



REGIONAL DISTRICT
OF BULKLEY-NECHAKO

AGENDA

MEETING NO. 11

OCTOBER 22, 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, October 22, 2020

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – October 22, 2020</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-18	Board Meeting Minutes – September 17, 2020	Adopt
19-24	Committee of the Whole Meeting Minutes - October 8, 2020	Receive
25-27	Regional Transit Committee Meeting Minutes - October 8, 2020	Receive
28-31	Rural/Agriculture Committee Meeting Minutes - October 8, 2020	Receive
	<u>BUSINESS ARISING OUT OF THE MINUTES</u>	
	<u>DELEGATIONS</u>	
	<u>BC SEARCH AND RESCUE</u> Andy Muma RE: Update	
	<u>ARTEMIS GOLD</u> (via Zoom – 11:30 am) Steven Dean, Chairman/CEO RE: Update	
	<u>ELECTORAL AREA PLANNING (All Directors)</u>	
	<u>Bylaws for 1st and 2nd Reading</u>	
32-57	Maria Sandberg, Planner 1 st and 2 nd Reading - Bylaw No. 1918, 2020 Rezoning Application F-01-20 (CSFS) Electoral Area “F”	Recommendation

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Bylaws for 1st, 2nd and 3rd Reading

58-73 **Maria Sandberg, Planner** **Recommendation**
1st, 2nd and 3rd Reading – Bylaw No. 1878, 2020
Proposed New Floodplain Management Bylaw

Temporary Use Permit

74-84 **Deneve Vanderwolf, Planner 1** **Recommendation**
Temporary Use Permit Application A-02-20 (Apperloo)
Electoral Area “A”

85-93 **Jason Llewellyn, Director of Planning** **Recommendation**
Temporary Use Permit Application A-03-20 (Steti)
Electoral Area “A”

Crown Land Referral

94-105 **Deneve Vanderwolf, Planner 1** **Recommendation**
Crown Land Referral No. 125814931-009
(Rec Sites and Trails)
Electoral Area “A”

Memo

106-114 **Jason Llewellyn, Director of Planning** **Recommendation**
Building Inspection Agreements with Municipalities

115-139 **Jason Llewellyn, Director of Planning** **Receive**
Parks and Trails Service Implementation Strategy
Update

140-142 **Jason Llewellyn, Director of Planning** **Receive**
Public Hearing Notice Requirements

ADMINISTRATION REPORTS

143 **Wendy Wainwright, Executive Assistant** **Recommendation**
- Committee Meeting Recommendations
- October 8, 2020

144-146 **John Illes, Chief Financial Officer – Refuse** **Recommendation**
Disposal Service Amendment Bylaw No. 1909,
2020

147-150 **Cheryl Anderson, Manager of Administrative** **Recommendation**
Services – Fort Fraser Fire Protection Service
Area Boundary Amendment Bylaw No. 1920, 2020

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
151-152	Jason Blackwell, Regional Fire Chief – Cluculz Lake Fire Department 911 Radio System	Recommendation
153-164	Jason Blackwell, Regional Fire Chief - Fort Fraser Rural Fire Protection Agreement - November 1, 2020 to October 31, 2025	Recommendation
165-172	Jason Blackwell, Regional Fire Chief - Southside Rural Fire Protection Local Service Establishment Amendment; Topley Rural Fire Protection Service Establishment Amendment; and repeal of the Topley Road Rescue and Medical First Responders Service Establishment Bylaw	Recommendation
173	Nellie Davis, Manager of Regional Economic Development – Federal Gas Tax – Area “A” (Smithers Rural) Cycle 16 Trail	Recommendation
174-178	Shari Janzen, Economic Development Support Assistance – Smithers Mountain Bike Association Letter of Support Request	Recommendation
179	Nellie Davis, Manager of Regional Economic Development – Grant in Aid Re-Allocation Request – Southside 4H Club Electoral Area “E” (Francois/Ootsa Rural)	Receive
180	Nellie Davis, Manager of Regional Economic Development – Grant in Aid Update: August-October 13, 2020	Receive
181-191	Curtis Helgesen, CAO – RDBN Committees – 2021	Discussion
<u>VERBAL REPORTS</u>		
<u>RECEIPT OF VERBAL REPORTS</u>		
<u>ADMINISTRATION CORRESPONDENCE</u>		
192-193	Electoral Area “B” (Burns Lake Rural) Residents – CN Rail Blockage of Crossings	Receive
<u>ACTION LISTS</u>		
194-195	Action List – September 2020	Receive

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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 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 (NW Resource Benefits Alliance) 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. 10****Thursday, September 17, 2020**

PRESENT:	Chair	Gerry Thiessen
	Directors	Shane Brien Mark Fisher Dolores Funk Judy Greenaway – left at 11:15 a.m., returned at 11:45 a.m. Tom Greenaway Clint Lambert Linda McGuire Chris Newell Mark Parker Jerry Petersen Michael Riis-Christianson Sarra Storey Casda Thomas
	Director Absent	Brad Layton, Village of Telkwa
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Nellie Davis, Regional Economic Development Coordinator – left at 11:30 a.m. John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning Deborah Jones-Middleton, Director of Protective Services Erik Sagmoen, Regional Business Liaison - left at 10:36 a.m. Chantal Wentland, Northern Development Initiative Trust Intern – left at 10:57 a.m. Wendy Wainwright, Executive Assistant
	Other	Gregory Willick, Fort St. James – left at 10:55 a.m.
	Media	Priyanka Ketkar, Lakes District News

STAFF INTRODUCTIONS

Introductions were conducted for staff members Erik Sagmoen, Regional Business Liaison and Chantal Wentland, Northern Development Initiative Trust Intern.

CALL TO ORDER

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

AGENDA

Moved by Director Brien
Seconded by Director J. Greenaway

2020-10-1

“That the Board Meeting Agenda of September 17, 2020 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes **-August 13, 2020**

Moved by Director Storey
 Seconded by Director Petersen

2020-10-2

"That the Board Meeting Minutes of August 13, 2020 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting Minutes

Moved by Director Petersen
 Seconded by Director Newell

2020-10-3

"That the Board receive the following Committee Meeting Minutes:

- Committee of the Whole Meeting Minutes
 -September 3, 2020
- Rural/Agriculture Committee Meeting Minutes
 - September 3, 2020."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

Moved by Director McGuire
 Seconded by Director Storey

2020-10-4

"That the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING (All Directors)

Bylaws for 3rd Reading

3rd Reading Bylaw No. 1915,
2020 Rezoning Application
C-01-20 (Willick) Electoral
Area "C"

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

2020-10-5

1. "That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1915, 2020.
2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1915, 2020 be given third reading this 17th day of September, 2020.
3. And that adoption not be considered until a covenant is registered on title, to the satisfaction of the Planning Department, ensuring the land is developed as proposed."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaws for 3rd Reading (CONT'D)

3rd Reading – Bylaw No. 1916, 2020 Rezoning Application A-01-20 (Hunting) Electoral Area “A” Moved by Director Fisher
 Seconded by Director Thomas

2020-10-6

1. “That the Board receive the Report of Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1916, 2020.
2. “That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1916, 2020 be given third reading this 17th day of September, 2020.
3. And that adoption not be considered until the Building Inspectors have obtained a complete building permit application for the building on the subject property.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Fisher spoke to the following:

- Public process
- Providing notification and information to neighbors
 - o Jason Llewellyn, Director of Planning outlined the notification requirements and indicated that additional notification requirements can be established by amending the Development Procedures Bylaw
- Communication and overall engagement
- How to better understand the whole picture regarding development and water management
- Water regulations and provincial agency oversight
 - o Working together to understand long term collaboration of water management
- Evolution of water usage over time.

Discussion took place in regard to the application being for a Cannabis Processing Facility and has to operate according to Health Canada and Provincial Government standards for water management and regulations.

Bylaws for 3rd Reading and Adoption

3rd Reading & Adoption
-Bylaw No. 1913 & 1914, 2020
OCP Amendment & Rezoning
Application E-01-20 (Brewer)
Electoral Area "E"

Moved by Director Lambert
Seconded by Director Riis-Christianson

2020-10-7

1. "That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako Official Community Plan Amendment Bylaw 1913, 2020 and Rezoning Bylaw No. 1914, 2020.

2. That Burns Lake Rural and Francois Lake (North Shore) Official Community Plan Amendment Bylaw 1913, 2020 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 1914, 2020 be given third reading and adoption this 17th day of September, 2020."

(All/2/3 Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (All Directors)

ALR Application

Chair Thiessen recused himself from the meeting at 10:52 a.m. due to a conflict of interest regarding ALR Non-Farm Use Application No. 1224 (CSFS) – Electoral Area "F". He is the realtor selling the adjacent property.

ALR Non-Farm Use
Application No. 1224 (CSFS)
-Electoral Area "F"

Moved by Director Petersen
Seconded by Director T. Greenaway

2020-10-8

"That Agricultural Land Reserve Non-Farm Use Application No. 1224 be recommended to the Agricultural Land Commission for approval; and further, that the Supplementary Agenda Correspondence in regard to the Application from McWalter Consulting Limited be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Thiessen returned at 10:54 a.m.

Temporary Use Permit

Temporary Use Permit
Application G-01-20 (CGL)
Electoral Area "G"

Moved by Director Newell
Seconded by Director Riis-Christianson

2020-10-9

"That the Board approve the issuance of Temporary Use Permit G-01-20 to allow gravel crushing on the application area."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Memo

Bill 52: What We Heard
Report From the Residential
Flexibility Engagements

Moved by Director McGuire
Seconded by Director Parker

2020-10-10

“That the Board receive the Planner 1’s September 17, 2020 staff report regarding Bill 52: What We Heard Report from the Residential Flexibility Engagements.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Committee Meeting
Recommendations
September 3, 2020

Moved by Director Lambert
Seconded by Director Storey

2020-10-11

“That the Board approve Recommendations 1 and 2 as written:

Committee of the Whole Meeting– September 3, 2020

Recommendation 1:

**Re: Ministry of Indigenous Relations and Reconciliation
– Core Advisory Council**

“That the Board nominate Curtis Helgesen, CAO to the Core Advisory Council.”

Recommendation 2:

Re: Cow Moose and Calf Cull

“That, in preparation for the Minister of FLNRORD UBCM meeting regarding the Board’s opposition to the cow moose and calf cull, the Board request letters of support from First Nations and Sportsman’s groups within the RDBN.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Accounting of Administrative
Overhead Policy

Moved by Director Riis-Christianson
Seconded by Director Funk

2020-10-12

“That the Board approve the Accounting of Administrative Overhead Policy.”

Opposed: Director Fisher
Director Thomas

CARRIED

(All/Directors/Majority)

Discussion took place regarding allocation of support services to the Environmental Services Department and changing the allocation from 6% to 7%. Budget 2021 will assist in determining the allocation of support services moving forward.

ADMINISTRATION REPORTS

Accounting of Directors’
Remuneration and Expense
Policy

Moved by Director Parker
Seconded by Director McGuire

2020-10-13

“That the Board approve the Accounting of Directors’
Remuneration and Expenses Policy.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chinook Shareholders’
Resolution

Moved by Director Riis-Christianson
Seconded by Director Lambert

2020-10-14

“That the Board approve the Chinook Comfor Limited
Shareholders’ Resolution and authorize the Chair and Corporate
Officer to sign the resolution.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chinook Community Society

Moved by Director Funk
Seconded by Director Storey

2020-10-15

“That the Board approve the Chinook Community Society’s
resolutions and authorize the Chair and the Corporate Officer to
sign the resolution.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax Funds
-Electoral Area “B” (Burns Lake
Rural), Burns Lake Mountain
Bike Association

Moved by Director Riis-Christianson
Seconded by Director Lambert

2020-10-16

“That the Board authorize contributing up to an additional
\$15,000 of Electoral Area “B” Federal Gas Tax allocation monies
to the Burns Lake Mountain Bike Association for a Recreation
Infrastructure project at the Burns Lake Mountain Bike Park.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

And, that the Board authorize the withdrawal of up to \$15,000
from the Federal Gas Tax Reserve Fund.”

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

Withdrawal - Village of
Granisle - Letter of Support
Request

Moved by Director McGuire
Seconded by Director Lambert

2020-10-17

“That the Village of Granisle – Letter of Support Request be
withdrawn.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORT (CONT'D)

CN – Whistle Cessation and
Controlled Crossings

Moved by Director Fisher
Seconded by Director Thomas

2020-10-18

“That the Board authorize staff to consult with CN in regard to gated railway crossing construction with whistle cessation at two Lake Kathlyn Road Crossings and the Slack Road Crossing.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fort Fraser Fire Protection
Service Area Boundary
Amendment Bylaw
No. 1920, 2020

Moved by Director Parker
Seconded by Director Storey

2020-10-19

“That Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1920, 2020 be given first, second, and third reading this 17th day of September, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

British Columbia - Modernizing
BC's Emergency Management
Legislation

Moved by Director Lambert
Seconded by Director J.Greenaway

2020-10-20

“That the Board direct staff to pursue further engagement with the Province of BC with the recommendations outlined in the September 17, 2020 Protective Services Staff Report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2021 FireSmart Community
Funding & Support Application

Moved by Director Lambert
Seconded by Director Storey

2020-10-21

“That the Board support applying to the Union of British Columbia Municipalities (UBCM) Community Resiliency Investment Program – FireSmart Community Funding & Support (CRI Funding), to extend the FireSmart program from May 2021 – May 2022.

And that the Board authorize the Chair and CAO to enter into the RDBN's contract with the CRI Funding program, should the funding be approved, and provide overall grant management for the project.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Federal Government
Broadband and Spectrum
Advocacy Letter

Moved by Director Riis-Christianson
Seconded by Director Parker

2020-10-22

“That the Board provide the September 17, 2020 letter to the Right Honourable Justin Trudeau to advocate for changes to Broadband Infrastructure Investment and Spectrum Allocation policies.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORT (CONT'D)

Friends of Morice Bulkley
-Risk Assessment of
Hazardous Petroleum Cargo
on Northwest BC Rail Corridor

Moved by Director Brien
Seconded by Director Funk

2020-10-23

"That the Board receive the Manager of Administrative Services September 17, 2020 Friends of Morice Bulkley – Risk Assessment of Hazardous Petroleum Cargo on Northwest BC Rail Corridor memo."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Bringing forward for future discussion the increased rail traffic and rail crossings being blocked by stopped trains for long periods of time
- Rail and pipeline transportation safety
- CN Rail safety
 - In the event of a major issue with rail the impact to communities would be significant
 - Length of time for CN Rail to respond to an event
- Lack of communication by CN Rail with local government when derailments occur
- Lack of information provided to Volunteer Fire Departments and First Responders in regard to goods being transported via rail
- Speeds and ability for trains to stop
- Communication challenges
- Past and current CN Rail discussions and issues
- Requesting CN Rail to be a delegate at a future Board meeting
- Bringing forward the topic with the Honourable Claire Trevena, Minister of Transportation and Infrastructure at the RDBN 2020 UBCM meeting with the Minister.

Write a Letter to the Honourable
Marc Garneau, Minister of
Transport Canada

Moved by Director Fisher
Seconded by Director Storey

2020-10-24

"That the Board write a letter to the Honourable Marc Garneau, Minister of Transport Canada advising that the Board received the concerns of the Friends of Morice Bulkley and request an update on plans and measures concerning the proposed increase of hazardous petroleum cargo on the northwest rail corridor."

Opposed: Director Lambert

CARRIED

(All/Directors/Majority)

VERBAL REPORTS

New Fire Truck for the Southside Volunteer Fire Department

Director Lambert mentioned that the Southside Volunteer Fire Department has received its new fire truck.

Telus Meeting

Director Riis-Christianson noted that, along with staff, he met with the Northeast Telus General Manager September 11th. He indicated that it was a good meeting.

Public Meeting in Fort St. James

Director T. Greenaway thanked Planning Department Staff for attending the Public Hearing in Fort St. James.

Village of Granisle Update

Director McGuire provided an update for the Village of Granisle:

- Babine Elementary Secondary School is in session and there are 33 students enrolled
- Granisle General Store and Gas Station is for sale
 - o Will be closing by winter if it doesn't sell
- BC Emergency Health Services – Bursary
 - o Director McGuire mentioned that she has information regarding the BC Emergency Health Services Bursary and if there is interest Directors may contact her.

Air Canada Resumes Service in Smithers

Director Thomas announced that Air Canada is resuming service to Smithers with four flights a week.

Dungate Community Forest

Director Newell mentioned that a community meeting was held regarding the Dungate Community Forest Expansion. Good suggestions were brought forward and the meeting went well.

Working with Drilling Company in Electoral Area "G" (Houston Rural)

Director Newell noted that he has been in communication with a drilling company working in the Bob Creek Area to address resident concerns regarding access issues. The company will be hosting a public meeting to discuss concerns with area residents.

Starlink High Speed Internet Access

Director Newell commented that Starlink, on its website, is taking names to conduct a beta test of its satellite system. It may be an opportunity for those with poor internet in rural areas to provide feedback for future high-speed internet access.

Tour Coastal GasLink Work Camp – Vanderhoof

Director Petersen was invited to participate in a tour of Coastal GasLink's work camp near Vanderhoof along with the District of Vanderhoof Council, including Chair Thiessen, on September 10th. The camp is a 1000-man camp with 750 workers currently at the camp. Chair Thiessen and Director Petersen recognized the effort of Coastal Gaslink in implementing its COVID Protocols. The tour also provided an opportunity to view the assembling of pipe.

Chair Thiessen mentioned that during the tour he had an opportunity to speak with long term employees of the company. Two employees started with the company with entry level jobs 35 and 17 years ago and continued to move into more senior positions and love working for the company.

VERBAL REPORTS (CONT'D)

Electoral Area "A" (Smithers Rural)

Director Fisher mentioned that he has received a number of calls recently, mostly involving issues in regard to balancing development and residential concerns. He spoke of the importance of addressing people's legitimate concerns.

Village of Burns Lake By-Election

Director Funk announced that the Village of Burns Lake will be having a By-Election in the future as Councilor Darrell Hill has recently accepted a job position that will require his resignation from Village Council.

Seniors Housing Project in Vanderhoof

Chair Thiessen mentioned that they are hoping to start pouring cement in the near future for the Seniors Housing Project that the District of Vanderhoof is working on in partnership with BC Housing and Northern Health.

Mental Health and Drug Addiction

Chair Thiessen spoke of the emotional and mental health and addiction issues occurring in communities along with the number of suicides.

Chair Thiessen noted the importance of trying to keep recreation facilities open during the COVID 19 Pandemic to provide an outlet for people. He also spoke of the Regional District moving forward with parks and recreation initiatives and providing access to outdoor activities to assist in mitigating impacts from the Pandemic. Chair Thiessen recognized the impact to Seniors and those having to be isolated.

Chair Thiessen raised concerns regarding the number of people on the waiting list for long term care in Vanderhoof.

District of Fort St. James By-Election

Director J.Greenaway reported that the District of Fort St. James By-Election will take place on September 26, 2020. The two candidates that have been declared are Rob MacDougall and Bob Motion.

ICI Recycling in Fort St. James

Director J. Greenaway announced that an individual in Fort St. James has started a co-op with a number of businesses in the community to operate ICI (Industrial, Commercial, Institutional) Recycling in the community. They will utilize the District of Fort St. James Integris Building and baler.

Receipt of Verbal Reports

Moved by Director Lambert
 Seconded by Director Brienen

2020-10-25

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Ministry of Environment and
Climate Change Strategy
-Cardboard Recycling

Moved by Director Fisher
Seconded by Director McGuire

2020-10-26

“That the Board receive the Administration Correspondence from the Ministry of Environment and Climate Change Strategy -Cardboard Recycling.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Citizens’ Services
-Connectivity Funding

Moved by Director Riis-Christianson
Seconded by Director Lambert

2020-10-27

“That the Board receive the Administration Correspondence from the Ministry of Citizens’ Services - Connectivity Funding.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Forests, Lands,
Natural Resource Operations
and Rural Development
-Together for Wildlife – Improving
Wildlife Stewardship and Habitat
Conservation in British Columbia

Moved by Director Lambert
Seconded by Director J.Greenaway

2020-10-28

“That the Board receive the Administration Correspondence from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Together for Wildlife – Improving Wildlife Stewardship and Habitat Conservation in British Columbia.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ACTION LIST

Action Lists – July and
August 2020

Moved by Director Parker
Seconded by Director Brien

2020-10-29

“That the July and August 2020 Action Lists be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Petersen
Seconded by Director Storey

2020-10-30

“In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(c) – labour relations or other employee relations may be closed to the public, and therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Lambert
Seconded by Director T. Greenaway

2020-10-31

“That the meeting be adjourned at 11:54 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, October 8, 2020**

PRESENT:	Chair	Gerry Thiessen
	Directors	Shane Brien Mark Fisher Dolores Funk Judy Greenaway Tom Greenaway Clint Lambert – Via Zoom Linda McGuire Chris Newell Mark Parker Jerry Petersen Michael Riis-Christianson Casda Thomas
	Directors Absent	Brad Layton, Village of Telkwa Sarrah Storey, Village of Fraser Lake
	Alternate Director	Kim Watt-Senner, Village of Fraser Lake
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Janette Derksen, Diversion Supervisor – arrived at 1:25 p.m. John Illes, Chief Financial Officer Wendy Wainwright, Executive Assistant
	Others	Tara Dunphy, Section Head, Regional Initiatives, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – left at 11:29 a.m. Ryan Holmes, Director of Regional Initiatives – Skeena, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Via Zoom – left at 11:29 a.m. Steffy Howard-Stratton, Licensed Land and Resource Specialist, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – left at 11:29 a.m. Scott Sitter, Assessor, Northern BC Region, BC Assessment
	Media	Priyanka Ketkar, Lakes District News

CALL TO ORDER

Chair Thiessen called the meeting to order at 11:00 a.m.

AGENDAMoved by Director McGuire
Seconded by Director T. Greenaway**C.W.2020-8-1**"That the Agenda of the Committee of the Whole meeting of
October 8, 2020 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – September 3, 2020 Moved by Director Petersen
 Seconded by Director J. Greenaway

C.W.2020-8-2 “That the Committee of the Whole meeting minutes of
 September 3, 2020 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATIONS

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Tara Dunphy, Section Head, Regional Initiatives and Steffy Howard-Stratton, Licensed Land and Resource Specialist, Ryan Holmes, Director of Regional Initiatives RE: Lakes Resiliency Planning Process Project

Chair Thiessen welcomed Tara Dunphy, Section Head, Regional Initiatives; Steffy Howard-Stratton, Licensed Land and Resource Specialist; and Ryan Holmes, Director of Regional Initiatives Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Mmes. Dunphy and Howard-Stratton provided a PowerPoint Presentation.

Lakes Resiliency Project – Update Presentation

- Outline
- Goal of Lakes Resiliency Project
- Goal of Lakes Resiliency Project - Review
- Scope of Lakes Resiliency Project – Review
- The Forest Planning Framework
- Timeline of Project to Date
 - Inputs
 - Technical
 - Engagement
- Other Economic Development Activities in RDBN.

Discussion took place regarding:

- Providing the RDBN with a copy of the Project Charter
- Technical Group
 - Yet to convene
 - Will comprise of various key stakeholders with the ability to provide technical input
 - Chair Thiessen requested the RDBN be included in the Technical Group
 - Terms of Reference - FLNRORD staff drafting for review by Technical Group
- March to August 2020 FLNRORD met with:
 - Lakes TSA Coalition
 - Carrier Sekani Tribal Council
 - Cheslatta Carrier Nation
- FLNRORD is also reaching out to Lake Babine Nation to schedule a meeting
- Significant work still to be completed in the 3-year Project
 - Project Sponsor - Geoff Recknell, Regional Executive Director, Skeena – Smithers, FLNRORD
 - At the end of the 3-year timeline Mr. Recknell can review the project to determine if more time is required

DELEGATIONS (CONT'D)

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

- Rural Development Issues
 - The role of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) in supporting rural development is unclear
 - Lack of support for northern rural development for such topics as:
 - Connectivity
 - Extended Producer Responsibility (EPR) Programs
 - Industrial, Commercial, Institutional (ICI) Recycling
 - RDBN has not yet received a response from FLNRORD from the meeting that took place at the 2020 Union of B.C. Municipalities (UBCM) Convention in September
- FLNRORD portfolio is substantial and too encompassing
- Northern residents pay increased amounts for rural development initiatives such as connectivity and recycling.

Chair Thiessen thanked Mmes. Dunphy and Howard-Stratton, and Mr. Holmes for attending the meeting.

DELEGATIONS (CONT'D)

BC ASSESSMENT –Scott Sitter, Assessor, Northern BC Region RE: Overview

Chair Thiessen welcomed Scott Sitter, Assessor, Northern BC Region, BC Assessment.

Mr. Sitter provided a PowerPoint Presentation.

Overview BC Assessment

- About BC Assessment
- Valuation
- Classification
- Assessment Cycle
- Assessments & Taxes
- Information Supply Chain & Collection
- Assessment Roll Information General
- Regional District of Bulkley-Nechako Assessment Roll Insights
- BC Assessment website.

The following discussion took place:

- Site Visits/Google Maps
 - Site visits are a large part of collection of inventories
 - Use other resources – cost effective
 - 8 Inventory Collectors in the RDBN
- BC Assessment mailouts in the beginning of January
 - Short time frame to meet BC Assessment's repeal deadline of the end of January
 - BC Assessment completes its preparation of mailouts beginning of December every year – Mr. Sitter will take forward the request to have the property owners receive the mailout prior to the beginning of January
- Is there a bearing on property values in regard to rural areas expanding fire protection areas
 - Based on sales
 - Investigate data to support the potential for increase in property values
- Accessing property information on BC Assessment webpage
 - Confidentiality concerns
 - Legislation provides guidelines concerning information provided on the webpage

DELEGATIONS (CONT'D)

BC ASSESSMENT –Scott Sitter, Assessor, Northern BC Region RE: Overview (Cont'd)

- Electoral Area “A” (Smithers Rural)
 - Higher property tax changes year to year
 - Substantial tax increases eg. 26% in one year
 - Challenging for property owners
 - BC Assessment does not have a policy or mechanisms to soften increases
 - Legislation guides BC Assessment
 - In the case of extremely large property values there is relatively new legislation that may be applied
- Impacts of COVID 19 Pandemic
 - BC Assessment is addressing COVID 19 Pandemic in relation to farms
 - To date there is no other COVID 19 considerations for property owners in regard to tax assessments
 - Mr. Sitter recognized the challenges to date in regard to commercial markets
 - Unique situation
 - Some properties are experiencing dramatic impacts and others are not
 - Less sales data available
 - Usually review 3-year trends
 - 2020 will be based on that year alone
 - Work is still being completed
 - Currently, residential properties are similar to previous years
- Pipeline Assessment
 - Assessment completed on per km basis
 - Assessment as of October – kms of pipeline installed
 - Pipeline rate – average depreciation
 - Work Camps
 - Can be categorized as Class 1 or 6
 - Most in the RDBN will be Class 1
 - Life span of pipeline
 - Depreciation table 30 to 40 years
- Residential Assessment
 - BC Assessment reviews land comparison most similar in relation to zoning
 - Adjustments
 - Sale of standard lot
 - Comparisons
 - Single family dwelling
 - Era of house
 - Square footage, etc
 - Various components of the market
 - In areas with minimal property sales
 - Challenging
 - BC Assessment has started to utilize regression analysis
- Value of real estate and taxation
 - Price increases can be dependent on sales of one property
- Brownfields
 - Lack of reclamation work
 - Lack of interest by owners to sell properties
- How does BC Assessment capture builds in rural areas that do not require building permits?
 - Home Warranty Program
 - BC Hydro
 - Aerial reviews
 - Word of mouth

DELEGATIONS (CONT'D)

BC ASSESSMENT –Scott Sitter, Assessor, Northern BC Region RE: Overview (Cont'd)

- Mining Exploration Camps
- Industrial Plants with more than one tax code
 - Legislation is specialized
 - Complicated process
 - BC Assessment has a specialized team to oversee.

Chair Thiessen thanked Messrs. Johnson and Sitter for attending the meeting.

CORRESPONDENCE

Office of the Prime Minister
-Acknowledgement of RDBN
Letter re: Rural Connectivity

Moved by Director McGuire
 Seconded by Director Riis-Christianson

C.W.2020-8-3

“That the Committee of the Whole receive the correspondence from the Office of the Prime Minister – Acknowledgement of the RDBN Letter re: Rural Connectivity.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Letter re: Recycle BC

Director Fisher spoke of a letter written by Recycle BC to the Ministry of Environment and Climate Change Strategy requesting that the Province hold off on pending changes to Extended Producer Responsibility (EPR) Programs. He brought forward concerns in regard to the impacts to small businesses and residents in the region if EPR programs are not improved.

Write a Letter to Provincial
Election Candidates re:
Recycle BC Request to Ministry
of Environment and Climate Change
Strategy to hold off on Pending
Changes to EPR Programs

Moved by Director Peterson
 Seconded by Director Fisher

C.W.2020-8-4

“That the Committee of the Whole recommend that the Board write a letter to Provincial Election Candidates within the RDBN to express concerns in regard to Recycle BC requesting Ministry of Environment and Climate Change Strategy to hold off on pending changes to Extended Producer Responsibility (EPR) Programs; and further, that the letter be provided to RDBN member municipalities, Chambers of Commerce within the RDBN, the North Central Local Government Association and the Union of B.C. Municipalities.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS (CONT'D)Rail Safety

Director Brien spoke of the Board receiving the Friends of Morice Bulkley letter in regard to risk assessment of hazardous petroleum cargo on northwest BC rail corridor at its September 17, 2020 Board meeting. He spoke of the Port of Prince Rupert increasing capacity and the increase of rail traffic. He mentioned the importance of determining the number of derailments that have taken place within the RDBN in the past three years. Staff is inviting CN Rail to be a delegate at a future meeting and will request the information.

ADJOURNMENT

Moved by Director Brien
Seconded by Director T. Greenaway

C.W.2020-8-5

"That the meeting be adjourned at 12:32 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**REGIONAL TRANSIT COMMITTEE MEETING**
(Committee of the Whole)**Thursday, October 8, 2020**

PRESENT: Chair Tom Greenaway

Directors Shane Brien
Mark Fisher
Dolores Funk
Judy Greenaway
Clint Lambert – Via Zoom
Linda McGuire
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Gerry Thiessen
Casda Thomas

Directors Absent Brad Layton, Village of Telkwa
Sarrah Storey, Village of Fraser Lake

Alternate Director Kim Watt-Senner, Village of Fraser Lake

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
John Illes, Chief Financial Officer
Deneve Vanderwolf, Planner 1/Regional Transit Coordinator
Wendy Wainwright, Executive Assistant

Via Tele-Conference Lara Beckett, Electoral Area C/Chilako River-Nechako, Regional District of Fraser-Fort George
Dave Bradshaw, Manager of Transportation & Technical Services, City of Prince George
Michael Coulson, Transit Planner, City of Prince George – arrived at 1:11 p.m.
Kelly Williams, CAO, Binche Whut'en

Media Priyanka Ketkar, Lakes District News

CALL TO ORDER

Chair Greenaway called the meeting to order at 1:00 p.m.

AGENDAMoved by Director Petersen
Seconded by Director McGuire**RTC.2020-1-1**

"That the Regional Transit Agenda of October 8, 2020 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Regional Transit Committee Minutes – September 5, 2019

Moved by Director Parker
 Seconded by Director Thiessen

RTC.2020-1-2

“That the Regional Transit Committee meeting minutes of September 5, 2019 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Bulkley-Nechako Regional Transit Service Funding Communication Update

Moved by Director McGuire
 Seconded by Director Riis-Christianson

RTC.2020-1-3

“That the Regional Transit Committee receive the Planner 1/Regional Transit Coordinator’s Bulkley-Nechako Regional Transit Service Funding Communication Update memo.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rider’s Survey Report: Compilation of Data -2017 to 2019

Moved by Director McGuire
 Seconded by Director Riis-Christianson

RTC.2020-1-4

“That the Regional Transit Committee receive the Planner 1/Regional Transit Coordinator’s Rider’s Survey Report: Compilation of Data – 2017 to 2019 memo.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to the potential for BC Transit to move forward with expansion of routes. Deneve Vanderwolf, Regional Transit Coordinator commented that BC Transit had indicated the possibility of conducting research and engagement in Fort St. James in order to determine the feasibility of moving forward with expansion in that area.

CORRESPONDENCE

Town of Smithers - Exploration of Three Expansion Options

Moved by Director Fisher
 Seconded by Director McGuire

RTC.2020-1-5

““That the Regional Transit Committee receive the correspondence from the Town of Smithers – Exploration of Three Expansion Options.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

BC Transit COVID Protocols

Director Fisher questioned ridership and BC Transit's COVID Protocols. Ms. Vanderwolf provided an overview of BC Transit's COVID Protocols.

Staff noted due to the recent announcement of a Provincial Election, BC Transit and Ministry of Transportation and Infrastructure representatives contacted the RDBN and indicated they would be unable to attend this meeting to provide an update.

Dave Bradshaw, Manager of Transportation & Technical Services, City of Prince George provided an update in regard to COVID protocols on BC Transit Buses in Prince George.

ADJOURNMENT

Moved by Director McGuire
 Seconded by Director Riis-Christianson

RTC.2020-1-6

"That the meeting be adjourned at 1:16 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Tom Greenaway, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, October 8, 2020**

PRESENT:

Chair	Mark Parker
Directors	Mark Fisher Tom Greenaway Clint Lambert – Via Zoom Chris Newell Jerry Petersen Michael Riis-Christianson Gerry Thiessen
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Nellie Davis, Manager of Regional Economic Development Janette Derksen, Diversion Supervisor Debbie Evans, Agriculture Coordinator – Via Teleconference John Illes, Chief Financial Officer Deneve Vanderwolf, Planner 1/Regional Transit Coordinator – left at 10:23 a.m. Wendy Wainwright, Executive Assistant
Others	Linda McGuire, Village of Granisle Judy Greenaway, District of Fort St. James Casda Thomas, Town of Smithers Shane Brienen, District of Houston– arrived at 10:18 a.m.
Media	Priyanka Ketkar, Lakes District News.

CALL TO ORDER

Chair Parker called the meeting to order at 10:15 a.m.

AGENDAMoved by Director T. Greenaway
Seconded by Director Riis-Christianson**RDC.2020-7-1**

“That the Rural/Agriculture Committee Agenda for October 8, 2020 be approved.”

(All/Directors/Majority) **CARRIED UNANIMOUSLY****MINUTES****Rural/Agriculture Committee
Meeting Minutes
-September 3, 2020**Moved by Director Petersen
Seconded by Director T. Greenaway**RDC.2020-7-2**

“That the minutes of the Rural/Agriculture Committee meeting of September 3, 2020 be adopted.”

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

AGRICULTURE REPORT

Update on the RDBN Food Hub and Food Economy Assessment

Moved by Director Riis-Christianson
 Seconded by Director Petersen

RDC.2020-7-3

“That the Rural/Agriculture Committee receive the Agriculture Coordinator’s October 8, 2020 Update on the RDBN Food Hub and Food Economy Assessment memo.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Debbie Evans, Agriculture Coordinator commented that staff is working with the contract team to move forward with further engagement and encourage more producers to participate in the online workshop. A survey is being developed that will be posted on the RDBN Agriculture website page mid-October to December, 2020. Chair Parker encouraged the Committee to share the information and engage producers in their area to participate in the online workshop and upcoming survey.

RURAL REPORT

Bulkley-Nechako Regional Transit Service – Grant in Aid

Moved by Director Riis-Christianson
 Seconded by Director Newell

RDC.2020-7-4

“That the Rural/Agriculture Committee receive the Planner 1/Regional Transit Coordinators Bulkley-Nechako Regional Transit Service – Grant in Aid memo.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Directors Newell, Parker, Petersen and Riis-Christianson indicated their support of utilizing grant in aid for Bulkley-Nechako Regional Transit Service.

PLANNING DEPARTMENT (Rural Directors)

DEVELOPMENT SERVICES

Crown Land Referrals

Crown Land Application Referral No. 7405276 & 7405277 – MOTI – Electoral Area F

Moved by Director Petersen
 Seconded by Director T. Greenaway

RDC.2020-7-5

“That the Comment Sheet for Crown Land Application Referral No. 7405276 & 7405277 be provided to the Province.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application Referral No. 7410089 (Ophus) -Electoral Area F

Moved by Director Petersen
 Seconded by Director Fisher

RDC.2020-7-6

“That the Comment Sheet for Crown Land Application Referral No. 7410089 be provided to the Province.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Referrals (Cont'd)

Crown Land Application Moved by Director Petersen
Referral No. 7410119 (Linehan) Seconded by Director T. Greenaway
-Electoral Area F

RDC.2020-7-7 "That the Comment Sheet for Crown Land Application Referral No. 7410119 be provided to the Province."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Crown Land Application Moved by Director Newell
Referral No. 6408872 Seconded by Director Riis-Christianson
(Moorhead) - Electoral Area G

RDC.2020-7-8 "That the Comment Sheet for Crown Land Application Referral No. 6408872 be provided to the Province."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Mine Referral

Director Newell recused himself from the meeting at 10:23 a.m. due to a conflict of interest in regard to his employment with the Ministry of Energy, Mines and Petroleum Resources.

Mines Application Moved by Director T. Greenaway
Referral No. 13990-02-321 Seconded by Director Petersen
(Goodwin) - Electoral Area C

RDC.2020-7-9 "That the Comment Sheet for Mines Application Referral No. 13990-02-321 be provided to the Province."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Director Newell returned to the meeting at 10:24 a.m.

VERBAL UPDATE (Chair Parker)

UBCM Follow-up

The Honourable Lana Popham, Minister of Agriculture

- Increased level of accommodation than in the past
- Good for northern BC
- Ministry of Agriculture engagement process recognizing that agriculture in northern BC is different vs. agriculture in southern BC
- Positive meeting.

Ag Plastic Update

- Met with Cleanfarms and BC Cattlemen's Association in 2019 in regard to Extended Producers Responsibility (EPR) Programs for ag plastics
- Recently contacted by Cleanfarms – received funding for a 3-year pilot program to recycle agriculture plastics
 - o Tentatively entering into Phase 1 – Feasibility study to investigate diverting ag plastic from the landfills
 - o 50/50 cost share program for operations
 - Once volumes are determined staff will bring forward for Board consideration - Phase 2 – collection and recycling portion of the program
 - o Pilot Program includes Peace River Regional District, Regional District of Fraser-Fort George and Regional District of Bulkley-Nechako
- Exciting initiative.

VERBAL UPDATE (CONT'D)

Discussion took place regarding:

- Baling locally, processing and washing of plastics
- Value added opportunities moving forward
- Ensuring that the recycling of ag plastics is convenient
- Feasibility Study to be completed by the end of October 2020.

Receipt of Verbal Reports

Moved by Director Newell
 Seconded by Director Riis-Christianson

RDC.2020-7-10

"That the verbal reports be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Fisher
 Seconded by Director T. Greenaway

RDC.2020-7-11

"That the meeting be adjourned at 10:33 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Maria Sandberg, Planner
DATE: October 22, 2020
SUBJECT: Rezoning Application F-01-20 (CSFS)
1st and 2nd Reading Report for Rezoning Bylaw 1918, 2020

RECOMMENDATION

1. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1918, 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. 1918, 2020” be delegated to the Director or Alternate Director for Electoral Area F.

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

This application is to allow a Community Care Facility, which provides mental health and addiction recovery services, to operate on the property which contains the Tachick Lake Resort. Proposed Rezoning Bylaw 1918 amends the text of the Agriculture (Ag1) Zone to allow a Community Care Facility use to occur on the subject property.

Staff recommend that Rezoning Bylaw No. 1918 be given 1st and 2nd Reading, and that the Public Hearing be held.

APPLICATION SUMMARY

Name of Owner(s): 0713069 B.C. Ltd

Electoral Area: F

Subject Property: The Fractional NW ¼ of Section 12, Township 4, Range 4, Coast District

Property Size: 9.41 ha. (23.26 ac.)

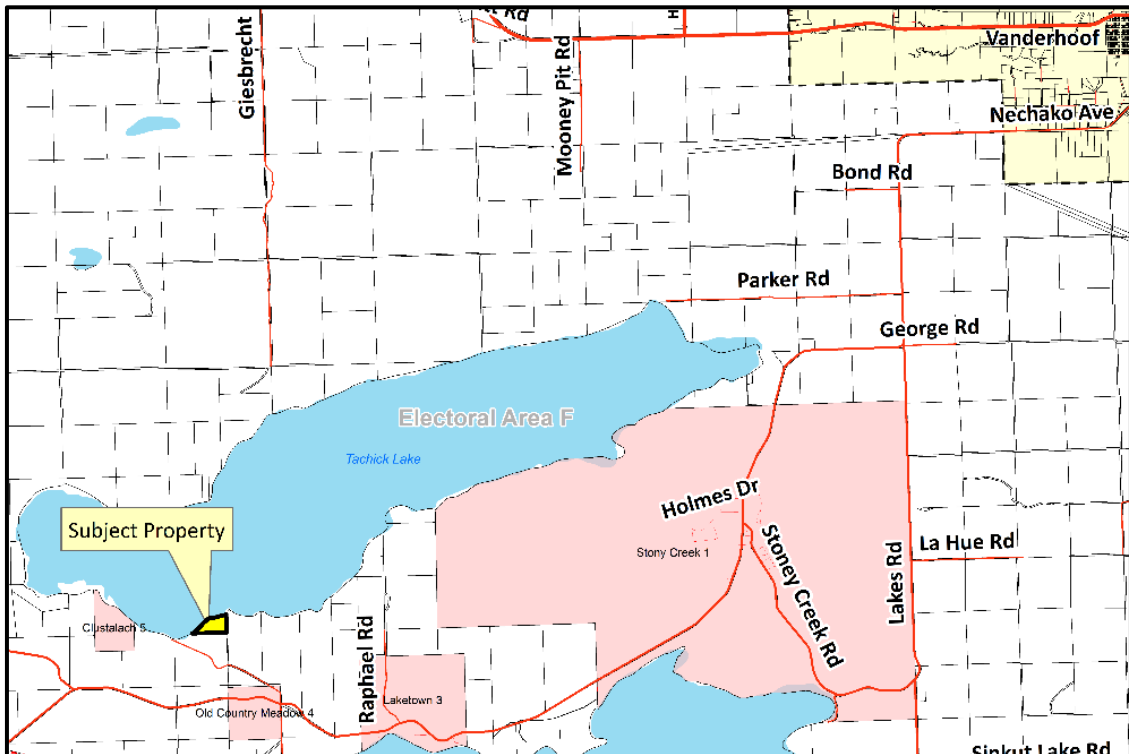
OCP Designation: Agriculture (AG) in the Vanderhoof Rural Official Community Plan Bylaw No. 1517, 2009.

Zoning: Agriculture (Ag1) Zone in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.

ALR Status: In the ALR.

Existing Land Use: Tachick Lake Resort (a lodge, 9 cabins and 33 camp sites. Records indicate that the resort was initially constructed in 1969.)

Location: The subject property is located southwest of the District of Vanderhoof on the southern shore of Tachick Lake, as shown on the map below.



Proposed Rezoning

Carrier Sekani Family Services (CSFS) are proposing to purchase the property and convert the resort into a residential treatment centre that will provide mental health and addiction recovery services. The applicant indicates that the facility could house up to 60 clients and staff. It is anticipated that a 25,000 square foot main facility with meeting areas, counselling rooms, offices, kitchen, dining room and accommodation for residents and staff will be constructed. A site plan for the proposed new development has not been provided.



To accommodate the treatment facility the application proposes that “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” (the Zoning Bylaw) be amended by adding “Community Care Facility” as a permitted use in the Agriculture (Ag1) Zone for the subject property.

A Community Care Facility is defined by the *Community Care and Assisted Living Act* as a premises or part of a premises in which a person provides care to 3 or more persons who are not related by blood or marriage to the person and includes any other premises or part of a premises that, in the opinion of the medical health officer, is used in conjunction with the community care facility for the purpose of providing care. The applicant has determined that their proposed use is a Community Care Facility as defined in the Zoning Bylaw.

REFERRAL COMMENTS

This application has been referred to the Electoral Area F Advisory Planning Commission, Saik'uz First Nation, Northern Health, and Ministry of Transportation and Infrastructure for comment.

The Electoral Area F Advisory Planning Commission are in support of the application. The Saik'uz First Nation provided the attached letter of support. The Ministry of Transportation and Infrastructure's referral response notes that the applicant must apply to the Ministry for a commercial access permit if granted zoning and ALC approval.

No comment has been received from Northern Health.

DISCUSSION

Agricultural Land Reserve (ALR)

The subject property is in the ALR. The applicant has submitted an ALR Non-Farm Use application for the proposed facility. This application has been processed through the RDBN Board, and has been submitted to the Agricultural Land Commission (ALC) for processing. It is recommended that rezoning Bylaw No. 1918 proceed to Public Hearing and consideration of 3rd reading, and that adoption of the bylaw not be considered until the use has been approved by the ALC.

Official Community Plan (OCP)

The land is designated Agricultural (AG) in Vanderhoof Rural Official Community Plan Bylaw No. 1517, 2009. The OCP states in section 3.6.2(2) that:

The Regional Board will permit additional Civic Institutional uses by way of rezoning, without the requirement for an OCP amendment subject to the following criteria:

- (a) there is a demonstrated need for the proposed service;*
- (b) the proposed civic institutional use will not create an amount of traffic that will adversely affect the rural character of the area;*
- (c) the proposed civic institutional development will minimize negative impacts on the environment;*
- (d) the proposed civic institutional use will minimize negative impacts on neighbouring land uses or property owners; and,*
- (e) the proposed civic institutional use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).*

Land Use and Zoning

The subject property is in a rural area not serviced by building inspection or fire protection. The area consists of large parcels used primarily for pasture and the growing of grains and forage. The property has been used as a commercial resort for decades.

There are several Saik'uz First Nation reserves in the area. Stoney Creek Reserve No. 1, has approximately 400 residents. The Saik'uz First Nation has provided the attached letter of support.

There are two dwellings located on Tachick Lake Rd, approximately 200 and 500 metres away from the current lodge building.

The property does not have direct access to Tachick Lake Road. There is an access easement in place over the neighboring property to the south (Part of Section 12, Township 4, Range 4, Coast District).

Planning Department staff do not anticipate that the proposed use will result in any significant change to the character of the area.

ATTACHMENTS

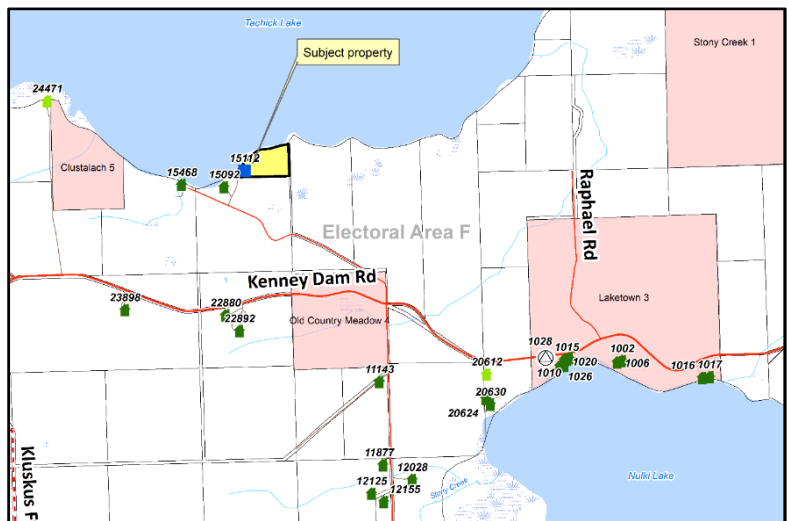
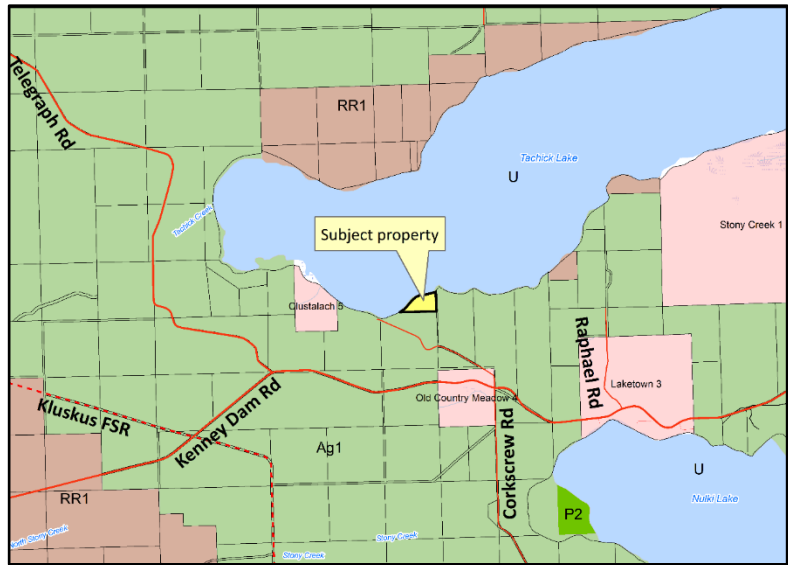
Letter from the applicant dated July 19, 2020

CSCF Program Proposal document

Letter of support from the Saik'uz First Nation dated August 6, 2020

Electoral Area F APC Minutes

Bylaw No. 1918, 2020



McWalter Consulting Limited**Regional District of Bulkley-Nechako,**19th July, 2020

P.O. Box 820,

37, 3rd Avenue,

Burns Lake,

B.C. V0J 1E0

Attention: Mr. Jason Llewellyn, Director of Planning**Reference: Proposed Rezoning of Tachick Lake Resort**

Dear Mr. Llewellyn,

On Behalf of the **Carrier Sekani Family Services**, I am pleased to submit a **Rezoning Application** package for the **Tachick Lake Resort**. Enclosed with this application, please find the following information: -

- Rezoning Application Forms;
- CSFS Cheque in the amount of \$1,000.00 (Application Fee);
- Regional District of Bulkley-Nechako Property Report;
- Letter of Agency from the Property Owner;
- Copy of Legal Plan 10855;
- State of Title Certificate for Subject Property (CA43515);
- State of Title Certificate for Easement (PN42097);
- Copy of Access Easement Agreement (1983 vintage);
- ALC Mapping;
- Google Map Image of Property;
- Site Profile for the Subject Property;
- CSFS Vision Statement for the Community Treatment Center; and,
- 2020 BC Assessment report.

INTRODUCTION

The Carrier Sekani Family Services have determined a location for the development of a new Community Care Facility which will provide a year round residential treatment for its membership. The Tachick Lake Resort was recently listed for sale, and subsequently, the resort has been purchased by the Carrier Sekani Family Services. The purchase is “subject to” the rezoning of the property to facilitate the Community Care Facility as a Permitted Use. The purchase is also subject to the Agricultural Land Commission permitting a Non-Farm Use with the ALR lands.

Concurrently, with this rezoning application, the Carrier Sekani Family Services will make an application to the Agricultural Land Commission to retain the subject property in the Agricultural Land Reserve, with the Community Care Facility as a permitted Non-Farm Use.

The subject property is presently zoned AGRICULTURE (AG1) which permits the operation of the Tachick Lake Resort. The resort has been operating with the current owners for a period of approximately 15 years. The resort occupies 23.257 acres and includes a lodge/office, various outbuildings, 10 cabins, and 33 campsites.

Subject Property Address: 15112 Tachick Lake Road

Subject Property PID: 011-699-361

Subject Property Legal: Fractional Northwest ¼ of Section 12, Township4, Range 4. (Plan 10855)

Rather than change the current zoning of the parcel, it has been agreed with the Regional District professional planning staff to retain the existing agricultural zone (AG1) and apply for a [Site Specific Zoning Amendment](#), in order to allow a Community Care Facility as a “Permitted Use”. Thus, it is proposed that the agricultural nature of the existing property will be retained. Given that there will no change in the property zoning, an Official Community Plan amendment will not be required.

If the Rezoning Amendment and the ALC Exclusion applications are successful, the Carrier Sekani Family Services will engage Unison Architecture to design and construct the new Community Care Facility. The residential treatment and care facility will require a new building with a footprint of approximately 25,000 square feet. In addition, some additional areas will be required for parking, landscaping, and gardens. It is envisaged that the new buildings and amenities will be located on the east side, of the property, and thus will be completely obscured from view by any neighbours or from Tachick Lake Road. The noted improvements will have a construction value of approximately \$8,000,000.

Initially, the proposed Community Care Facility will host between 18 – 30 clients. The building will include a multi-purpose meeting area, ensuite bedrooms for residents, two group rooms, four counselling rooms, a manager’s office, workstations, a kitchen and dining room, and

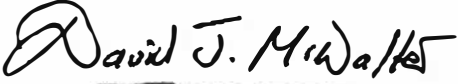
accommodation for six staff members. It is likely that the existing lodge will be retained for staff quarters. In the future, when the Community Care Facility has been established, the maximum occupant load will not exceed 60 staff and clients.

Presently, during the busy Summer season, the Tachick Lake Resort can accommodate as many as 125 campers and tourists. Special functions such as weddings and family gatherings can sometimes attract more than 125 people. In the future, because of the residential nature of the Community Care Facility, much less vehicular traffic will be generated on Tachick Lake Road.

SUMMARY

In summary, the proposed site specific Rezoning Amendment will allow Carrier Sekani Family Services to construct a much needed Community Care Facility without changing the agricultural designation of the subject property, and without excluding the status of the parcel within the Agricultural Land Reserve. A companion application will be submitted to the Agricultural Land Commission to permit a Non-Farm Use on the subject property.

Please direct any questions to the undersigned should additional information be required.



David J. McWalter, P.Eng

McWalter Consulting Limited

Cc: Carrier Sekani Family Services: - Mr. Warner Adam

Unison Architecture: - Mr. Farshid Rafiei, AIBC;

Remax: - Mr. Ken Goss; and,

Property Owner – 0713069 BC Ltd.

CARRIER SEKANI FAMILY SERVICES



CARRIER SEKANI FAMILY SERVICES

Residential and
Community Treatment
Program

This document outlines a model proposal for Carrier Sekani Family Services' treatment center.

This document was prepared by:

Mabel Louie, Executive Director Health

Marilyn Janzen, Director Health and Wellness program

Christina Dobson, Clinical director Health and Wellness Program

Randall Brazzoni, Team Lead NNADAP

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Introduction

Carrier Sekani Family Services (CSFS) has been providing services in the central north since 1990. Our Health and Wellness Program (HAWP) has evolved into its present service of providing mental health and addictions services. Now in 2020, we are entering into an exciting next stage of services; a year-round residential treatment center that will uniquely join together with our member Bands to provide mental health and addiction recovery services from within a cultural framework. Services will be provided at the center, as well as in members communities in conjunction with the center.

This document provides a brief overview of CSFS, its services, and the evolution of the HAWP. It then provides a proposed vision for our future HAWP and treatment center with three phases. It is our hope to promote the plan with the intent of all three phases being a part of our comprehensive plan.

The HAWP adheres to a “continuum of care” philosophy whereby health and wellness, including addiction recovery, starts and continues within a person, family, and community. Therefore, we believe that any residential service should not be a stand alone service. It should be intertwined with the people and communities it serves alongside the helpers both in the treatment center and in the communities.

Organizational Profile

Carrier Sekani Family Services (CSFS) was incorporated in 1990 to take over direct responsibility for the delivery of health and social services in the Carrier and Sekani territory spanning over 76,000 km in North Central British Columbia. Today CSFS has 11 First Nations that are members of the society. 10 of which fall under health transfer agreement that is funded by FNHA, namely: Wet’suwet’en First Nation, Burns Lake Band, Cheslatta Carrier Nation, Stelat’en First Nation, Nadleh Whut’en, Saik’uz First Nation, Takla Lake First Nation, Nee Tahi Buhn Band, Skin Tyee First Nation and Yekooche First Nation. The Lake Babine Nation is also a member of CSFS for primary care, child welfare and research services.

The population represented by member Bands comprises over 7,000 individuals. Carrier Sekani Family Services provides services to approximately 10,000 individuals annually on and off reserve.

Health Services Provided

CSFS provides a holistic approach to healthcare with a blend of health and social services under one umbrella. Examples of Services provided by the agency include:

- Community Health Nurses
- Home nursing care

- Travelling diabetes clinic
- In-hospital support
- Early childhood Education
- Medical travel benefits for the 10 health transfer bands
- Nurse practitioner services
- Physician services
- Specialist services (visiting and telehealth)
- Family preservation workers
- maternal child health workers
- Delegated guardianship and resource social workers
- Early childhood educators
- Youth care workers
- Family Justice
- Intensive Family Preservation
- Traditional Medicines
- Clinical Therapists for Community
- Clinical therapist for Children/youth and their families
- Speech and language for children
- occupational therapist for children
- Indian Residential School support
- Health research
- Physiotherapy
- 28-day cultural Treatment Centre (May through October)
- Safe House in Burns Lake

HAWP Program Development

Addiction Recovery Program (ARP)

In 1993, CSFS began to provide a cultural healing program in the Cheslatta First Nations community. By 1995, this service was moved to the Nadleh Whut'en fishing camp on the shores of Ormond Lake. CSFS developed an agreement to lease this land from Nadleh and over the last 27 years has operated an addiction recovery program using "on the land" cultural healing philosophy. What this means is that we used cultural practice (along with modern day counselling) in the natural setting to support wellness and recovery from addiction. The site is 14 KM from the village accessible via logging road. The facility itself is equipped with cabins as accommodations, pit toilets, and a lake fed shower. Therefore, our treatment center can only run during the spring and summer months.

Mental Health Wellness

In 2002, CSFS conducted a needs assessment with the communities we provide service to. One of the primary outcomes of this assessment was that mental health related issues were one of the biggest barriers to wellness in our communities and yet, there were very few services or plans to support good mental health. As a result of this assessment, in 1993, CSFS created the Mental Health Wellness program. Through this program, qualified mental health clinicians were hired to provide generalist counselling services weekly to each member Band that wanted to be a part of the program. This program proved to be widely utilised and successful.

Child and Youth Mental Health

In 2008, the provincial government's Ministry for Children and Families Child and Youth Mental Health, came to the conclusion that non-First Nations services were not meeting the needs of Indigenous children and families. Therefore, they invited Indigenous bodies, through a request for proposals, to provide this service. CSFS was success in its bid to manage this service for their member communities, and other communities in the catchment area. Through this program, our child and youth mental health clinicians support those children and their families who are experiencing significant mental health related problems.

Health and Wellness Program

In approximately 2012, CSFS recognised, along with the rest of modern mental health and addiction service providers, that mental health and addiction issues were intertwined and should be treated concurrently. Therefore, we made the decision to amalgamate the health and wellness program, including child and youth mental health, with the Addiction Recovery Program. Then, recognising that the word "mental" carried needless stigma when looking to support anyone with emotional, social, or psychological issues, the word "mental" was dropped from our program's title. Today our Health and Wellness Program, or HAWP, holds the belief that "every door is the right door" to health and wellness regardless of what someone's challenge or path to our program is.

Community Based on the Land Healing Support

In efforts to extend cultural healing into the communities, the Child and Family Services Program has committed to providing funding to each community for cultural camps ongoing beginning in 2019. With the support and input of Elders and knowledge holders from each of our communities, we developed a land-based healing curriculum for the communities to use to guide their work.

Figure 1 Timeline Chart

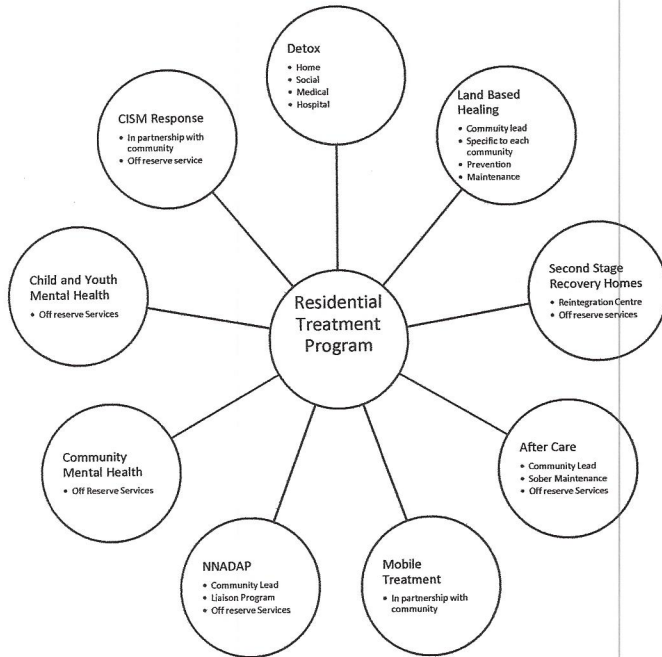
1990	1993	1995	2003	2008	2012	2019	2021
CSFS a Society	Cultural Healing Program Cheslatta First Nation	Addiction Recovery Program at Ormond Lake	Health & Wellness Program	Child and Youth Mental Health	Program Amalgamated to Health & Wellness Program	Land Based Healing funding for communities	Residential Treatment Center Projected Opening

Project Overview

As our current residential treatment can only run six months of the year due to the location and facilities at the Ormond Lake camp, we have been seeking an alternate for a year-round option for years. We have now secured funding through the First Nations Health Authority to expand to a year-round facility through a new build, with an outreach program running concurrently with the Centre.

Our vision is to serve our membership in the center through residential treatment while expanding our wellness services to support our membership in their home communities. See figure 1

Figure 2 – HAWP Treatment Center Program



Project Features

Culture

The mission of the Addictions Recovery Program (ARP) is, "To create a healing environment by utilizing a holistic approach that promotes a cultural lifestyle free from addictions and restores a sense of pride in the Carrier and Sekani Culture."

The program works under the belief that First Nation's culture and spiritual way of living, which honours and respects all of creation, will empower communities and strengthen First Nations. This service is a great example of the integration of Tradition and Western treatment strategies, which is reflective of our program's vision statement: 'Culture is healing.'

Land Based Healing

The program is built upon the concept of "land-based healing". This refers to a way of using culture on traditional lands to promote wellness and healing. For this reason, it is important that our residential treatment center, and the healing activities our program does in communities, is based on the land. The location of our treatment center is therefore vitally important to our program's structure.

NNADAP services

NNADAP Mentoring program is a program designed to support, offer training, and mentoring for the NNADAP workers that work in our member communities. The NNADAP workers are employees of the First Nations' communities and work closely with our team. This mentoring program coordinator is a full time position currently funded by CSFS Health Transfer. We believe this is a necessary position as aftercare often falls upon the NNADAP workers. By supporting the NNADAP workers, they can provide better aftercare services, with the goal offering wrap around aftercare support for clients. The mentoring support also provides NNADAP workers with debriefing and self-care, which increases retention ability for communities. Our in-house mental health and addiction training is offered to the NNADAP workers without any charge back to their community budgets.

The residential treatment center will serve as a year-round training center for our community based NNADAP workers. It is hoped that the Nations will support the NNADAP workers frequent attendance at the center to participate in treatment training activities as well as important milestones for their clients who are in treatment at the center.

Continuum of Care

Our project will support a continuum of care (COC) model. A COC view means that people are working toward wellness and sobriety the minute they decide to make positive change in their lives. Recovery starts and continues in one's home and community. Residential treatment is only on phase of the healing journey. Therefore, our facility is at the center of the communities' program and is not seen as a stand-alone treatment option.

Prevention

This level of intervention provides services for individuals regarded to be at a risk of developing problems related to substance abuse. It provides services for situations where there is insufficient data for referral in substance abuse diagnosis.

Early intervention treatment exercise focuses on the associated risk factors in predisposing drug abuse to an individual, while educating on the potential negative impact of drug abuse on their lives.

The duration of early intervention relies on the patient's understanding of the risk factors of substance abuse, and whether they will adjust their behaviors to avoid the path to addiction.

Also, there is close monitoring for symptoms that would inform on a patient's need for higher treatment levels. Treatment center and community-based staff will be trained through the treatment center in prevention and early intervention.

Detox

Detox means processing through and recovering from the physical aspects of removing drugs or alcohol from one's body. The intensive period of detox typically ranges from overnight to 7 days. Our facility will have a detox option.

There are four options for someone to actively go through detox. The decision for how someone detoxes is dependent on the severity of the addiction and the options available:

1. Home detox (or daytox) – detoxification done at home which may include a visit from a nurse.
2. Social (non-medical) detox – detoxification provided in a residential setting but without the assistance of a nurse or physician (*)
3. Medical detox – detoxification provided in a residential setting with the assistance of a nurse and physician. May be combined with residential treatment or as a separate service.
4. Hospital detox – medical detoxification provided in an inpatient (hospital) setting

Outpatient Treatment

If an individual is assessed to be able to remain in their home community while accessing treatment, outpatient treatment may be a viable option. During outpatient treatment, an individual remains at home (or in another supported home in community) and at work or school. Outpatient services are offered daily (often after work hours to enable the patient to attend work/school) and have the same counselling/education components as a residential treatment program. Outpatient treatment lacks the intensive constant treatment and social control of a residential treatment center, so the decision to attend an outpatient program should be carefully considered. The design of this treatment level includes consultation with medical and mental health professionals, medication management, random drug screening, and 24-hour crisis services. These services link with the other treatment levels in continuum of

care, thereby providing support services, such as vocational training, childcare and transportation

Residential treatment

A residential program for addiction treatment, is a program with a set timeline spanning a 30-day period in most cases. Long-term residential treatment programs are also available, but most patients tend to go through a month-long program at the beginning of their recovery process, to essentially help them reorient themselves and navigate the difficulties of a sober world.

Much more than just a matter of choice and willpower, drug use can warp and heavily affect the brain, and leave a lasting neurological impact. Depending on the drug, prolonged drug use in addition to the challenges produced by long-term addiction can leave behind feelings of depression, anxiety, suicidal ideation, and deep self-stigma. Attempt to quit will be met with retaliation through the brain itself – drug use changes the way certain chemicals and signals are sent, causing severe withdrawal issues and powerful urges.

Residential treatment has been a first-line treatment in the fight against addiction for a very long time. Ever since addiction treatment has first become a priority when faced with a patient struggling with substance abuse, the first step has been to separate the patient from the origin of their addiction. However, this has been proven not to be enough. Residential addiction treatment covers the detoxification period, the withdrawal phase, and the deeply complex emotional and physical backlash experienced during the early stages of recovery. Many recovering addicts must confront raw emotions they have kept buried for months or years on end, and many struggle to care for themselves and must discover a form of self-acceptance to successfully stay sober.

Residential treatment programs aim to make this as easy as possible, by providing recovering addicts with a drug-free environment, daily schedules centered around self-improvement and therapy, and countless hours of working the medical professionals and addiction specialists to confront the many individual challenges that make up the process of recovery. However, many who successfully complete a residential treatment program return to their previous environment and fall back into the cycle of addiction.

Therefore, our plan includes a strategy to prevent relapse that includes extended care treatment, second stage recovery houses, and a reintegration center.

Extended care treatment (31-180 days)

At this level, patients are required to attend regularly scheduled meetings. It allows a patient to continue participating in their daily routines while receiving professional face-to-face services from addiction or mental health professionals.

Outpatient treatment programs are effective for working individuals, or those with a well-knit support system at home. The services are also less costly than the other treatment levels.

Services provided include evaluation, treatment and follow-up services to monitor the recovery process and to:

- Address the addiction level of an individual.
- Help in the implementation of behavioral changes.
- Improve patient's mental functioning.

Second stage recovery home

AT this point in treatment, patients are able to reintegrate back into the community, but still carry a significant risk of relapse if they are not supported in this reintegration in a supported and somewhat protected environment. Clinically managed low-intensity residential services provide round the clock living support, and structures with a focus on inculcating recovery skills, relapse prevention and improvement to normal emotional functioning.

At this level of care, professionals provide help to facilitate relearning of essential life skills for individual and professional post-treatment growth.

Reintegration centre

Also known as long-term or extended care, this level provides a structured environment and medium-intensity clinical services. It's designed to accommodate patients with severe substance abuse symptoms of temporary or permanent cognitive deficiency. Level 3.3 programs provide:

- Strong treatment at slower and repetitive steps, which are essential in helping patients deal with mental impairments associated with drug use.
- Services such as ongoing case management, housing, transportation, vocational needs, and continuous self-help meetings.

Maintenance

The maintenance of a sober lifestyle is a lifelong commitment. Strong community and family supports are vitally important to helping an individual maintain sobriety. CSFS and community-based supports including mental health clinicians, primary care physicians/nurses, and NNADAP wellness workers all contribute to the maintenance support of individuals.

Facility Plan

Based on our existing program and our projected expansion, the following is our vision for the physical structure of our residential treatment center. We present our full vision and recognise that “phases” of this vision may be implemented.

The main center will include a detox unit, residential treatment, and extended care housing. Second stage housing will be located in our member communities. All facilities will allow for coed services.

Cultural Healing

The design of the entire center should be designed in a way that will promote Carrier culture and a “culture as healing” philosophy and include:

- the natural elements of earth, air, fire, water.
- Circular patterns for meeting rooms and/or the ability to arrange seating in a circle.
- Ventilation to allow for regular smudging.
- Windows and skylights to allow the natural environment to be experienced even during inclement weather.

The outside space is equally important to the inside space. The outside space should allow for activities to be conducted including talking circles (campfire), cleansing (lake or river) and burning (fire pit) ceremonies, sweat lodge, meditation areas, pit house, and cultural gathering activities including hunting, fishing, boating, and gathering (medicine and berries).

Detox

The detox wing will consist of a ten-bed facility equipped for medical detox. This wing would resemble a hospital ward complete with:

- 10 private ensuite bedrooms equipped with hospital grade medical hook ups.
- A centrally located nursing station for 24-hour nursing care.
- A locked medication/file room adjoining the nurse’s station.
- One common room for visiting and meals when not taken in room.
- Three consultation rooms.
- One staff room area
- Two staff bathrooms.

As each of the detox rooms are private, self contained with a shower and toilet, and are central and visible to the nursing station, these rooms should accommodate a coed operation.

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Addiction Recovery Center

This wing will house up to 37 residents. And will include:

Bedrooms:

Bedrooms should be situated in such as way that there is a physical separation by hallway/door between gender and staff wings. The single occupancy rooms should also be

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placed apart. These single rooms will be used for those residents who have considerations that will make it more appropriate to house them in a single room including; physical and mental challenges, intensive emotional/mental health issues that might be disturbing to a room mate, and members of the LGBTQ2+ community where placement in a gender specific rooms is not appropriate.

- 16 double occupancy ensuite bedrooms for residents.
- 5 single occupancy ensuite bedrooms for residents.
- 6 single occupancy ensuite bedrooms for staff located in a separate space.

Meeting space:

- A psychosocial educational room capable of a 60-person occupancy. This room should be furnished with a screen, projector, and whiteboard.
- Two group rooms capable of 25-person occupancy.
- One large gathering room for inside cultural and alternative activities including meditation, smudging, yoga. This space will also be used for “free” or “down time”, similar to a home’s family or living room.
- One activities room large enough to host cultural craft activities, a library, music therapy, and other cultural and alternative therapy indoor activities.
- Five small counselling rooms for one: one sessions

Office space:

- Manager’s office
- Mental health clinician office
- 4 private counselling rooms
- Workstations for up to 4 staff at any time
- Medical office (for primary care staff).
- Staff break room.
- Reception/administration area and waiting room.

Storage space

- Medical equipment storage including medication storage. This space requires protocol to meet double locked storage of medication.
- Office supplies

Kitchen and Dining room

- An industrial equipped kitchen.
- Food storage.
- Cook’s office
- Dining hall with a 60-person capacity. This kitchen will also provide meals to the detox wing, but those patients will take their meals in their rooms.



P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

August 6, 2020

To: Whom It May Concern:

Re: Tachick Lake Resort ("TLR") – Transferring to Treatment Centre

As a nation, the Sai'kuz First Nation ("SFN") supports the construction and operations of a Carrier Sekani Family Services ("CSFS") Treatment Centre, to be located at the now TLR.

Background:

The SFN is located on the east end of Nulki lake on Tachick Lake 14 km south of Vanderhoof BC. SFN is part of a larger Carrier Nation, comprising several First Nation communities in the north central part of BC. The SFN is of the Athabaskan language family, part of the Carrier Nation. SFN is distinct to our langue dialect, land, practice and traditions. Similar to other Carrier Nations, CSFS Bah'lats governing structure continues to thrive. Under the matrilineal system, we have had numerous matriarchs influence our programs and services. Matriarchs Mary John and Sophie Thomas are testaments of our historical knowledge keepers.

Current Situation

SFN supports TLR becoming a potential Healing Centre site to be administered by the CSFS. As a member nation to CSFS, their thirtieth anniversary is approaching in 2020. CSFS provides supports and services in the areas of children and families, legal, health and research development, to not only other member nations it serves, but also to non-members and non-Indigenous populations in need.

Many of our people suffer from the impacts of drug and alcohol abuse and the issue will not go away unless we all combine our efforts to design and manage a system that is rooted in clinical evidence and cultural teachings. Our area, Northern BC has been identified as a hot spot for opioids addiction, this addiction has no boundaries and taking the lives of many young people regardless of age and race.

SFN believes and supports services and programming that improves the health and wellbeing of Indigenous peoples. The need is more apparent under the current COVID-19 Pandemic, with the increased need of critical supports and services to be offered by the CSFS. We are pleased at the prospect for a healing center within our traditional territory to improve and save lives. The healing center is long overdue and has been a vision for many of our elders and community members in all of carrier and Sekani territory.

Regards,

A handwritten signature in blue ink that reads "Priscilla Mueller".

Chief Priscilla Mueller

**Advisory Planning Commission
Meeting Minutes**

Electoral Area F	Meeting Date: 25 Apr 2012	Meeting Location:
Attendance		
<u>APC Members</u>		
<input checked="" type="checkbox"/> Art Wiens	<u>Electoral Area Director</u>	
<input type="checkbox"/> Mike Kulchar	<input checked="" type="checkbox"/> Director Jerry Peterson	
<input checked="" type="checkbox"/> Henry Klassen	<input type="checkbox"/> Alternate Director Roy Spooner	
<input checked="" type="checkbox"/> Joe Meier	<u>Other Attendees</u>	
<input type="checkbox"/> Orenda Jarman	<input type="checkbox"/> David McWalter	
<input type="checkbox"/> Barb Ephrom	<input type="checkbox"/> Lione & Cally Cathcart	
	<input type="checkbox"/> Wayne Blackburn	
	<input type="checkbox"/> Gabe Blackburn	
Chairperson: Henry Klassen	Secretary: Jerry Peterson	
Call to Order: 7:14		
<u>Applications (Include application number, comments, and resolution)</u>		
ALR 1224 (CSFS)		
Agent; David McWalter explained the application. It will maintain a Agriculture zone		
Resort Owners; Commented on the condition of the resort and their desire to sell and move on.		
A discussion on public access to the lake took place, in the past the resort owners would grant uses of there dock.		
Moved to approve M/S Art Wiens, Joe Meier carried		
Meeting Adjourned 8:15 PM		



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1918

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 be added to the list of Permitted Uses for the Agricultural Zone in Section 16.0.1.1 Principal Uses:

“Community Care Facility on the Parcel legally described as The Fractional NW ¼ of Section 12, Township 4, Range 4, Coast District.”

This bylaw may be cited as the “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1918, 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. 1918, 2020”

DATED AT BURNS LAKE this day of , 2020

Corporate Administrator

ADOPTED this day of , 2020

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Maria Sandberg, Planner
DATE: October 22, 2020
SUBJECT: Proposed New Floodplain Management Bylaw

RECOMMENDATION

That “Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1878, 2020” be given first, second and third readings.

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

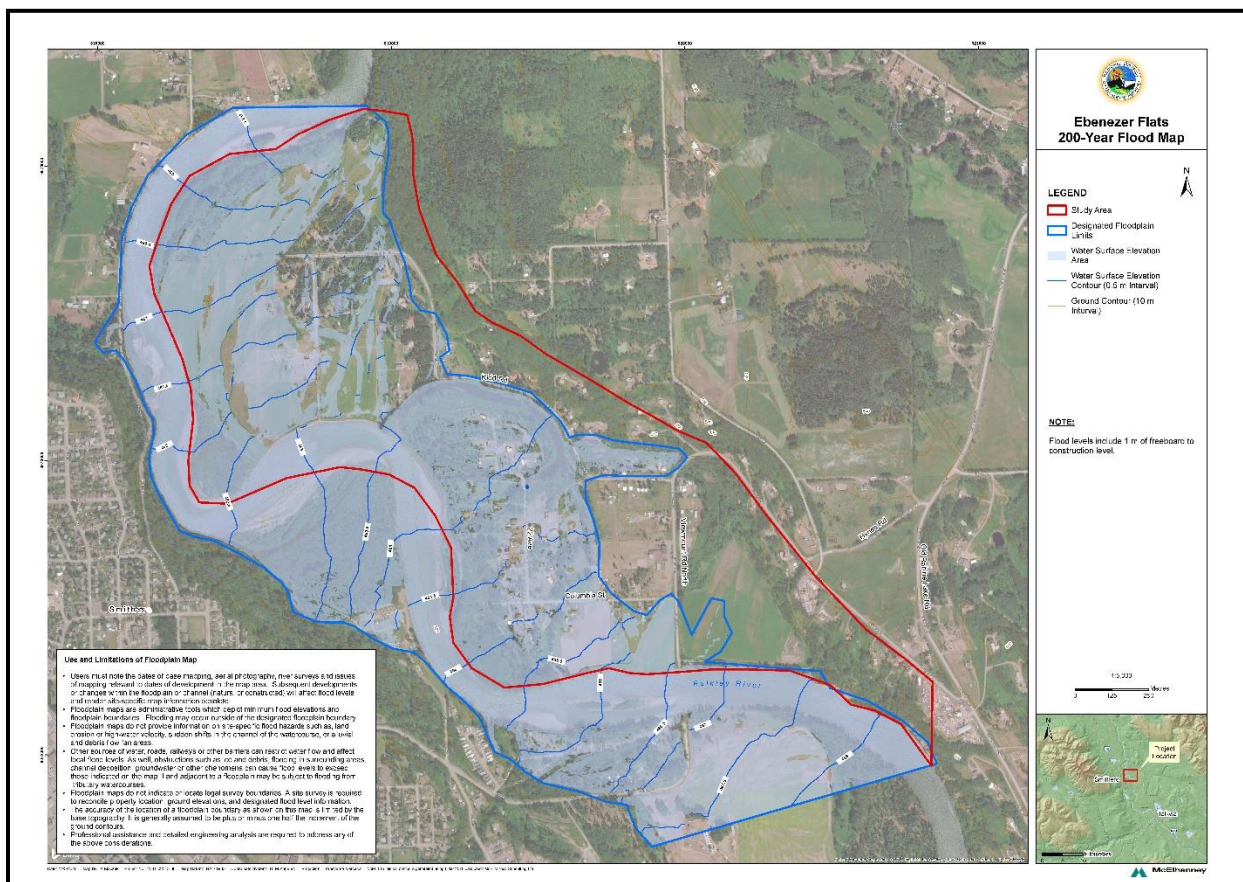
This report proposes a new floodplain management bylaw for the rural area of the Regional District. The proposed new bylaw contains updated floodplain mapping for the Ebenezer Flats Area (Electoral Area A) and has been reworded to improve interpretation and readability.

DISCUSSION

In addition to general rewording to improve interpretation and clarity, the following changes of note are included in the proposed new bylaw.

Change 1 - Updated floodplain mapping

In 2018, the RDBN commissioned a flood mitigation study for Ebenezer Flats/Kidd Road area in Electoral Area A. This study included the development of updated floodplain mapping and Flood Construction Levels for the area. The new Flood Construction Levels are slightly higher than those in the current bylaw. The new Flood Construction Levels should be incorporated into Schedule A of the proposed new bylaw.



Change 2 - Flood Construction Levels and Floodplain Setbacks Table

The list of Flood Construction Levels and Floodplain Setbacks have been organized into a single table in Schedule D for ease of interpretation.

Change 3 – Non-Standard Flood Area Regulations

In the non-standard flood areas (Schedules B and C), the existing Floodplain Management Bylaw require a Flood Construction Level of 1 metre above the Natural Boundary elevation of the watercourse, and a 30 metre setback from the watercourse, in addition to a qualified professional's report pursuant to section 56 of the *Community Charter*. In the proposed new bylaw, the Flood Construction Level and Floodplain Setback are not predetermined and are established in the required qualified professional's report.

Change 4 – Non-Standard Flood Area Boundary

The boundary of the Simpson, Biggs, and McKinnon Creeks Non-Standard Flood Area (Schedule B) located in Electoral Area A has been amended to follow property boundaries for mid to high risk hazard areas as defined by the Klohn Leonoff Alluvial Fan Study (1991).

ATTACHMENTS

Floodplain Management Bylaw No. 1878, 2020

[Schedule A](#) - link

Schedule B

Schedule C

Schedule D



REGIONAL DISTRICT OF BULKLEY-NECHAKO

Floodplain Management Bylaw No. 1878, 2020

REGIONAL DISTRICT OF BULKLEY-NECHAKO
FLOODPLAIN MANAGEMENT BYLAW NO. 1878, 2020

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FLOODPLAIN MANAGEMENT BYLAW NO. 1878, 2020**

**A Bylaw to establish floodplain management procedures and regulations
for structures in flood prone areas**

WHEREAS the *Local Government Act* allows a local government to designate land as a floodplain; specify the flood level for that floodplain; and specify setbacks for landfill or structural support required to elevate a floor system or pad above the flood level.

AND WHEREAS the Regional District of Bulkley-Nechako has considered the “Provincial Flood Hazard Area Land Use Management Guidelines, 2004”, as amended in 2018 and as amended from time to time.

NOW THEREFORE THE BOARD OF THE REGIONAL DISTRICT OF BULKLEY-NECHAKO, in open meeting assembled, enacts as follows:

Title

1. This bylaw may be cited as the “Regional District of Bulkley-Nechako Floodplain Management Bylaw No. 1878, 2020.”

Application

2. This bylaw shall be applicable within the geographic boundaries of the Regional District of Bulkley-Nechako.

Severability

3. If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid, shall not affect the validity of the remaining portions of the bylaw.

Administration and Enforcement

4. The Regional District of Bulkley-Nechako's Building Inspector, Planner, Director of Planning, Bylaw Enforcement Officer or such other person whose job description involves administration and enforcement of this bylaw are authorized to ascertain whether this bylaw is being observed.
5. Persons appointed under Section 4 of this bylaw may enter any land, or structures that are not dwellings at any reasonable time for the purpose of ascertaining whether this bylaw is being observed. If entry into a private dwelling is required, that shall be arranged in accordance with Section 16 of the *Community Charter* (as amended from time to time) or by other lawful means.
6. No structure may be developed, constructed, erected, replaced, located, or enlarged within the designated floodplain except in strict conformity with this bylaw.
7. No person shall cause, suffer, or permit any structure to be developed, constructed, erected, replaced, located, or enlarged in contravention of this bylaw or otherwise to contravene or fail to comply with this bylaw.
8. No person shall interfere with or obstruct the entry of the persons appointed under Section 4 of this bylaw or any authorized representative onto any land or into any structures that are not dwellings to which entry is made or attempted.
9. Every person who:
 - a. violates any provision of this bylaw;
 - b. permits, suffers, or allows any act to be done in violation of any provision of this bylaw; or
 - c. neglects to do anything required to be done by any provision of this bylaw;commits an offence punishable upon summary conviction and is subject to a fine not less than \$2,000.00 and not more than \$10,000.00.
10. Each day during which any violation, contravention or breach of this bylaw continues shall be deemed a separate offence.

Interpretation

11. For the purposes of this bylaw, the following definitions apply:

ACCESSORY STRUCTURE means a structure which is used for a use that is customarily incidental, subordinate, and exclusively devoted to a permitted principal use in accordance with an applicable zoning bylaw.

FARM BUILDING means a structure or part thereof which does not contain a residential occupancy and which is associated with and located on land devoted to the practice of farming, and used essentially for the housing of equipment or livestock, or the production, storage, or processing of agricultural and horticultural produce or feed.

FLOOD CONSTRUCTION LEVEL means the flood elevation level, measured in metres Geodetic Survey of Canada datum (GSC), defined in Section 13 and generally as shown on Schedule A.

FLOODPLAIN SETBACK means the required minimum distance, measured horizontally, that a structural support or landfill, required to elevate a floor system or Pad above the designated flood level, must be separated from the Natural Boundary to maintain a floodway and to allow for potential erosion.

FLOODPLAIN means the area defined in Section 12 and generally as shown on Schedule A.

FREEBOARD means a vertical distance added to the simulated water level to accommodate uncertainties and provide a margin of safety to the established Flood Construction Level.

FLOOR AREA means the area covered by all parts of a structure measured from the outside wall of the structure at ground level.

HABITABLE AREA means any room or space within a structure that is or can be used for human occupancy, business, commercial sales, or the storage of goods, possessions, or equipment (including furnaces) that would be subject to damage if flooded.

MANUFACTURED HOME means a structure manufactured as a unit, intended to be occupied in a place other than at its manufacture, and designed as a dwelling unit, and includes mobile homes, and specifically excludes recreation vehicles.

NATURAL BOUNDARY means the visible high watermark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of

the lake, river, stream or other body of water a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself. In addition, the Natural Boundary includes the best estimate of the edge of dormant or old side channels and marsh areas.

PAD means a surface on which blocks, posts, runners or strip footings are placed for the purpose of supporting a Manufactured Home.

WATERCOURSE means any natural or man made depression with well defined banks and a bed 0.6 metres or more below the surrounding land serving to give direction to a current of water at least six (6) months of the year or having a drainage area of 2 square kilometres or more upstream of the point of consideration.

Floodplain Designation

12. The following lands are designated as Floodplain:
- a. All lands covered by the 200 year flood elevation plus Freeboard, as identified on the following Floodplain Maps attached to this bylaw as Schedule A.
 - i. Bulkley & Telkwa Rivers – Smithers to Telkwa, Drawing No. 84-68-1 to 84-68-8.
 - ii. Bulkley River – Quick to Houston, Drawing No. 96-10-1 to 6.
 - iii. Bulkley River – Quick Area, Drawing No. 86-23-1 to 4.
 - iv. Stuart River and Lake – Fort St. James, Drawing No. 89-42-1 to 7.
 - v. Ebenezer Flats near Smithers 200 Year Flood Map.
 - b. All lands identified on the Non-Standard Flood Area Map for Simpson, Biggs and McKinnon Creeks, Smithers attached to this bylaw as Schedule B.
 - c. All lands identified on the Non-Standard Flood Area Map for the unnamed creek at Takla Narrows, Takla Lake attached to this bylaw as Schedule C.
 - d. All other lands which are below the Flood Construction Levels specified in Section 13 of this bylaw or which are within the Floodplain Setbacks specified in Section 15 of this bylaw.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
FLOODPLAIN MANAGEMENT BYLAW NO. 1878, 2020

Flood Construction Levels

13. The following elevations are specified as Flood Construction Levels:
- a. The 200 year flood elevation, plus Freeboard, as identified on Schedule A interpolating between elevation isolines where necessary.
 - b. Where Floodplain mapping is not available, the specified Flood Construction Level is that identified in Schedule D.

The Flood Construction Levels identified on the Ebenezer Flats near Smithers 200 Year Flood Map in Schedule A supersedes the Flood Construction Levels identified on the Bulkley & Telkwa Rivers Floodplain Mapping Drawing 84-68-2.

14. Without limiting Section 524.5 of the *Local Government Act*:
- a. No Habitable Area shall be created, constructed, reconstructed, located, placed, moved, or extended lower than the Flood Construction Level.
 - b. The underside of any floor system, or the top of any Pad supporting a Habitable Area, including a Manufactured Home, shall be above the Flood Construction Level.
 - c. A furnace, hot water tank, main electrical switchgear or panel, or other fixed equipment susceptible to damage by floodwater shall not be located below the Flood Construction Level.

Floodplain Setback Requirements

15. The distances specified in Schedule D of this bylaw are Floodplain Setbacks established in accordance with section 524.(3) (b) of the *Local Government Act*. No portion of any landfill including the landfill slope, or portion of any structural support, required to support a floor system or Pad above the Flood Construction Level, shall be created, constructed, reconstructed, located, placed, moved, or extended within the Floodplain Setbacks. Where more than one Floodplain Setback is identified for an area, the greater distance shall be the applicable Floodplain Setback.
16. The face of any landfill slope required to support a floor system or Pad above the Flood Construction Level shall be adequately protected against erosion from flood flows, wave action, ice or other debris.

Non-Standard Flood Areas

Explanatory Note: Non-Standard Flood Areas are areas where standard Flood Plain setbacks and elevations contained elsewhere in this bylaw may not be adequate to provide the necessary protection against flooding, erosion and/or debris flow.

17. Non-Standard Flood Areas are identified on Schedules B and C which are attached to and form part of this bylaw.
18. No structure shall be constructed, structurally altered or placed on a property within a Non-Standard Flood Area identified on Schedules B or C unless and until the Building Inspector has received a report certified by a qualified professional pursuant to Section 56 of the *Community Charter* which identifies the appropriate Flood Construction Level and Floodplain Setback.

General Exemptions

19. Section 14 – 18 of this bylaw shall not apply to the following:
 - a. The renovation of an existing structure that does not involve an addition to the structure.
 - b. An addition to a structure that would increase the Floor Area of the structure by less than twenty-five (25%) percent of the Floor Area of a structure that was existing on March 9th, 1978 provided that the addition:
 - i. is constructed at an elevation not lower than the existing structure,
 - ii. does not include the creation of a new dwelling unit,
 - iii. does not include a furnace, hot water tank, main electrical switchgear or panel, or other fixed equipment susceptible to damage by floodwater located below the Flood Construction Level, and
 - iv. does not include the expansion to or addition of a basement.
 - c. Carports, garages, and entryways.
 - d. Farm Buildings.
 - e. Open sided recreation shelters and stands which do not have fixtures that are susceptible to damage by flood waters.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
FLOODPLAIN MANAGEMENT BYLAW NO. 1878, 2020

- f. Accessory Structures that have a Floor Area that is 25 m² (269 sq. ft) or less in area provided that the structure does not include a furnace, hot water tank, main electrical switchgear or panel, or other fixed equipment damageable by flood waters.

No Representation

- 20. By the enactment, administration, or enforcement of this bylaw, the Regional District of Bulkley-Nechako does not represent to any person that any structure located, constructed and used in accordance with this bylaw, or in accordance with conditions, terms, information, advice, direction, or guidance provided by the Regional District of Bulkley-Nechako in the course of administering this bylaw, will not be damaged by flooding or flood water.

Readings and Adoption

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 Zoning Bylaw No. 1878, 2020".

DATED AT BURNS LAKE this day of

Corporate Administrator

ADOPTED this day of

Chairperson

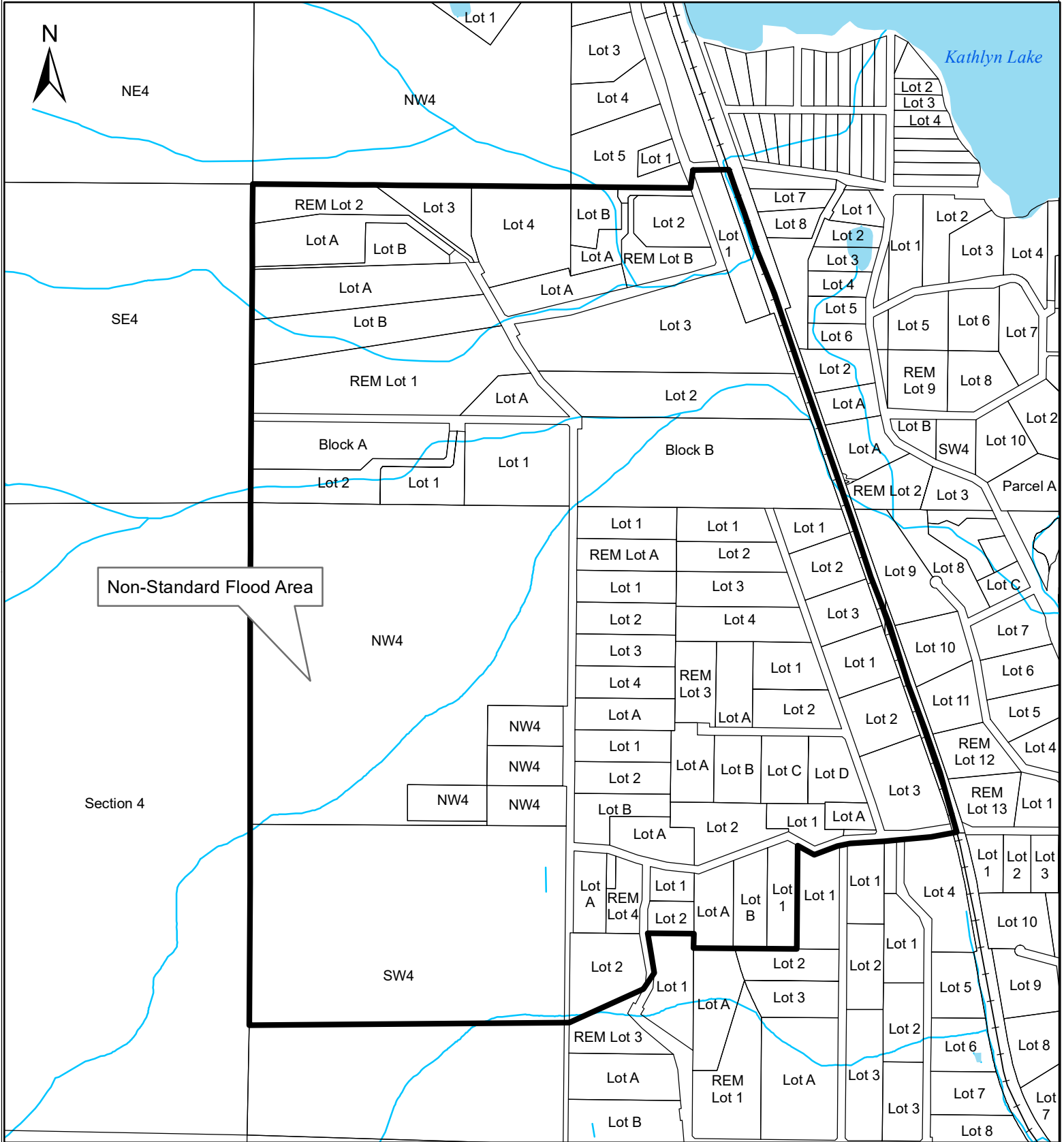
Corporate Administrator



Schedule "B" to Bylaw No. 1878, 2020

Simpson, Biggs and McKinnon Creeks, Smithers

Non-Standard Flood Area



Non-Standard Flood Area

1:13,000

- Cadastre
- Operational Rail Line

I hereby certify that this is Schedule "B" of Bylaw No. 1878, 2020

Corporate Administrator

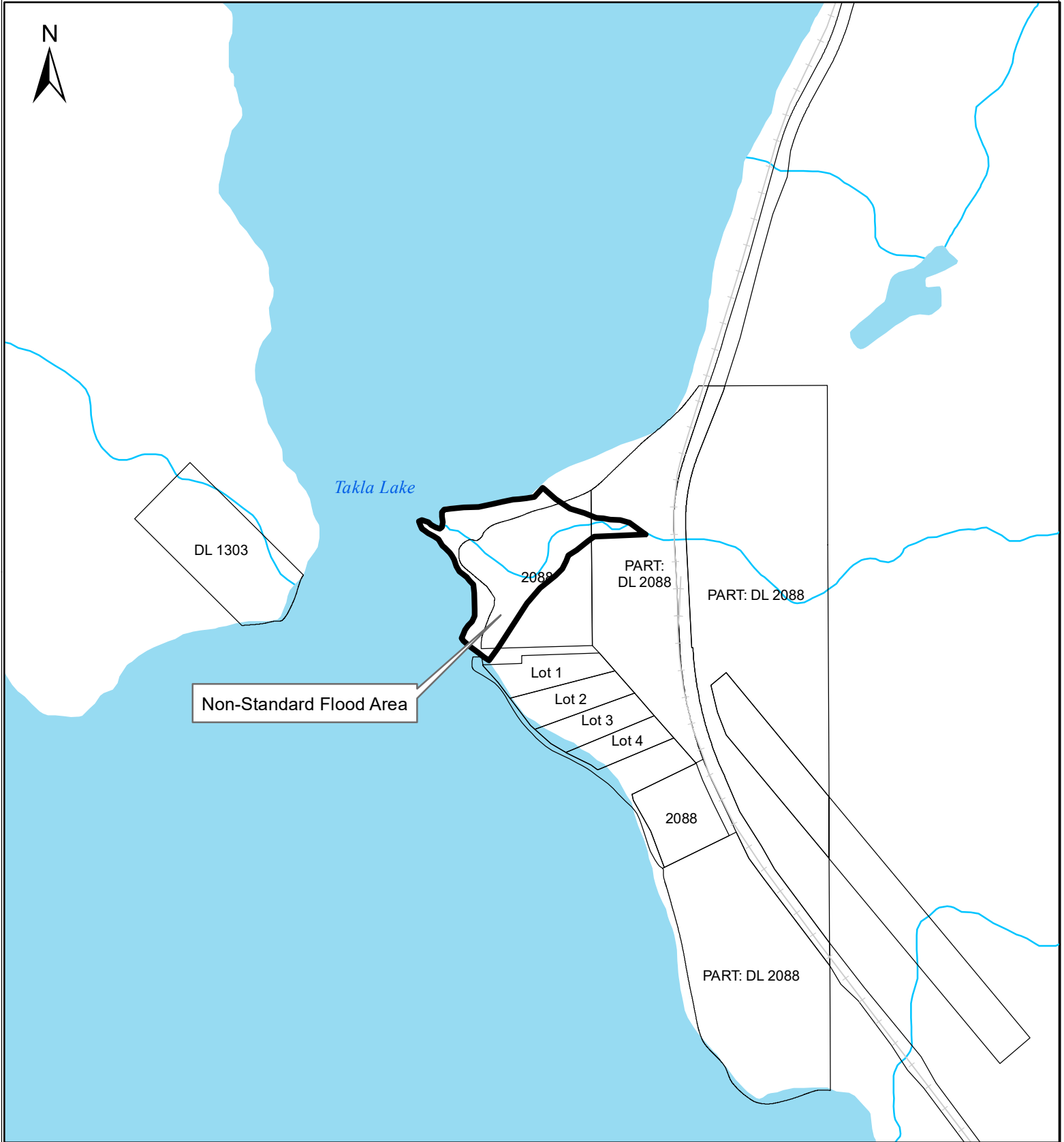
Date



70

Schedule "C" to Bylaw No. 1878, 2020

Takla Narrows, Takla Lake Non-Standard Flood Area



Non-Standard Flood Area

1:13,000

- Cadastre
- Abandoned Rail Line

I hereby certify that this is Schedule "C" of Bylaw No. 1878, 2020

Corporate Administrator

Date

REGIONAL DISTRICT OF BULKLEY-NECHAKO
FLOODPLAIN MANAGEMENT BYLAW NO. 1878, 2020

Schedule D: Flood Construction Level and Floodplain Setback Table

- *G.S.C means Geodetic Survey of Canada Datum.*
- *Flood Construction Levels identified in metres are measured from the Natural Boundary of the waterbody at its location closest to the area of construction.*
- *Flood Construction Levels are only applicable to Lands within the distance specified from the waterbody in the below table.*

Waterbody	Above/below	Flood Construction Level	Floodplain Setback	Distance
Any other lake, marsh or pond		1.5 metres	7.5 m	100 m
Any Watercourse		1.5 metres	15.0 m	100 m
Any dike right of way, or structure for flood protection or seepage control			7.5 m	
Babine Lake		713.63 G.S.C	7.5 m	100 m
Babine River		3.0 m	30.0 m	200 m
Buck Creek		3.0 m	30.0 m	200 m
Bulkley River		Schedule A		
Bulkley River (where not covered by Schedule A)		3.0 m	30.0 m	200 m
Cheslatta River		3.0 m	30.0 m	200 m
Cheslatta/Murray Lakes		3.0 m	7.5 m	200 m
Chilako River		3.0 m	30.0 m	200 m
Chuchi Lake		3.0 m	7.5 m	200 m
Cluculz Creek	below Cluculz Lake	3.0 m	30.0 m	200 m
Cluculz Lake		765.70 G.S.C	7.5 m	100 m
Cunningham Lake		3.0 m	7.5 m	200 m
Driftwood River		3.0 m	30.0 m	200 m
Endako River		3.0 m	30.0 m	200 m
Eutsuk Lake		3.0 m	7.5 m	200 m
Fleming Creek	below Tidesley Creek	3.0 m	30.0 m	200 m
Francois Lake		3.96 on Water Survey of Canada gauge #08JB011	7.5 m	100 m

REGIONAL DISTRICT OF BULKLEY-NECHAKO
FLOODPLAIN MANAGEMENT BYLAW NO. 1878, 2020

Fraser Lake		671.80 G.S.C	7.5 m	100 m
Fulton River		3.0 m	30.0 m	200 m
Gaffney Creek		3.0 m	30.0 m	200 m
Germansen Lake		3.0 m	7.5 m	200 m
Hutudatehl Creek		3.0 m	30.0 m	200 m
Inzana Creek	below Inzana Lake	3.0 m	30.0 m	200 m
Inzana Lake		3.0 m	7.5 m	200 m
Kazchek Creek		3.0 m	30.0 m	200 m
Klawli River		3.0 m	30.0 m	200 m
Kotsine River		3.0 m	30.0 m	200 m
Kuzkwa Creek		3.0 m	30.0 m	200 m
Kwanika Creek		3.0 m	30.0 m	200 m
Manson River	below Tsayta Lake	3.0 m	30.0 m	200 m
Middle River		3.0 m	30.0 m	200 m
Morice Lake		3.0 m	7.5 m	200 m
Morice River		3.0 m	30.0 m	200 m
Murray Lake		3.0 m	7.5 m	200 m
Nanika Lake		3.0 m	7.5 m	200 m
Nation River	below Tsayta Lake	3.0 m	30.0 m	200 m
Nautley River		3.0 m	30.0 m	200 m
Nechako Reservoir (includes Knewstubb, Nataalkuz, Ootsa, Tahtsa, Tetachuk and Whitesail Lakes)		859.50 G.S.C	7.5 metres from the 859.5 metres Geodetic survey of Canada datum contour interval	100 m
Nechako River	above Nautley River	3.0 m	30.0 m	200 m
	below the Nautley River	4.0 m	45.0 m	200 m
Necoslie River (within Coast Land District)		3.0 m	30.0 m	200 m
Nilkitkwa River		3.0 m	30.0 m	200 m
Omineca River		3.0 m	30.0 m	200 m
Parrott Creek		3.0 m	30.0 m	200 m

REGIONAL DISTRICT OF BULKLEY-NECHAKO
FLOODPLAIN MANAGEMENT BYLAW NO. 1878, 2020

Philip Creek		3.0 m	30.0 m	200 m
Pinchi Lake		3.0 m	7.5 m	200 m
Rainbow Creek		3.0 m	30.0 m	200 m
Sakeniche River		3.0 m	30.0 m	200 m
Silver Creek	below Kenny Creek	3.0 m	30.0 m	200 m
Sinkut River	below Sinkut Lake	3.0 m	30.0 m	200 m
Skeena River		3.0 m	30.0 m	200 m
Sowchea Creek	below Marie Creek	3.0 m	30.0 m	200 m
Stellako River		3.0 m	30.0 m	200 m
Stoney Creek	below Tachick Lake	3.0 m	30.0 m	200 m
Stuart Lake		Schedule A		
Stuart Lake (where not covered by Schedule A)		683.50 G.S.C	7.5 m	100 m
Stuart River		3.0 m	30.0 m	200 m
Sutherland River	below Gravel Creek	3.0 m	30.0 m	200 m
Sylvester Creek		3.0 m	30.0 m	200 m
Tachie River		3.0 m	30.0 m	200 m
Takla Lake		3.0 m	7.5 m	200 m
Taltapin Lake		3.0 m	7.5 m	200 m
Tchentlo Lake		3.0 m	7.5 m	200 m
Tchesinkut Creek		3.0 m	30.0 m	200 m
Tchesinkut Lake		3.0 m	7.5 m	200 m
Telkwa River		3.0 m	30.0 m	200 m
Tezzeron Creek		3.0 m	30.0 m	200 m
Tezzeron Lake		3.0 m	7.5 m	200 m
Tochcha Lake		3.0 m	7.5 m	200 m
Trembleur Lake		3.0 m	7.5 m	200 m
Troitsa Lake		3.0 m	7.5 m	200 m
Tsayta Lake		3.0 m	7.5 m	200 m
Tsilcoh River		3.0 m	30.0 m	200 m
Valleau Creek		3.0 m	30.0 m	200 m

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

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: October 22, 2020
SUBJECT: Temporary Use Permit Application A-02-20 (Apperloo)

RECOMMENDATION

That the Board approve the issuance of Temporary Use Permit A-02-20 to allow the operation of a construction business at 4120 Gelley Road.

VOTING

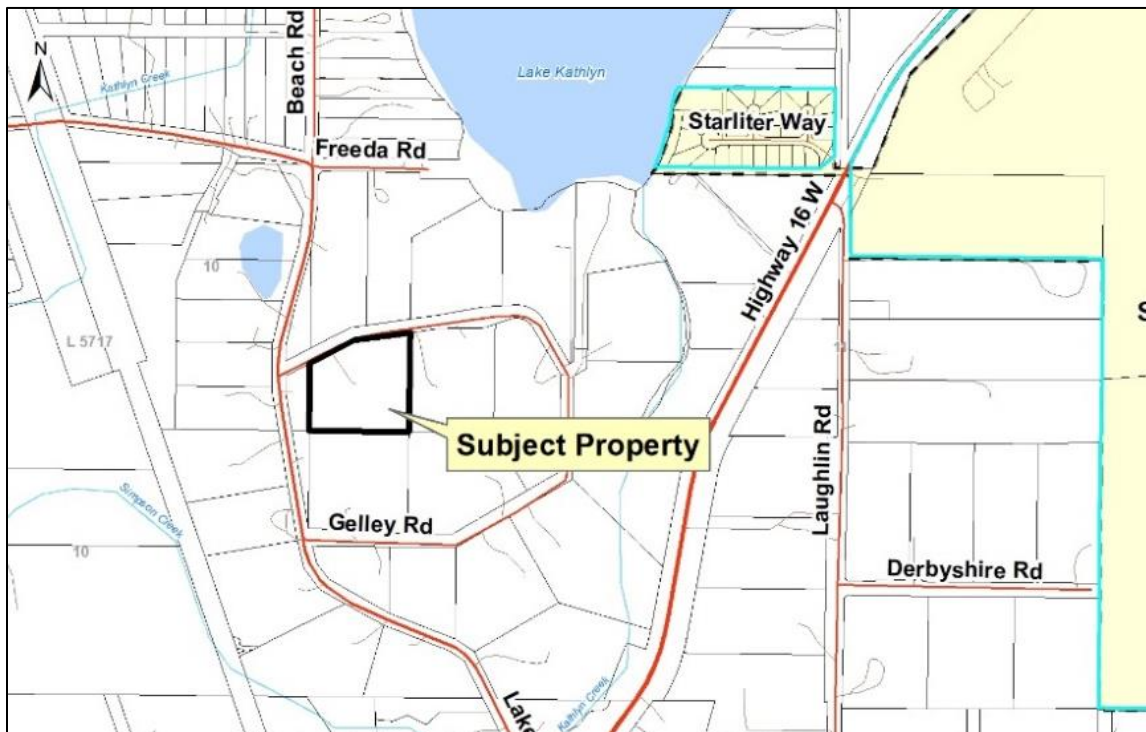
All / Directors / Majority

EXECUTIVE SUMMARY

The proposed Temporary Use Permit (TUP) will allow the storage and repair of heavy equipment on the property in accordance with the terms outlined in the TUP. Comments received from the public and referral agencies will be presented to the Board in the supplemental agenda for consideration.

APPLICATION SUMMARY

Name of Agent/Owner:	Tina Apperloo
Electoral Area:	A
Subject Property:	Lot 5 Section 11 Township 1A Range 5 Coast District Plan 10562, 4120 Gelley Road
Property Size:	2 ha (5 Acres)
OCP Designation:	Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan 1704, 2014
Zoning:	Small Holdings (H1) in the Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020
ALR Status:	Not in the ALR
Existing Land Use:	Residential
Location:	The subject property is located at 4120 Gelley Road approximately 0.5 kilometers west of the Town of Smithers.



Proposal

The applicant is requesting the issuance of a TUP to allow the operation of a construction business on the property for one year. The proposed use would include the outdoor storage of heavy equipment and the repair of that equipment in a shop on the property. Prior to the end of the one year the applicant may request that the Board consider extending the terms of the permit to allow the use to continue for up to 3 years.



TEMPORARY USE PERMITS EXPLAINED

A TUP allows a use not permitted by zoning to continue for up to three years. During those 3 years a request can be made to have the Board consider renewing the permit for an additional three years. After the renewed permit expires, a new application can be made to allow the use to continue.

The permit should only be issued in accordance with the policy identified in the Smithers Telkwa Rural Official Community Plan, which allows for the issuance of a Temporary Use Permit on the following basis:

- 6.2 (1) *Temporary use permits may be issued for temporary uses, pursuant to Section 493 of the Local Government Act, under the following circumstances.*
- (a) *The proposed temporary use will not create an amount of traffic that will adversely affect the natural environment, or rural character of the area;*
 - (b) *The environment would not be negatively affected by the proposed temporary use.*

- (c) *The proposed temporary use will not have adverse effects on neighbouring land uses or property owners.*
- (d) *The applicant has provided, for consideration as part of the application process, a decommissioning and reclamation plan, if the temporary use requires a significant amount of capital investment in a particular location, or otherwise results in the need for site reclamation.*
- (e) *The need for security in the form of an irrevocable letter of credit with an automatic extension clause has been considered to ensure that required decommissioning and reclamation is completed.*
- (f) *The proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).*

PUBLIC NOTICE

Notice of this application was published in the local newspaper informing the public of the time and location of the Board's consideration of the application, and their ability to provide input to the Board in writing. Property owners and tenants within 100 metres of the subject property were sent a similar notice. A sign will also be placed on the property at least 10 days before the Board considered the permit. Referrals were also sent to the Town of Smithers, the Ministry of Transportation and Infrastructure and the Advisory Planning Committee.

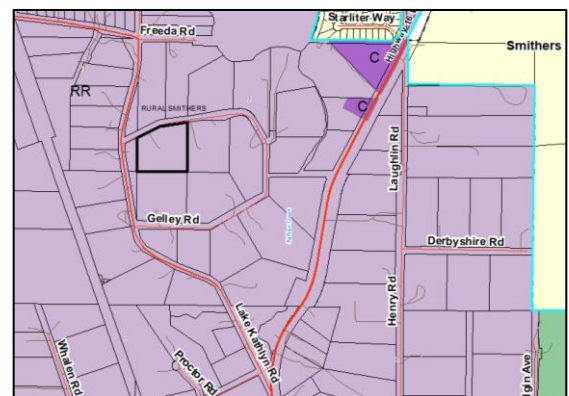
Other comments received will be included in the supplemental agenda for the Board's consideration.

ADVISORY PLANNING COMMISSION

The Area A Advisory Planning Commission are supportive of this application. (See attached minutes)

PLANNING DEPARTMENTS COMMENTS

The subject property is in a residential subdivision where the parcels range in size from 2 to 5 acres. The property owner lives on the property and has indicated that a mechanic employed by a construction company has requested to use the shop to repair equipment over the fall and winter months. The business is also requesting to store heavy equipment on the property (excavator, a bull dozer, a roller and a backhoe, class 1 or class 3 truck, etc.).



As the proposed use is not owned or operated by the property owner it does not qualify as a Home Occupation. Also, the outdoor storage of heavy equipment is not allowed as part of a Home Occupation on a residential property which is less than 2.5 ha. (6.26 ac.) in size.

To ensure that the proposed use is limited in scale and impact on the area the following TUP terms are proposed.

- All equipment repair and maintenance must occur inside the shop with the exception of one excavator that does not fit in the shop.
- The storage of heavy equipment identified in Section 1 may only occur within the 'equipment storage area'
- No more than 12 pieces of heavy equipment (excavator, bull dozer, backhoe, class 3 truck) may be stored on the property at any time
- Hours of Operation are from 8:00 am to 6:00 pm.
- The temporary use must not result in or create a nuisance of any kind beyond the parcel boundary, and shall not result in on street parking. At all times, the privacy and enjoyment of adjacent residents shall be preserved and the amenities of the neighbourhood maintained.
- The temporary use must not produce any noise, vibration, smoke, dust, odour, litter, or heat, other than that normally associated with the residential use of a Dwelling Unit.
- Supplies, equipment, parts, waste materials and garbage associated with the temporary use shall not be stored outdoors.
- The temporary use may only be carried out by one person on the subject property at one time with the option of a 2nd person for up to 10 days per year.

As noted the request is for a TUP with a one year term. Prior to the end of the one year the applicant may request that the Board consider extending the terms of the permit. This allows the RDBN to evaluate the impact of the use on the area prior to allowing that use to continue.

ATTACHMENTS

Temporary Use Permit A-02-20

Area A APC Minutes

Applicant Submission



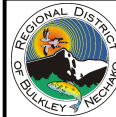
**REGIONAL DISTRICT OF BULKLEY-NECHAKO
TEMPORARY USE PERMIT NO. A-02-20**

ISSUED TO: Tina Apperloo

WITH RESPECT TO THE FOLLOWING LANDS:

Lot 5 Section 11 Township 1A Range 5 Coast District Plan 10562 (4120 Gelley Road)

1. This Temporary Use Permit authorizes the following temporary use:
The storage of heavy equipment and the repair and maintenance of that equipment.
2. The storage of heavy equipment identified in Section 1 may only occur within the 'equipment storage area' identified in Schedule A, which forms part of this permit.
3. No more than 12 pieces of heavy equipment (such as an excavator, bull dozer, backhoe, class 1 or class 3 truck) may be stored on the property at any time.
4. All heavy equipment repair and maintenance must occur inside the shop identified in Schedule A, with the exception of one excavator that does not fit in the shop which may be maintained within the 'equipment storage area'.
5. Heavy equipment repair and maintenance, or the starting of any heavy equipment may only occur between the hours of 8:00 am to 6:00 pm. Monday through Friday.
6. The temporary use identified in Section 1 shall not result in or create a nuisance of any kind beyond the parcel boundary and shall not result in on-street parking. At all times, the privacy and enjoyment of adjacent residents shall be preserved and the amenities of the neighbourhood maintained.
7. Supplies, equipment, parts, waste materials and garbage associated with the temporary use identified in Section 1 shall not be stored outdoors.
8. The temporary use identified in Section 1 may only be carried out by one person on the subject property at one time with the option of a 2nd person for up to 10 days per year.
9. The temporary use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A. If a term or provision of this permit is contravened or not met, or if the property owner suffers or permits any act or thing to be done in



Schedule A: TUP A-02-20

Legend



- Major Secondary Road
- Secondary Road
- Cadastre

*DISCLAIMER. The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information. The Regional District of Bulkley-Nechako assumes no liability, either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein. Please be advised that the data represented here will be maintained on an ongoing basis, and as such, changes frequently.

Scale: 1 cm = 8 m
 User: deneve.vanderwolf
 Date: 2020-10-05
 Time: 2:39:25 PM

Advisory Planning Commission Meeting Minutes

Electoral Area A	Meeting Date: 05 Oct 2020	Meeting Location: Telkwa Village Office
Attendance		
<u>APC Members</u>		<u>Electoral Area Director</u>
<input type="checkbox"/> Brian Atherton		<input checked="" type="checkbox"/> Director Mark Fisher
<input checked="" type="checkbox"/> Natalie Trueit		<input type="checkbox"/> Alternate Director Megan D'Arcy
<input checked="" type="checkbox"/> Bob Posthuma		<u>Other Attendees</u>
<input checked="" type="checkbox"/> Sandra Hinchliffe		<input type="checkbox"/> _____
<input type="checkbox"/> Janik Heer		<input type="checkbox"/> _____
<input checked="" type="checkbox"/> Stoney Stoltenberg		<input type="checkbox"/> _____
<input type="checkbox"/> Andrew Watson		<input type="checkbox"/> _____
<input checked="" type="checkbox"/> Alan Koopman		
Chairperson: Sandra Hinchliffe		Secretary: Natalie Trueit
Call to Order: 7pm		
Applications (Include application number, comments, and resolution)		
<u>A-02-20 (Apperloo)</u>		
APC unanimously recommends approval of the TUP for one year. (neighbours within 100m notified / consulted)		
Recommend applicant install oil separator / containment basins / filters to ensure contaminants be handled in accordance with current standards and regulations.		
<u>A-03-20 (Steti)</u>		
APC unanimously recommends approval of TUP for three years or expiry of ALC approval (whichever is first).		
Neighbours notified / consulted. Berm installed. Minimums / maximums and other conditions in compliance with RDBN proposal.		

Further discussion prior to adjournment:-

Cumulative effects of (gravel pits, river, sawmill, pellet plant) noise and noise mitigation

Meeting Adjourned 7:50pm	Secretary Signature
--------------------------	---------------------

Deneve Vanderwolf

From: Tina Apperloo
Sent: October 14, 2020 7:44 AM
To: Deneve Vanderwolf
Subject: Re: [EXTERNAL]: TUP - Apperloo, Tina

Hi Deneve,

Sorry for not getting back to you yesterday. I was hoping to hear from the tenants prior, but I have not.

This email can be added to the application. However, the more I think about it, the first option, to no allow any washing, is quite unreasonable. Washing will have to be permitted and they will be responsible for draining the basin, as this will be addressed in my lease agreement.

I have also contacted PNG to have them install a gas line to the shop and I will be installing a gas boiler which will eliminate the smoke problem in our area.

I hope this information is satisfactory and that the RDBN will approve my TUP.

Thank you for all you help.
Tina Apperloo

On 2020-10-13, 8:46 AM, "Deneve Vanderwolf" <deneve.vanderwolf@rdbn.bc.ca> wrote:

Hi Tina

Did you want to submit the email below with your application to the board?

Kind regards
Deneve

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

From: Tina Apperloo
Sent: October 9, 2020 2:04 PM
To: Deneve Vanderwolf <deneve.vanderwolf@rdbn.bc.ca>
Subject: [EXTERNAL]: TUP - Apperloo, Tina

Hi Deneve,

I wanted to let you know that I have picked up the sign and will work on hanging up tomorrow. I have also attached a copy of the signed application adding Steffen Apperloo's signature as I'm not sure the title will be transferred into my name in time. Lastly, I wanted to follow-up with our phone call yesterday regarding the drainage basin in the shop.

There is a basin and it is plumbed to allow for a connection to some kind of drainage, but the basin is capped thereby preventing water escape from the basin.

It was recommended that an oil filtration system be installed. After discussing this with Williams Petroleum in Prince George, they told me that because of the clay soil, it would be very difficult to install such a system.

This left me, I feel, with two options for the future potential tenants.

1 - to not allow any washing at all in the shop or on the premises and they would have to wash their equipment prior to storing and working on them here

2 - allow washing, where they would be responsible for the draining and disposing of the water from the basin and they would have all the proper spill kits to allow for proper clean up. (this option was preferred by the local mechanic)

I have emailed Progrus Constructors Inc and waiting to hear if they are able to adhere to one of those options.

Thank you and please feel free to contact me if you have any other questions.

Tina

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

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: October 22, 2020
SUBJECT: Temporary Use Permit Application A-03-20 (Steti)

RECOMMENDATION

That the Board approve the issuance of Temporary Use Permit A-03-20 to allow gravel processing on the property legally described as the NE 1/4 of Section 5 Township 4 Except Plans 8393 & PRP14394, Range 5, Coast District.

VOTING

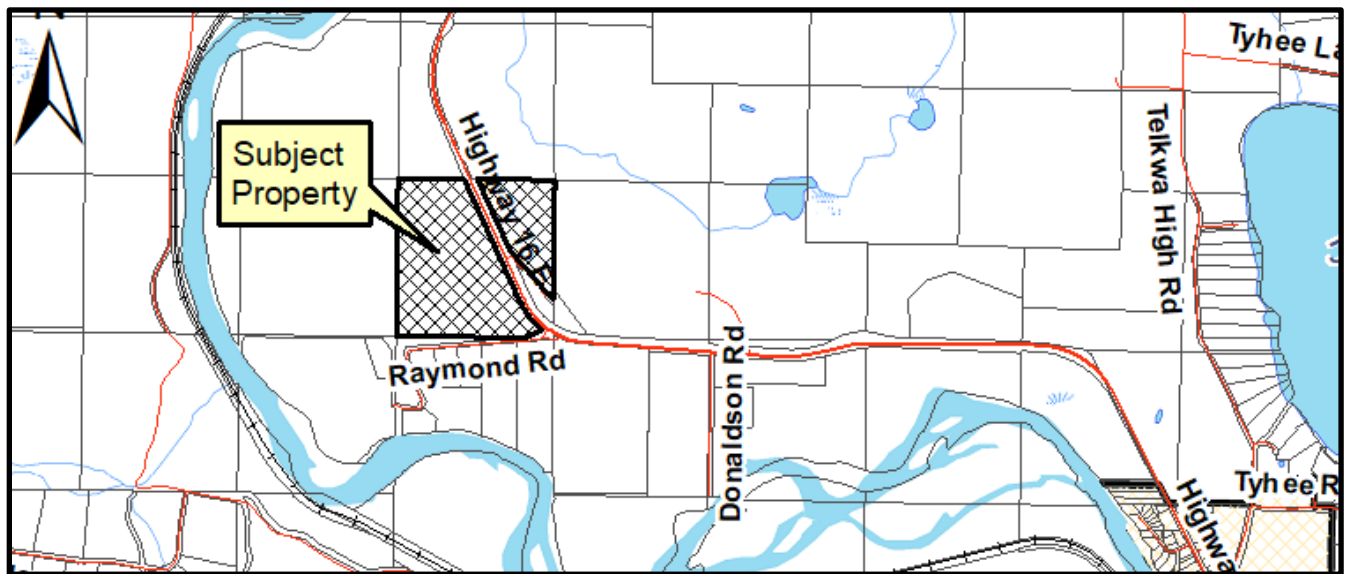
All / Directors / Majority

EXECUTIVE SUMMARY

The proposed Temporary Use Permit (TUP) will allow the processing of gravel, which includes the crushing, screening, and washing of gravel on the property for a term of three years in accordance with the terms outlined in the TUP. Comments received from the public and referral agencies will be presented to the Board in the supplemental agenda for consideration.

APPLICATION SUMMARY

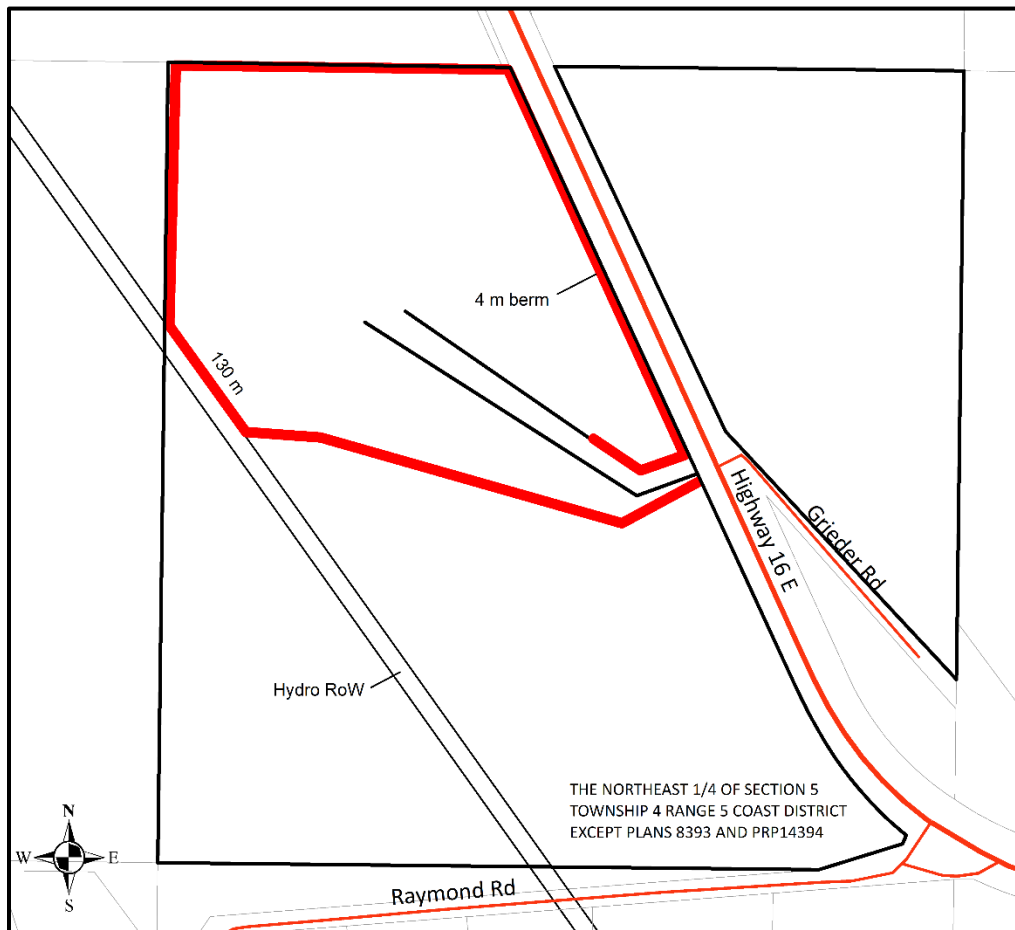
Name of Agent/Owner:	Steffen Apperloo / Steti Transport Ltd.
Electoral Area:	A
Subject Property:	NE 1/4 of Section 5 Township 4 Except Plans 8393 & PRP14394, Range 5, Coast District.
Property Size:	±61 ha (±151 acres)
OCP Designation:	Agricultural (Ag) in the Smithers Telkwa Rural Official Community Plan 1704, 2014
Zoning:	Agricultural (Ag1) in Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020
ALR Status:	The property is in the Agricultural Land Reserve, and the ALC has given approvals to operate the gravel pit until the end of 2020. An extension is currently being processed.
Existing Land Use:	Gravel Pit
Location:	The subject property is located at the intersection of Highway 16 and Raymond Rd, approximately 5.5 km south of the Town of Smithers.



Proposal

The applicant is requesting the issuance of a TUP to allow the operation of a gravel crusher and screener / wash plant as part of their gravel pit operation, in accordance with the following terms.

- The gravel crusher can operate for a maximum of 60 days per year.
- The screener / wash plant can operate for a maximum of 180 days per year.
- Hours of operation from 7 am to 6 pm.
- Crushing can only occur at the bottom of the gravel pit which is below the surface of the surrounding land.
- A 4 metre high berm is proposed to be developed around the gravel pit and gravel processing as shown on the site plan below. The berm surface must be uniform in nature, free from wood debris, and covered by non-invasive vegetation.
- Access to the gravel pit site must be from Highway 16.



TEMPORARY USE PERMITS EXPLAINED

A TUP allows a use not permitted by zoning to continue for up to three years. During those 3 years a request can be made to have the Board consider renewing the permit for an additional three years. After the renewed permit expires, a new application can be made to allow the use to continue.

The permit should only be issued in accordance with the policy identified in the Smithers Telkwa Rural Official Community Plan, which allows for the issuance of a Temporary Use Permit on the following basis:

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

PUBLIC NOTICE

Notice of this application was published in the local newspaper informing the public of the time and location of the Board's consideration of the application, and their ability to provide input to the Board in writing. Property owners and tenants within 100 metres of the subject property were sent a similar notice. A sign will be placed on the property at least 10 days before the Board considered the permit. A referral was also sent to the Advisory Planning Committee.

ADVISORY PLANNING COMMISSION

The Area A Advisory Planning Commission is supportive of this application. (See attached minutes)

PLANNING DEPARTMENTS COMMENTS

The RDBN first issued a Temporary Use Permit for gravel crushing on the property in 2011. This permit expired and a new permit (TUP A-01-16) was issued in 2016. The 2016 permit was renewed in 2019 for an additional 3 years. A condition of TUP A-01-16 was the retention of a tree buffer along the western and northern property lines. Unfortunately, this tree buffer was removed in September 2020 making the TUP void. Therefore, the applicant has made this application to obtain a replacement TUP.

Public complaints were received by staff in 2016 regarding the crushing operation starting at 6 a.m. The property owner committed to hours of operation from 7 am to 6 pm in TUP A-01-16 and no further complaints were received by the RDBN regarding the operation until recently. The applicant has stated that they have not operated the crusher outside of the hours of 7 am to 6 pm.

The ALC approval for the gravel processing operation expires in December 2020. The ALC is processing their application to extend their authorization. To ensure that the TUP will not allow gravel processing in contravention of ALC Act and Regulations the TUP is proposed to be issued for 3 years or upon expiry of the ALC approvals, whichever comes first.

The RDBN has no ability to regulate the location of gravel pits. This is the jurisdiction of the Ministry of Energy, Mines, and Petroleum Resources. The RDBN's ability to regulate gravel processing allows the RDBN to require appropriate screening and hours of operation where gravel processing is proposed. Allowing gravel processing at the site of gravel extraction allows for more cost-effective gravel production, and reduces heavy truck traffic required to transport gravel to another location for processing.

ATTACHMENTS

Temporary Use Permit A-03-20

Area A APC Minutes



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
TEMPORARY USE PERMIT NO. A-03-20**

ISSUED TO: Steffen Apperloo / Steti Transport Ltd.

WITH RESPECT TO THE FOLLOWING LANDS:

NE 1/4 of Section 5 Township 4 Except Plans 8393 & PRP14394, Range 5, Coast District.

1. This Temporary Use Permit authorizes the following temporary use:
The processing of gravel which is limited to the operation of a gravel crusher, gravel screener, and gravel wash plant.
2. A gravel crusher can operate for a maximum of 60 days per year
3. A gravel screener and wash plant can operate for a maximum of 180 days per year.
4. Gravel processing can only occur between the hours of 7 am to 6 pm.
5. Gravel processing may not occur on Sundays.
6. Permanent structures may not be built or placed on the subject property as part of the temporary use.
7. Gravel processing equipment may not be set up on a permanent foundation.
8. Crushing can only occur at the gravel pit floor below the surface of the surrounding land where the surrounding land acts as a berm.
9. A berm which is 4 metres high at its lowest point, measured vertically, must be maintained around the gravel pit and gravel processing equipment in the location shown on Schedule A. The berm surface must be uniform and free from wood and other debris. The surface of the berm must be maintained with a cover of non-invasive vegetation.
10. Access to the gravel pit site must be from Highway 16.
11. The temporary use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A. If a term or provision of this permit is contravened or not met, or if the property owner suffers or permits any act or thing to be done in

contravention of or in violation of any term or provision of this permit, or refuses, omits, or neglects to fulfill, observe, carry out or perform any duty, obligation, matter or thing prescribed or imposed or required by this permit the property owner is in default of this permit, and the permit shall be void and of no use or effect.

12. This Permit authorizes the temporary use identified in Section 1 of this Permit to occur only for a term of three years from the date of issuance of this permit or until the expiry of ALC approvals for the gravel processing, whichever comes first.

13. As a term of this permit the owner of the land must remove all equipment from the land upon which the temporary use is occurring or has occurred within two months from the date of the expiration of this permit, unless this permit is renewed by the Board.

14. This permit is not a building permit nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Board on the _____ day
of _____, 2020.

PERMIT ISSUED on the ___ day of _____, 2020

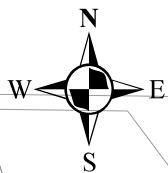
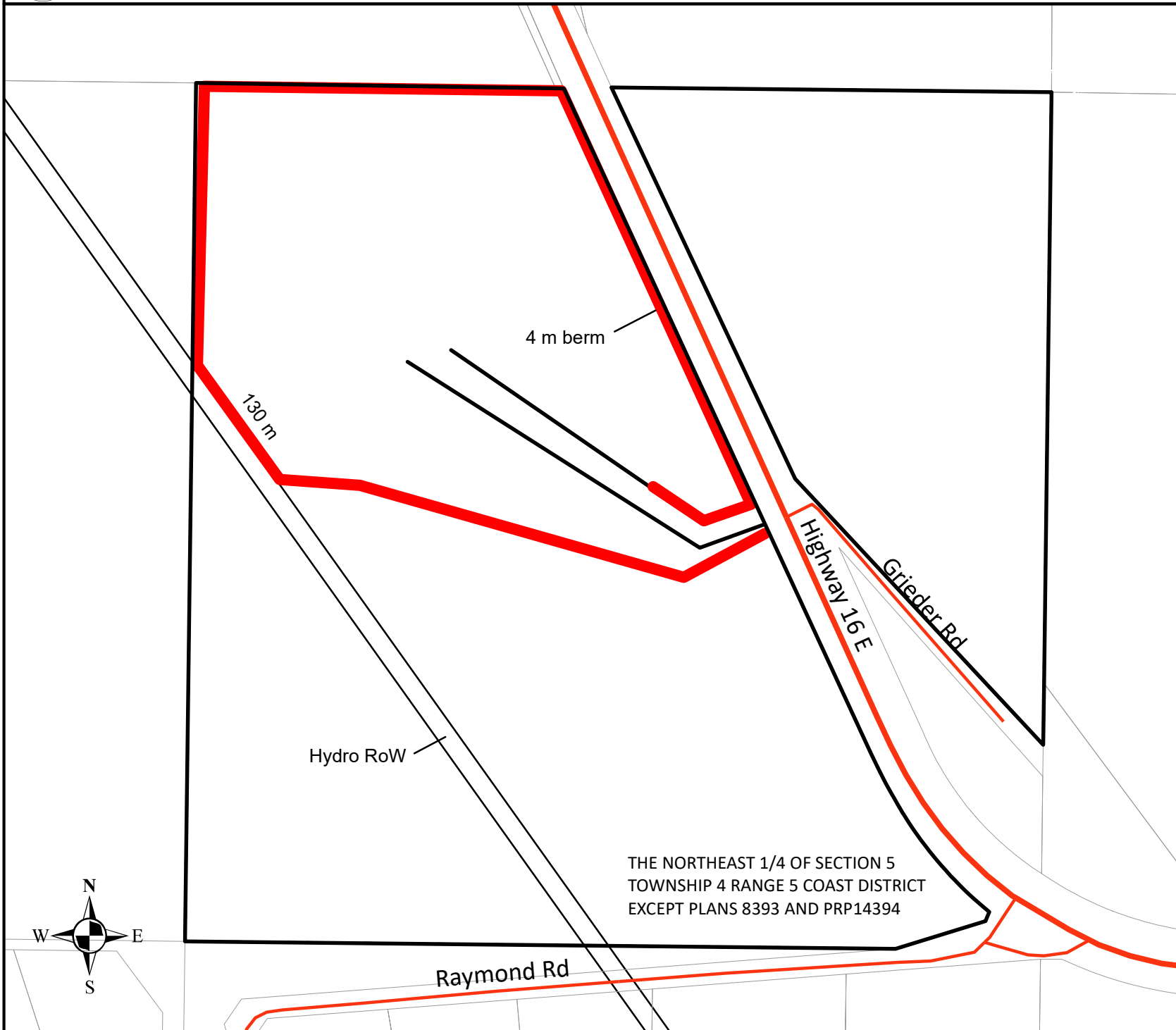
Corporate Administrator



Schedule A: Temporary Use Permit A-03-20⁹²

Legend

- Road
- Highway
- Cadastre
- Hydro RoW



This map is an approximate representation and should only be used for reference purposes.

Created by the
Regional District of
Bulkley-Nechako
SCALE 1:5,000

**Advisory Planning Commission
Meeting Minutes**

Electoral Area A	Meeting Date: 05 Oct 2020	Meeting Location: Telkwa Village Office
Attendance		
<u>APC Members</u>		<u>Electoral Area Director</u>
<input type="checkbox"/> Brian Atherton		<input checked="" type="checkbox"/> Director Mark Fisher
<input checked="" type="checkbox"/> Natalie Trueit		<input type="checkbox"/> Alternate Director Megan D'Arcy
<input checked="" type="checkbox"/> Bob Posthuma		<u>Other Attendees</u>
<input checked="" type="checkbox"/> Sandra Hinchliffe		<input type="checkbox"/> _____
<input type="checkbox"/> Janik Heer		<input type="checkbox"/> _____
<input checked="" type="checkbox"/> Stoney Stoltenberg		<input type="checkbox"/> _____
<input type="checkbox"/> Andrew Watson		<input type="checkbox"/> _____
<input checked="" type="checkbox"/> Alan Koopman		
Chairperson: Sandra Hinchliffe		Secretary: Natalie Trueit
Call to Order: 7pm		
Applications (Include application number, comments, and resolution)		
<u>A-02-20 (Apperloo)</u>		
APC unanimously recommends approval of the TUP for one year. (neighbours within 100m notified / consulted)		
Recommend applicant install oil separator / containment basins / filters to ensure contaminants be handled in accordance with current standards and regulations.		
<u>A-03-20 (Steti)</u>		
APC unanimously recommends approval of TUP for three years or expiry of ALC approval (whichever is first).		
Neighbours notified / consulted. Berm installed. Minimums / maximums and other conditions in compliance with RDBN proposal.		

Further discussion prior to adjournment:-

Cumulative effects of (gravel pits, river, sawmill, pellet plant) noise and noise mitigation

Meeting Adjourned 7:50pm	Secretary Signature
--------------------------	---------------------

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

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: October 22, 2020
SUBJECT: Trails and Recreation Referral No. 125814931-009 (Silvern Trails Society)

RECOMMENDATION

That the comment sheet for Trails and Recreation Referral No. 125814931-009 (Silvern Trails Society) be provided to the Province.

VOTING

All / Directors / Majority

DISCUSSION

This application is to allow the Silvern Trails Society to upgrade the trails identified on the attached map and operation plan. The Silvern Trails Society wishes to formally partner with Rec Sites and Trails BC for trail construction and maintenance.

The trails are in close proximity to the Glacier Gulch Water Diversion infrastructure, which the Lake Kathlyn Protection Society manages on behalf of the RDBN. It is recommended that the Province consult with the Lake Kathlyn Protection Society to ensure that trail development and maintenance do not impact the Society's operations.

ATTACHMENTS

Comment Sheet
Trail Map
Silvern Trails Society Operating Plan








**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMENT SHEET ON CROWN LAND REFERRAL 125814931-009**

Electoral Area:	A
Applicant:	Silvern Trails Society
Existing Land Use:	Recreation
Zoning:	N/A
Plan Designation	N/A
Proposed Use Comply with Zoning:	N/A
If not, why?	
Agricultural Land Reserve:	No
Access Highway:	Horlings Road, Glacier Gulch Road
Building Inspection:	No
Fire Protection:	No
Other comments:	The trails are near the Glacier Gulch Water Diversion infrastructure. It is recommended that the Province consult with the Lake Kathlyn Protection Society to ensure that trail development and maintenance do not impact the Society's operations.

Silvern Trails Society Proposed Recreation Site Designation

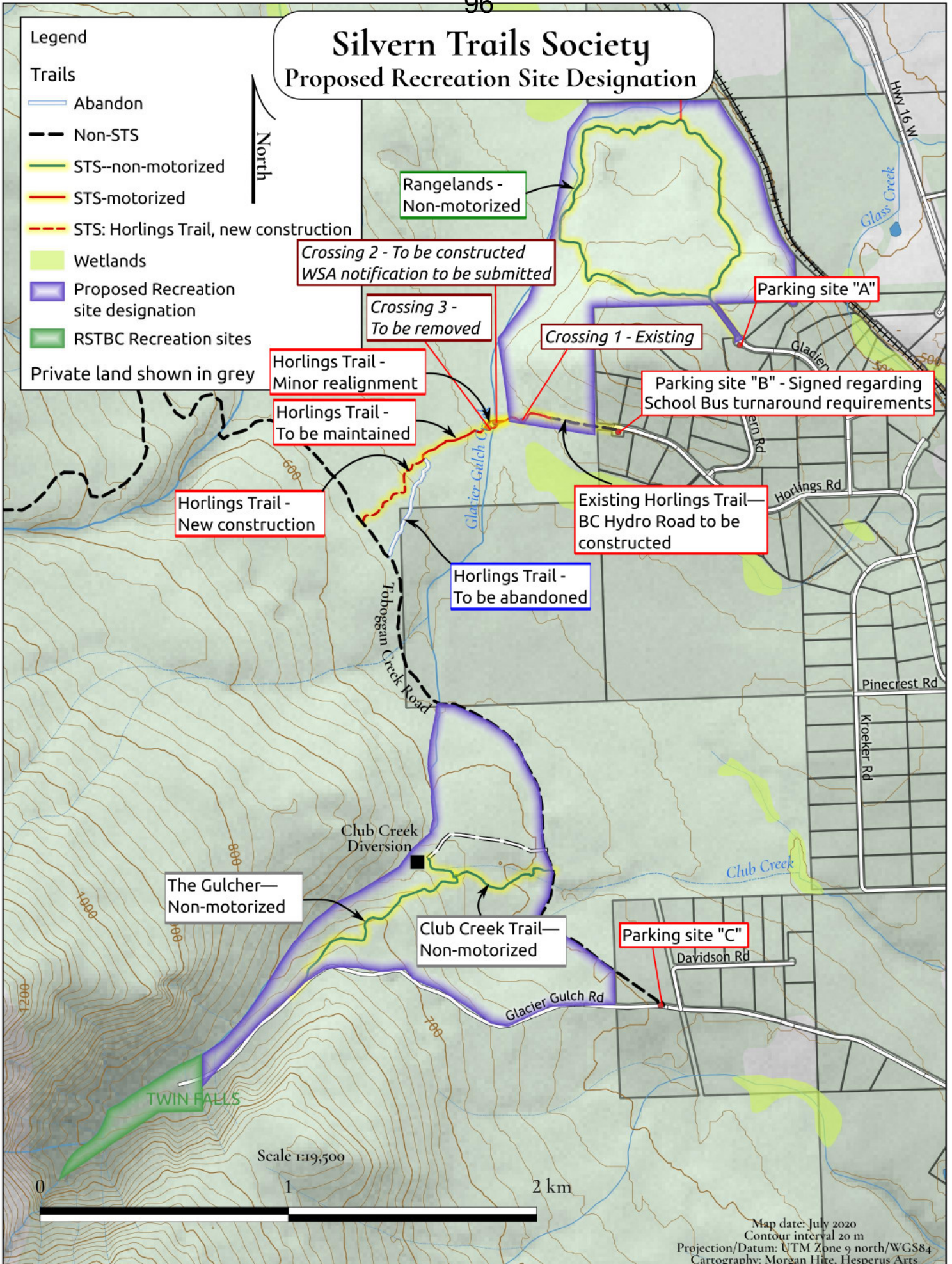
Legend

Trails

-  Abandon
-  Non-STs
-  STS--non-motorized
-  STS-motorized
-  STS: Horlings Trail, new construction

-  Wetlands
-  Proposed Recreation site designation
-  RSTBC Recreation sites

Private land shown in grey



Silvern Trails Society

Operating Plan

May 2020

version 1.4

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1. Introduction

Mission Statement: “To maintain and develop recreational trails in the vicinity of the greater Horlings Road and Kroeker Road area.”

The Silvern Trail Society (STS) is a not-for-profit society, intending to serve the trails found in the Horlings subdivision area, located northwest of Lake Kathlyn near Smithers BC. The existing trail network has been built by a variety of user groups, creating a beloved and well-used community trail network. The STS intends to maintain both non-motorized and motorized trails, as identified by the STS, and to promote the maintenance and stewardship of the valued community resource.

The trails are used throughout the year by a variety of user groups including, hikers, mountain bikers, and off-road vehicles. Users have traditionally respected the informal arrangement of self-powered and multi-use designated trails. No current RSTBC recognized recreation polygons or designations are associated with the trails.

Trails will be maintained to the standards necessitated by RSTBC including the Whistler Trail Standards for technical terrain features and will generally follow the IMBA Trail Solutions Guide for construction and maintenance of self-powered trails. Multi-use (motorized) trails will be maintained or rejuvenated to the appropriate standards and best practices for trail construction. Typically, maintenance will be volunteer driven with appropriate hand tools. Volunteers will be properly trained and follow the outlined safety initiatives found in this document.

The current trails and areas of interest are (also presented in an attached map and Google Earth .kml file):

1. Rangelands polygon: A non-private land area for potential further trail development in the Glacierview and Horlings Rd area
2. Glacier Gulch polygon: A non-private land area for potential further trail development east of the Glacier Gulch Recreation Area down to the Toboggan Cr Rd
3. Rangelands trail: A 3-km self-powered loop trail accessed from the Glacierview Rd cul-de-sac.
4. ??? (Final name to be determined) Connector trail: This trail is currently known as the ‘Horlings Connector Trail’ but is intended to be renamed with the assistance of the Office of the Wet’suwet’en. Dzilh Yez is a Wet’suwet’en name for Hudson Bay Mountain and is a candidate name. The trail is a 1-km multi-use (motorized) trail connecting Horlings Rd cul-de-sac to the Toboggan Cr Road
5. The Gulcher: a 1-km long downhill mountain biking trail (downhill mountain bikes have priority) extending from Glacier Gulch Rd to the ‘Diversion Rd’. The ‘Diversion Rd’ is a spur off Toboggan Cr Rd accessing the site where Club Cr is diverted off of Glacier Gulch Cr.
6. Club Cr trail: a 500-m trail extending from the *Gulcher* to Toboggan Cr Rd

2. Key Personnel – Duties and Responsibilities

The key contact for the STS is Matt Sakals, STS President (250 877 0917), silverntrails@gmail.com

2020 STS Board of Directors		
Name	Position	Roles & Responsibilities
Matt Sakals	President	Maintenance & Administration
Jeff McKay	Treasurer	GPS/GIS Trails, Maintenance and Administration
Kaila Greenlees	Secretary	Communications and Administration

See Appendix 1 for STS contact information.

3. Goals & Objectives of the Silvern Trail Society 2020-2022

The Silvern Trail Society currently is in its infancy, and its trail-related goals are largely centered around permitting, maintenance and improvement of existing features and infrastructure.

The STS plans to complete the following administrative work in 2020: :

Description	Date Initiated	Date Completed
Work with Recreation Sites and Trails BC (RSTBC) to refer out the plans for upgrading the trails and legal designation.	May 2020	
Begin funding procurement and approvals process to contract new alignment and repair of the Horlings Trail. Existing alignment is severely damaged and routed through poor soils with several failing stream crossings. A detailed project description will accompany this plan. The plan will accommodate the active hydrogeomorphic character of the landform and include reference to any required authorizations.	Postponed until after RSTBC referral process is complete	
Secure an agreement with BC Hydro for management of the ??? Trail (formerly "Horlings Connector") crossing the proposed powerline right-of-way.	June 2020	

The STS plans to complete the following trail work in the 2020 work window (April to November):

Description	Date Initiated	Date Completed
Perform brushing, clearing and leaf blowing activities where required to maintain trail corridors.	Ongoing	
Perform minor trail realignments to improve trail sustainability and/or user enjoyment.	Ongoing	
Review Rangelands trail where incursions on private lands may exist. Confirmation has been completed with RTK GNSS survey equipment (provided by Bulkley Valley Engineering Services) and existing nearby legal survey monuments.		19 Apr 2020
Realign approximately 70 m of the Rangelands trail off private land.	May 2020	
Repair, restore and replace non-compliant or aged wood structures located on the Gulcher Trail.		
Improve the surface of the Club Creek Trail.		
Minor new trail construction may be attempted following authorization from RSTBC and with adequate volunteer contributions.	Postponed until after RSTBC referral process is complete	
Add signage in accordance with RSTBC requirements to communicate trail/TTF difficulty ratings, permitted user-types (moto vs non-moto), and typical flow of traffic. Limiting the publicity of these trails (refraining from publishing on TrailForks) is preferred.	Postponed until after RSTBC referral process is complete	
Construct a new crossing of Glacier Gulch creek along with removal of old structures. Water Sustainability Act Notification is required.	Postponed until after RSTBC referral process is complete	
To the extent possible, conduct temporary improvements to the trail tread and crossings of the motorized/multi-use ??? Trail (formerly "Horlings Connector") – this work will be contingent on funding and approvals		

3.1. Three-year Plan

Work shall begin March 2020, and continue over the next 3 years:

- Reconnaissance, layout and GNSS survey of proposed new trails.
- Apply for funding for proposed trail realignments, improving trails in the vicinity of known fish habitat and other goals of sustainability and trail longevity.
- To the extent required and as able, temporary improvement and stabilizing of existing wood boardwalk and stream crossings to mitigate hazards to trail users of the ??? Trail (formerly "Horlings Connector"). This shall be done in accordance with all RSTBC standards and pertinent provincial legislation (Water Sustainability Act)

4. Maintenance & Construction Standards

The STS will plan, construct and maintain trails and related recreation features in a manner that embodies an approach of “a light hand on the land” where timber and vegetation will be retained as much as possible.

The intent of these trails is to provide a wilderness experience through a variety of ecotypes within the Lake Kathlyn area, ranging from mature hemlock to open, aspen regeneration stands previously cleared for pasture.

Trails will be maintained to the standards necessitated by RSTBC, which includes the Whistler Trail Standards for designing technical terrain features (TTFs) and rating trails and TTFs – green, blue, black. IMBA Trail Solutions (book) will be used for building and maintenance along with Chapter 10 of the Recreation Manual found here: <https://www2.gov.bc.ca/gov/content/sports-culture/recreation/camping-hiking/sites-trails/program/maintenance-development>. Motorized trails and associated crossings will be maintained or rejuvenated to the appropriate standards and best practices. Typically, maintenance will be volunteer driven with appropriate hand tools.

Regular seasonal maintenance will be conducted each spring and fall. Maintenance items identified through regular seasonal safety checks will be dealt with within one week of the reported problem to the best of the volunteer maintenance provider’s abilities.

The STS club will conduct inspections on typically frequent outings. All TTF’s or other trail features shall be identified in a trail inventory with a description and geographic coordinates. Any issues identified will be reported and scheduled for maintenance. Safety issues that are identified will be marked, or trail features may be closed/deactivated until the problem can be corrected.

5. Water Sustainability Act

Any trail crossings to be constructed or works in the vicinity of streams, lakes or wetlands will conform to the Water Sustainability Act (WSA) or other applicable acts (Forest and Range Practices Act). It is anticipated that all crossings will be clear spans to allow for use of WSA Notifications only.

6. Provide Public Information

As the Silvern Trail Society’s trails specifically serve the community of the Horlings/Lake Kathlyn area, their advertisement shall be limited. Trails will not be published on public tools such as TrailForks to minimize the impact that an increase in users may incur. Trails may need to be published on RSTBC’s online inventory, and signage may be prepared at each trail head or access point to limit the potential for new users to become lost.

Some unofficial trails in the vicinity of the STS trails have management issues. These secondary trails STS does not currently have plans to manage but members of the public use the trails to access and intrude onto private properties. The STS has engaged these land-owners and will adaptively manage the access issues as they arise. Signage, not at the initiation of the secondary trails, but rather where the secondary trails cross onto private property will be installed in an attempt to reduce the trespassing.

Some trails will be closed during construction for safety considerations and those trails will be marked as closed with signage indicating construction or significant modifications are underway.

7. Engagement with Indigenous Communities

With respect to any major projects, STS will communicate with Indigenous communities directly or through RSTBC, as desired by the Indigenous groups and the District Recreation Officer. Necessary archaeological considerations will be made as required with respect to new developments. Coordination with RSTBC will ensure that all appropriate steps will be taken to consider cultural resource values.

8. Engagement with other Organizations

The STS will coordinate with RSTBC regarding notifications and/or referrals to the forest license holder (Wetzin’Kwa Community Forest), First Nations, licensed trappers and guides and other stakeholders whose area of interest may overlap with the existing trail systems should major development activities be pursued.

8.1. BC Hydro

An agreement will be sought with BC Hydro regarding the management of the trail and trail users across the BC Hydro right-of-way along the ??? Trail (formerly “Horlings Connector”).

8.2. Ministry of Transportation and Infrastructure

The STS recognizes that some of the trails of the network exist on Ministry of Transportation and Infrastructure (MOTI) rights-of-way and therefore may at some point be impacted by road construction. It is expected that STS users will maintain the right to use the rights-of-way to access trails.

Parking in cul-de-sacs is not officially condoned by MOTI but in rural areas some short-term parking is tolerated. It is expected that many trail users will be from the local neighbourhood so for the foreseeable future parking is unlikely to be a major concern.

The Horlings cul-de-sac is already signed to prevent parking when the school bus may need the area clear. The Glacierview cul-de-sac is large with only a single driveway thus offering plenty of space for parking and a low likelihood for issues. A staging/parking area exists at the base of the Twin Falls Road and a small parking area has been created at the top of the Gulcher trail. See the attached map for reference.

STS has engaged with MOTI and no current issues were noted. If parking becomes an issue, MOTI will communicate the concern to STS and a resolution will be developed.

8.3. Wetzin’Kwa Community Forest

The STS recognizes that the trails are within the Wetzin’Kwa Community Forest and that industrial forest management activities may occur over the trails. No objection will be made regarding the harvesting but STS may request some considerations so that unnecessary damage to the trails is avoided. Further, STS may request some assistance with re-establishing trails following forestry activities that negatively impact the trail system. Trails will be closed during periods of industrial forest activities that could be dangerous to trail users.

9. Safety Plan for Delivering Services

9.1. Hazard Abatement

Windfall trees are a regular occurrence. The STS will use its user's proximity to the trails and frequent use to identify deadfall and other trail maintenance issues. If deadfall cannot be removed immediately, it will be noted and removed as soon as is possible. Sections of trails will be temporarily closed if other trail maintenance issues posing danger to the public are identified and cannot be corrected immediately.

Except when proposed by the Agreement Holder, the recreation district will conduct and determine when Wildlife Danger Tree Assessments are required. The STS intends to partner with the local Wildland Fire Fighting crews to perform intensive removal and/or falling of identified trees if deemed necessary during a RSTBC mandated Danger Tree Assessment (assuming a Level 1 Disturbance Level for Danger Tree Assessment).

All maintenance providers and chainsaw operators performing works on the identified trails shall have RSTBC approved chainsaw experience or approved chainsaw operator safety course. All available Personal Protective Equipment (PPE) will be used where practical.

9.2. Public Safety Considerations

The STS will conduct its operations within the identified trail networks and possible eventual recreation polygon according to the Partnership Agreement with Recreation Sites and Trails BC and the 2020 STS Management Plan. In summary, the STS will:

- Construct trail and technical features to standard
- Maintain existing trail and features according to standard
- Install signage to inform public of the safest use of the recreation site
- Liaise with Recreation Sites and Trails BC if public safety issues arise
- Take agreed upon corrective action, as soon as is practicable, if public safety issues arise.

9.3. Closures

If a closure of the area is required due to fire hazard or other natural disasters, signage will be clearly posted at trail heads. Spot checks will be conducted by the STS executive to ensure the closure is being followed.

9.4. Accident and Emergency Management

The wide variety of user groups have a large range of risk, typically these risks are self-managed by the users by use of PPE specific to each activity. A map of the trail system will be provided to the local Search and Rescue (BVSAR) for their use should a rescue be required. It is not practical for typical emergency services (paramedics) to initiate a rescue on these trails.

Features of increased difficulty will be signed to mitigate the potential for accidental use, and subsequent harm. Signage at each trail access point will make clear the inherent risks of use, as well as trail use etiquette, limitations for some trail user types and emergency services contact information. Trail signposts will also be used to post additional safety information (e.g. bear awareness) related to trail usage.

9.5. Training

Given the recent formation of the STS, minimal training of its members has occurred. A variety of skills exists amongst its members, including Advanced First Aid Providers, CPR-HCP, qualified members of the BVSAR and chainsaw certification.

9.6. Volunteer Trail Work Events

- A sign-in sheet will be used to record the volunteer's name, address, date of birth, and qualifications.
- STS will obtain proof of compliance for volunteers completing Services listed in Schedule B (i.e., chainsaw, power-tools).

10. Fundraising

STS will attempt to garner funds and support from various funding agencies in an attempt to increase the quality and environmental sustainability of the maintained trail network.

STS recognizes that section 57 authorization is required for significant works including soil disturbance, falling of timber (outside of routine site maintenance), and construction of structures. STS will use the Front Counter BC guide for reference on what requires authorization and what doesn't: <http://www.frontcounterbc.ca/pdf/S57ApplicationInfoGuide.pdf>

STS will refer to our list of priorities and goals listed above as a means of guidance for applying on grants.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: October 22, 2020
SUBJECT: Building Inspection Agreements with Municipalities

RECOMMENDATION

That the Regional District Board Chair and CAO be authorized to enter into agreements for the provision of building inspection services to the Village of Burns Lake, the Village of Fraser Lake, the Village of Granisle, the District of Fort St. James, the District of Houston, and the Village of Telkwa.

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

The Regional District of Bulkley-Nechako currently provides building inspection services to the Village of Burns Lake, the Village of Fraser Lake, the Village of Granisle, the District of Fort St. James, the District of Houston, and the Village of Telkwa. The existing agreements expire December 31, 2020.

In staff's opinion this arrangement is mutually beneficial and should be continued. The existing agreements have worked well and no changes to the terms of the agreements are recommended. All 6 municipalities have indicated a high level of satisfaction with the service provided.

The template agreement document is attached for the Board's information.

ATTACHMENTS:

Building Inspection Service Agreement



**BUILDING INSPECTION
SERVICE AGREEMENT**

BETWEEN

REGIONAL DISTRICT OF BULKLEY-NECHAKO

AND

MUNICIPALITY

BUILDING INSPECTION SERVICE AGREEMENT

THIS AGREEMENT made this day of 2020

BETWEEN:

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

(hereinafter called the “**RDBN**”)

OF THE FIRST PART

AND:

MUNICIPALITY

Address

Address

(hereinafter called the “**District/Village**”)

OF THE SECOND PART

WHEREAS the RDBN and District/Village, under Section 263 (1)(b) and 334 of the Local Government Act, may enter into an agreement to provide the municipality a service that is a work or service within the powers of the Municipality;

AND WHEREAS the RDBN and District/Village are willing to enter into an agreement for the RDBN to provide Building Inspection Service within the boundaries of the District/Village;

NOW THEREFORE the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, covenant and agree as follows:

Term

1. This Agreement is for a term of 5 years commencing on January 1, 2021 and terminating on December 31, 2025.

Intent

2. The intent of this Agreement is to outline the manner and terms by which the RDBN shall provide Building Inspection Service to the District/Village. The parties, as independent jurisdictions, agree that the RDBN shall provide Building Inspection Service to the District/Village for the benefit of both the RDBN and District/Village.
3. Both parties agree that Building Inspection Service shall be delivered in accordance with this Agreement.
4. This Agreement forms a contract between the RDBN and the District/Village, with the RDBN being the contractor for the District/Village. The Building Inspectors for the RDBN shall be representatives of the District/Village during the course of their duties under this Agreement, and all terms of the Local Government Act and the Community Charter respecting building inspection shall apply.

Termination or Amendment

5. Either party may terminate this Agreement by delivering to the other party written notice, a minimum of six (6) months in advance of the termination date.

Waiver

6. This Agreement is binding upon the parties hereto and their successors and assignees. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

Definitions

7. In this Agreement:

“Building Bylaw” means the (applicable building bylaw), as amended, or a replacement building bylaw.

“Building Inspection Service” means administering and enforcing the Building Bylaw, and performing the role of the building inspector in relation to Division 8 of the Community Charter. This includes the following:

- (a) receiving, reviewing and renewing applications for permits under the Building Bylaw;
- (b) issuing permits;

- (c) processing permit renewal applications;
- (d) carrying out building inspections;
- (e) following up on apparent Building Bylaw violations and lapsed permits and using best efforts to resolve these occurrences and close files;
- (f) issuing stop work orders and correction notices as necessary;
- (g) reporting unresolved Building Bylaw violations to the District;
- (h) handling requests from members of the public to review or obtain copies of the contents of building inspection files, including requests under the Freedom of Information and Protection of Privacy Act (British Columbia).

Provision of Building Inspection Service

8. The RDBN shall be responsible for the following.
 - (a) Providing Building Inspection Service for the area incorporated as the District/Village from the RDBN office.
 - (b) Providing the Building Inspection Service according to the policies of the Council of the District/Village and in accordance with accepted procedures established by the Director of Planning, Chief Administrative Officer (CAO), or designate of the RDBN.
 - (c) Maintaining all building inspection files open for review by the District/Village during ordinary business hours.
 - (d) Ensuring that enforcement action involving stop work orders are undertaken with the knowledge of the District/Village. In the case where an imminent threat to public safety or damage to property exists a stop work order may be issued without District/Village knowledge. The District/Village will be advised as soon as reasonably possible.
 - (e) Designating the Director of Planning, Building Inspector, and CAO for the RDBN as the sole contacts with District/Village staff with respect to the provision of Building Inspection Service.
 - (f) Providing a monthly report on building inspection activity within the District/Village.
 - (g) Reporting to the CAO of the District/Village any infractions to building or zoning bylaws noted during inspections.
9. The RDBN will deliver the building inspection service in a diligent manner utilizing qualified building officials having suitable training and being properly supervised.
10. The District/Village shall be responsible for the following:
 - (a) Designating the Building Inspectors for the RDBN by Council as building inspectors for the municipality and as persons to enforce the Building Bylaw as authorized agents under Section 16 of the *Community Charter*.
 - (b) Designating the Chief Administrative Officer for the District/Village as the contact with RDBN staff with respect to the provision of Building Inspection Service.

- (c) Providing all necessary information to the Building Inspector including, but not limited to, community plans, zoning bylaws, and municipal service information on an ongoing basis as necessary. The District/Village shall also provide the required interpretation and administration of these bylaws and documents associated with the provision of the Building Inspection Service on an ongoing basis.
 - (d) Dealing with any enforcement action involving fines or Court action.
 - (e) Required Building Permit fees calculated by the Building Inspectors in accordance with the District/Village's fee schedule, shall be made to and collected by, the District/Village.
11. The RDBN and the District/Village acknowledge the powers contained within the *Local Government Act* that can only be exercised exclusively by the District Council.
 12. The RDBN will provide the Building Inspection Service in accordance with RDBN procedure unless a specific request for an alternative procedure is made by the District/Village. The RDBN may require this request in writing.
 13. The District shall not adopt any procedures in relation to the provision of the Building Inspection Service inconsistent with those of the RDBN without the prior written consent of the RDBN.
 14. The RDBN and the District/Village shall communicate annually to exchange information pertaining to outstanding permit files. The RDBN and District/Village shall jointly establish goals for closing outstanding files.
 15. In the event of the absence of the Building Inspector/s necessary to provide the Services the RDBN is not required to provide Building Inspection Service until adequate resources are available. The RDBN shall make all reasonable efforts to ensure that required staffing levels are provided.
 16. The District/Village Mayor or Councillors shall not contact the Building Inspectors directly regarding Building Inspection Services.

Service Delivery Cost Recovery:

17. In consideration for providing the Services under this Agreement:
 - (a) The RDBN shall receive an annual fee (paid quarterly) for the Building Inspection Service calculated in accordance with the table attached as Schedule A to this agreement.
 - (b) The RDBN shall receive a fee of \$50.00 per hour for Building Inspector time spent preparing evidence or attending in court to give evidence of alleged violations of the Building Bylaw or BC Building Code, on behalf of the District.
 - (c) The fee identified in Section 17a. shall be amended annually and shall take effect January 1st of each year.

Cost of Claims

18. The District/Village shall reimburse the RDBN for any deductible amount that the RDBN is obliged to pay in relation to a claim arising from services provided within the municipality.
19. The District/Village shall reimburse the RDBN for any damages award or portion thereof that actually results from a claim and that is not covered by the RDBN's errors and omissions insurance.
20. The District/Village shall reimburse the RDBN for any staff costs actually incurred by the RDBN in dealing with a claim arising from services provided within the municipality.

Binding Effect

21. This Agreement shall endure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

Dispute Resolution

22. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by either party first written notice may be provided by either party to the other party describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the parties shall:
 - (a) immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
 - (b) if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party, then either party may serve a second written notice upon the other party that the matter is to be referred to binding arbitration; and
 - (c) a single arbitrator shall be appointed by Agreement of the parties within 90 (ninety) days of the second written notice being delivered, and failing such Agreement, the arbitrator shall be appointed pursuant to the Commercial Arbitration Act to hear both parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on both parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

Law Applicable

23. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this Agreement shall negate or fetter the legal authority of either party.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals on the day and year first above written.

The Corporate Seal of the
RDBN was affixed hereto in the
presence of:

Chairperson

Chief Administrative Officer

The Corporate Seal of the
District/Village
was affixed hereto in the
presence of:

Mayor

Chief Administrative Officer



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: October 22, 2020
SUBJECT: Parks and Trails Service Implementation Strategy Update

RECOMMENDATION

Receipt

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

On September 22, 2020 a discussion paper, draft service establishment bylaw, and cover letter was sent to all municipal CAOs. The discussion paper details the proposed structure of the Parks and Trails Service, and the service implementation process. The cover letter asks that municipalities confirm by November 13, 2020 whether they intend to participate in the service, or have their name removed from the service implementation bylaw.

Once municipal participation is confirmed staff will contact Electoral Area Directors to confirm Electoral Area participation. The draft bylaw will be amended as necessary and formally submitted to the Board for consideration of 3 readings. The bylaw must then be forwarded to the Province for approval. The goal is to have the bylaw in place prior to adoption of the RDBN's 2021 budget.

A copy of the package sent to the Town of Smithers including the cover letter, discussion paper and draft bylaw, is attached for the Board information. This is the same information sent to all municipalities.

ATTACHED

Letter to the Town of Smithers dated September 22, 2020 with attachments.



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

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

September 22, 2020

Alan Harris, CAO
Town of Smithers
PO Box 879
Smithers, BC V0J 2N0

RE: Parks and Trails Service Establishment Bylaw No. 1922, 2020

Thank you for facilitating the Regional District's delegation to Council at its July 28th Council meeting. The opportunity to outline the RDBN's strategy for implementation of the proposed Parks and Trails Service, and answer Council's questions, was appreciated. Attached to this letter is a discussion paper which provides further detail on the proposed structure of the Parks and Trails Service, and the service implementation process. Also attached is a draft "Parks and Trails Service Establishment Bylaw." The bylaw has been drafted to include all municipalities as participants in the service.

The RDBN is asking for confirmation whether the Town of Smithers wishes to participate in the service, or have their name removed from the bylaw. Once municipal participation is confirmed the draft bylaw will be formally considered by the Board and forwarded to the Province for approval. The goal is to have the bylaw in place prior to adoption of the RDBN's 2021 budget; therefore, a response from the Town is requested by November 13, 2020.

If the Town has any questions, please do not hesitate to contact me at your convenience. Also, for further information the RDBN's Parks and Outdoor Recreation Study can be accessed on the RDBN's web page at <https://www.rdbn.bc.ca/recreation>.

Sincerely,

Curtis Helgesen
Chief Administrative Officer

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

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Parks and Trails Service Implementation: A Discussion Paper

Regional District of Bulkley-Nechako

PARKS AND TRAILS SERVICE IMPLEMENTATION: A DISCUSSION PAPER

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INTRODUCTION

In 2019 the RDBN Board directed staff to hire a consultant to undertake a Parks and Outdoor Recreation Study. The completed study was presented to the RDBN Board at its June 18, 2020 Board Meeting. At the June 18, 2020 Board Meeting the Board directed staff to develop a strategy for the implementation of a parks and recreation service that does the following:

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

This discussion paper has been developed as a resource regarding the proposed implementation strategy for a Parks and Trails Service by the Regional District of Bulkley-Nechako.



THE PROPOSED PARKS AND TRAILS SERVICE

The *Local Government Act* allows the establishment of a regional trails and regional parks function without a tax requisition limit in the establishment bylaw. This means that the service can be established without public assent (referendum or alternative approval process). Consent for the establishment bylaw can be given by participating electoral area directors and through council resolution for member municipalities. Staff are evaluating whether each individual park and trails must be established as a regional park and trails by bylaw.

Parks and Trails Establishment Bylaw No. 1881, 2019

"Regional District of Bulkley-Nechako Electoral Areas' Parks and Trails Establishment Bylaw No. 1881, 2019" was adopted November 21, 2019 for the purpose of creating, operating and marketing Regional Parks and Regional Trails within the Electoral Areas of the Regional District of Bulkley-Nechako.

This service includes all the RDBN's Electoral Areas and authorizes the collection of taxes in support of the service based on the net taxable value of improvements in the rural area. The bylaw requires that each Electoral Area apportioned the cost (including administration) attributed to each park or trail within the Electoral Area. The accounting of staff time on this basis has not yet occurred.

Proposed Parks and Trails Service Establishment Bylaw No. 1922, 2020

Staff are proposing that Bylaw No. 1881, 2019 be replaced with a bylaw that includes municipalities wishing to participate in the service, and establishes the following 7 sub-regional Parks and Recreation Service Areas (subject to confirmation of municipal and electoral area participation).

- Electoral Area A Service Area (Electoral Area A, Town of Smithers, Village of Telkwa)
- Electoral Area B and E Service Area (Electoral Area B and E, Village of Burns Lake)
- Electoral Area C Service Area (Electoral Area C, District of Fort St. James)
- Electoral Area D Service Area (Electoral Area D, Village of Fraser Lake)
- Electoral Area F Service Area (Electoral Area F, District of Vanderhoof)
- Electoral Area G Service Area (Electoral Area G, District of Houston, Village of Granisle)

RDBN staff have presented as a delegation to every municipality in the RDBN. The feedback to date has been positive. The next step in the consultation process is to send the municipalities a draft copy of "Parks and Trails Service Establishment Bylaw No. 1922, 2020" for review, and ask

for direction regarding the inclusion of the municipality in the bylaw. The proposed new “Parks and Trails Service Establishment Bylaw No. 1922, 2020” is attached as Appendix “A.”

It is noted that full municipal or electoral area participation is not necessary for the proposed bylaw and implementation strategy to proceed. Bylaw 1922 may be amended in future years, with Board agreement, to include municipalities wishing to join the service at a later date.

Budgets and Taxation

The intent behind the creation of the above noted sub-regional Service Areas is that the costs associated with parks and trails are paid for by residents of the area in which they are located. The proposed Service Areas also allows Electoral Area Directors and participating municipalities with the ability to determine the parks and trails services provided, if any, in their Service Areas.

Each Service Area will have its own separate budget and Five Year Financial Plan which will be prepared by staff in consultation with the participants within that Service Area. The budgets will then be considered and approved during the Board’s annual budget approval process. The budgets will include funding of the following:

- administration costs based on staff time allocation,
- maintenance costs for each park and trail facility,
- reserve funds for park and trail facility replacement; and,
- reserve funds for land purchase and new projects.

A rough preliminary estimate of the administration costs associated with implementing and operating the proposed Parks and Trails Service is estimated to be approximately \$100,000 including staff time, vehicle costs, office space, supplies, etc. Parks and trails planning, capital, and operational costs (including staff time) specific to a park or trail would be allocated to the Service Area in which the park or trail is located. The costs (including staff time) associated with certain region wide administrative tasks, such as general bylaw or policy development and human resources would be shared among the participating Electoral Areas and municipalities.

		Admin Share	150K HOUSE	250K HOUSE	400K HOUSE
Smithers, Telkwa, Area A		55%	\$ 3.74	\$ 6.24	\$ 9.99
	Electoral Area A	\$ 22,751.58			
	Smithers	\$ 27,941.81			
	Telkwa	\$ 4,306.61			
Houston, Granisle, Area G		5%	\$ 1.32	\$ 2.20	\$ 3.52
	Electoral Area G	\$ 1,314.96			
	Granisle	\$ 178.05			
	Houston	\$ 3,506.99			
Burns Lake, Area B & E		25%	\$ 5.24	\$ 8.73	\$ 13.97
	Electoral Area B	\$ 10,824.05			
	Electoral Area E	\$ 7,693.91			
	Burns Lake	\$ 6,482.04			
Fraser Lake and Area D		5%	\$ 1.65	\$ 2.76	\$ 4.41
	Electoral Area D	\$ 3,047.25			
	Fraser Lake	\$ 1,952.75			
Vanderhoof and Area F		5%	\$ 0.57	\$ 0.94	\$ 1.51
	Electoral Area F	\$ 2,163.34			
	Vanderhoof	\$ 2,836.66			
Fort St. James and Area C		5%	\$ 0.79	\$ 1.32	\$ 2.11
	Electoral Area C	\$ 3,320.24			
	Fort St. James	\$ 1,679.76			
		\$100,000.00			

The administration cost allocation shown below is preliminary and the cost breakdown is based on anticipated workload for the first two years of the service. The known priority projects are located in Electoral Areas A, B and E. In future years it is expected that projects in other areas will represent a greater share of the workload, and costs moving forward. It is noted that the below taxation is based on improvements only.

THE IMPLEMENTATION PROCESS

To implement the proposed Parks and Trails Service for the 2021 budget the following process and timelines are proposed.

Step 1-	Municipal Confirmation of Participation	Sept. / Oct. 2020
Step 2 -	Board 1 st , 2 nd , 3 rd readings of Bylaw 1922	Oct. / Nov. 2020
Step 3 -	Councils authorization of Bylaw 1922	Nov. / Dec. 2020
Step 4 -	Submission of Bylaw 1922 to the Province	Dec. 2020
Step 5 -	Provincial approval of Bylaw 1922	60 day estimate
Step 6 -	Board adoption of Bylaw 1922 bylaw	Feb. 2021
Step 7 -	Development of Parks and Recreation Service Area Budgets	Jan. – Mar. 2021
Step 8 -	Development of Planning Department Work Plan	Jan. – Mar. 2021
Step 9 -	Board approval of Parks and Recreation Service Area Budgets	Mar. 2021
Step 10 -	Hire staff person	April 2021
Step 11 -	Implement 2021 Work Plan	June 2021

Staffing

The Parks and Trails Service has been assigned to the Planning Department for implementation and administration. It is staff's preliminary estimate that the Parks and Trails Service can be provided with one full time employee (FTE) added to the department. It is estimated that at times the parks and trails related workload will exceed the capacity of one full time employee while the parks and trails service and related facilities are being established. Planning Department staff time, and associated costs, will be allocated to the appropriate Service Area based strictly on time spent providing parks and trails services. Therefore, if 1.2 FTE is required to provide the service, the cost associated with 1.2 FTE will be allocated to the parks and trails service. If 0.8 FTE is required to provide the service, the cost associated with 0.8 FTE will be allocated to the parks and trails service.

2021 Work Plan

General Administration

- Development of a Parks Bylaw that establishes regulations regarding the use of RDBN trails and parks (camping, fires, littering, smoking, hours of operation, etc.).
- Development of a maintenance policy for parks and trails.
- Development of a special event policy for park use.

Project Work

- Cycle 16 Trail Project Planning (Electoral Area A)
- Trout Creek Park use and development plan and implementation (Electoral Area A)
- Imerson's Beach Park parking lot and rail crossing development (Electoral Area B)
- Hospital Point Park operation and maintenance plan development (Electoral Area E)

2022- 2023 Work Plan

General Administration

- Establishment of a local government ticketing bylaw that lays out the actions that are offences within RDBN parks and trails and the penalties for each offence.
- Development of guidelines (to be included in Official Community Plans) regarding the provision of parkland or cash in-lieu equivalency to the RDBN as part of the land subdivision process. These guidelines must be established to give the RDBN authority to determine if cash is provided in lieu of parkland.
- Development of an implementation strategy for the collection and distribution of funds to societies providing recreation services. This strategy will include an elector assent process.

Project Work

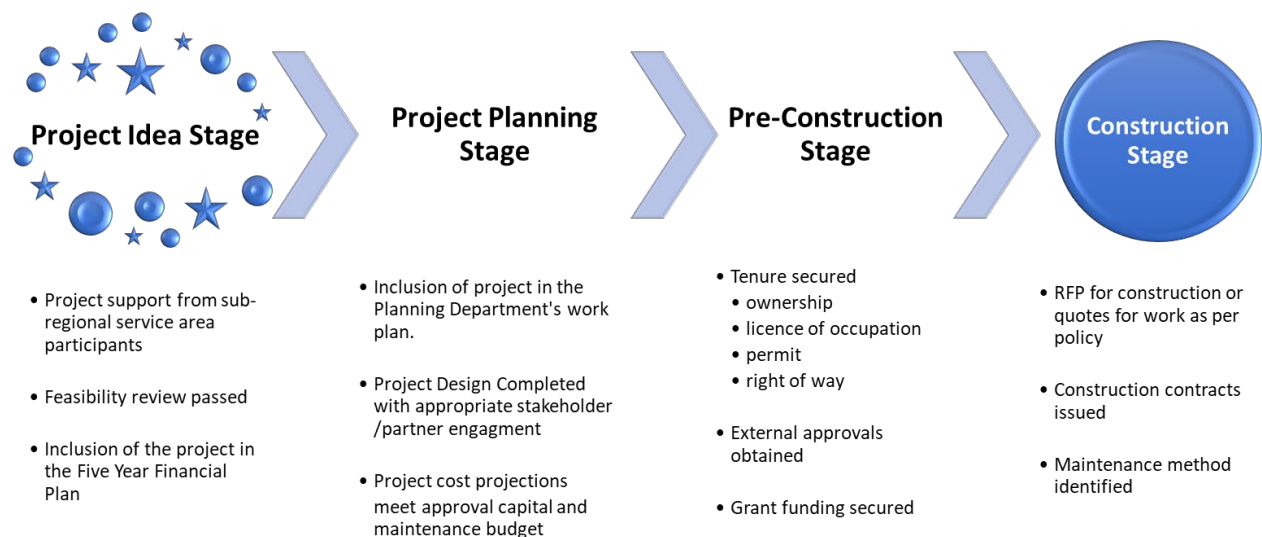
- Cycle 16 Trail Construction (Electoral Area A)
- Francois Lake boat launch (Electoral Area B)
- Telegraph Trail Cabin Recreation Site maintenance plan development (Electoral Area A)
- Glenannan Park maintenance plan development (Electoral Area D)
- Cluculz Lake boat launch feasibility assessment (Electoral Area F)?
- Stuart River Boat Launch (Electoral Area C)

Park and Trail Project Decision Making Process

Park and trail initiatives within Service Areas will be identified and prioritized as part of the annual work plan and budgeting process for the Planning Department. Parks and trails projects for the year will be recommended to the Board by Planning Department staff based on Department capacity, Service Area participant project priority, and equitable staff time allocation between Service Areas.

Planning Department staff anticipate that longer term parks and trails planning, and the necessary public engagement, will be incorporated into the OCP review process for each Electoral Area. However, each Service Area can initiate their own parks and trails planning process independent of the OCP review process subject to inclusion of the project in the Planning Department work plan and the Service Area's budget.

Staff envision a three-stage process for the identification and approval of a park or trail project for a Service Area. This process is summarized in the below flow chart. The intent is that staff's recommendations regarding the budgeting for and development of parks and recreation assets in a Service Area are made based on consultation with EA Directors and municipal partners. However, the Board remains as the decision-making authority.



The Project Idea Stage

A project idea could be raised by Service Area participant (Electoral Area Director or municipality), staff, or member of the public. Planning Department staff would have preliminary consultation with Service Area Participants regarding support for the potential project. Staff would undertake a preliminary feasibility review and develop a rough capital and operational budget for inclusion in the Five-Year Financial Plan.

The Project Planning Stage

If the project is included in the Planning Department's work plan as part of the annual budgeting process, staff will work to complete the project design with consultation with project partners and appropriate stakeholders. The project can proceed to the pre-construction stage if the projected construction costs and operations budget are in place. The project planning stage and pre-construction stage may become one stage of the project where appropriate.

The Pre-Construction Stage

During the pre-construction stage Planning Department staff would ensure that all of the technical requirements for project implementation are completed. This may include the securing of tenure if the land is not owned by the RDBN. Access permits and road improvements may be necessary. Agricultural Land Commission approval may be required. Authorization for work in a watercourse may be required. It is expected that many projects may be dependent on grant funding approval.

The Construction Stage

During the construction stage the Planning Department would go through the appropriate process to award the construction contract. For smaller projects this may include the obtaining of three or more quotes, and for larger projects this may include issuing a formal request for proposals (RFP).

During construction, the Planning Department would implement an appropriate oversight process to ensure that construction occurred in accordance with the contract. During, or prior to, construction the RDBN must determine the manner in which the facility will be maintained. This may be through an agreement with a municipality, the use of a contractor, or by agreement with a society.



CURRENT RDBN PARK AND OUTDOOR RECREATION INITIATIVES

The RDBN has undertaken a number of parks and outdoor recreation initiatives, which are included in the 2021 workplan. The Preliminary Taxation Breakdown provided earlier in this report is based on these initiatives and the expected workload. These projects are outlined in more detail below.

Electoral Area A / Smithers / Telkwa Service Area

Cycle 16 Commuter Trail

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

The RDBN has entered into a MoU with the Cycle 16 Trail Society. The following work is required to move the project forward:

- Registration of right of ways on private property.
- ALC approval of the trail through the ALR.
- Agrologists reclamation reports to ALC satisfaction.
- Engagement with impacted property owners.
- Detail design, construction drawings, and construction cost estimates.
- Ministry of Transportation approval for infrastructure in a road right of way.
- Identification of construction funding.
- RFP for construction contract and oversight of construction process.
- Development and implementation of a maintenance strategy.

Trout Creek

Trout Creek is a 32.925 ha. (81.36 ac.) property on the Bulkley River located approximately 20 kms west of the Town of Smithers. The property has potential for development as a park used as a day use area, campground, boat launch, and fishing spot. The site could also serve as a parking lot for a trail to a waterfall / swimming hole.

The following work is proposed to be completed:

- Establishment of an advisory group to assist in developing a use and development plan.
- Ministry of Transportation approval for parking lot infrastructure and access.
- License of Occupation or Crown Grant approval for the trail and waterfall.
- Agricultural Land Commission approval for certain uses (trail, campground, parking lot, etc).
- Site development plan, construction drawings, and construction cost estimates.
- Identification of site development funding, and oversight of construction process.
- Development and implementation of a maintenance strategy.

There may be demand that some of the work necessary to move this project forward will occur in 2020 / 2021 prior to the hiring of recreation staff in 2021. This may have Planning Department workplan implications.



Telegraph Trail Cabin

The RDBN owns a small property at 18250 Quick East Road which contains a relocated Telegraph Trail cabin. The cabin required some basic maintenance to ensure the structure is preserved as a heritage resource.

Electoral Area B / E / Burns Lake Service Area

Imerson's Beach

Imerson's Beach is an 11 acre property located approximately 4 km east of Burns Lake near Tintagel Road. The property contains a small beach which has been used by area residents for decades. The beach area is heavily used in the summer and is accessed by both boat and foot.

The following work is proposed to be completed:

- Ministry of Transportation approval for parking lot in road right of way.
- Ministry of Transportation access permit approval.
- CN approval of railway crossing design by engineer.
- Identification of site development funding, and oversight of construction process.
- Development and implementation of a maintenance strategy.



Hospital Point

Hospital Point is an 11 acre parcel on the southside of Francois Lake which contains a community hall and day use recreation area. The Southside Seniors Housing Society gifted the land to the RDBN. The following work is proposed to be completed:

- Development of a Hospital Point Park use and development plan (including potential upgrade of the building to allow for safe public use).
- Identification of site development funding, and oversight of construction process.
- Development and implementation of a maintenance strategy.

Boat Launch on Francois Lake

There has been preliminary discussion regarding the need for a deep water boat launch on the north shore of Francois Lake. No proposed site has been identified.

Electoral Area C / Fort St. James Service Area

Boat Launch on the Stuart River (tentative parkland dedication)

The RDBN may receive a waterfront parkland dedication associated with a proposed subdivision on the Stuart River near Stuart Lake. This parkland will have good potential for development as a boat launch and park area.

Electoral Area D / Fraser Lake Service Area

Glenannan Park

The RDBN holds the License of Occupation for the Glennan Community Park which consists of a picnic shelter, public bathrooms, and green space. The Park is operated by the Glennan Community Association. The park is in need of some basic upgrades.



Electoral Area F / Vanderhoof Service Area

Boat launch on Cluculz Lake

There has been preliminary discussion regarding the need for a boat launch on Cluculz Lake.

Electoral Area G / Houston / Granisle Service Area

Stuart River Boat Launch

The RDBN may be the recipient of parkland dedication associated with a proposed subdivision. The proposed parkland and Ministry of Transportation required water access has notable potential for development as a park and boat launch.



PARKLAND AND TRAIL ACQUISITION AND DISPOSAL

Parkland Acquisition Through Subdivision

Section 510 of the *Local Government Act* requires that if the property being subdivided creates three or more lots then dedication of up to 5% of the property can be required to be dedicated to the RDBN for park purposes. Now that the RDBN has a parks and trails service establishment bylaw the RDBN has the option of accepting either the land dedication for park or a cash-in-lieu equivalent equal to 5% of the appraised value of the overall property. However, the decision on whether to provide parkland or cash-in-lieu is currently at the discretion of the property owner. If the OCP for the Electoral Area where the land is being subdivided contains policies respecting the location and type of future parks, the RDBN may determine whether the owner must provide land or cash-in-lieu. The amendment of the Electoral Area OCP's to include policy regarding the location and type of future parks in Electoral Areas will be added to the Planning Department's work plan.

Policies respecting the location and type of future parks to be accepted would include consideration of issues such as location, size, slope, access, and availability of water. Priority should be given to the continuity of trails, greenways, and other major components of a pre-planned park or trail facility. Policy can also give priority to parkland dedication that protects natural or historic features, or wildlife habitat.

The Planning Department's practice has been to review any proposed parkland dedication under Section 510 of the *Local Government Act* with the applicable Advisory Planning Commission, and the Board as part of the rezoning process for that subdivision. Staff do not anticipate this process changing in the near future; however, staff may recommend that the process be established through the development of a formal Board policy.

Where cash-in-lieu equivalent equal to 5% of the appraised value of the overall property is provided, that money must be placed in a reserve fund established for the purpose of acquiring park lands.

Purchase of Lands or Donation of Lands for Park Purposes

The opportunity to purchase lands or acquire lands through donation typically involves in-camera negotiations with the RDBN in advance of any public announcement. Any action on land acquisitions is at the discretion of the Board, but would typically include close consultation with the Service Area participants. Public notification of a successful parkland acquisition would be made when the acquisition was completed or at the direction of the Board.

Community Amenity Contributions

The rezoning of land is at the sole discretion of the RDBN Board to approve. The rezoning process provides an opportunity to review the implications of a proposed rezoning on overall land use and impacts/benefits within a community, inclusive of parks and trails interests. A proposal to donate land to the RDBN as part of a rezoning application package as a “community amenity contribution” can help offset a negative impact to the community at large.

Parkland and Trail Disposal

The process for the disposal of park lands by the RDBN (sale, long term tenure) is governed by the *Local Government Act* and *Community Charter*. The disposal process depends on how the lands were acquired for park and whether the lands have been designated by the Board by bylaw under Section 30 of the *Community Charter* as Regional Park or Regional Trail.

If parkland is acquired as part of the subdivision process, or purchased with money acquired as cash-in lieu of parkland (Section 510 of the *Local Government Act*), or if the lands were designated under Section 30 of the *Community Charter* as Regional Park or Regional Trail, the parkland must be disposed of by bylaw adopted with elector approval. Also, the parkland can only be exchanged for other land suitable for a park or sold for cash with the proceeds placed in a reserve fund for parkland acquisition.

Other parkland can simply be made available to the public for acquisition. A competitive public process is not required if the disposition is to a not for profit corporation, a public authority, a person who will exchange land or an improvement, a person under a partnering agreement from the solicitation of competitive proposals, or an owner of adjoining land for the purpose of consolidation. Any disposal under this section must include public notice.



CONTRIBUTION SERVICE TO SOCIETIES

The 2022-2023 workplan for the Parks and Recreation Service may include the collection and distribution of funds to societies which are providing recreation services in the region. The Parks and Outdoor Recreation Study identified a significant need for predictable support for societies that are providing valuable recreational services in the rural areas. The capacity of these volunteer run societies is stretched by increasing maintenance costs and limited volunteer resources. Funding to assist with operational costs was identified as a cost-effective way to ensure continued and improved provision of recreation services by societies.

It is anticipated that participants of each sub-regional Service Area will determine whether this service is necessary within their area and will work with Planning Department staff to determine the distribution model for the funds raised through taxation. The bylaw authorizing the contribution service is required to be approved through an elector assent process.





REGIONAL DISTRICT OF BULKLEY-NECHAKO
PARKS AND TRAILS SERVICE ESTABLISHMENT
BYLAW NO. 1922, 2020

***A BYLAW TO ESTABLISH A PARKS AND TRAILS SERVICE FOR THE
REGIONAL DISTRICT OF BULKLEY NECHAKO***

WHEREAS the *Local Government Act* authorizes the Regional District of Bulkley Nechako to operate any service that the Board of the Regional District considers desirable or necessary including a service in relation to parks and trails;

AND WHEREAS the Board of the Regional District of Bulkley-Nechako has established a service for the purpose of the creating, operating and marketing Regional Parks and Regional Trails under bylaw 1881, 2019 and now wishes to include member municipalities in the service under a new bylaw;

AND WHEREAS approval of the electors of the participating areas has been given in accordance with sections 346 and 347 of the *Local Government Act*;

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

1. Service

The Regional District's Parks and Trails Service (the "**Service**") is established by this Bylaw for the purpose of creating, operating and marketing Regional Parks and Regional Trails within the Regional District of Bulkley-Nechako.

2. Boundaries

The boundaries of the Service Area are the boundaries of:

- a. Electoral Area "A" of the Regional District of Bulkley-Nechako.
- b. Electoral Area "B" of the Regional District of Bulkley-Nechako.
- c. Electoral Area "C" of the Regional District of Bulkley-Nechako.
- d. Electoral Area "D" of the Regional District of Bulkley-Nechako.
- e. Electoral Area "E" of the Regional District of Bulkley-Nechako.
- f. Electoral Area "F" of the Regional District of Bulkley-Nechako.
- g. Electoral Area "G" of the Regional District of Bulkley-Nechako.
- h. The Village of Telkwa.
- i. The Town of Smithers.
- j. The District of Houston.
- k. The Village of Granisle.
- l. The Village of Burns Lake.

- m. The Village of Fraser Lake.
- n. The District of Vanderhoof.
- o. The District of Fort St. James.

(the "**Service Area**").

3. Participating Areas

The participating areas are:

- a. Electoral Area "A" of the Regional District of Bulkley-Nechako.
- b. Electoral Area "B" of the Regional District of Bulkley-Nechako.
- c. Electoral Area "C" of the Regional District of Bulkley-Nechako.
- d. Electoral Area "D" of the Regional District of Bulkley-Nechako.
- e. Electoral Area "E" of the Regional District of Bulkley-Nechako.
- f. Electoral Area "F" of the Regional District of Bulkley-Nechako.
- g. Electoral Area "G" of the Regional District of Bulkley-Nechako.
- h. The Village of Telkwa.
- i. The Town of Smithers.
- j. The District of Houston.
- k. The Village of Granisle.
- l. The Village of Burns Lake.
- m. The Village of Fraser Lake.
- n. The District of Vanderhoof.
- o. The District of Fort St. James.

4. Cost Recovery

As provided in Section 378 of the *Local Government Act*, the annual cost of providing this service shall be recovered by one or more of the following:

- a. Property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*
- b. Fees and charges imposed under Section 397 of the *Local Government Act*;
- c. Revenues received by way of agreement, enterprise, gift, grant or otherwise;
- d. Revenues raised by other means authorized by the *Local Government Act*.

5. Tax Base for Property Value Taxes

The tax base for property value taxes shall be the net taxable value of improvements in the participating electoral areas in accordance with section 384 (5) (c) of the *Local Government Act*.

The tax base for property value taxes shall be the net taxable value of improvements in the participating municipalities in accordance with section 384 (2) (f) of the *Local Government Act*.

6. Apportionment of Costs

The Apportioning of the costs of providing the service, under section 380 (1) of the *Local Government Act* shall be:

a. Smithers / Telkwa / Area A

For Electoral Area "A", the Village of Telkwa, and the Town of Smithers the apportioning of costs of providing the service shall be:

Electoral Area "A", the Town of Smithers and the Village of Telkwa shall form the *Smithers/Telkwa/Area A Recreation Zone*.

Electoral Area "A", the Village of Telkwa and the Town of Smithers will be apportioned the cost (including administration) attributed to the actual costs associated with the capital, operational and administration for each Regional Park or Regional Trail within the *Smithers/Telkwa/Area A Regional Recreation Zone* on the basis of the converted value of land and improvements.

b. Houston / Granisle / Area G

For Electoral Area "G", the Village of Granisle, and the District of Houston the apportioning of costs of providing the service shall be:

Electoral Area "G", the Village of Granisle and the District of Houston shall form the *Houston/Granisle/Area G Regional Recreation Zone*.

Electoral Area "G", the Village of Granisle and the District of Houston will be apportioned the cost (including administration) attributed to the actual costs associated with the capital, operational and administration for each Regional Park or Regional Trail within the *Houston/Granisle/Area G Regional Recreation Zone* on the basis of the converted value of land and improvements.

c. Burns Lake / Area B / Area E

For Electoral Area "B", Electoral Area "E" and the Village of Burns Lake the apportioning of costs of providing the service shall be:

Electoral Area "B", Electoral Area "E" and the Village of Burns Lake shall form the *Burns Lake/Area B/Area E Regional Recreation Zone*.

Electoral Area "B", Electoral Area "E" and the Village of Burns Lake will be apportioned the cost (including administration) attributed to the actual costs associated with the capital, operational and administration for each Regional Park or Regional Trail within the *Burns Lake/Area B/Area E Regional Recreation Zone* on the basis of the converted value of land and improvements.

d. Fraser Lake/Area D

For Electoral Area "D" and the Village of Fraser Lake the apportioning of costs of

providing the service shall be:

Electoral Area "D" and the Village of Fraser Lake shall form the *Fraser Lake/Area D Regional Recreation Zone*.

Electoral Area "D" and the Village of Fraser Lake Lake will be apportioned the cost (including administration) attributed to the actual costs associated with the capital, operational and administration for each Regional Park or Regional Trail within the *Fraser Lake/Area D Regional Recreation Zone* on the basis of the converted value of land and improvements.

e. Fort St. James/Area C

For Electoral Area "C" and the District of Fort St. James the apportioning of costs of providing the service shall be:

Electoral Area "C" and the District of Fort St. James shall form the *Fort St. James/Area C Regional Recreation Zone*.

Electoral Area "C" and the District of Fort St. James will be apportioned the cost (including administration) attributed to the actual costs associated with the capital, operational and administration for each Regional Park or Regional Trail within the *Fort St. James/Area C Regional Recreation Zone* on the basis of the converted value of land and improvements.

f. Vanderhoof/Area F

For Electoral Area "F" and the District of Vanderhoof the apportioning of costs of providing the service, shall be:

Electoral Area "F" and the District of Vanderhoof shall form the *Vanderhoof/Area F Regional Recreation Zone*.

Electoral Area "F" and the District of Vanderhoof will be apportioned the cost (including administration) attributed to the actual costs associated with the capital, operational and administration for each Regional Park or Regional Trail within the *Vanderhoof/Area F Regional Recreation Zone* on the basis of the converted value of land and improvements.

7. **Citation**

This Bylaw may be cited for all purposes as the "Regional District of Bulkley-Nechako Parks and Trails Service Establishment Bylaw No. 1922, 2020."

8. **Repeal**

Regional District of Bulkley-Nechako Electoral Areas' Parks and Trails Establishment Bylaw No. 1881, 2019 is hereby repealed.

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

READ A THIRD TIME this day of , 2020

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this day of , .

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Parks and Trails Service Establishment Bylaw No. 1922, 2020" at third reading.

Corporate Administrator

ADOPTED THIS day of , 2020.

Chair

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: October 22, 2020
SUBJECT: Public Hearing Notice Requirements

RECOMMENDATION

Receive

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

At the September 17, 2020 Board meeting there was discussion regarding public hearing notice requirements. This report outlines the public hearing notice requirements outlined in the *Local Government Act* and “Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020”. The report contains several options to increase public notice should the Board wish to amend Bylaw 1898.

DISCUSSION

Public Hearings must be held after 1st reading and prior to 3rd reading of any bylaw that amends or adopts an official community plan or zoning bylaw. The purpose is to allow the public to make representations to the Board regarding matters contained in an OCP amendment or rezoning bylaw.

The following is a list of the public hearing notice requirements, with a note indicating whether the requirement is from the *Local Government Act* (LGA) or Bylaw 1898.

- Notice in 2 consecutive issues of a local newspaper, the last publication not less than three and not more than 10 days before the Public Hearing (LGA).
- Individual notices to owners and occupants of property within 200 metres (Bylaw 1898) of the property involved delivered 10 days before the Public Hearing (LGA).

- Sign posted on property 10 days before Public Hearing (Bylaw 1898).

The table below shows the individual notice distances specified by RDBN member municipalities, and select regional districts in the north, and additional notice requirements established by bylaw.

Local Government	Mailed Notice	Additional Requirements
Village of Burns Lake	60 metres 10 days prior to PH	Sign 10 days prior to PH
District of Fort St. James	100 metres 10 days prior to PH	none
Village of Fraser Lake	30 metres 10 days prior to PH	none
Village of Granisle		
District of Houston	60 metres 10 days prior to PH	none
Town of Smithers	60 metres 10 days prior to PH	Sign 7 days prior to PH
Village of Telkwa	60 metres 10 days prior to PH	Sign 7 days prior to PH
District of Vanderhoof	200 metres 10 days prior to PH	none
Bulkley- Nechako Regional District	200 metres 10 days prior to PH	Sign 10 days prior to PH
Fraser Fort-George Regional District	adjacent 10 days prior to PH	Sign 14 days prior to PH
Kitimat-Stikine Regional District	50 metres 10 days prior to PH	Sign 10 days prior to PH
North Coast Regional District	adjacent 10 days prior to PH	Sign 10 days prior to PH
Cariboo Regional District	100 metres 10 days prior to PH	Sign 21 days prior to PH
Peace River Regional District	100 metres 10 days prior to PH	Sign 14 days prior to PH

The *Local Government Act* establishes the requirement for individual notices mailed to residents and requires a local government to specify by bylaw the notice delivery distance from the property being rezoned.

Most local government bylaws that require signs require wording specific to the application. The RDBN's Bylaw 1898 requires generic wording to allow residents to use RDBN provided signs. The wording on the signs is as follows:

"This site is the subject of an application that may impact the use or development of land. For further information please contact the Regional District of Bulkley-Nechako at 1-800-320-3339."

Where an application may be controversial or complex staff may ask the applicant to hold an informal public meeting or consult directly with neighbours, prior to moving an application forward. This is at the applicant's discretion.

BOARD OPTIONS

Planning Department staff are satisfied with the notice requirements in "Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020." The notification distances and timelines provide for reasonable notice while enabling an efficient and timely rezoning

process. However, should the Board wish to increase notice the following options are suggested for consideration.

- Increase individual notice delivery distance (currently 200 m from property boundary).
- Increase the number of days that individual notices must be delivered prior to the public hearing (currently 10 days).
- Increase the number of days that the sign must be posted prior to the public hearing (currently 10 days).
- Require the sign to provide application specific information.

Staff's preference is for consistent notice requirements across the RDBN; however, notice requirements can be made Electoral Area specific. All notice requirements must be objectively applied and not require subjective interpretation.



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chairperson Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: October 22, 2020

**SUBJECT: Committee Meeting Recommendations
– October 8, 2020**

RECOMMENDATION: (ALL/DIRECTORS/MAJORITY)

Recommendation 1 as written.

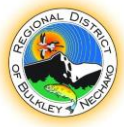
The following is the recommendation from the October 8, 2020 Committee of the Whole Meeting for the Regional Board's consideration and approval.

Committee of the Whole Meeting – October 8, 2020

Recommendation 1:

Re: Write a Letter to Provincial Election Candidates re: Recycle BC Request to Ministry of Environment and Climate Change Strategy to hold off on Pending Changes to EPR Programs

“That the Board write a letter to Provincial Election Candidates within the RDBN to express concerns in regard to Recycle BC requesting Ministry of Environment and Climate Change Strategy to hold off on pending changes to Extended Producer Responsibility (EPR) Programs; and further, that the letter be provided to RDBN member municipalities, Chambers of Commerce within the RDBN, the North Central Local Government Association and the Union of B.C. Municipalities.”



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: October 22, 2020
Re: Refuse Disposal Service Amendment Bylaw No. 1909, 2020

Recommendation (All/Directors/Majority):

That the Board give “Refuse Disposal Service Amendment” Bylaw No. 1909, 2020 three readings.

Background:

Bylaw 1909 proposes to increase the maximum taxation limit for Refuse Disposal (the Environmental Services Department) from \$3.5 Million to \$4.375 Million.

The maximum requisition amounts of service bylaws can be increased by 25% every five years (over the maximum requisition amount of the base year) without a referendum or alternative approval process.

In the 2020 to 2024 Five Year Financial Plan approved in March of this year the 2020 requisition for Environmental Services was \$3.461 Million (99% of the bylaw maximum) and the approved amount for 2021 (subject to budget review in 2021) was \$3.997 Million. It is expected that the 2021 requisition will remain above the current bylaw maximum.

In 2015, the Board approved Bylaw No. 1726, the last limit increase to the current maximum of \$3.5 Million.

Budget discussions are expected to begin at the November Committee meeting.

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1909 as adopted.

Corporate Administrator



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: October 22, 2020

SUBJECT: Fort Fraser Fire Protection Service Area Boundary Amendment
Bylaw No. 1920, 2020

RECOMMENDATION

(all/directors/majority)

"That "Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1920, 2020" be adopted this 22nd day of October, 2020."

BACKGROUND

Attached is Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1920, 2020 which was given three readings by the Board on September 17, 2020. It may now be adopted.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1920**

A bylaw to amend the boundaries of the Fort Fraser Fire Protection Service Area within a portion of Electoral Area "D"

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 624 a service of fire protection to a portion of Electoral Area "D" known as the "Fort Fraser Fire Protection Service Area";

AND WHEREAS the Regional District may amend a Local Service Establishment Bylaw under Section 349 of the *Local Government Act*;

AND WHEREAS the Regional District has received a request from owners of the property to be included in the Fort Fraser Fire Protection Service Area;

AND WHEREAS the Director of Electoral Area "D" has consented in writing to the adoption of a bylaw which would amend the boundaries of the service area which amendments are described herein, in accordance with Section 347 of the *Local Government Act*;

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

- 1) That the Regional District hereby amends the boundaries of the Fort Fraser Fire Protection Service Area by including the following property:

The South-west ¼ of Section 27 Township 14 Range 5 Coast District

and that the resulting boundaries of the Fort Fraser Fire Protection Service Area are as shown on Schedule "A";

- 2) This bylaw may be cited as "Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1920, 2020."

Bylaw No. 1920

Page 2 of 2

READ A FIRST TIME this 17th day of September, 2020

READ A SECOND TIME this 17th day of September, 2020

READ A THIRD TIME this 17th day of September, 2020

CONSENT OF ELECTORAL AREA "D" DIRECTOR RECEIVED this 17th day of September, 2020

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

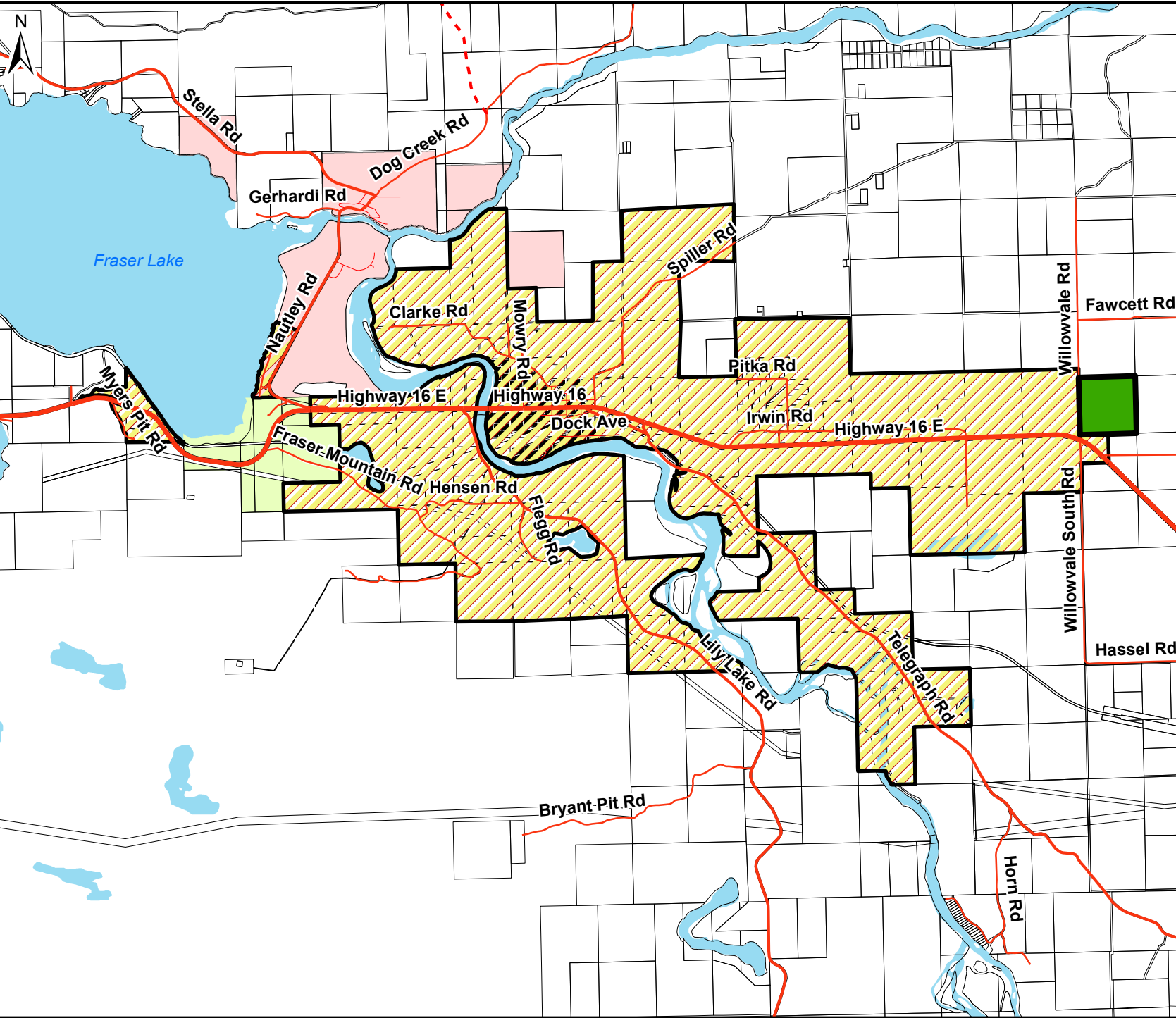
I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1920, as adopted.

Corporate Administrator

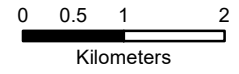


150 Fort Fraser Fire Protection Service Area Boundary Amendment Bylaw No. 1920, 2020

Legend



- Expansion Property
- Fire Protection Area Fort Fraser
- Highway
- Major Secondary Road
- Cadastre
- Parks



This map is an approximate representation and should only be used for reference purposes.

I hereby certify that this is Schedule A of Bylaw No. 1920

Corporate Administrator



**REGIONAL DISTRICT OF BULKLEY NECHAKO
STAFF REPORT**

TO: Chair Thiessen and the Board of Directors
FROM: Jason Blackwell, Regional Fire Chief
DATE: October 22, 2020
SUBJECT: Cluculz Lake Fire Department 911 Radio System

RECOMMENDATION:

That the Board authorize staff to utilize up to \$35,000 from the 911 Capital Reserves to install a radio interconnect system for the Cluculz Lake Fire Department.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

One of the main concerns with the lack of radio communications for the Cluculz Lake Volunteer Fire Department (CLVFD) is safety. The Fire Operations Communications Center (FOCC) out of Prince George that handles the dispatching of incidents for Northern communities has no way of quickly alerting the CLVFD of an incident, or the ability to monitor the incident or crew while on scene. The CLVFD is the only department within the Regional District that does not have the ability to speak directly to the FOCC via radio communications. Tower Communications who handles the repairs and maintenance for the 911 communications system for the fire departments in the region has quoted just over \$30,000 provision and installation of the equipment required to provide the service to CLVFD. This system would increase response time and improve the overall safety of the crew during an incident. The system could be installed at their current location and be easily moved to the new fire hall once constructed.

Written by,

Jason Blackwell
Regional Fire Chief

Deborah Jones-Middleton
Director of Protective Services

DISCUSSION:

In early 2020 a third-party fire services review was conducted for the CLVFD. One of the recommendations that was classified as “urgent” was the installation of a radio interconnect system for the CLVFD.

Currently when the CLVFD is dispatched to an incident, the Fire Operations Communications Centre (FOCC) must directly call members on the roster until someone answers and receives the information. This person must then call around to inform the others that there is an incident that needs response. This is very ineffective and can dramatically delay a response.

Another major safety concern, identified by the FOCC during the review, was the FOCC is unable to monitor the CLVFD during a response because there is no radio communications. The CLVFD’s only means of communications is via a telephone call at the end letting the FOCC know that the incident is over.

This is even more concerning due to the geographic area that the CLVFD responds to, some members respond directly to the scene in their personal vehicles. If something were to happen on route, nobody would know. If extra resources are needed on scene such as BC ambulance, utilities, etc., a phone call currently needs to be made to each agency by the Fire Department, where the FOCC could handle these types of tasks, allowing the Fire Department to focus on fire response.

With the installation of the 911 interconnect system the CLVFD will be able to speak to the FOCC and request resources required in a timely and efficient manner. All members will automatically be alerted to respond to an incident with one page by the FOCC saving precious time for the response and all radio conversations are also recorded for future use if required. The members who are responding directly to the scene would be able to advise the FOCC when they leave their residence and when they arrive on scene.



**REGIONAL DISTRICT OF BULKLEY NECHAKO
STAFF REPORT**

TO: Chair Thiessen and the Board of Directors
FROM: Jason Blackwell, Regional Fire Chief
DATE: October 22, 2020
SUBJECT: Fort Fraser Rural Fire Protection Agreement – November 1, 2020 to October 31, 2025

RECOMMENDATION:

That the Board of Directors authorize the Board Chair and the Chief Administrative Officer to sign the attached Fort Fraser Rural Fire Protection Agreement with the Fort Fraser Volunteer Fire Department Society for a 5-year term.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

The agreement between the Regional District and the Fort Fraser Volunteer Fire Department Society to provide fire services to the Fort Fraser Rural Fire Protection Area expires on October 31, 2020. Staff have drafted a new 5-year agreement from November 1, 2020 to October 31, 2025, that is the same as the previous agreement.

Written by,

 Jason Blackwell
 Regional Fire Chief

 Deborah Jones-Middleton
 Director of Protective Services

Attachment: Fort Fraser Rural Fire Protection Agreement – November 1, 2020 to October 31, 2025

THIS AGREEMENT is made the 1st day of November 2020.

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Box 820
Burns Lake, BC V0J 1E0
(the "**Regional District**")

OF THE FIRST PART

AND:

FORT FRASER VOLUNTEER FIRE DEPARTMENT SOCIETY

(Incorporation No. S-0027921)
Box 180
Highway 16
Fort Fraser, BC V0J 1N0
(the "**Society**")

OF THE SECOND PART

WHEREAS

- A. The Regional District adopted the Fort Fraser Fire Protection Local Service Establishment Bylaw No. 624, 1990 (Bylaw No. 624) which converted the Fort Fraser Fire Protection Specified Area Service to a local service, and which authorized the Regional District to undertake and carry out or cause to be carried out and provide fire prevention, fire suppression, first response to medical emergencies, rescue operations and response to hazardous materials incidents (the "Fire Protection Service") within certain parts of Electoral Area "D" (Fraser Lake Rural);
- B. Under the terms of the Fort Fraser Fire Protection Local Service Area Amendment By-law No. 628, 1990, the Fort Fraser Fire Protection Local Service Area Amendment By-law No. 688, 1991, the Fort Fraser Fire Protection Local Service Area Amendment By-law No. 1315, 2004, and the Fort Fraser Fire Protection Local Service Area Amendment By-law No. 1411, 2006, the Regional District has expanded the boundaries of the area served by the Fire Protection Service;
- C. Under the terms of Fort Fraser Fire Protection Service Area Amendment Bylaw No. 1245, 2002, the annual cost of providing the Fire Protection Service is recovered by a requisition of money to be collected by a property value tax on land and improvements, and under Fort Fraser Fire Protection Local Service Area Amendment By-law No. 1742, 2015, the maximum amount that may be requisitioned annually for the Fire Protection Service was increased to FIFTY-SIX THOUSAND TWO HUNDRED FIFTY DOLLARS (\$56,250) per annum;

- D. Under Section 176(1)(a) of the *Local Government Act* the Regional District may make agreements for the undertaking, provision and operation of its services; and
- E. The Society has agreed to provide the services described herein, within and for the Fire Protection Service Area;

NOW THEREFORE, this agreement witnesses that in consideration of premises, the terms and conditions hereinafter contained, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Regional District and the Society covenant and agree as follows:

1.0 DEFINITIONS

1.1 In this Agreement, the following words and phrases have the following meaning:

(a) **“Equipment”** means all vehicles, apparatus, goods and chattels acquired by the Society using Regional District Funds or the Service Fee;

(b) **“Facilities”** means the lands legally described as:

L A SEC 26 TP 15 R5C PL 12510

(the “Fire Hall Site”)

and the Fire Hall and other buildings and structures located on the Fire Hall Site;

(c) **“Regional District Funds”** means money requisitioned by the Regional District for the Fire Protection Service Area and paid to the Society prior to the date of this Agreement;

(d) **“Service”** means fire prevention, fire suppression, first response to medical emergencies, rescue operations and response to hazardous materials incidents, and all other activities duly authorized by the Regional District from time to time as part of the Fire Protection Service;

(e) **“Service Area”** means the local service area established by the Fort Fraser Fire Protection Local Service Establishment Bylaw No. 624, 1990, as amended from time to time;

(f) **“Regional District Grant”** means the grant paid to the Society by the Regional District as referred to in section 4.1 of this Agreement.

2.0 SERVICE

2.1 The Society shall provide the Service in and for the Fire Protection Service Area on the terms and conditions set out in this Agreement.

2.2 In providing the Service, the Society shall abide by:

(a) all enactments that apply to the provision of the Fire Protection Service, including all applicable bylaws of the Regional District, as amended or replaced from time to time including but not limited to Bylaw No. 1729 A Bylaw to Establish Rules for the Administration and Regulation for the Provision of Fire Protection in the Regional District of Bulkley Nechako Established Rural Fire Protection Areas;

- (b) all policies of the Regional District that govern the manner in which the Fire Protection Service is to be provided, or that specify the level of the Service, as such policies may be amended or replaced from time to time;
- (c) any Standard Operational Guidelines for the Service that are developed by or for the Society and that are approved from time to time by the Regional District;
- (d) the standard of fire fighting and emergency services for volunteer fire departments generally accepted in the Province of British Columbia, including the standards that apply to the training and equipping of fire fighters;
- (e) the requirements of the *Workers Compensation Act* and the Occupational Health and Safety Regulation under that Act.
- (f) The directions of the Fire Chief as appointed by the Regional District Board and the Chief Administrative Officer or his/her designate appointed by the Regional District Board to supervise and direct the provision of the Fire Protection Service.

3.0 **TERM**

- 3.1 The Term of this Agreement is five (5) years, commencing on the 1st day of November, 2020 and terminating on the 31st day of October, 2025.

4.0 **MONTHLY GRANT**

- 4.1 Subject to the Society's continued performance of its obligations under this Agreement, and subject to the Regional District's annual budgeting process, the Regional District may grant to the Society the amount requested for that year in the financial plan for the Fort Fraser Rural Fire Protection Service as approved by the Regional District under section 6.3 of this Agreement for that calendar year.
- 4.2 The Regional District shall pay the Regional District Grant in equal monthly instalments.

5.0 **COST**

- 5.1 It is acknowledged, understood and agreed that the entire cost to the Regional District of providing the Fire Protection Service under this Agreement shall be recovered by the Regional District in the form of a property value tax payable by the owners of property within the Fort Fraser Fire Protection Service Area.
- 5.2 It is further acknowledged, understood and agreed that under no circumstances shall the Regional District Grant exceed the maximum requisition for the Fire Protection Service authorized under the Regional District's bylaws, as amended from time to time, less any expenditures for the Fire Protection Service paid directly by the Regional District.

6.0 **BUDGET**

- 6.1 For each year of this Agreement the Society shall prepare in a form first approved by the Chief Financial Officer of the Regional District a five year financial plan that includes the Society's proposed capital and operating expenditures and revenues for each year of the plan.

- 6.2 The Society shall forward the financial plan to the Chief Financial Officer on or before the 31st day of October of each year of the Term for the following calendar year of the Term.
- 6.3 The Regional District shall review the financial plan as prepared under section 6.1 and shall either approve the financial plan or return it for amendment by the Society. As required, the Society shall return the final financial plan as amended to the Regional District for its final approval on or before the 15th day of December of each year of the Term immediately preceding the year in which the budget is to take effect. If the Regional District and the Society cannot reach agreement on the Society's financial plan by January 31st of the year of the Term during which the budget is to take effect, the Regional District shall determine the financial plan.
- 6.4 If a monthly payment or other payment is made to the Society before the Regional District's approval of the financial plan for the year in relation to which that payment was made, any necessary adjustment shall be made by the Regional District at the time of the first payment made after approval of the budget.
- 6.5 The Society shall not expend money or otherwise incur a financial obligation in any calendar year of the Term except one that is provided for in a financial plan that has been approved in accordance with this Agreement, or except for an expenditure made entirely with money of the Society that is not transferred to the Society as part of the Regional District Grant, or that was received by the Society as Regional District Funds.

7.0 **COVENANTS OF THE SOCIETY**

The Society covenants agrees that it will, during the term of this Agreement:

- 7.1 maintain its corporate existence, carry on and conduct its affairs in a proper and businesslike manner and keep or cause to be kept properly books of account in accordance with generally accepted accounting principles applied consistently;
- 7.2 perform all its obligations under this Agreement at its own cost;
- 7.3 provide to the Regional District within 90 days after the close of each fiscal year of the Society a financial statement for the operation of the Society;
- 7.4 keep the Service Fee and all Regional District Funds separate in the Society's books of accounts;
- 7.5 permit the Regional District and its auditors at any time and from time to time to have access to and inspect the Society's books of accounts, documents, cheques, vouchers and other records that relate to the provision of the Service;
- 7.6 permit the Regional District at any time and from time to time to have access to and inspect all facilities, equipment, goods and chattels that are used in connection with the provision of the Service;
- 7.7 provide the services of such employees, volunteers and contractors as are necessary to properly and efficiently provide the Service and to perform the Society's other obligations under this agreement;

- 7.8 provide for the training of its employees, volunteer and contractors on an ongoing basis, as necessary to provide the Service in accordance with the requirements of this Agreement;
- 7.9 assist the Regional District on an ongoing basis in the development of Standard Operational Guidelines for the operations of the Society and for the provision of the Fire Protection Service;
- 7.10 abide by its constitution, bylaws and other requirements of the *Society Act* and hold annual meetings and file annual reports and other documents to be filed with the Registrar of Companies;
- 7.11 not make any expenditures in any year which are not provided for in the budget approved by the Regional District under section 6.3 and not borrow any funds without the approval of the Regional District of Bulkley-Nechako;
- 7.12 maintain proper records relating to the provision of the Fire Protection Service, in accordance with all applicable policies of the Regional District from time to time; and the Society acknowledges that in the course of providing the Fire Protection Service it may be required to receive and record “personal information” (as defined in the *Freedom of Information and Protection of Privacy Act*) of individuals who receive the benefit of the Service, and the Society agrees that it shall maintain all records relating to the provision of the Fire Protection Service to the Regional District, including but not limited to personal information, in accordance with the requirements of the *Freedom of Information and Protection of Privacy Act*, and that the Society shall not disclose any information relating to the provision of the Fire Protection Service under this Agreement to any person except with the authorization of the Regional District;
- 7.13 maintain the Facilities, including the grounds around the Fire Hall and all Equipment in a good working condition so that the Equipment and Facilities are available at all times for the purpose of providing the Service;
- 7.14 not adopt a resolution to dissolve the Society unless it has first given written notice to the Regional District 30 days prior to the meeting at which such resolution is to be considered, and in any event not to adopt a resolution to dissolve the Society that is effective prior to the end of the term of this Agreement under section 3.1, or if applicable, prior to the date of early termination under section 17 or 18 of this Agreement.

8.0 REGIONAL DISTRICT INTEREST

- 8.1 Despite anything in this Agreement, any land, buildings, structures, improvements, facilities or equipment acquired by the Society using money received as a Regional District Grant or Regional District Funds shall be held by the Society for the benefit of the Service Area, as represented by the Regional District, and shall not be sold, transferred, traded, or used as security except with the written approval of the Regional District.

9.0 EQUIPMENT

- 9.1 At the expiry or earlier termination of this Agreement, the Society shall transfer ownership of any Equipment held in the name of the Society to the Regional District at no cost to the Regional District.

10.0 TITLE TO LAND ACQUIRED WITH SERVICE FEE

10.1 The Society shall not take legal title to any land using any funds paid as the Service Fee, or received by the Society as Regional District Funds, but shall arrange for such lands to be acquired in the name of the Regional District.

11.0 CONDITION OF FACILITIES

11.1 At the expiry or earlier termination of this Agreement, the Society shall ensure that the Facilities and Equipment are clean, uncontaminated, and in good condition, reasonable wear and tear excepted.

12.0 INSURANCE

12.1 The Society shall, throughout the Term of this Agreement, obtain and maintain a policy or policies of liability insurance, with a deductible and in a form acceptable to the Regional District, and in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) per occurrence, protecting the Society and the Regional District against any claim for personal injury, bodily injury (including death) or property damage sustained by any person, arising or resulting from the Societies provision of the Service;

12.2 The Regional District agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC), naming the Society as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, and personal injury while providing the agreed service. The premiums shall be paid for with funds from the Fort Fraser Rural Fire Protection Service.

12.3 Every Policy of insurance, except the one with the MIABC must name the Regional District as an additional insured and contain a clause stating that the policy is not to be cancelled or materially altered without at least 30 days written notice to the Regional District.

12.4 The Society shall provide the Regional District for each year of the term with a certificate signed by an authorized signatory of each insurer confirming that the coverage required under the section 12 has been provided, and upon request shall provide a copy of the said policy or policies.

12.5 The Regional District shall, throughout the Term of this Agreement, obtain and maintain in force for all motor vehicles used in the provision of the Service, whether owned or leased by the Society or the Regional District, automotive liability insurance in accordance with the Insurance (Motor Vehicle) Act of British Columbia, and in the amount of not less than (\$5,000,000.00) FIVE MILLION DOLLARS per accident. The premiums shall be paid for with funds from the Fort Fraser Rural Fire Protection Service.

12.6 The Regional District shall insure and keep insured against all risks of loss or damage the Equipment, the Facilities, and any and all other chattels and equipment owned by the Regional District and maintained and utilized by the Society to provide the Services under this Agreement, to the full replacement

value thereof. The premiums shall be paid for with funds from the Fort Fraser Rural Fire Protection Service.

12.7 The Regional District shall, throughout the Term of this Agreement, obtain and maintain in force for Workers Compensation Insurance through WorkSafe BC. The premiums shall be paid for with funds from the Fort Fraser Rural Fire Protection Service.

12.8 The Regional District agrees to be responsible for any and all deductible amount including any claim expenses incurred.

13.0 INDEMNITY

13.1 The Society agrees to same harmless, release and indemnify the Regional District and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Regional District or its officers and employees may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any wilful or negligent act or omission, or other actionable wrong, on the part of the Society, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Society. The Societies obligations under this section shall survive the expiry or earlier termination of this agreement.

13.2 The Regional District agrees to same harmless, release and indemnify the Society and its elected and appointed officers, employees and agents from and against all fines, suits, claims, liabilities, damages, costs, expenses, demands and actions of any kind or nature whatsoever (collectively "liability") for which the Society or its officers and employees may become liable, suffer or incur by reason of or in any manner caused by, based upon, occasioned by or attributable to, any wilful or negligent act or omission, or other actionable wrong, on the part of the Regional District, its employees, consultants, agents or volunteers, connected with the performance or breach of the Agreement by the Regional District. The Regional Districts obligations under this section shall survive the expiry or earlier termination of this agreement.

14.0 APPOINTMENT OF FIRE CHIEF

14.1 The Society shall, in the month of December of each year appoint or reappoint a Fire Chief of the Fort Fraser Volunteer Fire Department.

14.2 The Fire Chief appointed or reappointed under section 13.1 shall serve as the Regional District's Fire Chief for the purpose of the Fire Protection Service, subject to that person:

- (a) meeting the qualifications for the position of Fire Chief as approved from time to time by the Regional District;
- (b) having their appointment as Fire Chief confirmed by the Regional District Board.

15.0 AUDIT

15.1 At any time the Regional District may give the Society written notice that it desires its appointed representative to examine and audit the books of account of the Society.

16.0 TERMINATION

16.1 Either party may terminate this Agreement at any time by giving written notice of termination to the other party, and the Agreement shall terminate on the 31st day of October of the year following receipt of such notice by the other party, provided however that, in any event, the Agreement shall terminate not later than the 31st day of October, 2025.

17.0 EARLY TERMINATION

17.1 Notwithstanding any other provision of this Agreement, the Regional District may terminate this Agreement upon giving 30 days notice of its intention to so terminate:

- (a) should the Society fail to file its Annual Report or otherwise no longer be in good standing with the Registrar of Companies under the *Societies Act*;
- (b) should the Society default in any term or condition of this Agreement or fail to perform any covenant required to be performed by the Society under this Agreement;
- (c) should the Regional District or any successor to the Regional District provide alternate fire protection and emergency response service within the Service Area; or
- (d) should the Society, in the opinion of the Regional District, fail to provide the Service in accordance with the requirements of this Agreement.

18.0 GENERAL PROVISIONS**18.1 Notice**

- (a) All notices required or permitted to be given under this Agreement shall be in writing and may be delivered by hand, sent by facsimile transmission or forwarded by first-class prepaid registered mail to the addresses set forth on the first page or such other address as may from time to time be notified in writing by the parties.
- (b) If the Society gives notice to the Regional District, that notice must be marked to the attention of the Corporate Administrator of the Regional District.
- (c) Any notice delivered or sent by hand or by facsimile transmission shall be deemed to be given and received at the time of sending. Any notice mailed shall be deemed to have been given and received on the expiration of 3 days after it is posted, provided that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour dispute which might affect the delivery of such notice by the mails, then such notice shall only be effective once delivered.

18.2 Authority

The Society represents and warrants to the Regional District that it has the authority to enter into this Agreement and carry out its transactions and all necessary resolutions and procedural formalities have been completed and the persons executing this Agreement on its behalf are duly authorized to do so.

18.3 Assignment

This Agreement shall not be assignable by the Society.

18.4 Enurement

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors.

18.5 Time

Time is to be of the essence of this Agreement.

18.6 Further Assurances

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

18.7 Entire Agreement

This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Society has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement, and no amendment of this Agreement is valid or binding unless in writing and executed by the parties.

18.8 Waiver

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

18.9 Cumulative Remedies

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

18.10 Amendment

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are in writing and duly executed by all parties to this Agreement.

18.11 Law Applicable

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

19.0 INTERPRETATION

19.1 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
- (b) articles and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement;
- (d) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (e) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (f) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (g) reference to time or date is to the local time or date in Victoria, British Columbia;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a “party” is a reference to a party to this Agreement and to their respective successors, assigns, trustees, administrators and receivers;
- (j) reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”;
- (l) word importing the masculine gender includes the feminine or neuter, and a word importing the singular includes the plural and vice versa; and
- (m) A reference to approval, authorization, consent, designation, waiver or notice means written approval, authorization, consent, designation, waiver or notice.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

REGIONAL DISTRICT OF BULKLEY-NECHAKO by its authorized signatories:)
)

)
)

_____)
Chair)

)
)

_____)
Chief Administrative Officer)

)

FORT FRASER VOLUNTEER FIRE DEPARTMENT by its authorized signatories:)
)

)
)
)

_____)
Name:)

)
)

_____)
Name:)



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

TO: Chair Thiessen and Board of Directors
FROM: Jason Blackwell, Regional Fire Chief
DATE: October 22, 2020
SUBJECT: Southside Rural Fire Protection Local Service Establishment Amendment; Topley Rural Fire Protection Service Establishment Amendment; and repeal of the Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw

RECOMMENDATION:

That the "Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1923, 2020" be given first, second, and third reading this 22nd day of October, 2020."

That "Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 1924, 2020" be given first, second, and third reading this 22nd day of October, 2020."

That "Topley Rural Road Rescue and Medical First Responders Service Establishment Repeal Bylaw No. 1925, 2020" be given first, second, and third reading this 22nd day of October, 2020."

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY

Further to the Rural Fire Service Review Recommendations presented at the July 16, 2020 Board meeting, the following recommendations are presented for your consideration. That the:

- Southside Rural Fire Protection Establishment Bylaw 761, 1993 be increased from the greater of \$1.44/\$1000 on land and improvements or \$38,298" to the greater of \$1.53/\$1000 on land and improvements or \$40,710.77; and
- Topley Rural Fire Protection Service Establishment Bylaw No. 1743, 2015" from a maximum of \$72,000 to a maximum of \$90,000; and,
- Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw 1745, 2015 be repealed.

Written By:

Jason Blackwell

Reviewed by:

Deborah Jones Middleton

Attachments:

- "Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1923, 2020";
- Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 1924, 2020"; and
- "Topley Rural Road Rescue and Medical First Responders Service Establishment Repeal Bylaw No. 1925, 2020.



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

BACKGROUND

An operational and administrative review of the Rural Fire Services was conducted in 2017 for the Fort Fraser Volunteer Fire Department, Topley Volunteer Fire Department, and Southside Rural Fire Department and the recommendations presented

Three of the recommendations presented to the Board on July 16, 2020, were to:

- increase the taxation for "Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1741, 2015 from the greater of \$1.44/\$1000 on land and improvements or \$38,298" to the greater of \$1.53/\$1000 on land and improvements or \$40,710.77, which is an overall 25% increase over five years;
- increase the taxation for "Topley Rural Fire Protection Service Establishment Bylaw No. 1743, 2015" from a maximum of \$72,000 to a maximum of \$90,000, which represents a 25% increase; and,
- the repeal of the Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw 1745.

DISCUSSION

Increasing the maximum taxation for the Southside Rural Fire Protection Service and the Topley Fire Protection Service will assist with increased operating costs and capital reserves.

Repealing the Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw 1745 will enable Topley Fire Department to be eligible for reimbursement for road rescue services through Emergency Management BC task numbers.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1923

A bylaw to amend the tax limit of the Southside Rural Fire Protection Local Service

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 761, the "Southside Rural Fire Protection Local Service" for the provision of fire prevention and suppression and assistance in the case of emergencies;

AND WHEREAS the Regional Board wishes to increase the tax limit for the service from the greater of THIRTY EIGHT THOUSAND TWO HUNDRED NINETY-EIGHT (\$38,298) or ONE DOLLAR FORTY-FOUR CENTS (\$1.44) PER ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements to the greater of FORTY THOUSAND SEVEN HUNDRED TEN DOLLAR AND SEVENTY SEVEN CENTS (\$40,710.77) or ONE DOLLAR FIFTY-THREE CENTS (\$1.53) PER ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements;

AND WHEREAS under Section 349 of the *Local Government Act*, the sole participant has consented to the adoption of this bylaw.

AND WHEREAS under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

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

1. Section 3 of Bylaw No. 761 is hereby repealed and replaced with the following:
 The maximum amount of taxation that may be requisitioned annually for this service under Section 806.1(1)(a) of the *Local Government Act* is the greater of FORTY THOUSAND SEVEN HUNDRED TEN DOLLAR AND SEVENTY SEVEN CENTS (\$40,710.77) or ONE DOLLAR FIFTY-THREE CENTS (\$1.53) PER ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.
2. This bylaw may be cited as "Southside Rural Fire Protection Local Service Establishment Amendment Bylaw No. 1923, 2020."

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

CONSENT OF ELECTORAL AREA "E" DIRECTOR RECEIVED this day of

ADOPTED this day of

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No.1923 as adopted.

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1924****A bylaw to amend the tax limit of the Topley Rural Fire Protection Service**

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 1743, the "Topley Rural Fire Protection Service" for the provision of fire protection and suppression in the service area.

AND WHEREAS the Regional Board wishes to increase the tax limit for the service from the SEVENTY-TWO THOUSAND DOLLARS (\$72,000) per annum to NINETY THOUSAND DOLLARS (\$90,000) per annum.

AND WHEREAS under Section 349 of the *Local Government Act*, the participants have consented to the adoption of this bylaw.

AND WHEREAS under Regulation 113/2007, the approval of the Inspector is not required because the increase in the tax limit is not greater than 25% of the baseline amount five years previous;

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

1. Section 5 of Bylaw No. 1743 is hereby repealed and replaced with the following:
The maximum amount of taxation that may be requisitioned annually for this service under Section 806.1(1)(a) of the *Local Government Act* is NINETY THOUSAND DOLLARS (\$90,000) per annum.
2. This bylaw may be cited as "Topley Rural Fire Protection Service Establishment Amendment Bylaw No. 1924, 2020."

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

CONSENT OF ELECTORAL AREA "G" DIRECTOR RECEIVED this day of

CONSENT OF ELECTORAL AREA "B" DIRECTOR RECEIVED this day of

ADOPTED this day of

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1924 as adopted.

Corporate Administrator

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1925****Being a bylaw to repeal “Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw No. 1745, 2015”**

WHEREAS “Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw No. 1745, 2015” established a service for the purpose of road rescue and medical first responders services within a portion of Electoral Areas “B” (Burns Lake Rural) and “G” (Houston Rural);

AND WHEREAS the Regional District of Bulkley-Nechako does not wish to contribute funds towards road rescue and medical first responders services in Electoral Areas “B” and “G”;

AND WHEREAS pursuant to Section 349(1)(b) of the *Local Government Act*, the participants have consented, in writing, to the adoption of this Bylaw;

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

1. This Bylaw may be cited as “Topley Rural Road Rescue and Medical First Responders Service Establishment Repeal Bylaw No. 1925, 2020.
2. Bylaw No. 1745 cited as “Topley Rural Road Rescue and Medical First Responders Service Establishment Bylaw No. 1745, 2015” and all bylaws enacted in amendment thereto are hereby repealed.

Certified a true and correct copy of “Topley Rural Road Rescue and Medical First Responders Service Establishment Repeal Bylaw No. 1925, 2020.”

Corporate Administrator



Regional District of Bulkley-Nechako Memorandum

To: Chair and Board of Directors
 From: Nellie Davis, Manager of Regional Economic Development
 Date: October 22, 2020
 Regarding: **Federal Gas Tax – Area “A” (Smithers Rural) Cycle 16 Trail**

Recommendation:

- 1) That the Board authorize contributing up to \$300,000 of Electoral Area ‘A’ Federal Gas Tax allocation monies to Phase 1 of construction for the Cycle 16 Trail, and further,
(All/Directors/Majority)

- 2) That the Board authorize the withdrawal of up to \$300,000 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)

Background:

The RDBN has signed an MOU with the Cycle 16 Trail Society for the construction of a cycling trail between the Town of Smithers and the Village of Telkwa. Design work has been completed for Phase 1 of the Trail. Phase 1 is 3.5 km of trail beginning at the Smithers bridge and ending at the intersection of Highway 16 and Laidlaw Frontage Road.

Last month the Province announced the Community Economic Recovery Infrastructure Program (CERIP), with eligible projects that include revitalizing outdoor recreation spaces and increasing opportunities for social distancing. The RDBN is planning an application under the Community Economic Resilience stream for Phase 1 of this project. Federal Gas Tax funds will be used for leveraging the amount of project budget that exceeds the \$1,000,000 maximum request. Estimates at the time of this memo were between \$275-\$300,000.

Total uncommitted Gas Tax Funds remaining in Electoral Area ‘A’ allocation is \$1,130,748.48. Director Mark Fisher is supportive of the project and of accessing Federal Gas Tax funds in the amount of up to \$300,000 from Area "A" for this Recreation Infrastructure project. A Board resolution is required to contribute Federal Gas Tax Funds to this project.



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Shari Janzen, Economic Development Support Assistant
Date: October 22, 2020
Regarding: **Smithers Mountain Bike Association Letter of Support Request**

Recommendation:

- 1) That the Board provide a Letter of Support to the Smithers Mountain Bike Association for their Hudson Bay Mountain Project application to the Destination Development Stream of the Community Economic Recovery Infrastructure Program for lift enhancements and trails to enable mountain bike access on Hudson Bay Mountain.
- 2) That the Board provide a Letter of Support to the Smithers Mountain Bike Association for their application to the Community Economic Resilience Stream of the Community Economic Recovery Infrastructure Program to expand its trail network that is not on Hudson Bay Mountain.

Background:

See attached request for more information.



Oct. 12, 2020

Erik Sagmoen,
Regional District of Bulkley Nechako
Burns Lake, BC

Re: Request for Regional District Support of CERIP Grant Proposals

The Smithers Mountain Bike Association is preparing to submit two separate applications for funding through the BC Government's *Community Economic Recovery Infrastructure Program*, put in place to foster the creation of new jobs to offset COVID-related job loss. We would like to request support for our applications from the Regional District of Bulkley Nechako.

Proposal #1 - A Partnership for Increased Tourism

The first proposal is being developed in partnership with Hudson Bay Mountain Resorts (HBMR) and will be submitted and administered by SMBA. This project will request funding so that HBMR can begin to offer lift-served mountain biking during the summer and early fall at the ski hill. This requires a substantial upgrade of the chairlift's electrical and braking systems in order to carry the additional load of riders with mountain bikes. This will also will require the addition of attachments to the chairs themselves to carry mountain bikes, as well as the modification of the on- and off-loading ramps to meet the demands of mountain bikers for quick, non-stop trips to the top. These upgrades will run at least \$200,000 (estimates being finalized) and will comprise the lion's share of the funds being requested from CERIP.

The work on the electrical and braking systems, as well as the design, fabrication and installation of the bike attachments will result in new opportunities for local companies. The summer lift service will be a significant increase in HBMR's operations and will result in the creation of new direct jobs to operate and maintain the lifts; additional as jobs in guest services and hospitality on the mountain; and related indirect jobs in the hospitality and service sectors in Smithers, and along the Highway 16 corridor.

The SMBA proposal will also include costs for the substantial upgrading and enhancement of the existing mountain bike trails in HBMR's "tenure", or Controlled Recreation Area (CRA). The mountain is the starting point for a number of intermediate and advanced trails that were built by SMBA more than 10 years ago including Piper

Down, Piper Cross, Pay Dirt, Fuzzy Monkey and Backdoor. These trails are maintained by the club according to standards developed by the International Mountain Bike Association (IMBA) as required by provincial Recreational Sites and Trails for all mountain bike operations in BC, as well as for SMBA's insurance coverage.

Recently, in order to increase the margin of safety, RSTBC also adopted the Whistler Trail Standards for "Technical Trail Features" (TTFs) managed by mountain bike clubs. This will require a significant amount of re-building, upgrading and enhancement work on features like bridges, table tops, jumps, and skinnies that add the extra challenge sought by dedicated mountain bikers who are willing to travel in order to ride.

In fact, trails are the "core product" that attracts mountain bike tourists to an area, and they must be well built and maintained in order to provide a high quality, enjoyable, and safe experience that will then be marketed by word-of-mouth. The materials, manual labour and machine time required to do the required maintenance and upgrades are a major expense for a small volunteer driven club, and would not be possible without third party funding. Early estimates put these improvements at at least \$100,000.

Combined, we anticipate this will lead to a grant request of at least \$300,000, which we have been told is the upper limit for funding requests under this funding stream.

Some may doubt that SMBA will receive a grant of this size for mountain biking in a small rural community, however, given the exponential growth in mountain biking worldwide, CERIP's "Destination Development" funding stream actively encourages rural communities with ski hills to develop their mountain biking infrastructure to increase summer and shoulder season tourism revenue. In the northern half of the province, Smithers is the only community with the pre-requisites for this kind of "shovel ready project" i.e. a ski hill seeking to expand into multi-season operations and an established network of quality mountain bike trails, with room to add more trails of varying difficulty over the coming years.

Specifically, Destination BC points to recent, comprehensive studies and economic impact research that shows:

1. Mountain biking IS a travel motivator and people WILL travel to destinations specifically to go mountain biking; and
2. Mountain bikers ARE well educated, affluent and the majority of them are over 30 years of age.

In fact, mountain bike tourists bring more than \$10 million to the Sea-to-Sky corridor from North Vancouver, through Squamish and Whistler to Pemberton in just three short months each year.

But smaller communities also benefit from mountain bike tourists from outside their region:

- Rossland (pop. 3,700), home to Red Mountain Resort, reports that mountain bike tourists spend close to \$600,000 annually in a very short seasonal window (~2 months).
- Golden (similar population, with another 3,000 rurally), home to Kicking Horse Mountain Resort, reports that mountain bike tourists spend more than \$900,000 during a slightly longer season of three months.

Some of this revenue is realized by providers of specific mountain biking products like bike clothing and accessories, tour guides, and shuttle services but the largest expenditure by mountain bike tourists was on hospitality services such as accommodation, food, and transportation.

So this proposal is a win-win. Hudson Bay Mountain will become a magnet for summer tourists from across our region, around the province and beyond, who will travel for the only lift-served mountain bike trails in the entire northern half of the province, with room to develop many more in the future. The lifts will also be available for hikers and sightseers who will enjoy quick access to the alpine which will further enhance Smithers' tourism appeal. Finally, the upgrades to the chairlift will increase HBMR's uphill capacity and reliability during the winter ski season, with related spinoff of increased winter tourism.

Finally, local mountain bikers will also enjoy significant enhancements to their existing trails as well as the addition of lift-served riding and hiking in the summer months.

The end result is that if this project goes ahead, Smithers and the surrounding region can expect an increase in tourism revenue during what is traditionally the slower "shoulder season" in mid-summer, before the busy fishing tourism season takes off in early fall. This will have a positive impact on local businesses by creating direct and indirect jobs in both the immediate, short term, as well as over the longer term, thereby fulfilling the ultimate goal of CERIP.

Proposal #2 - A Local Focus with Broad Benefits

SMBA will also seek funding under the "Community Economic Resilience" funding stream which is geared toward smaller projects that will enhance local infrastructure, like recreational trail networks, while also creating new jobs to support the local economy.

Again, SMBA is well positioned to meet the funding criteria, with more than 40 additional mountain bike trails that fall outside the HBM area (and therefore cannot be included in the *Partnership* project outlined above.) For more than 20 years, our local trails have made a significant contribution to recreational opportunities for local residents, which more recently have become even more important as they are an opportunity for the whole family to participate in COVID-friendly recreation. In addition, the standout nature

of these trails has established a “destination vibe” in the minds of a small but significant number of dedicated mountain bike tourists seeking an “off-the-beaten-track” experience - a reputation that will be significantly enhanced by the introduction of lift-served mountain biking at HBMR. For the same reasons cited above, including safety and broad appeal, these trails must be continually maintained and upgraded - a tall order for a small, volunteer-driven club.

To that end, SMBA will seek funding to offset the significant cost of materials, trail crews and machine time that is required to sustain these trails and the related recreational opportunities for local people of all ages and abilities, as well as for mountain bike tourists exploring the Highway 16 corridor for the first time, or on repeated holidays. Initial estimates suggest that SMBA will apply for at least \$100,000 for this project.

In turn, this funding will lead to the creation of opportunities for local companies who provide a range of trail building services and equipment, and therefore will create new jobs in the short term for a range of workers. In addition, there will be indirect economic spinoff from this proposal as it will contribute to an enhanced infrastructure for mountain bike tourism, and the longer term economic benefit as outlined above.

Therefore, SMBA respectfully requests that the Regional District declare support for both projects: *A Partnership for Increased Tourism* and *A Local Focus with Broad Benefits* and our efforts to secure grant funding for them through CERIP. Again, the deadline for our application is Oct. 29, and therefore we request confirmation of your support at your earliest opportunity.

Please do not hesitate to contact me for more information.

Sincerely,



Amy Copland, Grant Writer
Smithers Mountain Bike Association
c 250-877-9387

cc. Jan Wengelin — President, SMBA



Regional District of Bulkley-Nechako Memorandum

To: Chair and Board of Directors
From: Nellie Davis, Manager of Regional Economic Development
Date: October 22, 2020
Subject: Grant in Aid Re-Allocation Request – Southside 4H Club
 Electoral Area “E” (Francois/Ootsa Rural)

RECOMMENDATION

(all/directors/majority)

Receive.

BACKGROUND

In July 2020, Grant in Aid in the amount of \$2,500 was approved for the Southside 4H Club’s Year- End Auction and Achievement Awards. Due to generous support, the event wound up being over-funded.

Grant in Aid funds were spent in the amount of \$2008.81, leaving \$491.19 remaining

The Club has requested permission to allocate the remaining funding to the annual Awards Night celebration, which has an estimated cost of \$500. Alternate Director, Scott Zayac, has approved this request.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board of Directors
From: Nellie Davis, Manager of Regional Economic Development
Date: October 22, 2020
Subject: Grant in Aid Update: August – October 13, 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 August 1 – October 13, 2020.

Community Group	Project	Amount
Area 'A' (Smithers Rural)		
Area 'B' (Burns Lake Rural)		
First Responders Café	RCMP Advocacy	\$669.71
Area 'C' (Fort St; James Rural)		
Fort St. James Secondary School	Breakfast Club	\$2,000
Area 'D' (Fraser Lake Rural)		
Area 'E' (Francois/Ootsa Rural)		
Southside Volunteer Fire Department	Open House – New Fire Truck	\$600
Area 'F' (Vanderhoof Rural)		
Vanderhoof Air Cadet Squadron	Mobile Classroom	\$2,500
Area 'G' (Houston Rural)		



Regional District of Bulkley-Nechako Memo

TO: Chair Thiessen and Board of Directors

FROM: Curtis Helgesen, CAO

DATE: October 22, 2020

SUBJECT: RDBN Committees – 2021

RECOMMENDATION

Discussion.

BACKGROUND

Under Section 218(2) of the *Local Government Act*, the Chair may establish committees for matters the Chair considers would be dealt with by committee and may appoint persons to those committees.

These appointments are made annually by the Chair. Annually at the November meeting, the Chair and Vice-Chair will be elected by the Board, and then at the December meeting, the 2021 Committee Appointments will be made by the Chair.

In 2019, discussions took place regarding the continuation of the Executive Committee and the Broadband Committee was established. It was decided to not continue with the Executive Committee and matters that would normally appear on the Executive Committee agendas, would be addressed with the entire Board during in-camera meetings. In establishing the Broadband Committee, a Terms of Reference was approved.

The Broadband Committee has held three (3) meetings to-date in 2020. There are 5 rural Directors on the Committee including the appointed Chair.

The Transit Committee also has a Terms of Reference and involves other stakeholders (funding partners) as part of that Committee but has only met once so far in 2020.

The Forestry Committee has held zero (0) meetings to-date in 2020, and several Forestry related topics were conducted during regular Committee of the Whole meetings. The Forestry Committee is also deemed a Committee of the Whole and all

Directors participate. No terms of reference have been established, and if the Committee is to continue in 2021, these should be developed to outline the scope and terms of the Committee.

The Waste Management Committee has held three (3) meetings to-date in 2020 and is also deemed a Committee of the Whole and all Directors participate. No terms of reference have been established, and if the Committee is to continue in 2021, these should be developed to outline the scope and terms of the Committee. The Solid Waste Management Plan (SWMP) outlines the establishment of a Regional Solid Waste Advisory Committee. This Committee was active during the public consultation and engagement as part of the review and update of the Plan that was completed in 2018. It is recommended in the Plan to re-establish this Advisory Committee to monitor the implementation of the SWMP. In early 2019, advertising for members was done, but the level of interest was low. This fall a re-attempt to obtain members will be done to establish this Committee. This Committee could report to the Board's Committee of the Whole or as outlined in the Terms of Reference, could report to the Waste Management Committee, which is also a deemed Committee of the Whole.

Also, when establishing the 2020 Committees, it was decided to amalgamate the Rural and Agricultural Committee. This Committee has met seven (7) times in 2020 to-date and all Rural Directors are members. As 2020 has progressed, a number of topics has shown that both Rural and Municipal Directors have good input into Agricultural discussions, and therefore discussion should be had on whether this amalgamation should continue into 2021, or whether Agricultural items should appear on the Board's Committee of the Whole Agendas.

With current committees that are also deemed Committees of the Whole, consideration should be given on whether these Committees should continue since any topics specific to forestry or waste management as an example could easily be incorporated into the normal Committee of the Whole of the Board with participation from all Directors.

ATTACHMENTS

1. 2020 Committee Appointments
2. Transit Committee – Terms of Reference
3. Broadband Committee – Terms of Reference
4. Regional Solid Waste Advisory Committee – 'Draft' Terms of Reference

REGIONAL DISTRICT OF BULKLEY-NECHAKO
2020
APPOINTMENTS

RDBN BOARD

Chairperson: Gerry Thiessen
Vice-Chairperson: Mark Parker

FORESTRY COMMITTEE (Committee of the Whole)

Chairperson: Brad Layton

WASTE MANAGEMENT COMMITTEE (Committee of the Whole)

Chairperson: Mark Fisher

RURAL DIRECTORS COMMITTEE

Chairperson: Mark Parker

TRANSIT COMMITTEE

Chairperson: Tom Greenaway

BROADBAND COMMITTEE

Chairperson: Michael Riis-Christianson

NORTHWEST BC RESOURCE BENEFITS ALLIANCE

RBA Co-Chairperson: Shane Brien
Mark Fisher, Alternate Director

NORTHERN BC TOURISM ASSOCIATION

Michael Riis-Christianson

MUNICIPAL FINANCE AUTHORITY

Gerry Thiessen
Alternate: Mark Parker

Terms of Reference for the Bulkley-Nechako Regional Transit Service Committee

Purpose:

To serve as an advisory body to the local government and first nations funding partners of the Highway 16 Regional Transit Service (Burns Lake to Smithers pod and Burns Lake to Prince George pod) regarding the transit service.

Specifically:

1. To advise on extensions or changes to the existing service
2. To advise on fares and fare changes
3. To receive and review the service budget in a Closed meeting
4. To advise on infrastructure needs
5. To serve as a communications vehicle with the service provider

Authority:

Legislation

- *Local Government Act* Sections 218 and 263

Mandate:

The Bulkley-Nechako Regional Transit Service Committee is established under the *Local Government Act* Sections 218 and 263 to provide advice and assist BC Transit and the local government and first nation funding partners regarding transit service changes, fares, improvements, marketing, ridership, efficiencies, long term funding and governance.

Membership:

The Committee shall consist of:

- a) One (1) voting member from each of the local government funding partners Councils, excluding RDBN
- b) One (1) voting members from each electoral area of the RDBN Board of Directors,
- c) One (1) voting member from each of the First Nations funding partners
- d) Staff from the local governments, Ministry of Transportation and Infrastructure (MOTI), BC Transit and the Transit Service Provider, who will attend meetings as required as non-voting members.

Procedure:

1. All appointments to the Bulkley-Nechako Regional Transit Service Committee must be made annually by the local governments and First Nations identified above.
2. The Committee will nominate and appoint a Chair.
3. The Committee will nominate and appoint a Vice Chair.
4. The RDBN Procedure Bylaw, as amended from time to time, applies to all meetings of the Bulkley-Nechako Regional Transit Service Committee.
5. A quorum shall be a majority of the total voting membership.
6. The Committee will meet as required, but not less than once per year, with meetings to be held at a location determined by the Bulkley-Nechako Regional Transit Service Committee.
7. Minutes of each Committee meeting shall be kept by RDBN and forwarded to the local governments and First Nations identified above, and to MOTI and BC Transit staff for information.
8. The Bulkley-Nechako Regional Transit Service Committee is not a budgetary decision making body. It forwards recommendations for consideration to the local government which is signatory to the agreement.
9. No direct budget is given to this committee. All recommendations from the committee that involve budgetary expenditures will be approved by the local government which is signatory to the agreement.
10. The Committee will endeavour to seek public input when appropriate.
11. The responsibility for coordinating the meetings, taking the minutes and providing a teleconference line if required will be assumed by RDBN.
12. The mandate of the Committee shall be reviewed upon each agreement renewal or change.
13. Any funding partner may opt out of participation in the Bulkley-Nechako Regional Transit Service Committee by giving one year notice in writing to the Committee.

Regional District of Bulkley-Nechako Broadband and Connectivity Committee Terms of Reference

1. Committee Vision

That all citizens in the Regional District of Bulkley-Nechako (RDBN) will have access to High Speed Internet.

2. Committee Mandate

The purpose of the Committee is to develop and implement the RDBN's Connectivity Strategy. The Committee will report back regularly and work collaboratively with the RDBN Board to implement the RDBN's approved Broadband strategy.

3. Scope of Work

The Committee shall:

- a) Consider, inquire and make recommendations to the board on internet and cell phone connectivity;
- b) Provide advice in the development and implementation of policies, procedures, bylaws, reports and actions plans to enhance internet and cell phone connectivity;
- c) Provide advice on a systematic and coordinated approach to bring internet connectivity to all locations within the Regional District;
- d) Identify specific projects to enhance internet connectivity within the RDBN;
- e) Recommend to the board informal or formal partnerships that would enhance the success of connectivity related projects;
- f) Prepare grant applications for connectivity projects for the Board's review and submission; and
- g) Complete community consultation on the development and implementation of broadband connectivity plans and projects.

4. Authority

The Committee is a select committee of the RDBN established by the Board under section 218 (1) of the **Local Government Act** to consider, inquire and make recommendations to the Board concerning internet broadband connectivity. Bylaw 1832, Part 19 outlines the requirements for select committees.

5. Membership

- a) Members shall be appointed by Board.
- b) The Committee shall consist of five (5) voting members from the Board of the RDBN.
- c) The Chair of the RDBN shall appoint a chair of the Committee.

6. Tenure

The tenure of the Committee which was established in August 2019, will then renew annually from the first of December of one year to the 30th of November of the next year.

7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner.
- b) The Committee must establish and post a meeting schedule.
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***.
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

8. Quorum

Quorum of the Committee is the majority of all its members –three (3) voting members.

9. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

10. Minutes

- a) Meeting minutes must be taken.
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

11. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time.
- b) Recommendations of the Committee must be adopted by the Committee prior to presentation to the Board.

12. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN.
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

13. Staff Support

- a) The Chief Administrative Officer shall appoint staff members to the committee, as non-voting members.
- b) Other District staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

14. Financial Resources

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.

REGIONAL SOLID WASTE ADVISORY COMMITTEE (RSWAC) TERMS OF REFERENCE

Background/Purpose: The Regional District of Bulkley Nechako (RDBN) is undertaking a review and update of the solid waste management plan (SWMP). Public and stakeholder consultation is integral to the review. In accordance with the Ministry of Environment's Guide for the Preparation of Regional Solid Waste Management Plans, a combined public and technical advisory committee will act as a working group for the region's interests and will provide sound advice to the RDBN Board of Directors for approval.

Scope: The scope of the RSWAC is to review the existing SWMP and provide input from a stakeholder and community perspective which will be considered as part of the SWMP update.

Roles and Responsibilities: The roles and responsibilities of the committee and its individual members include the following:

- Represent a balance of community interests;
- Act as advisors to the RDBN Board of Directors on the development of the SWMP update;
- Assist in reviewing current programs and identifying issues and opportunities;
- Act as a liaison between committee member's Council/Board and the RDBN; providing feedback from their Council/Board to the RDBN and increasing awareness of solid waste issues amongst their constituency;
- Review guiding principles and provide feedback for the SWMP update;
- Review information provided by the RDBN and its consultants and provide comments and suggestions as well as highlight information gaps to be considered for the SWMP update;
- Assist in developing and evaluating a variety of options and strategies for the SWMP update;
- Participate on smaller ad-hoc committees dealing with specific issues or tasks (as required);
- Contribute to programs and policies that are in the best interests of all residents of the RDBN, balancing both community and industry needs and technical requirements; and
- Participate in the public consultation phase through public meetings (as required).

Authority: The RSWAC makes recommendations on the proposed plan to the RDBN Board of Directors via the Waste Management Committee. The RDBN Board of Directors is the final decision-making authority.

Membership Composition: The committee shall consist of no more than 25 members representing a diversity of backgrounds, interests and geographical location. The committee will combine technical, political and community representation and will involve the RDBN, municipal and First Nation governments from the Bulkley-Nechako region. Membership shall include representation as follows.

Voting Members:

- District of Vanderhoof;
- Village of Fraser Lake;
- Village of Burns Lake;
- Town of Smithers;
- Village of Granisle;
- Lake Babine Nation;
- Cheslatta Carrier Nation;
- Takla First Nation;
- Saik'uz First Nation;
- Nak'azdli First Nation;
- Public Sector/Institutions (e.g., School District, Hospital);
- Waste Management Service providers;
- Agricultural Sector;
- General; and
- Public (rural and municipal).

The RSWAC will also include 3 non-voting technical advisors representing the RDBN. A consulting firm experienced in waste management planning will facilitate the planning process and serve as an advisor and resource to the committee.

Term and Time Commitment: The Committee will operate during the plan review process which is expected to be from January to June 2018. The Committee will be discontinued once the updated SWMP is approved by the RDBN Board of Directors for submission to the Minister of Environment. It is anticipated that there will be 5 to 6 meetings of the Committee during the planning process, with the provision for workshops and teleconferencing and webinars or other presentations at the discretion of the RDBN and the RSWAC. Committee members will be asked to review documents related to the review process on their own time. Following the adoption of the final SWMP the RDBN will be selecting a standing committee from the RSWAC that will meet annually to review the plan moving forward.

Appointments: Voting members shall be approved by the RDBN Board of Directors.

Chair: The RSWAC will elect a Chair for the RSWAC from among its voting members at the start of the first RSWAC meeting.

Quorum: Shall be a minimum of 50% plus one of the voting members.

Communications: Committee members are asked to be in attendance at all the meetings if possible. Any absentee members should notify Rory McKenzie at the RDBN about missing a meeting. Record of meeting minutes will be taken by assigned RDBN staff member and emailed out with meeting agendas to committee members prior to the next RSWAC meeting. Agendas and adopted meeting minutes will be posted on the RDBN website.

Conduct of Members at Meetings:

1. Committee members are expected to be respectful of one another and to offer input and suggestions that are relevant, constructive and productive.
 - a. Members should be committed to providing advice on developing recommendations.
 - b. Members will respect the ideas, concerns and opinions of others.
 - c. Everyone will have an opportunity to speak but only one person shall speak at a time as determined by the Chair.
2. Administrative matters related to the RSWAC will be conducted by the RDBN staff acting through the Chair.
3. For clarity, these terms of reference do not delegate any authority or corporate powers to the RSWAC.

Dear Michael Riis Christianson (Area 'B' Director)

We are writing you to share our concerns with the lay-overs or blockages that the train makes on the CN Rail in front of our home, blocking access to our neighborhood to homes. This creates unsafe and inconvenient situations to those that have to deal with this issue trying to get through. It came to a head September 9th 2020, 15 years of calling CN insisting better protocols, when it blocked the driveways on this double siding from 4PM to 11PM with no engineer or conductor on the train that we know of. We watched train after train going east and west on the other track. No movement. We have been patient, hoping and understanding but these delays or blockages have been increasing in duration that we have had enough.

We live in the Tintagel area south of Hwy 16, 10.5 km's east of Burns Lake. (CN mile 28.43 Telkwa Subdivision). We didn't know why this specific location was chosen as there are miles of rail with no crossings. We moved into this location in 1990 as it had a single track at that time. In 2007 they decided to add on to a double track which took in 2 more crossings.

To give you a snapshot of what is happening these past 13 years; we had to wait 3-4 hours at times to get home or to leave home. At times we had to cross over or under the train, yes, climb up and in-between the cars at 68 and 72 years of age. We have to leave early to not miss meetings and appointments and had supper guests stay overnight because the train was blocking our driveway. We passed groceries and other things from one side to the other because of these long delays. The years we ran our snowplowing business these blockages cause interruptions in scheduling not being able to get out when we needed too. We were so, so very lucky the couple times I was rushed to the ER with life threatening illnesses that the rescue teams could get through. Did you know that certain rail cars you can't crawl under? Yes, many times we haven't been bothered by their delays. I hope when you read this that you are not labeling us but understanding the severity of this. We are only one story of many.

Our efforts have been exhausted, we have called in to report the delays and in the early days we have been told that we would have to wait, other times they manage to arrange for the engineer to break the train at the crossing for us to get through. The past few years we were given the number to the CN police and now can get an ETA on when the train will leave. We have learned to our dismay that; they can not schedule the engineer's hours correctly, resulting in the engineer or conductor to 'time out'. In other words, no replacement to take their place. Why is that? We understand from their policies that, should a train block a crossing for more than 30 mins that they have to break the train cars open at each crossing. Makes sense but over time these trains have gotten so long that the conductor or engineer doesn't want to walk all that way back to do this and then reverse the action when they leave. This is understandable but there should be a solution. What we don't understand is how can a major international company as big as CN rail get away with this? Are we the only double rail siding that has this issue? Will it take a major accident to get them to change there practices even though they wouldn't be charged because it is unsafe to climb over trains?

We have asked our neighbors on this double siding to sign this as a small petition in hopes that you can take this to the RDBN Board for further inquiry and possible solution to this issue. We want to create awareness of increasing issue even though we know that this is a huge deterrent for those wishing to be safe and sell their home along the double siding rails. Please help.

Sincerely,

Dave & Verna Hopper

We have asked our neighbors to sign in support of our concerns: (please sign below)

Andy Corfe

Andy Corfe

Pattie Corfe

P. Corfe

Susan Stearns

Susan Stearns

Debbie Petkau

Debbie Petkau

Frank Bergan

Frank Bergan

Erin Peterson

Erin Peterson

TREVOR PETERSON

Trevor Peterson

C. Heather Paulson

Heather Paulson

JEFF PAULSON

Jeff Paulson

Cynthia Mielken

Cynthia Mielken

Tanner Mielken

Tanner Mielken

Dave Hopper

VERNA HOPPER

Verna Hopper

(These are the people that are affected by the track)

Regional District of Bulkley-Nechako

Action List - September 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Committee of the Whole Meeting September 3, 2020	Delegation Thank You Letter	Write a Thank You Letter to Penni Adams, Program Manager, Denise McLean, Invasive Plant Specialist, Ministry of Forests, Lands, Natural Resource Operations and Rural Development and Grahame Gielens, Environmental Roadside Manager, Ministry of Transportation and Infrastructure RE: Northwest Invasive Plant Council Program (NWIPC) Update.	Geraldine	Completed	
C.W.2020-7-3 Committee of the Whole September 3, 2020	Accounting of Administrative Overhead	Staff to bring back the Accounting of Administrative Overhead Policy (as amended) to the next Board meeting for approval.	John	Completed	17-Sep-20
C.W.2020-7-4 Committee of the Whole September 3, 2020	Accounting of Expenses and Remuneration	Staff to bring Back the Policy for Director Remuneration and Expenses (as Amended) to the next Board meeting for approval.	John	Completed	17-Sep-20
C.W.2020-7-5 Committee of the Whole September 3, 2020	Ministry of Indigenous Relations and Reconciliation - Core Advisor Council	Provide notification to MIRR regarding the Board's nomination of Curtis Helgesen, CAO to the Core Advisory Council.	Wendy/Curtis	Completed	
C.W.2020-7-5 Committee of the Whole September 3, 2020	Cow Moose and Calf Cull	Request letters of support from First Nations and sportsman's groups within the RDBN in preparation for the Minister of FLNRORD UBCM meeting.	Wendy/Cheryl	Completed	
2020-10-12 Board Meeting September 17, 2020	Chinook Shareholders' Resolution	The Chair and CAO sign the Chinook Comfor Limited Shareholders' resolution.	Curtis	Completed	
2020-10-13 Board Meeting September 17, 2020	Chinook Community Society	The Chair and CAO sign the Chinook Community Society's resolution.	Curtis	Completed	

Regional District of Bulkley-Nechako

Action List - September 2020 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2020-10-14 Board Meeting September 17, 2020	Federal Gas Tax Funds - Electoral Area "B" (Burns Lake Rural), Burns Lake Mountain Bike Association	Write a letter and contribute up to an additional \$15,000 of Electoral Area "B" Federal Gas Tax allocation monies to the Burns Lake Mountain Bike Association for a Recreation Infrastructure project at the Burns Lake Mountain Bike Park. And, that the Board authorize the withdrawal of up to \$15,000 from the Federal Gas Tax Reserve Fund.	Nellie/John	In Progress	
2020-10-16 Board Meeting September 17, 2020	CN-Whistle Cessation and Controlled Crossings	Staff to consult with CN in regard to gated railway crossing construction with whistle cessation at two Lake Kathlyn Road Crossings and the Slack Road Crossing.	Cheryl	In Progress	
2020-10-18 Board Meeting September 17, 2020	British Columbia - Modernizing BC's Emergency Management Legislation	Staff to pursue further engagement with the Province of BC with the recommendations outlined in the September 17, 2020 Protective Services Staff Report.	Haley/Deb JM	Completed	
2020-10-19 Board Meeting September 17, 2020	2021 FireSmart Community Funding & Support Application	Apply to the Union of British Columbia Municipalities (UBCM) Community Resiliency Investment Program – FireSmart Community Funding & Support (CRI Funding), to extend the FireSmart program from May 2021 – May 2022. And that the Board authorize the Chair and CAO to enter into the RDBN's contract with the CRI Funding program, should the funding be approved, and provide overall grant management for the project.	Haley/Deb JM	Completed	October 9, 2020
2020-10-20 Board Meeting September 17, 2020	Federal Government Broadband and Spectrum Advocacy Letter	Provide the September 17, 2020 Letter to the Right Honourable Justin Trudeau to advocate for changes to Broadband Infrastructure Investment and Spectrum Allocation policies.	Wendy	Completed	September 18, 2020
2020-10-24 Board Meeting September 17, 2020	Write a Letter to the Honourable Marc Garneau, Minister of Transport Canada	Write a letter to the Honourable Marc Garneau, Minister of Transport Canada advising that the Board received the concerns of the Friends of Morice Bulkley and request an update on plans and measures concerning the proposed increase of hazardous petroleum cargo on the northwest rail corridor.	Wendy	Completed	