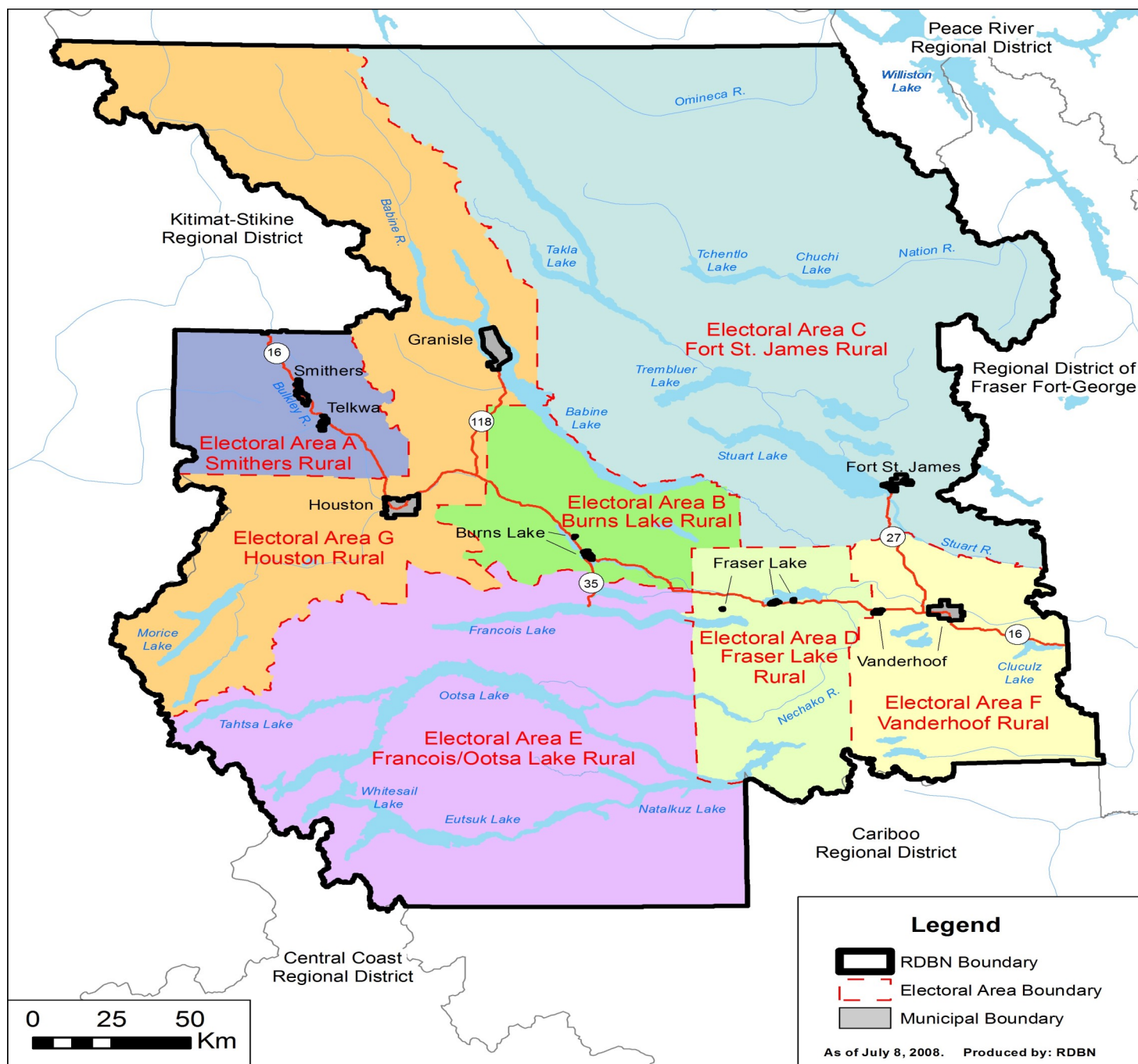


# Know Your Regional District - 2020





## Regional District of Bulkley-Nechako

The Regional District of Bulkley-Nechako is situated in central British Columbia. It was incorporated on February 1, 1966 under the *Municipal Act* (now *Local Government Act*) of British Columbia. It covers an immense area (estimated at 77,000 sq. kms.) and has an estimated population of 37,896 (2016 census data).

### Vision

“A World of Opportunities Within Our Region”

### Mission

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

## 2020 Board of Directors

**Chair Gerry Thiessen**  
**Vice-Chair Mark Parker**

Municipality	Director	Contact
Town of Smithers	Deputy Mayor Gladys Atrill	250-847-1600 <a href="mailto:mayor@smithers.ca">mayor@smithers.ca</a>
District of Houston	Mayor Shane Brienen	250-845-2238 <a href="mailto:mayor@houston.ca">mayor@houston.ca</a>
District of Vanderhoof	Mayor Gerry Thiessen	250-567-4711 <a href="mailto:gerry.thiessen@rdbn.bc.ca">gerry.thiessen@rdbn.bc.ca</a>
District of Fort St. James	Mayor Bev Playfair	250-996-8233 <a href="mailto:mayor@fortstjames.ca">mayor@fortstjames.ca</a>
Village of Burns Lake	Mayor Dolores Funk	250-692-7587 <a href="mailto:mayor@burnslake.ca">mayor@burnslake.ca</a>
Village of Fraser Lake	Councillor Kim Watt-Senner	250-699-2515 <a href="mailto:kwatt-senner@fraserlake.ca">kwatt-senner@fraserlake.ca</a>
Village of Telkwa	Mayor Brad Layton	250-846-5212 <a href="mailto:mayor@telkwa.ca">mayor@telkwa.ca</a>
Village of Granisle	Mayor Linda McGuire	250-697-2248 <a href="mailto:lmcguire@villageofgranisle.ca">lmcguire@villageofgranisle.ca</a>

Electoral Area	Director	Contact
“A” Smithers Rural	Mark Fisher	250-846-9045 <a href="mailto:mark.fisher@rdbn.bc.ca">mark.fisher@rdbn.bc.ca</a>
“B” Burns Lake Rural	Michael Riis-Christianson	250-692-0822 <a href="mailto:Michael.riischristianson@rdbn.bc.ca">Michael.riischristianson@rdbn.bc.ca</a>
“C” Fort St. James Rural	Tom Greenaway	250-996-8484 <a href="mailto:tom.greenaway@rdbn.bc.ca">tom.greenaway@rdbn.bc.ca</a>
“D” Fraser Lake Rural	Mark Parker	250-699-8419 <a href="mailto:mark.parker@rdbn.bc.ca">mark.parker@rdbn.bc.ca</a>
“E” Francois/Ootsa Lake Rural	Clint Lambert	250-694-3811 <a href="mailto:clint.lambert@rdbn.bc.ca">clint.lambert@rdbn.bc.ca</a>
“F” Vanderhoof Rural	Jerry Petersen	250-567-2357 <a href="mailto:jerry.petersen@rdbn.bc.ca">jerry.petersen@rdbn.bc.ca</a>
“G” Houston Rural	Alternate Andrea Newell	By-Election February 29, 2020



## 2019 Active Services

FUNCTION OR SERVICE	Fort St James	Houston	Vanderhoof	Smithers	Burns Lake	Fraser Lake	Granisle	Telkwa	Electoral Areas							
									A	B	C	D	E	F	G	
9-1-1 Service	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Airport					✓					✓			✓			
Aquatic Weed Harvesting									✓							
Arena Grant					✓					✓	✓		✓			
Building Inspection									✓	✓	✓	✓	✓	✓	✓	✓
Building Numbering									✓	✓	✓	✓	✓	✓	✓	✓
Cemetery												✓				✓
Community Hall												✓				
Development Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Economic Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electoral Area Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency Preparedness									✓	✓	✓	✓	✓	✓	✓	✓
Emergency Road Rescue									✓	✓	✓	✓	✓	✓	✓	✓
Environmental Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
General Government Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grants-in-Aid									✓	✓	✓	✓	✓	✓	✓	✓
Library	✓			✓	✓	✓			✓	✓	✓	✓	✓			
Liquid Waste Disposal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Municipal Financing	✓	✓	✓	✓	✓	✓	✓	✓								
Museum				✓	✓				✓	✓			✓			
Para-Transit	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓					
Pedestrian Crosswalk								✓	✓							
Recreation/Culture			✓	✓					✓						✓	
Regional Pool & Recreation Centre				✓				✓	✓						✓	
Rural Fire Protection									✓	✓	✓	✓	✓	✓	✓	✓
Rural Government Services									✓	✓	✓	✓	✓	✓	✓	✓
Street Lighting										✓	✓	✓				
Television Rebroadcasting	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Unsightly Premises Bylaw									✓	✓	✓	✓		✓	✓	
Victim Services				✓	✓				✓	✓			✓			
Water/Sewer System												✓				
Invasive Plant Control									✓	✓	✓	✓	✓	✓	✓	✓

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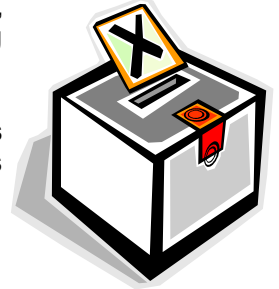




## Administration Department

The Administration Department manages the affairs of the Regional District, which involves working closely with the Regional Board, staff, government agencies, and the general public. Responsibilities include efficient management of all Regional District and Regional Hospital District resources, ensuring appropriate procedures and programs are in place for efficient delivery of services to the public, greeting and directing visitors, assembling and distributing Board and Committee meeting agendas, preparing meeting minutes, drafting bylaws, conducting elections and referenda, and overseeing labour relations and personnel matters.

In addition, administration assists in the development, establishment, and operation of local services. This includes services which benefit specific areas/communities and which are paid for by the ratepayers within these areas. Some of the services are fire protection, street lighting, library services, cemetery services, community halls, water systems and regional transit.



### Elections and Referenda

Local government elections take place every four years as a result of new legislation. The Regional District conducts elections and referenda for its Electoral Areas, as well as the Fort Fraser Local Community Commission. The next local government elections will be held October 2022.

## Agriculture Department

The RDBN supports agriculture in such ongoing projects as Connecting Consumers and Producers annual brochure, development of the regional agriculture plan, assistance for livestock emergencies, climate change adaptations identified through the Bulkley-Nechako & Fraser Fort George, BC Agriculture & Climate Change Regional Adaptation Strategies, hosting Regional workshops and forums. The RDBN hired an Agriculture Coordinator whose role is to support and strengthen agriculture within the region. For assistance or more information contact Debbie Evans, P. Ag., Agriculture Coordinator at [debbie.evans@rdbn.bc.ca](mailto:debbie.evans@rdbn.bc.ca), 1-800-320-3339. Also visit the [agriculture](#) page on the RDBN website as it contains information on ongoing project as well as assistance to all types of farm operations, new farmers and potential farmers.



[www.rdbn.bc.ca/departments/agriculture](http://www.rdbn.bc.ca/departments/agriculture)

## Regional Transit Department

Funding for this transit service on Highway 16 is provided through a partnership between the Province of British Columbia, BC Transit, the Regional District of Bulkley-Nechako, and with the assistance of current funding partners: City of Prince George, Cheslatta Carrier Nation, Stellat'en First Nation, and Nadleh Whut'en.

Decisions on fares, routes and service levels are made by the Regional Transit Committee at the Regional District of Bulkley-Nechako and are based on public feedback and information provided by BC Transit. Buses are operated by Pacific Western Transportation located at 1041 Great St. Prince George, BC V2N 2K8. Operating costs are met by a combination of farebox revenues and joint local government and provincial funding. Transit Information 1-855-499-1119.



## Financial Services Department

- Financial administration of the Regional District, including preparation of monthly and annual financial statements, annual budgets and financial planning, tax requisitions, statutory financial reporting to the Province, managing temporary financial investments, insurance, short and long term borrowing, computer systems and information technology, and relationships with the financial community as well as the more day to day activities such as bill payments, collections and payroll.
- The financial analysis and financial planning required for the establishment of new services and expansion of existing ones.

- In addition to the Regional District of Bulkley-Nechako, the Finance Department also oversees the administration of the Stuart-Nechako Regional Hospital District and prepares its annual financial statements and budgets.
- For further information on Financial Services, contact the Regional District of Bulkley-Nechako Chief Financial Officer at [john.jlles@rdbn.bc.ca](mailto:john.jlles@rdbn.bc.ca) or 1-800-320-3339.





# Regional Economic Development

The Regional Economic Development Department was created to support initiatives that will attract and support new and existing businesses, increase tourism and assist non-profit organizations, resulting in increased quality of life for residents. Regional Economic Development Staff work with the RDBN Board of Directors and community economic development agencies to diversify the regional economy. For assistance or more information, contact Nellie Davis, Regional Economic Development Coordinator at [nellie.davis@rdbn.bc.ca](mailto:nellie.davis@rdbn.bc.ca), 1-800-320-3339 or [www.rdbn.bc.ca/economicdevelopment](http://www.rdbn.bc.ca/economicdevelopment)

## RDBN Grant Services

### Grant-in-Aid

Funding for grant-in-aid is budgeted annually. Grants-in-aid provide assistance to non-profit organizations for the purpose of benefiting and enhancing the community. For grants to be considered, an application must be submitted to the Regional District of Bulkley-Nechako. Staff will then refer the request to the Electoral Area Director. If the Electoral Area Director is supportive of the application it will be provided for an approval as per Board Policy.

### Federal Gas Tax

The Regional District of Bulkley-Nechako has access to a funding program called the Federal Gas Tax Fund. This funding program has been made available by the Government of Canada and can be used for infrastructure projects that support productivity and economic growth, a clean environment, and strong cities and communities. Regional District Board of Directors will consider funding applications from registered non-profit societies and municipalities operating within our Regional District boundaries for projects meeting the aforementioned criteria.

The project must be for public infrastructure which provides a public use and benefit component. The applicant must demonstrate that the proposed project meets this requirement.

### Grant Writing Services

RDBN Proposal Writers offer free, confidential grant writing services to not-for-profit organizations operating in the RDBN. Contact us for help identifying funding sources and creating grant applications.



For more information about RDBN Grant Services and to access online application forms, visit: <https://www.rdbn.bc.ca/departments/economic-development/grant-services>

## Protective Services Department

The Protective Services Department is responsible for developing and implementing the Emergency Program which includes the following:

### Emergency Management

The Protective Services Department develops and maintains an emergency management plan that is implemented in the event of an emergency or disaster within the Regional District.

As part of the emergency management program, the Protective Services department facilitates emergency operations training for Regional District staff and volunteers.

The Protective Services Department also develops public education initiatives and outreach programs to encourage resiliency within our communities and to ensure residents are as prepared as possible.

As per the *Emergency Program Act* and the RDBN's *Emergency Management Bylaw No. 1201*, the Protective Services department is developing and maintaining a Regional Emergency Support Services (ESS) Program which includes volunteer training, volunteer recruitment and volunteer management.



### Emergency Response

In the event of a disaster or emergency, the RDBN activates an Emergency Operation Centre (EOC). An EOC is where strategic coordination of an emergency or disaster response takes place.

### Rural Fire Protection

The rural fire protection service ensures all rural fire departments adhere to the BC Competency and Training Playbook standards in addition to maintenance and development of Standard Operating Guidelines.

The rural fire protection service also liaises with the municipal and rural fire departments to ensure fire protection, and road rescue services are provided within the fire service areas.

### 9-1-1 Services

The Protective Services Department ensures 9-1-1 maintenance and service contracts are in place to provide 9-1-1 service to residents and member municipalities within the RDBN. The Department also ensures that the RDBN implements and complies with new 9-1-1 technology initiatives so that residents are provided with the most up-to-date 9-1-1 service that can be provided.



## Planning Department

The Planning Department is responsible for the planning and regulation of land use and development within the Regional District of Bulkley-Nechako. This service ensures that the region's growth and development occurs in a manner that meets the social, economic, and environmental needs of residents.

Each Electoral Area has an Official Community Plan (OCP), which are regularly reviewed with the rural community, to ensure that they reflect the rural community's vision for the future, and appropriately identify how the community aims to reach that vision as the area develops over time. The OCPs contain the rural community's goals and objectives, and establish land use and development policies to achieve those goals.

Issues dealt with in an OCP typically include the following:

- Ensuring the positive character and quality of life in existing rural areas are protected;
- Ensuring there is appropriate land available for industry, tourism, and other economic development initiatives;
- Ensuring there is appropriate land identified for rural residential growth;
- Protecting and preserving farm land for farm use;
- Organizing land use to avoid conflict and maximize efficiency; and
- Maximizing the ability of the region to sustain itself socially, economically, and environmentally in the long term.

The OCP's are critical to informing the Planning Department and the Regional District Board regarding how the rural community wants the Regional District to implement and apply land use and development regulations in the region.

The Planning Department organizes its activities into the following categories:

- Long Range Planning;
- Current Planning;
- Geographic Information Systems;
- Building Inspection; and
- Special Projects.

**Long Range Planning** includes the preparation, review, and administration of the Regional District's seven Official Community Plans (OCPs). It also includes the development of planning studies and policy development.

**Current Planning** involves the administration of the following land use and development related bylaws:

- RDBN Zoning Bylaw No. 700, 1993;
- RDBN Floodplain Management Bylaw No. 1300, 2004;
- RDBN Manufactured Home Park Bylaw No. 740, 1993;



- RDBN Development Procedures Bylaw No. 1422, 2007;
- RDBN Board of Variance Bylaw No. 1275, 2003;
- RDBN Advisory Planning Commission Bylaw No. 1501, 2009; and
- RDBN Unsightly Premises Bylaw No. 1567, 2010.

This work includes processing, evaluating and developing recommendations to the Regional District Board regarding the following land use and development applications:

- OCP amendments and rezoning;
- Development Variance Permit applications;
- Temporary Use Permit applications;
- ALR exclusion, subdivisions and non-farm use applications;
- Liquor License applications; and
- Special Event Permit applications.



Current Planning involves advising the Regional District Board and the Rural/Agriculture Directors Committee regarding the RDBN response to Crown Land referrals, Recreation Sites and Trails referrals, Ministry of Energy, Mines & Petroleum Resources who are responsible for core review referrals, and ALR referrals.

Current Planning also involves responding to public inquiries regarding planning and other related issues, and dealing with bylaw enforcement issues.

The **Geographic Information Systems (GIS)** function involves the digital storage, management, and mapping of spatial and other data, and management of building numbering. This activity provides vital support to all Regional District Departments. Residents also rely on this service to obtain house numbering, maps, and other information regarding their property and community. The Planning Department maintains a web based mapping system for public use at [www.rdbn.bc.ca](http://www.rdbn.bc.ca).

The **Building Inspection** function primarily involves implementation and enforcement of Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012 and the Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1300, 2004 through the building permit and inspection process. The Regional District of Bulkley-Nechako provides building inspection services to a number of municipalities on a contract basis. The Building Inspectors also play a role in bylaw enforcement.

**Special Projects** includes a wide variety of projects that do not fit within the regular program of the Planning Department and typically relate to events or activities that require immediate attention or involve the Board directing staff to undertake a project. This includes participation in the review of Provincial planning initiatives such as crown land plans and Environmental Assessment Certificate review processes.



# Environmental Services Department



The Environmental Services Department administers services including solid waste management, liquid waste management, invasive plant management, as well as drinking water and sewer works in the unincorporated community of Fort Fraser.

## **Solid Waste Management**

The primary service administered by the Environmental Services Department is Solid Waste Management, which is governed by the RDBN's Solid Waste Management Plan (SWMP). Over the past number of years the RDBN has focussed on completing landfill closure works, landfill phase development and transfer station construction. In 2018, an update of the SWMP was done. A Regional Solid Waste Advisory Committee was formed to help with this process. The updated plan can be viewed on the RDBN website. Currently, the RDBN maintains a fleet of three tractors and eight 53ft walking floor trailer units for waste hauling activities in addition to operating seven transfer stations and three landfill facilities. Hours of operation for the solid waste management facilities can be found on the RDBN website (<http://www.rdbn.bc.ca/environmentalservices>).



## **Liquid Waste Management**

Liquid waste management primarily involves the operation and management of septage receiving facilities which provide for the disposal of sewage based wastes from primarily rural residents with private sewage treatment systems.

## **Waste Reduction**

A key component of solid waste management is waste reduction. The Environmental Services Department participates in waste reduction by supporting community recycling groups, promoting recycling and reuse at RDBN transfer stations and encouraging composting and recycling in-office.

There is a changing landscape in the field of recycling in BC, with increasing materials being managed under industry-led extended producer responsibility (EPR) programs. It is the goal of the Environmental Services Department to ensure that residents of the RDBN are aware of and have access to these EPR programs.



In 2019, two more Recycle BC Depots were opened at RDBN Transfer Stations, both in Burns Lake and in Fort St. James. Together with the depots in Smithers/Telkwa and Vanderhoof, this brings the total of recycling depots run by the RDBN to four. Some privately-run depots serve other communities.

## **Sustainability**

Another important aspect of the Environmental Services Department is a focus on sustainability, which can be seen through waste reduction and recycling activities, in addition to the following initiatives:

### **Public Education**

Through the updated SWMP, future emphasis will be made toward public education on waste reduction in the Region.

- Quarterly [Sustainability Newsletter](#)

(visit [www.rdbn.bc.ca/environmentalservices/recycling/sustainability-newsletter](http://www.rdbn.bc.ca/environmentalservices/recycling/sustainability-newsletter))

- Sustainable RDBN Facebook Page

### **Climate Change Initiatives**

- Commitments under the BC Climate Action Charter
- Reduction in carbon emissions from corporate operations
- Water conservation education in Fort Fraser

### **Invasive Plant Management**

Invasive plant control and public education services are conducted through a joint effort between the RDBN and the Northwest Invasive Plant Council. If you have an invasive plant concern, please call the weed hotline (Toll free: 1-866-449-3337).



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# Regional District of Bulkley-Nechako Meeting Schedule 2020

- January 9th - RDBN Committees
- January 23rd - RDBN Board/In-Camera/SNRHD
- February 6th - RDBN Committees
- February 20th - RDBN Board/In-Camera/SNRHD
- March 5th - RDBN Committees
- March 19th - RDBN Board/In-Camera/SNRHD
- April 2nd - RDBN Committees
- April 16th - RDBN Board/In-Camera/SNRHD
- May 7th - RDBN Committees
- May 21st - RDBN Board/In-Camera/SNRHD
- June 4th - RDBN Committees

- June 18th - RDBN Board/In-Camera/SNRHD
- July 16th - RDBN Board/In-Camera/SNRHD/RDBN Committees
- August 13th - RDBN Board/In-Camera/SNRHD/RDBN Committees
- September 3rd - RDBN Committees
- September 17th - RDBN Board/In-Camera/SNRHD
- October 8th - RDBN Committees
- October 22nd - RDBN Board/In-Camera/SNRHD
- November 5th - RDBN Committees
- November 19th - RDBN Board/In-Camera/SNRHD
- December 10th - RDBN Board/In-Camera/SNRHD/ RDBN Committees

## Questions? Please Contact Us!



**Telephone Number:** (250) 692-3195 or 1-800-320-3339

**Fax Number:** (250) 692-3305

**Website:** [www.rdbn.bc.ca](http://www.rdbn.bc.ca)

**General Email:** [inquiries@rdbn.bc.ca](mailto:inquiries@rdbn.bc.ca)

### For More Information...

Brochures are available on the Regional District of Bulkley-Nechako website or at the RDBN office:

- Land Development
- Agricultural Land Reserve Applications
- Geotechnical Reports
- Official Community Plans
- Civic Addressing
- Waterfront Development
- Temporary Use Permit Applications
- Archeological Sites
- Development Variance Permit Applications
- Rezoning and OCP Amendment Applications
- Building Permit Applications
- Residential Building Accessibility
- Sustainable Rural Land Development Checklist
- Solid Waste Disposal Policies/Recycling Opportunities

**Address: Regional District of Bulkley-Nechako**

**PO Box 820, 37-3rd Avenue**

**Burns Lake, BC V0J 1E0**

**Office Hours: 8:30 a.m. to 4:30 p.m.**

**Monday to Friday**

**Except Statutory Holidays**

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