



REGIONAL DISTRICT
OF BULKLEY-NECHAKO

AGENDA

MEETING NO. 7

JUNE 18, 2020

P.O. BOX 820
BURNS LAKE, BC V0J 1E0
PHONE: (250) 692-3195 OR 1-800-320-3339
FAX: (250) 692-3305
www.rdbn.bc.ca

"A WORLD OF OPPORTUNITIES
WITHIN OUR REGION"

VISION

“A World of Opportunities
Within Our Region”

MISSION

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO

AGENDA

Thursday, June 18, 2020

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – June 18, 2020</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-18	Board Meeting Minutes – May 21, 2020	Adopt
19-22	Committee of the Whole Meeting Minutes - June 4, 2020 (Unapproved)	Receive
23-27	Rural/Agriculture Committee Meeting Minutes - June 4, 2020 (Unapproved)	Receive
28-30	Waste Management Committee Meeting Minutes - June 4, 2020 (Unapproved)	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>BUILDING INSPECTION (All Directors)</u>	
	<u>Section 57 Notice on Title</u>	
	<i>Call to gallery for comments</i>	
31-51	Steve Davis, Building Inspector Section 57 Notice on Title Block 1, District Lot 1586, Range 5, Coast District (233 Prairie Road) Electoral Area “A”	Recommendation
	<i>Call to gallery for comments</i>	
52-66	Steve Davis, Building Inspector Section 57 Notice on Title Lot 2, Section 2, Township 4, Range 5, Coast District, Plan 11676 (2400 Telkwa High Road) Electoral Area “A”	Recommendation

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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING (All Directors)</u>	<u>ACTION</u>
<u>Development Variance Permit Applications</u>		
67-72	Jennifer MacIntyre, Planner 1 Development Variance Permit Application C-01-20 (Tschampa) Electoral Area "C"	Recommendation
73-77	Deneve Vanderwolf, Planner 1 Development Variance Permit Application F-01-20 (Thomson) Electoral Area "F"	Recommendation
<u>Temporary Use Permit Applications</u>		
78-82	Deneve Vanderwolf, Planner 1 Temporary Use Permit Application E-01-20 (CGL Laydown Site 43) Electoral Area "E"	Recommendation
<u>Bylaws for 3rd Reading and Adoption</u>		
83-86	Jason Llewellyn, Director of Planning Rezoning Application A-08-19 (Penninga) 3 rd Reading and Adoption - Bylaw 1907 and 1908 Electoral Area "A"	Recommendation
<u>Bylaws Enforcement</u>		
87-94	Jason Llewellyn, Director of Planning Illegal Scrap and Salvage Operation at 5200 Aspen Road Electoral Area "A"	Recommendation
<u>DEVELOPMENT SERVICES (All Directors)</u>		<u>ACTION</u>
<u>Memos</u>		
95-97	Jason Llewellyn, Director of Planning Telkwa Coal Environmental Assessment: Pre-application Draft Application Information Requirements	Recommendation
98-104	Jason Llewellyn, Director of Planning Parks and Outdoor Recreation Study	Recommendation
105-110	Jason Llewellyn, Director of Planning Cycle 16 Trail Society Memorandum of Understanding	Recommendation

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<u>PAGE NO.</u>	<u>Crown Land Application Referrals</u>	<u>ACTION</u>
111-113	Ashley Evanoff, Planning Summer Student Crown Land Application Referral No. 7410124 (Winarto/Dennison) Electoral Area "F"	Recommendation
114-116	Ashley Evanoff, Planning Summer Student Crown Land Application Referral No. 0278936 (Allan and Lisa Volts) Electoral Area "D"	Recommendation
	<u>Mine Referral</u>	
117-119	Ashley Evanoff, Summer Planning Student Mines Application Referral No. 122802354 – 006 (Endako) Electoral Area "D"	Recommendation
	<u>ADMINISTRATION REPORTS</u>	
120	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - June 4, 2020	Recommendation
121-125	John Illes, Chief Financial Officer - Budget Amendment	Recommendation
126-133	John Illes, Chief Financial Officer - Chinook Community Forest Annual Operating Budget	Recommendation
134-136	Cheryl Anderson, Manager of Administrative Services – RDBN Electoral Area "C" (Fort St. James Rural) Road Rescue Contribution Service Establishment Repeal Bylaw No. 1905, 2020	Recommendation
137-139	Cheryl Anderson, Manager of Administrative Services – Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020	Recommendation
140-143	Cheryl Anderson, Manager of Administrative Services – Request for Letter of Support for Watershed Security Funding	Recommendation
144	Cheryl Anderson, Manager of Administrative Services – 2020 UBCM Resolution Deadline	Receive

Meeting No. 7
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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
145-146	Nellie Davis, Regional Economic Development Coordinator – Electoral Allocations of Federal Gas Tax Funds – to June 1, 2020	Receive
<u>ENVIRONMENTAL SERVICES REPORT</u>		
147-168	Elaine Wiebe, Environmental Services Assistant - Climate Action Revenue Incentive Program (CARIP) Public Report – Climate Actions Survey 2019	Recommendation
<u>VERBAL REPORTS</u>		
<u>RECEIPT OF VERBAL REPORTS</u>		
<u>ACTION LIST</u>		
169-171	May 2020	Receive

SUPPLEMENTARY AGENDA

NEW BUSINESS

IN-CAMERA MOTION

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(c) – labour relations or other employee relations 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. 6****Thursday, May 21, 2020**
Via Video/Teleconference

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Dolores Funk
Judy Greenaway
Tom Greenaway
Clint Lambert
Brad Layton
Linda McGuire
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey

Director Absent Chris Newell, Electoral Area "G" (Houston Rural)

Alternate Director Andrea Newell, Electoral Area "G" (Houston Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Regional Economic Development Coordinator
Janette Derksen, Deputy Director of Environmental Services
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Thiessen called the meeting to order at 11:02 a.m.

STAFF INTRODUCTION

The following staff was introduced to the Board:

- Brooklyn Schroeder, Protective Services Summer Student
- Lindsay King, FireSmart Coordinator
- Ashley Evanoff, Planning Summer Student
- Shawna Williams, Economic Development/Agriculture Summer Student
- Tiarri Rushton, Environmental Services Summer Student.

AGENDA & SUPPLEMENTARY AGENDAMoved by Director Petersen
Seconded by Director Layton**2020-6-1**

"That the Board Meeting Agenda of May 21, 2020 be approved; and further, that the Supplementary agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
-April 23, 2020 & Special
Board Meeting Minutes
-May 7, 2020

Moved by Director Parker
 Seconded by Director Layton

2020-6-2

“That the Board Meeting Minutes of April 23, 2020 and Special Board Meeting Minutes of May 7, 2020 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting
Minutes

Moved by Director McGuire
 Seconded by Director Storey

2020-6-3

“That the Board receive the following Committee Meeting Minutes:

- Broadband Committee Meeting Minutes
 -May 7, 2020 (Unapproved)
- Committee of the Whole Meeting Minutes
 -May 7, 2020 (Unapproved)
- Rural/Agriculture Committee Meeting Minutes
 - May 7, 2020 (Unapproved)
- Waste Management Committee Meeting Minutes
 -May 7, 2020 (Unapproved).”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

PLANNING (All Directors)

Development Variance Permit Applications

Development Variance Permit
Application G-01-20 (Milne)
Electoral Area “G”

Moved by Director A. Newell
 Seconded by Director Layton

2020-6-4

“That the Board approve Development Variance Permit G-01-20 for the property located at 48190 Axe Road to allow the following parcel line setback variances for pole shed building developed in compliance with Schedule A of the permit:

- Vary Section 8.07 (1) (a) to reduce the front parcel setback from 7.5 metres (24.61 ft.) to 2 metres (6.5 ft)
- Vary Section 8.07 (1) (b) to reduce the side parcel line setback from 2 metres (6.56 ft.) to 0.97 metres (3.18 ft.)
- Vary Section 8.07 (1) (c) to reduce the parcel line which abuts a highway setback from 4.5 metres (14.76 ft.) to 2 metres (6.5 ft).”

(Participants/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application Referrals

Crown Land Application
Referral No. 7410131
(Environment and Climate
Change Canada)
Electoral Area "D"

Moved by Director Parker
 Seconded by Director Layton

2020-6-5

"That Regional District of Bulkley-Nechako Comment Sheet on Crown Land Application Referral No. 7410131 be provided to the Province as the Regional District's comments on Crown Land Application Referral No. 7410131."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Committee Meeting
Recommendations
-May 7, 2020

Moved by Director Parker
 Seconded by Director Lambert

2020-6-6

"That the Board approve the May 7, 2020 Committee Meeting Recommendations 1, 3, 4, 6 and 7 as written:

Broadband Committee Meeting– May 7, 2020

Recommendation 1:

Re: Report to RDBN Board Meeting

"That Staff bring forward a comprehensive lobbying and strategy report to the May 21, 2020 Board Meeting including requests for letters of support from local governments and First Nations Governments in the region."

Committee of the Whole Meeting – May 7, 2020

Recommendation 3:

Re: Elected Officials Emergency Management Handbook

"That the Board approve the Elected Officials Emergency Management Handbook and Quick Reference Guide."

Recommendation 4:

**Re: Draft Letter to Prime Minister Trudeau RE:
 Opposition to the Process re: Implementation of
 Federal Government's Firearm Ban**

"That the Board write a letter to Prime Minister Trudeau in opposition to the process regarding the implementation of the Federal Government's Firearms Ban, and further, that the draft letter be brought forward to the May 21, 2020 Board meeting for consideration."

ADMINISTRATION REPORTS (CONT'D)

Waste Management Committee Meeting – May 7, 2020

Recommendation 6:

Re: Reinstatement Cardboard Ban at Knockholt Landfill

1. "That the Board direct staff to reinstate the ban on cardboard at Knockholt Landfill on August 1, 2020.
2. That the Board approve staff research a temporary ICI cardboard solution while negotiations with Recycle BC's Post-Collection Company (or other 3rd party) to establish and operate a new baling facility are underway; and further,
3. That staff report back to the Board with a recommendation on a temporary solution for ICI cardboard after consultation with the commercial sector and stakeholders."

Recommendation 7:

Re: Cardboard Processing Working Group

"That the Board authorize the establishment of a Cardboard Processing Working Group, including stakeholders exploring cardboard processing solutions, RDBN staff and elected officials; and further, that a Pilot Project be developed with a goal of recycling 50% of residential and ICI (Industrial Commercial Institutional) cardboard in three years."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting
Recommendation 2
-May 7, 2020

Moved by Director Riis-Christianson
 Seconded by Director T. Greenaway

2020-6-7

That the Board approve the May 7, 2020 Committee Meeting Recommendation 2 as written:

Recommendation 2:

Re: Provincial Ownership of Digital Infrastructure

"That the Board write a letter to the Ministry of Citizens' Services suggesting that the Provincial Government consider that internet service be an essential service; and further, that the Provincial Government consider owning digital infrastructure similar to transportation infrastructure."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Concerns were brought forward in regard to a potential monopoly ownership of digital infrastructure.

ADMINISTRATION REPORTS (CONT'D)

Committee Meeting
Recommendation 5
-May 7, 2020

Moved by Director Parker
 Seconded by Director Layton

2020-6-8

That the Board approve the May 7, 2020 Committee Meeting Recommendation 5 as amended:

Recommendation 5:

Re: Federal Government's COVID-19 Agri-Food Industry and Producer Funding

"That the Board write a letter to Taylor Bachrach, MP Skeena-Bulkley Valley and Todd Doherty, MP Cariboo-Prince George requesting that a portion of the recently announced Federal Government COVID-19 relief funding for the agri-food industry and producers be provided to small producers."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern Capital and Planning Grant

Moved by Director Layton
 Seconded by Director Riis-Christianson

2020-6-9

"That the Board receive the \$1,565,000 Northern Capital and Planning Grant and include this amount as revenue in the next 2020 budget amendment and that the funds be allocated similar to the 2019 allocation; and further, that \$469,500 of said amount be allocated to Environmental Services capital projects in 2020 and included as a capital expense in the next 2020 budget amendment."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to bringing forward the Northern Capital and Planning Grant to a future Rural/Agriculture Committee meeting for discussion.

Letter to Prime Minister
Trudeau re: Firearms Ban

Moved by Director Layton
 Seconded by Director Lambert

2020-6-10

"That the Board approve the letter to Prime Minister Trudeau regarding the Firearms Ban."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

Moved by Director Riis-Christianson
 Seconded by Director Lambert

2020-6-11

"That Lakes Economic Development Service Establishment Repeal Bylaw No. 1910, 2020" be given first, second and third reading this 21st day of May, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Electoral Area "A" Pedestrian
 Crosswalk Local Service
 Establishment Repeal Bylaw
 No. 1911, 2020 Moved by Director Fisher
 Seconded by Director Storey

2020-6-12

"That Electoral Area "A" Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020" be given first, second and third reading this 21st day of May, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Essential Services
 Mutual Aid Agreement

Moved by Director Layton
 Seconded by Director Atrill

2020-6-13

"That the Board approve the Essential Services Mutual Aid Agreement between the RDBN and each of the member municipalities."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax Funds
 -Electoral Area "D" (Fraser Lake
 Rural) -Fraser Lake Legion
 Branch 274

Moved by Director Parker
 Seconded by Director T. Greenaway

2020-6-14

1) "That the Board contribute up to \$21,000 of Electoral Area 'D' Federal Gas Tax allocation monies to the Fraser Lake Legion Branch 274 for an Entrance Accessibility Renovation project, and further,

(All/Directors/Majority)

2) That the Board withdraw up to \$21,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

Director Storey declared a conflict of interest as Mayor of the Village of Fraser Lake in regard to the Federal Gas Tax Funds – Electoral Area "D" (Fraser Lake Rural) – Village of Fraser Lake at 11:38 a.m.

Federal Gas Tax Funds
 -Electoral Area "D" (Fraser Lake
 Rural) – Village of Fraser Lake

Moved by Director Parker
 Seconded by Director T. Greenaway

2020-6-15

1) "That the Board contribute up to \$125,000 of Electoral Area 'D' Federal Gas Tax allocation monies to the Village of Fraser Lake for an energy improvement project at the planned Fraser Lake Innovation Drop-In Centre, and for an Ammonia Safety Upgrade at the Fraser Lake Arena, and further,

(All/Directors/Majority)

2) That the Board withdraw up to \$125,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

Director Storey returned at 11:39 a.m.

ADMINISTRATION REPORTS (CONT'D)

Smithers Ski Club– Northern Development Application –Community Halls and Recreation Facilities Moved by Director Atrill
 Seconded by Director Layton

2020-6-16 “That the Board support the application to Northern Development Initiative Trust from the Smithers Ski Club for a grant of up to \$15,000 for the Smithers Ski and Snowboard Club Cabin Upgrade (Phase Two-Interior) Project from the Northwest Regional Account.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Connectivity Support Letters Moved by Director Layton
 Seconded by Director Lambert

2020-6-17 “That the Board request Letters of Support for upcoming connectivity grant opportunities.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Emergency Management Handbook and Quick Reference Guide for Elected Officials Moved by Director J. Greenaway
 Seconded by Director Layton

2020-6-18 “That the Board approve the “Emergency Management Handbook for Elected Officials and Quick Reference Guide as amended.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Southside Volunteer Fire Department Apparatus Moved by Director Lambert
 Seconded by Director Layton

2020-6-19 “That the Board withdraw \$117,000 from the “Southside Rural Fire Protection Service Capital Reserve” to purchase a 2019 Stock Liberator Side Control Fire Engine from Fort Garry Fire Trucks.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Northern Development Initiative Trust – Regional Business Liaison Program Moved by Director Layton
 Seconded by Director Lambert

2020-6-20 “That the Board receive the Regional Economic Development Coordinator’s May 21, 2020 memo titled Northern Development Initiative Trust Regional Business Liaison Program.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Reinstate Cardboard Ban at Knockholt Landfill

Moved by Director Fisher
 Seconded by Director Layton

2020-6-21

“That the Board re-establish the ban on cardboard at the Knockholt Landfill on August 1, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Messaging
 - o Staff to bring forward information at the June, 2020 Waste Management Committee
- Seeking direction from the business community in determining a solution
- Scheduling meetings with stakeholders
- Continue communication with Ministry of Environment and Climate Change
 - o Provide update moving forward
- Concerns regarding potential challenges to the business community
- Impacts and repercussions due to the increased cardboard being brought to Knockholt Landfill
- Environmental Services responsibility to protect the 100-year infrastructure of the landfill
- Follow up discussion with Town of Smithers and Village of Telkwa staff
- Equality of services across the region
- Environmental Services determining costing of solutions and cost to haul currently
 - o Solutions within the community have yet to be determined
- Utilizing Northern Capital Planning Grant funding to further develop the landfill
- Temporary options and solutions
 - o Timelines to move forward options
- Fort St. James ICI recycling
 - o Local not for profit organization developing a co-op solution to ICI recycling
 - o Fort St. James has a small baler
- No baler in the west (Smithers area) of the RDBN.

Design Costs for the Houston Transfer Station and Depot

Moved by Director Fisher
 Seconded by Director Brienen

2020-6-22

“That the Board approve a budget amendment to allocate funds for the design costs for the Houston Transfer Station and Recycling Depot for 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Recycling Meetings

Director Fisher noted he has been participating in provincial and national meetings in regard to recycling. He continues to advocate for solutions regarding agriculture plastics, ICI and organics recycling. Director Fisher mentioned the increased number of people participating in the calls compared to last year.

Internet Connectivity

Director Riis-Christianson commented that he has received a number of calls in regard to connectivity issues throughout Electoral Areas B and E and the Village of Burns Lake. Director Funk spoke of the challenges of the lack of internet connectivity in the Village of Burns Lake.

Chair Thiessen noted the issues in the entire region and rural Canada. He brought forward concerns in regard to students receiving their education via the internet and the challenges they are encountering.

Director Atrill spoke of the connectivity issues in the Town of Smithers and area. She thanked Chair Thiessen for bringing the issue forward at the meeting today with Minister Robinson, Ministry of Municipal Affairs and Housing.

Flooding in Electoral Area "C" (Fort St. James Rural)

Director T. Greenaway reported that the flooding in Electoral Area "C" (Fort St. James Rural) at Sowchea Bay Road and Pinche Creek Road was addressed by the Ministry of Transportation and Infrastructure and YRB, the road maintenance contractor, by installing temporary bridges. The water has currently receded.

Germansen Landing Post Office

Director T. Greenaway commented that the Postmaster has retired at the Germansen Landing Post Office and the position has yet to be filled. He brought forward concerns in regard to the possibility of the position not being filled. He will reassess the situation once impacts of COVID-19 have lessened. Chair Thiessen spoke of bringing forward Post Office services for discussion at a future date.

RDBN Food Hub Working Group

Director Parker mentioned he participated in the first teleconference meeting in regard to the RDBN Food Hub Working Group.

Southside Volunteer Fire Department Fire Truck

Director Lambert noted that the new Fire Truck being purchased for the Southside Volunteer Fire Department will be a great addition to the Southside.

Northern Health COVID-19 Update

Director Petersen indicated he will be participating in Northern Health's COVID-19 update this afternoon at 2:30 p.m.

Town of Smithers Businesses Opening

Director Atrill reported that businesses that had closed due to COVID-19 in the Town of Smithers are opening. She credited Town of Smithers staff for identifying areas where potential amendments could be made to allow businesses to utilize public spaces' allowing the CAO to approve permits in a timely manner. She indicated that there may be a need to revisit plans moving forward to create opportunities for businesses to function.

VERBAL REPORTS (CONT'D)

Director Atrill also noted that the Smithers District Chamber of Commerce is working to assist businesses to reopen. The Town of Smithers is reviewing the impacts to the Smithers Regional Airport.

Village of Granisle COVID-19 Update

Director McGuire mentioned that the gas station and grocery store in the Village of Granisle provided essential services and have remained open. The restaurant in the community is providing take out only and the Post Office has reduced hours and capacity.

Director McGuire noted that the volume of visitors to Granisle and area over the Victoria Day long weekend was lower than in past years and everyone was respectful of the current circumstances.

Village of Granisle Wildfire Mitigation

Director McGuire spoke of the Village of Granisle wildfire mitigation works taking place. The cut has been completed and next steps will be raking and burning, with reforestation to take place in 2021.

Village of Burns Lake -COVID-19 -Update Businesses Opening

Director Funk mentioned that the Village of Burns Lake has experienced a slow restart regarding some businesses opening as part of the Province of B.C.'s COVID-19 Restart Plan. The Village of Burns Lake is attempting to help the businesses manage moving forward.

Meeting with the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development

Director Storey participated in a meeting with Lara Beckitt, Director Regional District of Fraser-Fort George and President of the North Central Local Government Association and Minister Doug Donaldson, Ministry of Forests, Lands Natural Resource Operations and Rural Development. They discussed the following: potential concerns regarding fires during the Victoria Day long weekend, tree planting concerns, stumpage deferral as well as hunting and mushroom picking activities.

Director Storey recently received correspondence from the Nadina District Manager, Ministry of Forests, Lands, Natural Resource Operations and Rural Development providing notification that tree planters are utilizing accommodations within the community of Fraser Lake. She brought forward concerns in regard to the matter.

Missing Man in Fraser Lake

Director Storey reported that a Fraser Lake man is missing after a boating incident on the Stellako River. Nechako Search and Rescue is providing support along with SARS volunteers from around the region.

Isle Pierre – Canfor Sawmill Closure

Director Storey mentioned the recent announcement by Canfor closing its Isle Pierre sawmill between Vanderhoof and Prince George. Chair Thiessen noted the potential employment impacts to residents in the Vanderhoof area.

Fraser Lake Return to School Plan

Director Storey noted that schools in Fraser Lake are planning to move forward with a modified return to classroom schedule in relation to the Province of B.C.'s COVID-19 Restart Plan.

VERBAL REPORTS (CONT'D)

District of Fort St. James
 COVID-19 Update

Director J. Greenaway reported that the District of Fort St. James office remains closed at this time along with Nak'azdli Whuet'en. The District of Fort St. James' Cottonwood Marina is now open.

Chair Thiessen – Update

Chair Thiessen requested information from the Board in regard to the approach communities are taking concerning Grad Ceremonies and Farmers' Market openings. He mentioned that the District of Vanderhoof skateboard park, playgrounds and parks have remained open and the District will be opening its campground soon.

Receipt of Verbal
 Reports

Moved by Director Riis-Christianson
 Seconded by Director McGuire

2020-6-23

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Metro Vancouver - Director
 Support for Local Governments

Moved by Director Storey
 Seconded by Director T. Greenaway

2020-6-24

"That the Board receive the Administration Correspondence from Metro Vancouver – Director Support for Local Governments."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Action List

Moved by Director Petersen
 Seconded by Director Lambert

2020-6-25

"That the Board receive the Action List for April 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ENVIRONMENTAL SERVICES REPORT

Solid Waste Inventory
 and Feasibility Plan

Moved by Director Fisher
 Seconded by Director Atrill

2020-6-26

"That the Board re-allocate funds from the Northern Capital Planning Grant (NCPG) towards a region-wide Solid Waste Inventory and Feasibility Plan."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Fisher
Seconded by Director T. Greenaway

2020-6-27

“In accordance with Section 90 of the Community Charter, it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(c) – labour relations or other employee relations and 90(2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Northwest Resource Benefits Alliance), must/may be closed to the public, therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Fisher
Seconded by Director T. Greenaway

2020-6-28

“That the meeting be adjourned at 12:34 p.m.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, June 4, 2020**

PRESENT:	Chair	Gerry Thiessen
	Directors	Gladys Atrill – via Zoom Shane Brien Mark Fisher Dolores Funk Judy Greenaway Tom Greenaway Clint Lambert Brad Layton – via Zoom Linda McGuire Chris Newell Mark Parker Jerry Petersen Michael Riis-Christianson Sarrah Storey – via Zoom
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Nellie Davis, Regional Economic Development Coordinator – via Zoom Janette Derksen, Deputy Director of Environmental Services – arrived at 1:10 p.m. Alex Eriksen, Director of Environmental Services – via Zoom/in person at 12:46 p.m. John Illes, Chief Financial Officer Deborah Jones-Middleton, Director of Protective Services Jason Llewellyn, Director of Planning – left at 12:05 p.m. Wendy Wainwright, Executive Assistant
	Others	Liliana Dragowska, RPP, Dynamic Community Planning – via Zoom – left at 1:21 p.m. Hillary Morgan, RPP MCIP, Principal, Dynamic Community Planning – via Zoom – left at 1:21 p.m.

CALL TO ORDER

Chair Thiessen called the meeting to order at 11:05 a.m.

STAFF INTRODUCTION

The following staff were introduced to the Regional Board:

- Lindsay King, FireSmart Coordinator
- Crystal Miller, Accounting Clerk 1.

AGENDAMoved by Director Brien
Seconded by Director McGuire**C.W.2020-6-1**

"That the Agenda of the Committee of the Whole meeting of June 4, 2020 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – May 7, 2020

Moved by Director Lambert
 Seconded by Director Riis-Christianson

C.W.2020-6-2

“That the Committee of the Whole meeting minutes of May 7, 2020 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

DYNAMIC COMMUNITY PLANNING – Hillary Morgan, RPP MCIP, Principal and Liliana Dragowska, RPP RE: Parks and Outdoor Recreation Study

Chair Thiessen welcomed Hillary Morgan, RPP MCIP, Principal and Liliana Dragowska, RPP, Dynamic Community Planning.

Ms. Dragowska and Morgan provided a PowerPoint Presentation.

RDBN Parks & Outdoor Recreation Study.

- Meet the Team
- Background & Purpose
- Project Scope
- Four Phases
 - Pre-Engagement
 - Stakeholder Engagement
 - Building Blocks & Public Engagement
 - Synthesize Findings & Develop Scenarios
- Seven Common Needs
- Eight Principles
- Building Blocks
 - RDBN Administration
 - Non-Profit Society
 - RDBN Owned or Leased Outdoor Recreation Assets
 - Multi-Year Funding Agreements with Clubs
 - Grants
- Open House Overview
- Feedback Form Responses
- Examples of Scenarios
- Scenario Assumptions
 - Scenario 1: Region-Wide Service with
 - Scenario 2: Region-Wide
 - Scenario 3: Electoral Area A
- Proposed Tax Rates & Responses to Feedback Forms
- Blue/Orange Block vs. Red/Yellow Block
 - Sample Budget for Orange Block
 - Sample Budget for Red & Yellow Blocks
- Next Steps and Recommendations
- Key Questions for RDBN Board
- Thank You!

Break for lunch at 12:04 p.m.

Reconvened at 12:46 p.m.

The Board of Directors thanked Mmes. Morgan and Dragowska for an excellent made in the Bulkley-Nechako approach.

DELEGATION (CONT'D)

DYNAMIC COMMUNITY PLANNING – Hillary Morgan, RPP MCIP, Principal and Liliana Dragowska, RPP RE: Parks and Outdoor Recreation Study

The following was discussed in regard to the RDBN Parks & Recreation Study:

- Bringing forward the Study to municipal councils
- Outdoor recreation
 - Key component in regard to attraction and retention
 - Contributes to healthy communities
- Revenue and funding a service
 - Matching funds
 - Establishing service area
 - Establishing a service limit
 - Taxation from a specific area provide funding to that specific area
 - RDBN Administration
 - Provides consistent oversight (quality)
 - Concerns regarding additional staff
 - RDBN providing funding to non-profit society(ies) to deliver outdoor recreation service
 - Support for funding directly to groups
 - Multi-Year Funding Agreements
 - Grants an option for Area F
 - Area D consideration of utilizing other grant sources to assist in developing recreation groups in area
- Concerns regarding public turnout/input in certain areas
- Interest in municipal participation
- Sub-regional approach
- Strategic in new property investments
 - Maintenance of existing/new recreation infrastructure
 - Access roads and maintenance costs aren't addressed in report
- People don't recognize artificial boundaries.

Chair Thiessen thanked Ms. Morgan and Dragowska for attending the meeting.

REPORT

Draft Parks and Recreation Study

Moved by Director Brien
Seconded by Director Riis-Christianson

C.W.2020-6-3

"That the Committee of the Whole receive the draft Parks and Recreation Study."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Lake Babine Nation - Lake Babine Nation's Draft Foundation Agreement

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

C.W.2020-6-4

"That the Committee of the Whole receive the correspondence from Lake Babine Nation – Lake Babine Nation's Draft Foundation Agreement."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE (CONT'D)

CAO Helgesen commented, that along with Chair Thiessen, a meeting is being scheduled with Chief Gordon Alec, Lake Babine Nation to discuss the Draft LBN Foundation Agreement. Director McGuire mentioned that a meeting has been requested with the Village of Granisle and the Village has asked Tom McCarthy, Divisional Chief Negotiator, Negotiations Regional Operations Division, Ministry of Indigenous Relations and Reconciliation to facilitate the meeting.

NEW BUSINESS

COVID-19 Board Meeting Safety Precautions and Electronic Meeting Technology Improvements

Discussion took place in regard to plexiglass desk dividers in the Board Room and the estimated costs associated to potentially allow for in-person participation of all Directors during the COVID-19 event. The importance of quality audio equipment to allow for better participation via electronic meetings was discussed. Utilizing Northern Capital Planning Grant funding as an option for building improvements was also discussed. The 2020 Budget includes Northern Capital Planning Grant funding allocated for building improvements.

The potential need for plexiglass dividers in the event of an Emergency Operations Centre activation was brought forward.

Moved by Director Brien
Seconded by Director McGuire

C.W.2020-6-5

“That the Committee of the Whole recommend that the Board approve plexiglass desk dividers at an estimated cost of \$8,000.”

Opposed: Director Newell **CARRIED**

(All/Directors/Majority)

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Brien

C.W.2020-6-6

“That the meeting be adjourned at 1:46 p.m.”

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

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, June 4, 2020**

PRESENT: Chair Mark Parker

Directors Mark Fisher
Tom Greenaway
Clint Lambert
Chris Newell
Jerry Petersen
Michael Riis-Christianson
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Regional Economic Development Coordinator – left at 3:14 p.m.
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services – left at 3:19 p.m.
Jason Llewellyn, Director of Planning – left at 3:08 p.m.
Deneve Vanderwolf, Regional Transit Coordinator/Planner Technician – left at 4:13 p.m.
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Parker called the meeting to order at 3:02 p.m.

AGENDAMoved by Director Lambert
Seconded by Director Riis-Christianson**RDC.2020-5-1**

“That the Rural/Agriculture Committee Agenda for June 4, 2020 be approved.”

(All/Directors/Majority) **CARRIED UNANIMOUSLY****MINUTES****Rural Directors Committee
Meeting Minutes
-May 7, 2020**Moved by Director Lambert
Seconded by Director Petersen**RDC.2020-5-2**

“That the minutes of the Rural Directors Committee meeting of May 7, 2020 be received.”

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

PLANNING DEPARTMENT (Rural Directors)

Mine Referral

Mine Referral
No. 1300260-202001
(BamBam Trucking)
Electoral Area C

Moved by Director T. Greenaway
 Seconded by Director Lambert

RDC.2020-5-3

“That the Comment Sheet for Mine Referral No. 1300260-202001 be provided to the Province as the Regional District’s comments on Mine Referral No. 1300260-202001.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Referral

Crown Land Application
Referral No. 119419857-006
(Brian Pollard)
– Electoral Area F

Moved by Director Petersen
 Seconded by Director Riis-Christianson

RDC.2020-5-4

“That the Comment Sheet for Crown Land Application Referral No. 119419857-006 be provided to the Province as the Regional District’s comments on Crown Land Application 119419857-006.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

AGRICULTURE REPORTS

Nellie Davis, Regional Economic Development Coordinator provided an overview of the RDBN Connecting Consumers and Producers Programs website.

2020 Connecting Consumers
and Producers Programs

Moved by Director Lambert
 Seconded by Director Riis-Christianson

RDC.2020-5-5

“That the Rural/Agriculture Committee receive the Regional Economic Development Coordinator’s June 4, 2020 memo titled 2020 Connecting Consumers and Producers Programs.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Promotion of the 2020 Connecting Consumers and Producers Programs and website page
- Staff are developing marketing material and a promotion strategy
- Local Line
- Marketing material in regard to supporting local producers/buying local products.

Livestock Evacuation Plan

Moved by Director Riis-Christianson
 Seconded by Director Fisher

RDC.2020-5-6

“That the Rural/Agriculture Committee recommend that the Board approve the amended Livestock Evacuation Plan.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

AGRICULTURE REPORTS (CONT'D)

Discussion took place regarding the ability and information for livestock farmers to shelter in place.

RURAL REPORTS

Impact of Electoral Areas Joining the Transit Service

Moved by Director Riis-Christianson
 Seconded by Director Lambert

RDC.2020-5-7

“That the Rural/Agriculture Committee recommend to the Board that Bylaw No. 1790 be amended to include the entire Regional District as the Service Area and increase the maximum requisition amount in the bylaw to \$150,000.”

Discussion took place in regard to:

- Percentage of rural/municipal ridership being equal
- Referendum Process
 - Proposed one referendum for region
- Alternative Approval Process (AAP)
 - Further discussion needed to determine participation of off corridor areas
- Cost of referendum vs. AAP
- Requisition maximum of \$150,000 for both operational and capital costs
- Potential capital costs
- Federal Gas Tax funding for potential capital purchase of buses
- Developing financial certainty in perpetuity
- First Nations
 - Ridership numbers
 - Federal Government Grant funding
 - Partnerships
- Provincial and BC Transit funding formula
- Province creating the Highway 16 Transit Service in acknowledgement of the Highway of Tears
- Fort St. James
 - Lack of service
 - Seniors Helping Seniors transportation service
- Other busing systems operating in the north
 - BC Bus North
 - Northern Health Bus
 - Community
 - First Nations
- Potential to work with other busing operators to develop an efficient model for northern BC
- Transit fees collected vs. ridership numbers
 - Staff will provide information
- Local government determine fee amount
- Fee adjustments
- Cumulative tax percentage increase and impact to 2021 Budget
- Grant in Aid has yet to be requested for 2020
- Potential taxation less than ridership fee
- Funding models
 - Municipal/rural funding equality
 - Additional funding model options.

RURAL REPORTS (CONT'D)

Moved by Director Riis-Christianson
 Seconded by Director Lambert

RDC.2020-5-8

“That the Rural/Agriculture Committee defer Motion RDC.2020-5-7 to a future meeting in order to provide additional funding model options.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern Capital and Planning Grant

- Receipt of the second Provincial allocation of the Northern Capital and Planning Grant
- Province adjusted the formula
 - Formula unknown
 - Potential reasons for formula adjustments
 - Reduced amount of funding to Regional Districts (as compared to municipalities)
- Strict criteria for Regional Districts to utilize the funding
- Directors to provide ideas to CAO Helgesen and CFO Illes
- Northern Capital and Planning Grant allocation in relation to potential Northwest BC Resource Benefits Alliance (RBA) funding
- Staff workplans and NCPG funded projects
- Determining best approach
- Ensuring recognition of NCPG project funding for projects
- Shovel ready projects vs. shovel worthy projects
- Allocating NCPG funding to a single RDBN project per year
 - Funding is not guaranteed moving forward
- Funding needed to improve connectivity in the region
- Further discussion at a future Rural/Agriculture meeting in regard to Electoral Area and region-wide project options.

CORRESPONDENCE

Ministry of Municipal Affairs and Housing – Response to Inquiry re: Hunting Licenses

Moved by Director Lambert
 Seconded by Director Riis-Christianson

RDC.2020-5-9

“That the Rural/Agriculture Committee receive the Correspondence from the Ministry of Municipal Affairs and Housing – Response to Inquiry re: Hunting Licenses.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Telus re: Broadband Committee

CFO Illes indicated that Telus has agreed to meet with the RDBN Broadband Committee at its next meeting.

RDBN Letter to Ministry of Agriculture RE: COVID-19 Class D and E Licences

Chair Parker mentioned that the RDBN has yet to receive a response to its April 29, 2020 letter sent to the Honourable Lana Popham, Minister of Agriculture in regard to COVID-19 Crisis and Class D and E Licenses.

NEW BUSINESS (CONT'D)

B.C. Forest Enhancement
Society Grant Funding to
Pinnacle Pellet Renewable
Energy and Sale of other
fibre

Chair Parker spoke of the B.C. Forest Enhancement Society providing grant funding to Pinnacle Pellet Renewable Energy to subsidize travel expenses to utilize residual fibre and the impacts to the sale of aspen/poplar by the agriculture community. He asked that the topic be discussed when rescheduling a meeting with Eamon O'Donoghue, Assistant Deputy Minister, Regional Operations North Area, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Fisher

RDC.2020-5-10

"That the meeting be adjourned at 4:39 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO
WASTE MANAGEMENT COMMITTEE MEETING
(Committee Of The Whole)

Thursday, June 4, 2020

PRESENT: Chair Mark Fisher

Directors Shane Brienen
Dolores Funk
Judy Greenaway
Tom Greenaway
Clint Lambert
Linda McGuire
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarraah Storey – left at 2:00 p.m.
Gerry Thiessen

Directors Gladys Atrill, Town of Smithers
Absent Brad Layton, Village of Telkwa

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Regional Economic Development Coordinator
– arrived at 2:45 p.m.
Janette Derksen, Deputy Director of Environmental Services
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
– arrived at 2:45 p.m.
Jason Llewellyn, Director of Planning – arrived at 2:45 p.m.
Deneve Vanderwolf, Regional Transit Coordinator/Planning
Technician – arrived at 2:50 p.m.
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Fisher called the meeting to order at 1:47 p.m.

AGENDA

Moved by Director McGuire
Seconded by Director Riis-Christianson

WMC.2020-3-1

“That the Waste Management Committee approve the June 4, 2020 Agenda.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

**Waste Management
Committee Meeting Minutes
-May 7, 2020**

Moved by Director Riis-Christianson
Seconded by Director Lambert

WMC.2020-3-2

“That the Minutes of the Waste Management Committee for May 7, 2020 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT

Solid Waste Inventory and Feasibility Plan

Manager Eriksen provided an overview of the Stakeholder Engagement Plan tentative dates outlined in the June 4, 2020 memo titled Solid Waste Inventory and Feasibility Plan.

The scope of work of the waste inventory study was discussed. Chair Fisher brought forward concerns in regard to a desktop study and the need for a larger scaled study and a complete waste audit. The waste inventory study is to provide short term data. Chair Fisher spoke of focusing on cardboard to enable potential partners to determine feasibility of secondary manufacturing options for cardboard recycling.

Break at 2:02 p.m.

Reconvened at 2:45 p.m.

Discussion took place in regard to:

- A complete waste audit of the entire region
 - o Diverse recycling needs across the region
- Focus on cardboard amounts being landfilled
 - o Information can be used to determine potential secondary recycling options for cardboard
 - Essential to know cardboard volumes
 - Require information to provide to potential partners
 - o Staff will follow up with information regarding cardboard amounts currently being landfilled
- RDBN Environmental Services Summer Student is currently conducting a survey and visiting businesses in the communities in the region to determine ICI cardboard recycling needs
 - o Staff will provide the information to the Waste Management Committee once compiled.

Solid Waste Inventory and Feasibility Plan

Moved by Chair Fisher
 Seconded by Director McGuire

WMC.2020-3-3

“That the Waste Management Committee recommend that the Board not proceed with hiring Tetrattech to conduct the waste inventory study for the RDBN.”

Opposed: Director Petersen **CARRIED**

(All/Directors/Majority)

VERBAL UPDATES

Chair Fisher Update

Director Fisher, along with Environmental Services staff, has had conversations related to cardboard recycling with Loop. Loop is exploring options in regard to cardboard recycling in the region. He spoke of the importance of supporting local initiatives.

National Industrial Symbiosis Program (NISP)

Chair Fisher noted that NISP connects waste producers with individuals needing resources and is considering a Northern Coordinator in the region.

VERBAL UPDATES (CONT'D)

Zero Waste Store – Opening in Smithers

Chair Fisher mentioned that a Zero Waste Store is intending to open June 2020 in Smithers. Director Funk indicated that the Green Zone Grocer in Burns Lake has undertaken a similar initiative. He spoke of providing a letter of support for the initiative. Chair Fisher will bring forward a draft letter to a future meeting for committee consideration that can be provided to individuals/businesses moving forward with zero waste initiatives in the region.

ADJOURNMENT

Moved by Director Lambert
 Seconded by Director McGuire

WMC.2020-3-4

“That the meeting be adjourned at 3:01 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

 Mark Fisher, Chair

 Wendy Wainwright, Executive Assistant



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

TO: Chair and Regional District Board
FROM: Steve Davis, Building Inspector
DATE: June 18, 2020
SUBJECT: Section 57 Notice on Title, File No. A-02-20, 233 Prairie Road
 Electoral Area "A"

RECOMMENDATIONS

1. That the Chair provide the property owner with an opportunity to be heard by the Board, if present.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the Community Charter relating to land legally described as: Block I, District Lot 1586, Range 5, Coast District (233 Prairie Road).

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

A dwelling at 233 Prairie Rd. is being occupied without the required occupancy permit pursuant to "RDBN Building Bylaw No. 1634, 2012".

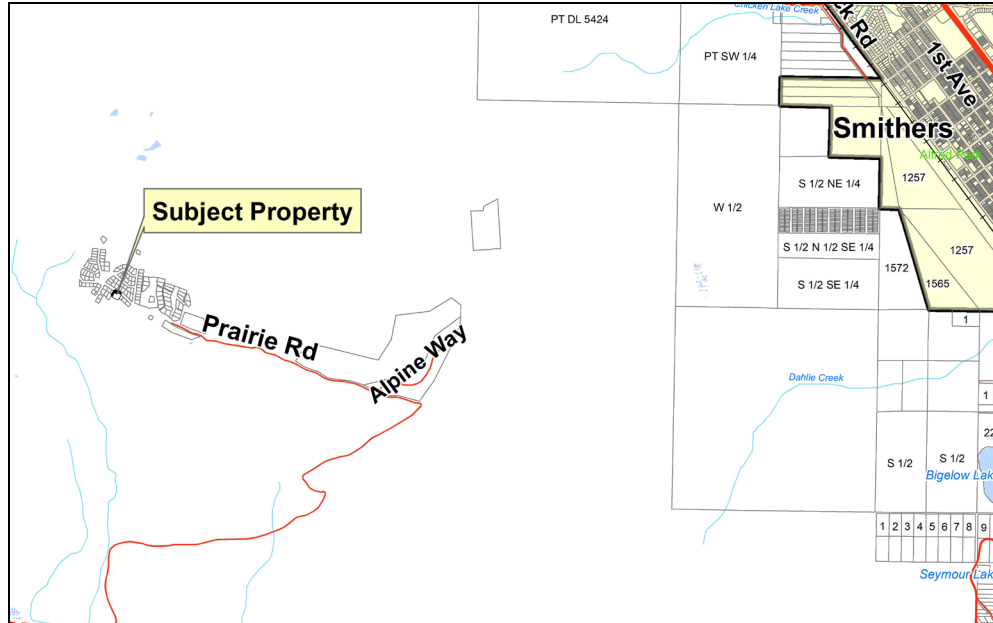
The Building Inspector recommends that a notice be placed on title of the subject property in accordance with Section 57 of the *Community Charter*. This notice serves to advise interested parties, including potential buyers, of the situation.

Reviewed by;

Jason Llewellyn
Director of Planning

Written by;

Steve Davis
Building Inspector



BACKGROUND

In 2015 the property owner began construction of a dwelling on the subject property without a building permit. A stop work order was issued. The dwelling being illegally constructed exceeded the maximum Gross Floor Area requirement in the Zoning Bylaw. The property owner applied for a Development Variance Permit to allow a larger dwelling. This application was denied by the Board.

In 2016 a Building Permit was issued for a new dwelling based on the condition that the existing cabin would be removed resulting in compliance with the Zoning Bylaw limitation on building size. The property owner built the new dwelling, did not obtain occupancy, did not remove the existing building, and has been occupying the oversized dwelling in contravention of the Zoning Bylaw and the Building Bylaw.

HISTORY

The following is a chronology of events leading to the recommendation for a Section 57 notice on title.

August 18, 2015

The property owner, Mr. Gary Huxtable, contacted the RDBN regarding the building requirements for the subject property. A RDBN Building Inspector notified Mr. Huxtable that the property was located in the Regional District Building Inspection area, that a building permit was required, and that the R8 zone had a 110 m² gross floor area (GFA) limitation. The Building Inspector recommended that the applicant talk to a Planner for more information regarding zoning. No further contact was made by the applicant at that time.

September 17, 2015

The Building Inspector noticed the project was underway without a building permit. A stop work order was placed on the construction. At this point foundation footings were poured, and foundation wall form work was in progress. During a phone call, Mr. Huxtable stated that the project would be taken to the foundation stage and then covered for the winter. The Inspector informed Mr. Huxtable that until a building permit was issued, permission could not be given to continue construction.



October 19, 2015

The Building Inspector noted that the stop work order had been ignored and further foundation work had been completed without a permit or inspections. The Building Inspector spoke to the contractor and reminded him of the stop work order and advised him to speak to a Planner.



November 19, 2015

The Building Inspector noted that further work had been completed, including framed basement walls.

November 26, 2015

The property owner contacted the Planning Department on November 26, 2015 and indicated that he wished to make application for a Development Variance Permit to allow the existing cabin and the new 24'x30' addition.

December 10, 2015

A Development Variance Permit application was received by the Planning Department. The application proposed to vary the GFA allowed in the R8 Zone from 110 m² (1184 ft²) to 201.8 m² (2172.5 ft²).

January 28, 2016

Development Variance Permit Application A-08-15 to allow the new building as an addition to the existing dwelling was denied by the RDBN Board.

The Board directed that staff undertake a review of the Hudson Bay Mountain Recreation Residential (R8) Zone in “Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993” (Zoning Bylaw). During the summer of 2016 staff completed the HBM Prairie Village Land Use Study. This study included an inventory of development in the area, and notable community consultation. Based on community character and environmental considerations the study recommended that the limitations of dwelling size be maintained and that the Zoning Bylaw be amended to replace the GFA regulation with a regulation that uses a Total Floor Area (TFA) measurement. A TFA of 167.23 m² (1,800 ft²) was recommended.

June 20, 2016

A building permit application was received for the new dwelling.

July 13, 2016

A building permit was issued for the new dwelling. The building permit required the removal of the old cabin and its replacement with a covered deck.

October 20, 2016

Framing, plumbing rough-in, and insulation / vapour barrier inspections were approved.

January 26, 2017

The Board received the “HBM Prairie Village Land Use Study” and directed staff to initiate an amendment to the zoning bylaw as recommended in the study.

October 26, 2017

The Board amended the Zoning Bylaw to replace the GFA restriction of 110 m² (1184 ft²) with a TFA restriction of 167.23 m² (1,800 ft²) in the R8 Zone. It is noted that the existing building is well over the previous 110 m² (1184 ft²) regulation and the existing TFA restriction of 167.23 m² (1,800 ft²) in the R8 Zone. The estimated TFA of the existing building is 240m² (2589 ft²).

January 21, 2019

In response to a building permit expiry notice sent by the RDBN the applicant requested an extension to the building permit. The Building Inspector granted the extension until end of 2019.

January 23, 2020

In response to a building permit expiry notice sent by the RDBN the applicant requested another extension to the building permit. It appeared that no work had been completed in the past few years, and there were reports that the new dwelling was being occupied. The Building Inspectors requested an inspection of the building. An inspection was not possible as the property owner was not available.

March 12, 2020

The Building Inspectors made a site visit to the property. The old cabin had not been torn down and had been made accessible to the newly constructed dwelling through a door on the 2nd floor. It was apparent that construction had occurred to facilitate occupation of the original cabin and the new cabin, and both were being occupied. There were beds, linens, toiletries, furnishings, and other personal effects in place throughout the existing and new buildings.



The property owner claimed that the items had all been recently put in place, and that he could not afford to tear down the old cabin or complete the rest of the outstanding items necessary for an occupancy permit to be issued. Staff have not included pictures of the inside of the building in this report for privacy reasons. These pictures are available for review by the Board on request.

March 31, 2020

A letter (attached) was sent to the property owner advising them that the RDBN Planning Department is preparing to take enforcement action that may include the registration of a Notice on Title pursuant to Section 57 of the Community Charter, and that enforcement action may also include obtaining an injunction from the Court ordering compliance with RDBN Bylaws. The letter advised that enforcement action can be avoided by ceasing occupation of the new building and completing the necessary demolition and other work necessary to obtain occupancy. Please note that a new Building Permit is required for this work.

April 7, 2020

An email (attached) was received from the property owner saying he was not aware that a building could not be occupied prior to issuance of an occupancy permit. The letter also

questioned the Zoning Bylaw non-compliance, and requesting an extension of the expired building permit.

April 8, 2020

A letter (attached) was sent to the property owner explaining the Zoning Bylaw non-compliance and indicating that an extension to the building permit may be considered if the property owner identified a completion date for the work and committed to not occupy the building prior to issuance of an occupancy permit. No response was received.

May 11, 2020

An email (attached) was sent to property owner indicating that the process to place a notice on title would be started if a building permit application was not made and the required work completed.

May 12, 2020

An email (attached) was received from the property owner indicating that they had not completed the construction or torn down the old cabin according to the original timeline was due to financial hardship. It was confirmed in the letter that the new cabin had been occupied that winter.

May 25, 2020

Notice (attached) was sent to the property owners informing them that the Board would be considering the Building Inspector's recommendation for a notice on title, and that they or a representative may provide representations to the RDBN Board in writing, or by electronic means at the Regional District office during the Board meeting concerning the matter. This notice was sent by registered mail.

SECTION 57 REQUIREMENTS

Section 57 of the *Community Charter* authorizes the RDBN to file a notice on title of a property when the Building Inspector discovers bylaw contraventions that relate to the building or safety of a structure. To place a notice on title the following must occur:

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.

- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate officer.
- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner applies for a new building permit, removes all furniture and personal effects from the building, demolishes or removes the original cabin, and completes the items necessary for occupancy, the Section 57 can be removed from title.

ADDITIONAL ENFORCEMENT ACTION

The property owner has a history of non-compliance with the RDBN's building and land use regulations. The oversized illegal construction which is the subject of this report was the catalyst for a comprehensive review of the regulations that apply to the area. The community expressed a desire for control over the size of dwellings in the area and the Board established revised regulations based on the community input.

In staff's opinion it would not be appropriate to allow the existing building to remain in place in contravention of the RDBN's Zoning Bylaw and Building Bylaw. Therefore, should the building not be brought into compliance over the summer staff may recommend further enforcement action.



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



March 31, 2020

Gary & Stephanie Huxtable
2400 Telkwa High Road
Telkwa, BC V0J 2X1

RE: Illegal Dwelling at 233 Prairie Road

This letter is regarding the illegal use of the building located at 233 Prairie Road.

During a site visit by the RDBN's Building Inspectors it was apparent that the building, which was the subject of expired Building Permit No. 2016-055, is being occupied. As you are aware occupancy has not been issued for the newly constructed building. RDBN Building Bylaw No. 1634, 2012 Section 17.1 states that "No person shall occupy a building or structure or part of a building or structure until an occupancy permit has been issued."

The building is also in contravention of Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993 as the size of the dwelling appears to exceed the Gross Floor Area restriction of 110 m² (1184 ft²) that was in place at the time the building permit was issued, and the Total Floor Area restriction of 167.23 m² (1,800 ft²) currently in place for the R-8 Zone.

The RDBN Planning Department is preparing to take enforcement action that may include the registration of a Notice on Title pursuant to Section 57 of the Community Charter. The RDBN may also consider obtaining an injunction from the Court ordering compliance with RDBN Bylaws. The above enforcement action can be avoided by ceasing occupation of the new building and completing the necessary demolition and other work necessary to obtain occupancy. Please note that a new Building Permit is required for this work.

Please let me know if you have any questions about any of the above. You can reach me at 250-692-3195.

Sincerely,

Jason Lewellyn
Director of Planning

M:\Planning\Property Issues\Enforcement\Building Inspection\Building Bylaw Enforcement Issues\Prairie Rd 233\Site visit letter March 17 2020.doc

MUNICIPALITIES:
SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANVILLE

ELECTORAL AREAS:
A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA
PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

Jason Llewellyn

From: Gary Huxtable [REDACTED]
Sent: Tuesday, April 7, 2020 11:06 AM
To: Jason Llewellyn
Cc: Steve Davis
Subject: [EXTERNAL]: 233 Praire road

Hello Jason,

I received your letter dated March 31st 2020 yesterday in the mail.

I am a little confused by the content and would like to get some clarifications and provide some information as to our current state.

1 – I was unaware that we were not allowed to occupy part of the building until full occupancy was given. We have partially used the basement space since 2016/2017 winter as an entry and storage area. Once the bathroom upstairs was completed in 2018/2019 we used that as well while still cooking and sleeping in the old cabin. This last season 2019/2020 we managed to finish the bedrooms and main floor and spent approximately 18 days in the cabin(due to the poor snow year and conditions). As stated above, I was unaware that partial occupancy was not allowed as the other 3 cabins that started the same year as ours have also been using their cabins for the past 4 seasons. Maybe this was explained better to them and they received full occupancy in their first season of build?

2 – You mention that we are not in compliance with the current or the past Bylaw 700. I am not sure what has changed as our plans have not changed since we received an approved building permit in 2016. The last building inspection was for the main and upper floor vapor barrier and plumbing in the fall of 2016 and to date we have not started on the basement floor or requested an inspection. This basement area, once completed will be modified from the current layout to meet the plans that were approved for our building permit. Once done we will be in full compliance of Bylaw 700 as per our approved building permit.

3 – With regards to the expired building permit, what is the regular practice for extending these beyond the 2 years? With a seasonal dwelling such as this, we have put our efforts/finances into it as available. When we started we had a 2 year construction plan however due to some unforeseen circumstances this plan has changed and I am unsure of when we will have the finances available to get back on track with completion. Do you have a process for extending permits beyond 2 years? I am sure you run into this quite often.

4 – After talking to Steve & Jason during their walkthrough we will work on the following items this summer to try to satisfy the occupancy requirements.

- Basements stair hand rails
- Outside deck handrails
- Basement drywall on outside walls.

Are there any other considerations required at this time for occupancy?

5 – You mention we will require a new building permit. As stated above, is there not a mechanism in place for extending permits?

Regards

Gary Huxtable

President

BV Electric Ltd.

Email - [REDACTED]

Web - www.bvelectric.ca

Phone - [REDACTED] Fax - [REDACTED]



BV Electric Ltd.



Virus-free. www.avast.com

Email secured by Check Point



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

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

April 7, 2020

Gary & Stephanie Huxtable
2400 Telkwa High Road
Telkwa, BC V0J 2X1

RE: Illegal Dwelling at 233 Prairie Road

This letter is in response to your April 7th e-mail.

As noted in my March 31st letter the dwelling on the subject property currently exceeds the Gross Floor Area (GFA) restriction of 110 m² (1184 ft²) that was in place at the time the building permit was issued, and the Total Floor Area restriction of 167.23 m² (1,800 ft²) currently in place for the R-8 Zone pursuant to *Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993* (the Zoning Bylaw).

The building plans you submitted as part of your building permit application show a building which complies to the GFA restrictions in place in 2016. However, the building that currently exists is not in accordance with the approved building plans or the Zoning Bylaw. Specifically, the area shown as deck at the rear of the dwelling on the approved building plans is not currently a deck. The building permit was issued on the understanding that the building in this area would not remain and would be replaced with the proposed deck.

RDBN Building Bylaw No. 1634, 2012 (the Building Bylaw) states that building permits expire and the rights of the owner under the building permit terminate if work is discontinued for a period of 1 year, or work is not completed within 2 years of building permit issuance. A building official may extend the period of time work can be discontinued if the delay is due to hardships beyond the owner's control. In early 2019 you were granted an extension until December 2019. During that period, it appears that no further work was completed.

Our records indicate that the outstanding work associated with Building Permit No. 2016-055 includes the following:

- Installing drywall to cover the vapour barrier on the bottom floor.
- Installing a graspable handrail in the lower stairwell.
- Installing a guard on the main floor deck.
- Removing the existing building in the area shown as deck on the approved building plans.

MUNICIPALITIES

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANVILLE

ELECTORAL AREAS

A - SMITHERS R. RA. E - FRANCOIS/OOTSA LAKE RURAL
H - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES R. RA. G - HOUSTON RURAL
D - FRASER LAKE R. RA.

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

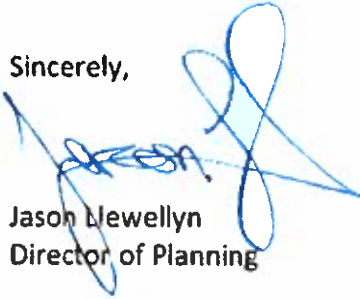
FX: 250-692-3305

TF: 800-320-3339

In your e-mail you ask for another extension to building permit No. 2016-055; however, you do not identify a proposed completion date for the work. If you identify a proposed completion date for the above noted work, commit to not occupy the building prior to occupancy, and remove all furniture and personal affects from the building, we will give your request for an extension further consideration.

If you have further questions, please do not hesitate to ask.

Sincerely,



Jason Jewellyn
Director of Planning

Steve Davis

From: Steve Davis
Sent: Monday, May 11, 2020 3:21 PM
To: 'Gary Huxtable'
Cc: Jason Llewellyn
Subject: RE: [EXTERNAL]: Re: 233 Prairie road
Attachments: Building permit Applications; Building Permit Applications

Good morning Gary,

I have attached copies of the previous emails. Please submit the required building permit applications for the 2 buildings at 2400 Telkwa High Road, and submit a new building permit application for the new residence at 233 Prairie Rd. If the applications and the supporting documentation are not received with the next week, the Regional District will be moving forward with Notice on Title. Please let me know if you have any questions about any of the above items.

Regards,

Steve Davis, Building Inspector
 Regional District of Bulkley-Nechako
 PO Box 820 Burns Lake, BC V0J 1E0
 Tollfree: 1-800-320-3339
 Phone: 250-692-3195
 Fax: 250-692-1220

From: Gary Huxtable <gary@bvelectric.ca>
Sent: Monday, May 11, 2020 8:48 AM
To: Steve Davis <steve.davis@rdbn.bc.ca>
Cc: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>
Subject: RE: [EXTERNAL]: Re: 233 Praire road

Hi Guys,

Sorry for the late response. I had an emergency call to one of our remote job sites last week and didn't get back until Saturday afternoon.

Steve, I do not see any emails with regards to 2400 THR other than the one attached. I did receive a letter dated January 27th. I still plan to proceed with trying to get permits for the buildings in question but have not had the time to round up the info to get this done.

Regards

Gary Huxtable

President

BV Electric Ltd.

Email - [REDACTED]

Web - www.bvelectric.ca

Phone [REDACTED] fax - [REDACTED]



BV Electric Ltd.

Steve Davis

From: Gary Huxtable [REDACTED]
Sent: Tuesday, May 12, 2020 11:26 AM
To: Jason Llewellyn
Cc: Steve Davis
Subject: RE: [EXTERNAL]: Re: 233 Praire road

Hi Jason,

Thanks for the clarifications in your letter. It seems that the main concern is the "old cabin" that is still standing and that we have not completed the exterior deck.

I would like to clarify a couple items I see as concerns in your letter.

1 – Construction schedule and timelines

- The following was the original construction schedule that we provided for the build at time of our approved building permit:

New Construction

Start Construction of new dwelling	June 2016
Locked up and exterior complete	September 2016
Interior finish complete	June 2017
Construction of rear covered deck	September 2017
Occupancy	October 2017

Old Dwelling

Dwelling moved or torn down	August 2017
-----------------------------	-------------

- The following is the actual timeline of the construction:

- New Construction

Start Construction of new dwelling	June 2016
Locked up and exterior complete	September 2017
Interior finish – Main Floor & bathroom	December 2018
Interior finish – Upstairs	December 2019
Construction of rear covered deck	Not complete
Occupancy	Not complete

Old Dwelling

Dwelling moved or torn down	Not complete
-----------------------------	--------------

- As you can see from the above, we have not strayed from our original construction other than the timeline for the work being completed. The reason for the delay has been financial hardship. We started with a firm commitment to the schedule however due to a couple financial issues with business and personal we were unable to continue on the original schedule.
- We hope to be able to continue with the construction soon, however at this time we will probably not be position to continue until the summer of 2021. The items holding up construction are related to our business and finances. COVID 19 and Maple Leaf Green World owing us \$1.4million.

2 – Occupancy of building

- We occupied the old cabin up to December 2019. Cooking, sleeping living etc.
- We used the basement entry since winter 2017. Clothing & ski storage.
- The basement bathroom was usable for construction since august 2016.

- We have used the upstairs bathroom since December 2018.
- We had a total of 18 days in the new cabin this winter.
- Due to the 90 degree bend and low head room in the basement stairs and the fact that we had a contractor lined up to install the handrails on the upper deck last summer(he ran out of time and canceled in October) we were forced to install as much furniture as we could. (it will not make it up the stairs so we loaded it through the upper deck door)
- We do not use the cabin at all from May through November and our plans for obtaining occupancy will be to complete all items this summer and have occupancy prior to the upcoming ski season.

Let me know if you require any additional information to extend our permit.

Regards

Gary Huxtable

President

BV Electric Ltd.

Email - [REDACTED]

Web - www.bvelectric.ca

Phone - [REDACTED] Fax - [REDACTED]



BV Electric Ltd.

From: Jason Llewellyn [mailto:jason.llewellyn@rdbn.bc.ca]

Sent: Monday, May 4, 2020 8:52 AM

To: Gary Huxtable

Cc: Steve Davis

Subject: RE: [EXTERNAL]: Re: 233 Praire road

Hi Gary. I have resent the e-mail I sent you on April 8th, 2020. I have also attached the letter contained in that e-mail.

Sincerely,

Jason Llewellyn

From: Gary Huxtable <gary@bvelectric.ca>

Sent: Monday, May 4, 2020 8:20 AM

To: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>

Cc: Steve Davis <steve.davis@rdbn.bc.ca>

Subject: [EXTERNAL]: Re: 233 Praire road

Hi Jason,

Just wanted to follow up on this email. Have you had a chance to review it?

Regards

Gary Huxtable

BV Electric Ltd.
[REDACTED]

On Apr 7, 2020, at 11:06 AM, Gary Huxtable [REDACTED] wrote:

Hello Jason,

I received your letter dated March 31st 2020 yesterday in the mail.

I am a little confused by the content and would like to get some clarifications and provide some information as to our current state.

1 – I was unaware that we were not allowed to occupy part of the building until full occupancy was given. We have partially used the basement space since 2016/2017 winter as an entry and storage area. Once the bathroom upstairs was completed in 2018/2019 we used that as well while still cooking and sleeping in the old cabin. This last season 2019/2020 we managed to finish the bedrooms and main floor and spent approximately 18 days in the cabin (due to the poor snow year and conditions). As stated above, I was unaware that partial occupancy was not allowed as the other 3 cabins that started the same year as ours have also been using their cabins for the past 4 seasons. Maybe this was explained better to them and they received full occupancy in their first season of build?

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- Basements stair hand rails
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Are there any other considerations required at this time for occupancy?

5 – You mention we will require a new building permit. As stated above, is there not a mechanism in place for extending permits?

Regards

Gary Huxtable

President

BV Electric Ltd.

Email - [REDACTED]

Web - [REDACTED]



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

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

May 25, 2020

Gary and Stephanie Huxtable
2400 Telkwa High Road
Telkwa, BC
VOJ 2X1

Registered owner of Block I, District Lot 1586, Range 5, Coast District (233 Prairie Road)

**Re: Section 57 Community Charter Notice
Contravention of Section 6.1 of Regional District of Bulkley-Nechako Building Bylaw
No. 1634, 2012.**

Dear Mr. and Mrs. Huxtable:

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on June 18, 2020 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title to Block I, District Lot 1586, Range 5, Coast District (233 Prairie Road) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that a dwelling at 233 Prairie Rd. is being occupied without the required occupancy permit.

As the registered property owners you have the opportunity to provide comment to the RDBN Board for their consideration at their June 18, 2020 Board meeting regarding the proposed notice on title. You may provide written comment to the Board by mail or email to inquiries@rdbn.bc.ca. Written comment must be received by the Regional District office by 12:00 pm, Wednesday, June 17, 2020. You may also make verbal representations to the RDBN Board in person or electronically at their June 18, 2020 Board meeting. Please contact Cheryl Anderson at 1-800-320-3339 or (250) 692-3195 to make the necessary arrangements to attend the meeting in person or electronically prior to the end of day on June 17th, 2020.

After hearing the representations of the Building Inspector and the owners, if any, the Regional District Board may pass a resolution directing the Corporate Officer to file a Notice of the Resolution in the Land Title Office indicating that further information concerning the matter may be inspected by interested parties at the RDBN Office.

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

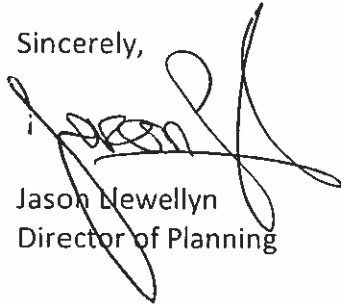
PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

A copy of the Building Inspector's report and section 57 of the *Community Charter* is enclosed. Further information may be obtained from the Office of the undersigned, at 37 3rd Avenue, Burns Lake, BC, during normal business hours, 8:30 am to 4:30 p.m. Monday through Friday, except statutory holidays.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Lewellyn", with a large, stylized flourish extending upwards and to the right.

Jason Lewellyn
Director of Planning

Note against land title that building regulations contravened

57 (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

(a) observes a condition, with respect to land or a building or other structure, that the inspector considers

(i) results from the contravention of, or is in contravention of,

(A) a municipal bylaw,

(B) a Provincial building regulation, or

(C) any other enactment

that relates to the construction or safety of buildings or other structures, and

(ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or

(b) discovers that

(i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and

(ii) the permit was not obtained or the inspection not satisfactorily completed.

(2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must

(a) give notice to the registered owner of the land to which the recommendation relates, and

(b) after notice under paragraph (a), place the matter before the council.

(3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

(a) a resolution relating to that land has been made under this section, and

(b) further information about it may be inspected at the municipal hall.

(4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).

(5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.

(6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.

(7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,

(a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,

(a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the *Land Title Act*, and

(b) the assurance fund or the minister charged with the administration of the *Land Title Act* as a nominal defendant is not liable under Part 20 of the *Land Title Act*.

(8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do

anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.

(9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

Cancellation of note against land title

58 (1) On receiving a report from a building inspector that the condition that gave rise to the filing of the notice under section 57 (3) has been rectified, the corporate officer must file a cancellation notice and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(2) An owner of land with respect to which a notice has been filed under section 57 (3), may apply to the council for a resolution that the note be cancelled.

(3) After hearing an applicant under subsection (2), the council may pass a resolution directing the corporate officer to file a cancellation notice.

(4) If a resolution has been passed under subsection (3), the corporate officer must file a cancellation notice in the land title office and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(5) If the council does not pass a resolution under subsection (3), the owner may apply to the Supreme Court and notify the municipality to attend before the court to show cause why the note should not be cancelled.

(6) On an application under subsection (5), after reviewing any evidence that the owner and the municipality may adduce, the court may make an order directing the registrar to cancel the note made under section 57 (5) and, on receiving the order, the registrar of land titles must cancel the note accordingly.



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

TO: Chair and Regional District Board
FROM: Steve Davis, Building Inspector
DATE: June 18, 2020
SUBJECT: Section 57 Notice on Title, File No. A-03-20, 2400 Telkwa High Road
 Electoral Area "A"

RECOMMENDATIONS

1. That the Chair provide the property owners with an opportunity to be heard by the Board, if present.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as: Lot 2, Section 2, Township 4, Range 5, Coast District, Plan 11676 (2400 Telkwa High Road).

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

Two buildings at 2400 Telkwa High Road have been constructed without the benefit of building permits or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

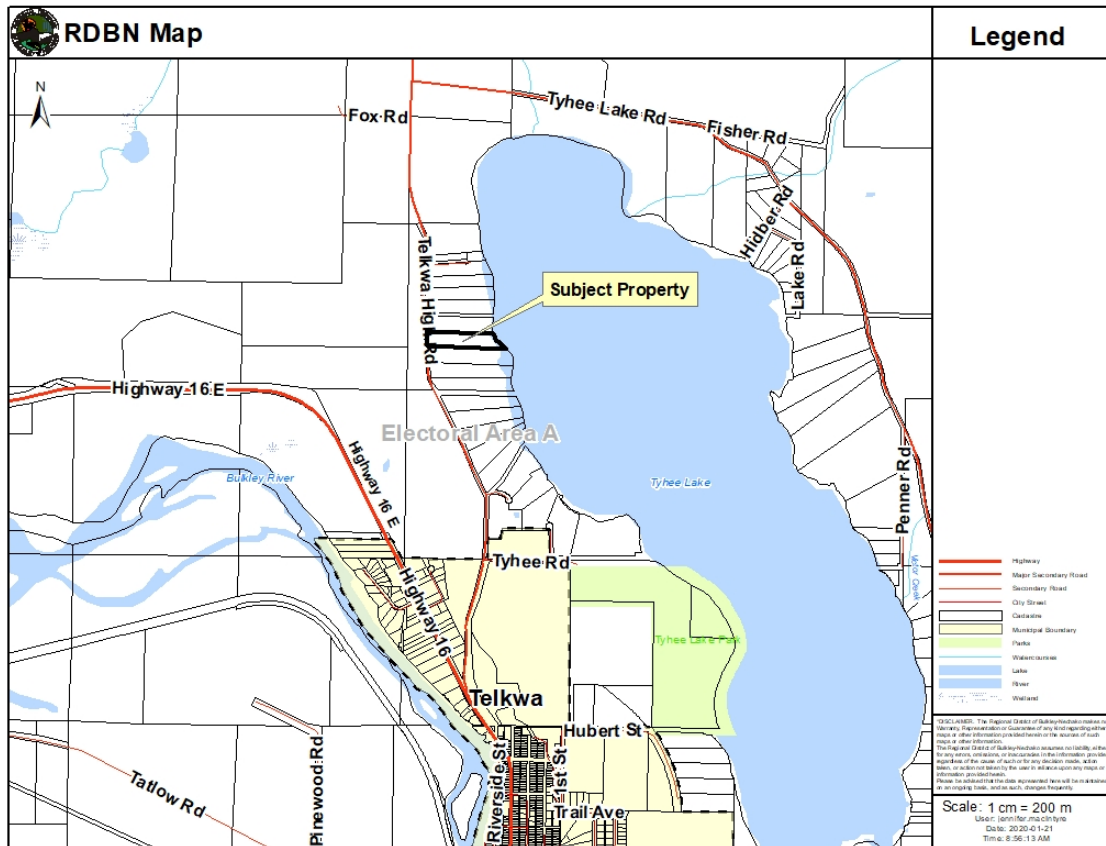
The Building Inspector recommends that a notice be placed on title of the subject property in accordance with Section 57 of the *Community Charter*. This notice serves to advise interested parties, including potential buyers, of the situation.

Reviewed by:

 Jason Lewellyn
 Director of Planning

Written by:

 Steve Davis
 Building Inspector



BACKGROUND

The property owner has built two buildings (a large two storey shop with upstairs offices, and a storage building) without the required building permit. The property owner claimed to not know that building permits were required. Since being informed that building permits were required, no action has been taken by the property owner to obtain any building permits.

HISTORY

The following is a chronology of events leading to the recommendation for a Section 57 notice on title.

May 16, 2019

A complaint was received from the Ministry of Agriculture regarding unauthorized construction on the property. A site visit was conducted by a Building Inspector with the property owner present. Two of the buildings had been constructed without building permits, including a shop with second-storey offices, and a storage building. Mr. Huxtable explained he did not know

that building permits were required. The Building Inspector explained that he would need to submit building permit applications to the RDBN as soon as possible.



May 27, 2019

An email (attached) was sent to Mr. Huxtable requesting building permit applications for the two buildings. A copy of the permit application form was attached. No response was received.

September 18, 2019

An email (attached) was sent to Mr. Huxtable requesting completed building permit applications. No answer was received.

January 27, 2020

A letter (attached) was sent by registered mail to Mr. and Mrs. Huxtable requesting immediate action to prevent notice on title being filed on the property title. No answer was received.

May 6, 2020

An email (attached) was sent to Mr. Huxtable asking him to confirm receipt of the prior letter and emails regarding the need for building permits. Mr. Huxtable responded that he did not receive the e-mails but had received the January 27 letter. He stated that he had not yet had time to submit the applications.

May 11, 2020

An email (attached) was sent to Mr. Huxtable including copies of the previous emails.

A reply (attached) was received from Mr. Huxtable the same day noting that due to a lack of time an application would be submitted at some time in the future. It was noted by Mr.

Huxtable that he had not intended on applying for a permit until advice from a realtor convinced him it might be advisable in order to make a future sale of the property less complicated.

May 25, 2020

Notice (attached) was sent to the property owner informing them that the Board would be considering the Building Inspector's recommendation for a notice on title, and that they or a representative may provide representations to the RDBN Board in writing or at the Regional District Board meeting concerning the matter. This notice was sent by registered mail.

SECTION 57 REQUIREMENTS

Section 57 of the *Community Charter* authorizes the RDBN to file a notice on title of a property when the Building Inspector discovers bylaw contraventions that relate to the building or safety of a structure. To place a notice on title the following must occur:

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.
- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate officer.
- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner completes the building permit process, the Section 57 can be removed from title.

Steve Davis

From: Steve Davis
Sent: Monday, May 27, 2019 11:32 AM
To: [REDACTED]
Cc: Jason Berlin; Richard Wainwright; Jason Llewellyn; Jennifer MacIntyre
Subject: Building Permit Applications
Attachments: Building permit application April 23 2019.pdf

Good morning Gary,

As I mentioned on my site visit to your property at 2400 Telkwa High Road, you will need to apply for building permits for the two buildings currently being used for your electrical business. I have attached a copy of the building permit application. Please remember that we will not be able to issue a permit for a use that does not comply with the zoning. I have also discussed the issue with Jennifer Macintyre from our Planning Department, please feel free to call her at 250-692-3195 or email her at jennifer.macIntyre@rdbn.bc.ca to discuss the zoning and ALR non-compliance issues. Thanks very much,

Steve Davis, Building Inspector / Bylaw Enforcement Officer
Regional District of Bulkley-Nechako
PO Box 820 Burns Lake, BC V0J 1E0
Tollfree: 1-800-320-3339
Phone: 250-692-3195
Fax: 250-692-1220

Steve Davis

From: Steve Davis
Sent: Wednesday, September 18, 2019 11:34 AM
To: [REDACTED]
Cc: Jason Berlin; Richard Wainwright
Subject: Building permit Applications
Attachments: Building Inspection Brochure Application Package 2018 - Pages Updated.pdf

Dear Gary,

As this time I have not received any building permit applications for the storage and office buildings constructed at 2400 Telkwa High Road. Unless I receive completed applications with the required documentation within the next week, the Regional District will proceed with the process of registering notice on title. I have attached another copy of the permit application for your convenience.

Please let me know if you have any questions,

Steve Davis, Building Inspector
Regional District of Bulkley-Nechako
PO Box 820 Burns Lake, BC V0J 1E0
Tollfree: 1-800-320-3339
Phone: 250-692-3195
Fax: 250-692-1220



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

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

January 27, 2020

Gary Huxtable
Stephanie Huxtable
2400 Telkwa High Road
Smithers, B.C.
VOJ 2X1

**RE: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012
INFRACTION, ON LOT 2, SECTION 2, TOWNSHIP 4, RANGE 5, COAST DISTRICT, PLAN 11676,
(2400 TELKWA HIGH ROAD)**

Dear property owners:

As you are aware, the Building Inspector visited your property on May 23, 2019 to inquire about the existence of buildings that were built without the required building permits. At that time, a copy of the building permit application form was given to you and the permit requirements were explained, as per Building Bylaw No. 1634, 2012, Section 6. The Regional District of Bulkley-Nechako has not received any building permit applications for the two new structures at the above address.

Due to the lack of response on your part in contacting our office for the necessary building permits as requested, further action will be taken. This may include notice on property title, pursuant to Section 57 of the Community Charter. In order to avoid this action, please contact our office immediately.

Thank you in advance for your cooperation with this matter. I look forward to hearing from you.

Please contact the undersigned at steve.davis@rdbn.bc.ca or at 250-692-3195 if you have any questions regarding this matter.

Yours truly,

Steve Davis
Building Inspector/ Bylaw Enforcement Officer

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANVILLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

Steve Davis

From: Steve Davis
Sent: Wednesday, May 6, 2020 1:28 PM
To: 'Gary Huxtable'
Cc: Jason Llewellyn
Subject: RE: [EXTERNAL]: Re: 233 Praire road

Good afternoon Gary,
 I am writing to see if you can confirm receipt of my letters and emails regarding the need for building permits for 2 buildings on your property at 2400 Telkwa High Road.

Regards,

Steve Davis, Building Inspector
 Regional District of Bulkley-Nechako
 PO Box 820 Burns Lake, BC VoJ 1E0
 Tollfree: 1-800-320-3339
 Phone: 250-692-3195
 Fax: 250-692-1220

From: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>
Sent: Monday, May 4, 2020 9:41 AM
To: Gary Huxtable [REDACTED]
Cc: Steve Davis <steve.davis@rdbn.bc.ca>
Subject: RE: [EXTERNAL]: Re: 233 Praire road

Can you confirm your receipt of Steve's e-mails and letters regarding your property at 2400 Telkwa High Road?

From: Gary Huxtable [REDACTED]
Sent: Monday, May 4, 2020 9:33 AM
To: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>
Cc: Steve Davis <steve.davis@rdbn.bc.ca>
Subject: RE: [EXTERNAL]: Re: 233 Praire road

Hi Jason,

Sorry I have looked through my emails and junk mail and I can't seem to locate this original email.. I will review the letter and respond this week.

Regards

Gary Huxtable

President
 BV Electric Ltd.
 Email - [REDACTED]
 Web - [REDACTED]
 Phone - [REDACTED]

Steve Davis

From: Steve Davis
Sent: Monday, May 11, 2020 3:21 PM
To: 'Gary Huxtable'
Cc: Jason Llewellyn
Subject: RE: [EXTERNAL]: Re: 233 Prairie road
Attachments: Building permit Applications; Building Permit Applications

Good morning Gary,
 I have attached copies of the previous emails. Please submit the required building permit applications for the 2 buildings at 2400 Telkwa High Road, and submit a new building permit application for the new residence at 233 Prairie Rd. If the applications and the supporting documentation are not received with the next week, the Regional District will be moving forward with Notice on Title. Please let me know if you have any questions about any of the above items.
 Regards,

Steve Davis, Building Inspector
 Regional District of Bulkley-Nechako
 PO Box 820 Burns Lake, BC VoJ 1E0
 Tollfree: 1-800-320-3339
 Phone: 250-692-3195
 Fax: 250-692-1220

From: Gary Huxtable [REDACTED]
Sent: Monday, May 11, 2020 8:48 AM
To: Steve Davis <steve.davis@rdbn.bc.ca>
Cc: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>
Subject: RE: [EXTERNAL]: Re: 233 Praire road

Hi Guys,

Sorry for the late response. I had an emergency call to one of our remote job sites last week and didn't get back until Saturday afternoon.

Steve, I do not see any emails with regards to 2400 THR other than the one attached. I did receive a letter dated January 27th. I still plan to proceed with trying to get permits for the buildings in question but have not had the time to round up the info to get this done.

Regards

Gary Huxtable

President
 BV Electric Ltd.
 Email [REDACTED]
 Web [REDACTED]
 Phone [REDACTED]



BV Electric Ltd.

Steve Davis

From: Gary Huxtable [REDACTED]
Sent: Monday, May 11, 2020 3:29 PM
To: Steve Davis
Cc: Jason Llewellyn
Subject: RE: [EXTERNAL]: Re: 233 Prairie road

Hi Steve,

After being out of the office last week unexpectedly for 5 days I have a full backlog of work to be done here to keep my business viable. Getting these put together in a week will not be possible. I will need to engage an engineer, someone to do up drawings etc. This will take some time as up until recently I had not intended on applying for a permit. It was after talking with a realtor that they suggested it was the best course of action to ensure a clean and easy future sale of the property. I will work on this as time permits and get this to you ASAP.

Regards

Gary Huxtable

President

BV Electric Ltd.

Email - [REDACTED]

Web - [REDACTED]

Phone - [REDACTED]



BV Electric Ltd.

From: Steve Davis [mailto:steve.davis@rdbn.bc.ca]
Sent: Monday, May 11, 2020 3:19 PM
To: Gary Huxtable
Cc: Jason Llewellyn
Subject: RE: [EXTERNAL]: Re: 233 Prairie road

Good morning Gary,

I have attached copies of the previous emails. Please submit the required building permit applications for the 2 buildings at 2400 Telkwa High Road, and submit a new building permit application for the new residence at 233 Prairie Rd. If the applications and the supporting documentation are not received with the next week, the Regional District will be moving forward with Notice on Title. Please let me know if you have any questions about any of the above items.

Regards,

Steve Davis, Building Inspector
 Regional District of Bulkley-Nechako
 PO Box 820 Burns Lake, BC V0J 1E0
 Tollfree: 1-800-320-3339
 Phone: 250-692-3195
 Fax: 250-692-1220



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

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

May 25, 2020

Gary and Stephanie Huxtable
2400 Telkwa High Road
Telkwa, BC
VOJ 2X1

Registered owner of Lot 12, Section 2, Township 4, Range 5, Coast District, Plan 11676 (2400 Telkwa High Road).

**Re: Section 57 Community Charter Notice
Contravention of Section 6.1 of Regional District of Bulkley-Nechako Building Bylaw
No. 1634, 2012.**

Dear Mr. and Mrs. Huxtable:

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on June 18, 2020 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title to Lot 12, Section 2, Township 4, Range 5, Coast District, Plan 11676 (2400 Telkwa High Road) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that two new buildings have been constructed at 2400 Telkwa High Rd. without the required building permits.

As the registered property owners you have the opportunity to provide comment to the RDBN Board for their consideration at their June 18, 2020 Board meeting regarding the proposed notice on title. You may provide written comment to the Board by mail or email to inquiries@rdbn.bc.ca. Written comment must be received by the Regional District office by 12:00 pm, Wednesday, June 17, 2020. You may also make verbal representations to the RDBN Board in person or electronically at their June 18, 2020 Board meeting. Please contact Cheryl Anderson at 1-800-320-3339 or (250) 692-3195 to make the necessary arrangements to attend the meeting in person or electronically prior to the end of day on June 17th, 2020.

After hearing the representations of the Building Inspector and the owners, if any, the Regional District Board may pass a resolution directing the Corporate Officer to file a Notice of the Resolution in the Land Title Office indicating that further information concerning the matter may be inspected by interested parties at the RDBN Office.

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

A copy of the Building Inspector's report and section 57 of the *Community Charter* is enclosed. Further information may be obtained from the Office of the undersigned, at 37 3rd Avenue, Burns Lake, BC, during normal business hours, 8:30 am to 4:30 p.m. Monday through Friday, except statutory holidays.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Llewellyn", is written over a horizontal line. The signature is stylized and includes a large loop at the end.

Jason Llewellyn
Director of Planning

Note against land title that building regulations contravened

57 (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

(a) observes a condition, with respect to land or a building or other structure, that the inspector considers

(i) results from the contravention of, or is in contravention of,

(A) a municipal bylaw,

(B) a Provincial building regulation, or

(C) any other enactment

that relates to the construction or safety of buildings or other structures, and

(ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or

(b) discovers that

(i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and

(ii) the permit was not obtained or the inspection not satisfactorily completed.

(2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must

(a) give notice to the registered owner of the land to which the recommendation relates, and

(b) after notice under paragraph (a), place the matter before the council.

(3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

(a) a resolution relating to that land has been made under this section, and

(b) further information about it may be inspected at the municipal hall.

(4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).

(5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.

(6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.

(7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,

(a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,

(a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the *Land Title Act*, and

(b) the assurance fund or the minister charged with the administration of the *Land Title Act* as a nominal defendant is not liable under Part 20 of the *Land Title Act*.

(8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do

anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.

(9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

Cancellation of note against land title

58 (1) On receiving a report from a building inspector that the condition that gave rise to the filing of the notice under section 57 (3) has been rectified, the corporate officer must file a cancellation notice and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(2) An owner of land with respect to which a notice has been filed under section 57 (3), may apply to the council for a resolution that the note be cancelled.

(3) After hearing an applicant under subsection (2), the council may pass a resolution directing the corporate officer to file a cancellation notice.

(4) If a resolution has been passed under subsection (3), the corporate officer must file a cancellation notice in the land title office and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(5) If the council does not pass a resolution under subsection (3), the owner may apply to the Supreme Court and notify the municipality to attend before the court to show cause why the note should not be cancelled.

(6) On an application under subsection (5), after reviewing any evidence that the owner and the municipality may adduce, the court may make an order directing the registrar to cancel the note made under section 57 (5) and, on receiving the order, the registrar of land titles must cancel the note accordingly.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

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

RECOMMENDATION

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

VOTING

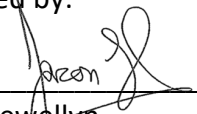
Electoral Area Planning – Participants/Directors/Majority

EXECUTIVE SUMMARY

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


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

Reviewed by:



 Jason Lewellyn
 Director of Planning

Written by:



 Jennifer MacIntyre
 Planner

APPLICATION SUMMARY

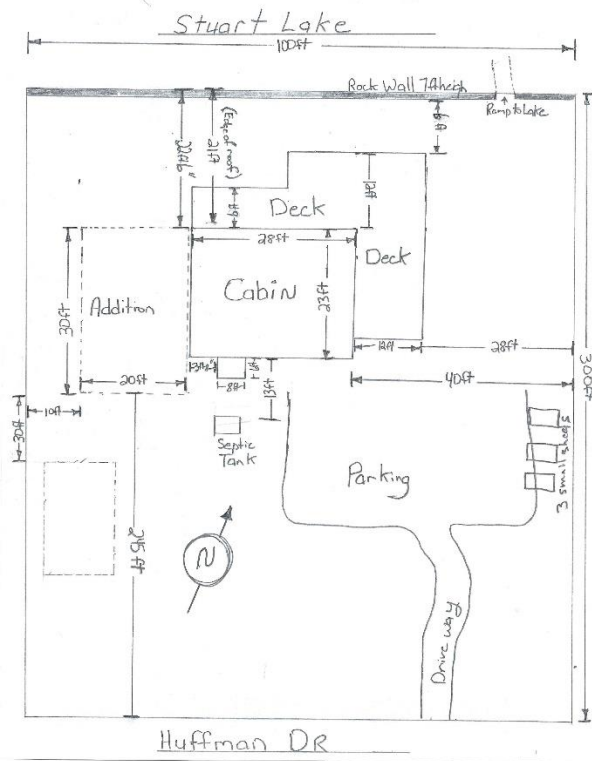
Name of Applicants:	Carol and Joe Tschampa
Electoral Area:	C
Subject Property:	Lot 11, District Lot 650, Range 5, Coast District, Plan 8171. The subject property is 0.44 ha. (1.09 acres) in size.
OCP Designation:	Lakeshore (L) in the Fort St. James Rural OCP Bylaw No. 1578, 2010.
Zoning:	Waterfront Residential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

**PROPOSAL**

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

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

Site Plan and Ortho Photo



PLANNING DEPARTMENT COMMENTS

Land Use

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

Retaining wall/ Natural Boundary

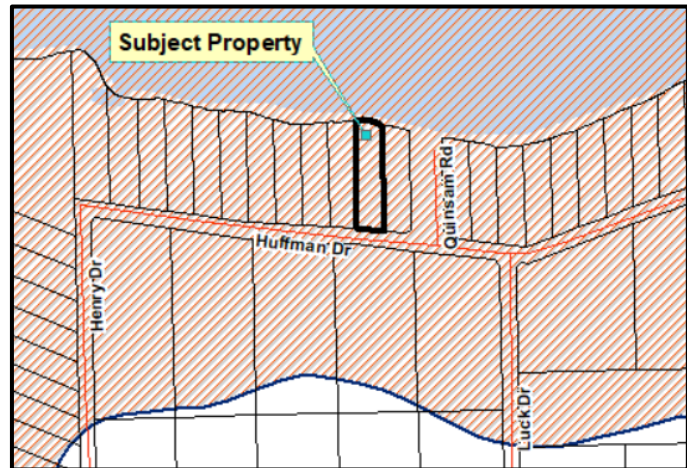


Retaining wall/ Natural Boundary



Floodplain Management Bylaw

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



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

Building Inspection

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

Public Consultation

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



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

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

WITH RESPECT TO THE FOLLOWING LANDS:

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

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

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

PERMIT ISSUED on the ___ day of _____, 2020.

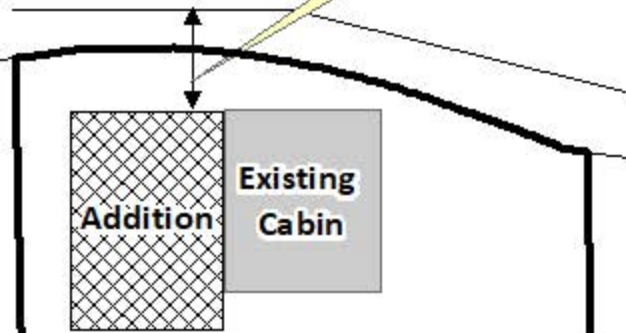
Corporate Administrator



Stuart Lake

Natural Boundary Setback varied from 15 m to 6.7 m

Natural Boundary



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

Carte blanche

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 presented here will be maintained on an ongoing basis, and as such, changes frequently.

Scale: 1 cm = 4 m
 User: denise.vanderwolf
 Date: 2020-06-08
 Time: 10:33:58 AM



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

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: June 18, 2020
SUBJECT: Development Variance Permit Application F-01-20 (Thomson)

RECOMMENDATION

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

VOTING

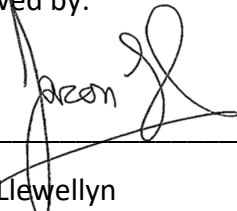
Electoral Area Planning – Participants/Directors/Majority

EXECUTIVE SUMMARY

This application proposes to reduce the setback requirement from the Natural Boundary to allow construction of a new dwelling. The proposed setback reduction is from 15 meters to 12 meters.

Staff have no objection to the reduced setback.

Reviewed by:



Jason Llewellyn
Director of Planning

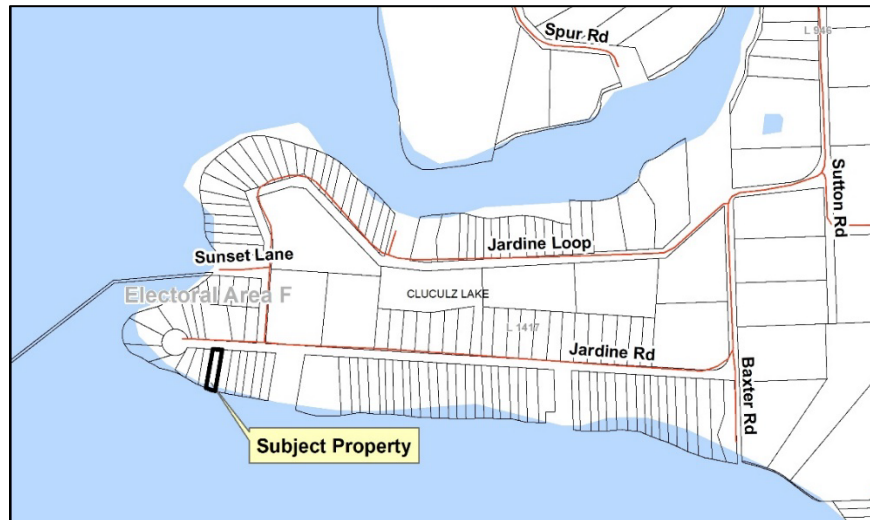
Written by:



Deneve Vanderwolf
Planner 1

APPLICATION SUMMARY

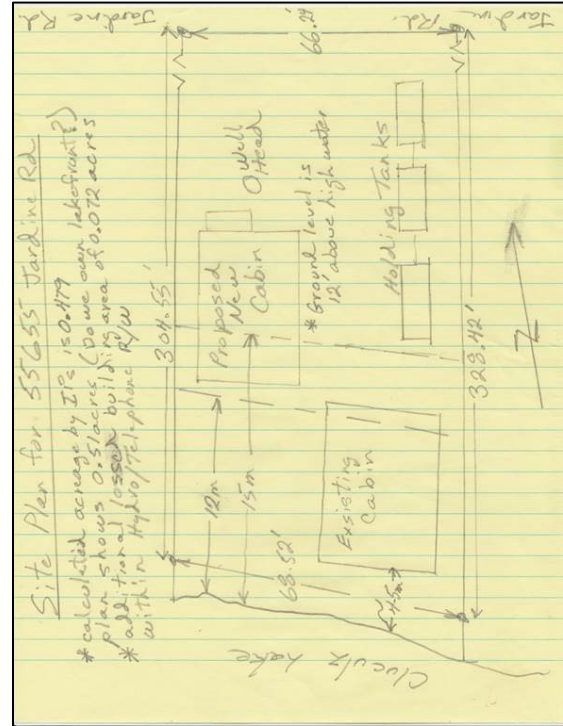
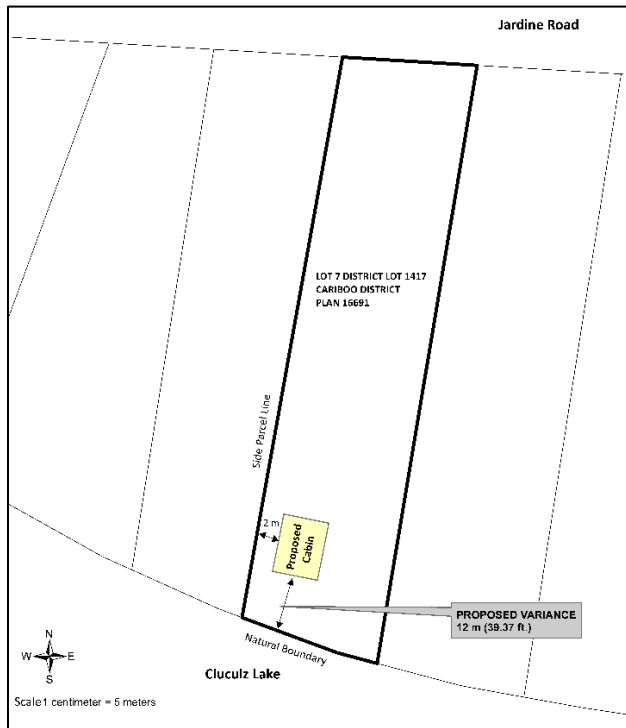
Name of Applicants:	Albert & Cindy Thomson
Electoral Area:	F
Subject Property:	Lot 7, District Lot 1417, Cariboo District, Plan 16691. The subject property is 0.2 ha (0.51 acres) in size.
Location:	The subject property is located at 55655 Jardine Road, on the shore of Cluculz Lake.
O.C.P Designation:	Lakeshore Designation
Zoning:	Waterfront Residential II Zone (R4)
Surrounding Land Use:	Residential
ALR Status:	Not in the ALR
General Location:	

**PROPOSAL**

The applicants wish to replace the existing dwelling with a new dwelling that is proposed to be located within the required 15 metre Setback from the Natural Boundary of Cluculz Lake. The existing dwelling (built in 1967 and before the establishment of RDBN setback regulations) is currently located 4.5 metres from the Natural Boundary of Cluculz Lake. The replacement dwelling is proposed to be located 12 metres from the Natural Boundary of Cluculz Lake. Therefore, the applicant has applied for a Development Variance Permit to vary Section 3.0.8.1. d) of the Zoning Bylaw by reducing the Setback from the Natural Boundary of Cluculz Lake from 15 metres to 12 metres.

It is noted that the setback for waterfront properties that are less than 2,025 m² in area is 7.5 metres. The subject property is 2064 m².

The proposed location of the new dwelling is shown on the following site plans.



PLANNING DEPARTMENT COMMENTS

The proposed building relocation represents a notable improvement over the location of the existing cabin. The property owner has indicated that the dwelling is 3.6 metres (12 feet) above Cluculz Lake which is above the required flood construction level for Cluculz Lake.

The Planning Department has no objections to the application as proposed.

All property owners within 100 meters of the subject property have been provided notice of the application and will have an opportunity to comment on this application in writing prior to the June 18, 2020 RDBN Board meeting. All written submissions received will be available at the RDBN Board meeting on June 18, 2020, on the supplemental agenda, when the Board considers this application.



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

ISSUED TO: Albert & Cindy Thomson
55655 Jardine Road
Vanderhoof, BC
V0J 3A3

WITH RESPECT TO THE FOLLOWING LANDS:

55655 Jardine Road – Lot 7, District Lot 1417, Cariboo District, Plan 16691

1. This Development Variance Permit varies Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 as follows:
 - Section 3.0.8.1. d) is varied by reducing the Setback from the Natural Boundary of Cluculz Lake from 15 metres to 12 metres.
2. This variance applies only to the dwelling shown on the plan attached as Schedule A, which forms part of this permit.
3. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.
4. This permit is not a building permit nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.
5. If a building permit for the development that is the subject of this permit, has not been issued and the construction substantially commenced within 2 years after the date of this permit's issuance, this permit shall lapse.

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

PERMIT ISSUED on the ____ day of _____, _____.

Corporate Administrator



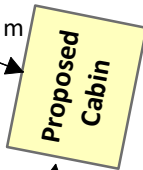
Schedule A: Development Variance Permit F-01-20 Site Plan

Jardine Road

LOT 7 DISTRICT LOT 1417
CARIBOO DISTRICT
PLAN 16691

Side Parcel Line

2 m



Proposed Cabin

PROPOSED VARIANCE
12 m (39.37 ft.)



Natural Boundary

Scale 1 centimeter = 5 meters

Cluculz Lake

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

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner I
DATE: June 18, 2020
SUBJECT: Temporary Use Permit Application E-01-20 (CGL Laydown Site 43)

RECOMMENDATION

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

VOTING

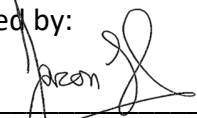
All Directors / Majority

EXECUTIVE SUMMARY

This Temporary Use Permit application is proposing the operation of a laydown site to support the construction of the Coastal GasLink Pipeline Project.


Staff have no objection to the proposed application.

Reviewed by:



Jason Lewellyn
Director of Planning

Written by:

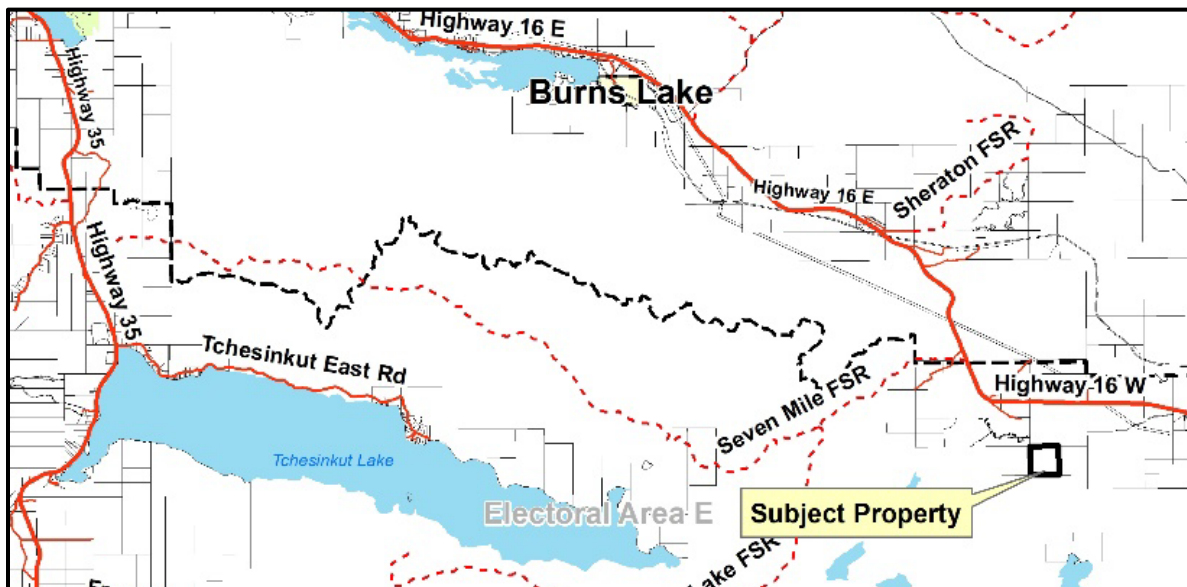


Deneve Vanderwolf
Planner 1

APPLICATION SUMMARY

Name of Property Owners:	Beverley Susan Schinz and Hand Friedrich Schinz
Name of Agents:	Nicole Stuckert, TC Energy and Mark Cooper, Canada West Land Services Ltd.
Electoral Area:	E
Subject Property:	West ½ of District Lot 4999, Range 5, Coast District
O.C.P. Designation:	Resource (RE) in the Burns Lake Rural and Francois Lake (North Shore) Official Community Plan 1785, 2017.
Zoning:	Rural Resource (RR1) in ‘Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020’
Existing Land Use:	Agriculture
ALR Status:	Not located within the ALR
Location:	The property is located approximately 30 km east of the Village of Burns Lake.

Location Map:



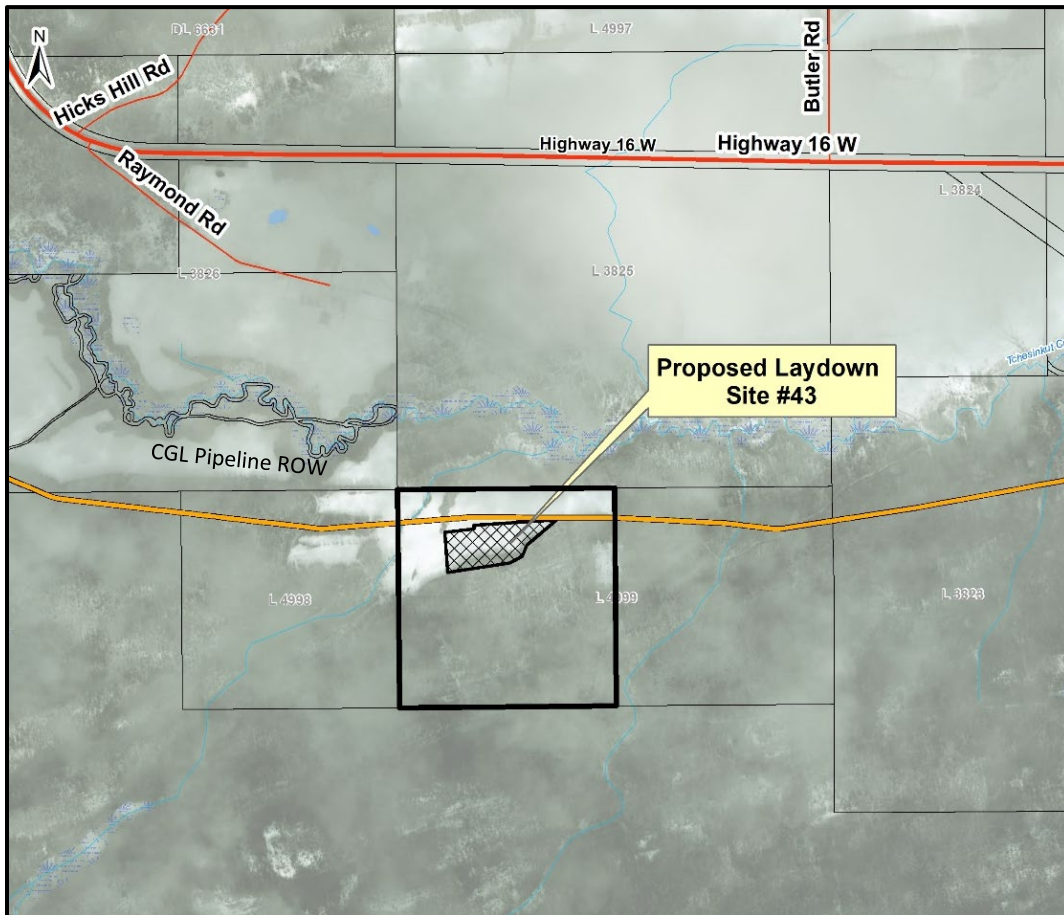
PROPOSAL

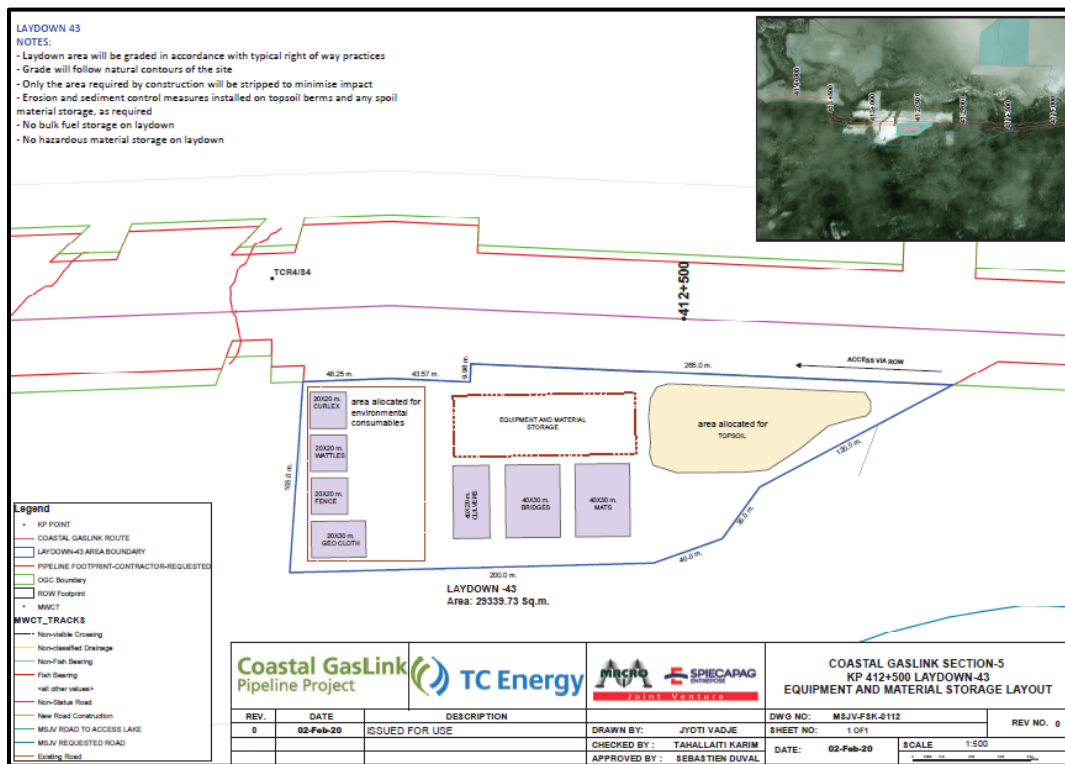
The applicant is requesting the issuance of a Temporary Use Permit (TUP) to allow the land to be used for the storage of equipment, fuel and other materials used in the construction of the Coastal Gaslink Pipeline in 2020 – 2021. The period of use for this laydown site is intended to start July 2020, to October 31, 2021. The applicant is applying for a permit with a term of three years.

The application area is approximately 2.93 ha. in size. Peak traffic will be 8 to 10 vehicles per day for material handling and storage. Equipment and materials will be delivered to the site through the pipeline right of way.

Employees working on site include a security guard and two operators. The applicants are not proposing any limitations on their hours of operation. No hazardous material will be stored on site.

Site Plans





The Approval Process

Notice of this application has been published in a local newspaper informing the public of the time and location of the Board's consideration of the application, and their ability to provide input. Three private properties within 100 metres of the site have been delivered a similar notice. There is an active range tenure in the vicinity of the area. Therefore, the Ministry of Forests Lands Natural Resource Operations and Rural Development has been notified of the proposal and asked to provide all tenure holders within 100 metres of the subject property with a similar notice. All written submissions received will be available at the RDBN Board meeting on June 18, 2020, on the supplemental agenda.

REFERRAL COMMENTS

Advisory Planning Commission

A formal APC meeting was not held; however, the application was referred to APC Members for comment. No objections to the application were received.

Ministry of Forests, Lands, and Natural Resource Operations

No objections to the proposal.

PLANNING DEPARTMENT COMMENTS

OCP

The TUP must be in accordance with the policy identified in the Burns Lake Rural and Francois Lake (North Shore) Official Community Plan, which allows for the issuance of a Temporary Use Permit on the following basis:

- 6.2 *(1) Temporary use permits may be issued for temporary uses, pursuant to Section 493 of the Local Government Act, under the following circumstances.*
- (a) The proposed temporary use will not create an amount of traffic that will adversely affect the natural environment, or rural character of the area;*
 - (b) The environment would not be negatively affected by the proposed temporary use;*
 - (c) The proposed temporary use will not have adverse effects on neighbouring land uses or property owners;*
 - (d) The applicant has provided, for consideration as part of the application process, a decommissioning and reclamation plan, if the temporary use requires a significant amount of capital investment in a particular location, or otherwise results in the need for site reclamation.*
 - (e) The need for security in the form of an irrevocable letter of credit with an automatic extension clause has been considered to ensure that required decommissioning and reclamation is completed.*
 - (f) The proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).*

Zoning

The property is zoned Rural Resource (RR1) and the proposed use is not permitted in the RR1 Zone. Therefore, the applicant must apply to rezone the property or apply for a Temporary Use Permit (TUP).

Discussion

The applicant must reclaim the land back to the pre-existing soil classification for future agricultural use in accordance with the Project's Environmental Management Plan and Reclamation Program. This is regulated by the Oil and Gas Commission. Therefore, staff are not recommending that security for reclamation be obtained as a condition of permit issuance.

The proposed location appears well suited for the proposed use given its relatively remote location, proximity to the Pipeline ROW and relatively flat topography.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors

FROM: Jason Llewellyn, Director of Planning

DATE: June 18, 2020

SUBJECT: Rezoning Application A-08-19 (Peninga)
3rd Reading and Adoption Report for OCP Amendment Bylaw 1907 and Rezoning Bylaw 1908

RECOMMENDATION

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

VOTING

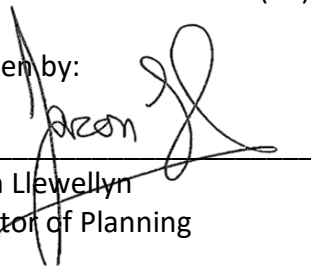
All Directors / 2/3 of Votes Cast

EXECUTIVE SUMMARY

The applicant intends to add a portion of a neighboring residential property to the Canadian Reformed School site. The intent is to increase the size of the school’s recreation area. The land proposed to be added to the school is zoned Country Residential (R5) which does not allow the school use. Therefore, application has been made to amend the Official Community Plan and the Zoning Bylaw to allow the use.

Staff support 3rd reading of the bylaws to change the Official Community Plan (OCP) Designation from Agriculture (AG) to Civic Institutional (C/I) and change the zoning from Country Residential (R5) to Civic Institutional (P1) to allow the school use on the land.

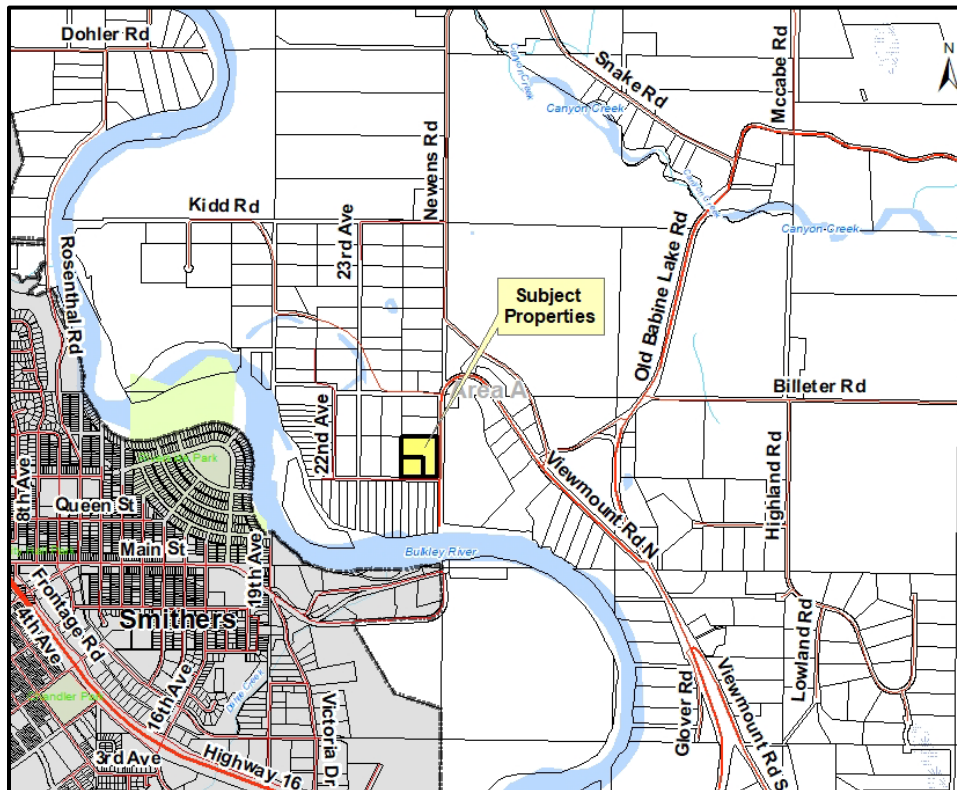
Written by:



 Jason Llewellyn
 Director of Planning

APPLICATION SUMMARY

Name of Owner(s):	The Canadian Reformed School Association of Smithers
Name of Agent:	Jeremy Penninga
Electoral Area:	A
Subject Properties:	Lot A, Section 31, Township 4, Range 5, Coast District, Plan 11743; and, Remainder Lot 65, Section 31, Township 4, Range 5, Coast District, Plan 1077, Except Plans, 3310 & 11743
Property Sizes:	Lot A: 2.28 ha (5.63 ac.) Lot 65: 1.03 ha. (2.56 ac.)
O.C.P. Designation:	Agriculture (AG)
Zoning:	Civic Institutional (P1) and Country Residential (R5)
Existing Land Use:	Residential and Civic Institutional
Location:	The subject properties are located at 260 Columbia Street, and 1685 Viewmount Road North approximately 2 kilometers east of the Town of Smithers. A number of the residential properties in the area contain small scale agricultural uses

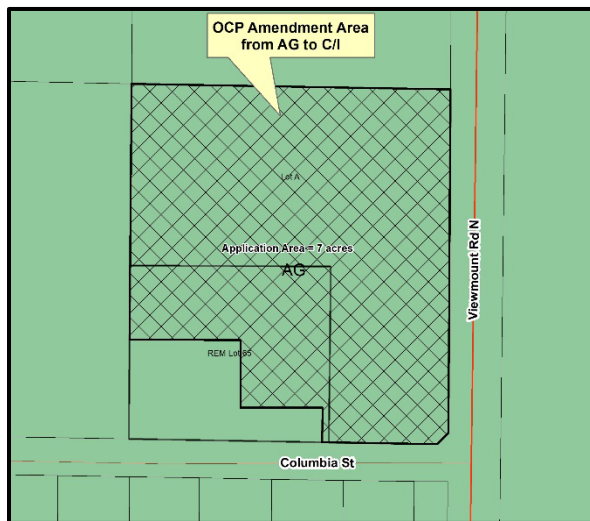
Location Map:

PROPOSAL

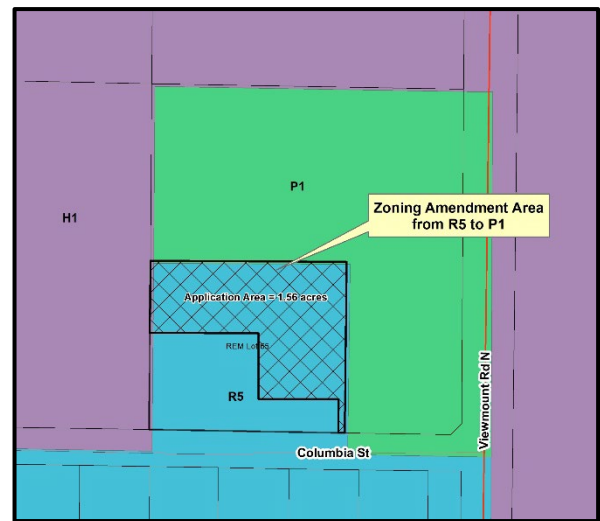
The applicant has applied for the following.

- Amend “Smithers Telkwa Rural Official Community Plan” land use designation from **Agriculture (AG)** to **Civic Institutional (C/I)** for the school property (Lot A) and a portion of the Rem Lot 65 property; and
- Amend RDBN Zoning Bylaw No. 1800, 2020 from **Country Residential (R5)** to **Civic Institutional (P1)** for the portion of the property to be used for school use.

OCP Application Area



Zoning Application Area



REFERRAL COMMENTS

Advisory Planning Commission: “All in favour of supporting the application”.

Ministry of Transportation

“No Objections.

- The Ministry sees little to no impact at this time.
- The Ministry is currently in the process of reviewing a proposed subdivision with the applicant and this rezoning supports that subdivision (MOTI FILE NO. 2018-05488).”

The Ministry of Transportation and Infrastructure (MoTI) has given the proposed subdivision Preliminary Layout Approval subject to a number of conditions, one of which is the rezoning of the land to allow the school use.

Northern Health Authority: See attached letter.

PLANNING DEPARTMENT COMMENTS

Official Community Plan (OCP)

The current OCP designation for both properties is Agriculture (AG). This designation is intended to preserve these lands for the purposes of farming and other related activities. Given that the lands are no longer in the Agricultural Land Reserve or intended to be used for farming activities, it is proposed that the lands be designated Civic Institutional (C/I) in the OCP.

The intent of the Civic Institutional designation is to provide a range of public, government and community related uses within the Plan area. Such uses may include schools, fire halls, community halls and churches.

An OCP change from AG to C/I is proposed for the school property in addition to the rezoning area to reflect the current use and zoning.

Zoning

The application area is zoned Country Residential (R5). The minimum parcel size requirement for the Ag1 zone is 4,000 m² (0.99 acres). Therefore, the application area meets the minimum parcel size requirement.

The following principal uses are permitted in the P1 Zone under Zoning Bylaw 1800, 2020

- a) *Clubhouse*
- b) *Community Care Facility*
- c) *Community Recreation*
- d) *Farmers' Market*
- e) *Institutional**
- f) *Utility*

*Institutional Uses include School, Church, Cemetery and Visitor Information Centre.

Land Use

The proposed larger school grounds are not expected to have any negative impacts to the community. Therefore, staff support 3rd reading and adoption of the bylaws.

PUBLIC HEARING

The public hearing for Bylaws No. 1907 and 1908 was held on May 25, 2020. The report of the Public Hearing is attached to this report.



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

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: June 18th, 2020
SUBJECT: Illegal Scrap and Salvage Operation at 5200 Aspen Road, Electoral Area "A"

RECOMMENDATION

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

VOTING

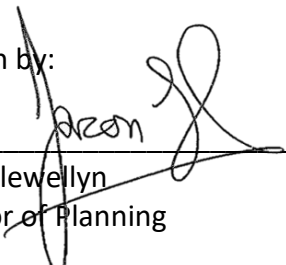
All Directors / Majority

EXECUTIVE SUMMARY

The Planning Department has been dealing with illegally located scrap and salvage operations undertaken by Mr. Kelvin Kenneth Schultz on a regular basis since 2007. This report provides a brief history of the Regional District's enforcement activities for the Board's consideration. The most recent scrap and salvage operation is located at 5200 Aspen Road.

Staff recommend that the RDBN undertake the process to obtain a Supreme Court Injunction prohibiting future illegal scrap and salvage operations by Mr. Schultz. Given the regular appearance of the scrap and salvage activity on the property year after year staff recommend that the enforcement action continue even if the property is cleaned up and the use is discontinued this summer.

Written by:



 Jason Llewellyn
 Director of Planning

DISCUSSION:**Nouch Frontage Road: 2007-2008**

In 2007 staff received complaints regarding the operation of a scrap and salvage operation at 8830 – 8878 Nouch Frontage Road in Electoral Area A. The property owner was made aware that the use was not allowed in the Small Holdings (H-1) Zone pursuant to “Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993” (the Zoning Bylaw). Staff had reason to believe that the scrap and salvage operation was undertaken by Wes Schultz Trucking and Salvage.

The property owner took steps to have the use removed from the property in 2008.

Pictures of the Nouch Frontage Road Scrap and Salvage Operation



Donaldson Road: 2011 - 2013

In 2011 staff became aware that Mr. Schultz had established a scrap and salvage operation on a property on Donaldson Road. The property owner and Mr. Schultz were made aware that the use was not permitted in the Agricultural (Ag 1) Zone pursuant to the Zoning Bylaw, and that the use was also not allowed in the Agricultural Land Reserve. The RDBN requested that the scrap and salvage use be removed from the property.

Mr. Schultz continued operation until the property owner took steps to have the use removed in 2013.

Pictures of the Donaldson Road Scrap and Salvage Operation

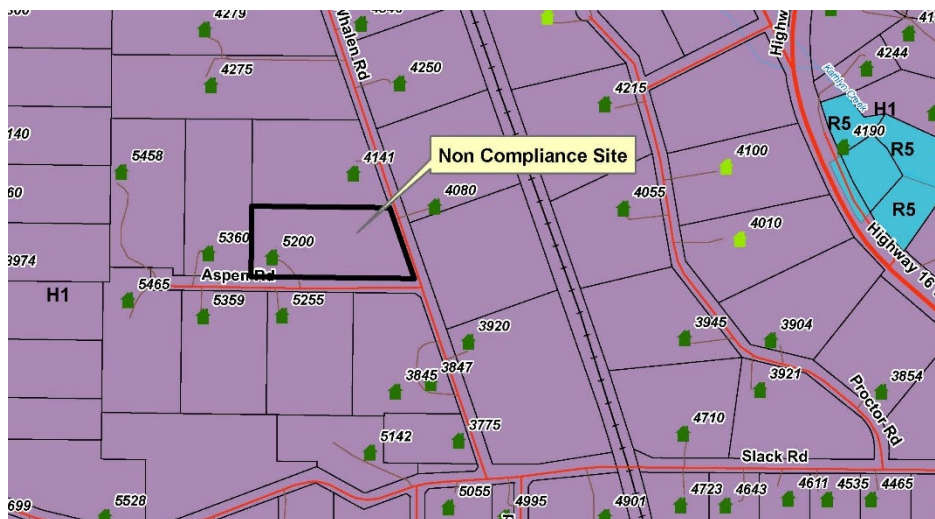


Aspen Road: 2013

In late October 2013 staff began receiving reports from residents along Whalen Road that Mr. Schultz intended to relocate his scrap and salvage business to his property at the corner of Aspen and Whalen Roads. A site inspection showed that scrap and salvage related materials had been brought to the property and there was evidence that scrap and salvage operations were being undertaken on site. Mr. Schultz was on the property during the inspection and he informed Regional District staff that he was only planning to store his personal belongings on the property.

Mr. Schultz was advised that the property is zoned Small Holdings (H1) and the H1 zone does not allow the property to be used for the wrecking, salvage, storage or sorting of scrap metals and other materials. Mr. Schultz was advised to remove all scrap metal from the property and was informed that the RDBN would perform follow up site inspections and initiate formal enforcement action if the illegal use continued.

The scrap metal and other materials were removed from the property over the next months. Some large containers and other equipment remained.



Pictures of Aspen / Whalen Road Scrap and Salvage Operation in 2013





Aspen Road: 2017

In April 2017 staff began receiving complaints from residents that scrap and salvage operations had resumed at the Aspen Road property. Residents provided staff with video clips of the salvaging activities. Staff also visited the site and confirmed the activity.

Staff sent Mr. Schultz and the other owner of the property another letter advising them to stop the scrap and salvage operation on the property. The use appeared to stop by June.

Pictures of Aspen / Whalen Road Scrap and Salvage Operation in 2017



Aspen / Whalen Road: 2018

In April 2018 staff began receiving complaints from residents that scrap and salvage operations had resumed at the Aspen Road property. Residents provided staff with pictures and video clips of the salvaging activities. Staff also visited the site and confirmed the activity.

In May of 2018 Staff reported to the Board on the illegal use of the land and obtained Board direction to take enforcement action. However, the scrap and salvage use stopped, and no further action was taken.

Pictures of Aspen / Whalen Road Scrap and Salvage Operation in 2018



Aspen / Whalen Road: 2020

In March 2020 staff began receiving complaints from residents that scrap and salvage operations had resumed at the Aspen Road property. Residents provided staff with pictures and video clips of the salvaging activities. Staff also visited the site and confirmed the activity.

Mr. Schultz claimed that he was not going to continue the scrap and salvage operation from the property as the price was too low, and he said he was moving the operation to Saskatchewan. He was advised to clean up the property and stop the scrap and salvage use.

Pictures of Aspen / Whalen Road Scrap and Salvage Operation in 2020





REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Regional District Board
FROM: Jason Llewellyn, Director of Planning
DATE: June 18, 2020
SUBJECT: Telkwa Coal Environmental Assessment: Pre-application Draft Application Information Requirements

RECOMMENDATION

That the Board direct staff to submit comments to the Environmental Assessment Office regarding draft Application Information Requirements, as discussed in this staff report.

VOTING

Development Services – All/Directors/Majority

EXECUTIVE SUMMARY

Tenas Coal have released their draft Application Information Requirements (dAIR) for the Tenas Coal Project for review. The dAIR specifies the information that Telkwa Coal Ltd. is required to provide in their application for an Environmental Assessment Certificate. Staff are generally satisfied with the content of the document. A number of proposed comments are recommended for submission to the Environmental Assessment Office.

Written by:

Jason Llewellyn
Director of Planning

PROJECT DESCRIPTION

The Tenas Coal Project is a proposed surface coal mine located approximately 10 km southwest of Telkwa. The proposed Project will produce metallurgical coal at a planned annual maximum production rate of 0.750 million clean tonnes/ 2,050 tonnes of washed product coal per day. The mine life of the project will be approximately 25 years, including construction operations and reclamation phases and will employ between 90 and 110 full-time employees.

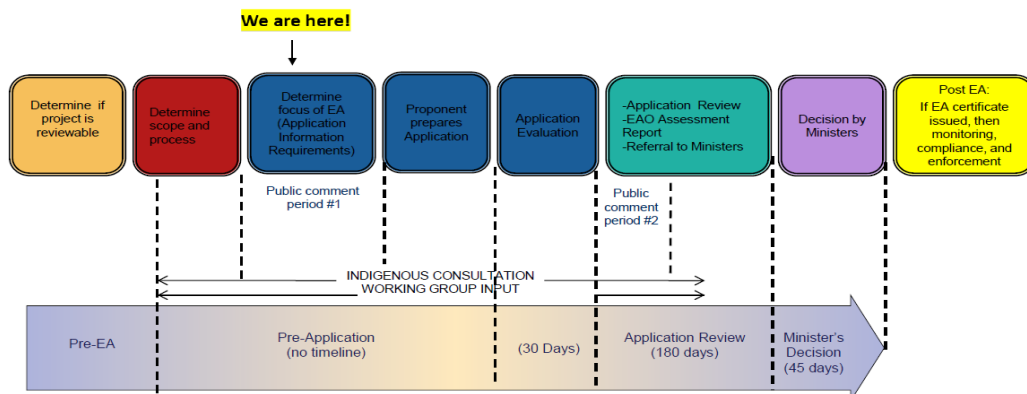
The site is accessed by Telkwa Coalmine Road. The proponent has proposed to build an 11 km dedicated coal haul route to connect the Tenas pit to the proposed rail loadout facility located on Larson Road. The rail loadout facility associated with the railroad will be established to export product to Asian markets.

BACKGROUND

In March 2019, Telkwa Coal and the Environmental Assessment Office presented the Tenas Coal Project Draft Valued Component Scoping Document (VC Document). This document sets out the primary focus of the aspects of the natural and human environment that will be studied and assessed in the EA. In April 2019, RDBN sent a [letter](#) outlining comments regarding the selected Valued Components and Scoping Document.

On May 6th, 2020 staff participated in a third working group meeting to discuss the draft Application Information Requirements (dAIR) for the Tenas Coal Project. The Application Information Requirements (AIR) document specifies the information that Telkwa Coal Ltd. is required to provide in their application for an Environmental Assessment Certificate. A copy of the draft AIR Document is provided [here](#).

The 45 day public comment period on the dAIR will start in early June 2020. The EAO is planning 2 virtual open houses during this period. Each open house will be 2 hours long consisting of interactive online sessions with opportunities for community members to ask Telkwa Coal Ltd. questions about the Tenas Coal project and to ask the EAO about the EA Process. It is anticipated that the Proponent will submit a final application for an Environmental Assessment Certificate for the EAO to review in Fall 2020.



DISCUSSION

The Application Information Requirements (AIR) document specifies the information that Telkwa Coal Ltd. is required to provide in their application for an Environmental Assessment Certificate.

Staff have no notable concerns regarding the content of the draft dAIR document. However, the following comments to the Environment Assessment Office are recommended.

1. The proponent should provide a description of the proposed qualitative review of the vibration impacts in the dAIR.
2. Specific mitigation actions need to be developed, evaluated, and discussed during the Environmental Assessment application review process. The development of mitigation plans and strategies should not be deferred to the Socio-Economic and Environment Management Planning process.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: June 18, 2020
SUBJECT: Parks and Outdoor Recreation Study

RECOMMENDATION

That the Regional District Board receive the attached [Parks and Outdoor Recreation Service Study](#), and direct staff to report back to the Board with a strategy for the implementation of a parks and recreation service that does the following:

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

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

This report presents the Parks and Outdoor Recreation Service Study to the RDBN Board for consideration. The study provides a comprehensive and clear analysis of the parks and recreation demand and expectations across the region and discusses several service delivery models. The study is intended as a strategic resource to guide decision making in relation to the provision of parks and outdoor recreation services in the rural area.

Recreational amenity in the rural area is an important contributor to quality of life and our ability to attract and retain residents. This is critical to our future economic success. There are also notable social and health benefits to residents associated with increased recreational activity.

Written by:



 Jason Llewellyn
 Director of Planning

PARKS AND RECREATION, QUALITY OF LIFE, AND ECONOMIC SUSTAINABILITY

With improved electronic communications and information sharing, and industry reliance on workcamps, increasing numbers of people have choice regarding the community in which they live. People can make decisions on where to live based primarily on lifestyle and amenity. Therefore, a region's social and economic viability is becoming increasingly dependent on its ability to attract residents. Parks and outdoor recreation amenities are known to be important factors in determining quality of life and the livability of a region. People understand the social, physical and mental health benefits associated with outdoor recreation and will be attracted to areas where this amenity exists. A region with limited parks and outdoor recreation opportunity is at a competitive disadvantage.

The importance of improving our region's quality of life is reflected in several of the region's Official Community Plans (OCPs). For example the OCP for Electoral Area D states:

A more diversified economy is becoming increasingly important in order to ensure that the area remains vibrant and residents enjoy economic and employment stability. The communities realize that being able to offer newcomers to the area a high quality of life and an attractive and well-functioning built environment will serve to increase the potential for economic diversification beyond reliance on the mining and forest products industries.

The OCP for the Village of Burns Lake states:

It is apparent that community character and amenities are critical to ensure future growth and redevelopment as the community must be able to attract skilled trades workers and entrepreneurs that have a high degree of mobility and choice regarding their home community. It is also a goal that existing residents, including seniors, be provided with the services and amenities necessary to maintain a healthy and fulfilling lifestyle in the community.

The following links are to documents that discuss the well-established connection between parks and outdoor recreation, quality of life, and economic development.

- [“The Social and Economic Impacts of BC Recreation Sites and Trails.”](#) Prepared for the Ministry of FLNRO by Meyers Norris Penny, LLB, 2011.
- [“Move Commute Connect - B.C.'S Active Transportation Strategy.”](#) Province of BC, 2019.
- [“Recreation Counties Attracting New Residents and Higher Incomes.”](#) Headwaters Economics, January 2019.

EXISTING RDBN PARK AND OUTDOOR RECREATION INITIATIVES

The RDBN has already taken action towards providing parks and outdoor recreation services in the rural area. These initiatives are discussed below.

Emerson's Beach / Electoral Area B

In 2020 the RDBN accepted land as a gift on the understanding that it could only be used as a park. The property is commonly referred to as Emerson's Beach. The 11 acre property is located approximately 4 km east of Burns Lake near Tintagel Road.



The property contains a small beach which has been used by area residents for decades. The beach area is heavily used in the summer and is accessed by both boat and foot.

To operate the property as a park the property needs notable capital improvements to develop a parking lot and pedestrian railway crossing.



Cycle 16 Commuter Trail / Electoral Area A

The RDBN has agreed to work with the Cycle 16 Trail Society on establishing a 12 km. commuter trail between Smithers and Telkwa. The proposed 12 km trail runs adjacent to Highway 16 and is predominantly within the Highway right of way. The Ministry of Transportation and Infrastructure (MOTI) will require the RDBN to take ownership of and responsibility for, the trail.

The RDBN is in the process of formalizing its relationship with the Cycle 16 Trail Society, confirming the commitment of the Town of Smithers and the Village of Telkwa to the project, making application to the MoTI for approvals to locate the trail within road right of way.

Hospital Point / Electoral Area E

Hospital Point is an 11 acre parcel on the southside of Francois Lake which contains a community hall and day use recreation area. The Southside Seniors Housing Society is considering gifting the land to the RDBN. It is anticipated that the RDBN would be expected to make the community hall and park area available for public use.

Glennanan Park / Electoral Area D

The RDBN holds the License of Occupation for the Glennanan Community Park which consists of a picnic shelter, public bathrooms, and green space. The Park is operated by the Glennanan Community Association.



Current Taxation for Parks and Recreation Services

The RDBN does not currently collect taxes intended for the management or development of outdoor recreation assets and does not have staff dedicated to delivering this service. To date the work associated with acquiring and owning land gifted to the RDBN has been undertaken by the Finance Department, and the work associated with managing the use of the land, and park and recreation related work has been undertaken by the Planning Department. This work is supported by taxation from all Electoral Areas and municipalities.

CURRENT ELECTORAL AREA CONTRIBUTION TO MUNICIPAL PARKS AND RECREATION

An important consideration in the establishment of a parks and outdoor recreation service in the rural area is the financial participation of municipalities. The rural areas contribute to parks, recreation and cultural services in municipalities in various ways, and levels, across the region. The implementation strategy developed will need to consider the level of Electoral Area contribution to municipal services to ensure a fair taxation structure. The following table provides an overview of the existing financial contribution Electoral Area residents provide in support of parks, recreation and cultural services provided in municipalities.

Electoral Area Contribution	Benefiting Municipality	Description of Support
Area A \$324,202	Town of Smithers	Funding to Town of Smithers for parks, arena, library, museum, art gallery
Area A \$314,905	Town of Smithers	Funding to Bulkley Valley Pool
Area B \$123,023	Village of Burns Lake	Funding to Village of Burns Lake for arena
Area B and part of E \$246,468	Village of Burns Lake	Funding to societies operating the library, museum, and Arts Council.
Area C \$37,500	District of Fort St. James	Funding to District of Fort St. James for arena
Area C \$17,188	District of Fort St. James	Funding to society for library
Area D \$36,734	District of Fraser Lake	Funding to society for library
Area F \$95,985	District of Vanderhoof	Funding to District of Vanderhoof for parks, recreation and culture
Area F \$324,420	District of Vanderhoof	Funding to District of Vanderhoof for pool

Of note, there are also municipal recreation services that the Regional District does not contribute to such as the Houston Leisure Facility and the Lakeside Multiplex in Burns Lake.

A MADE-IN-THE BULKLEY-NECHAKO APPROACH

The Parks & Outdoor Recreation Study involved interviews with 42 outdoor recreation clubs, 487 survey responses, 137 completed feedback forms and approximately 200 residents at open house sessions. The process also involved interviews and a focus group with staff from First Nations government, local government, and the provincial government. The engagement findings are summarized into Seven Needs and Eight Principles that are described on page 8 of the Study. The Study recommends that the RDBN use these needs and principles as a checklist to guide the development of a new service.

Across the RDBN, the engagement findings indicate that there are many active volunteer clubs that currently maintain and operate outdoor recreation assets and many of these clubs are facing challenges keeping up with maintenance requirements. The Study suggests that the RDBN design a parks and outdoor recreation service that provides a sustainable and reliable funding source for these volunteer clubs. Based on the feedback forms completed, 91% of respondents

supported using tax revenues to provide funding to non-profit clubs who are maintaining assets.

The Study proposes that the RDBN move forward with a service which meets the demand for sustainable financial support and allows the RDBN to operate and maintain the parks and recreational assets it currently owns and may acquire in the future. The consultants and staff agree that providing a parks and recreation service will require the hiring of a staff person. This staff person could be responsible for the following work.

- Developing, managing, and overseeing maintenance of RDBN owned park and outdoor recreation assets (such as those outlined in page 4 of this report).
- Drafting and administering bylaws regarding the use of municipal owned park and recreation facilities.
- Undertaking the parks and recreation planning processes, including the creation of a RDBN parks and outdoor recreation plan.
- Developing and implementing policies regarding park land acquisition, risk assessments, and maintenance standards.
- Developing and administering funding programs to societies.
- Liaising with stakeholders, First Nations, and other levels of government.
- Promoting and advertising recreation amenities in the region.
- Administering land tenures with the Crown and private property owners.
- And, dealing with public inquiries, complaints, and proposals related to park and outdoor recreation.

IMPLEMENTATION PLAN

The implementation strategy proposed to be developed by staff involves discussions with Electoral Area Directors, Municipal Directors, and municipal staff. The discussions may involve the following issues.

- The boundary of the sub-regional service areas (taxation areas) proposed to be established.
- The services to be provided in each service area, if any.
- Municipal participation in the service areas.
- The estimated taxation levels in each service area, if any.
- The administrative processes to operate and maintain parks and distribute funding.
- The required service establishment bylaws and taxation authority.
- The outlining of a preliminary work plan and priorities for Year 1 and 2 of the service.

Staff are hopeful that a strategy can be developed, in consultation with municipalities and Electoral Area Directors, that offers the taxation and service delivery flexibility that is desired.

ATTACHMENTS

- [“Parks and Outdoor Recreation Service Study”](#)
- [“The Social and Economic Impacts of BC Recreation Sites and Trails.”](#)

- [“Move Commute Connect - B.C.’S Active Transportation Strategy.”](#)
- [“Recreation Counties Attracting New Residents and Higher Incomes.”](#)

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REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: June 18, 2020
SUBJECT: Cycle 16 Trail Society Memorandum of Understanding

RECOMMENDATION

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

VOTING

All Directors / Majority

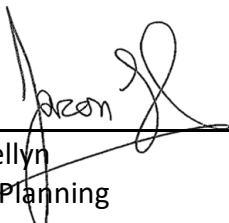
DISCUSSION

At the March 19th Board meeting the Board directed staff to do the following:

1. Work with the Cycle 16 Trail Society, the Ministry of Transportation and Infrastructure (MoTI), the Town of Smithers, and the Village of Telkwa to facilitate development of phase 1 of the Cycle 16 Trail.
2. And report back to the Board as appropriate regarding a Memorandum of Understanding (MoU) with the Cycle 16 Trail Society, an agreement with MoTI allowing trail construction, and a service establishment bylaw.

Staff are seeking Board approval to enter into the attached MoU which has been developed in consultation with the Cycle 16 Trail Society. The MoU outlines how the RDBN and Cycle 16 Trail Society plan to work together towards the establishment of the proposed Cycle 16 Commuter Trail (the Trail) linking the Village of Telkwa and the Town of Smithers.

Written by:



 Jason Llewellyn
 Director of Planning

**CYCLE 16 COMMUTOR TRAIL PROJECT
MEMORANDUM OF
UNDERSTANDING**

**BETWEEN THE
REGIONAL DISTRICT OF BULKLEY-NECHAKO**



**AND THE
CYCLE 16 TRAIL SOCIETY**

CYCLE 16 COMMUTOR TRAIL MEMORANDUM OF UNDERSTANDING (MOU)

THIS MOU made this day of 2020

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO
37 3rd Avenue, Box 820
Burns Lake, BC, V0J 1E0

(hereinafter called the “RDBN”)

OF THE FIRST PART

AND:

CYCLE 16 TRAIL SOCIETY
Inc. No. S-0066012
3875 Broadway Avenue
Smithers, BC V0J 2N0

(hereinafter called the “Society”)

OF THE SECOND PART

Intent

1. This MOU outlines the manner by which the RDBN and Society plan to work together towards the establishment of the proposed Cycle 16 Commuter Trail (the Trail) linking the Village of Telkwa and the Town of Smithers. This MOU is not legally binding, and no aspect of this agreement should be interpreted as an RDBN commitment to further action. It is intended to clarify each party's anticipated roles in moving the project forward.

Background

2. The Society has been working hard for several years on establishing a commuter trail between Smithers and Telkwa. The proposed 12 km Trail runs adjacent to Highway 16 and is predominantly within the Highway right of way. A Concept Design Report was prepared for the Cycle 16 Trail Society in 2017, and a Preliminary Design of Phase 1 of the project (a 3.5 km section of the trail from the Smithers Bridge to Laidlaw Frontage Road) was completed in 2019.

The Cycle 16 Trail Society has asked the RDBN to consider entering into an agreement with the Ministry of Transportation and Infrastructure (MoTI) to allow the Trail in road right of way. This agreement will require the RDBN to take responsibility for construction, maintenance, and operation of the Trail. The RDBN Board directed staff to work with the Cycle 16 Trail Society, the Ministry of Transportation and Infrastructure (MoTI), the Town of

Smithers, and the Village of Telkwa to facilitate development of phase 1 of the Cycle 16 Trail; and, report back to the Board as appropriate for direction regarding an MoU with the Cycle 16 Trail Society, an agreement with MoTI allowing Trail construction, and a service establishment bylaw.

General Relationship between the Cycle 16 Trail Society and the RDBN

3. As the potential “owner” of the Trail the RDBN has an interest in ensuring the project moves forward in an acceptable manner, and with the necessary approvals from the RDBN’s Board of Directors.
4. The Society has worked hard to develop the Cycle 16 Trail project and gain public and property owner support. It is this effort and diligence that has resulted in the RDBN partnering with the Society on the project. Moving forward the RDBN and the Society intend to work together on the project.
5. An important component for success of the Cycle 16 Trail project is the participation of the Town of Smithers and the Village of Telkwa. As municipal participation is confirmed it is expected that the municipalities will partner with the RDBN and Society in moving the project forward.

Phase 1 Pre- Construction

6. The Society will coordinate completion of the activities and tasks necessary to move the project forward to the construction stage, in close consultation with the RDBN, and with the understanding that certain decisions must be confirmed by the RDBN. It is noted that the Society is contemplating the hiring of a Project Manager at their cost.
 - a. **Final Design and Construction Drawings** – The Society will take the lead on obtaining funding for the development of the Trails final design, the necessary construction drawings, and construction cost estimates. The RDBN Grant Writers may assist in the effort. The Society will hire the design professionals and oversee the contract for the design and costing work. The RDBN will work with the design professionals to ensure that the final design is acceptable to the RDBN. This design process must include a public consultation component that allows impacted residents to comment on final design.
 - b. **ALC Approval** - The Society will take the lead on obtaining Agricultural Land Commission (ALC) approvals for applications already made, and for meeting the terms of ALC approval necessary to have the right of ways registered on title. The RDBN will make all future ALC applications, as necessary.
 - c. **Right of ways** - The Society will take the lead on negotiating the placement, or replacement, of right of ways on title of private property as necessary. The Society will be responsible for agreements with property owners regarding the right of ways and any financial compensation dealt with in the agreements. The right of ways must be in

favour of the RDBN, and the covenant wording must be acceptable to the RDBN. The RDBN will be responsible for the costs of any legal review of the right of way wording.

- d. **MoTI Agreement** - The RDBN will take the lead on making application to the MoTI to allow construction of the Trail within road right of way. The RDBN will keep the Society updated on the process and will consult with the Society regarding the content of a proposed agreement.
- e. **Formal Municipal Participation** - The RDBN will work with the Town of Smithers and the Village of Telkwa Administration to confirm the nature of their formal participation in planning, constructing, and operating the Trail. The RDBN will keep the Society updated on this process as appropriate.
- f. **Funding for Capital Replacement** – The RDBN will work with the Town of Smithers, the Village of Telkwa, and the Society in an effort to establish a capital reserve fund for Trail repair and replacement.
- g. **Service Area Bylaw Establishment** - The RDBN will be responsible for Service Area Bylaw Establishment, in consultation with the Town of Smithers and the Village of Telkwa Administration. The RDBN will keep the Society updated on the process as appropriate. The Society shall be involved in any public consultation process associated with the Service Area Bylaw Establishment. It is anticipated that the Service Area Bylaw will be created for the entire trail linking the Town of Smithers and the Village of Telkwa.

Phase 1 Construction

- 7. The Society, in close consultation with the RDBN, will coordinate completion of the activities and tasks necessary to construct the Trail. Certain decisions must be confirmed by the RDBN, or undertaken by the RDBN, as appropriate.
 - a. **Construction Funding** - The RDBN, in consultation with the Society, will take the lead in coordinating the process to identify and obtain construction funding. Construction funding applications must be made by the RDBN as the “owner” of the infrastructure.
 - b. **RFP for Construction** - The Society and the RDBN will work together to draft the Request For Proposal (RFP), and the Society will be asked to participate in the process to review and select the construction contractor. The final decision regarding the contractor hired, and the terms of the contract, will be made by the RDBN.
 - c. **Construction Oversight** – The RDBN will be responsible for oversight of the construction process, and disbursement of funds under the terms of the contract. The Society will be responsible for providing a Clerk of Works to ensure the quality of materials and work are in accordance with design drawings and quality standards.

Phase 1 Operation

8. The RDBN will be responsible for operation of the Trail, and the development of operational and maintenance policies. Operational and maintenance policies will be developed in consultation with the Society.
9. Prior to Construction the RDBN and Society will enter into an agreement which formalizes the role of the Society in managing the maintenance of the Trail on behalf of the RDBN and in accordance with RDBN policy.
10. The Society shall manage, on an ongoing basis, a donation and fundraising program to supplement the ongoing cost of Trail maintenance.

Phase 2 and 3

11. The Society will coordinate completion of the activities and tasks necessary to move Phase 2 and 3 of the project forward to the construction stage, in close consultation with the RDBN.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the day and year written above.

<p>The signatures of the Signing Authority of the REGIONAL DISTRICT OF BULKLEY-NECHAKO was hereto affixed:</p> <p>_____</p> <p>_____</p>	<p><i>Corporate seal</i></p>
<p>CYCLE 16 TRAIL SOCIETY</p> <p>by its authorized signatories:</p> <p>_____</p>	



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

TO: Chair Thiessen and The Board of Directors
FROM: Ashley Evanoff, Planning Summer Student
DATE: June 18, 2020
SUBJECT: Crown Land Application Referral No. 7410124 (Winarto/Dennison)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application 7410124.


VOTING

All Directors / Majority

DISCUSSION

The 21 km long access road to the applicant's private property is located on Crown owned land. This application is for a License of Occupation to formalize the access and allow the applicants to undertake necessary maintenance work on the road. The maintenance includes improving the gravel road base, snow removal, and clearing of bush and fallen trees. The area is located on Finmoore Rd, approximately 26 km east of Vanderhoof. The surrounding area is undeveloped.

The application area is zoned RR1 pursuant to the RDBN Zoning Bylaw and is not located within the Agricultural Land Reserve (ALR). Staff have no concerns.

Reviewed by: 

 Jason Llewellyn
 Director of Planning

Written by: 

 Ashley Evanoff
 Planning Summer Student



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 7410115**

Electoral Area:	F
Applicant:	Frans Winarto and Wilhelmina Dennison
Existing Land Use:	Driveway
Zoning:	Zoned RR1 Under Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.
Plan Designation	Resource designation under Vanderhoof Rural Official Community Plan, Bylaw No. 1517, 2009
Proposed Use Comply with Zoning:	Yes
If not, why?	N/A
Agricultural Land Reserve:	No
Access Highway:	Finmoore Rd
Archaeological Site:	None according to provincial mapping
Building Inspection:	Outside the Building Inspection Area
Fire Protection:	Outside the Rural Fire Protection Area
Other comments:	None



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

TO: Chair Thiessen and The Board of Directors
FROM: Ashley Evanoff, Planning Summer Student
DATE: June 18, 2020
SUBJECT: Crown Land Application Referral No. 0278936 (Allan and Lisa Volts)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 0278936.

VOTING

All Directors / Majority

DISCUSSION

This Crown Grant will allow the sale of an existing recreational lease. The property (Lot 10, District Lot 3213, Range 5 Coast District, Plan 5261) is located on Oona Rd, approximately 6.5 km NE of the Village of Fraser Lake, on the lakeshore of Fraser Lake.

In situations such as this where the parcel is relatively small, achieving appropriate on-site sewage disposal may be challenging. To ensure that the future development of the sensitive lakeshore lot is done with care and to protect the environment and the public's health, it is recommended that the Province identify the capacity of the lot to accommodate on-site sewage disposal, and that purchasers be made aware of the limitations of the property. It is also recommended that the Province ensure that any existing on-site sewage disposal system is constructed in accordance with Northern Health regulations.

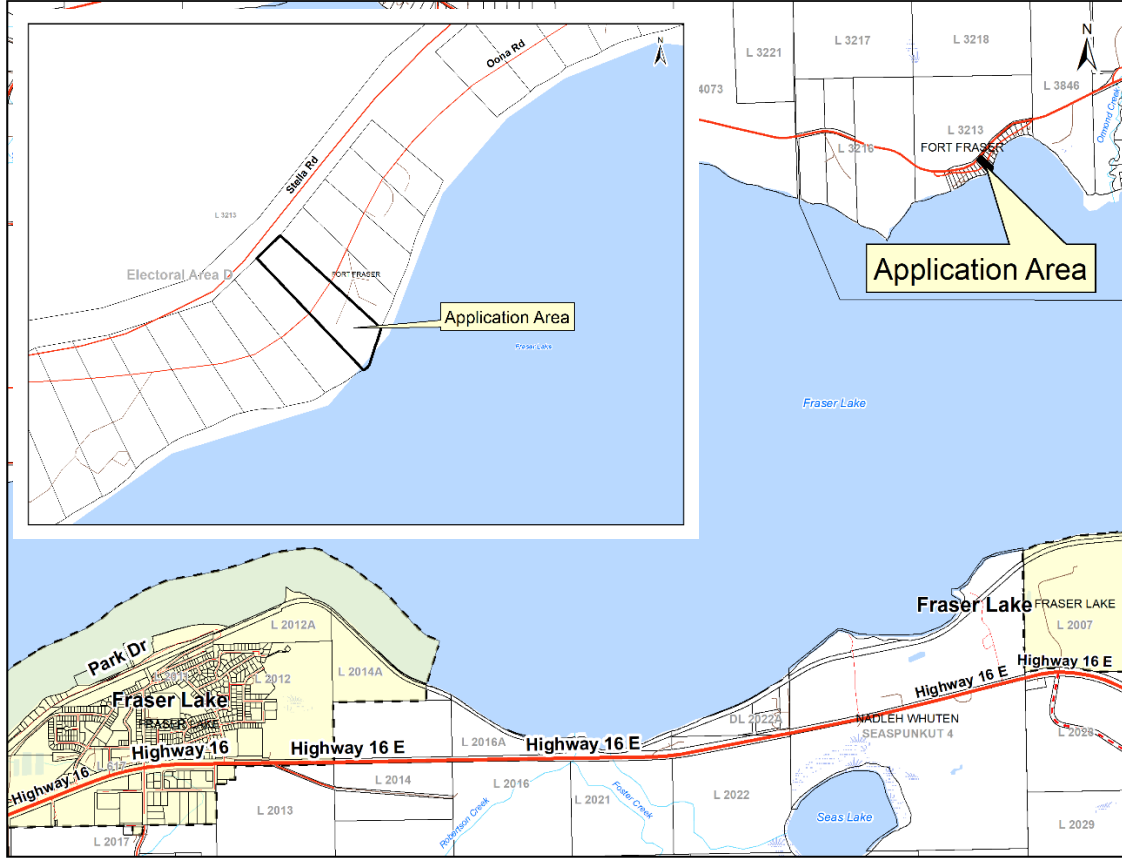
The application area is zoned Waterfront Residential II (R4) under the RDBN Zoning Bylaw and is not located within the Agricultural Land Reserve (ALR).

Reviewed by:

 Jason Llewellyn
 Director of Planning

Written by:

 Ashley Evanoff
 Planning Summer Student





**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 7410115**

Electoral Area:	D
Applicant:	Allan and Lisa Volts
Existing Land Use:	Recreational Lease
Zoning:	Zoned Waterfront Residential II (R4) under Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.
Plan Designation	Lakeshore (L) designation under Endako, Fraser Lake, and Fort Fraser Rural Official Community Plan
Proposed Use Comply with Zoning:	Yes
If not, why?	N/A
Agricultural Land Reserve:	No
Access Highway:	Oona Road
Archaeological Site:	None according to provincial mapping
Building Inspection:	Inside Building Inspection Area
Fire Protection:	Outside the Rural Fire Protection Area
Other comments:	It is recommended that the Ministry of Forests, Lands and Natural Resource Operations and Rural Development identify the capacity of the lot to accommodate on-site sewage disposal, and that purchasers be made aware of the limitations of the property. It is also recommended that the Province ensure that any existing on-site sewage disposal system is constructed in accordance with Northern Health regulations.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Ashley Evanoff, Summer Planning Student
DATE: June 18, 2020
SUBJECT: Mines Application Referral No. 122802354 – 006 (Endako)

RECOMMENDATION

That the attached comment sheet be provided to the Province as the Regional District's comments on Mines application No. 122802354 – 006 (Endako)

VOTING

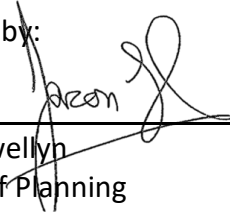
All Directors / Majority

DISCUSSION

This referral is for an extension to the Lease for the Endako Mine. The application area is approximately 16 km west of the Village of Fraser Lake, accessed from Endako Mine Rd. The extension from 2026 to 2038 will allow the operation of the open pit mine as it has previously operated. A report regarding pit wall stability is available as a link [here](#). This report recommends slope design modifications for several wall segments of the pits to ensure stability.

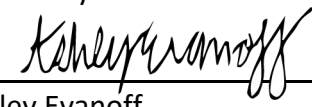
The application area is not zoned. Parts of immediate area are zoned Rural Resource (RR1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020, and Designated Resource under the Endako, Fraser Lake and Fort Fraser Rural Official Community Plan.

Reviewed by:

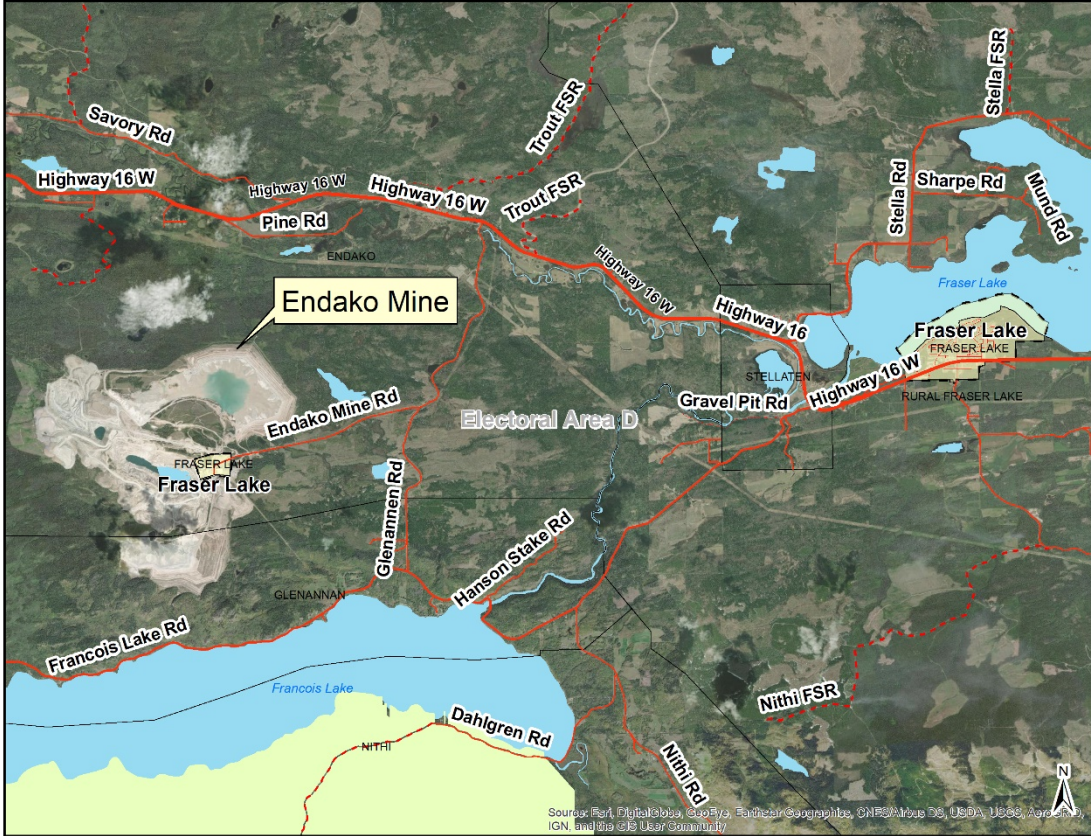


 Jason Llewellyn
 Director of Planning

Written by:



 Ashley Evanoff
 Summer Planning Student





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

Electoral Area:	D
Applicant:	Endako Mine (Thompson Creek Metals)
Existing Land Use:	Endako Mine
Zoning:	Application area not Zoned. Parts of immediate area zoned Rural Resource (RR1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.
Plan Designation	Application area undesignated. Parts of immediate area designated Resource under the Endako, Fraser Lake and Fort Fraser Rural Official Community Plan.
Proposed Use Comply With Zoning:	N/A
If not, why?	N/A
Agricultural Land Reserve:	No
Access Highway:	Endako Mine Rd
Archaeological Site:	No
Building Inspection:	Outside Building Inspection Area
Fire Protection:	Outside Rural Fire Protection Area
Other comments:	None



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chairperson Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: June 18, 2020

**SUBJECT: Committee Meeting Recommendations
– June 4, 2020**

RECOMMENDATION: (ALL/DIRECTORS/MAJORITY)

Recommendations 1 through 3 as written.

Following are recommendations from the June 4, 2020 Committee Meetings for the Regional Board's consideration and approval.

Committee of the Whole Meeting– June 4, 2020

Recommendation 1:

Re: COVID-19 Board Meeting Safety Precautions

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

Rural/Agriculture Committee Meeting – June 4, 2020

Recommendation 2:

Re: Livestock Evacuation Plan

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

Waste Mangement Committee Meeting – June 4, 2020

Recommendation 3:

Re: Solid Waste Inventory and Feasibility Plan

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



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: June 18, 2020
Re: Budget Amendment

Recommendation (All/Directors/Majority):

That Bylaw No. 1912 “A Bylaw to Amend the 2020 Five Year Financial Plan” be given three readings and adoption.

Background:

A budget amendment is required when either capital costs and/or operational costs exceed the budgeted amounts for any service.

A budget amendment must not increase taxation (as the Regional District has already submitted its tax requisition to the provincial government and the municipalities and must also be “balanced”. Therefore, any increase in expenditures must be matched by a non-taxation source of income.

This budget amendment allows for the utilization of various grants received by the different services and departments. This budget amendment also includes the utilization of a portion of the Northern Capital and Planning Grant.

Staff cannot proceed with the purchase of goods or services without these goods or services being included in an approved budget (or amendment).

Environmental Services:

This amendment includes the following capital items for Environmental Services that are entirely funded through the Northern Capital and Planning Grant (for funds received in 2019 and in 2020). Some capital projects completed in early 2020, were under budget. The surplus amounts are being proposed to fund the projects listed below:

Knockholt Landfill Expansion Phase 3B	\$450,000 moved forward from 2021
Aerator and access for Knockholt Landfill	\$ 25,000
New “Deck-over” Trailer	\$ 20,000
Industrial Welder	\$ 12,000
Fire Suppression Water Truck (Knockholt)	\$ 20,000
Catchment Net (Clearview)	\$ 20,000
Roll-Off Truck	\$ 75,000
New Bins and hydraulics for South Side	\$ 24,000



Smithers Pole shed expansion	\$ 35,000
Houston Transfer Station Design	\$ 15,000
Vanderhoof Pole shed expansion	\$ 35,000
Sea containers for recycling depots	\$ 56,000
Total	\$787,000

In addition, Knockholdt landfill is realizing increased revenue for dealing with contaminated waste. A \$140,000 increase in contaminated soil revenue (calculated from invoices recently sent to contractors) is being included in this budget amendment. An offsetting \$140,000 is included in the operational budget for costs associated with the increased landfill use.

Cluculz Lake Fire:

This amendment includes the following capital items for Cluculz Lake Fire Department

New Fire Hall and Fire Tender	\$583,068
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A total of \$583,068 of Electoral Area F Northern Planning and Capital Grant will be utilized towards the construction of a new fire hall and towards capital equipment for the fire service. Staff will work towards providing better estimates for the fire hall construction and the necessary equipment in the coming months. Additional grant funding may be required, and staff will search for suitable funding if this is the case.

South Side Fire:

This amendment includes the recognition of grant funding and a withdrawal of reserves to fund the purchase of a new Fire Tender. An additional \$40,000 in grant funding and \$117,000 for reserves will be utilized towards a new fire truck with a maximum of \$363,300. The remainder of the funding will come from the Northern Capital and Planning Grant for Electoral Area "E" that was previously placed in Emergency Services Capital Reserves in 2019 and is currently in the budget for this purchase in 2020.

Round Lake Fire:

Minor changes were made to the Round Lake Fire Service budget to utilize the NCPG capital reserve allocated to the service in 2020. This amendment allows for the early retirement of a bond in 2025 (instead of 2035) while reducing taxation next year and in future years.

Emergency Services:

The department was successful with a grant of \$175,000 to be used towards ESS capital (computer hardware for ESS teams). The revenue will be offset by the ESS capital budget.



Economic Development

The department was successful in applying for funding in the amount of \$73,534 to support businesses in the Region to identify and access funding and other supports to help them through the Provinces' Phased Re-Opening Plan. This grant is offset with an increase to staff salaries, benefits and travel.

911

The department requires a new tower and radio apparatus to support response near Cluculz Lake. The estimated cost is \$70,000 and is funded by a withdrawal from reserves.

General Government:

An increase in the capital budget balanced by an increase in withdrawal from the Northern Capital and Planning Grant funds allocated in 2019. These capital funds are being utilized for office upgrades as recommended by the Wildfire Report received earlier this year, the Regional District's Office Building Condition Assessment Report received in 2019 and the need for additional modifications due to the COVID pandemic.

Capital expenditures have increased from \$120,000 to \$153,923. Capital items include refitting the Board Room, the UV Air Cleaning System added to the HVAC network, and updated estimates for remodelling the downstairs entrance area.

Regional District of Bulkley-Nechako
2020 to 2024 Financial Plan - Bylaw No. 1903

Schedule "A"

2020 Financial Plan:

Service	FUNDING						TRANSFERS From/(To)				EXPENDITURES:					
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Reserve Funds	Surplus of Prior Yr.	Equity in TCAs	Total Transfers	Debt Pmts. Int. & P'pal.	Capital Expenditures	Amortization of TCAs	Other Expenses	Deficit from Prior Year	Total Expenditures
1101 Rural Government Services	266,293				1,048,329	1,314,622	(278,527)	345,044		66,517				1,381,137		1,381,137
1200 General Government Services	1,288,665		15,900		354,022	1,658,587	199,376	450,743	80,000	730,119	7,800	153,923	80,000	2,146,963		2,388,706
1301 Feasibility Studies								25,600		25,600						25,600
1401 Agriculture	116,097				72,108	188,205	120,000	41,807		161,807				350,012		350,012
1501 Local Community of Fort Fraser	4,708				5,000	9,708		4,222		4,222				13,930		13,930
1701 Chinook Community Forest					1,000	1,000								702	298	1,000
2300 Stuart-Nechako Economic Development								8,692		8,692						8,692
2401 Area "A" Economic Development	10,000					10,000		15,000		15,000				25,000		25,000
2402 Area "B" Economic Development	63,168					63,168								63,168		63,168
2403 Area "C" Economic Development	250					250								250		250
2404 Area "D" Economic Development	250					250								250		250
2405 Area "E" Economic Development								43,402		43,402				43,402		43,402
2406 Area "F" Economic Development	250					250								250		250
2407 Area "G" Economic Development	250					250								250		250
2500 Regional Economic Development	193,637				210,276	403,914	(3,300)	160,434		157,134				561,047		561,047
3101 Member Fiscal Services					872,885	872,885					872,885					872,885
4101 Planning	309,438		13,250		59,188	381,876	(45,085)	51,414	5,500	11,829		11,000	5,500	377,205		393,705
4201 Building Inspection	236,036		253,986			490,022	(35,400)	52,879	12,485	30,324		40,000	12,485	467,861		520,346
4301 Development Services	360,799		12,000		32,032	404,831	(21,422)	16,545	10,000	5,123		10,000		399,954		409,954
4401 Building Numbering Extended Service	7,998				1,602	9,600	(420)	1,760		1,340				10,940		10,940
4501 Unightly Premises Regulatory Control	51,361				32,991	84,352	(3,236)	6,890		3,654				88,006		88,006
5101 Environmental Services	3,461,051		749,290		411,569	4,621,910	891,513	693,749	700,000	2,285,262	347,978	1,423,198	700,000	4,435,995		6,907,172
5901 Invasive Plant Control	51,464		50		8,342	59,856		12,586		12,586				72,442		72,442
5902 Lake Kathlyn Aquatic Weed Harvesting		8,310	544		150	9,004								8,990	14	9,004
5903 Glacier Gulch Water Diverion		2,618	180		25	2,823		5,609		5,609				8,432		8,432
6101 Ft. Fraser Sewer System		45,278	26,520		20,000	91,798	(26,136)	10,843	16,000	707		16,000		76,505		92,505
6201 Ft. Fraser Water System		61,465	41,557			103,022	49,698	17,960	100,000	167,658		100,000	100,000	70,680		270,680
6301 Cluculz Lake - Somerses Estates Sewer		4,500				4,500		5,119		5,119				9,619		9,619
6401 Pump & Haul Sewer Disposal			500			500								500		500
6402 Liquid Waste Disposal			5,000			5,000		9,687		9,687				14,687		14,687
7101 Ft. Fraser Fire Protection	53,803				5,000	58,803	(18,166)	5,758	10,800	(1,608)			10,800	46,395		57,195
7102 Southside Rural Fire Protection	43,507				40,000	83,507	120,530	233	18,000	138,763		160,696	18,000	43,574		222,270
7103 Topley Rural Fire Protection	71,802					71,802	(166)	715	23,000	23,549	17,741		23,000	54,610		95,351
7201 Burns Lake Rural Fire Protection	118,975					118,975	191	17		208				119,183		119,183
7202 Ft.St.James Rural Fire Protection	120,705					120,705	(10,000)			(10,000)				110,787	(82)	110,705
7203 Houston Rural Fire Protection	22,058					22,058	16,272			16,272				38,330		38,330
7204 Luck Bay Rural fire Protection	56,988					56,988	(25,200)	7,233	9,300	(8,667)	7,095		9,300	31,926		48,321
7205 Smithers Rural Fire Protection	235,587					235,587	(10,000)			(10,000)				225,587		225,587
7206 Telkwa Rural Fire Protection	125,264					125,264	(6,000)			(6,000)				119,264		119,264
7207 Vanderhoof Rural Fire Protection	41,415					41,415								41,415		41,415
7208 Round Lake Fire Protection	10,458					10,458	2,674	2,101	600	5,375	1,025		600	14,208		15,833
7301 Cluculz Lake Emergency Response	23,437				583,068	606,505	40,000			40,000		583,068		63,268	169	646,505
7401 Area "A" Emergency Services	5,000					5,000								5,000		5,000
7404 Area "D" Extrication								166		166				166		166
7405 Area "C" Road Rescue Service								103		103				103		103
7406 Topley Road Rescue/First Responders	6,910					6,910	(10)	100	1,000	1,090		1,000		7,000		8,000
7501 9-1-1 Service	255,177		123,000		29,174	407,351	-1,104	66,689	70,000	137,793		70,000	70,000	405,144		545,144
7600 Emergency Preparedness Planning	295,375				1,085,499	1,380,874	989,126	104,108	4,000	1,097,234		1,038,000	4,000	1,436,108		2,478,108
7701 Burns Lake & Area Victim Services	12,444				2,795	15,239		936		936				16,175		16,175
7702 Smithers Victim Services	36,026				500	36,526		447		447				36,973		36,973
8101 Lakes District Airport	96,218				41,498	137,716		13,834		13,834	69,050			82,500		151,550
8201 Smithers Para-Transit																
8202 FSJ Seniors Helping Seniors Transportation St	41,396				800	42,196		804		804				43,000		43,000
8203 Regional Public Transit & Para Transit Service	61,834		81,500		38,390	181,724	(83,477)	86,477		3,000				184,724		184,724
9101 Decker Lake Street Lighting		9,858	350			10,208		476		476				10,684		10,684
9102 Endako Street Lighting	3,310		320			3,630		190		190				3,820		3,820
9103 Ft. Fraser Street Lighting	7,248		490			7,738		806		806				8,544		8,544
9104 Gerow Island Street Lighting	4,243					4,243		186		186				4,429		4,429
9106 Colony Point Street Lighting	2,374					2,374		726		726				3,100		3,100
9107 Laidlaw Street Lighting	598				286	884								884		884
10101 Bulkley Valley Regional Pool and Rec. Centre	1,019,085				20,135	1,039,220	(255,372)	43,682	120,000	(91,690)	1,200		120,000	826,329.56		947,530
10102 Vanderhoof Pool	324,420					324,420	(15,000)			(15,000)				309,420		309,420
10201 Ft.St.James Arena Grant	37,500					37,500								37,500		37,500
10202 Burns Lake Arena	192,253				2,500	194,753	137	5,247		5,384				200,137		200,137
10301 Smithers Rural Recreation/Culture	324,202					324,202								324,201	1	324,202
10302 Vanderhoof Recreation & Culture	95,985					95,985								95,985		95,985
10303 Lakes District Arts and Culture	227,279				87,865	315,144		35,760		35,760				350,904		350,904
10401 Ft Fraser Cemetery Grant	1,963		35			1,998		2		2				2,000		2,000
10402 Topley Cemetery Grant	1,500					1,500								1,500		1,500
10501 Smithers, Telkwa, Houston TV Rebroadcast	59,331				600	59,931		69		69				60,000		60,000
10502 Fraser Lake and Area TV Rebroadcasting	51,778				29,705	81,472		4,778		4,778				86,250		86,250
10503 Ft. St. James and Area TV Rebroadcasting	164,062				2,800	166,862		553		553				167,415		167,415
10504 Burns Lake and Area TV Rebroadcasting	28,652				12,776	41,428		1,072		1,072				42,500		42,500
10602 Fraser Lake Rural Library Grant	14,918		60		17,250	32,228		4,506		4,506				36,734		36,734
10603 Fort St. James Library	17,098				50	17,148		40		40				17,188		17,188
10801 Fort Fraser Community Hall	2,452		46			2,498		2		2				2,500		2,500
10802 Braeside Community Hall	5,000					5,000								5,000		5,000
10901 Regional Parks and Trails					15,000	15,000								15,000		15,000
Total for all Departments	10,741,331	132,029	1,324,578		5,145,211	17,343,148	1,594,064	2,367,800	1,180,685	5,142,549	1,324,775	3,579,885	1,180,685	16,399,951	400	22,485,696



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: June 18, 2020
Re: Chinook Community Forest Annual Operating Budget

Recommendation (All/Directors/Majority):

That the Shareholders' resolutions of the Chinook Comfor Limited to approve the 2020-2021 Operation Budget is supported.

Background:

The Regional District of Bulkley-Nechako owns 894 shares or approximately 9% of the Company in trust for the citizens of Electoral Areas "B" and "E".

The shareholders, including the Regional District, must approve the operating budget for the company under the articles of incorporation (of the Company).

The attached resolution with the budget forming Schedule "A" is included as an attachment with this memo.

The Board has appointed two community members to sit on the Board of the Company – Cindy Shelford to represent Area B and Miles Fuller to represent Area E. Both Ms. Shelford and Mr. Fuller recommend approval of the budget.

**SHAREHOLDERS' RESOLUTIONS OF
CHINOOK COMFOR LIMITED
(the "Company")**

WHEREAS:

A. We the undersigned, being the required number of shareholders of the Company to approve and adopt the annual operational budget of the Company pursuant to section 3.6 of the Amended and Restated Shareholders' Agreement dated October 17, 2017, hereby consent to the following resolutions:

BE IT RESOLVED THAT:

1. The 2020- 2021 operational budget for the Company be approved in the form as attached as Schedule "A".
2. These resolutions may be executed and transmitted by facsimile, electronic mail, or other electronic means, and in as many counterparts as may be necessary, each of which so signed and transmitted shall be deemed to be an original, and such counterparts together shall constitute one and the same original instrument and notwithstanding the date of execution shall be deemed to bear the date of June 5 2020.

YINKA DENE ECONOMIC DEVELOPMENT LIMITED PARTNERSHIP,
by the authorized signatory(ies) of its general partner:

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

HUNUST' OT' EN INVESTMENT CORP.,
by its authorized signatory(ies):

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

[signatures continue on following page]

NATANLII DEVELOPMENTS LTD.,
by its authorized signatory(ies):

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

NOOT'SENAY ENTERPRISES LIMITED PARTNERSHIP,
by the authorized signatory(ies) of its general Partner,
Noot'senay Enterprises Ltd.:

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

LAKE BABINE NATION FORESTRY LTD.,
by its authorized signatory(ies):

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

TS'IL KAZ KOH DEVELOPMENT LIMITED PARTNERSHIP,
by its authorized signatory(ies) of its general partner,
Ts'il Kaz Koh Development Corporation:

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

THE VILLAGE OF BURNS LAKE,
by its authorized signatory(ies):

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

REGIONAL DISTRICT OF BULKLEY NECHAKO,
by its authorized signatory(ies):

Per: _____
Signature

Print Name: _____

Per: _____
Signature

Print Name: _____

SCHEDULE "A"

2019-2020 OPERATION BUDGET

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CHINOOK LP 2020-21 BUDGET

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Chinook LP 2020-21 Budget																		
2																			
3																			
4																			
5																			
6	4100 Revenue																		
7	4101 Projected Revenue 2020-21																		
8	4106 Wildfire Branch																		
9																			
10	4110 Road Maintenance/Road User Revenue																		
11	4126 GIC Interest Revenue																		
12	4161 Grants FFT/LBIS																		
13	4162 FESBC																		
14	4200 Total Revenue																		
15																			
16																			
17																			
18																			
19																			
20																			
21	April-June July-Sept Oct-Dec Jan-March Budget																		
22	Budget Actual Budget Actual Budget Actual Budget Actual																		
23																			
24																			
25	Long Term Liabilities																		
26	2232 Silviculture Allocation/Free to Grow																		
27	2250 Other Long Term Roads/Bridges/Culverts																		
28	Total																		
29																			
30	Expenses																		
31	5000 Road Construction & Maintenance																		
32	5006 Road Upgrades																		
33	5010 Culverts																		
34	5015 Deactivation																		
35	5020 Graveling																		
36	5022 Gravel pit fee's																		
37	5030 Road Supervision																		
38	5031 Road Construction																		
39	5032 Road Supervision Payroll																		
40	5035 Bridges																		
41	5040 Road Maintenance																		
42	5090 Total Rd Construction & Maintenance																		
43																			
44	5100 Equipment & Shop																		
45	5120 Repairs & Maintenance																		
46	5130 Tools																		
47	5160 Shop Expense																		
48	5165 Shop Insurance																		
49	5170 Equipment Insurance																		
50	5180 Equipment/Shop & R/M Payroll																		
51	5190 Total Equipment & Shop																		
52																			
53	5200 Harvesting																		
54	5210 Harvesting Tree on Truck																		
55	5211 Fireguard Decks																		
56	5220 Piling/ Tear Down Piles																		
57	5230 Logging Debris Burning																		
58	5240 Mob - demob																		
59	5260 Grass seeding																		
60	5270 Hauling																		
61	5280 Fencing																		



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: June 18, 2020

SUBJECT: RDBN Electoral Area "C" (Fort St. James Rural) Road Rescue Contribution Service Establishment Repeal Bylaw No. 1905, 2020

RECOMMENDATION

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

VOTING

(all/directors/majority)

BACKGROUND

Attached is "Regional District of Bulkley-Nechako Electoral Area "C" (Fort St. James Rural) Road Rescue Contribution Service Establishment Repeal Bylaw No. 1905, 2020." This bylaw was given three readings on March 19, 2020 and was subsequently approved by the Ministry of Municipal Affairs and Housing. The Board may now adopt the bylaw.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1905****Being a bylaw to repeal “Regional District of Bulkley-Nechako Electoral Area “C” (Fort St. James Rural) Road Rescue Contribution Service Establishment Bylaw No. 1651, 2012”**

WHEREAS “Regional District of Bulkley-Nechako Electoral Area “C” (Fort St. James Rural) Road Rescue Contribution Service Establishment Bylaw No. 1651, 2012” established a service for the purpose of contributing funds to the District of Fort St. James for the provision of road rescue services within Electoral Area “C” (Fort St. James Rural);


AND WHEREAS the Regional District of Bulkley-Nechako does not wish to contribute funds towards road rescue services in Electoral Area “C”;

AND WHEREAS pursuant to Section 349(1)(b) of the *Local Government Act*, the Director of Electoral Area “C” has consented, in writing, to the adoption of this Bylaw;

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

1. This Bylaw may be cited as “Regional District of Bulkley-Nechako Electoral Area “C” (Fort St. James Rural) Road Rescue Contribution Service Establishment Repeal Bylaw No. 1905, 2020.”
2. Bylaw No. 1651 cited as “Regional District of Bulkley-Nechako Electoral Area “C” (Fort St. James Rural) Road Rescue Contribution Service Establishment Bylaw No. 1651, 2012” and all bylaws enacted in amendment thereto are hereby repealed.

Certified a true and correct copy of “Regional District of Bulkley-Nechako Electoral Area “C” (Fort St. James Rural) Road Rescue Contribution Service Establishment Repeal Bylaw No. 1905, 2020.”



Corporate Administrator

READ A FIRST TIME this 19th day of March, 2020

READ A SECOND TIME this 19th day of March, 2020

READ A THIRD TIME this 19th day of March, 2020

CONSENT OF THE DIRECTOR OF ELECTORAL AREA "C" RECEIVED this 7th day of March, 2020

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 7th day of May, 2020

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 1905 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: June 18, 2020

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

RECOMMENDATION

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

VOTING

(all/directors/majority)

BACKGROUND

Attached is "Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020." This bylaw was given three readings on April 23, 2020 and was subsequently approved by the Ministry of Municipal Affairs and Housing. The Board may now adopt the bylaw.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1906, 2020****A bylaw to amend “Regional District of Bulkley-Nechako Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Bylaw No. 1127, 1999”**

WHEREAS the Regional District has enacted the “Regional District of Bulkley-Nechako Cluculz Lake Emergency Response Team (CLERT) Contribution Local Service Area Establishment Bylaw No. 1127, 1999” for the purpose of contributing to the Cluculz Lake Emergency Response Team (C.L.E.R.T.) which provides emergency response service to a portion of Electoral Area “F”;

AND WHEREAS the Regional District wishes to amend the bylaw to remove all references to the Cluculz Lake Emergency Response Team (C.L.E.R.T.);

AND WHEREAS the Regional District wishes to convert the bylaw from a contribution service for fire response to a fire protection service for the purpose of fire protection and suppression;

AND WHEREAS consent on behalf of the participating area has been given in accordance with the *Local Government Act*;

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

1. Section 1 of Bylaw No. 1127 is hereby repealed and replaced with the following:
 1. The Cluculz Lake Rural Fire Protection Service (the “Service”) is established by this Bylaw for the purpose of fire protection and suppression.
2. This bylaw may be cited for all purposes as “Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020.”

Certified a true and correct copy of “Cluculz Lake Rural Fire Protection Service Establishment Amendment Bylaw No. 1906, 2020.”



Corporate Administrator

Bylaw No. 1906
Page 2

READ A FIRST TIME this 23rd day of April, 2020.

READ A SECOND TIME this 23rd day of April, 2020.

READ A THIRD TIME this 23rd day of April, 2020.

APPROVED by the Inspector of Municipalities this 19th day of May, 2020.

ADOPTED this day of , 2020.

CHAIRPERSON

CORPORATE ADMINISTRATOR



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: June 18, 2020

SUBJECT: Request for Letter of Support for Watershed Security Funding

RECOMMENDATION

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

BACKGROUND

Attached is an email from Wayne Salewski, Chair, NEWSS requesting a letter of support for Watershed Security Funding. A draft letter is attached for consideration.

Cheryl Anderson

From: Mark Parker
Sent: June 10, 2020 1:02 PM
To: Cheryl Anderson
Cc: Curtis Helgesen
Subject: FW: [EXTERNAL]: Supporting job creation and the recovery of salmon populations in the Nechako River
Attachments: Letter of Support for Watershed Security Fund.docx

Good afternoon, Cheryl I will give you a call to discuss this letter of support and how to proceed.

From: Wayne Salewski <waynesalewski@icloud.com>
Sent: June 8, 2020 4:47 PM
To: Gerry D'mayor <mayor@district.vanderhoof.ca>; Lara Beckett <lbeckett@rdffg.bc.ca>; Val D Hunsaker <Val.Hunsaker@gov.bc.ca>; Jacklin, James FLNR:EX <james.jacklin@gov.bc.ca>; Mike Morris <Mike.Morris.MLA@leg.bc.ca>; Bond.MLA, Shirley <shirley.bond.mla@leg.bc.ca>; tony.fiala@gov.bc.ca; Mark Parker <mark.parker@rdbn.bc.ca>; Spruce City Wildlife Association <scwa@telus.net>; Kim Menounos <kmenounos@fraserbasin.bc.ca>; Brian Toth <briantoth@shaw.ca>
Cc: Wayne Salewski <waynesalewski@icloud.com>
Subject: [EXTERNAL]: Supporting job creation and the recovery of salmon populations in the Nechako River

Hi

The Premier of BC has solicited organization that have "shovel" ready projects that create hiring opportunities post pandemic while bringing value to the land.

Our NEWSS society has put forward multiple faceted projects on stream restoration that help address issues that fall with in your agencies or governments mandate and will help address issues like flooding, evacuation, lose of infrastructure and the decline or possible extirpation of Chinook and sockeye salmon and of course the Nechako White Sturgeon.

Our proposals range from stabilizing the Chilako River while rebuilding salmon habitat to the restoration of several major salmon habitat streams in the upper Nechako and include the deployment of many field crews in partnership with our First Nations to replant the riparian zones of these streams.

These proposals not only will create a work force for the next few months but it will greatly help in the needed recovery of salmon populations already in peril but severely effected by the Big Bar slide in the Fraser.

I have attached a letter that restates these opportunities and would appreciate your support in confirming the importance of these proposal by either drafting your own support or simply putting the attached version on your letterhead and submitting them back to myself.

We appreciate your support of this opportunity.

Wayne Salewski
 Chair
 NEWSS

www.newsociety.org

[Insert Letterhead]

Premier Horgan
 Office of the Premier
 PO Box 9041
 Stn Prov Govt Victoria, BC
 V8W 9E1
 premier@gov.bc.ca

[Insert Date]

Letter of Support for Watershed Security Funding

Dear Premier,

We support the Nechako Environment and Water Stewardship Society (NEWSS) and the BC Watershed Security Coalition proposal to the B.C. and Federal governments to invest in watershed security as a core focus of economic recovery plans for British Columbia.

Healthy watersheds are fundamental to human health, security, prosperity and reconciliation. Investing in Watershed Security throughout B.C. offers the government an opportunity to deliver effectively on multiple existing commitments while acting as a powerful legacy that restores and secures our watersheds, leveraging skills of traditional resource workers to create good jobs across B.C., while building a legacy of clean drinking water, healthy salmon runs and climate-resilient communities.

By focusing on watershed security and investing in people, infrastructure, and the natural capital of British Columbia, the Province can:

- **Boost local economies and create long-run economic benefits** by funding multi-disciplinary local low skill and high skill jobs in communities across B.C.
- **Deliver climate adaptation resources** to strengthen local community defenses in the face of the climate crisis by making our watersheds and forests healthier, less prone to floods, fires and droughts, and better able to withstand future shocks.
- **Advance reconciliation and support Indigenous economic development** by catalyzing Indigenous employment opportunities and facilitating G2G watershed planning processes.
- **Support B.C. farmers and sustainable local food production** by strengthening drought response and through funding for ecosystem goods and services.
- **Provide economic support and training for local employers** in the watershed economy (e.g., infrastructure, agriculture, fishing, and forestry) to improve the efficiency and sustainability of their water and land use.
- **Rebuild wild salmon and wildlife populations** by putting people to work restoring the health and vitality of BC's rivers, valleys and wetlands.

- **Build robust local watershed management regimes** to reduce ongoing risks and costs associated with degraded watersheds and protect public health and safety

NEWSS and its multiple partners that include First Nations, government agencies and private funders has invested money in the recovery of the salmon populations in multiple tributaries within the Nechako Watershed for the past 12 years and continues to be the voice of salmon and sturgeon recovery in this watershed.

The recovery of the salmon populations in this region are important to our communities and our partners and these projects would generate significant local employment opportunities, boost economic development, advance reconciliation, support salmon and wildlife populations, and build watershed security for our residents. These projects can be undertaken in the near-term and with appropriate physical distancing.

We are ready to work with the Provincial Government to ensure investments in watershed security have an immediate and long-lasting impact for the Nechako River and the 32 contributing streams that flow into it.

Sincerely



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: June 18, 2020

SUBJECT: 2020 UBCM Resolution Deadline

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

The deadline to submit resolutions for consideration at this year's UBCM Convention is June 30th. If the Board wishes to submit any resolutions, the topic and background information should be submitted to staff by June 22nd for staff to draft the resolution and distribute to the Board for comments prior to the deadline.



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair Thiessen and the Board of Directors
From: Nellie Davis, Regional Economic Development Coordinator
Date: June 18, 2020
Regarding: Electoral Allocations of Federal Gas Tax Funds – to June 1, 2020

Recommendation:

Receive.

Background:

The Electoral Area Allocations of Federal Gas Tax Funds have been updated to June 1, 2020 as per the enclosed spreadsheet.

Updated as of: June 1, 2020

Federal Gas Tax Community Works Fund

Year: 2020

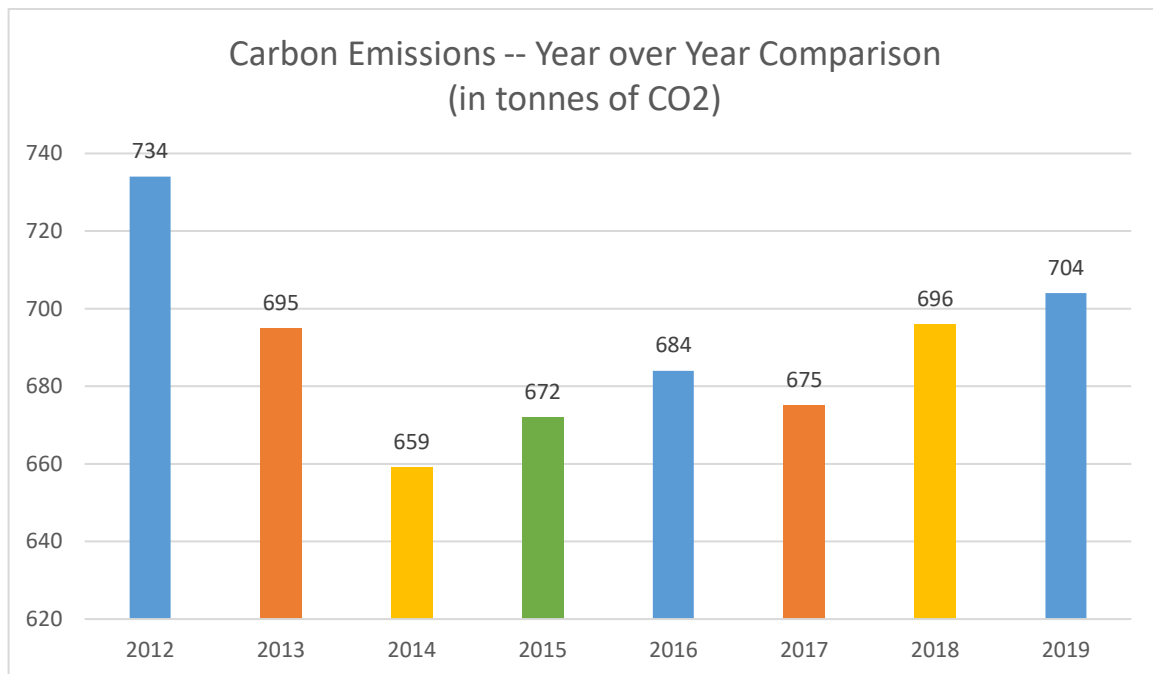
Electoral Area	Population	Opening Balance 2020	Interest Earnings	Funds Spent	Funds Committed	Funding Received	YTD Funds Available
A	5,256	1,682,146.65	15,064.61	96,473.96	468,394.99	-	1,132,342.31
B	1,938	597,048.68	5,346.92	-	243,250.00	-	359,145.60
C	1,415	502,957.63	4,504.28	23,000.00	82,000.00	-	402,461.91
D	1,472	768,695.97	6,884.12	-	401,000.00	-	374,580.09
E	1,593	377,399.80	3,379.84	-	143,250.00	-	237,529.64
F	3,665	720,415.05	6,451.74	1,310.93	42,310.31	-	683,245.55
G	903	321,124.16	2,875.85	-	-	-	324,000.01
	16,242	4,969,787.94	44,507.36	120,784.89	1,380,205.30	-	3,513,305.11



Regional District of Bulkley-Nechako Board of Directors Memorandum June 18, 2020

To: Chair Thiessen and the Board of Directors
 From: Elaine Wiebe, Environmental Services Assistant
 Date: June 18, 2020
 Regarding: Climate Action Revenue Incentive Program (CARIP) Public Report – Climate Actions Survey 2019

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 2019 and increased staff travel.



This year was definitely a struggle to meet the deadline. Staff changeover within the RDBN presented a challenge and then a new reporting platform was very difficult. The COVID-19 situation affected those at the provincial levels that we were depending on for guidance and support.

The Climate Actions Survey will be submitted to the Ministry of Municipal Affairs and Housing on June 19, 2020, from which the attached report was generated. The report outlines measures the RDBN undertook in 2019 to reduce carbon emissions and move towards carbon neutrality.

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

That the Board accept the "Climate Action Revenue Incentive Program (CARIP) Public Report for 2019".



2019 Climate Action Revenue Incentive Program (CARIP) Survey

2019 Climate Action Revenue Incentive Program (CARIP) Survey

Overview

INTRODUCTION:

The 2019 CARIP survey highlights and celebrates local government climate action in British Columbia.

Local governments are required to submit the 2019 CARIP Survey by June 1, 2020.

Detailed survey instructions, FAQs and definitions can be found in the [2019 CARIP Program Guide](#).

Once the survey is complete, please download a copy of your responses (you will be given the download link at the end of the survey).

SURVEY CONTENT:

Section 1: Local Government Information

Section 2: Narrative Focus

2019 Corporate Climate Action

2019 Community-wide Climate Action

2019 Climate Change Adaptation Action

Section 3: 2019 Carbon Neutral Reporting



Section 1 – Local Government Information

Name of Local Government:

Regional District of Bulkley-Nechako

Name of Regional District:

Bulkley-Nechako

Does your region have a Regional Growth Strategy (RGS):

Yes

No

Don't know

Population:

0-4,999

5,000 to 9,999

10,000 to 49,999

50,000 to 99,999

100,000+

Submitted by:

Name

Elaine Wiebe

Position

Environmental Services Assistant

Email Address

Elaine.wiebe@rdbn.bc.ca

Phone Number

250-692-3195



Section 2 - Narrative Focus

Local government signatories to the B.C. Climate Action Charter have committed to taking climate action by:

- Working towards achieving corporate carbon neutrality;
- Measuring and reporting on their community-wide GHG emissions; and
- Creating complete, compact, energy-efficient communities.

A key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia.

In 2019, what actions has your local government taken to support the creation of compact, complete, and energy efficient communities?

2019 CORPORATE CLIMATE ACTION:

Corporate climate actions refer to actions that reduce the GHG emissions produced as a result of a local government’s delivery of “traditional services”, including fire protection, solid waste management, recreational/cultural services, road and traffic operations, water and wastewater management, and local government administration.

In 2019, when it comes to corporate climate action, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):

- Building and Lighting Actions
- Energy Generation Actions
- Greenspace Actions
- Planning Actions
- Solid Waste Actions
- Transportation Actions
- Water and Wastewater Actions
- Other Climate Actions (PLEASE SPECIFY)
- Don't know



Please specify 'Other Climate Actions'

When it comes to corporate Building and Lighting Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- New or upgraded energy-efficient lighting systems
- New or upgraded energy-efficient heating systems
- New or upgraded building envelope initiatives
- Upgrades to amenities in recreation facilities
- Studies related to building and/or lighting energy efficiency
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to corporate Energy Generation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Solar power projects
- Heat recovery or heat reclamation projects
- Biomass or bio-gas projects
- Geo-exchange or geothermal projects
- Studies related to energy generation
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'



When it comes to corporate Greenspace Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Tree planting
- Greenspace acquisition
- New or upgraded amenities in parks
- Invasive species management
- Plans or strategies related to greenspace
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to corporate Planning Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Energy/Emissions Management Plan (New or Updated)
- Asset Management Plan (New or Updated)
- Corporate Climate Action Plan (New or Updated)
- Strategic Plan (New or Updated)
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'



When it comes to corporate Solid Waste Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Introduction, expansion or improvement of recycling initiatives at corporate facilities
- Introduction, expansion or improvement of composting initiatives at corporate facilities
- Communication or education for staff related to corporate solid waste initiatives
- Studies or research related to corporate solid waste initiatives
- Plans or strategies related to corporate solid waste initiatives
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to corporate Transportation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Fleet replacement or upgrades
- New or improved electric vehicle initiatives
- New or improved active transportation infrastructure for staff
- Communication or outreach for staff related to corporate transportation initiatives
- New or improved public transportation initiatives for staff
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'



When it comes to corporate Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- New or improved water or wastewater infrastructure
- Studies or research related to water conservation
- Plans or strategies related to water or wastewater
- Water reduction initiative(s)
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

As mentioned, a key part of the 2019 CARIP Survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce corporate GHG emissions.

When it comes to the corporate climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

Corporate Action #1

All the fluorescent lights in the Administration Building were replaced in 2019 with more energy efficient LED ones. This project was completed in the fall. We look forward to seeing how this affects our hydro consumption in the coming years.

Corporate Action #2

The Bulkley Valley Pool continues to look for innovative ways to reduce their GHG footprint and bring down their operating costs. In 2019, they installed a new dehumidifier that allows for more air to be re-circulated for longer periods, lowering the runtime between on and off cycles, thus reducing gas consumption.



Corporate Action #3

The BV Pool also replaced their Court/Climbing Wall roof top unit. This modern technology is more efficient, consuming less gas, as well improved DDC control, which allows it to maximize run times.

2019 COMMUNITY-WIDE CLIMATE ACTION:

Community-wide actions refer to actions that reduce GHG emissions across the community (i.e. actions not related to “traditional services” in corporate operations).

When it comes to community-wide climate action in 2019, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):

- Building and Lighting Actions
- Energy Generation Actions
- Greenspace Actions
- Planning Actions
- Solid Waste Actions
- Transportation Actions
- Water and Wastewater Actions
- Other Climate Actions (PLEASE SPECIFY)
- Don't know

Please specify 'Other Climate Actions'

When it comes to community-wide Building and Lighting Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- New or upgraded energy-efficient lighting systems
- New or upgraded energy-efficient heating systems



- BC Energy Step Code related projects
- Incentives/rebate programs related to energy-efficient building or lighting
- Outreach, education or communication related to energy-efficient building or lighting
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to community-wide Energy Generation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Solar power projects
- Heat recovery or heat reclamation projects
- Landfill gas capture/utilization projects
- Micro-hydro projects
- Studies or research related to energy generation
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to community-wide Greenspace Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Tree planting
- Greenspace restoration or maintenance
- Greenspace acquisition



- Invasive species management
- Plans or strategies related to greenspace
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to community-wide Planning Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Official Community Plan (New or Updated)
- Climate Action Plan (New or Updated)
- Regional Growth Strategy (New or Updated)
- New or updated bylaw(s) or zoning addressing climate issues
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to community-wide Solid Waste Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Introduction, expansion or improvement of recycling initiatives
- Introduction, expansion or improvement of composting initiatives
- Community clean-up initiatives
- General waste reduction initiative (including landfill diversion strategies)
- Outreach, education or communication related to solid waste



Other (PLEASE SPECIFY)

Don't know

Please specify 'Other'

When it comes to community-wide Transportation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

New or improved active transportation infrastructure

New or improved public transportation initiatives

New or improved electric vehicle initiatives

Outreach, education or communication related to transportation

Plans or strategies related to transportation

Other (PLEASE SPECIFY)

Don't know

Please specify 'Other'

When it comes to community-wide Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

Water restrictions

Incentives/rebate programs related to water or wastewater

Outreach, education or communication related to water or wastewater

Studies or research related to water or wastewater

Plans or strategies related to water or wastewater

Other (PLEASE SPECIFY)



Don't know

Please specify 'Other'

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce community-wide GHG emissions.

When it comes to the community-wide climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

Community-Wide Action #1

We were able to improve the recycling depots in both Burns Lake and Fort St. James during 2019. This included the addition of more stewardship programs, such as electronics and small appliances. This will allow residents to recycle these materials instead of having them go to the landfill.

Community-Wide Action #2

In terms of planning actions, the Official Community Plan for Electoral Area 'D' was completed. And Area 'F's Plan is now in the process of being reviewed. Also, the zoning bylaw was updated. This included amending flood control measures.

Community-Wide Action #3

In the community of Fort Fraser, a Water Conservation Plan was completed. Along with the completion of the water system upgrade, this will enable this community to have safe drinking water and use that resource wisely.

2019 CLIMATE PREPAREDNESS AND ADAPTATION ACTION:

This section of the 2019 CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.



Please identify the climate impacts that are most relevant to your local government (PLEASE SELECT ALL THAT APPLY):

- Increased temperatures increasing wildfire activity
- Extreme weather events contributing to urban and overland flooding
- Changes to temperature and precipitation causing seasonal drought
- Warmer winter temperatures reducing snowpack
- Sea level rise and storms causing coastal flooding and/or erosion
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

In 2019, did your local government take any of the following actions in an effort to consider or address the impacts of climate change? (PLEASE SELECT ALL THAT APPLY)

- Emergency response planning
- Asset management
- Infrastructure upgrades
- Public education and awareness
- Strategic and financial planning
- Risk and vulnerability assessments
- Risk reduction strategies
- Official Community Plan policy changes
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'



In 2019, did your local government partner with any of the following organizations to prepare for, and adapt to, a changing climate? (PLEASE SELECT ALL THAT APPLY)

- Adaptation to Climate Change Team (SFU)
- Columbia Basin Trust
- Community Emergency Preparedness Fund (UBCM)
- Federation of Canadian Municipalities
- Fraser Basin Council
- Pacific Institute for Climate Solutions (UVIC)
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to adapting to a changing climate.

When it comes to climate preparedness and adaptation actions, please highlight up to three significant actions/initiatives that your local government undertook in 2019:

Adaptation Action #1

In February, the Ebenezer Flats/Kidd Road Flood Mitigation Study was completed. Ebenezer Flats is located within Bulkley River floodplain and has been the subject of historical flooding. The purpose of this flood mitigation study was to understand the flood risks at Ebenezer Flats and to develop flood mitigation measures.



Adaptation Action #2

In response to growing wildfire risks, the Protective Services Department has sought funding to support their department. This will enable them, not only to respond to incidents like fire and floods when they happen, but also to educate the public so that the communities are prepared for disasters when they happen.

Adaptation Action #3

In 2019, the Agricultural Coordinator worked together with the Regional District of Fraser-Fort George and the University of Northern BC to complete the Regional Adaptation Strategy. This looked at the climate trends in our area and how this impacts agriculture. This will be a valuable tool moving forward.

Section 3: 2019 Carbon Neutral Reporting

Local governments are required to report on their progress in achieving their corporate carbon neutral goal under the B.C. Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee has established a common approach to determining corporate carbon neutrality for the purposes of the 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, specifically the Workbook (WILL BE UPDATED) and Becoming Carbon Neutral: A Guide for Local Governments in British Columbia (WILL BE UPDATED).

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 CARIP reports.

2019 CARBON EMISSIONS

Did your local government measure corporate GHG emissions for 2019?

- Yes
- No
- Don't Know



If your local government measured 2019 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent (tCO₂e)) from:

Service Delivery Type	2019 Corporate GHG Emissions
Services Delivered Directly by your Local Government	669
Contracted Services	35.3

TOTAL A - CORPORATE GHG EMISSIONS (DIRECT + CONTRACTED) FOR 2019:

704.3

2019 CARBON REDUCTIONS

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2019 by one or a combination of the following actions:

- Undertake Green Communities Committee-supported Option 1 Project(s)
- Undertake Green Communities Committee-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 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from any of the following Option 1 GHG Reduction Projects:

Option 1 GHG Reduction Projects	2019 GHG Emissions Reductions
1A Energy Efficiency Retrofits	
1B Solar Thermal	
1C Household Organic Waste	
1D Low Emission Vehicles	
1E Avoided Forest Conversion	
1F Trenchless Technology	



TOTAL B - REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2019:

If applicable, please report the names and 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 2 GHG Reduction Projects:

	Names of Option 2 GHG Reduction Projects	2019 GHG Emissions Reductions
1.		
2.		
3.		
4.		
5.		
6.		

TOTAL C - REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2019:

2019 CARBON OFFSETS

If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO₂e)) from an offset provider for the 2019 reporting year:

	Name of Offset Provider	Name of Project	2019 GHG Emissions Reductions
1.			
2.			
3.			
4.			
5.			
6.			



TOTAL D - OFFSETS PURCHASED FOR 2019:

TOTAL REDUCTIONS AND OFFSETS FOR 2019 (Total B+C+D):

Corporate GHG Emissions Balance for 2019

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 Green Communities Committee Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2019 = (Total A – (B+C+D))

If your corporate GHG emissions balance is negative or zero, your local government is carbon neutral. CONGRATULATIONS!

If your local government was carbon neutral in 2019, 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, 2019 100 tCO₂e):

	Source of Carryover Emission Reduction	Year Earned	GHG Emissions Reductions
1.			
2.			
3.			
4.			
5.			
6.			



TOTAL E - BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR

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GREEN COMMUNITIES COMMITTEE CLIMATE ACTION RECOGNITION PROGRAM:

The joint Provincial-UBCM Green Communities Committee is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the Green Communities Committee 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, who measure 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 demonstrate significant action (corporately or community-wide) in reducing 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 corporate carbon neutrality in the reporting year.

Based on your local government's 2019 CARIP Climate Action/Carbon Neutral Progress Survey, please check the Green Communities Committee Climate Action Recognition Program level that best applies:

- Level 1 – Demonstrating Progress on Charter Commitments
- Level 2 – Measuring GHG Emissions
- Level 3 – Accelerating Progress on Charter Commitments
- Level 4 - Achievement of Carbon Neutrality
- Don't know



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:

Does your local government set aside funds in a climate reserve fund or similar?

- Yes
- No
- Don't know

Regional District of Bulkley-Nechako**Action List - May 2020 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
BBC.2020-2-4 Broadband Committee May 7, 2020	Report to RDBN Board Meeting	Staff to bring forward a comprehensive lobbying and strategy report to the May 21, 2020 Board Meeting including requests for letters of support from local governments and First Nations Governments in the region.	Nellie	Completed	May 21, 2020 Board meeting
BBC.2020-2-5 Broadband Committee May 7, 2020	Provincial Ownership of Digital Infrastructure	Write a letter to the Ministry of Citizens' Services suggesting that the Provincial Government consider that internet service be an essential service; and further, that the Provincial Government consider owning digital infrastructure similar to transportation infrastructure.	Nellie/John	In Progress	
Committee of the Whole Meeting May 7, 2020	Delegation Thank You Letter	Write a thank you letter to Kiel Giddens, Public Affairs Manager, TC Energy regarding his update on the Coastal GasLink Pipeline Project.	Ger	Completed	19-May-20
C.W.2020-5-4 Committee of the Whole Meeting May 7, 2020	Draft Letter to Prime Minister Trudeau RE: Opposition to the Process re: Implementation of the Federal Government's Firearm Ban	Write a letter to Prime Minister Trudeau in opposition to the process regarding the implementation of the Federal Government's Firearms Ban, and further, that the draft letter be brought forward to the May 21, 2020 Board meeting for consideration.	Cheryl	Completed	May 21, 2020 Board meeting
RDC.2020-4-5 Rural/Agriculture Committee May 7, 2020	Federal Government's COVID-19 Agri-Food Industry and Producer Funding	Write a letter to Taylor Bachrach, MP Skeena-Bulkley Valley and Todd Doherty, MP Cariboo-Prince George requesting that a portion of the recently announced Federal Government COVID-19 relief funding for the agri-food industry and producers be provided to small producers.	Cheryl	Completed	May 26, 2020
WMC.2020-2-3 Waste Management Committee May 7, 2020	Reinstate Cardboard Ban at Knockholt Landfill	<ol style="list-style-type: none"> 1. Direct staff to reinstate the ban on cardboard at Knockholt Landfill on August 1, 2020. 2. Staff research a temporary ICI cardboard solution while negotiations with Recycle BC's Post-Collection Company (or other 3rd party) to establish and operate a new bailing facility are underway; and further, 3. Staff report back to the Board with a recommendation on a temporary solution for ICI cardboard after consultation with the commercial sector and stakeholders. 	Alex	In Progress	

Regional District of Bulkley-Nechako**Action List - May 2020 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
WMC.2020-2-4 Waste Management Committee May 7, 2020	Cardboard Processing Working Group	Establish a Cardboard Processing Working Group, including stakeholders exploring cardboard processing solutions, RDBN staff and elected officials; and further; that a Pilot Project be developed with a goal of recycling 50% of residential and ICI (Industrial Commercial Institutional) cardboard in three years.	Alex	In Progress	
2020-5-3 Special Board Meeting May 7, 2020	Approval of the 2019 Audited Financial Statements	The Chair and the Chief Financial Officer to sign the Financial Statements for the year ending December 31, 2019.	John	Completed	
2020-5-4 Special Board Meeting May 7, 2020	Lakes District Museum Society Grant Request	Provide payment of \$1,105.85 grant funding to the Lakes District Museum Society.	John	Completed	
2020-6-8 Board Meeting May 21, 2020	Directors Remuneration for May 2020	Include the \$1,565,000 Northern Capital and Planning Grant amount as revenue in the next 2020 budget amendment and that the funds be allocated similar to the 2019 allocation; and further, that \$469,500 of said amount be allocated to Environmental Services capital projects in 2020 and included as a capital expense in the next 2020 budget amendment.	John	In Progress	
2020-6-9 Board Meeting May 21, 2020	Letter to Prime Minister Trudeau re: Firearms Ban	Send letter to Prime Minister Trudeau regarding the Firearms Ban.	Cheryl	Completed	May 25, 2020
2020-6-12 Board Meeting May 21, 2020	RDBN Essential Services Mutual Aid Agreement	Distribute the approved Essential Services Mutual Aid Agreement between the RDBN and each of the member municipalities for signature.	Cheryl	In Progress	
2020-6-13 Board Meeting May 21, 2020	Federal Gas Tax Funds - Electoral Area "D" (Fraser Lake Rural) - Fraser Lake Legion Branch 274	Withdraw and contribute up to \$21,000 of Electoral Area "D" Federal Gas Tax allocation monies to the Fraser Lake Legion Branch 274 for an Entrance Accessibility Renovation Project.	Nellie	In Progress	
2020-6-14 Board Meeting May 21, 2020	Federal Gas Tax Funds - Electoral Area "D" (Fraser Lake Rural) - Village of Fraser Lake	Withdraw and contribute up to \$125,000 of Electoral Area "D" Federal Gas Tax allocation monies to the Village of Fraser Lake for an energy improvement project at the planned Fraser Lake Innovation Drop-In Centre, and for an Ammonia Safety Upgrade at the Fraser Lake Arena.	Nellie	In Progress	

Regional District of Bulkley-Nechako**Action List - May 2020 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2020-6-15 Board Meeting May 21, 2020	Smithers Ski Club - Northern Development Application - Community Halls and Recreation Facilities	Provide notification of the Board's support of the application to Northern Development Initiative Trust from the Smithers Ski Club for a grant of up to \$15,000 for the Smithers Ski and Snowboard Club Cabin Upgrade (Phase Two-Interior) Project from the Northwest Regional Account.	Nellie	Completed	
2020-6-16 Board Meeting May 21, 2020	Connectivity Support Letters	Staff request Letters of Support for upcoming connectivity grant opportunities.	Nellie	In Progress	
2020-6-17 Board Meeting May 21, 2020	Emergency Management Handbook and Quick Reference Guide for Elected Officials	Provide the approved Emergency Management Handbook for Elected Officials and Quick Reference Guide to Elected Officials.	Haley	In Progress	Staff to provide laminated Quick Reference Guide to Directors
2020-6-18 Board Meeting May 21, 2020	Southside Volunteer Fire Department Apparatus	Withdraw \$117,000 from the Southside Rural Fire Protection Service Capital Reserve to purchase a 2019 Stock Liberator Side Control Fire Engine from Fort Garry Fire Trucks.	John/Jason Blackwell	Complete and Purchase of Truck In Progress	
2020-6-20 Board Meeting May 21, 2020	Reinstate Cardboard Ban at Knockholt Landfill	Re-establishment of the ban on cardboard at the Knockholt Landfill on August 1, 2020.	Alex	In Progress	News Release issued- June 3, 2020
2020-6-21 Board Meeting May 21, 2020	Design Costs for the Houston Transfer Station and Depot	Budget amendment to allocate funds for the design costs for the Houston Transfer Station and Recycling Depot for 2020.	John/Alex	In Progress	
2020-6-26 Board Meeting May 21, 2020	Solid Waste Inventory and Feasibility Plan	Re-allocate funds from the Northern Capital Planning Grant (NCPG) towards a region-wide Solid Waste Inventory and Feasibility Plan.	John/Alex		June 4 WMC decision to not proceed being brought forward for Board authorization June 18th in regard to waste inventory study - Revisit full audit