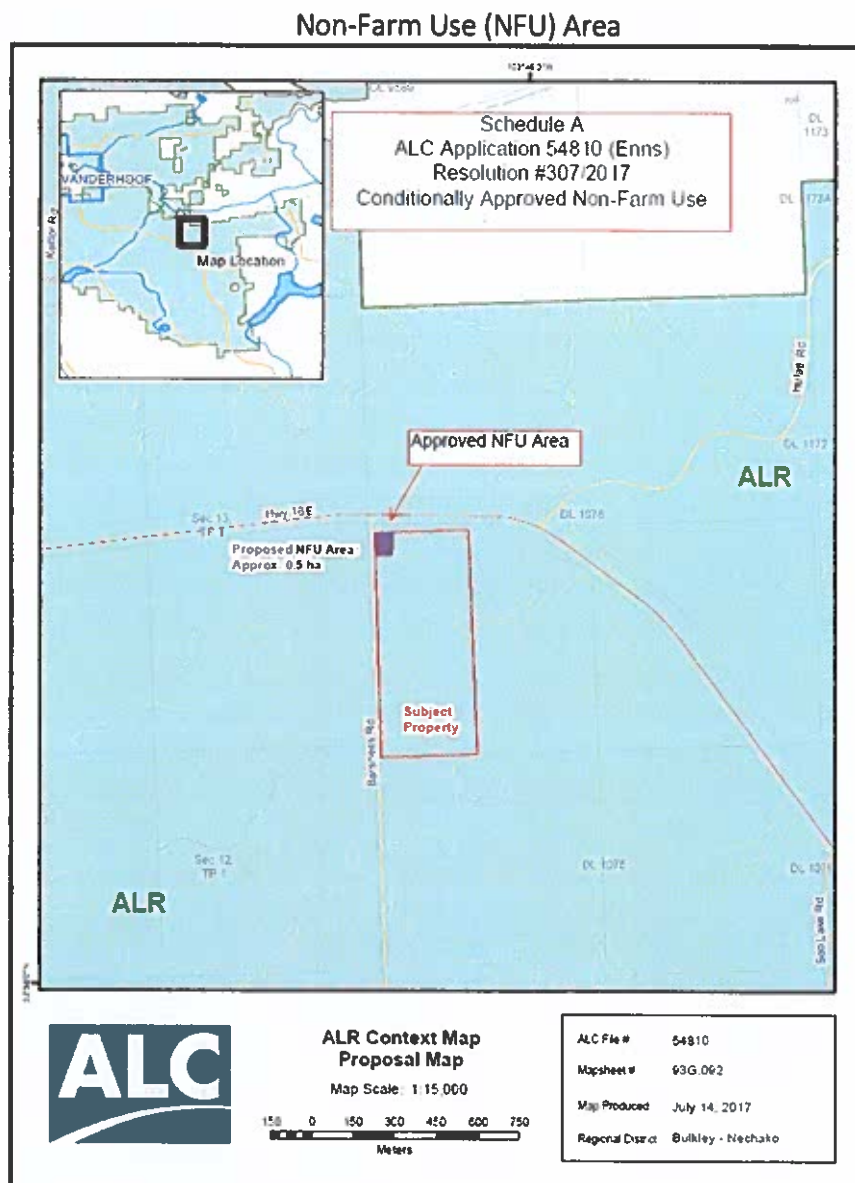
In 2017 the ALC approved the Non-Farm Use Application for the trailer sales business subject to the following 7 conditions:

- a. Siting of the non-farm use as shown on the attached Schedule A;
- b. Registration of a covenant on the property title, in favor of the Commission, advising that if the Property is sold and/or transferred to a new owner, or the existing business is discontinued, the non-farm use area of the Property is to be rehabilitated back to an agricultural condition similar to its original capability;
- c. To meet the requirement of condition b. the Commission will require the preparation of a soils remediation plan prepared by a Qualified Professional with a background in soil

science which describes how the non-farm use area of the Property will be reclaimed to a standard capable for agricultural use.

- d. The submission of a closure report prepared by a Qualified Professional is required upon completion of the rehabilitation of the site;
- e. The posting of a financial security for \$10,000 in the form of an Irrevocable Letter of Credit (the "ILOC") with the Commission is required for the purpose of ensuring the non-farm use site is rehabilitated back to an agricultural condition (should condition b occur);
- f. Condition b. and e. must be completed within three (3) months of the date of release of this decision (January 4, 2018);
- g. Approval for non-farm use is granted for the sole benefit of the Applicant and is non-transferable.

The property owners have satisfied conditions b and e. Applicant has not prepared a soils remediation plan specified under Condition 'C'.



**ALC Reconsideration Request**

In 2018, the applicant requested that the ALC reconsider the condition that prohibited expansion of the existing business. This request was made to allow the construction of a new 6,240 square foot building for trailer repairs. On February 20, 2019, the applicant was notified that the ALC refused the reconsideration request and stated that no further expansion of the business is permitted.

**REFERRAL COMMENTS****Advisory Planning Commission**

*Resolution:* Movement was made to approve the application (*unanimous*).

*Comments:* Business cannot be sold under the conditions in the application. It would return to ALR. Hiring outside people to work on the business would take it out of family business. Questions asked about building a larger building on the property. Owner was wondering why it was declined. Need to talk to Land Commission, ALC makes that decision.

**Agricultural Land Commission**

See attached Letter.

**Ministry of Agriculture**

No comments received to date.

**Ministry of Transportation and Infrastructure**

No comments received to date.

**Northern Health Authority**

No comments received to date.

**PLANNING DEPARTMENT COMMENTS****OCP and Zoning**

The Subject property is designated as Agriculture (AG) under the Vanderhoof Rural OCP. The intent of the Agriculture designation is to preserve these lands for the purposes of farming and other related activities.

The subject property is zoned Agricultural (Ag1) under Regional District Zoning Bylaw, No. 700, 1993. The permitted uses for the Ag1 zone are as follows.

- (a) *agriculture;*
- (b) *intensive agriculture;*
- (c) *horticulture, nursery, greenhouse;*
- (d) *single family dwelling;*
- (e) *two family dwelling on parcels not within the Agricultural Land Reserve;*
- (f) *logging and silviculture;*

- (g) portable sawmill and lumber kiln (provided that the floor of the lumber kiln does not exceed 45 m<sup>2</sup>);
- (h) mineral, placer, coal and aggregate exploration, extraction and processing;
- (i) waste disposal site;
- (j) kennel and veterinary clinic;
- (k) outdoor recreation facilities;
- (l) primitive campsite;
- (m) guest ranch;
- (n) rural retreat;
- (o) peat extraction;
- (p) unpaved airstrips and helipads for use of aircraft flying non-schedule flights;
- (q) home occupation;
- (r) buildings and structures accessory to the permitted principal uses.

#### Building Permits and Development Variance Permit

The property is located in the Regional District's Building Inspection Area. However, there are no building permits on file for any of the structures located on the property.

The applicant applied for a building permit to legalize the office building on May 2<sup>nd</sup>, 2018.

The siting of the office structure does not meet the setback requirements of the zoning bylaw. Therefore, the applicant must also apply for a Development Variance Permit to legalize the siting of the office. This application will be reviewed if the rezoning bylaw is adopted.

#### Discussion

As mentioned in the letter from the ALC, the applicant has not completed a soils remediation plan prepared by a Qualified Professional (Condition C. of the ALC Decision for Non-Farm Use).

Staff can recommend that the Board give the rezoning bylaw 1<sup>st</sup> and 2<sup>nd</sup> reading; however, it is recommended that the public hearing not be scheduled and held until the applicant has submitted a soils remediation plan to the ALC's satisfaction.

#### Recommendations:


- 1) That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1869, 2019" 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. 1869, 2019" be delegated to the Director or Alternate Director for Electoral Area F.
- 3) That the Public Hearing for Bylaw No. 1869, 2019 not be held until the applicant has submitted a soils remediation plan to the satisfaction of the Agricultural Land Commission.

*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. 1869, 2019**

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:

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the following text is added to Section 14.01 Permitted Uses as Section 14.01 (u):

'A trailer sales yard and a 75.8 m<sup>2</sup> Total Floor Area office building, are permitted within the northwest 0.5 ha portion of the lands legally described as, Lot A, District Lot 1076, Cariboo, Plan BCP17186.'

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1869, 2019."

READ A FIRST TIME this    day of    , 2019

READ A SECOND TIME this    day of    , 2019

PUBLIC HEARING HELD this    day of    , 2019

READ A THIRD TIME this    day of    , 2019

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1869, 2019."

DATED AT BURNS LAKE this            day of            , 2019

\_\_\_\_\_  
Corporate Administrator

APPROVED BY THE MINISTRY OF TRANSPORTATION  
this            day of

ADOPTED this    day of    , 2019

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator



**Agricultural Land Commission**  
201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000 | Fax: 604 660-7033  
[www.alc.gov.bc.ca](http://www.alc.gov.bc.ca)

April 3, 2019

ALC Application: 54810  
Local Government File: 1191 / F-01-18

Jennifer MacIntyre  
Regional District of Bulkley-Nechako  
**Delivered Electronically**

Re: **Bylaw Referral – File No. F-01-18**

**Property: PID: 014-967-812 – South West ¼ of District Lot 1076, Cariboo District, Except Plans H438 and 18504**

Thank you for referring the proposed amendment to the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 Section 14.01 for review and comment by the Agricultural Land Commission (ALC). The following comments are provided to help ensure that the bylaw amendment is consistent with the purposes of the *Agricultural Land Commission Act* (ALCA), the Agricultural Land Reserve regulations (the "Regulations"), and any decisions of the ALC.

According to ALC and Regional District documents, the bylaw amendment affects 0.5 ha of Agricultural Land Reserve (ALR). The ALC has determined that the amendment to Zoning Bylaw No. 700, 1993 Section 14.01 is related to ALC Application 54810, Resolution #307/2017.

Resolution #307/2017 outlines the approval to use a 0.5 ha portion of PID: 014-967-812 for an existing trailer sales business, subject to conditions. Upon review of the file, the ALC notes that condition c. of Resolution #307/2017 remains outstanding. Condition c. of Resolution #307/2017 requires the preparation of a soil remediation plan by a qualified professional with a background in soil science which describes how the non-farm use area of the property will be reclaimed to a standard capable for agricultural use. The approval for the continuation of the trailer sales business is contingent upon completion of condition c.

In consideration that all conditions of Resolution #307/2017 have not been satisfied, the ALC believes it is premature to rezone the 0.5 ha portion of PID: 014-967-812. The ALC recommends that rezoning be considered once condition c. of Resolution #307/2017 has been satisfied.

The ALC strives to provide a detailed response to all bylaw referrals affecting the ALR; however, you are advised that the lack of a specific response by the ALC to any draft bylaw provisions cannot in any way be construed as confirmation regarding the consistency of the submission with the ALCA, the Regulations, or any Orders of the Commission.



ALC File: 54810

If you have any questions about the above comments, please contact the ALC by e-mail  
[ALC.North@gov.bc.ca](mailto:ALC.North@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

A handwritten signature in cursive script that reads "Shawna Wilson".

Shawna Wilson, Land Use Planner

Enclosure: Bylaw Referral File No. F-01-18

CC: Reed Bailey, Ministry of Agriculture  
John Stevenson, Ministry of Agriculture

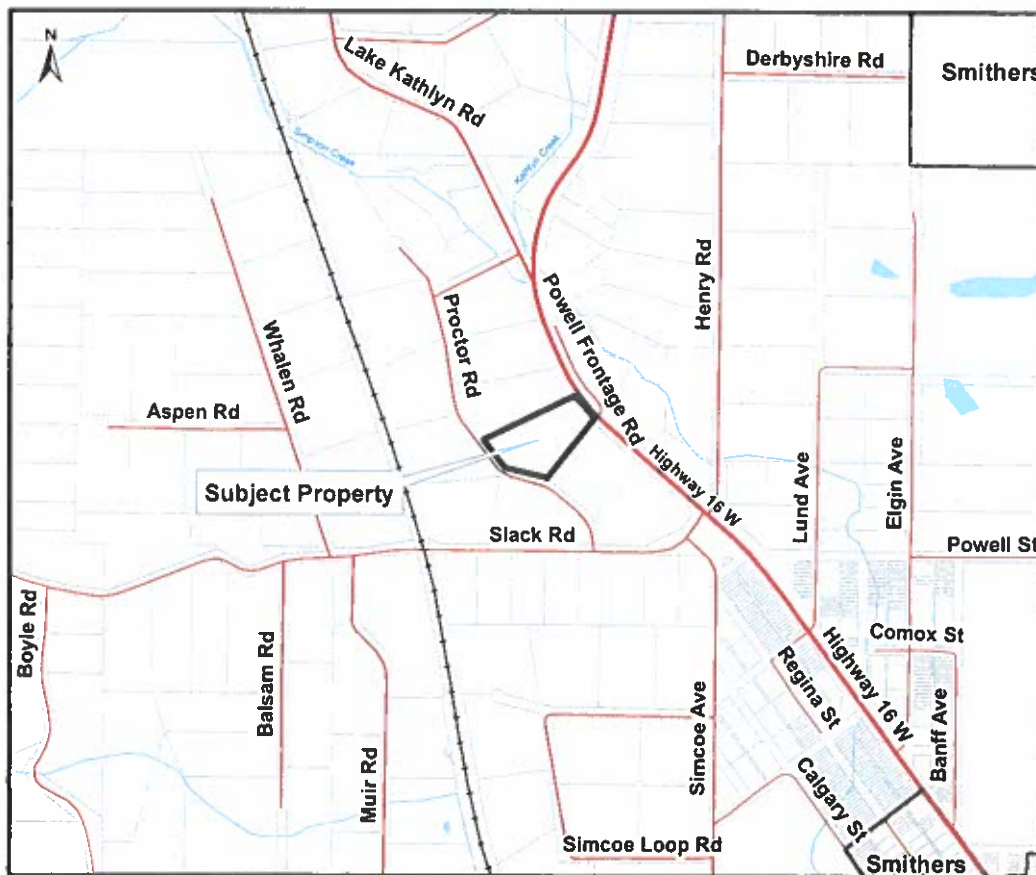
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Planning Department 1<sup>st</sup> & 2<sup>nd</sup> Reading Report  
Bylaw No. 1870, 2019  
Rezoning Application File No. A-01-19  
May 2, 2019

### APPLICATION SUMMARY

<b>Name of Applicants:</b>	Dennis Olson
<b>Name of Agent:</b>	Len Dohler
<b>Electoral Area:</b>	A
<b>Subject Property:</b>	Lot 4, Section 2, Township 1A, Range 5, Coast District, Plan 7267
<b>Property Size:</b>	2.02 ha. (5 ac.)
<b>Location:</b>	The subject property is located at 3904 Proctor Road, 1 km from the Town of Smithers.



<b>OCP Designation:</b>	Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014
<b>Zoning:</b>	Small Holdings (H1) zone in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993
<b>Existing Land Use:</b>	Residential
<b>ALR Status:</b>	Outside the ALR

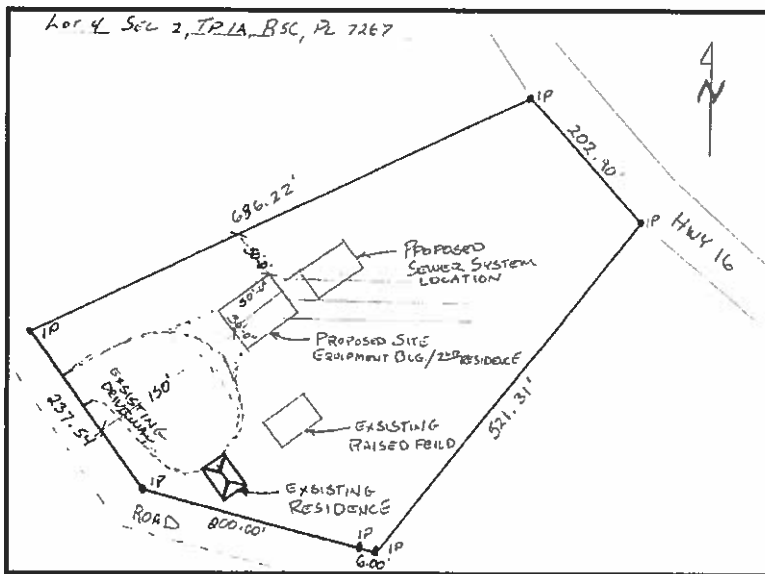


## PROPOSAL

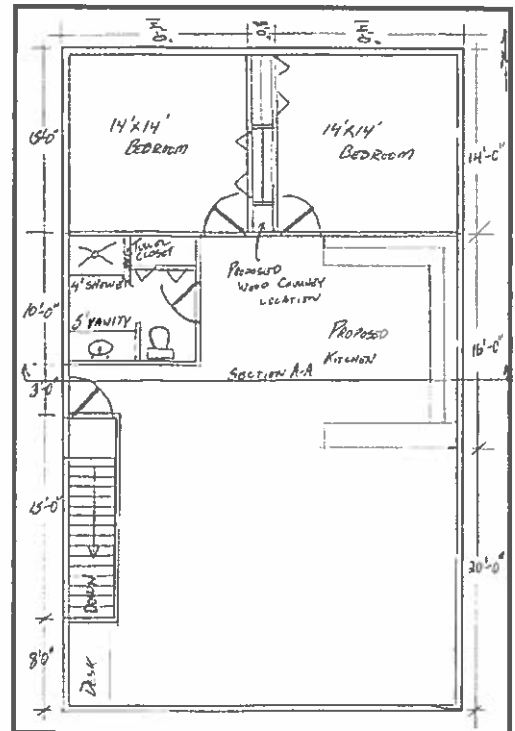
The applicant wishes to build a 30' x 50' (1,500 ft<sup>2</sup>) 2-bedroom suite above a proposed shop for a family member.

The proposed second dwelling does not conform to the density provision under the Small Holdings (H1) Zone. The applicant has therefore applied 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.

Site Plan



Second Dwelling Floor Plan



In addition, the proposed size of the second dwelling exceeds the dwelling area provision under the H1-A zone. Therefore, the applicant must amend the Dwelling area provision of the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 to allow a larger than permitted second dwelling up to 140 m<sup>2</sup> (1,500 ft<sup>2</sup>) Gross Floor Area (GFA).

## REFERRAL COMMENTS

### Advisory Planning Commission

That the application be supported.

### Town of Smithers

No Objections

### Ministry of Transportation

Approval recommended subject to conditions below.

- The Ministry of Transportation and Infrastructure will not permit access to Highway 16. All accesses are to be contained to Proctor Road.
- Residential accesses do not require permits on side roads; however, only one access is allowed per property.
- At this time the Ministry will not ask for further dedication along Highway 16.

#### Northern Health Authority

Comment period has ended. No comments received at the time of writing this report.

### PLANNING DEPARTMENT COMMENTS

#### Land Use

The surrounding area consists of residential parcels that range in size from 0.4 ha. to 2.3 ha. The subject property consists of one single family dwelling, a barn used for storage, and a storage shed. The proposed second residence and shop will be visible from the road.



## 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 2<sup>nd</sup> 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.*

The proposal complies with conditions (a) (c) and (d) of Section 3.4.2 (7) in the OCP.

The applicant will be required to demonstrate that the application area can support an additional on-site sewage disposal system in order to comply with condition (b). No documentation has been submitted at this time.

Further subdivision of the property cannot occur under the current or the proposed zoning due to the existing parcel size of 2.0 ha.

## Zoning

The Small Holdings (Additional Dwelling) (H1-A) Zone only permits one single family dwelling per parcel with a gross floor area exceeding 100 m<sup>2</sup> (1,076 ft<sup>2</sup>). The H1-A zone has a relatively small parcel size requirement of 2 ha.

Within the boundaries of Electoral Area 'A' there are only 8 properties zoned H1-A.

Regional District Zoning allows Secondary Suites – essentially a second dwelling located within an existing home in all residential zones.



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However, Secondary Dwellings are only permitted in zones with larger parcel sizes; such as, Rural Resource, Large Holdings and Small Holdings zoned properties larger than 4 ha. in size.

### **Building Permits**

The property is located in the RDBN Building Inspection Area. The RDBN issued a building permit for the primary residence in 1975. The agent has been in contact with RDBN building inspectors regarding the building permit for the proposed shop and second dwelling.

### **Discussion**

The applicant has two driveways currently off Proctor Road. One driveway leads to a barn used for storage, and the other is used for the dwelling. No new access will be made to Highway 16. Therefore, Ministry of Transportation and Infrastructure interests are not affected.

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, water supply, and control the need for land use regulations associated with higher density.

The Zoning Bylaw has a provision that limits the size of the second dwelling to reduce the potential visual impact associated with two large homes on a property. In addition, the size restriction also serves to limit the number of bedrooms and therefore control the on-site sewage disposal impacts. The proposed second dwelling consists of two bedrooms, a bathroom, kitchen and a living area. The size is larger than the permitted size for a second dwelling under the H1-A zone, however, the size and number of bedrooms proposed is not a concern.

Allowing a suite above an accessory building will change the height of the accessory building from one to two stories to accommodate the suite and will impact the look of the property as both dwellings will be visible from the road.

There is some concern that permitting too many secondary dwellings in rural areas could undermine the desire to limit rural densities. This proposal will increase density; however, it is not seen to be significant, or will compromise the area's rural character. Therefore, staff is recommending the application be given First and Second Reading.

### **Recommendations:**

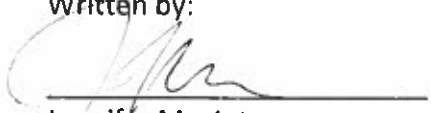
1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1870, 2019" be given first and second reading and subsequently be taken to Public Hearing.
2. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1870, 2019" be delegated to the Director or Alternate Director for Electoral Area 'A'.

*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. 1870**

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 "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 the "Small Holdings (Additional Dwelling) (H1 A)" Zone.

'Lot 4, Section 2, Township 1A, Range 5, Coast District, Plan 7267', shown on Schedule "A", which is incorporated in and forms part of this bylaw.

2. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the following text is added to Section 12.1.04 Dwelling Area as: Section 12.1.04 c):

"the land described as 'Lot 4, Section 2, Township 1A, Range 5, Coast District, Plan 7267' where only one single family dwelling per parcel is permitted a gross floor area which exceeds 140 m<sup>2</sup> (1,500 ft<sup>2</sup>)."

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1870, 2019".

READ A FIRST TIME this    day of            , 2019

READ A SECOND TIME    day of            , 2019

PUBLIC HEARING HELD this    day of            , 2019

READ A THIRD TIME this    day of            2019

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1870, 2019"

DATED AT BURNS LAKE this            day of            2019

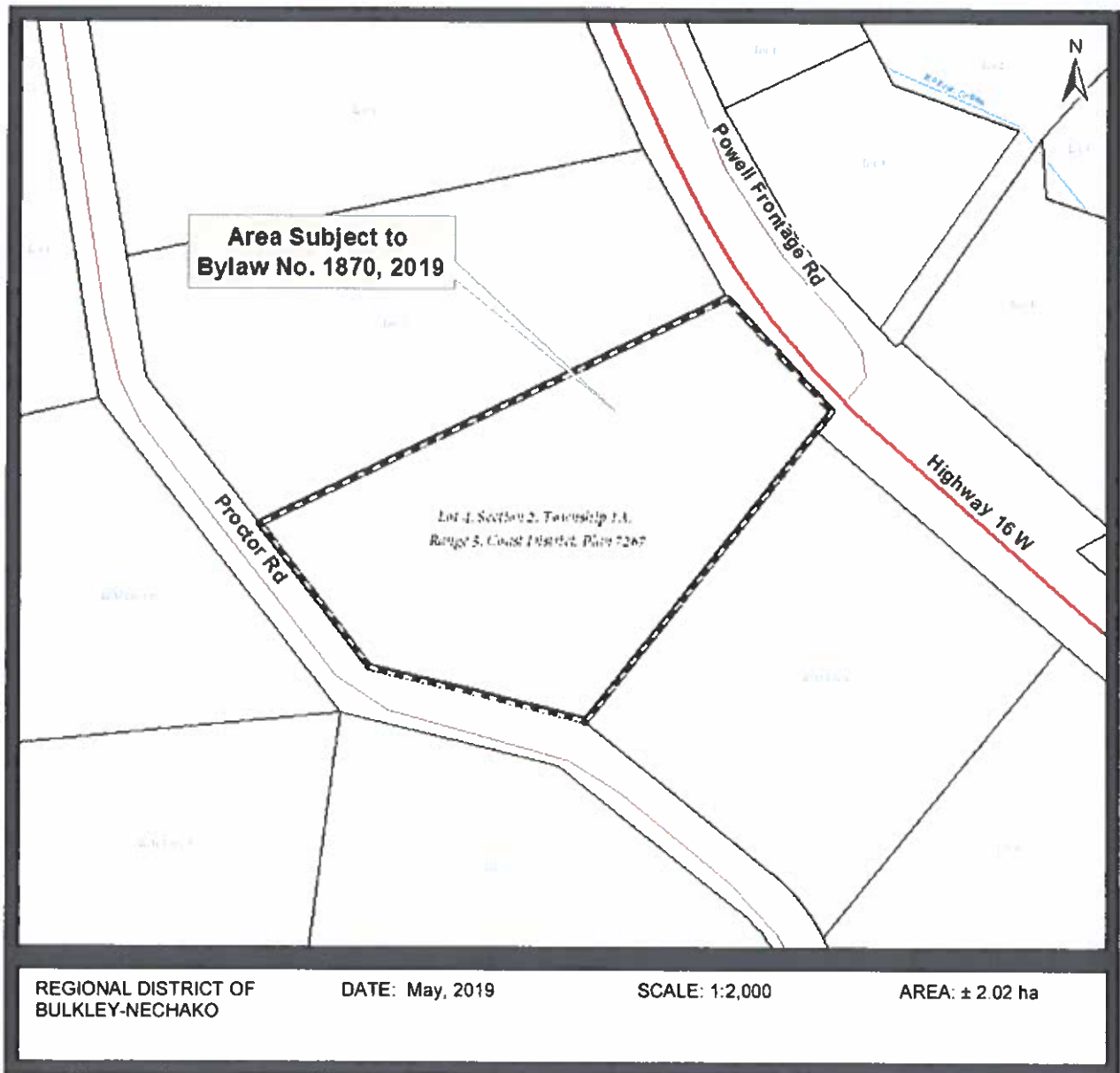
\_\_\_\_\_  
Corporate Administrator

APPROVED BY THE MINISTRY OF TRANSPORTATION  
this            day of

ADOPTED this                            day of            2019

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator



### **SCHEDULE "A" BYLAW NO. 1870**

Lot A, District Lot 4266, Range 5, Coast District, Plan 9239, comprising of ±2.02 ha. Being rezoned from the "Small Holdings (H1)" Zone to the "Small Holdings (Additional Dwelling) (H1 A)" Zone, as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1870, 2019.

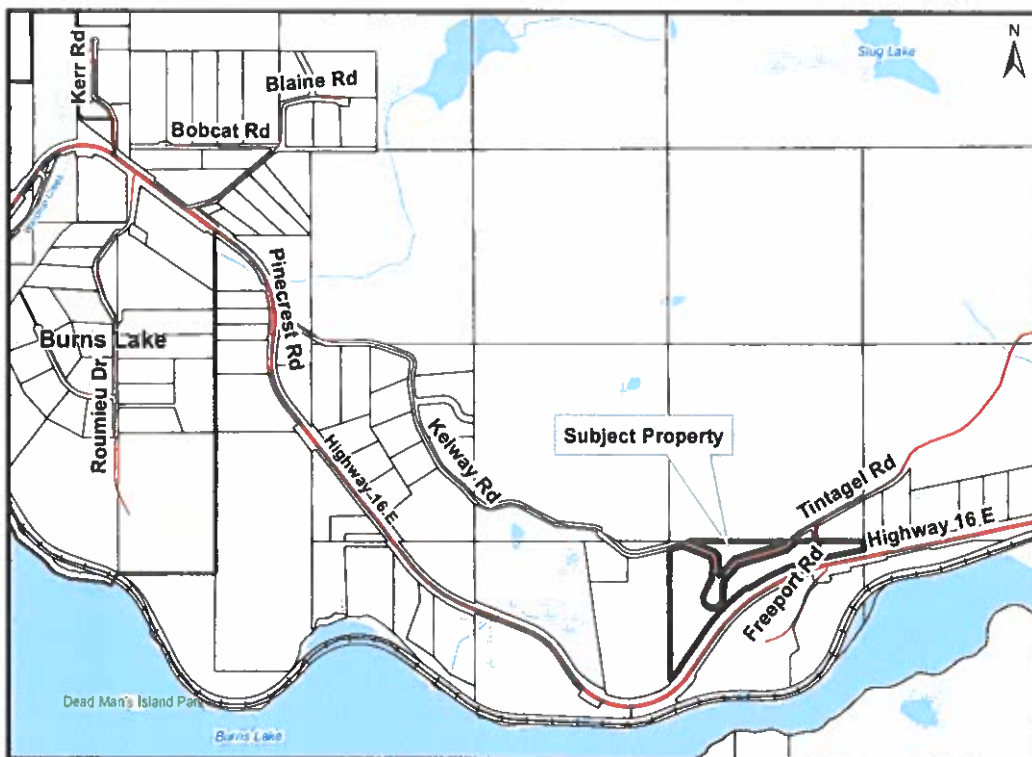
\_\_\_\_\_  
Corporate Administrator



Planning Department 1<sup>st</sup> and 2<sup>nd</sup> Reading Report  
 OCP Amendment and Rezoning  
 Bylaw Nos. 1871 & 1872, 2019  
 File No. B-01-19  
 May 3, 2019

### APPLICATION SUMMARY

<b>Name of Applicants:</b>	Gerald and Justina Sensenig
<b>Name of Agent:</b>	Gerald Sensenig
<b>Electoral Area:</b>	B
<b>Subject Property:</b>	The Fractional West ½ of District Lot 4169A, Range 5, Coast District, Except Plans 10527, 10987, PRP14316 and 4623.
<b>Property Size:</b>	13.22 ha. (32.69 ac.)
<b>Location:</b>	Subject property is bordered by Highway 16, and Tintagel, and Kelway Roads, approximately 2.5 kilometres from the Village of Burns Lake.



<b>O.C.P. Designation:</b>	Resource (RE) and Rural Residential (RR) in the Francois Lake (North Shore) and Burns Lake Rural Official Community Plan Bylaw No. 1785, 2017.
<b>Zoning:</b>	Manufactured Home Park (R7) Zone in the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
<b>Existing Land Use:</b>	Vacant.
<b>ALR Status:</b>	Not within ALR.

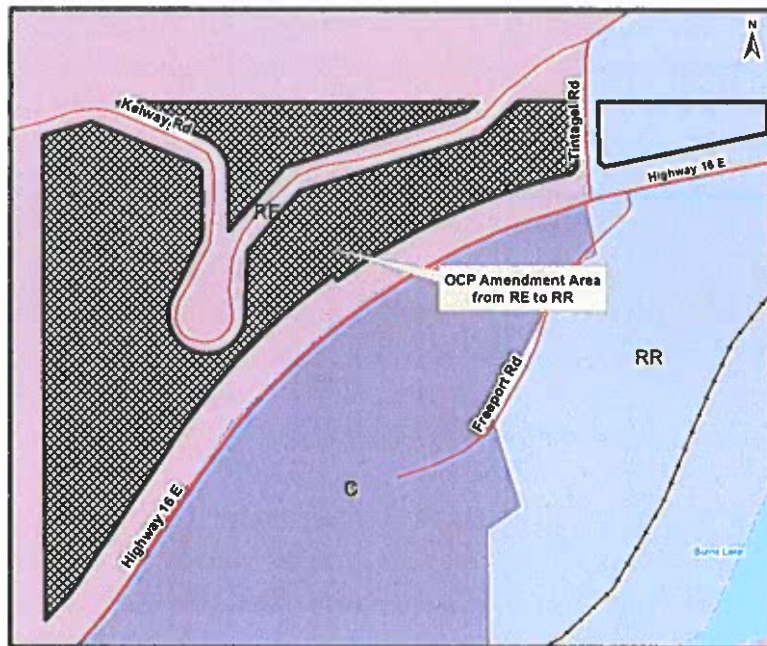
### PROPOSAL

The applicant wishes to rezone the property to allow it to be subdivided and used for residential purposes. Therefore, the applicant has applied to;

Amend Burns Lake Rural and Francois Lake (North Shore) Official Community Plan from **Resource (RE)** to **Rural Residential (RR)** for the portion of the property lying west of Tintagel Road to allow the rezoning.

Amend RDBN Zoning Bylaw from **Manufactured Home Park Zone (R7)** to **Small Holdings Zone (H1)**, and **Rural Residential (R6)** to allow residential development and subdivision potential.

Proposed OCP Amendment



Proposed Zoning Amendment





## REFERRAL COMMENTS

**Ministry of Transportation**

Approval Recommended Subject to Conditions Below:

- Access point should be considered OH of Tintangel Road vs, Highway 16 if any access are being proposed of highway 16, a Highway Access Permit will be required. Applications can be made online at [www.th.gov.bv.va/permits/index.asp](http://www.th.gov.bv.va/permits/index.asp)
- If subdivision is being considered contact with MOTI should be considered to discuss process, fees and timelines. Subdivision applications are also made online via MOTI at [www.th.gov.bc.ca/da/subdivision\\_home.asp](http://www.th.gov.bc.ca/da/subdivision_home.asp)

**Advisory Planning Commission**

Will appear on Supplemental Agenda.

**Northern Health Authority**

No comments received during referral period.

**Ministry of Environment**

No comments received during referral period.

## PLANNING DEPARTMENT COMMENTS

**OCP**

The property lying west of Tintangel Road is designated Resource (RE) in the Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017 (the OCP). The intent of this designation is to preserve lands within the Plan area for agriculture and grazing, mineral extraction, fish and wildlife management, trapping, wilderness-oriented recreation, and necessary institutional, public utility or transportation services.

The Resource designation supports the creation of parcels as small as 8 ha. Therefore, the applicant must amend the OCP to a designation to support the minimum parcel size set out in the H1, and R6 zones, such as the Rural Residential (RR) designation.

The intent of the RR designation is to:

- *provide opportunities for residential lots that fit the existing rural character of the Plan area;*
- *to support opportunities for affordable housing rental housing and special needs housing;*
- *to ensure future development is sustainable and does not have a notably negative impact on the natural environment, and;*
- *to protect and enhance the quality of life associated with existing and new rural residential development.*

As stated under the RR designation, applications to permit parcels as small as 2 ha. may be considered where:

- it has been demonstrated that the proposed lots can accommodate an on-site water supply and sewage disposal system;*

- b) *the development is compatible with adjacent land uses and maintains the rural character of the area;*
- c) *parcels are not located within a floodplain or on other hazard lands; and,*
- d) *the development adequately addresses wildlife and ecological values.*

Applications to permit parcels smaller than 2 ha. (4.94 ac.) to a minimum parcel size of 0.4 ha. (1 ac.) may be considered where an existing parcel is truncated by an existing developed public road or natural water feature.

## ZONING

The property was subdivided from the existing mobile home park on Freeport Road in 1984 and the zoning remained Manufactured Home Park (R7) on both properties.

The applicants wish to develop and subdivide the property for residential use and not as a mobile home park.

### H1 Zone:

The applicants wish to zone a portion of the property to Small Holdings which permits the following uses:

- (a) *Single family dwelling;*
- (b) *Two family dwelling;*
- (c) *Agriculture;*
- (d) *Horticulture;*
- (e) *Silviculture*
- (f) *Kennel and veterinary clinic;*
- (g) *Home occupation;*
- (h) *Buildings and structures accessory to the permitted principal uses.*

The H1 zone allows the creation of 2 ha. parcels or larger and allows one single family dwelling per 2 ha, up to two dwellings per parcel if the property is 4 ha or larger. The portion of the parcel proposed to be rezoned to H1 is approximately 10.35 ha. in size and would facilitate subdivision up to 5 lots.

### R6 Zone:

The applicants wish to zone a portion of the property lying north of Kelway Road and a portion of the property lying east of Tintagel Road to Rural Residential (R6) to facilitate the subdivision of these portions to create stand-alone parcels.

The R6 zone permits the following uses:

- (a) *Single family dwelling;*
- (b) *Two family dwelling;*
- (c) *Field crops and horticulture;*
- (d) *Non-commercial farm livestock;*
- (e) *Home occupation;*
- (f) *Buildings and structures accessory to the permitted principal uses.*

The R6 zone allows the creation of 1 ha. parcels or larger. The portions of the subject property proposed to be rezoned to R6 are approximately 1.85 ha. and 1.01 ha. in size and could not be further subdivided.

In total, the rezoning application could facilitate the creation of a 7-lot subdivision.

## DISCUSSION

The uses found in the surrounding area are primarily residential. The permitted uses and minimum size requirement listed under the H1, and R6 zones fit the character of the area.

The Planning Department does not expect the proposed rezoning to have a negative impact on the character of this area. The change in zoning reduces the density significantly since the minimum parcel size requirement stated under the R7 zone is 2 ha. and allows the density of 20 manufactured home spaces per acre (0.40 ha). In addition, the proposal is consistent with the Official Community Plan which states that the development of manufactured home parks are discouraged throughout the Plan area (Policy 3.4.2(12)).

The parcel is not located in a floodplain or known hazard area. However, the property may have some challenges during the subdivision process in regard to finding a suitable building and/or sewage disposal sites due to the topography of the property. These issues will be considered by the Ministry of Transportation and Infrastructure at the subdivision stage.

## CONSULTATION FOR OCP AMENDMENTS

The *Local Government Act* requires that local governments consider consultation with persons, organizations and authorities it considers will be affected by an OCP amendment. Specifically, the local government must:

- (a) *Consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing; and,*
- (b) *Specifically, the RDBN Board should consider if consultation is required with:*
  - *The board of any regional district that is adjacent to the area covered by the plan,*
  - *The council of any municipality that is adjacent to the area covered by the plan,*
  - *First Nations,*
  - *School district boards, greater boards and improvement district boards, and*
  - *The Provincial and federal governments and their agencies.*

Also, the *Local Government Act* requires that local governments consult with the local School District regarding any amendment to an OCP. A further *Local Government Act* requirement is that all OCP amendments be considered in conjunction with the financial plan, and any waste management plan that is applicable or Regional District. Staff are currently undertaking the above noted consultation as considered appropriate.

**Recommendations:**

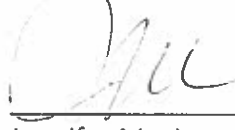
1. That "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 1871, 2019" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1872, 2019" be given first and second reading and subsequently be taken to Public Hearing.
2. That the Public Hearing for "Burns Lake Rural and Francois Lake Official Community Plan Amendment Bylaw No. 1871, 2019" and "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1872, 2019" be delegated to the Director or Alternate Director for Electoral Area B.
3. That the Board consider and approve the consultation identified in the consultation checklist attached as Appendix A.

*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. 1872**

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:

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the following land is rezoned from the "Manufactured Home Park (R7)" Zone to "Small Holdings (H1)" and "Rural Residential (R6)" Zones.

'Lot 1, District Lot 700, Coast District, Plan EPP197' 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. 1872, 2018."

READ A FIRST TIME this    day of            , 2019

READ A SECOND TIME this    day of            , 2019

PUBLIC HEARING HELD this    day of            , 2019

READ A THIRD TIME this    day of            , 2018

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1872, 2019"

DATED AT BURNS LAKE this            day of            , 2019

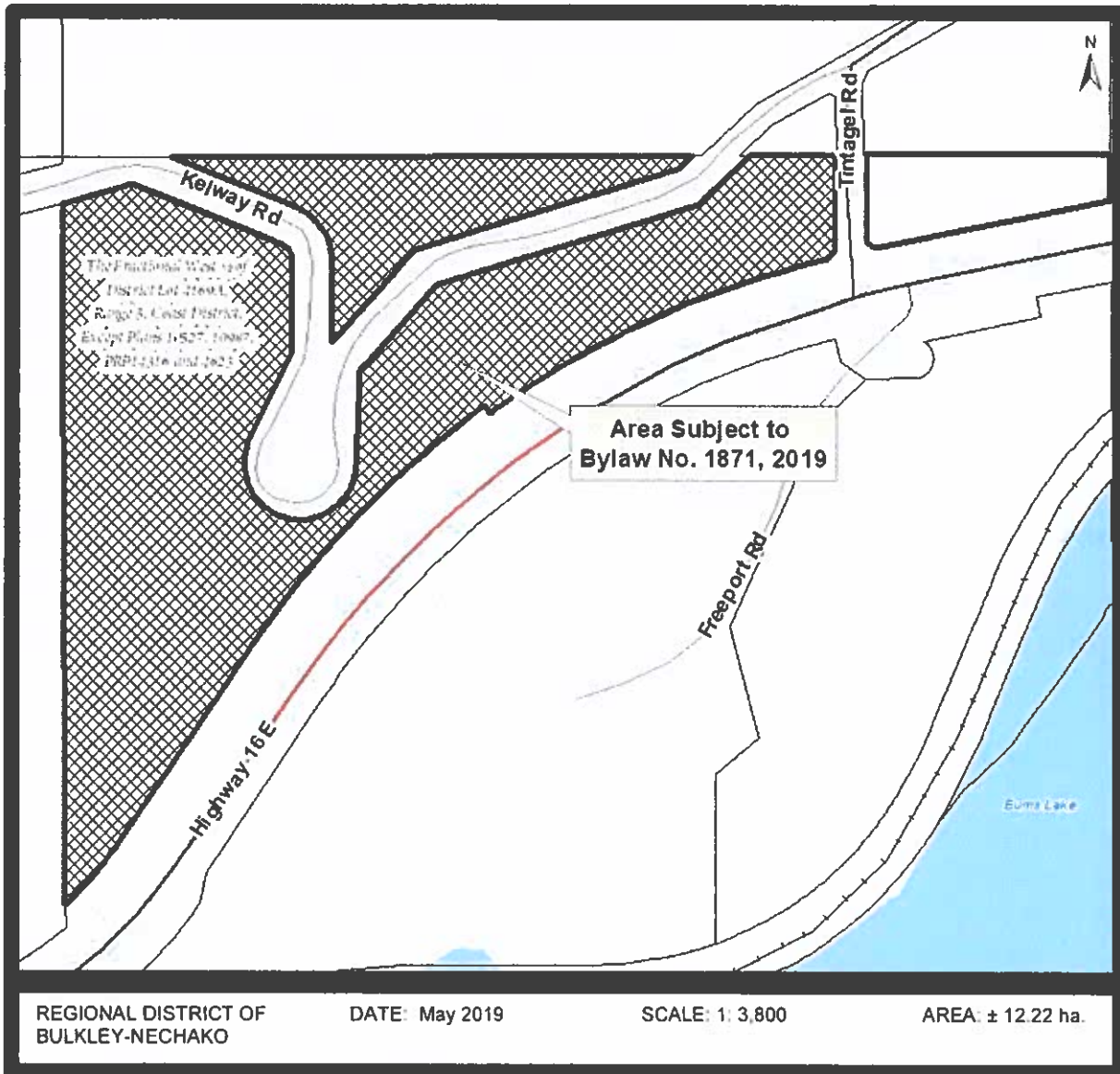
\_\_\_\_\_  
Corporate Administrator

APPROVED BY THE MINISTRY OF TRANSPORTATION  
this            day of

ADOPTED this            day of            , 2019

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator



### **SCHEDULE "A" BYLAW NO. 1871**

'The Fractional West 1/2 of District Lot 4169A, Range 5, Coast District, Except Plans 10527, 10987, PRP14316 and 4623', comprising of ± 12.22 hectares. Designation being changed from "Resource (RE)" to "Rural Residential (RR)" as shown

I hereby certify that this is Schedule "A" of Bylaw No. 1871, 2019.

\_\_\_\_\_  
Corporate Administrator



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 1872**

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:

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the following land is rezoned from the "Manufactured Home Park (R7)" Zone to "Small Holdings (H1)" and Rural Residential (RR) Zones.

'Lot 1, District Lot 700, Coast District, Plan EPP197' 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. 1872, 2018."

READ A FIRST TIME this    day of            , 2019

READ A SECOND TIME this    day of            , 2019

PUBLIC HEARING HELD this    day of            , 2019

READ A THIRD TIME this    day of            , 2018

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1872, 2019"

DATED AT BURNS LAKE this            day of            , 2019

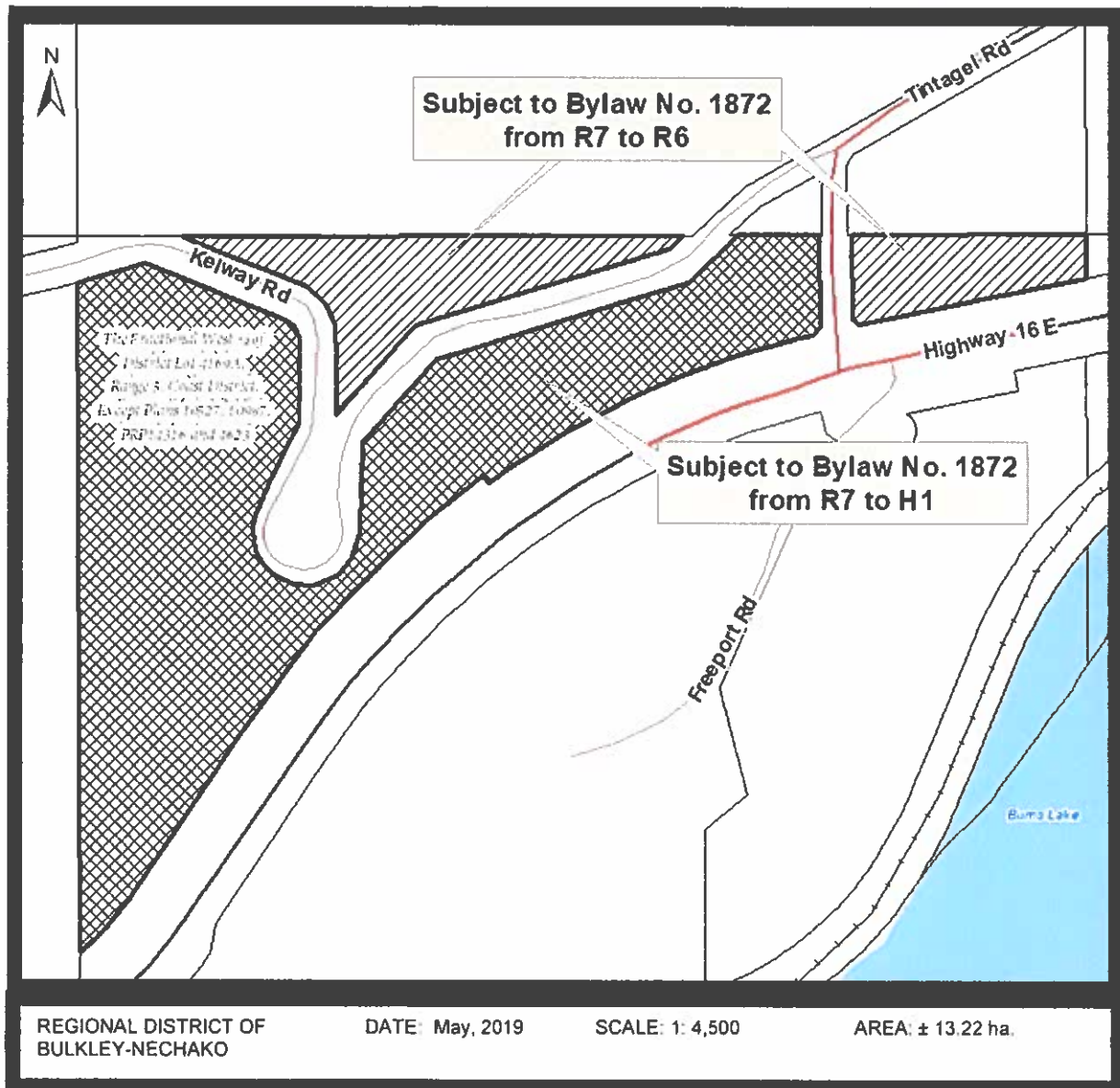
\_\_\_\_\_  
Corporate Administrator

APPROVED BY THE MINISTRY OF TRANSPORTATION  
this            day of

ADOPTED this            day of            , 2019

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator



### **SCHEDULE "A" BYLAW NO. 1872**

'The Fractional West ½ of District Lot 4169A, Range 5, Coast District, Except Plans 10527, 10987, PRP14316 and 4623', comprising of ± 13.22 hectares. Being rezoned from the "Manufactured Home Park (R7) Zone" to the "Small Holdings (H1) Zone" and "Rural Residential (R6) Zone" as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1872, 2019.

\_\_\_\_\_  
Corporate Administrator



## Appendix A

Official Community Plan (OCP) Amendment  
Consultation Checklist

1. Associated OCP amendment application number: **B-01-19**  
Associated OCP Amendment Bylaw number: **1871, 2019**

## 2. Special Conditions

- Agricultural Land Reserve
- Zoning Bylaw Floodplain Overlay
- Environmentally sensitive area
- Potential contaminated site
- Within 800 meters of a Provincial Highway
- Crown land
- Other (specify) \_\_\_\_\_

## 3. Consideration of affected persons, organizations, and authorities

Prior to the Public Hearing for the OCP bylaw amendment, consideration has been given to consultation with the following:

- Cariboo Regional District
- Regional District of Fraser Fort George
- Regional District of Kitimat-Stikine
- Regional District of Peace Rive
- Village of Vanderhoof
- District of Fort St James
- Village of Fraser Lake
- Village of Burns Lake
- District of Houston
- Village of Telkwa
- Village of Granisle
- Town of Smithers
- Agricultural Land Commission

## Federal / Provincial Ministries or Agencies

- Ministry of Transportation and Infrastructure
- Ministry of Agriculture
- Ministry of Environment
- Ministry of Natural Resource Operations
- Ministry of Community, Sport and Cultural Development
- Ministry of Forests, Mines and Lands
- Northern Health
- Department of Fisheries and Oceans
- Other (specify) – Advisory Planning Commission

First Nations

- Nee-Tahi-Buhn Indian Band
- Yekooche First Nation
- Burns Lake Indian Band
- Stelat'en First Nation
- Office of the Wetsuweten
- Wet'suwet'en First Nation

 School District No. 91 School District No. 54 Improvement Districts

## Public

- Immediate neighbours (within 200 metres of subject property)
- Surrounding neighbourhood
- Region wide
- Public Hearing
- Other (specify) - RDBN Website

## 4. Statutory Approvals Required for OCP Amendment Bylaw or associated Rezoning Bylaw

- Ministry of Transportation and Infrastructure
- Ministry of Community, Sport and Cultural Development

Gerald & Justina Sensenig  
16850 Palling Road West  
Burns Lake, BC V0J1E1

Original Feb. 21, 2019 - Revised Mar 27, 2019

RDBN,

Regarding PID 015-236-404, the current zoning is R7 – mobile home park. We are applying to change the zoning of this 13.22 hectare property with the approx. 10.5 ha between Hwy 16 and Kelway Rd to H1, the approx. 1 ha parcel east of Tintagel Rd and the approx. 1.8 ha piece north of Kelway Rd rezoned as R6. In our opinion the terrain is not ideal for a mobile home park and would be more suited to a less densely populated area such as several lots with a residence on each. Currently we would like the option of building a home on it but we also hope to subdivide it into several lots for residential use if and when it becomes economically feasible in the future.

Thank you,

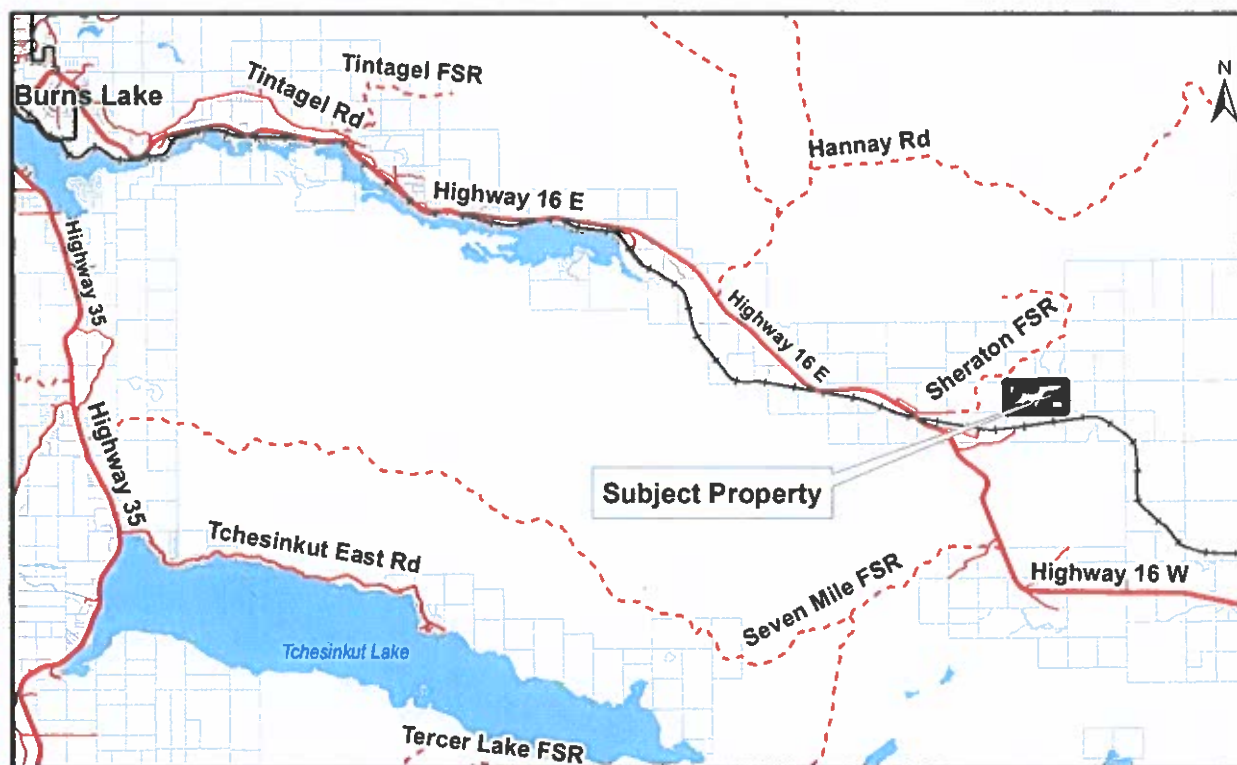
Gerald & Justina Sensenig



Planning Department 1<sup>st</sup> & 2<sup>nd</sup> Reading Report  
 Bylaw No. 1873, 2019  
 Rezoning File No. B-03-19  
 May 3, 2019

### APPLICATION SUMMARY

Name of Applicants:	Kristin MacCulloch and David Larter
Electoral Area:	B
Subject Property(ies):	North ½ of District Lot 4138, Range 5, Coast District
Property Size(s):	121.06 ha. (299.153 ac.)
Location:	Subject property is located on Sheraton FSR, approximately 30 km east of the Village of Burns Lake.



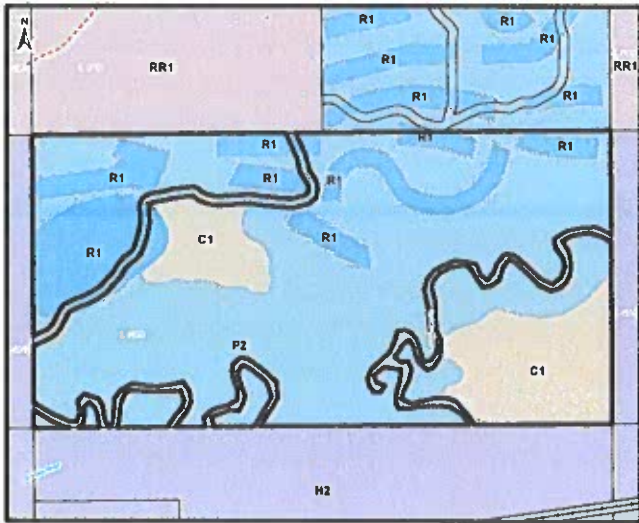
OCP Designation:	Designated Resource (RE) under the Francois Lake (North Shore) and Burns Lake Rural Official Community Plan Bylaw No. 1785, 2017.
Zoning:	Single Family Residential (R1), General Commercial (C1), and Recreational (P2) under the Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.
Existing Land Use:	Vacant
ALR Status:	Not within ALR

## PROPOSAL

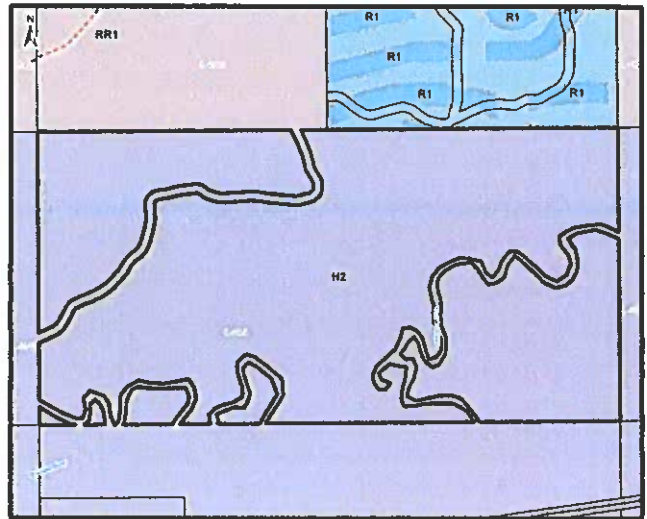
The applicants have submitted a building permit for a new residence on the portion of the property zoned Single Family Residential (R1). The R1 zone only permits a single-family dwelling if the parcel is served by a community water system. Since this property is not served by a community water system, the property owners wish to do the following:

Rezone the subject property from the Single Family Residential (R1), General Commercial (C1) and Recreational (P2) Zones to the Large Holdings (H2) Zone to allow the proposed residential development without a community water system.

Current Zoning



Proposed Zoning



## REFERRAL COMMENTS

## Ministry of Transportation

No comments received during comment period

## Advisory Planning Commission

Will appear on Supplemental Agenda

## Northern Health Authority

No comments received during comment period

## PLANNING DEPARTMENT COMMENTS

## OFFICIAL COMMUNITY PLAN

The property is designated Resource (RE). The intent of this designation is to preserve lands within the Plan area for agriculture and grazing, mineral extraction, fish and wildlife management, trapping, wilderness-oriented recreation, and necessary institutional, public utility or transportation services. The RE designation supports the creation of parcel to a minimum parcel area of 8 ha. in size.

## ZONING

As mentioned above, the property is zoned R1, C1, and P2. The property, as well as the neighbouring lot to the north were rezoned in 1995 from Large Holdings (H2) to the current configuration to allow the development of residential lots, a golf course, and other recreation areas. However, this development did not occur and only a cabin exists on the subject property.

The Large Holdings Zone allows the following uses of land, buildings or structures, and no other uses, are permitted:

- (a) *agriculture;*
- (b) *intensive agriculture;*
- (c) *horticulture, nursery, greenhouse;*
- (d) *single family dwelling;*
- (e) *two family dwelling;*
- (f) *logging and silviculture;*
- (g) *portable sawmill and lumber kiln (provided that the floor of the lumber kiln does not exceed 45 m<sup>2</sup>);*
- (h) *mineral, placer, coal and aggregate exploration, extraction and processing;*
- (i) *waste disposal site;*
- (j) *outdoor recreation facilities;*
- (k) *kennel and veterinary clinic;*
- (l) *primitive campsite;*
- (m) *guest ranch;*
- (n) *rural retreat;*
- (o) *peat extraction;*
- (p) *home occupation;*
- (q) *buildings and structures accessory to the permitted principal uses.*

The subject property is 121 ha. in size. The H2 zone permits an 8 ha. minimum parcel size at subdivision; therefore, the rezoning application may facilitate a subdivision of 14 additional parcels. The existing zoning would allow for the creation of approximately 102 additional residential lots, as well as commercial development.

## LAND USE

The surrounding uses are primarily resource, and residential. The OCP supports the rezoning of the property back to the Large Holdings (H2) Zone and an amendment to the OCP is not required. The Large Holdings zone fits the character and function of the surrounding area, and the Planning Department does not foresee any negative affects from this proposal and support the rezoning to Large Holdings (H2).

Recommendations:

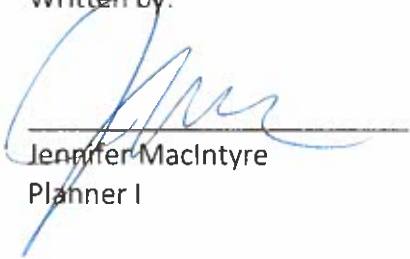
1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1873, 2019" be given first and second reading and subsequently be taken to Public Hearing.
2. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1873, 2019" be delegated to the Director or Alternate Director for Electoral Area B.

*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. 1873**

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:

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" be amended such that the following land is rezoned from the "Single Family Residential (R1)", "General Commercial (C1)" and "Recreational (P2)" Zones to the "Large Holdings (H2)" Zone.

'North ½ of District Lot 4138, Range 5, Coast District', 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. 1873, 2019".

READ A FIRST TIME this    day of            , 2019

READ A SECOND TIME    day of            , 2019

PUBLIC HEARING HELD this    day of            , 2019

READ A THIRD TIME this    day of            2019

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1873, 2019"

DATED AT BURNS LAKE this            day of            2019

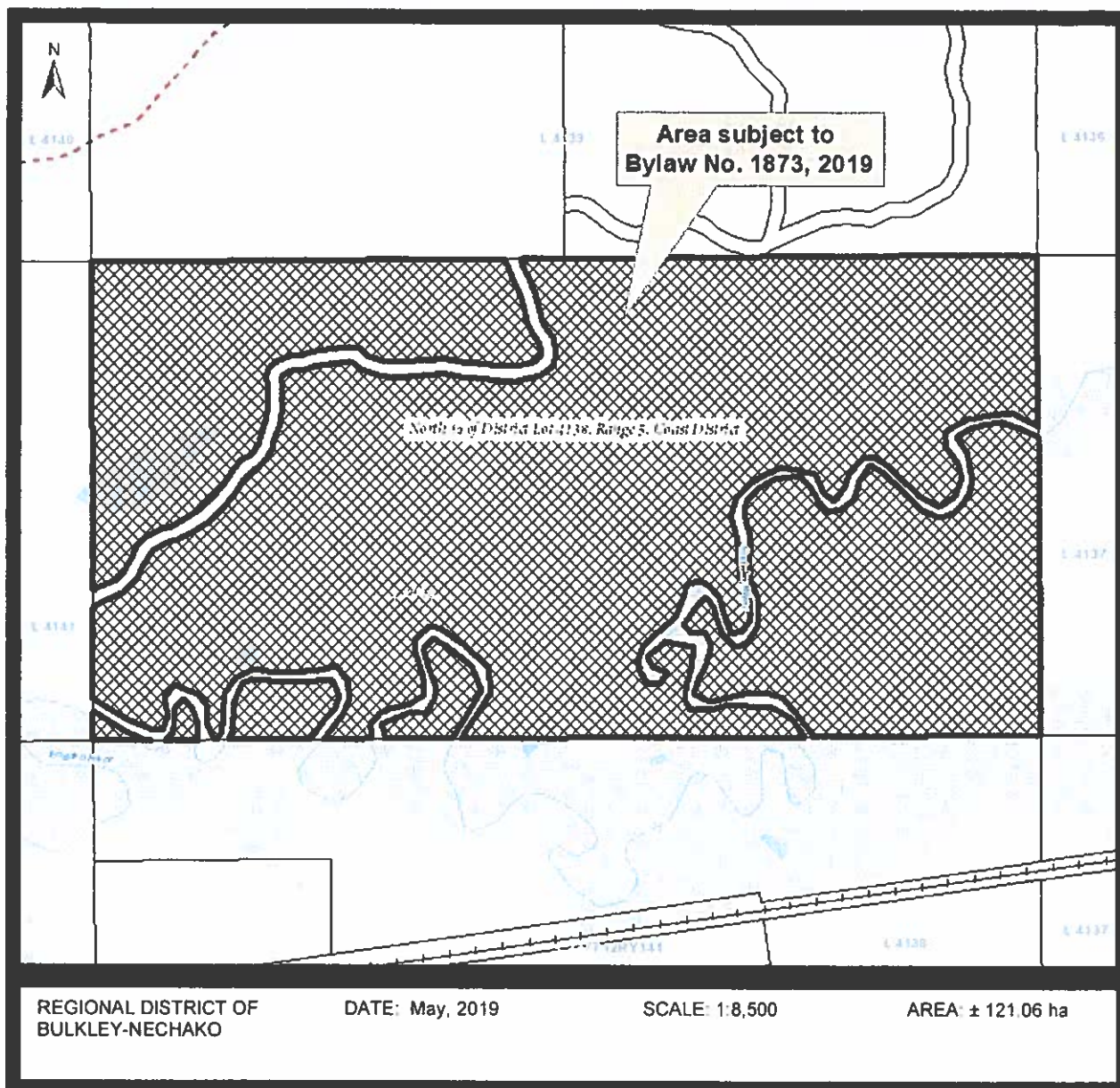
\_\_\_\_\_  
Corporate Administrator

ADOPTED this                            day of            2019

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator





**SCHEDULE "A" BYLAW NO. 1873**

'North ½ of District Lot 4138, Range 5, Coast District', comprising of ±121.06 ha. Being rezoned from the "Single Family Residential (R1)", "General Commercial (C1)" and "Recreational (P2)" Zones to the "Large Holdings (H2)" Zone, as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1873, 2019.

\_\_\_\_\_  
Corporate Administrator

March 20, 2019

Re: Rezoning 25720 East End Road

PID# 015-209-563

To Whom it May Concern,

My husband and I purchased our parcel of land two years ago in 2017 with the desire to move out of the city and build a house and a little homestead. At the time of purchase, we were not informed that the existing zoning would, in essence, prohibit that dream. We would like to rezone our parcel of land to H2 so we can build our house. We intend to build an off grid single family house and homestead our land.

Time is of the essence for us as our log home builder has already started building our home (in his yard) with the timeline to reassemble it in July. Additionally, we have retained a contractor to oversee the build etc. It was not until applying for the building permit that we became aware of the zoning trouble as it was not disclosed to us by agents or the previous owner.

It was relayed to us that the Regional District has pursued rezoning our parcel for many years and they contacted the previous owner who was unresponsive.

We and the Regional District have the same goal. It is my hope that we can expedite this process and rezone our parcel to H2 efficiently and quickly.

Thank you,



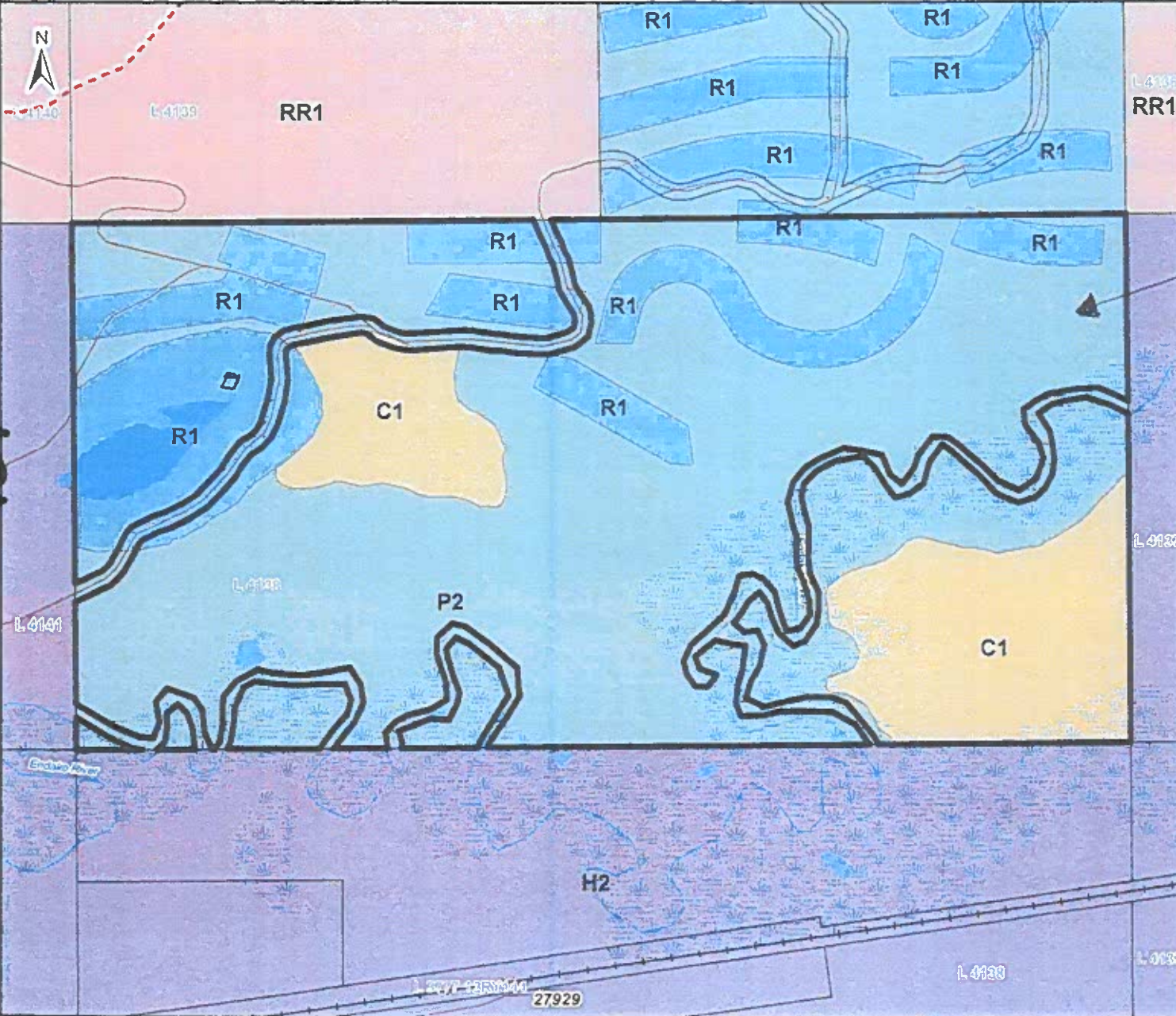
Kristin MacCulloch

David Larter



# RDBN Map

# Legend



Plan drawing

RE ZONE TO  
H2

- Forest Service Road
  - Railways
  - Cadastre
  - Watercourse
  - Lake
  - Wetland
- RDBN Zoning CLASS**
- General Commercial (C1)
  - Large Holdings (H2)
  - Recreational (P2)
  - Single Family Residential (R1)
  - Rural Residence (RR1)

DISCLAIMER: The Regional District of Fraser Valley makes no warranty, representation or guarantee of any kind regarding either the accuracy or completeness of the information provided hereon or the suitability of the information for any specific purpose. The Regional District of Fraser Valley assumes no liability for any errors, omissions, or inaccuracies in the information provided hereon. The user of this information is responsible for the accuracy and completeness of the information provided hereon. The user of this information is responsible for the accuracy and completeness of the information provided hereon.

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 User: jennifer.mackenzie  
 Date: 2015-03-20  
 Time: 11:08:06 AM

139

## MEMORANDUM



To: Chair Thiessen and Board of Directors  
From: Maria Sandberg, Planner  
Date: May 6, 2019  
Re: **Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865, 2019 for Third Reading and Adoption**

---

## **PURPOSE**

This report is to present "Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865, 2019" to the Regional District Board for third reading and adoption.

The text of the Endako, Fraser Lake and Fort Fraser Rural Official Community Plan (Schedule "A") is provided under separate cover. The maps (Schedules "B" and "C") will be available at the Board meeting or can be obtained from staff. Also note that the text of the OCP (Schedule "A") and the maps (Schedules "B", and "C") are available on the Regional District's website.

## **OVERVIEW OF THE OCP DEVELOPMENT PROCESS**

In May 2017, the Regional District of Bulkley-Nechako Board of Directors directed staff to proceed with the review process for the Endako, Fraser Lake and Fort Fraser Rural Official Community Plan, and approved a consultation strategy. This process was undertaken in conjunction with the review of the Village of Fraser Lake Official Community Plan.

The review process began with preliminary consultation with the Advisory Planning Commission (APC) for Electoral Area D in June 2017. Letters with information about the start of the review process and requests for any preliminary comments were also sent to local First Nations, community groups, the Village of Fraser Lake, School District 91, and various Provincial Ministries.

Community meetings and an open house were held on July 25, 2017 in Fraser Lake and an open house was held in Fort Fraser on July 26, 2017. The purpose of these events was to introduce the municipal and rural OCP review processes and to provide an opportunity for the public to ask questions and provide input regarding land-use and community development related issues, and their visions for the area. The events were also an opportunity to solicit participation on a working group to assist in the review process and the drafting of a new Plan.

The Village of Fraser Lake, Community Futures Stuart-Nechako, the Fraser Lake Chamber of Commerce, the Nadleh Whut'en, the Stellat'en, the Cheslatta Carrier Nation, Northern Health, the Ministry of Transportation and Infrastructure, the Ministry of Forests, Lands and Natural Resource Operations were asked to provide a representative to participate on the working group.

Staff created a preliminary draft of the OCP to provide the working group with a format for discussion of issues. Working group meetings were held on February 27, March 12, April 9 and May 14, 2018. The focus was on reviewing the process and the mandate of the Plan, identifying and discussing key issues, helping define the community visions and goals for the plan area, and developing the policies contained in the Plan. A meeting to discuss the draft was also held in Fort Fraser on July 20, 2018 with the Fort Fraser Local Commission and the members of the working group living in Fort Fraser.

Staff attended two Grade 4/5 classes at Fraser Lake Elementary Secondary School in April to obtain input from school age children. The students were asked to draw their community, to find out how the students interact with and view their community.

The APC reviewed and provided comments on the draft plan at a meeting on September 17, 2018. Letters with an invitation to review the draft plan and to attend December's open houses were sent to local First Nations, community groups, the Village of Fraser Lake, School District 91 and Provincial Ministries in November 2018. Two open houses were held, on December 10, 2018 in Fort Fraser and December 11, 2018 in Fraser Lake, to introduce the draft plan to the public and to obtain feedback on the draft.

In late December and early January, consultation letters and a copy of the plan were sent to the referral agencies that were identified in the consultation checklist approved by the Board in May 2017 and re-approved at first and second reading April 18, 2019.

The public hearing for the Bylaw will be held on May 13, 2019 and the report of the public hearing will be on the supplementary agenda.

## DISCUSSION

The draft Endako, Fraser Lake and Fort Fraser Rural OCP has undergone a notable public consultation process, and in staff's opinion the Plan reflects an appropriately balanced expression of the community's interest and vision for the future of the area. The focus of the process was to update the existing plan and not undertake an extensive review process.

Staff note that the "Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865, 2019" has been considered in conjunction with the Regional District's financial plan and solid waste management plan, and there are no apparent conflicts or issues between the plans. As required by the *Local Government Act* the Bylaw has been referred to the Agricultural Land Commission for comments after first and second reading.

The Board may approve "Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No.1865, 2019" at 3<sup>rd</sup> reading, amend the Bylaw and then approve the amended Bylaw, or refer the Bylaw back to staff with direction to make further amendments. Should the Bylaw be amended another Public Hearing may be required depending upon the nature of the changes.

**RECOMMENDATIONS**

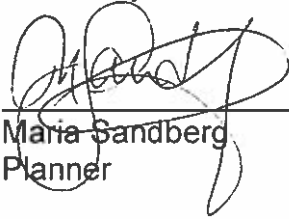
1. That the Board receive the Report of the Public Hearing held on May 13<sup>th</sup>, 2019 for "Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No 1865, 2019".
2. That "Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865, 2019" be given third reading and adoption.

*Electoral Area Planning – Participants/Directors/Two-Thirds*

Reviewed by

\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Maria Sandberg  
Planner



**ENDAKO, FRASER LAKE AND FORT FRASER RURAL OFFICIAL  
COMMUNITY PLAN BYLAW NO. 1865, 2019**

**A BYLAW TO ADOPT AN OFFICIAL COMMUNITY PLAN  
FOR ELECTORAL AREA D WITHIN THE REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**WHEREAS** under section 472 of the *Local Government Act* the Board may adopt a community plan by bylaw;

**AND WHEREAS** the Board of the Regional District has deemed it advisable to replace "Endako, Fraser Lake, Fort Fraser Rural Official Community Plan Bylaw No. 1487, 2008" and adopt a new Official Community Plan for Electoral Area D as provided for in the *Local Government Act*;

**NOW, THEREFORE**, the Board of the Regional District of Bulkley-Nechako in open meeting assembled HEREBY ENACTS AS FOLLOWS.

1. Title

This Bylaw may be cited as "Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865, 2019".

2. Application

This Bylaw is applicable to Electoral Area "D" as outlined in Map No. 1 of Schedule "A" of this Bylaw.

3. Official Community Plan

Schedules "A," "B" and "C", which are attached to and form an integral part of the Bylaw are the Official Community Plan for the area to which this Bylaw applies.

4. Severability

If any schedule, section, subsection, sentence, clause, phrase, or map of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

5. Repeal

"Endako, Fraser Lake, Fort Fraser Rural Official Community Plan Bylaw No. 1487, 2008" and all amendments thereto are repealed.

6. Readings and Adoption

READ A FIRST TIME this 18<sup>th</sup> day of April, 2019

READ A SECOND TIME this 18<sup>th</sup> day of April, 2019

PUBLIC HEARING HELD this      day of      , 2019

READ A THIRD TIME this      day of      , 2019

I hereby certify that the foregoing is a true and correct copy of "Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Bylaw No. 1865, 2019".

DATED AT BURNS LAKE this      day of

\_\_\_\_\_  
Corporate Administrator

ADOPTED this      day of

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator





**Planning Department Report**  
**Development Variance Permit Application A-02-19**  
 April 30, 2019

## APPLICATION SUMMARY

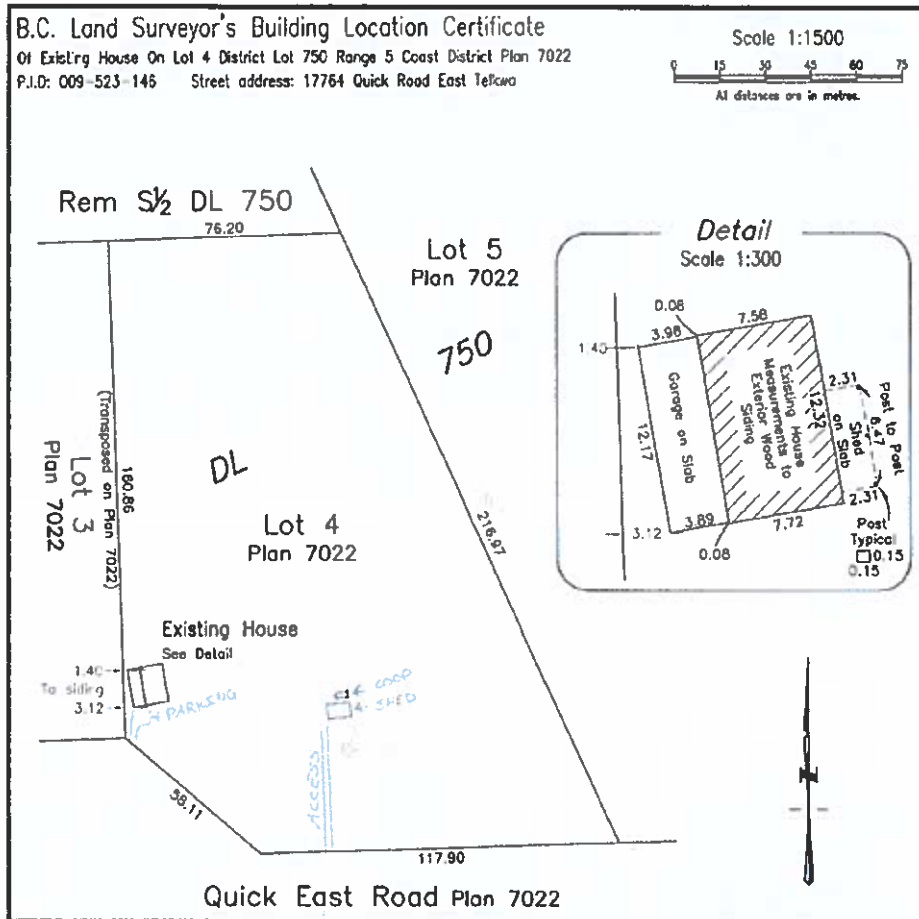
<b>Name of Applicants:</b>	Heather Harris & Vernon Amendt
<b>Electoral Area:</b>	A
<b>Subject Property:</b>	Lot 4, District Lot 750, Range 5, Coast District, Plan 7022. The subject property is 2.28 ha (5.65 acres) in size.
<b>OCP Designation:</b>	Agriculture (AG) in the Smithers Telkwa Rural OCP Bylaw No. 1704, 2014.
<b>Zoning:</b>	Agricultural (Ag1) under RDBN Zoning Bylaw No. 700, 1993.
<b>Existing Land Use:</b>	Residential and Agriculture
<b>Location:</b>	The subject property is located at 17764 Quick East Road, in the community of Quick.



**Proposal:**

The applicants wish to sell their property. However, the attached garage is too close to the property line. The applicants wish to gain a variance to legalize the encroachment. Therefore, they have made an application for a Development Variance Permit to vary Section 14.04 (1) of "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" by reducing the western side parcel line setback from 7.5 metres to 1.2 metres for the attached garage.

**BC Land Surveyor's Building Location Certificate**





### PLANNING DEPARTMENT COMMENTS

It is noted that the BC Land Surveyor's Building Location Certificate shows the measurement from the building's exterior wall to the property line. However, the Regional District of Bulkley-Nechako Zoning Bylaw measures setbacks from the nearest projection (typically roof overhang). The setback of the structure is further reduced than shown on the submitted site plan. To compensate for the roof overhang, the variance is therefore set at 1.2 meters instead of 1.4 meters as shown on the location certificate.

The applicants did receive a building permit from the Regional District for the residence and a storage shed in 1974. There was no site plan found from this building permit application in the property file. It cannot be confirmed that the existing attached garage was permitted at that time as the measurements for the permitted building do not match the existing building.

The RDBN Building Inspector has no Building Code related objections to the reduced setback. The building does not have any notable impact on the neighboring property to the west.

All property owners within 50 meters of the subject property have been provided notice of the application and will have an opportunity to comment on this application at the Board meeting on May 16, 2019 when the Board considers this application.

#### **Recommendation**

That the Board approve Development Variance Permit A-02-19 for the property located at 17764 Quick East Road to vary Section 14.04 (1) of "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" to reduce the western side parcel line setback from 7.5 metres (24.61 ft.) to 1.2 metres (4.26 ft.) for the existing structure in general compliance with Schedule A of the permit.

*Electoral Area Planning – Participants/Directors/Majority*

Reviewed by:

\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

\_\_\_\_\_  
Jennifer MacIntyre  
Planner I

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
DEVELOPMENT VARIANCE PERMIT NO. A-02-19**

ISSUED TO: Heather Harris & Vernon Amendt  
17764 Quick East Road  
Telkwa, BC V0J 2X2

WITH RESPECT TO THE FOLLOWING LANDS:

Lot 4, District Lot 750, Range 5, Coast District, Plan 7022

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 700 as follows:  
Section 14.04 (1) of "Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993" is varied by reducing the western side parcel line setback from 7.5 metres to 1.2 metres.
2. Variances approved as part of this permit apply only to the development shown on the plan attached as Schedule A, which forms part of this permit.
3. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.
4. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional District Board this \_\_\_ day of \_\_\_\_\_, 2019

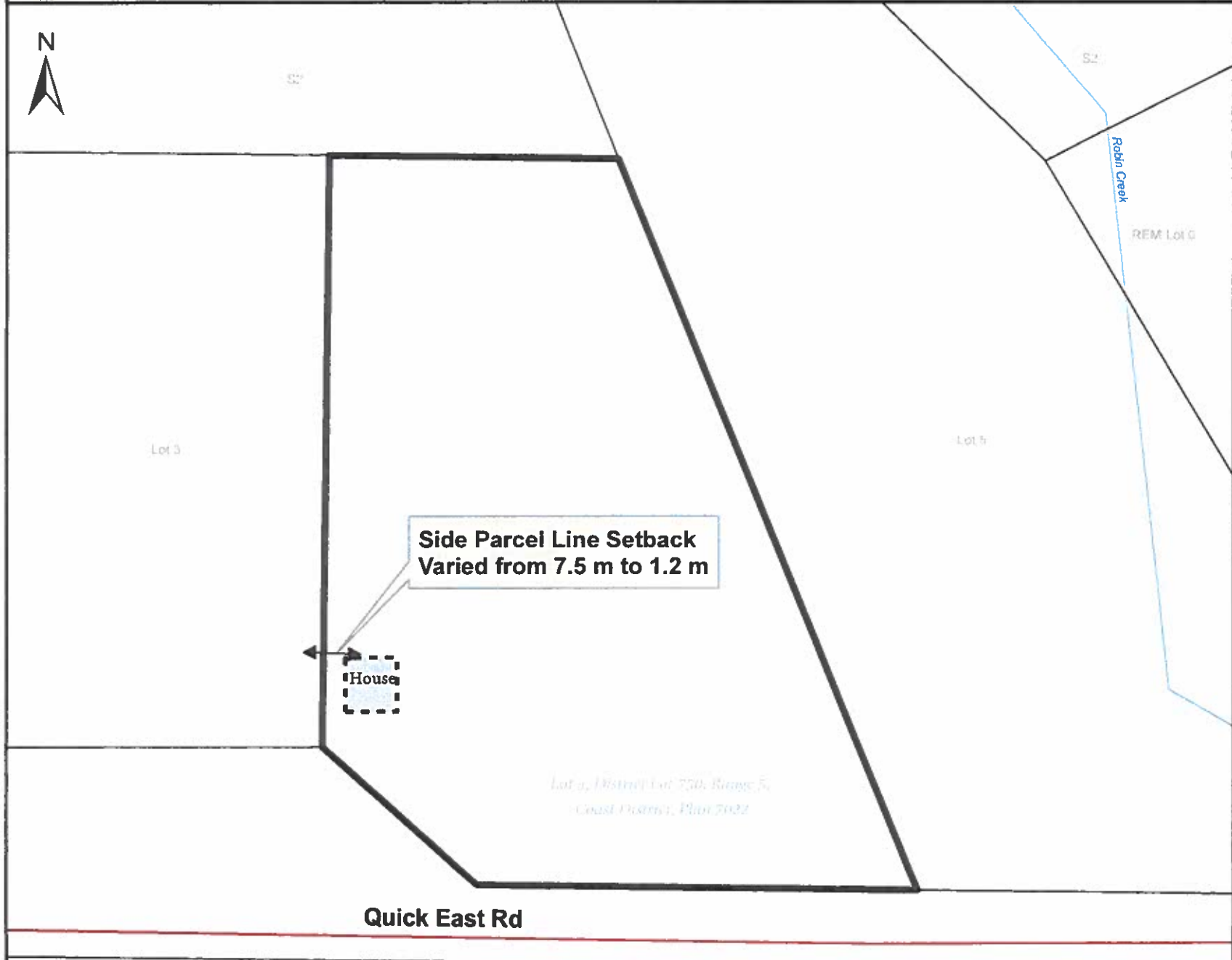
PERMIT ISSUED on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Corporate Administrator







# Schedule A: DVP A-02-19

## Legend



bhl

-  Secondary Road
-  Subject Property
-  Cadastre
-  Watercourses

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

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 User: jennifer.macintyre  
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Lot 3

Lot 4

Lot 5

Lot 6

Lot 7

REM Lot 8



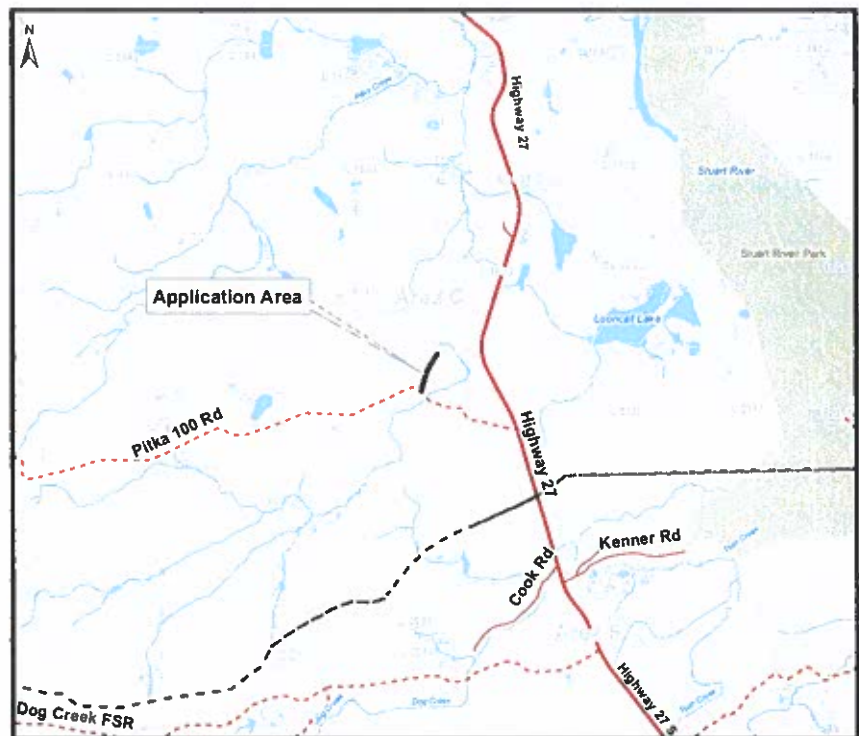
## MEMORANDUM

To: Board of Directors  
 From: Jennifer MacIntyre, Planner I  
 Date: April 29, 2019  
 Re: Land Referral File No. 7410080 (CTF Enterprises Inc.)

This referral from the Province is for a Licence of Occupation to allow the applicant to develop and use the application area for a roadway for a 10-year term.

The application area is located 17 kilometres south of the District of Fort St. James and is 1.36 ha. in size.

The applicant is seeking to build a road to access the south east corner of their private property legally described as District Lot 1604. The proposed road would begin at approximately 0.5 km on the Pitka FSR.



### Recommendation:

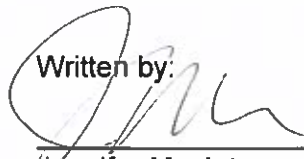
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410080.

*Board of Directors – All/Directors/Majority*

Reviewed by:

\_\_\_\_\_  
 Jason Lewellyn  
 Director of Planning

Written by:

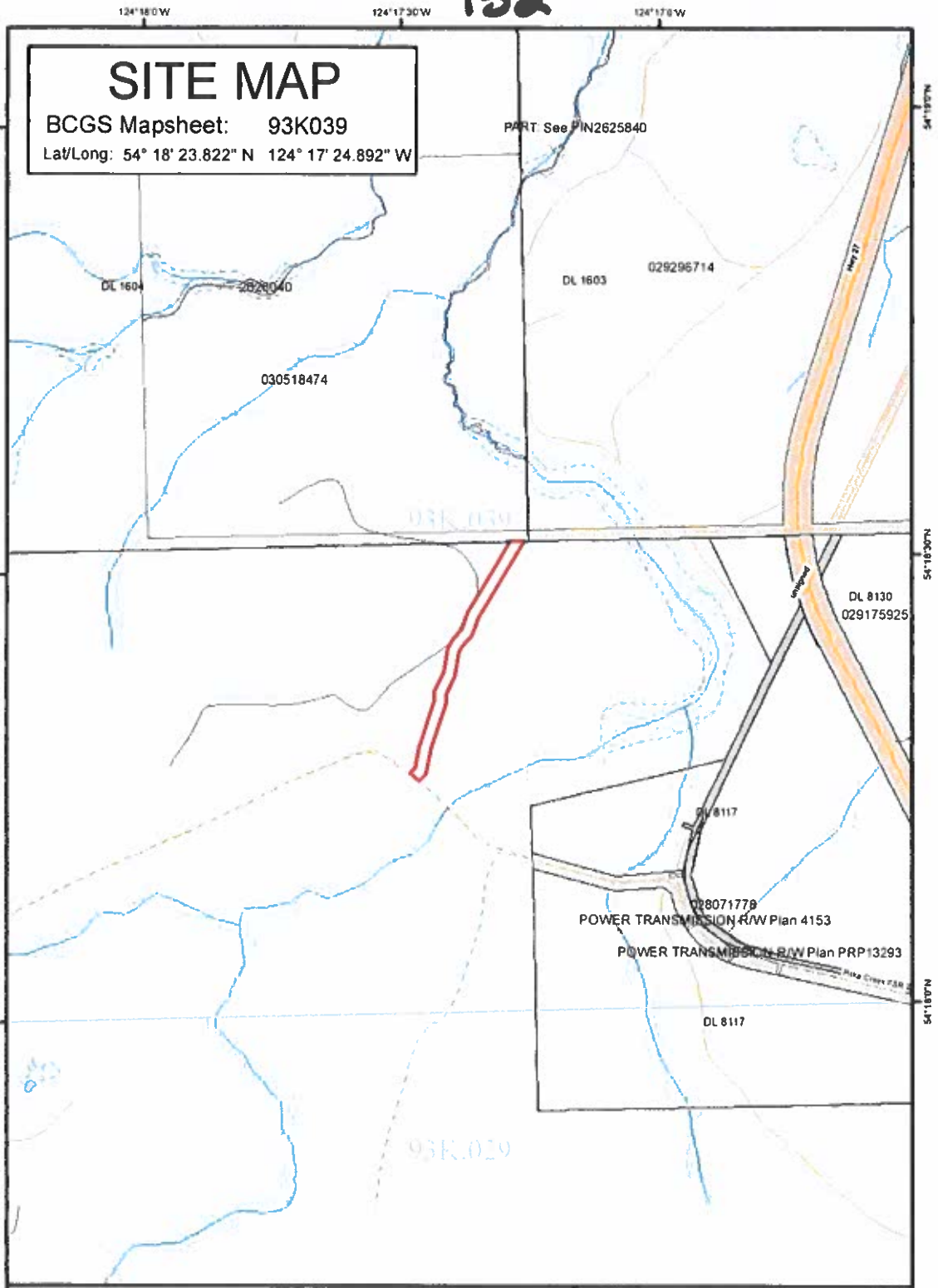
  
 \_\_\_\_\_  
 Jennifer MacIntyre  
 Planner I

**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT  
SHEET ON CROWN LAND REFERRAL 7410080**

---

<b>Electoral Area(s):</b>	C
<b>Applicant:</b>	CTF Enterprises Inc.
<b>Existing Land Use:</b>	Forest, Vacant.
<b>Zoning:</b>	Rural Resource (RR1)
<b>Proposed Use Comply With Zoning:</b>	N/A
<b>Plan Designation</b>	Resource (RE)
<b>Agricultural Land Reserve:</b>	Outside the ALR
<b>Access Highway:</b>	Pitka 100 Road
<b>Archaeological Site:</b>	None according to Provincial mapping
<b>Building Inspection:</b>	Within the building inspection area.
<b>Fire Protection:</b>	Outside the Rural Fire Protection Area.
<b>Other comments:</b>	None.

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**SITE MAP**  
 BCGS Mapsheet: 93K039  
 Lat/Long: 54° 18' 23.822" N 124° 17' 24.892" W

**File Number: 7410080**

Site # 1 of 1 - APPLICATION      Area = 1.36 Ha.

TYPE LICENCE      PURPOSE TRANSPORTATION

SUBTYPE LICENCE OF OCCUPATION      SUBPURPOSE ROADWAY

LOCATION LOONCALL LAKE      IMAGERY N/A

Produced by  
 Ministry of Forests, Lands &  
 Natural Resources Operations  
 Northern Service Centre  
 FrontCounterBC  
 Date March 20 2019

Scale 1:10 000  
 \* if printed on 8.5X14 page

Projection: BC Albers  
 Datum: NAD 83

Meters  
 0 100 200 300

**Legend**

Green Land Applicable	Protected Areas
Primary Survey Parcel	Provincial Park
Subdivision	Protected Area
Municipality	OIC Ecological Reserve
Surveyed Rights of Way	Recreation Area
Surveyed Road R/W	Base Mapping Features (20K)
Gas/Oil R/W District Lot	River or Stream
Power Transmission R/W	River or Stream - Dry
Gas/Oil R/W	Lake
Telecom R/W District Lot	Reservoir - Define
Miscellaneous R/W	Glacier/icefield
Transportation Corridors	Contour - 20m interval
Highway	Transportation Lines (20K)
Railway	Airfield
Surveyed Road R/W	Road
	Forest Service Road
	Road Permit
	Trail
	Rail Line

All measurements are approximate





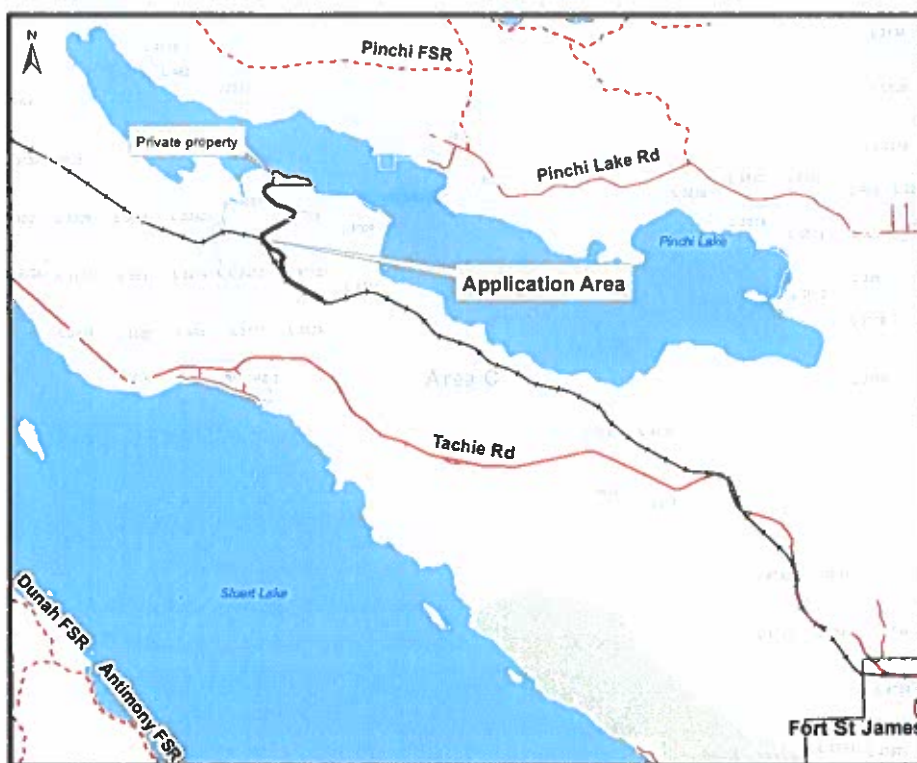
## MEMORANDUM

To: Board of Directors  
 From: Jennifer MacIntyre, Planner I  
 Date: April 29, 2019  
 Re: Land Referral File No. 7410079 (Canyon Tree Farms Inc.)

This referral from the Province is for a Licence of Occupation to allow the applicant to develop and use the application area for a roadway for a 10-year term.

The application area is located 24 kilometres northwest of the District of Fort St. James and is 13.06 ha. in size.

The applicant is seeking to build a road to access their private property legally described as 'District Lot 4710' on Pinchi Lake. The proposed road would begin at approximately 2.3 km on the Pinchi Hill Road.



### Recommendation:

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410079.

*Board of Directors – All/Directors/Majority*

Reviewed by:

\_\_\_\_\_  
 Jason Llewellyn  
 Director of Planning

Written by:

\_\_\_\_\_  
 Jennifer MacIntyre  
 Planner I

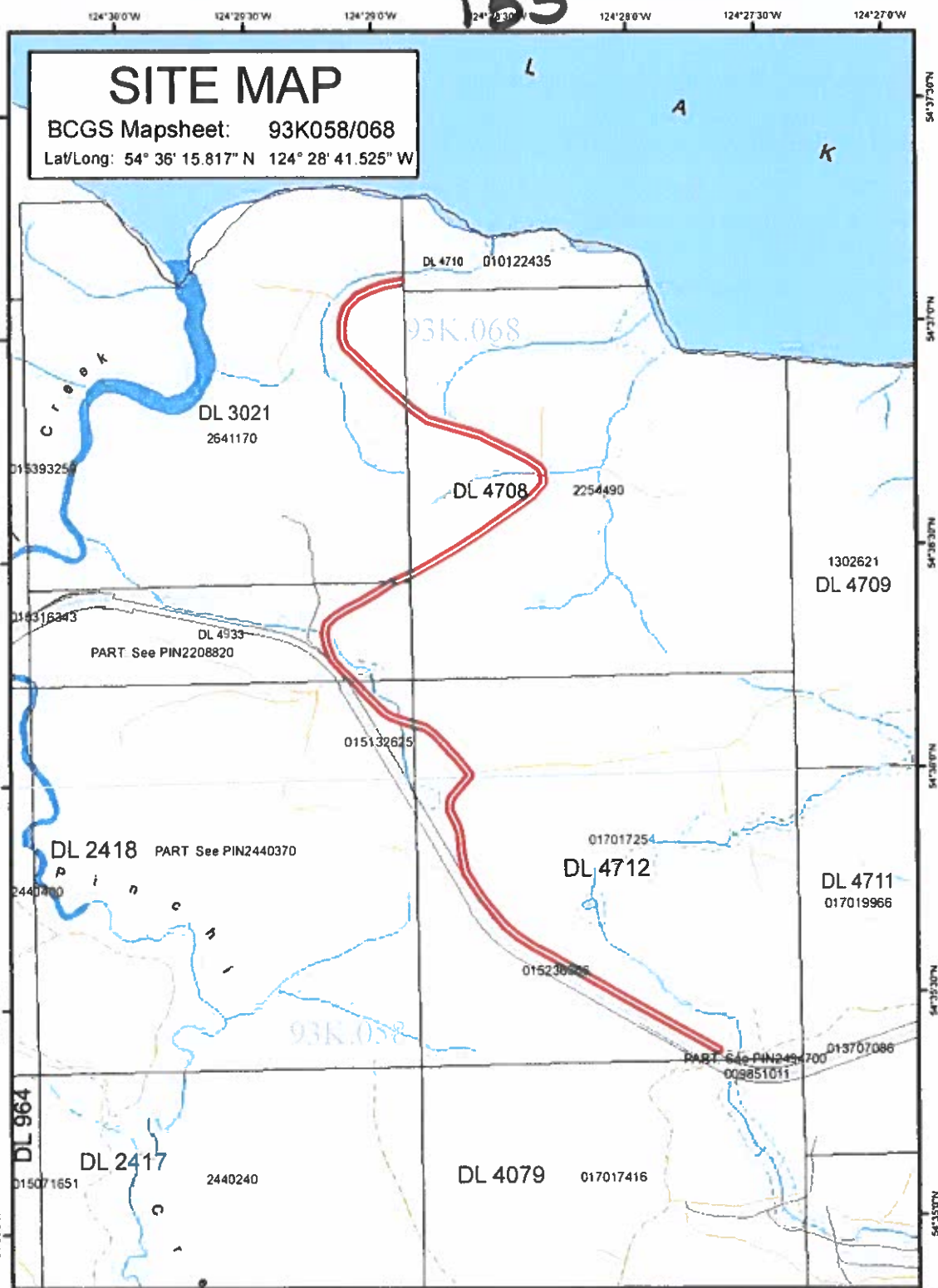


**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT  
SHEET ON CROWN LAND REFERRAL 7410079**

---

<b>Electoral Area(s):</b>	C
<b>Applicant:</b>	Canyon Tree Farms Inc.
<b>Existing Land Use:</b>	Forest, Vacant.
<b>Zoning:</b>	Not Zoned
<b>Proposed Use Comply With Zoning:</b>	N/A
<b>Plan Designation</b>	Resource (RE)
<b>Agricultural Land Reserve:</b>	Outside the ALR
<b>Access Highway:</b>	Pinchi Hill Road
<b>Archaeological Site:</b>	None according to Provincial mapping
<b>Building Inspection:</b>	Outside the building inspection area.
<b>Fire Protection:</b>	Outside the Rural Fire Protection Area.
<b>Other comments:</b>	None.

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**SITE MAP**  
 BCGS Mapsheet: 93K058/068  
 Lat/Long: 54° 36' 15.817" N 124° 28' 41.525" W

**File Number: 7410079**  
 Site # 1 of 1 - APPLICATION Area = 13.06 Ha.  
 TYPE LICENCE PURPOSE TRANSPORTATION  
 SUBTYPE LICENCE OF OCCUPATION SUBPURPOSE: ROADWAY  
 LOCATION PINCHI CREEK IMAGERY N/A

Produced by  
 Ministry of Forests, Lands &  
 Natural Resource Operations  
 Northern Service Centre  
 FrontCounterBC  
 Date: March 20 2018

Scale 1:20,000  
 \* if printed on 8.5X14 page

Projection: BC Albers  
 Datum: NAD 83

**Legend**

Crown Land Application	Protected Areas
Primary Survey Parcel	Provincial Park
Subdivision	Protected Area
Municipality	OC Ecological Reserve
Surveyed Rights of Way	Recreational Area
Surveyed Road R/W	<b>Base Mapping Features (20K)</b>
Gas/Oil R/W Dist Met Lot	River or Stream
Power Transmission R/W	River or Stream - Dry
Gas/Oil R/W	Lake
Telecom R/W District Lot	Reservoir - Defacto
Miscellaneous R/W	Glacier/icefield
<b>Transportation Corridors</b>	Centow - 20m interval
Highway	<b>Transportation Lines (20K)</b>
Railway	Arboled
Surveyed Road R/W	Road
	Forest Service Road
	Road Permit
	Trail
	Rail Line

All measurements are approximate





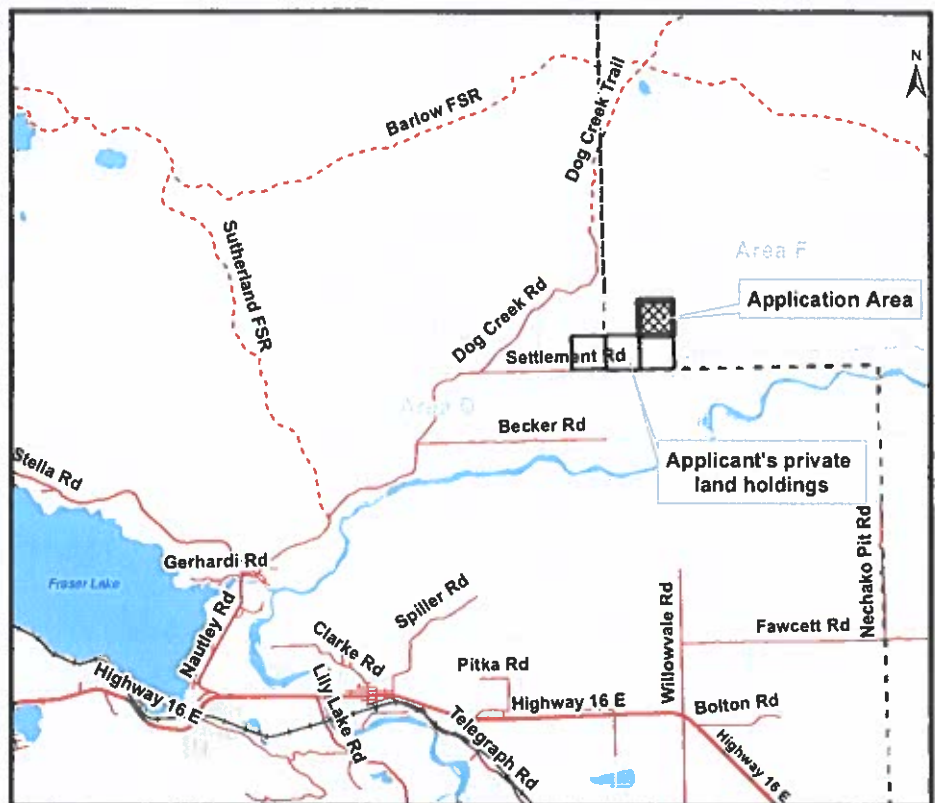
## MEMORANDUM

To: Board of Directors  
 From: Jennifer MacIntyre, Planner I  
 Date: April 29, 2019  
 Re: Land Referral File No. 7410072 (Beier)

This application is regarding a Crown Grant for extensive agricultural purposes.

The application area is located near Settlement Road, 24 kilometres northeast of the Village of Fraser Lake. The surveyed crown parcel is vacant and is approximately 64.5 ha. in size.

The property is zoned Rural Resource (RR1) and is within the Agricultural Land Reserve (ALR). The applicants wish to purchase the lands to increase their herd size to 240 head. The application area will be developed for forage and hay production.



### Recommendation

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7410072.

Board of Directors – All/Directors/Majority

Reviewed by:

\_\_\_\_\_  
 Jason Llewellyn  
 Director of Planning

Written by:

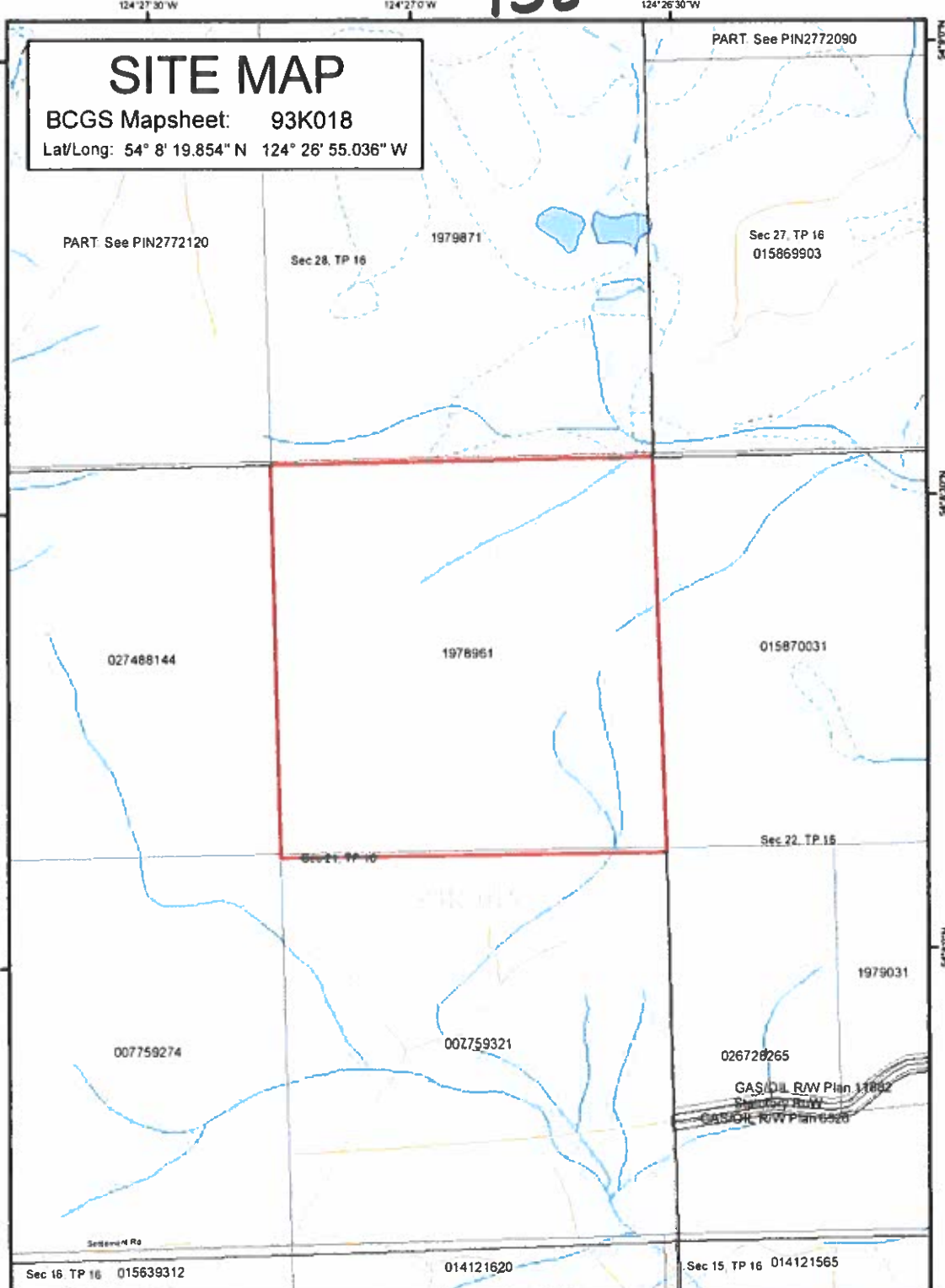
\_\_\_\_\_  
 Jennifer MacIntyre  
 Planner I

**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 7410072**

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<b>Electoral Area:</b>	F
<b>Applicant:</b>	Roland and Rosemary Beier
<b>Existing Land Use:</b>	Vacant
<b>Zoning:</b>	Rural Resource (RR1)
<b>Plan Designation</b>	Agricultural (AG)
<b>Proposed Use Comply With Zoning:</b>	Yes
<b>If not, why?</b>	
<b>Agricultural Land Reserve:</b>	Within the ALR
<b>Access Highway:</b>	Settlement Road
<b>Archaeological Site:</b>	None according to provincial mapping
<b>Building Inspection:</b>	Outside the Building Inspection Area
<b>Fire Protection:</b>	Outside the Rural Fire Protection Area
<b>Other comments:</b>	None.

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**File Number: 7410072**

Site # 1 of 1 - APPLICATION      Area = 64.5 Ha.

TYPE: CROWN GRANT      PURPOSE: AGRICULTURE

SUBTYPE: DIRECT SALE      SUBPURPOSE: EXTENSIVE

LOCATION: Fort Fraser      IMAGERY: N/A

Produced by  
 Ministry of Forests, Lands &  
 Natural Resource Operations  
 Northern Service Centre  
 Fraser/Coast/BC  
 Date: March 11, 2019

Scale 1:10,000  
 \* if printed on 8.5X14 page

Projection: BC Albers  
 Datum: NAD 83

Meters  
 0 100 200 300

**Legend**

Crown Land Application	Protected Areas
Primary Survey Parcel	Provincial Park
Subdivision	Protected Area
Municipality	OC Ecological Reserve
Surveyed Rights of Way	Recreation Area
Surveyed Road R/W	<b>Base Mapping Features (20K)</b>
Gas/DL R/W Distinct Lot	River or Stream
Power Transmission R/W	River or Stream - Dry
Gas/DL R/W	Lake
Telecom R/W Distinct Lot	Reservoir - Definite
Miscellaneous R/W	Recreation Field
Transportation Corridors	Contour - 20m Interval
Highway	<b>Transportation - Lines (20K)</b>
Railway	Asf/d
Surveyed Road R/W	Forest Service Road
	Road Permi/d
	Trail
	Rail Line

All measurements are approximate





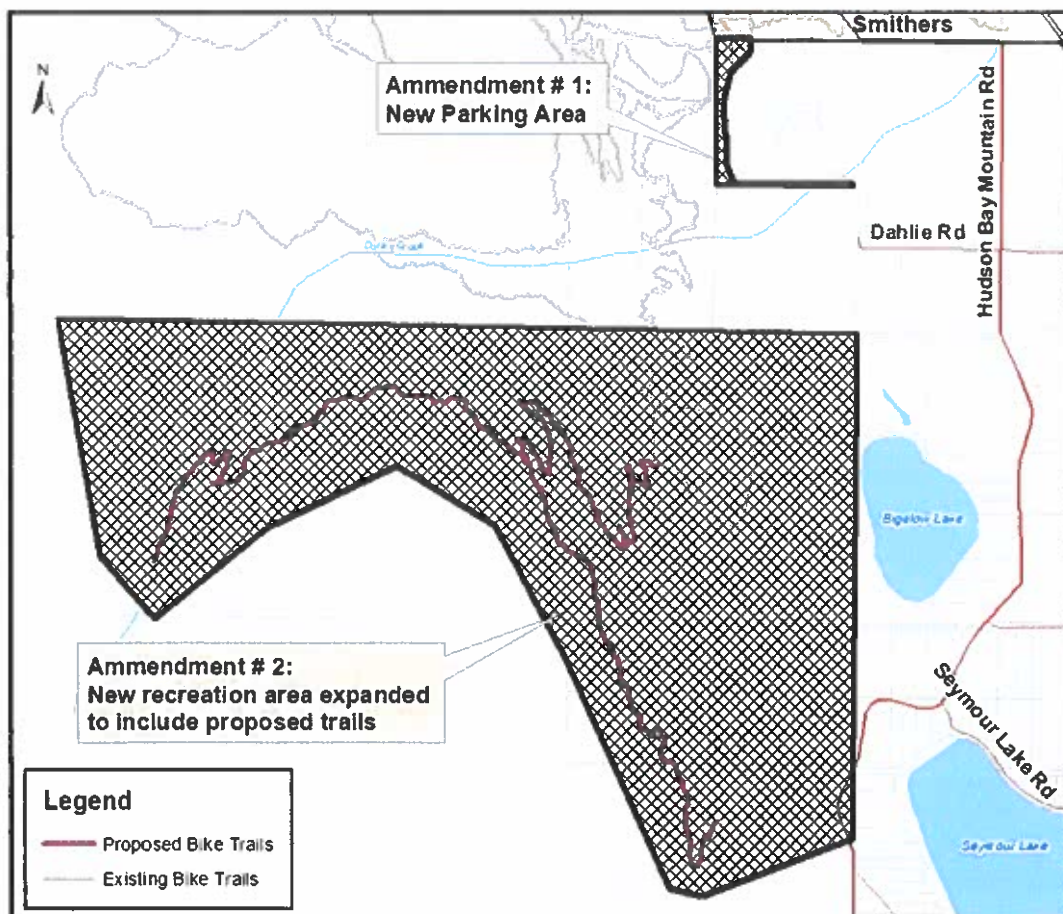
## MEMORANDUM

To: Board of Directors  
 From: Jennifer MacIntyre, Planner I  
 Date: May 2, 2019  
 Re: Recreation Referral File No. REC98532 (SMBA)

This application is regarding two amendments to an existing recreation site designation under Section 56 of the *Forest and Range Practices Act* (FRPA) for the Smithers Mountain Bike Association (SMBA). Approval of this application will allow the Recreation Sites and Trails BC (RSTBC) to include the site in a formal maintenance contract and establish rules regarding site use through the Forest Recreation Regulations.

SMBA wish to include the 2 areas in their existing recreation area known as "The Bluff". Amendment Area #1 is located off Dahlie Road adjacent to the Town of Smithers. Amendment Area #2 is located approximately 2 km west of the Town of Smithers off Hudson Bay Mountain Road.

### General Location Map



## Amendment #1

SMBA has made an application to provide additional parking in the area shown as Amendment #1.

The property adjacent to area #1 was subdivided in 2014. This area was returned to the Crown as the Province identified the need to expand the Bluff Recreation Site during the subdivision process to capture the existing trails and to develop additional parking.

The current parking for The Bluff Recreation Site is located at the end of Hudson Bay Mountain Road, on private lands owned by CN Rail. RSTBC has approvals to maintain and keep this parking area; however, it is not ideal from a liability perspective as insurance does not cover volunteers on private lands. The Bluff Recreation Site is becoming increasingly popular and the area's Recreation Officer states that the two parking locations are needed.

RSTBC will construct the new parking lot in 2020. Improvements to the parking lot will include a sign board, and an outhouse. The Ministry of Transportation and Infrastructure will provide snow removal, and the Ministry of Forests Lands and Natural Resource Operations and Rural Development would provide grading. Works also include tree removal, stripping the site, and adding fill.

## Amendment #2

Amendment #2 proposes to expand The Bluff Recreation Site to include the proposed trails. The proposed 6.8 km bike trails will connect the existing 'Meanstreak' and 'Nervous Shakedown' mountain bike trails to the Seymour Ridge trail network. The proposal is aimed at providing more intermediate trails which will expand ridership. More information is provided in the attached Management Plan.

## Discussion

### Zoning

The application areas are zoned Large Holdings (H2), and outdoor recreation facilities are permitted within this zone.

### Wildlife and Ecological Values

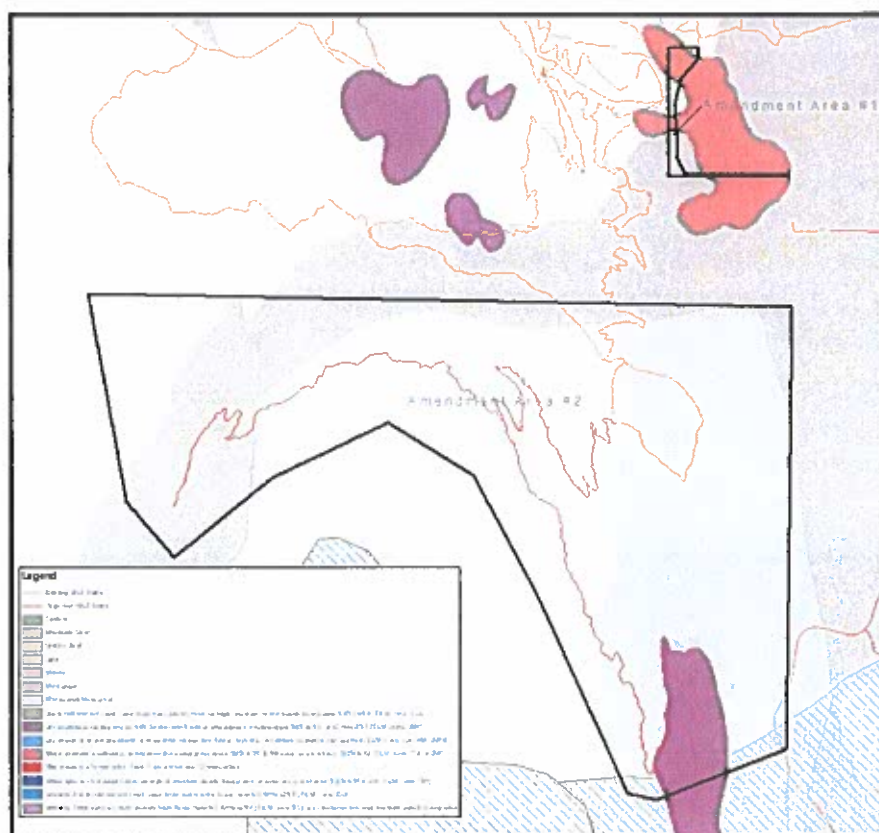
Both application areas are located on Crown Lands currently used for recreation that are designated for Resource (RE) under the Area's Official Community Plan (OCP).

Significant ecosystems and wildlife values identified by the Ministry of Environment and mentioned in Schedule 'C' of the "Smithers Telkwa Official Community Plan, 1704, 2014" (OCP) are found within the application areas including:

- *Wildlife Habitat Values: High valued wildlife habitat for moose, and mule deer.*
- *Sensitive Ecosystems Values: Dry southwest facing slopes with Saskatoon - slender wheatgrass scrub/ steppe in the area of Amendment 2. Mesic to moist south-west facing meadows and grasslands in the area of Amendment 1.*



### Wildlife and Sensitive Ecosystem Values Map



The Regional District encourages the Province to evaluate the request for protection and enhancement of the associated values in the design of development within the Plan area (Policy 4.2.2(2)).

Bulkley-Valley Backpackers have indicated support regarding the use of the Seymour Ridge trail for mountain biking. Given that the trail tenure is not exclusive and located on undeveloped Crown Lands, the proposed use is not expected to impact future use of the area.

Staff support the development and enhancement of active recreation and tourism in this area of Hudson Bay Mountain.

#### Recommendation


That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application REC98532.

*Board of Directors – All/Directors/Majority*

Reviewed by:

\_\_\_\_\_  
Jason Llewellyn  
Director of Planning

Written by:

  
\_\_\_\_\_  
Jennifer MacIntyre  
Planner I



**REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL No. REC98532**

**Electoral Area:** A  
**Applicant:** Smithers Mountain Bike Association  
**Existing Land Use:** Recreational  
**Zoning:** Large Holdings (H2) and Bare Land Strata Residential (R11) in RDBN Zoning Bylaw No. 700, 1993.  
**Plan Designation:** Resource (RE) in Smithers, Telkwa Rural OCP Bylaw No. 1704, 2014 Schedule "A"

Significant ecosystems and wildlife values identified by the Ministry of Environment and mentioned in Schedule C of the "Smithers Telkwa Official Community Plan, 1704, 2014" (OCP) are found within the application areas including.

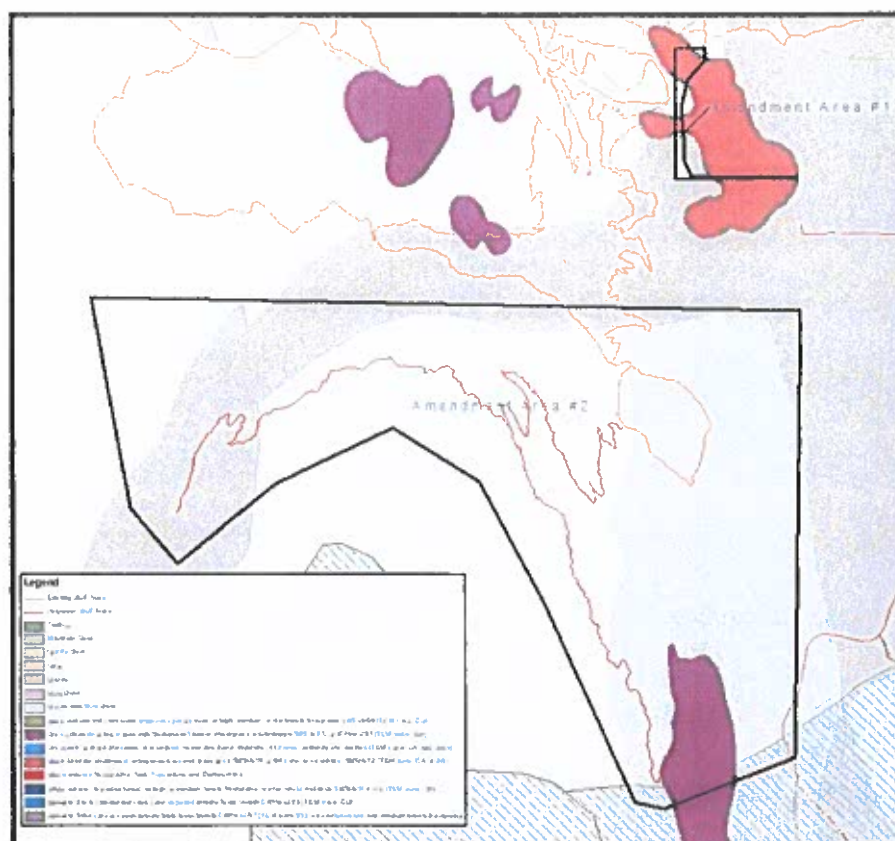
*Section 5.4 Wildlife Habitat Management Area:* High valued wildlife habitat for moose, and mule deer.

*Section 5.4 Sensitive Ecosystems:* Dry southwest facing slopes with Saskatoon - slender wheatgrass scrub/ steppe in the area of Amendment #2. Mesic to moist south-west facing meadows and grasslands in the area of Amendment #1.

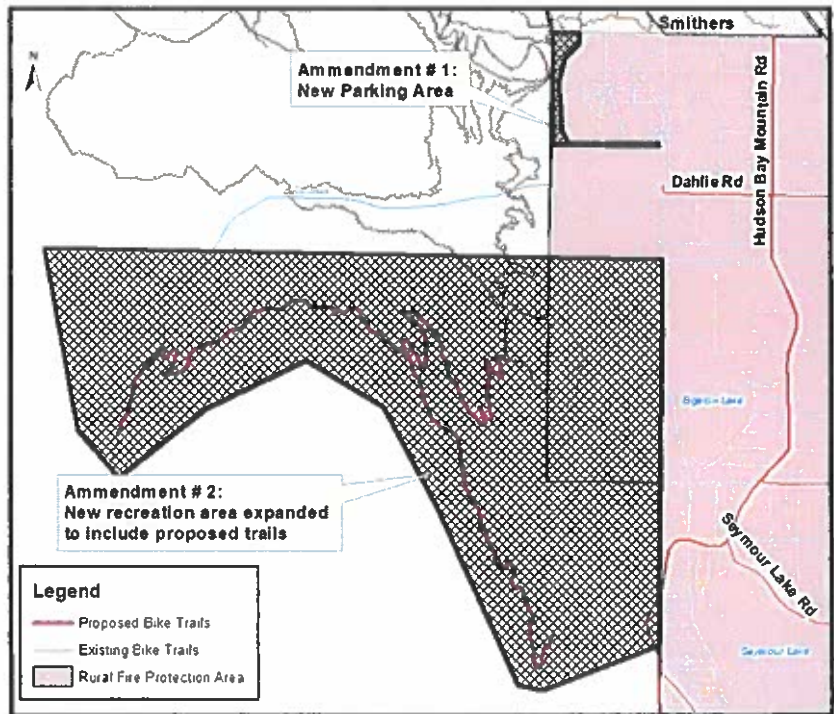
The Regional District encourages the Province to evaluate the request for protection and enhancement of the associated values in the design of development within the Plan area (Policy 4.2.2(2)).

**Values Map:**

Smithers Telkwa Official Community Plan, 1704, 2014 – Schedule C



<b>Proposed Use Comply With Zoning:</b>	Yes
<b>Agricultural Land Reserve:</b>	No
<b>Access Highway:</b>	Dahlie and Hudson Bay Mountain Roads
<b>Archaeological Site:</b>	None according to Provincial mapping
<b>Building Inspection:</b>	Within the Building Inspection Area
<b>Fire Protection:</b>	All of Amendment Area #1 is within the Rural Fire Protection Area and a portion of Amendment Area #2 is within the Rural Fire Protection Area.



**Fire Protection Map:**

**Other comments:**

The Regional District is in full support of this application.



**Forest File ID#: REC98532**

**Project: Trail Expansion at the Bluff Recreation Site in Smithers**

Recreation Sites and Trails BC (RSTBC) wishes to inform you of the Smithers Mountain Bike Association's (SMBA) proposal to RSTBC to construct five (5) kilometres of new trail at the Bluff Recreation Site in Smithers. The new trails would connect existing sections of trail to allow for longer loops while providing more intermediate riding opportunities. The trails would be designated non-motorized and multi-use, be built using a combination of hand- and machine-built, and built to RSTBC-approved standards in providing sustainably built trails that are safe and enjoyable. Trail construction is planned for summer 2019.

RSTBC – a branch of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development - provides high quality recreational opportunities on Crown Land outside of BC Parks. The Bluff Recreation Site sees daily use throughout the year with mountain bikers, runners, hikers, dog-walkers, snowshoers and fat bikers taking advantage of the variety of trails it has to offer and proximity to Smithers.

#### FRPA, Section 56 Legal Designation - Proposed Boundary Amendment

The Bluff Recreation Site is a legally designated site under Section 56 of FRPA, having gone through the appropriate stakeholder referral process and consultation with the Office of the Wet'suwet'en at the time. It was legally designated in 2009 and a formal partnership agreement secured with SMBA shortly after. Section 56 establishments ensure sites, trails and interpretive forests are managed within an integrated land base framework and receive consideration in forest planning and practices.

The proposed trail locations fall outside of the designated area as does the site of a new parking / main staging area. Conditional on the outcome of this referral, my intent is to amend the recreation polygon to include these two areas. They are attached in google earth (kml) as follows:

- Amendment #1 – recreation polygon expanded to include the site of the new parking / main staging area for the Bluff trails.
- Amendment #2 – recreation polygon expanded to include the proposed trails

#### FRPA, Section 57 Authorization – Trail Building on Crown Land

The minister has delegated authority to the Recreation Officer under Section 57 of FRPA to authorize trail construction on Crown Land. This type of activity requires a formal referral process be completed and all overlapping First Nations and stakeholders given the opportunity to outline their interests in the land and any values that the land may uphold for them. This information, along with how the proposal meets the RSTBC mandate, is used to inform my decision.

As such, the proponent is asked to develop a management plan that outlines their ideas for engaging with First Nations and stakeholders, promoting user safety and environmental sustainability, and any short- and long-term goals listed as they relate to the purpose of the recreation site. SMBA's 2019 management and operating plans are attached.

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Conclusion

Attached to this referral package you will find the following:

- SMBA's application to RSTBC for the trail construction under sec. 57 of FRPA.
- SMBA's Operating Plan.
- SMBA's 5-Year Management Plan.
- WSA approval letter (with conditions) for installing a non-motorized bridge over Dahlie Creek.
- GeoMarks (2) for Amendment #1 (parking lot) and Amendment #2 (trail expansion).
- Map showing existing and proposed trails, the legal polygon, and the proposed amendment areas.
- One-status reports (2) for Amendment #1 and Amendment #2.

I am seeking your feedback on two items: 1) the proposed trail construction, and 2) amending the legal recreation polygon. Please contact me at 250-847-6337 or Brandy.Hughes@gov.bc.ca with any questions.

Sincerely,

*Brandy Hughes*

Brandy Hughes  
Recreation Officer  
Nadina-Skeena District

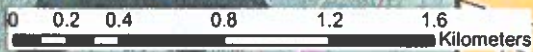


# The Bluff



[www.sitesandtrailsbc.ca](http://www.sitesandtrailsbc.ca)

- Amendment 1
- Amendment 2
- REC98532 The Bluff
- FTA\_Smithers\_Community\_Forest\_Trails\_REC98586
- Existing
- Road
- Proposed 1
- Proposed 2
- Proposed 3
- Proposed 4
- Proposed 5



# Smithers Mountain Bike Association

## 5 Year Management Plan (2019-2023)

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Prepared by the Smithers Mountain Bike Association Executive

December 2018

Website: [www.smithersmountainbike.ca](http://www.smithersmountainbike.ca)

## INTRODUCTION

### Purpose

The Smithers Mountain Bike Association (SMBA) and Recreation Sites and Trails BC (RSTBC) have signed a Trail Management Agreement (PA14DSS-11 hereafter the "Agreement") under Section 118 of the Forest and Range Practices Act (FRPA). The Agreement represents a trail management arrangement over a 10 year term (October 1, 2013 – September 30, 2023) and outlines expectations and requirements that ensure the trails and related infrastructure are managed and maintained to RSTBC standards. Under the Agreement, the SMBA has committed to develop and regularly update a 5 Year Management Plan. The purpose of this plan is to guide the management of mountain biking trails and activities in three trail networks on Hudson Bay Mountain: The Bluff Recreation Site, the Ptarmigan Road Recreation Trails, and the Piper Recreation Site.

The Management Plan forms an appendix to the aforementioned Trail Management Agreement between the SMBA and Recreation Sites and Trails BC (RSTBC) of the B.C. Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) and is intended to inform a more detailed Annual Operational Plan (see Appendix 1).

### Context

A study commissioned by RSTBC in 2011 estimated the GDP contribution of recreation sites and trails use to the Provincial economy at \$14.08 million annually. By 2016, studies revealed that the North Shore areas alone generated over \$12 million in direct spending from mountain bikers (see: [www.mtba.ca](http://www.mtba.ca)). Studies from the interior of BC, including Williams Lake, Revelstoke, and Rossland, confirm the growth of the sport since 2010, the contribution of trails to economic diversification in small communities, and the role that trails play in attracting and retaining professional workers. The case for ongoing investment in mountain bike infrastructure remains strong.

The SMBA is a registered non-profit society established in 2009 to support the Bulkley Valley's mountain bike community through trail development, trail maintenance, and events. Specifically, the objectives of the SMBA are to:

- encourage participation in mountain biking to people of all ages and abilities,
- promote responsible mountain biking practices,
- participate in the planning process for the management of recreational lands as it relates to mountain bike access and use,
- organize volunteers to aid in restoration, development, and maintenance of legitimate mountain bike trail systems, and
- educate riders on mountain bike safety, best practices, and trail maintenance and development.

The SMBA is run by a board of directors elected annually by SMBA members (average of 170 members per year) at the Annual General Meeting. Through government and community business support, the SMBA has a proven ability to reach the above objectives. For example, since 2011 the SMBA has:

- secured and invested >\$500,000 into trail networks,



- vastly expanded trail networks, which includes 54 kilometres of trail,
- constructed and maintained a skills development Bike Park,
- initiated a successful Sprockids program, which includes an average of 60 youth per year,
- held women's specific skills training camps and rides with over 60 participants,
- significantly increased the number of mountain bike riders in the community,
- built community through annual events and races,
- garnered media attention and tourism through hosting the BC Bike Ride and being featured by Mountain Biking BC ([www.mountainbikingbc.ca](http://www.mountainbikingbc.ca)), and
- witnessed a marked increase in visits from out of town riders.

The scope for this management plan is guided by the requirements under the SMBA's agreement with RSTBC and will focus on SMBA's approach to management of trails and trail development.

## 5 YEAR MANAGEMENT GOALS AND STRATEGIES

This management plan outlines three goals for the SMBA and lists the strategies that SMBA will use to achieve them. The strategies will be adaptively managed in partnership with RSTBC on an on-going basis.

### Goal 1 – Maintain and enhance trails under agreement with RSTBC

**Strategy 1:** Maintain the Annual Operating Plan based on the SMBA Trail Policy. The Operating Plan (Appendix 1) outlines the trail maintenance and enhancement, and new trail development proposals on an annual and five-year period. The trail works outlined in the Operating Plan are informed by the SMBA Trail Policy (Appendix 2), which specifies how consultation with the SMBA membership will inform trail maintenance and enhancement. The Operating Plan is designed to maintain the current distribution of trail ratings of 35% black, 55% blue, and 20% green across all trail networks under Agreement. The SMBA will maintain trails using a variety of approaches including engagement with membership, paid contractors, and volunteer efforts.

**Strategy 2:** Seek authorization from RSTBC to develop new trails for integration into the Partnership Agreement. The Operating Plan identifies new trail development proposals that will be submitted to RSTBC for Section 57 and 56 authorizations.

**Strategy 3:** Work in a coordinated manner with RSTBC to administer funding for trail construction and maintenance. Detailed project budgets will be developed in collaboration with RSTBC to ensure transparency in the use of all funding for trail construction and maintenance. Standard priorities include: danger tree assessment & falling, signage (including kiosks), contracts for trail construction, tool purchase and aerial lifts of materials.

**Strategy 4:** Seek Section 56 authorization in 2018/19 to incorporate the existing Backdoor trail into the Agreement.

## Goal 2 – Ensure all trails under Agreement are managed for safety and environmental stewardship

**Strategy 1:** The SMBA will undertake annual inspection of trails and technical trail features (TTF) in a manner consistent with the requirements of the Agreement, including International Mountain Bike Association (IMBA) guidelines for building and enhancing mtn bike trails, Whistler Trail Standards for trail and feature classification and TTF standards, and Chapter 10 of the Recreation Manual for additional specifications for trail and feature construction and management. Records of inspections will be maintained by the SMBA and issues will be incorporated into the Operating Plan for action.

**Strategy 2:** Hazard trees and blow-down are persistent safety issues throughout the trail networks under the Agreement. SMBA will work with RSTBC on an on-going and annual basis to develop operational approaches to address blow-down and hazard trees. The SMBA will ensure volunteers are adequately trained to address these issues.

**Strategy 3:** Consistent and coordinated with strategies under Goal 1, the SMBA will work with RSTBC, the SMBA membership, volunteers, and paid contractors to ensure all trails are maintained to a safety standard consistent with the requirements under the Agreement. Under this Management Plan the SMBA is utilizing two volunteer mechanisms for maintenance of trails under Agreement:

- Adopt a Trail (ATT): A group of volunteers, who maintain a designated trail, including monitoring for safety issues. AAT will clear fallen trees and perform basic maintenance to ensure safety;
- Trail Brigade: A smaller group of volunteers with trail building experience that perform enhanced maintenance, based on approvals form RSTBC through the Annual Operating Plan.

**Strategy 4:** SMBA will maintain signage on all trails and TTFs in a manner consistent with the Agreement to ensure safe route finding. SMBA will augment trail signage with on-line tools, including the SMBA website and Trailforks. SMBA will work with RSTBC over the term of this Management Plan to incorporate emergency routes into the trail signage and mapping system.

**Strategy 5:** The SMBA will work with RSTBC to manage natural disturbance events and other safety hazards that require trail closures and other emergency measures. SMBA will use its website and social media to communicate safety issues to the SMBA membership and public.

**Strategy 6:** The SMBA will work with RSTBC and FLNRORD to ensure the requirements of the *Water Sustainability Act* are reflected in all activities under the Operating Plan.

## Goal 3 – Undertake community, First Nations, and stakeholder engagement in support of this Management Plan and the Agreement

**Strategy 1:** Engage with the Office of the Wet'suwet'en in any new trail development or infrastructure plans. Seek opportunities to incorporate traditional and cultural values into trail development and signage where possible. Work with First Nations to engage youth in all aspects of the mountain bike community.

**Strategy 2:** Engage with the SMBA membership through social media, events, and email to promote appropriate use of the trails.

**Strategy 3:** Work with other stakeholders that have overlapping interests with the trails under this Agreement or identified in the Operating Plan. Represent SMBA in the broader recreational community within the Bulkley Valley in an effort to promote mountain biking and seek synergies with other groups that can enhance trails.

**Strategy 4:** Work with RSTBC and BC Parks to maintain access to the existing Cronin Pass Trail.

## APPENDIX 1 – SMBA ANNUAL OPERATING PLAN

Access Annual Operating Plan via dropbox: <https://www.dropbox.com/sh/syezdszolgyr4la/AABr-u6NLfLwie5SD1qvvvzma?dl=0>

## APPENDIX 2 – SMBA TRAIL POLICY

### SMBA POLICY FOR TRAIL MAINTENANCE, ADJUSTMENTS, AND DEVELOPMENT

This policy details the process by which proposed trail maintenance, adjustments, and development are approved annually by the SMBA and outlines maintenance standards to be upheld on existing trails. This policy directly informs the SMBA's *Annual Operating Plan* and is crucial to meeting Goal 1 in the *SMBA Management Plan*.

### PROCESS FOR PROPOSED TRAIL ADJUSTMENTS AND DEVELOPMENT

#### Step 1: Submit Proposals

Proposals for trail adjustments or new trail development can be put forward to the SMBA Executive by October 1<sup>st</sup> of each year. Proposals may be submitted by any SMBA member or the *SMBA Trail Management Subcommittee*. In order for the Executive and SMBA membership to make an informed decision, each proposal for a new trail must include the following information:

- difficulty level,
- style,
- length,
- TTFs to be included,
- linework/route (e.g. walked, flagged, GPSed),
- value or special components of proposed trail (e.g. connections to trail networks, viewpoints, terrain),
- maintenance considerations (e.g. overhead hazards, foliage, soil, drainage),
- estimated costs,
- funding options, and
- environmental considerations. Recognizing that meeting the trail objectives would be terrain dependent.

For proposed trail adjustments, the following information must be presented to the SMBA Executive and Membership:

- Location
- Value/Purpose
- Description of how the adjustment will enhance or alter difficulty of trail
- Description of how the adjustment will enhance or alter style of trail

### Step 2: SMBA Executive Review

Executive to review proposals and come to an agreement on which proposed trail adjustments and/or new trail development will be presented to SMBA membership. This review will occur prior to the SMBA Annual General Meeting (AGM).

### Step 3: SMBA Membership Feedback

The Executive will review any proposed trail adjustments and new trail developments with the SMBA membership at the AGM. Detailed feedback will be recorded and communicated to the Executive.

### Step 4: SMBA Executive Approval and Incorporation into Operating Plan

The Executive will review membership feedback and finalize decision on proposed trail adjustments and new trail development with the Trail Management Subcommittee. Approved proposals will be incorporated into the *Annual Operating Plan* for the following season.

### Step 5: Funding Strategy

The Executive will prepare a funding strategy to implement the *Annual Operating Plan* including trail maintenance, approved adjustments, and approved new trail development. The Executive will work with the Trail Management Subcommittee to develop a plan to secure funding.

### Step 6: Implementation

The Trail Management Subcommittee will lead the implementation of the *Annual Operating Plan*. Maintenance will be implemented through work bees, the Adopt-A-Trail Program, the Trail Brigade and where necessary, preferred and experienced contractors. While the majority of trail adjustments and development will be executed by preferred and experienced contractors, the Trail Brigade will also actively partake in key projects. All trail maintenance will be guided by the standards outlined in the Agreement with RSTBC and attach Schedule F. Any work conducted, including adjustments, development, and maintenance, must be led by someone who is well-versed in the aforementioned trail standards and the practical application of them.

The Trail Management Subcommittee will be accountable to manage new trail development including; working with RSTBC to secure approvals; working with the Executive to engage stakeholders; and, implementing the funding strategy approved by the SMBA.

The Trail Management Subcommittee will regularly update the SMBA Executive on the progress of the *Annual Operating Plan*. These regular updates will allow for the Executive and Trail Management

Subcommittee to be adaptable and address unforeseen circumstances that may require in-season changes to be made to the *Annual Operating Plan*. Examples of circumstances that may result in within season changes to the plan include, but are not limited to:

- 1) unanticipated funds becoming available for trail adjustments and/or development,
- 2) weather events that cause damage to existing technical trail features (TTFs), the fixing of which may need to be prioritized over other proposed work, and
- 3) limitations in the resources and/or capacity necessary to finish all of proposed work.

The need to communicate in-season changes to the *Annual Operating Plan* to the SMBA membership will depend on the scale of the change and will be at the discretion of the Executive and the Trail Management Subcommittee.

## TRAIL MAINTENANCE

As with trail adjustments and development, trail maintenance will be outlined and prioritized in the SMBA's *Annual Operating Plan*. Routine trail maintenance, as outlined in the RSTBC partnership agreement, should be considered in the development of the *Annual Operating Plan*. Annual inspections of existing trails and TTFs must be completed by May 15<sup>th</sup> each season, including a description of trail/TTF condition and maintenance requirements. These inspections are submitted to RSTBC each year as a requirement of the partnership agreement and inform the maintenance requirements outlined in the SMBA's *Annual Operating Plan*. The Trail Management Subcommittee is responsible for ensuring the annual inspection occurs each year.

Any trail maintenance that is conducted in the SMBA trail networks must follow at minimum, the standards outlined in the Agreement with RSTBC, including that conducted by the Adopt-A-Trail Program and the Trail Brigade. Trail maintenance standards for the SMBA are adapted from IMBA and Whistler trail standards and conform to standards outlined in the RSTBC partnership agreement. At the beginning of each season, these standards shall be reviewed by anybody participating in maintenance of the trails throughout the year. This review may include a field day with an experienced trail builder.

**SMBA Trail Maintenance Standards – In addition to Schedule F of the Partnership Agreement, the following standards apply for SMBA:**

1. **Signs**—all signs will be checked prior to the season of operation to ensure they are in place and visible and any additional signs required to meet the objectives of this Agreement should be installed. Conduct minor repairs and stain/paint trail signs as required.
2. **Deadfall**—on a priority basis cut out windfall/deadfall over the trail, cut deadfall to a minimum of 1 metre from trail edged. Where possible, place felled trees downhill, out of sight of trail, and with butt ends pointing away from the trail.
3. **Brushing**—on a priority basis remove all juvenile trees and woody brush to a minimum of 1 metre from trail edge, within 3 centimetres of ground level. Scatter the cut material out of sight of the trail.
4. **Erosion control**—Maintain culverts and knicks to avoid water damage. This may include clean-outing and repairing any existing water bars and ditches as necessary to drain water away from the trail and prevent erosion.
5. **Route marking**—mark obscure routes with flagging or delineating tags as required.

6. **Litter cleanup**—remove litter and garbage at the trailhead and along the trail.
7. **Limbing**—remove tree limbs to allow 2.5 metres of overhead clearance above the trail, with 1.0-1.5 metres total clearance width. Scatter cut limbs a minimum of 1.0 metre from the trail edge, out of sight where possible. Ensure limbing cuts are clean, without scarring the main trunk of the tree.
8. **Technical Trail Features (TTFs)** – TTFs are to be evaluated regularly and kept in safe and working order (see Whistler Trail Standards)
9. **Fall Zones** – Keep fall zones around TTFs and berms free of debris and hazards
10. **Sightlines** – Where possible, maintain corridor sight lines.
11. **Hazards** - Repair or eliminate known trail hazards when possible. If the trail is unsafe, close trails until hazard has been repaired or eliminated.
12. **Trail tread maintenance**
  - Drain/harden mud holes and boggy areas.
  - Complete washout and/or slump repair.
  - Grub rocks, roots, stumps as necessary to allow grooming during operating season.
  - Undertake surface repair as required.

## UNSANCTIONED TRAIL WORK

Recreational mountain bike trail construction, rehabilitation, or maintenance on Crown Land is not permitted unless authorized by the MFLNRORD District Recreation Officer. Any unsanctioned trail work is therefore illegal and puts the partnership agreement between the SMBA and RSTBC at-risk. As a result, any unsanctioned trail work shall be addressed immediately by the Executive. The Executive will report details of the unsanctioned work to Recreation, Sites, and Trails BC, which may result in the Province ordering the offenders to restore the trail to its original form and/or fines of up to \$10,000. The SMBA Executive is responsible for regularly reminding members of the public and the membership that unsanctioned work is unacceptable.



## ***Building Inspector's Report For April 2019***

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

There were 13 building permit applications submitted this reporting period. The fees collected this reporting period amount to \$13,141.96, with a total construction value of \$2,390,360.00 There have been 26 permits issued to date in 2019.

2. Building Permit Summary for the Village of Burns Lake

There were 3 building permit applications submitted this reporting period, with a total construction value of \$46,495.00. There have been 9 permits issued to date in 2019.

3. Building Permit Summary for the Village of Fraser Lake

There was 1 building permit application submitted this reporting period, with a total construction value of \$54,000.00. There have been 5 permits issued to date in 2019.

4. Building Permit Summary for the Village of Granisle

There were no building permit applications submitted this reporting period. There have been 2 permits issued to date in 2019.

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

There was 1 building permit application submitted this reporting period, with a total construction value of \$2300.00. There have been 5 permits issued to date in 2019.

6. Building Permit Summary for the Village of Telkwa

There were 8 building permit applications submitted this reporting period. There has been 10 permits issued to date in 2019.

7. Building Permit Summary for the District of Houston

There were 3 building permit applications submitted this reporting period. There have been 3 permits issued to date in 2019.

Reviewed by:

Written by:

\_\_\_\_\_  
Jason Llewellyn

  
\_\_\_\_\_  
Steve Davis

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**Geraldine Craven**

---

**From:** Minister, MAH MAH:EX <MAH.Minister@gov.bc.ca>  
**Sent:** Tuesday, May 7, 2019 3:43 PM  
**Subject:** 246050: Building BC Partnership Opportunities for Local Governments  
**Attachments:** 246050 Building BC Funds Local Governments Signed Final.pdf

Good afternoon,

Please find attached a letter from the Honourable Selina Robinson, Minister of Municipal Affairs and Housing, addressed to all Local Governments in British Columbia. Please note that the original will not follow by mail.

Thank you.

RECEIVED

MAY 08 2019

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO



177



BRITISH  
COLUMBIA

May 7, 2019

Ref: 246050

Dear Local Governments:

As you are aware, housing availability and affordability are some of the biggest issues facing British Columbians today. That is why I am writing to let you know about exciting partnership opportunities that can be used to increase the supply of affordable housing in your community.

With the 30-point housing plan, the Government of British Columbia is making the largest investment in housing affordability in B.C.'s history—approximately \$7 billion over 10 years—through the **Building BC** funds. In the first year of this plan, we have already made significant investments in communities across British Columbia:

- **Building BC: Community Housing Fund (CHF)** will provide close to \$1.9 billion over 10 years to develop 14,350 units of mixed income, affordable rental housing for independent families and seniors. The new homes are designed to address the need for affordable housing across a range of income levels, in response to a housing crisis that has made housing unaffordable for even middle-class families. *Currently, more than 4,900 of these new homes have been approved in 42 communities. (See map: <https://www.bchousing.org/partner-services/Building-BC/community-housing-fund>)*
- **Building BC: Indigenous Housing Fund (IHF)** is a \$550 million investment over the next 10 years to build and operate 1,750 new social housing units for Indigenous families and seniors. *In Fall 2018, we announced 1,100 new affordable homes for indigenous peoples in 26 communities across B.C. (See news release for project list: <https://www.bchousing.org/news?newsId=1479152910395>)*
- **Building BC: Women's Transition Housing Fund (WTF)** is investing \$734 million over 10 years for 1,500 units of transition and second-stage housing to help women and children get out of violent and abusive situations and rebuild their lives. *More than 280 of these new spaces have been approved for 12 communities.*

.../2

- **Building BC: Supportive Housing Fund (SHF)**, an investment of \$1.2 billion over 10 years, will deliver 2,500 new homes with 24/7 support services for people who are experiencing homelessness or who are at risk of homelessness. This fund builds on the *Rapid Response to Homelessness initiative* (now fully subscribed) in which 2,000 homes with supports are currently being built in 22 communities across the province, with 1,285 units already opened.
- **Building BC: Capital Renewal Fund (CRF)** is a \$1.1 billion investment over the next 10 years to make existing B.C. social housing stock more livable, energy-efficient, and safer. This investment will make dramatic improvements to the existing social housing stock in the province and benefit thousands of British Columbians.

Many of these housing projects are underway, but I wanted to make sure you knew about upcoming opportunities to apply for future funding. BC Housing is interested in partnering with municipalities, non-profit housing providers, and community groups to create more innovative and sustainable housing solutions through the following:

- **Future RFP** - BC Housing will be issuing a second formal Request for Proposals for the *Community Housing Fund* and the *Indigenous Housing Fund* in 2020. We encourage groups interested in submitting proposals to start their planning early, to ensure their projects are ready when applications open. Interested organizations can visit [bchousing.org/partner-services/funding-opportunities-for-housing-providers](http://bchousing.org/partner-services/funding-opportunities-for-housing-providers) to learn more about these funding streams and their requirements.
- **Ongoing Opportunities** - BC Housing welcomes discussions with partners interested in developing new housing through the *Supportive Housing Fund* and/or the *Women's Transition Housing Fund*. Visit [bchousing.org/partner-services/Building-BC](http://bchousing.org/partner-services/Building-BC) to learn more or contact your local Director of Regional Development (contact list below).
- **Major Repairs for Existing Social Housing** - Funding is available for non-profit housing providers or housing co-operatives to support capital projects that maintain or benefit an existing social housing building's condition or improve the building's seismic or fire safety, as well as for projects focused on energy performance. Visit [bchousing.org/partner-services/asset-management-redevelopment/capital-planning-repairs](http://bchousing.org/partner-services/asset-management-redevelopment/capital-planning-repairs) to learn more about eligibility criteria and how to apply, or speak with the local Regional Non-Profit Portfolio Manager.
- **The HousingHub** is a new division within BC Housing, and was established to seek innovative partnerships with local housing organizations, community land trusts, Indigenous groups, faith-based groups, charities, the development community, financial institutions and other industries to create affordable rental housing and homeownership options for middle-income British Columbians. As a centre for housing expertise and collaboration, affordable housing will be developed through the HousingHub either through new construction or through the redevelopment of existing sites. Partners bring suitable land, equity and/or the catalyst for development. The HousingHub can provide:
  - Expertise to provide advice on assisting the group in the planning and development process
  - Access to pre-development funding
  - Low-cost financing
  - Project coordination advice
  - A place for organizations to collaborate

Learn more: [www.bchousing.org/partner-services/housinghub](http://www.bchousing.org/partner-services/housinghub)

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Local Governments  
Page 3

There are many ways that municipalities can help to partner with BC Housing, such as providing city-owned land or waiving Development Costs Charges, as a few examples. If you have an identified housing need in your community, we are hoping that you will help share some of these opportunities with interested community groups in your area. If you are interested in providing housing but are unsure of how to connect with a non-profit, BC Housing or the BC Non-Profit Housing Association can help you identify housing non-profits that operate in your region.

While BC Housing will be promoting these opportunities, we are hoping that you will also reach out to encourage key stakeholders in your community to apply. We have included a *Building BC* factsheet to help you promote these opportunities.

Please have interested key stakeholders in your community contact their local Director of Regional Development for more information:

Region	Director of Regional Development	Email
Interior Region	Danna Locke	<a href="mailto:dlocke@bchousing.org">dlocke@bchousing.org</a>
Northern Region	Amy Wong	<a href="mailto:awong@bchousing.org">awong@bchousing.org</a>
Vancouver Coastal & Fraser Region	Naomi Brunemeyer	<a href="mailto:nbrunemeyer@bchousing.org">nbrunemeyer@bchousing.org</a>
	James Forsyth	<a href="mailto:jforsyth@bchousing.org">jforsyth@bchousing.org</a>
Vancouver Island	Malcolm McNaughton	<a href="mailto:mmcnaughton@bchousing.org">mmcnaughton@bchousing.org</a>
HousingHub	Raymond Kwong	<a href="mailto:rkwong@bchousing.org">rkwong@bchousing.org</a>

Thank you in advance for your support in helping to bring more affordable housing to your community.

Sincerely,



Selina Robinson  
Minister

Enclosure

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# Partnering with BC Housing to Build Affordable Housing

**BC Housing welcomes the opportunity to work with individuals and organizations to create affordable housing solutions.** We work in partnership with non-profit sectors and private sectors, community and Indigenous groups, provincial health authorities, ministries and other levels of government. As a partner, we build and facilitate community and business partnerships to find innovative solutions to housing.

Building BC Funds



Affordable Rental & Homeownership Program



Addressing Homelessness

Housing with Support Services

Social Housing

Rent Assistance in the Private Market

Affordable Rental Housing

Affordable Homeownership

### ▶▶▶ How to apply

Visit us online to learn more about how to partner with BC Housing.

### ▶▶▶ Funding Opportunities for Housing partners

Website: [bchousing.org/partner-services/funding-opportunities-for-housing-providers](http://bchousing.org/partner-services/funding-opportunities-for-housing-providers)

#### Provincial Director, HousingHub

Raymond Kwong: [rkwong@bchousing.org](mailto:rkwong@bchousing.org)

#### Vancouver Coastal & Fraser Regional Directors

Naomi Brunemeyer: [nbrunemeyer@bchousing.org](mailto:nbrunemeyer@bchousing.org)

James Forsyth: [jforsyth@bchousing.org](mailto:jforsyth@bchousing.org)

#### Interior Regional Director

Danna Locke: [dlocke@bchousing.org](mailto:dlocke@bchousing.org)

#### Northern Regional Directors

Amy Wong: [awong@bchousing.org](mailto:awong@bchousing.org)

#### Vancouver Island Regional Director

Malcolm McNaughton:

[mmcnaughton@bchousing.org](mailto:mmcnaughton@bchousing.org)






# Building BC Funds

## Supportive Housing Fund

**\$1.2 billion**

An investment of **\$1.2 billion over 10 years to deliver 2,500 new homes** with 24/7 support services for people who are experiencing homelessness or who are at risk of homelessness.




-  Adults over 19 who are homeless or at risk of homelessness.
-  Affordable rental housing with onsite support services.
-  Non-profit housing providers that are interested in providing property management and support services.

Ongoing opportunities

## Community Housing Fund

**\$1.9 billion**

This investment will provide close to **\$1.9 billion over 10 years to develop 14,350 units** of mixed income, affordable rental housing for independent families and seniors.




-  Families and seniors capable of living independently, without on-site support.
-  Affordable rental housing that includes: 30% affordable housing (moderate income), 50% rent geared to income (housing income limit), and 20% deep subsidy.
-  Non-profit housing providers or for-profit firms that partner with non-profit societies who are interested in developing and operating new rental units.

Future Proposal Call

## Women's Transition Housing Fund

**\$734 million**

The Province is investing **\$734 million over the next 10 years to build and operate 1,500 new units** to support women and children at risk of violence.




-  Women and their children who are at risk of violence and/or who have experienced violence.
-  There are four typical models: safe home, transition house, second stage housing, and permanent housing.
-  Non-profit service providers who are interested in developing and operating new rental housing.

Ongoing opportunities

## Indigenous Housing Fund

**\$550 million**

The Province is investing **\$550 million over the next 10 years to build and operate 1,750 new social housing units** for indigenous families and seniors.

-  Indigenous families, seniors, individuals, and persons with a disability.
-  Affordable rental housing.
-  Indigenous non-profit housing providers, First Nations, Metis Nation BC, non-profits, and developers who want to partner with Indigenous organizations and First Nations.

Future Proposal Call



▶▶▶ **How to apply**

Visit us online to learn more about how to partner with BC Housing.

▶▶▶ **Building BC Funds**

Website: [bchousing.org/partner-services/Building-BC](http://bchousing.org/partner-services/Building-BC)  
Email: Mike Lachocki at [purchasing@bchousing.org](mailto:purchasing@bchousing.org)

# Building New Affordable Housing in BC

The *HousingHub* was developed to increase the supply of affordable housing for British Columbians, and is one of several new provincial initiatives introduced in **Homes for BC: A 30-Point Plan for Housing Affordability in British Columbia**.

The *HousingHub* is a division within BC Housing, and was established to seek innovative partnerships with local housing organizations, community land trusts, Indigenous groups, faith-based groups, charities, the development community, financial institutions and other industries to create affordable rental housing and homeownership options for middle-income British Columbians.

As a centre for housing expertise and collaboration, the *HousingHub* develops affordable housing through new construction, or through the redevelopment of existing sites.

## Increasing the Housing Supply

The *HousingHub* seeks partnerships with levels of government to:

- Increase the supply of affordable rental housing
- Improve the ability of renters to move into homeownership, thus freeing up rental stock

**HOUSING HUB**  
BUILDING PARTNERSHIPS. BUILDING HOMES.



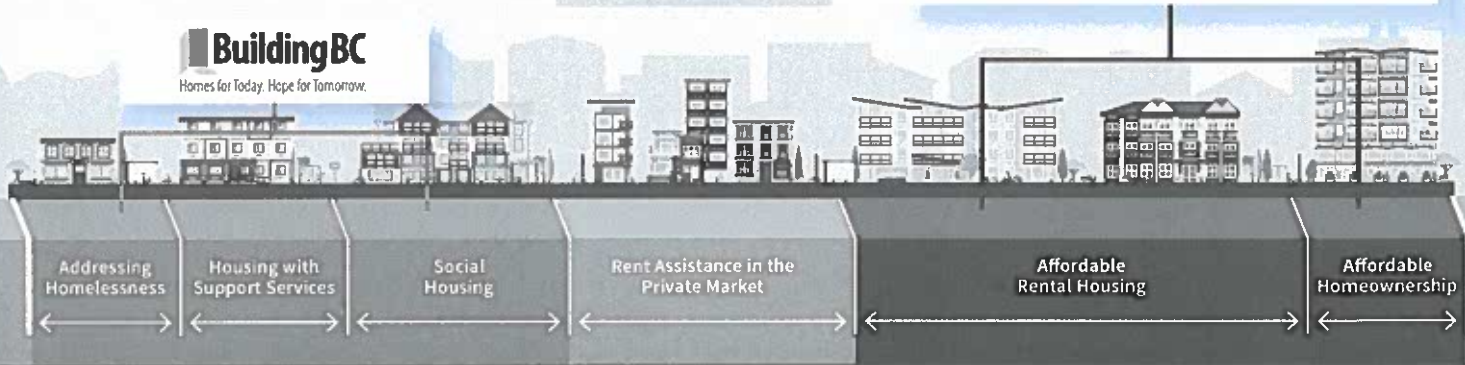
Middle income British Columbians, households with **average incomes between \$70,000-\$150,000**, depending on the community.



Affordable rental housing at or below market rate, affordable homeownership.



Non-profits and private developers, faith groups, property owners, federal and local governments, and Indigenous partners.



▶▶▶ Visit website:  
[bchousing.org/partner-services/housinghub](http://bchousing.org/partner-services/housinghub)  
to learn more

▶▶▶ Phone: 604-439-4757  
Provincial Director, HousingHub  
Raymond Kwong: [rkwong@bchousing.org](mailto:rkwong@bchousing.org)



Targeted residents



Housing types



Partners



Board-Receive  
RECEIVED  
MAY 06 2019  
REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

April 30, 2019

Ref# 190206

Mark Parker  
Chair  
Regional District of Bulkley Nechako  
Agriculture Committee  
37 - Third Ave  
PO Box 820  
Burns Lake BC V0J 1E0

Dear Mr. Parker:

Thank you for your letter of March 18, 2019 regarding your concerns about some of your agriculture producers and their potential tax issues having received financial assistance from the 2018 Canada-British Columbia Wildfire Recovery Initiative.

I am glad to hear that these producers have benefited from the financial support programs that the Ministry of Agriculture established to assist the recovery of farms and ranches impacted by wildfire. The recovery initiative was purposefully designed to provide financial support in a timely manner. This allows producers to return to production as quickly as possible following a disaster.

With regard to your request that program payments not be counted as taxable income, the Ministry of Agriculture does not have the legislative or authoritative responsibility to amend or change taxation. However, the Canada Revenue Agency (CRA) does have 2018 tax relief options for British Columbia producers affected by wildfire:

- 1) <https://www.canada.ca/en/revenue-agency/news/2018/08/canada-revenue-agency-offers-taxpayer-relief-to-canadians-affected-by-wildfires.html>.
- 2) <http://www.agr.gc.ca/eng/programs-and-services/drought-watch/livestock-tax-deferral-provision/?id=1463574780220>.

Thank you again for taking the time to write.

Yours truly,



Byron Jonson  
Executive Director  
Business Risk Management Branch

To Mark & the RDBN,

Thank you so much for your continued support of the Northern Agricultural Gala + Carrots to Cattle Conference! We had a great turnout ~ it was a true celebration of agriculture in the north. We are already looking forward to next year!

Kindest regards,

The Smethers Farmers' Institute.



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Board - Receive

## Cheryl Anderson

---

**From:** CoastalGasLink <CoastalGasLink@transcanada.com>  
**Sent:** May 6, 2019 11:51 AM  
**To:** Cheryl Anderson  
**Cc:** Tanner Woodman  
**Subject:** Coastal GasLink Progresses Final Field Planning and Engineering

Good Afternoon,

In keeping with our commitment to share information about the progress of the project, we want to let you know that Coastal GasLink is moving forward to complete the necessary field work and technical engineering required to proceed with local permitting and construction on a 42-kilometre segment of pipeline known as the South of Houston Alternate Route (SHAR). This follows the Oil and Gas Commission's approval of an amended permit, which was submitted in October 2017.

As you will recall, this route was approved by the Environmental Assessment Office (EAO) in May 2018 following two years of study and the OGC permit clears the path for route finalization.

This segment of pipeline starts about 21 kilometers southwest of Burns Lake and ends 25 kilometers south of Houston, B.C. and relocates this segment of pipeline by about four kilometers to the south of the original location.

This routing reflects input received from Indigenous communities, stakeholders and regulatory agencies. The approved re-route reduces the number of water crossings and minimizes effects on areas of traditional and cultural significance.

Routing decisions take into account cultural, environmental, commercial, and constructability considerations and are ultimately determined by the regulatory process.

Over the coming months, Coastal GasLink will continue to visit local communities along the project corridor to provide an update on project schedule, final project design and other important items such as contracting and employment opportunities.

More information about route development and the timeline is available [here](#).

Please don't hesitate to reach out if you have any questions.

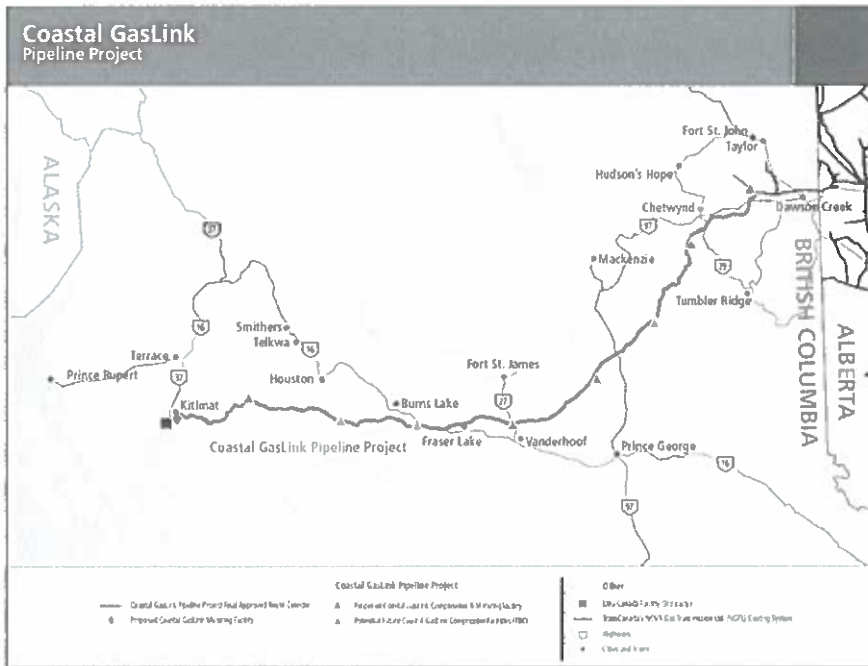
Coastal GasLink Pipeline Project Ltd.  
Toll Free: 1-855-633-2011  
[coastalgaslink@transcanada.com](mailto:coastalgaslink@transcanada.com)  
[www.coastalgaslink.com](http://www.coastalgaslink.com)



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We respect your right to choose which electronic messages you receive. To stop receiving this message and similar communications from TransCanada PipeLines Limited please reply to this message with the subject "UNSUBSCRIBE".

## Pipeline Route



+ Click to view a larger map

## Where we're going

It's important to ensure Coastal GasLink's proposed route is the best option for not only the project, but also the surrounding communities and environment. Below is a timeline of how our route was developed:

**2012** — Our team established a "conceptual corridor" based on aerial inspection, mapping and online information sources. Numerous meetings were held with First Nations, local governments, landowners and community residents to gather feedback.

**2013** — Over 100,000 hours of environmental and engineering field studies provided detailed knowledge of the terrain about the proposed route.

**2014** — In January, we filed an application with the BC Environmental Assessment Office (EAO) with detailed information about the proposed route. In October, after a period of public review, the BC EAO accepted our application with conditions, issuing an Environmental Assessment Certificate.

**2015** — After extensive consultation with Aboriginal groups in the area of the Morice River near Houston, Coastal GasLink applied for an alternate route in November. Both the approved route and the alternate route being proposed are constructible and respect the environment through which we would pass.

## About

- The Project
- Pipeline Route
- LNG in B.C.
- Pipeline Construction
- Regulatory Process
- TC Energy

## Jobs and opportunity



Learn more >

**2016** — We received 10 permits from the BC Oil and Gas Commission, finalizing all of the major provincial regulatory approvals required for the construction and operation of the proposed pipeline and related facilities.

After feedback from Wet'suwet'en leaders, we decided to conduct field work on the potential South of Houston Alternate Route, a route that moves us even further away from cultural areas that are important to them.

Our team would like to acknowledge the positive advice and expertise that northern B.C. First Nations, local governments, landowners and community residents contributed to the project. To date, more than one-third of all field work completed on the project has been conducted by Indigenous people.

**2017** — Coastal GasLink filed its amendment applications for the South of Houston Alternate Route with the B.C. Environmental Assessment Office and the Oil and Gas Commission in November 2017. Coastal GasLink's consideration of a proposed alternate route was entirely initiated as a potential solution to the feedback received from Aboriginal groups in the area.

In late 2014, Coastal GasLink initiated a program to provide local Aboriginal groups with the opportunity to participate in field study activities, information sharing and intergenerational transfer of traditional and cultural knowledge along sections of the Coastal GasLink pipeline corridor.

After extensive consultation with Aboriginal people from various groups through that program, Coastal GasLink initiated additional studies and engineering work to create the South of Houston alternate option to help further reduce effects on traditional and cultural land.

**2018** — Coastal GasLink was given approval for the South of Houston Alternate Route by the Environmental Assessment Office in May 2018.

Coastal GasLink announced it will proceed with construction on the project following a positive Final Investment Decision from its partner, LNG Canada on October 2, 2018.

**2019** — Coastal GasLink received approval from the Oil and Gas Commission (OGC) on May 1 of an application to amend the pipeline permit for construction of the re-routed section known as the South of Houston Alternate Route (SHAR).

## QUICK FACT

24 hours a day, 365 days a year, Coastal GasLink will be monitored.

[Read More](#)

[Find out more about the studies we complete before pipeline construction](#)

[Learn how TC Energy works with landowners](#)

### About Coastal GasLink

Coastal GasLink Pipeline Limited proposes to build an approximately 670-kilometre pipeline from the Dawson Creek area to the west coast of B.C. The

### Recent Tweets

Women empowering women. Saturday was a day filled with courageous and powerful local

### What's New

[Coastal GasLink Team Climbs for Cancer](#)

### Contact Us

**Coastal GasLink**  
#630 Granville Street  
Vancouver, B.C.  
V7Y 1G5

pipeline will transport natural gas to the proposed LNG Canada facility near Kitimat. The proposed Coastal GasLink route, as presented in our 2014 application to the BC Environmental Assessment Office, was determined by considering Aboriginal, landowner and stakeholder input, the environment, archaeological and cultural values, land use compatibility, safety, constructability and economics.

speakers at the 2nd annual Bur...  
<https://t.co/dWslvTuaTg>

---

Welcome TC Energy!  
<https://t.co/QLVKCac2q>

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Watch: learn more about BC's #LNG opportunity and how we're working closely with Indigenous communities along the r... <https://t.co/SekXNlzpbm>

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[Follow Coastal GasLink on Twitter](#)

Meet one of our Prime Contractors -  
Macro Spiecapag Joint Venture

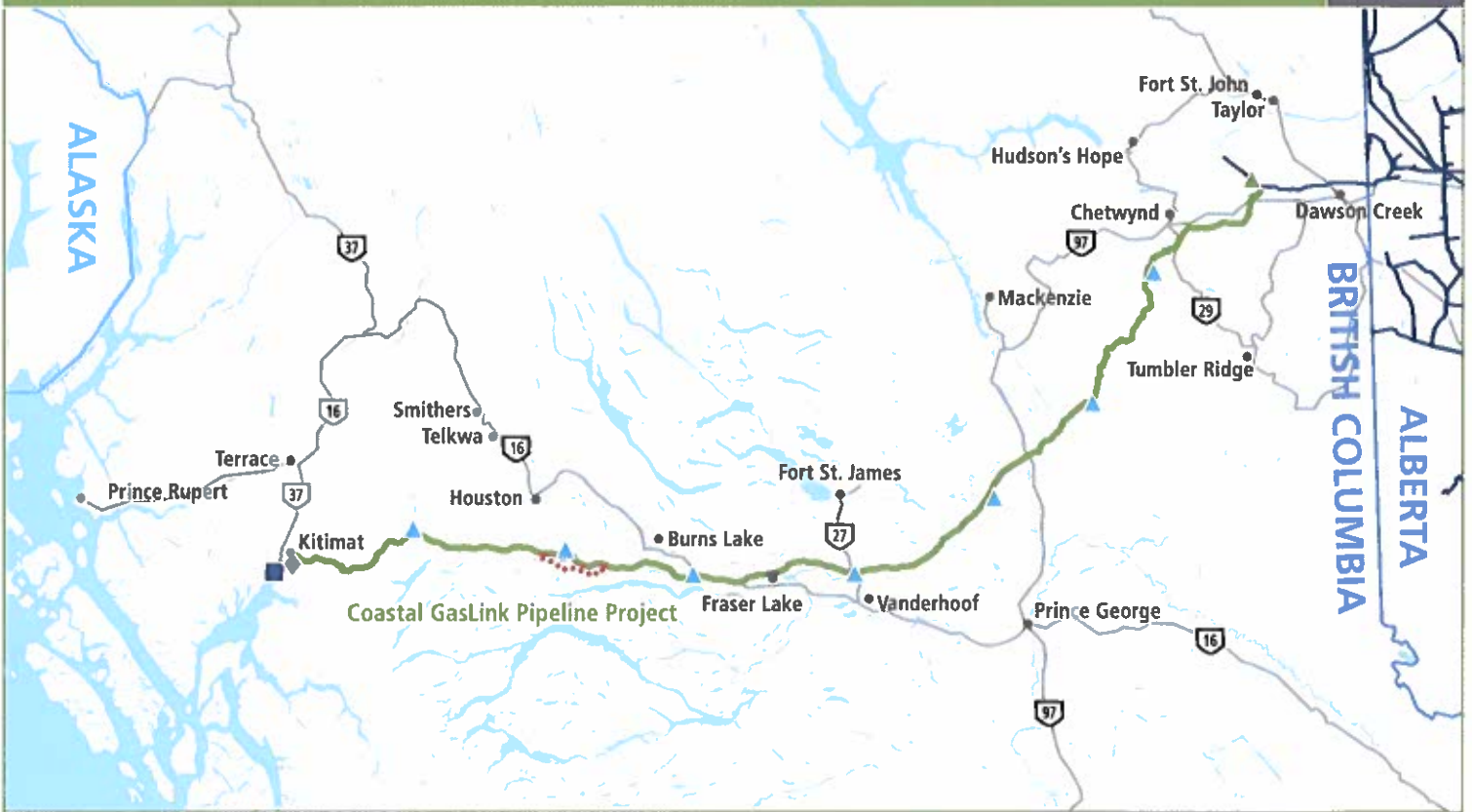
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[How We Prepare for Field Construction](#)

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Toll-free: 1.855.633.2011  
Fax: 1.403.920.2200  
Email: [coastalgaslink@transcanada.com](mailto:coastalgaslink@transcanada.com)

# Coastal GasLink Pipeline Project



### Coastal GasLink Pipeline Project

- Coastal GasLink Pipeline Project Certified Corridor
- ⋯ Potential South of Houston Alternate Route (SHAR)
- ◆ Proposed Coastal GasLink Metering Facility
- ▲ Proposed Coastal GasLink Compression & Metering Facility
- ▲ Potential Future Coastal GasLink Compression Facilities (TBD)

### Other

- LNG Canada Facility (3rd party)
- TransCanada's NOVA Gas Transmission Ltd. (NGTL) Existing System
- Highways
- Cities and Towns



## Cheryl Gallant

Member of Parliament  
Renfrew-Nipissing-Pembroke  
Member of Standing Committee on National Defence  
Member of Standing Committee on Industry, Science and Technology

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RECEIVED - Receiv

APR 17 2019

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO



HOUSE OF COMMONS  
OTTAWA, CANADA

April 5<sup>th</sup>, 2019

Bulkley-Nechako Township  
Po Box 820 37, 3rd Ave.  
Burns Lake, British Columbia  
V0J 1E0

Dear Bulkley-Nechako Township,

This letter is to alert you to Bill C-68, another piece of interventionist federal legislation that will have a negative impact on your municipality, and on the property rights of your ratepayers.

Bill C-68, which is currently before the Senate, reverses changes to the Fisheries Act – changes which municipalities similar to yours requested our previous Conservative government to make.

Specifically, we amended the "HADD" provisions of the Act, (Harmful Alteration Disruption or Destruction of fish habitat).

One of the most significant problems identified by municipalities about the HADD provision was its broad application and restrictive nature, which ended up costing property taxpayers thousands of dollars, with no real or apparent benefit to the environment.

Municipalities which needed to install culverts or other flood mitigation work were in too many cases faced with negative enforcement after work was completed, with inconsistent guidance when they sought direction for compliance.

In addition to repealing our amendments, the current Federal Government has expanded the definition of "habitat," and added a new concept to the Act, "water flow."

By explicitly adding in the concept of water flow, which was not in the old legislation, the scope of offences municipalities can be charged with, have been greatly expanded.

Worst of all, rather than specifically listing what is and is not an offence under this legislation, including fines or jail, this power has been handed over to the unelected technocrats, to determine by regulation, what the penalties for non-compliance will be, after they have determined what is non-compliance.

As the longest consecutive serving Conservative MP in Ontario, representing a predominantly rural riding, I am very aware of the challenges rural and small-town municipalities have faced dealing with the Federal government.

PARLIAMENTARY OFFICE  
Room 604, Justice Building  
House of Commons  
Ottawa, ON K1A 0A6  
Tel.: (613) 992-7712  
Fax: (613) 995-2561

CONSTITUENCY OFFICE  
2<sup>nd</sup> Floor, 84 Isabella St.  
Pembroke, ON K8A 5S5  
Tel.: (613) 732-4404  
Fax: (613) 732-4697  
Toll Free: 1-866-295-7165  
Website: [www.cherylgallant.com](http://www.cherylgallant.com)

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All municipalities should be demanding the Federal Government provide regulatory certainty before this legislation is passed into law.

Clear regulatory certainty is necessary to prevent the return of conflicted interpretations, and inconsistencies in enforcement of the Fisheries Act which happened in the past.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Gallant". The signature is written in black ink and is positioned below the word "Sincerely,".

Cheryl Gallant, M.P.  
Renfrew—Nipissing—Pembroke  
CG:mm

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Board-Receive



CITY OF BURNABY  
OFFICE OF THE MAYOR  
MIKE HURLEY  
MAYOR

RECEIVED

MAY 07 2019

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

2019 May 02

Dear Chair and Directors:

**Subject: Expanding Investment Opportunities**  
(Item No. 6(J), Reports, Council 2019 April 29)

Burnaby City Council, at the Open Council meeting held on 2019 April 29, received the above noted report and adopted the following recommendations, **AS AMENDED**:

1. THAT Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules.
2. THAT Council request support from other municipalities and regional districts for the requested changes to the Community Charter.
3. THAT Council submit a resolution, as outlined in Section 4.1 of this report, to the Union of British Columbia Municipalities, as outlined in this report.

In accordance with Recommendation No. 2, a copy of the report, containing text of the resolution, is *enclosed* for your information.

Burnaby City Council appreciates your support on this matter.

Yours truly,

A handwritten signature in black ink that reads "Mike Hurley".

Mike Hurley  
MAYOR



**FINANCIAL MANAGEMENT COMMITTEE**

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

**SUBJECT: EXPANDING INVESTMENT OPPORTUNITIES**

**RECOMMENDATIONS:**

1. THAT Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules.
2. THAT Council request support from other municipalities for the requested changes to the Community Charter.
3. THAT Council submit a resolution, as outlined in Section 4.1 of this report, to the Union of British Columbia Municipalities, as outlined in this report.

**REPORT**

The Financial Management Committee, at its meeting held on 2019 April 24, received and adopted the *attached* report requesting Council to support changes to the Community Charter to allow for prudent investor rules, thus expanding investment parameters and opportunities.

Respectfully submitted,

Mayor M. Hurley  
Chair

Councillor S. Dhaliwal  
Vice Chair

Copied to:	City Manager Director Finance
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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2019 April 17

**FROM:** DIRECTOR FINANCE

**FILE:** 7500-01

**SUBJECT:** EXPANDING INVESTMENT OPPORTUNITIES

**PURPOSE:** To request Council to support changes to the Community Charter to allow for prudent investor rules, thus expanding investment parameters and opportunities.

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**RECOMMENDATIONS:**

1. **THAT** the Committee recommend Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules.
2. **THAT** the Committee recommend Council request support from other municipalities for the requested changes to the Community Charter.
3. **THAT** the Committee recommend Council submit a resolution, as outlined in Section 4.1 of this report, to the Union of British Columbia Municipalities as outlined in this report.

**REPORT**

**1.0 INTRODUCTION**

Financial investments form a critical part of the activities of a municipality, providing a source of revenues for capital expenditures and to offset cash flow fluctuations. The allowable investment parameters as laid out in the Community Charter is considered a “prescribed” or a “closed” set of legislated guidelines designed to protect municipalities from taking unnecessary or undue risks. The concept being that the current regulations provide for a list of instruments that can be placed in the portfolio, instruments that are considered the most creditworthy and least risky, such as provincial debt obligations and investments in financial institutions in Canada. What occurs in a market such as Canada, which represents less than 3% of the global economy, is an over concentration of holdings and limited investment diversification due to the regulation limitations.

The parameters set and limitations for investment powers and opportunities has not changed for decades in British Columbia. The purpose of the proposed changes to Section 183 of the Community Charter is to provide municipalities with the ability to obtain improved returns

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through asset class diversification, which in return can reduce tax implications and funding costs associated with capital funding; while also reducing investment risks. Analysis and discussion for structured governance will be critical to determine the scope of change and authority granted through legislated changes. However, the purpose of this report is to start the conversation with the Province.

## 2.0 POLICY SECTION

### Goal

- A Connected Community
  - Partnership –  
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- A Dynamic Community
  - Economic opportunity –  
Foster an environment that attracts new and supports existing jobs, businesses and industries
  - Community development –  
Manage change by balancing economic development with environmental protection and maintaining a sense of belonging
- A Thriving Organization
  - Financial viability –  
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

## 3.0 MUNICIPAL INVESTMENTS

### 3.1 *Investment Funds*

Part 6, Division 3, Section 183 of the Community Charter provides investment guidelines to British Columbia municipalities. These legislated guidelines state that municipalities may invest or reinvest money that is not immediately required for expenditures as follows:

**183** Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:

- (a) securities of the Municipal Finance Authority;
- (b) pooled investment funds under section 16 of the *Municipal Finance Authority Act*;
- (c) securities of Canada or of a province;

To: Financial Management Committee  
From: Director Finance  
Re: Expanding Investment Opportunities  
2019 April 24..... Page 3

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- (d) securities guaranteed for principal and interest by Canada or by a province;
- (e) securities of a municipality, regional district or greater board;
- (f) investments guaranteed by a chartered bank;
- (g) deposits in a savings institution, or non-equity or membership shares of a credit union;
- (h) other investments specifically authorized under this or another Act.

The British Columbia provincial government is responsible for the laws and framework that provide governance across the province. The *Municipal Act* has provided this guidance since the 1880's. In 1991, UBCM proposed the idea for the creation of a Bill of Rights for municipalities for the purpose of providing broader powers and greater freedoms for BC municipalities. The *Local Government Act* was then created and received Parliamentary approval in 1996. Finally, with Royal Assent in August 2001 of the *Community Charter Council Act*, a Community Charter Council was created for the purpose of developing the *Community Charter*.

BC municipalities have managed investment portfolios under these guidelines as a matter of fiduciary responsibility and with due diligence. Internal investment guidelines support each municipality's investment activities within the constraints of the *Community Charter*. While protectionist in nature, the regulations actually place inadvertent restrictions on the ability to generate higher rates of return and increased revenues, as well as limiting asset class diversification which is paramount to financial sustainability and risk diversification. Currently, BC municipalities can invest in two of the four main asset classes - money market (including cash equivalents) and fixed income (bonds). The other two asset classes include equities and real estate (or other tangible assets). This limitation in turn affects the portfolio real rate of return once inflation is considered and it affects annual taxation rates and other capital costs for a municipality.

### 3.2 Prudent Investor Rules

The prudent investor rule (aka prudent investor standard) requires the investment manager of an organization to conduct investment activities with care, skill and due-diligence for that which a prudent person would do when managing their own investments, such as property, cash or securities. Such a person would therefore deploy investments through a diversification strategy that can potentially reduce risks while enhancing returns.

A prudent investor would therefore have flexibility and seek opportunities based on market and economic cycles, as well as utilize diversification opportunities both in and outside of Canada. For a municipality, benefits from increased returns can reduce taxation requirements and fees. Without a change to provincial legislation, BC municipalities will continue to invest in

prescribed investment products which under varying market conditions, like the historical low interest rates experienced over the last 10 years that has in turn translated into the lowest yields and lower income.

### **3.3 Prudent Investor Rules – Other Jurisdictions**

Various municipalities and pensions maintain prudent investor rules such as the cities of Ottawa, Edmonton, Calgary, Medicine Hat and more recently the City of Toronto. In 2000, the Canada Pension Plan began investing in equities and other investment products (real estate, commodities and futures) with the main goal of seeking higher returns and to stabilize the Canada Pension Plan (CPP) program for future generations. This change meant a more diversified and global deployment of funds for capital appreciation, taking advantage of a much larger global market than just Canadian content.

When the Province of Ontario decided to make changes to the municipal legislation, it was for the purpose of providing municipalities more flexibility. Thus, allowing local governments more freedom to invest available funds in a larger pool of diversified investment products. Providing the added flexibility and freedom could potentially deliver higher returns while lowering or removing systemic risks, reinvestment risks and interest rate risks. The Ontario government put in place specific requirements that a local government must meet to permanently opt into the prudent investor program. The logic was to ensure appropriate governance and structure was in place with separate guidance from an independent board for the expanded portfolio.

The City of Toronto is currently preparing to place their initial investments into equities now that the legislated requirements for prudent standards have been met. The City of Ottawa however has been investing endowment funds of over \$200 million since 2007. Ottawa conducted an RFP and hired two fund managers to manage the investments of the endowment. Applying prudent investment standards to the endowment funds has allowed the City of Ottawa to generate much higher yields over the last decade when compared to the funds invested based on the prescribed legislation. Also, the City of Ottawa is watching Toronto's activities closely and will contemplate the opt-in decision for the remaining portfolio funds as they have first-hand knowledge of the large differential in returns between their funds.

The City of Edmonton began investing in equities in 1995 with the creation of an endowment fund. A May 2014 staff white paper identified that through the use of asset class diversification, the endowment fund has contributed well over \$700 million to the City of Edmonton's operating budget and the fund has grown from \$445 million to \$710 million. Staff reports indicate that the change to investment structure has allowed the city to achieve cost efficiencies and to better align the portfolios with specific risk profile needs and objectivity. This in turn allows for the creation of new asset class investing, such as global infrastructure and emerging market equities, while achieving the goals of increasing overall returns and long term financial sustainability.

Another report highlighted that Edmonton home owners have saved over 7% for the period 2005 – 2014 on property taxes paid. Not only have the funds increased returns resulted in a reduction of the tax burden on citizens, but has and will continue to the support the city's financial position

and sustainability. The investment diversification through prudent investor rules has meant an expanded revenue base for operating and capital budgets.

### **3.4 Prudent Investor Rules – Capacity and Knowledge**

While providing expanded investment options to municipalities through legislation can achieve many benefits, consideration must be made regarding municipal capacity and expertise. Any change in legislation will require municipal input in determining the governance structure that will work best for the province and each municipality. With examples from Ontario and Alberta now in place, this presents a tremendous opportunity to learn from the legislative process and experiences and to understand the need for improvements and the request to change.

Because of the vast range of assignments and work conducted in municipal treasury, the current staff compliments most likely will not have the expertise to branch out into a larger array of investment asset class products. Indeed, smaller municipalities have very few staff that manage varying professional disciplines such as budgets, banking, trades payable, accounting and investments. There are however significant differences amongst the municipalities in the lower mainland and across the province when it comes to portfolio management expertise and knowledge. So governance must consider inclusion for all without creating additional costs and risks.

Such risks can be mitigated through pooling investments or contracts with qualified funds managers through the set-up of simplified but effective reporting standards and clear guidelines. Under prudent investment standards the need for monitoring the decisions made, portfolio performance, policy and governance principles becomes even greater. Setting the criteria by thoughtful consideration will ensure a more comprehensive and general acceptance and adaptation by municipalities. The goal is not to make prudent investing an impossible challenge, but to ensure there is significant and meaningful impact when prudent investment standards are followed.

## **4.0 REQUIRED CHANGE IN LEGISLATION**

The City of Burnaby has maintained a concentrated and focused effort on the investment portfolio for over three decades. This attention has provided for consistently improved yields and income generation. While the City of Burnaby has outperformed market benchmarks and municipal peers, there are still missed opportunities due to investment restrictions based on the current legislation.

While protectionist in nature, a “prescribed” or “closed” set of guidelines can introduce unintended risks by being extremely limited, thus introducing systemic and interest rate risks to a municipal portfolio. This can increase in magnitude for a large portfolio that seeks additional product and yield within the limited reach and size of the Canadian fixed income market. The *Community Charter* provides clarity but does not empower a municipality to obtain greater investment variation and seek to reduce risk further through asset diversification and allocation.

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From: Director Finance  
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It is therefore proposed that by providing prudent investor standards within the *Community Charter* or other provincial legislation, risk versus reward through asset class diversification can culminate into various funding and cash flow opportunities as returns increase. If the City of Burnaby moved 30% of current holdings to other asset classes for example (Edmonton has 60% of the endowment fund in equities), with only a 2.5% increase in yield on that portion of the portfolio, the annual additional revenue would be \$12.75 million per year.

The evidence is very clear from municipal examples to pension plans and historical analysis that asset mix is a critical determinant of long term investment fund stability, yield and income. Maintaining a set of guidelines that limits municipal investing to a restricted list of products within limited asset classes will result in what is occurring in many municipal portfolios today – yields that range from 1.50% - 3.00% with significantly reduced income. The current standards limit municipal investments to the Canadian market only and to the fixed income asset class which is based on Canadian interest rates only.

The size and utilization of the City's investment reserves, without debt payment obligations other than internally through annual depreciation, means we are well positioned for the longer term investment time horizon that is needed under other asset classes such as equities and real estate. Providing proficient and transparent oversight to the investment portfolio ensures the City of Burnaby is acting in the best interest of citizens. This also means identifying that as investment markets and economies have changed over the years, opportunities have been missed. The best starting point is to begin the conversation about making changes to the current investment legislation in British Columbia.

And while those opposed to change may suggest that introducing the prudent investor rules will bring with it needless risks, one must consider that risk is defined in many ways, including the long term financial sustainability of municipalities and the tax burden placed on residents. Risk diversification also means fund managers and fund management, not just guarantors and asset class diversification. Risk management means a governance structure that takes into consideration the varying investment strategies that can be deployed and empowering municipalities to diversify and grow for future generations of citizens. For these reasons, updating legislation to include prudent investment rules is practical and warranted.

#### ***4.1 Resolution: Expanded Asset Class Investments Under Prudent Investor Rules***

Given the discussion above, and recognizing that the ability to properly manage and grow assets is an important role of local government, the following resolution has been prepared for the Committee and Council's consideration.

**WHEREAS** financial investments form a critical part of the activities of a municipality, providing a source of revenues for capital expenditures and to offset cash flow fluctuations;

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**AND WHEREAS** allowable investment parameters as laid out in the *Community Charter* is considered a “prescribed” set of legislated guidelines.

**AND WHEREAS** the Provinces of Alberta and Ontario have implemented a wider scope for local government investment, which responds to the needs of local governments of all sizes:

**THEREFORE BE IT RESOLVED** that the Union of BC Municipalities request the Ministry of Finance to amend the *Community Charter* to provide municipalities with the ability to obtain improved returns through asset class diversification, which in return can reduce tax implications and funding costs associated with capital funding, while also reducing investment risk.

## 5.0 RECOMMENDATIONS

It is recommended that the Committee recommend Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules. It is also recommended that the Committee recommend Council request support from other municipalities for the requested changes to the Community Charter and that a resolution, as outlined in Section 4.1 of this report, be submitted to the Union of British Columbia Municipalities on this matter.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:DS /ml

Copied to: City Manager



Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6  
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www.comoxvalleyrd.ca



Board-Receive  
Comox Valley  
REGIONAL DISTRICT

File: 5280.01

May 3, 2019

Sent via email only: [ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Gov  
Victoria, BC V8W 9E2

Dear Minister:

**Re: Single-Use Plastics Ban**

MAY 03 2019  
REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

I am writing to request your support for bringing forward province-wide regulations to reduce single-use plastic bags.

The impact of single-use plastics on the environment and water systems is well understood and documented. Single-use bags and other items are now widely regarded as an ecological danger, leaching into soils, groundwater, and the ocean and harming marine wildlife as well as entering our food systems. As a coastal community, the Comox Valley is deeply connected to the natural environment economically, ecologically, socially and culturally. In short, a healthy environment vital for the well-being of all local residents.

While some municipalities are moving forward with checkout bag regulations to restrict their use, regional districts do not generally have legislated authority to regulate businesses and are therefore unable to meaningfully address this issue. Given the current trend, this will create a patchwork of regulations across the province that will impact our ability to collectively reduce this harmful plastic waste.

The Comox Valley Regional District Board, in response to a delegation from the Comox Valley Nurses for Health and the Environment, is advocating for such changes and seeking your support to work with your ministerial colleagues to bring forward uniform regulations that would apply across the Province of British Columbia.

Reducing single-use plastic bags and disposable plastic packaging is vital for protecting our oceans, lakes, waterways and natural environment and we ask that your ministry take a leadership role in this matter.

Sincerely,

Bob Wells  
Chair

cc: Claire Trevena, MLA, North Island  
Ronna-Rae Leonard, MLA, Courtenay-Comox  
Scott Fraser, MLA, Mid-Island Pacific Rim  
Comox Valley Nurses for Health and the Environment  
Chair and Directors, BC Regional Districts



Office of the Mayor

Board-Receive

RECEIVED

APR 15 2019

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

April 5, 2019

Member Municipalities  
c/o Union of BC Municipalities  
Suite 60 - 10551 Shellbridge Way  
Richmond, BC V6X 2W9

Dear UBCM Member Municipalities:

*I am writing on behalf of Maple Ridge City Council to inform you of recent action taken by the Province of British Columbia that undermines the authority granted to municipal governments, and request that you pass a resolution to be forwarded to Premier Horgan and the Union of BC Municipalities (UBCM) expressing concern for the impact this action has on the roles defined for local government within the Community Charter (CC) and the Local Government Act (LGA).*

By way of background, I share with you the recent experience of the City of Maple Ridge, where on two separate occasions, we have been subjected to the Province's unilateral action to bypass local government autonomy and public process, inconsistent with our local zoning.

In May 2018, the Province of BC made application to the City of Maple Ridge to rezone provincially-owned properties on 11749 & 11761 Burnett Street (as referenced in [Item 1108 of the May 22, 2019 Council Meeting Report](#)) to build purpose built supportive housing. Citizens attended a public meeting hosted by local MLAs and presented a 10,000 name petition against this application citing several considerations that made the site unsuitable including its proximity to a daycare, two schools, a seniors centre, and that the proposed model itself was inadequate to meet the complex mental health and addiction support services required, particularly persons coming from a camp environment. Following the public process, the City rejected the application. The Provincial Government responded to this decision by taking unilateral action to install housing through the Rapid Response to Homelessness (RRH) program on a nearby provincially-owned site on Royal Crescent, next to senior and low income housing, without any local consultation citing emergency measures were needed to ensure camp closure, which did not happen.

Since this Council took office in November 2018, we have taken swift and deliberate steps to address mental health and housing problems in our community, especially with regard to the ongoing presence of the St. Anne Camp that was first established in May 2017. We have endeavored to open positive channels of communication with the Province of BC to deliver a workable plan that addresses immediate and long term housing needs in our community, while respecting the views that have been clearly stated by local citizens. This began with post-election meetings in October 2018 with our local MP, MLAs, Fraser Health Authority, BC Housing and related non-profit service providers followed by Council's development of a Strategic Plan which includes direction to establish a Community Safety Plan as a major tenet of this work. These steps have been followed up most recently with a meeting in Victoria on February 25, 2019 with Ministers we felt needed to be present to assist us in our plan, that being Ministers of Health, Mental Health and Addictions, Poverty and Housing to discuss a broad range of problems including housing affordability, delivery of addiction and mental health services, community safety, and how we can move forward on these matters in Maple Ridge.

/2

City of Maple Ridge

11995 Haney Place, Maple Ridge, British Columbia V2X 6A9 CANADA

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UBCM Member Municipalities  
April 5, 2019  
Page 2

On Monday, March 4, just one week after that meeting, I received a phone call from the Housing Minister demanding that the City deliver a "[Social Housing Plan](#)" within five days to address short and long term needs, including providing immediate housing to facilitate the closure of the St. Anne Camp. Council immediately passed a resolution and then delivered on this request in seven days, with all related resolutions from Council to demonstrate our willingness and commitment to collaborate for a mutually beneficial outcome. The Plan was immediately rejected by the Province. The Province cited the unsuitability of the City's chosen property, despite City staff's assessment that the site could accommodate immediate housing needs to achieve camp closure. One week later, Minister Robinson announced publicly that RRH housing would be installed on Burnett Street, at the same location local residents and the previous Council had already rejected through the usual local application process.

Maple Ridge Council is gravely concerned by this second instance of the Provincial Government overriding local autonomy. The initial 53 housing units installed on Royal Crescent did not end the St. Anne Camp as promised by the Province, with units populated by both camp residents and other homeless individuals identified by BC Housing as a regional housing provider. In five months' time, the facility has experienced two deaths, and seen few moving forward as evidenced by statistics provided by the operator. Increasing crime at this location, the St. Anne Camp, and all other low barrier facilities in Maple Ridge indicates that the chosen model is not suitable to help people in a very serious state of poor mental health often coupled with significant substance misuse problems. Moreover, we have seen that other communities working to address closure of camps experienced similar results (e.g. Nanaimo, Victoria, Surrey and now Maple Ridge).

The emphasis that has been placed on low barrier housing in Maple Ridge, which includes approximately 950 rental supplements for untreated persons mostly suffering from substance misuse and mental health problems, has eliminated most of our affordable housing stock that is critical for people on low income, veterans, seniors, single parents and persons with disabilities. Furthermore, ongoing criminal activity has overtaxed all front line resources. These are real and significant local concerns that have been swept aside by the Province's action.

What our community needs is a comprehensive health care facility focusing on mental and physical health, addictions recovery, and services to move people forward to a better place in their lives. We asked for this as part of our Social Housing Plan to the Province, a Plan which recognizes that local governments' role is to make decisions in the best interest of local residents. By acting unilaterally, the Province has imposed regional priorities at the expense of Maple Ridge citizens, and taken away our Council's ability to represent the best interests of our community.

We therefore ask you, our fellow local governments, to consider the ramifications of this unilateral action by the Province of BC to overrule municipal land use regulations and dispense with public consultation and collaboration with local government. In our view, it sets a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia, and could have repercussions for a wide range of sensitive matters that municipalities might consider, such as a waste incineration plant, a prison, a communication tower, etc. For projects such as these, it is particularly important that senior government initiatives go through proper process including site assessment and suitability evaluation, and for the Province of BC to respect the authority that has been granted to local governments to carry out due public process and represent the best interests of their communities in order to ensure approval.

UBCM Member Municipalities

April 5, 2019

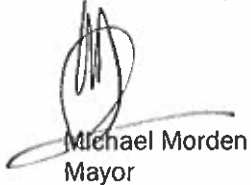
Page 3

We appreciate that initiatives such as the RRH program may or may not be suitable in your community. Local government holds the authority and responsibility of making the right decisions based on a balance of all interests and weighing local and regional needs, while working with our senior government partners.

*Enclosed you will find a proposed resolution that is strictly about the importance of local government autonomy. We ask that you consider passing this resolution and forward a copy to Premier Horgan and the UBCM to let them know that local governments require the Province of BC to respect local democracy and work collaboratively with us to move forward on projects and programs of mutual concern that balance the interests of all BC residents.*

Thank you for your consideration of this important matter.

Yours sincerely,



Michael Morden  
Mayor

Attach: Sample Resolution  
Sample Letter to Premier Horgan

cc: Maple Ridge Council

Sample Resolution

WHEREAS the *Community Charter*<sup>1</sup> acknowledges that municipalities and their Councils are “democratically elected, autonomous, responsible and accountable”; require the authority to determine the public interest of their communities; and the *Local Government Act*<sup>2</sup> grants local governments the powers and flexibility required to fulfill their purpose and respond to the needs of their communities;

AND WHEREAS the Ministry of Municipal Affairs & Housing has taken unilateral action in Maple Ridge that undermines the jurisdiction of the Council of the City of Maple Ridge to determine and represent the public interest of this community, setting a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia in representing the interests of their communities through fair and accountable public process;

THEREFORE BE IT RESOLVED that [*Enter Municipality*] urges the Province of British Columbia to commit to work in collaboration with local governments within the bounds of their respective jurisdictions on all current and future projects of mutual concern to local governments and the Provincial Government.

<sup>1</sup>*Community Charter*, SBC 2003, c.26, part 1

<sup>2</sup>*Local Government Act*, RSBC 2015, c.1, part 1

[Enter Date]

Premier Horgan  
West Annex Parliament Buildings  
Victoria, BC V8V 1X4

Dear Premier Horgan:

Due to our concern over recent action taken by the Ministry of Municipal Affairs & Housing to undermine jurisdiction granted to municipal governments, the Council of [Enter Municipality] endorsed the following resolution on [Enter Date]:

WHEREAS the *Community Charter* acknowledges that municipalities and their Councils are “democratically elected, autonomous, responsible and accountable”; require the authority to determine the public interest of their communities; and the *Local Government Act* grants local governments the powers and flexibility required to fulfill their purpose and respond to the needs of their communities;

AND WHEREAS the Ministry of Municipal Affairs & Housing has taken unilateral action in Maple Ridge that undermines the jurisdiction of the Council of the City of Maple Ridge to determine and represent the public interest of this community, setting a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia in representing the interests of their communities through fair and accountable public process;

THEREFORE BE IT RESOLVED that [Enter Municipality] urges the Province of British Columbia to commit to work in collaboration with local governments within the bounds of their respective jurisdictions on all current and future projects of mutual concern to local governments and the Provincial Government.

We therefore urge the Government of BC to respect local government autonomy and engage in collaborative consultation with municipalities and constituents on any land use or other matters of concern to the Provincial Government.

Yours sincerely,

[Signatory]

## Rural B.C. to benefit from expanded high-speed internet

### News Release

Victoria

Thursday, April 25, 2019 3:00 PM

Improved connectivity due to updates to the Local Government Act will provide more options for people living in rural and remote areas to connect with friends and family, purchase goods or services, access health services, expand their business or even telecommute.

These changes give regional districts an additional tool to help expand high-speed internet to under-served areas.

“Regional districts have been asking for this. It’s one more way we are delivering results that empower communities, bringing more people online to be involved in, and benefit from, today’s digital economy,” said Selina Robinson, Minister of Municipal Affairs and Housing. “The changes build on the significant investments our government has already made to connect people and communities by increasing their access to high-speed internet service.”

Changes enable regional districts to provide financing for capital costs to internet service providers where it may not otherwise make sense from a business perspective. This will help advance construction of new connectivity infrastructure for rural and remote communities.

Although the act generally prohibits a regional district from aiding a business, it also contains specific exceptions to this rule for services that are often considered essential, such as telephone, natural gas or electricity. Changes to the Local Government Act reflect that high-speed internet has become a basic service.

“High-speed internet is not a luxury — it’s an absolute necessity in today’s digital world. This legislative change will empower regional districts to help bring this vital service to residents in a way that meets the specific needs of their communities,” said Jinny Sims, Minister of Citizens’ Services. “The greatest successes in expanding broadband in rural areas have come when all levels of government, the private sector and community groups work together to make the most of this essential infrastructure for local businesses and people.”

The Province has defined high-speed internet service to align with standards established by the Canadian Radio-Television and Telecommunications Commission. To qualify as a high-speed internet service, the new standards require minimum speeds of 50 megabits per second when downloading information and 10 megabits per second when uploading information.

“We are pleased and supportive of the changes made to the Local Government Act to continue to improve services and connectivity for all rural areas across the province,” said Ian Thorpe, chair of the Regional District of Nanaimo. “We were very appreciative of the federal Gas Tax Funds received in 2017 that helped bring high-speed internet to a rural area within our region.”

Updates to the Local Government Act respond to needs identified by local governments through resolutions endorsed by the Union of B.C. Municipalities.

**Quick Facts:**

- Bill 3 amended the Local Government Act to give regional districts the ability to provide capital financing to businesses for the purpose of expanding high-speed internet to underserved areas: [http://www.bclaws.ca/civix/document/id/bills/billscurrent/4th41st:gov03-1/search/CIVIX\\_DOCUMENT\\_ROOT\\_STEM:\(Bill%203\)%20AND%20CIVIX\\_DOCUMENT\\_ANCESTORS:billscurrent?14#hit1](http://www.bclaws.ca/civix/document/id/bills/billscurrent/4th41st:gov03-1/search/CIVIX_DOCUMENT_ROOT_STEM:(Bill%203)%20AND%20CIVIX_DOCUMENT_ANCESTORS:billscurrent?14#hit1)
- The Ministry of Citizens' Services provides resources and expertise to help communities design new digital infrastructure to maximize the benefits of improved connectivity, and include:
  - Projects to improve high-speed internet access are underway or completed in 443 communities, including 75 Indigenous communities.
  - \$16 million is available to help local governments, service providers and community organizations connect people in rural and Indigenous communities with high-speed internet.
  - \$50 million has been committed to ensure the work to connect people in every region of B.C. continues beyond the current funding opportunity.

**Learn More:**

Connectivity resources for communities: <https://www.northerndevelopment.bc.ca/connecting-british-columbia-resources/>

Province makes historic investment in rural internet service: <https://news.gov.bc.ca/releases/2019CITZ0006-000348>

Connecting British Columbia program: <https://www.northerndevelopment.bc.ca/funding-programs/partner-programs/connecting-british-columbia/>

Northern Development Initiative Trust administers the Connecting British Columbia program: <https://www.northerndevelopment.bc.ca/>



# Canada's Rural Economic Development Minister Invites Public Ideas On Ways to Expand Rural Opportunity — News Release

APRIL 16, 2019 RANDY MORSE

**Ottawa, Ontario, March 25, 2019** – Canadians living in rural and northern communities have unique needs. Access to better and more modern infrastructure, affordable housing, and faster, more reliable Internet Service can make a big difference in the quality of life for rural Canadians.

The Honourable Bernadette Jordan, Canada's newly-appointed Minister of Rural Economic Development, is travelling across the country and meeting with Canadians living in rural communities, including families, workers, community and business leaders. At each stop, she is asking for their stories and ideas as the Government of Canada develops an economic strategy that addresses the priorities and needs of rural Canadians from coast to coast to coast.

Since the beginning of her cross-country tour, Minister Jordan has travelled to many rural and remote communities, and the following are some of the key issues that have emerged from her discussions:

- The need for high-speed Internet services and wireless connectivity;
- Attracting, training, and retaining talent; and
- Population aging and outmigration.

In addition to her public engagements, Minister Jordan invites Canadians to share their ideas for creating rural opportunity and ensuring that rural Canada continues to thrive. Send your ideas by email to [infrc.rural.infrc@canada.ca](mailto:infrc.rural.infrc@canada.ca), or by mail to:

Infrastructure Canada, Rural Economic Development Secretariat  
180, Kent Street, 12<sup>th</sup> floor,  
Ottawa, Ontario, K1P 0B6

As a rural Canadian myself, I am proud to work for a government that is creating an economic development strategy that addresses the specific priorities of rural Canadians. The best way to learn about those priorities is to hear directly from the families, entrepreneurs, and community leaders of rural Canada. I look

forward to learning more as I continue to travel across Canada and I encourage everyone from small and large communities to provide their insights on how we can ensure that all Canadians share in our nation's prosperity.

*The Honourable Bernadette Jordan, Minister of Rural Economic Development*

## Quick facts

- To help provide students, families and businesses reliable high-speed Internet to participate in today's economy, Budget 2019 aims to give every single household and business in Canada access to high-speed internet of 50 Mbps download and 10 Mbps upload by 2030, no matter how rural and remote by working with provinces, territories and industry, to deliver \$5 to \$6 billion in new investments.
- To support Canadian businesses and organizations seeking to create or improve tourism-related infrastructure, products or experiences, including a focus on rural communities, Budget 2019 proposes \$58.5 million over two years, starting in 2019-20, for the creation of a Canadian Experiences Fund.
- To help northern communities more easily access the support they need, the Government proposes to consolidate federal programs that help reduce diesel reliance in Indigenous, northern and remote communities.
- Building on the Government's ongoing support for the region to ensure that Arctic and northern communities can continue to grow and prosper, Budget 2019 announces more than \$700 million over 10 years in new and focused funding that will bring broad benefits to those communities.

*For more on rural economic development, see the BCRC Revitalization page.*

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REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

**Regular Board Meeting**

**Meeting Date: March 29<sup>th</sup> & 30<sup>th</sup> 2019**

**Meeting Location: Prince George, BC**

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## **BOARD MEETING HIGHLIGHTS REPORT**

### **2018 UBCM Resolution Responses and 2019 Member Resolutions**

- The NCLGA Board reviewed the 2018 UBCM resolution responses and the 2019 resolutions from members and agreed on the importance of working more closely with UBCM to improve correspondence and strengthen decision making in the future.

### **2019/2020 Preliminary Budget**

- The Board reviewed and approved the 2019/2020 preliminary budget and an update was provided by Joel McKay (NDIT) on NCLGA's funds.

### **2019 Communications Strategy**

- The new NCLGA Communications Strategy was reviewed and approved by the board.

### **NCLGA Community Leadership and Lifetime Achievement Awards**

- The Board reviewed and voted on submissions for the Community Leadership Awards in the categories of Social Responsibility and Environmental Sustainability.
- The Board provided nominations for the Lifetime Achievement Award and made a unanimous decision on the recipient.
- The winners of the awards will be announced at the NCLGA AGM during the banquet on May 9<sup>th</sup>. We look forward to seeing everyone there!

### **2019 NCLGA Annual General Meeting & Convention (May 7-10<sup>th</sup>, 2019)**

- The draft agenda for the 2019 NCLGA AGM was reviewed in detail by the Board and Directors volunteered to introduce speakers and sessions at various times.
- Preliminary planning and idea-sharing for the 2020 AGM in Prince George was also initiated.

### **Caribou Recovery Program Consultation Deadline Extension - Letter to the Province of British Columbia and Government of Canada**

- The Board discussed the May 3<sup>rd</sup> 2019 feedback deadline for the Provincial Caribou Recovery Program and the associated public consultation sessions and felt that the time frame and level of consultation with local governments was inadequate to properly address significant social and economic issues.
- The Board agreed to submit a letter to Premier John Horgan and Prime Minister Justin Trudeau requesting action (include Local governments in a meaningful way and extending the deadlines) to allow for a better understanding of the social and economic impacts at the local and regional levels.

### **Last Meeting for 2018/2019 President Gord Klassen**

- The Board thanked Gord Klassen for his excellent work in the role of President.
- President Klassen expressed his gratitude and appreciation for Director and staff support and participation.

### **Next NCLGA Board Meeting**

- Friday, July 19<sup>th</sup> and Saturday, July 20<sup>th</sup>, 2019 in Prince George, BC.

*If you would like additional information on the material contained in this Board Meeting Highlights Report please email [admin@nclga.ca](mailto:admin@nclga.ca) or call (250) 564-6585.*

aia



## Funding & Resources Update

Apr. 10, 2019

Each month we provide an update on UBCM funding programs and information on other programs, events and resources that may be of interest to local governments and First Nations.

### Local Government Program Services

**Asset Management Planning:** This program seeks to support local governments to take next steps on the path to better asset management practices. A further objective of the program is to support local governments in meeting their asset management commitments under the Gas Tax Fund. Matching grants of up to \$15,000.00 are available. Application deadlines are May 3 and October 4, 2019.

**Urban Communities Partnering for Reconciliation:** This program intended to support events and activities that provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. Funding is available to eligible Indigenous organizations and local governments who want to create opportunities for in-person dialogue and relationship building. The application deadline is May 24, 2019.

**Regional Community to Community Forums:** With the goal of increased understanding and improved overall relations between First Nations and local governments, C2C Forum events are intended to provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. The C2C program can contribute a maximum of 50% of the cost of eligible activities -- to a maximum of \$5,000.00. Application deadlines for this fiscal year are September 13 and December 6, 2019.

**Structural Flood Mitigation:** The intent of this Community Emergency Preparedness Fund stream is to support eligible applicants to prevent, eliminate or reduce the impacts of hazards through construction of structural flood mitigation projects. Ongoing operational costs are not eligible. The maximum eligible funding is \$750,000. The application deadline is October 25, 2019.

### Other Funding

**Columbia Basin Trust Grants:** Environment Small Grants and Social Small Grants, of up to \$5,000, are available to municipalities, regional districts and Indigenous organizations in the CBT region. The deadline is April 30, 2019.

**Community Outdoor Revitalization Grants** are available to municipalities with populations of 5,000 or less, unincorporated areas and First Nations communities. The deadline to apply for capital grants is June 14, 2019. Project Planning and Design Grant applications are accepted on an ongoing basis.

**Northern Development Initiative Trust Housing Grants:** Three new funding programs to assist local governments in creating strategic solutions to housing needs in their communities.

The Housing Needs Assessment program provides one-time grant funding to local governments for the development of a comprehensive housing needs assessment that covers the entire community. Up to \$10,000, or 50% of the eligible project budget, is available to local governments. The intake is continuous and applications will be approved on a first come, first served basis until the \$200,000 annual funding allocation has been fully committed.

The Community Planning for Housing program provides local governments with up to \$40,000 to hire one employee for one year to identify housing issues and develop appropriate responses that will encourage the development of housing that meets the needs of their

community. Host communities must commit a minimum of \$10,000 toward the salary to support a base minimum salary of \$50,000. The deadline to apply is May 10, 2019.

The Northern Housing Incentive program provides funding to local governments to create a 'Dollars to the Door' program that will enhance and support economic development by incentivizing private sector housing developments across Northern B.C., which will, in turn, retain seniors and attract work force and thereby increase business and employment opportunities. Local governments are eligible to receive a grant of up to \$10,000 per dwelling created in a multi-unit market housing project up to \$200,000. There are four intakes for this program per year.

NDIT Strategic Initiatives Fund: Approximately \$600,000 is available for large-scale projects that will enhance a community's ability to overcome economic challenges and increase strategic economic infrastructure within a First Nation or local government. This funding is only available to local governments and First Nations within Northern Development's service region. Deadline is July 31, 2019.

Local Government Restructure Grants: This program supports the arms length, credible examination of the potential impacts of significant changes to the geography or services of a local government. These grants also cover the transition and implementation costs to reduce barriers to restructuring local governments.

FCM Funding Opportunities: Visit this site to learn about FCM's funding offerings, from plans and studies, to pilots, capital projects and more.

Indigenous Agriculture and Food Systems Initiative: The objective of this initiative is to increase economic development opportunities of Indigenous Peoples and communities in Canada by supporting Indigenous communities and entrepreneurs who are ready to launch agriculture and food systems projects and others who want to build their capacity to participate in the Canadian agriculture and agri-food sector.

First Nations Adapt Program: This federal program supports First Nation communities to assess and respond to climate change impacts on community infrastructure and emergency management. It prioritizes communities most impacted by sea level rise, flooding, forest fires, and winter road failures. Applications are reviewed on an ongoing basis.

## Events & Resources

Adaptation Canada 2020: The Call for Abstracts for Adaptation Canada 2020 is now open - with a submission deadline of May 21, 2019. Adaptation Canada will bring to Vancouver experts and leaders from diverse sectors, regions and jurisdictions to work on how to build climate change resilience in our communities, ecosystems and economies.

Webinar - FireSmart in BC: FireSmart Canada leads the national efforts to engage citizens and communities in reducing wildfire risk. This webinar will describe the national programs and opportunities for communities as well as new initiatives in BC to expand FireSmart activities across the province. This webinar is part of the Wildfire and Climate Change Winter/Spring 2019 series. April 18 from 2:00pm to 3:00pm PST.

BC FireSmart Website: The BC FireSmart Committee has launched a new website in time for the 2019 wildfire season. The website introduces the FireSmart program and its seven disciplines and is intended as a one stop shop for all things FireSmart. The site includes links to training, education, an events calendar, resource library and downloadable content. It also features a short video inviting everyone to become involved in prevention and to learn about the benefits of FireSmart.

Weathering the Storm - Developing a Canadian Standard for Flood-Resilient Existing Communities: This report from the Intact Centre on Climate Adaptation presents a flood hazard and vulnerability screening framework that can help identify areas in existing residential communities that require the most immediate attention for flood risk. Application of the framework will enable communities to make better-informed decisions when prioritizing areas for flood-resiliency programming.

Resources for Rural & Small Communities: BC Healthy Communities has launched a collection of resources related to PlanH action areas, with a rural and small community lens.

State of the North: The second annual State of the North economic report has been released and offers insight into the current fiscal state of Northern B.C. and what is trending for the future.

Building sustainable communities with asset management: This guidebook is designed for staff or elected officials in medium and large municipalities who are responsible for green projects or who are interested in municipal sustainable development.

Asset management resources: Are you interested in learning more about asset management practices and infrastructure planning? The FCM's Municipal Asset Management Program's Technical Working Group has curated a selection of asset management resources, including a Beginner's Guide, from across the country.

Introduction to Reconciliation Webinar: This Reconciliation Canada webinar creates a safe place for participants to explore our shared Canadian history, examine the meaning of reconciliation, and their respective role to play. Join Charlene Seward in this recorded hour-long webinar and explore your values and beliefs as they relate to reconciliation.

CivicInfo BC: British Columbia's local government information hub offers comprehensive organizational and grant directories, events listings, tools for training, research and career development, bids & tenders, and other resources.

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## Sponsors for the 2019 Convention

Apr. 10, 2019

UBCM is pleased to announce its confirmed sponsors for the 2019 UBCM Convention in Vancouver. Our longstanding approach has been to deliver the annual meeting on a cost recovery basis. As a result, sponsorships provide a significant reduction in registration fees for delegates by covering close to twenty five per cent of the total cost for the event.

UBCM would like to thank our roster of sponsors for the 2019 UBCM Convention:

Ambulance Paramedics & Emergency Dispatchers of BC  
 BC Assessment  
 BC Building Trades  
 BC Council of Forest Industries  
 BC Government  
 BC Used Oil Management Association  
 BCLC  
 BC LNG Alliance  
 British Columbia Professional Fire Fighters' Association  
 Canadian Association of Petroleum Producers  
 Canadian National Railway  
 Consulate-General of the People's Republic of China in Vancouver  
 Craft Cannabis Association of BC  
 CUPE BC  
 Dominion GovLaw LLP  
 E-Comm 9-1-1 Emergency Communications for British Columbia Incorporated  
 FortisBC  
 Fulton & Company LLP  
 Joint Provincial UBCM Green Communities Committee  
 KPMG  
 Lidstone & Company Law Corporation  
 Mining Association of B.C.  
 Municipal Finance Authority of BC  
 Municipal Insurance Association of BC  
 New Car Dealers Association of BC  
 Pacific Blue Cross  
 Port of Vancouver  
 Stewart McDannold Stuart  
 TELUS  
 TransCanada  
 Trans Mountain Expansion Project  
 Urban Systems  
 Wood WORKS!  
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If you are interested in being a sponsor for the 2019 Convention please contact Events & Sponsorship Coordinator Kelsey Mackay-Smith (604-270-8226, ext. 103).

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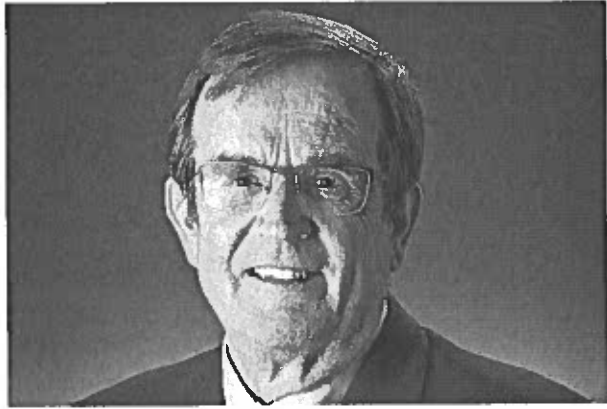
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## In Memoriam: Former Oak Bay Mayor Nils Jensen

Apr. 10, 2019



Former Oak Bay Mayor Nils Jensen has died as a result of cancer. Mr. Jensen was elected to Oak Bay Council over 15 years, including two terms as Mayor. He also served as Chair of the Capital Regional District, chaired its regional water supply commission and was a member of UBCM's Executive. He was 69.

Jensen had a bachelor's degree in chemical engineering, and law degrees from Osgoode Hall and the London School of Economics. He worked as a crown prosecutor for the province of B.C. and taught law at the University of Victoria.

"I'm sad to hear about the passing of my friend Nils Jensen," said UBCM president Arjun Singh. "He was a warm, intelligent, decent person. As

Mayor, he advocated tirelessly for Oak Bay. He was also one of the most articulate people I have served with on the UBCM Executive."

A memorial service will be held in the Oak Bay High School Community Theater Thursday April 11 at 2 p.m. At the request of the family, donations may be made to the Mayors' Art Legacy Fund.

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## Survey on Legalized Cannabis Costs

Apr. 17, 2019

UBCM, in collaboration with GFOABC, is preparing a survey on the costs to local government as a result of cannabis legalization. The data from this survey will inform ongoing discussions with the province and UBCM on the appropriate sharing of the cannabis excise tax so that the one time and ongoing local government costs are not funded through the property tax.

The federal government has agreed to provide provinces and territories with 75% of revenue derived from the cannabis excise tax, a 10% tax on the final retail price of cannabis. Originally, the distribution was to be 50-50; however, this was met with criticism from a number of provinces, including British Columbia who argued that provinces and local governments would assume the majority of responsibilities. The federal government eventually provided the additional 25% to provinces and territories specifically in recognition of local costs.

UBCM has been engaged with the Province over the past two years in the lead up and adoption of legislation legalizing non-medical cannabis. At the 2018 UBCM Convention, local governments endorsed a resolution seeking to advance a short- and long-term strategy for cannabis excise tax revenue sharing in recognition of the one time and ongoing costs anticipated by local government. This strategy has been discussed with MLAs and Ministry of Finance representatives, however the Province has yet to commit any of its excise tax revenue to address local costs.

Among the many issues arising from legislative changes, the tracking of incremental costs has been of interest to provincial governments, particularly in supporting the idea of excise tax revenue sharing. UBCM, with input from GFOABC, has been working to develop a model that will provide consistency with regard to types of costs, and facilitate analysis of information based on various criteria (e.g. size of local government, expenditure type, etc.).

The survey will be distributed to local government Chief Financial Officers on May 1.

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## Caribou Consultation Extended, Liaison Appointed

Apr. 17, 2019

Due to concerns raised by communities and other stakeholders on the draft caribou recovery agreements, the provincial government has extended the engagement period to May 31, 2019. The Province has also appointed Blair Lekstrom as community liaison to engage residents in the Peace River region.

Councillor Lekstrom was elected to the City of Dawson Creek council in 2018. His prior elected experience includes service as a three-term MLA, cabinet minister, and Mayor.

The provincial press release advises that Lekstrom will consult with community leaders and local stakeholders on the draft agreements; provide input into the economic impact analysis; and advise the Province on how they can meet their obligations to protect caribou, while also protecting local jobs and communities.

UBCM members have previously endorsed resolutions asking the Province to enter into real consultation with all affected communities on recovery plans for the Southern Mountain Caribou. Members have also asked the Province to consider the socio-economic impacts of potential caribou recovery plans.

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## Housing Needs Funding

Apr. 17, 2019

A new funding program is receiving applications from local governments to support the development of housing needs reports. Local governments can apply for grants ranging from \$15,000-\$70,000 depending on the population of the planning area(s) included in their application.

Housing needs reports are required by newly-amended legislation and will strengthen the ability of local governments to understand what kinds of housing are most needed in their communities, and help inform local plans, policies, and development decisions.

The Ministry of Municipal Affairs & Housing has confirmed \$5 million over three years for this program. The Program supports local governments in undertaking housing needs reports in order to meet the provincial requirements.

The program is structured to reflect the planning areas for which local governments are required to complete housing needs reports: municipalities, electoral areas and local trust areas (within the Islands Trust).

Funding permitting, the application deadlines are May 31, 2019, and November 29, 2019. For more information, please contact Local Government Program Services or call 250-952-9177.

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## Advisor Appointed for Marine Debris

Apr. 17, 2019

MLA Sheila Malcolmson has been appointed as special advisor to Minister Heyman on marine debris protection. Her responsibilities include making recommendations for a provincial action plan to eliminate environmental threats caused by derelict vessels.

MLA Malcolmson will work under the direction of Minister Heyman to:

- Make recommendations for a provincial action plan, in co-ordination with the federal government, to eliminate the environmental threats caused by derelict vessels including but not limited to:
  - building on existing work and partnerships, collaborate with the federal government on potential development of a boat-licensing program to aid enforcement of regulations for the management of derelict boats;
  - the feasibility of an environmental stewardship program to manage the end-of-life recycling of boats and marine infrastructure, as well as fiberglass and other elements of derelict boats;
  - the feasibility of a "cash for clunkers" program for derelict vessels or those at the end of their useful life; and
  - what lessons can be learned from the Washington state program for this problem.
- Make recommendations for provincial action to curb the disposal of plastics in the marine environment.

The UBCM membership has consistently endorsed resolutions calling on the provincial and federal governments to develop a solution to the issue of abandoned and derelict vessels.

The federal government has also taken action to address derelict vessels by introducing Bill C64, *Wrecked, Abandoned or Hazardous Vessels Act*. This *Act* received Royal Assent in February 2019 and will seek to ensure that wrecked, abandoned or hazardous commercial and pleasure vessels are removed and remediated at the owner's expense.

The *Act* is one of the six measures introduced under the federal government's \$1.5 billion Oceans Protection Plan to address abandoned vessels. The other five measures are:

- Inventory and Assessments
- Improving vessel owner identification
- Long-term funding for the removal of wrecked and abandoned vessels
- Abandoned Boats Program
- Small Craft Harbours Abandoned and Wrecked Vessels Removal Program

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## Input Sought on Fisheries Act Regulations

Apr. 17, 2019

The Department of Fisheries and Oceans is seeking input on proposed modifications to the *Fisheries Act* Regulations, which will affect fish and fish habitat protections. Comments are requested by May 3, 2019.

In 2015, The Minister of Fisheries, Oceans and the Canadian Coast Guard was mandated to review the changes made in 2012 to the *Fisheries Act*, to restore lost protections and incorporate modern safeguards. On February 6, 2018 the government introduced Bill C-68, *An Act to Amend the Fisheries Act and other Acts in Consequence*. This Bill passed third reading by the House of Commons and was referred to the Standing Senate Committee on Fisheries and Oceans on December 11, 2018.

While Bill C-68 is undergoing review by Parliament, DFO is engaging in discussions with Canadians on proposed modifications to the *Fisheries Act* Regulations in anticipation of the coming into force of the fish and fish habitat protection provisions of an amended *Fisheries Act*, should the Bill receive Royal Assent.

A discussion paper has been posted for comment for a period of 30 days. The purpose of this discussion paper is to inform partners and stakeholders of proposed changes to the *Fisheries Act* Regulations and to provide an opportunity to comment on the proposal.

The deadline for providing feedback is May 3, 2019.

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## Input Sought on Code of Conduct for Local Governments

Apr. 24, 2019

The Working Group on Responsible Conduct (Working Group) is seeking feedback on local government experiences with codes of conduct. The Working Group also invites input to guide the development of a code of conduct framework for B.C.'s local government system, including processes for establishing, adopting, maintaining and enforcing a code of conduct.

British Columbia has a strong tradition of accountable, responsible and effective leadership by local elected leaders. We also know that when there are breaches of conduct by elected officials, significant impacts result.

In response to a resolution at the 2016 Convention, the Working Group - comprised of staff from UBCM, the Ministry of Municipal Affairs and Housing and Local Government Management Association (LGMA) - has been exploring ways in which the practice of responsible conduct by local elected officials can be strengthened.

Following the release of a set of foundational principles and a model code of conduct, the Working Group is now turning its attention to the framework that supports a code of conduct.

The key components of a code of conduct framework include processes for establishing, adopting, maintaining and enforcing the code of conduct. The Working Group is looking for your views on the balance between standardized rules and local flexibility if local codes of conduct were to be mandatory in legislation in B.C.

The Working Group has found that provinces with enforcement provisions also have legislation that requires local governments to adopt a code of conduct. As a result, local governments lose the choice about whether or not to adopt a code of conduct, but gain an enhanced ability to enforce the code of conduct. The survey will seek views on making a code of conduct mandatory for all local governments.

The survey will also explore a range of other questions in relation to enforcement, including how complaints should be managed; how breaches might be investigated; and what an acceptable range of penalties might look like.

The survey takes approximately 15 minutes to complete and is open to individual local government elected officials and Chief Administrative Officers and Corporate Officers. CAOs and CCOs are asked to convey the link to the survey to all Council and Board members. The LGMA will do a separate distribution of the survey to its members.

The deadline for completion is end of day May 15, 2019. If you have questions with regard to the survey, please contact Paul Taylor, UBCM Director of Communications at (250) 356-2938.

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## RCMP Contract Committee Seeks Input

May 1, 2019

The RCMP Local Government Contract Management Committee (LGCMC) will be meeting on May 23, 2019 to discuss policing issues of relevance. Local governments wishing to suggest discussion items related to the agreement under which the RCMP provides local police services to BC are asked to submit input to Bhar Sihota, UBCM Policy Analyst, prior to May 8.

The LGCMC is a forum for consultation, analysis and communication between local government and the Province regarding the management of the RCMP police services contract. Biannual in-person meetings present an opportunity for members to analyze and respond to changes that may be proposed from time to time by the federal government and/or RCMP, and recommend changes to the federal government and/or RCMP that may be considered necessary or appropriate.

The LGCMC is comprised of nine local government representatives from throughout the province, appointed for two or three year terms by UBCM's Executive, as well as a representative of UBCM's Executive, and the provincial Assistant Deputy Minister and Director of Police Services, Policing and Security Branch. RCMP representatives are invited to attend Committee meetings as required.

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## Session Proposal Process

The session proposal process for the 2019 UBCM Convention will open on **April 29th, 2019** and proposals will be accepted until **June 7th, 2019**.

There are two opportunities for session participation at the 2019 Convention: workshops and clinics. Please refer to the session details and tips offered below prior to submitting a proposal.

### Workshops

These are limited to *four* sessions of approximately two hours. While some proposals are accepted as submitted, preference is given to those that have multi-party participation. UBCM will review such proposals and may suggest combining them with other proposals that have similar themes.

### Clinics

These are early morning sessions of 45 minutes in length that generally involve a presentation by a group to a small audience of delegates. Typically, five clinics are offered on Tuesday and four to five each on Wednesday and Thursday. *Approximately 15 clinics* are held, making this the best opportunity for inclusion in the Convention program.

### Proposal Guidelines

The proposal submission process is comprised of the following steps:

- Call for proposals: **April 29**
- Proposals received until **June 7**
- Convention Committee deliberates: **July 11**
- Proponents are informed of results by **July 24**. *Please do not contact UBCM about results before this date.*
- Successful applicants must confirm their session description and list of presenters with UBCM by **August 8**, for inclusion in the Convention program booklet
- Presenters must agree to submit all PowerPoint and multimedia files for their presentation to the Convention Presentation Management upload site no later than **September 13**

### Writing your Session Description

Please write a session description and session title that UBCM delegates would read in the Convention program booklet when determining which clinics and workshops to attend at the 2019 UBCM Convention. The session description must not exceed 125 words in length. The session description and title is required when submitting your session proposal to the Convention Committee. Successful applicants must submit their final session description and title to UBCM by **August 8** for inclusion in the Convention program booklet.

### Criteria

1. Proposals must be submitted following the application process provided by UBCM. Submissions sent in any other format will not be accepted.

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2. UBCM will accept applications until June 7.
3. The application must be completed online.
4. All questions/fields of the online application form must be completed.
5. All successful applicants must provide a properly labeled electronic copy of their presentation to the Presentation Management System no later than September 13. Once uploaded, the presenter must inform their UBCM contact person. Information on accessing this website will be provided by the UBCM staff contact person assigned to each successful applicant.
6. These requirements apply to all proposals, including those from UBCM staff, UBCM Committees and external groups.

### **Committee Decision**

The Convention Committee will carefully weigh all final proposals to determine which contribute the most to delegate knowledge and contain subject matter currently relevant to local governments. Proponents will be informed of the Committee's decisions by July 24.

Once accepted, proponents must commit to having a clinic/workshop description and title complete by August 8, should the initial application description not be sufficient. This final description will be published in the convention program. The description must be 125 words or less in length.

Should proponents fail to meet the program description deadline, the Committee may substitute with another proposal.

### **Submit Your Session Proposal Here: 2019 Convention Session Proposal**

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## For CFOs: Cannabis Costs Survey

May 1, 2019

UBCM, in collaboration with GFOABC, has released a survey seeking to examine local government costs related to cannabis legalization. The data collected will support UBCM's discussions with the Province regarding cannabis excise tax revenue sharing, so that local government implementation costs are not funded through the property tax.

Quantifying incremental expenditures associated with cannabis legalization has been of interest to several provincial governments, including British Columbia. To best accomplish this goal, UBCM, with input from GFOABC, has developed a model to provide consistency with regard to types of costs and facilitate analysis of information based on various criteria (e.g. size of local government, expenditure type, etc.).

The survey has been designed to report on expenditures for the 3-year period, 2018-2020. The 3-year period was selected recognizing that there are incremental costs (e.g. application review, licensing, bylaw development, etc.) that may not be incurred until at least 2020. Reporting for 2018 is to be based on actual expenditures, while 2019-2020 reporting is to reflect budgeted expenditures.

To ensure responses are provided in a consistent manner, please see the accompanying documents for more information on how to complete the survey:

[Overview of Local Government Tracking Model for Incremental Costs Associated with Cannabis Legalization](#)

[Local Government Guide for Recording Incremental Costs Associated with Cannabis Legalization 2018-2020](#)

Information regarding cannabis excise tax revenue sharing and advocacy to date may be found on UBCM's cannabis regulation webpage.

Completed surveys should be sent to Bhar Sihota, UBCM Policy Analyst, no later than June 1, 2019.

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## Amendments Enable Broadband Service

May 1, 2019

An update to the *Local Government Act* (LGA) will provide regional districts with an additional tool to expand high-speed Internet to under-served areas. The changes enable regional districts to provide financing for capital costs to Internet service providers where it may not otherwise make sense from a business perspective.

Regional Districts have been historically challenged to deliver broadband services within their jurisdictions, where legislation limited the options available to them. Specifically, the prohibition on assistance to business within the LGA excluded regional districts from providing financial assistance to Internet service providers. The LGA does contain specific exceptions for services that are considered essential, such as telephone, natural gas or electricity. The changes to the LGA reflect that high-speed Internet is now considered an essential service.

These legislative amendments respond to UBCM resolutions on this issue, including a 2017 resolution (B37) from the Regional District of East Kootenay.

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## Toward Parity Survey – Response Requested

May 1, 2019

Did you miss the UBCM-FCM Toward Parity webinar? You can still contribute your feedback by completing a survey. Responses will help FCM to develop a national action plan addressing some of the potential barriers that exist for women (of all identities) entering into, being elected to, or remaining in local elected office.

Through previous consultations, identified barriers have been prioritized, recognizing that not all women experience all barriers while others may experience compounding impacts from these obstacles.

Please complete the survey most applicable to you and share the other survey links with the respective networks in your community:

- Survey for elected officials or candidates
- Survey for the general public
- Survey for youth

*Towards Parity is a project being implemented by the Federation of Canadian Municipalities with funding from the Department for Women and Gender Equality (formerly Status of Women Canada).*

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## Funding & Resources Update

May 1, 2019

Each month the Compass provides an update on UBCM funding programs as well as information on other programs, events and resources that may be of interest to local governments and First Nations.

### Local Government Program Services

**Asset Management Planning:** This program seeks to support local governments to take next steps on the path to better asset management practices. A further objective of the program is to support local governments in meeting their asset management commitments under the Gas Tax Fund. Matching grants of up to \$15,000 are available. The next application deadline is May 3, 2019.

**Urban Communities Partnering for Reconciliation:** This program is intended to support events and activities that provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. Funding is available to eligible Indigenous organizations and local governments who want to create opportunities for in-person dialogue and relationship building. The application deadline is May 24, 2019.

**Regional Community to Community Forums:** With the goal of increased understanding and improved overall relations between First Nations and local governments, C2C Forum events are intended to provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. The C2C program can contribute a maximum of 50% of the cost of eligible activities – to a maximum of \$5,000. The application deadlines for forum events to be held by March 31, 2020 are September 13, 2019 and December 6, 2019.

**Structural Flood Mitigation:** The intent of this Community Emergency Preparedness Fund stream is to support eligible applicants to prevent, eliminate or reduce the impacts of hazards through construction of structural flood mitigation projects. Ongoing operational costs are not eligible. The maximum eligible funding is \$750,000. The application deadline is October 25, 2019.

### Other Funding

**Northern Development Initiative Trust Grants:** Three new funding programs to assist local governments in creating strategic solutions to housing needs in their communities.

The Housing Needs Assessment program provides one-time grant funding to local governments for the development of a comprehensive housing needs assessment that covers the entire community. Up to \$10,000, or 50% of the eligible project budget, is available to local governments. The intake is continuous and applications will be approved on a first come, first served basis until the \$200,000 annual funding allocation has been fully committed.

The Community Planning for Housing program provides local governments with up to \$40,000 to hire one employee for one year to identify housing issues and develop appropriate responses that will encourage the development of housing that meets the needs of their community. Host communities must commit a minimum of \$10,000 toward the salary to support a base minimum salary of \$50,000. The deadline to apply is May 10, 2019.

The Northern Housing Incentive program provides funding to local governments to create a 'Dollars to the Door' program that will enhance and support economic development by incentivizing private sector housing developments across Northern BC that will, in turn, retain seniors and attract a work force to increase business and employment opportunities. Local governments are eligible to receive a grant of up to \$10,000 per dwelling created in a multi-unit market housing project up to \$200,000. There are four intakes for this program per year.

Community Outdoor Revitalization: These Columbia Basin Trust Grants are available to municipalities with populations of 5,000 or less, unincorporated areas, and First Nations communities. The deadline to apply for capital grants is June 14, 2019. Project Planning and Design Grant applications are accepted on an ongoing basis.

Strategic Initiatives Fund: Northern Development Initiative Trust is currently accepting grant applications for the Strategic Initiatives Fund, deadline July 31, 2019. Approximately \$600,000 is available for large-scale projects that will enhance a community's ability to overcome economic challenges and increase strategic economic infrastructure within a First Nation or local government. This funding is only available to local governments and First Nations within Northern Development's service region.

Ship-source Oil Pollution Fund: The SOPF is available to pay claims to victims of oil pollution damages from ships. In case of oil pollution, the Fund provides local governments with compensation for: clean-up costs and preventive measures, environmental damage repair costs, property damage, losses related to tourism and fishing, and other economic losses. The SOPF's priority this year is to increase awareness of the Fund, so that local governments bordering the sea, lakes or rivers can benefit from the Fund in case of oil pollution from a ship or boat.

Local Government Restructure Grants: This program supports the arms length, credible examination of the potential impacts of significant changes to the geography or services of a local government. These grants also cover the transition and implementation costs to reduce barriers to restructuring local governments.

FCM Funding Opportunities: Visit this site to learn about FCM's funding offerings, from plans and studies, to pilots, capital projects and more.

Indigenous Agriculture and Food Systems Initiative: The objective of this initiative is to increase economic development opportunities of Indigenous Peoples and communities in Canada by supporting Indigenous communities and entrepreneurs who are ready to launch agriculture and food systems projects and others who want to build their capacity to participate in the Canadian agriculture and agri-food sector.

First Nations Adapt Program: This federal program supports First Nation communities to assess and respond to climate change impacts on community infrastructure and emergency management. It prioritizes communities most impacted by sea level rise, flooding, forest fires, and winter road failures. Applications are reviewed on an ongoing basis.

## Events & Resources

Community Excellence Awards: These awards recognize and celebrate UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in BC. The awards are designed to profile promising practices and to encourage local governments to learn from the success of other members in order to implement changes in their own communities. The application deadline is Friday, May 10, 2019.

BC FireSmart Website: The BC FireSmart Committee has launched a new website in time for the 2019 wildfire season. The website introduces the FireSmart program and its seven disciplines and is intended as a one stop shop for all things FireSmart. The site includes links to training, education, an events calendar, resource library and downloadable content. It also features a short video inviting everyone to become involved in prevention and to learn about the benefits of FireSmart.

Wildfire & Climate Change Webinar Series: The Fraser Basin Council's series continues this week with "Identifying Barriers to Community Action – Learning from Wildland-Urban Interface Disasters in the Past" on May 2, 2019, from 9 to 10 am.

And if you missed the live event, the recent webinar "Planning for Resilience and Reconciliation in the Face of a Changing Climate" is now available for your interest and edification.

Adaptation Canada 2020: The Call for Abstracts for Adaptation Canada 2020 is now open - with a submission deadline of May 21, 2019. Adaptation Canada will bring to Vancouver experts and leaders from diverse sectors, regions and jurisdictions to work on how to build climate change resilience in our communities, ecosystems and economies.

Weathering the Storm - Developing a Canadian Standard for Flood-Resilient Existing Communities: This report from the Intact Centre on Climate Adaptation presents a flood hazard and vulnerability screening framework that can help identify areas in existing residential

communities that require the most immediate attention for flood risk. Application of the framework will enable communities to make better-informed decisions when prioritizing areas for flood-resiliency programming.

**Resources for Rural & Small Communities:** BC Healthy Communities has launched a collection of resources related to PlanH action areas, with a rural and small community lens.

**State of the North:** The second annual State of the North economic report has been released and offers insight into the current fiscal state of Northern BC and what is trending for the future.

**Asset Management BC:** Asset Management BC's website provides a wealth of asset management tools, educational and training resources that support BC local governments in building their asset management capacity and implementation of asset management practices.

**FCM's Municipal Asset Management Program Resources:** Are you interested in learning more about asset management practices and infrastructure planning? The FCM's Municipal Asset Management Program's Technical Working Group has curated a selection of asset management resources, including a Beginner's Guide, from across the country.

**Introduction to Reconciliation Webinar:** This Reconciliation Canada webinar creates a safe place for participants to explore our shared Canadian history, examine the meaning of reconciliation, and their respective roles. Join Charlene Seward in this recorded hour-long webinar and explore your values and beliefs as they relate to reconciliation.

**CivicInfo BC:** British Columbia's local government information hub offers comprehensive organizational and grant directories, events listings, tools for training, research and career development, bids & tenders, and other resources.

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## Remuneration of Local Elected Officials

May 8, 2019

UBCM is developing a resource to support local government decision-making with regard to remuneration policies for elected officials. This undertaking follows upon a resolution to the 2018 Convention that tasked UBCM with examining the issue of remuneration and developing a process that would assist local governments in establishing fair and equitable remuneration for elected officials.

The resource resulting from this initiative will reflect general local government principles of autonomy and local decision-making and provide options that are scalable relative to the varying resources, capacity, and contexts of local governments in British Columbia.

To support the development of this resource, we request that local governments, through the CAO or CFO, provide information on local practices and policies through an online survey. The survey will collect information from small, mid- and large-sized communities, and consider the needs unique to both Municipalities and Regional Districts. The survey will also canvass the economic and social factors that factor into local policies, along with evaluations of the strengths and weaknesses of those policies.

If you have questions or comments, please contact Paul Taylor, UBCM Director of Communications.

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## Deadline Approaching for Code of Conduct Survey

May 8, 2019

The Working Group on Responsible Conduct (Working Group) is seeking feedback to guide the development of a code of conduct framework for local elected officials, including processes for establishing, adopting, maintaining and enforcing a code of conduct. The survey is open to individual local government elected officials along with CAOs and CCOs. CAOs are asked to convey the survey link to Council and Board members. The deadline for submissions is May 15.

The Working Group has found that provinces with enforcement provisions also have legislation that requires local governments to adopt a code of conduct. As a result, local governments lose the choice about adoption of a code of conduct, but gain an enhanced enforcement ability. The survey will seek views on making a code of conduct mandatory for all local governments.

The key components of a code of conduct framework include processes for establishing, adopting, maintaining and enforcing the code of conduct. The Working Group is also looking for feedback on the balance between standardized rules and local flexibility if local codes of conduct were to be mandatory in legislation in B.C.

The survey also explores a range of other questions in relation to enforcement, including how complaints should be managed; how breaches might be investigated; and what an acceptable range of penalties might look like.

If you have questions with regard to the survey, please contact Paul Taylor, UBCM Director of Communications at (250) 356-2938.

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**Wendy Wainwright**

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**From:** Wendy Wainwright  
**Sent:** Tuesday, May 7, 2019 8:17 AM  
**To:** Wendy Wainwright  
**Subject:** FW: BC Assessment Meeting Invitation @ 2019 UBCM

----- Forwarded message -----

**From:** "Communications General Mailbox BCA BCA:EX" <[bcacommunications@bcassessment.ca](mailto:bcacommunications@bcassessment.ca)>  
**Date:** Mon, May 6, 2019 at 3:59 PM -0700  
**Subject:** BC Assessment Meeting Invitation @ 2019 UBCM

Hello!

BC Assessment is once again proud to support the Union of BC Municipalities, and our ongoing collaboration and engagement with local governments.

As part of this focus, we would like to extend an invitation for a personalized, one-on-one meeting on either Tuesday, September 24 or Wednesday, September 25 at the Vancouver Convention Centre. This opportunity provides the chance to meet with BC Assessment face-to-face to discuss property assessment topics specific to your community, for us to answer general questions about BC Assessment, or to introduce ourselves to newly elected officials.

If you would like to book a one-on-one meeting, please contact BC Assessment Communications by **Friday, May 31**. Please specify which day your group would like to meet, and if you have any identified topics at this time. Closer to the Convention, we will be in touch to confirm meeting details and specific topic choices.

Thank you for your continued partnership and collaboration, and we look forward to meeting with you in September!

Sincerely,  
 BC Assessment Local Government and First Nations department

Stephanie Pound  
 Communications & Events Coordinator

BC ASSESSMENT     

Waterstone  
 CANADA'S  
**MOST**   
**ADMIRED**  
 CORPORATE  
 CULTURES



2018



Northern BC Tourism will be hosting our annual Summit & AGM on October 3 & 4, 2019. You won't want to miss two great days of learning and connecting with others in the tourism industry in Northern BC!

More details coming soon.



Sort order: Control account, vendor number, report group  
 Selection: Checks from Apr 01 2019 to Apr 30 2019 with  
 All control accounts  
 Vendor number [ ] to [ZZZZZZ]  
 All report groups  
 Include fully paid transactions.

Vendor Number	Vendor Name / Doc. Number	Doc. Date	Due Date	Disc Date	Reference	Orig. Amount	Curr. amount	Max Payable (If changed)	Disc. Base (If changed)	
ABE001	ABERDEEN BUSINESS CONSULTING									
PA	TP-445-001	04/18/19			TP-445-001	-89.25	0.00			
	Vendor (ABE001) totals:						-89.25	0.00		
ACE002	ACE HARDWARE									
PA	32239	04/18/19			32239	-52.12	0.00			
	Vendor (ACE002) totals:						-52.12	0.00		
ALT003	ALTERNATIVE GROUNDS									
PA	TP-445-002	04/18/19			TP-445-002	-311.85	0.00			
PA	TP-448-001	04/26/19			TP-448-001	-90.30	0.00			
	Vendor (ALT003) totals:						-402.15	0.00		
ARM002	ARMTEC INC									
PA	TP-448-002	04/26/19			TP-448-002	-9,933.43	0.00			
	Vendor (ARM002) totals:						-9,933.43	0.00		
ARO001	ARO AUTOMOTIVE & INDUSTRIAL									
PA	TP-445-003	04/18/19			TP-445-003	-118.69	0.00			
	Vendor (ARO001) totals:						-118.69	0.00		
BAN001	BANDSTRA TRANSPORTATION									
PA	TP-445-004	04/18/19			TP-445-004	-293.38	0.00			
	Vendor (BAN001) totals:						-293.38	0.00		
BCH002	BC HYDRO									
PA	TP-445-005	04/18/19			TP-445-005	-11,740.60	0.00			
	Vendor (BCH002) totals:						-11,740.60	0.00		
BCT001	BCTRANSIT									
PA	32240	04/18/19			32240	-15,957.27	0.00			
	Vendor (BCT001) totals:						-15,957.27	0.00		
BER006	MARILYN BERGLUND									
PA	32290	04/30/19			32290	-378.14	0.00			
	Vendor (BER006) totals:						-378.14	0.00		
BET001	BETTER IMPACT INC									
PA	32241	04/18/19			32241	-1,600.20	0.00			
	Vendor (BET001) totals:						-1,600.20	0.00		
BLA001	BLACK PRESS GROUP LTD									
PA	TP-445-006	04/18/19			TP-445-006	-679.46	0.00			
PA	TP-448-003	04/26/19			TP-448-003	-1,739.73	0.00			
	Vendor (BLA001) totals:						-2,419.19	0.00		
BLI001	RON BLINN									
PA	32291	04/30/19			32291	-283.55	0.00			
	Vendor (BLI001) totals:						-283.55	0.00		
BLR001	BL RETURN-IT RECYCLING DEPOT									
PA	TP-445-007	04/18/19			TP-445-007	-1,386.89	0.00			
	Vendor (BLR001) totals:						-1,386.89	0.00		
BNK001	B N K AUTOMOTIVE LTD.									
PA	TP-448-004	04/26/19			TP-448-004	-109.26	0.00			
	Vendor (BNK001) totals:						-109.26	0.00		
BRO003	GLORIA BROWN									
PA	32242	04/18/19			32242	-264.48	0.00			
	Vendor (BRO003) totals:						-264.48	0.00		
BUC003	BUCK CREEK ENTERPRISES									

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<b>BUC003 BUCK CREEK ENTERPRISES (Continued)</b>									
PA	32243	04/18/19			32243	-39.22	0.00		
Vendor (BUC003) totals:						-39.22	0.00		
<b>BUD001 BUD'S ELECTRIC</b>									
PA	32282	04/24/19			32282	-63,525.00	0.00		
Vendor (BUD001) totals:						-63,525.00	0.00		
<b>BUL008 BULKLEY VALLEY HOME CENTRE LTD</b>									
PA	TP-445-008	04/18/19			TP-445-008	-189.62	0.00		
Vendor (BUL008) totals:						-189.62	0.00		
<b>BUL010 BULKLEY VALLEY WATER SERVICES</b>									
PA	TP-445-009	04/18/19			TP-445-009	-140.00	0.00		
PA	TP-448-005	04/26/19			TP-448-005	-247.00	0.00		
Vendor (BUL010) totals:						-387.00	0.00		
<b>BUL011 BULKLEY VALLEY WHOLESALE</b>									
PA	TP-445-010	04/18/19			TP-445-010	-180.04	0.00		
Vendor (BUL011) totals:						-180.04	0.00		
<b>BUL016 BULKLEY BROWSER</b>									
PA	TP-448-006	04/26/19			TP-448-006	-490.88	0.00		
Vendor (BUL016) totals:						-490.88	0.00		
<b>BUR001 BURNS LAKE AUTOMOTIVE SUPPLY</b>									
PA	TP-445-011	04/18/19			TP-445-011	-2,572.09	0.00		
Vendor (BUR001) totals:						-2,572.09	0.00		
<b>BUR002 BURNS LAKE CHAMBER OF COMMERC</b>									
PA	32244	04/18/19			32244	-393.75	0.00		
Vendor (BUR002) totals:						-393.75	0.00		
<b>BUR012 BURNS LAKE PUBLIC LIBRARY</b>									
PA	TP-447-001	04/29/19			TP-447-001	-18,916.67	0.00		
Vendor (BUR012) totals:						-18,916.67	0.00		
<b>BUR014 BURNS LAKE REBROADCAST SOCIETY</b>									
PA	TP-447-002	04/29/19			TP-447-002	-2,708.33	0.00		
Vendor (BUR014) totals:						-2,708.33	0.00		
<b>BUR028 BURNS LAKE HOME HARDWARE</b>									
PA	TP-445-012	04/18/19			TP-445-012	-152.32	0.00		
Vendor (BUR028) totals:						-152.32	0.00		
<b>BUR031 BURNS LAKE &amp; DIST. SENIORS SOC</b>									
PA	32292	04/30/19			32292	-1,000.00	0.00		
Vendor (BUR031) totals:						-1,000.00	0.00		
<b>BVA001 B V AQUATIC CENTRE MANG. SOCIE</b>									
PA	32245	04/18/19			32245	-3,500.00	0.00		
PA	TP-447-003	04/29/19			TP-447-003	-49,916.67	0.00		
Vendor (BVA001) totals:						-53,416.67	0.00		
<b>BVJ001 BV JET CONTROLS CO</b>									
PA	32246	04/18/19			32246	-6,772.50	0.00		
Vendor (BVJ001) totals:						-6,772.50	0.00		
<b>CAP002 CAPRI INSURANCE</b>									
PA	32247	04/18/19			32247	-240.00	0.00		
Vendor (CAP002) totals:						-240.00	0.00		
<b>CAS002 CASCADES RECOVERY INC.</b>									

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<b>CAS002 CASCADES RECOVERY INC. (Continued)</b>									
PA	TP-445-013	04/18/19			TP-445-013	-4,788.84	0.00		
PA	TP-448-007	04/26/19			TP-448-007	-4,501.46	0.00		
Vendor (CAS002) totals:						-9,290.30	0.00		
<b>CHE002 PARKLAND REFINING (BC) LTD.</b>									
PA	TP-444-001	04/10/19			TP-444-001	-3,229.35	0.00		
Vendor (CHE002) totals:						-3,229.35	0.00		
<b>CHI008 CHINOOK COMMUNITY FUND SOCIETY</b>									
PA	32248	04/18/19			32248	-15,360.00	0.00		
Vendor (CHI008) totals:						-15,360.00	0.00		
<b>CIT002 CITY OF PRINCE GEORGE</b>									
PA	32249	04/18/19			32249	-1,155.00	0.00		
Vendor (CIT002) totals:						-1,155.00	0.00		
<b>CLU003 CLUCULZ LAKE VOL. FIRE DEPT</b>									
PA	TP-447-004	04/29/19			TP-447-004	-1,475.00	0.00		
Vendor (CLU003) totals:						-1,475.00	0.00		
<b>COL008 COLLABRIA</b>									
PA	32233	04/03/19			32233	-23,520.33	0.00		
PA	32289	04/29/19			32289	-13,873.92	0.00		
Vendor (COL008) totals:						-37,394.25	0.00		
<b>CON006 CONTAINER WEST MANUFACTURING L</b>									
PA	32293	04/30/19			32293	-32,147.50	0.00		
Vendor (CON006) totals:						-32,147.50	0.00		
<b>D&amp;M001 D&amp;M INDUSTRIAL SUPPLIES</b>									
PA	32250	04/18/19			32250	-449.81	0.00		
Vendor (D&M001) totals:						-449.81	0.00		
<b>DAV003 DAVERN ENTERPRISES</b>									
PA	TP-448-008	04/26/19			TP-448-008	-625.80	0.00		
Vendor (DAV003) totals:						-625.80	0.00		
<b>EAG001 EAGLE AUTOMOTIVE CENTER</b>									
PA	TP-445-014	04/18/19			TP-445-014	-125.59	0.00		
Vendor (EAG001) totals:						-125.59	0.00		
<b>EIS001 DONNA EISERT</b>									
PA	32251	04/18/19			32251	-244.11	0.00		
Vendor (EIS001) totals:						-244.11	0.00		
<b>EVE002 EVERGREEN INDUSTRIAL SUPPLIES</b>									
PA	TP-448-009	04/26/19			TP-448-009	-297.50	0.00		
Vendor (EVE002) totals:						-297.50	0.00		
<b>FAW002 KEN FAWCETT</b>									
PA	32252	04/18/19			32252	-1,312.50	0.00		
Vendor (FAW002) totals:						-1,312.50	0.00		
<b>FOR008 FORT FRASER VOL. FIRE DEP.</b>									
PA	TP-447-005	04/29/19			TP-447-005	-1,633.33	0.00		
Vendor (FOR008) totals:						-1,633.33	0.00		
<b>FOR015 FORT ST. JAMES LIBRARY</b>									
PA	TP-447-006	04/29/19			TP-447-006	-1,432.33	0.00		
Vendor (FOR015) totals:						-1,432.33	0.00		
<b>FOR032 DON &amp; GAIL FORD</b>									

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FOR032 DON & GAIL FORD (Continued)									
PA	32294	04/30/19			32294	-417.60	0.00		
Vendor (FOR032) totals:						-417.60	0.00		
FOR033 FORT SAINT JAMES TV SOCIETY									
PA	TP-447-007	04/29/19			TP-447-007	-13,958.33	0.00		
Vendor (FOR033) totals:						-13,958.33	0.00		
FOR049 FORT ST JAMES BARGAIN BASEMENT									
PA	32295	04/30/19			32295	-5,000.00	0.00		
Vendor (FOR049) totals:						-5,000.00	0.00		
FOU002 FOUR STAR COMMUNICATIONS INC									
PA	TP-445-015	04/18/19			TP-445-015	-123.64	0.00		
Vendor (FOU002) totals:						-123.64	0.00		
FRA003 FRANCOIS TCHESINKUT REC COMM									
PA	32253	04/18/19			32253	-11,178.04	0.00		
Vendor (FRA003) totals:						-11,178.04	0.00		
FRA009 FRASER LAKE BUILDING SUPPLIES									
PA	32254	04/18/19			32254	-6.71	0.00		
Vendor (FRA009) totals:						-6.71	0.00		
FRA014 FRASER LAKE LIBRARY BOARD									
PA	TP-447-008	04/29/19			TP-447-008	-2,516.25	0.00		
Vendor (FRA014) totals:						-2,516.25	0.00		
FRA016 FRASER LAKE REBROADCASTING SOC									
PA	TP-447-009	04/29/19			TP-447-009	-6,281.25	0.00		
Vendor (FRA016) totals:						-6,281.25	0.00		
FRA025 FRASER LAKE BOTTLE DEPOT									
PA	TP-445-016	04/18/19			TP-445-016	-3,800.99	0.00		
Vendor (FRA025) totals:						-3,800.99	0.00		
GEM003 GEM STAR TRUCKING LTD.									
PA	32255	04/18/19			32255	-12.16	0.00		
Vendor (GEM003) totals:						-12.16	0.00		
GOE002 MICHAEL & LAURA GOEBEL									
PA	32296	04/30/19			32296	-2,880.00	0.00		
Vendor (GOE002) totals:						-2,880.00	0.00		
GRA007 GRANISLE PUBLIC LIBRARY									
PA	32297	04/30/19			32297	-2,500.00	0.00		
Vendor (GRA007) totals:						-2,500.00	0.00		
GRA008 GRASSY PLAINS HALL									
PA	32256	04/18/19			32256	-575.00	0.00		
Vendor (GRA008) totals:						-575.00	0.00		
HIL003 HILL STOP TRUCK WASH									
PA	32257	04/18/19			32257	-190.89	0.00		
Vendor (HIL003) totals:						-190.89	0.00		
HIP001 HI-PRO CORPORATE SPORTSWEAR									
PA	TP-445-017	04/18/19			TP-445-017	-564.48	0.00		
PA	TP-448-010	04/26/19			TP-448-010	-334.88	0.00		
Vendor (HIP001) totals:						-899.36	0.00		
HOU018 HOUSTON BOTTLE DEPOT									
PA	TP-445-018	04/18/19			TP-445-018	-3,455.24	0.00		



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HOU018 HOUSTON BOTTLE DEPOT (Continued)									
Vendor (HOU018) totals:						-3,455.24	0.00		
HUN002 BRYCE HUNSAKER									
PA	32298	04/30/19			32298	-365.40	0.00		
Vendor (HUN002) totals:						-365.40	0.00		
IAF001 IA FINANCIAL GROUP									
PA	32258	04/18/19			32258	-470.00	0.00		
PA	32299	04/30/19			32299	-620.00	0.00		
Vendor (IAF001) totals:						-1,090.00	0.00		
IGI001 IGI RESOURCES									
PA	TP-445-019	04/18/19			TP-445-019	-986.79	0.00		
Vendor (IGI001) totals:						-986.79	0.00		
IND006 INDUSTRIAL TRANSFORMERS									
PA	TP-445-020	04/18/19			TP-445-020	-3,157.43	0.00		
Vendor (IND006) totals:						-3,157.43	0.00		
INF001 INFOSAT COMMUNICATIONS									
PA	TP-445-021	04/18/19			TP-445-021	-100.04	0.00		
Vendor (INF001) totals:						-100.04	0.00		
JEF002 HALEY JEFFREY									
PA	32300	04/30/19			32300	-266.80	0.00		
Vendor (JEF002) totals:						-266.80	0.00		
JRO001 JR OVERHEAD DOORS LTD									
PA	32259	04/18/19			32259	-74.90	0.00		
Vendor (JRO001) totals:						-74.90	0.00		
JUB003 JUBINVILLE HOLDINGS									
PA	32301	04/30/19			32301	-31.36	0.00		
Vendor (JUB003) totals:						-31.36	0.00		
KAL003 KAL TIRE - BURNS LAKE									
PA	TP-448-011	04/26/19			TP-448-011	-10,268.24	0.00		
Vendor (KAL003) totals:						-10,268.24	0.00		
KEL001 TASHA KELLY									
PA	32302	04/30/19			32302	-356.12	0.00		
Vendor (KEL001) totals:						-356.12	0.00		
KEV001 KEVIN MARSH AGENCIES									
PA	32260	04/18/19			32260	-2,486.07	0.00		
Vendor (KEV001) totals:						-2,486.07	0.00		
KON001 KONE INC									
PA	TP-448-012	04/26/19			TP-448-012	-1,396.74	0.00		
Vendor (KON001) totals:						-1,396.74	0.00		
LAK004 LAKES DISTRICT AIRPORT SOCIETY									
PA	TP-447-010	04/29/19			TP-447-010	-6,875.00	0.00		
Vendor (LAK004) totals:						-6,875.00	0.00		
LAK012 LAKES DISTRICT MUSEUM SOCIETY									
PA	TP-447-011	04/29/19			TP-447-011	-4,000.00	0.00		
Vendor (LAK012) totals:						-4,000.00	0.00		
LAK027 LAKES DISTRICT ARTS COUNCIL									
PA	32286	04/25/19			32286	-625.00	0.00		
Vendor (LAK027) totals:						-625.00	0.00		

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LAK030	LAKES ANIMAL FRIENDSHIP								
PA	32303	04/30/19			32303	-3,000.00	0.00		
Vendor (LAK030) totals:						-3,000.00	0.00		
LAK032	LAKES DISTRICT FILM								
PA	TP-447-012	04/29/19			TP-447-012	-150.00	0.00		
Vendor (LAK032) totals:						-150.00	0.00		
LAK037	LAKES DISTRICT EXPRESS								
PA	32261	04/18/19			32261	-651.88	0.00		
Vendor (LAK037) totals:						-651.88	0.00		
LDF001	LDFC PRINTING & STATIONARY								
PA	TP-445-022	04/18/19			TP-445-022	-1,970.99	0.00		
Vendor (LDF001) totals:						-1,970.99	0.00		
LEX001	LEXISNEXIS CANADA INC.								
PA	TP-445-023	04/18/19			TP-445-023	-404.78	0.00		
Vendor (LEX001) totals:						-404.78	0.00		
LOO001	LOOMIS EXPRESS								
PA	TP-445-024	04/18/19			TP-445-024	-62.40	0.00		
Vendor (LOO001) totals:						-62.40	0.00		
M4E001	M 4 ENTERPRISES								
PA	TP-445-025	04/18/19			TP-445-025	-5,897.22	0.00		
PA	TP-448-013	04/26/19			TP-448-013	-17,154.13	0.00		
Vendor (M4E001) totals:						-23,051.35	0.00		
MAX001	MAXXAM ANALYTICS INC								
PA	TP-445-026	04/18/19			TP-445-026	-799.16	0.00		
PA	TP-448-014	04/26/19			TP-448-014	-2,680.02	0.00		
Vendor (MAX001) totals:						-3,479.18	0.00		
MCH001	MCELHANNEY CONSULTING SERVICES								
PA	32262	04/18/19			32262	-6,048.45	0.00		
Vendor (MCH001) totals:						-6,048.45	0.00		
MED001	MEDICAL SER. PLAN								
PA	32234	04/08/19			32234	-2,400.00	0.00		
Vendor (MED001) totals:						-2,400.00	0.00		
NAD002	NADINA TRUCK SERVICE LTD								
PA	32304	04/30/19			32304	-818.11	0.00		
Vendor (NAD002) totals:						-818.11	0.00		
NAP001	NAPA AUTO PARTS - BL								
PA	TP-448-015	04/26/19			TP-448-015	-42.42	0.00		
Vendor (NAP001) totals:						-42.42	0.00		
NOR009	NORTH CENTRAL LOCAL GOV ASSOC.								
PA	32263	04/18/19			32263	-6,587.36	0.00		
Vendor (NOR009) totals:						-6,587.36	0.00		
OKT001	1118662 BC LTD DBA OK TIRE								
PA	TP-445-027	04/18/19			TP-445-027	-10.65	0.00		
Vendor (OKT001) totals:						-10.65	0.00		
OMI008	OMINECA GLASS SERVICES (2012) Ltd.								
PA	32264	04/18/19			32264	-201.60	0.00		
Vendor (OMI008) totals:						-201.60	0.00		
OVE002	SAVE ON FOODS								

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<b>OVE002 SAVE ON FOODS (Continued)</b>									
PA	32265	04/18/19			32265	-435.07	0.00		
Vendor (OVE002) totals:						-435.07	0.00		
<b>PAC004 PACIFIC NORTHERN GAS LTD.</b>									
PA	TP-444-002	04/10/19			TP-444-002	-4,025.10	0.00		
Vendor (PAC004) totals:						-4,025.10	0.00		
<b>PAC007 PACIFIC TRUCK &amp; EQUIPMENT INC</b>									
PA	TP-445-028	04/18/19			TP-445-028	-2,122.36	0.00		
Vendor (PAC007) totals:						-2,122.36	0.00		
<b>PAY002 PAYNE'S SEPTIC SERVICE (2010)</b>									
PA	32266	04/18/19			32266	-126.00	0.00		
Vendor (PAY002) totals:						-126.00	0.00		
<b>PID001 PIDHERNY CONTRACTING LTD.</b>									
PA	32305	04/30/19			32305	-2,534.00	0.00		
Vendor (PID001) totals:						-2,534.00	0.00		
<b>PRA002 PRAGMATIC CONFERENCING</b>									
PA	TP-445-029	04/18/19			TP-445-029	-45.06	0.00		
Vendor (PRA002) totals:						-45.06	0.00		
<b>PUR001 PURELY H2O</b>									
PA	TP-445-030	04/18/19			TP-445-030	-130.00	0.00		
Vendor (PUR001) totals:						-130.00	0.00		
<b>REG001 REG.DIST.OF FRASER-FORT GEORGE</b>									
PA	32267	04/18/19			32267	-42,260.00	0.00		
Vendor (REG001) totals:						-42,260.00	0.00		
<b>ROG001 ROGERS</b>									
PA	TP-448-016	04/26/19			TP-448-016	-161.44	0.00		
Vendor (ROG001) totals:						-161.44	0.00		
<b>ROS001 ROSE LAKE COMMUNITY CLUB</b>									
PA	32268	04/18/19			32268	-5,000.00	0.00		
Vendor (ROS001) totals:						-5,000.00	0.00		
<b>SCH001 Nancy Schlamp</b>									
PA	32269	04/18/19			32269	-201.84	0.00		
Vendor (SCH001) totals:						-201.84	0.00		
<b>SHE005 EVA SHERWOOD</b>									
PA	32270	04/18/19			32270	-375.00	0.00		
PA	32283	04/24/19			32283	-555.00	0.00		
Vendor (SHE005) totals:						-930.00	0.00		
<b>SMI005 SMITHERS PARTS LTD.</b>									
PA	32271	04/18/19			32271	-10.77	0.00		
Vendor (SMI005) totals:						-10.77	0.00		
<b>SMI007 SMITHERS PUBLIC LIBRARY</b>									
PA	TP-447-013	04/29/19			TP-447-013	-6,975.92	0.00		
Vendor (SMI007) totals:						-6,975.92	0.00		
<b>SMS001 SMS EQUIPMENT INC.</b>									
PA	TP-445-031	04/18/19			TP-445-031	-162.45	0.00		
Vendor (SMS001) totals:						-162.45	0.00		
<b>SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT.</b>									
PA	TP-447-014	04/29/19			TP-447-014	-2,075.33	0.00		

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SOU003 SOUTHSIDE VOLUNTEER FIRE DEPT. (Continued)									
Vendor (SOU003) totals:						-2,075.33	0.00		
SPO001 SPOTLESS UNIFORM LTD.									
PA	TP-445-032	04/18/19			TP-445-032	-33.50	0.00		
PA	TP-448-017	04/26/19			TP-448-017	-16.75	0.00		
Vendor (SPO001) totals:						-50.25	0.00		
SSQ001 SSQ FINANCIAL									
PA	32235	04/08/19			32235	-1,428.57	0.00		
Vendor (SSQ001) totals:						-1,428.57	0.00		
STA008 STARLAND SUPPLY LTD									
PA	TP-445-033	04/18/19			TP-445-033	-48.06	0.00		
Vendor (STA008) totals:						-48.06	0.00		
STE012 STEWART MCDANNOLD STUART									
PA	TP-445-034	04/18/19			TP-445-034	-3,602.81	0.00		
Vendor (STE012) totals:						-3,602.81	0.00		
SUD001 SUDS N' DUDS									
PA	TP-445-035	04/18/19			TP-445-035	-95.68	0.00		
Vendor (SUD001) totals:						-95.68	0.00		
SUL001 SULLIVAN MOTOR PRODUCTS									
PA	32272	04/18/19			32272	-363.42	0.00		
Vendor (SUL001) totals:						-363.42	0.00		
SUN002 SUN LIFE FINANCIAL									
PA	32236	04/08/19			32236	-24,683.04	0.00		
Vendor (SUN002) totals:						-24,683.04	0.00		
SWE001 SWEEPING BEAUTIES JANITORIAL									
PA	TP-447-015	04/29/19			TP-447-015	-2,271.15	0.00		
Vendor (SWE001) totals:						-2,271.15	0.00		
TAY002 TAYLOR BROS HARDWARE									
PA	TP-448-018	04/26/19			TP-448-018	-114.92	0.00		
Vendor (TAY002) totals:						-114.92	0.00		
TEC002 TECHNOPURE WATER									
PA	32273	04/18/19			32273	-40.50	0.00		
Vendor (TEC002) totals:						-40.50	0.00		
TEL002 TELUS COMMUNICATIONS INC.									
PA	TP-444-003	04/10/19			TP-444-003	-3,100.82	0.00		
Vendor (TEL002) totals:						-3,100.82	0.00		
TEL004 TELUS COMMUNICATIONS INC.									
PA	32274	04/18/19			32274	-2,240.00	0.00		
Vendor (TEL004) totals:						-2,240.00	0.00		
TEL007 TELUS MOBILITY									
PA	TP-446-001	04/18/19			TP-446-001	-2,305.24	0.00		
Vendor (TEL007) totals:						-2,305.24	0.00		
TOF001 DAPHNE TOFSRUD									
PA	32306	04/30/19			32306	-356.12	0.00		
Vendor (TOF001) totals:						-356.12	0.00		
TOP005 TOPLEY FIRE PROTECTION SOC.									
PA	TP-447-016	04/29/19			TP-447-016	-2,837.50	0.00		
Vendor (TOP005) totals:						-2,837.50	0.00		

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TOU001	TOURISM PRINCE GEORGE									
PA	32275	04/18/19			32275	-8,253.00	0.00			
	Vendor (TOU001) totals:						-8,253.00	0.00		
TOW003	TOWER COMMUNICATIONS									
PA	TP-445-036	04/18/19			TP-445-036	-2,450.01	0.00			
	Vendor (TOW003) totals:						-2,450.01	0.00		
VAL005	VALLEY DIESEL									
PA	32276	04/18/19			32276	-2,012.03	0.00			
	Vendor (VAL005) totals:						-2,012.03	0.00		
VAN005	VANDERHOOF & DISTRICTS CO-OP									
PA	TP-448-019	04/26/19			TP-448-019	-21,544.70	0.00			
	Vendor (VAN005) totals:						-21,544.70	0.00		
VIL003	VILLAGE OF TELKWA									
PA	32307	04/30/19			32307	-100,000.00	0.00			
	Vendor (VIL003) totals:						-100,000.00	0.00		
VIL004	VILLAGE OF BURNS LAKE									
PA	32277	04/18/19			32277	-535.00	0.00			
PA	TP-445-037	04/18/19			TP-445-037	-1,814.96	0.00			
	Vendor (VIL004) totals:						-2,349.96	0.00		
VIS001	VISTA RADIO LTD.									
PA	32278	04/18/19			32278	-516.60	0.00			
	Vendor (VIS001) totals:						-516.60	0.00		
WAS001	WASTE MANAGEMENT OF CANADA CO									
PA	TP-445-038	04/18/19			TP-445-038	-3,569.83	0.00			
	Vendor (WAS001) totals:						-3,569.83	0.00		
WAT001	KIM WATT-SENNER									
PA	32279	04/18/19			32279	-500.00	0.00			
	Vendor (WAT001) totals:						-500.00	0.00		
WEL002	WELLMAN'S CAR AND TRUCK WASH									
PA	TP-445-039	04/18/19			TP-445-039	-86.99	0.00			
	Vendor (WEL002) totals:						-86.99	0.00		
WES010	WESTERN CANADA MOUNTAIN BIKE									
PA	32280	04/18/19			32280	-5,250.00	0.00			
	Vendor (WES010) totals:						-5,250.00	0.00		
WIL004	WILLIAMS MACHINERY									
PA	TP-445-040	04/18/19			TP-445-040	-2,302.64	0.00			
PA	TP-448-020	04/26/19			TP-448-020	-456.44	0.00			
	Vendor (WIL004) totals:						-2,759.08	0.00		
XER001	XEROX CANADA LTD.									
PA	TP-445-041	04/18/19			TP-445-041	-2,848.89	0.00			
	Vendor (XER001) totals:						-2,848.89	0.00		
ZHU001	JESSIE ZHU									
PA	32281	04/18/19			32281	-378.16	0.00			
	Vendor (ZHU001) totals:						-378.16	0.00		
	Control account (1) totals:						-700,192.25	0.00		
REC002	RECEIVER GENERAL									
PA	32230	04/01/19			32230	-48,703.54	0.00			
PA	32237	04/15/19			32237	-40,878.64	0.00			

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REC002 RECEIVER GENERAL (Continued)									
PA	32288	04/29/19			32288	-63,609.18	0.00		
Vendor (REC002) totals:						-153,191.36	0.00		
WOR001 WORK SAFE BC									
PA	32238	04/15/19			32238	-17,611.96	0.00		
Vendor (WOR001) totals:						-17,611.96	0.00		
Control account (2) totals:						-170,803.32	0.00		
Report Total						-870,995.57	0.00		

138 vendor(s) printed.