



REGIONAL DISTRICT
OF BULKLEY & NECHAKO

AGENDA

MEETING NO. 4

MARCH 25, 2021

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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, March 25, 2021

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – March 25, 2021</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-25	Board Meeting Minutes – February 25, 2021	Adopt
26-29	Special Board Meeting Minutes – March 11, 2021	Adopt
30-34	Committee of the Whole Meeting Minutes - March 11, 2021	Receive
35-38	Rural/Agriculture Committee Meeting Minutes - March 11, 2021	Receive
39-42	Waste Management Committee Meeting Minutes - March 11, 2021	Receive

BUSINESS ARISING OUT OF THE MINUTES

DELEGATIONS

RCMP (via Zoom)

James McLaren, Superintendent, E Division, North District, Assistant District Officer
 Rob Mitchell, Staff Sergeant
 Darren Woroshelo, Staff Sergeant
 RE: Update

Meeting No. 4
March 25, 2021

<u>PAGE NO.</u>	<u>PARKS AND TRAILS (All Directors)</u>	<u>ACTION</u>
114-117	Jason Llewellyn, Director of Planning Cycle 16 Trail	Receive
	<u>BUILDING INSPECTION (All Directors)</u>	
118-125	Jason Llewellyn, Director of Planning Provincial Response to the RDBN's Concerns Regarding the Step Code Implementation	Receive
	<u>ADMINISTRATION REPORTS</u>	
126-127	Cheryl Anderson, Manager of Administrative Services – North Central Local Government Association AGM and Convention – May 5-6, 2021 – VIRTUAL	Recommendation
128-131	Cheryl Anderson, Manager of Administrative Services – Natural Resource Committee Terms of Reference Amendment	Recommendation
132-135	Cheryl Anderson, Manager of Administrative Services – RDBN Committee Appointments 2021	Recommendation
136	Wendy Wainwright, Executive Assistant - Committee Meeting Recommendations - March 11, 2021	Recommendation
137-145	John Illes, Chief Financial Officer - Budget Bylaw – Five Year Financial Plan (2021-2025)	Recommendation
146-149	Jason Blackwell, Regional Fire Chief - Cluculz Lake Fire Hall Proposal	Recommendation
150-163	Alex Eriksen, Director of Environmental Services - Agricultural Plastic Recycling – Cleanfarms Pilot Program	Recommendation
164-268	John Illes, Chief Financial Officer - Societies' Financial Reports 2021	Receive
269-270	Nellie Davis, Manager of Regional Economic Development – Internet Speed Study	Receive

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VERBAL REPORTS

RECEIPT OF VERBAL REPORTS

<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE</u>	<u>ACTION</u>
271-274	City of New Westminster – Support for Laid-off Hotel and Tourism Industry Workers	Receive
275-276	Fraser Basin Council – Consultation Process: Investigations in Support of Flood Strategy Development in BC	Receive
277-278	Union of B.C. Municipalities – 2020 Resolutions Referred to UBCM Executive	Receive

ACTION LIST

279-281	Action List – January 2021	Receive
282-285	Action List – February 2021	Receive

SUPPLEMENTARY AGENDA

NEW BUSINESS

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 2 (VIRTUAL)****Thursday, February 25, 2021**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Brad Layton – arrived at 10:32 a.m., left at 10:50 a.m., returned at 11:20 a.m., left at 12:35 p.m. returned at 12:54 p.m., left at 2:22 p.m.
Linda McGuire
Bob Motion
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Manager of Regional Economic Development
Steve Davis, Building Inspector - arrived at 11:45 p.m., left at 12:00 p.m.
Janette Derksen, Waste Diversion Supervisor – left at 11:35 a.m.
Alex Eriksen, Director of Environmental Services – left at 11:27 a.m.
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning
Deborah Jones-Middleton, Director of Protective Services
Wendy Wainwright, Executive Assistant

Others Carly Fraser, Special Projects Coordinator, Cleanfarms – left at 11:20 a.m.
Shane Hedderson, Operations Manager, Cleanfarms – left at 11:20 a.m.
David Keough, Deputy Assessor, Northern BC Region, BC Assessment – left at 10:35 a.m.

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:04 a.m.

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Director Riis-Christianson
Seconded by Director McGuire**2021-2-1**

“That the Board Meeting Agenda of February 25, 2021 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes January 28, 2021

Moved by Director Petersen
 Seconded by Director Lambert

2021-2-2

“That the Board Meeting Minutes of January 28, 2021 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting Minutes

Moved by Director Parker
 Seconded by Director Lambert

2021-2-3

“That the Board receive the following Committee Meeting Minutes:

- Committee of the Whole Meeting Minutes
 -February 11, 2021
- Rural/Agriculture Committee Meeting Minutes
 - February 11, 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATIONS

BC ASSESSMENT – David Keough, Deputy Assessor, Northern BC Region RE: 2021 Assessment Roll and Year End Assessment Roll Report Follow up

Chair Thiessen welcomed David Keough, Deputy Assessor, Northern BC Region, BC Assessment.

Mr. Keough provided a PowerPoint Presentation.

- About BC Assessment
- Assessment Roll
- Classification
- Assessment cycle & Key dates
- 2021 Assessment Roll
- RDBN
 - o Actual Values
 - o General Values
 - o Market Change
 - o Non-Market Change (NMC)
- Work Camps in RDBN
 - o Assessed Value Totals
- Pipelines in RDBN
- RDBN Value Distribution by Property Class
- RDBN – Average Value – Single Family Dwelling
- Northern BC – Median Assessment Single Family Dwellings
- Provincial – Median Assessment Single Family Dwellings
- Website.

DELEGATIONS (CONT'D)

BC ASSESSMENT – David Keough, Deputy Assessor, Northern BC Region RE: 2021 Assessment Roll and Year End Assessment Roll Report Follow up (Cont'd)

Discussion took place regarding:

- Jurisdictions appealing Class 1 and Class 6 classification
 - o Mr. Keough will provide information to staff
- Pipeline infrastructure
 - o Improvements outside the scope of the actual pipeline
 - o BC Oil and Gas Commission provides updated information to BC Assessment in regard to improvements
 - o BC Assessment can also send staff to assess
- Different areas and values
- Dramatic shifts in lake front property and rural acreage properties in the north
- Housing stock in the north is low and demand is high – increases values.

Chair Thiessen thanked Mr. Keough for attending the meeting.

DELEGATIONS (CONT'D)

CLEANFARMS – Carly Fraser, Special Projects Coordinator, Shane Hedderson, Operations Manager RE: Agriculture Plastics

Chair Thiessen welcomed Carly Fraser, Special Projects Coordinator and Shane Hedderson, Operations Manager, Cleanfarms.

Ms. Fraser provided a PowerPoint Presentation

Ag Plastics

- Cleanfarms Who We Are
 - o Vision
 - o Approach
- How is Cleanfarms Funded?
 - o Primary
 - o Supplementary
- Building a Zero-Waste Strategy for Agriculture
 - o Canadian Agricultural Strategic Priorities Program (CASPP)
- Pilot Program Objectives
- CASPP Pilot Projects
- Plastic Materials
- Pilots Test Phase
- Collection Bag Operations
- Collection sites
- Asks of RDBN
- Summary.

The following was discussed:

- End markets
 - o Each material has a different end market
 - o Test market in Quebec
 - o Silage wrap – Arkansa, USA
 - o Alberta – grain bags and potentially silage and bunkers in the future
 - o Looking for end markets closer to the Regional District
- Alternative grant funding options
 - o Northern Development Initiative Trust

DELEGATIONS (CONT'D)

CLEANFARMS – Carly Fraser, Special Projects Coordinator, Shane Hedderson, Operations Manager RE: Agriculture Plastics (Cont'd)

- End goal for agriculture plastics
 - o Potential option for EPR (Extended Producer Responsibility) Program
 - o Sustainable funding model
 - o Continued program in the long term
- Cleanfarms is open to developing relationships with local recyclers and have more end markets for products
 - o Local process
 - Once material collected - Cleanfarms owns that material and responsible for end market processing
 - Won't send without program in planning phase or in place
 - Cleanfarms is willing to support and work with individuals/businesses wanting to develop end markets for products
 - Economic development grant available but not in scope of the CASPP funding
 - o Consensus building is actively taking place as part of the overall funding – all stakeholders will be meeting in B.C. in the next month and again in 2023
 - o Fortis initiative/PNG – Cleanfarms to discuss further with Director Fisher
- Money for material
 - o Depending on material
 - o Some material is cost neutral
 - o Some material has a cost recovery
- Deposit mechanism for incentive for recovery
- Addressing contamination
 - o What is currently taking place?
 - o How can Cleanfarms address and what mechanisms can be utilized to reduce contamination?
 - o Engaged farmers to provide feedback
 - o Best practices developed
 - o Communication and information sharing
- Shipping costs and concerns
- Collection rates
- Challenges
- Pilot project
- Feedback to Directors currently – there is not a desire for additional fees/taxes
- Future potential end market
- Different levels of government implementing plastic bans
- Getting ahead of regulations and determining what people want and potential solutions.

Chair Thiessen thanked Ms. Fraser and Mr. Hedderson for attending the meeting.

ELECTORAL AREA PLANNING (All Directors)

Bylaw for 1st and 2nd Reading

Rezoning Application Moved by Director Fisher
RZ A-03-20 1st & 2nd Reading Seconded by Director McGuire
Rezoning Bylaw No. 1938, 2021
Electoral Area "A"

2021-2-4

1. "That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1938, 2021 be given first and second reading this 25th day of February, 2021 and subsequently be taken to Public Hearing.

2. That the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1938, 2021 be delegated to the Director or Alternate Director for Electoral Area A."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Fisher asked if the applicant could alter the Nuisance Easement after the public hearing had closed. Jason Llewellyn, Director of Planning answered that the nuisance easement option is discussed in the staff report, and that if the offer is discussed at the public hearing the application could move forward with the nuisance easement without holding another public hearing.

Rezoning Application Moved by Director Petersen
RZ F-01-21 1st & 2nd Reading Seconded by Director Greenaway
Rezoning Bylaw No. 1939, 2021
Electoral Area "F"

2021-2-5

1. "That the Board receive the Advisory Planning Commission Minutes for Rezoning Application RZ F-01-21 on the Supplementary Agenda.

2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1939, 2021 be given first and second reading this 25th day of February, 2021 and subsequently be taken to Public Hearing.

3. That the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1939, 2021 be delegated to the Director or Alternate Director for Electoral Area F."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaw for 3rd Reading

Rezoning Application
RZ A-02-20 3rd Reading
Rezoning Bylaw No. 1937, 2021
Electoral Area "A"

Moved by Director Fisher
 Seconded by Director Atrill

2021-2-6

1. "That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1937, 2021 on the Supplementary Agenda.

2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1937, 2021 be given third reading this 25th day of February, 2021."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Development Variance Permit Application

Development Variance
Permit DVP A-01-21
- Electoral Area "A"

Chair Thiessen called for written submissions. There are no written submissions.

2021-2-7

Moved by Director Fisher
 Seconded by Director Atrill

"That the Board approve Development Variance Permit DVP A-01-21 for the property located at 294 Prairie Road to vary Section 15.0.4 (1) of "Regional District of Bulkley-Nechako Zoning Bylaw 1800, 2020" by reducing the setbacks from parcel lines from 7.5 m to 4 m to allow the construction of 2 small single family dwellings."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (All Directors)

ALR Application

ALR Non-Farm Use Application
1228 - Electoral Area "F"

Moved by Director Petersen
 Seconded by Director McGuire

2021-2-8

"That the Board receive the Advisory Planning Commission Minutes for ALR Application 1228 on the Supplementary Agenda.

That Subdivision Application No. 1228 be forwarded to the Agricultural Land Commission with a recommendation that the application be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Addition to Reserve Referral

Addition to Takla Landing
Reserve Referral
Electoral Area "C"

Moved by Director Greenaway
Seconded by Director Riis-Christianson

2021-2-9

"That the Board direct staff to respond to the referral from the Takla Nation stating that the Regional District is in support of the proposed addition to the Takla Landing Reserve to accommodate future housing needs."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to road access. Staff will include in the Board's response that engagement take place with adjacent property owners and any concerns be considered.

Other

Coastal GasLink Pipeline Socio-economic Effects Management Plan (SEEMP)

The following concerns were discussed:

- Healthcare impacts
 - o Community health and mental health
- Wet'sut'wen Healing centre
- CAO Helgesen discussed bringing forward discussions in regard to the healing centre at the Core Advisory Group table.

Coastal GasLink Pipeline
Socio-economic Effects
Management Plan (SEEMP)

Moved by Director McGuire
Seconded by Director Funk

2021-2-10

"That staff invite Coastal Gaslink to a future Regional District of Bulkley-Nechako meeting to discuss the implementation of the Socio-economic Effects Management Plan (SEEMP)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BUILDING INSPECTION (All Directors)

Section 57 Notice on Title
20251 McKenzie Road
Electoral Area "A"

The Board did not receive any input or submission from the property owner.

2021-2-11

Moved by Director Fisher.
Seconded by Director McGuire

That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as District Lot 7918, Range 5, Coast District (20251 McKenzie Road)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BUILDING INSPECTION (All Directors) (CONT'D)

Section 57 Notice on Title
10214 Old Babine Lake Road
Electoral Area "A"

The Board did not receive any input or submission from the property owner.

2021-2-12

Moved by Director Fisher
 Seconded by Director Riis-Christianson

"That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as: The South 1/2 of Section 11, Township 2A, Range 5, Coast District, except thereout a strip of land being the most easterly 20 meters in parallel width thereof. (10214 Old Babine Lake Road)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Section 57 Notice on Title
3054 Highway 16 West
Electoral Area "D"

The Board did not receive any input or submission from the property owner.

2021-2-13

Moved by Director Parker
 Seconded by Director Storey

That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as: Lot 3, District Lot 3832, Range 5, Coast District, Plan 4613 (13054 Highway 16 West)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Break for lunch at 12:00 p.m.

Reconvened at 12:35 p.m.

ADMINISTRATION REPORTS

Committee Meeting
Recommendations
-February 11, 2021

Moved by Director Fisher
 Seconded by Director Parker

2021-2-14

"That the Board approve Recommendations 1 through 4 as written:

Committee of the Whole Meeting – February 11, 2021

Recommendation 1: Re: Stuart-Nechako Economic Development Service

"That staff be directed to repeal Bylaw No. 1460 and that the remaining funds in the service be distributed to the participating areas."

ADMINISTRATION REPORTS (CONT'D)

Committee of the Whole Meeting – February 11, 2021
(Cont'd)

Recommendation 2: Re: Provincial COVID-19 Relief Funds

“That the Board allocate \$218,574 of the COVID Safe Restart Grants for Local Governments to 2021 identified projects and incorporate these amounts into the 2021 budget, and to allocate \$132,047 based on population to each Electoral Area, and the remaining \$132,007 to the Electoral Areas to be allocated later in 2021.”

Recommendation 3: Re: Revised Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities

“That the Board direct staff to prepare and submit a response letter regarding the Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities (Financial Guidelines) prior to the comment period deadline of February 28, 2021; and, that the RDBN Board direct staff to invite member municipalities to send a letter of support regarding feedback from the RDBN.”

Rural/Agriculture Committee Meeting – February 11, 2021

Recommendation 4: Re: Grant in Aid Allocation

1. “That the Area A - "Smithers and Electoral Area A Parks and Trails Service Establishment Bylaw No. 1927, 2020" be allocated \$4,184.30 grant in aid monies from Electoral Area “A” (Smithers Rural) for costs associated with the purchase of Trout Creek.
2. That the Area A - "Smithers and Electoral Area A Parks and Trails Service Establishment Bylaw No. 1927, 2020" be allocated \$3,025.15 grant in aid monies from Electoral Area “A” (Smithers Rural) for costs associated with the Cycle 16 (Smithers – Telkwa) Commuter Trail.
3. That the Areas B and E – “Burns Lake, Electoral Area B, Electoral Area E Parks and Trails Service Establishment Bylaw No. 1929, 2020” be allocated \$2,210.87 grant in aid monies from Electoral Area “B” (Burns Lake Rural) for costs associated with the acquisition of Imerson’s Beach.
4. That the Areas B and E – “Burns Lake, Electoral Area B, Electoral Area E Parks and Trails Service Establishment Bylaw No. 1929, 2020” be allocated \$3,817.87 grant in aid monies from Electoral Area “E” (Francois/Ootsa Rural) for costs associated with the acquisition of Hospital Point.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Impacts of Market and Non-Market Changes - 2021

Moved by Director McGuire
 Seconded by Director Funk

2021-2-15

“That the Board receive the Chief Financial Officer’s Impacts of Market and Non-Market Changes – 2021 memo.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding opportunities for new revenue from the pipeline project and building RDBN capacity to meet the Board’s strategic objectives. Tax rate per \$1,000 and the average increase for Electoral Area A and the Regional District was discussed.

Budget Update

The following was discussed:

- Year to year comparisons challenging due to the 2020 implementation of the Accounting or Administrative Overhead Policy
- Scenario 1 and 2
- Additional budget options can be considered
- Regional Districts unlike municipalities are unable to adjust tax rates
- Requesting a change to the tax multipliers
- Some areas of the region experienced higher increases in property assessments
- Timeline for a plan moving forward concerning new revenue from the pipeline project
- Short term and Long term pipeline infrastructure revenue
- Budget adoption timeline
- RDBN Capacity building
 - o Human Resources
 - o First Nations
 - o Communication
- Northern Development Initiative Trust Northern Healthy Communities Fund Capacity Building Stream – First Nations Engagement Capacity Building Pilot Project
 - o Coastal GasLink potentially provide a letter of support
- Tax increases/decrease – zero taxation.

Budget Update

Moved by Director McGuire
 Seconded by Director Greenaway

2021-2-16

“That the minor service budgets be included in the 2021 budget. That the Board have staff proceed with Scenario 2 and bring back the budget for two readings on March 11th.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

North Central Local Government Association (NCLGA) - Appointment of Regional Representative and Alternate Representative

Moved by Director Brienon
 Seconded by Director Storey

2021-2-17

“That the Board appoint Director Funk as its regional representative to the NCLGA Executive for 2021/22. That the Board appoint Director Newell as the alternate representative to the NCLGA Executive for 2021/22.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

RDBN Appointments - 2021

Moved by Director Lambert
 Seconded by Director Brienen

2021-2-18

"That the Board ratify the 2021 RDBN Board appointments."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Refuse Disposal Service Amendment Bylaw No. 1909, 2020

Moved by Director Riis-Christianson
 Seconded by Director Brienen

2021-2-19

"That Refuse Disposal Service Amendment Bylaw No. 1909, 2020 be adopted this 25th day of February, 2021."

Opposed: Director Fisher

CARRIED

(All/Directors/Majority)

Parks and Trails Service Establishment Bylaws

Moved by Director McGuire
 Seconded by Director Storey

2021-2-20

"That Smithers and Electoral Area A Parks and Trails Service Establishment Bylaw No. 1927, 2020 be adopted this 25th day of February, 2021.

That Houston, Granisle, Electoral Area G Parks and Trails Service Establishment Bylaw No. 1928, 2020 be adopted this 25th day of February, 2021.

That Burns Lake, Electoral Area "B", Electoral Area E Parks and Trails Service Establishment Bylaw No. 1929, 2020 be adopted this 25th day of February, 2021.

That Fort St. James and Electoral Area C Parks and Trails Service Establishment Bylaw No. 1930, 2020 be adopted this 25th day of February, 2021."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Stuart-Nechako Economic Development Service

Moved by Director Parker
 Seconded by Director Petersen

2021-2-21

"That Stuart-Nechako Economic Development Service Establishment Repeal Bylaw No. 1940, 2021 be given first, second and third reading this 25th day of February, 2021;

And further, that the surplus in this service be distributed as follows:

- Fraser Lake \$731
- Vanderhoof \$2,807
- Fort St. James \$1,089
- Electoral Area "C" \$878
- Electoral Area "D" \$913
- Electoral Area "F" \$2,274.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

RDBN Terms of Reference
 and Committee Operating
 Guidelines

Moved by Director Funk
 Seconded by Director Storey

2021-2-22

“That the RDBN Terms of Reference for the various committees be approved, and further, that the Committee Operating Guidelines be accepted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fraser Basin Council
 RE: Consultation Process:
 Investigations in Support of
 Flood Strategy Development
 in BC

Moved by Director Layton
 Seconded by Director Lambert

2021-2-23

“That the Board direct staff to send the February 25, 2021 letter to Fraser Basin Council regarding Consultation Process: Investigations in Support of Flood Strategy Development in BC and the February 25, 2021 letter to the Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development regarding Limited Response Time for Input.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chinook Comfor Limited
 Appointment of Directors
 and AGM

Moved by Director Riis-Christianson
 Seconded by Director Lambert

2021-2-24

“That the Board of the Regional District, a shareholder of Chinook Comfor Limited, appoint Mr. Miles Fuller and Ms. Cindy Shelford to the Chinook Comfor Limited Board of Directors.

And that the Director for Electoral Area E and Electoral Area B be designated proxies to attend the Annual General Meetings of Chinook Comfor Limited and Chinook Comfor Limited Partnership.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Back Country Horsemen
 Society of BC Northwest
 Chapter NDIT Application
 -Recreation Infrastructure
 Program

Moved by Director Fisher
 Seconded by Director Atrill

2021-2-25

“That the Board supports the Back-Country Horsemen Society of BC – Northwest Chapter’s application to Northern Development Initiative Trust – Recreation Infrastructure stream for their Coalmine Camp Upgrades and Trail Development project.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORT (CONT'D)

Federal Gas Tax – Area “A”
 (Smithers Rural) Bulkley
 Aquatic Center – Main Boiler
 and Water Fountains

Moved by Director Fisher
 Seconded by Director Atrill

2021-2-26

1) “That the Board authorize contributing up to \$63,553 of Electoral Area ‘A’ (Smithers Rural) Federal Gas Tax allocation monies to a Recreation Infrastructure Project at the Bulkley Valley Aquatic Center, and further,

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2) That the Board authorize the withdrawal of up to \$63,553 from the Federal Gas Tax Reserve Fund.”

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

Bulkley Valley Cross Country
 Ski Club – NDIT Application
 -Recreation Infrastructure
 Program

Moved by Director Fisher
 Seconded by Director Atrill

2021-2-27

“That the Board supports the application to Northern Development Initiative Trust for the Bulkley Valley Cross Country Ski Club for the Construction of the Track-setter Garage Project.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN NDIT Application
 -Northern Healthy Communities
 Fund

Moved by Director Riis-Christianson
 Seconded by Director Lambert

2021-2-28

“That the Board supports the Regional District of Bulkley-Nechako’s application to Northern Development Initiative Trust - Northern Healthy Communities Fund for the First Nations Engagement Capacity Building Pilot Project.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Round Lake Rural Fire
 Protection Agreement
 -January 1, 2021 to
 December 31, 2025

Moved by Director Fisher
 Seconded by Director Lambert

2021-2-29

“That the Board authorize the Board Chair and the Chief Administrative Officer to sign the Round Lake Rural Fire Protection Agreement for a 5-year term.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORT (CONT'D)

Union of BC Municipalities
Community Emergency
Preparedness Fund
-Emergency Operations Centre

Moved by Director Riis-Christianson
 Seconded by Director Funk

2021-2-30

“That the Board supports the submission of a regional application to Union of BC Municipalities Community Emergency Preparedness Fund Emergency Operations Centre for the 2021 funding.

That the Board supports the submission of the application, and understands that if the grant is approved, the RDBN will receive and manage the grant funding, and commits to any associated ineligible costs and cost overruns.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Union of BC Municipalities
Community Emergency
Preparedness Fund
-Emergency Support Services
Application

Moved by Director Lambert
 Seconded by Director Fisher

2021-2-31

“That the Board supports the submission of a regional application to Union of BC Municipalities Community Emergency Preparedness Fund Emergency Support Services for the 2021 funding on behalf of the RDBN, District of Fort St James, Village of Burns Lake, Village of Granisle, and District of Houston.

That the Board supports the submission of the application, and understands that if the grant is approved, the RDBN will receive and manage the grant funding, and commits to any associated ineligible costs and cost overruns.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Items to be brought forward
to the public agenda from
In-Camera Meeting

Moved by Director Petersen
 Seconded by Director Funk

2021-2-32

“That the Board receive the Executive Assistant’s Items to be brought forward to the public agenda from the In-Camera Meeting of January 28, 2021 as follows:

Recommendation 1:

RE: Letter to Minister of Forests, Lands, Natural Resource Operations and Rural Development

“That the Board write a letter to the Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development concerning consultation regarding the Lakes and Prince George Timber Supply Area Apportionment.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORT (CONT'D)

Administration Reports

Moved by Director Storey
 Seconded by Director Funk

2021-2-33

That the Board receive the following Administration Reports:

-Financial Controller's

- Investment Report for Savings Held Outside the
 General Operating Account for the year ending
 December 31, 2020

- Funds Held in Reserve for Designated Capital and
 Operating Expenditures at December 31, 2020

-Director Riis-Christianson's

-BC Natural Resource Forum report

-UBCM Electoral Area Directors Forum report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Logging Truck Traffic -Fort St. James Area

Director Greenaway spoke of safety concerns in regard to
 driving practices of logging truck traffic on Highway 27.

Northern Development Initiative Trust Meeting

Director Parker attended a Northern Development Initiative
 Trust Meeting February 24, 2021. He commented on the
 applications being submitted to NDIT for grant funding.

Local Government Association Virtual Leadership Forum February 3-4, 2021

Director Parker attended the Local Government Association
 Virtual Leadership Forum on February 3-4, 2021 and mentioned
 the forum was a good virtual event.

Village of Fraser Lake -Provincial Grant Funding

Director Storey mentioned that the Village of Fraser Lake has
 received Provincial funding from its Community Economic
 Recovery Infrastructure Program's (CERIP) Community
 Economic Resilience stream for upgrades for the Fraser Lake
 curling rink to a more user friendly Community Hall.

Accident near Fraser Lake

Director Lambert reported that an accident near Fraser Lake
 involved his employee. He spoke of concern for thier injuries.
 He also brought forward safety concerns regarding driving
 practices of logging truck traffic on the highway.

Regional Connectivity Knowledge Network Meeting

Director Riis-Christianson attended a virtual Regional
 Connectivity Knowledge Network meeting. He spoke of a project
 completed in Eastern Ontario and he will provide an update at a
 future meeting. Director Riis-Christianson indicated he
 volunteered to participate on the organization's steering
 committee.

Lakes Timber Supply Area Apportionment

Director Funk mentioned that she has been working on the
 Lakes Timber Supply Area Apportionment information and spoke
 of the First Nations and local government consultation process in
 terms of the Minister of Forests, Lands Natural Resource
 Operations and Rural Development meeting She spoke of the
 potential implications to the community of Burns Lake and
 surrounding area.

VERBAL REPORTS (CONT'D)

<u>Burns Lake-Provincial Grant Funding</u>	Director Funk commented that Burns Lake's St. John's Heritage Church received Provincial CERIP Unique Heritage Infrastructure stream funding to move ahead with the revitalization of the Church.
<u>Forest Service Roads-Electoral Area "G" (Houston Rural)</u>	Director Newell noted that he has received inquiries from residents in Electoral Area "G" (Houston Rural) in regard to private property located on Forest Service Roads (FSRs) and impacts to access due to modifications to the FSRs.
<u>Starlink Satellite Internet</u>	Director Newell spoke of the Starlink satellite system providing internet services to rural areas and anticipates further information in regard to potential service.
<u>Village of Granisle - Provincial Grant Funding</u>	Director McGuire announced that the Village of Granisle also received Provincial CERIP - Community Economic Resilience stream funding to upgrade its curling rink, which includes the Granisle Post Office and a small restaurant.
<u>Real estate in Granisle</u>	Director McGuire noted that 6 homes have recently sold in the community over the last couple of weeks.
<u>Teleconference Meeting with Minister of Municipal Affairs Josie Osborne</u>	Director McGuire mentioned that on the teleconference call with the Honourable Josie Osborne, Minister of Municipal Affairs it was discussed that approvals for the Federal/Provincial Joint Infrastructure Grant applications that were submitted in February 2020 would be forthcoming. The Village of Grainsle has applied for funding to twin its water lines to its water tower.
<u>2nd Vaccinations for Individuals Over 80</u>	Director McGuire commented that the 2 nd vaccinations for individuals over 80 took place on February 24 th .
<u>Village of Granisle Budget Process</u>	Director McGuire mentioned that the Village of Granisle is in the midst of its Budget process.
<u>Northwest BC Resource Benefits Alliance (RBA)</u>	Director Brienens provided a brief update in regard to the RBA. The RBA requested a meeting with the Honourable Josie Osborne, Minister of Municipal Affairs and the meeting was denied due to Minister Osborne needing to be briefed on the RBA. RBA Chairs are requesting a meeting with Premier Horgan.
<u>Tribute to Electoral Area "A" (Smithers Rural) Resident</u>	Director Fisher paid tribute to Eugene Beker a resident of Electoral Area "A" (Smithers Rural) who recently passed away. He spoke of his passion for rural residents.
<u>Town of Smithers receives Provincial Grant Funding</u>	Director Atrill mentioned that the Town of Smithers received Provincial CERIP Community Economic Resilience stream Funding for its arena ice plants consolidation and heat recovery's phase 1 upgrades. The Smithers Mountain Biking Association received as well as the Smithers Central Park Building Society received funding for exterior work on the heritage building that houses the Smithers Art Gallery and Bulkley Valley Museum.

VERBAL REPORTS (CONT'D)

Town of Smithers Budget Process

Director Atrill commented that the Town of Smithers budget process indicates the preliminary tax increase required may be significant. She noted they are working to mitigate the increase in taxation for 2021.

COVID-19 Pandemic Video Messaging – Stay the Course

Director Atrill participated in COVID-19 Pandemic video messaging with local healthcare workers in regard to “Stay the Course” messaging.

Town of Smithers CAO Resigns

Director Atrill announced that the Town of Smithers CAO has provided his resignation and will be leaving at the end of April.

Vanderhoof Dementia Care Unit and Senior Housing Unit

Chair Thiessen noted that final funding has been awarded through BC Housing for a Dementia Care and Senior Housing Unit in Vanderhoof. He commented that it has been a lengthy process.

Meeting with Roger Harris, Consultant – Consultation Process Re: First Nations Agreements

Chair Thiessen, Vice Chair Parker, CAO Helgesen and the Town of Smithers CAO, met with Roger Harris, Consultant for the Province to discuss the consultation process for First Nations agreements. Chair Thiessen spoke of the importance of local government engagement. Chair Thiessen noted the value of having CAO Helgesen participate on the Core Advisory Committee.

Meeting with Coastal GasLink

Chair Thiessen spoke of participating in the meeting with Coastal GasLink in regard to COVID-19 guidelines for the pipelines return to work strategy.

School District No. 91 -Nechako Lakes

Chair Thiessen participated in School District No. 91 - Nechako Lakes Open Forum on Diversity.

Receipt of Verbal Reports

Moved by Director Storey
 Seconded by Director McGuire

2021-2-34

“That the verbal reports of the various Board of Directors be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Administration Correspondence

Moved by Director Storey
 Seconded by Director Layton

2021-2-35

“That the Board receive the following Administration Correspondence:

- Minister of Public Safety and Solicitor General – Response to RDBN Letter re Revised Financial Assistance for Emergency Response Costs
- Northern Development
 - o 2021 Economic Development Capacity Building
 - o 2021 Grant Writing Support
 - o 2021 Business Façade Improvement Program.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Policing/RCMP Contract

Director Fisher mentioned that the North Central Local Government Association (NCLGA) sent an e-mail regarding RCMP Contract. He noted the importance of monitoring works being conducted by the Union of B.C. Municipalities and NCLGA in regard to the potential impacts to the RDBN. Director Fisher spoke of participating on the UBCM RCMP Contract Management Committee and volunteered to be appointed to the committee to represent local governments with populations under 5,000 whom the Province provides policing services.

Director Storey noted that the NCLGA has been working on the issue for a number of months. Concerns were brought forward in regard to potential impacts to small municipalities and Regional Districts. Director Atrill mentioned the challenges the Town of Smithers experiences with the increase to policing costs and impacts to budgets due to the community having a population over 5,000 and having to pay for a percentage of policing.

RDBN Appointment to UBCM RCMP Contract Committee

Moved by Director Riis-Christianson
 Seconded by Director Lambert

2021-2-36

“That the Board nominate Director Mark Fisher to the Union of B.C. Municipalities (UBCM) RCMP Contract Committee.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Letter to Sawmills in the Region RE: Driving Practices And Safety Concerns RE: Logging Trucks

Moved by Director Lambert
 Seconded by Director Funk

2021-2-37

“That the Board write a letter to all major sawmills in the region requesting that conversation take place with logging truck drivers concerning driving practices and safety concerns; and further that the Board write a letter to the Ministry of Transportation and Infrastructure expressing the importance of expanding Highways 16, 27 (Fort St. James) and 118 (Granisle) to double lane from Prince George to Prince Rupert to accommodate the additional heavy industrial traffic on the highways.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director McGuire commented that she spoke with Hampton Forest Products and Canfor in regard to safety concerns with logging trucks on Highway 118 and she noted a substantial improvement.

IN-CAMERA MOTION

Moved by Director Storey
Seconded by Director McGuire

2020-1-38

“In accordance with Section 90 of the Community Charter, it is the opinion of the Board of Directors that matters pertaining to Sections 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 (First Nations Relations/Connectivity), must be closed to the public, therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Storey

2021-2-39

“That the meeting be adjourned at 2:35 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**SPECIAL BOARD MEETING NO. 3 (VIRTUAL)****Thursday, March 11, 2021**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Brad Layton – left at 12:09 p.m.
Linda McGuire
Bob Motion
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarrah Storey

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Manager of Regional Economic Development
– arrived at 12:42 p.m.
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Lindsay King, FireSmart Educator
Sashka Macievich, Financial Controller
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Thiessen called the meeting to order at 11:47 a.m.

MOTION TO HOLD SPECIAL BOARD MEETINGMoved by Director Parker
Seconded by Director Petersen2021-3-1“In accordance with Section 220 of the *Local Government Act*, the Regional District of Bulkley-Nechako Board of Directors calls a Special Board Meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**AGENDA**Moved by Director McGuire
Seconded by Director Greenaway2021-3-2

“That the Board Meeting Agenda of March 11, 2021 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Budget Bylaw – Five Year Financial Plan (2021-2025)

Moved by Director Riis-Christianson
 Seconded by Director Storey

2021-3-3

“That Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 1941, 2021 be given first and second reading this 11th day of March, 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Stream 3 Community Resiliency Investment Grant Funding Letter of Recommendations

Moved by Director Lambert
 Seconded by Director Petersen

2021-3-4

“That the Board advocate for RDBN residents by sending a letter as amended to the Minister of Forests, Lands, Natural Resource Operations and Rural Development, detailing concerns with restrictions on the Stream 3 CRI Grant, specifically the inability to use private contractors to complete fuel mitigation activities.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Deborah Jones-Middleton, Director of Protective Services provided an overview of the Stream 3 Community Resiliency Investment Grant Funding Letter of Recommendations staff report.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Requesting a meeting with Nathan Cullen, MLA Bulkley Stikine and John Rustad, MLA Nechako Lakes regarding Stream 3 CRI Grant Funding Restrictions
- Grant submission deadline of March 19th
- Changing the terms of scope of the grant application.

Stream 3 Community Resiliency Investment Grant Funding Opportunity

Moved by Director Petersen
 Seconded by Director Brienen

2021-3-5

“That the Board support the submission of an application to the Stream 3 Community Resiliency Investment (CRI) Grant for additional training opportunities and mitigation for Neighbourhood Champion labour costs for up to the maximum grant application amount of \$500,000;

And the Board understands that if the grant is approved, the RDBN will receive and manage the grant funding, and commits to any associated ineligible costs and cost overruns.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Break for Lunch at 12:09 p.m.

Reconvened at 12:35 p.m.

REPORTS (CONT'D)

2021 Virtual COFI (BC Council of Forest Industries Convention Moved by Director McGuire
 Seconded by Director Atrill

2021-3-6

“That the Board authorize the attendance of any Rural Directors wishing to attend the 2021 Virtual COFI (BC Council of Forest Industries) Convention on April 8 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Thiessen removed himself from the meeting due to a conflict of interest at 12:39 p.m. in regard to the Vanderhoof Rural Fire Protection Agreement.

Vanderhoof Rural Fire Protection Agreement January 1, 2019 to December 31, 2023

Moved by Director Petersen
 Seconded by Director Greenaway

2021-3-7

“That the Board authorize the Board Vice-Chair and the Chief Administrative Officer to sign the Vanderhoof Rural Fire Protection Agreement for a 5-year term.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Thiessen returned to the meeting at 12:43 p.m.

RDBN Committee Appointments 2021

Moved by Director McGuire
 Seconded by Director Greenaway

2021-3-8

“That the Board ratify the RDBN Committee Appointments for 2021 as amended to remove Director Tom Greenaway and include Director Gladys Atrill on the Waste Management Committee and further that the Natural Resources Committee ToR be amended to be a Committee of the Whole with Director Funk appointed as Chair.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the Natural Resources Committee.

- Amending the Terms of Reference – Membership to be a Committee of the Whole
- Flexibility of smaller member committees
- The number of key issues across all natural resource sectors.

IN-CAMERA MOTION

Moved by Director Newell
Seconded by Director Atrill

2021-3-9

“In accordance with Section 90 of the Community Charter, it is the opinion of the Board of Directors that matters pertaining to Sections 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 (Connectivity), must be closed to the public, therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Newell

2021-3-10

“That the meeting be adjourned at 12:57 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING (VIRTUAL)****Thursday, March 11, 2021**

PRESENT: Chair Gerry Thiessen

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

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Nellie Davis, Regional Manager of Economic Development
Liliana Dragowska, HRVA Coordinator – left at 11:27 a.m.
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Haley Jeffrey, Emergency Services Manager
Deborah Jones-Middleton, Director of Protective Services
Lindsay King, FireSmart Educator – left at 11:35 a.m.
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant

Others Wes Bender, Wildfire Technician – Prevention, Ministry of Forests, Lands, Natural Resource Operations and Rural Development– left at 11:27 a.m.
Brad Blackwell, Zone Wildfire Officer, Nadina Fire Zone, Ministry of Forests, Lands, Natural Resource Operations and Rural Development– left at 11:27 a.m.
Hans Erasmus, RPF – Licensed Authorizations Officer – Skeena Region, Ministry of Forests, Lands, Natural Resource Operations and Rural Development– left at 11:27 a.m.
Patrick Ferguson, RPF – Wildfire Risk Reduction Officer – Skeena Stikine District, Ministry of Forests, Lands, Natural Resource Operations and Rural Development– left at 11:27 a.m.
Garth O'Meara, RPF – Licensed Resource Specialist & Fire Rehab Lead – Nadina Natural Resource District, Ministry of Forests, Lands, Natural Resource Operations and Rural Development– left at 11:27 a.m.

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:32 a.m.

AGENDA

Moved by Director Funk
 Seconded by Director Lambert

C.W.2021-3-1

“That the Agenda of the Committee of the Whole meeting of
 March 11, 2021 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**DELEGATION**

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL
 DEVELOPMENT - Hans Erasmus, RPF – Licensed Authorizations Officer – Skeena Region,
 Garth O’Meara, RPF – Licensed Resource Specialist & Fire Rehab Lead – Nadina Natural
 Resource District, Patrick Ferguson, RPF – Wildfire Risk Reduction Officer – Skeena
 Stikine District and Wes Bender, Wildfire Technician – Prevention RE: Wildfire Mitigation**

Chair Thiessen welcomed Hans Erasmus, RPF – Licensed Authorizations Officer – Skeena
 Region, Garth O’Meara, RPF – Licensed Resource Specialist & Fire Rehab Lead – Nadina
 Natural Resource District, Patrick Ferguson, RPF – Wildfire Risk Reduction Officer – Skeena
 Stikine District and West Bender, Wildfire Technician – Prevention, Ministry of Forests, Lands,
 Natural Resource Operations and Rural Development

Messrs. Erasmus and Ferguson provided a PowerPoint Presentation.

Wildfire Risk Reduction – Regional District of Bulkley-Nechako

- Community Resiliency Investment (CRI) program overview
- Current and planned projects
- Nadina Rx burning plans

CRI Program

- CRI program funding is intended to reduce the risk of wildfires and mitigate their impacts
 on BC communities
- 2 streams:
 - o 1. Fire Smart Community Funding & Supports (RDBN – Lindsay King)
 - o 2. Crown Land Wildfire Risk Reduction (CLWRR) (FLNRORD)

Crown Land Wildfire Risk Reduction

- CL Wildfire Risk Reduction (CLWRR) funding supports 3 phases:
 1. Planning – Wildfire Risk Reduction Tactical Planning
 2. Site Prescriptions
 3. Operation

WUI (Wildland Urban Interface) Risk Class Framework

- Likelihood + Consequence = Risk
- Provincial Strategic Threat Analysis (PSTA)
- Wildland Urban Interface (2.25 km buffer, >25 structures per hectare)
- WUI Risk Class combines PSTA threat and WUI attributes.
- WUI Risk Class Mapping
- Current Projects for Nadina
- Planned Projects for:
 - o Nadina Tactical Plans
 - o Nadina Fuels Management Prescriptions
- Operational Treatment
- Bulkley Valley Tactical Plan

Bulkley Valley Planning and Implementation – Tactical Planning

- Wildfire Risk Reduction – Site Prescription FTU – Overview
- Lake Babine Tactical Plan
- Operational Treatments in Bulkley Valley
- Site Prescriptions – Funding dependent

DELEGATION (CONT'D)

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT (CONT'D)

- Community Forest in Smithers/Hudson Bay Mountain
- BC Wildfire Crew Projects
- Stay aligned with goals of RD– HRVA (Hazard Risk and Vulnerability Analysis) to facilitate planning work

Prevention and prescribed fire burns

- Currently 3 in Nadina
- Lead agencies
 - o BL COMFOR
District of Houston
 - o Village of Granisle
- 3 prescribed burns approved Spring and Fall 2021
- Additional ones requiring review.

The following was discussed:

- Electoral Area Director input in regard to landscape resiliency analysis and assessing values
- Rural interface
- Landscape Wildfire Resiliency Analysis
 - o Strategic level analysis for the entire Nadina Forest District
 - o At the completion of data assimilation FLNRORD will move forward with review and input opportunities for stakeholders
- Fire break near Houston
 - o Fire Management Stocking Standard
- FLNRORD provided one page fact sheet to RDBN staff to be forwarded to the Board
- Interest beyond WUI risk bubble
 - o Contact Forest District staff to work together to determine a solution
- Wildfire Risk maps
 - o FLNRORD staff will provide direction on accessing public strategic risk mapping
- Woodlot owners and wildfire risk management
 - o Legislation
 - o Low impact hand treatments utilized
 - o Options
- Indian Bay – Southside of Francois Lake.

Chair Thiessen thanked Messrs. Erasmus, O'Meara, Ferguson, and Bender for attending the meeting.

MINUTES

Committee of the Whole
Minutes – February 11, 2021

Moved by Director McGuire
 Seconded by Director Lambert

C.W.2021-3-2

“That the Committee of the Whole meeting minutes of February 11, 2021 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT

RDBN Response Letter to the Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development – Consultation – Lakes and Prince George Timber Supply Area (TSA) Apportionment Moved by Director Lambert
 Seconded by Director Funk

C.W.2021-3-3

“That the Board direct staff to send the March 11, 2021 letter to the Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development in response to the Consultation for the Lakes and Prince George Timber Supply Area (TSA) Apportionment.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Correspondence Moved by Director Petersen
 Seconded by Director Storey

C.W.2021-3-4

“That the Committee of the Whole receive the following Correspondence:
 -North Central Local Government Association – Province of BC Response to 2020 Resolution: Municipal Solid Waste – ICI EPR Program
 -Environment and Climate Change Canada – Public Comment Period: Amendments to Schedule 1 of *Species at Risk Act*.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEM

Chair Funk, Natural Resource Committee

- Natural Resource Issues/Concerns

Discussion took place regarding:

- Electoral Area “G” (Houston Rural)
 - Concerns in regard to natural resource extraction from the rural area
- Additional Directors indicating their desire to participate in the committee beyond the number outlined in the Terms of Reference (ToR)
- Consideration be given to adjusting the ToR to a Committee of the Whole format
- Chair Funk and staff will meet to determine steps moving forward
- Smaller Committee provides opportunity to address specific issues to build strategy and bring forward to the Board
- Determining the key issues in the region
- Evolution of Committee moving forward.

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Newell

C.W.2021-3-5

“That the meeting be adjourned at 11:46 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL/AGRICULTURE COMMITTEE MEETING (VIRTUAL)

Thursday, March 11, 2021

PRESENT: Chair Mark Parker

Directors Mark Fisher
Tom Greenaway
Clint Lambert – arrived at 8:55 a.m.
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 – arrived at 9:00 a.m.
John Illes, Chief Financial Officer
Haley Jeffrey, Emergency Services Manager
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning – arrived at 9:04 a.m.
Sashka Macievich, Financial Controller
Wendy Wainwright, Executive Assistant

Others Dolores Funk, Village of Burns Lake – arrived at 8:52 a.m.
Linda McGuire, Village of Granisle
Bob Motion, District of Fort St. James

CALL TO ORDER

Chair Parker called the meeting to order at 8:45 a.m.

AGENDA

Moved by Director Petersen
Seconded by Director Riis-Christianson

RDC.2021-3-1

“That the Rural/Agriculture Committee Agenda for March 11, 2021 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Rural/Agriculture Committee
Meeting Minutes
-February 11, 2021

Moved by Director Petersen
Seconded by Director Newell

RDC.2021-3-2

“That the minutes of the Rural/Agriculture Committee meeting of February 11, 2021 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RURAL REPORTS

Hazard, Risk and Vulnerability Analysis Program Update

Liliana Dragowska, HRVA Coordinator provided a PowerPoint Presentation.

Discussion took place regarding:

- Community engagement
- Time commitment for Directors and Chair of HRVA Committees
- Including livestock in the “Why does the Regional District need to revise their HRVA?”

Hazard, Risk and Vulnerability Analysis Program Update

Moved by Director Lambert
 Seconded by Director Greenaway

RDC.2021-3-3

1. “That the Rural Directors recommend to the Board that the Hazard, Risk and Vulnerability Analysis project charter be endorsed.
2. And that the Rural Directors approve the draft Terms of Reference for the electoral area specific HRVA committees.
3. And that the Rural Directors participate in HRVA Committee recruitment on an electoral area basis.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Provincial COVID-19 Relief Funds

Moved by Director Fisher
 Seconded by Director Petersen

RDC.2021-3-4

“That the Rural/Agriculture Committee receive the Chief Financial Officer’s Provincial COVID-19 Relief Funds memorandum.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

The following was discussed in regard to organizations potentially requiring COVID-19 Relief Funds support:

- o Community Halls
- o Farmers’ Markets
- o 4H groups
- o School Parent Advisory Committees
- o Soup Kitchen
- o Providing information in regard to how the Regional District may potentially provide support
- o Staff to provide assistance to groups
- o Staff will draft a letter to provide to community groups
- o Regional advertising
- o Grant in aid
- o Lakes District Arts & Culture Service Establishment Bylaw within Area “B” & “E”.

Northern Capital and Planning Grant/Gas Tax Swap

Moved by Director Newell
 Seconded by Director Petersen

RDC.2021-3-5

“That the Rural/Agriculture Committee receive the Chief Financial Officer’s Northern Capital and Planning Grant/Gas Tax Swap memorandum.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

RURAL REPORTS (CONT'D)

Annual Tax Bill Notice

Moved by Director Lambert
 Seconded by Director Riis-Christianson

RDC.2021-3-6

“That the Rural/Agriculture Committee receive the Chief Financial Officer’s Annual Tax Bill Notice memorandum.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place in regard to Rural Directors providing a note in the Annual Tax Bill Notices. CFO Illes indicated the Province requires submission of notices by April 1, 2021.

DEVELOPMENT SERVICES

Crown Land Referral

Crown Land Referral No. 7403286 Electoral Area D and F

Moved by Director Petersen
 Seconded by Director Greenaway

RDC.2021-3-7

“That the Comment Sheet for Crown Land Application Referral No. 7403286 be provided to the Province.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Parkland Referral No. Omineca Park Boundary Adjustment Electoral Area C

Moved by Director Greenaway
 Seconded by Director Petersen

RDC.2021-3-8

“That the Comment Sheet for Parkland Referral No. Omineca Park Boundary Adjustment be provided to the Province.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

AGRICULTURE REPORT

Food and Agriculture Plan -Implementation Update

Moved by Director Fisher
 Seconded by Director Riis-Christianson

RDC.2021-3-9

“That the Rural/Agriculture Committee receive the Manager of Regional Economic Development’s Food and Agriculture Plan – Implementation Update memorandum.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

DISCUSSION ITEM

Communication – Rural Community Engagement

Chair Parker discussed sharing ideas in regard to communication and rural community engagement.

Rural Directors Roundtable

- 1. Input on Rural Agenda Items**
 - Include on future Rural/Agriculture Committee Agenda.
- 2. Rural Priorities**
 - Include on future Rural/Agriculture Committee Agenda.

IN-CAMERA MEETING MOTION

Moved by Director Lambert
 Seconded by Director Petersen

RDC.2021-3-10

“In accordance with Section 90 of the Community Charter, it is the opinion of the Board of Directors that matters pertaining to Section 90 (2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Connectivity) must 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 Greenaway
 Seconded by Director Petersen

RDC.2021-3-11

“That the meeting be adjourned at 9:32 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Executive Assistant

REGIONAL DISTRICT OF BULKLEY-NECHAKO**WASTE MANAGEMENT COMMITTEE MEETING (VIRTUAL)****Thursday, March 11, 2021**

PRESENT: Chair Mark Fisher

Directors Gladys Atrill
Shane Brienen
Tom Greenaway
Chris Newell
Jerry Petersen
Michael Riis-Christianson
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Janette Derksen, Deputy Director of Environmental Services
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Wendy Wainwright, Executive Assistant

Others Dolores Funk, Village of Burns Lake
Clint Lambert, Electoral Area "E" (Francois/Ootsa Lake Rural)
Linda McGuire, Village of Granisle – left at 2:38 p.m.
Bob Motion, District of Fort St. James
Mark Parker, Electoral Area "D" (Fraser Lake Rural)
Sarrah Storey, Village of Fraser Lake

CALL TO ORDER

Chair Fisher called the meeting to order at 2:12 p.m.

AGENDAMoved by Director Atrill
Seconded by Director Petersen**WMC.2021-1-1**

"That the Waste Management Committee approve the March 11, 2021 Agenda."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Waste Management
Committee Meeting Minutes
-June 4, 2020**Moved by Director Brienen
Seconded by Director Riis-Christianson**WMC.2021-1-2**

"That the Minutes of the Waste Management Committee for June 4, 2020 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Cleanfarms Pilot Program Budget

Moved by Director Riis-Christianson
 Seconded by Director Atrill

WMC.2021-1-3

1. "That the Committee recommend to the Board the approval of funding up to \$96,501 for the three-year agricultural plastics recycling pilot project with a collection target of 30%.
2. That the Committee recommend to the Board the approval of establishing three (3) agricultural plastics collection points at RDBN Transfer Stations and agrees to allot funds for constructing sorting bays."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Agricultural plastics recycling pilot project
 - o good initiative
- Importance of finding local markets for end processing
- Cleanfarms has indicated its willingness to staff to find end markets in the region and work to reduce transportation
- Cleanfarms recognized the goal of the program is not to achieve perfection but work to develop a program moving forward that has achievable goals for the region
- Cost of landfilling and operating costs
- Diversion of products from landfill
 - o Value of airspace
- Concerns in regard to transportation of the product long distances
- Proposed three drop off locations
 - o May require more locations for convenience
 - o Determine if further locations are feasible and potential costs
- Funding model and budget
- Being a pilot project – ability to determine best route and methods moving forward
- Cleanfarms experience
- Cleanfarms shipping cost estimates
 - o Staff will follow-up.

Committee Roles & Responsibilities Clarification

Moved by Director Petersen
 Seconded by Director Atrill

WMC.2021-1-4

"That the Waste Management Committee receive the Director of Environmental Services' Committee Roles & Responsibilities Clarification memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Fisher mentioned he has a meeting scheduled with schools in Vanderhoof and Smithers in regard to youth participation on the Waste Management Committee. The appointment of non-voting youth will be selected annually following the school calendar.

REPORTS (CONT'D)

Waste Characterization and Recycling Feedstock Inventory Scope – Update Moved by Director Riis-Christianson
 Seconded by Director Petersen

WMC.2021-1-5

“That the Waste Management Committee receive the Director of Environmental Services’ Waste Characterization and Recycling Feedstock Inventory Scope Update memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Cost Recovery Implementation 2018 Board Motion Moved by Director Atrill
 Seconded by Director Petersen

WMC.2021-1-6

“That the Waste Management Committee receive the Director of Environmental Services’ Cost Recovery Implementation 2018 Board Motion memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Fisher spoke of work needing to be completed in regard to cost recovery implementation and alternatives to landfilling. He noted the lack of tipping fees in the region impacts organizations that collect products based on tipping fee costs and removes the products from landfills and transfer stations

VERBAL REPORTS

1. RDBN Advocacy – Community Engagement

- Chair Fisher and Alex Eriksen, Director of Environmental Services spoke of creating a structure for Waste Management Committee meetings
- Two important initiatives
 - Youth engagement
 - Regional Solid Waste Advisory Committee (RSWAC)
- Connecting people wanting to participate in diversion initiatives and using community advocacy to move forward initiatives
- Chair Fisher look to Directors to engage with communities and RDBN staff
 - A number of possible opportunities.

2. Items – Future Meetings

- Illegal dumping
 - Who’s responsible for illegal dumping?
 - Groups interested in cleaning up illegal dumping areas
 - Potential initiatives through the RDBN.

CORRESPONDENCE

Lakes District News -Jan 13, 2021 – Customers Won’t get full Deposit on Aluminum Cans and Beer Bottles Moved by Director Riis-Christianson
 Seconded by Director Brienen

WMC.2021-1-7

“That the Waste Management Committee receive the correspondence from Lakes District News – Jan 13, 2021 – Customers won’t get full Deposit on Aluminum Cans and Beer Bottles.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Petersen
Seconded by Director Atrill

WMC.2021-1-8

“That the meeting be adjourned at 2:55 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Fisher, Chair

Wendy Wainwright, Executive Assistant



REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: March 25, 2021
SUBJECT: Rezoning RZ A-03-20
Third Reading and Adoption Report for Rezoning Bylaw 1938, 2021

RECOMMENDATION

1. That the Regional District Board receive the Report of the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1938, 2021”.
2. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1938, 2021” be given third reading and adoption.

VOTING

All / Directors / Majority

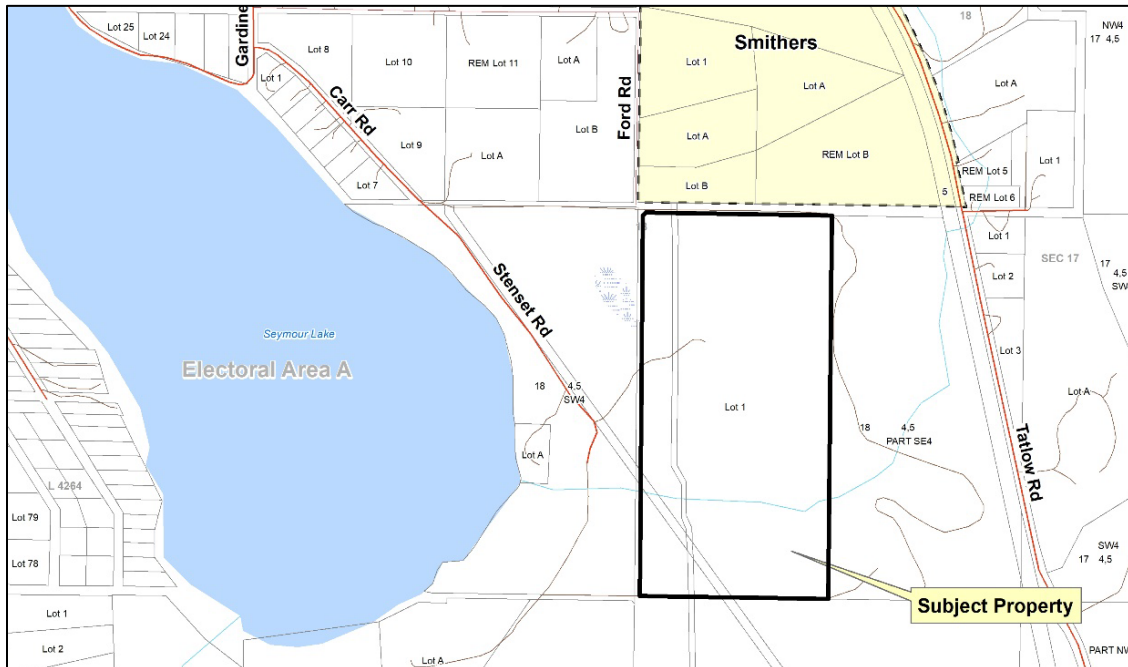
EXECUTIVE SUMMARY

The proposed rezoning of the property to the Small Holdings (H1) Zone will allow the subject property to be considered for subdivision by the Ministry of Transportation and Infrastructure. The subject property is identified for Rural Residential development in “Smithers Telkwa Rural Official Community Plan 1704, 2014”.

Concern has been raised regarding the potential for future land use conflict between the proposed new rural residential parcels and industrial lands to the east and northeast (accessed from Tatlow Road). In staff’s opinion the potential for conflict is not adequately significant to justify denial of this application. Staff recommend that Bylaw No. 1938, 2020 be given 3rd reading and adoption.

APPLICATION SUMMARY

Name of Agent/Owner:	Keenan Moore
Electoral Area:	A
Subject Property:	Lot 1 Section 18 Township 4 Range 5 Coast District Plan PRP13452
Property Size:	31.7 ha (76.85 acres)
OCP Designation:	Rural Residential (RR) in "Smithers Telkwa Rural Official Community Plan 1704, 2014"
Zoning:	Large Holding (H2) in "Regional District of Bulkley-Nechako Zoning Bylaw 1800, 2020"
ALR:	No
Existing Land Use:	Residential
Location:	2654 Stenset Road, adjacent to the Town of Smithers

**Proposal:**

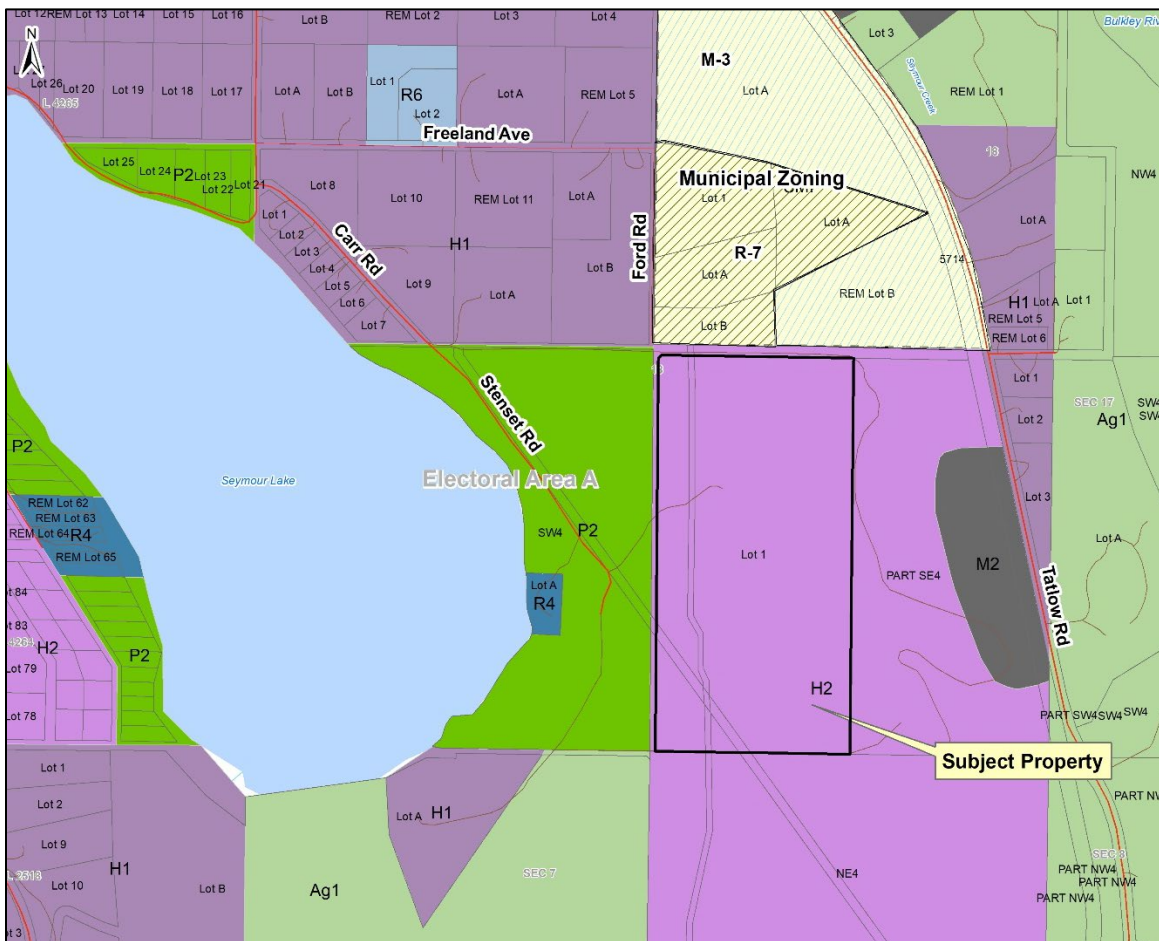
The applicant is proposing to rezone from Large Holdings (H2) to Small Holdings (H1). Under the current zoning the minimum parcel size is 8 ha (19.77 acres), which allows for the potential subdivision of the property into 3 parcels. Rezoning to Small Holdings (H1), with a minimum parcel size of 2 ha (4.94 acres) would allow the potential subdivision of the property into 14 parcels.

DISCUSSION

Zoning and Official Community Plan

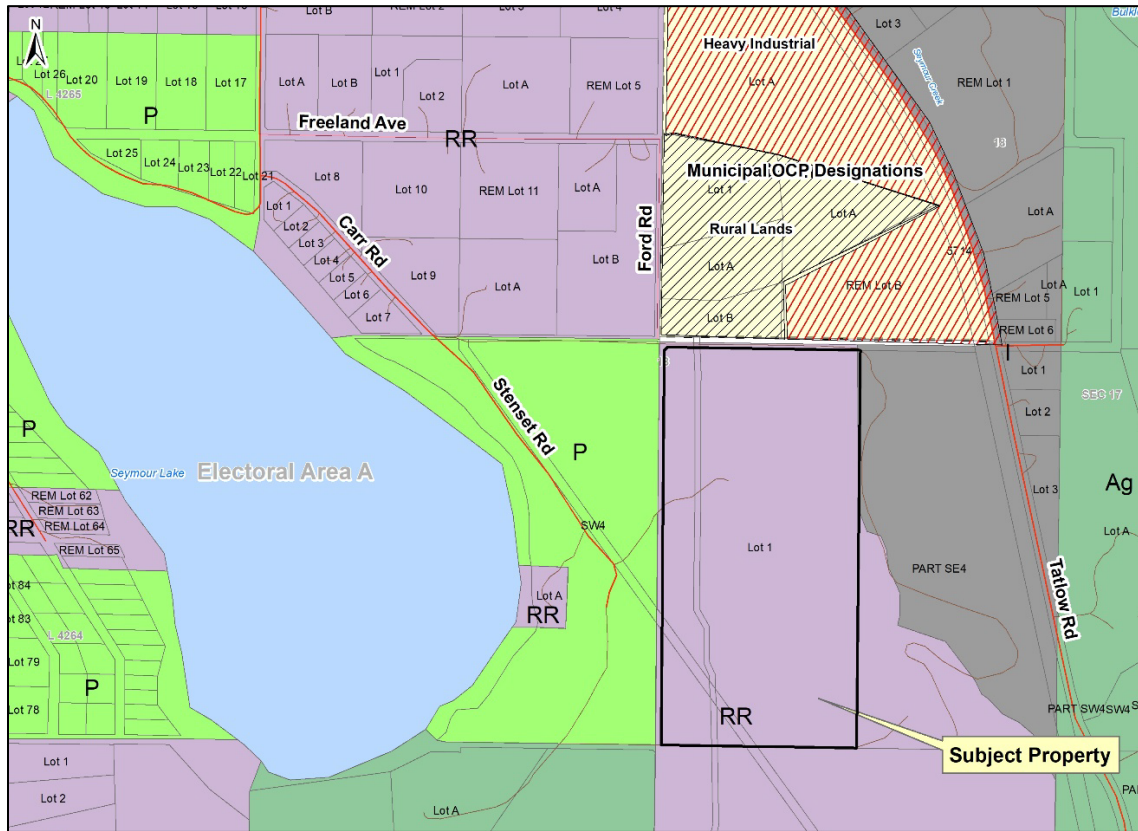
The subject property is designated Rural Residential (RR) in the Smithers Telkwa Rural Official Community Plan (OCP). The Seymour Lake area has a strong residential character and a wide range of parcel sizes. The majority of parcels in the area were created by the Province prior to the establishment of regional districts in 1967. The 4 rural residential parcels directly north of the subject property, within the Town of Smithers, were subdivided for rural residential use by the Town between 2012 and 2015.

Zoning Map



The land to the east is at a lower elevation and is accessed by Tatlow Road. This land is accessed through the Town of Smithers and is identified for future industrial use. The entire Tatlow Road area has a strong industrial character.

OCP Designation Map



The OCP directs that lands designated RR may be considered for rezoning to allow subdivision to a minimum parcel size of 1.6 ha. (4 acres) where:

- There is no known barrier to the development of an on-site water supply and sewage disposal system.
- The development is compatible with adjacent land uses and maintains the rural character of the area.
- Parcels are not located within a floodplain or on other hazard lands.
- The development adequately addresses wildlife and ecological values.
- And, the development will not create an unacceptable conflict between farm and non-farm use.

Referral Comments

The **Electoral Area “A” Advisory Planning Commission** recommend that the application be supported.

The **Ministry of Transportation and Infrastructure** has not responded to the referral at the time of the writing of this report.

The **Town of Smithers** provided the following referral response.

The Town of Smithers does not support the rezoning amendment which would potentially allow the existing parcel to be subdivided into up to 14 parcels. Adjacent lands within the Town of Smithers are designated under the Official community Plan either as Heavy Industrial or Rural. The development of properties 2 hectares in size adjacent to Heavy Industrial lands is not supported given that concerns regarding noise and quality of life for residential properties are already being raised in the area.

Planning Department Comments

The Planning Department has considered the potential for land use conflict between the proposed new rural residential parcels and industrial lands to the east and northeast, accessed from Tatlow Road. There is potential for noise and other impacts from adjacent industrial uses to be present on the subject property. However, it is not anticipated that the level of future industrial development in the Tatlow Road area in close proximity to the subject property will be significant.

The ongoing conflict between rural residents and the Pinnacle Pellet operation is located further to the north, and that noise does not appear to be of concern on the subject property. The undeveloped land directly to the east has limited development potential as a significant portion of the property is wetlands. The OCP designation for this area will be reconsidered as part of the next OCP review process for Electoral Area A.

Staff asked the applicant if they would be willing to register a nuisance easement on title of the subject property to ensure future property owners are aware of the potential industrial development. The applicant advised that they would prefer to not have this charge on title.

The applicant has not proposed a subdivision plan for consideration at this time, and parkland dedication issues have not yet been discussed. These issues would be evaluated as part of the subdivision approval process.

PUBLIC HEARING

The Public Hearing for Bylaw 1938, 2021 was held on March 16, 2021. The Public Hearing report will be provided to the Board on the supplementary agenda.

ATTACHMENTS

Bylaw 1938, 2021



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1938, 2021

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

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

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

‘Lot 1 Section 18 Township 4 Range 5 Coast District Plan PRP13452’ as shown on Schedule “A”, which is incorporated in and forms part of this bylaw.

This bylaw may be cited as the “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1938, 2021”.

READ A FIRST TIME this 25 day of February, 2021

READ A SECOND TIME this 25 day of February,2021

PUBLIC HEARING HELD this 16 day of March,2021

READ A THIRD TIME this ___ day of _____,2021

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1938, 2021”

DATED AT BURNS LAKE this ___ day of _____,2021

Corporate Administrator

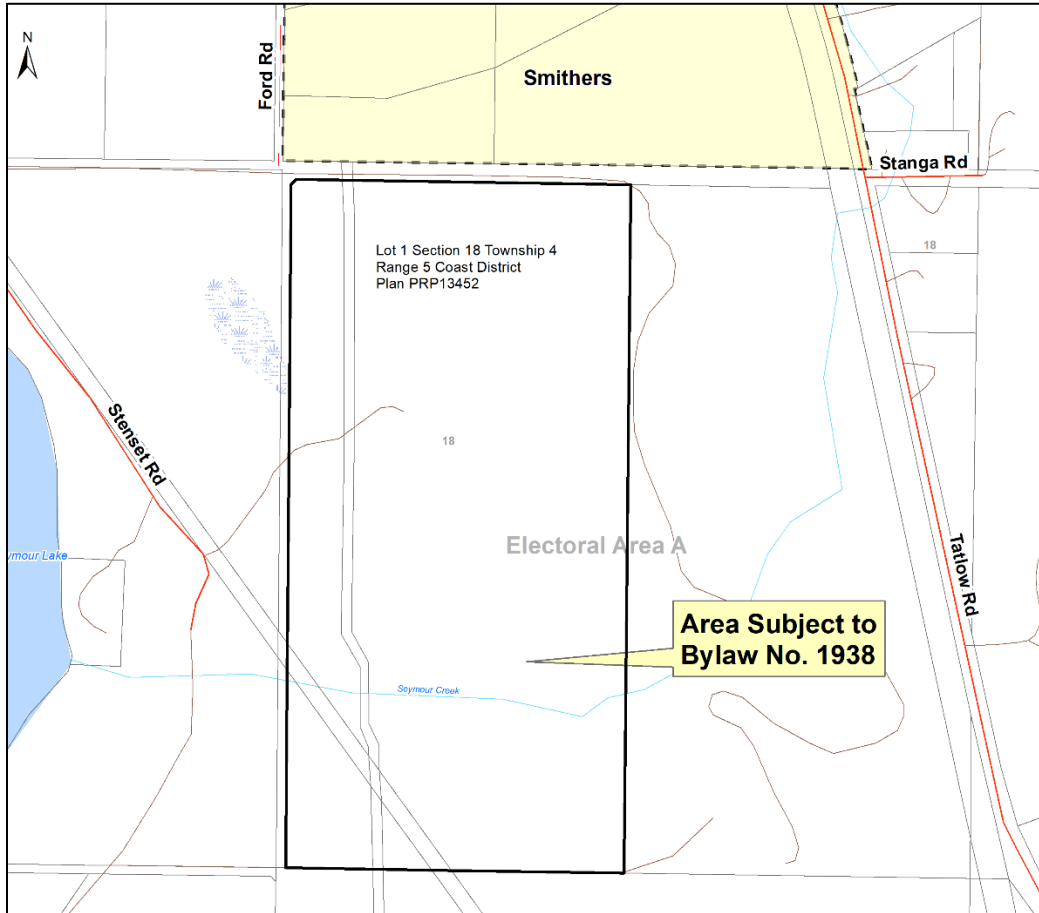
ADOPTED this ___ day of _____,2021

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 1938, 2021

Lot 1 Section 18 Township 4 Range 5 Coast District Plan PRP13452, comprising of ±31.7 ha. being rezoned from the "Large Holdings (H2)" Zone to the "Small Holdings (H1)" Zone, as shown.



I hereby certify that this is Schedule "A" of Bylaw No. 1938, 2021

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: March 25, 2021
SUBJECT: Rezoning RZ F-01-21
Third Reading and Adoption for Rezoning Bylaw 1939, 2021

RECOMMENDATION

1. That the Regional District Board receive the Report of the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1939, 2021”.
2. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1939, 2021” be given third reading and adoption.

VOTING

All / Directors / Majority

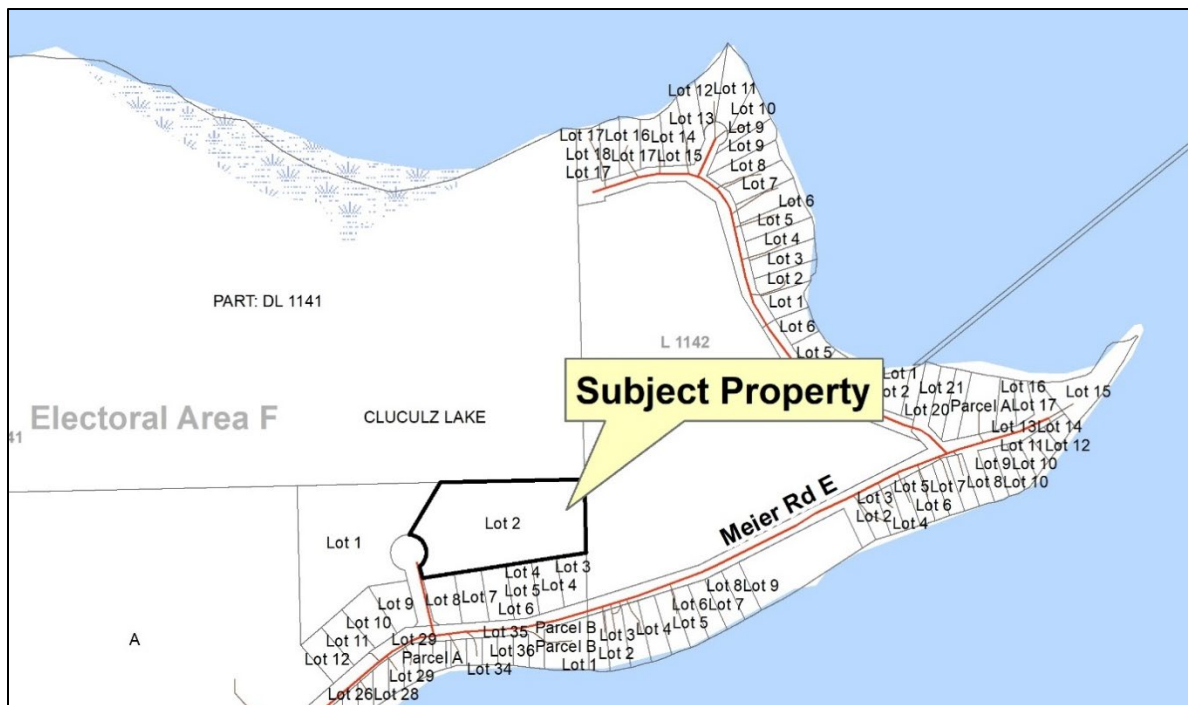
EXECUTIVE SUMMARY

This application is to allow the storage of recreational vehicles on the subject property. Proposed Rezoning Bylaw 1939, 2021 amends “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” by adding Recreational Vehicle Storage as a permitted use on the subject property to the Small Holdings (H1) Zone. The total maximum Gross Floor Area of buildings used for Recreational Vehicle Storage is 1400 square metres.

Staff recommend that Bylaw No. 1939, 2021 be given 3rd Readings and adoption.

APPLICATION SUMMARY

Name of Agent/Owner:	Terrance Neal
Electoral Area:	F
Subject Property:	Lot 2 District Lot 1141 Cariboo District Plan 25405
Property Size:	±2.26 ha (5.58 acres)
OCP Designation:	Rural Residential in Vanderhoof Rural Official Community Plan Bylaw No. 1517, 2009
Zoning:	Small Holdings (H1) in Regional District of Bulkley-Nechako Zoning Bylaw 1800, 2020
ALR Status:	Not in the ALR
Existing Land Use:	Vacant Land
Location:	At the end of Roxanne Place in the community of Cluculz Lake approximately 25 km from the District of Vanderhoof



Proposed Rezoning

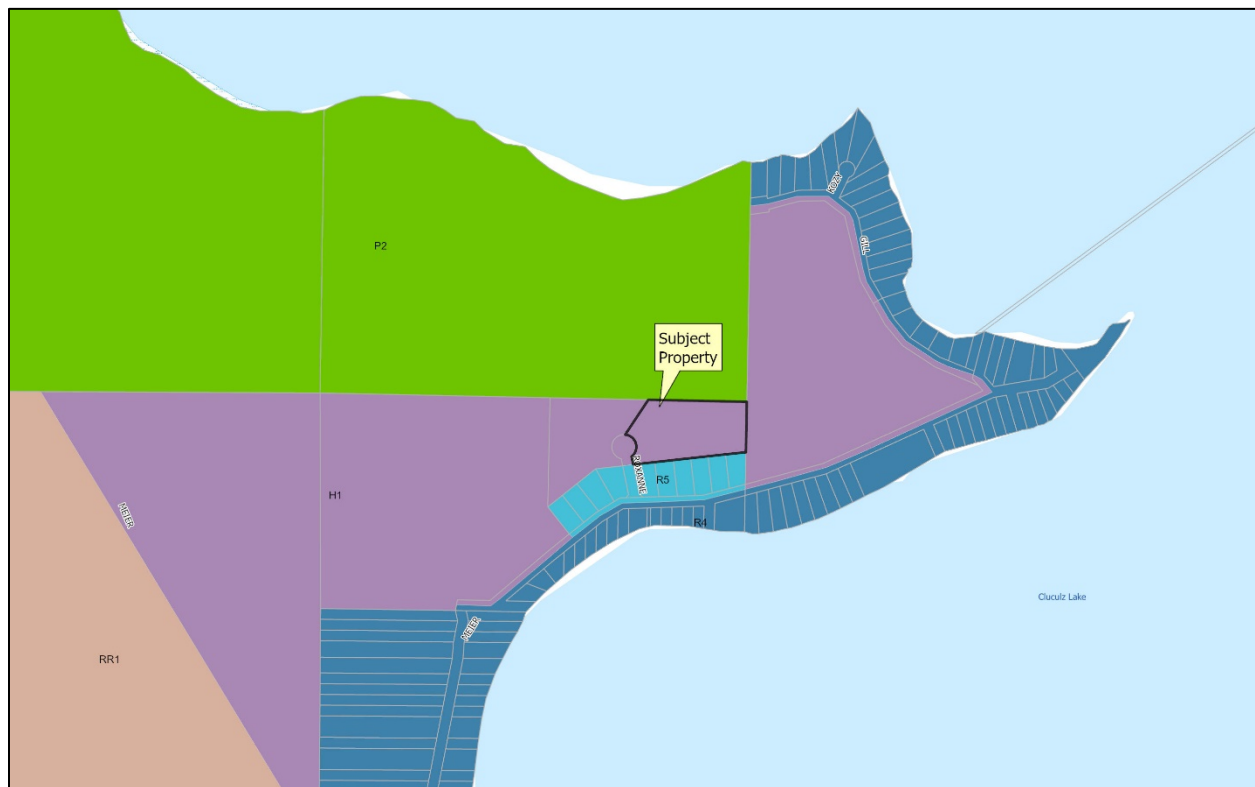
The applicant is proposing to build 4 buildings for the storage of 10 recreational vehicles per building. Each building is proposed to be approximately 330 square metres (3584 sq. ft.) in area. To allow the applicant some flexibility in building size and design the bylaw is written to allow a total maximum Gross Floor Area of buildings used for Recreational Vehicle Storage of 1400 square metres.

DISCUSSION

Zoning

The subject property is zoned Small Holdings (H1). Recreational Vehicle Storage is not a permitted use in the H1 zone; therefore, a rezoning application is needed to add Recreational Vehicle Storage as a permitted use on the subject property.

Zoning Map



OCP

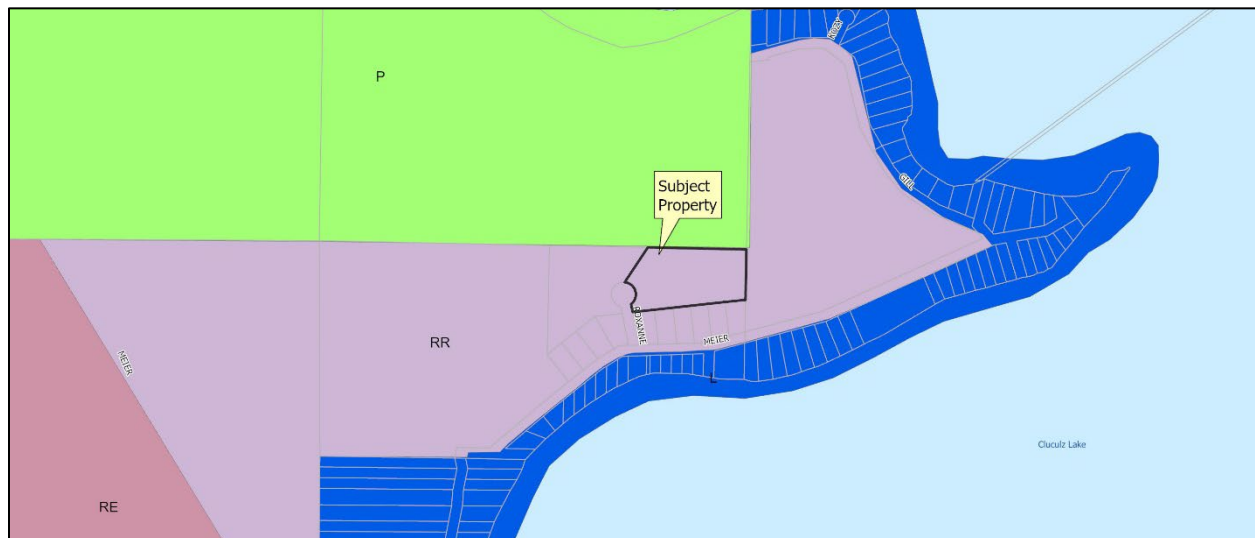
The subject property is located in the community of Cluculz Lake. The Vanderhoof Rural OCP defines specific goals for this community that support small scale commercial activities that serve the local community.

2.3.1 Cluculz Lake Goals

Cluculz Lake has the following goals that are in addition to the general plan goals.

1. To provide opportunities for local shopping and services within the community.
2. To improve public access to the Cluculz Lake lakeshore, including waterfront public parks and a public boat launch.
3. To grow and develop in a manner that is responsible to the area's unique and valued natural attributes.
4. To address, in a cooperative manner, the negative environmental impacts associated with older septic systems serving small waterfront residential and recreational lots.
5. To support the addition of a limited amount of new small scale commercial activity where that activity is appropriately located and clearly designed to exclusively serve the local community.

OCP Designations Map



Land Use

The subject property has been cleared of trees and is vacant. There is a barbed wire fence surrounding the subject property. North of the subject property is crown land identified in the OCP for Park use. There are relatively small rural residential and lakefront properties to the south and east. The applicant owns the abutting parcel to the east.

Planning Department Comments

The proposed use is expected to result in a moderate increase in vehicle traffic in the spring and fall. However, the overall impact on the community is expected to be low given the property's location.

REFERRAL COMMENTS

Advisory Planning Commission is in support of application F-01-21.

Ministry of Transportation and Infrastructure provided the following comment:

“It appears this application is outside of the 800m Controlled Area radius, so if the proposal is to move forward under a zoning bylaw amendment, Ministry sign off on the bylaw will not be required.”

Cluculz Lake Community Association indicated that their interests are unaffected by Bylaw 1939, 2021.

PUBLIC HEARING

The Public Hearing for Bylaw 1939, 2021 was held on March 17, 2021. The Public Hearing report will be provided to the Board on the supplementary agenda.

ATTACHMENTS

Bylaw 1939, 2021

Letter from Applicant



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO.1939, 2021

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 Small Holdings Zone in Section 14.0.1 Principal Uses:

“Recreational Vehicle Storage in buildings with a total maximum Gross Floor Area of 1400 square metres only on the parcel legally described as Lot 2, District Lot 1141, Cariboo District, Plan 25405.”

This bylaw may be cited as the “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1939, 2021”.

READ A FIRST TIME this 25 day of February,2021

READ A SECOND TIME this 25 day of February, 2021

PUBLIC HEARING HELD this 17 day of March, 2021

READ A THIRD TIME this ___ day of _____,2021

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1939, 2021”.

DATED AT BURNS LAKE this ___ day of _____,2021

Corporate Administrator

ADOPTED this ___ day of _____,2021

Chairperson

Corporate Administrator

Terry Neal

December 15, 2020

3355 Meier Road East
Vanderhoof, B.C.
VOJ-3A3

Phone: 1-250-441-3354

ATTENTION PLANNING DEPARTMENT

As per our discussion afternoon of December 14, 2020, i am seeking to change the zoning of my Parcel of land described as:

Parcel Identifier: 007-751-443

Legal Description: LOT 2 DISTRICT LOT 1141 CARIBOO DISTRICT PLAN 25405

This land is currently fenced, vacant and was logged approximately 20 years ago. The land is currently zoned (H1) and i am seeking to change the zoning to allow me to construct boat and RV storage buildings. As part of my application package i have included a site plan of land, with proposed and future storage building locations.

The buildings would each house 10 spaces for boats and RVs. The size of 2 proposed and 2 future buildings are 120 feet x 30 feet, giving each building 10 individual spaces of 12 feet x 30 feet.

Construction will be done by a local contractor. Each building will consist of concrete sonotube foundation, wood frame construction and locally engineered trusses.

The storage buildings will have metal roofs and 3 sides of each building will covered in earth tone coloured metal sheeting, leaving 1 120 foot section of each building open for easy access.

I currently own and reside in a lake front home close to the subject parcel on Clucluz Lake. My plan is to build the boat and RV storage buildings, get them rented out, sell our lake shore home and build a new home on this parcel to provide onsite security.

Reason for Application:

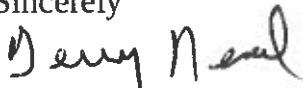
I am proposing to construct 2 RV and boat storage sheds 30 feet x120 feet each consisting of 10 - 12x30 foot spaces for rent and an additional 2 RV and boat storage sheds if demand warrants additional storage space in the future.

In the last number of years, Clucluz Lake has become an extremely popular recreation destination bringing many RVS and large boats to the area. During the fall and winter months many of the owners of these expensive units are searching for covered space to store them. I am proposing to provide that space on a monthly or yearly rental basis. This proposed development is appropriate for this parcel for the following reasons.

- 1) Close to where the boats and RVS are used.
- 2) Located on a dead end road with no other development along its boundaries.
- 3) Storage of boats and RVS is mainly seasonal, increased traffic to area would be minimal.
- 4) Parcel size is large enough to meet structure setback requirements, more than enough room for future expansion while remaining hidden from the road.
- 5) This development would provide a much needed service to meet the needs of boat and RV owners in the Clucluz Lake and surrounding areas.
- 6) This development would be owned and operated by local long time residents of the area.
- 7) This parcel has had an Archaeological Impact Assessment by Archer CRM Partnership under Heritage Inspection Permit 2009 – 0278 and found to contain no artifacts.
- 8) I have informally canvassed a few residents in the immediate area surrounding the parcel of land, receiving positive feedback including 4 sign me up for storage spaces.

Thank-you for your time and consideration of this project.

Sincerely



Terry Neal

59 Pasture

310.60ft

Parcel Identifier
007-751-443

Lot 2 District Lot 1141
Cariboo District Plan 25405

2.260 H.A.

5.58 Acres



Crown Land

609.045ft

Property Boundary

Property Boundary

689.88ft

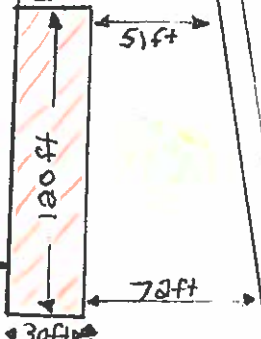
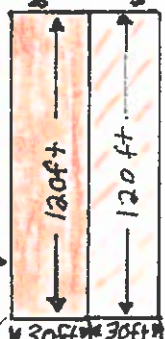
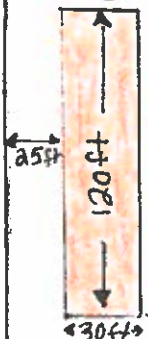
Residential

Proposed

Future

RV + Boat
Storage
units

RV + Boat
Storage
units



Driveway

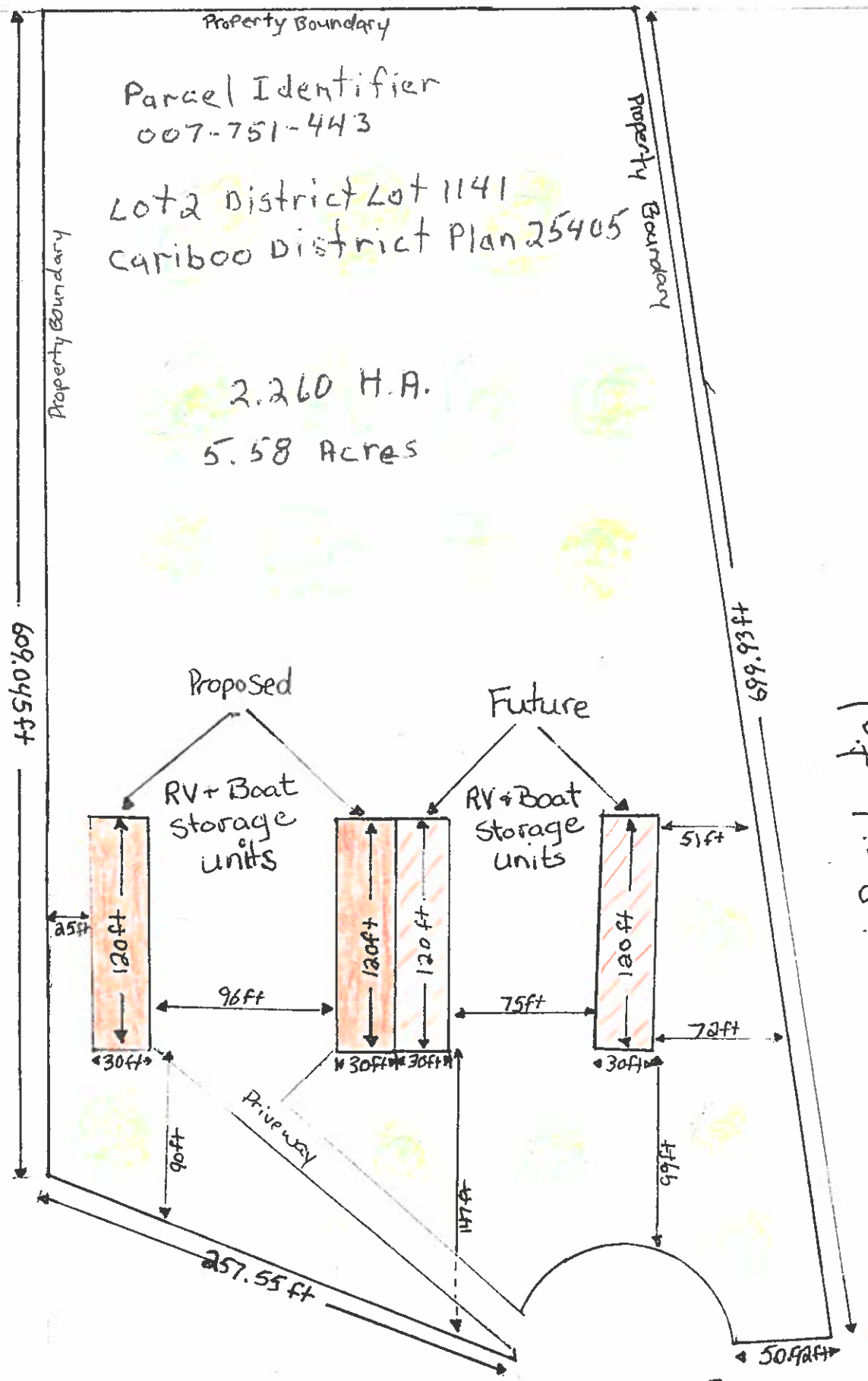
257.55ft

1cm - 30ft

Residential

Roxanne Place

50.92ft



D. L. 1141

1,153.30 ft

S.L. 60 ft
34.672 M

185.037 M

109.000 ft
3.045

PLAN 25405

Lot 2

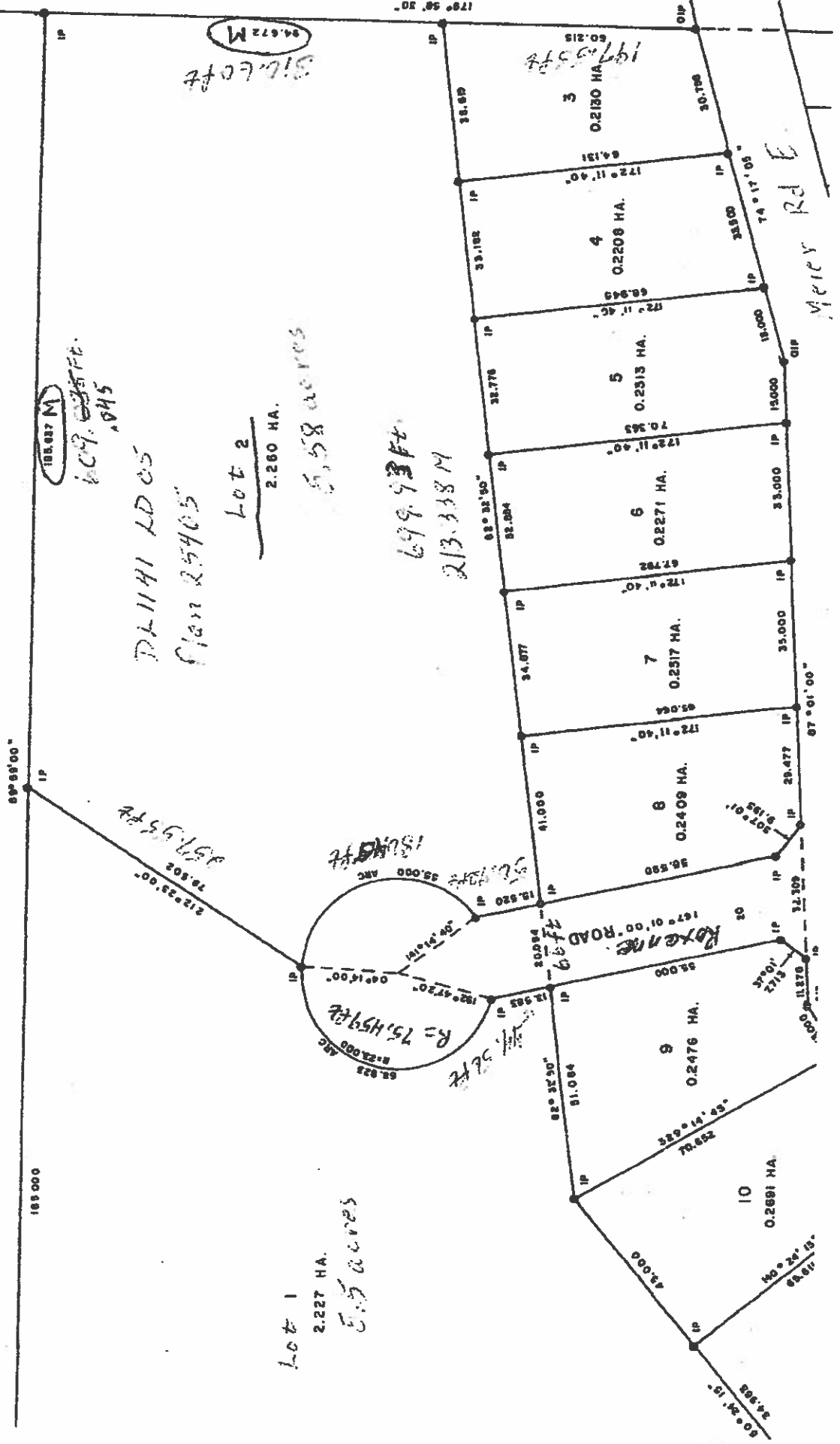
2.260 HA.

5.58 acres

699.93 ft

213.338 M

Meyer Rd E



Lot 1

2.227 HA.

5.15 acres

77.561 ft
212.230 ft
78.802

182,000 AC
R=751.459 ft

Koxenme Road

10
0.2681 HA.

9
0.2476 HA.

8
0.2409 HA.

7
0.2517 HA.

6
0.2271 HA.

5
0.2313 HA.

4
0.2208 HA.

3
0.2130 HA.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Maria Sandberg, Planner
DATE: March 25, 2021
SUBJECT: Rezoning RZ E-02-20
First and Second Reading Report for Rezoning Bylaw 1942, 2021

RECOMMENDATION

1. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1942, 2021” 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. 1942, 2021” be delegated to the Director or Alternate Director for Electoral Area E.

VOTING

All Directors / Majority

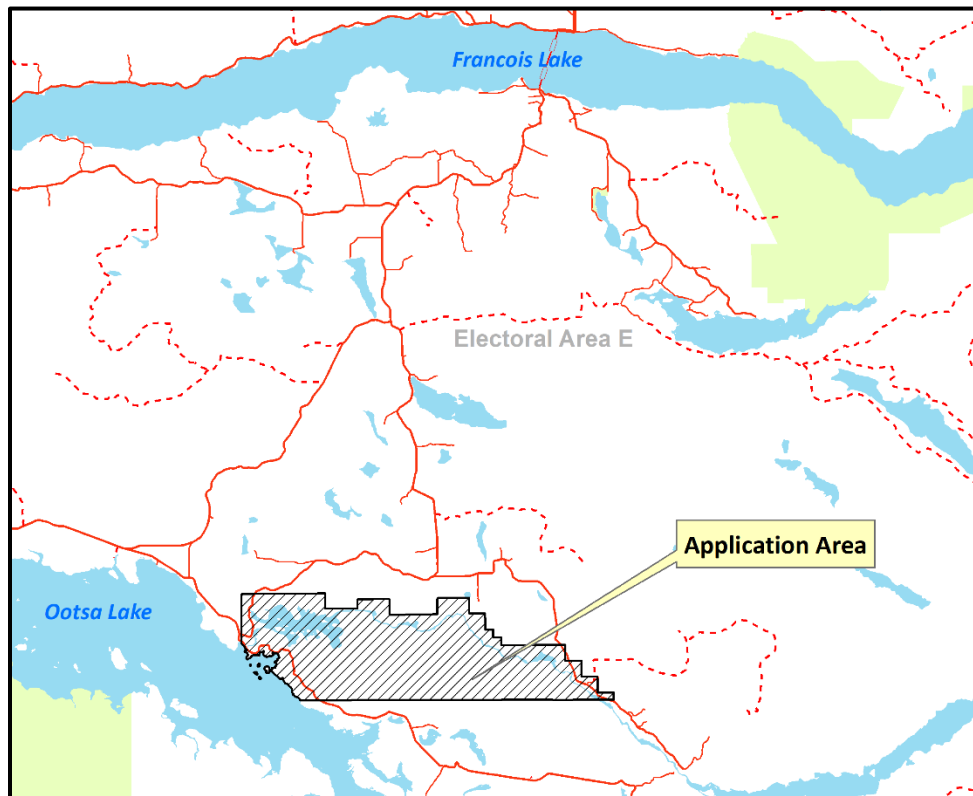
EXECUTIVE SUMMARY

In early 2020, the RDBN Board considered a referral from the Ministry of Indigenous Relations and Reconciliation regarding a proposed disposition of Crown land to the Cheslatta Carrier Nation in Electoral Area E. The Board responded that they had no objection to the proposed land dispositions provided that the lands being transferred into fee simple ownership are zoned to the Board’s satisfaction prior to the land transfer. Staff are proposing that 70 un-zoned properties, including the proposed transfer lands and other properties in the application area, be zoned Rural Resource (RR1) similarly to adjacent lands.

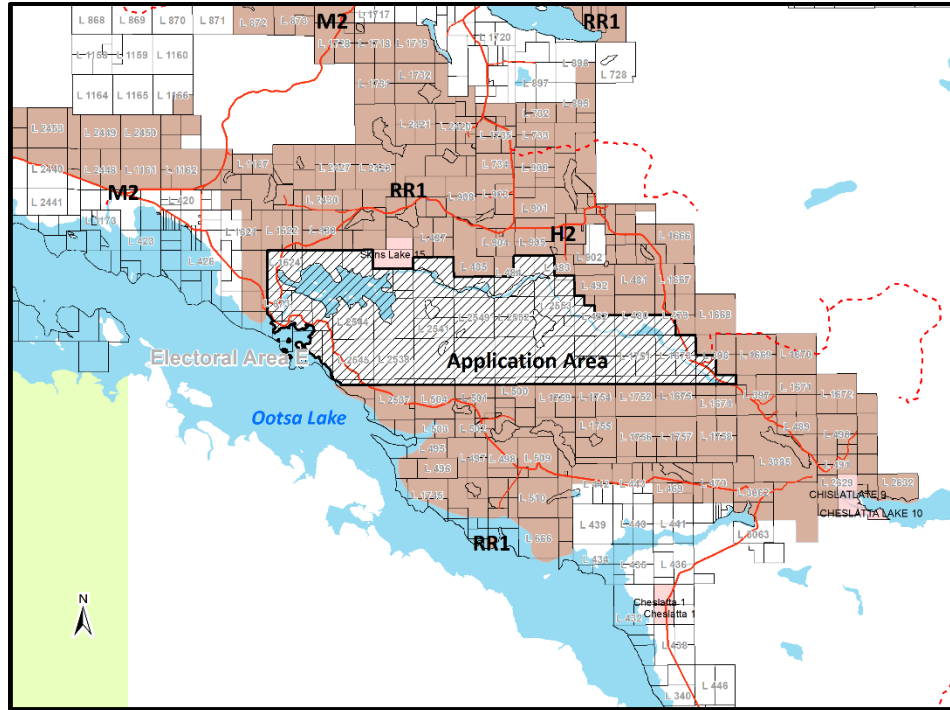
Staff recommend that Bylaw No. 1942, 2020 be given 1st and 2nd readings and proceed to a Public Hearing.

APPLICATION SUMMARY

Name of Owners:	See attached list of legal descriptions and ownership information
Electoral Area:	E
Subject Properties:	See attached list of legal descriptions
Property Size:	7000 ha. (approx.)
OCP Designation:	Not applicable
Zoning:	Un-zoned
ALR:	Not in the ALR
Existing Land Use:	Vacant land
Location:	25 kilometres south of Francois Lake - Southbank ferry landing

**Proposal:**

The Planning Department is proposing that the 70 un-zoned properties within the application area be zoned Rural Resource (RR1). As shown on the zoning map below, all the lands surrounding the application area are zoned primarily Rural Resource (RR1).



DISCUSSION

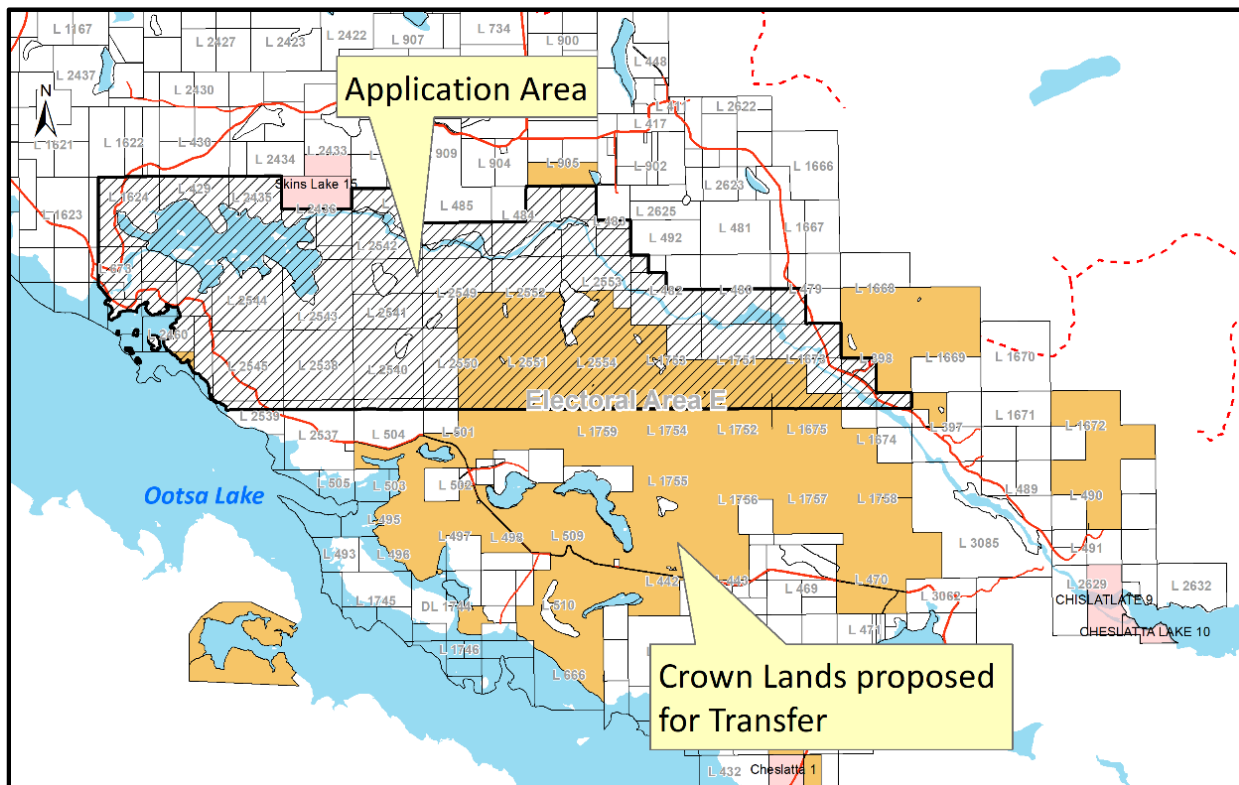
Presently the land in the application area falls into four ownership categories:

1. Land owned by the Crown.
2. Land owned by the Aluminum Company of Canada.
3. Land owned by the Cheslatta Carrier Nation (ownership transfer from the Aluminum Company of Canada in 2012).
4. Crown owned land proposed for disposition to the Cheslatta Carrier Nation.

In early 2020 the RDBN Board considered a referral from the Ministry of Indigenous Relations and Reconciliation regarding the proposed disposition of Crown land to the Cheslatta Carrier Nation. The Board responded that they had no objection to the proposed land dispositions provided that the lands being transferred into fee simple ownership are zoned to the Board's satisfaction prior to the land transfer. Staff were directed to initiate the zoning process in consultation with the Cheslatta Carrier Nation.

Staff are proposing the un-zoned lands located in the area be zoned RR1. As noted, this includes the lands proposed for transfer to the Cheslatta Carrier Nation, other Crown lands, properties owned by the Aluminum Company of Canada, and properties previously transferred from the Aluminum Company of Canada to the Cheslatta Carrier Nation. The purpose of the rezoning is to ensure that all fee simple lands in the area are subject to the same regulation, given that lands in the area are available for private ownership and development.

The map below shows the Crown Land proposed for transfer to the Cheslatta Carrier Nation in relation to the application area proposed for RR1 zoning.



Zoning and Official Community Plan

The RR1 zone allows the following uses:

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

There is no Official Community Plan in place for this area.

Cheslatta Carrier Nation Engagement

Planning Department staff have discussed the proposed rezoning of the application area with the Cheslatta Carrier Nation representative on the project on several occasions. The formal letters sent to the Cheslatta Carrier Nation regarding the proposed zoning are attached. To date the Cheslatta Carrier Nation have not provided a position on the proposed rezoning.

Community and First Nations Engagement

All First Nations that identify traditional territory in the application area (Skin Tyee Nation, Wet'suwet'en First Nation, Office of the Wet'suwet'en Hereditary Chiefs, Nee-Tahi-Buhn Band, and the Cheslatta Carrier Nation) were sent a referral. Staff followed up with a phone call to First Nations to ask if the referral was received and offering to answer questions or hold a meeting to discuss the application. No referral comments have been received from First Nations.

Referral Comments

The **Electoral Area "E" Advisory Planning Commission** felt that it was appropriate to rezone the lands as proposed and recommended that the application be supported.

Rio Tinto (ALCAN) has not responded to the referral at the time of the writing of this report.

The **Ministry of Transportation and Infrastructure** has no objections to the proposal.

The **Ministry of Indigenous Relations and Reconciliation** has no objections to the proposal and submitted a letter that is attached to this report.

The **Ministry of Forests, Lands, Natural Resource Operations and Rural Development** recommended approval subject to conditions below:

The Nadina Natural Resource District (FLNRO) does not have any concerns with the rezoning of the identified parcels to RR1 status. We recommend that RDBN continue to work closely with the Ministry of Indigenous Relations and Reconciliation regarding potential land settlement areas.

ATTACHMENTS

Bylaw 1942, 2021

List of legal descriptions and ownership information

Letter from Fred Oliemans, Regional Director, Ministry of Indigenous Relations and Reconciliation

Letter dated June 22, 2020, to Mike Robertson, Sr. Policy Advisor, Cheslatta Carrier Nation

Letter dated September 10, 2020 to Mike Robertson, Sr. Policy Advisor, Cheslatta Carrier Nation

Referral Letters sent to First Nations



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1942, 2021

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 lands shown on Schedule "A", which is incorporated in and forms part of this bylaw, are zoned "Rural Resource (RR1)" Zone.

This bylaw may be cited as the "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1942, 2021".

READ A FIRST TIME this ___ day of _____, 2021

READ A SECOND TIME this ___ day of _____, 2021

PUBLIC HEARING HELD this ___ day of _____, 2021

READ A THIRD TIME this ___ day of _____, 2021

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1942, 2021"

DATED AT BURNS LAKE this ___ day of _____, 2021

Corporate Administrator

ADOPTED this ___ day of _____, 2021

Chairperson

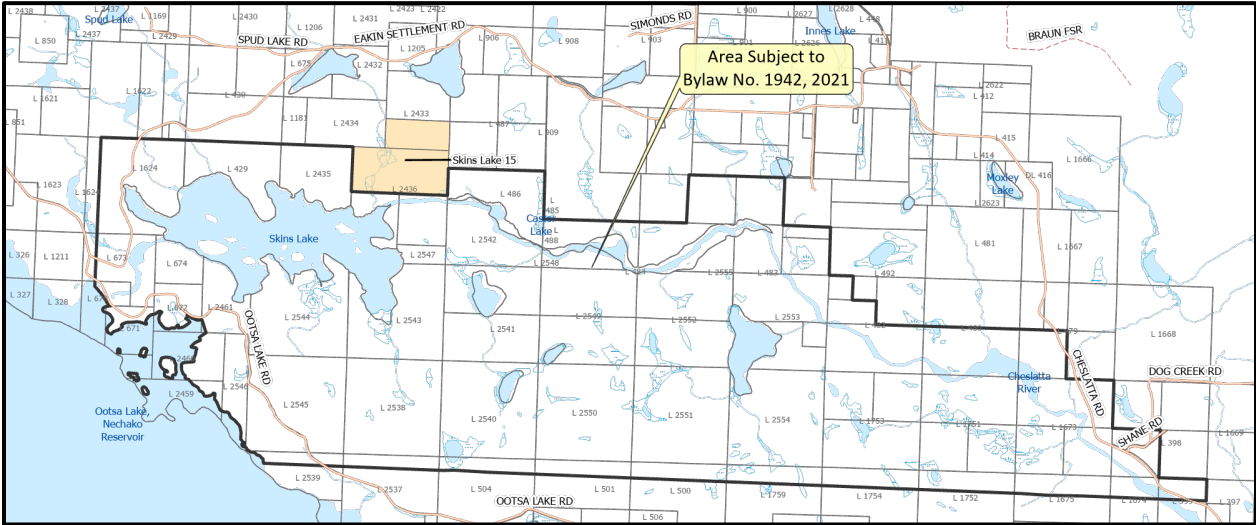
Corporate Administrator

SCHEDULE "A" BYLAW NO. 1942, 2021

- District Lot 2545
- Part of Primary: District Lot 2553
- District Lot 2550
- Part of Primary: District Lot 2541
- District Lot 2538
- District Lot 2551
- S1/2, District Lot 2549
- Part of Primary: District Lot 1751
- Part of Primary: District Lot 1754
- N1/2, District Lot 1675
- District Lot 1752
- District Lot 500
- N1/2, District Lot 501
- District Lot 429
- District Lot 670
- District Lot 672
- District Lot 674
- District Lot 2435
- The Fractional Southwest 1/4 of District Lot 2436 (Formerly Skins Lake Indian Reserve No. 16)
- District Lot 2460 Except That Part Lying West of The Southerly Production of The Easterly Boundary of District Lot 671
- District Lot 2543
- District Lot 2546
- The Southwest 1/4 of District Lot 398 Except Plan PRP13832
- The Southwest 1/4 of District Lot 479
- The South 1/2 of District Lot 482
- The Fractional Northwest 1/4 of District Lot 483
- The Southwest 1/4 of District Lot 483
- The Northeast 1/4 of District Lot 484
- District Lot 486
- The North 1/2 of District Lot 1673
- The Northwest 1/4 of District Lot 1674
- The North East 1/4 of District Lot 1753
- District Lot 2548
- The Fractional North 1/2 of District Lot 2552
- Block A of the Southeast 1/4 of District Lot 2553
- Part of Primary: District Lot 2537
- Part of Primary: District Lot 2539
- S1/2, District Lot 2552
- N1/2, District Lot 2541
- District Lot 2554
- District Lot 2540
- SE1/4, District Lot 1751
- Part of Primary: District Lot 1759
- Part of Primary: District Lot 1753
- NW1/4, District Lot 1753
- SW1/4, District Lot 1673
- District Lot 504
- District Lot 2459
- The Northwest 1/4 of the Northwest of District Lot 482
- District Lot 671
- District Lot 673
- District Lot 1624
- The Southeast 1/4 Of District Lot 2436
- That Part of District Lot 2460 Lying West of the South Production of The East Boundary of District Lot 671
- District Lot 2461 Except; Part on Plan BCP20576
- District Lot 2544 Except Part on Plan BCP20576
- District Lot 2547
- District Lot 399
- The South 1/2 of District Lot 480
- The South 1/2 of The Northwest 1/4 of District Lot 482
- The North 1/2 of The North 1/2 of the Southeast 1/4 of District Lot 483
- The Southeast 1/4 of District Lot 483 Except the North 1/2 of the North 1/2
- The Fractional South 1/2 of District Lot 484
- District Lot 488
- The Southeast 1/4 of District Lot 1673
- The North 1/2 of District Lot 1751
- District Lot 2542
- The Fractional North 1/2 of District Lot 2549
- The Fractional North 1/2 of District Lot 2553
- District Lot 2555

All of Range 4 Coast District

Being zoned to "Rural Resource (RR1)" Zone, as shown.



I hereby certify that this is Schedule "A" of Bylaw No. 1942, 2021

Corporate Administrator

SUBJECT PROPERTIES

	Legal Description	Ownership
1	DISTRICT LOT 2545, RANGE 4 COAST DISTRICT	Crown Provincial
2	Part of Primary: DISTRICT LOT 2537, RANGE 4 COAST DISTRICT	Crown Provincial
3	Part of Primary: DISTRICT LOT 2553, RANGE 4 COAST DISTRICT	Crown Provincial
4	Part of Primary: DISTRICT LOT 2539, RANGE 4 COAST DISTRICT	Crown Provincial
5	DISTRICT LOT 2550, RANGE 4 COAST DISTRICT	Crown Provincial
6	S1/2, DISTRICT LOT 2552, RANGE 4 COAST DISTRICT	Crown Provincial
7	Part of Primary: DISTRICT LOT 2541, RANGE 4 COAST DISTRICT	Crown Provincial
8	N1/2, DISTRICT LOT 2541, RANGE 4 COAST DISTRICT	Crown Provincial
9	DISTRICT LOT 2538, RANGE 4 COAST DISTRICT	Crown Provincial
10	DISTRICT LOT 2554, RANGE 4 COAST DISTRICT	Crown Provincial
11	DISTRICT LOT 2551, RANGE 4 COAST DISTRICT	Crown Provincial
12	DISTRICT LOT 2540, RANGE 4 COAST DISTRICT	Crown Provincial
13	S1/2, DISTRICT LOT 2549, RANGE 4 COAST DISTRICT	Crown Provincial
14	SE1/4, DISTRICT LOT 1751, RANGE 4 COAST DISTRICT	Crown Provincial
15	Part of Primary: DISTRICT LOT 1751, RANGE 4 COAST DISTRICT	Crown Provincial
16	Part of Primary: DISTRICT LOT 1759, RANGE 4 COAST DISTRICT	Crown Provincial
17	Part of Primary: DISTRICT LOT 1754, RANGE 4 COAST DISTRICT	Crown Provincial
18	Part of Primary: DISTRICT LOT 1753, RANGE 4 COAST DISTRICT	Crown Provincial
19	N1/2, DISTRICT LOT 1675, RANGE 4 COAST DISTRICT	Crown Provincial
20	NW1/4, DISTRICT LOT 1753, RANGE 4 COAST DISTRICT	Crown Provincial
21	DISTRICT LOT 1752, RANGE 4 COAST DISTRICT	Crown Provincial
22	SW1/4, DISTRICT LOT 1673, RANGE 4 COAST DISTRICT	Crown Provincial
23	DISTRICT LOT 500, RANGE 4 COAST DISTRICT	Crown Provincial
24	DISTRICT LOT 504, RANGE 4 COAST DISTRICT	Crown Provincial
25	N1/2, DISTRICT LOT 501, RANGE 4 COAST DISTRICT	Crown Provincial
26	DISTRICT LOT 2459 RANGE 4 COAST DISTRICT	Crown Provincial
27	DISTRICT LOT 429 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
28	THE NORTHWEST 1/4 OF THE NORTHWEST OF DISTRICT LOT 482 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
29	DISTRICT LOT 670 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
30	DISTRICT LOT 671 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
31	DISTRICT LOT 672 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
32	DISTRICT LOT 673 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
33	DISTRICT LOT 674 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
34	DISTRICT LOT 1624 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
35	DISTRICT LOT 2435 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
36	THE SOUTHEAST 1/4 OF DISTRICT LOT 2436 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
37	THE FRACTIONAL SOUTHWEST 1/4 OF DISTRICT LOT 2436 RANGE 4 COAST DISTRICT (FORMERLY SKINS LAKE INDIAN RESERVE NO. 16)	Aluminum Co of Canada Ltd
38	THAT PART OF DISTRICT LOT 2460 RANGE 4 COAST DISTRICT LYING WEST OF THE SOUTH PRODUCTION OF THE EAST BOUNDARY OF DISTRICT LOT 671	Aluminum Co of Canada Ltd
39	DISTRICT LOT 2460 RANGE 4 COAST DISTRICT EXCEPT THAT PART LYING WEST OF THE SOUTHERLY PRODUCTION OF THE EASTERLY BOUNDARY OF DISTRICT LOT 671	Aluminum Co of Canada Ltd

40	DISTRICT LOT 2461 RANGE 4 COAST DISTRICT, EXCEPT; PART ON PLAN BCP20576	Aluminum Co of Canada Ltd
41	DISTRICT LOT 2543 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
42	DISTRICT LOT 2544 RANGE 4 COAST DISTRICT, EXCEPT; PART ON PLAN BCP20576	Aluminum Co of Canada Ltd
43	DISTRICT LOT 2546 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
44	DISTRICT LOT 2547 RANGE 4 COAST DISTRICT	Aluminum Co of Canada Ltd
45	THE SOUTHWEST 1/4 OF DISTRICT LOT 398 RANGE 4 COAST DISTRICT EXCEPT PLAN PRP13832	Private
46	DISTRICT LOT 399 RANGE 4 COAST DISTRICT	Private
47	THE SOUTHWEST 1/4 OF DISTRICT LOT 479 RANGE 4 COAST DISTRICT	Private
48	THE SOUTH 1/2 OF DISTRICT LOT 480 RANGE 4 COAST DISTRICT	Private
49	THE SOUTH 1/2 OF DISTRICT LOT 482 RANGE 4 COAST DISTRICT	Private
50	THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF DISTRICT LOT 482 RANGE 4 COAST DISTRICT	Private
51	THE FRACTIONAL NORTHWEST 1/4 OF DISTRICT LOT 483 RANGE 4 COAST DISTRICT	Private
52	THE NORTH 1/2 OF THE NORTH 1/2 OF THE SOUTHEAST 1/4 OF DISTRICT LOT 483 RANGE 4 COAST DISTRICT	Private
53	THE SOUTHWEST 1/4 OF DISTRICT LOT 483 RANGE 4 COAST DISTRICT	Private
54	THE SOUTHEAST 1/4 OF DISTRICT LOT 483 RANGE 4 COAST DISTRICT EXCEPT THE NORTH 1/2 OF THE NORTH 1/2	Private
55	THE NORTHEAST 1/4 OF DISTRICT LOT 484 RANGE 4 COAST DISTRICT	Private
56	THE FRACTIONAL SOUTH 1/2 OF DISTRICT LOT 484 RANGE 4 COAST DISTRICT	Private
57	DISTRICT LOT 486 RANGE 4 COAST DISTRICT	Private
58	DISTRICT LOT 488 RANGE 4 COAST DISTRICT	Private
59	THE NORTH 1/2 OF DISTRICT LOT 1673 RANGE 4 COAST DISTRICT	Private
60	THE SOUTHEAST 1/4 OF DISTRICT LOT 1673 RANGE 4 COAST DISTRICT	Private
61	THE NORTHWEST 1/4 OF DISTRICT LOT 1674 RANGE 4 COAST DISTRICT	Private
62	THE NORTH 1/2 OF DISTRICT LOT 1751 RANGE 4 COAST DISTRICT	Private
63	THE NORTH EAST 1/4 OF DISTRICT LOT 1753 RANGE 4 COAST DISTRICT	Private
64	DISTRICT LOT 2542 RANGE 4 COAST DISTRICT	Private
65	DISTRICT LOT 2548 RANGE 4 COAST DISTRICT	Private
66	THE FRACTIONAL NORTH 1/2 OF DISTRICT LOT 2549 RANGE 4 COAST DISTRICT	Private
67	THE FRACTIONAL NORTH 1/2 OF DISTRICT LOT 2552 RANGE 4 COAST DISTRICT	Private
68	THE FRACTIONAL NORTH 1/2 OF DISTRICT LOT 2553 RANGE 4 COAST DISTRICT	Private
69	BLOCK A OF THE SOUTHEAST 1/4 OF DISTRICT LOT 2553 RANGE 4 COAST DISTRICT	Private
70	DISTRICT LOT 2555 RANGE 4 COAST DISTRICT	Private



March 4, 2021

File: 280-30/Cheslatta
Ref 51671

Deneve Vanderwolf
Regional District of Bulkley-Nechako
37 3rd Ave, PO Box 820
Burns Lake BC V0J 1E0
deneve.vanderwolf@rdbn.bc.ca

Dear Deneve Vanderwolf:

Thank you for the opportunity to provide comment on your referral (No: RZ E-02-20, dated January 14, 2021) for an application by the Regional District of Bulkley-Nechako (RDBN) to zone to Rural Resource (RR1), 70 un-zoned properties located approximately 25 kilometres south of Francois Lake. You have requested comment on the application for potential effect on the interests of the Ministry of Indigenous Relations and Reconciliation (MIRR).

Your zoning application covers a number of parcels identified for potential transfer to Cheslatta Carrier Nation in both Phase 1 and Phase 2, plus a much larger area where Cheslatta have not indicated interest in Crown land transfers. As shared previously, we are not proceeding with engagement for the parcels that overlap the Wet'suwet'en Yintah (Phase 2) at this time. In September 2020, we finalized consultation with First Nations with overlapping territories, and engagement with interest holders for parcels in Phase 1. This summer MIRR plans to survey approximately 1500 hectares of the proposed Crown lands in Phase 1 (map attached). Once the parcels have been surveyed, we plan to move towards the Crown Grant decision-making process in late 2021 or early 2022.

I note that this referral has also been sent to Rio Tinto Alcan, the Ministry of Transportation and Infrastructure, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and overlapping First Nations including Skin Tyee Nation, Nee-Tahi-Buhn Band, Wet'suwet'en First Nation, Cheslatta Carrier Nation, and the Office of the Wet'suwet'en.

The Referral Report states that, in early 2020, the RDBN Board considered a referral from MIRR regarding the proposed disposition of Crown land to the Cheslatta Carrier Nation. The RDBN Board responded that they had no objection to the proposed land dispositions

.../2

Ministry of Indigenous Relations
and Reconciliation

Negotiations and Regional
Operations Division
Skeena Region

Mailing Address:
Bag 5000
3rd Floor, 3726 Alfred Ave
Smithers BC V0J 2N0

Website: www.gov.bc.ca/irr

provided that the lands being transferred into fee simple ownership are zoned to the RDBN Board's satisfaction prior to the land transfer. RDBN staff were subsequently directed by the RDBN Board to initiate the zoning process in consultation with the Cheslatta Carrier Nation.

Upon receipt of this referral, we shared our concern with RDBN that most of the parcels that are being considered for survey this summer are not included in this zoning application and asked whether transfer of the un-zoned parcels is supported by RDBN. Jason Llewellyn in your planning department responded that the parcels are remote and outside of the area where the RDBN typically provides zoning services, therefore RDBN staff are not recommending to the RDBN Board that they be zoned.

Please find attached the completed Government Agency Referral Form that you provided. You will see that we have no objections to the proposed zoning.

Can the RDBN board confirm as soon as possible if they support the RDBN staff recommendation that the remainder of the lands in Phase 1 will not be zoned?

Additionally, MIRR would appreciate learning more about the consultation process underway with the First Nations listed above prior to rezoning, so that we can answer questions that may arise between the First Nations and the provincial government and direct them to the appropriate RDBN staff.

Please contact Karen MacDowell, Negotiator, at Karen.MacDowell@gov.bc.ca or (250) 713-3008 with your responses to our enquiries.

Again, thank you for the opportunity for our ministry to provide comment on this referral.

Yours truly,



Fred Oliemans
Regional Director
Fred.Oliemans@gov.bc.ca

Attachments (2):

1. Signed Government Agency Referral Form
2. Map of lands proposed for survey in the summer of 2021

pc: Karen MacDowell
Negotiator
Ministry of Indigenous Relations and Reconciliation
Karen.MacDowell@gov.bc.ca

Colleen Gellein
Senior Resource Coordination Officer
Ministry of Indigenous Relations and Reconciliation
colleen.gellein@gov.bc.ca



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

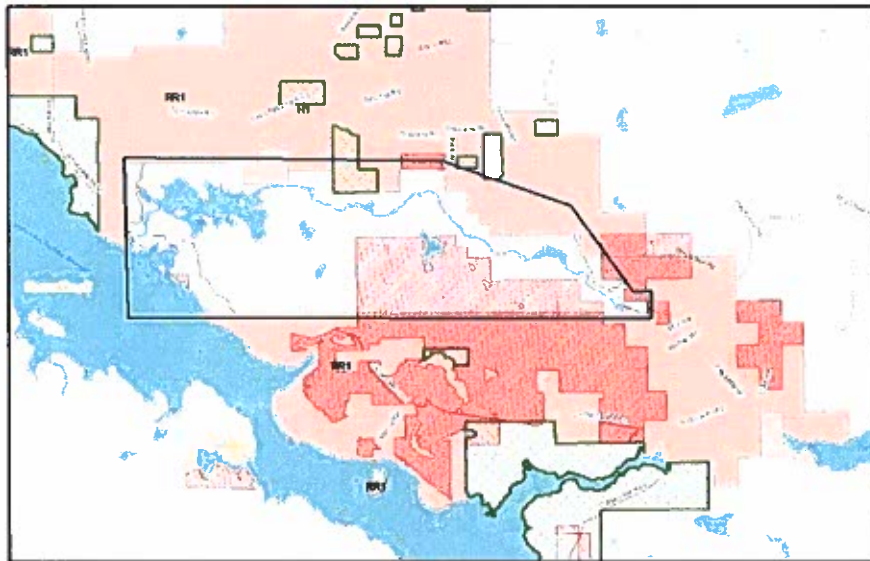
REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

Mike Robertson, Senior Policy Advisor
Cheslatta Carrier Nation
P.O. Box 909
Burns Lake, BC, V0J 1E0

June 22, 2020

RE: Southside Zoning

As you are aware, the RDBN is preparing to apply zoning regulations to certain lands in support of the proposed disposition of Crown Land to the Cheslatta Carrier Nation. The Regional District is eager to start this process in consultation with the Cheslatta Carrier Nation. The area that may be proposed for zoning is highlighted on the map below.



The zone proposed for discussion is the Rural Resource Zone (RR1). This zone applies to most land in that area. If there are additional uses, not included in the RR1 zone, that you are contemplating for specific areas, this should be discussed as soon as possible and may be accommodated in the zoning process. A copy of the RR1 Zone is attached, and the entire bylaw is available at: <https://www.rdbn.bc.ca/departments/planning/land-use-planning/zoning>.

MUNICIPALITIES:

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

ELECTORAL AREAS:

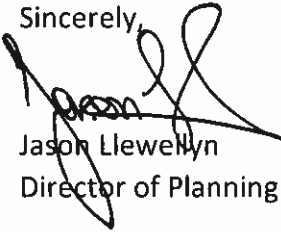
A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

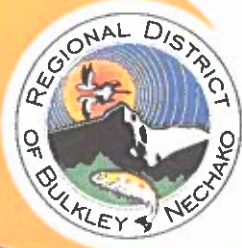
Please let us know if you are available for an in-person meeting at the RDBN office on June 30 at 2:00 pm or July 6 at 2:00 pm. If these times do not work, please give us a call at your convenience to coordinate a meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Llewellyn", written over the printed name and title.

Jason Llewellyn
Director of Planning

Cc: Barbra Tom, Director of Operations, Cheslatta Carrier Nation



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

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

Mike Robertson, Senior Policy Advisor
Cheslatta Carrier Nation
P.O. Box 909
Burns Lake, BC, V0J 1E0

September 10, 2020

RE: Southside Zoning

Thank you for meeting with Planning Department staff on July 28, 2020 regarding the zoning of lands shown on the attached map to the Rural Resource (RR1) zone. As you are aware, this proposed zoning is in support of the disposition of Crown Land to the Cheslatta Carrier Nation.

Regional District staff anticipate starting the rezoning process in mid October. The Planning Department is eager to receive any additional comment the Cheslatta Carrier Nation may have regarding the proposed zoning and discuss any specific uses contemplated which may not be accommodated in the RR1 Zone. Regional District Planning Department staff are happy to meet at your convenience to discuss the proposed rezoning further and answer any questions. Do not hesitate to call me or Maria Sandberg at 250-692-3195.

Sincerely,

Jason Llewellyn
Director of Planning

Cc: Barb Tom, Director of Operations, Cheslatta Carrier Nation

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

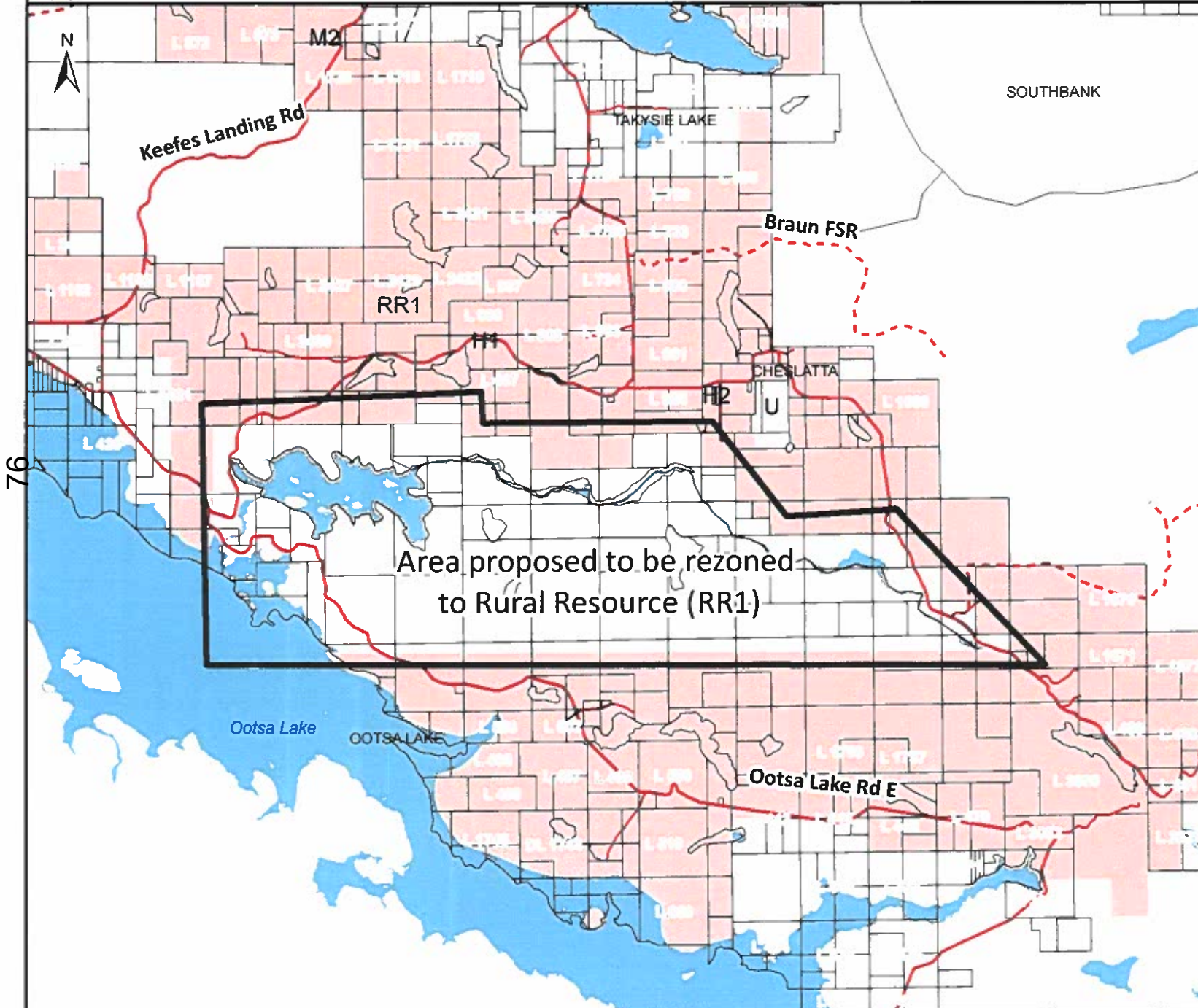
INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339



RDBN Map

Legend



- - - - - Forest Service Road
 - = Major Secondary Road
 - = Secondary Road
 - Cadastre
- Consolidated RDBN Zoning Bylaw 1800**
- ZoneCode**
- Small Holdings (H1)
 - Large Holdings (H2)
 - Rural Resource (RR1)
 - Heavy Industrial (M2)
- Communities 9-1-1**
- Communities 9-1-1

Area proposed to be rezoned
to Rural Resource (RR1)

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 source, 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 as 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 = 1,250 m
 User: mana sandberg
 Date: 9/10/2020
 Time: 9:57:59 AM



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

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

January 14, 2021

Cheslatta Carrier Nation
PO Box 909
Burns Lake, BC V0J 1E0

Emailed to: cleween@cheslatta.com; btom@cheslatta.com; mrobertson@cheslatta.com

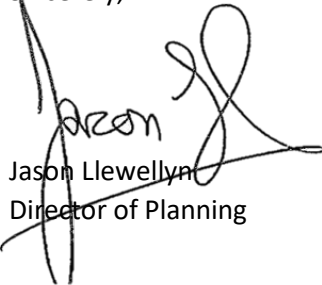
RE: Rezoning Application – RZ E-01-20

This letter is regarding a proposal by the Regional District of Bulkley-Nechako (RDBN) to apply zoning to lands within your Traditional Territory. The RDBN is asking for input from the Cheslatta Carrier Nation regarding the application of zoning to the area in question.

The proposal, including a map of the lands identified for zoning, is outlined in the attached referral report. Please do not hesitate to contact RDBN Planning Department staff at 250-692-3195 should you have any questions, require additional information, or wish to meet to discuss the application.

Please provide comments by March 12, 2021. Comments can be provided in writing to the attention of the RDBN Planning Department to the below address or by e-mail to inquires@rdbn.bc.ca.

Sincerely,



Jason Llewellyn
Director of Planning

Enclosed: Referral Report

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA
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PH: 250-692-3195
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37, 3RD AVE, PO Box 820
BURNS LAKE, BC
VOJ 1E0

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

January 14, 2021

Nee Tahi Buhn Band
47805 Olson Road
Burns Lake, BC V0J 1E4

Emailed to: chief.pprince@ntbib.ca

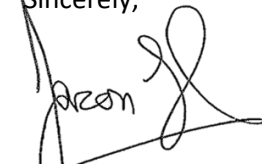
RE: Rezoning Application – RZ E-01-20

This letter is regarding a proposal by the Regional District of Bulkley-Nechako (RDBN) to apply zoning to lands within your Traditional Territory. The RDBN is asking for input from the Nee Tahi Buhn Band regarding the application of zoning to the area in question.

The proposal, including a map of the lands identified for zoning, is outlined in the attached referral report. Please do not hesitate to contact RDBN Planning Department staff at 250-692-3195 should you have any questions, require additional information, or wish to meet to discuss the application.

Please provide comments by March 12, 2021. Comments can be provided in writing to the attention of the RDBN Planning Department to the below address or by e-mail to inquires@rdbn.bc.ca.

Sincerely,



Jason Llewellyn
Director of Planning

Enclosed: Referral Report

MUNICIPALITIES:

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

ELECTORAL AREAS:

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WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339



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

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

January 14, 2021

Office of the Wet'suwet'en
205 Beaver Road #1
Smithers, BC V0J 2N1

Emailed to: dpierre@wetsuweten.com; judy.walton@wetsuweten.com

RE: Rezoning Application – RZ E-02-20

This letter is regarding a proposal by the Regional District of Bulkley-Nechako (RDBN) to apply zoning to lands within your Traditional Territory. The RDBN is asking for input from the Office of the Wet'suwet'en regarding the application of zoning to the area in question.

The proposal, including a map of the lands identified for zoning, is outlined in the attached referral report. Please do not hesitate to contact RDBN Planning Department staff at 250-692-3195 should you have any questions, require additional information, or wish to meet to discuss the application.

Please provide comments by March 12, 2021. Comments can be provided in writing to the attention of the RDBN Planning Department to the below address or by e-mail to inquires@rdbn.bc.ca.

Sincerely,



Jason Llewellyn
Director of Planning

Enclosed: Referral Report

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

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

January 14, 2021

Skin Tye First Nation
PO Box 131
Southbank, BC V0J 2P0

Emailed to: gm@skintyeenation.ca; councillor2@stfn.ca; chief@stfn.ca

RE: Rezoning Application – RZ E-02-20

This letter is regarding a proposal by the Regional District of Bulkley-Nechako (RDBN) to apply zoning to lands within your Traditional Territory. The RDBN is asking for input from the Skin Tye First Nation regarding the application of zoning to the area in question.

The proposal, including a map of the lands identified for zoning, is outlined in the attached referral report. Please do not hesitate to contact RDBN Planning Department staff at 250-692-3195 should you have any questions, require additional information, or wish to meet to discuss the application.

Please provide comments by March 12, 2021. Comments can be provided in writing to the attention of the RDBN Planning Department to the below address or by e-mail to inquires@rdbn.bc.ca.

Sincerely,



Jason Llewellyn
Director of Planning

Enclosed: Referral Report

MUNICIPALITIES:

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

ELECTORAL AREAS:

A - SMITHERS RURAL E - OOTSA LAKE/FRANCOIS LAKE
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REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

January 14, 2021

Wet'suwet'en First Nation
PO Box 760
Burns Lake, BC V0J 1E0

Emailed to: ea@wetsuweten.net

RE: Rezoning Application – RZ E-02-20

This letter is regarding a proposal by the Regional District of Bulkley-Nechako (RDBN) to apply zoning to lands within your Traditional Territory. The RDBN is asking for input from the Wet'suwet'en First Nation regarding the application of zoning to the area in question.

The proposal, including a map of the lands identified for zoning, is outlined in the attached referral report. Please do not hesitate to contact RDBN Planning Department staff at 250-692-3195 should you have any questions, require additional information, or wish to meet to discuss the application.

Please provide comments by March 12, 2021. Comments can be provided in writing to the attention of the RDBN Planning Department to the below address or by e-mail to inquires@rdbn.bc.ca.

Sincerely,



Jason Llewellyn
Director of Planning

Enclosed: Referral Report

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

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

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: March 25, 2021
SUBJECT: Zoning Bylaw Text Amendment Regarding 2nd Dwellings in the Small Holdings (H1) Zone.

RECOMMENDATION

1. That the Board direct staff to undertake a preliminary consultation process with member municipalities, Electoral Area Advisory Planning Commissions, Northern Health, and the Ministry of Transportation and Infrastructure, and School Districts, regarding an amendment to the Small Holdings (H1) Zone to allow a 2nd dwelling on parcels as small as 2 ha.
2. That following the preliminary consultation process staff report back to the Board with a recommendation regarding initiation of the Zoning Bylaw Amendment process.

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

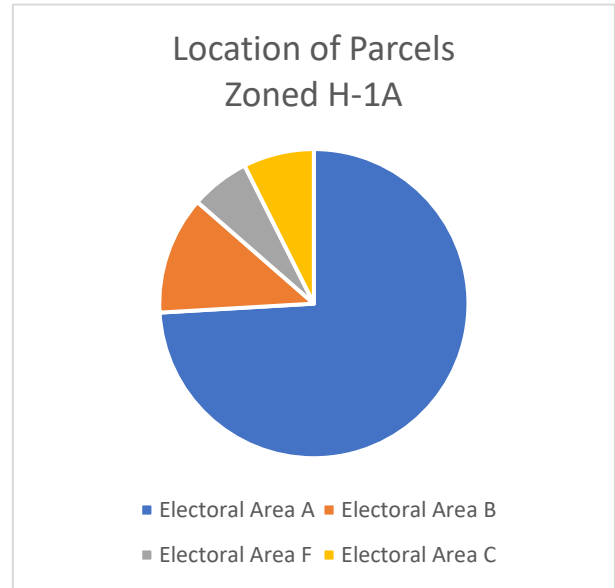
“Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 is structured to allow second dwellings on parcels that are 4 ha. (9.88 ac.) or larger. There is increasing demand, particularly in Electoral Area A, to allow 2nd dwellings in rural residential areas where the parcels are as small as 2 ha. (4.94 ac.). This change would require an amendment to the Small Holdings (H1) Zone to allow 2nd dwellings on parcels as small as 2 ha.

To better understand the implications of allowing 2nd dwellings on smaller parcels zoned H1, staff are recommending a preliminary consultation process with member municipalities, Electoral Area Advisory Planning Commissions, Northern Health, Ministry of Transportation and Infrastructure, and School Districts. Following this consultation staff will report back to the Board with recommendations.

THE DEMAND FOR 2ND DWELLINGS IN THE H1 ZONE

The H1 Zone currently allows 2nd dwellings where the parcel is larger than 4 ha. The average H1 zoned parcel is closer to 2 ha. in size; therefore, a second dwelling is not allowed on most H1 parcels. Persons wanting a 2nd dwelling on a parcel smaller than 4 ha must first rezone their property to the Small Holdings – Additional Dwelling (H1A) Zone.

There are currently 15 parcels in the RDBN which are zoned H-1A to allow a 2nd dwelling. In the last 10 years the RDBN has processed 9 applications to rezone H1 parcels to H1A. Three of the 9 applications were to legalize dwellings which were constructed without a building permit contrary to zoning. Only 1 of the 9 application was denied by the Board. All of the applications were in Electoral Area A.



THE POTENTIAL IMPLICATIONS

Amending the H1 Zone to allow a 2nd dwelling on parcels as small as 2 ha. would potentially allow a 2nd dwelling on approximately 1892 additional parcels in the RDBN. These parcels are distributed throughout the RDBN as shown in the following table and on the maps attached.

Electoral Area A	Electoral Area B	Electoral Area C	Electoral Area D	Electoral Area E	Electoral Area F	Electoral Area G
625	309	278	195	90	267	128

Allowing 2nd dwellings on the above noted parcels may have several implications, which are outlined below.

Rental Housing Supply - There may be a positive impact on the amount and diversity of rental housing supply in the region. However, given the location of the rental accommodation in the rural area the rental housing may not be suitable for all renters.

Illegal Second Dwellings and Enforcement - Staff suspect that the most common contravention of the Zoning Bylaw is the building of illegal 2nd dwellings. These dwellings are frequently located in accessory buildings such as a garage or shop. Enforcement in these situations can be challenging as compliance can be achieved by removing appliances and apparent removal of

the tenant; however, the dwelling use can be easily re-established in the future. Allowing 2nd dwellings as proposed would allow for these dwellings to be legalized and would facilitate their development in accordance with applicable health related regulations.

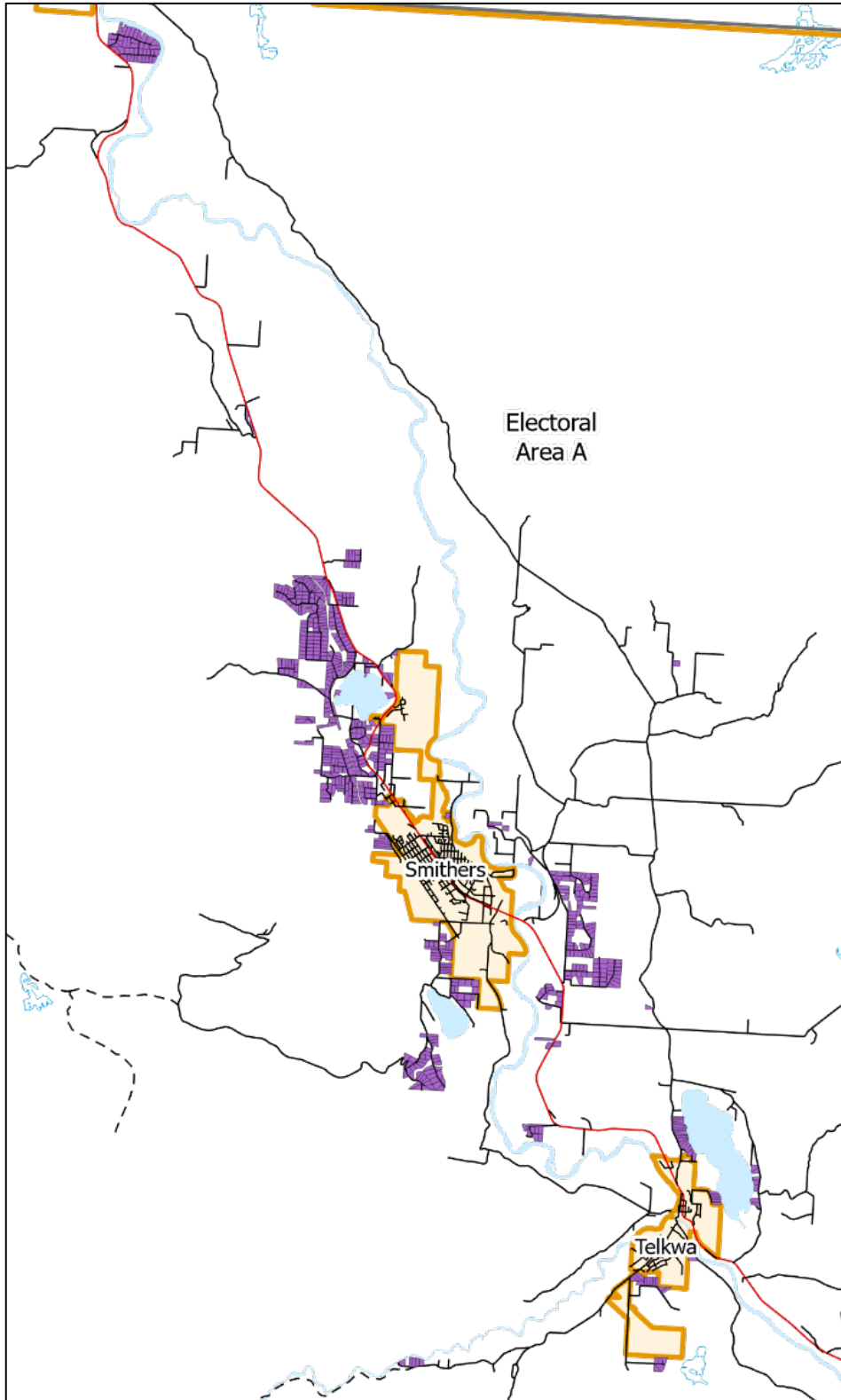
Rural Population Growth - Most of the new housing starts in the region are in the rural area. According to RDBN Building Permit data over the last 10 years approximately 55% of housing starts occurred in the rural area. A growth pattern where the rural population is growing faster than its municipalities is not sustainable and allowing 2nd dwellings in the H1 Zone as proposed may facilitate this trend.

Community Character – There may be concern from residents that the increase in density and rental accommodation resulting from 2nd dwellings in the H1 Zone as proposed will negatively impact the character of rural residential neighbourhoods. Related to this concern is the potential for increased density to lead to increased demand for regulation (sewage system monitoring, animal control, etc.)

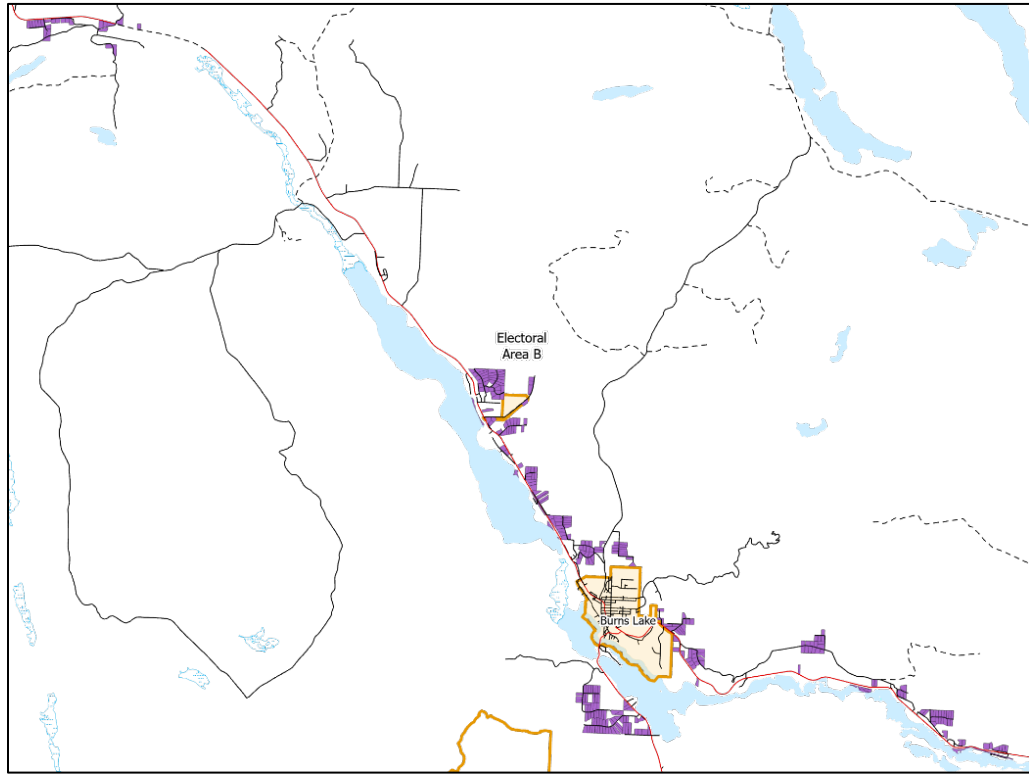
To better understand these and other potential implications staff are recommending a preliminary consultation process with member municipalities, Electoral Area Advisory Planning Commissions, Northern Health, and the Ministry of Transportation and Infrastructure. Following this consultation staff will report back to the Board with recommendations regarding the amendment of the H1 Zone to accommodate 2nd dwellings on smaller parcels.

Maps showing H1 parcels smaller than 4ha. and equal to and larger than 2 ha.

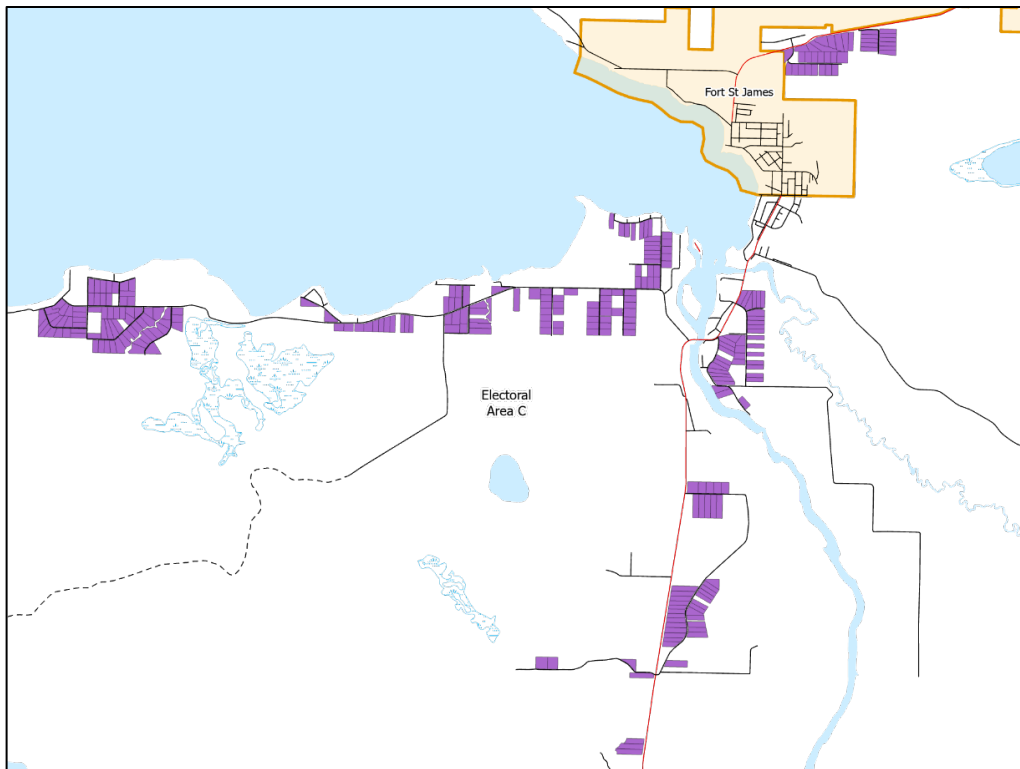
Electoral Area A



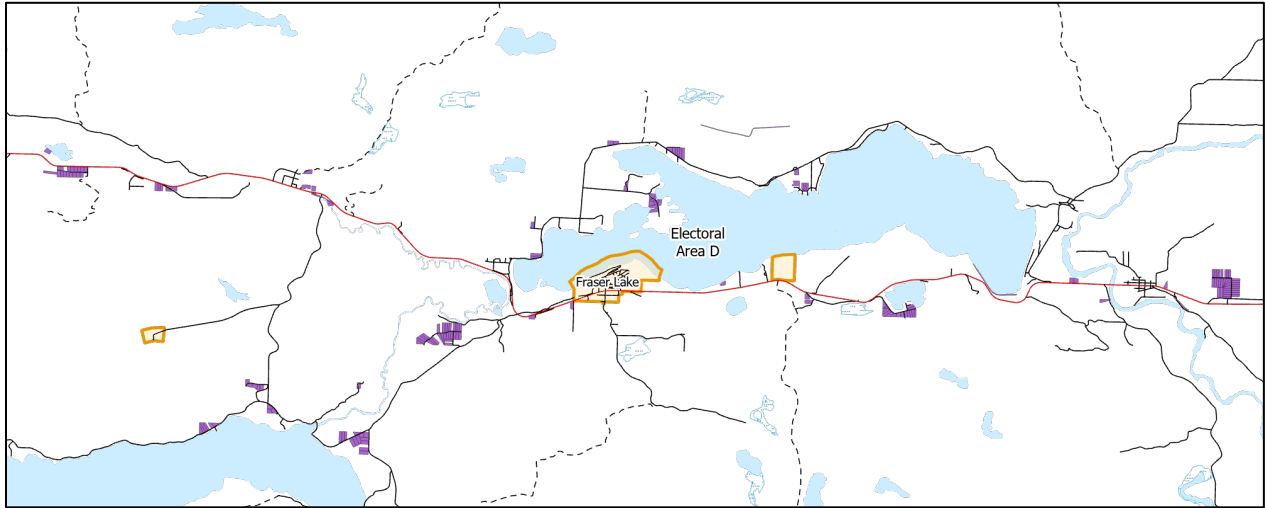
Electoral Area B



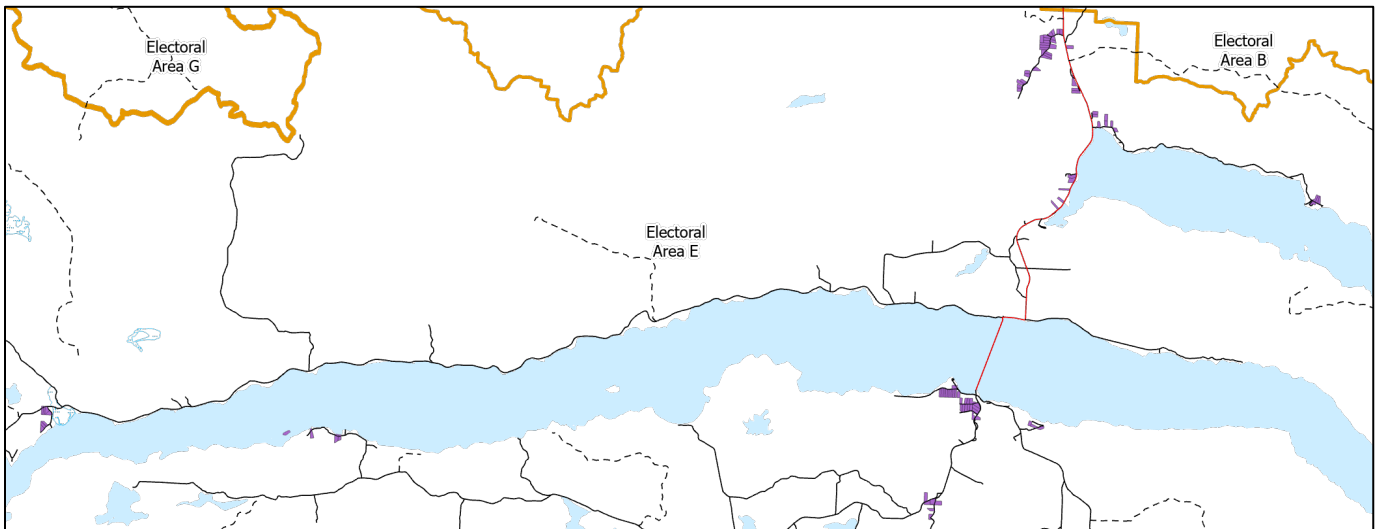
Electoral Area C



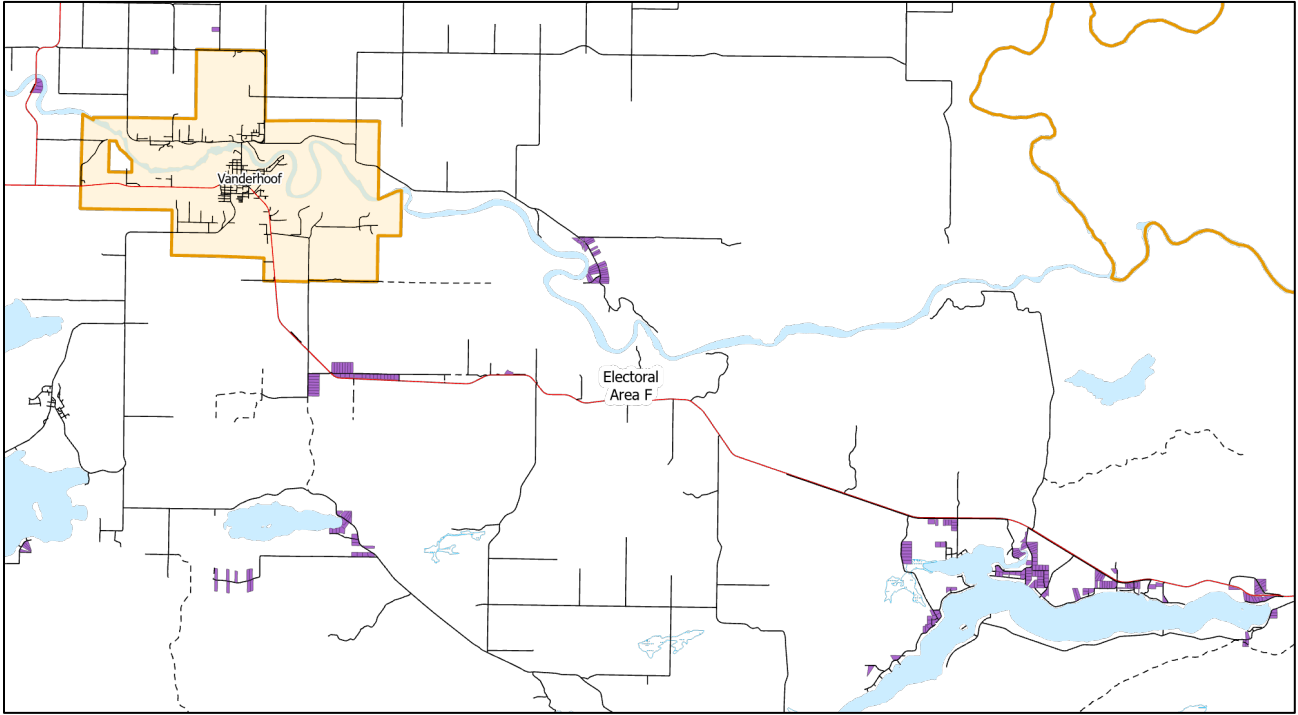
Electoral Area D



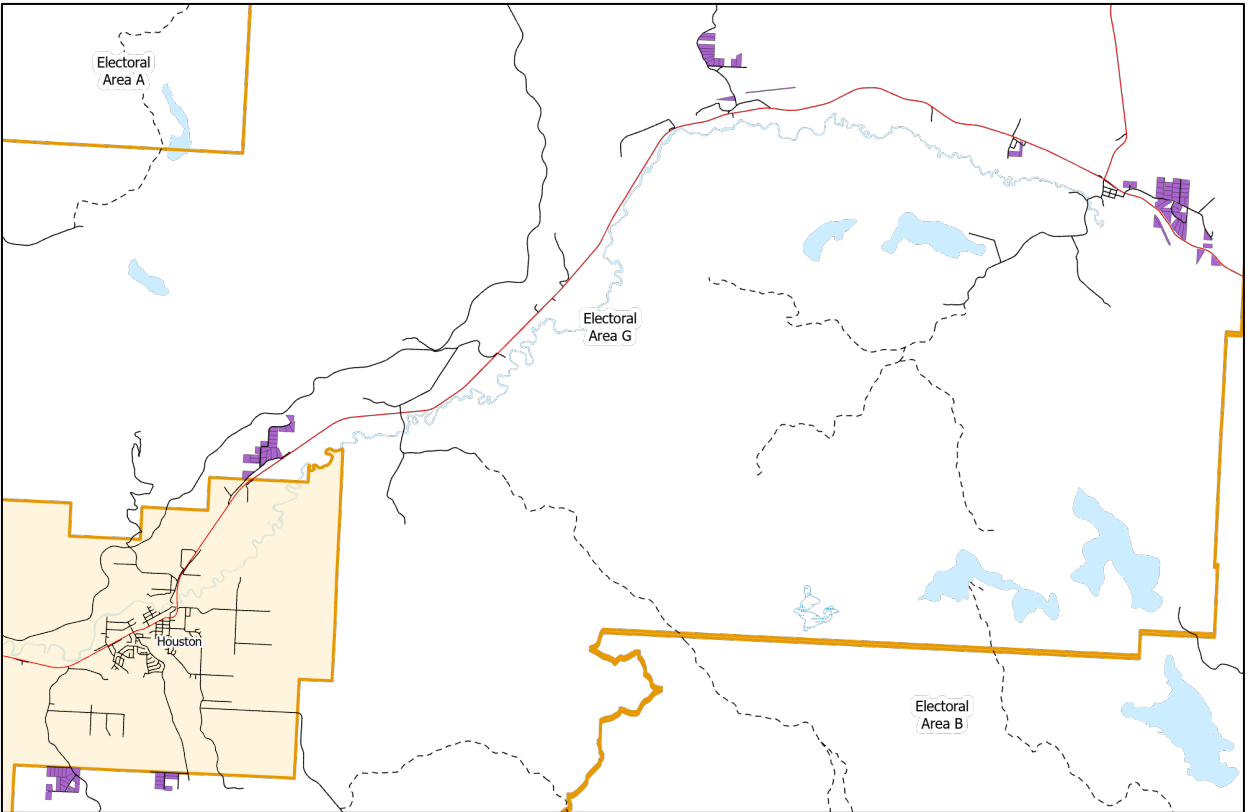
Electoral Area E



Electoral Area F



Electoral Area G



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

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: March 25, 2021
SUBJECT: Non-Adhering Residential Use Application 1229 – 5525 Carman Hill Road

RECOMMENDATION

That Agricultural Land Reserve Non-Adhering Residential Use Application No. 1229 be forwarded to the Agricultural Land Commission with a recommendation that the application be approved.

VOTING

All Directors / Majority

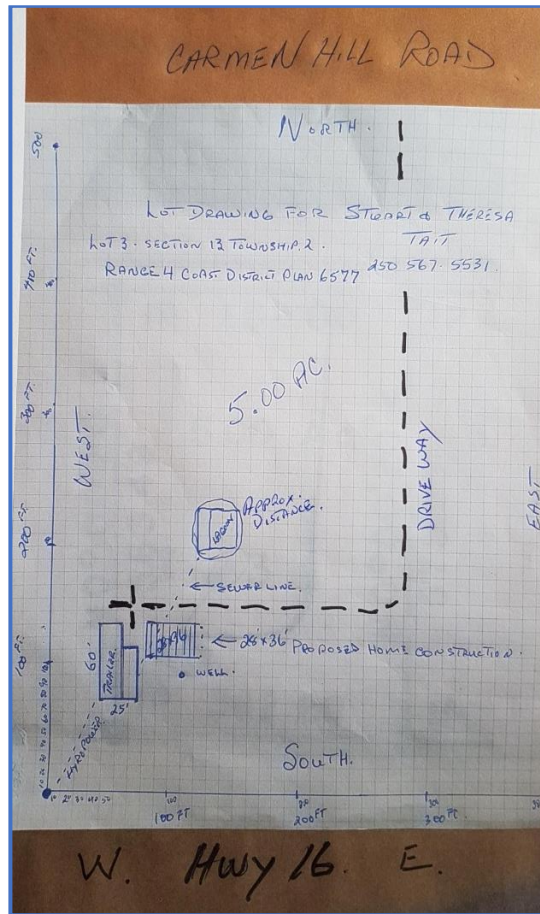
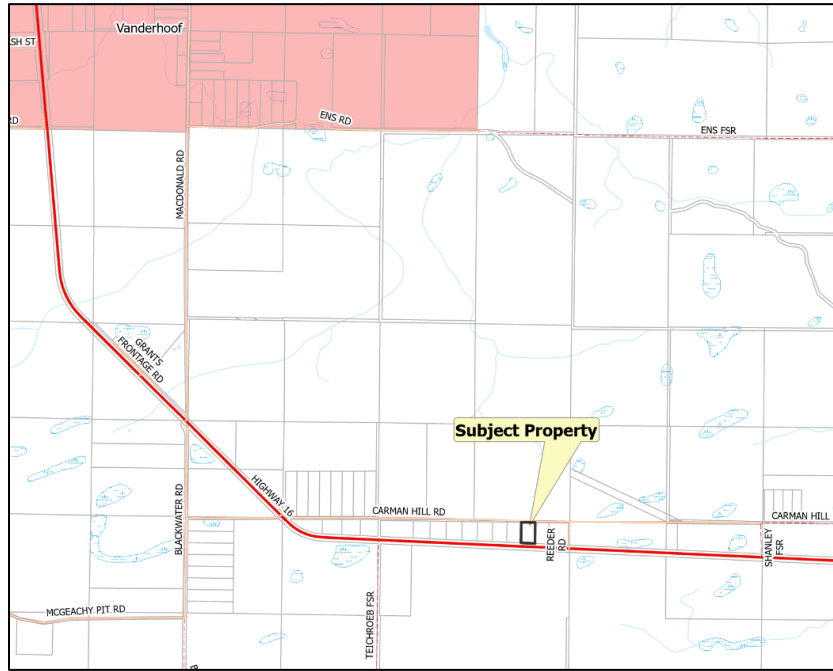
EXECUTIVE SUMMARY

ALC policy was changed in 2019 so that an owner may not live in a dwelling, including a recreational vehicle, while constructing a replacement dwelling without first making a non-adhering residential use application and receiving ALC Approval.

Planning Department staff are concerned that this change in policy, and the required approval process will unnecessarily delay the construction process. Therefore, this application is proposed to be fast-tracked by staff without Advisory Planning Commission (APC) review. The Electoral Area Director is in support of this process.

The property owner wishes to live in the existing older manufactured home on the subject property while a new 93 m² dwelling is constructed. Once the new dwelling is constructed the property owner proposes to remove the manufactured home from the property. Staff recommend that the application be supported.

Location Map



ALC POLICY

ALC policy was changed in 2019 so that an owner may not live in a dwelling while constructing a replacement dwelling. This restriction also applies to a person living in a recreational vehicle on their property while constructing a home. To live on a property while constructing a new dwelling a property owner must make a non-adhering residential use application.

The ALC Policy is as follows:

Building a New Principal Residence While Occupying an Existing Residence. It is the Commission's preference that the original principal residence be removed prior to the construction of a new principal residence, so that the new principal residence can be constructed in the same location as the original residence, thus minimizing the impact on the land base. However, the Commission recognizes that in some circumstances this may not be feasible. On October 23, 2019, the Commission delegated its decision-making authority to the CEO for NARU applications which propose to build a new residence while occupying an existing residence, when the proposal meets the criteria outlined in Appendix D.

Appendix D: CEO Delegated Decision-Making Criterion 17: Non-Adhering Residential Use applications for building a new principal residence while occupying an existing residence that complies with the following criteria:

- i. At the time of the application there is only one residence on the parcel;*
- ii. Siting* of the new principal residence has a maximum 60 metre setback from the front lot line to the rear or opposite side of the total residential footprint, with the total residential footprint being a maximum of 2,000 m². Lots narrower than 33 metres are exempted from the 60 metre maximum setback (for the total residential footprint) from the front lot line; however, the footprint must fill the front of the lot to a maximum of 2,000 m²; and*
- iii. Receipt/confirmation of the following within 30 days of the date of a decision to approve is issued:*
 - a. registration of a restrictive covenant requiring the removal of the original residence;*
 - b. a signed affidavit committing to removal of the original residence; and*
 - c. an ILOC sufficient to ensure removal of the original residence within 60 days of completion of the new principal residence.*



REGIONAL DISTRICT OF BULKLEY-NECHAKO

STAFF REPORT

TO: Gerry Thiessen and Board of Directors
FROM: Deneve Vanderwolf, Planner 1
DATE: March 25, 2021
SUBJECT: Town of Smithers Referral
 Rezoning Amendment No. 21-01

RECOMMENDATION

That the Regional District Board direct staff to respond to the Town of Smithers that the RDBN has no comments or concerns with Rezoning Amendment No. 21-01.

VOTING

All / Directors / Majority

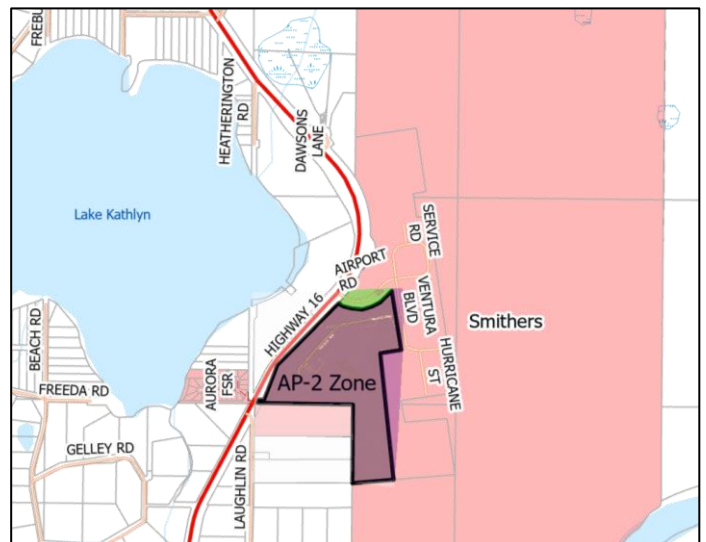
DISCUSSION

The Town of Smithers is asking for comments on a proposed rezoning to amend the Town of Smithers Zoning Bylaw No. 1403 by:

1. adding 'mini storage' to the list of principal uses permitted in the AP2 Airport Industrial Zone and,
2. by adding regulations to permit shipping containers as an accessory use in the AP2 zone.

The map above shows the location of the Town of Smithers lands zoned AP2 in relation to lands in the RDBN. Buildings which were originally

built as a shipping container are permitted in the rural area. The Planning Department has no concerns with these types of buildings being located on Town of Smithers airport lands.



ATTACHMENTS

Town of Smithers Referral Documents

March 9th, 2021

FILE: 3360-20/R21-01

Jason Llewellyn, RPP, MCIP
Director of Planning
Regional District of Bulkley Nechako,
Burns Lake, British Columbia

VIA EMAIL: Jason.llewellyn@rdbn.bc.ca

Dear Jason:

RE: Bylaw No. 1904 – Town of Smithers Zoning Bylaw No. 1403 Amendment No. 21-01

Intending to promote economic diversification of the Smithers Regional Airport industrial lands, the Town is proposing to amend the *Town of Smithers Zoning Bylaw No. 1403*, by adding 'mini storage' to the list of principal uses permitted in the AP2 Airport Industrial Park Zone and by adding regulations to permit shipping containers as an accessory use in the AP2 zone.

As some of the AP2 parcels in the Town share boundaries with the Regional District of Bulkley Nechako, the Town of Smithers would like to invite your valuable comments on the proposed zoning amendment. Please review the proposed bylaw and the supporting documents (enclosed) and relay any concerns/comments you may have to the Town prior to **March 22nd, 2021**.

Please review the attached documents for further details and do not hesitate to call me at (250) 847-1600, if you have any questions or require more information.

Sincerely,

Deepa Chandran
Planner, Town of Smithers

DC



PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
Telephone (250) 847-1600 Fax (250) 847-1601
www.smithers.ca

DEVELOPMENT PROPOSAL APPLICATION

APPLICATION TYPE: Enter all applications under miscellaneous (MS) category development (DEV)

- Joint Official Community Plan & Zoning Amendment (\$1,500) DEV001
- Official Community Plan Amendment (\$1,200) DEV001
- Zoning Amendment (\$1,000) DEV001
- Development Permit Amendment (\$200) DEV003
- Temporary Use Permit (\$600) DEV003
- Board of Variance (\$800) DEV003
- Development Variance Permit (\$400) DEV003
- Environmental Development Permit (\$400) DEV003
- Form & Character Development Permit (\$400) DEV003

APPLICANT INFORMATION

APPLICANT	REGISTERED OWNER(S)
Name(s): <u>Town of Smithers</u>	Name(s): <u>Town of Smithers</u>
Mailing address: <u>1027 Aldous Street</u>	Mailing address: <u>1027 Aldous Street</u>
Phone: <u>250-847-1600</u>	Phone: <u>250-847-1600</u>
Fax/Email: _____	Fax/Email: _____

SUBJECT PROPERTY INFORMATION

Civic address: Multiple

Legal description: N/A

Description of the present use of the property: Airport Industrial Park -The purpose of the AP-2 zone is to accomodate an industrial park. Lands zoned AP-2 do not have airside access. The Town of Smithers owns the land and has multiple leasees

Existing OCP designation: Airport Lands Existing zoning designation: AP-2

Proposed OCP designation: Airport Lands Proposed zoning designation: AP-2

PROPOSAL DESCRIPTION (supplemental letter of intent/rationale is encouraged):

Proposes to permit:

- i) mini-storage as a principal use in AP-2 zone
- ii) shipping containers for storage purposes in the AP-2 zone

ATTACHMENT CHECKLIST

A) PLEASE ATTACH THE FOLLOWING FOR ALL APPLICATIONS:

- Letter of authorization if the applicant is other than the registered owner(s).
- Site profile in accordance with the *Environmental Management Act* and *Contaminated Sites Regulation*.
- Site plan (including 1 set of reduced 8.5x11 plans) showing:
- Location of existing and proposed buildings and structures, lot dimensions & setbacks.
 - Parking areas, loading space, access/egress, garbage areas & landscaping.
 - North arrow & scale.
 - Measurements in metric (imperial measurements may also be included).
- Supplemental letter of intent & rationale is strongly encouraged but not required.
- Other information as necessary to assess the development proposal.

B) OCP &/OR ZONING AMENDMENT APPLICATIONS ONLY:

- Acknowledge sign notification posting requirements as specified by the Town of Smithers.

C) ENVIRONMENTAL DEVELOPMENT PERMIT APPLICATIONS ONLY:

- Plans showing:
- Toe of slope and top of bank;
 - Location of watercourses and any watercourse setback areas that are located on or that abut the site;
 - Existing and proposed grades, including details on proposed retaining walls;
 - Floodplain areas;
 - Areas to be cleared, areas of cut and fill and proposed sequencing/timing.

D) FORM & CHARACTER DEVELOPMENT PERMIT APPLICATIONS ONLY:

- Elevation drawings illustrating all sides of the building(s) & including proposed signage details.
- Exterior samples and materials.

E) TEMPORARY USE PERMIT APPLICATIONS ONLY:

- Rationale & long term plan outlining when & how temporary use will be ended, buildings/area to be used, hours of use & site rehabilitation.
- Permit length requested (max. 3 years): _____

AUTHORIZATION

As the applicant or approved agent, I hereby make application in accordance with the above-stated information and declare that the statements are true and correct.

I understand that this application form is a public document and that any and all information contained in it, including personal information as defined in the *Freedom of Information and Protection of Privacy Act* of BC, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing.

I acknowledge that fees as per the Town of Smithers Development Procedures Bylaw No. 1807 do not imply or guarantee application approval.

Applicant Signature: _____

Date: Jan - 19 - 2021

Your personal information is maintained in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers at 250-847-1600.



REPORT TO COUNCIL

DATE: January 14, 2021

REPORT: DEV 21-004

FROM: Deepa Chandran, Planner

FILE: 3090-20/R21-01

SUBJECT: Rezoning Application to Permit Shipping Containers and Mini Storage in the Airport Industrial Park Zone (AP2)

RECOMMENDATIONS:

1. THAT Council give First Reading to Bylaw No. 1904 – Town of Smithers Zoning Bylaw No. 1403 Amendment No. 20-01; and
2. THAT Council give Second Reading to Bylaw No. 1904 – Town of Smithers Zoning Bylaw No. 1403 Amendment No. 20-01.

BACKGROUND:

On January 15, 2021, Town Staff initiated the subject Zoning Amendment Application to permit Shipping Containers (Sea-Cans, or C-Cans) and mini-storage for storage purposes in the Airport Industrial Park, AP2 zone. Approval of the proposal would enable businesses in the AP2 zone to use shipping containers as part of their regular operations, while also providing additional opportunities for future expansion. Similarly, adding mini-storage as a principal use in the AP2 zone will permit interested investors to establish self-operated storage facility close to the airport.

Official Community Plan & Zoning

The subject property is designated as Airport Lands in the Official Community Plan (OCP) and is zoned AP2 (see Attachments 1 and 2). The purpose of the AP2 zone is to accommodate an industrial park, supporting various light industrial and aviation-related uses in the vicinity of the airport.

DISCUSSION:

Smithers Regional Airport, managed by the Town of Smithers, is a major transportation facility in the Bulkley Valley Region. It is a crucial driver of Smithers' economic growth and development. Airport zones, Airport One (AP1) and Airport Industrial Park (AP2) were added to the Town of Smithers Zoning Bylaw in 2012. The

CAO <input type="checkbox"/>	GM/IGI <input type="checkbox"/>	Dir/FIN <input type="checkbox"/>	Agen Date: January 26 th , 2020 Agenda Placement: Bylaws Other:
Dir/CS <input type="checkbox"/>	M/IF <input type="checkbox"/>	FIRE <input type="checkbox"/>	
EXEC. ASST <input type="checkbox"/>	BLDG INS <input type="checkbox"/>	PCSO <input type="checkbox"/>	
MAYOR <input type="checkbox"/>	PLANNER <input type="checkbox"/>	REC <input type="checkbox"/>	
COUNCIL <input type="checkbox"/>		WEBSITE <input type="checkbox"/>	

AP1 zone supports the airport/aviation-related uses that primarily use airside access and are necessary to ensure the Smithers Regional Airport's safe and efficient operation. In addition to the several airport-oriented uses common to both the airport zones, the AP2 zone accommodates a limited group of industrial activities that support airport operation.

Private and executive aircraft companies, airport storage hangers, and mining-based exploration facilities are some of the current uses on the AP2 parcels. Although intended to support light industrial activities, the industrial uses permitted in the AP2 zone are visibly different from other industrial zone uses. Such businesses' role in providing operational support to aviation activities while also serving as critical revenue sources for its sustained and competent operation has been well documented by the *Smithers Regional Airport Business and Land Use Plan Report (2015)*. Other initiatives such as *From Boom to a Sustainable Town (2008)* and *Let's Talk: Business in Smithers (2013)* also confirm the increasing importance of airport lands for industrial uses in the community. The absence of adequate indoor storage facilities at the airport zone parcels challenges individual businesses' efforts to expand their operation scale.

The drastic decline in the civil aviation industry in the aftermath of COVID-19 pandemic has raised unprecedented challenges to the existing airports' operational viability. Smithers Regional Airport is not an exception to this trend confirmed at the global, national, and regional levels. The rising importance of air cargo management facilities is yet another trend that emerged during the pandemic.

Economic diversification of the revenue base is an effective strategy to enable airports to adapt to the changed operation pattern and business dynamics. Following this path, multiple businesses currently based at the airport consider expanding their storage capacity, primarily by adding shipping containers on site. The Town has also received inquiries from potential investors interested in establishing mini-storage facilities in the airport area.

Shipping Containers: Regulations in the Town's Zoning Bylaw

Shipping containers offer a vandal-resistant, durable, and cost-effective form of storage. A comparison of shipping container-related regulations across various communities across the province suggests a lack of consistency. For example, the City of Prince George Zoning bylaw considers a shipping container a form of outdoor storage, while the City of Nelson Zoning bylaw treats a shipping container as a building.

The Town of Smithers' Zoning Bylaw defines a shipping container as a structure; an auxiliary building's setback and siting regulations apply to a shipping container placed in any zone permitted by the bylaw. Provided that 'outdoor storage' is typically defined as the storage of goods outside any building or structure, a 'shipping container' within the Town of Smithers boundary cannot be regarded as a form of 'outdoor storage' use. The AP2 zone permits 'outdoor storage' as an auxiliary use, while there are no provisions to regulate shipping containers in the airport zones. Hence, it is necessary to incorporate shipping container-related regulations in the AP2 zone so that the parcels' full development potential can be achieved in the changed circumstances.

Since 2009, Town's Zoning Bylaw permits shipping containers as an auxiliary use in several industrial zones and in the highway-oriented, C-3 Service Commercial zone. The regulations vary depending on the specific context, such as visibility from adjacent roads and Highway 16, proximity to residential uses, parcel size, and the zone's general intent. Analysis of the legal nuances of the subject matter indicates that it is inappropriate to treat a shipping container as a 'use', instead, it should be treated as a 'structure'. Based on the above understanding, staff propose to add Section 8.6 to the Zoning Bylaw, listing requirements for placing shipping containers in the AP2 zone (see Attachment 3). These include conditions related to location, screening and exterior modification, number, and parcel coverage.

Mini Storage: Regulations in the Town's Zoning Bylaw

The Zoning Bylaw defines 'mini storage' as *"the use of land, buildings, or structures for the purpose of storing personal property for compensation, and includes the storage of recreational vehicles."* Although at least three businesses in the Town permit services comparable to a mini-storage facility, it is not listed as a permitted principal/auxiliary use in any zone. Typically, mini storage facilities offer a safe and convenient personal storage choice that ranges from personal documents to boats, cars, and RVs, in heated and non-heated settings.

A review of the zoning regulations from other jurisdictions indicates the following:

- many zoning bylaws regard a 'self-storage facility' as an equivalent to a 'mini-storage facility'. Although a mini-storage facility is visibly different from a warehouse use, it is treated as a mini-warehouse in rare instances.
- mostly, mini-storage use is permitted in general commercial and industrial zones. Nonetheless, there are several communities where mini-storage is a permitted principal use in airport zones; most of them added it as an airport-related use in recent years.
- due to the benefits such facilities offer, mini-storage units are attractive to tourists/visitors and residents alike. The availability of a mini-storage facility close to the airport will enable tourists to store their private vehicles and personal belongings when they are away on vacation while also serving the storage needs of residents who are frequent flyers.

In the context of Smithers, a mini-storage facility at the airport would benefit visitors and residents from the region that rely on Smithers Regional Airport for their air travel needs. Depending on the facility, it may also serve the storage needs of residents who prefer a more customized, locker-based storage facility.

POLICY CONSIDERATIONS:

The proposed amendments conform to the general intent of the airport zone regulations and the OCP policy directions pertaining to the development of lands designated for airport-related uses (see Attachment 4).

ENVIRONMENTAL / ACCESSIBILITY IMPLICATIONS:

If approved, the proposed rezoning will not have any environmental or accessibility implications. Conditions restricting the encroachment of shipping containers onto parking space, maneuvering aisle, and pedestrian paths will ensure that accessibility is not compromised in any manner.

CONCLUSION:

Based on the above analysis, staff recommends permitting shipping containers for storage purposes in the AP2 zone, subject to fulfilling conditions that uphold the form and character of the built environment and accessibility considerations. Secondly, staff recognize the need to permit mini-storage facilities as a principal use in the AP2 zone, intended to serve visitors' and residents' multitude of storage needs. These zoning changes are included in the draft amending Bylaw No. 1904 (see Attachment 3)

NEXT STEPS:

A portion of lands in the AP2 zone are expected to have contaminated soil. Section 4 (6) of the Contaminated Sites Regulation exempts a municipal government from the duty to submit a site profile required per Section 40 (1) (b) of the Environment Management Act. In accordance with Section 4 (6) (b) of the above regulation, the Town submitted an undertaking to the Ministry to assure that neither the Town nor any private businesses have any intentions to develop the subject lands at this point and that the proposed text amendments do not involve any ground disturbance. The Application will be on hold until the Ministry sends a confirmation, approving the undertaking's acceptance. Similarly, staff is also waiting for a referral request response from the Ministry of Transportation and Infrastructure (MOTI). Provided that Council gives a First and Second Readings to the proposed bylaw and that MOTI and MoECCS have no concerns regarding the proposed amendments, staff will schedule a Public Hearing.

COMMUNICATIONS:

Notifications will comply with the *Local Government Act* and *Development Procedures Bylaw No. 1807*.

ALTERNATIVES:

1. Require changes to the proposed amendments.
2. Deny the Application.

ATTACHMENTS:

1. Airport Zoning Map
2. Airport Zones
3. Draft Bylaw No. 1904 Zoning Bylaw Amendment 21-01
4. Sections 5.2 & 14.2.3 Town of Smithers OCP Bylaw 1614

Respectfully submitted by:



Deepa Chandran
Planner

Reviewed by:

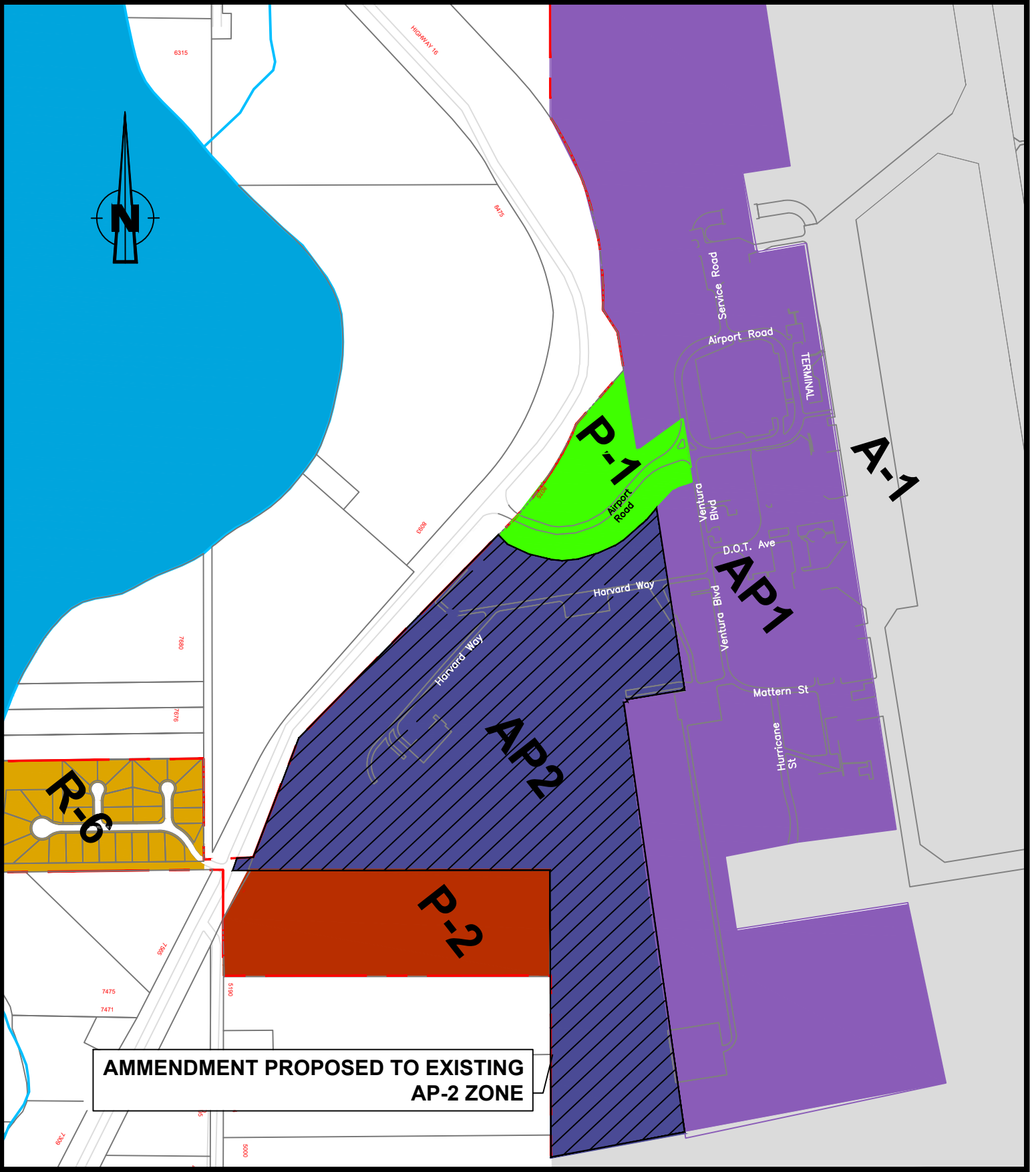


Mark Allen
General Manager, Integrated Growth &
Infrastructure

Submission approved by:



Alan Harris
Chief Administrative Officer



**AMMENDMENT PROPOSED TO EXISTING
AP-2 ZONE**



TITLE:
REZONING APPLICATION 21-01
ZONING MAP
SMITHERS REGIONAL AIRPORT

SCALE: NTS

DRAWN BY: SAW

DATE: JAN. 20, 2021

APPROVED BY: MFA

DATE: JAN. 20, 2021

FILENAME: N:\3000-3699 LAND ADMINISTRATION\3360 ZONING AND REZONING\3360-2021-01 Airport Shipping
 *Containers\Process Maps\IR21-01.dwg

Division 8 – Airport Zones

8.1 Description of Zones

Zone	Abbreviation	Intent of Zone
Airport One	AP1	The purpose of the AP1 zone is to accommodate airport and aviation related uses that primarily make use of airside access.
Airport Industrial Park	AP2	The purpose of the AP2 zone is to accommodate an industrial park.

8.2 Zone Conditions

Zone	Abbreviation	Conditions
Airport One & Airport Industrial Business Park	AP1 & AP2	Notwithstanding Section 12.5 Development and Subdivision Regulations, setback and height requirements in the airport zones shall be subject to the regulations of Transportation Canada and NAV Canada.

8.3 Permitted Uses

8.3.1 The uses listed in the following table shall be permitted where indicated with a 'P' within the corresponding zone, subject to the conditions of use specified:

Use	Zones		Conditions of Use
	AP1	AP2	
Terminal Building and terminal-related Uses	P	---	
Fuel Sales	P	---	
Aids for air navigation and safety needs	P	P	
Air cargo facility	P	P	
Aircraft operation and storage, including private storage hangars	P	P	
Aircraft equipment sales, service, and storage	P	P	Any storage of equipment must be enclosed or screened.
Airport Maintenance and Utility Areas	P	P	
Airport parking	P	P	
Automobile rental facility	P	P	
Document and parcel delivery depot	P	P	AP1 zone only permits document and parcel delivery depot if the use is aviation related.
Flight training school facility	P	P	
Fuel Storage	P	P	

Heliport and helicopter base	P	P	
Military / Air Force	P	P	
Trucking and freight depot	P	P	AP1 zone only permits a trucking and freight depot if the use is aviation related.
Warehouse Use and Wholesale Use	P	P	AP1 zone only permits warehouse use if the warehousing is aviation related.
Weather observation station and airport-related research facility	P	P	
Camp Services and other Expediting Operations	---	P	This use considers office use, outdoor storage, and warehousing, as permitted uses.
Food Packaging, Repackaging, and Labelling Operations	---	P	
Industrial Mall	---	P	
Industrial, Primary	---	P	
Laboratory, Testing Facility	---	P	
Office Use	---	P	Office use shall be allowed as a permitted use only when related to expediting operations and/or aviation related..
P = Permitted use --- = Use not permitted in this zone			

8.4 Accessory Uses

8.4.1 The uses listed in the following table shall be permitted as an accessory use where indicated with an 'A' within the corresponding zone, as per the conditions of use specified:

Use	Zones		Conditions of Use
	AP1	AP2	
Accessory Building	A	A	
Fuel pumps	---	A	For private use only (Fuel sales are prohibited)
Office Use	A	A	
Outdoor Storage	A	A	Outdoor storage areas shall be screened with an opaque fence.
Retail Sales and Display of Goods	---	A	No more than fifty (50) square metres or 10% of the gross floor area, whichever is less, shall be utilized for retail sales and display of goods.
A = Use Permitted as an Accessory Use --- = Not an Accessory Use			

8.5 Development and Subdivision Regulations

8.5.1 The following table specifies the minimum lot size, minimum lot frontage, maximum number of buildings, the setbacks, and the maximum height of all lots within the corresponding zone.

Element	Zone	Regulation	
Minimum Parcel Area	AP1 & AP2	1,050 m ²	
Minimum Average Parcel Width	AP1 & AP2	25 metres	
Maximum Parcel Coverage	AP1 & AP2	75%	
Maximum Number of Buildings		Principal	Accessory
	AP1 & AP2	Not Restricted	1
Setbacks:		Principal	Accessory
Front	AP1 & AP2	3 metres	3 metres
Rear	AP1 & AP2	3 metres	3 metres
Interior Side	AP1 & AP2	4.5 metres	4.5 metres
Exterior Side	AP1 & AP2	4.5 metres	4.5 metres
Maximum Height	AP1 & AP2	12 metres (Subject to Sec.8.2 Zone Conditions)	



BYLAW NO. 1904

**TOWN OF SMITHERS ZONING BYLAW NO. 1403
AMENDMENT NO. 21-01**

WHEREAS the Council may, under the authority of Section 479 of the *Local Government Act*, create different zones and regulate uses, density, and siting within each zone;

NOW THEREFORE the Council of the Town of Smithers, in open meeting assembled, hereby enacts as follows:

1. CITATION:

- 1.1 This bylaw may be cited as “Bylaw No. 1904 – Town of Smithers Zoning Bylaw No. 1403 Amendment No. 21-01” and takes effect as of the date of adoption.

2. ADMINISTRATIVE PROVISION:

- 2.1 If any section, subsection, sentence, clause or phrase in this bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portion of the bylaw.

3. TEXT AMENDMENTS:

- 3.1. Amend Table 8.3.1 by adding the following to the list of principal uses**

Use	AP-1	AP-2	Condition of Use
Mini Storage	-	P	excluding shipping containers

- 3.2. Add Section 8.6 as follows:**

8.6 Additional Regulations

- 8.6.1 shipping container(s) for storage purposes shall be permitted in Airport Zone-2, provided that:**

TOWN OF SMITHERS

BYLAW NO. 1904

Page 2

- i. it is located in the rear or side yard of the principal building constructed on the same parcel;
- ii. it does not encroach into a required landscape buffer area, off-street parking space, loading space, maneuvering aisle, and pedestrian path(s);
- iii. it is screened appropriately, if visible from a street, and is clad in a material and color that conforms to the character of the principal building on the parcel if the height is over 3 meters; and
- iv. has a density of 1 for the first 558 m² of parcel area and one for each additional 0.4 hectare of parcel area, to a maximum of four shipping containers per parcel.

8.6.2 Stacking of shipping containers shall be permitted, if approved by the Fire Chief; and

8.6.3 Area covered by shipping container(s) shall form part of the total parcel coverage of a subject parcel.

- 3.3.** Amend Section 8.4 Accessory Uses – Outdoor Storage Use by adding “**shipping containers only in AP2 (see Section 8.6)**” in Table 8.3.2 Conditions of Use column.

TOWN OF SMITHERS

BYLAW NO. 1904

Page 3

READ A FIRST TIME THIS 26TH DAY OF JANUARY, 2021.

READ A SECOND TIME THIS 26TH DAY OF JANUARY, 2021.

PUBLIC HEARING HELD THIS _____ OF _____, 2021.

READ A THIRD TIME THIS _____ OF _____, 2021.

RECEIVED APPROVAL OF THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE ON THIS _____ OF _____, 2021.

ADOPTED THIS _____ OF _____, 2021.

The Corporate Seal of the Town of Smithers was hereto affixed in the presence of:

Gladys Atrill
Mayor

Alan Harris
Chief Administrative Officer

CERTIFIED A TRUE AND CORRECT COPY of "Bylaw No. 1904 – Town of Smithers Zoning Bylaw No. 1403 Amendment No. 21-01".

Dianna Plouffe
Corporate Officer

DC/MA

Rural: The intent of the Rural designation is to maintain the rural character in Smithers by limiting development and infrastructure investments on rural lands. The development of land designated Rural is discouraged. The subdivision of land into parcels less than sixteen hectares within areas designated Rural will not be supported without the provision of roads and sewerage, storm drain and water facilities. The cost of providing such services will dictate a more rural development density.

Civic/Community use: The intent of the Civic/Community designation is to support a broad range of public and institutional facilities, which serve the educational, health and safety, and cultural needs of the community. Supported uses include, but are not limited to schools, churches, hospital and police stations, as well as, land required to service the municipal utility infrastructure (i.e. sewage treatment facilities and water reservoirs). Civic uses, such as the library, Museum and Town Hall are also included as Community Uses.

Light industrial: The intent of the Light Industrial designation is to provide lands for enclosed manufacturing, processing, assembly, construction trades or similar.

Heavy industrial: The intent of the Heavy industrial designation is to provide appropriate places for activities such as resource processing, manufacturing, warehousing, sand and gravel extraction and auto wreckers and similar uses which may by their nature cause noise, emissions, or visual impact and should be separated from other uses. The zoning bylaw shall specify appropriate site sizes, setback distances and range of uses to ensure that heavy industry can operate effectively. Retail and office use will be restricted to a minor role on these sites, and must be associated with the primary business.

CN Lands: The intent of the CN Lands designation is to illustrate where CN lands exist in the town. Future lands may be available to the community for parks, recreation or trails.

Airport Lands: The intent of the Airport Lands designation is to provide lands for the airport use. A separate land use plan for the airport will be developed.

A Temporary Use Permit (TUP) is required for any temporary land use that does not conform to the Zoning Bylaw. The use must be clearly temporary or seasonal in nature and not create an unacceptable negative impact on surrounding permanent uses. An applicant must submit an outline detailing when and how the use in that location will be ended, the buildings to be used, the area of use, the hours of use, appearance, landscaping and site rehabilitation. The Town of Smithers may require security to ensure compliance. Town Council approves all Temporary Use Permits

- Policy 9 Continue to encourage the establishment of tourist facilities through land use designations for tourist commercial and accommodation. These facilities must adhere to the same design guidelines as the downtown core.
- Policy 10 Recognize the critical role that the railway has and will have and strongly encourage its use in transporting people and goods.
- Policy 11 Support business initiatives, which provide added value to resources and support development of compatible value-added secondary manufacturing business within Smithers' industrial areas.
- Policy 12 Support the protection of the fossil beds in Driftwood Canyon Provincial Park as a key community resource.
- Policy 13 Appropriate Temporary Commercial Uses are supported on lands designated commercial.

14.2.2. THE DOWNTOWN CORE

- Objective: To increase commercial activity in the downtown core to support local business by further defining the downtown as the heart of the community.*
- Policy 1 Revise the parking regulations in the Zoning Bylaw to encourage retail uses on the ground floor in the downtown. (For details, refer to the August 2008 Charrette Report).

14.2.3. INDUSTRIAL

- Objective: Secure adequate industrial lands to ensure capacity for value added manufacturing and future capacity for any tourism and/or resource based ventures.*
- Policy 1 Restrict industrial development to the area generally south of Pacific Street and east of the planned extension to 16th Avenue in order to concentrate industrial development in areas separate and distinct from commercial and residential lands while at the same time acknowledging the potential for industrial development in the future land use plan for the airport.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Maria Sandberg, Planner
DATE: March 25, 2021
SUBJECT: Parkland Dedication Policy for OCPs

RECOMMENDATION

1. That the Board direct staff to initiate the formal process to amend the RDBN's 8 Official Community Plans to incorporate policy respecting the location and type of future parks and the acceptance of cash-in-lieu of parkland dedication.
2. That the Board approve the parkland dedication review process proposed by staff.

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

With the establishment of a Regional District Parks and Trails Service the RDBN can accept cash-in-lieu of parkland dedication at the time of subdivision. If an official community plan (OCP) contains policies and designations respecting the location and type of future parks, the local government may determine whether the owner provides parkland or cash-in-lieu of parkland. If the OCP does not contain the necessary policy direction the decision is at the discretion of the property owner.

The Planning Department is proposing to add the required policy to all OCP's to allow the RDBN to decide if parkland dedication or cash-in-lieu of parkland should be provided. The proposed OCP policies must contain criteria for determining if the subject property contains lands with adequately high recreation values to justify requiring that land to be dedicated as parkland, and require a cash-in-lieu contribution where adequate potential parkland does not exist.

BACKGROUND:

Section 510 of the *Local Government Act* provides for the dedication up to 5% of the parcels that are proposed for subdivision to be dedicated to a Regional District during the subdivision process if a proposed subdivision creates 3 additional lots and the smallest lot being created is 2 hectares or smaller.

Now that the RDBN has a parks and trails service there is an alternative option to provide cash in lieu of parkland dedication equivalent to the market value of 5% of the land. At present the decision whether to dedicate parkland or provide cash-in-lieu is at the discretion of the property owner. However, if the applicable OCP contains policies and designations regarding the type and location of future parks, the Regional District can decide whether land or cash-in-lieu should be required. The OCP policies should contain criteria for determining if the subject property contains lands with adequately high recreation values to justify requiring that land to be dedicated as parkland and require a cash-in-lieu contribution where adequate potential parkland does not exist. The legislation requires that all cash-in-lieu contributions be deposited into a reserve fund and used for the acquisition of future parkland.

PRELIMINARY PROPOSED PARKLAND DEDICATION POLICY

Staff have drafted the following wording for consideration of inclusion into each of the RDBN's 8 OCP's.

Parkland Dedication

- (1) *Where a proposed subdivision triggers a requirement to provide up to 5% dedication of parkland or cash in lieu pursuant to Section 510 of the Local Government Act, the Regional District shall evaluate whether to accept parkland or cash in lieu of parkland or a combination of both.*
- (2) *Land to be accepted as parkland dedication must be of adequate size and must have adequately high recreation value to provide a benefit to the community. Where this community benefit does not exist because of limited size or limited recreation value of the land, the Regional District may require cash in lieu of parkland dedication to contribute towards the future purchase of parkland in the Electoral Area.*
- (3) *One or more of the following criteria must be met for land to be considered having a high recreation value:*
 - (a) *the land is adjacent to a lake or a watercourse and its dedication would improve public access to the water;*
 - (b) *the land dedication would improve access to a park or trail, a school, or public amenity;*

- (c) *the land includes viewpoints and its dedication would provide opportunities for nature appreciation;*
 - (d) *the land contains a locally or regionally significant natural feature or ecosystem and its dedication would allow for its preservation and management;*
 - (e) *the land is identified for a park or trail use in this plan or any other RDBN parks and trails plan.*
- (4) *Environmentally sensitive lands to be retained in a natural undisturbed state or archaeological features to be protected may be accepted as parkland dedication, however, these lands should be in addition to the minimum parkland dedication requirements pursuant to the Local Government Act.*
- (5) *The RDBN shall, when considering a rezoning application, consider accepting the dedication of land for the purpose of parkland, green space, and/or natural areas. Parkland acceptance should be evaluated in accordance with the criterion identified in this section.*

The proposed OCP amendment process will include Advisory Planning Commission review of the applications and a public hearing following 1st and 2nd readings of the associated bylaws. The public hearing advertising cost for this process is estimated to be under \$800.00.

PARKLAND DEDICATION EVALUATION PROCEDURES

With the inclusion of policy in OCP's regarding parkland dedication and cash-in-lieu of parkland dedication the Planning Department is proposing the following procedures to be used to review parkland dedications. This procedure may occur as part of the rezoning process prior to subdivision or at the subdivision referral stage.

- Step 1: Planning Department staff will work with a property owner to evaluate if the subject property contains land of adequately high recreation value justifying parkland dedication, which lands are being offered as parkland (if any), or what cash in lieu amount is offered to the RDBN for future parkland purchase. It is noted that a property owner may request that the cash in lieu requirement be waived by the Board.
- Step 2: The Planning Department will prepare a referral report for consideration by the applicable Advisory Planning Commission to review the parkland dedication or cash in lieu proposal forwarded by the property owner.

- Step 3: The Planning Department will prepare a staff report for consideration by the Board which makes recommendations regarding the parkland dedication or cash in lieu proposal forwarded by the property owner.
- Step 4: The Planning Department will work with the Ministry of Transportation and Infrastructure to secure any parkland dedication or cash in lieu contribution accepted by the RDBN Board.



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: March 25, 2021
SUBJECT: Cycle 16 Trail

RECOMMENDATION

Receipt.

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

The Cycle 16 Trail Society has been working hard, in cooperation with Planning Department staff, on a cycling trail connecting the Town of Smithers and the Village of Telkwa. This report provides the Board with update on Phase 1 of the project and a tentative timeline leading to potential Phase 1 trail construction during the summer of 2021.

Staff shall, unless alternate direction is received from the Board, continue to work with the Cycle 16 Trail Society and the Ministry of Transportation and Infrastructure (MoTI) to complete the following project planning work in preparation for trail construction.

- Completion of detailed design drawings for phase 1 of the Cycle 16 Trail.
- Confirmation of the terms of the agreement with MoTI for trail construction.
- Securing Statutory Right of Ways in favour of the RDBN.
- Development of a trail maintenance strategy.
- Issuance of an RFP for construction management / engineering oversight (should grant funding be received).
- Issuance of a Tender for Construction (should grant funding be received).

Staff will report back to the Board regarding the draft agreement with MoTI and trail construction as appropriate.

BACKGROUND

Completed Studies and Reports

The Cycle 16 Trail Society is a community group that has been working on establishing a 12 km trail adjacent to Highway 16, predominantly within the Highway Right of Way. The paved trail will be approximately 3 metres wide and may include an elevated bridge or an underpass crossing of Highway 16, depending on the route option chosen.

A [Concept Design Report](#) was prepared for the Cycle 16 Trail Society in 2017. The concept design report presented three alignment options for the trail, defined the overall design criteria and typical section for the pathway, and identified the key challenge areas for the alignment; private property, highway clear zone infringements, critical alignment areas, and fence relocation.

The Village of Telkwa acquired funding through the BC Alliance for Healthy Living and the Rural Dividend Fund to fund the Cycle 16 Trail Society's development of a [Preliminary Design](#) of Phase 1 of the project. Phase 1 includes approximately 3.5 km of trail from the Smithers Bridge to the ending on Laidlaw Frontage Road near the intersection of Babine Lake Road and Highway 16.

The Village of Telkwa also funded (through the BC Alliance for Healthy Living and the Rural Dividend Fund) the completion of a [Maintenance Cost Estimate Report](#) which provides information on trail maintenance standards in BC, the role of Regional Districts in trail maintenance, and maintenance cost budget approaches used for similar trails in BC. Based on this research the study estimated that the long-term maintenance and capital replacement cost for Phase 1 of the Cycle 16 commuter trail is as follows:

- average annual maintenance cost per year = \$8,034;
- capital replacement reserve fund, annual contribution (20 yr replacement) = \$24,976; and
- total annual cost (excluding administration) = \$33,011.

The RDBN entered into a [Memorandum of Understanding \(MoU\)](#) with the Cycle 16 Society in July 2020. This MoU outlines how the RDBN and the Society plan to work together towards the establishment of the proposed Cycle 16 Commuter Trail.

OVERVIEW OF ONGOING PROJECT PLANNING WORK

Detailed Design and Construction Drawings

MoTI has retained the services of WSP Canada Inc. to complete the detailed design and construction drawings for Phase 1 of the proposed trail. The [75% detailed design drawings](#) have been completed for preliminary review by the Cycle 16 Society, MoTI and the RDBN. WSP staff and the Cycle 16 Society have assured RDBN staff that the process to finalize the detailed design will include consultation with the owners of the 11 parcels adjacent to the trail including

the 4 property owners whose driveways cross the trail. MoTI has agreed to cover the cost of design and rebuilding of a cattle underpass over which the trail must pass. Also, a number of BC Hydro related issues require resolution.

Ministry of Transportation and Infrastructure Agreement

Prior to trail construction the RDBN must enter into a permit or agreement with MOTI to their satisfaction. It is anticipated that this permit or agreement will involve the following.

- The RDBN taking responsibility for the trail including all maintenance, liability, and management.
- The RDBN being responsible for capital replacement costs.
- The RDBN being responsible for the removal of trail infrastructure should the RDBN wish to no longer operate the trail.

The RDBN has requested that MoTI identify the terms of the permit or agreement as soon as possible to allow the RDBN to review the terms and any associated financial implications.

Maintenance Costs and Long Term Relationship with the Cycle 16 Society

At present the taxation implications associated with construction and operation of Phase 1 of the trail are preliminary. The estimated \$33,011 annual costs for maintenance and capital reserve contribution for Phase 1 (which is 3.5 km of the proposed 12 km trail) do not include administration costs. However, these costs may be mitigated as a result of donations being made to the Cycle 16 Society for trail maintenance.

As part of the process to confirm RDBN commitment to the project staff anticipate confirming the ongoing financial contribution anticipated from the Cycle 16 Society towards annual maintenance. Staff must also develop a maintenance and inspections policy for the trail and determine the way inspections and maintenance will be provided. It appears likely that the RDBN will enter a contractual relationship with a contractor to provide maintenance services.

Statutory Right of Ways (SWR)

Phase 1 of the trail is proposed to enter onto two private properties directly southwest of the Highway 16 bridge over the Bulkley River. The Cycle 16 Society has entered into agreements with these property owners and has secured SRWs in Cycle 16's name. Prior to construction Statutory Right of Way documents acceptable to the RDBN should be registered on title in favour of the RDBN. This process is ongoing.

Agricultural Land Reserve (ALR)

The RDBN has made an application to the Agricultural Land Commission (ALC) for approval to build the trail in the road right of way, which is in the ALR. An ALC decision is pending. Cycle 16 has previously obtained approval from the ALC to construct the trail on the private lands.

ATTACHMENTS:

1. [Concept Design Report for the Cycle 16 Trail - link](#)
2. [Preliminary Design of Phase 1 of the Cycle 16 Trail - link](#)
3. [Maintenance Cost Estimate Report for Phase 1 of the Cycle 16 Trail - link](#)
4. [Cycle 16 Trail 75% detailed design drawings – link](#)
5. [Cycle 16 / RDBN Memorandum of Understanding - link](#)



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

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: March 25, 2021
SUBJECT: Provincial Response to the RDBN's Concerns Regarding the Step Code Implementation

RECOMMENDATION

Receipt

VOTING

All / Directors / Majority

DISCUSSION

The RDBN Board sent the attached letter dated January 28, 2021 to the Attorney General and Minister Responsible for Housing. The letter raised concerns relating to owner / builder restrictions, the Energy Step Code, and tiny home construction. The RDBN received e-mail responses from the Attorney General and from Building and Safety Standards Branch (BSSB) staff (attached).

The e-mail from BSSB staff references meetings organized by the Community Energy Association with northern local government staff regarding Energy Step Code implementation. At these meetings many northern local governments raised concerns similar to those of the RDBN regarding the availability of Energy Advisors. These meetings are proposed to continue, and staff will report to the Board regarding any notable outcomes.

ATTACHMENTS

Letter to the Attorney General and Minister Responsible for Housing January 28, 2021
 E-mail received from the Attorney General dated March 5, 2021.
 E-mail from BSSB staff and discussions with RDBN staff dated March 2-9, 2021



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

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

January 29, 2021

The Honourable David Eby, QC
Attorney General and Minister responsible for Housing
PO Box 9044 Stn Prov Govt
Victoria, BC V8W 9E2

E-mail: AG.Minister@gov.bc.ca

Re: Housing Issues in the RDBN

Dear Minister Eby:

Congratulations on your new responsibilities in relation to housing in BC. This letter is regarding several housing issues that are important to the Regional District of Bulkley-Nechako (RDBN). These issues were most recently raised in a meeting with the Minister of Municipal Affairs and Housing during the 2020 Union of BC Municipalities (UBCM) Annual Convention. The RDBN's concerns relate to Provincial regulations which are unnecessarily increasing the cost of new home construction in our region. Specifically, the RDBN's concerns relate to the Province's Owner / Builder restrictions, the B.C. Energy Step Code, and the impact of the BC Building Code on tiny home construction.

As a follow up to the above mentioned UBCM Minister meeting the RDBN was sent the attached November 6, 2020 letter from Deputy Minister Kaye Krishna. Unfortunately, it appears from the November 6th response that the RDBN's concerns are not fully appreciated by the Province.

Owner Builder Restrictions

The Province's November 6 letter justifies the Province's owner / builder restrictions by referencing the benefits of building safely constructed homes that meet the B.C. Building Code. However, in our opinion the owner / builder restrictions, including the owner builder authorizations exam requirement, have little positive impact on the quality of construction and building safety in our region. In the RDBN the cost to build a new home typically exceeds the market value of that home. Owner / builders are building their own home with no intention to sell that home in the near future. They are building their own home and are motivated to build

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA
WWW.RDBN.BC.CA

PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

with care. They are not building to a lesser standard than licensed builders. The RDBN Building Inspectors work closely with owner / builders throughout the building process.

In many areas of our region the supply of licensed builders is very limited, and there are long waits for their services. Enticing a licensed builder to certain areas requires very high fees for their services. And in some areas it is challenging to retain a licensed builder at any cost. The restrictions on owner / builders increases construction costs, discourages new construction, and encourages the building of pre-manufactured modular and manufactured homes over site-built housing. The owner builder authorizations exam requirement should not exist in the RDBN. Owners should be allowed to act as construction manager, or retain the services of a construction manager, to assist them in the building process, without having to retain the services of a licensed builder.

Energy Step Code

The RDBN appreciates the recognition expressed in the Province's November 6 letter that adapting permits and inspection practices to meet new Building Code requirements comes with unique challenges for smaller rural and remote communities. However, permitting and process issues were not raised as RDBN concerns. The concerns are specific to the requirements for on-site testing by professionals as part of the building process. Even with good success in developing professional capacity in the region, the cost to retain the services of these professionals, especially in rural and remote areas, will be high. In some areas it may be a challenge to retain the necessary services at any cost.

The RDBN used the "energy advisor search tool" recommended in the Province's November 6 letter. According to this tool there are six energy advisor firms identified by the Province as serving the RDBN. Two of these firms provide service from Calgary, one provides service from Kelowna or North Vancouver, one provides service from Prince George or Terrace, and one provides service from Prince George. The lack of a service provider in our region highlights our concerns regarding the cost to residents associated with testing.

The RDBN appreciates the intent behind the Energy Step Code; however, the anticipated impact is expected to be counterproductive to the intent. As previously noted, the cost to build a new home typically exceeds the market value of that home. Therefore, the increased costs associated with the Step Code will discourage the replacement of older less energy efficient homes with new homes. The Province should work with northern local governments to identify a strategy that will work in the north and encourage the building of newer more energy efficient homes.

Tiny Homes

The Province's November 6 letter notes that the *BC Building Code* does not directly limit how "small of a house can be built". However, there are Building Code restrictions that make it challenging to build a functional tiny home. These regulations should be reconsidered to make it easier and more practical to build a functional tiny home. These standards relate to things

such as minimum room sizes, ceiling height, and stair access. The Province is encouraged to consider initiating a process, in consultation with local governments, to review how the *BC Building Code* can be changed to better accommodate the building of tiny homes.

The Big Picture in Northern BC

The increasingly high cost of construction in relation to property values limits the amount of new home construction in our region. Housing stocks are not being diversified to meet changing housing needs, and the existing housing stock is getting older and is not being adequately replaced. These issues have serious long-term implications. The lack of limited new home construction is being exacerbated by Provincial Government initiatives and regulations which increase the cost of new home construction. The Board of the RDBN asks that the Province take a meaningful look at the issues we have raised and consider the impacts on our region.

Yours truly,

A handwritten signature in black ink, appearing to read 'Gerry Thiessen', with a long horizontal flourish extending to the right.

Gerry Thiessen
Chair

From: Jason Llewellyn
To: "Zachary.May"
Cc: Jason Berlin
Subject: RE: [EXTERNAL]: BC Energy Step Code Support
Date: Tuesday, March 9, 2021 5:53:00 PM

Hi Zackary. The RDBN appreciates the opportunity to express our concerns regarding the anticipated negative impacts resulting from a requirement for on-site testing by Energy Advisors during the building process. We are not surprised that this concern was also expressed by a number of local governments at the Community Energy Association's engagement meetings. We look forward to the Province's response to these concerns. Please do not hesitate to contact the RDBN regarding this issue at any time.

Jason Llewellyn
 Director of Planning
 Regional District of Bulkley-Nechako

From: May, Zachary OHCS:EX
To: Jason Llewellyn
Subject: RE: [EXTERNAL]: BC Energy Step Code Support
Date: Monday, March 8, 2021 10:06:48 AM

Hi Jason,

The benefit of the CEA process is to help work with many communities that are going through similar challenges related to the Energy Step Code, and performance requirements in codes more generally. It would be good to address your questions about testing in this group, since I would assume your colleagues have similar questions. Hope you join you on the call tomorrow afternoon.

Best,

Zachary D. May, MBA

Director, Strategic Policy

(he/him/his)

Building and Safety Standards Branch | Ministry of Attorney General and Minister Responsible for Housing

From: Jason Llewellyn <jason.llewellyn@rdbn.bc.ca>
Sent: March 2, 2021 10:52 AM
To: May, Zachary OHCS:EX
Subject: RE: [EXTERNAL]: BC Energy Step Code Support

Thank you for your response to the RDBN's January 29, 2021 letter to Minister David Eby. The RDBN's letter expressed concerns relating to the Step Code's requirements for on-site testing by professionals as part of the building process and the cost to retain the services of these professionals in rural and remote areas. The Community Energy Association's engagement initiative you reference appears to focus on local government procedures in relation to the Step Code. Can you please confirm how this engagement process will address the RDBN's concerns relating to the availability of Energy Advisors and the cost to retain the services of these professionals in rural and remote areas?

Sincerely,

Jason Llewellyn
 Director of Planning
 Regional District of Bulkley-Nechako

From: May, Zachary OHCS:EX
Sent: March 2, 2021 10:21 AM
To: Deneve Vanderwolf <deneve.vanderwolf@rdbn.bc.ca>
Subject: [EXTERNAL]: BC Energy Step Code Support

Attn:
Gerry Thiessen
Chair, Regional District of Bulkley-Nechako

Hello Mr. Thiessen,

In your January 29th, 2021 letter to Minister David Eby, you identified some concerns about support for implementation of the Energy Step Code in the Regional District of Bulkley-Nechako (RDBN). I am pleased to confirm that our office is supporting an initiative by the Community Energy Association to engage with northern communities to support Energy Step Code implementation. I understand that a representative from the RDBN participated in the initial session on February 22, and we have asked that the organizers reach out again to invite RDBN to participate in a follow-up session planned for next week (March 9th from 1:30pm to 3:30pm).

If you or your staff have any questions about the BC Energy Step Code or available resources please feel free to reach out. I can be reached at the contact email and phone number in my signature block, or you can contact our office at building.safety@gov.bc.ca / 250-387-3133 and have your request forwarded to the appropriate individual.

Best,
Zachary D. May, MBA

From: "AG Correspondence AG:EX" <MAG.Correspondence@gov.bc.ca> **Date:** March 5, 2021 at 1:30:27 PM PST
To: Deneve Vanderwolf <deneve.vanderwolf@rdbn.bc.ca>
Subject: [EXTERNAL]: File No. 613481

Gerry Thiessen
Chair, Regional District of Bulkley-Nechako
Email: deneve.vanderwolf@rdbn.bc.ca

Dear Gerry Thiessen:

Thank you for your correspondence of January 29, 2021, concerning the impact that certain provincial programs are having on new housing construction in the Regional District of Bulkley-Nechako. As Attorney General and Minister Responsible for Housing, I am pleased to respond.

The Province is committed to making new construction more energy efficient. To support local governments and builders in achieving this goal, financial and other incentives are available to offset costs. Specific to your concerns, up to \$2,000 in funding is available for the cost of an energy advisor through CleanBC's Better Homes New Construction Program:

https://betterhomesbc.ca/rebates/cleanbc-new-construction/?mc_cid=2b853cf486&mc_eid=bc9a8c4721

A full list of other available incentives can be explored by using CleanBC's Rebate Search Tool at the following website:

<https://betterhomesbc.ca/rebate-search-tool/?buildingType=Building%20a%20home>

The BC Energy Step Code requires energy modelling and airtightness testing, but only the latter requires an energy advisor to be on-site.

As you point out, one of the challenges to attracting energy advisors to a region is creating sufficient demand for their services. The East Kootenay region is an example of a rural region creating regional demand for locally based energy

www.bchousing.org/licensing-consumer-services/owner-builder/

Manufactured and modular homes are affordable, constructed to a high standard and can have an identical appearance to homes built completely on-site. A number of communities in British Columbia are already embracing this form of housing as part of strategies to address the need for more affordable housing. Additional resources on this topic, including case studies of communities which

have achieved such successes, are available through the BC Housing research centre at:

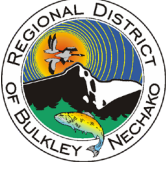
www.bchousing.org/research-centre/library/housing-affordability.

Many ‘tiny’ homes are classified as manufactured or modular homes as they are built elsewhere and transported to the site. The BC Building Code establishes the minimum standard for the health and safety of building occupants. Relaxing these requirements without carefully evaluating the potential consequences can place the building occupants at significant risk. Many communities in British Columbia as well as those in other provinces have expressed interest in ‘tiny’ homes as a way to address housing affordability. As the BC Building Code is largely based on the model National Building Code, tiny homes have been raised as an item for the national code development process.

I appreciate that policies regarding housing and construction can affect rural communities differently than urban communities. Thank you again for taking the time to outline what is happening in the Regional District of Bulkley-Nechako. I have ensured your comments have been shared with our policy teams for their consideration.

Yours truly,

David Eby, QC
Attorney General and
Minister Responsible for Housing
Email secured by Check Point

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

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: March 25, 2021

SUBJECT: North Central Local Government Association AGM and Convention – May 5-6, 2021 - VIRTUAL

RECOMMENDATION: (all/directors/majority)

“That the Board approve:

“That the Chair and any Rural Directors be authorized to attend the Virtual North Central Local Government Association (NCLGA) AGM and Convention from May 5-6, 2021.”

BACKGROUND

The Virtual NCLGA AGM and Convention is taking place May 5-6, 2021.

As per Board Policy, attendees' costs will be allocated to rural government for Rural Director attendance and general government for the Chair. Early bird registration is \$150 for those that register by April 14th and \$200 thereafter.

From: NCLGA Admin <admin@nclga.ca>
Sent: March 4, 2021 1:48 PM
To: 'NCLGA Admin' <admin@nclga.ca>
Subject: [EXTERNAL]: Registration for NCLGA's 2021 AGM & Convention is Now Open

Good afternoon NCLGA members,

The North Central Local Government Association is pleased to announce that registration is now open for our virtual AGM & Convention, which will be held from May 5-6, 2021. An early bird rate of \$150 is available for delegates that register by April 14. To register, please visit the [CivicInfo BC website](#).

A preliminary program agenda for the 2021 AGM & Convention is now available on the [NCLGA website](#).

NCLGA is also still accepting nominations for this year's Community Leadership Awards. The deadline to submit nominations is **March 15**.

Awards are available in three categories: Environmental Sustainability, Social Responsibility and Economic Development. If your local government has instituted a remarkable initiative that is advancing the environmental, social or economic well-being of your community, we encourage you to apply for an award.

Full information on the nominations process and recognition for award winners is featured on the [NCLGA website](#).

If you have any questions regarding these announcements, please contact me.

Kind Regards,

Susan Chalmers
Executive Coordinator
North Central Local Government Association
T: 250-564-6585
E: admin@nclga.ca
[NCLGA Website](#) | [Facebook](#) | [Twitter](#)

Email secured by Check Point



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: March 25, 2021

SUBJECT: Natural Resources Committee Terms of Reference Amendment

RECOMMENDATION: (all/directors/majority)

That the Natural Resources Committee Terms of Reference be approved as amended.

BACKGROUND

At the March 11, 2021 Special Board Meeting, the Board resolved to amend the membership portion of the Terms of Reference for the Natural Resources Committee to include all Directors.

The revised Terms of Reference are attached.

Regional District of Bulkley-Nechako

Natural Resources Committee

Terms of Reference

1. Committee Vision

The Natural Resources Committee will stay abreast of natural resource activity including, but not limited to forestry, mining, natural gas, and environmental impacts in the region and act as a conduit between industry and other levels of government.

2. Committee Mandate

The purpose of the Committee is to have a dedicated body that will focus on natural resources within the RDBN and build relationships with first nations, industry, bureaucrats, and other levels of government to ensure the ongoing success of resource related activities and that those activities are reflective of the goals and desires of the region as a whole.

3. Scope of Work

The Committee shall:

- a) Consider, inquire, and make recommendations to the Board on natural resource related matters that impact the RDBN;
- b) Identify and connect with key stakeholders on an as-needed basis to ensure the RDBN stays current in its understandings and provide updates to the Board;
- c) Identify areas of weakness and/or threats to the various industries, determine advocacy opportunities and work towards solutions;
- d) Act as the RDBNs point of contact for resource related initiatives;
- e) Represent the RDBN at resource-focused events and report back to the Board;
- f) Build regional capacity for diversification of the resource industries.

4. Authority

The Committee is a Standing Committee of the RDBN established by the Board under section 218 (2) of the **Local Government Act**. Bylaw 1832, Part 19 outlines the requirements for standing committees.

5. Membership

- a) The Committee shall be a Committee of the Whole comprised of all RDBN Directors;
- b) The Chair of the RDBN shall appoint the Chair of the Committee.

6. Tenure

This committee is a standing committee and as such will be deemed to be continuous subject to direction from the Chair of the Board.

7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;
- 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 – eight (8) 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 approved 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 Manager of Administrative Services shall be the staff champion;
- b) Other RDBN 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 DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: March 25, 2021

SUBJECT: RDBN Committee Appointments 2021

RECOMMENDATION: (all/directors/majority)

That the attached Committee appointments for 2021 be ratified as amended.

BACKGROUND

As a result of the March 11, 2021 Special Board Meeting, changes were made to both the Natural Resources Committee and the Waste Management Committee. The changes are reflected on the attachment.

Attachment:
Regional District of Bulkley-Nechako 2021 Appointments

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
2021
APPOINTMENTS**

RDBN BOARD

**Chairperson: Gerry Thiessen
Vice-Chairperson: Mark Parker**

NATURAL RESOURCES COMMITTEE (All Directors)

**Chairperson: Shane Brien
RDBN Chair – Ex-Officio**

WASTE MANAGEMENT COMMITTEE (Six Directors)

**Chairperson: Mark Fisher
Gladys Atrill
Chris Newell
Jerry Petersen
Shane Brien
Michael Riis-Christianson
RDBN Chair – Ex-Officio**

REGIONAL SOLID WASTE ADVISORY COMMITTEE

**Chairperson: Mark Fisher
Rural Directors (2):
Municipal Directors (2):**

RURAL/AGRICULTURE COMMITTEE (Rural Directors)

**Chairperson: Mark Parker
RDBN Chair – Ex-Officio**

REGIONAL TRANSIT COMMITTEE

**Chairperson: Gerry Thiessen
Vice-Chairperson: Mark Parker**

CONNECTIVITY COMMITTEE (Five Directors)

Chairperson: Michael Riis-Christianson
Tom Greenaway
Clint Lambert
Chris Newell
Mark Parker
RDBN Chair – Ex-Officio

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

MUNICIPAL INSURANCE ASSOCIATION

Michael Riis-Christianson
Alternate: Tom Greenaway

FRASER BASIN COUNCIL

Clint Lambert

NECHAKO WATERSHED ROUNDTABLE

Clint Lambert

PRINCE GEORGE TREATY ADVISORY COMMITTEE

Tom Greenaway

NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

Dolores Funk

Alternate: Chris Newell

PARCEL TAX ROLL REVIEW PANEL (5)

Clint Lambert

Tom Greenaway

Jerry Petersen

Mark Parker

Mark Fisher

Gerry Thiessen (ex-officio member)

NORTHERN DEVELOPMENT INITIATIVE

Prince George RAC

Mark Parker

Jerry Petersen, Alternate

Northwest RAC

Mark Fisher

Clint Lambert, Alternate



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chairperson Thiessen and Board of Directors

FROM: Wendy Wainwright, Executive Assistant

DATE: March 25, 2021

**SUBJECT: Committee Meeting Recommendations
– March 11, 2021**

RECOMMENDATION: (ALL/DIRECTORS/MAJORITY)

Recommendations 1 and 2 as written.

The following are the recommendations from the March 11, 2021 Committee Meetings for the Regional Board's consideration and approval.

Committee of the Whole Meeting – March 11, 2021

Recommendation 1:

Re: RDBN Response Letter to the Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development – Consultation – Lakes and Prince George Timber Supply Area (TSA) Apportionment

“That the Board direct staff to send the March 11, 2021 letter to the Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development in response to the Consultation for the Lakes and Prince George Timber Supply Area (TSA) Apportionment.”

Rural/Agriculture Committee Meeting – March 11, 2021

Recommendation 2:

Re: Hazard, Risk and Vulnerability Analysis Program Update

“That the Board endorse the Hazard, Risk and Vulnerability Analysis project charter.”



Regional District of Bulkley-Nechako

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: March 25, 2021
Re: Budget Bylaw – Five Year Financial Plan (2021 – 2025)

Recommendation (All/Directors/Majority):

That the Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 1941, 2021 be given third reading as amended and adoption.

Background

As per the *Local Government Act*, Regional Districts must approve their budget bylaw by March 31st of each year. Third reading (as amended) and adoption of this bylaw is scheduled for this meeting.

A budget amendment will be required in April to include the updated “Revised BC Assessment” that will be released on March 31st.

This budget has incorporated the final two local service changes as mentioned at the last meeting: Smither Rural Fire Protection and Smithers Arts and Culture. Additionally, \$250,000 of NCPG for the Cluculz Lake Fire Hall (as discussed in the Rural Meeting on March 11th) was included in the updated budget.

Attachments

1. Five Year Financial Plan Bylaw No. 1941, 2021
2. Minor Services Budgets (2)

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1941

**Being a bylaw to adopt the Financial Plan
for the years 2021 to 2025**

The Regional District of Bulkley-Nechako in open meeting assembled ENACTED as follows:

1. Schedules "A", "B", "C", "D", and "E" attached hereto and made part of this bylaw, is the Financial Plan for the Regional District of Bulkley-Nechako for the years 2021 through 2025.
2. This bylaw may be cited as "Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 1941, 2021".

READ A FIRST TIME this 11th day of March 2021

READ A SECOND TIME this 11th day of March 2021

READ A THIRD TIME this day of 2021

ADOPTED this day of , 2021

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 1941 as adopted.

Corporate Administrator

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
SMITHERS RURAL FIRE PROTECTION 7205**

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	Five Year Financial Plan:						
					2021	2022	2023	2024	2025	2026	
REVENUE:											
400004	Taxation Portion of Electoral Area "A"										
	Converted Hospital Assessments (Revised Roll)	36,770,887	40,316,389	44,139,629	48,395,138						
	Estimated Residential Tax Rate (cents per \$1,000)	0.5216	0.5172	0.5337	0.4521						
	Total Assessments	357,651,790	392,621,611	430,516,230	472,838,587						
	Tax Rate on Total Assessments	0.53625	0.53109	0.54722	0.46276						
	BC ASSESSMENT C 754 25 LSA #15										
	<u>By-law No. 1184, 2000</u>										
	Limitation: \$1.05/\$1,000 (Total Assessments)	191,789	208,516	235,587	235,587	218,812	222,817	226,902	231,069	235,320	239,655
480001	Miscellaneous Revenue										
499999	Surplus										
			0	0							
TOTAL REVENUE.....		191,789	208,516	235,587	235,587	218,812	222,817	226,902	231,069	235,320	239,655
EXPENDITURE:											
605001 Contingencies											
Contract with Town of Smithers											
Converted Hospital Assessment											
	Town of Smithers	101,183,803	105,719,566	111,925,115	120,654,062						
	Rural LSA #15	36,770,887	40,316,389	44,139,629	48,395,138						
	Total	137,954,690	146,035,955	156,064,744	169,049,200						
	Rural Share	26.7%	27.6%	28.3%	28.6%	28.6%	28.6%	28.6%	28.6%	28.6%	
	<i>Projected Net Operating Budget</i>	661,026	682,830	762,230	699,390	713,378	727,645	742,198	757,042	772,183	
	<i>Rural Share of Operating Budget</i>	176,192	188,510	215,581	200,220	204,225	208,309	212,475	216,725	221,059	
	<i>Rural share of small tools (until end of 2005)</i>										
	<i>Rural share of Fire Hall (for life of agreement)</i>	4,506	4,506	4,506	4,506	4,506	4,507	4,508	4,509	4,510	
	<i>Rural Share of Prior year Deficit (Surplus)</i>										
	Total	180,698	193,016	220,087	-	204,726	208,731	212,816	216,983	221,234	225,569
612250	Annual Grant to Town of Smithers	180,698	193,016	220,087	220,087	204,726	208,731	212,816	216,983	221,234	225,569
601209	Contribution for Regional Fire Chief	1,091	5,500	5,500	5,500	1,000	1,000	1,000	1,000	1,000	1,000
781001	Contribute to Capital Reserve	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Administration Service Charge					3,086	3,086	3,086	3,086	3,086	3,086
799999	Prior Year's Deficit										
TOTAL EXPENDITURE.....		191,789	208,516	235,587	235,587	218,812	222,817	226,902	231,069	235,320	239,655
Revenues minus Expenditures		0	0	0	-	(0)	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
SMITHERS RURAL RECREATION AND CULTURE**

10301

	2018 Actual	2019 Actual	2020 Budget	2020 Actual	Five Year Financial Plan:					
					2021	2022	2023	2024	2025	2026
REVENUE:										
400004	Taxation Portion of Electoral Area "A"									
	36,668,737	40,214,739	44,043,079		48,293,138					
	0.80	0.76	0.7361		0.8063					
	356,630,290	391,605,111	429,550,730		471,818,587					
	0.82	0.78	0.75		0.8253					
	<u>Bylaw No. 1185, 2000 - Limitation \$0.85</u>	292,362	303,842	324,202	324,202	389,393	389,502	389,502	389,502	389,502
	per \$1,000 on total assessments				-					
	BC ASSESSMENT F 754 25 LSA #16				-					
499999	Surplus									
				147	110					
TOTAL REVENUE.....	292,362	303,842	324,202	324,349	389,502	389,502	389,502	389,502	389,502	389,502
EXPENDITURE:										
	Converted Hospital Assessment (Revised Roll)									
	101,183,803	105,719,566	111,925,115	-	120,654,062					
Town of Smithers	36,668,737	40,214,739	44,043,079	-	48,293,138					
Rural	137,852,540	137,852,540	155,968,194	-	168,947,200					
Total	26.6%	26.6%	28.2%	-	28.6%	28.6%	28.6%	28.6%	28.6%	28.6%
Rural Share				-						
	635,032	676,334	727,740	-	912,970	931,229	949,854	968,851	988,228	1,007,993
Net shareable Rec/Culture Budget	168,918	179,905	205,503	-	260,970	266,190	271,513	276,944	282,483	288,132
Rural share										
612201	179,905	188,870	205,503	205,503	260,970	260,970	260,970	260,970	260,970	260,970
			304,480	-	313,584	319,856	326,253	332,778	339,433	346,222
612220	83,041	83,564	85,981	86,018	89,637	89,637	89,637	89,637	89,637	89,637
			76,250	-	76,321	77,847	79,404	80,992	82,612	84,265
612203	19,361	20,624	21,532	21,532	21,816	21,816	21,816	21,816	21,816	21,816
			5,240	-	5,240	5,345	5,452	5,561	5,672	5,785
612204	1,330	1,417	1,480	1,480	1,498	1,498	1,498	1,498	1,498	1,498
			34,370	-	34,370	35,057	35,759	36,474	37,203	37,947
612205	8,726	9,296	9,706	9,706	9,825	9,825	9,825	9,825	9,825	9,825
				-	5,756	5,756	5,756	5,756	5,756	5,756
				-						
799999	Prior Year's Deficit									
		1	1	1						
TOTAL EXPENDITURE.....	292,363	303,772	324,202	324,239	389,502	389,502	389,502	389,502	389,502	389,502
Revenues minus Expenditures	(1)	147	0	110	(0)	-	-	-	-	-



REGIONAL DISTRICT OF BULKLEY NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Jason Blackwell, Regional Fire Chief
DATE: March 25, 2021
SUBJECT: Cluculz Lake Fire Hall Proposal

RECOMMENDATION:

1. That the Board authorize staff to negotiate and enter into a construction contract with Viking Construction Ltd. as the successful proponent for the Cluculz Lake Fire Hall Design/Build project.
2. Further that the Board, as the Authority Having Jurisdiction (AHJ), exempt the Post Disaster requirement and allow construction to be completed as a 'Part 9' building as outlined in the B.C Building Code.
3. Further that the Board waive the building permit fee for the construction of the Cluculz Lake Fire Hall.

VOTING: All/Directors/Majority

EXECUTIVE SUMMARY:

Staff have conducted a review of the proposals submitted in response to the Cluculz Lake Fire Hall Request for Proposal (RFP). There were six proposals received that were evaluated using the RFP Evaluation Criteria. Viking Construction Ltd. scored the highest during the evaluation.

This project has an overall budget of \$1,050,000. Viking's cost for a Part 9 building was quoted at \$950,000 (excl. GST) which allows for the inclusion of additional items such as the extension of the concrete apron and leave enough to cover utility connections fees, and a contingency fund. No other submissions came in under the current project budget. Due to the substantial increase in costs to build the fire hall to the "Post Disaster" requirement, staff are asking the Board to exempt this requirement as an option under the B.C Building Code (BCBC).

Since this building will become a RDBN asset, staff are also requesting that the building permit fee be waived for this project.

Based on the quote from Viking Construction Ltd., the building cost is estimated at \$395 a square foot. A third-party project manager confirmed that recent fair market value in the region was between \$350 and \$420 per square foot for similar type projects.

Written by,

Jason Blackwell
Regional Fire Chief

Deborah Jones-Middleton
Director of Protective Services

BACKGROUND:

In April 2020, a comprehensive study was conducted for the Cluculz Lake Volunteer Fire Department (CLVFD) by Response Specialties Consulting. This study reviewed all areas including governance, administration, and operations. The study identified that the CLVFD had an inadequate Fire Hall. The current Fire Hall can only house one of the two apparatus owned by the CLVFD, limiting the CLVFD's response to one apparatus in the winter months. The winter exposure rapidly reduces the lifespan of the apparatus being stored outside. The current CLVFD Fire Hall also has inadequate storage for Personal Protective Equipment (PPE) and does not have space to conduct classroom training sessions. The comprehensive study recommended the construction of an adequate facility for the CLVFD.

After reviewing the recommendations, Director Petersen offered to use his allocation of the Northern Capital and Planning grant to put towards the construction of a new fire hall, putting this project in motion.

The Cluculz Lake Community Association passed a resolution to allow the construction of the new fire hall to be within their lease area, which is the location of their current fire hall. This resulted in an overall lower construction cost as the new facility can utilize the existing water and septic systems, and a fire hall was already a permitted use for the lease area.

Construction of fire halls in B.C requires them to be built to a "Post Disaster", or Part 3 standard according to the BCBC.

Post-disaster buildings are buildings that are essential to the provision of services in the event of a disaster, and include:

- buildings of the following types, unless exempted from this designation by the authority having jurisdiction:
 - emergency response facilities;
 - fire, rescue and police stations, and housing for vehicles, aircraft or boats used for such purposes;
 - communications facilities, including radio and television stations.

The AHJ can choose to exempt the Post Disaster requirement. Some of the criteria differences between a Post Disaster building and a Part 9 building are the requirements for technical reports such as a Geotechnical Survey of the area (if the area is susceptible to earthquakes), Architectural Review, and some structural additions primarily to meet earthquake safety requirement.

The post disaster requirement, as an option to be quoted during the RFP process, resulted in an additional cost ranging from 10% to 25% on the bids submitted. After reviewing the requirements with the RDBN Building Inspectors, staff determined that exempting the CLVFD Fire Hall from the Post Disaster requirement and constructing it as a Part 9 building according to the BCBC, would be a sufficient standard for the CLVFD's use.

The RFP resulted in six proposals being submitted for the construction of the facility. Three RDBN staff members have reviewed the submissions and scored them using the RFP Evaluation Criteria. The proponents and scoring are in the table below.



REGIONAL DISTRICT OF BULKLEY NECHAKO STAFF REPORT

Summary	Average Score
Chandos Construction Ltd.	72
Datoff Construction	87
Field Lievers Architecture LTD	77
Viking Construction Ltd.	97
Progressive Ventures Construction	71
Progrus Construction Inc.	62

Viking Construction Ltd. was also the lowest bidder for a Part 9 building.

The scope of the building as outlined in the RFP includes the following main components and features:

- two truck bays with hardener treated concrete floors;
- training room;
- office;
- kitchenette;
- two washrooms, one to include a shower and one to be wheelchair accessible;
- mechanical/electrical/communication equipment room;
- rough in plumbing for washer/dryer and laundry sink;
- 10,000-gallon trickle fed underground static water storage tank with accessible drafting standpipe;
- water and sewer connections.

Viking Construction Ltd. provides a full 24-month warranty.

The items that are not included in their proposal are a propane tank for the radiant heaters, and the BC Hydro connection fees. These items will fall within the budget, leaving a contingency fund of \$75,000. The cost breakdown is in the table below.

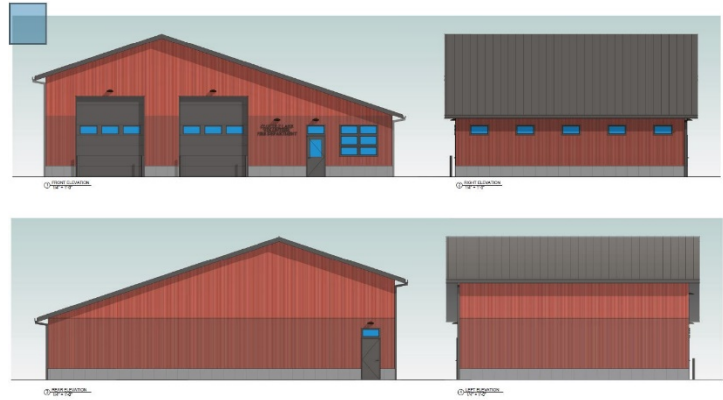
Proposed Budget using Viking Construction Ltd.

Total Funds Available	\$1,050,000
Part 9 Building	950,000
Concrete apron extension	10,000
B.C Hydro connection fee	15,000
Total Anticipated Costs	975,000
Contingency Funds	\$ 75,000

Regional District staff will work with Viking Construction Ltd. to provide oversight of the project throughout the process including but not limited to:

- being available during the project to provide input, answer questions, and provide access to documentation as to facilitate completion of the work;
- review and provide input on the nature of all communications with the public associated with the provision of the services prior to communication with the public; and
- confirm project status and approval of work prior to submitting payments for work completed.

The pictures on the following page were the conceptual drawings included in the Viking Construction Ltd. proposal.





REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM

To: Chair Thiessen and the Board of Directors

From: Alex Eriksen, Director of Environmental Services

Date: March 25, 2021

Subject: Agricultural Plastic Recycling – Cleanfarms Pilot Program

RECOMMENDATION

(All/Directors/Majority)

1. That the Board approve a maximum of \$96,501 in funding for the three-year agricultural plastics recycling pilot project with a collection target of 30%.
2. That the Board approve the establishment of up to seven (7) agricultural plastics collection points at RDBN Transfer Stations to a maximum cost of \$35,000 for constructing sorting bays.

BACKGROUND

Cleanfarms is a non-profit environmental stewardship organization focused on reducing agricultural waste.

On October 1, 2020, the Board approved the allotment of up to \$5,000 (50% of the projected cost for RDBN) for Cleanfarms to complete a region-wide Agricultural Waste Characterization Study. The objective of the study was to identify the potential volumes of agricultural twine, bale wrap and silage wrap available for collection and recycling within the RDBN. The study was conducted in conjunction with similar investigations in the Peace River (PRRD) and Fraser Fort George (FFGRD) Regional Districts. The cost for the study was below 50% of the proposed budget and therefore the RDBN did not have to contribute any of the allotted \$5,000. On February 11, 2021, the Committee of the Whole received the Waste Characterization Summary (included in attachment) which identified the available volumes of bale wrap, silage wrap and twine in the RDBN. On February 25, 2021, the Board received a presentation from Cleanfarms to provide a better understanding of their organization and the model for the pilot program.

The Peace River Regional District Board has provided preliminary approval for the pilot program but is awaiting the final budget approval at the end of March 2021. The Fraser-Fort George Regional District Board is scheduled to receive the proposal on Thursday, March 25, 2021. Staff will provide an update once it is known if the two Regional Districts are proceeding with the pilot program.

On March 11, 2021, the RDBN Waste Management Committee reviewed the Programming and Budget Proposal for the pilot project and approved the recommendation to the Board to accept the proposal and fund the project. The Committee was concerned with the number of proposed collection points (2) and this has been adjusted to include at least all RDBN Transfer stations. Cleanfarms has informed staff that transportation costs were based on tonnages and not the number of collection points, therefore, adding collection points will not affect the budget. More collection points tend to result in more material being collected. Clean Farms has stated that they will not change the budget as presented but will adjust the program accordingly to stay within budget.



AGRICULTURAL PLASTICS PILOT PROJECT BUDGET

Cleanfarms currently has grant funding from the Federal Government which can be used to finance up to 50% of the development and operational costs for agriculture-based recycling pilot programs throughout Canada. The waste characterization study noted above, has identified sufficient volumes of agricultural plastics to justify a pilot program in the RDBN, FFGRD and PRRD collectively. Cleanfarms has presented a budget for the RDBN's portion of the pilot program (attached) with a target collection rate of 30%. The summary is as follows:

Contributor	2021	2022	2023	Total
RDBN	\$31,176.50	\$30,729.63	\$34,595.25	\$96,501.38
Cleanfarms	\$31,176.50	\$30,729.63	\$34,595.25	\$96,501.38
Annual Total	\$62,353.00	\$61,459.26	\$69,190.50	\$193,002.76

The above budgets are designed to be inclusive for all Cleanfarms' collection, baling transport and management operations. This budget does not include land rental for collection points or construction costs. Typically, collection points are located at existing transfer stations (TS), farm supply outlets or other free and convenient venues. The program requires a separate bay for each material type at collection points, but no other requirements are specified except accessibility for transport contractors.

ADDITIONAL RDBN CONTRIBUTIONS

To ensure that the collection target is met, it is important that participating farmers have a convenient location to drop-off their bagged material. Cleanfarms has suggested that the RDBN host 2 collection points at selected Transfer Stations (TBD), which is a popular model in other regions. There are however some additional expenses for the RDBN to consider ***IF*** we allow our current Transfer Stations to be collection points for the material. A stand-alone set of bays constructed with concrete lock-blocks would cost between \$3,000 and \$5,000 per site and would be consistent with the RDBN's current system for reuse and storage bays. Backing onto existing infrastructure and/or natural barriers could reduce this cost slightly, as could utilizing an entirely different style of sorting bays (fx. Cattle fences), but staff has not yet explored this in detail.

Staff are considering at least seven (7) collection points throughout the RDBN so a maximum total of \$35,000 would need to be allotted to establish collection points at the Smithers-Telkwa, Knockholt (Houston), Burns Lake, Southside, Area 'D', Ft. St. James and Vanderhoof Transfer Stations. If the Board desires additional collection points, such as at agricultural supply stores, this may incur additional construction cost. Cleanfarms will not increase transportation costs for additional collection points within the RDBN.

The additional labour requirements for field and office staff to manage the agricultural plastic sorting bays is not expected to be significant or disrupt current operations.



RDBN FUNDING

Pilot Program: The RDBN financial contribution is proposed to come from taxation and the cost for Year 1 is included in the 2021 budget (\$35,000). Year 2 and 3's budgets will have to be included in the RDBN 2022 and 2023 operational budgets respectively.

Collection Points: Funding (max. \$35,000) to construct collection bays at seven (7) RDBN Transfer Stations can come from taxation or Gas Tax and has not yet been budgeted.

CONCLUSION

The agricultural plastics recycling pilot project proposed by Cleanfarms has an achievable collection target of 30-40% in the 3-year timeframe. Although the marketing model is not ideal (long-distance transport), the project has the potential to identify sustainable partnerships, growth possibilities and develop local markets. Diverting agricultural plastics from our landfills and reducing the amount of private burning of this material is in-line with the RDBN's Solid Waste Management Plan's waste reduction principles and this pilot project is a great opportunity to support this.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Alex Eriksen".

Alex Eriksen
Director of Environmental Services

Attachments:

1. Cleanfarms Programming and Budget Proposal; Agricultural Plastics Recycling

Programming and Budget Proposal

Agricultural Plastics Recycling

Pilot programs in the Regional District of Bulkley-Nechako, British Columbia

February 2021

Executive Summary

Cleanfarms, with funding from the Canadian Agricultural Strategic Priorities Program (CASPP), is inviting RDBN along with 2 other neighbouring Regional Districts, to participate in a three-year pilot program for the collection and recycling of targeted agricultural plastics used in dairy and livestock production. To pursue this regional approach to ag plastics recycling, Cleanfarms is seeking a 50% cost sharing arrangement RDBN for a total of up to \$96,500 over 3 years.

The materials targeted by the collection program will be polypropylene (PP) baler twine, linear low-density polyethylene (LLDPE) bale wrap, and low-density polyethylene (LDPE) silage film and bunker cover.

The main objectives of the pilot are to:

- 1) Develop and test collection logistics and demonstrate proof of concept for a future province-wide program,
- 2) Understand the costs associated with delivering a collection program,
- 3) Work with end markets to develop viable, long-term recycling outlets for the target materials.

The pilot logistics will be modelled after past pilot programs that have proven to be successful. Cleanfarms and RDBN will work together to establish two suitable collection locations where materials can be dropped off by farmers. The program will operate as follows:

- Collection bags and communications material will be distributed to farmers by participating collection sites;
- Farmers will use the collection bags to collect the target materials on-farm;
- Farmers will drop off the full bags of separated materials at the collection sites;
- Cleanfarms will arrange for periodic collection of bagged materials from each site by a paid contractor where the material will be sent for baling;
- When enough material is consolidated, Cleanfarms will coordinate transportation to processing and end market facilities.

Ongoing dialogue and feedback from RDBN staff will allow for pilot-testing different collection options if necessary.

Cleanfarms has developed and enclosed a budget for running pilot projects for twine, bale wrap and silage bags/bunker covers over the next 3 years in RDBN. Material estimates in the budget are from a waste characterization study conducted between October and December 2020, and a summary of that report has been included with this proposal. The budget proposed is based on anticipated collection rates, and direct program and non-program costs.

The proposed budget outlines a scenario starting with 30% collection of material in 2021 with the collection rate increases by 5% each year. For a 3-year program the total costs are estimated at \$193,003.

Summary total: program options	3-year total	RDBN 50%	RDBN av. \$/yr
30% collection rate	\$193,003	\$96,501	\$32,167

Introduction

In 2020, Cleanfarms – a non-profit, industry-led producer responsibility organization operating collection and recycling programs for agricultural plastics and packaging across Canada – announced a multi-year federal project, *Building a Zero-Plastic-Waste Strategy for Agriculture*, which aims to strengthen the agricultural industry's approach to managing plastic waste. The project is in partnership with Agriculture and Agri-Food Canada (AAFC) through their Canadian Agricultural Strategic Priorities Program (CASPP). One component of this federal project is to develop pilot projects for plastics recycling in ag intensive regions of Canada. Pilot projects demonstrate proof of concept for on-going program development, determine what collection and processing options are currently available and costs to run a program, and help to develop end markets for agricultural plastics recycling.

Cleanfarms approached the Regional District of Bulkley-Nechako in the fall of 2020 to see if there was interest for the RD to participate in the first pilot programs for BC. Along with the Regional District of Fraser-Fort George and Peace River Regional District, the inclusion of RDBN allows for a regional approach to be tested, and potentially expanded to other regions of BC. Further, participation provides the farmers of RDBN with access to a management option for twine, bale wrap and silage bags/bunker covers. These materials are the focus of the Cleanfarms CASPP project and have been identified as challenging materials for farmers in the Regional District of Bulkley-Nechako to manage. Currently these products are landfilled or burned on-farm at end-of-life.

Program Objectives

There are three main objectives for the pilot program:

- 1) To develop and test collection logistics and demonstrate proof of concept for a future province-wide program.

The collection of agricultural plastics presents unique challenges that vary geographically. A small-scale pilot program will help to identify gaps in the collection network, availability of contractors, and willingness of farmers to participate. A successful pilot program also demonstrates viability for a province wide EPR program in the future.

- 2) Understand the costs associated with delivering a collection program.

Permanent EPR programs are typically paid for through an environmental handling fee when a product is purchased. Understanding the costs to collect and recycle these products is important in determining the overall cost of operations, which vary by geography and target material.

- 3) Work with end markets to develop viable, long-term recycling outlets for the target materials.

In order to develop new end markets (recyclers), materials are needed for testing. Materials collected through pilot programs are used by recycling facilities who require material for processing and manufacturing tests before large-scale collection begins.

Program Materials

This pilot program will target materials used primarily in the dairy and livestock sector, such as plastic baler twine, bale wrap, and silage bags and bunker covers.

Twine – Baler twine is made of polypropylene (PP) and is used due to its high tensile strength for baling hay and forage materials.



Bale Wrap – Bale wrap is made from linear low-density polyethylene (LLDPE) and is used, often in multiple layers, to contain bales after harvest.



Silage Bags and Bunker Covers – Silage bags and bunker covers are made of low-density polyethylene (LDPE) and used to keep large quantities of feed safe from the elements.



While these materials are often used together on farm, they will be collected separately because they all have a different plastic material composition. Part of the Cleanfarms pilot model is communicating the importance of material separation and minimizing contamination in the material collected.

Program Model

The pilot program will be developed around three main activities; on-farm preparation, collection and consolidation, and delivery to end markets (recyclers). In order to ensure that the materials can be recycled, the goal is to ensure the material remains relatively clean and free from excessive contamination and that each material is kept separate from other materials.

On-farm Preparation

Material separation starts on-farm and continues through to the collection sites and end markets. To help facilitate material separation, the use of collection bags is proposed. The bags help with on-farm material management and help to better maintain material cleanliness for recycling markets.

Collection bags will be provided to participating farmers free of charge at the collection site. With the collection bag, farmers will also receive information about how to properly prepare the materials for recycling.

Farmers will be asked to keep materials separate (twine, bale wrap, and silage plastic in separate bags), and remove excessive contamination where possible. Bags can be tied shut when full and dropped off at the local collection site in the designated area.

Collection and Consolidation

Once the material is prepared on farm, farmers will be instructed to drop off full bags of material at the local collection site for temporary storage and consolidation before it is transferred to a facility for baling.

Collection Sites

The main criterion for a collection site is having the appropriate space for material accumulation and separation. Cleanfarms prefers that pilot projects are run at municipal/regional transfer sites because farmers are already familiar with bringing their materials to these locations. As a secondary option, Cleanfarms can look to host sites at alternate locations, such as ag retail stores. We will work with the Regional District to determine the best location and number of collection sites throughout the pilot project.

We ask that collection sites help distribute the collection bags to farmers and support proper site setup with signage (provided by Cleanfarms). There is no specific cost to hosting a collection site if there is sufficient space for material to be kept sorted. The aim is that the collection site is self-contained – farmers bring their separated material to the site and drop the material off at the designated area that is marked with signage.

There does not need to be overhead coverage for the material at a collection site. The material can sit outside until collection occurs. The collection bags are sufficient to be outside for up to 6 months. Therefore, there will be a minimum of two collections per year, however more can be scheduled if material is returned and accumulates at a faster rate. Further, if the collection site

would prefer to have targeted material drop-off days/weeks, this can also be accommodated and built into the communications plan.

Consolidation, Transportation and Baling

As material is accumulated at the collection sites, Cleanfarms will arrange periodically as needed (no less than once every 6 months) to transport the bags of material to a facility for further consolidation and baling. Once material is baled and a full truckload (20 tonnes) has been accumulated, bales of material are transported to a recycler.

To develop pilot programs into an on-going program, the logistics and costs of baling, transportation and consolidation services need to be developed and accounted for. The pilot phase allows for testing and adjustments. This includes adjustments to working expectations with service providers and contractors so that we arrive at reasonable and efficient costs for working with ag materials and maintaining a program. Baling, transportation, and consolidation cost updates and changes will be disclosed in the proposed quarterly reports.

Cleanfarms acts as the organizing body to coordinate these services, and we aim to work with local service providers as much as possible. Cleanfarms has estimated transportation costs at \$200/MT to be conservative. The figures used in the budget currently are best estimates based on discussions with contractors and our experience with developing pilot projects in other western provinces. Budget outcomes are sensitive to changes in transportation and baling costs. Cleanfarms is currently in discussion with two service providers in Northern BC to determine on-going cost estimates. If the Regional District is able to provide any of these services, Cleanfarms can also contract the District to be the service provider. Based on the service provider decision, a material consolidation point will be established. Cleanfarms will manage the logistics and adjust toward efficiencies.

Material Collection Rates

Based on the waste characterization study commissioned for the region we have updated the collection rate expectations for materials. Typically, we want to phase up anticipated collection rates over time to remain within budget considerations. These rates can be adjusted throughout the pilot phase as desired and based on feedback data from the program. We have started with a target collection rate of 30%. After three years if a permanent, funded program is established we would seek to increase these numbers to collect as much material as possible. During this pilot phase however, we want to be able to test and change strategies as needed to build the most effective program from both a cost and user standpoint.

Communications and Administration

Cleanfarms has developed communications materials and plans for pilot operations and will supply all materials needed. The budget line items under "Communications" include the costs for design, printing and distribution of physical communications tools (site signage and information cards to distribute) and outreach as needed (earned or paid media). Cleanfarms will seek feedback from the RD about how best to reach ratepayers, as often there are local preferences and expectations for communications.

Cleanfarms has factored in administration costs for our services. As the operator for the collection program, we expect to provide the administrative support necessary for operations such as responding to program questions, maintaining data, reporting and other non-direct program activities.

Our goal is that this program does not place a large additional workload onto RDBN staff. Cleanfarms will organize logistics, materials, and information for the pilots. RDBN's involvement in pilot operations is to help communicate the program to ratepayers and facilitate the drop-off of material on site. The expectation is that the RD is not required to spend significant time or resources managing the pilot program. If, however, the RD anticipates incurring additional costs we are happy to develop the budget further to make sure it includes the relevant supports.

End Markets

A primary goal of the pilot project and for Cleanfarms is to develop and contribute to stable end markets for agricultural plastics. Cleanfarms' main priority is that all material collected through programs get recycled and used in other products.

Twine collected from the program will be sent to a facility for recycling in Minnesota. Twine is a high-value, revenue-positive material which will help to offset some of the costs of the pilot.

Currently only one North American market (Quebec) exists for bale wrap. Cleanfarms is exploring opportunities for bale wrap recycling in western Canada and the USA.

Silage film and bunker cover will be shipped to a recycler in Arkansas for recycling, however a facility in Alberta is currently testing silage film and may be a viable market in the near future.

In the event that any material cannot be accepted for recycling, Cleanfarms' next priority is that the material goes to energy recovery through incineration. We do not want any recyclable material collected as part of the program to end up in landfill. The facility that Cleanfarms uses for energy recovery at this time is located in Elie, Manitoba, however more proximate options will be explored as materials are collected. Only non-target, excessively contaminated or mixed materials that cannot be recycled or sent for energy recovery will be sent to landfill.

Project Funding and Invoicing

Cleanfarms is seeking a 50% cost sharing agreement with RDBN to run the pilots on a three-year basis. The same agreement has been proposed to two other districts in Northern BC – the Regional District of Fraser-Fort George and Peace River Regional District. It is expected that cost efficiencies will develop and be shared because of this regional approach to ag plastics recycling (for example, in transporting materials). However, Cleanfarms will maintain separate agreements with each Regional District to ensure there are no cross-payments for the materials collected during the pilot. In other words, the programs will benefit from service efficiencies, but not be held responsible for offsetting costs generated through another Regional District's program. Cleanfarms will contribute the other 50% of funds to the project, with supportive funding coming from the CASPP grant.

It is recommended that short, quarterly updates, corresponding with a proposed quarterly invoicing schedule, be provided so that both the Regional District and Cleanfarms remain aware

of program successes, challenges, and costs. Reports would include the tonnage of materials collected and on-going costs estimates so that adjustments can be made. For example, it may become apparent that the program is under or over budget due to lower or higher than anticipated collection volumes and adjustments to the collection site locations may be required, or that a targeted communication strategy may be needed to address material contamination issues. These are some examples of pivots we have seen at the outset of other pilot programs. The first year of any pilot program always provides important data for making adjustments.

Conclusion

In summary, the proposed pilot projects for the collection of twine, bale wrap, and silage bags/bunker covers in the Regional District of Bulkley-Nechako will provide valuable information and on-the-ground experience required in developing sustainable, long-term collection programs. In addition to the objectives above, RDBN will benefit from participating in the pilot through reducing the amount of plastic being sent to landfill, reducing the open burning of plastics on farm and reducing the amount of agricultural plastics that end up as litter in the environment and in waterways.

Partnering with several Regional Districts will provide a good foundation to involve more farmers, collect more material, and test cost-efficiencies and economies of scale in regional program operations. Upon approval, we would anticipate a start date in early 2021. A successful program model will allow for eventual replication and implementation in other BC regions that express interest, with the overall goal being to transition from a pilot model to an on-going, permanent program for the collection of these materials.

Appendix A: Budget Proposal

Cost assumptions

Year	2021	2022	2023	
Communications				
Design (updates required to existing materials)	\$5,000	\$1,000	\$1,000	Outdoor sign design/contamination education, etc.
Printing costs (ie. Postcards, brochures)	\$2,500	\$1,000	\$1,000	Outdoor signs, other operational comms materials/handouts
Total communications	\$7,500	\$2,000	\$2,000	\$11,500

Collection site related

Year	2021	2022	2023	
Assumptions - sites, collection volumes				
RDBN sites	2	2	2	
Bale and silage wrap used (MT)	198	198	198	From waste characterization
Twine used (MT)	17	17	17	From waste characterization
Bale wrap collection rate	30%	35%	40%	estimate
Twine collection rate	20%	25%	30%	estimate
Bale wrap collected (MT)	59	69	79	
Twine collected (MT)	3	4	5	
Total collection (MT)	63	74	84	221

Assumptions - costs & compensation

Baling (per ton) - all materials	\$150	\$150	\$150	Based on hired contractor
Consolidation at baling site - all materials	\$150	\$150	\$150	Based on hired contractor
Collection bags - twine and bale wrap	\$5,526	\$6,472	\$7,418	Approx \$2.20 each, delivered (30 kg/bag + 20% bag loss)
Transport to end market (per tonne)	\$200	\$200	\$200	Freight company

Revenue from sale of Twine (\$/MT)	\$200	\$200	\$200
Revenue from sale of bale/silage film (\$/MT)	\$0	\$0	\$0
Cost to recycle bale/silage film (\$/MT)	\$0	\$0	\$0
Calculations			

Baling costs	\$9,420	\$11,033	\$12,645
Material consolidation	\$9,420	\$11,033	\$12,645
Transport to end market	\$12,560	\$14,710	\$16,860
Collection bags	\$5,526	\$6,472	\$7,418
Contingency	\$7,500	\$5,000	\$5,000

Total Site collection costs	\$44,426	\$48,247	\$54,568	\$147,242
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Administration

Pilot program operator (25% of expenses; staff time, noi	\$11,107	\$12,062	\$13,642
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Total administration	\$11,107	\$12,062	\$13,642	\$36,811
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Expenses subtotal	\$63,033	\$62,309	\$70,211	\$195,553
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Revenue from sale of material

Twine revenue	\$680	\$850	\$1,020
Bale wrap/silage film revenue	\$0	\$0	\$0

Total revenue	\$680	\$850	\$1,020	\$2,550
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Grand total	\$62,353	\$61,459	\$69,191	\$193,003
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Cost contribution RDBN	\$31,176.50	\$30,729.63	\$34,595.25	\$96,501.38
Cost contribution Cleanfarms	\$31,176.50	\$30,729.63	\$34,595.25	\$96,501.38

Waste Characterization Summary for the Regional District of Bulkley-Nechako

Study Objectives

The objective of this study was to understand the amounts of plastics used by farmers in the Regional District of Bulkley-Nechako, Fraser-Fort George and Peace River Regional District. The study focused on twine, net wrap, and bale wrap/silage plastics, which are primarily used in livestock production. Following is a summary of the findings relevant to the Regional District of Bulkley-Nechako.

Methodology

During this study, researchers reached out to farmers and ranchers, primarily by phone, to ask about their plastic usage on-farm. Throughout Northern British Columbia, over 48 farming operators, regional district representatives, and supplier outlets provided information. The information obtained helped to capture usage patterns in the region. After determining the average on-farm use of plastics, regional estimates were extrapolated by using 2016 farming census data.

The method of wrapping large round bales directly impacts the amount of plastic used. A livestock association in the Vanderhoof area is speaking to farmers to quantify the plastic requirements for wrapping¹. The weight of plastic required for wrapping a large, round bale in the area is found to be:

- Twine: ¼ pound
- Net Wrap: ½ pound
- Bale Wrap Tubes: 2 pounds
- Bale Wrap Individually: 4 pounds

The method of wrapping is not mutually exclusive since some ranchers mentioned using both plastic twine and individual plastic bale wrap on their large round bales. An average has been taken between tubes and individually wrapped bales for the purposes of estimation.

¹ Personal Communication, Alax Kulchar, November 10, 2020



For cattle operations, according to the ranchers interviewed, the average number of Large Round Bales required per head of cattle is just over 6 (6.2) large round bales per year. The range mentioned is from 4.5 to 10 bales per head per year of large round bales. A high, low and average estimate has therefore been provided.

Results

The Bulkley-Nechako and Stikine region is home to 11% of the beef cows in British Columbia. Of a total 56,113 cattle and calves, 23,428 are beef cows, and 977 are dairy cows². This region is estimated to use the below amounts of plastic for 23,428 beef cows if all bales were wrapped using only the single method below. In addition to beef cows and calves, bales are also used to feed dairy cows, horses, sheep, goats and bison in Northern BC.

Material	Average Use (MT)	Low Use (MT)	High Use (MT)
Twine	16.47	11.96	26.57
Net Wrap	32.94	23.91	53.13
Bale wrap ¹	197.66	143.46	318.80

¹ Bale wrap calculations average between estimate for tubes and individually wrapped bales.

Over the course of the study, researchers also identified recurring themes that would come up in conversation. These themes include: some current practice of burning plastics on-farm; noticeable growth of plastic usage over time; a desire for convenient recycling solutions; as well as desire to use less plastic in their operation. In addition, plastic use is noted to increase with seasonal wetness.

² Ministry of Agriculture, Agriculture in Brief: Nechako (2016). https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/statistics/census/census-2016/aginbrief_2016_nechako_region.pdf.



Regional District of Bulkley-Nechako Board Meeting

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: March 25, 2021
Re: Societies' Financial Reports 2021

Recommendation:

Receipt

Discussion:

The Regional District provides many of its services through contracts with not-for-profit societies.

The following Societies provide services to the Regional District where the Regional District provides over \$10,000 in funding:

SOCIETY	SERVICE	2020 GRANT
Northern Society For Domestic Peace	Smithers Victim Services	\$ 36,852
Bulkley Valley Aquatic Centre Management Society	BV Pool Management	\$ 655,980
Bulkley Valley Historical and Museum Society	BV Museum and Archives	\$ 21,816
Lakes District Museum Society	Lakes Museum and Archives	\$ 49,074
Burns Lake and District Rebroadcasting Society	Lakes TV Rebroadcasting	\$ 32,500
Houston – Smithers Rebroadcasting Society	Smithers Area TV Rebroadcast	\$ 60,000
Fraser Lake and District Rebroadcasting Society	FL Area TV Rebroadcasting	\$ 83,750
Fort St. James TV Society	FSJ Area TV Rebroadcasting	\$ 167,415
Burns Lake Public Library Association	Burns Lake Library	\$ 266,137
Fort St. James Public Library	Fort St. James Public Library	\$ 17,188
Fraser Lake Public Library Association	Fraser Lake Library	\$ 36,234
Southside Volunteer Fire Department	SS Fire	\$ 28,600
Fort Fraser Volunteer Fire Department	FF Fire	\$ 19,600
Cluculz Lake Volunteer Fire Department	Cluculz Lake Fire	\$ 17,631
Topley Fire Protection Society	Topley Fire	\$ 34,050
Lakes District Airport Society	Burns Lake Airport	\$ 82,500

Many of these societies also receive other grant funding often by other levels of government. For example, the Smithers museum is provided \$54,718 from the Town of Smithers as well as the \$21,816 provided by the Regional District. An example of the combined importance of different funding sources is illustrated in the Financial Statements for Northern Society for Domestic Peace for Note No. 12 on page 16 of the statements.



March 25, 2021

Page 2 of 2

Organizations that receive funding in excess of \$10,000 must follow the “Funded Organization Expectation of Accountability Policy” introduced by the Regional District Board in 2018.

Four of the organizations listed have not yet met this policy and are in the process of working towards compliance.

Attachments:

**Funded Organization Expectation of Accountability Policy
Financial Statements for Board Receipt (16)**



Regional District of Bulkley-Nechako Board Policy

SUBJECT: Funded Organization - Expectation of Accountability
 CATEGORY: Financial Services
 LAST REVIEW: 2018

PURPOSE

All organizations funded by the Regional District of Bulkley-Nechako are expected to maintain complete and accurate financial records. This includes organizations that receive funding from Grant-in-Aid, through Gas Tax Grants, or from local service budgets.

All organizations requesting grants must be incorporated by Canada or the Province of British Columbia.

CONTEXT

All organizations that receive funding from the Regional District must ensure that their organization is up to date with legislated requirements.⁴

Organizations that receive continuous funding through a local service agreement of more than \$10,000 per year must agree to make their financial statements, annual meeting minutes, and a list of directors available to the Board at the Regional District office in Burns Lake.

POLICY STATEMENT

- 1) All organizations that receive funding from an established local service must provide their next year's budget (approved by the organization's board) every November and must provide their previous year's financial statements within three months of year end. Organizations that receive continuous funding from a local service (excluding municipalities) must abide by the following terms:
 - a) If the organization receives greater than \$10,000 per year from the RDBN, then they must provide financial statements (with *some specified review procedures concerning cash*¹) prepared by a CPA²; or
 - b) If the organization receives greater than \$75,000 per year from the RDBN, then they must provide financial statements prepared and reviewed³ by a CPA; or

- c) If the organization receives greater than \$250,000 from any source of government funding, then they must provide audited financial statements.
- 2) All organizations that receive funding through a grant program such as Grant-in-Aid or Gas Tax (excluding municipalities and school districts) must abide by the following terms:
- a) If the grant request exceeds \$25,000 for a capital expenditure or \$10,000 for any other expenditure, or if the organization has received more than \$25,000 (in total) in the last two calendar years then the organization must provide financial statements (with *some specified review procedures concerning cash*¹) prepared by a CPA²; or
- b) If the grant request exceeds \$75,000, or if the organization has received more than \$150,000 (in total) in the last two calendar years then they must provide financial statements prepared and reviewed³ by a CPA; or
- c) If the grant request exceeds \$250,000, or if the organization has received more than \$250,000 (in total) in the last two calendar years *from any source of government funding*, then they must provide audited financial statements.

FOOTNOTES

¹The specified procedures concerning cash include the verification of monthly bank reconciliations, the verification of the beginning and ending year cash accounts for the organization with the organizations bank or credit union, it includes a review and proper accounting of all prepaid expenses and accrued liabilities, and it includes verification that all designated “restricted” accounts are externally restricted only (and not restricted by the organizations board).

²CPA refers to a Certified Professional Accountant licensed to work in British Columbia.

³Reviewed Financial Statements mean for this policy that a “Review Engagement” was carried out by an accountant. For more information, please refer to the Canadian Standard for Review Engagements published by CPA Canada (currently CSRE 2400).

⁴ Some conditions for being in Good Standing:

For incorporated societies this means that they are in good standing in the province (for example they have filed their last AGM); they have submitted a T2 to the federal government for the current fiscal year, and, if they are required to do so, must have filed a T1044.

For incorporated societies that are also registered charities, this means that the charity is in good standing in BC (filed their last AGM if provincially incorporated) and have filed the charities information form T3010 for the last calendar year.

NORTHERN SOCIETY FOR DOMESTIC PEACE
FINANCIAL STATEMENTS
MARCH 31, 2020

NORTHERN SOCIETY FOR DOMESTIC PEACE
FINANCIAL STATEMENTS
MARCH 31, 2020

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**EDMISON MEHR
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JEANNE M. MACNEIL, B.Comm., CPA, CA

INDEPENDENT AUDITOR'S REPORT

To the Directors of
NORTHERN SOCIETY FOR DOMESTIC PEACE
Smithers, BC

We have audited the accompanying financial statements of NORTHERN SOCIETY FOR DOMESTIC PEACE, which comprise the Statement of Financial Position as at March 31, 2020, and the Statements of Changes to Fund Balances, Operations and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Entities and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Society derives revenues from fundraising activities and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly our verification of these revenues was limited to the amounts recorded in the records of the Society and we were not able to determine whether any adjustments might be necessary to revenue, excess of revenue over expenditures and fund balances.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of NORTHERN SOCIETY FOR DOMESTIC PEACE as at March 31, 2020, and of its financial performance and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Entities.

Report on Other Legal and Regulatory Requirement

As required by the British Columbia Societies Act, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Smithers, BC
August 7, 2020



Edmison Mehr

**NORTHERN SOCIETY FOR DOMESTIC PEACE
STATEMENT OF FINANCIAL POSITION
MARCH 31, 2020**

	Operating Fund	Capital Fund	Reserve Funds	Total 2020	Total 2019
ASSETS					
CURRENT					
Cash	\$ 546,859	-	-	546,859	355,764
Cash - BC Gaming	33,339	-	-	33,339	32,850
Term deposit & accrued interest, Note 3	10,495	-	-	10,495	10,407
Accounts receivable	128,045	-	-	128,045	22,890
GST receivable	1,106	-	-	1,106	411
Due from employees	-	-	-	-	1,244
Prepaid expenses	<u>5,108</u>	<u>-</u>	<u>-</u>	<u>5,108</u>	<u>16,076</u>
	<u>724,952</u>	<u>-</u>	<u>-</u>	<u>724,952</u>	<u>439,642</u>
DUE FROM (TO) OTHER FUNDS	<u>(160,121)</u>	<u>-</u>	<u>160,121</u>	<u>-</u>	<u>-</u>
TANGIBLE CAPITAL ASSETS, Note 4	<u>-</u>	<u>746,268</u>	<u>-</u>	<u>746,268</u>	<u>767,839</u>
PROPERTY DEVELOPMENT IN PROGRESS, Note 5	<u>343,075</u>	<u>-</u>	<u>-</u>	<u>343,075</u>	<u>-</u>
	<u>\$ 907,906</u>	<u>746,268</u>	<u>160,121</u>	<u>1,814,295</u>	<u>1,207,481</u>
LIABILITIES					
CURRENT					
Accounts payable	\$ 129,004	-	-	129,004	17,472
Due to employees	414	-	-	414	-
Wages payable	32,711	-	-	32,711	20,701
Vacation pay payable	33,689	-	-	33,689	24,268
Payroll deductions and benefits payable	28,078	-	-	28,078	22,824
Damage deposits	1,325	-	-	1,325	1,325
Revenue in advance, Note 7	181,004	-	-	181,004	131,723
Accrued interest payable	1,136	-	-	1,136	1,181
BC Housing promissory note, Note 5	343,075	-	-	343,075	-
Current portion of long term debt, Note 8	<u>-</u>	<u>22,162</u>	<u>-</u>	<u>22,162</u>	<u>279,011</u>
	<u>750,436</u>	<u>22,162</u>	<u>-</u>	<u>772,598</u>	<u>498,505</u>
LONG TERM DEBT, Note 8	<u>-</u>	<u>235,384</u>	<u>-</u>	<u>235,384</u>	<u>-</u>
FUND BALANCES					
OPERATING NET ASSETS	157,470	-	-	157,470	114,442
INVESTED IN CAPITAL ASSETS	-	488,722	-	488,722	488,831
RESTRICTED FUNDS, Note 9	<u>-</u>	<u>-</u>	<u>160,121</u>	<u>160,121</u>	<u>105,703</u>
	<u>157,470</u>	<u>488,722</u>	<u>160,121</u>	<u>806,313</u>	<u>708,976</u>
	<u>\$ 907,906</u>	<u>746,268</u>	<u>160,121</u>	<u>1,814,295</u>	<u>1,207,481</u>

APPROVAL OF THE BOARD:



Director

Ben Forsyth

Director

**NORTHERN SOCIETY FOR DOMESTIC PEACE
STATEMENT OF CHANGES TO FUND BALANCES
FOR THE YEAR ENDED MARCH 31, 2020**

	Operating Fund	Capital Fund	Reserve Funds	Total 2020	Total 2019
Fund balance, beginning of year	\$ <u>114,442</u>	<u>488,831</u>	<u>105,703</u>	<u>708,976</u>	<u>651,717</u>
Change in fund balances during year:					
Excess (deficiency) of revenues over expenses for the year	<u>126,328</u>	<u>(28,991)</u>	<u>-</u>	<u>97,337</u>	<u>57,259</u>
Capital expenditures and transfer of fund balances:					
Transfers from restricted funds	14,273	-	(14,273)	-	-
Transfers to restricted funds	<u>(68,691)</u>	<u>-</u>	<u>68,691</u>	<u>-</u>	<u>-</u>
	<u>(54,418)</u>	<u>-</u>	<u>54,418</u>	<u>-</u>	<u>-</u>
Changes to invested in capital assets					
Purchase of tangible capital assets from operating in year	(7,418)	7,418	-	-	-
Debt repayment in year	<u>(21,464)</u>	<u>21,464</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>(28,882)</u>	<u>28,882</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in fund balances during year	<u>43,028</u>	<u>(109)</u>	<u>54,418</u>	<u>97,337</u>	<u>57,259</u>
Fund balance, end of year	\$ <u><u>157,470</u></u>	<u><u>488,722</u></u>	<u><u>160,121</u></u>	<u><u>806,313</u></u>	<u><u>708,976</u></u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2020**

	Operating Fund	Capital Fund	Reserve Funds	Total 2020	Total 2019
REVENUE					
Government funding, Note 12	\$ 1,546,222	-	-	1,546,222	1,488,606
Grants - foundations, other	145,751	-	-	145,751	108,545
Rental	70,949	-	-	70,949	66,055
Fee for service	23,007	-	-	23,007	105
Donations and memberships	77,524	-	-	77,524	53,595
Interest	675	-	-	675	555
Fundraising and other	<u>4,769</u>	<u>-</u>	<u>-</u>	<u>4,769</u>	<u>19,171</u>
	<u>1,868,897</u>	<u>-</u>	<u>-</u>	<u>1,868,897</u>	<u>1,736,632</u>
EXPENSES					
Wages and benefits	1,346,241	-	-	1,346,241	1,225,509
Advertising and promotion	875	-	-	875	66
Amortization	-	28,991	-	28,991	27,130
Bad debts	-	-	-	-	1,384
Bank charges and interest	110	-	-	110	181
Client costs	31,121	-	-	31,121	31,916
Fundraising	3,905	-	-	3,905	10,227
Honorariums	1,750	-	-	1,750	3,800
Insurance	14,105	-	-	14,105	11,352
Interest - long term	15,973	-	-	15,973	16,947
Licenses, dues and fees	5,024	-	-	5,024	3,846
Office	9,090	-	-	9,090	8,049
Professional fees	13,361	-	-	13,361	15,993
Program supplies	17,233	-	-	17,233	17,058
Property development	(11,556)	-	-	(11,556)	11,751
Property taxes	10,894	-	-	10,894	9,518
Rent	20,142	-	-	20,142	19,255
Repairs and maintenance	51,745	-	-	51,745	48,900
Subcontract and clinical supervision	44,903	-	-	44,903	10,482
Telephone and internet	32,941	-	-	32,941	29,355
Travel, training and workshops	89,334	-	-	89,334	133,977
Utilities	<u>45,378</u>	<u>-</u>	<u>-</u>	<u>45,378</u>	<u>42,677</u>
	<u>1,742,569</u>	<u>28,991</u>	<u>-</u>	<u>1,771,560</u>	<u>1,679,373</u>
Excess (deficiency) of revenues over expenses for the year	<u>\$ 126,328</u>	<u>(28,991)</u>	<u>-</u>	<u>97,337</u>	<u>57,259</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2020**

	Total	Total
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses for the year	\$ 97,337	57,259
Add: Items not involving cash		
Amortization	28,991	27,130
Capital asset contribution - Northern Health	-	-
	<u>126,328</u>	<u>84,389</u>
Net change in non-cash working capital		
Net (increase) decrease in:		
Accounts receivable	(105,155)	(12,503)
GST receivable	(695)	490
Due from employees	1,658	(3,106)
Prepaid expenses	10,968	(11,748)
Property development in progress	(343,075)	-
Net increase (decrease) in:		
Accounts payable	111,529	1,725
Wages payable	12,010	1,129
Vacation pay payable	9,421	2,499
Payroll deductions and benefits payable	5,254	1,563
Damage deposits	-	25
Revenue in advance	49,281	(27,166)
Accrued interest payable	(45)	(87)
BC Housing promissory note	343,075	-
	<u>94,226</u>	<u>(47,179)</u>
	<u>220,554</u>	<u>37,210</u>
FINANCING ACTIVITIES		
Repayment of long term debt	<u>(21,464)</u>	<u>(20,449)</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets	(7,418)	(13,499)
Redemption (purchase) of term deposits	<u>(88)</u>	<u>(67)</u>
	<u>(7,506)</u>	<u>(13,566)</u>
INCREASE (DECREASE) IN CASH	191,584	3,195
CASH, beginning of year	<u>388,614</u>	<u>385,419</u>
CASH, end of year	<u>\$ 580,198</u>	<u>388,614</u>
CASH CONSISTS OF:		
Cash	\$ 546,859	355,764
Cash - BC Gaming	<u>33,339</u>	<u>32,850</u>
	<u>\$ 580,198</u>	<u>388,614</u>
ADDITIONAL CASH FLOW INFORMATION:		
Interest paid	<u>\$ 16,018</u>	<u>\$ 17,034</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
SCHEDULE OF OPERATIONS BY PROGRAM
FOR THE YEAR ENDED MARCH 31, 2020**

	<u>REVENUE</u>	<u>EXPENSES</u>	<u>ADMINISTRATION</u>	<u>EXCESS OF REVENUES FOR YEAR</u>	<u>CAPITAL EXPENDITURES AND TRANSFERS</u>	<u>CHANGE IN FUND BALANCES IN YEAR</u>
01 - Administration	\$ 24,176	183,246	163,219	4,149	-	4,149
02 - Passage House	481,594	441,763	(39,858)	(27)	-	(27)
03 - Third Stage	31,131	32,781	(2,760)	(4,410)	(927)	(5,337)
05 - Sexual Abuse Intervention	192,695	182,479	(18,722)	(8,506)	8,500	(6)
06 - Children Who Witness	97,530	84,883	(10,460)	2,187	-	2,187
07 - Domestic Peace Project	67,920	58,647	(6,000)	3,273	(3,273)	-
08 - Fundraising	61,699	4,908	-	56,791	(50,955)	5,836
10 - V.S. Police Based	79,920	70,482	(8,570)	868	(875)	(7)
11 - VA - Community Based	64,429	56,328	(6,735)	1,366	-	1,366
12 - Pregnancy Outreach	112,080	103,321	(8,271)	488	200	688
14 - Youth Forensics	21,705	19,615	(2,219)	(129)	-	(129)
15 - Stopping the Violence Building	106,148 40,278	92,669 7,707	(12,247) (3,588)	1,232 28,983	(876) (22,778)	356 6,205
22 - Houston CWWA	49,433	42,154	(5,314)	1,965	-	1,965
23 - Houston STV	47,147	44,668	(4,533)	(2,054)	2,000	(54)
25 - Outreach Services	45,734	40,594	(4,890)	250	-	250
26 - Strengthening Families Houston Bldg	57,826 -	37,330 599	(5,268) -	15,228 (599)	- -	15,228 (599)
24 ~ Critical Incident Stress Management	20,218	20,190	(1,200)	(1,172)	1,138	(34)
36 ~ Short Term Projects - ITFL	60,698	52,629	(8,128)	(59)	-	(59)
09 ~ VS Hazelton	68,278	59,823	(6,935)	1,520	(1,500)	20
29 ~ Short Term Projects	99,371	86,155	(7,521)	5,695	(991)	4,704
31 ~ Loans for Life	1,375	1,375	-	-	-	-
35 ~ Short Term Projects - Campus Security	25,545	12,582	-	12,963	(12,963)	-
34 ~ CRN Houston	6,531	6,531	-	-	-	-
33 ~ CRN Smithers	5,436	6,515	-	(1,079)	-	(1,079)
Property Development	-	(7,405)	-	7,405	-	7,405
	<u>\$ 1,868,897</u>	<u>1,742,569</u>	<u>-</u>	<u>126,328</u>	<u>(83,300)</u>	<u>43,028</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020**

1. PURPOSE

The purpose of the Society is to develop, deliver and support programs that provide opportunities for individuals and families to strengthen their relationships and the quality of their lives by fostering respect, challenging violence and promoting health and self-determination.

The Northern Society for Domestic Peace was incorporated under the Society Act on February 2, 1993 and is a registered charitable organization whose activities are exempt from taxation.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Fund Accounting

The Society follows the restricted fund method of accounting for contributions.

The Operating Fund accounts for the Society's program delivery and administrative activities.

The Capital Asset Fund reports the ownership, financing and equity related to the Society's tangible capital assets.

The Reserve Fund reports the assets, liabilities, revenues and expenses related to the reserves established to fund future expenditures.

Cash

Cash consists of cash and cash equivalents that are defined as highly-liquid investments with maturities of three months or less at the acquisition date.

Term deposits and accrued interest

Term deposits are initially recognized and subsequently measured at fair value plus accrued interest, determined using market information. Transaction costs and net gains and losses arising from changes in fair value are immediately recognized in operations.

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020**

Tangible Capital Assets

All property and equipment assets are recorded at cost in the capital fund. Amortization is recorded in the capital fund for building and leasehold improvements on the straight-line basis and furniture and equipment and computer equipment on the declining balance basis, each at the following annual rates:

Buildings - Second Step/1st Avenue	- 2.5%
Leasehold improvements - Transition House	- 6.67%
Leasehold improvements - Pregnancy Outreach	- 20%
Leasehold improvements - Office	- 20%
Equipment and furniture	- 30%
Computer equipment	- 40%

Revenue

Restricted contributions related to expenses for future periods are deferred and are recognized as revenue in the Operating Fund in the same period or periods as the related expenses are recognized.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Donated Materials and Services

It is the Society's policy to record the value of donated materials and services when a fair value can be reasonably estimated and when the materials and services are used in the normal course of the Society's operations and would otherwise have been purchased.

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020**

Financial Instruments

Measurement of financial instruments

The Society initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions.

The society subsequently measures all of its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, short term investments, accounts receivable, and GST receivable.

Financial liabilities measured at amortized cost include accounts payable, wages payable, vacation payable, payroll deductions payable and current portion of long-term debt.

The society's financial assets measured at fair value include quoted shares.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transactions costs

The society recognizes its transaction costs in net income in the period incurred. However, the carrying amount of the financial instruments that will not be subsequently measured at fair value is reflected in the transaction costs that are directly attributable to their origination, issuance or assumption.

Use of estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results could differ from those estimates.

3. TERM DEPOSITS

<u>Term Deposit</u>	<u>2020</u>	<u>2019</u>	<u>Maturity Date</u>	<u>Details</u>
BVCU 704	<u>10,495</u>	<u>10,407</u>	05/08/20	1.4% interest
	<u>\$ 10,495</u>	<u>\$ 10,407</u>		

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020**

4. TANGIBLE CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net</u>
2020:			
Buildings:			
Second Step	\$ 331,460	224,699	106,761
1st Avenue	320,508	123,862	196,646
Transition House	534,262	499,288	34,974
Equipment and furniture	67,473	61,731	5,742
Computer equipment	<u>21,014</u>	<u>18,719</u>	<u>2,295</u>
	1,274,717	928,299	346,418
Land			
Second Step	60,000	-	60,000
1st Avenue	187,050	-	187,050
Transition House	<u>152,800</u>	<u>-</u>	<u>152,800</u>
	<u>\$ 1,674,567</u>	<u>928,299</u>	<u>746,268</u>
2019:			
Buildings:			
Second Step	\$ 331,460	216,488	114,972
1st Avenue	320,508	115,504	205,004
Leasehold improvements:			
Transition House	534,262	490,858	43,404
Equipment and furniture	97,300	93,341	3,959
Computer equipment	<u>31,877</u>	<u>31,227</u>	<u>650</u>
	1,315,407	947,418	367,989
Land			
Second Step	60,000	-	60,000
1st Avenue	187,050	-	187,050
Transition House	<u>152,800</u>	<u>-</u>	<u>152,800</u>
	<u>\$ 1,715,257</u>	<u>947,418</u>	<u>767,839</u>

5. PROPERTY DEVELOPMENT IN PROGRESS

The Society has entered two contracts with BC Housing to perform development work for two potential building projects. Under the contract BC Housing reimburses the Society for all eligible costs incurred in connection with these two development projects. The reimbursements are received in the form of promissory notes. The promissory notes are to be repaid either from the proceeds of the initial advance of the approved mortgage on the eventual building project or they will be forgiven by BC Housing. Prior to one of these two repayment options, the promissory notes are due on demand and therefore are recorded as a current liability. The promissory notes are non-interest bearing and are unsecured.

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020**

6. LINE OF CREDIT

The Society has available a line of credit of \$10,000. The line of credit is secured by a general security agreement covering all assets of the Society. The line of credit has not been utilized in 2020 or 2019.

7. REVENUE IN ADVANCE

Revenue in advance consists of the following amounts:

	<u>2020</u>	<u>2019</u>
Pregnancy Outreach	\$ 815	\$ 515
Property Development	2,237	-
Prenatal	12,505	8,820
Critical Incident Stress Management	-	2,950
Campus Security	9,500	-
BC Gaming Commission	32,500	32,839
Partners in Sex Violence	8,245	816
Interagency Case Assessment Team	13,161	13,161
Justice Bowl	720	720
Strengthening Families	9,244	9,244
CRN Smithers	-	4,436
CRN Houston	435	964
Loans for life - Smithers	4,711	5,397
Loan for life - Houston	2,673	2,673
BC Housing revenue in advance	39,524	39,248
Police Based workshop	-	1,950
MMIW Gathering	29,967	-
Imagine Grant	4,275	-
Other	<u>10,492</u>	<u>7,990</u>
	<u>\$ 181,004</u>	<u>131,723</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020**

8. LONG TERM DEBT

Long term debt consists of the following mortgages:

	<u>2020</u>	<u>2019</u>
Bulkley Valley Credit Union, commercial loan due in monthly payments of \$2,189 principal and interest combined, bearing interest at 6.19%, maturing October 28, 2024 and secured by land and building	\$ 180,463	\$ 195,502
Bulkley Valley Credit Union, commercial loan due in monthly payments of \$935 principal and interest combined, bearing interest at 6.19%, maturing October 28, 2024 and secured by land and building	<u>77,083</u>	<u>83,509</u>
	257,546	279,011
Current portion of long term debt	<u>22,162</u>	<u>279,011</u>
	<u>\$ 235,384</u>	<u>-</u>

Principal payments in each of the next 5 years assuming the mortgages are renewed at similar terms are as follows:

2021	\$ 22,162
2022	23,574
2023	25,075
2024	26,672
2025	28,370
Thereafter	<u>131,693</u>
	<u>\$ 257,546</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020**

9. RESERVE FUNDS

The Society has established reserve fund balances intended for contingency purposes and to fund specific future expenditures. The reserve amounts consist of the following:

	<u>2020</u>	<u>2019</u>
Mens Group	\$ 59,228	\$ 20,000
Short term Projects	1,331	1,531
Transition House	6,440	6,440
CIRT	-	2,073
Contingency	17,061	17,061
Pregnancy Outreach	4,023	4,023
HerWayHouse	15,000	-
SAIP	6,500	15,000
Victim Service Police Based	3,500	5,000
Ministry of Public Safety & Solicitor General-enhancement	32,575	34,575
Victim Services Hazelton	1,500	-
Campus Security	<u>12,963</u>	<u>-</u>
	<u>\$ 160,121</u>	<u>105,703</u>

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020**

10. FINANCIAL ASSETS AND LIABILITIES

The Society is not exposed to significant foreign currency risk. The significant financial risks to which the Society is exposed include the following:

Credit risk

Credit risk is the risk of loss associated with counterparty's inability to fulfil its payment obligations. Financial instruments that potentially subject the Society to a concentration of credit risk consist primarily of cash, term deposits and accounts receivable. The Society limits its exposure to credit loss by placing its cash and term deposits with major Canadian financial institutions and by monitoring accounts receivable balances on an ongoing basis. The Society's maximum exposure to credit risk for cash, term deposits and accounts receivable is the amounts disclosed in the Statement of Financial Position. Management believes that credit risk for financial instruments is minimal.

Fair value

The Society estimates the fair value of its financial instruments based on current interest rates, market value and pricing of financial instruments with comparable terms. Unless otherwise indicated, the carrying value of these financial instruments approximates their fair market value because of the near maturity of those instruments. Management believes that the fair value risk is minimal.

Liquidity Risk

Liquidity risk is the risk that the Society will not be able to meet its financial obligations as they fall due. The Society's approach to managing liquidity is to evaluate current and expected liquidity requirements under both normal and stressed conditions to ensure that it maintains sufficient reserves of cash or have an available credit facility to meet its liquidity requirements in the short and long term.

As at March 31, 2020, the Society had unrestricted cash and term deposits of \$546,859 (March 31, 2019 - \$355,764) to settle current liabilities (excluding the BC Housing promissory note and the anticipated long term portion of the long term debt) of \$429,523 (March 31, 2019 - \$240,958). Management believes that liquidity risk for financial instruments is minimal.

Market risk

Market risk incorporates a range of risks. Movement in risk factors, such as market price risk and currency risk, affect the fair values of financial assets and liabilities. The current Covid-19 pandemic has increased market volatility significantly. The Society is potentially exposed to these risks including the current increased volatility due to Covid-19. The Society mitigates these risks by currently retaining its funds in Canadian bank accounts and term deposits.

Interest rate risk

The Society is exposed to interest rate risk to the extent that the cash maintained is subject to a floating rate of interest. The interest rate risk on cash and money market funds is not considered significant.

**NORTHERN SOCIETY FOR DOMESTIC PEACE
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020**

11. REMUNERATION PAID TO DIRECTORS, EMPLOYEES AND CONTRACTORS

In accordance with the Societies Act the Society discloses all remuneration paid to directors and also discloses annual payments to employees and contractors that individually exceed \$75,000. The Society has not paid any remuneration to any directors for the year. The Society also has one employee and no contractors that were paid in excess of the \$75,000 disclosure amount for the year. The remuneration for the fiscal year for this employee was \$77,917,

12. GOVERNMENT FUNDING

The operating government funding for the year is as follows:

	<u>2020</u>	<u>2019</u>
Federal/Provincial:		
BC Housing	\$ 474,291	\$ 485,906
Justice	-	29,895
Children and Families	269,526	266,724
Northern Health Authority	78,315	80,100
Health Canada	14,000	14,000
Public Safety and Solicitor General	640,222	501,921
Indigenous Relations	-	45,000
BC Gaming Commission	<u>32,895</u>	<u>29,087</u>
	1,509,249	1,452,633
Local Government:		
V.S. Police Based	<u>36,973</u>	<u>35,973</u>
	<u>\$ 1,546,222</u>	<u>1,488,606</u>

13. ECONOMIC DEPENDENCE

The Society is dependent upon continuing to secure adequate government funding if it is to maintain its current programs.

**BULKLEY VALLEY AQUATIC CENTRE
MANAGEMENT SOCIETY**

FINANCIAL STATEMENTS

DECEMBER 31, 2019

BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY**DECEMBER 31, 2019****CONTENTS**

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**EDMISON MEHR
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Partners:
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MICHAEL B. MEHR, B.Comm, CPA, CA
JEANNE M. MACNEIL, B.Comm, CPA, CA

INDEPENDENT AUDITOR'S REPORT

To the Directors of
Bulkley Valley Aquatic Centre Management Society
Smithers, BC

We have audited the accompanying financial statements of Bulkley Valley Aquatic Centre Management Society, which comprise the Statement of Financial Position as at December 31, 2019, and the Statements of Operations and Changes to Net Assets, and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Generally Accepted Accounting Principals for Not-for-Profit Entities and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

The Society has expensed the purchase of capital assets (equipment) in full in the year of acquisition on the Statement of Operations. Canadian Generally Accepted Accounting Principals for Not-for-Profit Entities require that capital assets be recorded on the Statement of Financial Position at cost and amortization of these capital assets be recorded on the Statement of Operations in a rational and systematic manner over the useful life of the capital asset.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Bulkley Valley Aquatic Centre Management Society as at December 31, 2019, and of its financial performance and its cash flows for the year then ended in accordance with Canadian Generally Accepted Accounting Principles for Not-for-Profit Entities.

Comparative Information

We draw attention to the fact that the comparative information presented was reviewed by our firm and therefore comparative information has not been audited.

Report on Other Legal and Regulatory Requirement

As required by the British Columbia Societies Act, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Smithers, BC
November 18, 2020

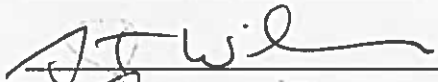



Edmison Mehr

BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 227,293	\$ 211,205
Accounts receivable	13,884	12,344
Inventory, Note 3	<u>17,321</u>	<u>13,234</u>
	\$ <u>258,498</u>	\$ <u>236,783</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 63,104	\$ 59,562
GST payable	1,837	2,182
Source deductions payable	12,758	13,342
Salaries payable	39,848	42,762
Customer credits payable	<u>10,914</u>	<u>7,648</u>
	<u>128,461</u>	<u>125,496</u>
NET ASSETS		
NET ASSETS, Note 5	<u>130,037</u>	<u>111,287</u>
	\$ <u>258,498</u>	\$ <u>236,783</u>

APPROVED BY THE BOARD:

 DIRECTOR
 DIRECTOR

BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Total 2019	Total 2018
REVENUE		
General admission and rentals	\$ 304,223	\$ 341,299
Programs	169,292	181,475
Taxation support	658,236	609,275
Donations, other grant funding and memberships	67,374	40,804
Interest - general	<u>1,702</u>	<u>1,153</u>
	<u>1,200,827</u>	<u>1,174,006</u>
Concession and other sales:		
Sales	38,221	47,819
Cost of sales, Note 3	<u>22,231</u>	<u>26,892</u>
Gross profit	<u>15,990</u>	<u>20,927</u>
	<u>1,216,817</u>	<u>1,194,933</u>
EXPENSES		
Wages and benefits	805,766	817,024
Accounting and legal	7,270	5,190
Advertising and promotion	15,576	17,901
Bad debts	350	-
Bank charges and interest	9,217	10,501
Capital expenditures	21,635	35,521
Cash (over)/short	15	(435)
Insurance, licenses and dues	2,552	3,062
Office and software	23,660	19,323
Repairs and maintenance	144,301	102,414
Supplies - general	46,467	49,749
Supplies - janitorial	10,180	12,479
Telephone	6,723	6,566
Training and professional development	7,777	7,386
Travel	4,090	3,149
Utilities - hydro	37,565	40,102
Utilities - natural gas	37,601	45,267
Water, sewer and garbage	10,376	10,879
Workers compensation	<u>6,946</u>	<u>8,712</u>
	<u>1,198,067</u>	<u>1,194,790</u>
Excess of revenues over expenses for the year	18,750	143
Net assets, beginning of year	<u>111,287</u>	<u>111,144</u>
Net assets, end of year	<u>\$ 130,037</u>	<u>\$ 111,287</u>

**BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	2019	2018
OPERATING ACTIVITIES		
Excess of revenues over expenses for the year	\$ <u>18,750</u>	\$ <u>143</u>
Net change in non-cash working capital		
Net (increase) decrease in:		
Accounts receivable	(1,540)	26,991
Inventory	(4,087)	1,122
Net increase (decrease) in:		
Accounts payable and accrued liabilities	3,542	(22,652)
GST payable	(345)	259
Source deductions payable	(584)	1,720
Salaries payable	(2,914)	5,797
Customer credits payable	<u>3,266</u>	<u>(313)</u>
	<u>(2,662)</u>	<u>12,924</u>
	<u>16,088</u>	<u>13,067</u>
INCREASE IN CASH	16,088	13,067
CASH, beginning of year	<u>211,205</u>	<u>198,138</u>
CASH, end of year	\$ <u>227,293</u>	<u>211,205</u>

**BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

1. PURPOSE

The purpose of the Society is to promote, manage and maintain an indoor aquatic centre, located in the Town of Smithers, BC for the benefit of the people of the Bulkley Valley and the public, generally. The Society has entered an operating agreement with the Regional District of Bulkley-Nechako to act as the operator of the Bulkley Valley Aquatic Centre and Racquet Courts/Climbing Wall. The operating agreement was renewed January 1, 2020 for a two year term. The land and building for this facility are owned by the Regional District of Bulkley-Nechako.

The Bulkley Valley Aquatic Centre Management Society was incorporated under the Society Act of British Columbia on July 24, 1990 and is not subject to income taxation.

2. ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.

Inventory

Inventory is recorded at the lower of cost and net realizable value. Cost is assigned by using the weighted average cost formula. Cost comprises the purchase price plus freight-in. Cost of sales reported on the statement of operations represent inventories recognized as an expense in the period in which the related revenue is recognized. Net realizable value is the estimated selling price in the ordinary course of business less the estimated costs necessary to complete the sale.

Capital Assets

Capital assets are expensed fully in the year of acquisition.

Revenue Recognition

Revenue from taxation support is recorded on a monthly basis when the taxation support is received.

Facility memberships fees which are collected in full in advance are recognized as revenue in full at commencement of the specific membership period.

All other revenue sources are recorded on the accrual basis.

**BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

Financial Instruments

Measurement of financial instruments

The Society initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions.

The society subsequently measures all of its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, GST payable, source deduction payable, salaries payable, and customer credits payable.

The society's financial assets measured at fair value include quoted shares.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transactions costs

The society recognizes its transaction costs in net income in the period incurred. However, the carrying amount of the financial instruments that will not be subsequently measured at fair value is reflected in the transaction costs that are directly attributable to their origination, issuance or assumption.

Use of estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results could differ from those estimates.

**BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

3. INVENTORY

	<u>2019</u>	<u>2018</u>
Opening inventory	\$ 13,234	\$ 14,356
Purchases	26,318	25,770
Less cost of goods sold	<u>(22,231)</u>	<u>(26,892)</u>
Closing inventory	<u>\$ 17,321</u>	<u>\$ 13,234</u>

4. BANK INDEBTEDNESS

The company has arranged a revolving line of credit to a maximum of \$20,000, bearing interest at prime and secured by a general security agreement.

5. NET ASSETS

The net assets balance at December 31, 2019 is \$129,375. There was no unexpended capital funding carried forward to 2020.

**BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

6. FINANCIAL ASSETS AND LIABILITIES

The Society is not exposed to significant market, interest or foreign currency risk. The significant financial risks to which the Society is exposed include the following:

Credit risk

Credit risk is the risk of loss associated with counterparty's inability to fulfil its payment obligations. Financial instruments that potentially subject the Society to a concentration of credit risk consist primarily of cash and accounts receivable. The Society limits its exposure to credit loss by placing its cash with major Canadian financial institutions and by monitoring accounts receivable balances on an ongoing basis. The Society's maximum exposure to credit risk for cash and accounts receivable is the amounts disclosed in the Statement of Financial Position. Management believes that credit risk for financial instruments is minimal.

Fair value

The Society estimates the fair value of its financial instruments based on current interest rates, market value and pricing of financial instruments with comparable terms. Unless otherwise indicated, the carrying value of these financial instruments approximates their fair market value because of the near maturity of those instruments. Management believes that the fair value risk is minimal.

Liquidity Risk

Liquidity risk is the risk that the Society will not be able to meet its financial obligations as they fall due. The Society's approach to managing liquidity is to evaluate current and expected liquidity requirements under both normal and stressed conditions to ensure that it maintains sufficient reserves of cash or have an available credit facility to meet its liquidity requirements in the short and long term.

As at December 31, 2019, the Society had cash of \$227,293 (December 31, 2018 - \$211,205) to settle current liabilities of \$128,461 (December 31, 2018 - \$125,496). Management believes that liquidity risk for financial instruments is minimal.

7. REMUNERATION PAID TO DIRECTORS, EMPLOYEES AND CONTRACTORS

In accordance with the Societies Act the Society discloses all remuneration paid to directors and also discloses annual payments to employees and contractors that individually exceed \$75,000. The Society has not paid any remuneration to any directors for the year. The Society has one employee that was paid in excess of the \$75,000 disclosure amount for the year. The wage for that employee for the year was \$75,191.

**BULKLEY VALLEY AQUATIC CENTRE MANAGEMENT SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

8. RELATED PARTY TRANSACTIONS

The Society enters into transactions with the Regional District of Bulkley-Nechako. As disclosed in Note 1, the Society has entered an operating agreement with the Regional District of Bulkley-Nechako to act as the operator of the Bulkley Valley Aquatic Centre and Racquet Courts/Climbing Wall and the Regional District of Bulkley-Nechako is considered to have significant influence relating to the operation of the facility and is therefore considered a related party to the Society. All transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the parties.

	<u>2019</u>	<u>2018</u>
Included in revenue:		
Taxation support	\$ 658,236	\$ 609,275
Donations, other grant funding and memberships	<u>42,933</u>	<u>23,281</u>
Total included in revenue	<u>701,169</u>	<u>632,556</u>
Included in expense:		
Utilities - natural gas	\$ <u>37,601</u>	\$ <u>45,267</u>

No amount receivable or payable exists at the year ended December 31, 2019 or the prior year end date presented.

9. SUBSEQUENT EVENT - COVID 19

Management has determined that the conditions existing at the reporting date of December 31, 2019 relating to the Covid 19 pandemic did not result in an impact on the financial balances reported in this financial statement. Subsequent to the year end, Covid 19 has become a pandemic and requires subsequent event disclosure in these financial statements. The pandemic resulted in the closure of the Bulkley Valley Aquatic Centre and Racquet Courts/Climbing Wall facility for an extended period of time (March 16, 2020 to September 14, 2020). The facility reopened on September 15, 2020 under Covid 19 safety protocols that have restricted normal full operations. Management continues to be engaged in planning with respect to mitigating the potential impact of the continued pandemic. The Society continues to be a going concern by utilizing the accumulated net assets surplus and because of the continued commitment from the Regional District of Bulkley-Nechako to provide the necessary funding support from the taxation revenue budgeted to cover costs incurred during the period of closure and the limited operations that commenced recently.

10. ECONOMIC DEPENDENCE

The Society is dependent upon continued taxation support from the Regional District of Bulkley-Nechako if it is to maintain similar operations.

BULKLEY VALLEY HISTORICAL & MUSEUM SOCIETY**FINANCIAL STATEMENTS
(Unaudited - See Notice to Reader)****December 31, 2019****INDEX**

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NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Bulkley Valley Historical & Museum Society as at December 31, 2019 and the statements of operations and changes in net assets for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

A handwritten signature in black ink that reads 'Colin T. Bruintjes'. The signature is written in a cursive, flowing style.

Colin T. Bruintjes
Chartered Professional Accountant

Smithers, BC
March 9, 2020

BULKLEY VALLEY HISTORICAL & MUSEUM SOCIETY
STATEMENT OF OPERATIONS
(Unaudited - See Notice to Reader)
For the year ended December 31, 2019

	<u>2019</u>	<u>% of Revenue</u>	<u>2018</u>	<u>% of Revenue</u>
REVENUE				
Grants (Note 3)	\$ 124,358	78.8	\$ 145,786	78.7
Rental	22,926	14.5	26,763	14.5
Sales	4,203	2.7	4,090	2.2
Fundraising	2,007	1.3	3,678	2.0
Donations	2,148	1.4	2,982	1.6
Memberships	1,447	0.9	1,350	0.7
Interest	<u>654</u>	0.4	<u>517</u>	0.3
	<u>157,743</u>	100.0	<u>185,166</u>	100.0
EXPENSES				
Schedule of Expenses - Page 7	<u>151,743</u>	96.2	<u>178,653</u>	96.5
EXCESS OF REVENUE OVER EXPENSES	\$ <u>6,000</u>	3.8	\$ <u>6,513</u>	3.5
RESTRICTED FUND TRANSACTIONS				
Allocation to repair fund	(4,200)	(2.7)	(4,200)	(2.3)
Actual repairs expenses	1,854	1.2	1,484	0.8
Interest earned	<u>(466)</u>	-	<u>(325)</u>	(0.2)
	\$ <u>(2,812)</u>	(1.8)	\$ <u>(3,041)</u>	(1.6)
EXCESS OF REVENUE OVER EXPENSES	\$ <u>3,188</u>	2.0	\$ <u>3,472</u>	1.9

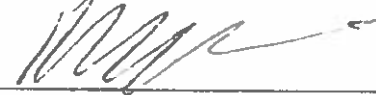
BULKLEY VALLEY HISTORICAL & MUSEUM SOCIETY
STATEMENT OF CHANGES IN NET ASSETS
(Unaudited - See Notice to Reader)
For the year ended December 31, 2019


	<u>Invested in capital assets</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total 2019</u>	<u>Total 2018</u>
NET ASSETS					
Balance, beginning of year	\$ -	\$ 39,673	\$ 21,700	\$ 61,373	\$ 54,860
Excess of revenues over expenses	-	-	6,000	6,000	6,513
Internally imposed restrictions	-	<u>2,812</u>	<u>(2,812)</u>	-	-
	-	<u>42,485</u>	<u>24,888</u>	<u>67,373</u>	<u>61,373</u>
Balance, end of year	<u>\$ -</u>	<u>\$ 42,485</u>	<u>\$ 24,888</u>	<u>\$ 67,373</u>	<u>\$ 61,373</u>

BULKLEY VALLEY HISTORICAL & MUSEUM SOCIETY
STATEMENT OF FINANCIAL POSITION
(Unaudited - See Notice to Reader)
December 31, 2019

	<u>2019</u>	<u>2018</u>
ASSETS		
CURRENT		
Cash	\$ 41,647	\$ 40,401
Term deposits	27,892	27,426
Accounts receivable	99	-
Trade receivables	828	1,746
Interest receivable	493	402
Prepaid expenses	1,311	1,370
Goods and services tax recoverable	<u>604</u>	<u>781</u>
	<u>\$ 72,874</u>	<u>\$ 72,126</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 2,418	\$ 1,817
Payroll liabilities	932	614
Provincial sales tax payable	13	9
Prepaid rent and security deposits	200	200
Prepaid membership fees	313	-
Deferred contributions (Note 4)	<u>1,625</u>	<u>8,113</u>
	<u>5,501</u>	<u>10,753</u>
NET ASSETS		
Restricted net assets	42,485	39,673
Unrestricted net assets	<u>24,888</u>	<u>21,700</u>
	<u>67,373</u>	<u>61,373</u>
	<u>\$ 72,874</u>	<u>\$ 72,126</u>

Approved on behalf of the Board:


_____, Director
BETTY CAMPBELL


_____, Director
RICK BUDHWA

BULKLEY VALLEY HISTORICAL & MUSEUM SOCIETY
NOTES TO FINANCIAL STATEMENTS
(Unaudited - See Notice to Reader)
December 31, 2019

1. COMPARATIVE INFORMATION

Certain comparative amounts have been reclassified to conform with the current year classifications of assets.

2. RESTRICTION ON NET ASSETS

Of the net assets, \$42,485 are subject to internally imposed restrictions. The restricted funds are comprised of contingency funds for the "Old Church" of \$14,593 and the "New Building Fund" of \$27,892. The current period "Old Church" restriction increased by \$2,346, the net of Old Church repairs allocation of \$4,200 and actual repairs of \$1,854. The current period "New Building Fund" restriction increased by the interest income earned on GIC of \$466. These internally restricted amounts are not available for other purposes without the approval of the board of directors.

3. GRANTS

	<u>2019</u>	<u>2018</u>
Town of Smithers	\$ 54,199	\$ 53,424
Regional District of Bulkley Nechako	20,624	19,361
BC Arts Council	20,000	15,000
Canada Summer Jobs	8,220	6,365
BC Gaming Grant	7,000	6,600
Wetzink'wa Community Forest Corporation	5,137	4,008
Other	4,803	1,197
Young Canada Works	4,375	4,277
Library and Archives Canada	-	26,884
BC Canada 150	-	8,670
	<u>\$ 124,358</u>	<u>\$ 145,786</u>

4. DEFERRED CONTRIBUTIONS

	<u>2019</u>	<u>2018</u>
Wetzink'wa Community Forest Corporation	\$ 1,190	\$ 6,327
Access Smithers	435	750
Hamber Foundation	-	536
Bulkley Valley Credit Union	-	500
	<u>\$ 1,625</u>	<u>\$ 8,113</u>

BULKLEY VALLEY HISTORICAL & MUSEUM SOCIETY
SCHEDULE OF EXPENSES
(Unaudited - See Notice to Reader)
For the year ended December 31, 2019

EXPENSES	<u>2019</u>	<u>% of Revenue</u>	<u>2018</u>	<u>% of Revenue</u>
Wages and benefits	\$ 101,865	64.6	\$ 123,065	66.5
Rent	13,446	8.5	13,056	7.1
Repairs and maintenance	6,982	4.4	7,247	3.9
Professional fees	4,431	2.8	5,189	2.8
Utilities	3,230	2.0	4,107	2.2
Online database	2,863	1.8	3,135	1.7
Insurance, fees and dues	2,780	1.8	2,404	1.3
Advertising and promotion	2,452	1.6	2,046	1.1
Office and general	2,278	1.4	2,127	1.1
Training	1,960	1.2	575	0.3
Equipment	1,947	1.2	8,834	4.8
Exhibits	1,683	1.1	1,318	0.7
Telephone	1,419	0.9	1,305	0.7
Gift Shop	1,358	0.9	1,635	0.9
Fundraising	1,153	0.7	77	-
Supplies	919	0.6	1,803	1.0
Travel	676	0.4	78	-
Freight and delivery	216	0.1	625	0.3
Archives and library	<u>85</u>	0.1	<u>27</u>	-
	<u>\$ 151,743</u>	96.2	<u>\$ 178,653</u>	96.5

Lakes District Museum Society

Notice to Reader

Financial Statements

For the year ended December 31, 2019

(With comparative figures for 2018)

(Unaudited- See notice to reader)

Matilda D'Silva Ltd.

Chartered Professional Accountant

3115 Taylor Frontage Road
Burns Lake, BC V0J1E2

Phone (250) 685-8229/ Fax (250) -692-7779
email: matilda@matildadsilvacpa.com

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Lakes District Museum Society for the year ended December 31, 2019 and the statement of operations and changes in net assets for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and accordingly, I express no assurance thereon.

Prior year figures have been compiled by another accountant.

Readers are cautioned that these statements may not be appropriate for their purposes.

Burns Lake, BC
December 8, 2020



Matilda D'Silva Ltd
Chartered Professional Accountant

Lakes District Museum Society

Statement of Financial Position

December 31, 2019

(With comparative figures for 2018)

(Unaudited - See Notice to Reader)

ASSETS

	2019	2018
Current assets:		
Cash	\$ 32,699	\$ 24,740
Investment	10,079	3,061
GST receivable	120	197
Prepaid expenses	<u>473</u>	<u>197</u>
	<u>\$ 43,371</u>	<u>\$ 27,998</u>

LIABILITIES AND NET ASSETS**Current liabilities:**

Accounts payable	\$ 2,019	\$ 1,111
Withholding taxes payable	1,190	1,111
Wages payable	<u>-</u>	<u>88</u>
	<u>3,209</u>	<u>1,306</u>

Net assets:

Unrestricted net assets	<u>40,162</u>	<u>26,692</u>
	<u>\$ 43,371</u>	<u>\$ 27,998</u>

Approved by the directors:

Director, _____

Director, _____

Lakes District Museum Society

Statement of Operations and Changes in Fund Balances

For the year ended December 31, 2019

(With comparative figures for 2018)

(Unaudited - See Notice to Reader)

	2019	2018
Revenue:		
Regional District of Bulkley- Nechako	\$ 50,750	\$ 45,000
Federal Government	8,458	6,072
Grants	25,977	3,000
Memberships	65	110
Other	<u>2,545</u>	<u>1,406</u>
	<u>87,795</u>	<u>55,588</u>
Expenditures:		
Accounting	1,333	750
Advertising & Promotion	1,605	621
Bank charges & interest	124	342
Delivery, freight & express	20	36
Insurance	106	834
Legal fees	40	125
Memberships	103	138
Office	830	1,161
Rental	3,000	3,000
Repairs & maintenance	1,278	1,330
Salaries & wages	57,345	34,910
Supplies	4,860	3,228
Telephone	1,498	1,419
Miscellaneous expenses	616	514
Training	40	-
Utilities	<u>1,567</u>	<u>1,861</u>
	<u>74,325</u>	<u>50,269</u>
Excess of revenues over expenditures	<u>\$ 13,470</u>	<u>\$ 5,319</u>
Unrestricted Fund balances, beginning of year	<u>\$ 26,692</u>	<u>\$ 21,373</u>
Balance end of year	<u><u>\$ 40,162</u></u>	<u><u>\$ 26,692</u></u>

Matilda D'Silva Ltd.

Chartered Professional Accountant

3115 Taylor Frontage Road
Burns Lake BC, V0J1E2

Phone: (250) 685- 8229/ Fax 250 692-7779
e-mail:matilda@matildadsilvacga.com

October 5, 2020

Lakes District Museum Society
PO Box 266
Burns Lake, BC V0J1E0

Dear Director,

The purpose of this letter is to outline the nature of my involvement with the financial statements of Lakes District Museum Society for the period ending December 31, 2019 (the "Engagement"). As agreed, I will compile financial statements in accordance with the standards applicable to compilation engagements for the period ended December 31, 2019 from information provided by you. I will not perform an audit or a review engagement on such information.

Unless unanticipated difficulties are encountered, my report will be substantially in the following form:

Notice to Reader

On the basis of information provided by management, I have compiled the balance sheet of Lakes District Museum Society for the year ended December 31, 2019 and the statements of operations and changes in net assets for the period then ended. I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

My Responsibilities

Since I am accepting this Engagement as your accountant, not as your auditor, I request that you do not record this as an auditing engagement in the minutes of your board meetings. My services will not result in the expression of an audit opinion or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement. You may wish to obtain legal advice concerning statutory (or contractual) audit requirements.

It is understood and agreed that:

- a. You will provide me with accurate and complete information necessary to compile such statements;
- b. The responsibility for the accuracy and completeness of the representations in the financial statements remains with you;
- c. Each page of the financial statements will be conspicuously marked as being unaudited;
- d. You will attach my *Notice to Reader* communication when distributing the financial statements to third parties;
- e. The financial statements may either lack disclosure required by, or otherwise not be in accordance with, an applicable financial reporting framework and may not be appropriate for general purpose use; and
- f. Uninformed readers could be misled unless they are aware of the possible limitations of the statements and my very limited involvement.

This Engagement cannot be relied upon to prevent or detect error and fraud and other irregularities. I wish to emphasize that responsibility for the prevention and detection of error and fraud and other irregularities must remain with management.

Use of Information

It is acknowledged that I will have access to all information about identified individuals ("personal information") in your custody that I require to complete my Engagement. My services are provided on the basis that:

- a. You represent to me that management has obtained any required consents for my collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. I will hold all personal information in compliance with my Privacy Statement.

File Inspections

In accordance with professional regulations and by my firm policy, my client files must periodically be reviewed by practice inspectors and by other firm personnel to ensure that I am adhering to professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, I will not provide any third party with confidential information concerning the affairs of Lakes District Museum Society unless:

- a. I have been specifically authorized with prior consent;
- b. I have been ordered or expressly required by law or by the CPABC Code of Professional Conduct/Code of Ethics; or
- c. The information requested is or enters into public domain.

Communications

In performing my services, I will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party; I cannot guarantee or warrant that communications from me will be properly delivered only to the addressee. Therefore, I specifically disclaim, and you release me from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by me in connection with the performance of this Engagement. In that regard, you agree that I shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent to my use of electronic communications, please notify me in writing.

Use and Distribution of My Communication

The compilation of the financial statements and the issuance of my *Notice to Reader* communication are solely for the use of Lakes District Museum Society and those to whom my report is specifically addressed by me. I make no representations or warranties of any kind to any third party in respect of these financial statements or my *Notice to Reader* communication, and I accept no responsibility for their use by any third party or any liability to anyone other than Burns Lake Public Library Association.

For greater clarity, my *Notice to Reader* communication will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. My communication should not be circulated beyond Lakes District Museum Society or relied upon by any third party for any purpose, without my prior written consent.

You agree that my name may be used only with my prior written consent, and that any information to which I have attached a communication be issued with that communication, unless otherwise agreed to by me in writing.

[If you require my consent in this regard, management agrees to provide, on a timely basis, a draft of the other information for my review prior to the issuance of the Notice to Reader communication.]

Ownership

The working papers, files, other materials, reports and work created, developed or performed by me during the course of the Engagement are the property of my firm, constitute my confidential information and will be retained by me in accordance with my firm's policies and procedures.

During the course of my work, I may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of my services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. I also do not provide

any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

I retain the copyright and all intellectual property rights in any original materials provided to you.

Accounting Advice

Except as outlined in this letter, the Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Indemnity

Lakes District Museum Society hereby agrees to indemnify, defend by counsel retained and instructed by me and hold harmless my firm and employees from and against any and all losses, costs including solicitors' fees, damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a. The breach by Lakes District Museum Society its directors, officers, agents, or employees, of any of the covenants or obligations of Lakes District Museum Society herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, my engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by my firm.
- b. A misrepresentation by a member of your management or board of directors.

Limitation of Liability

In addition, I will not be liable in any event for consequential, incidental, indirect, punitive, exemplary, aggravated or special damages, including any amount for loss of profit, data or goodwill, whether or not the likelihood of such loss or damage was contemplated.

Time Frames

I will use all reasonable efforts to complete the Engagement as described in this letter by the time frames agreed upon. However, I shall not be liable for failures or delays in performance that arise from causes beyond my reasonable control, including any delays in the performance by Lakes District Museum Society of its obligations.

Fees at Regular Billing Rates

My professional fees will be based on my regular billing rates, plus direct out-of-pocket expenses and applicable GST, and are due when rendered. Fees for additional services will be established separately. If significant additional time is likely to be incurred, I will discuss the reasons with you and agree on a revised fee estimate before I incur the additional costs.

Fees will be rendered as work progresses and are payable on presentation.

Billing

My fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1% per month. I reserve the right to suspend my services or to withdraw from this Engagement in the event that any of my invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to me, you agree to reimburse me for my costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event I am required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information I obtained and/or prepared during the course of this Engagement, you agree to compensate me, at my normal hourly rates, for the time I expend in connection with such response and to reimburse me for all of my out-of-pocket costs (including applicable GST incurred).

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party not less than 30 calendar days before the effective date of termination. If early termination takes place, Burns Lake Public Library Association} shall be responsible for all time and expenses incurred up to the termination date and all costs in terminating any agreement with any specialist or other third party retained by me in connection with this Engagement.

If I am unable to complete the Engagement, I may withdraw from the Engagement before issuing my Notice to Reader communication or compiling the financial statements. If this occurs, I will communicate the reasons and provide details.

Survival of Terms

This engagement letter will continue in force for subsequent Engagements unless terminated by either party by written notice prior to the commencement of the subsequent Engagement.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with me. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to me.

I appreciate the opportunity of continuing to be of service to your Society.

Yours truly,



Matilda D'Silva Ltd
Chartered Professional Accountant

The services and terms set out above are as agreed.
Lakes District Museum Society

Director

Date Oct 12/2020

BURNS LAKE & DISTRICT REBROADCASTING SOCIETY

Notice to Reader

Financial Statements

For the year ended August 31, 2020

(With comparative figures for 2019)

(Unaudited- See notice to reader)

Matilda D'Silva Ltd.

Chartered Professional Accountant

3115 Taylor Frontage Road
Burns Lake, BC V0J1E2

Phone (250) 685-8229/ Fax (250) -692-7779
email: matilda@matildadsilvacpa.com

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Burns Lake & District Rebroadcasting Society for the year ended August 31, 2020 and the statement of operations and changes in fund balances for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Burns Lake, BC
February 26, 2021



Matilda D'Silva Ltd
Chartered Professional Accountant

BURNS LAKE & DISTRICT REBROADCASTING SOCIETY

Statement of Financial Position

August 31, 2020

(With comparative figures for 2019)

(Unaudited - See Notice to Reader)

ASSETS

	2020	2019
Current assets:		
Cash	\$ 92,706	\$ 66,647
Public service bodies rebate receivable	144	622
Prepaid expenses	<u>1,554</u>	<u>1,494</u>
	94,404	68,763
Broadcasting Towers & Equipment (note 3)	190,763	331,501
Refundable deposits (note 2)	<u>500</u>	<u>500</u>
	<u>\$ 285,667</u>	<u>\$ 400,764</u>

LIABILITIES AND FUND BALANCES

Current liabilities:		
Accounts payable	\$ <u>1,258</u>	\$ <u>1,258</u>
Net assets:		
Invested in capital assets	190,763	331,501
Unrestricted net assets	<u>93,646</u>	<u>68,005</u>
	<u>284,409</u>	<u>399,506</u>
	<u>\$ 285,667</u>	<u>\$ 400,764</u>

Approved by the directors:

Director, _____

Director, _____

BURNS LAKE & DISTRICT REBROADCASTING SOCIETY

Statement of Operations and Changes in Fund Balances

For the year ended August 31, 2020

(With comparative figures for 2019)

(Unaudited - See Notice to Reader)

	2020	2019
Revenue:		
Regional District of Bulkley- Nechako	\$ 32,500	\$ 31,667
User fees received	<u>1,000</u>	<u>1,000</u>
	<u>33,500</u>	<u>32,667</u>
Expenditures:		
Accounting	1,230	1,230
Amortization	140,738	140,738
Bank charges & interest	54	83
Insurance	1,635	1,241
Office and general	328	317
Program fees -Shaw cable	2,628	2,630
Travel & accommodation	559	881
Utilities	<u>1,425</u>	<u>1,317</u>
	<u>148,597</u>	<u>148,437</u>
Excess (deficit) of revenues over expenditures	\$ <u>(115,097)</u>	\$ <u>(115,770)</u>
Unrestricted Fund balances, beginning of year	\$ 68,005	\$ 84,186
Add: Amortization	140,738	140,738
Less: Capital equipment purchased	-	(41,149)
Less: Prior period adjustment	<u>-</u>	<u>-</u>
Balance end of year	\$ <u><u>93,646</u></u>	\$ <u><u>68,005</u></u>
Invested in capital assets, beginning of the year	\$ 331,501	\$ 431,090
Add: Capital equipment purchased	-	41,149
Less: Amortization	<u>(140,738)</u>	<u>(140,738)</u>
Balance end of year	\$ <u><u>190,763</u></u>	\$ <u><u>331,501</u></u>

BURNS LAKE & DISTRICT REBROADCASTING SOCIETY

Notes to Financial Statements

August 31, 2020

(Unaudited - See Notice to Reader)

1. Purpose:

The Burns Lake & District Rebroadcasting Society is a registered society under the Income tax and is exempt from tax. It was registered on August 24, 1977 to promote, foster and develop community spirit by the establishment, maintenance and operation of a television rebroadcasting service for the community of the Village of Burns Lake.

2. Refundable deposits:

The Ministry of Lands requires a safekeeping deposit for the Verdun mountain site. A money order of \$500 is placed with CIBC for this purpose.

3. Capital assets:

	Cost	Acc. Amortization	Net Value 2020	Net value 2019
Broadcasting equipment	\$ <u>472,239</u>	\$ <u>281,475</u>	\$ <u>190,763</u>	\$ <u>331,501</u>
	\$ <u>472,239</u>	\$ <u>281,475</u>	\$ <u>190,763</u>	\$ <u>331,501</u>

Houston-Smithers Rebroadcasting Society

Financial Statements

December 31, 2019

(unaudited - See Notice to Reader)



CHARTERED PROFESSIONAL ACCOUNTANTS

NOTICE TO READER

On the basis of information provided by management, we have compiled the balance sheet of Houston-Smithers Rebroadcasting Society, as at December 31, 2019 and the statement of operations for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

Prince George, BC
October 23, 2020

Beswick Hildebrandt Lund
Chartered Professional Accountants

Partners

- Allison Beswick CPA, CA
- Norm Hildebrandt CPA, CA
- Robin Lund CPA, CGA

●Denotes professional corporation

Beswick Hildebrandt Lund CPA
556 North Nechako Road, Suite 10,
Prince George BC, Canada V2K 1A1
T: +1 250 564 2515, F: +1 250 562 8722

Houston- Smithers Rebroadcasting Society

STATEMENT OF OPERATIONS

For the year ended December 31, 2019

(unaudited - See Notice to Reader)

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Total 2019</u>	<u>Total 2018</u>
REVENUE				
Regional District Bulkley-Nechako	\$ 60,000	\$ -	\$ 60,000	\$ 60,000
Rental Income	300	-	300	300
Donations	2,940	-	2,940	-
Interest Income	1	-	1	-
	<u>63,241</u>	<u>-</u>	<u>63,241</u>	<u>60,300</u>
EXPENSES				
Site rental	11,332	-	11,332	11,075
Casual Wages	9,570	-	9,570	10,122
Insurance, Licences and Fees	8,074	-	8,074	7,600
Utilities	7,120	-	7,120	6,663
Materials and Supplies	5,597	-	5,597	2,183
Satellite Service	4,682	-	4,682	4,679
Accounting and legal	3,891	-	3,891	3,145
Travel and Accomodation	1,913	-	1,913	2,061
Telephone	1,614	-	1,614	1,579
Office	1,058	-	1,058	1,497
Freight	623	-	623	325
Repairs and Maintenance	543	-	543	616
Advertising and promotion	336	-	336	989
Sub-contractors	300	-	300	300
Rent	160	-	160	115
Bank Charges and Interest	139	-	139	168
Professional Fees	74	-	74	201
Worksafe BC	24	-	24	11
Amortization	-	3,187	3,187	3,098
	<u>57,050</u>	<u>3,187</u>	<u>60,237</u>	<u>56,427</u>
EXCESS REVENUE FOR THE YEAR	6,191	(3,187)	3,004	3,873
NET ASSETS AT BEGINNING OF THE YEAR	38,371	14,075	52,446	48,573
INTERFUND TRANSFERS				
Acquisition of tangible capital assets	<u>(2,584)</u>	<u>2,584</u>	<u>-</u>	<u>-</u>
NET ASSETS AT END OF THE YEAR	<u>\$ 41,978</u>	<u>\$ 13,472</u>	<u>\$ 55,450</u>	<u>\$ 52,446</u>

Houston-Smithers Rebroadcasting Society

BALANCE SHEET

December 31, 2019

(unaudited - See Notice to Reader)

ASSETS

	<u>2019</u>	<u>2018</u>
CURRENT ASSETS		
Cash	\$ 40,643	\$ 33,785
Accounts receivable	5,554	14,672
Prepaid Expenses	<u>6,178</u>	<u>5,256</u>
	52,375	53,713
CAPITAL ASSETS	<u>13,472</u>	<u>14,075</u>
	<u>\$ 65,847</u>	<u>\$ 67,788</u>

LIABILITIES

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	<u>\$ 10,397</u>	<u>\$ 15,342</u>

NET ASSETS

GENERAL FUND	41,978	38,571
CAPITAL FUND	<u>13,472</u>	<u>14,075</u>
	<u>55,450</u>	<u>52,646</u>
	<u>\$ 65,847</u>	<u>\$ 67,988</u>

Fraser Lake and District Television Rebroadcasting Society

Box 88 Fraser Lake BC V0J 1S0

Tel 250-699-1184

tasks@hwy16.com

June 21, 2020

Mr. John Illes
Kristi Rensby
Finance/Administration
Regional District of Bulkley-Nechako
32, 3rd Ave., PO Box 820
Burns Lake, B. C.
V0J 1E0

RECEIVED

JUN 23 2020

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

To Whom It May Concern:

Please find enclosed a copy of our 2019 Financial Statements, as per your request. I apologize for the delay, it took a rather lengthy time for Ms. D'Silva to prepare them.

I will forward you a copy of the Annual Society Report after the annual meeting. I do not believe a date has been set for this yet.

Thank you.

Yours truly,
FL & DTVRS



Ardelle Thake
Bookkeeper

/at

Enclosure: 2019 Financial Statements

FRASER LAKE & DISTRICT REBROADCASTING SOCIETY

Notice to Reader

Financial Statements

For the year ended December 31, 2019

(With comparative figures for 2018)

(Unaudited- See notice to reader)

Matilda D'Silva Ltd.

Chartered Professional Accountant

3115 Taylor Frontage Road
Burns Lake, BC V0J1E2

Phone (250) 685-8229/ Fax (250) -692-7779
email: matilda@matildadsilvacpa.com

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Fraser Lake & District Rebroadcasting Society for the year ended December 31, 2019 and the statement of operations and changes in net assets for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and accordingly, I express no assurance thereon.

Prior year figures have been compiled by another person.

Readers are cautioned that these statements may not be appropriate for their purposes.

Burns Lake, BC
June 3, 2020



CPA, CGA

FRASER LAKE & DISTRICT REBROADCASTING SOCIETY

Statement of Financial Position

December 31, 2019

(With comparative figures for 2018)

(Unaudited - See Notice to Reader)

ASSETS

	2019	2018
Current assets:		
Cash	\$ 50,912	\$ 44,885
Public service bodies rebate receivable	1,464	1,756
Prepaid expenses	<u>4,856</u>	<u>4,513</u>
	57,232	51,154
Property, Plant & Equipment (note 2)	<u>672,798</u>	<u>646,425</u>
	<u>\$ 730,030</u>	<u>\$ 697,579</u>

LIABILITIES AND NET ASSETS

Current liabilities:

Accounts payable	\$ <u>2,125</u>	\$ <u>-</u>
------------------	-----------------	-------------

Net assets:

Invested in capital assets	672,798	646,425
Unrestricted net assets	<u>55,107</u>	<u>51,154</u>
	<u>727,905</u>	<u>697,579</u>
	<u>\$ 730,030</u>	<u>\$ 697,579</u>

Approved by the directors:

Director, _____

Director, _____

FRASER LAKE & DISTRICT REBROADCASTING SOCIETY

Statement of Operations and Changes in Net Assets

For the year ended December 31, 2019

(With comparative figures for 2018)

(Unaudited - See Notice to Reader)

	2019	2018
Revenue:		
Regional District of Bulkley- Nechako	\$ 75,375	\$ 67,000
Rent	<u>6,000</u>	<u>6,060</u>
	<u>81,375</u>	<u>73,060</u>
Expenditures:		
Accounting	3,115	1,640
Bank charges & Interest	201	191
Broadcasting Tower maintenance	22,685	21,648
Freight	-	336
Insurance	4,502	4,325
License Fees	12,393	15,120
Office and General	500	424
Rent for Crown Land	723	610
Supplies	2,497	22
Telephone & Utilities	3,388	2,321
Vehicle expense	<u>1,045</u>	<u>954</u>
	<u>51,049</u>	<u>47,591</u>
Excess of revenues over expenditures	<u>\$ 30,326</u>	<u>\$ 25,469</u>
Unrestricted Net Assets, beginning of year	\$ 51,154	\$ 41,267
Less: Capital assets acquired	<u>(26,373)</u>	<u>(15,582)</u>
Balance end of year	<u><u>\$ 55,107</u></u>	<u><u>\$ 51,154</u></u>
Invested in capital assets, beginning of the year	\$ 646,425	\$ 630,843
Add: Capital assets acquired	<u>26,373</u>	<u>15,582</u>
Balance end of year	<u><u>\$ 672,798</u></u>	<u><u>\$ 646,425</u></u>

FRASER LAKE & DISTRICT REBROADCASTING SOCIETY

Notes to Financial Statements

December 31, 2019

(Unaudited - See Notice to Reader)

Purpose:

The Fraser Lake & District Rebroadcasting Society is a registered society under the Income tax and is exempt from tax. It was incorporated on March 8, 1976 to provide television and internet transmission service for the community of the Village of Fraser Lake.

1. Significant accounting policies :

The Society prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). The significant accounting policies are detailed as follows

Revenue recognition

The Society follows the deferred method of accounting for contributions. Under this method, contributions restricted for future periods are deferred and are reported as revenue in the year in which the related expenses are incurred. Unrestricted contributions are reported as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Capital assets

Capital assets were recorded at cost and no amortization is provided

Net assets

Net assets consist of unrestricted net assets, internally restricted net assets and invested in capital assets.

Use of estimates

The preparation of the financial statements in accordance with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and revenue and expenses during the year. Actual results could differ from these estimates. Significant estimates include useful lives of capital assets, revenues deferred to future periods, the amount of accrued liabilities and fair value of financial instruments.

Statement of Cash flow

The statement of cash flow is not prepared as it is not material

FRASER LAKE & DISTRICT REBROADCASTING SOCIETY

Notes to Financial Statements

December 31, 2019

(Unaudited - See Notice to Reader)

2. **Property, Plant & Equipment:**

	Cost	Acc. Amortization	Net Value 2019	Net value 2018
Buildings	\$ 19,515	\$ -	\$ 19,515	\$ 19,515
Building & Road Infrastructure	12,243	-	12,243	2,185
Telecom Equipment	546,810	-	546,810	530,495
Telecom Equipment Infrastructure	30,825	-	30,825	30,825
Towers	58,605	-	58,605	58,605
Vehicle	<u>4,800</u>	<u>-</u>	<u>4,800</u>	<u>4,800</u>
	<u>\$ 672,798</u>	<u>\$ -</u>	<u>\$ 672,798</u>	<u>\$ 646,425</u>

3. **Comparative figures:**

Certain comparative figures have been reclassified to conform with the current year

4. **Economic dependence**

The Society receives its funding from the Regional District of Bulkley- Nechako. If this funding were discontinued, the operations of the Society would be seriously affected.

5. **Contributed services**

Because of the difficulty in determining the fair value of contributed services, no recognition of contributed services is provided in the financial statements

FORT ST. JAMES T.V. SOCIETY

Financial Statements

July 31, 2020

(unaudited - see Notice to Reader)



CHARTERED PROFESSIONAL ACCOUNTANTS

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Fort St. James T.V. Society as at July 31, 2020 and the statement of operations and changes in fund balances for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these financial statements may not be appropriate for their purposes.

**Prince George, BC
January 8, 2021**

**Beswick Hildebrandt Lund
Chartered Professional Accountants**

Partners

- Allison Beswick CPA, CA
- Norm Hildebrandt CPA, CA
- Robin Lund CPA, CGA

●Denotes professional corporation

Beswick Hildebrandt Lund CPA
556 North Nechako Road, Suite 10,
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T: +1 250 564 2515, F: +1 250 562 8722

FORT ST. JAMES T.V. SOCIETY

STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

For the year ended July 31, 2020

(unaudited - see Notice to Reader)

	2020		Total	2019
	Operating	Capital		Total
REVENUE				
Operating grant	\$ 165,917	\$ -	\$ 165,917	\$ 166,047
Donations	4,272	-	4,272	3,240
	<u>170,189</u>	<u>-</u>	<u>170,189</u>	<u>169,287</u>
EXPENSES				
Site improvements	90,593	-	90,593	53,984
Programming	42,842	-	42,842	41,426
Technician	16,024	-	16,024	385
Insurance, dues and fees	7,730	-	7,730	7,696
Fuel and power	6,828	-	6,828	7,427
Professional services and bookkeeping	4,694	-	4,694	4,690
Telephone	1,837	-	1,837	2,499
Hotel and travel	1,724	-	1,724	2,578
Office and miscellaneous	398	-	398	219
Advertising	212	-	212	130
Bank charges and interest	54	-	54	499
Subcontracts	-	-	-	405
Supplies	-	-	-	132
	<u>172,936</u>	<u>-</u>	<u>172,936</u>	<u>122,070</u>
EXCESS OF (EXPENSES OVER) REVENUE	(2,747)	-	(2,747)	47,217
FUND BALANCES AT BEGINNING OF THE YEAR	124,205	808,208	932,413	885,196
INTER-FUND TRANSFER				
Purchase of property and equipment	(18,841)	18,841	-	-
FUND BALANCES AT END OF THE YEAR	<u>\$ 102,617</u>	<u>\$ 827,049</u>	<u>\$ 929,666</u>	<u>\$ 932,413</u>

FORT ST. JAMES T.V. SOCIETY
STATEMENT OF FINANCIAL POSITION

July 31, 2020

(unaudited - see Notice to Reader)

ASSETS

	2020	2019
CURRENT ASSETS		
Cash	\$ 100,428	\$ 123,848
Accounts receivable	4,092	2,464
	104,520	126,312
 PROPERTY AND EQUIPMENT, at cost		
Buildings and equipment	827,049	808,208
	\$ 931,569	\$ 934,520

LIABILITIES

CURRENT LIABILITIES		
Accounts payable	\$ 1,903	\$ 2,107

NET ASSETS

FUND BALANCES		
Invested in capital assets	827,049	808,208
Unrestricted	102,617	124,205
	929,666	932,413
	\$ 931,569	\$ 934,520

BURNS LAKE PUBLIC LIBRARY ASSOCIATION

Notice to Reader

Financial Statements

For the year ended December 31, 2019

(With comparative figures for 2018)

(Unaudited- See notice to reader)

BURNS LAKE PUBLIC LIBRARY ASSOCIATION

Statement of Financial Position

December 31, 2019

(With comparative figures for 2018)

(Unaudited - See Notice to Reader)

ASSETS

	2019	2018
Current assets:		
Cash	\$ 83,281	\$ 65,176
Short term Investment (note 4)	10,707	21,036
Accrued interest receivable	43	-
Public service bodies rebate receivable	<u>2,609</u>	<u>1,802</u>
	<u>\$ 96,640</u>	<u>\$ 88,014</u>

LIABILITIES AND NET ASSETS

Current liabilities:		
Accounts payable	\$ 4,621	\$ 947
Wages payable	17,629	6,820
WCB payable	<u>278</u>	<u>468</u>
	<u>22,528</u>	<u>8,235</u>
Net assets:		
Unrestricted Net Assets	<u>\$ 74,112</u>	<u>\$ 79,779</u>
	<u>\$ 96,640</u>	<u>\$ 88,014</u>

Approved by the directors:

Director, _____

Director, _____

BURNS LAKE PUBLIC LIBRARY ASSOCIATION
Statement of Operations and Changes in Fund Balances
For the year ended December 31, 2019
(With comparative figures for 2018)
(Unaudited - See Notice to Reader)

	2019	2018
Revenue:		
Regional District of Bulkley- Nechako	\$ 232,430	\$ 207,179
Other Grants (note 3)	70,670	55,816
Book revenue	1,918	7,240
Donations	12,311	4,026
Fundraising activities	7,360	7,155
Fees for services including fines	5,893	5,179
Rental income	3,668	3,653
Interest	<u>529</u>	<u>450</u>
	<u>334,779</u>	<u>290,698</u>
Expenditures:		
Salaries & Benefits	211,879	183,333
Acquisition of books and periodicals	35,574	27,627
Office material & supplies	4,516	7,690
Database licensing	8,093	7,040
Rent	6,663	6,000
Postage	4,696	4,599
Utilities	6,678	7,237
Conference & Courses	4,003	3,099
Professional fees	7,191	3,045
Telephone & Internet	2,598	4,405
Computer & Software	14,027	2,561
Janitorial	2,058	2,500
Community programs	2,039	1,714
Advertising	1,067	1,534
Literacy events	3,076	1,480
Acquisition supplies	6,668	1,401
Lost Books	30	1,398
Insurance	760	1,031
Repairs & maintenance	7,290	937
Dues & Memberships	191	923
Security & Safety expense	1,106	1,637
Bank charges	604	305
Fund raising	556	239
Honorarium	<u>1,270</u>	<u>-</u>
	<u>332,633</u>	<u>271,735</u>
Excess of revenues over expenditures	<u>\$ 2,146</u>	<u>\$ 18,963</u>
Unrestricted Fund balances, beginning of year	<u>\$ 79,779</u>	<u>\$ 60,816</u>
Less: Prior period adjustment	<u>(7,813)</u>	<u>-</u>
Balance end of year	<u><u>\$ 74,112</u></u>	<u><u>\$ 79,779</u></u>

BURNS LAKE PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

December 31, 2019

(Unaudited - See Notice to Reader)

1. Purpose:

The Burns Lake Public Library Association is a registered society under the Income tax and is exempt from tax. It was registered on January 1, 1975 and provides library service to the community of the Village of Burns Lake. The Association services includes lending books, DVD's, CD's, Audio books, periodicals, reference books. It also provide literacy programs for adults, children, and youth and continuing education programs for youth, adults, and seniors.

2. Significant accounting policies :

The Association prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). The significant accounting policies are detailed as follows

Revenue recognition

The Association follows the deferred method of accounting for contributions. Under this method, contributions restricted for future periods are deferred and are reported as revenue in the year in which the related expenses are incurred. Unrestricted contributions are reported as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Capital assets

Capital assets are expensed in the year of purchase.

Net assets

Net assets consist of unrestricted net assets. Transfers between unrestricted and internally restricted net assets are based on the Association's operating reserve policy and approved by the Board of Directors (the "Board").

Financial instruments

The Associations's financial instruments consist of Cash, Regional District Grants, other Grants receivable and Accounts payable. Unless otherwise noted, it is the Boards opinion that the Association is not exposed to significant interest , currency or credit risks arising from these financial instruments

Statement of cash flow

The statement of cash flow is not provided as it would not provide any meaningful information

Economic dependence

The Society received its major funding from Regional District of Bulkley Nechako. If this funding were discontinued the operations of the Association would be seriously affected.

Contributed services

Because of the difficulty in determining the fair value of the Contributed service , no recognition of contributed service is provided in the financial statements

BURNS LAKE PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

December 31, 2019

(Unaudited - See Notice to Reader)

2. Significant accounting policies (contd) :**Use of estimates**

The preparation of the financial statements in accordance with ASNPO requires the Board to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and revenue and expenses during the year. Actual results could differ from these estimates. Significant estimates include the amount of accrued liabilities and fair value of financial instruments.

3. Other Grants:

	2019	2018
Province of BC-Operating grant	\$ 22,150	\$ 22,150
Province of BC-Inter Library grant	7,923	7,607
Province of BC-BC Literacy equity grant	5,793	5,793
Province of BC-BC One card grant	10,250	10,250
Province of BC- BC Court House grant	2,500	300
Burns Lake Community Forest	6,214	-
Nechako Kitimat Development Fund	4,200	-
School District #91-Lakes District Literacy grant	1,452	2,513
Burns Lake District Community Foundation	1,502	-
North Central Library Foundation	3,832	2,930
Success by Six	213	184
Canada Summer job grant	4,141	-
Lakes District Arts Council	500	-
Northern Health Imagine project	-	1,053
Other	-	3,036
	<u>\$ 70,670</u>	<u>\$ 55,816</u>

4. Short term investments:

	2019	2018
2.35% BVCU Non Redeemable Long -2014 Fall special 5 yr term deposit redeemed October 2019.	\$ -	\$ 10,498
1.85% BVCU Non Redeemable Long -2016 Fall special 5 yr term deposit maturing in September 2021.	5,284	5,187
1.35% BVCU Non Redeemable Long -2016 Fall special 5 yr term deposit maturing in September 2021	<u>5,423</u>	<u>5,351</u>
Total	<u>\$ 10,707</u>	<u>\$ 21,036</u>

5. Comparative figures:

Certain comparative figures have been reclassified to conform with the current year

FORT ST. JAMES PUBLIC LIBRARY

Financial Statements

December 31, 2019

(unaudited - See Notice to Reader)



CHARTERED PROFESSIONAL ACCOUNTANTS

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Fort St. James Public Library as at December 31, 2019 and the statement of operations and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

Prince George, BC
May 25, 2020

Beswick Hildebrandt Lund
Chartered Professional Accountants

Partners

- Allison Beswick CPA, CA
- Norm Hildebrandt CPA, CA
- Robin Lund CPA, CGA

Denotes professional corporation

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FORT ST. JAMES PUBLIC LIBRARY
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

For the year ended December 31, 2019

(unaudited - See Notice to Reader)

	<u>2019</u>	<u>2018</u>
REVENUE		
Grants		
District of Fort St. James	\$ 162,336	\$ 162,404
Province of British Columbia	32,569	31,839
Fort Outreach	25,000	-
Regional District of Bulkley Nechako	18,910	16,450
Canada Summer Jobs	3,478	2,653
Law Matters	2,500	300
Community Foundation of Fort St. James Grant	1,000	1,190
CNC Grant	500	900
Early Childhood Development	-	1,300
Apollo	-	500
North Central Library Federation	-	2,619
Book sales, replacements and other	3,266	220
Other revenue	3,809	276
Computer, fees and photocopier	1,353	1,073
Interest and miscellaneous	1,314	2,452
Fines	798	1,512
	<u>256,833</u>	<u>225,688</u>
EXPENDITURES		
Wages and benefits	133,757	132,458
Office and sundry	21,695	7,649
Circulation materials	16,820	14,060
Accounting and legal services	16,412	1,800
Hydro	9,390	10,409
Janitorial and housekeeping	8,220	7,914
Repairs and maintenance	7,966	9,011
Education and travel	5,573	5,295
Insurance	4,906	4,869
Telephone and internet	3,022	2,983
Computers, supplies and software	2,126	268
Reading programs	923	1,860
Registration fee	374	669
Meals and entertainment	278	296
Advertising and promotion	85	992
Bank charges and interest	26	17
	<u>231,573</u>	<u>200,550</u>
EXCESS REVENUE FOR THE YEAR	25,260	25,138
NET ASSETS AT BEGINNING OF THE YEAR	<u>145,425</u>	<u>120,287</u>
NET ASSETS AT END OF THE YEAR	<u>\$ 170,685</u>	<u>\$ 145,425</u>

FORT ST. JAMES PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION

December 31, 2019

(unaudited - See Notice to Reader)

ASSETS

	2019	2018
CURRENT ASSETS		
Cash	\$ 61,525	\$ 67,472
Term deposits	110,023	78,677
GST receivable	3,652	1,325
	\$ 175,200	\$ 147,474

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 4,515	\$ 2,049
NET ASSETS	170,685	145,425
	\$ 175,200	\$ 147,474

Approved by the Directors:

E. A. Day Director

Maxine Director

FRASER LAKE PUBLIC LIBRARY ASSOCIATION

Financial Statements

December 31, 2020

(unaudited - See Notice to Reader)



CHARTERED PROFESSIONAL ACCOUNTANTS

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Fraser Lake Public Library as at December 31, 2020 and the statement of operations and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

Prince George, BC
February 9, 2021

Beswick Hildebrandt Lund
Chartered Professional Accountants

Partners

- Allison Beswick CPA, CA
- Norm Hildebrandt CPA, CA
- Robin Lund CPA, CGA
- Dane Soares CPA
- Taylor Turkington CPA

• Denotes professional corporation

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FRASER LAKE PUBLIC LIBRARY ASSOCIATION
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

For the year ended December 31, 2020

(unaudited - See Notice to Reader)

	<u>2020</u>	<u>2019</u>
GRANTS AND FUNDING		
Village of Fraser Lake	\$ 61,200	\$ 61,200
Regional District Bulkley Nechako	36,234	30,195
BC Libraries Branch- Per Capita	11,078	11,078
BC Libraries Branch Tech Grant	8,993	-
BC Libraries Branch- BC OneCard	7,400	7,400
BC Libraries Branch - Literacy/Equi	6,858	6,858
BC Libraries Branch - Resource Shar	3,786	3,786
NCLF Literacy Grant	3,070	1,663
Donations	2,237	519
CNC CALP Partnership Agreement	-	500
Grants - Misc	-	3,267
Canada - Student Grant - SRC	-	2,657
NCLF Travel Grant Fall	-	1,746
NCLF Annual Conference grant	-	2,000
NCLF Tops Training	-	922
NCLF Travel Grant Spring Meeting	-	1,650
	<u>140,856</u>	<u>135,441</u>
SALES AND SERVICES		
Book sales old	\$ 914	\$ 269
Computer copies	772	850
Fines	444	635
Faxes	257	350
Computer fees	109	107
Lost and damaged books	80	107
Photocopies	71	141
Patron cards	20	6
	<u>2,667</u>	<u>2,465</u>
TOTAL REVENUE	<u>\$ 143,523</u>	<u>\$ 137,906</u>
EXPENDITURES		
Wages	93,363	93,459
Miscellaneous	18,493	-
Materials	8,115	7,392
Licenses, dues and fees	4,158	5,617
Computer expenses	3,302	-
Repairs and maintenance	2,854	2,012
Supplies	2,838	2,343
Professional fees	2,370	-
Telephone	2,007	1,998
Postage	1,509	1,729
Insurance	1,482	1,473
Travel	216	2,646
Staff and board appreciation	200	200
Advertising and promotion	96	93
Programs and training	31	3,269
Library conference	-	3,187
Amortization	33,657	-
	<u>174,691</u>	<u>125,418</u>
EXCESS REVENUE FOR THE YEAR	(31,168)	12,488
NET ASSETS AT BEGINNING OF THE YEAR	<u>582,334</u>	<u>569,846</u>
NET ASSETS AT END OF THE YEAR	<u>\$ 551,166</u>	<u>\$ 582,334</u>

FRASER LAKE PUBLIC LIBRARY ASSOCIATION

STATEMENT OF FINANCIAL POSITION

December 31, 2020

(unaudited - See Notice to Reader)

ASSETS

	<u>2020</u>	<u>2019</u>
CURRENT ASSETS		
Cash	\$ 34,170	\$ 26,048
Prepays	1,427	-
GST receivable	<u>1,270</u>	<u>1,598</u>
	<u>36,867</u>	<u>27,646</u>
PROPERTY AND EQUIPMENT, at cost		
Books	475,000	475,000
Office	63,001	76,888
Computer equipment	12,317	2,000
Computer software	<u>800</u>	<u>800</u>
	551,118	554,688
Less: Accumulated amortization	<u>33,657</u>	<u>-</u>
	<u>517,461</u>	<u>554,688</u>
	<u>\$ 554,328</u>	<u>\$ 582,334</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	<u>\$ 3,162</u>	<u>\$ -</u>

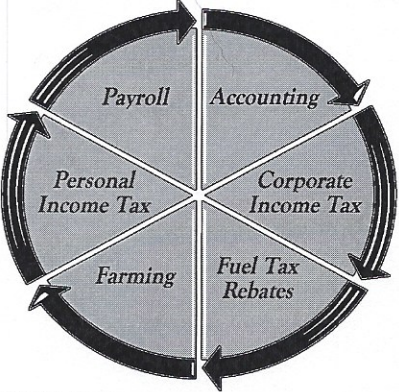
NET ASSETS

GENERAL FUND	33,705	27,646
CAPITAL FUND	<u>517,461</u>	<u>554,688</u>
	<u>551,166</u>	<u>582,334</u>
	<u>\$ 554,328</u>	<u>\$ 582,334</u>

Approved by the Directors:

_____ Director

_____ Director

<p>C.J.'s Accounting Services</p> <p>Phone: 250-570-0192</p>	
--	--

CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT

Financial Statements

Year Ended September 30, 2019

(Unaudited - See Notice to Reader)

CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT

Index to the Financial Statements

Year Ended September 30, 2019

*(Unaudited)***Contents**

	Page
Notice to Reader	3
Balance Sheet	4
Statement of Income	5

Notice to Reader**To the Directors of
CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT**

We have compiled the balance sheet of CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT as at September 30, 2019 and the statements of income, retained earnings for the year then ended, from information provided by management. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their purposes.

CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT

Balance Sheet as at September 30, 2019

(Unaudited - See Notice to Reader)

ASSETS	2019	2018
Current		
Cash	\$ 37,011	\$ 43,353
Equity Shares	79	78
	<u>37,090</u>	<u>43,431</u>
Equipment	22,762	14,399
Mobile Equipment	6,500	6,500
	<u>66,352</u>	<u>64,330</u>
 LIABILITIES AND SHAREHOLDERS' EQUITY		
Current liabilities		
Shareholders' equity		
Retained Earnings	64,330	57,448
Net Income	2,022	6,882
	<u>66,352</u>	<u>64,330</u>
	<u>\$ 66,352</u>	<u>\$ 64,330</u>

Approved by:

Director: _____

CLUCULZ LAKE VOLUNTEER FIRE DEPARTMENT
 Statement of Income for the year ended September 30, 2019
 (Unaudited - See Notice to Reader)

	2019	2018
Revenue		
Tax Revenue	\$ 16,275	\$ 17,918
Interest	85	82
Other	616	1,049
Net Revenue	<u>16,976</u>	<u>19,049</u>
Operating Expenses:		
Business Fees & Licenses	31	178
Equipment	5,574	2,930
Insurance	3,775	3,655
Interest & Bank Charges	50	48
Miscellaneous Expense	400	-
Motor Vehicle Expense	270	-
Office	92	2,630
Professional Fees	446	446
Repairs & Maintenance - Trucks	2,487	408
Training	816	612
Utilities	1,013	1,260
	<u>14,954</u>	<u>12,167</u>
Net Income	<u>\$ 2,022</u>	<u>\$ 6,882</u>

Jason Blackwell

p. 2 of 3

FORT FRASER VOLUNTEER FIRE DEPARTMENT

Statement of Operations and Changes in Fund Balances

For the year ended December 31, 2019

(Unaudited - See Notice to Reader)

	2019
Revenue:	
Regional District of Bulkley- Nechako	\$ 19,600
Donations	50
Public service bodies rebate received for prior years	2,885
Interest	93
Memberships	<u>16</u>
	<u>22,644</u>
 Expenditures:	
Accounting	1,575
Bank charges & interest	24
Fire hall repairs & maintenance	7,440
Fire hall utilities	3,437
Office	718
Licences	188
Telephone	991
Training	250
Supplies	1,409
Training	718
Truck fuel	694
Truck repairs & inspections	<u>6,359</u>
	<u>23,085</u>
 Excess (deficit) of revenues over expenditures	\$ <u>(441)</u>
 Unrestricted Fund balances, beginning of year	\$ <u>46,489</u>
 Balance end of year	\$ <u><u>46,048</u></u>

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY

Notice to Reader

Financial Statements

For the year ended December 31, 2019

(Unaudited- See notice to reader)

Matilda D'Silva Ltd.

Chartered Professional Accountant

3115 Taylor Frontage Road
Burns Lake, BC V0J1E2

Phone (250) 685-8229/ Fax (250) -692-7779
email: matilda@matildadsilvacga.com

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Southside Volunteer Fire Department Society for the year ended December 31, 2019 and the statement of operations and changes in net assets for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Burns Lake, BC
June 18, 2020



CPA, CGA

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY

Statement of Financial Position

December 31, 2019

(Unaudited - See Notice to Reader)

ASSETS

	2019
Current assets:	
Bank	\$ 107,422
Bank -Gaming account	1,882
Public service bodies rebate receivable	335
Prepaid expenses	<u>3,469</u>
	<u>\$ 113,108</u>

LIABILITIES AND NET ASSETS

Current liabilities:	
Accounts payable	\$ <u>1,577</u>
Net assets:	
Unrestricted net assets	<u>111,531</u>
	<u>\$ 113,108</u>

Approved by the directors:

Director, _____

Shawn Trotter
Secretary Treasurer

Director, _____

Brian Plesko
Chief

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY

Statement of Operations and Changes in Fund Balances

For the year ended December 31, 2019

(Unaudited - See Notice to Reader)

	2019
Revenue:	
Regional District of Bulkley- Nechako	\$ 24,904
Cheslatta Carrier Nation	5,190
Wildfire Revenue	11,560
Donations	5,130
Public service bodies rebate received for prior year	1,093
Interest	131
Memberships	<u>180</u>
	<u>48,188</u>
Expenditures:	
Accounting	1,925
Advertising & Promotion	4,507
Bank charges & interest	88
Equipment purchases	642
Fuel	1,779
Insurance & Licences	4,762
Office and shop supplies	669
Repairs and maintenance	9,328
Training	1,413
Telephone & communications	2,832
Utilities	<u>4,993</u>
	<u>32,938</u>
Excess of revenues over expenditures	\$ <u>15,250</u>
Unrestricted Fund balances, beginning of year	\$ <u>96,281</u>
Balance end of year	\$ <u><u>111,531</u></u>

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY

Notes to Financial Statements

December 31, 2019

(Unaudited - See Notice to Reader)

1. Purpose:

Southside Volunteer Fire Department Society (SVFDS) is a registered charity under the Income tax and is exempt from tax. It was incorporated on August 3, 1983. On November 1, 2015 Regional District of Bulkley-Nechako and SVFDS entered into an agreement to provide fire prevention, fire suppression and emergency assistance services to the areas covered within the boundaries specified by the Amendment By-law 1729, 2015 and First Nations Reserve Lands on the Southside of Francois Lake.

Lease agreement

Vide a Lease agreement dated October 31, 2017 Cheslatta Carrier Nations has granted a lease in perpetuity to SVFDS with no attached fee for the use of land & building on District lot 716, Range 4, Lot 5, Plan 10674. Parcel identifier 004-945-701 registered to Cheslatta Carrier Nations. The lease agreement remains in effect as long as SVFDS exists and provides fire protection service as outlined above

2. Significant accounting policies :

The Society prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). The significant accounting policies are detailed as follows:

Revenue recognition

The Society follows the deferred method of accounting for contributions. Under this method, contributions restricted for future periods are deferred and are reported as revenue in the year in which the related expenses are incurred. Unrestricted contributions are reported as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Capital assets

Capital assets are not capitalized and all asset purchases are expensed in the year of purchase.

Net assets

Net assets consist of unrestricted net assets.

Use of estimates

The preparation of the financial statements in accordance with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and revenue and expenses during the year. Actual results could differ from these estimates. Significant estimates include revenues deferred to future periods, the amount of accrued liabilities and fair value of financial instruments.

Statement of Cash flow

The statement of cash flow is not prepared as it is not material.

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY

Notes to Financial Statements

December 31, 2019

(Unaudited - See Notice to Reader)

Economic Dependence

The Society receives its funding from Regional District of Bulkley- Nechako. If this funding were discontinued the operations of the society would be seriously affected.

Contributed services

Because of the difficulty in determining the fair value of contributed services no recognition of contributed services is provided in the financial statements.

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY
PO BOX 99
SOUTHBANK, BC V0J 2P0

June 18, 2020

Matilda D'Silva Ltd.
3115 Taylor Frontage Road
Burns Lake, BC V0J 1E2

Dear Matilda D'Silva,

We are writing at your request to confirm our understanding about your engagement to compile financial statements for *SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY (the society) for the year ended December 31, 2019*. We confirm the following:


1. You have explained to me your limited involvement with these financial statements; that you compiled the statements based on information we presented to you and have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of the information presented.
2. We have reviewed and approved all:
 - journal entries prepared or changed by you,
 - account codes determined or changed by you,
 - transactions classified by you, and
 - accounting records prepared or changed by you
2. You have explained to us that these financial statements may not be suitable for use by persons other than management.
3. We have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to you of personal information.

We hereby acknowledge that you have made us aware of your legal obligations under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of your legal obligations under this Act and authorize you to release and disclose information about the business as required by statute.

Further, we confirm, to the best of our knowledge and belief, the following representations made by us to you during your compilation of these financial statements:

1. All accounting and financial records and related data of the company have been made available to you, and you have been made aware of and given access to outside sources of information where applicable.
2. All information necessary to compile these financial statements has been disclosed to you.
3. No events have occurred or are pending, and no facts have been discovered to date, which would cause these financial statements to be misleading.
4. We have reviewed these financial statements and we acknowledge sole responsibility for their content.
5. The statements disclose all significant assets, liabilities, revenues, and expenses of the society.
6. The statements disclose only assets, liabilities, revenues, and expenses of the society.

Sincerely,


Secretary Treasurer

Matilda D'Silva Ltd.

Chartered Professional Accountant

3115 Taylor Frontage Road
Burns Lake, BC V0J 1E2

Phone: (250) 685- 8229 /Fax (250) 692-7779
e-mail:matilda@matildadsilvacga.com

MARCH 10, 2020

SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY
PO Box 99
1122 Whitney Way
Southbank BC V0J 2P0

Dear Director,

This letter confirms the terms of my appointment as your accountant, and it outlines the terms, nature, and extent of the services I will be providing.

I will compile financial statements as arranged from time to time from information provided by you. I will not perform an audit or a review engagement on such information. Unless unanticipated difficulties are encountered, my report will be substantially in the following form:

Notice to Reader

On the basis of information provided by management, I have compiled the statement of financial position of *SOUTHSIDE VOLUNTEER FIRE DEPARTMENT SOCIETY* as at *December 31, 2019* and the statement of operations and changes in net assets for the year then ended. I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

[City, date]

[Signed]
CPA, CGA

My engagement should not be referred to as an audit, since it will not fulfill any statutory, contractual or other audit requirement, nor will it fulfill any requirement for financial statements that are prepared in accordance with Canadian generally accepted accounting principles. In view of the limited nature of my engagement, you may wish to obtain legal advice regarding any statutory or contractual requirements.

It is understood and agreed that:

- a) the financial statements are the representations of management, and management is responsible for their accuracy and completeness;
- b) you will supply the accurate and complete information necessary to compile the statements;
- c) if, during the minimal study entailed in my compilation, I learn a matter that, in my opinion, should be disclosed in order for the financial statements not to be misleading, it will be disclosed in the financial statements, or I will be required to withdraw from the engagement;
- d) each page of the financial statements will be marked "Unaudited" and will either carry my notice to reader or refer the reader to it, and the financial statements must not be circulated without my marking and notice;
- e) because the financial statements may lack disclosure required by, or otherwise not be in accordance with, Canadian generally accepted accounting principles, they may not be appropriate for general purpose use;
- f) uninformed readers could be misled unless they are aware of the possible limitations of the statements and my very limited involvement; and
- g) compilation of the financial statements is not designed to detect fraud or error, and

h) management is responsible for the design and implementation of internal controls to prevent and detect fraud and error

I will also prepare the necessary Federal and Provincial tax returns and supporting schedules, carry out any bookkeeping that is necessary to effect the compilation, and perform such related services as may be agreed from time to time. In order to compile the financial statements pursuant to this engagement, I will prepare various working papers. I will retain ownership of all such working papers which I may use in any manner we deem appropriate, while respecting your confidentiality.

In accordance with professional requirements, my client files are subject to periodic practice review by our provincial governing body as a self-regulating professional organization responsible for regulating its members and protecting the public. The practice reviewers are required to maintain strict confidentiality of any client information they may encounter during this process.

My fees are based on the complexity and nature of the work and the degree of responsibility and skill required. Any disbursements will be added to my invoice. All billings are due upon presentation, unless other arrangements have been made in advance. A charge of 1.5% per month (18% on an annual basis) applies to overdue accounts.

The *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* places certain legal requirements on my firm to report transactions that may be suspicious of being related to a money laundering or a terrorist financing offence. It also requires my firm to report large cash transactions that exceed \$10,000, the cross-border movement of currency or monetary instruments that exceed \$10,000, and whether I am in possession or control of property that is considered terrorist property. Finally, the Act requires my firm to ascertain the identity and existence of clients and other entities. To meet these obligations, my firm may have to report information about the company that might otherwise be confidential. The reporting of this information may place the company and my firm in a conflict of interest. Should such a conflict arise my firm may be required to withdraw from this engagement. Please be advised that I will do everything in my power to avoid such conflicts and that only information that is required will be disclosed. You hereby acknowledge this legal requirement placed upon my firm and the potential conflict of interest that may arise as a result of it. You also hereby authorize my firm to release and disclose information related to the company if and when required by statute to do so.

I confirm my duty of confidentiality with respect to client affairs. Accordingly, except for information that is in the public domain, I will not provide any third party with confidential information concerning the affairs of the Company without the Company's prior consent, unless required to do so by legal authority, or by the *Code of Ethical Principles and Rules of Conduct* of the Chartered Professional Accountants of B.C. Further, in order to complete my engagement, I will require access to certain personal information. You hereby represent to me that you have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to me of personal information. I will manage all personal information in compliance with my Privacy Code.

The above terms will remain in effect from year to year unless amended in writing by both parties or terminated by written notice from either party. Upon termination of this engagement, I will invoice you for any unbilled fees and expenses. Further, you agree to pay your account to the date of termination upon receipt of my invoice.

I shall be pleased to discuss the contents of this letter with you at any time, and to explain the reasons for any items. If the above terms are acceptable to you, and the services outlined are in accordance with your requirements, please sign the copy of this letter in the space provided and return it to me.

Yours truly,

Matilda D'Silva
CPA, CGA

The services set out in the foregoing letter are in accordance with our requirements. The terms set out are acceptable to us and are hereby agreed to.

RECEIVED

MAR 10 2020

REGIONAL DISTRICT OF
BULKLEY-NECHAKO

TOPLEY FIRE PROTECTION SOCIETY
FINANCIAL STATEMENTS
(UNAUDITED - SEE NOTICE TO READER)
December 31, 2019

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Statement of Financial Position	3
Notes to Financial Statements	4

NANCY A.²⁶³ ROISUM

CHARTERED PROFESSIONAL ACCOUNTANT LTD.

2005 Nadina Ave
PO Box 1558
Houston BC V0J 1Z0

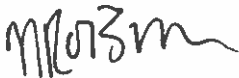
nancy@roisumcpa.ca
phone 250-845-3221
fax 250-845-3250

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Topley Fire Protection Society as at December 31, 2019 and the statements of operations and changes in net assets for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.



Nancy A. Roisum
Chartered Professional Accountant Ltd,

Houston, British Columbia
February 26, 2020

TOPLEY FIRE PROTECTION SOCIETY
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
(UNAUDITED - SEE NOTICE TO READER)
For the year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
REVENUES		
Province of BC	\$ 3,570	\$ 171,046
Regional District	34,050	33,003
Donations	9,302	1,000
Interest	24	51
Other revenues	<u>407</u>	<u>980</u>
	47,353	206,080
EXPENSES		
Amortization	46,367	31,391
Insurance	3,059	3,988
Office	1,624	2,031
Professional fees	802	1,250
Repairs and maintenance	954	2,432
Sub-contracts		15,725
Supplies	3,903	8,670
Telephone and radio	2,417	2,339
Training	11,430	539
Utilities	5,407	5,460
Vehicle expenses	<u>26,640</u>	<u>17,835</u>
	102,603	91,660
OPERATING INCOME	<u>(55,250)</u>	<u>114,420</u>
OTHER INCOME		
Gain (loss) on disposal of assets	<u>3,610</u>	<u> </u>
EXCESS OF REVENUES OVER EXPENSES	(51,640)	114,420
NET ASSETS, beginning of year	<u>269,880</u>	<u>155,460</u>
NET ASSETS, end of year	<u>\$ 218,240</u>	<u>\$ 269,880</u>

**TOPLEY FIRE PROTECTION SOCIETY
STATEMENT OF FINANCIAL POSITION
(UNAUDITED - SEE NOTICE TO READER)
December 31, 2019**

ASSETS

	<u>2019</u>	<u>2018</u>
CURRENT		
Cash	\$ 41,837	\$ 160,724
Goods and Services Tax rebate receivable	3,607	1,115
Prepaid expenses	<u>562</u>	<u>538</u>
	46,006	162,377
PROPERTY, PLANT & EQUIPMENT (Note 1)	<u>174,982</u>	<u>113,501</u>
	<u>\$ 220,988</u>	<u>\$ 275,878</u>

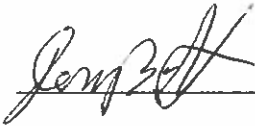
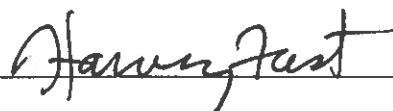
LIABILITIES

CURRENT		
Accounts payable and accrued liabilities	\$ <u>2,748</u>	\$ <u>5,998</u>

NET ASSETS

NET ASSETS	<u>218,240</u>	<u>269,880</u>
	<u>\$ 220,988</u>	<u>\$ 275,878</u>

Approved by the Directors:

 _____, Chair  _____, Treasurer

**TOPLEY FIRE PROTECTION SOCIETY
NOTES TO FINANCIAL STATEMENTS
(UNAUDITED - SEE NOTICE TO READER)
December 31, 2019**

1. PROPERTY, PLANT & EQUIPMENT

	<u>2019</u>		<u>2018</u>	
	<u>Cost</u>	<u>Accum. Amort.</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Leasehold Imp.	\$ 33,364	\$ 6,673	\$ 26,691	\$
Computer equipment	7,244	4,239	3,005	2,351
Equipment	253,495	188,188	65,307	71,967
Firefighting gear	39,249	23,707	15,542	11,220
Uniforms	3,313	3,049	264	816
Vehicle	72,492	17,322	55,170	25,505
Signs	<u>10,596</u>	<u>1,593</u>	<u>9,003</u>	<u>1,642</u>
	<u>\$ 419,753</u>	<u>\$244,771</u>	<u>\$174,982</u>	<u>\$113,501</u>

Lakes District Airport Society
BALANCE SHEET
As At December 31, 2020

Prepared by	Reviewed by
JAG 3/9/2021	

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ASSETS	
Current assets:	
CIBC - current	\$ 249,210.43
Accounts receivable (schedule)	19,677.56
GST receivable	68,377.51
Fuel inventory - AvGas	8,527.93
Fuel inventory - Jet A	18,280.55
Prepaid insurance	<u>3,914.50</u>
Total current assets	367,988.48
Capital assets (schedule)	2,551,128.84
	<u>\$ 2,919,117.32</u>
LIABILITIES AND EQUITIES	
Accounts payable (schedule)	\$ 8,819.80
Fuel key deposits	<u>3,050.00</u>
Total liabilities:	<u>11,869.80</u>
Equity:	
Retained earnings	311,770.36
Equity in capital assets	2,551,128.84
Net income (loss)	<u>44,348.32</u>
Total equity	<u>2,907,247.52</u>
	<u>\$ 2,919,117.32</u>

Lakes District Airport Society
Income Statement
For the Period Ended December 31, 2020

Prepared by	Reviewed by
JAG 3/9/2021	

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	Current	%	Prior	%	Variance	%
INCOME STATEMENT						
Revenue:						
Grants - RDBN (operating)	\$ 82,500.00	52.97	\$ 82,500.00	59.15	\$ 0.00	0.00
Grants - NKDF	2,451.00	1.57	0.00	0.00	2,451.00	0.00
Donations	5,000.00	3.21	150.00	0.11	4,850.00	3233.33
Fuel - net profit	45,718.92	29.36	45,525.54	32.64	193.38	0.42
Hangar lease	3,208.82	2.06	3,130.56	2.24	78.26	2.50
Interest	1,204.73	0.77	118.14	0.08	1,086.59	919.75
Rental - hangar	3,600.00	2.31	3,600.00	2.58	0.00	0.00
Rental - suites	8,440.00	5.42	1,840.00	1.32	6,600.00	358.70
Rental - terminal/grounds	140.00	0.09	0.00	0.00	140.00	0.00
Rental - trailer pad	2,400.00	1.54	2,400.00	1.72	0.00	0.00
Rental - van	1,080.00	0.69	220.00	0.16	860.00	390.91
	<u>155,743.47</u>	<u>100.00</u>	<u>139,484.24</u>	<u>100.00</u>	<u>16,259.23</u>	<u>11.66</u>
General & administrative expenses:						
Bad debt	650.21	0.42	4,158.47	2.98	(3,508.26)	(84.36)
Bank charges and interest	625.21	0.40	635.03	0.46	(9.82)	(1.55)
BC Hydro	8,548.26	5.49	8,169.43	5.86	378.83	4.64
Fuel, gas and oil	8,639.78	5.55	11,285.43	8.09	(2,645.65)	(23.44)
Insurance, licence and permits	10,528.88	6.76	9,661.06	6.93	867.82	8.98
Maintenance contractor	34,027.75	21.85	32,718.00	23.46	1,309.75	4.00
Office and administration	4,759.69	3.06	4,895.25	3.51	(135.56)	(2.77)
Repairs, maintenance, supplies - buil	3,326.42	2.14	4,971.08	3.56	(1,644.66)	(33.08)
Repairs, maintenance, supplies - oth	34,699.79	22.28	15,997.57	11.47	18,702.22	116.91
Telephone	5,589.16	3.59	5,753.67	4.12	(164.51)	(2.86)
	<u>111,395.15</u>	<u>71.52</u>	<u>98,244.99</u>	<u>70.43</u>	<u>13,150.16</u>	<u>13.39</u>
Net income (loss)	\$ <u>44,348.32</u>	<u>28.48</u>	\$ <u>41,239.25</u>	<u>29.57</u>	\$ <u>3,109.07</u>	<u>7.54</u>



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and the Board of Directors
From: Nellie Davis, Manager of Regional Economic Development
Date: March 25, 2021
Regarding: **Internet Speed Study**

Recommendation:

Receive

Background:

As most communities are aware, Federal connectivity mapping data is not accurate throughout the region.

Connected Communities within the provincial Ministry of Citizens' Services, UBCM, and Northern Development Initiative Trust are responding collaboratively to these concerns and local governments are invited to self-identify for the project.

To determine your community's data, please visit the [National Broadband Internet Service Availability Map](#)

Local governments can self-identify by contacting Reiko Tagami at UBCM at rtagami@ubcm.ca.

Please see the attached UBCM backgrounder for more information.



Internet speed study

Mar. 17, 2021

Local and Indigenous governments, particularly those with rural and remote populations, are invited to participate in a study of broadband Internet speeds experienced in BC. Communities across British Columbia have voiced concerns that federal data on broadband Internet speeds, which is used to determine eligibility for connectivity funding programs, may not accurately reflect the broadband Internet speeds experienced in homes, businesses, and other locations at the community level.

Connected Communities within the provincial Ministry of Citizens' Services, UBCM, and Northern Development Initiative Trust are responding collaboratively to these concerns with an independent study of differences between the broadband Internet speeds experienced in some BC communities, and the 50/10 Mbps speed identified on the federal government's National Broadband Internet Service Availability Map. The study will produce factual information on Internet speeds in rural and remote communities, supporting analysis and informing dialogue between NDIT, Indigenous and local governments, Internet service providers, the Province, and the federal government. Data gathering and analysis will occur over the spring and summer months, with reporting of study results expected in fall 2021.

A key first step in this process is to identify which communities in BC have noted inconsistencies between the 50/10 Mbps Internet speed that federal maps indicate should be available, versus actual Internet speeds currently experienced by residents and businesses in the area.

Participate in the Study

Local or Indigenous governments with reports of Internet speeds lower than the 50/10 Mbps speeds shown on federal maps, are invited to self-identify by contacting UBCM and requesting to be included in the study. The research team seeks to understand the inconsistencies in reporting of Internet speeds across the province. Please provide the following information to Reiko Tagami, Policy Analyst, UBCM:

- names of communities, areas, or neighbourhoods where the Internet speeds experienced are below the 50/10 Mbps speeds indicated on federal maps
- name of the Indigenous or local government within whose boundaries these areas are located
- name, position, email, and telephone number of a senior staff person from the Indigenous or local government, whom the research team may contact for further information.

Follow Us On

- Twitter: @ubcm

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Jonathan X. Côté
Mayor

March 5, 2021

The Honourable Harry Bains
Minister of Labour
PO Box 9064, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Bains:

Re: Support for Laid-off Hotel and Tourism Industry Workers

I am writing to ask that the BC government protect the livelihoods of laid-off hotel and tourism industry workers and their rights to return to their jobs when the pandemic eases. These rights are at risk as there are reports of hotels refusing to commit to bringing workers back to their jobs when business returns. To this end, on March 1, 2021, the New Westminster City Council passed the following resolution:

WHEREAS the COVID-19 pandemic has exacerbated existing inequalities and its social, health, and economic impacts are particularly devastating for women and racialized communities;

AND WHEREAS the tourism and hospitality industries have been drastically impacted;

AND WHEREAS of the 50 000 hotel workers that were laid off in March 2020, the majority are women and people of colour;

AND WHEREAS the duration of the pandemic means that recall rights require extension;

AND WHEREAS there are reports of hotels in British Columbia refusing to commit to bringing workers back to their jobs when business returns;

AND WHEREAS the City of New Westminster is committed to a COVID recovery plan that takes better care of people, the environment, and the community than the systems we had before the pandemic;

AND WHEREAS the City of New Westminster recognizes hotel workers and people who work in the tourism industry as valued and valuable members of our community;

THEREFORE, BE IT RESOLVED THAT the City of New Westminster affirms that people should not lose their livelihoods due to the pandemic; and

BE IT FURTHER RESOLVED THAT the City of New Westminster write to the Ministers of Labour and Tourism expressing our support for the right for laid off workers to return to their jobs when the pandemic eases; and

BE IT FURTHER RESOLVED THAT this letter be forwarded to all BC municipalities asking to write their support; and

BE IT FURTHER RESOLVED THAT the City of New Westminster writes to the Lower Mainland Local Government Association and Union of BC Municipalities encouraging them to host future conferences and events in venues that respect worker rights and pay at least a living wage.

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote
Mayor

Cc: Hon. Melanie Mark, Minister of Tourism, Arts, Culture and Sport
All BC municipalities



Jonathan X. Côté
Mayor

March 5, 2021

The Honourable Melanie Mark
Minister of Tourism, Arts, Culture and Sport
PO Box 9082, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Mark:

Re: Support for Laid-off Hotel and Tourism Industry Workers

I am writing to ask that the BC government protect the livelihoods of laid-off hotel and tourism industry workers and their rights to return to their jobs when the pandemic eases. These rights are at risk as there are reports of hotels refusing to commit to bringing workers back to their jobs when business returns. To this end, on March 1, 2021, the New Westminster City Council passed the following resolution:

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We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote
Mayor

Cc: Hon. Harry Bains, Minister of Labour
All BC municipalities



Fraser Basin Council

March 15, 2021

Re: Letter regarding Consultation Process: Investigations in Support of Flood Strategy Development in BC

Dear Chair Thiessen:

Thank you for your letter of February 25, 2021 with respect to the engagement process for the initiative titled Investigations in Support of Flood Strategy Development in British Columbia. We appreciate your interest in participating in this initiative and the concerns your letter outlined regarding the engagement processes that have taken place to date.

The initiative, overseen by the Fraser Basin Council (FBC), consists of 11 projects undertaken by multiple consulting teams. These projects, each focusing on a different but interrelated area of flood management, have relied on a mix of technical and desktop analysis and engagement approaches – including interviews, email exchanges, and surveys – with a range of individuals with flood management experience in government and non-government organizations. In some cases (such as the referenced July 2020 survey, which covered topics from multiple projects) these were facilitated by FBC. In other cases (like the January 2021 survey, which was focused on flood forecasting), engagement was led by the project's consultant team. FBC and the project teams appreciate the input provided by at least two individuals from the Regional District of Bulkley-Nechako through these surveys.

With respect to engagement with First Nations, FBC facilitated one survey designed to gather input on First Nations experiences in flood hazard and risk management. It was issued to individuals from approximately 50 First Nations in summer 2020. More recently, the project focusing on flood risk governance has coordinated with the Indigenous working group from the BC Flood Strategy initiative.

Due the province-wide nature of the initiative, its broad scope, and the relatively short timelines and limited budgets of each project, a more fulsome, formal review and commenting process with First Nations and local governments was not possible. A more targeted approach was undertaken to gather input, relying somewhat on existing and recommended contacts. We also recognized that COVID-19 limited some government staff's capacity to participate. Despite FBC's (and project teams') intentions to obtain input from diverse and representative sources, we acknowledge that there is room for improvement in the engagement undertaken for this initiative, particularly in terms of obtaining input from First Nations. FBC has encouraged project teams to acknowledge in their reports the limitations of the data gathered, including limitations with the response rate and representativeness of survey results, as well as areas where further study is needed.

Basin-Wide Office and
Greater Vancouver Sea to Sky Regional Office

1st Floor, 470 Granville St, Vancouver, BC V6C 1V5
t 604 488-5350 f 604 488-5351 info@fraserbasin.bc.ca

FRASERBASIN.BC.CA

Offices in – Greater Vancouver Sea to Sky
Fraser Valley – Thompson – Cariboo-Chilcotin – Upper Fraser

It is important to note that the recommendations put forward in each of the 11 forthcoming reports are for consideration. The recommendations are intended as a starting point to inform flood-related planning and activities at multiple scales including provincial, local, and First Nations governments – and including but not limited to the forthcoming BC Flood Strategy. The recommendations are based on findings and analysis by each of the consulting teams within the constraints of the respective project scope, budget, and timeline.

We regret not to have been able to facilitate more comprehensive engagement on this initiative and understand any disappointment with this process. We are encouraged to know this is an important issue for the Regional District of Bulkley-Nechako and that you expect to engage in a more fulsome way. We will take this into consideration in future endeavours.

Thank you again for reaching out and for your interest in this initiative. We hope to have future opportunities to work with the Regional District of Bulkley-Nechako on these and other important issues. We also look forward to sharing the results of this work with you once the initiative is completed this summer.

Sincerely,



Steve Litke,
Director, Water Programs
Fraser Basin Council

cc: The Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource
Operations and Rural Development
The Honourable Josie Osborne, Minister of Municipal Affairs
The Honourable Nathan Cullen, Minister of State for Lands and Natural Resource
Operations



February 26, 2021

Chair Gerry Thiessen
 Regional District of Bulkley-Nechako
 Box 820
 Burns Lake, BC V0J 1E0

RECEIVED

MAR 04 2021

REGIONAL DISTRICT OF
 BULKLEY-NECHAKO

Dear Chair Thiessen:

Re: 2020 Resolution(s) Referred to UBCM Executive

A resolution(s) sponsored by your community was included in the 2020 Resolutions Book for consideration at the annual UBCM Convention.

Due to a lack of time at the Convention, delegates did not have an opportunity to consider your resolution(s). UBCM Policies provide that all resolutions not considered at Convention are referred automatically to the UBCM Executive for their consideration and action.

At the recent February Executive meeting, the Executive considered the resolutions referred to them from the 2020 Convention, including your resolution(s). The Executive were provided with the Resolutions Committee comments and recommendations, as outlined within the Resolutions Book, to assist them in their deliberations.

Upon review, the Executive decided to Endorse NR55 Cardboard Recycling. As such, it will be conveyed to the appropriate order of government or organization.

Should you have any questions, please contact Jamee Justason, Resolutions and Policy Analyst, at 604-270-8226 Ext. 100 or jjustason@ubcm.ca

Yours truly,

A handwritten signature in black ink, appearing to read "B. Frenkel", is written over a light blue horizontal line.

Brian Frenkel
 UBCM President

Enclosure

2020 NR55 Cardboard Recycling**Bulkley-Nechako RD**

Whereas cardboard is cardboard;

And whereas all cardboard in the Province of BC should be treated equally;

Therefore be it resolved that UBCM request that the Province of BC immediately incorporate all cardboard into the existing Extended Producer Responsibility Program operated by Recycle BC.

CONVENTION DECISION: NOT CONSIDERED - AUTOMATIC REFERRAL TO EXECUTIVE

EXECUTIVE DECISION: ENDORSED

Regional District of Bulkley-Nechako

Action List - January 2021 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Committee of the Whole Meeting January 14, 2021	Delegation Thank You Letters	Write a thank you letter to Taylor Bachrach, MP Skeena-Bulkley Valley in regard to CN Issues.	Wendy	Completed	
Rural/Agriculture Committee Meeting January 14, 2021	Delegation Thank You Letters	Write a thank you letter to Sara Dent, Executive Director and Co-Founder and Jolene Swain, Land Matching Program, Young Agrarians (YA) in regard to a YA update.	Geraldine	Completed	
Board Meeting January 21, 2021	Delegation Thank You Letters	Write a thank you letter to Michael Higgins, General Manger of Community Services, Regional District of Fraser-Fort George in regard to 911 system update.	Geraldine	Completed	
Board Meeting January 21, 2021	Delegation Thank You Letters	Write a thank you letter to Lori Borth, Director of Strategic Initiatives and Anthony Giannotti, Tenures Team Leader, Ministry of Forests, Lands, Natural Resource Operations and Rural Development in regard to the Lakes and Prince George Timber Supply Apportionment.	Geraldine	Completed	
2021-1-12 Board Meeting January 21, 2021	Hudson Bay Mountain Trail to Town Parking - Electoral Area "A"	Staff to amend the letter attached to the Hudson Bay Mountain Trail to Town Parking staff report dated January 29, 2021; and that the letter be sent as amended to Hudson Bay Mountain Resort with copies to the Province, regarding the need for a parking lot to service the ski trail from the Hudson Bay Mountain Resort to Zobnick Road.	Jason	Completed	
2021-1-13 Board Meeting January 21, 2021	Housing in the RDBN	The Board approve the letter attached to the Housing in the RDBN staff report dated January 28, 2021 to the Attorney General and Minister responsible for Housing.	Jason	Completed	
2021-1-14 Board Meeting January 21, 2021	Parks and Trails Service Participation Agreement	That the Regional District Board Chair and CAO be authorized to enter into a Parks and Trails Service Participation Agreement with the Village of Telkwa.	Jason	Completed	
2021-1-16 Board Meeting January 21, 2021	Provincial COVID-19 Relief Funds	That the Board allocate \$100,372 of the COVID Relief Funds to the 2020 fiscal year.	John	Completed	

Regional District of Bulkley-Nechako

Action List - January 2021 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2021-1-17 Board Meeting January 21, 2021	Associate Members for Municipal Insurance Association	That the Board of the Regional District approve the Municipal Insurance Association Service Provider Agreements between the Regional District of Bulkley-Nechako and the following societies: Bulkley-Valley Aquatic Centre Management Society; The Southside Volunteer Fire Department; The Topley Volunteer Fire Department; The Cluculz Lake Volunteer Fire Department; and The Fort Fraser Volunteer Fire Department with the date as set out in the Service Provider Agreements.	John	In Progress	
2021-1-19 Board Meeting January 21, 2021	Bulkley-Nechako Regional Transit Service Annual Operating Agreement Amendment	That the Regional District of Bulkley-Nechako Board of Directors receive the attached 2020/2021 Amended Annual Operating Agreement and that the Regional District of Bulkley-Nechako Board of Directors approve entering into the Agreement with BC Transit.	Deneve/Cheryl	Completed	
2021-1-20 Board Meeting January 21, 2021	Letter to UBCM recommending a Committee on Emergency Management	That the Board authorize the submission of the letter dated January 28, 2021 regarding UBCM Flood and Wildfire Advisory Committee to the Union of BC Municipalities requesting that the UBCM Flood and Wildfire Advisory Committee evolve into a Committee on Emergency Management.	DebJM	Completed	
2021-1-21 Board Meeting January 21, 2021	Telecommunications Subscription Trends, 911 Call Answer Levy and Upcoming Changes to the 911 System	That the Board provide the 911 Call Answer Levy resolution to the Union of BC Municipalities and the North Central Local Government Association to request the Provincial Government consider a Provincial 911 Call Answer Levy.	Cheryl	Completed	
2021-1-22 Board Meeting January 21, 2021	Northern Development Local Government Internship Program	Provide notification to NDIIT in regard to the Board's support of the application to Northern Development Initiative Trust for a grant of up to \$50,000 to host an intern under the Local Government Internship Program from the Northwest and Prince George Regional Development Accounts.	Shari/Nellie	Completed	
2021-1-23 Board Meeting January 21, 2021	COVID-19 Resilience Infrastructure Stream - Boardroom Upgrades	Staff submit an application for grant funding application for RDBN Board Room Technology Upgrades through the Investing in Canada Infrastructure Program –COVID-19 Resilience Infrastructure Stream; and That the Board supports the project and commits to any associated ineligible costs and cost overruns.	Shari/Nellie	Completed	
2021-1-24 Board Meeting January 21, 2021	COVID-19 Resilience Infrastructure Stream - Telkwa-Smithers Pathway	Provide notification that the Board support a grant funding application for the Telkwa-Smithers Pathway Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream; That the Board supports the project and commits to any associated ineligible costs and cost overruns.	Shari/Nellie	Completed	

Regional District of Bulkley-Nechako

Action List - January 2021 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2021-1-25 Board Meeting January 21, 2021	Federal Gas Tax - Area "D" (Fraser Lake Rural) Fort Fraser Volunteer Fire Department - Furnace Replacement	1) Write a letter and contribute up to \$8,810.00 of Electoral Area 'D' (Fraser Lake Rural) Federal Gas Tax allocation monies to a Community Energy System at the Fort Fraser Fire Hall, (All/Directors/Majority) 2) That the RDBN Board of Directors authorize the withdrawal of up to \$8,810.00 from the Federal Gas Tax Reserve Fund.	Nellie	Completed	

Regional District of Bulkley-Nechako

Action List - February 2021 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Committee of the Whole Meeting February 11, 2021	Delegation Thank You Letters	Write a thank you letter to Nadine Frenkel, Chair and Manu Madhok, Superintendent, School District 91 Nechako Lakes re: Update.	Geraldine	Completed	
Committee of the Whole Meeting February 11, 2021	Delegation Thank You Letters	Write a thank you letter to Mike McDiarmid, Superintendent and Matthew Monkman, Assistant Superintendent, School District 54 Bulkley Valley re: Update.	Geraldine	Completed	
C.W.2021-2-3 Committee of the Whole Meeting February 11, 2021	Stuart-Nechako Economic Development Service	That staff be directed to repeal Bylaw No. 1460 and that the remaining funds in the service be distributed to the participating areas.	John	In Progress	
C.W.2021-2-4 Committee of the Whole Meeting February 11, 2021	Provincial COVID-19 Relief Funds	That the Board allocate \$218,574 of the COVID Safe Restart Grant to 2021 identified projects and incorporate these amounts into the 2021 budget, and to allocate \$132,047 based on population to each Electoral Area, and the remaining \$132,007 to the Electoral Areas to be allocated later in 2021.	John	Completed	
C.W.2021-2-5 Committee of the Whole Meeting February 11, 2021	Revised Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities	1. Staff to prepare and submit a response letter regarding the Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities (Financial Guidelines) prior to the comment period deadline of February 28, 2021. 2. Staff to invite member municipalities to send a letter of support regarding feedback from the RDBN.	DebJM	Completed	
RDC.2021-2-3 Rural/Agriculture Committee Meeting February 11, 2021	Grant in Aid Allocation	1. That the Area A - "Smithers and Electoral Area A Parks and Trails Service Establishment Bylaw No. 1927, 2020" be allocated \$4,184.30 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with the purchase of Trout Creek. 2. That the Area A - "Smithers and Electoral Area A Parks and Trails Service Establishment Bylaw No. 1927, 2020" be allocated \$3,025.15 grant in aid monies from Electoral Area "A" (Smithers Rural) for costs associated with the Cycle 16 (Smithers – Telkwa) Commuter Trail 3. That the Areas B and E – "Burns Lake, Electoral Area B, Electoral Area E Parks and Trails Service Establishment Bylaw No. 1929, 2020" be allocated \$2,210.87 grant in aid monies from Electoral Area "B" (Burns Lake Rural) for costs associated with the acquisition of Imerson's Beach. 4. That the Areas B and E – "Burns Lake, Electoral Area B, Electoral Area E Parks and Trails Service Establishment Bylaw No. 1929, 2020" be allocated \$3,817.87 grant in aid monies from Electoral Area "E" (Francois/Ootsa Rural) for costs associated with the acquisition of Hospital Point.	John	Completed	

Regional District of Bulkley-Nechako

Action List - February 2021 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
Board Meeting February 25, 2021	Delegation Thank You Letters	Write a thank you letter to David Keough, Deputy Assessor, Northern BC Region, BC Assessment RE: 2021 Assessment Roll and Year End Assessment Roll Report Follow up.	Geraldine	Completed	
Board Meeting February 25, 2021	Delegation Thank You Letters	Write a thank you letter to Carly Fraser, Special Projects Coordinator and Shane Hedderson, Operations Manager, Cleanfarms RE: Agriculture Plastics.	Geraldine	Completed	
2021-2-10 Board Meeting February 25, 2021	Coastal GasLink Pipeline Socio-economic Effects Management Plan (SEEMP)	Staff invite Coastal Gaslink to a future Regional District of Bulkley-Nechako meeting to discuss the implementation of the Socio-economic Effects Management Plan (SEEMP).	Jason L	Completed	
2021-2-16 Board Meeting February 25, 2021	Budget Update	That the minor service budgets be included in the 2021 budget. That the Board have staff proceed with Scenario 2 and bring back the budget for two readings on March 11th.	John	Completed	
2021-2-17 Board Meeting February 25, 2021	North Central Local Government Association (NCLGA) -Appointment of Regional Representative and Alternate	Provide notification to NCLGA of the Board's appoint of Director Funk as its regional representative to the NCLGA Executive for 2021/22. That the Board appoint Director Newell as the alternate representative to the NCLGA Executive for 2021/22.	Cheryl	Completed	
2021-2-23 Board Meeting February 25, 2021	Fraser Basin Council RE: Consultation Process: Investigations in Support of Flood Strategy Development in BC	Staff to send the February 25, 2021 letter to Fraser Basin Council regarding Consultation Process: Investigations in Support of Flood Strategy Development in BC and the February 25, 2021 letter to the Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development regarding Limited Response Time for Input.	Wendy	Completed	
2021-2-25 Board Meeting February 25, 2021	Back Country Horsemen Society of BC Northwest Chapter NDIT Application -Recreation Infrastructure Program	Provide notification of the Board supports the Back-Country Horsemen Society of BC – Northwest Chapter's application to Northern Development Initiative Trust – Recreation Infrastructure stream for their Coalmine Camp Upgrades and Trail Development project.	Jordanna/Nellie	Completed	
2021-2-26 Board Meeting February 25, 2021	Federal Gas Tax - Area "A" (Smithers Rural) Bulkley Aquatic Center - Main Boiler and Water Fountains	1) Write a letter and contribute up to \$63,553 of Electoral Area 'A' (Smithers Rural) Federal Gas Tax allocation monies to a Recreation Infrastructure Project at the Bulkley Valley Aquatic Center, and further, 2) That the Board authorize the withdrawal of up to \$63,553 from the Federal Gas Tax Reserve Fund.	Nellie	Completed	

Regional District of Bulkley-Nechako

Action List - February 2021 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2021-2-27 Board Meeting February 25, 2021	Bulkley Valley Cross Country Ski Club - NDIT Application - Recreation Infrastructure Program	Provide notification to NDIT in regard to the Board supports the application to Northern Development Initiative Trust for the Bulkley Valley Cross Country Ski Club for the Construction of the Track-setter Garage Project.	Shari/Nellie	Completed	
2021-2-28 Board Meeting February 25, 2021	RDBN NDIT Application - Northern Healthy Communities Fund	Provide notification of the Board supports the Regional District of Bulkley-Nechako's application to Northern Development Initiative Trust - Northern Healthy Communities Fund for the First Nations Engagement Capacity Building Pilot Project.	Nellie	Completed	
2021-2-29 Board Meeting February 25, 2021	Round Lake Rural Fire Protection Agreement - January 1, 2021 to December 31, 2025	Board authorize the Board Chair and the Chief Administrative Officer to sign the Round Lake Rural Fire Protection Agreement for a 5-year term.	Jason Blackwell/Debjm	In Progress	
2021-2-30 Board Meeting February 25, 2021	Union of BC Municipalities Community Emergency Preparedness Fund -Emergency Operations Centre	Submission of a regional application to Union of BC Municipalities Community Emergency Preparedness Fund Emergency Operations Centre for the 2021 funding. That the Board supports the submission of the application, and understands that if the grant is approved, the RDBN will receive and manage the grant funding, and commits to any associated ineligible costs and cost overruns.	Haley/DebJm	In Progress	
2021-2-31 Board Meeting February 25, 2021	Union of BC Municipalities Community Emergency Preparedness Fund -Emergency Support Services	Submission of a regional application to Union of BC Municipalities Community Emergency Preparedness Fund Emergency Support Services for the 2021 funding on behalf of the RDBN, District of Fort St James, Village of Burns Lake, Village of Granisle, and District of Houston. That the Board supports the submission of the application, and understands that if the grant is approved, the RDBN will receive and manage the grant funding, and commits to any associated ineligible costs and cost overruns.	Haley/DebJm	Completed	

Regional District of Bulkley-Nechako

Action List - February 2021 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2021-2-36 Board Meeting February 25, 2021	RDBN Nomination to UBCM RCMP Contract Committee	Nominate Director Mark Fisher to the Union of B.C. Municipalities (UBCM) RCMP Contract Committee.	Cheryl	Completed	
2021-2-37 Board Meeting February 25, 2021	Letter to Sawmills in the Region RE: Logging Trucks Driving Practices and Safety	Write a letter to all sawmills in the RDBN requesting that conversation take place with logging truck drivers concerning driving practices and safety concerns; and further that the Board write a letter to the Ministry of Transportation and Infrastructure expressing the importance of expanding Highways 16, 27 (Fort St. James) and 118 (Granisle) to double lane from Prince George to Prince Rupert to accommodate the additional heavy industrial traffic on the highways.	Wendy/Cheryl	In Progress	