



REGIONAL DISTRICT  
OF BULKLEY NECHAKO

# AGENDA

MEETING NO. 9

AUGUST 13, 2020

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"A WORLD OF OPPORTUNITIES  
WITHIN OUR REGION"

**VISION**

“A World of Opportunities  
Within Our Region”

**MISSION**

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO

**AGENDA**

Thursday, August 13, 2020

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – August 13, 2020</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
6-18	Board Meeting Minutes – July 16, 2020	Adopt
19-21	Broadband Committee Meeting Minutes - July 16, 2020	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>DELEGATION</u>	
	<u>Forest Enhancement Society of BC and Habitat Conservation Trust Foundation - Via Zoom</u> <u>RE: FESBC Funded Projects Update</u> Dan Buffet, CEO Steve Kozuki, Executive Director	
	<u>ELECTORAL AREA PLANNING (All Directors)</u>	
	<u>Bylaws for 1<sup>st</sup> and 2<sup>nd</sup> Reading</u>	
22-32	Jason Llewellyn, Director of Planning 1 <sup>st</sup> and 2 <sup>nd</sup> Reading Report OCP Amendment & Rezoning Application E-01-20 (Brewer) Electoral Area “E”	Recommendation
33-38	Jason Llewellyn, Director of Planning 1 <sup>st</sup> and 2 <sup>nd</sup> Reading Report Rezoning Application C-01-20 (Willick) Electoral Area “C”	Recommendation
39-43	Jason Llewellyn, Director of Planning 1 <sup>st</sup> and 2 <sup>nd</sup> Reading Report Rezoning Application A-01-20 (Hunting) Electoral Area “A”	Recommendation

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<b><u>PAGE NO.</u></b>	<b><u>DEVELOPMENT SERVICES</u> (All Directors)</b>	<b><u>ACTION</u></b>
	<b><u>ALR Application</u></b>	
44-54	Deneve Vanderwolf, Planner 1 ALR Non-Farm Use – (Removal of Soil) Application No. 1223 (Stephen) Electoral Area “F”	Recommendation
	<b><u>Crown Land Referral</u></b>	
55-57	Ashley Evanoff, Planning Summer Student Crown Land Referral No.0307706 (Hilman) Electoral Area “D”	Recommendation
	<b><u>BUILDING INSPECTION</u> (All Directors)</b>	
58-61	Deneve Vanderwolf, Planner 1 Second Quarter Building Permit Summary	Receive
	<b><u>ADMINISTRATION REPORTS</u></b>	
62-63	Cheryl Anderson, Manager of Administrative Services – Artifact Recovery – Imeson’s Beach & Hospital Point	Recommendation
64-67	Cheryl Anderson, Manager of Administrative Services – Dungate Community Forest	Recommendation
68-70	Lindsay King, FireSmart Educator – FireSmart BC Home Partners Program Pilot 2.0	Recommendation
71	Shari Janzen, Regional Economic Development Assistant – Burns Lake Mountain Biking Association – NDIT Application – Community Halls and Recreation Facilities	Recommendation
72-80	Nellie Davis, Regional Economic Development Coordinator – Grant in Aid – LD Fair Association	Recommendation
81-84	Nellie Davis, Regional Economic Development Coordinator – Grant in Aid – Fort St. James Fire Department	Recommendation
85	Nellie Davis, Regional Economic Development Coordinator – Grant in Aid Update – Months of April to July 2020	Receive



Meeting No. 9  
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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
86-97	John Illes, Chief Financial Officer – Bulkley Valley Pool Update	Receive
98-101	John Illes, Chief Financial Officer – Income Statements for Six Months Ending June 30, 2020	Receive
102	Wendy Wainwright, Executive Assistant -Items to be Brought Forward to the Public Agenda from Special (In-Camera) Meeting	Receive

### VERBAL REPORTS

### RECEIPT OF VERBAL REPORTS

### ADMINISTRATION CORRESPONDENCE (all highlighted items can be received as a block)

103-104	Yinka Dene Economic Development Limited Partnership – Wet'suwet'en First Nation Interest in Developing a Business Relationship with the Regional District of Bulkley Nechako	Receive
105-111	Ministry of Agriculture – Information Update on Order in Council #353/2020 – Amendments to Regulations under the <i>Agricultural Land Commission Act</i> Regarding Application Fees, Soil Removal, and Fill Placement	Receive
112-118	Community Energy Association – Charge North – July 2020 Update	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 and Section 90(1)(d) – the security of the property of the municipality, 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 (First Nations Agreements) may be closed to the public, and therefore exercise their option of excluding the public for this meeting.

### ADJOURNMENT

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 8****Thursday, July 16, 2020**

**PRESENT:** Chair Gerry Thiessen

Directors Gladys Atrill  
Shane Brienen  
Mark Fisher  
Dolores Funk – via teleconference  
Judy Greenaway  
Tom Greenaway  
Clint Lambert  
Brad Layton – arrived at 11:00 a.m.  
Linda McGuire  
Chris Newell  
Mark Parker  
Jerry Petersen  
Michael Riis-Christianson  
Sarra Storey – via teleconference – arrived at 10:54 a.m., left at 12:00 p.m.

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Nellie Davis, Regional Economic Development Coordinator – arrived at 10:53 a.m.  
John Illes, Chief Financial Officer  
Deborah Jones-Middleton, Director of Protective Services – arrived at 11:03 a.m., left at 12:01 p.m.  
Jason Llewellyn, Director of Planning  
Sashka Macievich, Controller – left at 12:01 p.m.  
Wendy Wainwright, Executive Assistant

**CALL TO ORDER**

Chair Thiessen called the meeting to order at 10:50 a.m.

**AGENDA &  
SUPPLEMENTARY AGENDA**Moved by Director T. Greenaway  
Seconded by Director Fisher**2020-8-1**

“That the Board Meeting Agenda of July 16, 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  
-June 18, 2020**Moved by Director McGuire  
Seconded by Director Parker**2020-8-2**

“That the Board Meeting Minutes of June 18, 2020 be adopted.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **ELECTORAL AREA PLANNING (All Directors)**

### **Development Variance Permit Application**

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

2020-8-3 "That the Board approve Development Variance Permit C-01-20 for the property located at 11186 Huffman Drive to vary Section 3.0.8 d) of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 to decrease the setback from the natural boundary of a lake from 15 metres to 6.7 metres for the proposed addition and the existing cabin built in general compliance with Schedule A of the permit."

(Participants/Directors/Majority) DEFEATED

## **DEVELOPMENT SERVICES (All Directors)**

### **Crown Land Referrals**

Crown Land Application Referral No. 7410139 (Manahan) Electoral Area "D" Moved by Director Parker  
 Seconded by Director Lambert

2020-8-4 "That Regional District of Bulkley-Nechako Comment Sheet on Crown Land Application Referral No. 7410139 be provided to the Province."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Crown Land Application Referral No. 0145394 and 0208575 (Land Act Reserves in Lake Kathlyn) Electoral Area "A" Moved by Director Fisher  
 Seconded by Director Atrill

2020-8-5 "That BC Parks be informed that the RDBN has no interest in assuming responsibility for the subject property, and that BC Parks be asked to reconsider their position that the reserve on these lands, and the provision of parkland in this area, is outside of their mandate."

(All/Directors/Majority) CARRIED UNANIMOUSLY

### **Mine Referral**

Director Newell recused himself from the meeting at 11:08 a.m. in regard to Mine Application Referral No. 13990-02-223 (Ace Ventura Gold) Electoral Area “C” due to his employer being the Ministry of Energy, Mines & Petroleum Resources.

Mine Application Referral                      Moved by Director T. Greenaway  
No. 13990-02-223 (Ace                      Seconded by Director J. Greenaway  
Ventura Gold) Electoral Area “C”

2020-8-6    “That Regional District of Bulkley-Nechako Comment Sheet on Mine Referral No. 13990-02-223 be provided to the Province as the Regional District’s comments on Mine Application Referral No. 13990-02-223 (Ace Ventura Gold).”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Newell returned at 11:09 a.m.

### **CORRESPONDENCE**

Correspondence                                      Moved by Director Parker  
 Seconded by Director Layton

2020-8-7    “That the Board receive the following correspondence:  
 ➤ Province of B.C. News Release - ALR Revitalization Reduces Costs, Makes Life Better for Farmers  
 ➤ Agricultural Land Commission (ALC) Correspondence titled Non-Adhering Residential Use Applications – Policy L-26 Adopted April 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATION REPORTS**

Annual UBCM Convention                      The Board discussed requesting the following Minister meetings  
-Minister Meetings                                      at the 2020 UBCM Virtual Convention:

- The Honourable George Heyman, Minister of Environment and Climate Change Strategy
  - Cardboard Recycling
- The Honourable ClaireTrevena, Minister of Transportation and Infrastructure
  - Highway 27 and Highway 16 Intersection - Vanderhoof weigh scales – lack of merging lane
  - Active Transportation - Cycle 16 corridor exists within Ministry of Transportation and Infrastructure right of way
- The Honourable Mike Farnworth, Minister of Public Safety and Solicitor General
  - Continue Emergency Management discussion
    - 2019 UBCM Resolutions follow-up

### **ADMINISTRATION REPORTS (CONT'D)**

- The Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development
  - 2018 wildfire salvage not being carried out based on allocation
  - Moose cow calf hunt
  - Rural Development
    - Recycling ICI (Industrial Commercial Institutional) issues
    - Connectivity issues
- The Honourable Anne Kang, Minister of Citizens' Services
  - Funding envelopes for connectivity
- The Honourable Lana Popham, Minister of Agriculture
  - Follow up on the changes to ALR Policies
  - Follow up on ALC Regulations – Building Permits/New home build regulations
- BC Ambulance Service
  - Paramedics having to work in communities outside of their residents
  - BC Ambulance community coverage

Discussion took place in regard to:

- Writing a letter to Premier Horgan regarding the Ministry of Forests, Lands, Natural Resource Operations and Rural Development portfolio being large and Rural Development needing to be a standalone Ministry
- BC Assessment meeting
  - BC Assessment staff is tentatively intending to attend the August 2020 Regional District Meeting
- Eamon O'Donoghue, Assistant Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development
  - Forest Enhancement and Restoration and Crown Land
  - Staff will follow up to reschedule meeting with Mr. O'Donoghue.

Annual UBCM Convention  
-September 22-24, 2020

Moved by Director T. Greenaway  
 Seconded by Director McGuire

2020-8-8

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

**ADMINISTRATION REPORTS (CONT'D)**

2020-8-9

Moved by Director Fisher  
 Seconded by Director Newell

That Motion 2020-8-8 be amended to include: and the Board approve associated sub-regional networking meeting costs related to UBCM.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

“That the question was called on motion 2020-8-8 as amended.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Credit Card Payments

Moved by Director Riis-Christianson  
 Seconded by Director Atrill

2020-8-10

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

(All/Directors/Majority) CARRIED UNANIMOUSLY

Drone Purchase

Moved by Director Riis-Christianson  
 Seconded by Director Atrill

2020-8-11

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

2020-8-12

Moved by Director Riis-Christianson  
 Seconded by Director Lambert

That the Board defer Motion 2020-8-11 and that staff provide a detailed financial analysis and capabilities of private companies to provide service.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Concerns were brought forward in regard to the ownership and additional costs associated.

**ADMINISTRATION REPORTS (CONT'D)**

Gas Tax and NCPG Allocation Moved by Director Fisher  
 Seconded by Director T. Greenaway

2020-8-13

"That the Board receive the 2020 Gas Tax allocation;

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

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2019 Statement of Financial Information

Moved by Director Lambert  
 Seconded by Director Parker

2020-8-14

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- SOFI - Legislative Requirement yearly including Financial Statements
- Municipalities required to complete a yearly Annual Report
- Regional Districts are not required to complete an Annual Report
  - o Utilization of Annual Reports
  - o Process to develop and interrelate strategic documents for an Annual Report
- Staff will request the 8 municipal Annual Reports within the region
- Future Committee of the Whole RDBN Strategic Planning Session and Annual Report discussion

**Break for lunch at 12:01 p.m.**

**Reconvened at 12:58 p.m.**

**ADMINISTRATION REPORTS (CONT'D)**

Bulkley Valley Pool Update

Moved by Director Fisher  
 Seconded by Director Layton

2020-8-15

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

Moved by Director Riis-Christianson  
 Seconded by Director Lambert

2020-8-16

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Electoral Area “A” Pedestrian  
 Crosswalk Local Services  
 Establishment Repeal Bylaw  
 No. 1911, 2020

Moved by Director Fisher  
 Seconded by Director Layton

2020-8-17

“That Electoral Area “A” Pedestrian Crosswalk Local Service Establishment Repeal Bylaw No. 1911, 2020 be adopted this 16<sup>th</sup> day of July, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Thiessen, as Mayor of the District of Vanderhoof recused himself from the meeting at 1:03 p.m. in regard to Federal Gas Tax Funds – Electoral Area ‘F’ (Vanderhoof Rural) District of Vanderhoof.

Federal Gas Tax Funds  
 -Electoral Area “F” (Vanderhoof  
 Rural) District of Vanderhoof

Moved by Director Petersen  
 Seconded by Director Brienen

2020-8-18

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

Chair Thiessen returned at 1:04 p.m.



### ADMINISTRATION REPORTS (CONT'D)

#### Cluculz Lake Fire Services Agreement

Moved by Director Petersen  
 Seconded by Director Layton

2020-8-19

"That the Board enter into the Cluculz Lake Rural Fire Protection Agreement with the Cluculz Lake Volunteer Fire Department for a five (5) year term ending on June 30, 2025."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

#### Crisis Communications Plan

Moved by Director Layton  
 Seconded by Director T. Greenaway

2020-8-20

"That the Board approve the Crisis Communications Plan."

2020-8-21

Moved by Director Riis-Christianson  
 Seconded by Director Lambert

That Motion 2020-8-20 be amended to include: revisit the Crisis Communication Plan at the completion of the Hazard Risk Vulnerability Assessment"

(All/Directors/Majority)

CARRIED UNANIMOUSLY

"That the question be called on Motion 2020-8-20 as amended."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Predeveloped media releases
  - o Drafts exist in the RDBN EOC Operations Plan
- Crisis Communications Plan being built using the HRVA (Hazard Risk Vulnerability Assessment)
- Developing a detailed Crisis Communication Plan
- Social Media has changed the importance of immediate communication
- Revisit the Crisis Communication Plan at the conclusion of the HRVA
  - o Potentially utilizing Northern Capital Planning Grant Funding to complete a detailed Crisis Communication Plan.

#### UBCM Community Excellence Awards

Moved by Director McGuire  
 Seconded by Director J. Greenaway

2020-8-22

"That the Board support an application to the Union of BC Municipalities (UBCM) for the 2020 Community Excellence Awards – Excellence in Service Delivery for the RDBN's FireSmart Home Assessment & Rebate Database Program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **ENVIRONMENTAL SERVICES**

RDBN Metal Recycling Update Moved by Director Layton  
 Seconded by Director T. Greenaway

2020-8-23 "That the Board receive the Director of Environmental Services' July 16, 2020 memo titled RDBN Metal Recycling Update."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place in regard to continuous changes and creative and innovative ideas in regard to recycling business solutions. The potential to revisit the RDBN Metal Salvaging Policy was also discussed. Staff will bring forward possible options in regard to metal salvaging/recycling.

## **VERBAL REPORTS (CONT'D)**

Town of Smithers By-Election -Mayor Director Atrill mentioned that the By-Election for Mayor of the Town of Smithers will be called at the end of July 2020. Director Atrill announced that she intends to run for the position thus she will need to resign her current position of Councillor/Acting Mayor.

District of Houston 9<sup>th</sup> Street Revitalization Project Director Brienens reported that the District of Houston is moving forward with its 9<sup>th</sup> Street Revitalization Project.

Former Mayor of District of Houston Passed Away Director Brienens commented that former District of Houston Mayor Adrian Meeuwissen passed away recently. He served as Mayor from 1980 to 1987 and also served as Councillor and in other roles in the community.

Electoral Area "A" (Smithers Rural) Society Meetings Director Fisher noted that CAO Helgesen attended meetings in Electoral Area "A" (Smithers Rural) along with Director Fisher with Societies and its members within the area to ensure that the services in place are meeting current needs.

Meeting with the Town of Smithers District Chamber of Commerce Director Fisher and CAO Helgesen also met with the Town of Smithers District Chamber of Commerce to discuss cardboard recycling initiatives.

Nechako Kitamaat Development Funding Electoral Area "D" (Fraser Lake) -Fort Fraser Director Parker announced that Nechako Kitamaat Development Fund (NKDF) included the unincorporated community of Fort Fraser within Electoral Area "D" (Fraser Lake) in its funding toward COVID-19 Recovery Response initiatives. He expressed his appreciation for the funding.

Meetings – Electoral Area "E" (Francois/Ootsa Lake Rural) Director Lambert and CAO Helgesen attended a meeting in Electoral Area "E" (Francois/Ootsa Lake Rural) with the Southside Economic Development Council. Discussion items included cell towers and the new Southside Volunteer Fire Department Fire Truck.

Director Lambert and CAO Helgesen also visited the RDBN property at Hospital Point on the Southside of Francois Lake.

District of Fort St. James -Seniors Housing Project Director J. Greenaway mentioned that the District of Fort St. James partnered with Connexus for a Senior Housing project in the community. The proposal is for 28 one bedroom units.

### **VERBAL REPORTS (CONT'D)**

<u>District of Fort St. James Municipal Office Re-opens</u>	Director J. Greenaway reported that the District of Fort St. James Municipal Office re-opened to the public on July 14, 2020. It had been closed due to the COVID-19 Pandemic.
<u>Village of Telkwa Receives Funding</u>	Director Layton commented that the Village of Telkwa received Wastewater Replacement Grant funding of \$2.4 million and they also received \$1.4 million in funding for looping its water system in anticipation of housing development.
<u>Village of Telkwa Housing</u>	Director Layton mentioned that the Village of Telkwa Council had a presentation of its Housing Study at its past meeting. He noted that staff will work with RDBN staff in regard to moving forward apartment buildings and townhouses.
<u>Federal Gas Tax Funding for Mount Pope Arts Facility</u>	Director T. Greenaway reported that the renovations to the Mount Pope Arts Facility are progressing well. Director Greenaway provided Federal Gas Tax Funding for the project.
<u>Village of Granisle – Waste Water Replacement Grant</u>	Director McGuire spoke of receiving Wastewater Replacement Grant funding in the amount of \$4.3 million.
<u>Village of Granisle – Canada Day Celebration</u>	Director McGuire mentioned that the Village of Granisle hosted its Canada Day Celebrations following COVID-19 guidelines. Due to challenges experienced during the celebrations the Village of Granisle has cancelled Granisle Days for 2020.
<u>2020 UBCM Virtual Convention</u>	Director McGuire voiced concerns in regard to the 2020 UBCM Convention being held virtually. She noted that networking will be challenging with the limitations of virtual platforms.
<u>Village of Granisle 2020 SOFI and Annual Report</u>	Director McGuire noted that the Village of Granisle has adopted its SOFI and Annual Report and both will be on the Village of Granisle website.
<u>RDBN Parks and Outdoor Recreation Discussion with Village of Granisle</u>	Director McGuire mentioned that the Village of Granisle is anticipating the presentation from Regional District staff regarding the RDBN Parks and Outdoor Recreation Services Study.
<u>Buckflats Road Traffic</u>	Director Newell brought forward concerns in regard to the increased traffic on Buckflats Road due to increased construction activity.
<u>Connectivity Issues in Areas of Electoral “G” (Houston Rural)</u>	Director Newell spoke of the challenges associated with internet connectivity in areas of Electoral Area “G” (Houston Rural).
<u>Village of Burns Lake Receives Active Living Grant</u>	Director Funk mentioned that the Village of Burns Lake received an Active Living Grant to build sidewalks.
<u>Thank You to RDBN Staff</u>	Director Funk thanked Jason Llewellyn, Director of Planning for his presentation to Village of Burns Lake Council in regard to the Parks and Outdoor Recreation Services Study. She also thanked Janette Derksen, Deputy Director of Environmental Services for providing information in regard to ICI recycling issues in the region.

### **VERBAL REPORTS (CONT'D)**

District of Vanderhoof - Paving Projects Chair Thiessen mentioned that paving is taking place within the District of Vanderhoof.

Rio Tinto – Reservoir Chair Thiessen brought forward concerns in regard to the significant changes in the levels of the reservoir. He noted that in April 2020 the reservoir levels were abnormally low and currently the levels are unusually high. He mentioned that data has been requested for the past ten years and the impact of the Mountain Pine Beetle.

LBN Foundation Agreement Meeting Chair Thiessen and CAO Helgesen met with the Lake Babine Nation in regard to the LBN Foundation Agreement on July 6, 2020 at the LBN Band Office. There is a want to create partnerships and work together to move initiatives forward. Chair Thiessen expressed his appreciation that LBN requested an opportunity to meet and discuss the Agreement as it is not part of the process.

Receipt of Verbal Reports Moved by Director Brienens  
 Seconded by Director Petersen

2020-8-24 “That the verbal reports of the various Board of Directors be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATION CORRESPONDENCE & ACTION LIST**

Administration Correspondence and Action List Moved by Director McGuire  
 Seconded by Director T. Greenaway

2020-8-25 “That the following be received:

#### **Administration Correspondence**

- Northern Development Initiative Trust – Regional Business Liaison Program – Bulkley Nechako ND Project Number 6957 20
- Northern Development Initiative Trust – Regional Business Liaison Program – Bulkley Nechako Northwest ND Project Number 6958 20
- Nechako-Kitamaat Development Fund Society – NKDF COVID-19 Recovery Response
- Union of BC Municipalities – Gas Tax Agreement Community Works Fund Payment
- University of Northern BC – Nechako Valley Ag – Partnership Development

#### **Action List**

-June, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **SUPPLEMENTARY AGENDA**

### **ENVIRONMENTAL SERVICES REPORT**

**Conditional Suspension of  
 Cardboard Ban at the  
 Knockholt Landfill**

Moved by Director Fisher  
 Seconded by Director Atrill

2020-8-26

“That the Board rescind motion 2020-5-21 that reads as follows:  
 “That the Board re-establish the ban on cardboard at the  
 Knockholt Landfill on August 1, 2020.”

And that the Board temporarily suspend the cardboard ban at the  
 Knockholt Landfill on a month-by-month basis, but not to exceed  
 November 1, 2020, to support the progress that is being made  
 on an ICI (Industrial Commercial Institutional) cardboard solution  
 for the region.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

### **PLANNING**

#### **Submissions**

**Correspondence**

Moved by Director T. Greenaway  
 Seconded by Director Lambert

2020-8-27

“That the Board receive the following

**Planning Submissions**

Development Variance Permit Application No. C-01-20  
 (Tschampa) – Electoral Area “C”:  
 -Submission from Tschampa  
 -Submission from Schlueter

**Administration Correspondence**

-BizBiz BC – New Online Resource Marketplace Supports BC  
 Agri-Food Sector.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

### **NEW BUSINESS**

**2020 UBCM Minister Meeting  
 Request**

Director Fisher mentioned requesting a meeting with the Minister  
 of Municipal Affairs and Housing in regard to the impact of the  
 Step Code and implementing a sub-category for tiny homes.

**Home Insurance in the Region**

Director Lambert spoke of concerns regarding Insurance  
 companies significantly increasing insurance rates or not  
 providing coverage for homes in some rural areas of the region  
 due to the potential for wildfires. Director Lambert brought  
 forward the potential to utilize FireSmart initiatives to advocate  
 for reasonable rates. Chair Thiessen mentioned that a number  
 of concerns have been brought forward due to various insurance  
 companies not providing insurance for homes due to perceived  
 potential issues in regard to such things as plumbing, heating,  
 etc. Staff will investigate having an insurance delegation present  
 to the Regional Board.

**IN-CAMERA MOTION**

Moved by Director Lambert  
 Seconded by Director McGuire

2020-8-28

“In accordance with Section 90 of the Community Charter, it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(c) - labour relations or other employee relations (Fire Services); 90(1)(e) - the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality (Property Acquisition); 90(1)(g) - litigation or potential litigation affecting the municipality (Building Regulations); and 90(2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Boundary Expansion/First Nations Agreements) must/may be closed to the public, therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director J. Greenaway  
 Seconded by Director McGuire

2020-8-29

“That the meeting be adjourned at 1:55 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

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

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BROADBAND COMMITTEE MEETING****Thursday, July 16, 2020**

<b>PRESENT:</b>	Chair	Michael Riis-Christianson
	Directors	Tom Greenaway Clint Lambert Chris Newell Mark Parker Gerry Thiessen
	Director Absent	Mark Fisher, Electoral Area "A" (Smithers Rural)
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Nellie Davis, Regional Economic Development Coordinator John Illes, Chief Financial Officer Wendy Wainwright, Executive Assistant
	Others	Tyler Mooi, Marketing Manager, Telus – Via Zoom Roberta Squire, MBA, General Manager, CSD Northern BC, Telus – via Zoom Sarrah Storey, Village of Fraser Lake

**CALL TO ORDER**

Chair Riis-Christianson called the meeting to order at 9:00 a.m.

**AGENDA**Moved by Director Lambert  
Seconded by Director Newell**BBC.2020-3-1**

"That the Broadband Committee Agenda for May 7, 2020 be approved as amended to include in New Business – Briefing info from Taylor Bachrach, MP Skeena-Bulkley Valley."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Broadband Committee  
Meeting Minutes  
–May 7, 2020**Moved by Director Parker  
Seconded by Director Greenaway**BBC.2020-3-2**

"That the Broadband Committee Meeting Minutes of May 7, 2020 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****REPORT****Funding and Partnership  
Agreements**Moved by Director Newell  
Seconded by Director Lambert**BBC.2020-3-3**

"That the Broadband Committee receive the Chief Financial Officer's July 16, 2020 memo titled Funding and Partnership Agreements."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **REPORT (CONT'D)**

Discussion took place regarding:

- Regional District of Fraser-Fort George entered into an agreement with Tannex
  - Potential Partnering Agreements with TELCOM's and local governments
- Partnering Agreement/Funding Agreement definition
  - Local government can request system utilized eg. wireless/hardwire
- Developing a Bylaw for Broadband Service
  - Economic Development Function
  - Referendum process
    - Including all Electoral Areas
    - Including portion of Electoral Areas
    - Timeline
- Coastal GasLink contractor for connectivity is applying for funding under currently available connectivity funding programs
- Partnering with TELCOM companies to provide connectivity to underserved areas
- Viability of partnerships
  - Backhaul capabilities/permissions
    - Currently some TELCOM's can't meet speeds due to backhaul issues.
  - Potential issues in the future with backhaul capabilities.

## **CORRESPONDENCE**

Todd Doherty – MP Cariboo-Prince George – Broadband/Rural Connectivity Letter to the Honourable Maryam Monsef, Minister of Rural Economic Development

Moved by Director Parker  
 Seconded by Director Lambert

BBC.2020-3-4

“That the Broadband Committee receive the correspondence from Todd Doherty, MP Cariboo-Prince George regarding Broadband Rural Connectivity Letter to the Honourable Maryam Monsef, Minister of Rural Economic Development.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

Briefing Information  
 Taylor Bachrach, MP Skeena Bulkley Valley

Chair Riis-Christianson noted Taylor Bachrach, MP Skeena-Bulkley Valley's Constituency office responded to the RDBN's request for letter of support and has requested an update be provided to MP Bachrach. Staff will schedule a Zoom meeting with MP Bachrach and provide a briefing note for the meeting. Director Newell requested the information be provided prior to the meeting.

Coastal GasLink Legacy Funding

Chair Riis-Christianson mentioned that the information in regard to the meeting with Coastal GasLink regarding legacy infrastructure for fibre is encouraging.



**IN-CAMERA MOTION**

Moved by Director Lambert  
Seconded by Director Newell

BBC.2020-3-5

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 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 (Connectivity), 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 Lambert  
Seconded by Director Parker

BBC.2020-3-6

“That the meeting be adjourned 9:20 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Michael Riis-Christianson, Chair

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Wendy Wainwright, Executive Assistant



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

**TO:** Chair Thiessen and Board of Directors  
**FROM:** Jason Llewellyn, Director of Planning  
**DATE:** August 13<sup>th</sup>, 2020  
**SUBJECT:** OCP Amendment and Rezoning Application E-01-20 (Brewer)  
 1<sup>st</sup> and 2<sup>nd</sup> Reading Report for OCP Amendment Bylaw No. 1913, 2020 and  
 Rezoning Bylaw No. 1914, 2020

**RECOMMENDATION**

1. That the Board consider and approve the consultation identified in the consultation checklist attached as "Appendix A".
2. That "Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 1913, 2020" be given first and second reading and subsequently be taken to Public Hearing.
3. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1914, 2020" be given first and second reading and subsequently be taken to Public Hearing.
4. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1915, 2020" be delegated to the Director or Alternate Director for Electoral Area E.

**VOTING**

All Directors / Majority

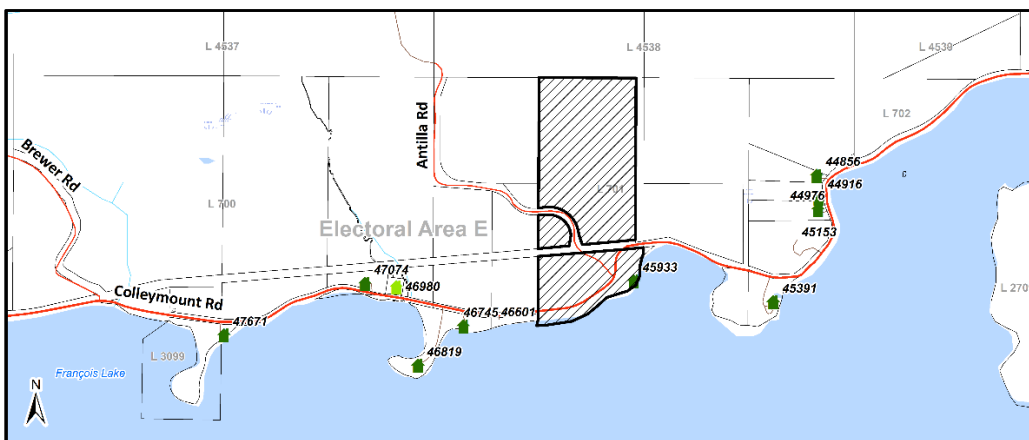
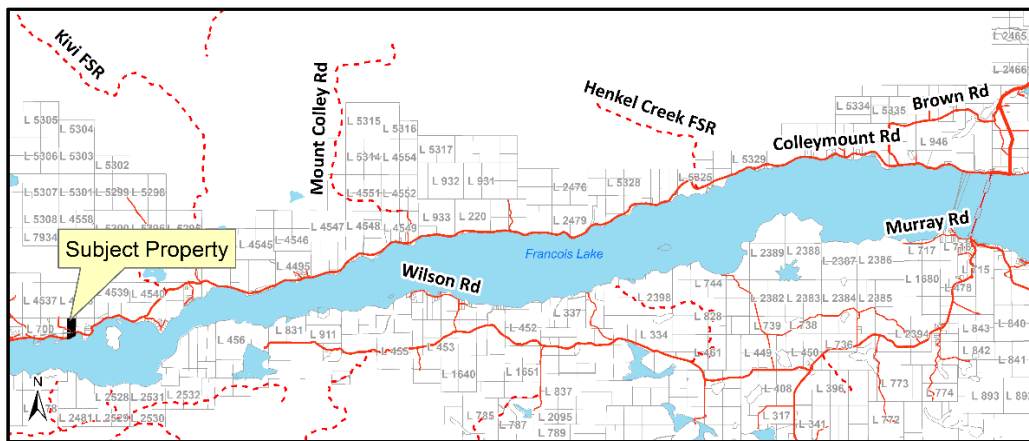
**EXECUTIVE SUMMARY**

The proposed OCP amendment and rezoning of the property to the Small Holdings (H1) and Large Holdings (H2) Zones will allow the subject property to be considered for subdivision into a maximum of 5 parcels by the Ministry of Transportation and Infrastructure. This subdivision fits the character of the area. Staff recommend that OCP Amendment Bylaw No. 1913 and Rezoning Bylaw No. 1914 be given 1<sup>st</sup> and 2<sup>nd</sup> Readings.

Written by:   
 \_\_\_\_\_  
 Jason Llewellyn, Director of Planning

**APPLICATION SUMMARY**

- Name of Owner(s):** Tom & Sherille Ann Brewer
- Electoral Area:** E
- Subject Property:** The Fractional East 1/2 of the Fractional West 1/2 of District Lot 701 Range 4 Coast District except plans 11366 and 12509
- Property Size:** 30.92 ha.
- OCP Designation:** Resource (RE) in the Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017.
- Zoning:** Rural Resource (RR1) in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.
- ALR Status:** Not in the ALR
- Existing Land Use:** Vacant Land
- Location:** The subject property is located on Colleymount Road, south of the Village of Burns Lake.



### Proposed OCP Amendment and Rezoning

The applicant wishes to subdivide the parcels as shown on the adjacent preliminary subdivision plan. The proposed waterfront parcels south of the undeveloped Colleymount Road right of way are 2.5 Ha. (6.18 ac.) However, the minimum parcel size in the existing Resource (RR1) Zone is 28 ha. (69 ac.). Therefore, the applicant has made an application to amend the zoning of the land south of the right of way from RR1 to Small Holdings (H1), and rezone the land north of the right of way from RR1 to Large Holdings (H2).

The applicant's preliminary proposal is to develop the property into three parcels in total. However, the proposed zoning would potentially allow the development of 5 parcels in total (3 parcels south of the undeveloped right of way, and 2 parcels north of the right of way).



“Burns Lake Rural and Francois Lake (North Shore) Official Community Plan” must be amended by changing the land use designation of the area proposed to be zoned H1 from Resource (RE) to Rural Residential (RR).

### REFERRAL COMMENTS

#### Ministry of Transportation

Approval Recommended Subject to Conditions Below:

- The Ministry is currently in the process of reviewing a proposed subdivision with the applicant (MoTI File No. 2020-02684). As part of the subdivision process, the Ministry of Transportation and Infrastructure will ask for road dedication. We will likely propose 25m (12.5m of centerline) of road dedication for Colleymount Rd and 25m (12.5, of centerline) for Antilla Rd.

#### Other Referrals

Referrals have been sent to organizations and agencies identified on the consultation checklist. Any referral responses received prior to 1<sup>st</sup> and 2<sup>nd</sup> reading will be provided to the Board on the supplementary agenda. Subsequent referral responses will be made available at the public hearing.

## DISCUSSION

### Official Community Plan

The intent of the proposed RR designation is to 1) provide opportunities for residential lots that fit the existing rural character of the Plan area; 2) support opportunities for affordable housing rental housing and special needs housing; 3) ensure future development is sustainable and does not have a notably negative impact on the natural environment, and; 4) protect and enhance the quality of life associated with existing and new rural residential development.

Applications to permit parcels as small as 2 ha may be considered where 1) it has been demonstrated that the proposed lots can accommodate an on-site water supply and sewage disposal system; 2) the development is compatible with adjacent land uses and maintains the rural character of the area; 3) parcels are not located within a floodplain or on other hazard lands; and, 4) the development adequately addresses wildlife and ecological values.

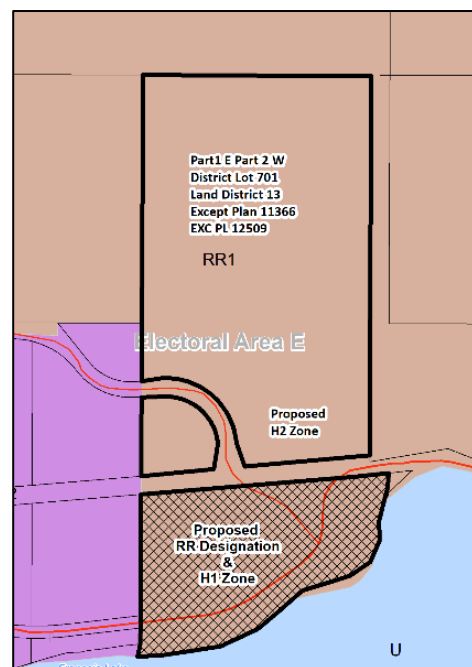
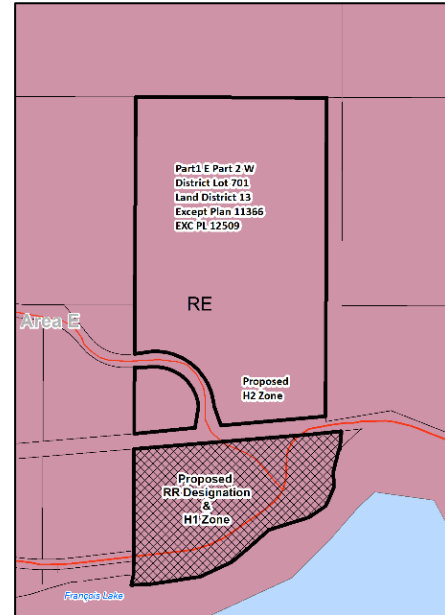
Staff are satisfied that the RR designation is appropriate for the area as proposed, and that the rezoning to H1 meets the intent of the RR designation.

### The Proposed H1 and H2 Zones

The minimum parcel size in the H2 zone is 8 ha. The minimum parcel size in the H1 zone is 2 ha. The proposed split zoning along the existing undeveloped Colleymount Road right of way would allow the property to be potentially subdivided into 5 parcels (2 parcels north of the right of way, and three parcels south of the right of way).

### Land Use

In staff's opinion the proposed zoning, and the subdivision allowed by the proposed zoning, is appropriate and fits within the character of the area. The Planning Department does not expect that the proposed rezoning will result in any negative implications for the community.



### OCP AMENDMENT CONSULTATION

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

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

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

By considering and approving the consultation identified in the attached consultation checklist the Board will have documented that it has consider consultation with persons, organizations and authorities it considers will be affected by an OCP amendment, as required by legislation.

**Appendix A**

## Official Community Plan (OCP) Amendment Consultation Checklist

Associated OCP amendment application number: E-01-20 (Brewer)

Associated OCP Amendment Bylaw number: 1913, 2020

**Special Conditions**

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

**Consideration of affected persons, organizations, and authorities**

Prior to the Public Hearing for the OCP bylaw amendment, consideration has been given to consultation with the following:

## Local Governments

- Cariboo Regional District
- Regional District of Fraser Fort George
- Regional District of Kitimat-Stikine
- Regional District of Peace Rive
- Village of Vanderhoof
- District of Fort St James
- Village of Fraser Lake
- Village of Burns Lake
- District of Houston
- Village of Telkwa
- Village of Granisle
- Town of Smithers
- Electoral Area E Advisory Planning Commission

## Government Agencies

- Ministry of Transportation and Infrastructure
- Ministry of Agriculture
- Ministry of Environment
- Ministry of Community, Sport and Cultural Development
- Ministry of Forests, Mines and Lands
- Northern Health
- Department of Fisheries and Oceans
- Agricultural Land Commission

## First Nations (Bold if in Traditional Territory)

- |   |  |
|---|--|
| <input type="checkbox"/> Binche Whut'en               | <input type="checkbox"/> <b>Neé Tahí Buhn Band</b>         |
| <input type="checkbox"/> Burns Lake Band              | <input type="checkbox"/> Nuxalk Nation                     |
| <input type="checkbox"/> Cheslatta Carrier Nation     | <input type="checkbox"/> <b>Office of the Wet'suwet'en</b> |
| <input type="checkbox"/> Doig River First Nation      | <input type="checkbox"/> Saik'uz First Nation              |
| <input type="checkbox"/> Halfway River First Nation   | <input type="checkbox"/> <b>Skin Tyee Nation</b>           |
| <input type="checkbox"/> Heiltsuk Nation              | <input type="checkbox"/> <b>Stellat'en First Nation</b>    |
| <input type="checkbox"/> Kitselas First Nation        | <input type="checkbox"/> Takla Lake First Nation           |
| <input type="checkbox"/> Lake Babine Nation           | <input type="checkbox"/> Tl'azt'en First Nation            |
| <input type="checkbox"/> Lheidli T'enneh First Nation | <input type="checkbox"/> Tsay Keh Dene Nation              |
| <input type="checkbox"/> Lhoosk'uz Dene Nation        | <input type="checkbox"/> Ulkatcho First Nation             |
| <input type="checkbox"/> Mcleod Lake Indian Band      | <input type="checkbox"/> West Moberly First Nation         |
| <input type="checkbox"/> Nadleh Whut'en               | <input type="checkbox"/> <b>Wet'suwet'en First Nation</b>  |
| <input type="checkbox"/> Nak'azdli Whut'en            | <input type="checkbox"/> Witset First Nation               |
| <input type="checkbox"/> Nazko First Nation           | <input type="checkbox"/> Yekooche First Nation             |

## School Districts

- School District No. 91
- School District No. 54
- Improvement Districts

## Public

- Immediate neighbours (within 200 metres of subject property)
- Surrounding neighbourhood
- Region wide
- Public Hearing
- Other (specify) - RDBN Website





**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1913**

A Bylaw to Amend “Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017”

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

That “Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Bylaw No. 1785, 2017” be amended such that the following land is changed from “Resource (RE)” to “Rural Residential (RR)”

The part of ‘The Fractional East 1/2 of the Fractional West 1/2 of District Lot 701 Range 4 Coast District except plans 11366 and 12509’ as shown on Schedule “A”, which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the “Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 1913, 2020.”

READ A FIRST TIME this    day of    , 2020

READ A SECOND TIME this    day of    , 2020

PUBLIC HEARING HELD this    day of    , 2020

READ A THIRD TIME this    day of    , 2020

I hereby certify that the foregoing is a true and correct copy of “Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw No. 1913, 2020”

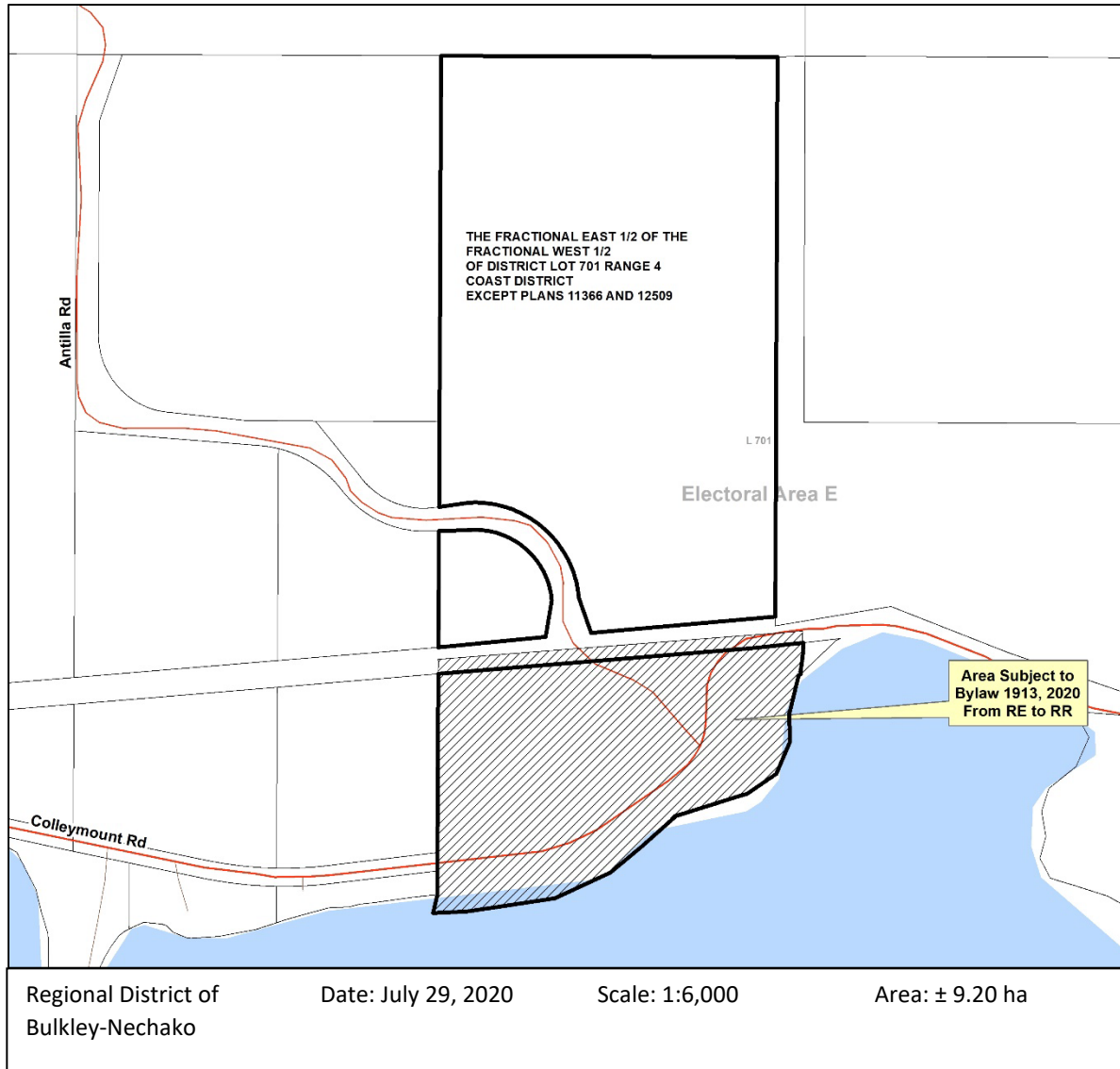
DATED AT BURNS LAKE this    day of    , 2020

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

ADOPTED this    day of    , 2020

\_\_\_\_\_  
Chairperson

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



### SCHEDULE "A" BYLAW NO. 1913

The part of 'The Fractional East 1/2 of the Fractional West 1/2 of District Lot 701 Range 4 Coast District except plans 11366 and 12509', comprising of ± 9.20 ha. Being redesignated from the "Resource (RE)" to "Rural Residential (RR)" as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1913, 2020.

---

Corporate Administrator



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1914**

A Bylaw to Amend “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020”

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

That “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” be amended such that the following land is rezoned from the “Rural Resource (RR1)” Zone to the “Small Holdings (H1)” Zone and “Large Holdings (H2)” Zone.

‘The Fractional East 1/2 of the Fractional West 1/2 of District Lot 701 Range 4 Coast District except plans 11366 and 12509’ as shown on Schedule “A”, which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1914, 2020.”

READ A FIRST TIME this    day of    , 2020

READ A SECOND TIME this    day of    , 2020

PUBLIC HEARING HELD this    day of    , 2020

READ A THIRD TIME this    day of    , 2020

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1914, 2020”

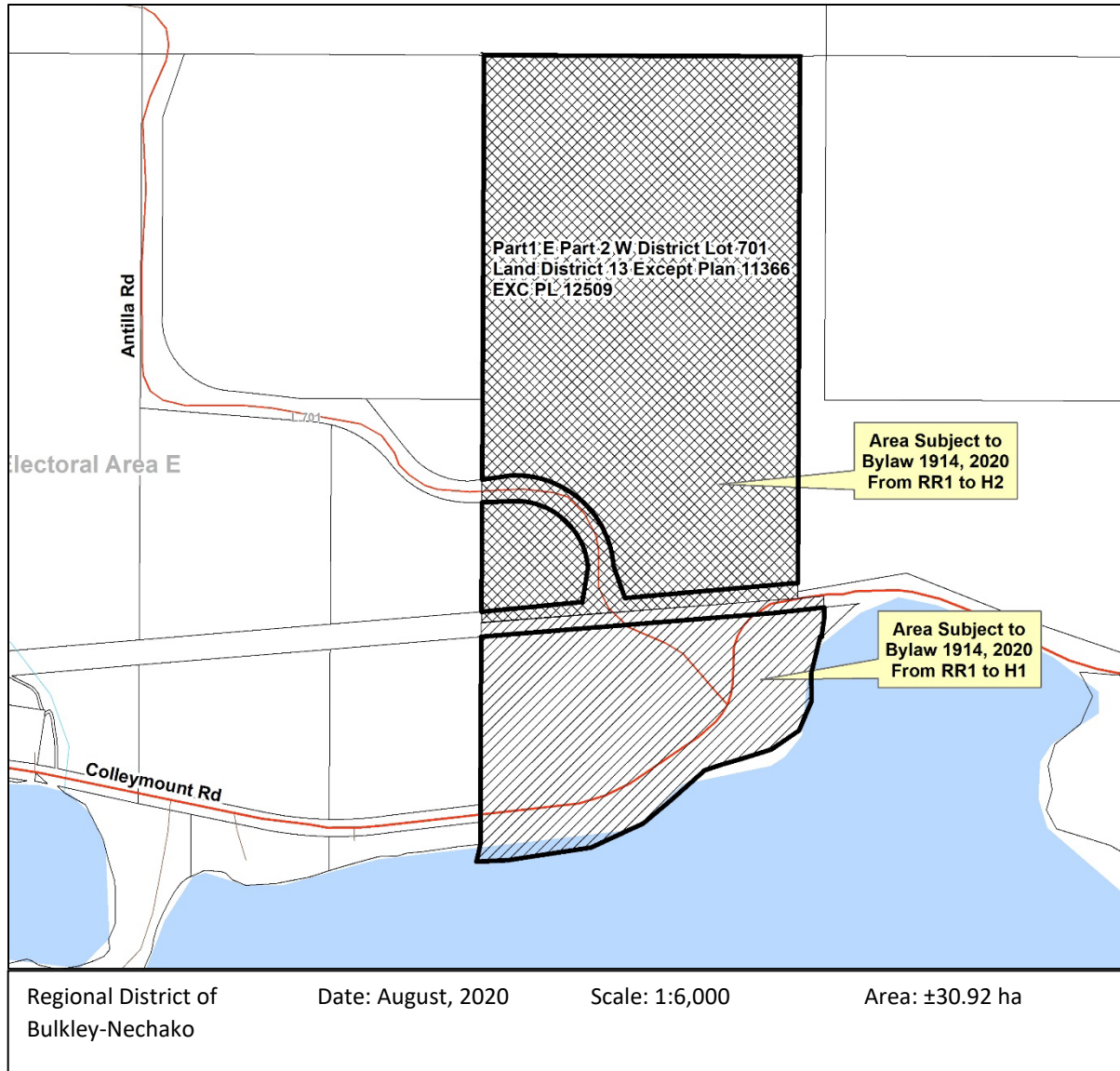
DATED AT BURNS LAKE this    day of    , 2020

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

ADOPTED this    day of    , 2020

\_\_\_\_\_  
Chairperson

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



#### SCHEDULE "A" BYLAW NO. 1914

'The Fractional East 1/2 of the Fractional West 1/2 of District Lot 701 Range 4 Coast District except plans 11366 and 12509', comprising of ± 30.92 ha. Being rezoned from the "Rural Resource (RR1) Zone" to "Small Holdings (H1)" Zone and "Large Holdings (H2)" Zone as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1914, 2020.

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Corporate Administrator



## REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

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**TO:** Chair Thiessen and Board of Directors  
**FROM:** Jason Llewellyn, Director of Planning  
**DATE:** August 13<sup>th</sup>, 2020  
**SUBJECT:** Rezoning Application C-01-20 (Willick)  
1<sup>st</sup> and 2<sup>nd</sup> Reading Report for Rezoning Bylaw 1915, 2020

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### RECOMMENDATION

1. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1915, 2020” be given first and second reading and subsequently be taken to Public Hearing.
2. That the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1915, 2020” be delegated to the Director or Alternate Director for Electoral Area C.

### VOTING

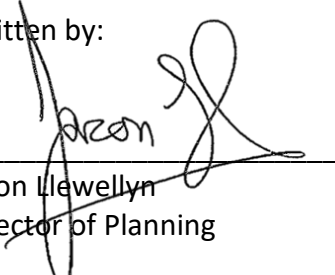
All Directors / Majority

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### EXECUTIVE SUMMARY

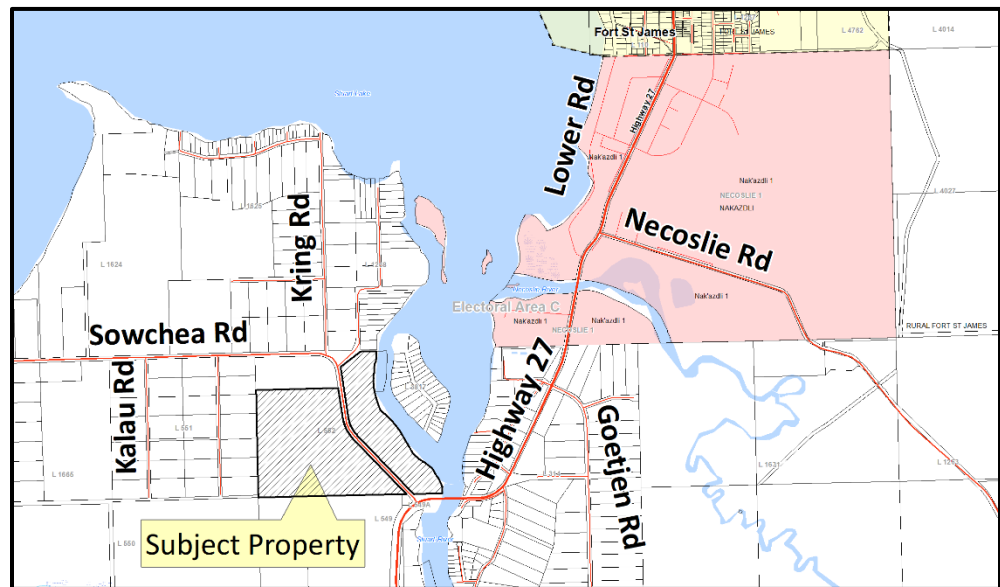
The proposed rezoning of the property to the Waterfront Residential II (R4) Zone will allow the subject property to be considered for subdivision, as proposed, by the Ministry of Transportation and Infrastructure. The subject property is identified for Rural Residential development in “Fort St. James Rural Official Community Plan Bylaw No. 1578, 2010”. The proposed lot layout fits the character of the area, and the proposed parkland dedication includes land with high recreation value. Staff recommend that Rezoning Bylaw No. 1915 be given 1<sup>st</sup> and 2<sup>nd</sup> Readings.

Written by:

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

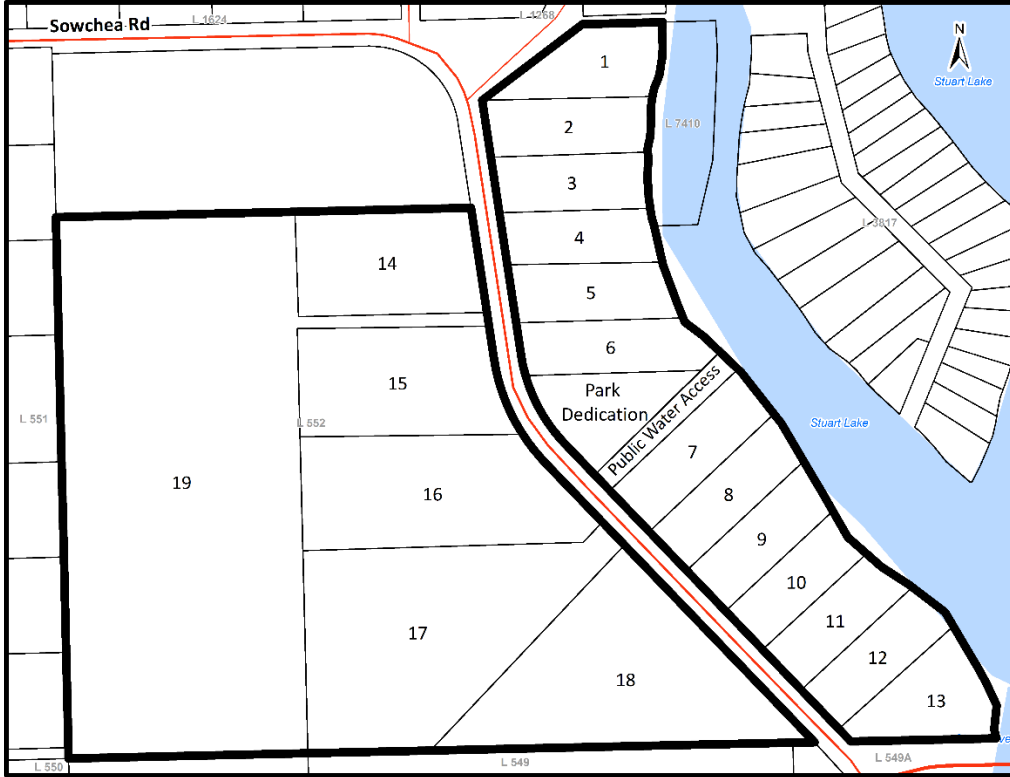
## APPLICATION SUMMARY

<b>Name of Owner(s):</b>	Stuart River Development Ltd
<b>Electoral Area:</b>	C
<b>Subject Property:</b>	DISTRICT LOT 552 RANGE 5 COAST DISTRICT EXCEPT PLANS 9838 AND 10375
<b>Property Size:</b>	47.23 ha. (116.7 acres)
<b>OCP Designation:</b>	Rural Residential (RR) in the Fort St. James Rural Official Community Plan Bylaw No. 1578, 2010.
<b>Zoning:</b>	Small Holdings (H1) in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.
<b>ALR Status:</b>	Not in the ALR
<b>Existing Land Use:</b>	Vacant Land
<b>Location:</b>	



### Proposed Rezoning

The applicant wishes to subdivide the subject property into 19 parcels as shown on the attached site plan. The proposed waterfront parcels east of Sowchea Road are as small as 0.93 ha. (2.3 ac.). However, the minimum parcel size in the Small Holdings (H1) Zone is 2 ha. Therefore, the applicant has made application to amend the zoning of the land east of Sowchea Road from H1 to the Waterfront Residential II (R4) Zone to accommodate the proposed subdivision. The proposed parcels west of Sowchea Road meet the minimum parcel area of the H1 Zone.



Proposed Parcel	Area
Lot 1	3.24 ac.
Lot 2	2.58 ac.
Lot 3	2.49 ac.
Lot 4	2.4 ac.
Lot 5	2.49 ac.
Lot 6	2.89 ac.
Parkland Dedication	1.97 ac.
Public Water Access	0.98 ac.
Lot 7	2.67 ac.
Lot 8	2.59 ac.
Lot 9	2.4 ac.
Lot 10	2.31 ac.
Lot 11	2.31 ac.
Lot 12	2.49 ac.
Lot 13	2.67 ac.
Lot 14	5.69 ac.
Lot 15	6.23 ac.
Lot 16	8.18 ac.
Lot 17	12.45 ac.
Lot 18	11.34 ac.
Lot 19	36.39 ac.

## DISCUSSION

### Official Community Plan

The proposed rezoning is supported by “Fort St. James Rural Official Community Plan Bylaw No. 1578, 2010.” The subject property is designated Rural Residential. This designation is intended to provide opportunities for people to live in a rural setting while protecting and preserving the rural character of the area.

Policy 3.4.2 (10) states that rezoning applications to permit parcels smaller than 2 hectares to a minimum parcel size of 0.8 ha. may be considered where the reduced parcel size will result in a parcel layout that provides improved protection on an environmentally sensitive area and the average parcel created is not smaller than 2 hectares. The average parcel size is 2.25 ha. (5.56 ac.). The area to the west of Sowchea Road contains wetlands and could be considered environmentally sensitive. The larger parcels proposed in this area would help protect those lands from development impacts.

### The Proposed R4 Zone

The Waterfront Residential II (R4) Zone allows parcels which are as small as 0.8 ha. (1.98 ac.) in size. The parkland dedication area and water access are not subject to the minimum parcel area regulation. The R4 Zone allows each parcel to be used for a Single-Family Dwelling or for a Two-Family Dwelling.

The lands proposed for rezoning to R4 are shown in the map below.

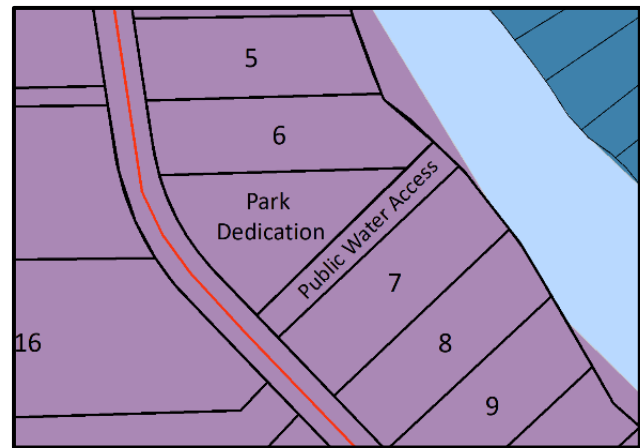




## Parkland Dedication

The proposed subdivision triggers the allowance for parkland dedication pursuant to Section 510 of the *Local Government Act*. Where a proposed subdivision creates 3 or more lots where the smallest lot being created is 2 hectares or smaller the applicant may be required to provide, without compensation, up to 5% of the lands for park in a location acceptable to the RDBN. Alternatively, the applicant may provide a cash equivalent to the market value of the 5% of lands to be dedicated, where a local government has a parks function ("Regional District of Bulkley-Nechako Electoral Areas' Parks and Trails Establishment Bylaw No. 1881, 2019").

The applicant is proposing to dedicate approximately 0.97 ha. (1.97 ac.) of land as parkland in the location shown on the preliminary site plan. This is 1.7% of the parcel. This parkland is adjacent to the 0.36 ha. (0.98 ac.) public road access required to be provided to the Ministry of Transportation and Infrastructure (MoTI) as a condition of subdivision. In total, this represents approximately 1.3 ha. (3.3 ac.) or 1.97% of the parcel.



## Covenant on Title

The applicant has offered to register a covenant on title of the property to the satisfaction of staff, prior to adoption of Rezoning Bylaw 1915, which ensures that the land is developed in general accordance with the site plan provided. Staff's primary concern is to confirm the number of lots to be created is in accordance with OCP policy. Staff are comfortable leaving the remaining details of the subdivision design to the MoTI subdivision approval process and are not recommending that the applicant commit to the proposed subdivision plan.

## Site Contamination

The previous use of the site for a sawmill has triggered the requirement for a Contaminated Sites Questionnaire to be submitted to the Province. The Province has notified the applicant that the RDBN can not adopt Rezoning Bylaw 1915 until the necessary authorization has been received from the Ministry of Environment & Climate Change Strategy (see attached letter).

Staff are hopeful that the applicant can convince the Ministry to provide the required authorization to allow the rezoning of the property as the land can not be subdivided until contamination issues are addressed to the satisfaction of MoTI as part of the subdivision approval process. Planning Department staff are confident that site contamination issues will

be appropriately addressed by MoTI as part of the subdivision approval process and are not asking the applicant to address contamination issues as part of the rezoning process.

### **Referrals**

This application has been referred to the Electoral Area C Advisory Planning Commission, the Nak'azdli Whut'en First Nation, the District of Fort St James, Northern Health, and MoTI for comment. It is noted that MoTI will be required to approve the rezoning bylaw prior to adoption as the land is within 800 metres of a Controlled Access Highway, pursuant to the *Transportation Act*.

The Electoral Area C Advisory Planning Commission are in support of the application. A number of questions were raised regarding the sewage disposal, site contamination, and access; however, it was felt that these issues will be appropriately addressed during the subdivision approval process.

Any comments received from the Nak'azdli Whut'en First Nation, the District of Fort St James, Northern Health, or MoTI will be made available at the Public Hearing for Rezoning Bylaw No. 1915.

### **Planning Department Comment**

The applicant has worked with the Planning Department to develop the general parameters of the subdivision, including the location of the parkland dedication and the public road access. The parkland proposed to be provided to the RDBN has high recreation value if developed in conjunction with the public water access. It is noted that this will require the authorization of the Ministry of Transportation and Infrastructure. Staff recommend that Rezoning Bylaw No. 1915 be given 1<sup>st</sup> and 2<sup>nd</sup> Readings.



## REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

**TO:** Chair Thiessen and Board of Directors  
**FROM:** Jason Llewellyn, Director of Planning  
**DATE:** August 13<sup>th</sup>, 2020  
**SUBJECT:** Rezoning Application A-01-20 (Hunting)  
 1<sup>st</sup> and 2<sup>nd</sup> Reading Report for Rezoning Bylaw 1916, 2020

### RECOMMENDATION

1. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1916, 2020” be given first and second reading and subsequently be taken to Public Hearing.
2. That the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1916, 2020” be delegated to the Director or Alternate Director for Electoral Area A.

### VOTING

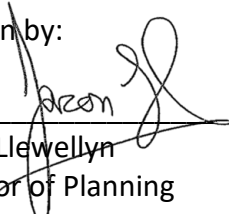
All Directors / Majority

### EXECUTIVE SUMMARY

This application is to allow the processing, packaging, and distribution of cannabis and cannabis products where the cannabis is not grown or produced on the property. Proposed Rezoning Bylaw 1916 creates a definition for Cannabis Processing and amends the text of the RR1 Zone to allow Cannabis Processing to occur on the subject property.

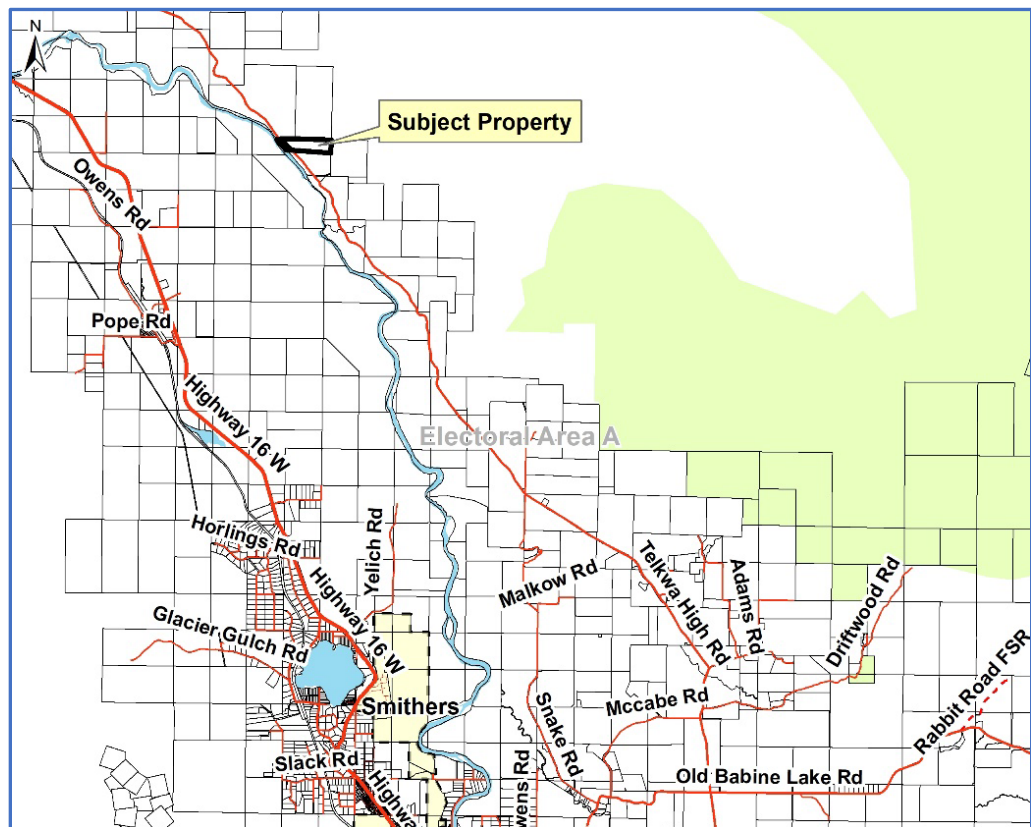
Staff recommend that Rezoning Bylaw No. 1916 be given 1<sup>st</sup> and 2<sup>nd</sup> Readings.

Written by:

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

### APPLICATION SUMMARY

<b>Name of Owner(s):</b>	Clay Hunting and Silvia Rautter
<b>Electoral Area:</b>	A
<b>Subject Property:</b>	Lot A, District Lot 350, Range 5, Coast District, Plan EPP147 (30071 Telkwa High Road)
<b>Property Size:</b>	28.403 ha. (70 ac.)
<b>OCP Designation:</b>	<b>Resource (RE)</b> in “Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014.”
<b>Zoning:</b>	<b>Rural Resource (RR1)</b> in “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” (the Zoning Bylaw).
<b>ALR Status:</b>	Not in the ALR
<b>Existing Land Use:</b>	Agriculture
<b>Location:</b>	The subject property is located on the Telkwa High Road, approximately 10.5 km north of the Town of Smithers.



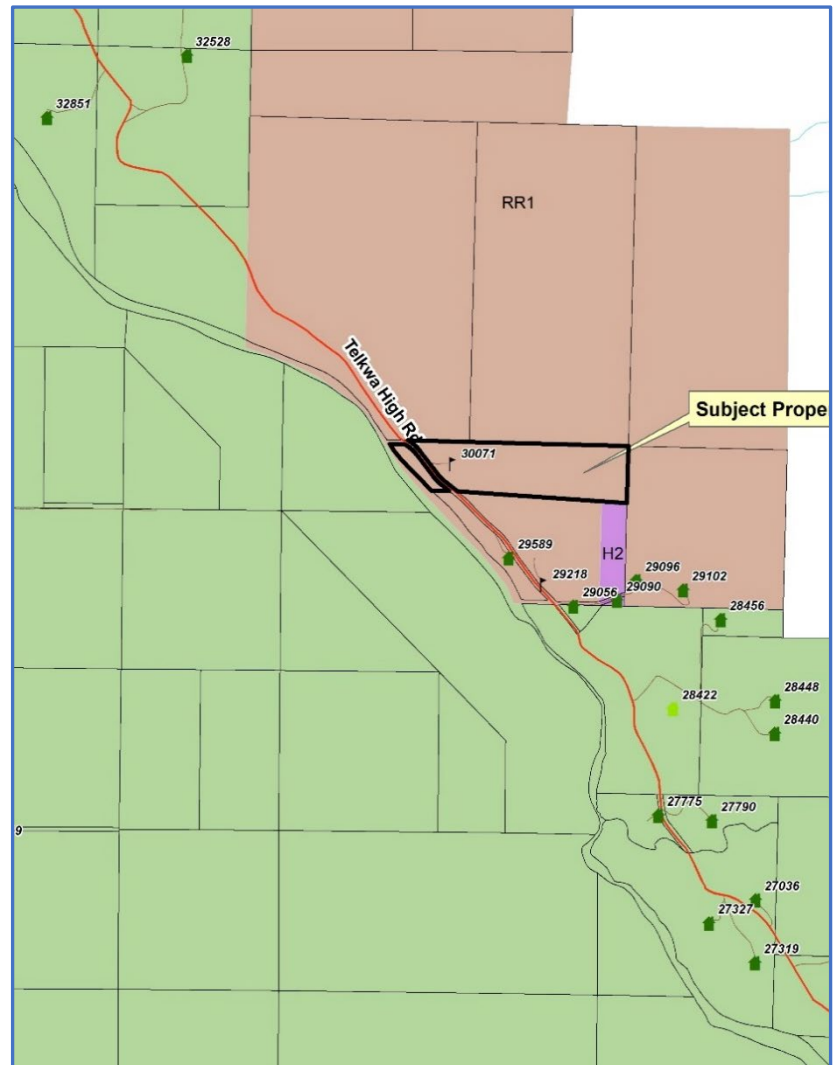
## Proposed Rezoning

This application is to allow the processing, packaging, and distribution of cannabis and cannabis products where the cannabis is not grown or produced on the property. The existing Cannabis Production use, which is currently allowed to occur on the property, only allows the processing of cannabis where the majority of the cannabis processed is also grown on the property. Proposed Rezoning Bylaw 1916 creates a definition for Cannabis Processing and amends the text of the RR1 Zone to allow Cannabis Processing to occur on the subject property.

The application is proposing to extract oil from industrial hemp plants that are grown in the region. Industrial hemp is defined in the *Cannabis Act* as “a cannabis plant — or any part of that plant — in which the concentration of THC is 0.3% w/w or less in the flowering heads and leaves. However, under the proposed definition the processing of a range of cannabis products would be permitted.

**CANNABIS PROCESSING** means the use of land, Building or other Structure for the processing of cannabis or any part of a cannabis plant, including industrial hemp, as permitted by the Access to Cannabis for Medical Purposes Regulations (ACMPR) or Bill C-45 (the Cannabis Act), and any subsequent regulations or acts which may be enacted henceforth. This use includes the packaging, storage, and distribution of cannabis products processed on the same property.

As noted, the application is to amend the Zoning Bylaw to include Cannabis Processing as a permitted use in the RR1 Zone on the subject property only.



## Official Community Plan

The proposed rezoning is supported by the “Smithers / Telkwa Rural Official Community Plan Bylaw No. 1704, 2014.” The area is designated Resource. The Resource Designation is characterized by a lack of settlement and by extensive resource management potential. It is the intent of this designation to protect the resource values of the designated area and to minimize resource conflicts among recreation, grazing, mining and wildlife with other uses by discouraging settlement on Resource designated lands. These lands are also valued for their environmental attributes and as wildlife habitat.

Residential uses, and uses directly associated with forestry, agriculture and grazing, mineral or aggregate extraction, fish and wildlife management, wilderness oriented recreation, and necessary institutional, public, utility or transportation services may be supported in the Resource (RE) designation. Staff consider the proposed use adequately associated with agriculture to be considered in areas designated Resource.

### The Rural Resource (RR1) Zone

The RR1 zone allows the following uses:

Agriculture	Cabin	Farmers’ Market
Intensive Agriculture	Large Kennel	Portable Sawmill
Primitive Campground	Rural Retreat	Single Family Dwelling
Two Family Dwelling	Veterinary Clinic	

RR1 zoned parcels are typically large in area, and the zone is intended to accommodate uses that may be a nuisance in more densely populated areas. It is noted that the Intensive Agriculture use includes Cannabis Production, which is similar to the proposed Cannabis Processing use. Given the light industrial character of the Cannabis Production it is not recommended that it be allowed as a Permitted Use on any property zoned RR1. Restricting the use to the subject property only will allow the Board to consider the use on a case by case basis through the rezoning process.

### Building Permit

The property owner is currently constructing a building to accommodate the proposed use without the benefit of a building permit. The property owner is currently working with the Building Inspectors to obtain a building permit which may be issued once the proposed use of the building is allowed.

**Referrals**

This application has been referred to the Electoral Area A Advisory Planning Commission (APC), Northern Health, Ministry of Transportation and Infrastructure, and the Ministry of Environment for comment. It is anticipated that the APC comments will be provided on the supplemental agenda. Any comments received from Northern Health, Ministry of Transportation and Infrastructure, or the Ministry of Environment will be made available at the Public Hearing for Rezoning Bylaw 1916, 2020.



## REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

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**TO:** Chair Thiessen and Board of Directors  
**FROM:** Deneve Vanderwolf, Planner 1  
**DATE:** August 13, 2020  
**SUBJECT:** ALR Non-Farm Use Application No. 1223 (Stephen)

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### RECOMMENDATION

That Agricultural Land Reserve Non-Farm Use Application No. 1223 be recommended to the Agricultural Land Commission for approval.

### VOTING

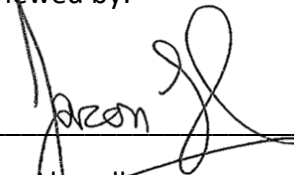
All Directors / Majority

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### EXECUTIVE SUMMARY

This application is requesting Agricultural Land Commission approval to operate a gravel pit within the Agricultural Land Reserve. Staff recommend that the application be recommended to the ALC for approval provided that appropriate remediation of the property is required.

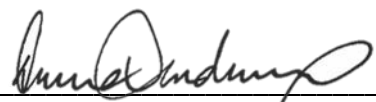
Reviewed by:



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Jason Llewellyn  
Director of Planning

Written by:



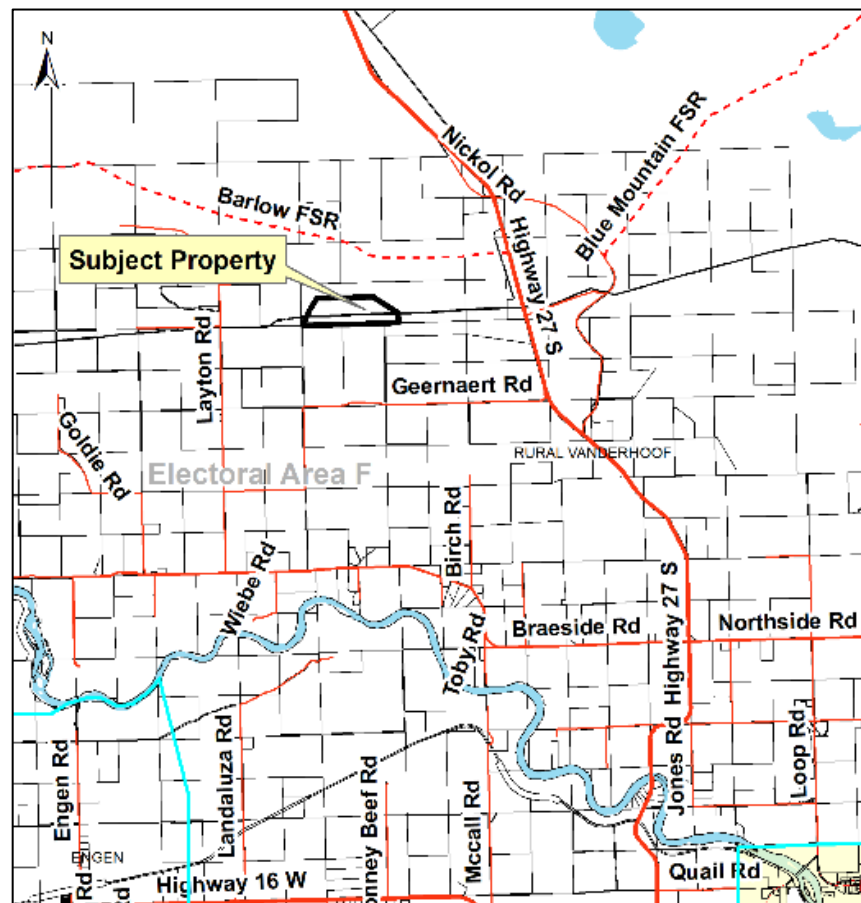
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Deneve Vanderwolf  
Planner 1



### APPLICATION SUMMARY

<b>Name of Owner(s):</b>	Ronald Stephen
<b>Electoral Area:</b>	F
<b>Subject Property:</b>	Block A Section 19 Township 19 Range 5 Land District 14 & SEC 20. This parcel is approximately 83.3 ha. (204.85 ac.) in size.
<b>O.C.P. Designation:</b>	Agriculture (AG)
<b>Zoning:</b>	Agricultural (Ag1) and Rural Residential (RR1) pursuant to Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020. Application area in the Ag1 zone.
<b>Existing Land Use:</b>	Newly cleared land, pipeline right away
<b>Location:</b>	The subject property is located 17 km northwest of the District of Vanderhoof
<b>Non-Farm Use Area:</b>	4.4 ha.





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

The Area F APC recommends approval of the application. (see attached minutes)

**Ministry of Agriculture**

The Ministry of Agriculture advises that the ALC will likely require that an agrologist's report be prepared and submitted to support the applicants claim that "the removal of sand and gravel overburden will enhance the agriculture potential of this land". The ALC has confirmed that they will determine if an agrologists report is required once the application has been considered by the ALC.

**PLANNING DEPARTMENT COMMENTS**

There is a covenant on the property regarding undersurface rights. The impact of this covenant on the operation of a gravel pit is an issue to be addressed by the Ministry of Mines during their approval process.

**Land Use**

The subject property is located 1.2 km south of the Barlow FSR and is on the border of ALR designated lands. Pacific Northern Gas Ltd has an existing pipeline right of way that runs east to west across the property. The land to the North and East of the subject property is forested crown land outside of the ALR. The land to the South and West is in the ALR and prominently used for pasture and hay production.

Staff have no objection to the proposed gravel pit provided that the land is appropriately reclaimed for agriculture use.

**APPENDIX A:****Agricultural Capability based on Canada Land Inventory Mapping**

40% of the Subject Property is:

80% Class 7 Land limited by Topography and Adverse Climate

20% Class 6 Land limited by Soil Moisture Deficiency

Class 6 Land in this class is nonarable but is capable of producing native and or uncultivated perennial forage crops.

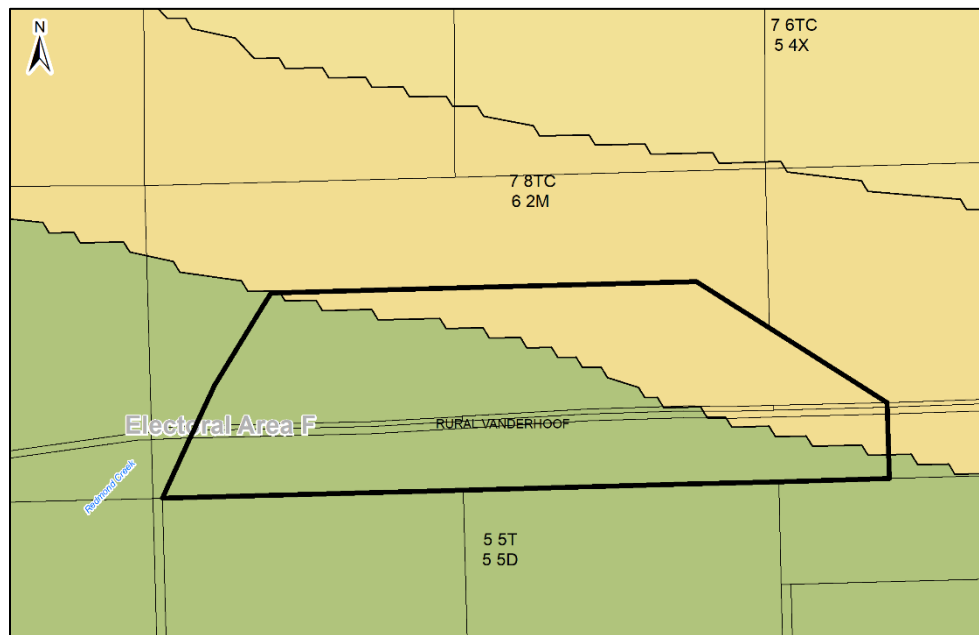
Class 7 Land in this class has no capability for arable or sustained natural grazing

60 % of the Subject Property is:

50% Class 5 Land limited by Topography

50% Class 5 Land limited by Undesirable Soil Structure

Class 5 Land in this class has limitations that restrict its capability to producing perennial forage crops or other specially adapted crops.

**Agricultural Capability Map**

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

**No. 714** Various Parcels, including the Parcel A of Section 31, Township 14, Range 5 Coast District

Application to include various parcels into the ALR (1989).

Staff Recommendation:	Approval
Regional Board Recommendation:	Approval
ALC Decision:	Approved

**No. 968** Section 18, Township 19, Range 5, Coast District

Application to subdivide the 250 ha. Property into two parcels. (2003).

Staff Recommendation:	Approval
Regional Board Recommendation:	Approval
ALC Decision:	Approved

**No. 1048** East ½ of Section 12, Township 18, Range 5 Coast District except the most easterly 25 metres and North ½ of Section 7, Township 19, Range 5 Coast District

Application to subdivide the two subject properties into four quarter sections (2007).

Staff Recommendation:	Denial
Regional Board Recommendation:	Denial
ALC Decision:	Conditional Approved

**No. 871** S ½, Section 16, Township 19, Range 5 Coast District

Application to subdivide 10.1 ha from 129.5 hectares of the S ½, Section 16, Township 19, Range 5 Coast District (1995).

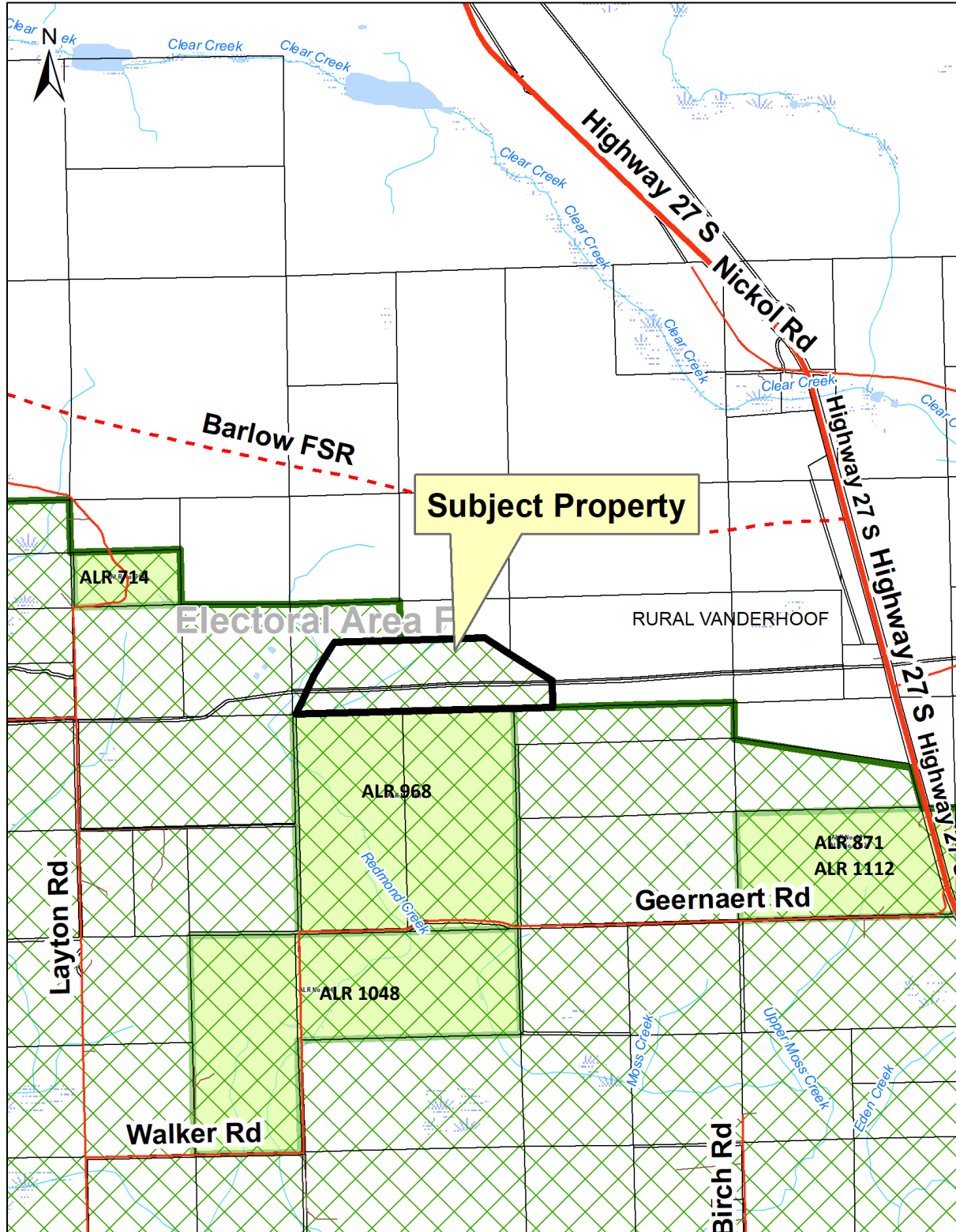
Staff Recommendation:	Approval
Regional Board Recommendation:	Approval
ALC Decision:	Approval

**No. 1112** S 1/2 of Section 16, Township 19, Except Thereout The Most Southerly 66 Feet In Parl Width & Except Plans 9764 & PRP43645 Range 5 Coast District

Application to allow the subdivision of the property into two parcels (one being five acre parcel for sister. (2001)

Staff Recommendation:	Denial
Regional Board Recommendation:	Denial
ALC Decision:	Denied

Surrounding Applications Map



**Advisory Planning Commission  
Meeting Minutes**

Electoral Area F	Meeting Date: <i>July 14/20</i> <i>7 p.m.</i>	Meeting Location: <i>outside Village Office</i>
APC Members <input type="checkbox"/> Art Wiens <input checked="" type="checkbox"/> Mike Kulchar <input checked="" type="checkbox"/> Henry Klassen <input checked="" type="checkbox"/> Joe Meier <input checked="" type="checkbox"/> Orenda Jarman <input checked="" type="checkbox"/> Barb Ephrom		Attendance Electoral Area Director <input checked="" type="checkbox"/> Director Jerry Peterson <input type="checkbox"/> Alternate Director Roy Spooner  Other Attendees <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Chairperson:		Secretary: <i>Orenda Jarman</i>
Call to Order: <i>Henry Klassen</i>		
Old Business/Updates (If applicable)		
Applications (Include application number, comments, and resolution) <i>Motion made to pass the proposal. Application #1223.</i> <i>Discussion - gravel to be sold</i> <i>- how deep is the gravel 5 mtrs 15'</i> <i>- large rocks.</i> <i>Voting unanimous to approve motion</i> <i>Motion carried</i>		
Meeting Adjourned	Secretary Signature <i>Orenda Jarman</i>	





File: ALR No. 1223

Deneve Vanderwolf  
 Planner 1  
 Regional District of Bulkley-Nechako  
 Via email: [deneve.vanderwolf@rdbn.bc.ca](mailto:deneve.vanderwolf@rdbn.bc.ca)>

July 24, 2020

**Re: ALC Non-farm Use referral – gravel pit**

Dear Deneve Vanderwolf,

Thank you for providing the B.C. Ministry of Agriculture with the opportunity to comment on the Agricultural Land Commission (ALC) Non-farm Use application regarding a proposed gravel pit within the Agricultural Land Reserve (ALR). Ministry staff have reviewed the application and provide the following comments.

The Ministry notes that the applicant chose to submit a Non-farm Use (NFU – Removal of Soil) application to the ALC with respect to the above noted gravel extraction project. Perhaps the applicant was unaware, but alternatively, they could have submitted a Notice of Intent (NOI – Remove soil on ALR land) to the ALC for this project. The benefits to the applicant of submitting an NOI as opposed to a NFU are:

- \$150 fee as opposed to \$1,500;
- The NOI process was partially designed as a more streamlined process for soil and fill applications and thus, the applicant typically receives a decision on their application much quicker because:
  - The NOI ‘skips’ local government and goes straight to the ALC for decision. Unlike a NFU application, the local government does not have a role in processing or evaluating an NOI. Local governments however, are simply notified when an NOI is submitted and copied on an NOI decision;
  - As opposed to a NFU application, the CEO of the ALC renders the decision on an NOI rather than the formal decision making body of the ALC.

Be advised that the purpose of an NOI is to seek authorization prior to the removal of soil or aggregate and not as a mechanism to seek retroactive approval.

The Ministry encourages you to review the ALC’s Information Bulletin 07: Soil or Fill Uses in the ALR that contains a suite of information with respect to fill placement, soil removal, and aggregate removal regulations and procedures in the ALR:

[https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/information-bulletins/information\\_bulletin\\_07\\_-\\_soil\\_or\\_fill\\_uses\\_in\\_the\\_alr.pdf](https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/information-bulletins/information_bulletin_07_-_soil_or_fill_uses_in_the_alr.pdf)



Lastly, irrespective of whether the applicant continues with the NFU application or switches to the NOI process, the ALC will likely require that an agrologist's report be prepared and submitted to support the applicants claim that *"the removal of sand and gravel overburden will enhance the agriculture potential of this land"*.

The Ministry has merely provided the above noted material for informational purposes only. Ultimately, it is your decision as to whether you want to inform the applicant of the alternative NOI process. If you or the applicant have any questions with respect to the NOI process, they should contact ALC soils staff for guidance at [ALC.Soil@gov.bc.ca](mailto:ALC.Soil@gov.bc.ca).

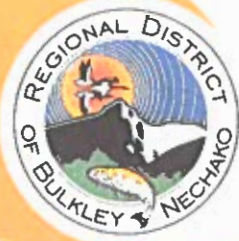
If you have any questions or concerns about our comments, please do not hesitate to contact Ministry staff.

Sincerely,

Reed Bailey, Land Use Planner  
Strengthening Farming Unit  
B.C. Ministry of Agriculture  
Phone: 778 698-3455  
Email: [reed.bailey@gov.bc.ca](mailto:reed.bailey@gov.bc.ca)

Karen Tabe  
Regional Agrologist – Vanderhoof  
B.C. Ministry of Agriculture  
Phone: 236 409-2004  
Email: [karen.tabe@gov.bc.ca](mailto:karen.tabe@gov.bc.ca)

Email copy: ALC Land Use Planner (North), [ALC.North@gov.bc.ca](mailto:ALC.North@gov.bc.ca)



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

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

July 28, 2020

Reed Bailey, Land Use Planner  
Strengthening Farming Unit  
B.C. Ministry of Agriculture  
Phone: 778 698-3455  
Email: [reed.bailey@gov.bc.ca](mailto:reed.bailey@gov.bc.ca)

Karen Tabe  
Regional Agrologist – Vanderhoof  
B.C. Ministry of Agriculture  
Phone: 236 409-2004  
Email: [karen.tabe@gov.bc.ca](mailto:karen.tabe@gov.bc.ca)

Email copy: ALC Land Use Planner (North), [ALC.North@gov.bc.ca](mailto:ALC.North@gov.bc.ca)

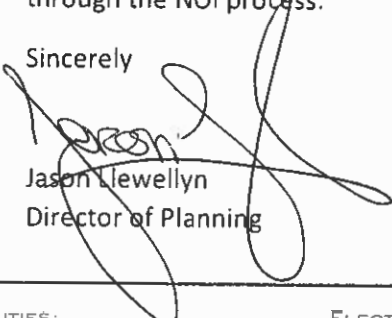
**RE: ALR File No. 1223 (ALC File # 60903) Referral Comments**

Thank you for your letter advising the Regional District of Bulkley-Nechako (RDBN) that the applicant could have initiated the Notice of Intent – Soil Removal on ALR Land (NOI) process instead of making a Non-Farm Use - Removal of Soil (NFU) application. The applicant made the decision to make a NFU application following discussion with ALC staff. When we received NFU application No. 1223 we confirmed with ALC staff familiar with the application that the NFU application was appropriate prior to processing the application.

RDBN staff are familiar with the ALC's Information Bulletin No. 07. Unfortunately that bulletin provides little indication of the type of soil removal activity that can be expected to be allowed under the NOI process. It appears to the RDBN that applicants may choose to skip the NOI process and move directly to the NFU application process because of the uncertainty and potential time delay associated with the NOI process.

The RDBN encourages the Ministry of Agriculture to discuss this situation with Agricultural Land Commission (ALC) staff and advise the property owner directly regarding the recommended process. The RDBN also encourages the Ministry of Agriculture to work with ALC staff to develop meaningful guidelines regarding the nature of soil removal which can be expected to be approved through the NOI process.

Sincerely

  
Jason Llewellyn  
Director of Planning

**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



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

**TO:** Chair Thiessen and the Board of Directors  
**FROM:** Ashley Evanoff, Planning Summer Student  
**DATE:** August 13, 2020  
**SUBJECT:** Crown Land Application Referral No. 0307706 (Hilman)

**RECOMMENDATION**

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 0307706.

**VOTING**

All Directors / Majority

**DISCUSSION**

This Crown Grant will allow the sale of an existing recreational lease. The property (Lot 5, District Lot 2194, Range 5 Coast District, Plan 5726) is waterfront property located on Simon Bay Rd, approximately 3 km north of the Village of Fraser Lake. The property is approximately 0.275 hectares (0.68 acres) in area.

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**

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<b>Electoral Area:</b>	D
<b>Applicant:</b>	Orin and Dawn Hilman
<b>Existing Land Use:</b>	Recreational Lease
<b>Zoning:</b>	Zoned Waterfront Residential II (R4) under Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.
<b>Plan Designation</b>	Lakeshore (L) designation under Endako, Fraser Lake, and Fort Fraser Rural Official Community Plan
<b>Proposed Use Comply with Zoning:</b>	Yes
<b>If not, why?</b>	N/A
<b>Agricultural Land Reserve:</b>	No
<b>Access Highway:</b>	Simon Bay Road
<b>Archaeological Site:</b>	None according to provincial mapping
<b>Building Inspection:</b>	Inside Building Inspection Area
<b>Fire Protection:</b>	Outside the Rural Fire Protection Area
<b>Other comments:</b>	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:** Deneve Vanderwolf, Planning Technician  
**DATE:** August 13, 2020  
**SUBJECT:** Second Quarter Building Permit Summary - 2020

### RECOMMENDATION

That the Board receive the Planning Department's Second Quarter Building Permit Summary.

### VOTING

All Directors / Majority

### EXECUTIVE SUMMARY

There were 96 building permit applications received in the second quarter of 2020, with a total construction value of \$9,647,510.00. This is an increase from the 87 permits issued in the second quarter of 2019. To date there has been a 15% increase in building permit activity in 2020.

Approximately 77% of the construction, by value, is in the rural area. There are 18 new dwellings being built in the rural area and 2 in the municipalities receiving building inspection services. It is noted that this data does not include the Town of Smithers or the District of Vanderhoof.

Reviewed by:

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

Written by:

  
 \_\_\_\_\_  
 Deneve Vanderwolf  
 Planning Technician

## SECOND QUARTER BUILDING PERMIT DATA FOR 2020

<b>2020 Building Permit Data: April 1 to June 30, 2020</b>		
Area	Total Permits	Total Construction Value
A	28	\$4,272,000.00
B	5	\$132,830.00
C	5	\$1,323,725.00
D	3	\$208,555.00
E	0	\$0
F	15	\$1,427,200.00
G	3	\$80,000.00
Burns Lake	5	\$591,000.00
Fort St. James	5	\$100,500.00
Fraser Lake	6	\$42,000.00
Granisle	4	\$427,350.00
Houston	0	\$895050.00
Telkwa	9	\$497,000.00
<b>Second Quarter Totals</b>	<b>88</b>	<b>\$9,647,510.00</b>
<b>First Half Total</b>	<b>132</b>	<b>\$15,624,327.00</b>

<b>Building Permits Second Quarter Supporting Data</b>			
Area	Permit #	Building Type	Construction Value
A	32	Accessory Building	\$15,000.00
A	33	Single Family Dwelling	\$455,000.00
A	34	Accessory Building	\$125,000.00
A	36	Residential Addition	\$120,000.00
A	38	Single Family Dwelling	\$380,000.00
A	39	Carport	\$20,000.00
A	40	Garage Addition and sundeck	\$25,000.00
A	43	Single Family Dwelling	\$315,000.00
A	44	Accessory Building	\$140,000.00
A	45	Residential Addition	\$8,000.00
A	47	Garage Addition	\$1,000.00
A	49	Accessory Building	\$75,000.00
A	54	Single Family Dwelling	\$230,000.00
A	55	Residential Foundation Repair and Structural Upgrades	\$5,000.00
A	57	Single Family Dwelling	\$160,000.00
A	60	Double-Wide Mobile Home	\$300,000.00
A	64	Single Family Dwelling	\$900,000.00

A	65	Accessory Building	\$250,000.00
A	69	Single-Wide Mobile Home (used)	\$50,000.00
A	70	Single Family Dwelling	\$225,000.00
A	72	Accessory Building	\$65,000.00
A	73	Carport	\$8,000.00
A	74	Single Wide Mobile Home	\$200,000.00
A	85	Single Family Dwelling	\$200,000.00
B	37	Single-Wide Mobile Home (used)	\$10,000.00
B	41	Accessory Building	\$6,000.00
B	42	Accessory Building	\$5,000.00
B	77	Carport	\$7,500.00
B	84	Concession (Institutional)	\$104,330.00
C	35	Single Family Dwelling	\$340,725.00
C	53	Agricultural Storage Building	\$8,000.00
C	71	Single Family Dwelling	\$760,000.00
C	81	Single Family Dwelling	\$200,000.00
C	86	Accessory Building	\$15,000.00
D	58	Garage	\$58,555.00
D	79	Single Family Dwelling	\$125,000.00
D	80	Garage	\$25,000.00
F	46	Single Family Dwelling	\$240,000.00
F	48	Garage	\$40,000.00
F	50	Demolition of Mobile Home	\$5,000.00
F	51	Residential Addition	\$15,000.00
F	52	6 Trailers converted to Single Family Dwelling	\$200,000.00
F	56	Single Family Dwelling	\$126,400.00
F	59	Accessory Building	\$10,000.00
F	61	Demolition of Single Family Dwelling	\$10,000.00
F	62	Single Family Dwelling	\$200,000.00
F	63	Carport Addition	\$20,000.00
F	75	Accessory Building	\$160,000.00
F	76	Single-Wide Mobile Home (new)	\$170,000.00
F	78	Single Family Dwelling	\$175,000.00
F	82	Wood Stove	\$5,800.00
F	83	Accessory Building/Removal of Notice on Title	\$50,000.00
G	66	Deck	\$15,000.00
G	67	Modular Storage Building	\$15,000.00
G	68	Mobile Home Renovations	\$50,000.00
Burns Lake	7	Single Family Dwelling	\$320,000.00
Burns Lake	8	Accessory Building	\$10,000.00
Burns Lake	9	Accessory Building	\$6,000.00
Burns Lake	10	Residential Addition	\$5,000.00
Burns Lake	11	Double-Wide Mobile Home (New)	\$250,000.00
Fraser Lake	2	Deck	\$5,000.00
Fraser Lake	3	Accessory Building	\$2,000.00
Fraser Lake	4	Greenhouse	\$2,000.00
Fraser Lake	5	Greenhouse	\$2,000.00
Fraser Lake	6	Garage	\$26,000.00
Fraser Lake	7	Deck replacement	\$5,000.00
Granisle	1	Deck	\$1,500.00
Granisle	2	Renovation to School (Institutional)	\$393,850.00
Granisle	3	Demolition of Sand Storage Building (Institutional)	\$7,000.00



Granisle	4	Partial New Roof Over Curling Rink (Institutional)	\$25,000.00
Fort St James	1	Deck	\$5,000.00
Fort St James	2	Demolition of Mobile Home	\$5,000.00
Fort St James	3	Renovation (Commercial)	\$80,000.00
Fort St James	4	Deck	\$4,000.00
Fort St James	5	Roof over deck	\$6,500.00
Telkwa	005-20A	Single Family Dwelling	\$300,000.00
Telkwa	005-20B	Accessory Building	\$40,000.00
Telkwa	006-20	Accessory Building	\$100,000.00
Telkwa	007-20	Addition - Deck and Carport	\$40,000.00
Telkwa	008-20	Patio	\$5,000.00
Telkwa	009-20	Renovation to Single Family Dwelling	\$6,000.00
Telkwa	010-20	Accessory Building	\$2,500.00
Telkwa	011-20	Renovation to Single Family Dwelling	\$1,000.00
Telkwa	012-20	Accessory Building	\$2,500.00
Houston	3	Demolition of Residence	\$50.00
Houston	5	Deck	\$4,000.00
Houston	6	Accessory Building	\$3,000
Houston	7	Single-wide Mobile Home (New)	\$150,000.00
Houston	8	Single-wide Mobile Home (New)	\$200,000.00
Houston	9	Office Trailer (Commercial)	\$3,000.00
Houston	10	Renovation to Single Family Dwelling	\$25,000.00
Houston	11	Addition to Single Family Dwelling	\$200,000.00
Houston	12	Garage	\$25,000.00
Houston	14	Maintenance Room (Commercial)	\$80,000.00
Houston	15	Single Family Dwelling	\$200,000.00
Houston	16	Renovation to Single Family Dwelling	\$5,000.00

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

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

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

**DATE:** August 13, 2020

**SUBJECT:** Artifact Recovery – Imeson’s Beach & Hospital Point

---

**RECOMMENDATION:** (all/directors/majority)

“That the Board authorize Lakes District Museum staff to conduct informal surveys of Hospital Point and Imeson’s Beach to find and retrieve artifacts.

**BACKGROUND**

Attached is a letter from the Lakes District Museum Society requesting access to Imeson’s Beach and Hospital Point for recovery of potential artifacts. As plans unfold for these properties, staff will keep the Society updated so surveys can be completed prior to development.



Lakes District Museum Society  
520 Highway 16 West  
PO Box 266  
Burns Lake, British Columbia V0J 1E0

Tel: (250) 692-7450  
Email: ldmuseumsociety@gmail.com

July 27, 2020

Curtis Helgesen  
Chief Administrative Officer  
Regional District of Bulkley-Nechako  
PO Box 820  
Burns Lake, BC V0J 1E0

RECEIVED

JUL 27 2020

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

Dear Mr. Helgesen:

**RE: ARTIFACT RECOVERY – IMESON'S BEACH & HOSPITAL POINT**

It has come to our attention that Regional District of Bulkley-Nechako now owns the properties known locally as Hospital Point and Imeson's Beach.

Both have significant heritage value. Hospital Point was the site of the second hospital on the Southside, while Imeson's Beach was once the summer home of pioneer journalist Sidney Godwin. The Imeson's Beach property also contains a portion of Yukon Telegraph right-of-way.

We understand that the regional district may develop these properties as regional parks. While we are not opposed to this, we are concerned that physical changes to the sites could compromise existing heritage values.

We suggest that museum staff and volunteers be permitted to conduct informal surveys of Hospital Point and Imeson's Beach prior to redevelopment. Our work would consist of a visual inspection of each property (both on the ground and from the air) and the use of metal detectors to find and retrieve ferrous and non-ferrous items of historical interest. The location of artifacts found during these surveys would be mapped using hand-held GPS units, after which the items would (where feasible) be relocated to the Lakes District Museum for conservation and display.

We would provide the regional district with a copy of our site reports and maps, as well as an itemized list of recovered artifacts.

We hope you feel this proposal has merit. If you would like more information relating to it, please feel free to contact our museum curator, Michael Riis-Christianson.

Sincerely,

Russ Skillen  
President



## **Regional District of Bulkley-Nechako Memo**

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

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

**DATE:** August 13, 2020

**SUBJECT:** Dungate Community Forest

---

### **RECOMMENDATION**

That the Board provide a letter to the District of Houston in support of its proposed expansion to the Dungate Community Forest.

### **BACKGROUND**

Attached is a letter from Dungate Community Forest. The District of Houston is proposing to expand the Dungate Community Forest to include the Morice Mountain Recreation Area and areas adjacent to Houston and Buck Flats.



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

RECEIVED

JUL 08 2020

REGIONAL DISTRICT OF  
 BULKLEY-NECHAKO

Attention: To whom it may concern

Re: The community of Houston is interested in expanding our Community Forest.

The District of Houston and the Dungate Community Forest are seeking public input for a proposed expansion to the Dungate Community Forest that would include the two special areas: the Morice Mountain Recreation Area and areas adjacent Houston and Buck Flats. Community forests are a unique tenure model that provides communities with greater input and control over local forest management. This would allow the community greater power to protect Houston's *Naturally Amazing!* recreation areas in addition to increases in revenue and funding to be redistributed into our community.

By including the Morice Mountain Recreation Area, small scale and recreation-focused operations would be implemented with community input, along with greater wildfire protection measures. By including areas adjacent to Houston and Buck Flats we can manage for increased public input and address high wildfire hazards for greater community protection.

The community has a great economic need driven by a number of historically events from a ministry office, mine and sawmill closures. The Dungate Community Forest provided \$190,000 into the community in the form of donations in 2019. These donations are helping us grow and develop a more diverse economic base in the valley. We believe we can do more, not just in terms of donations, but providing more employment and special management for sensitive areas.

The proportion of community forest volume in the Morice TSA lags well behind adjacent TSA areas (Lakes and Bulkley TSA's). We don't have the ministry offices or hospitals that generate much needed income and economy. We need another mechanism. If just 1% of the Morice TSA was reallocated to community forest expansions this would get us close to the Bulkley TSA in percentage of TSA volume in community forests.

A strong economic need for the community and some very important areas with special management needs, compel us to submit a Community Forest area increase proposal. With your input we can help shape a submission and make it a community-based solution. We have not been invited by government to submit an application so community support is critical to this proposal.



How can you find out more or ask questions? Provide input? Write a letter of support?

Email your questions or comments to:

[jgyeomans@gmail.com](mailto:jgyeomans@gmail.com)

Also follow the District of Houston on Facebook for further notices. You can also drop off anything in writing to our District office in Houston.

Yours sincerely










A handwritten signature in blue ink, appearing to read "Lars Hobenshield", is written over a faint, illegible background.

Lars Hobenshield  
Dungate Community Forest Director

1:150,000



67

	Proposed Community Forest
	Dungate Community Forest - K2L
	Morice Mountain Recreation Area
	Houston Municipality
	Railway
	Roads
	MoriceTSA
	93l_lakes_p
	93l_rivers_p

Houston Municipality

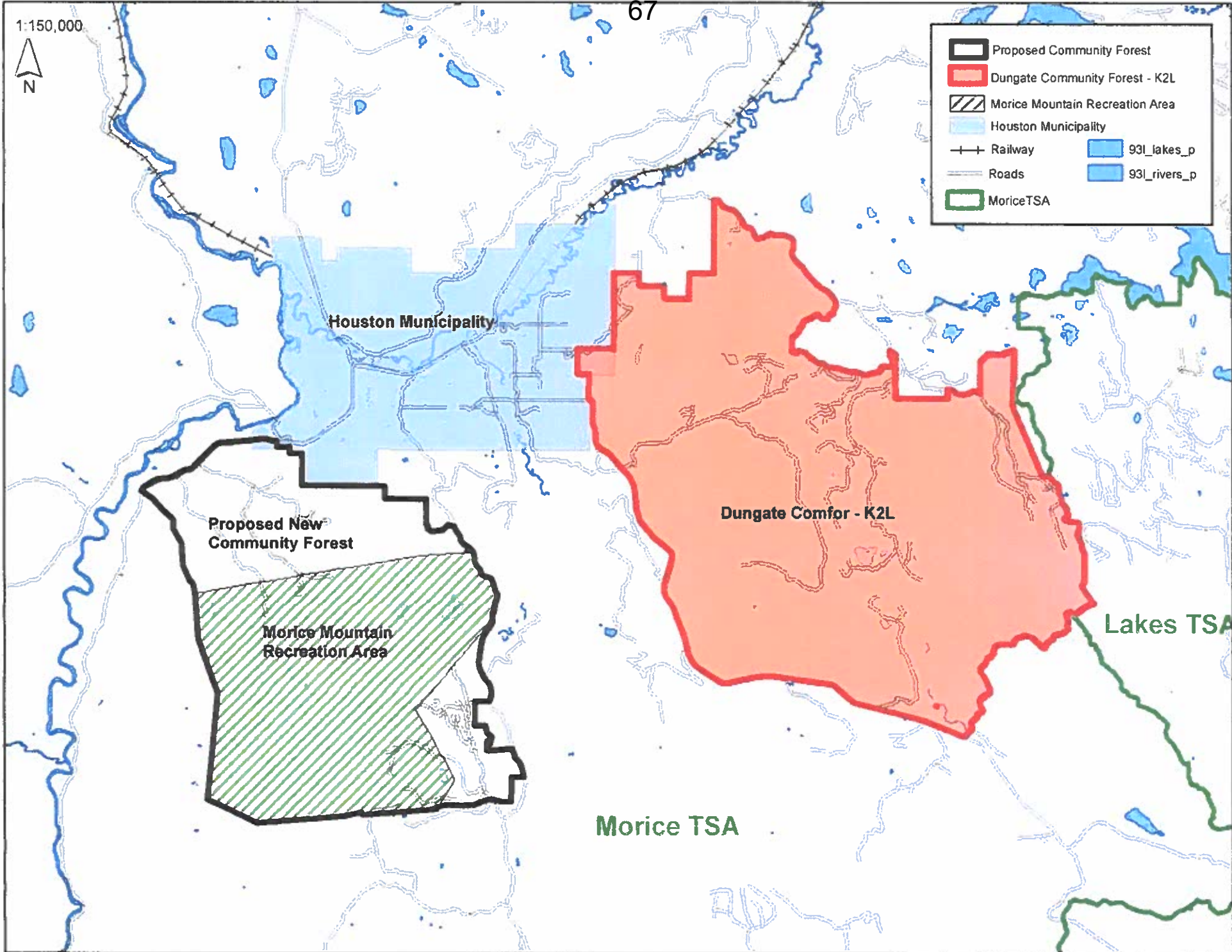
Proposed New  
Community Forest

Morice Mountain  
Recreation Area

Dungate Comfor - K2L

Lakes TSA

Morice TSA





**REGIONAL DISTRICT OF BULKLEY NECHAKO  
STAFF REPORT**

**TO:** Chair Thiessen and the Board of Directors  
**FROM:** Lindsay King, FireSmart Educator  
**DATE:** August 13, 2020  
**SUBJECT:** FireSmart BC Home Partners Program Pilot 2.0

**RECOMMENDATION:**

1. That the Board direct staff to participate in the Home Partners Program Pilot 2.0 in 2021.
2. That the Board authorize the Board Chair and the Chief Administrative Officer to enter into an agreement with FireSmart Canada for \$10,000 grant funding.

**VOTING:** All/Directors/Majority

**EXECUTIVE SUMMARY:**

FireSmart BC has invited the Regional District of Bulkley-Nechako to participate in the FireSmart BC Home Partners Program Pilot 2.0. (HPP). This program compliments the FireSmart program that the RDBN implemented this year.

FireSmart Canada is providing \$10,000 funding towards the cost of our FireSmart Educator to coordinate this project. The program is also providing training for a maximum of seven Wildfire Mitigation Specialists (FireSmart Assessors), and two Wildfire Mitigation Facilitators (FireSmart Assessor Trainers).

Wildfire Mitigation Specialists will be trained to assess a property and to issue FireSmart Property Certificates to property owners that achieve the FireSmart Standard. The property owner may then be able to negotiate a discount with their insurance provider.

FireSmart Canada has identified one property insurance provider that will offer discounted insurance rates to homeowners with a Certified FireSmart Property (as designated through the HPP) and are currently engaged in discussions with the Insurance Bureau of Canada to develop an agreement with other insurance providers regarding the HPP.

Written by,

Lindsay King  
FireSmart Educator

Deborah Jones-Middleton  
Director of Protective Services



## **BACKGROUND:**

Since 2016, FireSmart Canada has been testing and improving the Home Partners Program through limited roll-out in representative “pilot communities”. These communities include:

- Slave Lake, AB
- Whitecourt, AB
- Regional District of Central Kootenay, BC
- City of Kelowna, BC
- Fort Nelson First Nation, BC
- Tobacco Plains Indian Band, BC
- Apex Mountain Resort, BC

The HPP intends to establish standards and efficiencies for the collection of and access to, structure and site fire hazard data that will support:

- FireSmart BC;
- Community Wildfire Protection Planning;
- Emergency Management Preparedness and Response;
- Fire Safety Assessments for Fire Departments;
- Insurance Providers; and,
- BC Wildfire Service interface response prioritization.

This pilot program works with the current RDBN FireSmart Program to provide education and awareness on wildfire issues through community outreach, homeowner education, real estate, and insurance incentives.

FireSmart Canada has identified one property insurance provider that will offer discounted insurance rates to homeowners with a Certified FireSmart Property (as designated through the HPP). FireSmart Canada is currently engaged in discussions with the Insurance Bureau of Canada to develop an agreement with other insurance providers regarding the HPP.

## **DISCUSSION:**

The Regional District has been approached by FireSmart BC to implement the FireSmart Canada for the Home Partners Program Pilot 2.0 (HPP) that is funded by FireSmart Canada.

The funding will provide training for 2 HPP Facilitators (train the trainers) and up to 7 Mitigation Specialists (assessors) and \$10,000 towards the cost of the RDBN FireSmart Educator to coordinate this project. The FireSmart Educator will be responsible to input the structure and site fire hazard data collected, this information will support:

- FireSmart BC;
- Community Wildfire Protection Planning;
- Emergency Management Preparedness and Response;
- Fire Safety Assessments for Fire Departments;
- Insurance Providers; and
- BC Wildfire Service interface response prioritization.

The HPP funding does not replace Community Resiliency Investment (CRI) funding. The RDBN will still be eligible to apply for the CRI funding to support the RDBN FireSmart program. FireSmart BC manages the HPP in BC and adjudicates the CRI FireSmart grant applications.

Wildfire Mitigation Specialists will be trained to assess a property and to issue FireSmart Property Certificates to property owners that achieve the FireSmart Standard. The property owner may then be able to negotiate a discount with their insurance provider.

Participating in the HPP would increase the RDBN's FireSmart program capacity, notably its ability to provide progressive home assessment services that may be tied to insurance incentives. With the anticipation of further buy-in from insurance providers and increasing public awareness of the FireSmart program, the Department of Protective Services foresees increased capacity and funding for this project, of paramount importance.



## Regional District of Bulkley-Nechako Board of Directors

To: Chair Thiessen and the Board of Directors  
 From: Shari Janzen, Regional Economic Development Assistant  
 Date: August 13, 2020  
 Regarding: Burns Lake Mountain Biking Association  
 NDIT Application – Community Halls and Recreation Facilities

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### Recommendation:

That the Board supports the application to Northern Development Initiative Trust from the Burns Lake Mountain Biking Association for a grant of up to \$15,000 for the Village Connector and Uptrack Project from the Northwest Regional Account.

### Background:

The Burns Lake Mountain Biking Association is requesting a \$15,000 grant under the NDIT – Community Halls and Recreation Facilities program in order to add two new trails to the existing trail system.

The Village Connector will be a 3km trail connecting the bike park at Kager Lake to the Rod Reid Trail. The creation of this trail will allow for easier and safer access by bike between the community and the bike park.

The Uptrack will be a 7km trail that will climb to the top of Boer Mountain. Riders will enjoy a more comfortable and safer climb to the top via a series of switchbacks.

The \$265,000 Project includes:

- Four part-time seasonal positions: Project Manager, Trail Builder, Trail Assistants x2
- GPS Mapping
- 10kms of new trail construction

Funding Organization	Amount	Status
Burns Lake Mountain Biking Association	45,000	Confirmed (\$35,000 in-kind)
Province of British Columbia	100,000	Confirmed
Regional District of Bulkley-Nechako – Gas Tax	60,000	Confirmed
Nechako-Kitimaat Development Fund	30,000	Confirmed
Regional District of Bulkley-Nechako – Gas Tax	15,000	Pending
Northern Development Initiative Trust	15,000	Pending
<b>Total</b>	<b>\$265,000</b>	

\$60,000 in Area 'B' Gas Tax funds was allocated in 2018 by the outgoing Director. Staff are exploring an additional Gas Tax contribution in light of the change in project scope.

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



## Regional District of Bulkley-Nechako Memo

**TO:** Chair and Board of Directors

**FROM:** Nellie Davis, Regional Economic Development Coordinator

**DATE:** August 13, 2020

**SUBJECT:** Grant in Aid – LD Fair Association

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### RECOMMENDATION

(all/directors/majority)

1. That the Lakes District Fall Fair be given \$5,000 grant in aid monies – half (\$2,500) from Electoral Area “B” (Burns Lake Rural) and half (\$2,500) from Electoral Area “E” (Francois/Ootsa Rural) for costs associated with purchasing a new lawn tractor.

### BACKGROUND

The following grant in aid application has been received (attached) and the Electoral Area Directors have indicated support.

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

APPLICATION SUBMITTED BY:

Applicant Name: Lakes District Fair Association

Mailing Address: 8898 Colleymount Rd.  
Burns Lake V0J 1E2

E-mail Address: jmcfee1@xplornet.ca

Contact(s): Joan McFee 695-6381  
Name, Telephone/Fax Number  
Gail Chapman 695-6469  
Name, Telephone/Fax Number

APPLICATION SUMMARY

Project or purpose for which you require assistance: assistance with  
purchase of new Kubota lawn mower for fairgrounds.

Amount of Grant Requested \$ 5000.00 { Area "B" - \$2500.00  
Area "E" - \$2500.00

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

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

(title) President

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

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

**APPLICANT PROFILE**

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

The Lakes Dist. Fair Assoc. plans & hosts the annual Fair each Sept. in Burns Lake. It has become the largest family event in the Lakes District, that not only showcases our Agricultural sector, but also has many other events & activities, for all ages. The Music Festival & Children's Fest. are also large components of the fair. This event is not available or planned from another organization. We, as volunteers of the Fair Committee, also maintain & improve the fairgrounds.

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

The entire Lakes District including Burns Lake - also points east & west of Burns Lake. We also draw folks to our Fair along the Highway 16 corridor - from Haida Gwaii through to Quesnel & north to Ft. St. John.

3. Is your organization voluntary and non-profit?  YES  NO

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

no remuneration paid to anyone.

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

Our Board consists of 18 members, who plan & host the Fair - plus we have approx. 300 volunteers we call on to help out - not only on Fair weekend, but also leading up to the Fair. 2020 Fair would have been our 76th year. but due to Covid 19, our Fair had to be cancelled. We also had to cancel the Fair in 2018 due to wild-fires.



**PROJECT/PROPOSAL PROFILE**

1. Assistance is being requested for:

capital project and/or equipment

special event

other purpose *(to assist with the purchase of a new lawn mower. Our old Snapper mower is 11+ years old & is breaking down too often. Fall Fair is paying the balance.)*

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

There is over 3 acres of grass to cut at the fairgrounds & it needs to be cut at least 4 times during growing season. This year with the moisture even more cuttings are required. Even though the 2020 Fair is cancelled - we need to keep the fairgrounds up. Our old "Snapper" lawn mower which is 11 plus years old is no longer reliable. Most every time we want to use it - something else is wrong or breaks during use. Our volunteers require a reliable machine for mowing grass. It takes over 10 hours to mow the grass using 2 machines.

3. Describe how this proposal will benefit the community.

Even though the 2020 Fair is cancelled - we still need to keep the fairgrounds in good condition. We have been proud to have the fairgrounds look like a park prior to hosting the Fair. Our visitors and participants have commented on the beauty and care of the grounds. Even though this year is very wet, most years long uncut grass is a fire hazard - so we keep the grass mowed all summer.

### Funding and Financial Information

1. Attach supporting financial information, ie., budget/financial report. Ensure the following information is clearly itemized:

- Total cost of project/proposal;
- Grants/funding from other sources;
- Funding contributed by applicant through funding raising activities or other sources of revenue;
- Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

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

YES  NO

If yes, complete the following chart. If not, please comment.

*We do not expect funding from other agencies when we are not hosting a 2020 Fair, but with 2 cancellations in 3 years and no revenue we are hoping for some assistance. The Fair will pay the remainder from our reserve funds.*

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)



3. Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years?

YES  NO If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used
2013 -	\$2000.00 from Area B "4" E"	Construction of small animal barn, 3 sets of bleachers
	total project cost \$107,588.00	cattle pens, hydro upgrade, campground expansion
2017 -	\$7500 from Area B "4" E"	construction of new washroom, new lawn mower
	total project cost \$112,120.00	
2018 -	\$5000.00 from Area B "4" E"	upgrade hydro services, replace old & ineffective appliances, expand our camping/parking area
	total cost \$93,249.41	

cont'd below

4. Does your organization:

- a) Offer direct financial assistance to individuals or families?  YES  NO
- b) Duplicate services that fall within the mandate of either a senior government or a local service agency?  YES  NO
- c) Provide an opportunity for individuals to make direct contributions?  YES  NO

OR, is your organization:

- d) Part of a provincial or national fundraising campaign?  YES  NO

**Don't forget to attach the required financial report.**

2019 - \$3000.00 from Area B "4" E" - assistance with cost of fire insurance premium for buildings & structures at fairgrounds



Quote # 994781  
Prepared for: Mcfee

Reference:

Expires: 07/16/2020  
By: Paul Fouasse

**Equipment**

1 New Kubota #Z200 Z200 Series **\$7,900.00**

Qty	Item	Class	Description	Serial #
1	#Z200		Z200 Series	KBGHGEE OCLGF1283 3
1	K304142611		Z251KH-54	
	Includes			
	54" Side Discharge		54" Side Discharge	
	Kohler		Kohler	

Notes:

**Quote Summary**

Notes:

Equipment Total	<b>\$7,900.00</b>
Administration Fees	\$0.00
Other Taxable	\$0.00
<b>Plus Purchasable Warranty</b>	<b>\$0.00</b>
<b>Selling Price</b>	<b>\$7,900.00</b>
Less Trades	\$0.00
<b>Total After Trades</b>	<b>\$7,900.00</b>
GST/HST	\$395.00
PST/QST	\$553.00
Non Taxable Environmental Charges	\$0.00
Other Non-Taxable	\$0.00
<b>Total</b>	<b>\$8,848.00</b>
Liens outstanding on trade-in	\$0.00
Cash Down Payment	\$0.00
<b>Total After Cash Down Payment</b>	<b>\$8,848.00</b>

Trade amount is based on customer description. If trade is other than described actual amount may differ from quoted amount.

To accept, please sign here and return to dealer

## Huber Farm Equipment Lawn Mower Budget

## Funding Sources

1 - Z251KH-54 Lawn Mower	\$ 7,900.00	RDBN-Grant in Aid "B"	\$ 2,500.00
GST	395.00	RDBN-Grant in Aid "E"	2,500.00
PST	553.00	Lakes Dist. Fair Assoc.	3,848.00
Total Cost	\$ 8,848.00	Total Funding	\$ 8,848.00

**LAKES DISTRICT FAIR ASSOCIATION**  
**Balance Sheet**  
**Fiscal year end December, 31/ 2019**

Current Assets	General Fund	Gaming Fund	Total
Cash on Hand	0	0	0
Short Term Investments	0	0	0
Cash in Bank	\$29,811.75	\$28.42	\$29,840.17
Capital Assets			
Furnishings & Equip.	\$15,500.00	0	\$15,500.00
Total Assets	\$45,311.75	\$28.42	\$45,340.17
Current Liabilities			
Accounts Payable & accruals	0	0	0
Fund Balance			
Equipment	\$15,500.00	0	\$15,500.00
Internally Restricted	\$88,997.88	0	\$88,997.88
Unrestricted	\$29,761.75	\$28.42	\$29,790.17
Total Liabilities & Fund Balance	\$134,259.63	\$28.42	\$134,288.05

All previously restricted funds have been used for projects intended.

Approved by: *Joan M. Lee*  
 President

Approved by: *Gail Chapman*  
 Treasurer

\$88,997.88 have been set aside in internally restricted funds to be used for building and land development.



## Regional District of Bulkley-Nechako Memo

**TO:** Chair and Board of Directors

**FROM:** Nellie Davis, Regional Economic Development Coordinator

**DATE:** August 13, 2020

**SUBJECT:** Grant in Aid – Fort St. James Fire Department

---

### **RECOMMENDATION**

(all/directors/majority)

1. That the Fort St. James Fire Department be given \$10,000 grant in aid monies from Electoral Area "C" (Fort St James Rural) for costs associated with improving Road Rescue capabilities in their service area.

### **BACKGROUND**

The following grant in aid application has been received (attached) and the Electoral Area Directors have indicated support.

**From:** [website@rdbn.bc.ca](mailto:website@rdbn.bc.ca)  
**To:** [Nellie Davis](#)  
**Subject:** [EXTERNAL]: Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM  
**Date:** Thursday, July 16, 2020 12:05:22 PM

---

There has been a submission of the form ONLINE GRANT-IN-AID APPLICATION FORM through your concrete5 website.

**ORGANIZATION:**  
Fort St James Fire Department

**CONTACT NAME:**  
Steven DeRousie, Fire Chief

**MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):**  
374 Mason St. Box 1087 V0J1P0

**EMAIL:**  
[firechief@fortstjames.ca](mailto:firechief@fortstjames.ca)

**PHONE:**  
250-996-8670

**AMOUNT BEING REQUESTED:**  
10,000

**PLEASE PROVIDE THE DATE, TIME AND LOCATION OF YOUR ORGANIZATIONS ANNUAL GENERAL MEETING (AGM). IF UNKNOWN PLEASE CONTACT THE ELECTORAL AREA DIRECTOR WITH THE INFORMATION ONCE DATE AND TIME ARE CONFIRMED.:**

Aug 31st, 2020 Annual Financial Report

**PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:**

The Fort St James Fire Department is seeking to make improvements to Road Rescue capabilities within the electoral area "C".

**TO THE BEST OF MY KNOWLEDGE, ALL OF THE INFORMATION THAT IS PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT. FURTHERMORE, I HEREBY CERTIFY THAT THIS APPLICATION FOR ASSISTANCE IS NOT BEING MADE ON BEHALF OF AN INDIVIDUAL, INDUSTRY, COMMERCIAL OR BUSINESS:**

Yes

**PLEASE DESCRIBE THE SERVICES/BENEFITS THAT YOUR ORGANIZATION PROVIDES TO THE COMMUNITY. ARE THESE SERVICES/BENEFITS AVAILABLE TO THE COMMUNITY FROM ANOTHER ORGANIZATION OR AGENCY:**

Fort St. James Fire Department provides fire and rescue services to residents in Fort St. James and, under written agreements with Nak'azdli Whut'en, Fort St. James Rural Regional, and Luck Bay Fire Protection Areas. These services are exclusively provided by the District of Fort St. James through the Fort St. James Fire Department.

**DESCRIBE THE GEOGRAPHIC AREA THAT RECEIVES SERVICES OR BENEFITS FROM YOUR ORGANIZATION.:**

Road Rescue extrication services have been provided to many road accessible



regions of the general Area "C" over the past decade or so, while fire protection is only authorized to be provided to the geographic areas defined in those written service provision agreements with Nak'azdli Whut'en, Regional District of Bulkley-Nechako, and Luck Bay (also with RDBN). Road Rescue service is provided to all users of public roads regardless of their place of residence.

IS YOUR ORGANIZATION VOLUNTARY AND NON-PROFIT?:

No

PLEASE DETAIL ANY REMUNERATION PAID, OR FUNDS OTHERWISE MADE AVAILABLE TO MEMBERS, OFFICERS, ETC. OF YOUR ORGANIZATION:

Fort St. James Fire Department is funded by local government. Although classified as a volunteer staffed fire protection service, our members are Paid on Call and do receive an hourly wage while responding to emergency calls.

PLEASE COMMENT ON THE NUMBER OF MEMBERS/VOLUNTEERS IN YOUR ORGANIZATION AND HOW LONG YOUR ORGANIZATION HAS BEEN IN OPERATION:

Currently we have 18 PoC Firefighters and some are trained in Road Rescue. The Fire Department has been in operation many years.

ASSISTANCE IS BEING REQUESTED FOR:

a capital project and/or equipment

OTHER PURPOSE IF ANY:

PLEASE DESCRIBE THE PROPOSAL FOR WHICH YOU ARE REQUESTING ASSISTANCE. IF YOU ARE APPLYING FOR AN EXEMPTION FROM FEES AND/OR CHARGES OR OTHER CONSIDERATION, PLEASE PROVIDE DETAILS OR YOUR REQUEST HERE. ATTACH ADDITIONAL INFORMATION IF REQUIRED.:

Road Rescue Stabilization/lifting Struts, including kit accessories has been requested by the rescue team to add this capability to bring vehicle rescue up to standard. Equipment in use for stabilization of rollovers is currently deficient. The rescue crews are currently using 4x4 lumber in order to make vehicles stable and thereby allowing rescuers access to the scene.

this method is not safe and puts the rescue crews at risk. The proposed hydraulic lifting/stabilization struts would ensure rescuers a safer environment and provide more efficient method when time truly is of the essence.

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

The Rescue Strut project intends to increase the survivability of victims of vehicle accidents where they may be entrapped or pinned under a vehicle. This equipment would serve all those using public roads within the Fort St. James Road Rescue service area within Electoral Area "C"

SUPPORTING FINANCIAL INFORMATION SUCH AS A BUDGET OR FINANCIAL REPORT. ENSURE THE FOLLOWING INFORMATION IS CLEARLY ITEMIZED: - TOTAL COST OF PROJECT/PROPOSAL; - GRANTS/FUNDING FROM OTHER SOURCES; - FUNDING CONTRIBUTED BY APPLICANT THROUGH FUNDING RAISING:

HAVE YOU APPLIED FOR A GRANT/FUNDING FROM OTHER SOURCES?:

No

NAME OF 1ST GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 1ST AGENCY:

STATUS OF 1ST GRANT APPLICATION:

NAME OF 2ND GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 2ND AGENCY:

STATUS OF 2ND GRANT APPLICATION:

NAME OF 3RD GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 3RD AGENCY:

STATUS OF 3RD GRANT APPLICATION:

NAME OF 4TH GRANT FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 4TH AGENCY:

HAVE YOU RECEIVED ASSISTANCE (GRANT IN AID/WAIVING OF FEES , ETC.), FROM THE REGIONAL DISTRICT OF BULKLEY-NECHAKO IN PREVIOUS YEARS?:

IF YES, YEARS, AMOUNTS AND PURPOSES FOR WHICH ASSISTANCE WAS USED:

DOES YOUR ORGANIZATION:

To view all of this form's submissions, visit <https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315>

Email secured by Check Point





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board of Directors  
**From:** Nellie Davis, Regional Economic Development Coordinator  
**Date:** August 13, 2020  
**Subject:** Grant in Aid Update – Months of April to July 2020

---

### RECOMMENDATION

(all/directors/majority)

Receive.

### Background:

The following Grant in Aid requests of \$2,500 or less were approved by Electoral Area Directors between April 1-July 31, 2020.

Community Group	Project	Amount
<b>Area 'A' (Smithers Rural)</b>		
Smithers Chamber of Commerce	Virtual Canada Day	\$2,500
<b>Area 'B' (Burns Lake Rural)</b>		
<b>Area 'C' (Fort St; James Rural)</b>		
Community Arts Council of Fort St. James	CPA Review Engagement	\$1,500
<b>Area 'D' (Fraser Lake Rural)</b>		
<b>Area 'E' (Francois/Ootsa Rural)</b>		
Southside 4-H Club	Year End Auction and Achievement Events	\$2,500
<b>Area 'F' (Vanderhoof Rural)</b>		
<b>Area 'G' (Houston Rural)</b>		



## Regional District of Bulkley-Nechako

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

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

Receipt

**Background:**

The Bulkley Valley Aquatic Management Society is contracted by the Regional District to operate the Bulkley Valley Pool (located in Smithers).

The Attached COVID-19 Safety Plan for the Bulkley Valley Pool was originally approved by the Society's Board of Directors on July 8, 2020 and is in the process of revision.

A Safety Plan is required for all organizations that have "returned" to operations in British Columbia. Staff will take any feedback provided by Regional District 's Board members and provide them to the Society for possible inclusion in any updates to their plan.

# BV Pool and Recreation Centre

## COVID-19 Safety Plan

Revised July 29, 2020

### Introduction

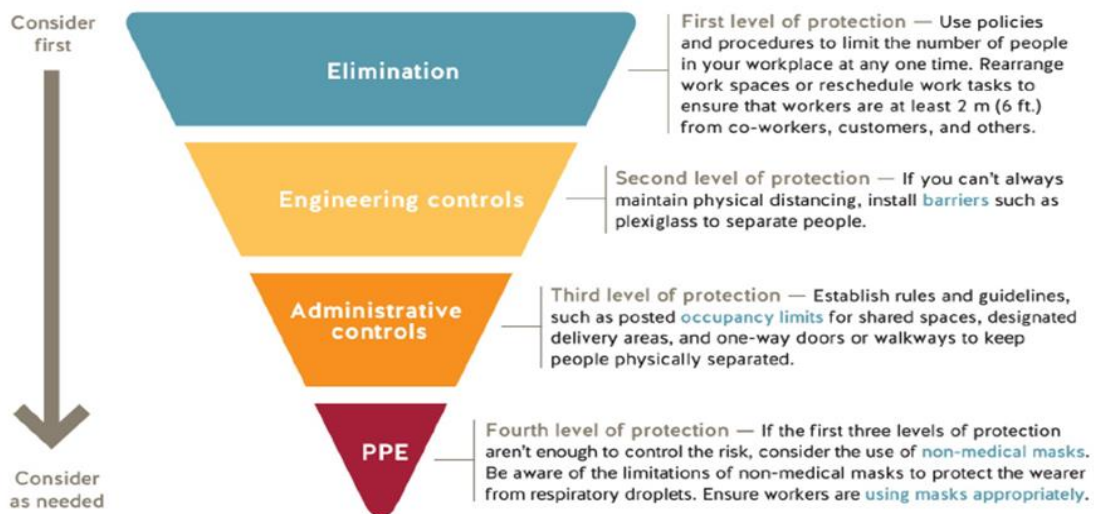
The Bulkley Valley Regional Pool and Recreation Center is operated by the Bulkley Valley Aquatic Centre Management Society (BVACMS). The facilities include Pools (Main pool, tot Pool and hot tub), Fitness Studio, Racquet courts, meeting room and Climbing wall. With the onset of the Global pandemic of COVID-19, the Bulkley Valley Aquatic Centre Management Society responded to this community health risk and the facility Closed. The BVACMS is committed to adapting facility usage opportunities to align with BC's Restart Plan and the Provincial Health Office (PHO) guidelines and directives.

With community and staff safety being the priority, using the guidance from the BC Recreation and Park Association, BC Yukon Lifesaving Society, Canadian Red Cross, Canadian Center for Disease control, WorkSafe BC and Association of BC Climbing Gym Owners the BVRP&RC has created our re-opening plan. This document is intended to provide community members and facilities users with the BVRP&RC COVID-19 use protocols and requirements.

### Hierarchy of Controls COVID-19

#### Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



## Elimination:

### Covid-19 Symptoms

To minimize COVID-19 transmission, members of the public, Staff and contract workers are to stay home if they have been exposed to a confirmed case of COVID-19, if they have travelled outside Canada within the previous 14 days, or if they have symptoms of COVID-19. The infection has symptoms similar to other respiratory illnesses, including the flu and common cold: cough, sneezing, fever, sore throat, and difficulty breathing. Other symptoms can include fatigue, muscle aches, diarrhea headache or loss of smell.

Before each visit to the facility patrons and staff are to self-assess for signs and symptoms of Covid-19. If unsure, the BC COVID -19 self assessment tool; <https://bc.thrive.health/covid19/en> can be used.

If a member of the public, staff or contractor worker develops these symptoms while at the facility, they must inform the supervisor or facility contact and immediately leave the building.

## Administrative Controls: Polices and Conduct

### Individual Conduct

#### Stay Home if You Are Sick

- Staff and patrons are required to self-assess and stay home if not well.
- Staff and/or patrons showing symptoms while in the facility need to report to a supervisor and will immediately don a mask and be asked to leave.

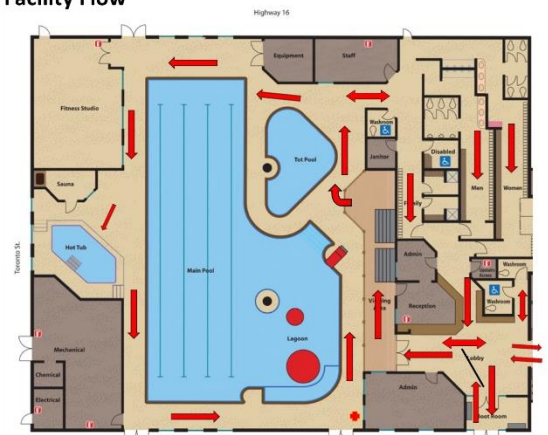
#### Practice Good Hygiene and Self Care

- All patrons are to wash or disinfect their hands, on arrival. Hand washing instructions signs have been posted at all available hand washing stations
- Recommended that hands are washed during the visit, before eating and when leaving the facility.
- Hand sanitizers will be available throughout the facility.
- Do not shake hands, high five or hug others
- Cover your cough/sneeze with elbow or sleeve (disinfect hands afterwards)

### Physical Distancing

- Maintain a distance of at least 2 meters from others
- Abide by the one-way direction arrows; enter and exit as marked
- In narrow hallways, wait until it is clear to move through; take turns.

Facility Flow



### Space Occupancy Limits

Occupancy limits have been calculated and posted.

Public Areas:	
Boot room	1 family unit
Lobby	7
Viewing area	8
Men's change	6
Women's change	8
Family changeroom: each	1 family unit
Fitness room	4
Fitness Squash court	4
Court Racquets Sport	2
Court - classroom	13
Climbing wall	10
Pools	
Main Pool (*only 1 per lane)	36
Leisure Lagoon (detached)	10
Tot Pool (or 1 family)	4
Hot tub (3 units)	4
Sauna	2

Staff Areas	
Front Desk area	3
Finance Office	2
Staffroom	4
Administrative Office	6
Pool Storage	2
Long skinny	1
Janitors closet	1
Mechanical room	4

\*Family unit - members of a household who live in the same residence who are arriving and leaving the facility together

Examples of facility usage and maximum numbers

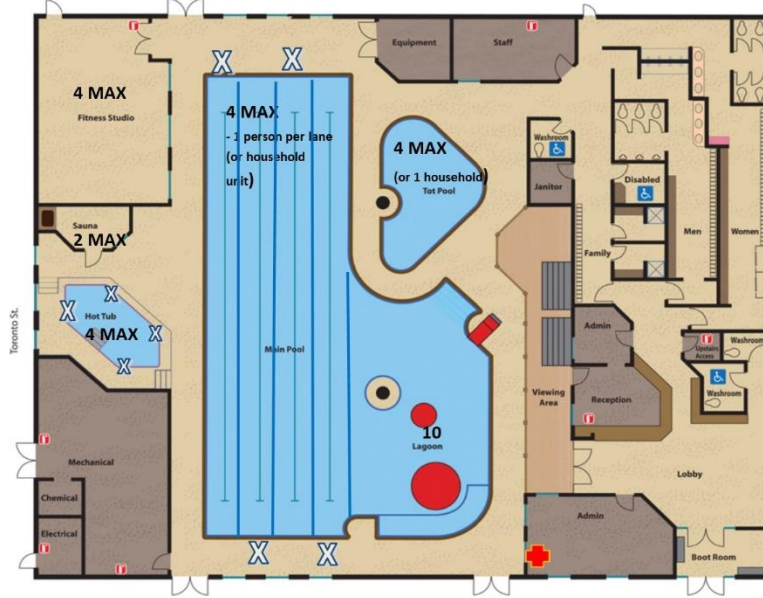
**Lane Swim with Family leisure swim & Gym**

**Occupancy: 26 people**

Lagoon and Tot pool; 14 people or 3 family units

Lanes 4 single people ( or 4 household unit, max 4 per lane)

Hot areas' included in total with Gym.



**“Open” Swim times**

**Occupancy 44 people**

Designate time Family & Youth.

Hot areas' included in total with Gym.



## Information and Signage

We strive to maintain up-to-date and consistent messaging on our website, social media, and emails press releases to ensure all details are aligned, timely and accurate.

- All Covid-19 related patron use expectations and conduct will be available on our website and social media, and posted at the front entrance.
- Signage for conduct specific to area of the building will be posted in that area at or near entrance.

## Covid-19 Addendum to Facility Use Agreement

Patrons at time of booking or registering for programs will be required to read and agree with the Covid-19 Terms of Use statement.

## Facility Use Management

- All use sessions will be booked online in advance. There will be no drop-in available
- Booking time spots will consist of a 15minute entry period, a 1-hour use period and a maximum 15-minute exit period. Designated entrance and exit routes will be clearly marked with arrows.
- Patrons are asked to arrive in their chosen activities attire (bathing suit, gym clothes, squash clothes, etc.)
- All patrons entering the facility are asked to check-in, for the purposes of tracking number of people and to aid in contact tracing if required by the Medical Health Officer.
- Customer service for purchasing of memberships or pro-shop items can be conducted by calling ahead and arranging a suitable time with the Front Desk.
- Staff will make announcements reminding patrons of time remaining in their booking
- Water fountains are closed, participant to bring their own water bottles filled from home.

## Area specific engineered and administrative controls:

### Lobby, Changerooms, and Lobby Bathroom

#### Barriers and Partitions

- Plexi-glass sneeze shield at the front counter
- Use of no contact payment methods will be encouraged. Tap machine is in place.
- Distance stand spots are indicated and signage posted in waiting areas
- Directional arrows for facility entry/exit, changerrooms, and pool deck flow will be placed on floor or wall signs.
- Designated storage space for personal belongings while using the facility corresponding with the area booked for use. Lockers will be limited.
- Staff & patrons are asked to only bring essential items for their shift/visit
- Door which can safely remain open will be open to avoid extra touch points (example second set of doors on changerrooms, also in the boot room).



### Areas Closed or Not in Use

- Rental lockers will be limited in nature
- Viewing area will be closed for public use
- Some toilet, sinks and shower stations/stalls will not be available for use in order to maintain physical distance.
- Change room use may be limited to pool patrons only
- Multipurpose area users are designated to use lobby bathroom
- One lobby bathroom and Family Changerooms 1 & 2 designated for staff use only

### Main Pool, Tot Pool, Hot Tub & Sauna

- Directional arrows for pool deck flow and exiting the natatorium are placed on the deck or walls.
- Viewing area doors will be switched to “hold open” during entry periods to reduce touch points on door handles
- Pool patrons must shower prior to entering pools using deck shower only
- Suggested time allowances for hot areas posted. Public responsible for self-regulating shared usage.
- Suggested time allowances for tot pool and leisure area posted. Public responsible for self-regulating shared usage between spaces.
  - Only non-absorbent plastic toys are available (foam toys all removed)
- Each booking time will have equipment for use set out (select toys, kick boards and pull buoys at each lane etc.). Equipment to be place in assigned “used” bin by the user for cleaning and disinfection after each use.
- Lane swim flippers will not be available for use; lap swimmers may use personal fins.
- No snorkels permitted
- Lanes 2 & 4 closed OR if all 4 lanes open, swimmers enter at opposite ends of lane (staggered entry)
- Sauna may be closed. Door is wrapped in plastic for easy disinfection and users required to sit on personal towel in sauna

### Fitness Room

- Equipment has been moved or closed to meet distance requirements
- Narrow walkway only allows for one direction at a time. Public required to self-regulate maintaining one user at a time (wait turns, communicate)
- Some Cardio machines will be marked closed
- Patrons should come prepared to workout and then leave the premises thereafter
- Change rooms may be closed (no showers or change rooms available)



### Racquet Courts/Multi Purpose Space

- Single player or single-family unit use only
- Directional arrows for facility entry, check-in and exit will be placed on floor or wall signs.
- There will be designated storage space for personal belonging in court area, one per user
- Changerooms may be closed for court users (no showers or change rooms available)
  - Players should come prepared to play and then leave the premises thereafter.
- Water fountain closed, participant to bring their own water bottles

### Climbing Wall

- Hands are to be sanitized before and after each climb
- Only family unit or belay partners per bay area.
- Narrow walkway only allows for one direction at a time. Public required to self-regulate maintaining one user at a time (wait turns, communicate)
- Rental gear may not be available
- Climbers should come prepared to climb and then leave the premises thereafter. Showers may not be available.
- Water fountain closed, participant to bring their own water bottles filled from home.

### Sport and Rental groups

- Will need to complete their own Safety plans in correspondence with their governing bodies prior to facility use. Safety plans must be made available upon request.

## Cleaning and Disinfection: Increased Sanitation

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures which are located in Section 4.1 of the Facility Operations Procedures.

### Cleaning Procedures

- Surfaces frequently touched by hands are most likely to be contaminated and are areas high priority cleaning areas within the facility. These include; doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics.
- Designated storage spaces used by patrons/staff are cleaned and disinfected between use.
- Public Pool equipment will be disinfected after each use.
- BVRP&RC has created a detailed cleaning log which includes where, what, and how often cleaning is occurring. Log sheets and procedures are posted in the lobby maintenance room and are completed/signed off each time cleaning occurs.
- Cleaning occurs in the change rooms every 2-4 hours during the designated cleaning blocks throughout the operational day/after-hours.

- Cleaning and disinfection plans have been adapted and implemented for COVID-19. Daily cleaning and disinfection checklist have been created and staff are trained in protocol. Reference Covid-19 updated maintenance forms.

### Contact Tracing and Outbreak Strategy

- Facility usages and sign in lists will be kept onsite and made available to Local Health Authority.
- On report of any positive COVID-19 cases who accessed the building, report will be made to Northern Health.
- Cooperate and follow direction from the Northern Health and other health authorities.
- In the event of a large community outbreak, the facility and service will be paused until it is safe to re-open. Staff will disinfect building and be sent home.

### Protection and Personal Protective Equipment (PPE)

- In common areas, personal masks are recommended, however not required.
- Staff and patrons are required to don surgical masks when a patron required first aid (all situations).
- Staff will don additional PPE depending on the level of care and contact required to provide adequate care.

NO CONTACT	DIRECT CONTACT	
2m physical distancing maintained	<b>LOW RISK (Non-aerosol generating)</b>  2m physical distancing <u>not</u> maintained	<b>HIGH RISK (Aerosol generating)</b>  Chest compressions, ventilations, oxygen administration, abdominal thrusts, back blows.  2m physical distancing <u>not</u> maintained
<b>Lifeguard</b> <ul style="list-style-type: none"> <li>• Face Shield or Safety Goggles</li> <li>• Surgical Mask</li> <li>• Gloves</li> </ul> <b>Victim</b> <ul style="list-style-type: none"> <li>• Surgical Mask</li> </ul>	<b>Lifeguard</b> <ul style="list-style-type: none"> <li>• Face Shield or Safety Goggles</li> <li>• Surgical Mask</li> <li>• Gloves</li> </ul> <b>Victim</b> <ul style="list-style-type: none"> <li>• Surgical Mask</li> </ul>	<b>Lifeguard</b> <ul style="list-style-type: none"> <li>• Isolation gown</li> <li>• Face Shield or Safety Goggles</li> <li>• Surgical Mask</li> <li>• Gloves</li> </ul> <b>Victim</b> <ul style="list-style-type: none"> <li>• BVM with viral filter &amp; continuous seal maintained (CPR)</li> <li>• Surgical mask (Compression-only CPR) or other treatment</li> </ul>

		<ul style="list-style-type: none"> <li>• For CPR, mouth/nose must be covered at all times (sealed BVM or mask)</li> </ul>
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- PPE required for cleaning and disinfection tasks are outlined in the covid-19 PPE Policy; *Reference Appendix for Covid-19 PPE Policy.*

## Monitoring

The BVRP&RC supervisor and management teams will monitor the workplace as we implement new phases of the COVID-19 recovery and re-opening plan. We will monitor by:

- Following direction from the Provincial Health Officer and Health Authorities.
- Following directions from WorkSafe BC.
- Consulting with and following direction and from the Bulkley Valley Aquatic Center Management Society Board of Directors.
- Consulting and following direction from the Regional District of Bulkley-Nechako and Pool Advisory Committee.
- Keep informed through trusted sources, including but not limited to BC Recreation and Parks Association, Lifesaving Society (BC-Yukon), Municipal Insurance Association.
- Reminding the Joint Health and Safety Committee:
  - To report hazards and unsafe work
  - How to address refusal of unsafe work
  - To identify what is working well
  - To monitor incidents and report hazards
- Continue to assess risks as the re-opening phases occur and adjust controls and procedures as necessary.

## Stages for Re-Opening

STAGE	Key Points	Timeline Factors
STAGE 1	<ul style="list-style-type: none"> <li>• Condensed operations schedule with specific booking times</li> <li>• Facilities open; Main and Tot Pool, Fitness Studio, single player racquet sports</li> <li>• Limited to Members and local residents (Bulkley Valley residents)</li> <li>• Mandatory caregivers with bookings for those under 13 years of age</li> <li>• Controlled setting programming – Advanced courses and dryland fitness classes</li> <li>• Swim Club re-start</li> </ul>	<ul style="list-style-type: none"> <li>• BC Re-start Plan Phase 2</li> <li>• BVACMS Board Safety Plan Approval</li> <li>• Regional District of Bulkley-Nechako Board received the Safety Plan.</li> <li>• Staff completed COVID-19 training</li> <li>• Swim Club Safety Plan</li> </ul>
STAGE 2	<ul style="list-style-type: none"> <li>• Continue with limited facilities, specific booking times</li> <li>• Increased facilities available; Hot areas and Climbing Wall</li> <li>• Possibility of Water Fitness classes and higher-level swimming lessons and programs which allow for physical distance</li> </ul>	<p>Northern Health and local community COVID-19 cases. When cases stay stable with no new outbreaks for period of 2 weeks.</p> <p>BC Re-start plan Phase 3.</p>
STAGE 3	<ul style="list-style-type: none"> <li>• Expansion of swimming lessons and other child and youth programs</li> <li>• Expansion to scheduled pre-registered leisure swims</li> <li>• Expansion non-local resident use</li> </ul>	<p>As provincial measures decrease and provincial cases remain stable.</p> <p>BC Re-start plan Phase 3.</p>
STAGE 4	<ul style="list-style-type: none"> <li>• Back to normal or as the “new normal”</li> <li>• Expansion to drop-in use</li> </ul>	<p>Province of BC is in Phase 4</p>

## Resources and Supporting Documents

Province of BC:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/covid-19-pho-class-order-travellers.pdf>

Notice to Owners, Occupiers and Operators of Places at Which Large Numbers of People Gather (Class)  
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/covid-19-pho-class-order-mass-gatherings.pdf>

BC Restart Plan:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>

BC Centre for Disease Control & BC Ministry of Health

<http://www.bccdc.ca/Health-Info-Site/Documents/Swimming-Pools-Guidance-Operators.pdf>

WorkSafe BC:

COVID-19 and returning to safe operation – Phases 2 & 3:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/sports-recreation>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres>

Lifesaving Society BC & Yukon:

Guidelines for Reopening BC's Pools & Waterfronts:

[https://www.lifesaving.bc.ca/Areas/Admin/Content/images/DashboardFilePdfUpload/DashboardFilePdf/Dashboard\\_9143299\\_Guidelines\\_for\\_Reopening\\_BC's\\_Pools\\_and\\_Waterfronts\\_-\\_Updated\\_June\\_17,\\_2020.pdf](https://www.lifesaving.bc.ca/Areas/Admin/Content/images/DashboardFilePdfUpload/DashboardFilePdf/Dashboard_9143299_Guidelines_for_Reopening_BC's_Pools_and_Waterfronts_-_Updated_June_17,_2020.pdf)

British Columbia Park and Recreation Association

<https://www.bcrpa.bc.ca/resources/>

Sport BC and Swim BC

<https://swimbc.ca/covid19-resources>



## Regional District of Bulkley-Nechako

**To:** Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** August 13, 2020  
**Re:** Income Statements for Six Months Ending June 30, 2020

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### **Recommendation** (All/Directors/Majority):

Receipt

### **Background:**

The Income Statements for the first six months of 2020 are attached to this memo.

The annual budget used for comparison purposes is the original budget approved and not the amended budget. The **Local Government Act** requires that Financial Statements for Regional Districts are presented using the originally approved budget but then are legally compared to the most recently amended budget for compliance with Provincial Legislation.

The financial statements have been reviewed by senior staff and no variances of concern are noted.

The great majority of all the income for the Regional District is received in the third quarter of the year. This includes most taxation and grant revenue.

Revenue from contaminated soil disposal has exceeded expectations with several major projects utilizing the Regional District's landfills for disposal. The initial budget for metal recycling is now considered optimistic with the details being provided at the July Board Meeting.

Due to the pandemic many expenses are much lower than expected included Directors' remuneration, and travel as well as employee benefits (which includes staff travel and education).

In large part due to the recent transfer station fire, insurance for this year will be over budget.

**Regional District of Bulkley-Nechako**  
**Income Statement**  
**For the Period Ending June 30, 2020**

	Year to Date	Budget to Date	Variance from Budget	Annual Budget
<b>Revenue</b>				
<b>Taxation</b>				
Taxation & Service Agreement	\$ 93,042	\$ 93,071	-\$ 29	\$ 93,071
Parcel Taxes	-	-	-	132,029
Electoral Area Taxation	-	-	-	6,673,697
Municipal Taxation	862,688	-	862,688	4,193,985
<b>Total Taxation</b>	<b>955,730</b>	<b>93,071</b>	<b>862,659</b>	<b>11,092,782</b>
<b>Transfer from Reserves</b>				
Transfer from Capital Reserve	-	-	-	304,024
Transfer from Vehicle Reserve	-	-	-	103,285
Transfer from Election Reserve	-	-	-	7,000
Transfer from NCPG	-	-	-	1,336,000
Transfer from Gas Tax Reserve	128,502	400,000	-(271,498)	800,000
<b>Total Transfers from Reserves</b>	<b>128,502</b>	<b>400,000</b>	<b>-(271,498)</b>	<b>2,550,309</b>
<b>Grants</b>				
Federal Gas Tax	-	-	-	922,804
Province of BC - Admin Grant	185,000	185,000	-	185,000
UBCM Grants	-	-	-	212,486
NDI Grants	25,000	-	25,000	119,358
Grants in Lieu of Taxes	7,578	-	7,578	71,835
Grants in Lieu of Alcan Taxes	-	-	-	926,936
Northern Capital Planning Grant	1,565,000	-	1,565,000	-
Grant in Aid	-	15,000	-(15,000)	15,000
Other Grant Revenue	105,376	105,806	-(430)	201,612
<b>Total Grants</b>	<b>1,887,954</b>	<b>305,806</b>	<b>1,582,148</b>	<b>2,655,031</b>
<b>User Fees</b>				
Ft. Fraser Water & Sewer	69,383	69,551	-(168)	69,551
Telus User Fees	54,741	47,500	7,241	95,000
Other User Fees	73,511	58,250	15,261	114,025
<b>Total User Fees</b>	<b>197,635</b>	<b>175,301</b>	<b>22,334</b>	<b>278,576</b>
<b>Environmental</b>				
Metal Recycling	26,342	-	26,342	200,000
Contaminated Soil Disposal	180,617	2,500	178,117	5,000
Construction & Demolition Waste	60,744	100,000	-(39,256)	200,000
Camp Waste	20,297	50,000	-(29,703)	100,000
Other Environmental Revenue	10,336	19,500	-(9,164)	39,000
<b>Total Environmental</b>	<b>298,335</b>	<b>172,000</b>	<b>126,335</b>	<b>544,000</b>
<b>Recycling</b>				
Houston	-	2,500	-(2,500)	5,000
Smithers/Telkwa	9,504	7,500	2,004	15,000
Vanderhoof	9,300	7,500	1,800	15,000
Fort St. James	4,719	5,000	-(281)	10,000
Burns Lake	5,575	-	5,575	-
Recycle BC Top Up Revenue	18,910	10,145	8,765	20,290
<b>Total Recycling</b>	<b>48,009</b>	<b>32,645</b>	<b>15,364</b>	<b>65,290</b>
<b>Municipal Debt Repayment</b>				
Houston	21,062	21,062	0	164,435
Smithers	208,145	208,145	(0)	416,158
Burns Lake	-	-	-	19,702
Fort St. James	-	-	-	29,774
Fraser Lake	-	-	-	23,220
Granisle	2,352	-	2,352	-
Vanderhoof	84,466	84,466	-	206,147
<b>Total Municipal Debt Repayment</b>	<b>316,025</b>	<b>313,673</b>	<b>2,352</b>	<b>859,436</b>
Cost Recovery & Sharing	100,378	105,518	-(5,140)	211,196
EMBC Emerg. Expense Reimbursement	101	300,000	-(299,899)	600,000
Miscellaneous Revenue	97,560	87,756	9,804	175,512
Transfer from Equity in TCA	-	-	-	1,180,685
Prior Year's Surplus	2,366,418	2,532,727	-(166,309)	2,532,727
<b>Total Revenue</b>	<b>\$ 6,396,647</b>	<b>\$ 4,518,497</b>	<b>\$ 1,878,150</b>	<b>\$ 22,745,544</b>

# Regional District of Bulkley-Nechako

## Income Statement

For the Period Ending June 30, 2020

	Year to Date	Budget to Date	Variance from Budget	Annual Budget
<b>Expenses</b>				
<b>Directors</b>				
Director's Remuneration	\$ 179,489	\$ 221,555	-\$ 42,066	\$ 434,438
Director's Benefits	6,230	8,296	(2,066)	16,364
Director's Travel	14,647	57,516	(42,869)	89,592
Electoral Area "A" Travel	473	4,928	(4,454)	9,855
Electoral Area "B" Travel	250	4,928	(4,678)	9,855
Electoral Area "C" Travel	1,993	4,928	(2,935)	9,855
Electoral Area "D" Travel	158	4,928	(4,769)	9,855
Electoral Area "E" Travel	2,081	4,928	(2,847)	9,855
Electoral Area "F" Travel	340	4,928	(4,587)	9,855
Electoral Area "G" Travel	-	4,928	(4,928)	9,855
<b>Total Directors</b>	<b>205,661</b>	<b>321,860</b>	<b>-(116,199)</b>	<b>609,379</b>
<b>Staff</b>				
Salaries	2,057,879	2,125,330	(67,451)	4,249,460
Employee Benefits	587,427	778,960	(191,533)	1,480,687
<b>Total Staff</b>	<b>2,645,307</b>	<b>2,904,290</b>	<b>-(258,984)</b>	<b>5,730,147</b>
<b>Fiscal Services</b>				
Debenture Interest - MFA	191,097	227,722	(36,626)	456,411
Debenture Principal - MFA	171,275	180,022	(8,746)	585,908
Debenture Refund	-	-	-	100,000
Short Term Financing Interest	2,224	1,413	811	2,825
Short Term Financing Principal	130,914	128,590	2,324	257,180
<b>Total Fiscal Services</b>	<b>495,509</b>	<b>537,746</b>	<b>-(42,237)</b>	<b>1,402,324</b>
<b>Grants</b>				
<b>Grant in Aid</b>				
Regional	26,106	41,250	(15,144)	82,500
Area "A"	7,324	29,694	(22,370)	59,389
Area "B"	1,750	20,628	(18,878)	41,256
Area "C"	4,500	18,898	(14,398)	37,796
Area "D"	-	21,504	(21,504)	43,009
Area "E"	2,500	57,507	(55,007)	115,014
Area "F"	-	28,392	(28,392)	56,784
Area "G"	-	7,262	(7,262)	14,524
<b>Total Grant in Aid</b>	<b>42,180</b>	<b>225,136</b>	<b>-(182,956)</b>	<b>450,272</b>
Monthly Grants	836,542	793,403	43,139	1,579,307
Annual Grants	69,296	67,940	34,910	2,043,106
Arts & Culture Capital Grant	-	6,000	(6,000)	6,000
<b>Total Grants</b>	<b>948,018</b>	<b>1,092,479</b>	<b>-(110,907)</b>	<b>4,078,685</b>
<b>Environmental</b>				
<b>Repairs &amp; Maintenance</b>				
Equipment	49,665	53,000	(3,335)	105,000
Site Maintenance & Supplies	40,190	35,000	5,190	70,000
Clearview Access Road	10,005	12,500	(2,496)	25,000
Truck Maintenance Costs	14,518	37,000	(22,482)	74,000
Trailer Maintenance Costs	19,707	27,200	(7,493)	54,400
Skidsteer Tires	14,167	26,000	(11,833)	52,000
<b>Total Repairs &amp; Maintenance</b>	<b>148,252</b>	<b>190,700</b>	<b>-(42,448)</b>	<b>380,400</b>
Consulting Fees	1,957	43,121	(41,164)	84,242
Contract Operations	2,435	10,000	(7,565)	76,544
Contribution to NW Invasive	919	-	919	56,500
Environmental Monitoring	30,208	43,922	(13,714)	87,845
Lagoon Operations	3,025	9,844	(6,819)	19,687
Post Closure	66	-	66	50,023
Fuel	91,778	133,158	(41,380)	266,315
Waste Hauling - Southside	21,000	25,000	(4,000)	50,000
<b>Total Environmental</b>	<b>299,639</b>	<b>455,745</b>	<b>-(156,105)</b>	<b>1,071,556</b>



**Regional District of Bulkley-Nechako**  
**Income Statement**  
**For the Period Ending June 30, 2020**

	Year to Date	Budget to Date	Variance from Budget	Annual Budget
<b>Recycling</b>				
Fraser Lake Recycling	19,142	30,000	- (10,858)	60,000
Smithers/Telkwa Recycling		5,150	- (5,150)	10,300
Burns Lake Recycling	1,451	2,400	- (950)	4,800
Houston Recycling	31,208	-	31,208	-
Vanderhoof Recycling		5,150	- (5,150)	10,300
Fort St James Recycling	546	5,650	- (5,104)	11,300
Granisle Recycling	2,730	2,250	480	4,500
Recycling - Other	6,889	10,000	- (3,111)	20,000
<b>Total Recycling</b>	<b>61,965</b>	<b>60,600</b>	<b>1,365</b>	<b>121,200</b>
<b>Protective Services</b>				
Emergency Expenses	429	300,000	- (299,571)	600,000
FOCC Operating Costs	-	-	-	190,000
PSAP/RCMP Costs	-	-	-	59,000
Emergency Volunteer Program	10,921	55,000	- (44,080)	55,000
NESST Emergency Volunteer Conference	3,878	40,000	- (36,122)	40,000
<b>Total Protective Services</b>	<b>15,228</b>	<b>395,000</b>	<b>(379,772)</b>	<b>944,000</b>
<b>General Expenses</b>				
Advertising	17,168	21,948	- (4,780)	40,073
Audit Fees	21,090	21,000	90	21,000
Carbon Emissions Reduction Initiatives	-	74,875	- (74,875)	149,750
Communications	59,309	67,504	- (8,195)	134,207
Copying Costs	8,794	19,500	- (10,706)	39,000
Computer Network	55,376	130,862	- (75,486)	203,755
Feasibility Studies	1,350	750	600	25,600
First Nations Dialogue	-	-	-	12,000
Insurance	145,013	101,750	43,264	203,499
Legal Expense	5,767	56,202	- (50,435)	107,702
Meeting Expenses	7,167	37,555	- (30,388)	74,511
Office Cleaning	13,427	14,000	- (573)	28,000
Repairs & Maintenance	52,041	98,743	- (46,702)	196,985
Sponsorship	14,517	27,000	- (12,483)	42,000
Supplies	15,327	28,250	- (12,923)	54,500
Utilities	92,897	89,840	3,057	179,680
Website	200	8,350	- (8,150)	15,700
Other Expenses	5,828	376,297	- (370,469)	495,609
<b>Total General Expenses</b>	<b>515,270</b>	<b>1,174,426</b>	<b>(659,155)</b>	<b>2,023,571</b>
<b>Capital Expenditures</b>				
General Government Services	75,027	76,962	- (1,935)	153,923
Building Inspection	36,729	40,000	- (3,271)	40,000
Environmental	144,880	419,750	- (274,870)	839,500
Capital Expenditures - Recycling	99,756	200,000	- (100,244)	400,000
Bulkley Valley Pool	37,116	25,500	11,616	51,000
Regional Parks & Trails	10,000		10,000	-
Other Capital Projects	678	195,387	- (194,709)	490,773
<b>Total Capital Expenditures</b>	<b>404,185</b>	<b>957,598</b>	<b>(553,413)</b>	<b>1,975,196</b>
Federal Gas Tax Expenditures	182,036	350,000	- (167,964)	700,000
Special Projects Contingency	63,222	457,566	- (394,344)	2,897,132
Amortization Expense	-	-	-	1,180,685
Prior Year's Deficit	480	11,670	- (11,190)	11,670
<b>Total Expenses</b>	<b>\$ 5,836,521</b>	<b>\$ 8,718,980</b>	<b>\$ (2,848,905)</b>	<b>\$ 22,745,545</b>
<b>Net Income (Loss)</b>	<b>\$ 560,126</b>	<b>\$ (4,200,483)</b>	<b>\$ 4,727,055</b>	<b>-\$ 0</b>



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

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

**FROM:** Wendy Wainwright  
Executive Assistant

**DATE:** August 6, 2020

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

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**Recommendation** **(All/Directors/Majority)**

Receive.

**Background**

As per the Regional Board recommendation, the following motion is being brought forward from the Special (In-Camera) meeting of July 16, 2020:

**Recommendation 1:**

**RE: Property Purchase 25049 W Highway 16 (Trout Creek Property)**

“That the Board approve the purchase of District Lot 1124, Range 5, Coast District, Except the Right of Way of the Grand Trunk Pacific Railway and Except Plans 6348, 8788, and 10908 (25049 W Highway 16) otherwise commonly known as the ‘Trout Creek Property.



July 27, 2020

Regional District Bulkley Nechako  
37 3rd Avenue, PO Box 820  
Burns Lake, British Columbia V0J 1E0

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

Attention: Mayor Gerry Thiessen, Chairperson

**RE: Wet'suwet'en First Nation Interest in Developing a Business Relationship  
with the Regional District of Bulkley Nechako.**

Dear Mayor Thiessen,

This letter is to indicate Wet'suwet'en First Nation (WFN) through its Business Development corporation, Yinka Dene Economic Development Limited Partnership (YLP) our interest in assisting RDBN achieve the relevant aims and focus stated in the 2018 Solid Waste Management Plan:

- Developing collaborative partnerships with interested parties to achieve regional targets set in the plan.
- Development of First Nations relations in the solid waste management planning stages as some servicing agreements may impact the regional solid waste management system.

WFN acknowledges the recognition of UNDRIP by RDBN by the last Focus mentioned above. We look forward to working together to foster a stronger and sustainable partnership. As with the inception of Babine Forest Products Mill in 1997, First Nation Relationship was critical to obtaining forest tenures; Together, Stronger.

As you know the Knockholt Landfill is located in Wet'suweten First Nation's unceded Traditional Territory. Therefore, we are very interested in collaboration and partnership opportunities. This will not only provide economic benefits but also enhance the health and resiliency of WFN which inturn will benefit RDBN and its tax base.

WFN and YLP have assisted in strengthening the economies of many of the communities that their leadership sit on the Board of RDBN. WFN, by being the first Indigenous Community to support the CGL project, promoted the project and assisted in the strengthening of environmental management implementation. Through the CGL project, WFN and YLP have developed business partnerships that



can implement the needs of your infrastructure projects and Solid Waste Management.

WFN/YLP with our strategic and relevant partners are proposing a Landfill Management partnership with RDBN, we can manage and operate the Knockholt Landfill meeting Canada's, BC's, RDBN's and WFN's Environmental Regulations, Expectations and also with your Focus on developing a positive relationship with First Nations. The socio-economic benefits will be long term as our Partners have agreed to provide training to suitable Community members, invest and provide their innovation to create an effective and efficient process based on your plan. There are potential benefits to the Tax Payers- potential of operation cost savings and extending the life of the landfill site.

We understand that RDBN's Waste Management Committee met in May. Although WFN/YLP were not invited to the meeting, we do look forward to a more cooperative relationship in the future. As you know, First Nations are very concerned with water quality since it sustains all lives. Therefore any environmental impact to the water quality in the streams, creeks, lakes and rivers would discontinue our Way of Life thus we lose our Culture. WFN/YLP need to be involved in the planning and implementation and not just on Consultation since the Environment Integrity is paramount to our survival as First Nations.

I look forward to having a call with you at your earliest convenience to discuss further. I thank you in advance for you to take up this offered gesture of partnership and collaboration.

Yours sincerely,

  
Reg Ogen  
President and CEO



File: 0280-30

Ref: 192545

July 30, 2020

To: All local and treaty First Nation governments with land in the Agricultural Land Reserve

**Re: Information update on Order in Council #353/2020 - Amendments to regulations under the *Agricultural Land Commission Act* regarding application fees, soil removal, and fill placement. Part of Bill 15 – *Agricultural Land Commission Amendment Act, 2019* also brought into force by the same Order in Council.**

Greetings,

The purpose of this letter is to provide additional information about recent regulations that will bring into effect changes to the *Agricultural Land Commission Act* (ALCA) and its regulations. As part of recent public engagement undertaken by the B.C. Government, many local governments indicated that they would benefit from additional guidance and information from the Ministry of Agriculture on any significant legislative changes.

On June 26, 2020, [Order in Council No. 353/2020](#) updated Agricultural Land Reserve (ALR) regulations (see news release at <https://news.gov.bc.ca/releases/2020AGRI0026-001178>). Effective September 30, 2020, the Order in Council:

- amends the Agricultural Land Reserve Use Regulation and the Agricultural Land Reserve General Regulation as they relate to soil removal, fill placement, and application fees; and,
- brings into force a part of the *Agricultural Land Commission Amendment Act, 2019* (Bill 15), which amends the ALCA to enable the Agricultural Land Commission (ALC) CEO to file remediation order notes on title.

The September 30, 2020 effective date provides time for local governments, the public, other stakeholders, and First Nation governments to become familiar with, prepare for, and adapt to those changes. These changes will impact both private and public landowners.

The appendix to this letter provides additional information about these changes.

If you have any questions regarding these amendments and the revitalization of the ALC and the ALR, please contact Arlene Anderson, Director of Legislation, B.C. Ministry of Agriculture, at [Arlene.Anderson@gov.bc.ca](mailto:Arlene.Anderson@gov.bc.ca).

.../2

If you have questions about the administration of the ALR, please contact the ALC at [ALCBurnaby@Victoria1.gov.bc.ca](mailto:ALCBurnaby@Victoria1.gov.bc.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer McGuire". The signature is fluid and cursive, with the first name "Jennifer" written in a larger, more prominent script than the last name "McGuire".

Jennifer McGuire  
Assistant Deputy Minister

Appendix (1)

cc: Gary MacIsaac, Executive Director  
Union of BC Municipalities

Kim Grout, Chief Executive Officer  
Agricultural Land Commission

Tara Faganello, Assistant Deputy Minister, Local Government Division  
Ministry of Municipal Affairs and Housing



## Appendix: Summary of Recent Changes

Please note: this information is for guidance purposes only. For more details please see the ALCA, the Agricultural Land Reserve Transitional Regulation, the Agricultural Land Reserve General Regulation, the Agricultural Land Reserve Use Regulation, and information provided by the ALC.

### Application Fees

On March 12, 2020, [Order in Council \(OIC\) No.131/2020](#) was approved by the B.C. Government. This OIC simplifies how application fees are collected by local governments, First Nation governments, and the ALC. Those changes will come into effect September 30, 2020. In response to feedback about application fee amounts, Order in Council No. 353/2020 makes further changes about application fees. It lowers the fee for “non-adhering residential use” applications and it increases the amount of application fees that go to a local or First Nation government when they are required to review an application. For more information about applications that require local or First Nation government review, please see section 34 of the ALCA and section 34.1 of the *Agricultural Land Commission Amendment Act, 2019* (Bill 15).

<b>Until September 29, 2020</b>			
<b>Application fees when local or First Nation government review is required</b>			
Application type	Fee to local or First Nation government	Fee to ALC	Total fee
Non-Adhering Residential Use	\$300	\$1200	\$1500
Soil or Fill Use			
Non-Farm Use			
Subdivision			
Exclusion			
Inclusion	\$0	\$0	\$0

<b>As of September 30, 2020 and after</b>			
<b>Application fees when local or First Nation government review is required</b>			
Application type	Fee to local or First Nation government	Fee to ALC	Total fee
Non-Adhering Residential Use	\$450	\$450	\$900
Soil or Fill Use	\$750	\$750	\$1500
Non-Farm Use			
Subdivision			
Exclusion			
Inclusion	\$0	\$0	\$0

On September 30, 2020 and after, fees for “non-adhering residential use” applications will be reduced from \$1,500 to \$900. Local and First Nation governments will also receive 50 percent of

the total application fee when their review is required, receiving \$450 for “non-adhering residential use” applications and \$750 for other types of application.

If a landowner applies to a local or First Nation government and the local or First Nation government does not forward the application to the ALC, the applicant only pays the local or First Nation government their portion of the application fee (\$450 or \$750). The applicant will not pay the ALC’s portion of the application fee because the ALC will not review the application.

OIC No. 353/2020 also changes the amount a local or First Nation government will pay when they initiate some types of application to the ALC. Instead of the current higher fee, local and First Nation governments will pay \$450 for a “non-adhering residential use” application or \$750 for most other types of application. The most common local or First Nation government-initiated applications with these lower fees will likely be exclusion applications for land within their jurisdiction and applications for non-farm uses or subdivisions of land the local government owns. Fees for applications that are set out in regulation as those that must be filed directly with the ALC (transportation and utility use applications) remain at \$1500; they are not changed by OIC No. 353/2020.

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### **Soil Removal and Fill Placement**

OIC No. 353/2020 will make it easier for farmers on the ALR to maintain and build roads.

#### **Annual Farm Road Maintenance**

For maintenance of existing farm roads, soil removal or fill placement is currently allowed up to a volume of 50m<sup>3</sup> per year. If a farmer needs to use more than that amount, they must seek permission by submitting a Notice of Intent or an application to the ALC. Some people with larger parcels expressed that this 50m<sup>3</sup> limit unintentionally impacts their farms, and so this OIC increases the amount of soil removal or fill placement for farm road maintenance to 50m<sup>3</sup> per 100m of existing road length annually, effective September 30, 2020. To remove soil or place fill for the construction of a new farm road or for maintenance beyond 50m<sup>3</sup> per 100m of farm road length, a person can consult the ALC website for more information about seeking permission by submitting a Notice of Intent or application to the ALC.

#### **Recycled Concrete Aggregate and Recycled Asphalt Pavement**

Construction and demolition waste are prohibited fill materials in the ALR. Prohibited fill materials are those:

- that a person cannot use for a fill use permitted by regulation (see Agricultural Land Reserve Use Regulation section 35), and,
- that the ALC may not approve to be used as fill if a person applies (see Agricultural Land Reserve Transitional Regulation section 30.1 and Agricultural Land Reserve General Regulation section 23).



OIC No. 353/2020 defines recycled concrete aggregate and recycled asphalt pavement and permits them to be used as fill for roads and parking areas in certain circumstances. Since some farm road maintenance is permitted under the regulations (see Agricultural Land Reserve Use Regulation section 35 [d]), a person will be able to use recycled concrete aggregate or recycled asphalt pavement as fill for farm road maintenance up to the annual permitted amount without submitting a Notice of Intent or an application to the ALC.

When a person applies to the ALC for permission to place fill for road construction, maintenance, or widening, the ALC will be able to approve the use of recycled concrete aggregate or recycled asphalt pavement as fill. Similarly, when a person applies to the ALC for permission to place fill for parking area construction or maintenance, the ALC will be able to approve the use of recycled concrete aggregate or recycled asphalt pavement as fill.

For the purposes of the ALCA, recycled concrete aggregate and recycled asphalt pavement will be concrete and asphalt from a demolition process that have had other construction debris, like metal rodding, glass, or wood removed from them. Recycled concrete aggregate and recycled asphalt pavement will have to be crushed or screened and not exceed specific dimensions. Recycled concrete aggregate will have to be able to pass through a 1.905 cm screen (the size of 3/4 inch crush) while recycled asphalt pavement particles will be 1.905 cm<sup>3</sup> or smaller.

The ALC's compliance and enforcement team monitors how ALR land is used and responds to information or concerns they receive, including concerns about illegal fill dumping. People should contact the ALC if they suspect unauthorized land uses like fill dumping on the ALR. More information on the ALC's compliance and enforcement program can be found online here: <https://www.alc.gov.bc.ca/alc/content/alc-act-alr-regulation/compliance-and-enforcement/about-compliance-and-enforcement>.

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### **Remediation Order Notes on Title**

Currently, a person might purchase ALR land without being aware that there are outstanding remediation orders related to contraventions of the ALCA. OIC No. 353/2020 brings part of the *Agricultural Land Commission Amendment Act, 2019* (Bill 15) into force. That part gives the ALC's CEO the ability to file notices in the land title office about remediation orders that have been issued under the ALCA. The CEO may cancel the remediation order note when they are satisfied that the remediation order has been complied with, or that the remediation order cannot be substantially complied with. If the CEO registers a remediation order note on title, it will provide an avenue for prospective buyers to become aware of outstanding issues with the ALR land.

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### **Recent legislative changes: Revitalization of the ALR and the ALC**

The *Agricultural Land Commission Amendment Act, 2019* (Bill 15) continued the B.C. government's commitment to revitalize the ALR and the ALC. The part of Bill 15 that strengthens the independence and governance of the ALC was brought into force on March 12, 2020. Much of the remainder of Bill 15 will be brought into force on September 30, 2020.

The changes made by the *Agricultural Land Commission Amendment Act, 2018* (Bill 52) and the *Agricultural Land Commission Amendment Act, 2019* (Bill 15) build on recommendations of the Minister's Independent Advisory Committee (the Committee) to revitalize the ALR and the ALC, focusing on four targeted areas:

- protecting the ALR land base into the future;
- preserving the productive capacity of the ALR;
- improving governance of the ALR; and,
- supporting farmers and ranchers in the ALR.

From February 4 to April 30, 2018, the Committee held stakeholder consultation meetings in nine communities across B.C. with representatives from 29 local governments and over 110 individuals representing farming and ranching associations and other agricultural organizations and stakeholder groups. The Committee also hosted an online public survey, receiving over 2300 completed surveys during that period, as well as over 270 written submissions.

Feedback collected from this public engagement demonstrated that British Columbians believe the ALR is fundamental to the economic performance of the province's agriculture sector and to the province's food security. They value the ALR because it ensures viable agricultural land is available, affordable, and in production now and into the future. There is strong support from British Columbians for protecting the ALR.

The first stage of legislative changes to revitalize the ALR and the ALC were made by the *Agricultural Land Commission Amendment Act, 2018* (Bill 52). The amendments in Bill 52 were brought into force on February 22, 2019, and made changes in three key areas:

- Restricting the removal of soil and placement of fill; and, increasing penalties for the dumping of construction debris and other harmful fill in the ALR.
- Directly addressing mega-mansions and speculation in the ALR by limiting principal residence size on ALR land and empowering the ALC to approve additional residences if they are necessary for farm use.
- Reunifying the ALR as a single zone, ensuring consistent rules with strong protections for all ALR land across the province.

These critical amendments were needed immediately to preserve the viability and productive capacity of the ALR through addressing the detrimental nature of mega-mansion builds and the abuse of soil and fill on the ALR. Further, Bill 52 confirmed that all land in the ALR is valuable by removing the two-zone approach. It was vital that government eliminate the perception that there is higher and lower priority agricultural land in B.C.

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### **Role of the Agricultural Land Commission**

The ALC is the independent administrative tribunal dedicated to preserving agricultural land and encouraging farming in B.C. in collaboration with other communities of interest. The ALC administers the ALR in accordance with the ALCA and its regulations.

The appointed commissioners review land use plans, create operational policies, and decide land use applications. ALC staff support the commissioners through administration, planning, mapping, and compliance and enforcement of legislation and orders. The ALC and its staff anticipate working with stakeholders throughout implementation of the Bill 15 changes in order to provide operational and administrative guidance. ALC staff will provide local governments with information updates through the ALC update emails, information bulletins, process guidelines, updates to the ALC website and application Portal, and educational materials with respect to Bill 15.

### **Role of the Ministry of Agriculture**

The Ministry of Agriculture establishes government's policy and legislative framework for the ALC and the ALR. To encourage farming and promote the development of the industry, the Ministry provides agricultural land use planning support and information material for local and TFN governments across the province through its Strengthening Farming Program and Regional Agrologist network.

**From:** [Janice Keyes](#)  
**To:** [Janice Keyes](#)  
**Subject:** [EXTERNAL]: Charge North Grant Update  
**Date:** July 3, 2020 12:45:12 PM  
**Attachments:** [Charge North - July 2020.pdf](#)  
[2020 Climate & Energy Action Awards Invitation.pdf](#)

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Hello all,

I hope you are all well and your communities continue to be safe and healthy and supported as we enter Phase 3 COVID recovery. Here is a quick update regarding our collaborative grant applications for 55 x Level 2 EV stations for Charge North and what to expect from Community Energy Association as project managers in the coming months.

1. **NDIT Strategic Initiatives Fund** - NDIT has committed \$192,000 in funding to Charge North, assuming successful award of funding from CleanBC.
2. **CleanBC Community Fund** – We recently confirmed with folks at CleanBC that there is not yet a date or timing for the grant announcement and that indeed everything is further delayed due to COVID-19 response. We are assured that “no news is still good news” at this point and announcements should occur in “Summer 2020”. Our application for approximately \$1.1 million includes \$280,000 in local government contributions.
3. **Next Steps** - Right now, CEA is actively working to prepare a framework for delivering the 55 x Level 2 stations with our lead applicants (North Coast RD on CleanBC and RD Fraser-Fort George on NDIT) on behalf of the 25 local governments and First Nations. We will be sharing a draft MOU with each participating local government to review in July. Assuming we receive the “good news” this summer, we will then begin an RFP process and site assessments, etc....Barring any further delays, we hope to schedule site assessments and perhaps a few station installations in Fall 2020 but the majority of installations will be Spring 2021.
4. **Project Overview; July 2020** – Attached please find our latest Project Overview to share with your staff, Council and community. This is distributed by CEA to over 200 project stakeholders. Also please encourage folks to visit our newly launched website at [ChargeNorth.ca!](http://ChargeNorth.ca)
5. **New Grant Opportunities for Climate Action Projects** - A few new grants have opened up that are well suited for Charge North communities.
  - **Remote/Northern Communities Grants** for any community with population between 5,000-25,000. This is under ICIP (Investing in Canada Infrastructure Program), so similar to CleanBC Communities Fund. Relevant for green energy, food security, green infrastructure and other stuff. Funding up to 90%, \$58 million total envelope. <https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/investing-in-canada-infrastructure-program/rural-northern-communities>

- As well, the Province just re-released **Infrastructure Planning Grants**, up to \$10,000, and in the past these have been used to fund Community Energy and Emissions Plans. The next deadline is July 15, and here is the link:  
<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/infrastructure-planning-grant-program>

- 6. CEA Climate & Energy Action Awards** – Attached please find an invitation to submit to our annual awards program with the deadline extended to July 10. CEA recognizes BC communities leading on climate action each year at UBCM.

*Thank you again to the North Coast Regional District and the Regional District of Fraser Fort George for their roles as the lead applicants. Also, thank you to all of you for your patience as we wait for final news of the successful CleanBC grant.*

CEA would love to hear from you with questions on Charge North, ideas for future grant applications or perhaps a submission to our Climate & Energy Action Awards program. Please stay in touch and stay safe! Janice

**Janice Keyes**, Senior Manager, Community Energy Engagement



*Connecting Communities, Energy & Sustainability*

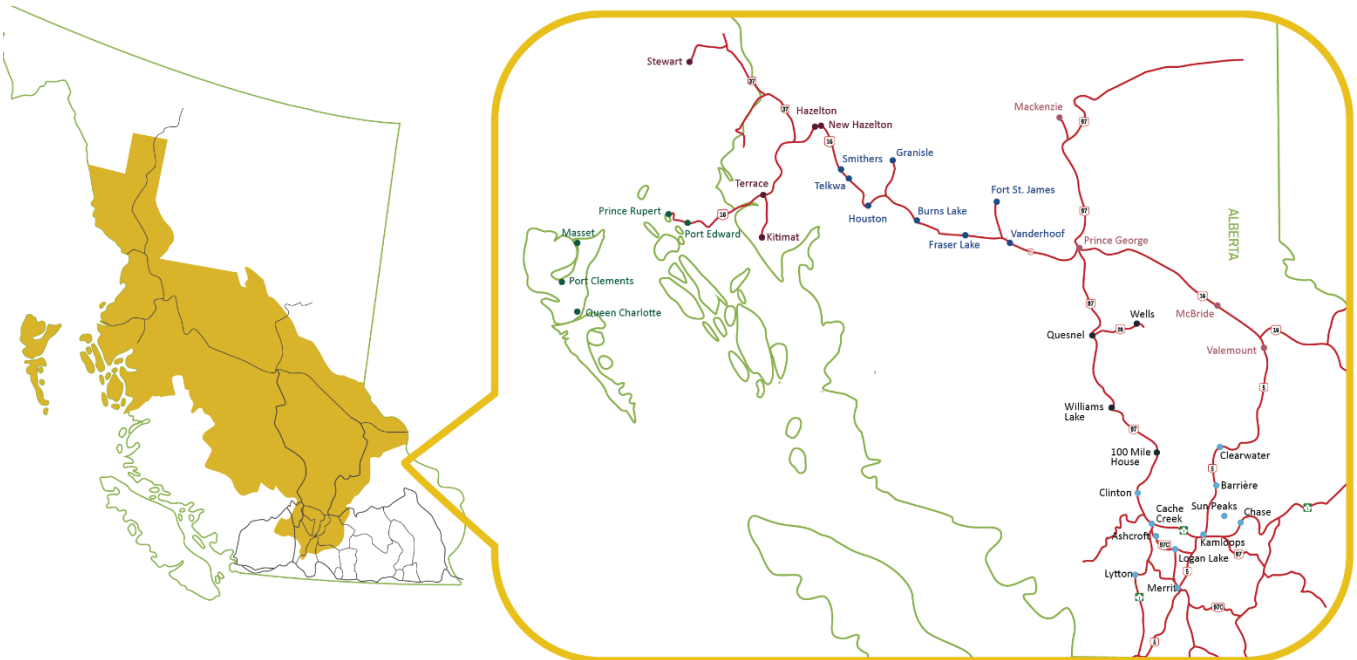
Tel: (604) 628-7076 | Mobile: (604) 561-0646

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Charge North is a community-led initiative to develop an electric vehicle (EV) charging network to facilitate travel to and within central and northern BC. This collaborative project is directed by six regional governments, bringing together over 40 local governments and linking almost 2,800 km of highway from south of Kamloops to Prince George, along Highway 16 and on to Haida Gwaii. Charge North is facilitated by the Community Energy Association on behalf of an Advisory Committee representing the six regional districts and the Northern BC Tourism Association.



**120**



**“Level 2”**  
stop n’ shop  
slow & steady,  
explore the town

**+** **30**



**“DCFC”**  
stop n’ go  
quick & powerful,  
get on your way!



## Building the Network

Charge North project team is working closely with BC Hydro and the Ministry of Transportation and Infrastructure to develop a charging network that supports connected and reliable EV travel and will consist of approximately 120 Level 2 stations and 30 Direct Current Fast Charging (DCFC) stations.

Both Level 2 and DCFC stations are necessary to create a robust rural EV network. DCFC stations are critical to facilitate corridor travel - EV travel to and within the region, while Level 2 stations can direct how and where visitors spend their time and money while in a community.

Most of the local economic benefits to communities will be the result of Level 2 stations: the ‘stop and shop’ stations. While they are a slower charge, they open a community up as

a destination. EV

owners generally charge at home, but when on vacation use charging stations while they recreate, eat, and shop. Level 2 stations will hold visitors for up to 4-6 hours in a location, facilitating economic and tourism benefits. They provide important back up to DCFC stations and ensure all types of EVs have access to public charging. DCFC’s provide on-the-go charging for an 80% charge in approximately 30-40 minutes, depending on the type of EV. They are quick stops on main routes and essential to traveling the long distances between

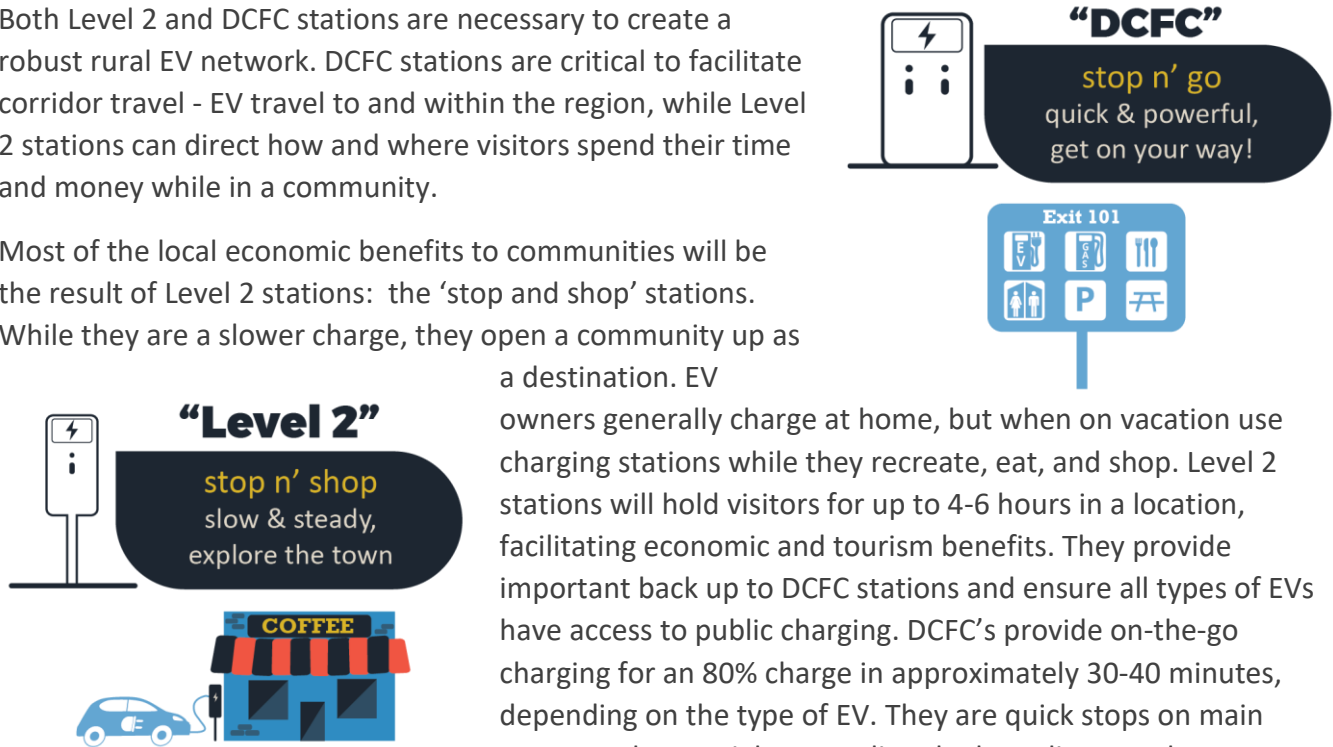
communities in central and northern BC.

## Level 2 Station Progress

Northern Development Initiative Trust (NDIT) has committed \$192,000 towards the installation of Level 2 stations. The Strategic Initiatives Fund grant from NDIT will assist with the purchase of 55 Level 2 stations located in 25 communities. The project awaits confirmation of a funding commitment of \$1.1 M from CleanBC’s Community Fund. A summer 2020 announcement and the Charge North Level 2 station kick-off is just around the corner.

## DCFC Stations Live

To date (May 2020), 19 DCFC stations have been installed, with 10 more scheduled for later this year, making significant improvements to EV travel routes north of Kamloops. Visit our [new Charge North website](#) to view live and proposed DCFC station locations or [Plugshare.com](#) to plan your EV travel.





## Project Timeline and Future Deployment

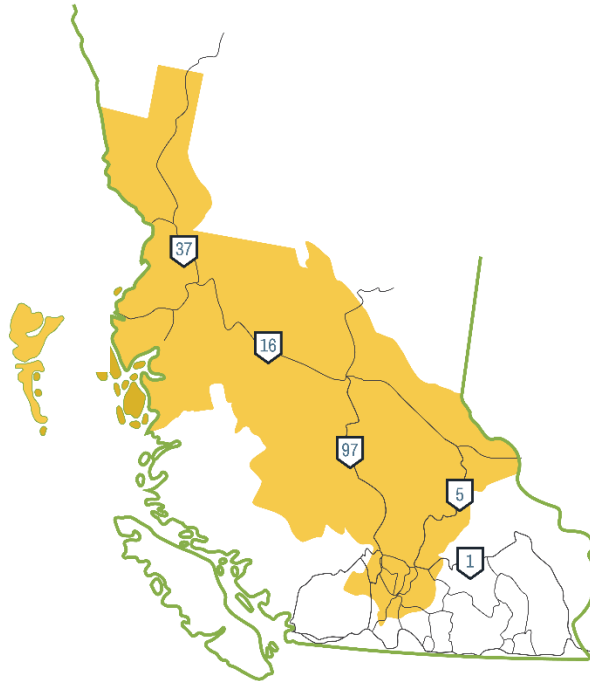
**BC Hydro**  
9 DCFC stations installed along HWY 5 and 97 from Kamloops to Prince George

**MOTI Stations**  
9 DCFC stations installed at rest areas along HWYs 5, 97, 97C & 16

**BC Hydro - Next Phase**  
10 DCFC stations primarily along HWY 16

**MOTI - Next Phase**  
3 DCFC stations at rest areas along HWYs 1, 97 & 16

**Charge North - Level 2 stations**  
When funding is confirmed in summer 2020, starting with 55 Level 2 stations in 28 communities



## Charge North online!

We just launched the official Charge North website in late June 2020...please visit us online at [chargenorth.ca](http://chargenorth.ca).

## Project Partners

The following organizations proudly support Charge North: The Federation of Canadian Municipalities' Municipal Climate Innovation Program (MCIP), Northern Development Initiative Trust and six regional districts - North Coast, Kitimat-Stikine, Bulkley-Nechako, Fraser-Fort George, Cariboo, and Thompson-Nicola.



Regional District of  
**Kitimat-Stikine**



For more information, please contact Danielle Wiess with the Community Energy Association at [dwiess@communityenergy.bc.ca](mailto:dwiess@communityenergy.bc.ca) or 250.469.6783, ext. 714.



## The Awards

The Community Energy Association (CEA), the Province of BC, BC Hydro, FortisBC, Real Estate Foundation of BC, and Union of BC Municipalities are pleased to invite all BC local governments to participate in the **2020 Climate & Energy Action Awards**.

The awards are offered annually to a municipality or regional district implementing a project or program best integrating energy and climate planning into community or corporate planning and development processes.

## Award Categories

One winner will be selected for each category:

- Community Planning and Development
- Corporate Operations
- Climate Adaptation

All applications are recognized on CEA's website and in the December edition of Municipal World Magazine. A winner is selected for each category. Honourable mentions are selected at the discretion of the judging committee.

Recipients receive:

- A trophy and/or plaque
- Awards ceremony and presentation by a Provincial Minister at the Union of BC Municipalities Convention
- A presentation to Council or Board, and one year free CEA membership

## Deadline

Please submit electronic applications to:  
[awards@communityenergy.bc.ca](mailto:awards@communityenergy.bc.ca)

**By 5:00 pm on Friday, July 3, 2020.**

Please contact us with any concerns, including any challenge in meeting the deadline due to internal capacity or engagement issues on account of COVID-19.

## COVID-19

These are times of uncertainty and new challenges. We are all focused on keeping people safe and providing support, so we can all get through this together. At the same time, it is important where reasonable to do so, to recognize the continuing leadership of local governments in moving forward with positive climate and energy action. We hope your community will still be able to submit applications in recognition of these efforts.

## Criteria

Judging criteria will include:

- Demonstrated community leadership
- Energy or emission impact
- Cost effectiveness
- Best practices and innovation

## Submission

Submission must represent a plan or action, with an emphasis on implementation. Please download the **electronic application and instructions** from the Awards tab of the Community Energy Association website at [www.communityenergy.bc.ca](http://www.communityenergy.bc.ca).



# Winners the of 2019 Climate & Energy Action Award

The 2019 Climate and Energy Awards were presented by Honourable Michelle Mungall, Minister of Energy, Mines and Petroleum Resources, at the UBCM Convention.



**City of Richmond** won in the **Community Development** category for its “EV Ready” Leadership.



**City of Surrey** won in the **Adaptation** category for its Coastal Flood Adaptation Strategy



**Village of Granisle** won in the **Corporate** category for its Biomass Energy System



**Honourable Mentions** awarded to Fraser Valley Regional District, City of Vernon, and City of Campbell River

The awards ceremony was attended by sponsor representatives Ramona Faust (Board Member, Real Estate Foundation of BC); Lawrence Pillon (Senior Manager of Communities and Capital Projects, BC Hydro); and Siraz Dalmir (Key Account Manager for Municipalities, FortisBC).

## Past Award Winners: 2015-2018

Local Government	2016 Population	Description	Year
City of Victoria	85,792	All Ages & Abilities Bicycle Network	2018 - Community
District of Hudson’s Hope	1,015	Solar Initiative	2018 - Corporate
Capital Regional District	383,360	Zero Emissions Fleet Initiative	2018 - Collaboration
City of Richmond	198,309	Community Energy Save Program	2017 - Community
RD of Kitimat-Stikine	37,367	Terrace Area Integrated Solid Waste Management	2017 - Corporate
City of North Vancouver	52,898	Safe and Active School Travel Program	2017 - Collaboration
BC Energy Step Code Council		Multi stakeholder - Public Sector Collaboration	2017 – Special Award
City of North Vancouver	52,898	Rezoning of Moodyville Neighbourhood	2016 – Community
City of Coquitlam	139,284	Corporate Strategic Energy Management Plan	2016 – Corporate
City of Kimberley	7,425	Sun Mine Project	2016 - Collaboration
Municipality of North Cowichan	29,676	University Village Sustainable Local Area Plan	2015 - Community
City of Prince George	74,003	LEED RCMP Facility	2015 - Corporate