



REGIONAL DISTRICT
OF BULKLEY NECHAKO

AGENDA

MEETING NO. 14

NOVEMBER 18, 2021

P.O. BOX 820
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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, November 18, 2021

First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>ELECTION OF CHAIRPERSON</u>	
	<u>ELECTION OF VICE-CHAIRPERSON</u>	
	<u>AGENDA – November 18, 2021</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-21	Board Meeting Minutes – October 21, 2021	Approve
22-26	Committee of the Whole Meeting Minutes – November 4, 2021	Receive
27-28	Committee of the Whole Meeting Minutes - October 21, 2021	Receive
29-33	Natural Resources Committee Meeting Minutes – November 4, 2021	Receive
34-36	Rural/Agriculture Committee Meeting Minutes – November 4, 2021	Receive
37-40	Waste Management Committee Meeting Minutes – November 4, 2021	Receive
41-44	Regional Transit Committee Meeting Minutes November 4, 2021	Receive

DELEGATION

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

RE: Old Growth Deferrals

Beth Eagles, District Manager, Nadina Natural Resource District

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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING (All Directors)</u>	<u>ACTION</u>
<u>Bylaw for 1st and 2nd Reading</u>		
45-50	Jason Llewellyn, Director of Planning Rezoning Application RZ A-07-21 1 st and 2 nd Reading Rezoning Bylaw No.1966, 2021 Electoral Area "A"	Recommendation
51-60	Danielle Patterson, Planner Rezoning Application RZ A-08-21 1 st and 2 nd Reading Rezoning Bylaw No.1965, 2021 Electoral Area "A"	Recommendation
<u>Bylaw for 3rd Reading and Adoption</u>		
61-72	Maria Sandberg, Parks and Planning Coordinator Vanderhoof Rural Official Community Plan 3 rd Reading and Adoption Bylaw No. 1963, 2021 Electoral Area "F"	Recommendation
<u>Other</u>		
73-86	Maria Sandberg, Parks and Planning Coordinator Official Community Plan Review for Electoral Area C	Recommendation
<u>DEVELOPMENT SERVICES (All Directors)</u>		
<u>ALR Application</u>		
87-95	Danielle Patterson, Planner Subdivision in the ALR Application No.1239 Electoral Area "G"	Recommendation
<u>Referral</u>		
96-99	Danielle Patterson, Planner Addition to Cheslatta Carrier Nation Reserve Referral Electoral Area "E"	Recommendation

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<u>PAGE NO.</u>	<u>PARKS AND TRAILS (All Directors)</u>	<u>ACTION</u>
100-107	Jason Llewellyn, Director of Planning Parks and Trails Inspection and Maintenance Policy	Recommendation
	<u>BUILDING INSPECTION (All Directors)</u>	
108-119	Steve Davis, Building Inspector Section 57 Notice on Title 4910 Laughlin Road Electoral Area "A" (receive any written submissions)	Recommendation
120-123	Steve Davis, Building Inspector 3 rd Quarter Building Permit Summary	Receive
	<u>ADMINISTRATION REPORTS</u>	
124-126	John Illes, Chief Financial Officer – Bylaw No. 1967 Cluculz Lake Fire Department Capital Reserve	Recommendation
127	Jason Blackwell, Regional Fire Chief - First Nations 911 Emergency Telephone System Agreement Renewal	Recommendation
128-139	John Illes, Chief Financial Officer/Deborah Jones-Middleton, Director of Protective Services – EOC Policies	Recommendation
140-141	Cheryl Anderson, Director of Corporate Services – RDBN 2022 Meeting Schedule	Recommendation
142-159	Cheryl Anderson, Director of Corporate Services – RDBN Procedure Bylaw No. 1964, 2021	Recommendation
160-170	Cheryl Anderson, Director of Corporate Services – Electoral Area Directors' Forum (Virtual) – February 8-9, 2022 and Local Government Leadership Academy Forum - February 9-11, 2022	Recommendation
171-173	Cheryl Anderson, Director of Corporate Services – Regional Broadband Infrastructure Service Establishment – Elector Response Form	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
174-176	John Illes, Chief Financial Officer/Nellie Davis, Manager of Regional Economic Development - Final COVID Allocation	Recommendation
177	Nellie Davis, Manager of Regional Economic Development – Federal Gas Tax – Area “A” (Smithers Rural) Bulkley Valley Cross Country Ski Club – Equipment Shed Upgrade	Recommendation
178-179	Nellie Davis, Manager of Regional Economic Development – COVID-19 Relief Fund Applications	Recommendation
180-181	Shari Janzen, Economic Development Assistant - Tourism Cost-Sharing Partnership Reports	Receive
182-183	Taddea Kunkel, First Nations Liaison -Truth and Reconciliation Calls to Action	Discussion/ Receive
184-188	Michelle Roberge, Regional Agriculture Coordinator (East) – Growing Opportunities Newsletter Update	Receive
<u>ADMINISTRATION CORRESPONDENCE</u>		
189-190	The Honourable David Eby, Attorney General and Minister Responsible for Housing – UBCM Follow-up	Receive
191-193	The Honourable Mike Farnworth and Jennifer Rice, Parliamentary Secretary for Emergency Preparedness – UBCM Follow-up	Receive
<u>ACTION LISTS</u>		
194-195	Action Lists - October 2021	Receive
<u>VERBAL REPORTS AND COMMITTEE CHAIR REPORTS</u>		
<u>RECEIPT OF VERBAL REPORTS</u>		
<u>SUPPLEMENTARY AGENDA</u>		
<u>NEW BUSINESS</u>		

Meeting No. 14
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IN-CAMERA MOTION

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(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 (Cycle 16 Trail) must be closed to the public, therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 13**
VIRTUAL**Thursday, October 21, 2021**

PRESENT:	Chair	Gerry Thiessen
	Directors	Gladys Atrill Shane Brienen Dolores Funk Tom Greenaway Clint Lambert Linda McGuire Annette Morgan Bob Motion Chris Newell Mark Parker Jerry Petersen Michael Riis-Christianson Sarrah Storey
	Director Absent	Mark Fisher, Electoral Area "A" (Smithers Rural)
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Nellie Davis, Manager of Regional Economic Development John Illes, Chief Financial Officer Deborah Jones-Middleton, Director of Protective Services Jason Llewellyn, Director of Planning – arrived at 10:05 a.m., left at 1:30 p.m. Wendy Wainwright, Executive Assistant/Recording Secretary
	Others	Rosemary Barnewall, District Program Manager, Bulkley/Stikine District, Ministry of Transportation and Infrastructure – arrived at 10:16 a.m., left at 11:04 a.m. Corrin Peet, Assistant District Manager, Fort George District, Ministry of Transportation and Infrastructure – arrived at 10:16 a.m., left at 11:04 a.m.
	Media	Eddie Huband, LD News

FIRST NATIONS ACKNOWLEDGEMENT**CALL TO ORDER** Chair Thiessen called the meeting to order at 10:00 a.m.**AGENDA & SUPPLEMENTARY AGENDA** Moved by Director Petersen
Seconded by Director Storey**2021-13-1** "That the Board Meeting Agenda of October 21, 2021 be approved; and further, that the Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes September 23, 2021

Moved by Director Petersen
 Seconded by Director Funk

2021-13-2

“That the Board Meeting Minutes of September 23, 2021 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting Minutes - October 7, 2021

Moved by Director Greenaway
 Seconded by Director Storey

2021-13-3

“That the following Committee Meeting Minutes be received:

- Committee of the Whole Minutes
 -October 7, 2021
- Connectivity Committee Minutes
 -October 7, 2021
- Natural Resources Committee Minutes
 -October 7, 2021
- Rural Agriculture Committee Minutes
 -October 7, 2021
- Waste Management Committee Minutes
 -October 7, 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING (All Directors)

Bylaw for 1st and 2nd Reading

Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021 – 1st & 2nd Reading

Moved by Director Petersen
 Seconded by Director Greenaway

2021-13-4

1. “That the Board confirms the consultation options identified on the consultation checklist for Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021 and that the consultation undertaken is adequate.

2. That the Board consider Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021 in conjunction with the RDBN’s financial plan and waste management plan.

3. That Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021 be given first and second reading this 21st day of October, 2021 and proceed to Public Hearing once the Plan has been referred to the Agricultural Land Commission.

4. And, that the Public Hearing on Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021 be delegated to Director Petersen or his alternate.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaws for 3rd Reading and Adoption

Rezoning Application
RZ A-05-21 – 3rd Reading &
Adoption for Rezoning Bylaw
No. 1958, 2021 - Electoral Area “A”

Moved by Director Parker
 Seconded by Director Atrill

2021-13-5

1. “That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1958, 2021 on the Supplementary Agenda.

2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1958, 2021 be given third reading and adoption this 21st day of October, 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rezoning Application
RZ A-06-21 – 3rd Reading &
Adoption for Rezoning Bylaw
No. 1959, 2021 - Electoral Area “A”

Moved by Director Parker
 Seconded by Director Atrill

2021-13-6

1. “That the Board receive the Report of the Public Hearing for Regional District of Bulkley-Nechako Rezoning Bylaw No. 1959, 2021 on the Supplementary Agenda.

2. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1959, 2021 be given third reading and adoption this 21st day of October, 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OCP Amendment & Rezoning
RZ D-01-21 – 3rd Reading &
Adoption for OCP Amendment
Bylaw 1956, 2021 and Rezoning
Bylaw No. 1957, 2021
Electoral Area “D”

Moved by Director Parker
 Seconded by Director Morgan

2021-13-7

1. That the Board receive the Report of the Public Hearing for Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 1956, 2021 and Regional District of Bulkley-Nechako Rezoning Bylaw No. 1957, 2021 on the Supplementary Agenda.

2. That Endako, Fraser Lake and Fort Fraser Rural Official Community Plan Amendment Bylaw No. 1956, 2021 be given third reading and adoption this 21st day of October, 2021.

3. That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1957, 2021 be given third reading and adoption this 21st day of October, 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Moved by Director Riis-Christianson
Application No. B-01-21 Seconded by Director Funk

2021-13-8

1. That the Board approve Development Variance Permit B-01-21 for the property located at 2590 Gerow Island Road, to vary Section 8.0.7.1(c) of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 by reducing the minimum required structure setback from a parcel line which abuts a highway from 4.5 metres to 2.4 metres, to permit the construction of a shop.

2. That the Board direct staff to issue the permit once a copy of an approved setback permit for the shop from the Ministry of Transportation and Infrastructure is received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OTHER

Advisory Planning Commission Moved by Director Riis-Christianson
Member Appointment Seconded by Director Funk

2021-13-9

1. “That the Board remove Louise Fisher and Erwin Tom from the APC for Electoral Area B.

2. That the Board appoint Karen Ogen to the APC for Electoral Area B for the term ending in 2022.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (All Directors)

ALR Applications

ALR Non-Farm Use Application Moved by Director Petersen
No. 1236 – Electoral Area “F” Seconded by Director Greenaway

2021-13-10

1. “That Agricultural Land Reserve Non-Farm Use Application No. 1236 be recommended to the Agricultural Land Commission for approval with the further recommendation that the Agricultural Land Commission ensure appropriate phased reclamation of the gravel pit.

2. That staff contact the Ministry of Energy, Mines and Low Carbon Innovation and request that the Ministry ensure that the permit terms for the subject property are developed in consideration of environmental impacts to Clear Creek.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Truth and Reconciliation Calls to Action Moved by Director Morgan
 Seconded by Director Atrill

2021-13-11 "That the Board receive the First Nations Liaison's Truth and Reconciliation Calls to Action memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Curtis Helgesen, Chief Administrative Officer provided an overview of the First Nations Liaison's Truth and Reconciliation Calls to Action memorandum.

The following was discussed:

- Truth and Reconciliation Calls to Action engagement and awareness
- Discussing Calls to Action related to Local Governments in the future
- How to approach specific incidents relating to Indigenous youths' necessities – clothing, food, education
- Recognition of citizens within communities that are currently without basic needs
- Community initiatives to support children in need of food
- Opportunity to reflect on challenges and injustices to families in communities – what to do so that those incidents don't occur again
- Creating opportunity and space to acknowledge that situations continue to take place and recognizing everyone's safety is important.

DELEGATION

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Corrin Peet, Assistant District Manager, Fort George District and Rosemary Barnewall, District Program Manager, Bulkley/Stikine RE: Highway Safety

Chair Thiessen welcomed Corrin Peet, Assistant District Manager, Fort George District and Rosemary Barnewall, District Program Manager, Bulkley/Stikine, Ministry of Transportation and Infrastructure.

Mses. Barnewall and Peet provided an overview of the boundaries of the Fort George and Bulkley/Stikine Districts.

Mses. Peet and Barnewall provided a PowerPoint Presentation.

Highway 16

Highway 16 Passing Lanes

- 21 Passing lanes since 2001
 - o Prince George to Smithers – 16 passing lanes
 - Prince George to Vanderhoof – 9 passing lanes
 - o Broman Lake Passing Lane Project under construction – anticipated completion 2021
 - o Toboggan Lake (north of Smithers)– awaiting Tender
 - o Cluculz Hill Passing Lane in long term Transportation Plan
 - Requires Provincial approval for further funding prior to moving towards the Construction Tender process

DELEGATION (CONT'D)

- Continue to monitor the performance of Highway 16
 - o Focus on continued safety and reliability improvements
 - o 6 - Resurfacing projects in 2020/2021
 - o 2 - Speed reader boards in Vanderhoof
 - o Shoulder widening between Cluculz Lake and Vanderhoof
 - o Commercial vehicle safety
 - o Road user complaints
 - Maintenance contractor
 - MoTI Operations staff

Annual Average Daily Traffic (AADT) - Highway 16 West

- Prince Rupert
- Kitwanga West
- Kitwanga East
- Fort Fraser
- Bednesti.

The following was discussed:

- Fort Fraser AADT last operable in 2014 and 2017.
 - o Potential short count data for Fort Fraser – Ms. Barnewall will provide information concerning operation timeline
 - o RDBN writing a letter to Minister Fleming, Ministry of Transportation and Infrastructure
- Short count stations throughout the region
 - o Collect data for a week approximately every 2 years
- Increase from 2009 to 2020
 - o 1 – 4%
- Traffic data available on the Ministry of Transportation and Infrastructure website
- Highway 16 collisions
 - o Decreasing trend
 - o A number of variables
 - o Where repeated incidents occur, improvements are investigated
 - o Increase in fatalities
 - o MoTI staff review each incident to determine all variables
- Intersection at Highway 16 and 27
 - o Merging lane to continue west
 - o Highway 27 is part of a Corridor Study to be completed March 2022
- Construction zone safety and enforcement
 - o RCMP enforcement
- Side road concerns
 - o Maintenance contractors
 - Contractual obligation to respond to concerns and complaints
 - 2021 was challenging in regard to road maintenance due to weather
 - MoTI is working with its contractors' concerning rehabilitation works
 - o MoTI to provide operational staff contact information
 - o Process and information for reporting road complaints
- Data not providing a full picture of what is occurring on Highway 16
 - o Pipeline traffic increase
 - Short intense traffic experience not considered nor impacts the 20-year capital investment projects
 - o Port of Prince Rupert traffic
- Village of Burns Lake 10-year Traffic Report/Safety Survey
 - o MoTI staff will provide information to the Village of Burns Lake
- Highway shoulder widening
 - o Highway 35
 - o Expanding shoulder widths when upgrading/resurfacing
- Industrial traffic counts in the region- MoTI staff to provide information.

Chair Thiessen thanked Mses. Peet and Barnewall for attending the meeting.

ADMINISTRATION REPORTS (CONT'D)

Committee Meeting
 Recommendations
 -October 7, 2021

Moved by Director Parker
 Seconded by Director Riis-Christianson

2021-13-12

"That the Board approve the September 9, 2021 Committee Meeting Recommendations 1 through 3 as written:

Committee of the Whole Meeting – October 7, 2021

Recommendation 1:

Re: 2022 UBCM Community Resilience Investment Grant

"That the Board support a UBCM Community Resilience grant application that includes an amended letter requesting that they waive the stipulation that rebate funding can only be 50% of the funding for the activities listed in the 2022 FireSmart Community and Supports Program & Application Guide Table 3; and further, that the letter be forwarded to neighboring Regional Districts."

Rural/Agriculture Committee – October 7, 2021

Recommendation 2:

Re: COVID-19 Relief Funds – Allocation to Electoral Area Servcies

"That the Board approve the following allocations:

- Area A - \$56,630.96
- Area B - \$20,881.05
- Area C - \$15,245.97
- Area D - \$15,880.12
- Area E - \$17,163.83
- Area F - \$39,488.67
- Area G - \$9,729.41."

Recommendation 3:

Re: COVID-19 Relief Funds – Application Approval

"That the Board approve the following application for COVID-19 Relief Funds:

- **Electoral Area A**
 - o Smithers District Chamber of Commerce – Live, Love, Local Campaign - \$5,000."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional District of Bulkley-
 Nechako Procedure Bylaw

Moved by Director McGuire
 Seconded by Director Morgan

2021-13-13

"That Regional District of Bulkley-Nechako Procedure Bylaw No. 1964, 2021 be given first, second, and third reading this 21st day of October, 2021."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Discussion took place regarding:

- Public access and engagement opportunities at meetings
- Electronic Meeting participation
 - o Connectivity issues
 - o Electronic participation to be provided 24 hours prior to the meeting to the Chair, and CAO or Corporate Officer
- Electronic Participation in case of Emergency or Special Circumstances
- Importance of in-person meetings
 - o Include Procedure Bylaw with Election Candidate Packages
- Board of Directors providing presentations to schools regarding Regional Districts – holding mock Board meetings
- Meeting schedule posted on RDBN Website and in regional newspapers
- Meeting times.

Fort Fraser Community Hall
 Grant Local Establishment
 Amendment Bylaw
 No. 1962, 2021

Moved by Director Parker
 Seconded by Director Lambert

2021-13-14

“That Fort Fraser Community Hall Grant Local Service Establishment Amendment Bylaw No. 1962, 2021 be adopted this 21st day of October, 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Fort Fraser Fire Protection
 Service Establishment
 Amendment Bylaw
 No. 1961, 2021

Moved by Director Parker
 Seconded by Director McGuire

2021-13-15

“That Fort Fraser Fire Protection Service Establishment Amendment Bylaw No. 1961, 2021 be adopted this 21st day of October, 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Directors' Remuneration
 and Expenses Bylaw
 Amendment No. 1960, 2021

Moved by Director Lambert
 Seconded by Director Atrill

2021-13-16

“That Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Bylaw Amendment No. 1960, 2021 be adopted this 21st day of October, 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the Bylaw adoption process and Section 8 c condition: Begin before 7 am on the date of departure to claim breakfast. Staff will bring it forward at the next review of the RDBN Directors' Remuneration and Expenses Bylaw.

Break for Lunch at 12:15 p.m.

Reconvened at 12:45 p.m.

ADMINISTRATION REPORTS (CONT'D)

Grant in Aid Request – Lakes Literacy

Moved by Director Lambert
 Seconded by Director Riis-Christianson

2021-13-17

“That Lakes Literacy be given \$4,497.75 in Grant in Aid monies, \$2,248.87 (50%) from Electoral Area “B” (Burns Lake Rural) and \$2,248.88 (50%) from Electoral Area “E” (Francois/Ootsa Lake Rural) for repairs and maintenance on the W.O.W Bus.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

COVID-19 Relief Funds

Moved by Director Riis-Christianson
 Seconded by Director Parker

2021-13-18

“That the Board approve the following COVID-19 Relief Funds Applications:

Electoral Area “B” (Burns Lake Rural)

-Lakes District Family Enhancement Society – Insurance and Rent for Ashurst Children’s Center
 - \$7,066.50

Electoral Area “D” (Fraser Lake Rural)

-Fraser Lake Saddle Club – Insurance, Utilities, Facility Maintenance - \$1,739.50.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Federal Gas Tax – Area “F” (Vanderhoof Rural) Cluculz Lake – Septic System Upgrade

Moved by Director Petersen
 Seconded by Director Morgan

2021-13-19

1. “That the Board rescind Motion 2021-11-15 from August 12, 2021 authorizing a contribution up to \$18,585.00 of Electoral Area ‘F’ (Vanderhoof Rural) Federal Gas Tax allocation monies to a Recreation Infrastructure Project at the Cluculz Lake Community Hall Association, and further,

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. That the Board authorize a contribution up to \$18,585.00 of Electoral Area ‘F’ (Vanderhoof Rural) Federal Gas Tax allocation monies to a Fire Hall Project at the Cluculz Lake Fire Hall.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

3. That the Board authorize the withdrawal of up to \$18,585.00 from the Federal Gas Tax Reserve Fund.”

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Federal Gas Tax – Area “A” Moved by Director Parker
(Smithers Rural) Village of Seconded by Director Atrill
Telkwa – Riverside Accessibility
Project

2021-13-20

1. “That the Board authorize contributing up to \$37,500.00 of Electoral Area ‘A’ (Smithers Rural) Federal Gas Tax allocation monies to a Recreation Infrastructure Project for the Village of Telkwa, and further,

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. That the Board authorize the withdrawal of up to \$37,500.00 from the Federal Gas Tax Reserve Fund.

(Participants/Weighted/Majority)

CARRIED UNANIMOUSLY

Meeting Request to Minister
Farnworth re: Potential
Solutions for ‘Stay & Defend’

Moved by Director Lambert
 Seconded by Director Newell

2021-13-21

“That the Board authorize a letter to Minister Farnworth requesting a meeting with the Minister and the RDBN to discuss potential solutions to ‘Stay & Defend’ issues.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Growing Opportunities
Newsletter Update

Moved by Director Parker
 Seconded by Director Lambert

2021-13-22

“That the Board receive the Regional Agriculture Coordinator’s (East) Growing Opportunities Newsletter Update memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Minister Lisa Beare, Ministry
of Citizens’ Services – 2021
Virtual UBCM Minister Meeting
Follow-up

Moved by Director Lambert
 Moved by Director Storey

2021-13-23

“That the Board receive the Administration Correspondence from the Honourable Lisa Beare, Minister of Citizens’ Services – 2021 Virtual UBCM Minister Meeting Follow-up.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ACTION LISTS

Action Lists – September 2021

Moved by Director Lambert
 Seconded by Director Brien

2021-13-24

“That the Board receive the Action List for September 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

<u>Fort Forum Arena – Fort St. James</u>	Director Motion mentioned that the installation of the ice plant at the Fort Forum Arena in Fort St. James is in its final stages.
<u>Town of Smithers Official Community Plan (OCP)</u>	Director Atrill reported that the Town of Smithers is reviewing its Official Community Plan and will be conducting community engagement in the near future.
<u>Town of Smithers 2022 Budget Process</u>	Director Atrill noted that the Town of Smithers is working to complete its 2022 budget process ahead of schedule and complete its Operation Budget by the end of December 2021.
<u>Town of Smithers – COVID-19</u>	Director Atrill spoke of the challenges of COVID-19 in Smithers and that the Bulkley Valley District Hospital is currently experiencing a COVID-19 outbreak. Director Atrill noted that the Town of Smithers business community will be receiving correspondence in regard to complying with Provincial Health Orders.
<u>9-1-1 Failure - Smithers</u>	Director Atrill mentioned that a fatal accident occurred October 20, 2021 in Smithers. She provided an overview of the events that took place after the accident and the 9-1-1 failure that occurred.
<u>Granisle Curling Rink Dehumidifier</u>	Director McGuire noted that the installation of the dehumidifier in the Granisle curling rink is nearing completion.
<u>Village of Granisle By-Election</u>	Director McGuire mentioned three candidates have been nominated for the Village of Granisle By-Election on November 6, 2021.
<u>Village of Granisle Strategic Planning Session</u>	Director McGuire spoke of the Village of Granisle completing its Land Inventory Analysis and will be having a Strategic Planning Session to review its Zoning Bylaw to address the information in the analysis.
<u>Village of Granisle Events</u>	Director McGuire commented that the Village of Granisle Remembrance Day Ceremony will take place outdoors. She also noted that the Granisle Lions Club is proceeding with its outdoor memorial light up the tree Christmas in the park event.
<u>Grassy Plains School Food Program</u>	Director Lambert noted that he is working to coordinate support with Rio Tinto, First Nations communities and Grassy Plains School to develop a food/breakfast program for the school.
<u>Southside Economic Development Association</u>	Director Lambert mentioned he is also working to renew the operation of the Southside Economic Development Association but due to COVID-19 PHO's it has been challenging to schedule a meeting.
<u>Telus Tower – Cheslatta Carrier Nation</u>	Director Lambert commented that Cheslatta Carrier Nation has been approached by Telus to install a communication tower in Grassy Plains.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

<u>BC Ambulance Shortage</u>	<p>Director Lambert brought forward concerns regarding the continued BC Ambulance shortage and the wait times for a BC Ambulance to attend an accident scene and transfer patients to higher levels of care. He spoke of the announcement by the Province this fall to improve service levels and the need to ensure there is fair access throughout the Province.</p> <p>BC Ambulance representatives are scheduled to attend the December 16, 2021 RDBN Board Meeting.</p>
<u>Sowchea Creek Flooding</u>	<p>Director Greenaway mentioned he will be attending a meeting with the Ministry of Transportation and Infrastructure to address Sowchea Creek Flooding concerns prior to Spring 2022.</p>
<u>Minister Osborne, Ministry of Municipal Affairs Meeting COVID-19 Relief Funds</u>	<p>Director Parker commented that while attending the teleconference meeting with Minister Osborne, Ministry of Municipal Affairs last week he spoke to the benefit of COVID Relief Funds and that the funds will be needed moving into 2022 for community halls and local associations requiring assistance due to the continued impact from COVID-19.</p>
<u>Veterinarian Shortage</u>	<p>Director Parker provided an update in regard to the RDBN letter sent concerning the veterinarian shortage in the Province. He mentioned there is more work to be completed and he is attending a UBCM follow up meeting with Deputy Minister Thomas Ethier, Ministry of Agriculture to discuss the issue as well as slaughterhouses.</p>
<u>Regional Connectivity Knowledge Network</u>	<p>Director Riis-Christianson attended the Regional Connectivity Knowledge Network meeting which included a presentation regarding 5G service. He will provide an overview at a future Connectivity Committee Meeting.</p>
<u>NCLGA – Solid Waste Management Forum October 12 & 13, 2021</u>	<p>Director Petersen attended the North Central Local Government Association Solid Waste Management Virtual Forum on October 12 & 13, 2021. He mentioned that the event was well organized, and that other Regional Districts are having similar issues in regard to waste as the RDBN. He noted the importance of learning from each other, and Director Petersen hopes it will become an annual event.</p>
<u>Northern Health and Regional Hospital Districts Annual Meeting – October 18, 2021</u>	<p>Director Petersen attended the Virtual Northern Health and Regional Hospital Districts Annual Meeting on October 18, 2021. Northern Health's 2022 Capital Expenditures was discussed. Director Petersen will bring forward a report at a future Stuart-Nechako Regional Hospital District meeting.</p>
<u>HRVA Electoral Area "F" Committee Meeting October 20, 2021</u>	<p>Director Petersen also attended the Hazard Risk and Vulnerability Analysis (HRVA) Electoral Area "F" Committee Meeting on October 20, 2021. It was the first meeting of the committee and it included some good discussion.</p>
<u>Fraser Lake/CityWest Fibre Installation</u>	<p>Director Storey provided an update in regard to CityWest's installation of fibre in Fraser Lake. She noted that due to weather the project completion date may be spring 2022.</p>

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

<u>Fraser Lake Arena Upgrade</u>	Director Storey mentioned that the Fraser Lake Arena is undergoing a project upgrade which will add a vestibule, entrance, bathrooms, community hall, kitchen and modernize the curling rink.
<u>Drone Pilot Project</u>	Director Storey announced an exciting collaborative pilot project with Stellat'en First Nation, UBC and the Village of Fraser Lake to deliver medical supplies by drone. The first drone launched October 13, 2021.
<u>COVID-19</u>	Director Storey spoke of the challenges taking place regarding COVID-19 testing and contact tracing.
<u>Seniors Housing</u>	Director Storey noted that she attended meetings with Minister Eby, Attorney General and Minister responsible for Housing. Discussion took place regarding seniors housing, young adults entering the housing market and long term housing for homeless population with the focus on prevention and quicker action to remove individuals from the streets. Minister Eby spoke to support for rural communities and understanding the different issues in each community.
<u>Meeting with Nathan Cullen, MLA Stikine - RBA</u>	Chair Thiessen, Director Brienen and CAO Helgesen met with Nathan Cullen, MLA Stikine to discuss RBA. He provided an overview of the discussion. Chair Thiessen noted that a follow up meeting is scheduled in a month's time.
<u>Nechako First Nations Meeting</u>	Chair Thiessen mentioned meeting with the Nechako First Nations and the signing of the MOU to Rehabilitate the Nechako River. He thanked all Directors who were in attendance for the event and noted the press coverage of the event.
<u>COVID-19</u>	<p>Chair Thiessen brought forward concerns in regard to the impacts to healthcare workers from the COVID-19 Pandemic. He has met every Monday with Vanderhoof doctors and representatives of St. John's Hospital and he has extended the invitation to Director Petersen as well.</p> <p>Chair Thiessen encouraged the Regional Board to find ways to show support and appreciation for area healthcare workers, RCMP and BC Ambulance paramedics.</p> <p>Director Parker commented that the RDBN hosting meetings virtually shows support to our healthcare workers. He thanked Chair Thiessen and staff for hosting a virtual RDBN meeting.</p> <p>Director Lambert brought forward the Vaccine Passport mandate. Discussion took place regarding the potential impacts to healthcare facilities in the region.</p>
<u>House Insurance related to Fire Protection Areas</u>	Chair Thiessen commented that he has been made aware that a number of insurance companies are not considering areas under fire protection unless a fire hall is staffed 24/7. He brought forward concerns regarding the impacts to people purchasing homes.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Receipt of Verbal Reports

Moved by Director McGuire
 Seconded by Director Lambert

2021-13-25

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Letter to the Honourable Rob Fleming, Minister of Transportation and Infrastructure
Re: Fort Fraser AADT Data Collection Station

Moved by Director Lambert
 Seconded by Director Parker

2021-13-26

“That the Board write a letter to the Honourable Rob Fleming, Minister of Transportation and Infrastructure regarding the permanent Fort Fraser Annual Average Daily Traffic (AADT) data collection station being inoperable since 2014 and that it be repaired promptly; and further, that additional permanent AADT data collection stations be installed between Fort Fraser and the Kitwanga East AADT data collection station.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORT

BVLD Airshed Management Society – Request for Letter Of Support

Moved by Director Riis-Christianson
 Seconded by Director Funk

2021-13-27

“That the Board provide a letter to the BVLD Airshed Management Society in support of the Wood Stove Exchange Program.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Lambert
 Seconded by Director Newell

2021-13-28

“That the meeting be adjourned at 1:37 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

 Gerry Thiessen, Chair

 Cheryl Anderson, Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING
(VIRTUAL)****Thursday, November 4, 2021**

PRESENT: Chair Gerry Thiessen

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

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Nellie Davis, Manager of Regional Economic Development – arrived at 11:49 a.m.
Janette Derksen, Diversion Supervisor
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Taddea Kunkel, First Nations Liaison
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant/Recording Secretary

Others Leo Degroot, Wildlife Biologist, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – left at 12:18 p.m.
Joel McKay, Chief Executive Officer, Northern Development Initiative Trust – left at 12:31 p.m.
Heather Wiebe, Director, BC Caribou Recovery Program, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – left at 12:18 p.m.

Media Eddie Huband, LD News

CALL TO ORDER

Chair Thiessen called the meeting to order at 11:38 a.m.

AGENDAMoved by Director Lambert
Seconded by Director McGuire**C.W.2021-10-1**

"That the Agenda of the Committee of the Whole meeting of November 4, 2021 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
 Minutes – October 21, 2021

Moved by Director Petersen
 Seconded by Director Lambert

C.W.2021-10-2

“That the Committee of the Whole meeting minutes of October 21, 2021 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATIONS

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Heather Wiebe, Director, BC Caribou Recovery Program and Leo Degroot, Wildlife Biologist, RE: Aerial Removal of Wolves for Caribou Recovery

Chair Thiessen welcomed Heather Wiebe, Director, BC Caribou Recovery Program and Leo Degroot, Wildlife Biologist, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Mr. Degroot provided a PowerPoint Presentation.

Predator Reduction for Caribou Recovery

- Caribou in BC Background
- Predator Reduction Background
- Herds are Recommended Predator Reduction if....
- Why?
- How?
- Findings
- Adaptive Management is Key to Caribou Recovery
- In Summary.

The following was discussed:

- Importance of reducing predators
- Support for the predator reduction program
- Impacts of trains and railways on wildlife and increase of predators
 - o Taken into account in studying Caribou recovery
 - o Areas of the Province that do not have rail corridor
 - Caribou recovery still needed
- Black Bear and grizzly bear predation
 - o Bears an issue with calves
 - o Bear predation ranked lower in comparison to wolf predation
 - o Historically bear predation has remained relatively stable
- Economic case for conservation
 - o Balancing economic need of BC residents and addressing species at risk
 - o *Federal Species at Risk Act*
 - If Province doesn't address the Federal Government can address under the legislation
 - o Long term goal to have sustained resources on the landscape for First Nations to harvest and potentially a secondary harvest
- Tweedsmuir Park high wolf population
 - o Impacts to area farmers livestock
- Not supportive of the cow moose cull
- Wildfire impacts to caribou
 - o Tweedsmuir Herd/Chilcotin Herd area
 - o Caribou utilize burnt areas
 - o Move to greener areas – Tweedsmuir/Chilcotin areas are large geographically

DELEGATIONS

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Heather Wiebe, Director, BC Caribou Recovery Program and Leo Degroot, Wildlife Biologist, RE: Aerial Removal of Wolves for Caribou Recovery (CONT'D)

- Bug kill area impacts to caribou
 - o Tweedsmuir Herd/Chilcotin Herd area
 - o Caribou utilize bug kill areas
- Harvested areas and caribou impacts
 - o Roads provide opportunities for wolves to travel at quicker speeds and easier access to caribou
- Caribou recovery is experiencing successes in locations where investments are being made
- Adaptive Management and commitment to setting aside land dedicated to caribou habitat and recovery
- A lot of values on the landscape
- Comments reflective of what is being heard
- So much at risk for economy/way of life
- Historical - wolf bounties
 - o not being considered
- Provincial policies that cover the entire province when areas of the province have very different needs and requirements.
 - o E.g. Grizzly moratorium.

Chair Thiessen thanked Ms. Wiebe and Mr. Degroot for attending the meeting.

FIRST NATIONS ACKNOWLEDGEMENT

NORTHERN DEVELOPMENT INITIATIVE TRUST – Joel McKay, Chief Executive Officer RE: NDIT Initiatives Update

Chair Thiessen welcomed Joel McKay, Chief Executive Officer, Northern Development Initiative Trust.

Mr. McKay provided a PowerPoint Presentation.

Building a Stronger North

- Service Region
- Financial Review
 - o 2021 Output Metrics
 - o Overall Output Metrics
 - o Administrative costs
- Community Development
- Business Development
- Capacity Building
- Partner Programs.

Chair Thiessen thanked Mr. McKay and NDIT for its Local Government Internship Program and the positive impact it has had for local governments throughout the region.

Director Riis-Christianson questioned the demand for the Connecting British Columbia Partner Program. Mr. McKay noted that the greatest demand for funding is northern B.C. and the priority for NDIT is also northern B.C. Due to connectivity needs the program is oversubscribed which is consistent with other levels of government connectivity funding programs.

Chair Thiessen thanked Mr. McKay for attending the meeting.

REPORTS

Delay in E-Comm 911 Dispatch to BC Emergency Health Services Moved by Director Brien
Seconded by Director Atrill

C.W.2021-10-3

“That the Committee receive the Regional Fire Chief’s Delay in E-Comm 911 Dispatch to BC Emergency Health Services staff report.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Truth and Reconciliation Commissions’ Calls to Action

Moved by Director McGuire
Seconded by Director Morgan

C.W.2021-10-4

“That the Committee receive the First Nations Liaison’s Truth and Reconciliation Commissions’ Calls to Action memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Taddea Kunkel, First Nations Liaison provided a brief overview of the Truth and Reconciliation Commissions’ Calls to Action #6 to #10 as identified in the memorandum. She noted a trauma informed lens is needed in discussing the #6 Call to Action.

Discussion took place in regard to addressing concerns that are being witnessed, how Directors can understand the resources in a community and advocating for resources that are required.

CORRESPONDENCE

The Honourable David Eby, Attorney General and Minister Responsible for Housing – UBCM Follow-Up Letter Moved by Director Storey
Seconded by Director Atrill

C.W.2021-10-5

“That the Committee receive the Correspondence from the Honourable David Eby, Attorney General and Minister Responsible for Housing – UBCM Follow-Up Letter.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Resolution Process

Director Lambert brought forward that when a director opposes a resolution, the reason why is not identified.

UBCM Electoral Area Directors Forum and LGLA Leadership Forum 2022

Director Greenaway spoke of attending the Rural Directors Forum and the Local Government Leadership Academy Leadership Forum 2022 in Richmond, B.C. February 2022. Staff will bring forward information at the November Board Meeting.

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Storey

C.W.2021-10-6

“That the meeting be adjourned at 12:42 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Cheryl Anderson, Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING**
VIRTUAL**Thursday, October 21, 2021**

PRESENT: Chair Gerry Thiessen

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

Director Absent Mark Fisher, Electoral Area "A" (Smithers Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Wendy Wainwright, Executive Assistant/Recording Secretary

Media Eddie Huband, LD News

CALL TO ORDER

Chair Thiessen called the meeting to order at 1:37 p.m.

AGENDAMoved by Director Petersen
Seconded by Director Storey**C.W.2021-10-1**

"That the Agenda of the Committee of the Whole meeting of October 21, 2021 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Committee of the Whole**
Minutes – October 7, 2021Moved by Director Atrill
Seconded by Director Lambert**C.W.2021-10-2**

"That the Committee of the Whole meeting minutes of October 7, 2021 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT

Boardroom Technology - Options

Cheryl Anderson, Director of Corporate Services provided an overview of the Boardroom Technology – Options memorandum and provided a short viewing of the Boardroom Technology from the October 7, 2021 Committee Meeting.

The following was discussed:

- Town of Smithers recordings retained on its Facebook Page
- Live streaming bandwidth capability and capacity
- Timeframe to retain recorded meetings
 - o Between meetings
 - o Public's use/recording/copying meetings
- The permanent record of a meeting are its minutes
- Information posted on the internet remains in perpetuity
- Platform to be used - RDBN Website
- Side by side viewing layout
- Opportunity for gallery members/participants to speak
- Staff will bring forward a policy for consideration.

ADJOURNMENT

Moved by Director Lambert
 Seconded by Director McGuire

C.W.2021-10-3

"That the meeting be adjourned at 1:57 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Cheryl Anderson, Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO
NATURAL RESOURCES COMMITTEE MEETING
(VIRTUAL)

Thursday, November 4, 2021

PRESENT: Chair Shane Brien

Directors Gladys Atrill
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Linda McGuire
Annette Morgan
Bob Motion
Chris Newell – arrived at 10:02 a.m.
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Sarra Storey
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
John Illes, Chief Financial Officer
Deborah Jones Middleton, Director of Protective Services
Taddea Kunkel, First Nations Liaison
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant/Recording Secretary

Others Kiel Giddens, Public Affairs Manager, TC Energy – Coastal GasLink Project., left at 10:36 a.m.
Barrett Kennedy, Socio-economics Advisor, TC Energy – Coastal GasLink Project., left at 10:36 a.m.
Donald McLeod, Senior Land Manager, TC Energy – Coastal GasLink Project., left at 10:36 a.m.
Ian McLeod, Socio-economics, Senior Advisor, TC Energy – Coastal GasLink Project – arrived at 10:13 a.m., left at 10:36 a.m.
Tanner Moulton, Public Affairs Advisor, TC Energy – Coastal GasLink Project., left at 10:36 a.m.
Tamara Trevelyan, Public Advisor, TC Energy – Coastal GasLink Project., left at 10:36 a.m.
Sian Weaver, Manager Socio-economics, TC Energy – Coastal GasLink Project – arrived at 10:04 a.m., left at 10:36 a.m.

Media Eddie Huband, LD News

CALL TO ORDER Chair Brien called the meeting to order at 10:00 a.m.

AGENDA & SUPPLEMENTARY AGENDA Moved by Director McGuire
Seconded by Director Lambert

NRC.2021-5-1 “That the Natural Resources Committee Agenda for November 4, 2021 be adopted; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA Moved by Director Storey
 Seconded by Director Lambert

NRC.2021-5-2 "That the Supplementary Agenda be dealt with at this meeting."
 (All/Directors/Majority) CARRIED UNANIMOUSLY

MINUTES

Natural Resources Moved by Director Petersen
Committee Meeting Minutes Seconded by Director Funk
– October 7, 2021

NRC.2021-5-3 "That the Natural Resources Committee Meeting Minutes of October 7,
 2021 be approved."
 (All/Directors/Majority) CARRIED UNANIMOUSLY

DELEGATION

TC ENERGY - COASTAL GASLINK PROJECT – Kiel Giddens, Public Affairs Manager, Sian Weaver, Manager of Socio-economics, Ian McLeod, Socio-economics, Senior Advisor, Tanner Moulton, Public Affairs Advisor RE: Socio-economic Effects Management Plan (SEEMP)

Chair Brienen welcomed Tanner Moulton, Public Affairs Advisor and Kiel Giddens, Public Affairs Manager, TC Energy – Coastal GasLink Project. Mr. Moulton introduced Sian Weaver, Manager of Socio-economics, Ian McLeod, Socio-economics, Senior Advisor, TC Energy – Coastal GasLink Project.

Messrs. Moulton and McLeod and Ms. Weaver Provided a PowerPoint Presentation.

TC Energy Coastal GasLink Project

- Legacy Moment – Coastal GasLink “Legacy of Giving” Campaign
- Socio-economic Effects Management Plan (SEEMP)
- SEEMP Report #6 Engagement
- SEEMP Feedback during phase 6 Engagement
- Wildfire Emergency Response Planning
 - o Planning
 - o Prevention
 - o Provision
- Housing
- Road Quality
 - o Sturgeon Point
 - o North Chilco FSR
 - o Blue Mountain
 - o 700 Road
 - o Maxan Road
 - o Morice FSR
- Waste Management
- SEEMP Economics Effects
- SEEMP Social Effects
- What Does Success Look Like?
- Keeping in Touch.

DELEGATION

TC ENERGY - COASTAL GASLINK PROJECT – Kiel Giddens, Public Affairs Manager, Sian Weaver, Manager of Socio-economics, Ian McLeod, Socio-economics, Senior Advisor, Tanner Moulton, Public Affairs Advisor RE: Socio-economic Effects Management Plan (SEEMP) (Cont'd)

Discussion took place regarding:

- Road access and use
 - o CGL consultation with stakeholders and road users when a road needs to be utilized for construction purpose and access may be impacted
 - o Permissions and permitting process for CGL to utilize roads belonging to other agencies, companies, and stakeholders
 - o Public notification to road users
- Pursuing mutually beneficial connectivity infrastructure in the Buckflats area and CGL Phase 2 Pumping Station area
 - o Mr. Moulton will follow up.

Chair Brienen thanked Messrs. Moulton and McLeod and Ms. Weaver for attending the meeting.

REPORTS

Forest Policy Engagement -Phase Two

Moved by Director Lambert
 Seconded by Director McGuire

NRC.2021-5-4

“That the Committee receive the Director of Corporate Services’ Forest Policy Engagement – Phase Two memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- o Impact of mill closures
 - Trading/reallocating fibre to other mills
 - Potentially requesting claw backs to Community Forests
 - Significant tax loss to communities
 - Loss of employment
 - Significant loss to a community vs. very minimal loss to a sawmill company
 - Stumpage rate to the Province remains the same
 - Potentially a percentage of the stumpage rate should return to the community
- o Agriculture leases
 - Impact to Community Forests
- o Community Forests
 - Community benefit from natural resource extraction
 - Concerns regarding harmonizing area-based tenure pricing and moving from tabular rates to stumpage rates
- o Importance and encouragement of value manufacturing
- o Need to be proactive rather than reactive
- o Being inventive to find a solution as a collective group, working with industry, First Nations and key stakeholders.

REPORTS (CONT'D)

Ministry of Forests, Lands,
 Natural Resource Operations
 and Rural Development
-Modernizing Forest Policy in
 British Columbia

Moved by Director Greenaway
 Seconded by Director Lambert

NRC.2021-5-5

“That the Committee receive the Director of Corporate Services’ Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Modernizing Forest Policy in British Columbia memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Linda Robertson, Director,
 Strategic Initiatives, Skeena
 Region, Ministry of Forests,
 Lands, Natural Resource
 Operations & Rural Development
– Regional Roundtable

Moved by Director Lambert
 Seconded by Director Storey

NRC-2021-5-6

“That the Committee receive the Correspondence from Linda Robertson, Director, Strategic Initiatives, Skeena Region, Ministry of Forests, Lands, Natural Resource Operations & Rural Development – Regional Roundtable.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Forests, Lands,
 Natural Resource Operations
 & Rural Development
– Revamped Forest Policy Puts
 Environment, People First

Moved by Director Petersen
 Seconded by Director McGuire

NRC-2021-5-7

“That the Committee receive the Correspondence from Ministry of Forests, Lands, Natural Resource Operations & Rural Development – Revamped Forest Policy Puts Environment, People First.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

CORRESPONDENCE

Ministry of Forests, Lands,
 Natural Resource Operations
 & Rural Development
– Government Taking Action
 on Old-Growth Deferrals

Moved by Director Funk
 Seconded by Director Lambert

NRC-2021-5-8

“That the Committee receive the Correspondence from Ministry of Forests, Lands, Natural Resource Operations & Rural Development (FLNRORD)– Government Taking Action on Old-Growth Deferrals.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE (CONT'D)

The following was discussed:

- Potential impact in percentage of area and cubic metres in the Nadina and Stuart Nechako Forest Districts
- Uncertainty concerning inclusion of the Morice area
- Uncertainty and lack of clarity regarding FLNRORD – Government Taking Action on Old-Growth Deferrals
- Director Thiessen’s discussion with Al Gorley, Triangle Resources, Professional Forester, and former Chair of the Forest Practices Board
- Utilizing forestry experts and consultants in partnership with other forest dependent communities
 - Regional District partnering with member municipalities
- Outreach to local First Nations
 - Working together collaboratively
- Potential impacts and challenges to communities
- Request FLNRORD representative(s) to present at a future RDBN meeting
- Village of Burns Lake meeting scheduled with First Nations communities and key stakeholders – November 9th
 - Director Funk will provide the invitation to Directors Lambert and Riis-Christianson
- Lakes TSA Coalition – meeting being scheduled
- Chair Brienen will work with staff to have information for a future Natural Resources Committee.

ADJOURNMENT

Moved by Director Lambert
 Seconded by Director Storey

NRC.2021-5-9

“That the meeting be adjourned at 11:03 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Shane Brienen, Chair

Cheryl Anderson, Director of Corporate Services

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

Thursday, November 4, 2021

PRESENT: Chair Mark Parker

Directors Mark Fisher
Tom Greenaway
Clint Lambert – arrived at 9:33 a.m.
Chris Newell
Jerry Petersen
Michael Riis-Christianson
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Nellie Davis, Manager of Regional Economic Development
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services – arrived at 9:32 a.m.
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant/Recording Secretary

Others Shane Brienen, District of Houston
Linda McGuire, Village of Granisle
Bob Motion, District of Fort St. James
Annette Morgan, Village of Telkwa

Media Eddie Huband, Lakes District News

CALL TO ORDER

Chair Parker called the meeting to order at 9:30 a.m.

AGENDA

Moved by Director Petersen
Seconded by Director Riis-Christianson

RDC.2021-9-1

“That the Rural/Agriculture Committee Agenda for November 4, 2021 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Rural/Agriculture Committee
Meeting Minutes
-October 7, 2021

Moved by Director Riis-Christianson
Seconded by Director Greenaway

RDC.2021-9-2

“That the minutes of the Rural/Agriculture Committee meeting of October 7, 2021 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Crown Land Referrals

Crown Land Referral
No. 7410209
Electoral Area D

Moved by Director Petersen
 Seconded by Director Greenaway

RDC.2021-9-3

“That the Comment Sheet on Crown Land Referral Application No. 7410209 be submitted to the Province.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Crown Land Referral Nos.
7410207 & 7410198
Electoral Area C

Moved by Director Greenaway
 Seconded by Director Riis-Christianson

RDC.2021-9-4

“That the Comment Sheet on Crown Land Referral Application Nos. 7410207 and 7410198 be submitted to the Province.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

AGRICULTURE CORRESPONDENCE

Northern Development
-Review of Funded
Greenhouse, Hydroponic and
Horticulture Projects

Moved by Director Fisher
 Seconded by Director Petersen

RDC.2021-9-5

“That the Committee receive the Agriculture Correspondence from Northern Development – Review of Funded Greenhouse, Hydroponic and Horticulture Projects.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

RURAL REPORTS

Regional Broadband
Infrastructure Service
Establishment – Elector
Response Form

Moved by Director Fisher
 Seconded by Director Riis-Christianson

RDC.2021-9-6

“That the Committee recommend to the Board that the Elector Response Form be approved as the Elector Response Form for Bylaw No. 1951.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Regional Connectivity Services Establishment Plan

Nellie Davis, Manager of Regional Economic Development provided a brief overview of the Regional Connectivity Services Establishment Plan memorandum. Director Riis-Christianson spoke of utilizing simple straight forward messaging and Electoral Area Directors providing staff with direction in order to advertise prior to the end of December 2021. Discussion took place in regard to including Alternative Approval Process information on the RDBN tax notice pamphlets.

NEW BUSINESS

Rural Directors Recognition
of Heath Care Workers

Chair Parker spoke of Rural Directors taking the opportunity to recognize health care workers in the region. Discussion took place regarding providing thank you cards with all Directors signatures and or providing individual Directors cards and tokens of appreciation to health care organizations within their areas.

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Greenaway

RDC.2021-9-7

“That the meeting be adjourned at 9:53 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Cheryl Anderson, Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO
WASTE MANAGEMENT COMMITTEE MEETING
(VIRTUAL)

Thursday, November 4, 2021

PRESENT: Chair Mark Fisher

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

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Janette Derksen, Waste Diversion Supervisor
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Taddea Kunkel, First Nations Liaison
Jason Llewellyn, Director of Planning
Wendy Wainwright, Executive Assistant/Recording Secretary

Others Dolores Funk, Village of Burns Lake
Clint Lambert, Electoral Area "E" (Francois/Ootsa Lake Rural)
Annette Morgan, Village of Telkwa
Linda McGuire, Village of Granisle
Bob Motion, District of Fort St. James
Mark Parker, Electoral Area "D" (Fraser Lake Rural)

Media Eddie Huband, LD News

CALL TO ORDER

Chair Fisher called the meeting to order at 11:03 a.m.

AGENDA

Moved by Director Petersen
Seconded by Director Newell

WMC.2021-5-1

"That the Waste Management Committee Agenda for November 4, 2021 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

Moved by Director Petersen
Seconded by Director Newell

WMC.2021-5-2

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Waste Management
 Committee Meeting Minutes
 -October 7, 2020

Moved by Director Atrill
 Seconded by Director Newell

WMC.2021-5-3

“That the Minutes of the Waste Management Committee for October 7, 2021 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADVOCACY AND COMMUNITY ENGAGEMENT

None

SOLID WASTE ADVISORY COMMITTEE UPDATE

None

POLICY REVIEW

None

DIVERSION & RECYCLING

Metal Salvaging at
 RDBN Sites

Moved by Director Riis-Christianson
 Seconded by Director Brien

WMC.2021-5-4

“That the Committee receive the Director of Environmental Services’ Metal Salvaging at RDBN Sites memorandum.”

Opposed: Director Newell

CARRIED

(All/Directors/Majority)

Discussion took place regarding the following:

- Salvaging and reuse of materials is a part of sustainable use
- Re-evaluate options to metal salvage
- Need for further discussion regarding
 - o Revenue vs. diversion
 - o Creative solutions for metal salvaging
 - o Possible separation of the metal piles – lead to more community salvage/use
- Advancement of re-use sheds overtime
- Impacts to metal price if metal piles have been salvaged
- Salvaging vs. reuse
 - o Salvaging useable materials
 - o Reuse a form of salvaging – more directed towards specific items
- Currently RDBN facilities have salvageable bays for reuse items
- Diversion vs. salvage
- Youth programs to assist with diversion initiatives
- Past historical event regarding salvaging at RDBN facility
- Forming a working group to brainstorm ideas
- Staff to provide additional information at a future meeting.

OPERATIONS UPDATE

Alex Eriksen, Director of Environmental Services - Verbal Update – Grinding Demo

Alex Eriksen, Director of Environmental Services provided an overview of a grinding demo he participated in to find ways to utilize waste to be landfilled. He noted that the Environmental Services Department is investigating options to utilize contaminated wood waste for the regulated daily cover needed for the landfill cover. He noted that the demonstration was successful and that the Environmental Services Department will potentially move forward with a more extensive demonstration.

Verbal Report

Moved by Director Petersen
 Seconded by Director Atrill

WMC.2021-5-5

“That the verbal report be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

MISCELLANEOUS

2021 Revenue from Pipeline Camps and Out-of-Region Sources

Moved by Director Atrill
 Seconded by Director Newell

WMC.2021-5-6

“That the Committee receive the Director of Environmental Services’ 2021 Revenue from Pipeline Camps and Out-of-Region Sources memorandum and the updated memo on the Supplementary Agenda.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Asbestos Waste – C&D (Construction & Demolition)
 - o Protocols
 - o Process to dispose of materials
 - o Staff to provide further information regarding handling and processing of hazardous waste such as asbestos waste and contaminated soils
- Opportunities for legacy projects and creating long term infrastructure in partnerships
 - o Chair Fisher will follow up with staff.

FUTURE MEETING DISCUSSION ITEMS

Chair Fisher will provide an update at future meeting in regard to the NCLGA Solid Waste Virtual Forum he attended October 12 & 13, 2021 as well as the Coast Waste Management Association 2021 Conference held October 20-22, 2021 in Victoria, B.C.

Chair Fisher outlined the following discussion items for a future Waste Management Committee Meeting:

- Agriculture Plastics Update
- Revenue vs. Diversion
- Metal Salvage and Reuse
- Handling and processing of hazardous materials such as asbestos and contaminated soils
- Opportunities for legacy projects.

ADJOURNMENT

Moved by Director Brien
Seconded by Director Atrill

WMC.2021-5-7

“That the meeting be adjourned at 11:37 am.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Fisher, Chair

Cheryl Anderson, Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**REGIONAL TRANSIT COMMITTEE MEETING****(VIRTUAL)****(Committee of the Whole)****Thursday, November 4, 2021**

PRESENT: Chair Gerry Thiessen

Directors Shane Brienen
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Linda McGuire
Annette Morgan
Bob Motion
Mark Parker
Jerry Petersen
Michael Riis-Christianson

Directors Gladys Atrill, Town of Smithers
Absent Chris Newell, Electoral Area "G" (Houston Rural)
Sarrah Storey, Village of Fraser Lake

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning
Deneve Vanderwolf, Planning Technician/Regional Transit Coordinator
Wendy Wainwright, Executive Assistant/Recording Secretary

Others Michael Coulson, Transit Planner, City of Prince George
Linda Harmon, Director, Strategic Outreach & Business Engagement, Ministry of Transportation and Infrastructure
Joel McKay, Chief Executive Officer, Northern Development Initiative Trust
Lindsay Taylor, Government Relations Manager, BC Transit

CALL TO ORDER

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

AGENDAMoved by Director McGuire
Seconded by Director Lambert**RTC.2021-2-1**

"That the Regional Transit Agenda of November 4, 2021 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Regional Transit Committee Minutes – April 6, 2021 Moved by Director Petersen
 Seconded by Director Fisher

RTC.2021-2-2 “That the Regional Transit Committee meeting minutes of April 6, 2021 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

NORTHERN DEVELOPMENT INITIATIVE TRUST – Joel McKay, Chief Executive Officer RE: Northern Passenger Transportation Fund

Chair Thiessen welcomed Joel McKay, Chief Executive Officer, Northern Development Initiative Trust.

Mr. McKay provided a PowerPoint Presentation.

Northern Passenger Transportation Service Fund

- Engagement
- March 2021 NDIT entered into the Safe Restart Funding Agreement with the Ministry of Transportation and Infrastructure (MoTI)
 - o Over next 3 years to support transportation from Lytton to Yukon border
- Long haul transportation
 - o Currently in negotiation for a one-year extension for BC Bus North to complete a consultation/analysis of the service
 - o Commitment to ensure long haul services
 - o Goal to improve and integrate service
- Community Vehicle Program
 - o Started in 2017 as part of the Highway 16 Transportation Action Plan
 - Funding was committed through Community Transportation Grant Program (Community Vehicles)
- NDIT's Goal
 - o Maintain and improve transportation services throughout northern BC
 - o Integrate transit services
 - o Increase knowledge, awareness of available services
 - o Wishing to provide multiyear funding
 - o Ensure no interruptions of current transportation options
 - o Awareness of another phase of consultation regarding long haul transportation.

Discussion took place regarding:

- Community Vehicle Program (CVP) Application
 - o Launch and intake time frame
 - o Awareness provided to current operators and communities
 - o Current Community Vehicle Program operators' budgets and future funding
 - o Competitive process for all applications
 - o CVP Application for capital and operating expenses
 - o NDIT funding allocation
 - 80% funding
 - Community matching funds/in-kind donation for consideration
 - o New applicants receiving approval will be working with a consultant to refine budgets and service
- Creative and innovative transportation ideas
 - o Flexibility regarding collaborative partnerships and types of services
- Important that available service is accessible and inclusive
- Capital/operational financial sustainability

DELEGATION (CONT'D)

NORTHERN DEVELOPMENT INITIATIVE TRUST – Joel McKay, Chief Executive Officer RE: Northern Passenger Transportation Fund (Cont'd)

- Fort St. James transit challenges
 - o Various community bus operators
 - Each bus has specific use or community demographic
 - o Minimal consolidation/partnerships
 - o Witnessing young individuals continuing to hitchhike
 - o Residents relocate due to lack of transit service to other communities for medical appointments etc.
- Vanderhoof and Saik'uz First Nation bus – good ridership
- Vanderhoof allocation of funds to purchase new bus as original bus was no longer road worthy
- NDIT perspective – vitality of community going forward will be tied to a reliable transportation service
- Transit – requires a “made in the north solution”
- Consolidation of transit services.

Chair Thiessen thanked Mr. McKay for attending the meeting.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – Linda Harmon, Director, Strategic Outreach & Business Engagement – RE: BC Bus North

Chair Thiessen welcomed Linda Harmon, Director, Strategic Outreach & Business Engagement, Ministry of Transportation and Infrastructure.

Ms. Harmon provided a PowerPoint Presentation.

BC Bus North

- Routes
- Passenger Profile (2019)
- Community Benefits & Economic Impact.

The following was discussed:

- BC Bus North funding to end of March 2022
- MoTI to provide report to Federal Government regarding how BC Bus North has impacted individuals and the economy
 - o Availability of information
 - o RDBN Directors require further information from MoTI to provide feedback in regard to the impact to communities
- Approximately 15,000 passengers have travelled on BC Bus North since 2018
- People wanting to age in place – transit services needed
- Community benefits of busing
- BC Bus North fare structure change in 2020 to distance-based fare
- Utilized for intercommunity as well as long distance travelling
- Ridership information needed.

Chair Thiessen thanked Ms. Harmon for attending the meeting.

ADJOURNMENT

Moved by Director McGuire
Seconded by Director Lambert

RTC.2021-2-3

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Cheryl Anderson, Director of Corporate Services

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

TO: Chair Thiessen and Board of Directors
FROM: Jason Llewellyn, Director of Planning
DATE: November 18, 2021
SUBJECT: Rezoning Application RZ A-07-21
1st and 2nd Reading for Rezoning Bylaw No. 1966

RECOMMENDATION

1. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1966, 2021” be given 1st and 2nd reading and subsequently be taken to Public Hearing.
2. That the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1966, 2021” be delegated to the Director or Alternate Director for Electoral Area A.

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

The applicant is requesting a text amendment to the Zoning Bylaw to add Crematorium as a permitted use in the M1A Zone. There are two parcels in Electoral Area A zoned M1A (3844 Henry Road and 8150 Highway 16). The applicant proposes to establish a Crematorium at the 3844 Henry Road property.

Staff recognize that there is a need for cremation services in the region, and do not anticipate that a Crematorium would have a notable negative impact on the area surrounding either parcel. Therefore, it is recommended that “Rezoning Bylaw No. 1966, 2021” be given first and second reading and be taken to Public Hearing to allow area residents the opportunity to provide input.

APPLICATION SUMMARY

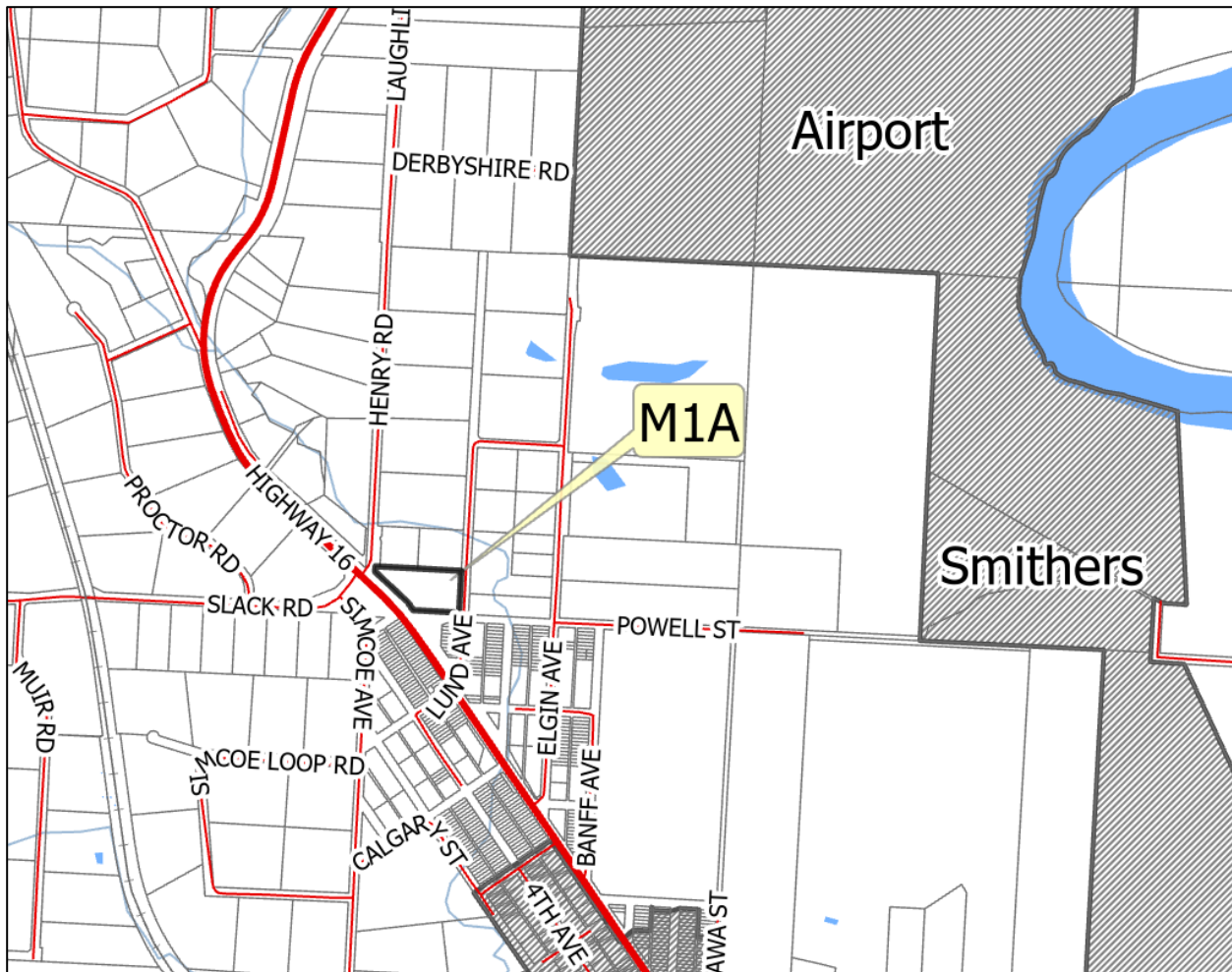
Name of Agent/Owner: West-End Ventures Inc.

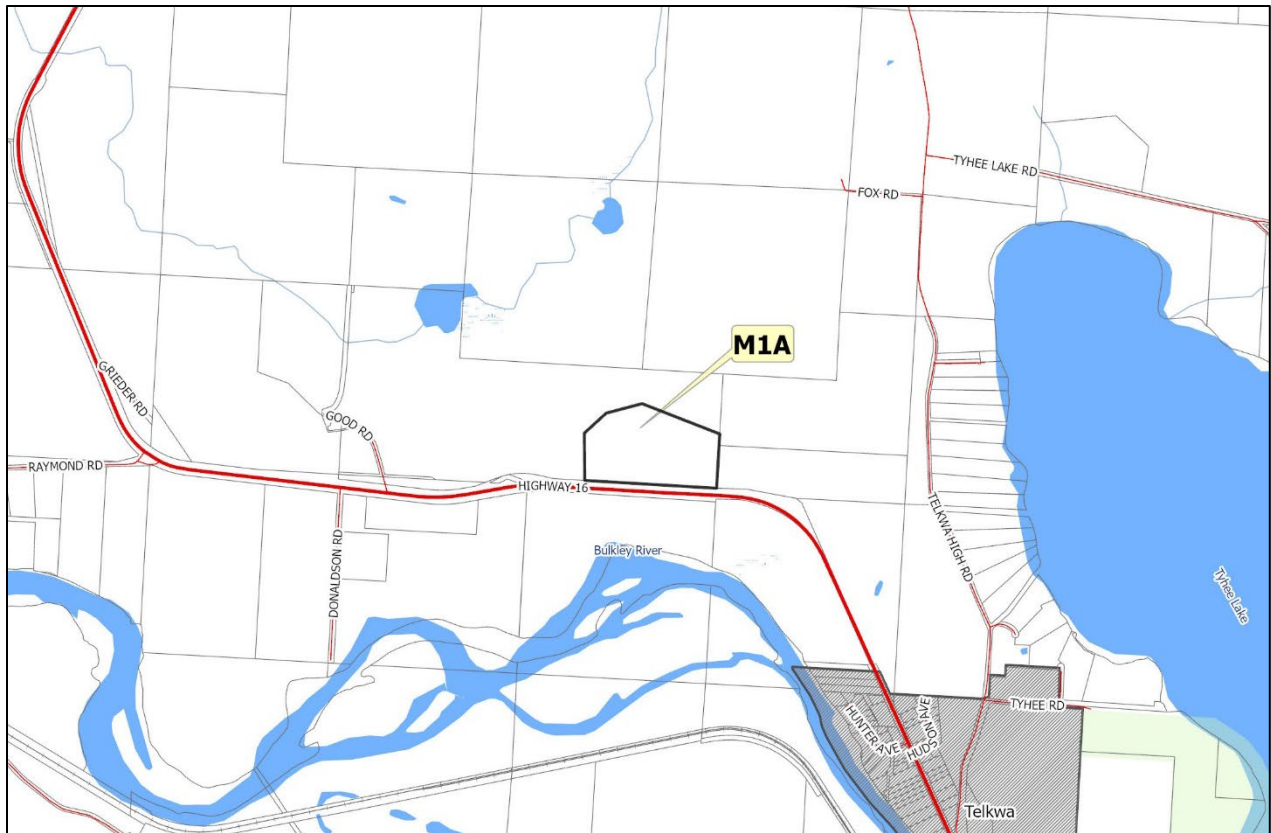
Electoral Area: A

Subject Properties: 3844 Henry Road, ±1.35 ha., (Lot 3, Section 2, Township 1A, CD, Plan 4733)
8150 Highway, ±16.4 ha., (Lot 1, District Lot 256, Range 5, Coast District Plan PRP14250 Except Plan PRP14966)

Zoning: Light Industrial – Contracting (M1A) in “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.” (the Zoning Bylaw)

Existing Land Use: 3844 Henry Road - Vehicle rental and contracting business
8150 Highway 16 – Light Industrial Uses

Location:



Proposed Rezoning

The applicant is requesting a text amendment to the Zoning Bylaw to add Crematorium as a permitted use in the M1A Zone to allow the use on their 3844 Henry Road property. The proposed text amendment to the M1A Zone would allow a crematorium on two parcels in the RDBN, both of which are in Electoral Area A, as shown on the previous maps.

A crematorium means the use of land, building or other structure for the cremation of human or animal remains. The cremation of animal remains may use a burning or an alkaline hydrolysis process. The cremation of human remains may only use a burning process. The applicant anticipates that a maximum of approximately 100 humans and 100 animals would be cremated per year. The proposed rezoning would not allow the operation of a funeral home in the M1A Zone.

Crematoriums are currently permitted uses in the Light Industrial (M1), Heavy Industrial (M2), Agricultural Industry (M3), and Special Civic / Institutional (P1A) Zones.

DISCUSSION

The Regulation of Crematoriums

Crematoriums in BC are regulated by the Business Practices and Consumer Protection Authority and are subject to the regulations in the *Cremation, Interment and Funeral Services Regulation*. These regulations ensure local government approval of the land use and require operation of the cremation equipment according to manufacturers specifications, and other technical requirements. There is a general requirement under the *Environmental Management Act* (Section 6(4)), that applies to crematoriums, that a person must not introduce waste into the environment in such a manner or quantity as to cause pollution. However, emissions from crematoriums are not monitored by any Provincial Government agency and there are no specific emissions standards for crematoriums.

The Business Practices and Consumer Protection Authority says that local governments can set their own emissions standards; however, it is unclear under what authority this could be achieved by the RDBN.

Planning Department Comments

The applicant, in their [attached letter](#), explains that there is a gap in service within the Smithers/Telkwa area, and residents must access cremation services in the communities of Terrace or Vanderhoof. Planning Department staff agree that this service is needed in the region, and that a crematorium is a commercial service use which is appropriately accommodated in the rural area given the increased potential for land use conflict in a high-density residential setting.

Staff's research has indicated that a properly operated crematorium may have little impact on the surrounding community. However, should the incineration equipment not operate properly there could be times where emissions are visible. In this case staff can not ensure the Board that there would be any meaningful action the RDBN could take to ensure the facility operated properly. Enforcement would be up to the Provincial Government.

There are approximately 22 residential dwellings within 200 metres of both properties. The applicant has proactively sent an information package to owners advising them of the application, and offering to answer any questions, in advance of any Public Hearing notification.

The 8150 Highway 16 property is in a sparsely populated area in the Agricultural Land Reserve (ALR). A Crematorium is not proposed for this property and could not be developed without Agricultural Land Commission (ALC) approval. The property owner was informed of the proposed change to the M-1A zone and had no objections.

Referral

The Advisory Planning Commission for Electoral Area A recommended that the application be supported. The Ministry of Transportation has no objection to the proposed text amendment. The Town of Smithers and Northern Health did not respond to the referral at the time of the writing of this report.

ATTACHMENTS

Rezoning Bylaw No. 1966, 2021

[Letters and attachments submitted by the applicant](#) link

- site plan and photos
- Letter from North Coast Cremation Services to Ms. Laurel Menzel, April 2, 2021
- Data Sheet X1000 machine
- Data Sheet Pet 400
- Letters of support

Background information provided by staff (links)

- [Cremation, Interment and Funeral Regulation. B.C. Reg. 298/2004.](#)
- [Consumer Protection BC. "Cemetery and Funeral Services: Crematory Technical Checklist".](#)
- [Juliette O'Keeffe. "Crematoria Emissions and Air Quality Impacts." National Collaborating Centre for Environmental Health. Mar 24, 2020.](#)
- [Letter from Vancouver Coastal Health regarding air emissions and crematoria. August 15, 2018.](#)
- [Haley Piagno & Reza Afshari. "Mercury from crematoriums: human health risk assessment and estimate of total emissions in British Columbia." The Canadian Public Health Association, 2020.](#)



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO.1966, 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 by adding Crematorium to the list of Permitted Principal Uses for the Light Industrial – Contracting Zone in Section 22.1.1.

This bylaw may be cited as “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1966, 2021”.

READ A FIRST TIME this ___ day of _____, 2021

READ A SECOND TIME this ___ day of _____, 2021

PUBLIC HEARING HELD this ___ day of _____, 20__

READ A THIRD TIME this ___ day of _____, 20__

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1966, 20__”.

DATED AT BURNS LAKE this ___ day of _____, 2022

Corporate Administrator

ADOPTED this ___ day of _____, 2022

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Danielle Patterson, Planner
DATE: November 18, 2021
SUBJECT: Rezoning Application RZ A-08-21
1st and 2nd Reading for Rezoning Bylaw 1965, 2021

RECOMMENDATION

1. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1965, 2021” be given 1st and 2nd reading and subsequently be taken to Public Hearing.
2. That the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1965, 2021” be delegated to the Director or Alternate Director for Electoral Area A.

VOTING

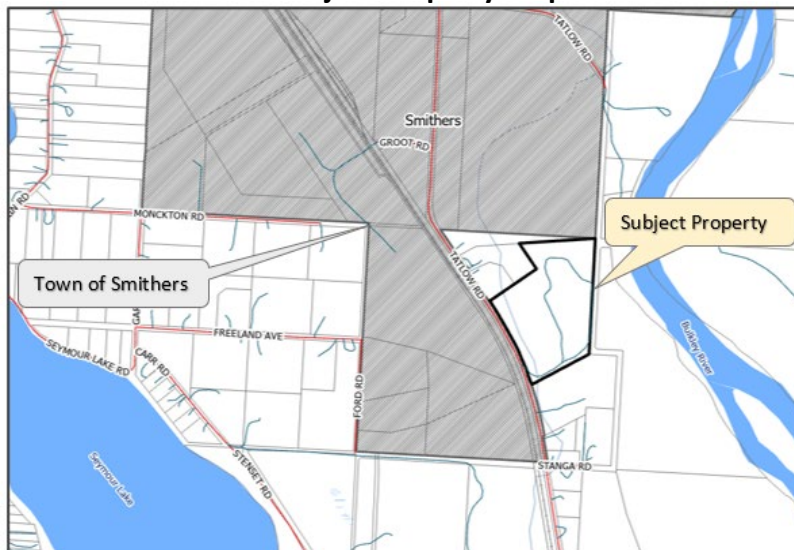
All / Directors / Majority

EXECUTIVE SUMMARY

The proposed rezoning of the property from the Agricultural (Ag1) and Small Holdings (H1) Zones to the Light Industrial (M1) Zone will allow the property to be used for any of the uses permitted in the M1 Zone. The applicant indicates that their plan is to construct a heavy equipment storage building and bring the equipment storage and aggregate processing uses into compliance with the zoning. Staff recommend that Rezoning Bylaw No. 1965, 2021 be given 1st and 2nd Reading.

APPLICATION SUMMARY

Name of Agent/Owner:	Murray Vetsch, Westwind Enterprises Ltd./ Jadie's Contracting
Electoral Area:	A
Subject Property:	Lot 1, Section 18, Township 4, Range 5, Coast District, Plan 4997 Except Plans 5915 and 7409
Property Size:	12.42 ha (30.69 ac)
OCP Designation:	Industrial (I) in "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014"
Zoning:	Portions of the property are zoned Agricultural (AG1) and portions are zoned Small Holdings (H1) in RDBN Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
ALR Status:	Not in the ALR
Existing Land Use:	Aggregate extraction and processing/Heavy Equipment Storage
Location:	The subject property is on Tatlow Road, abutting the southern boundary of the Town of Smithers, near the CN Rail line (see Subject Property Map)

Subject Property Map**Proposed Rezoning**

The application is to rezone the subject property from the Agricultural (AG1) and Small Holdings (H1) Zones to the Light Industrial (M1) Zone to allow the property to be used for any of the uses permitted in the M1 Zone. The subject property is used for unenclosed heavy equipment storage

and aggregate extraction and processing. The proposed rezoning to the M1 Zone would permit heavy equipment storage and aggregate processing. The only structure on the property is a 7.4 m² (80 ft²) power shed to supply power to the property.

DISCUSSION

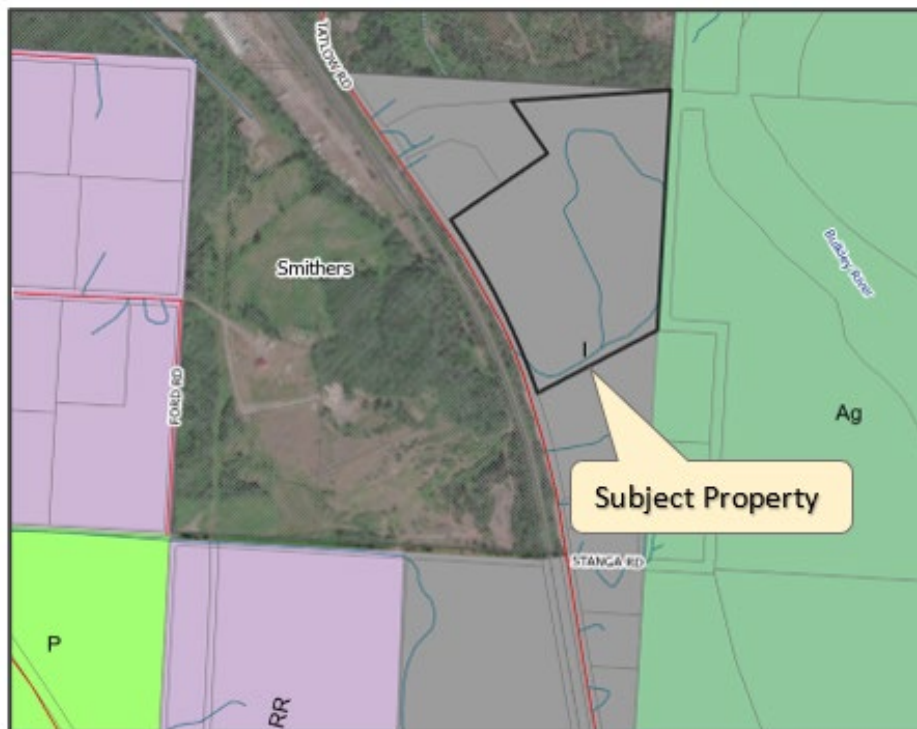
Official Community Plan and Zoning

The subject property is designated Industrial (I) in the “Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014” (OCP). To the north, west, and south of the subject property are lands designated for future Industrial land use. Both the Regional District and the Town of Smithers have concentrated industrial designations and zoning along Tatlow Road. Only a limited amount of land in the OCP area is designated for industrial development.

OCP Policy 3.3.2(2) states “[n]ew industrial uses will be encouraged to establish within the Industrial (I) designation in the Tatlow Road area”. The proposed zoning amendment aligns with the Industrial land use designation of the subject property.

OCP Map

Grey = Industrial Designation; Dark Green = Agricultural Designation

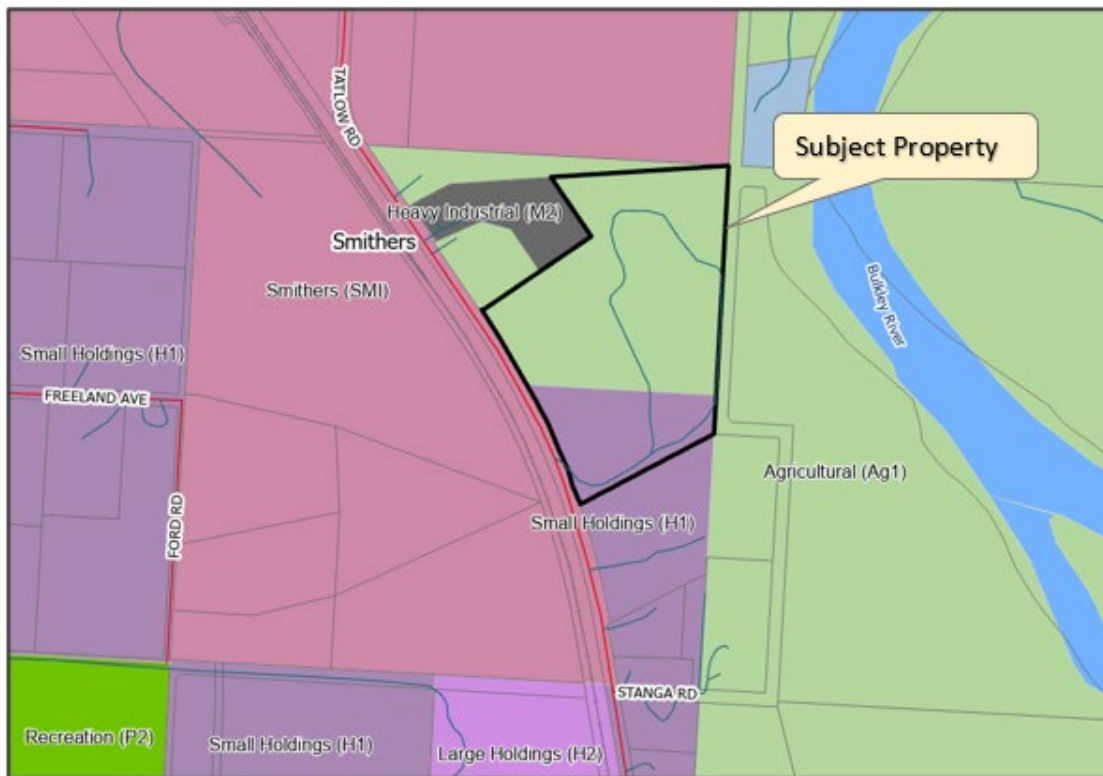


The applicant wants to build a heavy equipment storage space on the subject property, which also has a history of aggregate processing. These are both permitted uses in the Light Industrial (M1) Zone and a property to the north of the proposal area is zoned M2 in the Zoning Bylaw. The full list of permitted principal uses in the M1 Zone are as follows:

Permitted Principal Uses in M1 Zone	
<ul style="list-style-type: none"> • Aggregate Processing • Agriculture • Contracting • Crematorium • Heavy Equipment Repair and Sales • Light Manufacturing • Motor Vehicle Repair • Recreational Vehicle Storage • Transportation Terminal 	<ul style="list-style-type: none"> • Agricultural Feed Store • Building and Garden Supplies • Light Equipment Repair and Sales • Motor Vehicle Wash • Service Station • Veterinary Clinic • Utility • Warehousing

Zoning Map

Green = Agricultural (AG1) Zone; Purple = Small Holdings (H1) Zone

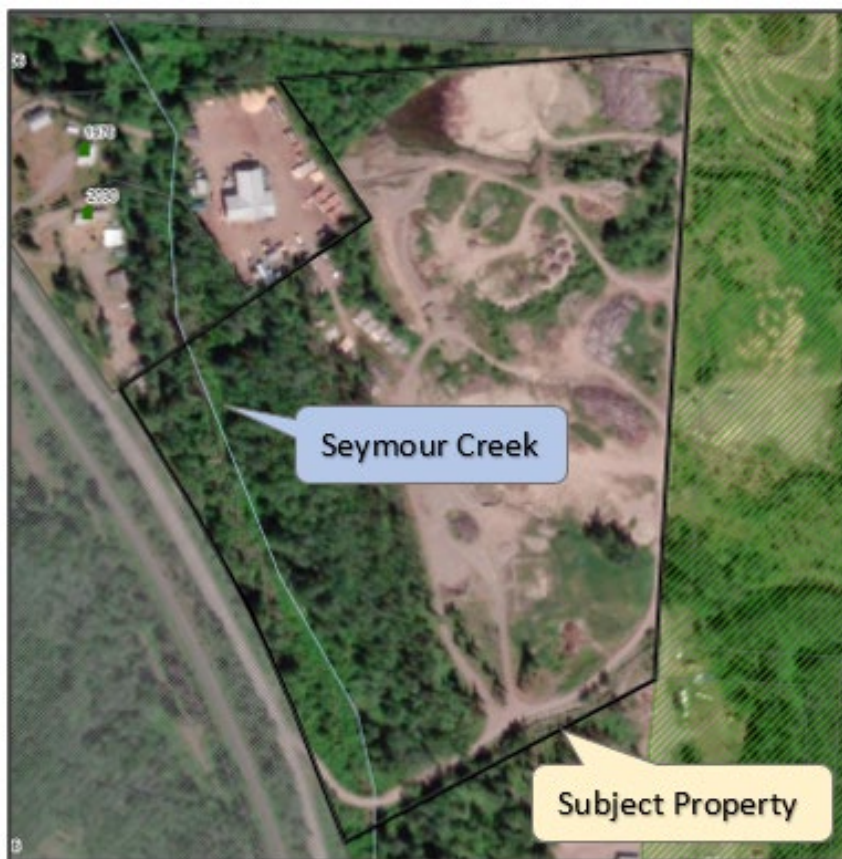


Seymour Creek

OCP Policy 4.6.2(6) states “[w]hen rezoning to allow [...] development in area known to have potential hazards, the proper scientific assessments are to be required at the rezoning or subdivision stage to ensure the area is appropriate for development and to mitigate safety concerns and the potential damage to property”.

The only known potential hazard on the subject property is Seymour Creek, which runs near the western boundary of the subject property, parallel to Tatlow Road (see map below). Seymour Creek appears to be a minor hazard without a history of flooding. The Zoning Bylaw does not allow the construction of a building or structure within 15 m of Seymour Creek. The Floodplain Bylaw has construction elevation and setback requirements that must be met. In staff's opinion these regulations adequately protect any future development from flood damage.

Staff asked the property owner if they would be interested in offering to register a covenant on title of the subject property restricting vegetation removal adjacent to Seymour Creek. The applicant stated they are familiar with the Ministry of Environment and Climate Change Strategy's regulations and do not want to add a covenant to their title.



Land Use Conflict

Staff note the potential for land use conflict as this area transitions to increased Industrial land uses as directed by the OCP. These impacts could include increased noise levels and traffic, and reduced air quality. These impacts were considered during the OCP review process when the lands received their Industrial Designation in 2012. There are a number of dwellings in the area;

however, a number of these properties contain a variety of home occupations and industrial uses and the proposed industrial activity is not out of character with the area.

Referral Comments

The Electoral Area A Advisory Planning Commission supported the application.

Referral comments from Northern Health; the Town of Smithers; the Ministry of Agriculture, Food and Fisheries, the Agricultural Land Commission; and the Ministry of Transportation and Infrastructure were not received at the time of the writing of this report. Any comments received in time for the Board meeting will be included on the supplementary agenda.

ATTACHMENTS

- Bylaw 1965, 2021
- Applicant Submission



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1965

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 "Small Holdings (H1)" Zone and "Agricultural (AG1)" Zone to the "Light Industrial (M1)" Zone.

Lot 1, Section 18, Township 4, Range 5, Coast District, Plan 4997 Except Plans 5915 and 7409 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. 1965, 2021".

READ A FIRST TIME this ___ day of _____

READ A SECOND TIME this ___ day of _____

PUBLIC HEARING HELD this ___ day of _____

READ A THIRD TIME this ___ day of _____

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1965, 2021".

DATED AT BURNS LAKE this ___ day of _____

Corporate Administrator

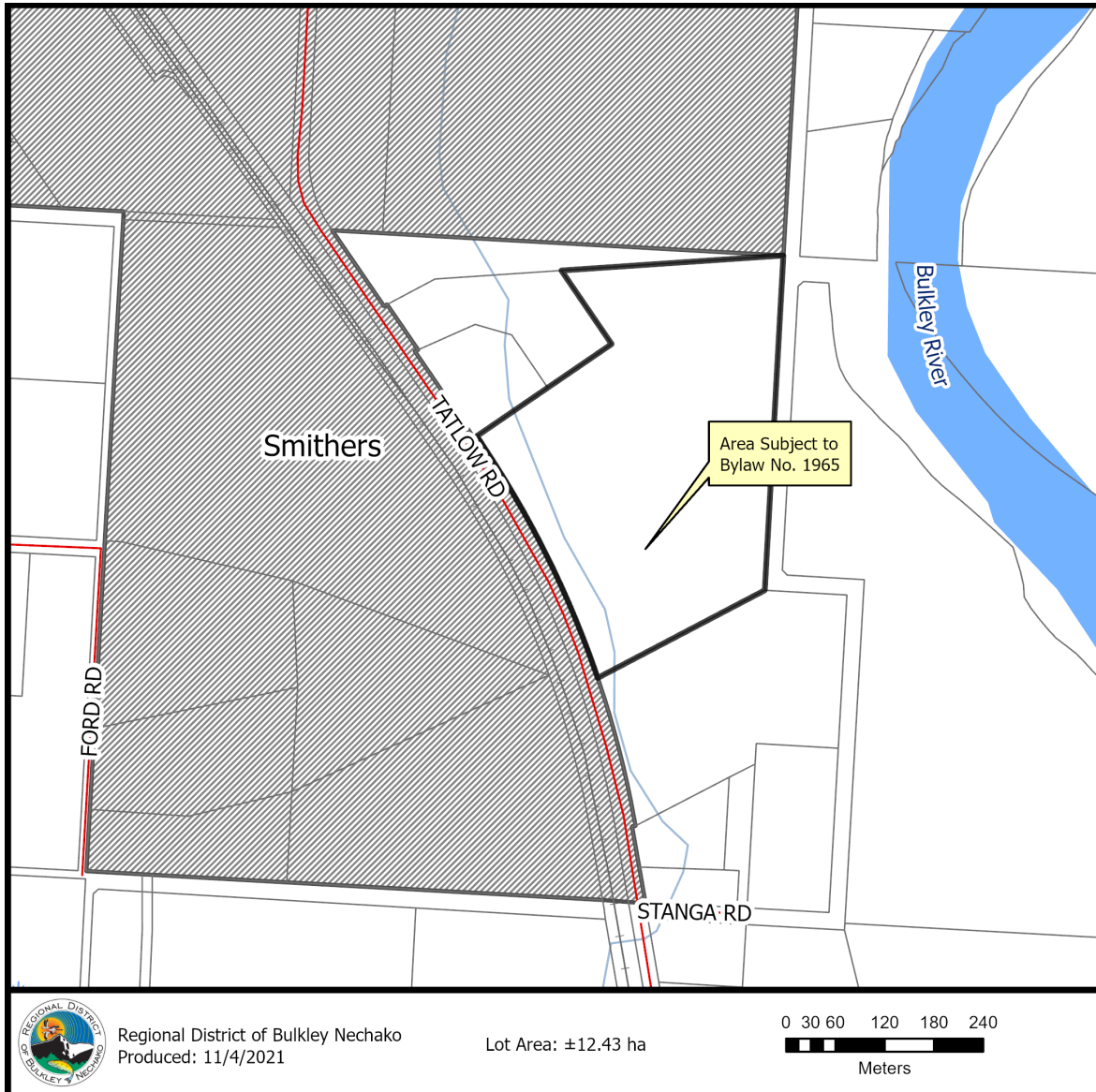
ADOPTED this ___ day of _____

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 1965

Lot 1, Section 18, Township 4, Range 5, Coast District, Plan 4997 Except Plans 5915 and 7409', comprising ± 12.4 ha, rezoned from the "Small Holdings (H1)" Zone and the "Agricultural (AG1)" Zone to the "Light Industrial (M1)" Zone.



hereby certify that this is Schedule "A" of Bylaw No. 1965, 2021.

Corporate Administrator



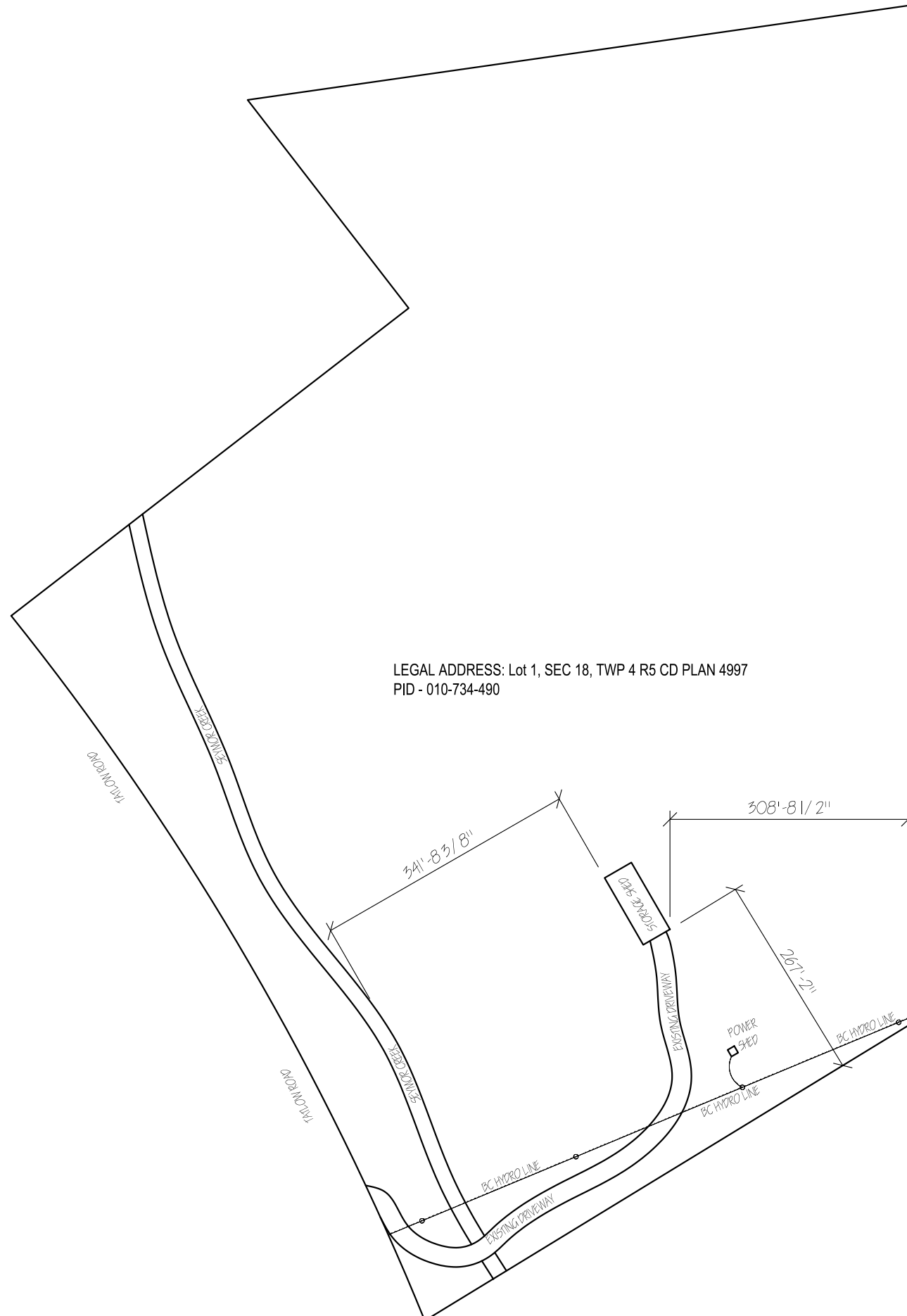
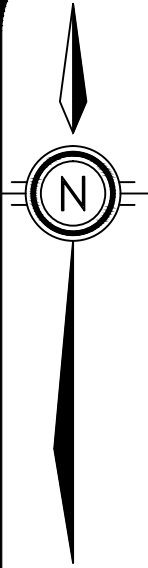
Box 219
Telkwa, BC
V0J 2X0
250-643-0534
westwind.murray@gmail.com

September 12, 2021

To Whom It May Concern,

The following are the rational/reasons why we would like to have the subject property rezoned from AG1 and H1 to M2

- 1) The land owner would like to build an equipment storage building to be able to store his heavy equipment and supplies throughout the year
- 2) The parcel to the north of the subject parcel is already zoned M2
- 3) This parcel is situated on a gravel deposit and has been used for gravel extraction in the past. The parcel is not well suited to typical agriculture as it has limited topsoils required for grazing or cropping
- 4) The subject parcel has traditionally been used for aggregate extraction and processing even though the zoning did not allow it. This application would bring the parcel into compliance with the zoning bylaw.
- 5) Other neighbouring parcels are currently being used for industrial activities so this application is in line with adjacent properties and will have minimal impact on them.
- 6) The current OCP designation for this area is Industrial (I) so this brings the zoning inline with the OCP



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General Notes

Endorsements

No.	Revision/ Issue	Date



250-643-0534
Telkwa, BC
westwind.murray@gmail.com

Jadies Storage Shed
Tatlow Road, Smithers

Project Site Plan	Sheet 1/1
Date October 22, 2021	
Scale N15	



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Maria Sandberg, Planning and Parks Coordinator
DATE: November 18, 2021
SUBJECT: Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021
for third reading and adoption

RECOMMENDATIONS

1. That the Board receive the Report of the Public Hearing held on November 8, 2021, for “Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021”.
2. That “Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021” be given third reading and adoption.

VOTING

All Directors / Majority

EXECUTIVE SUMMARY

Over the past two years the Planning Department has undertaken a review of the Vanderhoof Rural Official Community Plan (OCP), as directed by the Regional District Board in June 2019. The new OCP is intended to replace the current Vanderhoof Rural OCP which was adopted in 2009.

The review process has included consultation with First Nations, community groups, government agencies and the public. This consultation also included the establishment of a working group consisting of community members and agency representatives, as well as open houses in Vanderhoof and Cluculz Lake to solicit public input. OCP review information has been available to the public on the Regional District website for the duration of the review process.

The Bylaw received first and second reading on October 21, 2021, and the public hearing was held on November 8, 2021. The report of the Public Hearing is attached to this report. Staff are now presenting the Bylaw to the Board for consideration of third reading and adoption.

OVERVIEW OF THE OCP REVIEW PROCESS

In June 2019, the Regional District of Bulkley-Nechako Board of Directors directed staff to proceed with the review process for the Vanderhoof Rural Official Community Plan and approved a consultation strategy.

Letters with information about the review process and requests for preliminary comments were sent to the agencies listed in the consultation strategy - local First Nations, community groups, the District of Vanderhoof, School District 91, adjacent Regional Districts and various Provincial Ministries.

Preliminary consultation with the Advisory Planning Commission (APC) for Electoral Area F took place in October 2019. An open house was also held that month to introduce the review process to the public and to solicit participation on a working group to assist in the review process and the drafting of a new Plan. At the open house the Regional District introduced a survey to obtain public input regarding the issues that require attention in the plan.

Northern Health, the District of Vanderhoof, the Nechako Valley Regional Cattlemen's Association, the Chamber of Commerce, Community Futures, the Cluculz Lake Community Association, and Saik'uz First Nation were asked to provide a representative to participate on the working group.

Staff created a preliminary draft of the OCP to provide the working group with a format for discussion of issues. Working group meetings were held on November 26, 2019, January 7, 2020, and January 21, 2020. The focus was on reviewing the process and the mandate of the Plan, identifying, and discussing key issues, helping define the community visions and goals for the Plan area, and developing the policies contained in the Plan.

An open house was held in Cluculz Lake on February 26, 2020, in consultation with the Cluculz Lake Community Association. The open house was held to allow the community to comment on issues specific to the community, with a focus on understanding the community's opinions on commercial development in the area. A Cluculz Lake Commercial Land Use questionnaire was handed out to attendees.



Popcorn & Planning
A Community Consultation Event

Join the Planning Department from the Regional District of Bulkley-Nechako to discuss the:

Official Community Plan Review
for Electoral Area "F" (Vanderhoof Rural).

We'll make the popcorn, you'll bring your comments and questions about rural community planning.

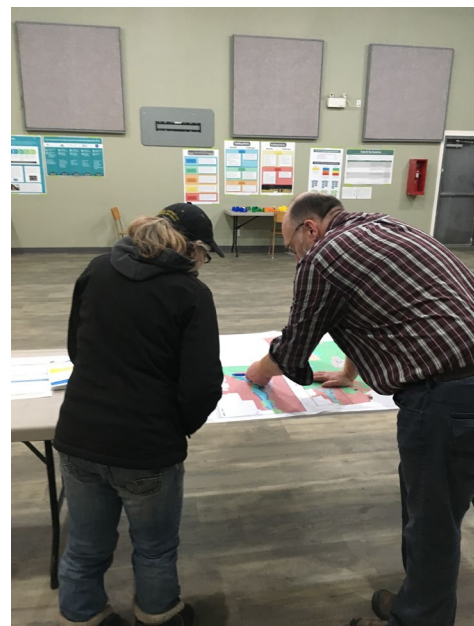
Wednesday, October 9, 2019
5:00pm - 8:00 pm
Integrus Community Centre
(186 Columbia Street, Vanderhoof)

Learn about:

- The role of the OCP
- The OCP review process
- How to get involved

Questions? ☎ 250-692-3195 ✉ inquiries@rdbn.bc.ca

Photos: Green Creek Falls



Further in-person public engagement was suspended in the spring of 2020 given the ongoing health protocols associated with the Covid-19 pandemic. Public input was instead solicited by promoting the survey and posting the OCP draft, maps and related information on the Regional District website. A total of 173 surveys were completed and returned.

The draft was fine-tuned based on the input received and the revised draft OCP was referred to the working group in May 2021. Staff received written and verbal comments back from several members. The APC reviewed and provided comments on the draft plan in May 2021. Consultation letters with an invitation to provide comments were sent to agencies listed in the consultation strategy. The draft was further revised based on the comments received from the referral agencies, the working group members, and the APC.

The OCP Bylaw received first and second reading on October 21, 2021, and the public hearing was held on November 8, 2021.

DISCUSSION

The draft Vanderhoof Rural OCP has undergone a notable public consultation process, and in staff's opinion the Plan reflects an appropriately balanced expression of the community's interest and vision for the future of the area. The focus of the process was to update the existing plan and not undertake an extensive review process.

Staff note that the "Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021" has been considered by staff in conjunction with the Regional District's financial plan and solid waste management plan, and there are no apparent conflicts or issues between the plans.

As required by the *Local Government Act*, the Bylaw has been referred to the Agricultural Land Commission after first and second reading and they had no further comments on the Bylaw.

The Board may approve the "Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021" at third reading, amend the Bylaw and then approve the amended Bylaw at second reading or refer the Bylaw back to staff with directions to make further amendments. Should the Bylaw be amended, another Public Hearing may be required depending on the nature of the changes.

Should the Bylaw be acceptable to the Board, staff recommend that "Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021" be given third reading and adoption.

ATTACHMENTS

1. OCP Bylaw No. 1963, 2021
2. [Schedule A \(OCP text document\) Link](#)
3. [Schedule B – Land Use Designation Map Link](#)
4. [Schedule C – Ecological and Wildlife Values Map Link](#)
5. Public Hearing Report for OCP Bylaw No. 1963, 2021



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1963

A Bylaw to Adopt an Official Community Plan for Electoral Area F
 within the Regional District of Bulkley-Nechako

WHEREAS under section 472 of the *Local Government Act* the Board may adopt a community plan by bylaw;

AND WHEREAS the Board of the Regional District has deemed it advisable to replace “Vanderhoof Rural Official Community Plan Bylaw No. 1517, 2009” and adopt a new Official Community Plan for Electoral Area F as provided for in the *Local Government Act*;

NOW, THEREFORE, the Board of the Regional District of Bulkley-Nechako in open meeting assembled HEREBY ENACTS AS FOLLOWS.

1. Title

This Bylaw may be cited as “Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021”.

2. Application

This Bylaw is applicable to Electoral Area “F” as outlined in Map No. 1 of Schedule “A” of this Bylaw.

3. Official Community Plan

Schedules “A,” “B” and “C”, which are attached to and form an integral part of the Bylaw are the Official Community Plan for the area to which this Bylaw applies.

4. Severability

If any schedule, section, subsection, sentence, clause, phrase, or map of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

5. Repeal

“Vanderhoof Rural Official Community Plan Bylaw No. 1517, 2009” and all amendments thereto are repealed.

6. Readings and Adoption

READ A FIRST TIME this 21st day of October, 2021

READ A SECOND TIME this 21st day of October, 2021

PUBLIC HEARING HELD this 8th day of November, 2021

READ A THIRD TIME this ___ day of _____, 2021

I hereby certify that the foregoing is a true and correct copy of "Vanderhoof Rural Official Community Plan Bylaw No. 1963, 2021".

DATED AT BURNS LAKE this ____ day of _____, 2021

Corporate Administrator

ADOPTED this ____ day of _____, 2021

Chairperson

Corporate Administrator

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 1963, 2021
November 8, 2021**

Report of the Public Hearing held at 7:00 p.m., November 8, 2021 by zoom conference call regarding Bylaw 1963, 2021.

Present: Jerry Petersen, Chairperson
Jason Llewellyn, Director of Planning
Maria Sandberg, Recording Secretary
Kimberly Rorstrom-Wittig, 59835 Wren Place
Walter Wittig, 59835 Wren Place
Bernie McKnight, 5360 Meier Road
Bob McKnight, 5360 Meier Road
Sheri McKnight, 5245 Philips Road

CORRESPONDENCE The written submissions to the Public Hearing are attached to this Public Hearing Report as Appendix "A"

CALL TO ORDER The meeting was called to order at 7:00 P.M.

BUSINESS:

Chair Petersen Read a statement explaining the bylaw, the public hearing process, and the two written submissions received.

Chair Petersen Asked Kimberly Rorstrom-Wittig if they had any comments.

Kimberly Rorstrom-Wittig Said they had no comment at that time.

Chair Petersen Asked Walter Wittig if they had any comments.

Kimberly Rorstrom-Wittig Said Walter was not there at the moment but may be there later.

Chair Petersen Asked Bernie McKnight if they had any comments.

Bernie McKnight Said they had no comment at that time.

Chair Petersen Asked Bob McKnight if they had any comments.

Bob McKnight Said they had no comment at that time.

Chair Petersen Asked Sherie McKnight if they had any comments.

- Sheri McKnight Said they had no comment at that time.
- Chair Petersen Asked if there was anyone else in attendance that he had not called upon. He asked Jason Llewellyn to provide an overview of the proposed OCP.
- Jason Llewellyn Gave a brief overview over the role of the OCP and the OCP review process. He said that if the residents had any specific land use or development related concerns he could outline how the OCP addressed those issues.
- Chair Petersen Asked everyone in attendance if there were any further comments on the proposed bylaw.
- Bernie McKnight Asked if there were any new commercial developments proposed. She has reviewed the Land Use Designation Map and there are Commercial designations in several areas around Cluculz Lake.
- Jason Llewellyn Explained that no new land is designated commercial in the OCP. The OCP development process included significant discussions about the amount of commercial development that should be allowed in the Cluculz Lake area, if any. Residents are somewhat divided on the issue. The OCP provides limited opportunities for new commercial development that serves the local community. In most situations a rezoning with the required public engagement, would be necessary.
- Bernie McKnight Asked if rezonings are advertised in the Vanderhoof paper only.
- Jason Llewellyn Explained that the typical public hearing notification process includes advertising in two consecutive issues of the local newspaper and that the Vanderhoof newspaper is typically used. It was also noted that as a result of changing Provincial legislation the RDBN may be evaluating its public notification process, the role of newspapers in that process, and the use of other forms of advertising.
- There was general discussion regarding the benefits and limitations of various advertising platforms.

- Chair Petersen Said that he appreciates the conversation as communication and input on public notification.
- Kimberly Rorstrom-Wittig Asked about the rules around septic systems and their impact on water quality, and if anybody is monitoring the water quality.
- Chair Petersen Said that the Ministry of Environment has undertaken studies, and water quality monitoring in the past.
- Kimberly Rorstrom-Wittig Said that they have seen an increase in temporary steel boxes in the area as well as temporary buildings. She said she hoped that temporary houses do not evolve into permanent housing. Does the OCP address that?
- Jason Llewellyn Asked for clarification if the “temporary housing” she is referring to were recreational vehicles.
- Kimberly Rorstrom-Wittig Confirmed that yes, as well as smaller cabins used as dwellings without proper services.
- Jason Llewellyn Said that the OCP does deal with residential density issues; however, compliance to existing zoning and building inspection regulations is an enforcement challenge that the RDBN is addressing. Jason Llewellyn explained the zoning bylaw regulations regarding the use of recreational vehicles, and the role of Northern Health in the building permit approval process. It was noted that shipping containers are allowed as accessory storage buildings, and that a building permit may not be required depending on their size and their not being structurally altered.
- Kimberly Rorstrom-Wittig Stated that they invest so much in their property and wish that the neighbours would do the same.
- Chair Petersen Asked everyone in attendance if there were any further comments on the proposed bylaw.
- Bob McKnight Stated that shipping containers are the safest option out there to store things.
- Chair Petersen Asked Walter Wittig if he was there and if they had any comments. Walter said they were there but had no comments.

Chair Petersen Asked everyone in attendance if there were any further comments on the proposed bylaw. No further comments were received.

Chair Petersen Again asked everyone in attendance if there were any further comments on the proposed bylaw. No further comments were received.

Chair Petersen Said they were asking for a 3rd and final time if there were any further comments on the proposed bylaw. No further comments were received.

Chair Petersen Closed the hearing at 7:29 P.M.

Jerry Petersen, Chairperson

Maria Sandberg, Recording Secretary

APPENDIX A
TO THE REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 1963, 2021
WRITTEN SUBMISSIONS

From: [Robin Delisle](#)
To: [Planning](#)
Subject: [EXTERNAL]: Vanderhoof Rural OCP
Date: November 8, 2021 9:39:06 AM

A few comments on the Cluculz Lake vision, policies and implementation.

First, the plan acknowledges that over half of the people who own property on the lake live in Prince George and yet it appears the only public notice was in the Omineca Express news paper in Vanderhoof. The turn out of 14 people at a public meeting is inadequate consultation. There are many ways to inform people in a low density area of important land use change policy, including signage in the area, direct mailing and posting on social media to inform people of opportunities to learn and provide input.

The plan outlines that there are both benefits and responsibilities of water front living, including the protection of the natural environment. The Plan also talks about the importance of the stewardship to promote the quality and quantity of surface and ground water, and expresses concern for outdated sewage systems and support for the replacement of such systems. Further, it talks about promoting activities that encourage the sustainable use of the land. And yet, the Regional District does not enforce its existing zoning regulations which is the primary tool at its disposal to impact those priorities.

Residents along the lake are allowed to flagrantly break zoning rules about the number of homes and/or recreational vehicles on lots. Land clearing and soil disturbance causing sediment run-off to the lake is unchecked. Building permit rules about the size of residential buildings are not enforced, both of which increases the density with no corresponding responsibility for people to appropriately manage their effluent and grey water discharge.

As an example I believe every property being developed along Somerset Drive where I live should be required to connect to the provided community sewage system before any water systems can be installed on properties. I know of many drilled water wells piped to numerous RV's and Bunk Houses on lots with no septic systems. Each lot has a provided connection to the community residential sewage system and yet there is no enforcement or incentive to hook-up to it.

I recognize that the Regional District has very little jurisdiction with respect to the health of the lake, but if talk of environmental protection in this OCP is going to be more than nicely worded sentences on a web page, the District should commit to enforcing the jurisdiction it does have, including regular inspections to ensure that present zoning regulations on the size and number of buildings or recreational vehicle units are respected, as well as regular communication with the provincial ministries responsible for the protection of the lake. It is simply not enough to claim that it is not your jurisdiction and point to the provincial government to do better. I feel it's important to act on the responsibilities you do have because if one lot owner sees a neighbour bending the rules it only natural that they feel it's fine for them to do the same.

Sincerely,
Robin Delisle, 58050 Somerset Dr. S, Vanderhoof, BC

From: [Geraldine Craven](#)
To: [Planning Staff](#)
Subject: FW: [EXTERNAL]: Vanderhoof OCP
Date: November 8, 2021 12:54:58 PM

Good day

Just wanted to comment that your statistics say that of the 840+ Cluculz Lake residents, only 20% are full time residents and that this number swells in the summer. So if that's the case, why did you hold the Cluculz Lake open forum at the community centre on February 26? It seems that you deliberately did not want input from this area. Second comment, your other statistic says that majority of the part time residents live in the Prince George area yet you only advertised this electronic meeting in the Vanderhoof paper or am I wrong and missed the PG notification. You mailed a letter to each address about a survey for development of a boat launch, why not of this meeting?

Just so you know, until the water quality at the lake improves I am against a public park, beach and boat access. I am in favour of commercial development as long as it doesn't affect water quality.

Thank you,

Mike Huntley

Part time resident of Cluculz Lake



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Maria Sandberg, Planning and Parks Coordinator
DATE: November 18, 2021
SUBJECT: Official Community Plan (OCP) Review for Electoral Area C

RECOMMENDATIONS

1. That the Board approve the work plan and consultation checklist for the Area C OCP review.
2. That the Board authorize staff to enter into a contract with the District of Fort St James (attached as Appendix C) to review the District's OCP, on a cost recovery basis, at the same time as the RDBN reviews the OCP for Electoral Area C.
3. That the Board direct staff to approach Nak'azdli Whut'en with an invitation to work with RDBN and District of Fort St James to explore opportunities for cooperation in community planning efforts at the same time as the RDBN reviews the OCP for Electoral Area C.

VOTING

All / Directors / Majority

EXECUTIVE SUMMARY

The Vanderhoof Rural Official Community Plan (OCP) review process is close to completion. This report recommends that the Planning Department initiates a review of the Fort St James Rural OCP for Electoral Area C. The current OCP was adopted in 2011.

It is recommended that the Planning Department undertake a review of the District of Fort St James OCP, on a cost recovery basis, concurrently with the rural OCP.

It is also recommended that staff approach Nak'azdli Whut'en to explore opportunities for cooperation and coordination of community planning efforts when the RDBN and District review their OCPs.

AREA C OCP REVIEW

An OCP contains the broad objectives and policies respecting the form and character of existing and proposed land use and servicing requirements for an area. It must consider anticipated housing needs, schools, service requirements, public facilities, location and requirements for commercial, industrial, agricultural, and other land uses, and restrictions on lands that are environmentally sensitive or hazardous.

An OCP provides goals and objectives for the area, and policies to guide future land use, development, and other decisions of the Regional District Board to achieve those goals and objectives. An OCP allows business and landowners to make informed investment decisions. Also, an OCP is available for use by other levels of government to help direct their priorities and focus in the area.

An OCP provides a level of assurance and predictability for residents and businesses regarding the way the RDBN will view and approach issues, and how the Board may approach decisions in critical areas like land use, housing, habitat protection and economic development. It also provides staff direction regarding how to respond to the public on development inquiries.

It is important to periodically review OCPs as the legislation, the attitudes and priorities of residents, the regional economy, and the development patterns and issues change over time. It is equally important that the process of reviewing the OCP also serves to raise awareness of, and support for, the community vision and objectives contained in the plan.

Area C OCP Work Plan

The proposed process and work plan for the Area C OCP is attached as Appendix “A” to this report. The entire process is estimated to take 12 to 18 months. If Nak’azdli Whut’en are interested in planning collaboration with the RDBN staff will report back to the Board with a revised work plan and timeline.

Given the ongoing health protocols associated with the COVID-19 pandemic, the OCP review process will be flexible and adjusted to existing conditions. Staff’s priority is to ensure that public input opportunities are not reduced as a result of the consultation challenges posed by COVID-19.

It is proposed that the OCP review process include the creation of a working group made up of Regional District staff, community members, First Nations and stakeholders and that the participants be solicited from the following organizations:

- District of Fort St James
- Community Futures Stuart-Nechako
- Chamber of Commerce
- Nak’azdli Whut’en
- Northern Health
- Ministry of Transportation and Infrastructure

- Community at large

Membership from the community will be solicited at the proposed initial public open houses, or alternate events. This working group would meet as identified in Appendix A and play a role in reviewing and amending a draft plan. The working group will make recommendations to the Electoral Area C Advisory Planning Commission (APC), along with staff's recommendations, on the content of the plan. The plan prepared by the working group is then taken to the public for input at open houses, through the website, and social media.

It is proposed that the Electoral Area C APC play the higher-level role of reviewing and commenting on the draft document prepared by the working group. The APC would also oversee the OCP review process and make recommendations to staff and the Board regarding the content of the plan. It is noted that the APC would not be directly involved in the detailed work of drafting the plan. This work undertaken by staff and the working group.

The consultation checklist identified in Appendix B works hand in hand with the work plan to ensure that the process is inclusive and thorough. Planning Department staff will coordinate all First Nations consultation with the RDBN's First Nations Liaison.

Legislated Consultation

Section 475 of the *Local Government Act* states the following.

- (1) *During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultations with persons, organizations, and authorities it considers will be affected.*
- (2) *For the purposes of subsection (1), the local government must:*
 - (a) *consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing; and*
 - (b) *specifically consider whether consultation is required with*
 - (i) *the board of a regional district in which the area covered by the plan is located, in the case of a municipal official community plan;*
 - (ii) *the board of any regional district that is adjacent to the area covered by the plan;*
 - (iii) *the council of any municipality that is adjacent to the area covered by the plan;*
 - (iv) *first nations;*
 - (v) *school district boards, greater boards and improvement district boards; and*
 - (iv) *the Provincial and Federal governments and their agencies.*
- (3) *Consultation under this section is in addition to the public hearing required under section 477 (3)(c).*

- (4) *If the development of an official community plan, or the repeal or amendment of an official community plan, might affect agricultural land, the proposing local government must consult with the Agricultural Land Commission.*

Section 476 of the *Local Government Act*, requires the Regional District to consult with boards of education with regards to the following:

- (a) *the actual and anticipated needs for school facilities and support services in the school districts;*
- (b) *the size, number and location of the sites anticipated to be required for the school facilities referred to in paragraph (a);*
- (c) *the type of school anticipated to be required on the sites referred to in paragraph (b);*
- (d) *when the school facilities and support services referred to in paragraph (a) are anticipated to be required;*
- (e) *how the existing and proposed school facilities relate to existing or proposed community facilities in the area.*

The entire Plan area is located within School District 91. The checklist in Appendix B contains the proposed consultation strategy for the OCP. This strategy meets the requirements of s. 475 of the *Local Government Act*, and the referral to the School Board shall be undertaken in a manner that satisfies s. 476 of the *Local Government Act*. Therefore, staff recommends that the Board consider and approve the process as identified in the work plan, and the consultation strategy.

It is noted that the work plan is intended to serve only as a guideline for the process, and the consultation strategy is intended to identify a minimum level of consultation. Issues may arise that require changes to the process and timelines, in consultation with the Area Director. Also, issues may arise that result in increased consultation with the public, agencies, or interest groups beyond that identified in Appendix B.

FORT ST JAMES OCP REVIEW PROCESSES

The Planning Department has completed OCP reviews for the Village of Burns Lake and the Village of Fraser Lake concurrently with rural OCP reviews. In staff's opinion, undertaking both the rural and municipal OCP review processes at the same time results in efficiencies relating to the holding of joint open houses, public meetings, and other consultation processes. Staff resources spent researching, understanding, and planning for the various issues and trends can be more effectively achieved and OCP content and the planning approach to issues can be more easily coordinated between the rural and the municipal OCP.

Staff have confirmed with the District of Fort St James that they are very interested in the RDBN undertaking their OCP review process. Attached to this report is a draft contract between the Regional District and the District of Fort St James.

NAK'AZDLI WHUT'EN OPPORTUNITY

Many of the benefits of working on a joint OCP review process with the District of Fort St James may apply to cooperation and coordination of community planning efforts with Nak'azdli Whut'en. Should the Board support the staff recommendation, RDBN staff, together with District of Fort St James staff, will approach the Nation to explore opportunities for cooperation during the OCP review process. If opportunities exist, staff will report back to the Board with recommendations.

ATTACHMENTS

Appendix A - Consultation Checklist

Appendix B - Work Plan

Appendix C - Contract for planning services to the District of Fort St James

Appendix A

Fort St James Rural Official Community Plan Consultation Strategy Checklist

Consideration of affected persons, organizations, and authorities

At the beginning of the OCP review process, during the stakeholder review phase and during the public review and referral phase, consideration has been given to consultation with the following organizations.

Local Governments

- Cariboo Regional District
- Regional District of Fraser Fort George
- Regional District of Kitimat-Stikine
- Peace River Regional District
- District of Vanderhoof
- District of Fort St James
- Village of Fraser Lake
- Village of Burns Lake
- District of Houston
- Village of Telkwa
- Village of Granisle
- Town of Smithers

Government Agencies

- Ministry of Transportation and Infrastructure
- Ministry of Agriculture, Foods and Fisheries
- Ministry of Environment and Climate Change Strategy
- Ministry of Jobs, Economic Recovery and Innovation
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- Ministry of Municipal Affairs
- Ministry of Energy, Mines and Low Carbon Innovation
- Northern Health
- Department of Fisheries and Oceans
- Agricultural Land Commission

First Nations

- | | |
|---|--|
| <input checked="" type="checkbox"/> Binche Whut'en | <input type="checkbox"/> Cheslatta Carrier Nation |
| <input type="checkbox"/> Ts'il Kaz Koh (Burns Lake Band) | <input checked="" type="checkbox"/> Doig River First Nation |
| <input type="checkbox"/> Carrier Sekani Tribal Council | <input checked="" type="checkbox"/> Halfway River First Nation |
| <input type="checkbox"/> Carrier Chilcotin Tribal Council | <input type="checkbox"/> Heiltsuk Nation |

- | | |
|--|---|
| <input type="checkbox"/> Kitselas First Nation | <input checked="" type="checkbox"/> Saik'uz First Nation |
| <input checked="" type="checkbox"/> Lake Babine Nation | <input type="checkbox"/> Skin Tye Nation |
| <input checked="" type="checkbox"/> Lheidli T'enneh First Nation | <input checked="" type="checkbox"/> Stelat'en First Nation |
| <input type="checkbox"/> Lhoosk'uz Dene Nation | <input checked="" type="checkbox"/> Takla Nation |
| <input checked="" type="checkbox"/> Mcleod Lake Indian Band | <input checked="" type="checkbox"/> Tl'azt'en First Nation |
| <input checked="" type="checkbox"/> Nadleh Whut'en | <input checked="" type="checkbox"/> Tsay Keh Dene Nation |
| <input checked="" type="checkbox"/> Nak'azdli Whut'en | <input type="checkbox"/> Ulkatcho First Nation |
| <input type="checkbox"/> Nazko First Nation | <input checked="" type="checkbox"/> West Moberly First Nation |
| <input type="checkbox"/> Nee Tahi Buhn Band | <input type="checkbox"/> Wet'suwet'en First Nation |
| <input type="checkbox"/> Nuxalk Nation | <input type="checkbox"/> Witset First Nation |
| <input type="checkbox"/> Office of the Wet'suwet'en | <input checked="" type="checkbox"/> Yekooche First Nation |

Community Groups/Associations

- Community Futures – Stuart Nechako
- Fort St James Chamber of Commerce
- Fort St James Snowmobile Club
- Fort Trap and Handgun Club
- Murray Ridge Ski Area
- Metis Nation New Caledonia Society
- Fort St James Nordic Ski Club
- Music on the Mountain Society
- Stuart Lake Sailing Club
- Fort St James Ski Club/Murray Ridge

School Districts

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

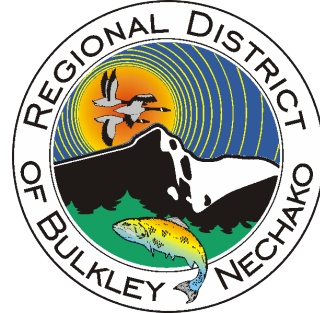
Public

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

Appendix B: Fort St James⁸⁰ Rural OCP Work Plan

1.	<i>Preliminary Consultation and Review</i>
<input checked="" type="checkbox"/>	Memo to Regional District Board on work plan and consultation strategy
<input type="checkbox"/>	Preliminary input through referrals as in consultation strategy
<input type="checkbox"/>	Meeting with Electoral Area C Advisory Planning Commission (APC)
<input type="checkbox"/>	Hold Open House (or alternate event) to introduce the process to the community and identify volunteers for working group
2.	<i>Staff Research / Working Group Draft Preparation</i>
<input type="checkbox"/>	Develop and distribute survey
<input type="checkbox"/>	Stakeholder and First Nation outreach
<input type="checkbox"/>	Prepare Preliminary OCP Draft for discussion purposes
<input type="checkbox"/>	1 st working group meeting - review preliminary OCP Draft – discuss concerns /issues/community vision, and plan goals
<input type="checkbox"/>	Further research - concerns / issues/statistics/demographics
<input type="checkbox"/>	Revise Preliminary OCP draft text
<input type="checkbox"/>	Working group meetings – discussion of issues and goals
<input type="checkbox"/>	Amend draft based on working group comments
<input type="checkbox"/>	Final working group meetings - review draft and maps
<input type="checkbox"/>	Review draft with Electoral Area C APC
<input type="checkbox"/>	Formally refer draft to District of Fort St James, First Nations and stakeholders
3.	<i>Public Review of Draft</i>
<input type="checkbox"/>	Hold Open House to present OCP Draft to the public
<input type="checkbox"/>	Amend draft based on public input
<input type="checkbox"/>	Present final draft to APC and stakeholders, if required
4.	<i>Formal Approval Process</i>
<input type="checkbox"/>	Present OCP Draft to Board for first and second reading
<input type="checkbox"/>	Referral to the Agricultural Land Commission and other agencies, if required
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Present draft plan to Regional District Board for third reading & adoption

APPENDIX C



OFFICIAL COMMUNITY PLAN REVIEW PROJECT: 2022

BETWEEN

THE REGIONAL DISTRICT OF BULKLEY-NECHAKO
AND
THE DISTRICT OF FORT ST JAMES

OFFICIAL COMMUNITY PLAN REVIEW AGREEMENT, 2022

THIS AGREEMENT made this day of 2021

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Box 820
37 3rd Avenue
Burns Lake, BC, V0J 1E0

(hereinafter called the “**RDBN**”)

OF THE FIRST PART

AND:

DISTRICT OF FORT ST JAMES

P.O. Box 640 477 Stuart Drive West
Fort St. James, BC V0J 1P0

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

OF THE SECOND PART

WHEREAS the RDBN and District, under Section 176 (1)(b) and 334 of the *Local Government Act*, may enter into an agreement to provide the municipality a service that is a work or service within the powers of the Municipality;

AND WHEREAS the RDBN and District are willing to enter into an agreement for the RDBN to provide a service within the boundaries of the District in relation to the District’s review of their Official Community Plan;

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

Term:

1. This Agreement is for a term of 1 year commencing , 2021 and terminating on , 2022.

Intent:

2. The intent of this Agreement is to outline the manner and terms by which the RDBN shall assist the District in a review of their Official Community Plan.
3. Both parties agree that the Service shall be delivered in accordance with this Agreement.
4. This Agreement forms a contract between the RDBN and the District, with the RDBN being the contractor for the District. The Planners and Director of Planning for the RDBN shall be representatives of the District during the course of their duties under this Agreement.

Termination or Amendment:

5. Either party may terminate this Agreement by delivering to the other party written notice, a minimum of two (2) weeks in advance of the termination date.

Waiver

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

The RDBN's and Districts Responsibilities:

7. The RDBN shall be responsible for the following.

Managing and undertaking the process to develop a new official community plan for the District of Fort St James in general accordance with the consultation strategy and work plan attached as Schedule A and B to this agreement.

This includes the following work, hereinafter referred to as the "Service":

- (a) making written recommendations to the Council of the District regarding the review process and associated bylaws;

- (b) ensuring that the process recommended is in accordance with the requirements of Part 14 of the *Local Government Act*;
 - (c) engaging with the community, First Nations, and stakeholders as a representative of the District regarding the official community plan development process;
 - (d) drafting a new official community plan document and associated maps;
 - (e) presenting a draft official community plan document and associated maps with written recommendations to the Council of the District regarding its adoption.
8. The RDBN will deliver the Service in a diligent manner, in accordance with good planning practice, utilizing qualified professional Planners having suitable training and being properly supervised.
9. The District shall be responsible for the following.
- a. Designating the Chief Administrative Officer for the District, and designate, as the contact with RDBN staff with respect to the provision of the services.
 - b. Providing the staff reports from a RDBN Planner or Director of Planning to Council of the District at regular meetings of Council as necessary.
 - c. Providing for the attendance of District staff at open houses and meetings as necessary.
 - d. Provide the administrative and clerical support associated with the project in a diligent manner. This work includes the organization of public meetings, advertising of events and meetings, mailing of notices and letters, and similar clerical tasks.
 - e. Drafting the bylaws associated with the adoption of the official community plan and advising the Council of the District on the bylaw adoption process.
 - f. Facilitating the legal review of the bylaws considered by the Council of the District in association with this project.
10. In the event of the absence of RDBN staff necessary to provide the Service the RDBN may not be required to provide the Service until adequate resources are available. The RDBN shall make all reasonable efforts to ensure that required staffing levels are provided.
11. The Mayor or Councillors shall not provide direction to RDBN staff regarding the provision of the Service outside of the formal Council resolution process, unless a Councillor has been delegated authority by the Council to provide such direction. If a Councillor is delegated such authority all direction shall be documented and reported to the District Council.

Service Delivery Cost Recovery:

12. In consideration for providing the Service under this Agreement:
 - a. The RDBN shall receive a fee of \$66 per hour for the Planner's time spent providing the Service, and \$104 per hour for the Director of Planning's time spent providing the Service.
 - b. The RDBN shall bill monthly for the costs incurred in the previous month, and the District shall pay the costs within one month of receiving an invoice.
13. All costs associated with the Service and project are the responsibility of the District. The RDBN shall not incur any costs over \$100 associated with the Service without first obtaining the District's written consent.

Cost of Claims:

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

Binding Effect:

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

Dispute Resolution:

18. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by either party first written notice may be provided by either party to the other party describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the parties shall:
 - a. immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and

- b. if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party, then either party may serve a second written notice upon the other party that the matter is to be referred to binding arbitration; and
- c. a single arbitrator shall be appointed by Agreement of the parties within 90 (ninety) days of the second written notice being delivered, and failing such Agreement, the arbitrator shall be appointed pursuant to the *Commercial Arbitration Act* to hear both parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on both parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

Law Applicable:

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

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

The Corporate Seal of the
Regional District of Bulkley-Nechako was affixed hereto in the
presence of:

Chairperson

Chief Administrative Officer

The Corporate Seal of the
DISTRICT OF FORT ST JAMES
was affixed hereto in the
presence of:

Mayor

Chief Administrative Officer



REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Danielle Patterson, Planner
DATE: November 18, 2021
SUBJECT: Subdivision in the ALR Application No. 1239

RECOMMENDATION

That Agricultural Land Reserve Subdivision Application No. 1239 be forwarded to the Agricultural Land Commission with a recommendation that the application be denied.

VOTING

All / Directors / Majority

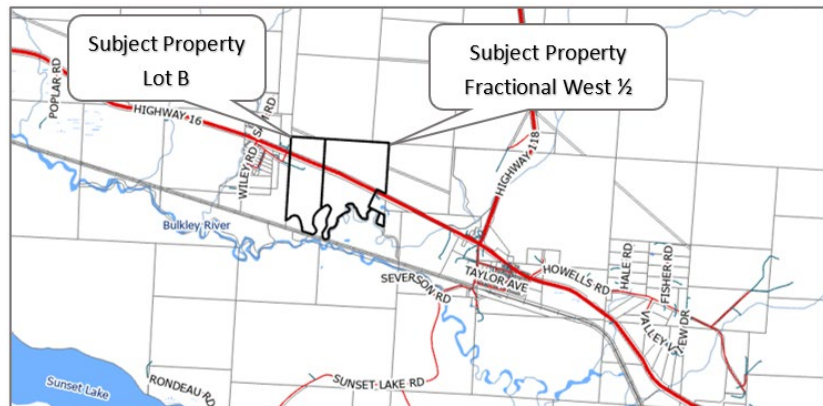
EXECUTIVE SUMMARY

This applicant is requesting Agricultural Land Commission (ALC) approval to subdivide two parcels, which are both divided by Highway 16, into four parcels. Minimum parcel size for the Agriculture (AG1) Zone is 16 ha (39.5 ac) and two of the four proposed parcels do not meet this minimum parcel size; therefore a rezoning application would be required for this subdivision. Further, the proposal does not align with Area G OCP Policies 3.1.2(3), 3.1.2(5), and 3.1.2(7). Staff recommend that the application be denied.

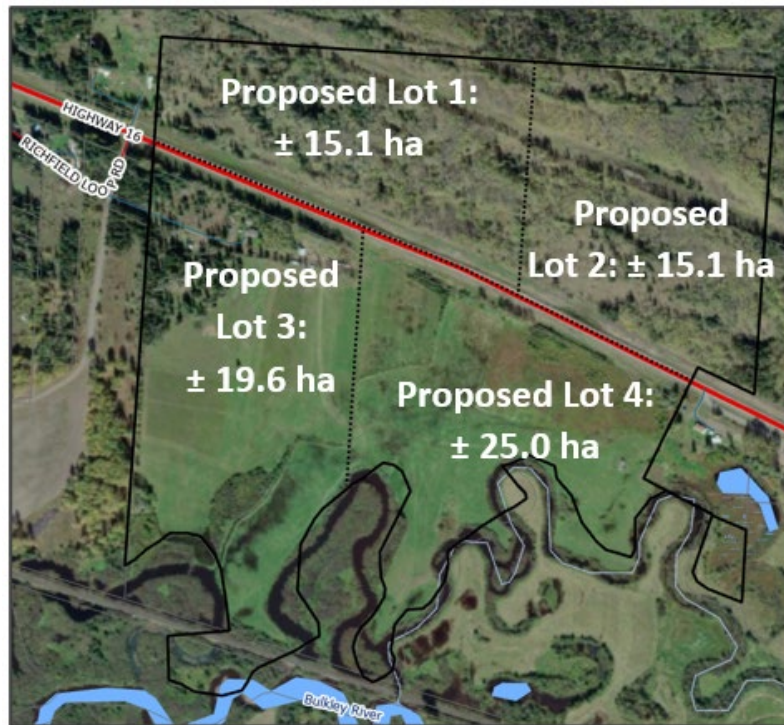
APPLICATION SUMMARY

Name of Agent/Owner:	Michael McIntyre
Electoral Area:	G
Subject Property:	Parcel B (see G10380), District Lot 2638, Range 5, Coast District & The Fractional West ½ of District Lot 2639, Range 5, Coast District (Except Plans 1160 and 6830)
Property Size:	Existing Lot 1 - Parcel B: 26.32 ha (65.04 ac) Existing Lot 2 - Fractional West ½: 40.66 ha (100.47 ac) Total Area: 66.98 ha (165.50 ac)
OCP Designation:	Agricultural (Ag) in “Regional District of Bulkley-Nechako Houston, Topley, Granisle Rural OCP Bylaw No. 1622, 2011”
Zoning:	Agriculture (AG1) in the “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020”
Existing Land Use:	Residential/Agriculture
Location:	19729 Highway 16, approximately 20 km northeast of the District of Houston (see subject property maps)
Proposed Subdivision:	Lot 1: ± 15.1 ha Lot 2: ± 15.1 ha Lot 3: ± 19.6 ha Lot 4: ± 25 ha
Proposal:	

The applicant is requesting Agricultural Land Commission (ALC) approval to subdivide the two existing parcels that are divided by Highway 16 into four parcels (see Proposed Subdivision Plan). Proposed Lots 1 and 2 (both ± 15.1 ha) are on the northside of Highway 16 and proposed Lots 3 and 4 (± 19.6 ha and ± 25 ha, respectively).

Subject Property Map

Proposed Subdivision Plan



The applicant states there is a notable amount of cut and fill (earth moved from one place to another to level ground) present on the portion of the lands north of Highway 16. These lands are also wooded and on a hillside. The lands to the south of Highway 16, which abut the Bulkley River, are flat, cleared, and used for pasture. The subject property owners live in a single family dwelling on Parcel B, south of Highway 16. The lands are used for hay production and cattle grazing. The property owners intend to sell the new parcels if the subdivision is approved.

The applicant believes the proposal should be supported for the following reasons:

- Division of the existing properties by Highway 16 makes moving cattle across the highway impractical and dangerous.
- Differing topography and flora on each side of the highway create different potential uses.
- When asked by staff why two parcels are proposed north of Highway 16 rather than one larger parcel, the applicant stated two parcels, *“would be more likely to sell if smaller and would fit the general size of other lots in the surrounding area. There are lots of small lots there but these would be a little bigger and more appealing to some potential buyers”*.

DISCUSSION

Official Community Plan (OCP)

The land use designation for the subject properties is Agriculture (Ag) under the Houston, Topley, Granisle Rural OCP. The intent of this designation is, *“to preserve these lands for the purposes of farming and other related activities”*.

Policy 3.1.2(3) states that, “[a] parcel size of less than 16 hectares (39.5 acres) is not supported unless a different parcel size is approved by the [ALC]”. Further, Policy 3.1.2(5) states that, “[w]herever possible contiguous areas of agricultural land will be preserved to ensure that agriculture and associated activities remain economically viable and environmentally sound”. The application includes two proposed lots with areas less than 16 ha (39.5 ac). Further, the proposal does not take advantage of the opportunity to join the non-contiguous lands lying both north and south of Highway 16.

The OCP specifies under Policy 3.1.2(7), applications for subdivisions within the ALR (excluding homesite severances), shall be avoided but may be supported under the following circumstances:

- (a) there is limited agricultural potential within the proposed area;*
- (b) soil conditions are not suitable for agriculture; and*
- (c) neighbouring uses will not be compromised.*

The lands north of the highway, based on soil class, are mostly suitable for grazing or forage crops and have been used for such. The lands to the south of the highway are actively used for pasturelands by the property owners. The subject properties are near rural residential properties with smaller parcels areas of approximately 1,200 m² to 32,000 m² (~0.3 ac to ~7.9 ac) and larger agricultural and Crown land parcels with areas ranging from approximately 31 ha to 1,298 ha (~76.6 ac to ~3,207 ac, including several sections and half sections).

Zoning

The subject property is zoned Agriculture (Ag1). The minimum parcel size at subdivision for the Ag1 zone is 16 ha. (39.5 ac) and agriculture is a permitted principal use. Should the application be supported the land must be rezoned to allow the subdivision as proposed.

Referral Comments

Advisory Planning Commission (APC): the Area G APC supported the application at their October 25, 2021 meeting.

RDBN Regional Agriculture Coordinator Comments: *“I would concur with the RDBN Planning staff that the application as it is right now should be denied. I also agree that it makes sense to adjust the parcel boundaries so that the pieces below the highway become one larger parcel, and the same for the land north of the highway.”*

Ministry of Agriculture, Food and Fisheries (MoAFF) Comments: see attached letter.

Staff Comments

The proposed subdivision does not align with Regional District of Bulkley-Nechako (RDBN) OCP policies to encourage agricultural land to be preserved in contiguous areas. Larger parcels allow farmers greater flexibility to expand or change their type of operation as the economy and markets change.

If the lands are subdivided, the newly proposed lots are expected to require new residential infrastructure and investment, reducing arable lands. These small parcels would have a reduced likelihood of becoming self-sustaining farms. The RDBN Regional Agriculture Coordinator suggested in their referral response that adjusting the parcel boundary to subdivide along Highway 16 may be appropriate. Further, the MoAFF highlighted concerns for subdividing into small parcels in this area. Concerns ranged from limiting farm business opportunities, potential loss of productive farmland, increased infrastructure demands, and a potential increase in farm nuisance complaints with an increase in rural residential land use.

Staff have suggested that the applicant consider a boundary adjustment to create one parcel north of the highway and one parcel south of the highway to resolve the challenges associated with crossing the highway.

Based on the applicant's proposal, the RDBN's OCP policies and zoning, and the the referral responses, staff recommend the ALR Application No. 1239 for subdivision in the ALR, as proposed, be denied.

Attachment

- Referral response letter from the Ministry of Agriculture, Food and Fisheries

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

40% of the subject lands are:

Class 6T (limited by topography)

35% of the subject lands are:

70% Class 4C (limited by adverse climate)

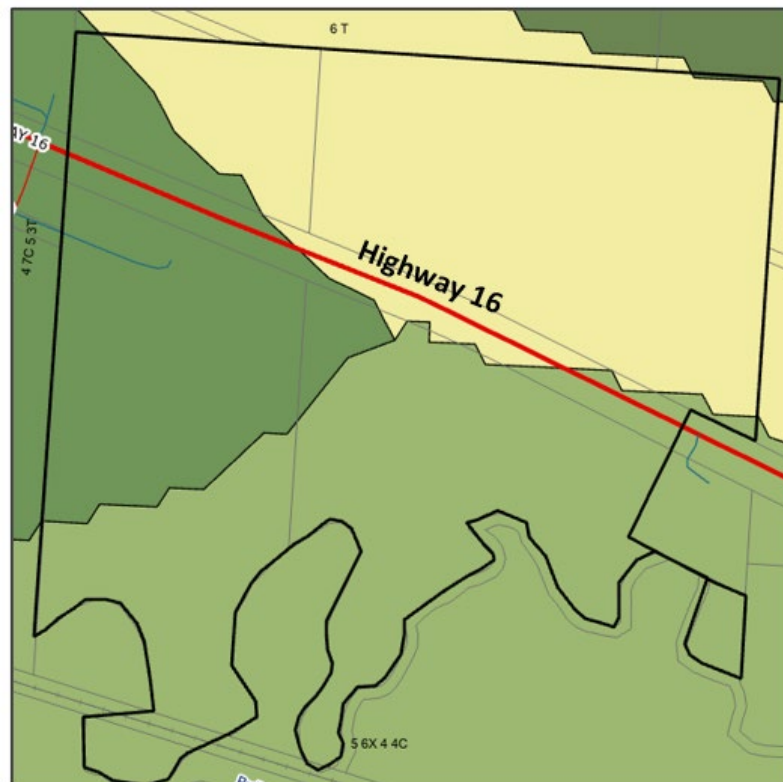
30% Class 5T (limited by topography)

25% of the subject lands are:

60% Class 5X (limited by cumulative effect of a combination of soil factors)

40% Class 4C (limited by adverse climate)

- Class 4** Land in this class has severe limitations that restrict the range of crops or may require special management considerations.
- Class 5** Land in this class has severe limitations that restrict the ability to produce perennial forage crops. Improvement practices remain feasible.
- Class 6** Land in this class is suitable for grazing/forage crops. These lands cannot be improved for further cultivation due to soil and/or climate limitations.

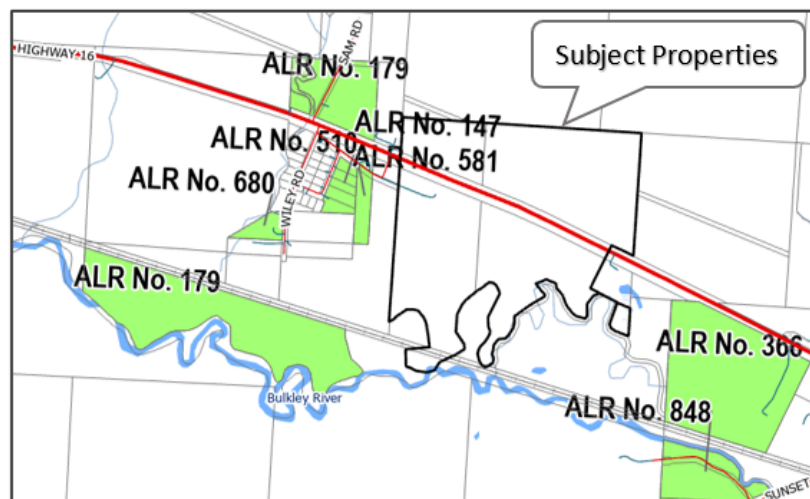
Agricultural Capability Map

APPENDIX B:

Surrounding Applications

ALR Application	Legal Description	Summary	Recommendation
147	Lot B, District Lot 2638, Plan 4072	Application to build two houses on the 5.85 acres of property.	Staff: Denial
			Board: Approval
			ALC: Approved
179	District Lot 2638 except part lying E of S. prod of W. boundary District Lot 2630 and except part lying N. of CNR and W. of S. production of E. boundary of District Lot 2635, and except plans 4072, 4704, 4791, 5314.	Application for subdivision of proposed lands.	Staff: Denial
			Board: Denial
			ALC: Denied
366	District Lot 2623, Range 5 Coast District lying south of Hwy R/W Plan 5170 except Plan 3250, 4391, 4754, 5222, 4857, 5356, 7357 and G.T.P. R/W	Application to exclude ± 25 acres (10 ha) of the 72.84 acres (29.48 ha).	Staff: Approval
			Board: Approval
			ALC: Approved
510	Lot 31, District Lot 2638, Range 5, Coast District, Plan 5314	Application to subdivide 2.34 ha into 1 parcel of 0.34 ha, 2 parcels of 0.37 ha, 1 parcel of 0.51 ha, and 1 parcel of 0.74 ha.	Staff: Approval
			Board: Approval
			ALC: Approved
581	Lot B, District Lot 2638, Range 5, Coast District, Plan 4072	Application to subdivide 2.369 ha, into one parcel of 0.8 ha and one parcel of 1.569 ha.	Staff: Approval
			Board: Approval
			ALC: Approved
680	Lot 12, Plan 4791, District Lot 2635, Range 5, Coast District.	Application to subdivide 1.58 ha into 2 parcels: 1 of ±0.5 ha and 1 of ±1.08 ha	Staff: Approval
			Board: Approval
			ALC: Approved
848	Lot A, Plan 7357, District Lot 2623, Range 5, Coast District.	Application to subdivide a 1.4 ha parcel lying north of Severson Road from the subject property.	Staff: Approval
			Board: Approval
			ALC: Approved

Surrounding Applications Map





November 4, 2021

Local government file: ALR 1239
ALC ID: 63513

Danielle Patterson, Planner
Planning Department
Regional District of Bulkley-Nechako
VIA EMAIL: Danielle.Patterson@rdbn.bc.ca

Re: ALC Subdivision referral –19729 Highway 16

Dear Danielle Patterson,

Thank you for providing the Ministry of Agriculture, Food and Fisheries (Ministry) with the opportunity to comment on the proposed Agricultural Land Commission (ALC) application to subdivide two parcels into four, located along Highway 16 north-east of Houston and in the Agricultural Land Reserve (ALR). Ministry staff offer the following comments:

- The two subject properties are located between the communities of Wiley and Topley. Both Wiley and Topley include a number of smaller parcels (2-4 acres) surrounded by larger parcels (approximately quarter sections (160 acres) or segments of them).
- Parcels along this stretch of the highway are in the ALR and Topley is located just outside of eastern border of the ALR. The ALR is a provincial zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are restricted.
- As noted in the report, the land in the subject properties north of the highway is wooded and hilly, while the land south of the highway is flat and used for pasture.
- The proposal creates four smaller agricultural lots, two on each side of the highway, all remaining in the ALR. Ministry staff note that subdivision of agricultural parcels can often lead to a reduction of farm production over the long run. The creation of smaller lots can sometimes erode long-term agricultural and economic potential of parcels, increase land cost per acre (which can limit farm business opportunities), and in some cases has been shown to increase conflict between adjacent land uses.

.../2

- Ministry staff recognize the rationale of the proposed boundary line segmenting the highway. However, the rationale to increase the number of lots (particularly south of the highway with its existing agricultural activity) makes the sale of the parcels more likely, is a short-term resolution from an agricultural perspective and will likely not improve the land's long-term viability for agriculture.
- Ministry staff also note that if subdivision is approved it may set a precedent, or at least an indication of support, for other agricultural properties bisected by Highway 16 (or other nearby rural roads in agricultural areas). If approved, any subdivision should not necessarily be construed as support for any future non-farm use or subdivision on the resulting parcels within the ALR.
- Any additional dwellings that may result from this subdivision, if approved, may also have the following impacts in the area: a loss of potential productive farmland, an increase of residential presence on the ALR (which can lead to increased farm nuisance complaints), and an increase in demand on infrastructure. As previously mentioned, a potential increase in speculative pressure on the price of farmland, may also make it difficult for new farmers, or others expanding their operations, to access farmland.
- Ministry staff are available to discuss viable agricultural opportunities with landowners considering pursuing farming activities on ALR land. For more information on [B.C.'s Land Matching Program](#), please visit the [Agrarians Foundation](#) organization website.

For your information, on July 21, 2021, the Ministry announced new rules under the *Agricultural Land Commission Act* Use Regulation which allow, under specific conditions, both a principal residence and a small secondary residence, without application to the ALC. These new ALR rules come into effect December 31, 2021. For more information on these changes, including house and parcel size specifications, please review the Ministry's [News Release](#) and the [Order-in-Council](#).

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

Sincerely,

Gregory Bartle, Land Use Planner
Ministry of Agriculture, Food and
Fisheries
Phone: (778) 974-3836
Email: Gregory.Bartle@gov.bc.ca

John Stevenson, Regional Agrologist
Ministry of Agriculture, Food and Fisheries
Phone: 1-888-221-7141
Email: John.J.Stevenson@gov.bc.ca

Email copy: Shannon Lambie, ALC Regional Planner, Shannon.Lambie@gov.bc.ca

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

TO: Chairperson Thiessen and Board of Directors
FROM: Danielle Patterson, Planner
DATE: November 18, 2021
SUBJECT: Addition to Cheslatta 1 Reserve (Cheslatta Carrier Nation)

RECOMMENDATION

That the RDBN send the attached letter as the RDBN's response to the letter from Chief Corrina Leween of the Cheslatta Carrier Nation supporting the proposed addition to the Cheslatta Reserve.

VOTING

All / Directors / Majority

DISCUSSION

The attached letter from Chief Leween provides the RDBN with advance notice that the Cheslatta Carrier Nation are preparing to submit a proposal to add fee simple lands to their Reserve. The Chief is providing this opportunity for the RDBN to raise any concerns that may exist.

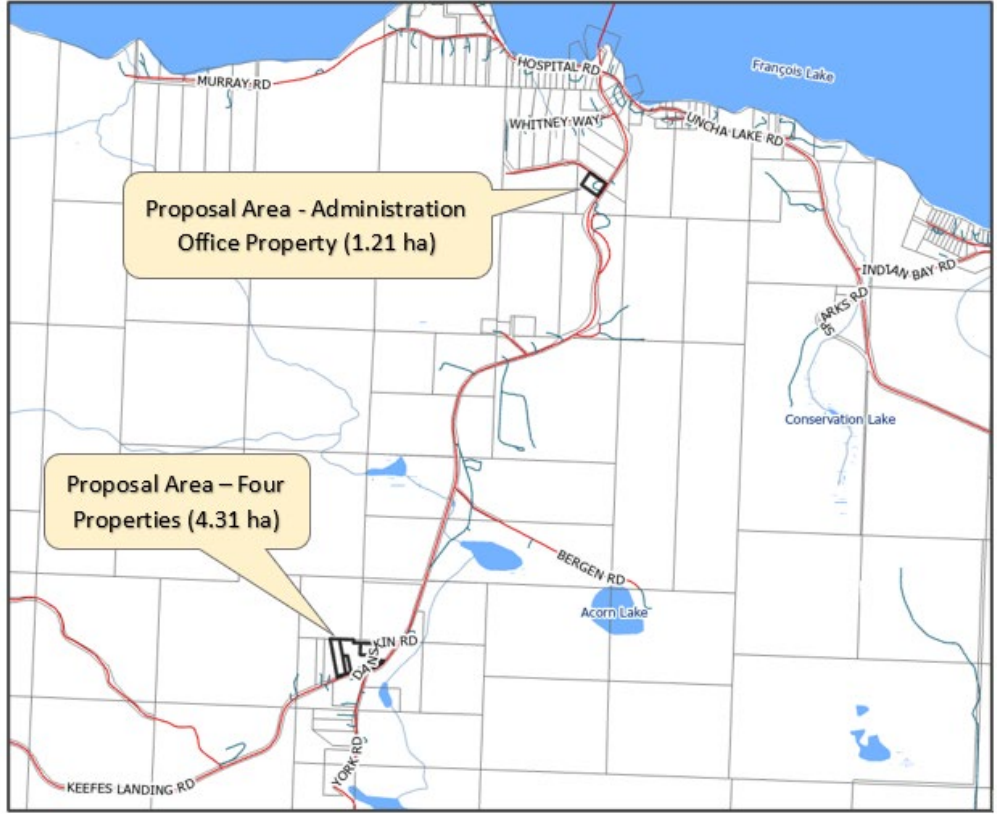
The lands proposed for addition to Reserve include the Cheslatta Carrier Nation's Administration Building, zoned Civic/Institutional (P1), and four parcels in Danskin zoned Light Industrial (M1), General Commercial (C1), and Small Holdings (H1) in RDBN Zoning Bylaw No. 1800, 2020 (see Zoning Map). The five parcels of land total approximately 5.52 ha (13.64 ac).

The transfer of these lands to Reserve will result in the RDBN having no jurisdiction over the lands. RDBN bylaws shall not apply and RDBN services are provided under contract or other agreement. Staff have no concerns regarding the proposal. The lost taxation revenue is estimated to be \$2,000 yearly.

ATTACHMENTS

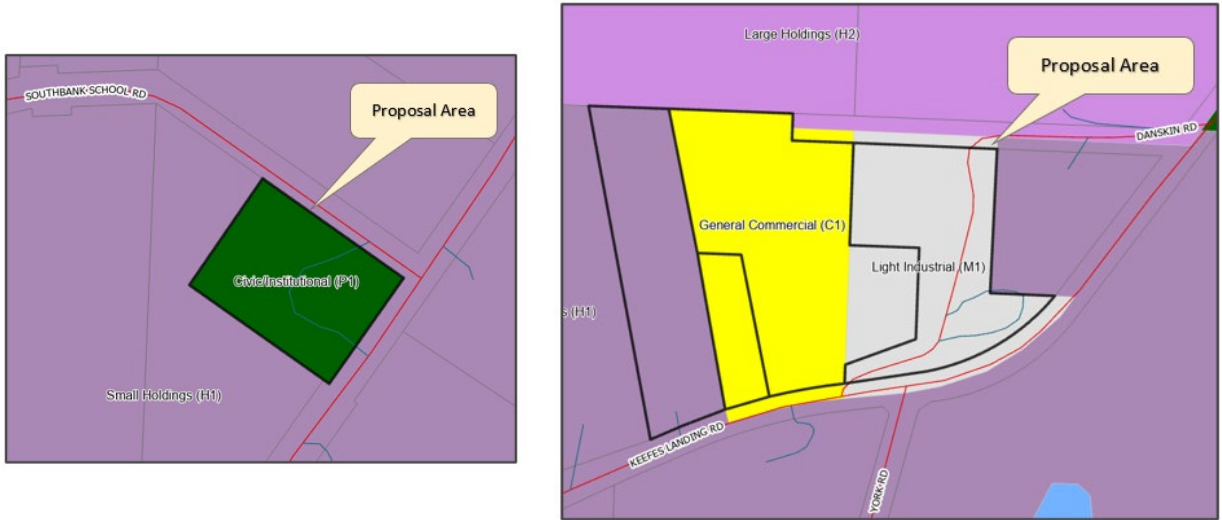
- Letter from Chief Corrina Leween, Cheslatta Carrier Nation
- RDBN Response Letter

Proposal Area



Zoning

Green = P1; Dark Purple = H1; Yellow = C1, and Grey = M1





CHESLATTA CARRIER NATION

P.O. Box 909 • Burns Lake, B.C. • V0J 1E0
Phone 250-694-3334 • Fax 250-694-3632



September 28, 2021

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

Attention: Clint Lambert, Director, Area E – clint.lambert@rdbn.bc.ca
Taddea Kunkel, First Nations Liaison – taddea.kunkel@rdbn.bc.ca

Dear Mr. Lambert and Ms. Kunkel:

Re: Cheslatta Carrier Nation Addition to Reserve Proposal

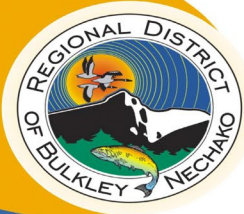
We are writing to share some exciting news with the Regional District of Bulkley-Nechako. The Cheslatta Carrier Nation is preparing to submit an Addition to Reserve proposal for fee simple lands we own on Keefe's Landing Road, consisting of our administration office lands and lands at Danskin.

While we are only in the early stages of this process, we wanted to share this information with the RDBN and invite you to meet with us to discuss any concerns you may have.

We are of course optimistic that the RDBN will be supportive of this initiative and we look forward to working with you to resolve any issues.

Yours Truly,

Chief Corrina Leween
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"

November 18, 2021

Chief Corrina Leween
Cheslatta Carrier Nation
P.O. Box 909
Burns Lake, BC, V0J 1E0
Email: cleween@cheslatta.com

RE: Cheslatta Carrier Nation Addition to Reserve

Thank you for the advanced notice and the opportunity to comment on your application to add the land containing your administration building and four parcels in Danskin to your Reserve. The Regional District of Bulkley-Nechako is happy to support this proposal and encourages you to engage directly with area residents regarding your plans.

Do not hesitate to contact me directly if you have further questions regarding the above.

Sincerely,

Gerry Thiessen
Chair

C: Director Clint Lambert, RDBN Director, Electoral Area E
Curtis Helgesen, Chief Administrative Officer, RDBN
Mike Robertson, Senior Policy Advisor, Cheslatta Carrier Nation
Taddea Kunkel, RDBN First Nations Liaison

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: November 18, 2021
SUBJECT: Parks and Trails Inspection and Maintenance Policy

RECOMMENDATION

That the Board approve the attached “Parks and Trails Inspection and Maintenance Policy”

VOTING

All / Directors / Majority

DISCUSSION

This policy outlines inspection, maintenance, and documentation procedures for RDBN Parks and Trails for the purposes of establishing a consistent standard for their physical condition that is reasonable and developed in consideration of the RDBN’s limited fiscal and staffing capacity to provide inspection and maintenance service in a large area of low population density.

This policy is applicable to parks and trails owned by the RDBN; and parks and trails on private land established by statutory right of way, on Crown Land under license, or on Provincial Highway right of way under license or permit, where the RDBN has management responsibilities for the park or trail.

The RDBN may develop additional inspection and maintenance plans for specific parks or trails where warranted. These plans may include increased inspection requirements and schedules for maintenance such a garbage collection, outhouse waste removal, trail grading, mowing, etc. These plans would supplement this policy. Signage will be placed at all RDBN Parks and Trails with contact information so that users can identify maintenance and safety issues to staff. The process for receiving such calls is outlined in the policy.

This policy is required, in the case of litigation, to demonstrate that a standard of care for RDBN Parks and Trails has been identified and adhered to.



Regional District of Bulkley-Nechako Board Policy

SUBJECT: Parks and Trails Inspection and Maintenance Policy
CATEGORY: Parks and Trails Service
APPROVED BY: Board
LAST REVIEW: November 2021

1. PURPOSE

This policy outlines inspection, maintenance, and documentation procedures for RDBN Parks and Trails for the purposes of establishing a consistent standard for their physical condition that is reasonable and balances protection from the risks associated with defects in parks and trails with the RDBN's economic, social, and political priorities.

2. BACKGROUND

This policy has been developed in consideration of the RDBN's limited fiscal and staffing capacity to provide inspection and maintenance service in a large area of low population density.

This policy is applicable to the following parks and trails:

- parks and trails owned by the RDBN; and
- parks and trails on private land established by statutory right of way, on Crown Land under license, or on Provincial Highway right of way under license or permit, where the RDBN has management responsibilities for the park or trail.

It is understood that all inspection and maintenance activities will be undertaken in consideration of the unique characteristic of each park and trail and the RDBN's organizational capacity and financial resources.

The RDBN may develop inspection and maintenance plans for specific parks or trails where warranted. These plans may include increased inspection requirements and schedules for maintenance such as garbage collection, outhouse waste removal, trail grading, mowing, etc. These plans would supplement this policy.

3. POLICY STATEMENT

Inspections and Maintenance Issue Identification

The inspection of RDBN parks and trails shall occur in accordance with the following procedures.

- Inspections include a walkthrough of only the areas developed for recreation use such as driveways, parking areas, trails, and active recreation areas. The inspections do not include areas not developed for active recreation use.
- The RDBN's parks and trails are not maintained for winter use. Each park and trail shall be inspected at least once every year once snow has melted and frost is out of the ground.
- Inspections shall be undertaken using the inspection form developed by the Director of Planning.
- Inspections shall be performed by an RDBN staff person or designate and submitted to the Director of Planning for review and filing.
- Inspections for hazard trees shall only include trees located within striking distance of a driveway, parking area, trail, or other area developed as an active recreation area.
- Contractors and staff performing parks maintenance shall be advised to look for high and moderate priority situations as they perform their maintenance responsibilities, and to document the issue on an inspection form and submit the form to the Director of Planning when the issue cannot be immediately addressed.
- Public reports of maintenance or hazard related issues made to RDBN staff shall be documented on an inspection form by staff and submitted to the Director of Planning.
- Maintenance categories and response timelines are shown in the attached Maintenance Priority and Response Timeline Table.
- Ground surface irregularities that are naturally occurring including roots and rocks are not considered a tripping hazard which requires maintenance action.

Maintenance

Maintenance at RDBN parks and trails can be grouped into two categories:

- Routine Maintenance refers to the regular activities undertaken to care for a site. This includes litter pickup, cleaning bathrooms, and grass cutting/trimming. It may also include minor repairs and replacement of infrastructure such as painting and replacing signage.
- Remedial Maintenance refers to correcting significant defects as well as repairing, replacing, restoring, or upgrading major components that have been destroyed, damaged or significantly deteriorated. In some cases, this type of maintenance may be undertaken as a capital project. Remedial maintenance will be undertaken as resources and budgetary constraints allow and as directed in the attached Maintenance Priority and Response Timeline Table.

Routine maintenance will take place throughout the operating season as required. Much of this work is timed to coincide with the employment of summer students and seasonal contractor availability.

Routine or remedial maintenance may be undertaken at any time throughout the year. However, the RDBN will endeavour to complete any remedial maintenance tasks that may impact users (availability of amenities, user experience) as soon as possible in the early spring.

Routine maintenance activities are directed by staff based on an understanding of the needs of each park or trail and using inspection forms. Remedial maintenance is organized by RDBN staff using inspection forms and annual work plans.

When the Director of Planning receives a report of a high priority or moderate priority maintenance issue the RDBN shall respond in accordance with the Hazard Rating and Response Table below.

Documentation

For each RDBN park and trail the Director of Planning, or designate, shall retain records (including dates) of inspections, reported hazards, and actions taken to mitigate or remove the hazard.

The RDBN shall maintain an up-to-date list of all RDBN parks and trails subject to inspection under this policy.

Maintenance Priority and Response Timeline Table

Priority Category	Situation Description	Timeline for Response
High Priority Maintenance Issue	A hazard exists where the public is not reasonably safe and there is a possible risk of injury to users of the park or trail.	The RDBN shall erect a barrier, cordon off the hazard, or erect a warning sign within 5 days. The hazard will be removed or mitigated within 30 days.
Moderate Priority Maintenance Issue	A situation exists that is not likely to result in risk of injury to users of the park or trail but may develop into a higher risk concern with time.	The RDBN shall mark the area with flagging tape or sign where practical within 15 days. The issue shall be mitigated within 6 months.
Low Priority Maintenance Issue	A situation exists that is not likely to result in risk of injury to users of the park or trail and is not likely to develop into a higher risk concern.	Staff will re-inspect during the next annual inspection and there is no timeline for response.



Park and Trail Inspection Form

Park or Trail Name: _____ Inspector's Name: _____

Date of Inspection: _____ Time of Inspection: _____

Nature of Inspection: Annual Inspection ___ Hazard Observed ___ Accident / Incident ___

Trailhead / Parking Area	Yes	No	N/A	Comment
litter present?				
kiosk or signage is disrepair?				
parking area grading required?				
high priority maintenance required?				
moderate priority maintenance required?				
action taken?				
additional action required?				
other comment				

Signature: _____

Date: _____

Maintenance Priority and Response Timeline Table

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Low Priority Maintenance Issue	A situation exists that is not likely to result in risk of injury to users of the park or trail and is not likely to develop into a higher risk concern.	Staff will re-inspect during the next annual inspection and there is no timeline for response.



Park and Trail Inspection Form

Park or Trail Name: _____ Inspector's Name: _____

Date of Inspection: _____ Time of Inspection: _____

Nature of Inspection: Annual Inspection ___ Hazard Observed ___ Accident / Incident ___

Trail	Yes	No	N/A	Comment
Litter present?				
erosion or washout?				
rutting, holes, cracking?				
motorized vehicle damage?				
vegetation overgrowth				
invasive plants present				
trail infrastructure disrepair (stairs, railings, etc.)				
high priority maintenance required?				
moderate priority maintenance required?				
action taken?				
additional action required?				
other comment				

Signature: _____

Date: _____

Maintenance Priority and Response Timeline Table

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Park and Trail Inspection Form

Park or Trail Name: _____ Inspector's Name: _____

Date of Inspection: _____ Time of Inspection: _____

Nature of Inspection: Annual Inspection ___ Hazard Observed ___ Accident / Incident ___

Park / Recreation Area	Yes	No	N/A	Comment
litter present?				
kiosk or signage in disrepair?				
picnic table in disrepair?				
fire ring in disrepair?				
vegetation overgrowth?				
invasive plants present?				
high priority maintenance required?				
moderate priority maintenance required?				
action taken?				
additional action required?				
other comment				

Signature: _____

Date: _____

Maintenance Priority and Response Timeline Table

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REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Steve Davis, Building Inspector
DATE: November 18, 2021
SUBJECT: Section 57 Notice on Title, 4910 Laughlin Road
Electoral Area "A"

RECOMMENDATIONS

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot 7, Section 11, Township 1A, Range 5, Coast District, Plan EPP15239 (4910 Laughlin Road).

VOTING

All / Directors / Majority

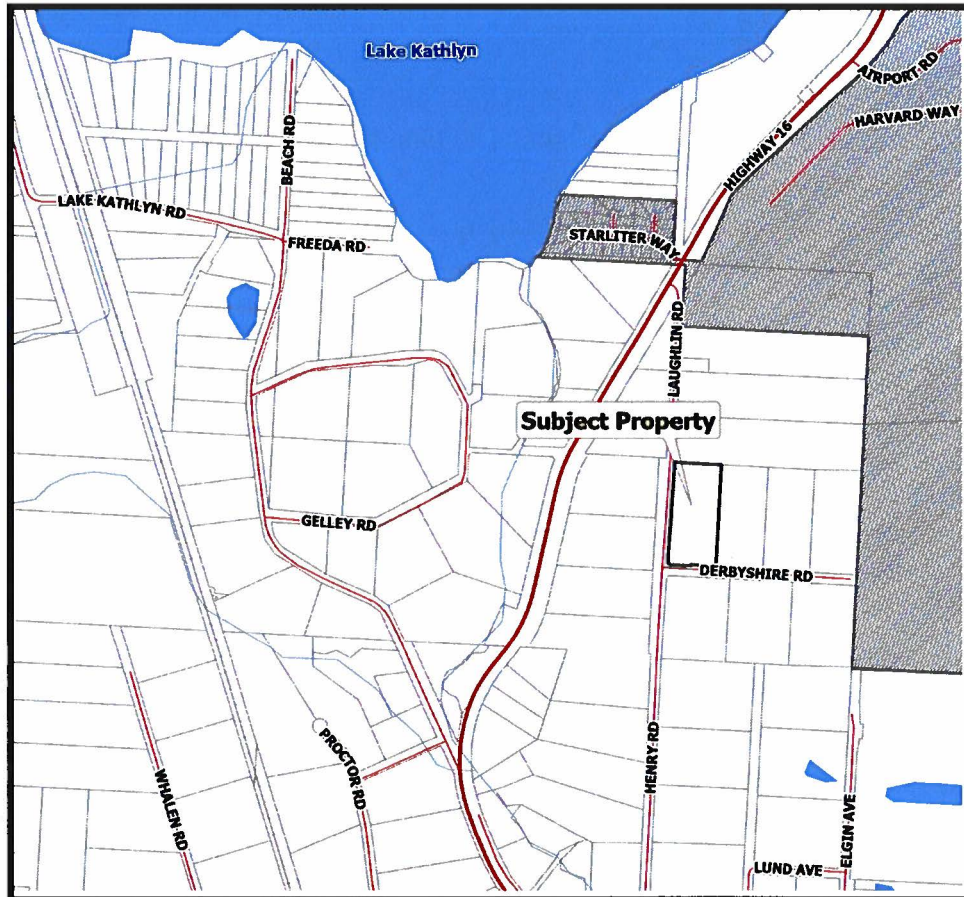
EXECUTIVE SUMMARY

Several buildings at 4910 Laughlin Road were built without building permits or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

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

BACKGROUND

The property owner has constructed two buildings without building permits. No building permit applications have been completed to legalize either of the buildings.



HISTORY

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

September 1, 2020

The Building Inspector noticed a building under construction on the subject property without a building permit. A partially buried septic tank which connected to the plumbing in the building was located close to the building.

**September 3, 2020**

The Building Inspector placed a Stop Work Notice on the building and left a letter (attached) outlining the requirements to obtain a building permit. A copy of the letter was sent by registered mail to the property owner.

September 5, 2020

The Building Inspector talked to the property owner by phone. The property owner claimed that his son had called the Regional District about building a residence and was told that if it wasn't on a permanent foundation a building permit was not needed. Staff do not recall giving this advice and it was clarified that the building in question requires a building permit. The property owner said he would submit an application.

October 27, 2020

A letter (attached) was sent to the property owners advising them that a building permit application must be submitted, or further enforcement action would be taken. A Section 57 notice on the property title was mentioned as part of that enforcement action.

November 16, 2020

An incomplete building permit application was received from the property owner.

November 18, 2020

A letter (attached) was mailed to the property owner outlining all the documentation needed to complete the application, including plans and a permit from Northern Health for the septic system.

December 9, 2020

The property owner called to say that they would not be completing the building permit application, would take down the unpermitted structure and would be applying in the future for a building permit to build a permanent residence. The Building Inspector asked to be informed when the demolition was complete so that an inspection of the site could confirm that the building had been removed. The property owner stressed that as his son was working in a remote location it might take some time to complete the demolition, and that the building materials would likely be used to build some RVs on wheels.

September 21, 2021

After receiving complaints from the public about a new building being constructed and numerous RVs being inhabited on the property, the Building Inspector conducted a site visit. During the visit the original building appeared to be used as a dwelling and an additional building appeared to be under construction. There were 4 RVs parked on the property, which according to the person on site, were occupied.

The Building Inspector talked to the property owner by phone. They claimed the building under construction was a tiny home for sale and that the original building was only being used as an office. It was explained that the building required a building permit. The property owner said he would prefer to continue with the Section 57 notice on title process rather than get a building permit.



October 25, 2021

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

SECTION 57 REQUIREMENTS

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

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

- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

If the property owner completes the building permit process, or removes the unpermitted building from the property, the notice on title can be removed from title.

FURTHER ENFORCEMENT ACTION

The Regional District Board may direct staff to undertake additional enforcement action, including the initiation of action to have the buildings removed.

The Bylaw Enforcement Officer will monitor the recreational vehicle use on the property for compliance to the Zoning Bylaw and report back to the Board if further enforcement action is recommended.



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

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

October 25, 2021

Paulo & Maria Contumelias
4435 Simcoe Loop
Smithers, BC
VOJ 2N2

Registered owner of Lot 7, Section 11, Township 1A, Range 5, Coast District, Plan EPP15239 (4910 Laughlin Road).

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

Dear Property Owners:

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on November 18, 2021 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of Lot 7, Section 11, Township 1A, Range 5, Coast District, Plan EPP15239 (4910 Laughlin Road) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that two new dwellings have been constructed at 4910 Laughlin Road without the required building permits.

As the registered property owner you have the opportunity to provide comment to the RDBN Board for their consideration at their November 18, 2021 Board meeting regarding the proposed notice on title. You may provide written comment to the Board by mail or email to inquiries@rdbn.bc.ca. Written comment must be received by the Regional District office by 12:00 pm, Wednesday, November 17, 2021. You may also make verbal representations to the RDBN Board at their November 18, 2021 Board meeting by zoom or telephone. Please contact Cheryl Anderson at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on November 17, 2021, to make arrangements to provide input at the meeting.

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

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

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

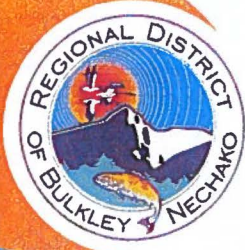
PH: 250-692-3195
FX: 250-692-3305
TF: 800-320-3339

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Llewellyn", is written over a horizontal line. The signature is stylized and somewhat cursive.

Jason Llewellyn
Director of Planning



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

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

September 3, 2020

Paulo Contumelias
Maria Contumelias
4435 Simcoe Loop
Smithers, B.C.
VOJ 2N2

COPY

ATTENTION:

REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012, CONTRAVENTION ON LOT 7, SECTION 11, TOWNSHIP 1A, RANGE 5, COAST DISTRICT, PLAN EPP15239

It has come to our attention that the developments on the above noted property are in contravention of the Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012. Specifically, the items in contravention are:

- Construction of a residence without a valid building permit.

The Regional District of Bulkley-Nechako has placed a **STOP WORK ORDER** on the above noted structure as per Building Bylaw No. 1634, 2012, Section 19 (enclosed). The Building Inspector shall not remove the stop work order until supplied with satisfactory evidence that the violation giving rise to the order has been corrected, or a proposal for correction of the violation is approved by the Building Inspector. If a building permit is not obtained within 30 days further action will be taken.

Please contact the undersigned if you have any questions regarding this matter.

Yours truly,

Steve Davis,
Building Inspector / Bylaw Enforcement Officer

copy: Mark Fisher – Rural Director Electoral Area 'A';
Jason Llewellyn – Director of Planning.

MUNICIPALITIES:

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

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

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"

October 27, 2020

Paulo Contumelias
Maria Contumelias
4435 Simcoe Loop
Smithers, B.C.
VOJ 2N2

COPY

ATTENTION:

**REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,
CONTRAVENTION ON LOT 7, SECTION 11, TOWNSHIP 1A, RANGE 5, COAST DISTRICT,
PLAN EPP15239**

The Regional District of Bulkley-Nechako has placed a **STOP WORK ORDER** on the new residence at the above address, as per Building Bylaw No. 1634, 2012, Section 19. See attached letter dated September 3, 2020. Due to the lack of response on your part in contacting our office with the information necessary to complete the building permit application as requested, further action will be taken. This may include notice on property title, pursuant to Section 57 of the Community Charter. In order to avoid this action, please contact our office immediately.

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

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

Yours truly,

Steve Davis,
Building Inspector / Bylaw Enforcement Officer

copy: Mark Fisher – Rural Director Electoral Area 'A';
Jason Llewellyn – Director of Planning.

MUNICIPALITIES:

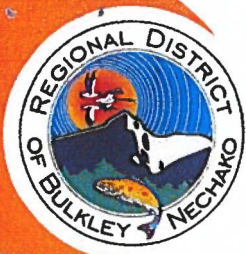
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37, 3RD AVE, PO Box 820
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REGIONAL DISTRICT
OF BULKLEY-NECHAKO
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

Paul & Maria Contumelias
4435 Simcoe Loop
Smithers, B.C.
VOJ 2N2

COPY

November 18, 2020

Dear Mr. and Mrs. Contumelias,

Thank you for submitting a building permit application for the unpermitted house constructed at Lot 7, Section 11, Township 1A, Range 5, Coast District, Plan EPP15239. After review of the documentation included in your application, there are several items required to complete the building permit application. These items include:

- Copy of the Certificate of Title dated within 30 days of the date of the application as proof of property ownership, and copies of any covenant, easement, right of way charges registered on title. These can be downloaded from the Land Transfer and Survey Authority at <https://myltsa.ltsa.ca/explorer>.
- Application fee of \$360.00. You can submit the fee by cheque payable to the RDBN, or this can be paid online if you want at Credit Union online banking. We also now have a credit card option available for payment, you can find it by going to our website at www.rdbn.bc.ca and looking for the OptionPay tab. They do add a small surcharge to pay for the transaction.
- Completed Schedule "C" Owner's Undertaking of Building Foundation (copy attached).
- Completed Schedule "D" Owner's Undertaking of Building Siting (copy attached).
- A valid permit to construct a sewage disposal system for the building, or evidence that an Authorized Person has filed plans and specifications pursuant to Section 8 of the *BC Sewage Regulations*; or details of connection to a community sewage disposal system.
- A copy of the form from BC Housing indicating the completion of the Owner Builder Authorization Exam by the property owner.
- Site plan drawn to a scale showing the following:
 1. setbacks from the dwelling to the property lines on all sides
 2. location and name of road(s) adjacent to the property
 3. size and location of all existing and proposed buildings, structures, and uses on the site

MUNICIPALITIES:

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

ELECTORAL AREAS:

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INQUIRIES@RDBN.BC.CA

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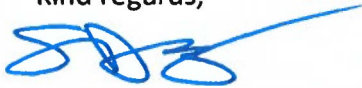
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TF: 800-320-3339

4. existing and proposed parking and driveways
 5. topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable
 6. north arrow and scale
- Building plans drawn to a scale showing the following:
 1. foundation plan
 2. floor plans of each level, including proposed and/or existing uses of all rooms
 3. exterior elevations
 4. cross sections showing all structural details and finishes

Please let me know if you have any questions about any of these items. I can be reached by phone at 250-692-3195 or by email at steve.davis@rdbn.bc.ca

Kind regards,



Steve Davis
Building Inspector



REGIONAL DISTRICT OF BULKLEY-NECHAKO STAFF REPORT

TO: Chair Thiessen and Board of Directors
FROM: Steve Davis, Building Inspector
DATE: November 18, 2021
SUBJECT: Third Quarter Building Permit Summary

RECOMMENDATION

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

VOTING

All / Directors/Majority

EXECUTIVE SUMMARY

The RDBN received a total of 70 building permit applications in the third quarter of 2021, with a total construction value of **\$11,503,695.38**. This is an increase from the 67 building permit applications received in the third quarter of 2020, with a total construction value of **\$8,286,862.00**. Approximately 60% of the construction, by value, is in the rural area. There are 13 new dwellings being built in the rural areas and 5 in the municipalities receiving building inspection services.

The RDBN received a total of **200** building permit applications in the first three quarters of 2021, with a total construction value of **\$44,233,442.38**. This compares to the 210 permits issued in the first three quarters of 2020 with a total construction value of **\$23,757,450.36**.

Data from the municipalities of Smithers and Vanderhoof have been added to the permit data on the following page.

THIRD QUARTER BUILDING PERMIT DATA FOR 2021

2021 Building Permit Data: July 1 - Sept 30, 2021		
Area	Total Permits	Total Construction Value (\$)
A	17	\$5,260,000.00
B	9	\$1,014,356.38
C	2	\$122,000.00
D	1	\$61,000.00
E	0	\$0
F	6	\$447,400.00
G	1	\$3,500.00
Burns Lake	6	\$1,627,500.00
Fort St. James	3	\$803,839.00
Fraser Lake	2	\$13,000.00
Granisle	0	\$0
Houston	20	\$2,123,100.00
Telkwa	3	\$28,000.00
Smithers	26	\$12,403,070.00
Vanderhoof	9	\$555,450.00
Third Quarter Totals	105	\$24,462,215.38
Yearly Total	309	\$72,497,311.38

Building Permits Third Quarter Supporting Data			
Area	Permit #	Building Type	Construction Value
Area A	91	New SFD (Modular Home)	\$375,000.00
Area A	95	New SFD	\$325,000.00
Area A	96	Wood Stove	\$2,000.00
Area A	97	New SFD	\$1,100,000.00
Area A	104	New SFD	\$700,000.00
Area A	106	Deck	\$25,000.00
Area A	107	Accessory Building	\$25,000.00
Area A	109	New SFD	\$650,000.00
Area A	110	New SFD	\$500,000.00
Area A	111	New SFD	\$250,000.00
Area A	112	Used SFD (Manufactured Home)	\$60,000.00
Area A	116	Shop	\$400,000.00
Area A	117	New SFD	\$370,000.00
Area A	122	Decommissioning of Manufactured Home	\$0.00

Area A	123	New SFD	\$400,000.00
Area A	124	Shop	\$70,000.00
Area A	126	Plumbing Renovation	\$8,000.00
Area B	92	New SFD (Manufactured Home)	\$140,000.00
Area B	99	Salt Shed extension	\$105,000.00
Area B	100	Storage Building	\$40,000.00
Area B	102	Used SFD (Manufactured Home)	\$5,000.00
Area B	103	Shop	\$120,000.00
Area B	118	New SFD	\$500,000.00
Area B	119	Carport	\$15,000.00
Area B	120	Addition to main stage	\$84,856.38
Area B	121	Wood burning appliance	\$4,500.00
Area C	113	Shop	\$100,000.00
Area C	125	Residential Roof Upgrades	\$22,000.00
Area D	101	New SFD	\$61,000.00
Area F	93	Garage	\$20,000.00
Area F	94	Residential Renovation	\$7,400.00
Area F	98	Covered Deck	\$10,000.00
Area F	108	Used SFG (Manufactured Home)	\$10,000.00
Area F	114	New SFD (Manufactured Home)	\$350,000.00
Area F	115	Used SFD (Manufactured Home)	\$50,000.00
Area G	105	Carport	\$3,500.00
Burns Lake	15	Equipment Maintenance Building (Commercial)	\$840,000.00
Burns Lake	16	Multiplex Entrance	\$125,000.00
Burns Lake	17	Deck	\$7,500.00
Burns Lake	18	New SFD with Secondary Suite	\$300,000.00
Burns Lake	19	New SFD with Secondary Suite	\$300,000.00
Burns Lake	20	Loading bay entrance	\$55,000.00
Fort St James	9	Demolition of Sawmill (Industrial)	\$250,000.00
Fort St James	10	New SFD	\$420,000.00
Fort St James	11	Shop	\$133,839.00
Fraser Lake	3	New roof over Manufactured Home	\$3,000.00
Fraser Lake	4	Manufactured Office	\$10,000.00

Houston	18	Shop	\$150,000.00
Houston	19	Office	\$50,000.00
Houston	20	Storage Shed	\$7,000.00
Houston	21	Explosives Storage Building (Industrial)	\$50,000.00
Houston	22	Explosives Storage Building (Industrial)	\$50,000.00
Houston	23	Explosives Storage Building (Industrial)	\$50,000.00
Houston	24	Explosives Storage Building (Industrial)	\$50,000.00
Houston	25	Explosives Storage Building (Industrial)	\$50,000.00
Houston	26	Garage	\$50,000.00
Houston	27	New SFD (Manufactured Home)	\$1,500.00
Houston	28	New SFD (Manufactured Home)	\$1,500.00
Houston	29	Used SFD (Manufactured Home)	\$10,000.00
Houston	30	Garage	\$50,000.00
Houston	31	Outdoor Shelter	\$7,000.00
Houston	32	Plumbing renovation	\$800.00
Houston	33	Used Manufactured Home as office	\$10,000.00
Houston	34	Maintenance Shop (Commercial)	\$1,316,300.00
Houston	35	Demolition	\$10,000.00
Houston	36	Residential Addition and Renovation	\$200,000.00
Houston	37	Used SFD (Manufactured Home)	\$9,000.00
Telkwa	8	Shop	\$6,000.00
Telkwa	9	Timber Façade	\$22,500.00
Telkwa	10	Secondary Suite Update	\$100.00
		(Note: no data available for Smithers or Vanderhoof)	



Regional District of Bulkley-Nechako

To: Chair Thiessen and Board of Directors
From: John Illes, Chief Financial Officer
Date: November 18, 2021
Re: Bylaw No. 1967 Cluculz Lake Fire Department Capital Reserve

Recommendation (All/Directors/Majority):

That Cluculz Lake Fire Protection Service Reserve Bylaw No. 1967, 2021 be given three readings this 18th day of November, 2021.

Background:

With the construction of the new fire hall in Cluculz Lake and the possibility of upgraded major equipment and/or fire trucks in the next few years, it is important to establish a reserve fund so that the service can begin to save for replacement of these capital investments.

For a service to save money for long term projects, Regional Districts must establish a capital reserve fund through the enactment of a bylaw specific to that service. Bylaw No. 1967 creates this statutory reserve fund for the Cluculz Lake Fire Department Service.

Attachment: Bylaw 1967

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1967

A bylaw to establish a Reserve for the Cluculz Lake Fire Protection Service

WHEREAS pursuant to the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, the Board of the Regional District of Bulkley-Nechako may by bylaw establish a reserve fund;

AND WHEREAS the Board of the Regional District of Bulkley-Nechako has determined that a reserve for the Cluculz Lake Fire Protection Service be established;

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

1. There shall be and is hereby established a Capital and Planning Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Cluculz Lake Fire Protection Service Reserve."
2. Money from the annual budget or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Cluculz Lake Fire Protection Service Reserve.
3. This fund will be available for the purpose of Capital or Planning Projects under Bylaw No. 1127, a bylaw for the establishment of the Cluculz Lake Fire Protection Service.
4. This bylaw may be cited for all purposes as "Cluculz Lake Fire Protection Service Reserve Bylaw No. 1967, 2021."

READ A FIRST TIME this day of , 2021

READ A SECOND TIME 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 Bylaw No. 1967.

Corporate Administrator

ADOPTED this day of , 2021

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY NECHAKO STAFF REPORT

TO: Chair Thiessen and the Board of Directors
FROM: Jason Blackwell, Regional Fire Chief
DATE: November 18, 2021
SUBJECT: First Nations 911 Emergency Telephone System Agreement Renewal

RECOMMENDATION:

That the Board authorize the Board Chair and the Corporate Officer to sign the 911 Emergency Telephone System Agreements with First Nations, that expired on October 26, 2021, as well as the new agreement for Binche Whut'en Band. The term of the agreements is October 26, 2021 to October 26, 2026.

EXECUTIVE SUMMARY

The 911 Emergency Telephone System agreements between the Regional District and twelve First Nations that chose to renew in 2015 expired on October 26th of this year. Staff sent renewal agreements to the original twelve First Nations and drafted a new agreement for the Binche Whut'en Band.

The renewal agreement includes an increase from \$6.15 per capita to \$9.00 per capita and includes an opportunity to access and training for the Bulkley Nechako Emergency and Public Alerts System for each First Nation that holds a 911 agreement and agrees to the terms of use for the Bulkley Nechako Emergency and Public Alerts System.

To date staff have received ten signed First Nation agreements.

The Regional District First Nations Liaison continues to follow up with those whose signed agreements we have not yet received.

Written by,

Jason Blackwell
Regional Fire Chief

Deborah Jones-Middleton
Director of Protective Services



Regional District of Bulkley-Nechako

To: Chair Thiessen and Board of Directors
From: John Illes, Chief Financial Officer
 Deborah Jones-Middleton, Director of Protective Services
Date: November 18, 2021
Re: EOC Policies

Recommendation (All/Directors/Majority):

That the Board approve the new EOC Overtime and EOC On-Call Policies, and that the old policies be repealed.

Background:

The current Board policies dealing with the Emergency Operations Centre (EOC) for payment of overtime and/or on-call wages were identified during the 2021 wildfire season as needing updates to provide management and staff with clarity as the variety of events unfolded.

Balancing staffing levels while interpreting existing EOC policies, RDBN policies, Employment Standards of BC and EMBC Financial Guidelines for subsequent reimbursement, has identified that more clarity is required which is best to be imbedded directly into the EOC policies. The on-call policy has also been amended to provide a guideline for staffing levels based on the activation level of the EOC which aligns with EMBC.

Section 10 (D) of the current RDBN Overtime Policy would be removed once the new proposed EOC Overtime Policy is adopted by the Board. The new EOC overtime policy includes recommendations from EMBC which include the implementation of days of rest to avoid staff fatigue and brings the Regional District closer to the Provincial overtime policies utilized during emergency situations. The days of rest topic was an item discussed after the 2018 wildfires, and the RDBN Executive Committee asked that staff bring forward a recommendation to the Board to support the mental health of staff during extraordinary events.

Staff were activated within the EOC for the 2021 wildfires for a total of 67 days; which included a Level 2 activation for 5 days and a Level 3 activation for 9 days. Recoverable Emergency Operations Centre costs (including overtime) for this year are estimated at \$111,695, and a claim for this amount is in the final stages of being submitted to EMBC for reimbursement. As with every emergency, unrecoverable EOC costs mainly constitute staff wages during the regular working day when they are pulled from regular duties to staff the EOC.



November 18, 2021

Page 2 of 2

Attachment: Draft EOC Overtime Policy
Draft EOC On-Call Policy
Current EOC On-Call Policy
Current Overtime Policy
EOC Activation Levels



Regional District of Bulkley-Nechako Board Policy

SUBJECT: EOC On Call
 CATEGORY: Financial Services and Payroll
 LAST REVIEW: DRAFT

1. PURPOSE

The purpose of this policy is to ensure that an Emergency Operations Centre (EOC) activities are not impeded by the lack of staff.

2. CONTEXT

Staff availability is a critical part of an EOC operations. By accepting on call services, staff are indicating their availability to work in an EOC within thirty minutes of receiving a call to start work.

Fair compensation should be provided to staff that make the commitment to be available to the Emergency Operations Centre

3. POLICY STATEMENT

Staff are placed on call based on the Emergency Operations Centre activity level as follows:

For activation level 1:

- The EOC Director will be placed on call every day.

For activation level 2:

- The EOC Director will be placed on call every day.
- In addition, the following positions will be placed on call on weekends and statutory holidays:
 - The EOC Section Chiefs
 - Information Officer
 - Policy Liaison Officer
 - Technical IT Support
 - GIS Support
 - ESSD
- Other positions as required at the discretion of the EOC Director with positions and times specified in writing.



For activation level 3:

- The following positions will be placed on call every day:
 - The EOC Director
 - The EOC Section Chiefs
 - Information Officer
 - Policy Liaison Officer
 - Technical IT Support
 - GIS Support.
 - ESSD

- Other positions as required at the discretion of the EOC Director with positions and times specified in writing.

On call time is to be paid on the basis of $\frac{1}{4}$ of the staff members regularly hourly rate up to a daily maximum.

The daily maximum standby hours that an employee can claim is the lesser of:

- twelve (12) hours, or
- 24 hours less the number of hours worked.

Attachments: Summary Chart

Activation Level	Position	Days on Call
Activation Level 1	EOC Director	Every day

Activation Level 2	EOC Director	Every day
	The EOC Section Chiefs, Information Officer, ESSD, and Policy Liaison Officer	Saturday, Sunday, Stat Holidays
	Technical IT Support and GIS	Saturday, Sunday, Stat Holidays
	Other positions as required at the discretion of the EOC Director with positions and times specified in writing.	N/A

Activation Level 3	EOC Director	Every day
	The EOC Section Chiefs, Information Officer, ESSD, and Policy Liaison Officer	Every day
	Technical IT Support and GIS	Every day
	Other positions as required at the discretion of the EOC Director with positions and times specified in writing.	N/A

On call time is to be paid on the basis of ¼ of the staff members regularly hourly rate up to a daily maximum.

**The daily maximum standby hours that an employee can claim is the lesser of:
 twelve (12) hours, or
 24 hours less the number of hours worked.**



Regional District of Bulkley-Nechako Board Policy

SUBJECT: EOC Overtime
 CATEGORY: Financial Services and Payroll
 LAST REVIEW: DRAFT

1. PURPOSE

The purpose of this policy is to ensure that an Emergency Operations Centre (EOC) activities carried out by staff are paid consistently and appropriately.

2. CONTEXT

Staff availability is a critical part of EOC operations.

Fair compensation should be provided to staff that make the commitment to be available to the Emergency Operations Centre

3. POLICY STATEMENT

This policy was developed to be consistent as possible with the current Regional District overtime policy for staff and provincial government overtime policy for provincial staff members in an emergency situation.

The Provincial Government recognizes overtime for an EOC paid at 1.0, 1.5 and 2.0 times regularly hourly rates of pay. This policy specifies when these different rates will be used.

Applicability

This policy applies to all staff, regardless of position, assigned to working in an EOC.

Rates of Pay

From Monday to Friday, an employee is entitled to overtime after their regular shift as follows:

- For hours up to Eight (8) hours of work in a day – 1.0 times the regularly hourly payrate.
- For hours between Eight (8) hours and up to twelve (12) hours of work in a day – 1.5 times the regularly hourly payrate
- For hours after twelve (12) hours of work in a day - 2.0 times the regular hourly payrate



If an employee receives flex time, the employee may have one half hour of flex time credited to that employee's flex bank or paid as overtime at 1.0 times the regular hourly payrate.

For Saturday, Sunday, and Statutory Holidays an employee is entitled to overtime as follows:

- For the first twelve (12) hours - 1.5 times the regular hourly rate of pay.
- For any time after the first twelve hours - 2.0 times the regular hourly rate of pay.

For full-time employees that have additional days off per week (such as those that work four 9-hour days and have three days off each week), that employee will receive overtime for those scheduled days off as if they were a Saturday or Sunday.

Casual Employees will be paid as per the B. C. Employment Standards Act.

Paid time off for continuous days worked

Immediately after an employee has been released from active EOC duty to rest, an employee may receive paid time off. Paid time off will be at an employee's regular daily rate of pay (usually seven (7) hours for full time employees). Employees taking this leave are expected to rest and recover from their active EOC duties.

An employee that has worked for fourteen days without a day of rest will be given one paid day of rest; an employee that has worked twenty-one days without a day of rest will be given two paid days of rest. The days of rest taken will be decided by the EOC Director.

An employee will only be tasked with working more than twenty-one days without a day of rest under extreme conditions and with permission of the Chief Administrative Officer.

Meal Allowance

A continental breakfast may be provided at the discretion of the EOC Director when the EOC is activated at Level 2 or Level 3.

Employees activated by the EOC will be provided lunch only at the discretion of the EOC Director when the EOC is activated at Level 2 and will be provided lunch when the EOC is activated at Level 3.

Employees expected to work after 6 PM will be provided with a dinner or if no dinner is provided will receive an overtime meal allowance at the dinner per diem rate as specified in existing RDBN policy.

Employees in an EOC that have a working location outside the EOC location may be reimbursed the actual cost for meals not provided by the EOC.

Overtime Settlement

All overtime earned during an EOC operation will be paid to each employee and cannot be banked and taken later as time off.



(b) Emergency On-Call Policy

ADOPTED 2014



POLICY # D-5(b)
ADOPTED: September 22, 2011
REVISED: October 23, 2014

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
EMERGENCY ON-CALL POLICY**

PURPOSE:

To set a policy regarding on-call compensation during an emergency situation.

DEFINITIONS:

“Senior Emergency Staff” shall include the Chief Administrative Officer (CAO), Emergency Operations Centre (EOC) Director, EOC Deputy Director, Emergency Program Coordinator, Emergency Director of Planning, Director of Emergency Social Services and other senior emergency staff as approved by the CAO.

POLICY:

Senior Emergency Staff who are not at work, but are on call during emergency situations that involve significant phone calls from the Chair, the Regional Board members, emergency staff or the public, will be granted on-call hours as follows:

- B. During an emergency situation, the CAO or EOC Director will designate who is on call, when, and for what periods(s) of time;
- C. The designated on-call staff will be entitled to claim and be paid for on-call hours at a rate equal to 25% of their regular wage;
- D. In addition, on-call staff will be paid for all actual time worked during on-call time;
- E. Emergency on-call hours will not count in the calculation of time-and-one-half or double time for overtime hours worked; and
- F. No on-call compensation will be paid for hours the employee is already being paid to be at work.

*Section 5 – Overtime***(a) Overtime****REVISED 2020**

POLICY # D-5

ADOPTED:

REVISED: March 19, 2020

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
OVERTIME POLICY**

PURPOSE:

To set a policy regarding overtime work and compensation for the employees of the Regional District of Bulkley-Nechako (RDBN).

** PLEASE NOTE THAT THIS POLICY REPLACES ALL PREVIOUS POLICIES REGARDING OVERTIME, TRAVEL TIME, AND ATTENDANCE AT CONFERENCES, CONVENTIONS, ETC **

DEFINITIONS:

For the purposes of this policy, the following definitions shall apply:

“OVERTIME” - all time worked outside of an employees’ regular work schedule

“EMPLOYEES” - all staff employed by the RDBN

“OFFICERS” - Chief Administrative Officer, Manager of Administrative Services, Financial Administrator, Director of Planning, and Director of Environmental Services

“TRAVEL TIME” - time spent traveling to or from events shall be considered work and is subject to overtime for the purposes of this policy.

Travel time is deemed to have started when you leave the work location for the destination. Travel time is deemed to have stopped when you would reasonably have arrived at your destination.

“EVENTS” - time spent working at “events” includes courses, conventions, conferences, seminars, meetings or trade shows and shall be considered work for the purposes of this policy and is subject to overtime as per the policy.



“CALL OUTS” – an employee reporting to work during non-work time shall be entitled to claim a minimum of 2 hours at their regular wage. If the employee works longer than two hours, the actual time worked shall be claimed and is subject to overtime as per the policy.

POLICY & PROCEDURES:

1. Overtime shall be kept to a minimum and should not form a regular part of the work schedule.
2. Overtime, “when necessary”, shall be distributed as fairly as possible amongst those employees regularly performing the work.
3. Overtime must be approved by the Department Head and the Chief Administrative Officer.
4. Upon request from the Department Head or Chief Administrative Officer, employees may be required to work overtime. Such a request shall take into consideration any prior personal commitments that the employee may have made.
5. To minimize the necessity to accumulate overtime hours, employees are encouraged to make every effort to reschedule the day’s activities (ie. start later in the day to compensate for an evening meeting).
6. Employees shall submit a monthly record of overtime accumulated to their Department Head for approval, with final approval by the Chief Administrative Officer (CAO). A copy of the monthly overtime summary shall be provided to the CAO.
7. An employee is, first and foremost, encouraged to bank the overtime hours worked and subsequently take time off in lieu of overtime upon the consent of the CAO.
8. Overtime hours will be converted to equivalent regular hours when recorded in the employee’s time bank.
9. Employees must be compensated for overtime each January and July for time accumulated up to that time.



10. Overtime hours will be earned as follows:
 - A. Officers
 - Straight time
 - B. Employees working on Averaging Agreements
 - 1 ½ times for hours worked in excess of the hours scheduled daily in an averaging agreement
 - 1 ½ times for all hours worked in excess of an average of 40 hours per week
 - 2 times for overtime in excess of 12 hours a day.
 - C. All Other Employees
 - Straight time for hours worked above the regular 7 hour working day but less than 8 hours;
 - 1 ½ times for overtime worked in excess of 8 hours in a regular working day or 40 hours in a week;
 - 2 times for overtime in excess of 12 hours a day.
 - D. Irrespective of clauses 10 (A), (B) or (C), where the overtime work is associated with an emergency event where a Provincial task number has been issued, all employees shall be paid for overtime hours worked in excess of their regularly scheduled workday as per Employment Standards.

EOC ACTIVATION LEVELS

EOC Activation Level	Event / Situation	Minimum Staffing Requirements
One	<ul style="list-style-type: none"> • Small event • One site • Two or more agencies involved • Potential threat of: <ul style="list-style-type: none"> - flood - severe storm - interface fire 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Operations Section Chief • PEP Notified
Two	<ul style="list-style-type: none"> • Moderate Event • Two or more sites • Several agencies involved • Major scheduled event (e.g., conference or sporting event) • Limited evacuations • Some resources / support required 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Risk Mgmt Officer • Section Chiefs (as required) • PEP / PREOC limited activation
Three	<ul style="list-style-type: none"> • Major event • Multiple sites • Regional disaster • Multiple agencies involved • Extensive evacuations • Resources / support required 	<ul style="list-style-type: none"> • All EOC functions and positions (as required) • Policy Group • PREOC activation

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

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Director of Corporate Services

DATE: November 18, 2021

SUBJECT: RDBN 2022 Meeting Schedule

RECOMMENDATION: (all/directors/majority)

That the Board ratify the 2022 RDBN meeting schedule as presented.

BACKGROUND

A 2022 RDBN Board/Committee meeting schedule is attached for the Board's consideration. The months of October and November only have one meeting due to Local Government Elections. There is an orientation session for the new Board scheduled for December 1, 2022.

Attachment

2022 RDBN Meeting Schedule

RDBN 2022 Meeting Schedule

Calendar for year 2022 (Canada)



January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

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		1	2	3	4	5
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13	14	15	16	17	18	19
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27	28					

March

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27	28	29	30	31		

April

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17	18	19	20	21	22	23
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May

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

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					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

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18	19	20	21	22	23	24
25	26	27	28	29	30	

October

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Jan 1 ● New Year's Day
- Jan 13 ● Committee Meetings
- Jan 18 ● BC Natural Resources Forum
- Jan 19 ● BC Natural Resources Forum
- Jan 20 ● BC Natural Resources Forum
- Jan 27 ● Board Meeting
- Jan 31 ● Minerals Roundup
- Feb 1 ● Minerals Roundup
- Feb 2 ● Minerals Roundup
- Feb 3 ● Minerals Roundup
- Feb 8 ● Electoral Area Directors Forum
- Feb 9 ● Electoral Area Directors Forum
- Feb 9 ● LGLA Forum
- Feb 10 ● Committee Meetings
- Feb 10 ● LGLA Forum
- Feb 11 ● Electoral Area Directors Forum
- Feb 21 ● Family Day (British Columbia)
- Feb 24 ● Board Meeting
- Mar 17 ● Committee Meetings
- Mar 22 ● Chair/CAO Forum
- Mar 23 ● Chair/CAO Forum
- Mar 23 ● Municipal Finance Authority AGM
- Mar 24 ● Municipal Finance Authority AGM

- Mar 31 ● Board Meeting
- Apr 14 ● Committee Meetings
- Apr 15 ● Good Friday
- Apr 18 ● Easter Monday (NT, NU, QC)
- Apr 28 ● Board Meeting
- May 4 ● NCLGA Convention
- May 5 ● NCLGA Convention
- May 6 ● NCLGA Convention
- May 12 ● Committee Meetings
- May 23 ● Victoria Day (All except NB, NS, PE, QC)
- May 26 ● Board Meeting
- Jun 2 ● FCM Conference
- Jun 3 ● FCM Conference
- Jun 4 ● FCM Conference
- Jun 5 ● FCM Conference
- Jun 16 ● Committee Meetings
- Jun 30 ● Board Meeting
- Jul 1 ● Canada Day
- Jul 21 ● Board/Committee Meetings
- Aug 1 ● British Columbia Day (British Columbia)
- Aug 11 ● Board/Committee Meetings

- Sep 5 ● Labour Day
- Sep 8 ● Committee Meetings
- Sep 12 ● UBCM Conference
- Sep 13 ● UBCM Conference
- Sep 14 ● UBCM Conference
- Sep 15 ● UBCM Conference
- Sep 16 ● UBCM Conference
- Sep 22 ● Board Meeting
- Sep 30 ● National Day for Truth and Reconciliation
- Sep 30 ● National Day for Truth and Reconciliation
- Oct 10 ● Thanksgiving Day (All except NB, NS, PE)
- Oct 13 ● Board/Committee Meetings
- Oct 15 ● Local Government Elections
- Nov 11 ● Remembrance Day (All except MB, NS, ON, QC)
- Nov 17 ● Board/Committee Meetings
- Dec 1 ● Board Orientation Session
- Dec 15 ● Board/Committee Meetings
- Dec 25 ● Christmas Day
- Dec 26 ● Boxing Day (NL, NT, NU, ON)



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Cheryl Anderson, Director of Corporate Services

DATE: November 18, 2021

SUBJECT: Regional District of Bulkley-Nechako Procedure Bylaw No. 1964, 2021

RECOMMENDATION: (all/directors/majority)

That Regional District of Bulkley-Nechako Procedure Bylaw No. 1964, 2021 be adopted this 18th day of November, 2021.

BACKGROUND

At the October 21, 2021 Board meeting, Regional District of Bulkley-Nechako Procedure Bylaw No. 1964, 2021 was given first, second, and third reading. The Board may now adopt the bylaw.

Attachment
Bylaw No. 1964

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1964, 2021

**A bylaw to regulate the meetings and conduct
of the Regional Board and Committees**

WHEREAS the Regional District pursuant to Section 225 of the *Local Government Act* must, by bylaw, provide for the procedure to be followed for the conduct of its business and the business of its select and standing committees, and, in particular, must, by bylaw:

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the time, place and date of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of section 94 (requirements for public notice) of the *Community Charter* to the Regional District.

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

PART 1 - GENERAL

1.0 Title

- 1. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Procedure Bylaw No. 1964, 2021."
- 2. The "Regional District of Bulkley-Nechako Procedure Bylaw No. 1832, 2012" is hereby repealed.

2.0 Interpretation

"Board" means the Board of Directors of the Regional District of Bulkley-Nechako;

“Chairperson” means the Chairperson of the Board elected by the Board to fulfil the duties and responsibility of Chair pursuant to the *Local Government Act* and includes the person presiding at a meeting of the Board, or the person appointed as Chair of a Standing or Select Committee of the Board, as the context requires;

“Vice-Chairperson” means the person elected by the Board to fulfil the duties and responsibility of Vice-Chairperson pursuant to the *Local Government Act* and includes the person presiding at a meeting of the Board, or a Standing or Select Committee of the Board in the absence of the Chairperson as the context requires;

“Committee” means a Standing or Select Committee of the Board;

“Committee of the Whole” means a committee of all Board members.

“Chief Administrative Officer” means the officer assigned responsibility for chief administration pursuant to the *Local Government Act*.

“Corporate Administrator” means the officer assigned responsibility for corporate administration pursuant to the *Local Government Act*;

“Delegation” means an individual or an organization addressing the Board, a committee or commission about a specific item on the agenda of a meeting;

“Director” means a member of the Board of the Regional District of Bulkley-Nechako, whether as a Municipal Director or an Electoral Area Director pursuant to the *Local Government Act*;

“Inaugural Meeting” means the first meeting of the Board that is held after November 1 in any year.

“Public Notice Posting Place” means the notice board, whether electronic or not, located in the Regional District of Bulkley-Nechako main office, Burns Lake, British Columbia;

“Regional District” means the Regional District of Bulkley-Nechako;

“Regional District Office” means the main office of the Regional District located in Burns Lake, British Columbia;

“RDBN” means the Regional District of Bulkley-Nechako;

“RDBN Website” means the information resource found at an internet address

provided by the RDBN.

3.0 Election of Chairperson and Vice-Chairperson

- 3.1 At the Inaugural Meeting the Board shall elect a Chairperson from among its Directors.
- 3.2 Following election of a Chairperson, and at the same meeting, the Board shall elect a Vice-Chairperson from among its Directors.
- 3.3 The Chief Administrative Officer is to preside from the Chair over the election of the Chair and Vice Chair. The Chief Administrative Officer has all the powers and duties of the Chair under this bylaw and the *Local Government Act* to the extent necessary to conduct the election.
- 3.4 Each candidate for election as Chair or Vice Chair may make a statement of not more than two minutes duration before the election.
- 3.5 The election of the Chair and the Vice Chair must be by a secret ballot of the Directors whose votes are to be recorded on ballot papers prepared and distributed for the purpose by the Chief Administrative Officer.
- 3.6 The winner of an election is to be determined by the Chief Administrative Officer in accordance with the following rules:
 - (a) Where there are two candidates for a position, the candidate who receives the most votes is the winner of the election.
 - (b) Where there are more than two candidates for a position, the candidate who receives more votes than all of the other candidates together is the winner.
 - (c) Subject to rule (d) below, where there are more than two candidates for a position and no candidate receives more votes than all of the other candidates together, the candidate who received the least votes is eliminated and another vote is to be held. Voting is to continue as provided in these rules until one candidate receives more votes than all of the other candidates together.
 - (d) If two candidates are tied for the least number of votes, the Chief Administrative Officer must announce the results of that vote and a second vote must be held. If the second vote results in another tie

for the least number of votes, the Chief Administrative Officer must toss a coin and the loser of that toss is eliminated as if he or she alone had received the least number of votes. Voting is then to continue as provided in these rules.

- 3.7 The Chief Administrative Officer must declare the winner of an election by announcing it to the Board of Directors. The Chief Administrative Officer must record the winner of the election in the minutes for the meeting at which the election is held.
- 3.8 The Chief Administrative Officer must destroy the ballots cast in an election if the Directors unanimously so resolve.
- 3.9 During the absence, illness or other disability of the Chairperson, the Vice-Chairperson has all the authority of the Chairperson and is subject to the same rules as the Chairperson.
- 3.10 If the office of the Chairperson or Vice-Chairperson becomes vacant, the Board shall elect another Chairperson or Vice-Chairperson from among its Directors at the first possible regular meeting of the Board.

PART TWO - MEETINGS

4.0 Meetings of the Regional Board and Standing Committees

- 4.1 Regular Meetings of the Board shall be held at such time and place as the Board shall decide from time to time by resolution.
- 4.2 At the Inaugural Meeting each year, the Board shall set the time, place, and dates of the regular meetings of the Board and its Standing Committees for the coming year.
- 4.3 The Schedule of Regular Meetings of the Board and its Standing Committees must be posted at the Public Notice Posting Place.

5.0 Notice of Regular Board Meetings

- 5.1 At least seventy-two (72) hours before a Regular Board Meeting, the Corporate Administrator must give public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- 5.2 At least twenty-four (24) hours before a Regular Board Meeting,

the Corporate Administrator must give further public notice of the meeting by:

- (a) posting a copy of the agenda at the Public Notice Posting Place and on the RDBN Website; and
- (b) leaving copies of the agenda at the reception counter at the Regional District office for the purpose of making them available to members of the public.

5.3 The Corporate Administrator will issue an electronic copy of the agenda at least four (4) days before the date of the Regular Board Meeting to each director at the electronic address given by the director.

6.0 Reports

6.1 A Standing or Select Committee of the Board may report to the Board at any regular meeting or as required by the Board.

6.2 Written reports should be prepared and submitted to the Corporate Administrator who shall make copies of each report and attach a copy to the agenda of the forthcoming regular meeting of the Board before the agenda is circulated to the members of the Board.

7.0 Notice of Special Board and Committee Meetings

7.1 Except where notice of a Special Meeting is waived by a unanimous vote of all Board members under Section 220(3) of the *Local Government Act*, before a special meeting of the Board, the Corporate Administrator must;

- (a) At least 24 hours before a Special Meeting, give advance public notice of the time, place, and date of the meeting by posting a notice on the Public Notice Posting Place;
- (b) give notice of the Special Meeting in accordance with section 220(2) of the *Local Government Act*.

7.2 In an emergency, notice of a Special Meeting may be given, in accordance with section 220(4) of the *Local Government Act*.

7.3 Section 7.1 does not apply where the Directors have been given notice under Section 7.2.

8.0 Electronic Meetings

- 8.1 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* and section 220 of the *Local Government Act* are met, a special Board or Committee Meeting may be conducted by means of visual and/or audio electronic or other communication facilities if the Board requires it.
- 8.2 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* are met, a Director who is unable to attend a Board, Committee, Special, or In-Camera meeting other than a meeting convened under Section 8.1, may participate in a meeting, by means of visual and/or audio electronic or other communication facilities, if the Director is unable to attend in person because of:
- (a) Physical incapacity due to injury or illness;
 - (b) Inclement weather;
 - (c) Physical absence from the Regional District boundaries while acting in the capacity as a Director on Regional District of Bulkley-Nechako matters;
 - (d) Extraordinary circumstances which, in the view of the Chair, renders attendance in person by the Director impractical;
- provided that a Director who participates in accordance with section 8.2 does so at no more than two different meeting dates per year unless otherwise authorized by the Chair.
- 8.3 No more than four Directors at one time may participate at a meeting under section 8.2 unless otherwise authorized by the Chair. This ensures that a quorum remains present in the event that communication is lost with those attending electronically.

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- 8.4 Any Director participating at a meeting in accordance with section 8.2 must be in receipt of the agenda and any applicable staff reports as have been provided to Directors not participating electronically before the Board meeting.
- 8.5 Notice of a special Board meeting required under section 7 and conducted under section 8.1 must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
- 8.6 A Director participating electronically by audio means only must indicate his or her vote verbally.
- 8.7 A Director participating in a meeting electronically is deemed to be present in the meeting as though they are physically present.
- 8.8 A Director must provide 24 hours' notice to the Chair and the Chief Administrative Officer or Corporate Officer of their intent to participate electronically unless it is not practicable to do so.

9.0 Electronic Participation in case of Emergency or Special Circumstance

- 9.1 In an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location, Directors may participate in a meeting by means of electronic or other communication facilities that:
 - (a) Enable the meeting's participants to hear, or watch and hear, each other; and,
 - (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the person(s) participating by electronic or other communication facilities.
- 9.2 Meetings called under subsection (1) will be at the call of the Board Chair.
- 9.3 Special meetings called under subsection (1) will be in accordance with section 7 of this bylaw and will comply with the requirements set out in subsection 2(2)(d) of the *Regional District Electronic Meetings Regulations*, B.C. Reg. 118/2018.

10.0 Notice of Committee Meetings

10.1 In this section:

“Standing Committee” means a Committee of the Board which is not a Standing Committee of the Whole.

- 10.2 At least seventy-two (72) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must give public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- 10.3 At least twenty-four (24) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must give further public notice of the meeting by:
- (a) posting a copy of the agenda at the Public Notice Posting Place; and
 - (b) leaving copies of the agenda at the reception counter at the Regional District Office for the purpose of making them available to members of the public.
- 10.4 At least twenty-four (24) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must deliver a copy of the agenda to each member of the Committee at the place to which the Committee member has directed notices be sent.
- 10.5 At least twenty-four (24) hours before:
- (a) a special meeting of a Standing Committee of the Whole; or
 - (b) a meeting of a Standing Committee;

the Corporate Administrator must give advance public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.

11.0 Attendance of Public at Meetings

- 11.1 Except where the provisions of Section 90 of the *Community Charter* apply all the Regional Board meetings must be open to the public.

- 11.2 Where the Board wishes to close a meeting or part of a meeting to the public, it may do so by first adopting a resolution in a public meeting in accordance with Section 92 of the *Community Charter*.
- 11.3 This section applies to meetings of bodies referred to in Section 93 of the *Community Charter*, including, without limitation:
- (a) Select or Standing Committees of the Board;
 - (b) the Board of Variance;
 - (c) the Parcel Tax Review Panel;
 - (d) the Advisory Planning Commissions;
 - (e) other Committees and Commissions established by the Board;
 - (f) Committee of the Whole.
- 11.4 Despite Section 10.1, the Chairperson may expel or exclude from a Board meeting or meeting of a body referred to in Section 11.3, a person in accordance with Section 133 of the *Community Charter*.

12.0 Minutes of Meetings

- 12.1 Minutes of Board meetings must be kept in accordance with Section 223 (1) of the *Local Government Act*. For the purposes of Section 223(1)(b) of the *Local Government Act*, the designated officer is the Corporate Administrator.
- 12.2 Minutes of Committee meetings referred to in Section 11.3 must be kept in accordance with Section 223(2) of the *Local Government Act*.
- 12.3 Section 12.2 applies to meetings of:
- (a) Select or Standing Committees of the Board; and
 - (b) Any other Committee composed solely of Board members acting as Board members.

13.0 Closed Meetings

- 13.1 A meeting of the Board may be closed to the public in accordance with Section 90 of the *Community Charter*.
- 13.2 It shall be the responsibility of the Chairperson, Chief Administrative

Officer, and the Corporate Administrator, individually or collectively, to recommend to the Board that it consider certain matters at a closed meeting (with the public and/or certain members of the staff excluded), and to prepare an agenda designating the topics to be so discussed.

PART 3 - PROCEDURES

14.0 Opening Procedures

- 14.1 As soon as a quorum is present, following the stated time of the meeting, the Chairperson shall take the Chair and call the Directors to order.
- 14.2 If the Chairperson does not attend the meeting within fifteen (15) minutes after the time appointed, the Vice-Chairperson shall take the Chair and call the Directors to order. If the Vice-Chairperson is also absent, the Chief Administrative Officer or the Corporate Administrator shall take the Chair and call the Directors to order. If a quorum is present, the Directors shall elect an Acting Chairperson who shall preside during the meeting until the arrival of the Chairperson or Vice-Chairperson. The person appointed as Acting Chairperson has all the authority and is subject to the same rules as the Chairperson.
- 14.3 If no quorum is present within thirty (30) minutes after the appointed time of the meeting, the Chief Administrative Officer or Corporate Administrator shall record in the minute book the names of the Directors present and the meeting shall be adjourned.
- 14.4 A quorum of a regular Board Meeting shall consist of ten (10) Directors.
- 14.5 Immediately after the Chairperson has taken his/her seat and has called the meeting to order, the minutes of the preceding meeting shall be read by the Chief Administrative Officer or Corporate Administrator in order to correct mistakes. The reading of the minutes shall be dispensed with if each member has been sent a copy of the minutes at least seventy-two (72) hours before the meeting at which they are to be considered.

15.0 Rules of Conduct and Debate

- 15.1 Every Director shall address the Chairperson before speaking to any question or motion.

- 15.2 Directors shall address the Chairperson as “Mr. Chair” or “Madam Chair” or “Mr. Chairperson” or “Madam Chairperson” and shall refer to each other as “Director _____”.
- 15.3 No Director shall:
- (a) speak disrespectfully of Her Majesty the Queen or any of the Royal Family, or of the Governor General or a Lieutenant Governor, or persons administering the Government of Canada or of the Government of British Columbia;
 - (b) use offensive words in or against the Board, a Director or a Regional District staff member;
 - (c) speak to or raise matters that are not germane to the question being debated;
 - (d) disobey the rules of the Board on questions of order or practice, or upon the interpretation of the rules of the Board.
- 15.4 If a Director takes an action prohibited in section 15.3, that Director may be ordered by a majority vote of the Directors present to leave his or her seat for that meeting. If a Director refuses to leave his or her seat, that Director may on the order of the Chairperson be removed from the meeting by a Peace Officer.
- 15.5 The Board may permit a Director who has been ordered to leave his or her seat to take his/her seat again, if that Director apologizes.
- 15.6 After a question is finally put to the Chairperson, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chairperson as to whether the question has been finally put shall be conclusive.
- 15.7 If the Chairperson desires to leave the chair for the purpose of taking part in the debate or otherwise, the Chairperson shall call on the Vice-Chairperson or if the Vice-Chairperson is absent, one of the Directors shall be called to take the chair until resumed by the Chairperson.
- 15.8 When any order, resolution, or question is lost by reason of the Board or any Committee thereof breaking up for want of a quorum, the order, resolution, or question so lost shall be the first item of business to be

proceeded with and disposed of at the next meeting of the Board or Committee.

16.0 Points of Order

- 16.1 The Chairperson, or the Director presiding at the meeting of the Board, shall preserve order and decide all points of order which may arise, subject to an appeal by the other Directors of the Board then present.
- 16.2 If an appeal is made by a Director of the Board from the decision of the Chairperson, the question "Shall the Chairperson be sustained?" shall immediately be put by the Chairperson and decided without debate. The Chairperson shall be governed by the majority of the Directors of the Board then present, other than the Chairperson. In the event of the votes being equal, the question shall pass in the affirmative.
- 16.3 If the Chairperson refuses to put the question "Shall the Chairperson be sustained?", the Board shall forthwith appoint the Vice-Chairperson, or if absent, one of the Directors to preside temporarily in lieu of such Chairperson, as the case may be, and the Vice-Chairperson or Director of the Regional Board so temporarily appointed shall proceed in accordance with Subsection 16.2. In the event of the votes being equal, the question shall pass in the affirmative.
- 16.4 Any resolution or motion carried under the circumstances mentioned in Subsection 16.3 is as effectual and binding as if carried under the presidency of the Chairperson.

17.0 Motions

- 17.1 Motions other than routine motions shall be put in writing and seconded before being debated or put from the Chairperson.
- 17.2 A motion that has been seconded must be read by the Chairperson, Chief Administrative Officer, or Corporate Administrator before debate at the request of any Director.
- 17.3 Amendments to a motion shall be decided upon before the main question is put to a vote. Only one amendment shall be allowed to an amendment.
- 17.4 A motion to commit the subject matter to a Committee, until it is decided, shall preclude all amendment of the main question.

- 17.5 A motion to adjourn the Board or to adjourn the debate shall always be in order, but if such motion is defeated, no similar motion to the same effect shall be made until some intermediate business or matter has been disposed of.

18.0 Voting of Questions

- 18.1 Voting on questions, resolutions, and bylaws must be in accordance with Sections 206 to 214 of the *Local Government Act*.
- 18.2 Section 18.1 applies to the meetings of a Committee.
- 18.3 Any Director who is present at the meeting but who declines to vote on a question for any reason shall be deemed to have voted in the affirmative and that Director's vote or votes shall be counted accordingly.
- 18.4 In all cases where the votes of the Directors then present, including the vote of the Chairperson or other person presiding, are tied, the question shall be defeated and it shall be the duty of the presiding Director to so declare.
- 18.5 As soon as the Chairperson has announced the results of the vote on a question, any Director who voted in opposition may request the Chairperson to have that Director's name so recorded in the minutes.
- 18.6 When a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately only upon the request of any Director to do so.
- 18.7 After a bylaw, resolution, or proceeding of the Board is adopted, the Chairperson may return it for reconsideration in accordance with Section 217 of the *Local Government Act*.
- 18.8 The Board shall not reconsider any question more than once.
- 18.9 The motion to reconsider requires two-thirds of the votes cast of the Directors present to pass.
- 18.10 The Board shall not reconsider any question that
- (a) has been acted upon by any officer or employee of the Regional District.

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- (b) received the assent or approval of the electors and was subsequently adopted by the Board; or
- (c) has been reconsidered under Section 217 of the *Local Government Act* or Section 18.7 of this Bylaw.

18.11 After a question has been reconsidered, it shall not be reintroduced for a period of six months except by unanimous consent of all Directors.

18.12 For the purpose of this section, a question has been acted upon if

- a) in the case of a contract, a bylaw or resolution authorizing the Board to enter into the contract has been communicated to another party to the agreement;
- b) an approval or consent of the Board has been communicated to a public authority and the public authority has relied upon the approval or consent to issue a permit, approval, or license or to enter into an agreement with a third party; or
- c) in any other case, a decision of the Board on this question has been communicated to a third party in circumstances in which it is reasonable to believe that the third party or another person has, in reliance upon the communication, incurred a liability or altered his or her legal position;

18.13 This section shall not be interpreted as fettering or impairing any legislative power, duty or function of the Board.

PART 4 - BYLAWS

19.0 Bylaws

19.1 A bylaw may be given up to 3 readings at one meeting of the Board.

19.2 The Board may reconsider any clause or section of a bylaw following first, second and/or third reading, but before adoption.

19.3 Despite Section 135 (3) (*at least one day between third reading and adoption*) of the *Community Charter*, a bylaw that does not require approval, consent or assent under this or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least 2/3 of the votes cast.

19.4 If a bylaw requires statutory approval, the approval must be obtained after

the bylaw has been given third reading and before the bylaw is adopted.

- 19.5 Once adopted, a bylaw must be signed by the Chairperson at the Board meeting at which it was adopted and be signed by the officer assigned responsibility under Section 236 of the *Local Government Act*.

20.0 Standing and Select Committees

- 20.1 The Chairperson may establish standing committees in accordance with Section 218(2) of the *Local Government Act*. The proceedings of all such Committees shall be subject to the approval of the Board.
- 20.2 The Board may from time to time appoint a select committee in accordance with Section 218(1) of the *Local Government Act*.
- 20.3 Any Director of the Board may be appointed to a standing or select committee whether or not that director is present at the meeting where the appointment is made.
- 20.4 Any Director may attend a meeting of any Committee. A Director who has not been appointed to a Committee and attends a meeting of that Committee may not vote, but, with the exception of the Executive Committee, may be allowed to take part in any discussion or debate by permission of a majority of the votes of the members of that Committee then present.
- 20.5 The Chairperson is an ex-officio member of all Board Committees. The Chairperson shall have the right to vote, but shall not be included in the quorum.
- 20.6 The general duties of all the standing committees of the Board shall be as follows:
- a) To consider and report to the Board from time to time, or whenever desired by the Board and as often as the interest of the Regional District may require, on all matters referred to them by the Chairperson or the Board or coming within their purview, and to recommend such action by the Board in relation thereto as they, the Committee, deem necessary or expedient.
 - b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to any committee for immediate action thereupon, but in such cases the instructions of

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the Board shall be specific and the Committee shall report its action in detail at the next regular or other meeting of the Board, or as specified in the instructions of the Board.

- 20.7 In the transaction of business, all Standing and Select Committees shall adhere as far as possible to the rules governing proceedings in meetings of the Board.
- 20.8 Of the number of Directors appointed to compose any standing or select committee, a majority of the Directors having among them a majority of the votes shall be a quorum competent to transact business.
- 20.9 On completion of its assignment and submission of its report to the Board, a Select Committee shall be automatically dissolved.

PART 6 - AGENDAS

21.0 Delegations

- 21.1 Individuals or groups wishing to appear before the Board may do so only if they have first notified the Chairperson, Chief Administrative Officer, or Corporate Administrator in writing before the agenda has been prepared and circulated to the Board, except on extraordinary occasions declared as such by the Chairperson.
- 21.2 Every delegation shall be allowed a reasonable time at the discretion of the Chairperson to present its petition or submission, at the meeting. The Board may dispose of the petition or submission at the meeting, refer the subject matter to a Committee or take such other action as is deemed expedient.

22.0 Rules of Order

- 22.1 In all unprovided cases in the proceedings of the Board or of its Committee(s), the most current edition of Robert's Rules of Order shall be followed to the extent those Rules are applicable in the circumstances and not inconsistent with this Bylaw, the *Community Charter* or the *Local Government Act*.

This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Procedure Bylaw No. 1964, 2021."

Certified a true and correct copy of Regional District of Bulkley-Nechako Procedure

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Bylaw No. 1964, 2021.

Corporate Administrator

READ A FIRST TIME this 21st day of October, 2021.

READ A SECOND TIME this 21st day of October, 2021.

READ A THIRD TIME this 21st day of October, 2021.

ADOPTED this day of , 2021

CHAIRPERSON

CORPORATE ADMINISTRATOR



Regional District of Bulkley-Nechako Memo

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Director of Corporate Services

DATE: November 18, 2021

SUBJECT: Electoral Area Directors' Forum – February 8-9, 2022
Local Government Leadership Academy Forum – February 9-11, 2022

RECOMMENDATION

"That Rural Directors be authorized to attend the Electoral Area Directors' Forum on February 8-9, 2022 and/or the Local Government Leadership Academy (LGLA) Leadership Forum on February 9-11, 2022."

BACKGROUND

The Electoral Area Directors' Forum is taking place in Richmond, B.C. February 8-9, 2022 followed by the LGLA Leadership Forum on February 9-11.

ATTACHMENTS

1. Electoral Area Directors' Forum
2. LGLA Forum



Electoral Area Directors' Forum 2022

Publishing Date: October 27, 2021

UBCM's Electoral Area Directors' Forum returns in 2022 as an in-person event on February 8 (afternoon) and February 9 (morning). The event provides an opportunity to discuss common issues and share potential solutions, and is open to regional district chairs, electoral area directors and alternates, and regional district staff.

The EAD Forum will be held at the Radisson Hotel Vancouver Airport in Richmond in conjunction with the Local Government Leadership Academy Forum in order to help reduce costs and provide an opportunity for delegates to attend both learning events.

If you have a topic suggestion for the 2022 EAD Forum, please send it to **UBCM** by December 1.

Please **register** by January 28, 2022. The Forum cost is \$150 plus GST, and includes a light lunch on Tuesday, coffee and tea throughout the event, a reception on Tuesday evening and a hot breakfast on Wednesday. Cancellations provided by January 28 will receive a full refund.

Please note vaccine cards will be required.

You can also **book your hotel room** at this time, and mention that you are staying with the LGLA/UBCM block.

[Home](#) › [About the UBCM](#) › [Latest News](#) › [Electoral Area Directors' Forum 2022](#)



Welcome To Forum 2022

In February of 2020, when LGLA held the annual Forum at the Radisson, no one could have possibly known that it would be precisely two years before we had the opportunity to meet again in person.

After two years, with a very successful virtual 2021 Forum and other on-line engagements under our belt, and having learned a multitude of new skills, the LGLA is ready to welcome you back to learn and share in person.

The theme for this year's Forum tells it all: ***"Leadership Under Pressure...Reflections on an Extraordinary Term"***.

Whether you are a Councillor, Mayor, Electoral Area Director, CAO or First Nation leader in a rural, small, medium sized or large metropolitan community, you have faced and stood up to pressures that really tested your leadership skills. Often there was no script; we all wrote history as we stood together while staying apart, and collaborated to come through the events of 2020-2021.

The leaders of this term have extraordinary stories and skills to share – and we all have so much we can still gain from others. Please register (<https://www.civicinfo.bc.ca/event/2022/LGLA-Leadership-Forum>) for the Forum and bring what you have learned – and still want to learn – to this much-anticipated annual event in the Local Government calendar!

Day 1 Highlights – Wednesday February 9

Registration

Main Foyer, 12:30pm-1:30pm

Opening Ceremonies

Join ***Laurey-Anne Roodenburg*** President of the Union of BC Municipalities and the Local Government Leadership Academy, plus special guests as she welcomes delegates to the 2022 LGLA Leadership Forum.

Keynote Address – Dr. Bonnie Henry

If anyone is well positioned to reflect on what they learned personally as a leader operating under pressure, it is BC's own ***Dr. Bonnie Henry***. LGLA is proud to present Dr. Henry as the 2022 Forum keynote.

Elections Education – the Campaign Ahead



Join representatives from key partner organizations, for a session related to campaign financing and other new rules impacting those that are seeking local elected office in 2022

Indigenous Realities in British Columbia

Getting a better understanding of the realities that Indigenous neighbours face can create a stronger foundation for positive local government-Indigenous relationships. Join ***Councillor John Jack, Huu-ay-aht First Nation and Alberni Clayquot Regional District Director***, as he moderates a panel of Indigenous leaders speaking about the various diverse realities for Indigenous people in BC today.

Networking Reception

Join presenters, organizers and delegates for the traditional Networking Reception to end Day 1.

Day 2 Highlights – Thursday, February 10

Breakfast

Grab some coffee, and get ready for Day 2. Breakfast to be served in the main Foyer starting 7am!

Early Morning Roundtable on Mitigating Risk

LGLA Partners: ***MFA (Municipal Finance Authority); MIA (Municipal Insurance Association)*** and ***BCAA (BC Assessment Authority)***, describe trends ahead from their own unique perspectives and the risks that local governments can face.

Navigating Social Media Conversations in a Tense Climate: Stories and Solutions

There's no question people are on edge, and rising anxiety and tensions are being played out in sharp conversations online. As high-profile local government leaders, your social media presence often bears the brunt of attacks. ***Jan Enns, Jan Enns Communications***, and an esteemed panel of leaders – who have been



actively and successfully navigating the stormy waters – tell their stories and offer solutions for grabbing control of your vessel and staying the course.

Refreshment Break

To be served in the main Foyer

LGMA Plenary – Forging a Path to Responsible Conduct

Codes of conduct are becoming increasingly common in BC, but for many it remains challenging to know where to start to decide on developing a code of conduct and how to start the conversation about creating a code of conduct around your council or board table. What do you need to know first? When is a good time to start? What would a good code of conduct look like? What do you do when the conversation gets hard? These are all good questions that should be asked along the journey of creating a comprehensive code of conduct that can reflect the commitment of a council or board to responsible conduct. Led by **Alison Habkirk, Local Government Management Association (LGMA)**, the plenary will focus on how to start and continue the conversation with your elected colleagues about creating a new, or revising an existing, code of conduct. Hear from elected leaders and staff from local governments that have had this conversation, and bring your questions!

Lunch

LGLA has invited **MLA for Penticton and Municipal Affairs Critic, Dan Ashton**, to address the delegation just before we head into a nutritious lunch served in the Foyer at noon, on Day 2.

Economic Recovery – Large and Small Communities Under Pressure

The need for economic recovery and transformation is a reality for all communities, large and small. How to adapt, attract new businesses and workers, keep vibrant centres are universal challenges and keys to economic resilience. In part I, **George P. Richard Benson, Manager, Economic Transformation, Vancouver Economic Commission** will be introducing some new trends and key elements to implementing and sustaining a new economic vision for a community. In part II, LGLA Board members **Laurey-Anne**



Roodenburg (Councillor City of Quesnelle) and **Curtis Helgesen (CAO of Bulkley Nechako)** will call on real life examples, introducing case studies from small/mid-sized communities that have executed successful transformations with a new approach to their economic development.

Impacts of Climate Change – What Is an Emergency?

Heat domes, air quality, flooding and unprecedented wild fires... BC was faced with all of these emergencies. Climate change is impacting what emergencies look like now and in the future – so local governments may need to change their definition of emergency preparedness. Communities that are pro-active and are taking steps to adapt their approach to issues such as flooding and wildfires share their experiences.

Refreshment Break

A representative of BC Green Party is expected to address the delegation just before we break for some refreshments.

Asset Management – What's Your Legacy?

Asset management provides critical information on the costs, service levels and risks associated with delivering infrastructure services. What do we want and more importantly, what are we willing to pay for? Join **Christina Benty, the former-Mayor of the Town of Golden**, as she hosts this powerful and entertaining account of why Asset Management is so important for local governments today.

Equity, Diversity and Inclusion = Belonging, Dignity and Justice;

Racism and discrimination are fundamental issues facing organizations of all kinds and society as a whole. Local governments that don't proactively tackle racism and discrimination could also expose themselves to potential legal action, for example, in relation to their workplace policies, procurement policies, and services they provide to the public.

Lidstone & Company lawyers introduce their **free model Anti-Racial Discrimination and Anti-Racism Policy** which has served as a starting point for some communities to build their first anti-racism policy. Panel discussion will feature leaders invited from some of these communities.

What Did I Learn in This Term of Office to Make Me a Better Leader



City of Kamloops Councillor Arjun Singh hosts an interactive session for members of the audience to share with a panel of leaders their thoughts on this question... and to generally reflect on their terms of office!

Networking Reception...and some Surprise Entertainment – End of Day 2

Join presenters, organizers and delegates 5:00pm-6:00pm for a second networking reception to end Day 2. Light refreshments will be served in the Foyer, as **co-hosts Jan Enns and Christina Benty** bring to stage some hidden musical talents from your fellow delegates.

Day 3 Highlights – Friday, February 11

Breakfast

Breakfast to be served in the main Foyer starting 7am on final day of Forum 2022.

Cyber Security

Join **Young Anderson's** team of Lawyers for a presentation on a new reality topic: legalities and risks associated with CyberSecurity.

Decision-Making Under Financial Pressure – Municipal Finance Authority

Local governments have to deal with financial pressures to continue to fund infrastructure and services while having to face various pressures that can erode conventional sources of income. **Peter Urbanc, the CAO of the Municipal Finance Authority**, and invited guests will explore what tools are at the disposal of local government for more stability and long term investment.

Union of BC Municipalities (UBCM) – This Hour Has 60 Minutes

UBCM Executive representatives and staff explore a number of issues, including the different elements of effective advocacy; it is not just about writing up a Resolution, but also about being prepared, reaching out to the provincial government, monitoring and following up on your issue

Mental Health and Personal Resilience



Leadership is difficult in the best of times. In this last term however, we have all had to deal with issues that were without precedent. How can leaders enhance their own personal resilience, especially at a time when the pressure was to sprint all the time even though the "race" was actually a marathon...

Address by The Minister for Municipal Affairs

A familiar face over the years at LGLA Forums, as the former Mayor of Tofino, ***The Honourable Josie Osborne***, BC's Minister for Municipal Affairs is expected to address the forum.

Forum Closing Remarks – Grand Prize Draw – Cathy Watson Award Presentation

LGLA President ***Laurey-Anne Roodenburg*** closes the Leadership Forum, announces the winner of the Grand Prize Draw and presents the Cathy Watson Award.

LGLA Forum Ends Friday February 11th at 11:30 AM

Registration Information

Cost: \$395 + GST

Registration Deadline: Friday February 4th, 2022

Cancellation Deadline: Full Refund up to and including January 28, 2022

Register via the CivicInfo link (<https://www.civicinfo.bc.ca/event/2022/LGLA-Leadership-Forum>)

Hotel Information

Radisson Vancouver Airport Hotel, Richmond

Complimentary shuttle to and from Vancouver International Airport



170

Location in the heart of Richmond, steps away from the **Canada Line**, providing easy access to Downtown Vancouver and the Vancouver International Airport

Complimentary parking for overnight guests

Complimentary use of fitness facilities and indoor pool

24 Hour Business Centre

100% non-smoking facility

Hotel Website (<https://www.radissonhotelsamericas.com/en-us/hotels/radisson-vancouver-airport>)

Rates: \$169 + Taxes Single/Double Occupancy

Please mention special LGLA Forum Delegate Rate when you reserve directly with the hotel at:
reservations@radissonvancouver.com (<mailto:reservations@radissonvancouver.com>)

Provincial Health Regulations

Local Government Leadership Academy in conjunction with the Radisson Vancouver Airport Hotel will be adhering to up to date Provincial Health Regulations, including requiring **proof of full vaccination status**.

Leave a Reply

Your email address will not be published. Required fields are marked *

Comment



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

TO: Chair and Board of Directors

FROM: Cheryl Anderson, Director of Corporate Services

DATE: November 18, 2021

SUBJECT: Regional Broadband Infrastructure Service Establishment –
Elector Response Form

RECOMMENDATION: (all/directors/majority)

That the attached Elector Response Form be approved as the Elector Response Form for Bylaw No. 1951.

BACKGROUND

At the September 23, 2021 Board meeting, staff presented a report regarding the Regional Broadband Infrastructure Service Establishment, inclusive of an Elector Response Form for the Board's approval. Staff were directed to revise the wording to better reflect the purpose of the bylaw. The revised form was presented to the Rural/Agriculture Committee for consideration at the November 4, 2021 meeting, and the Committee resolved to recommend that the Board approve the revised form.

ATTACHMENT

Elector Response Form



REGIONAL DISTRICT OF BULKLEY-NECHAKO

ALTERNATIVE APPROVAL PROCESS

ELECTOR RESPONSE FORM

Regional Broadband Infrastructure Service Establishment Bylaw No. 1951, 2021

Electoral Areas "A" (Smithers Rural), "B" (Burns Lake Rural), "C" (Fort St. James Rural), "D" (Fraser Lake Rural), "E" (Francois/Ootsa Lake Rural), "F" (Vanderhoof Rural), "G" (Houston Rural)

As an elector of the Regional District of Bulkley-Nechako, I am **OPPOSED** to the adoption of "Regional Broadband Infrastructure Service Establishment Bylaw No. 1951, 2021" which establishes a service within Electoral Areas A, B, C, D, E, F, and G of the Regional District of Bulkley-Nechako for the purposes of exploring and developing partnerships with Internet Service Providers and Telecommunications Providers to assist with the provision of these services to all residents."

I CERTIFY THAT I MEET THE FOLLOWING REQUIREMENTS:

- 18 years of age or older;
- Canadian citizen;
- resident of BC for at least 6 months immediately before signing this Elector Response Form;
- resident of OR registered owner of real property in the defined portion of the Regional District of Bulkley-Nechako for at least 30 days immediately prior to signing this Elector Response Form; and
- not otherwise disqualified by law from voting.

FULL NAME OF ELECTOR:

_____ (Please Print Full Name)

ELECTOR'S RESIDENTIAL ADDRESS:

_____ (State Full Civic Address)

SIGNATURE OF ELECTOR:

DATE:

To be completed by Non-Resident Property Electors Only

I am entitled to register as a non-resident property elector as an owner of the property located at the following address:

- ❖ A person must not sign more than one elector response form in relation to the same Alternative Approval Process.
- ❖ A person may only submit one elector response form, regardless of the number of properties owned.

Unless Alternative Approval Electoral Response Forms petitioning against the adoption of this bylaw have been received from 10% (1,218) of the eligible electors within the defined boundaries of the Regional District of Bulkley-Nechako, Bylaw No. 1951 will be deemed to have received approval of the electors.

The deadline for submitting this elector response form is **4:30 p.m. on Monday, February 21, 2022.**

The address for submission by mail or in person is:

Regional District of Bulkley-Nechako
Director of Corporate Services
Box 820, 37, 3rd Avenue
Burns Lake, B.C., V0J 1E0

Postmarks WILL NOT be accepted as the date of submission, ORIGINAL SIGNATURES ARE REQUIRED, therefore the Elector Response Forms may not be returned by fax or email.

INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

Resident Electors:

- age 18 or older;
- a Canadian citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a resident of the defined portion of the Regional District of Bulkley-Nechako for at least 30 days before signing this Elector Response Form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

Non-resident property electors:

- not entitled to register as a resident elector in the Regional District of Bulkley-Nechako;
- age 18 or older;
- a Canadian Citizen;
- a resident of British Columbia for at least 6 months immediately before signing this Elector Response Form;
- a registered owner of real property in the defined portion of the Regional District of Bulkley-Nechako for at least 30 days before signing this Elector Response Form;
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

****If there is more than one registered owner of the property, only one of those individuals, with the written consent of the majority of the owners, may register as a non-resident property elector in relation to one parcel of real property in a jurisdiction. A consent form may be obtained by contacting the Regional District of Bulkley-Nechako or at www.rdbn.bc.ca.**

****Properties registered in company/corporation names do not qualify under the *Local Government Act* to vote.**

Copies of this form may be utilized, provided that only Elector Response Forms with original signatures are submitted. Forms may also be obtained by contacting the Regional District of Bulkley-Nechako at 1-800-320-3339 or at www.rdbn.bc.ca .

INSTRUCTIONS

OPPOSED – If you are opposed to the adoption of "Regional Broadband Infrastructure Service Establishment Bylaw No. 1951, 2021" you can sign and submit an elector response form if you qualify as elector of the participating service area. All elector response forms **must** be received in the office of the RDBN no later than the deadline of **4:30 p.m. on Monday, February 21, 2022**. If you are submitting your form by mail, be advised that postmarks will not be accepted as the date of submission.

NOT OPPOSED – If you are not opposed, you need to do nothing.

A copy of the bylaw, a staff report summarizing this initiative and elector response forms are available on the RDBN website at www.rdbn.bc.ca and at the RDBN office (37, 3rd Avenue, Burns Lake, BC) Monday to Friday from 8:30 a.m. to 4:30 p.m., excluding statutory holidays.

For further information contact: Cheryl Anderson, Director of Corporate Services or Wendy Wainwright, Executive Assistant at (250) 692-3195 or 1-800-320-3339.



Regional District of Bulkley-Nechako

To: Chair Thiessen and Board of Directors
From: John Illes, Chief Financial Officer
 Nellie Davis, Manager of Regional Economic Development
Date: November 18, 2021
Re: Final Covid Allocation

Recommendation (All/Directors/Majority):

That the Board allocate \$62,800 of the remaining unallocated Covid-19 provincial grant to general administrative government.

And that the Board allocate \$165,019.33 of the remaining unallocated Covid-19 provincial grant to Electoral Area Covid Grant in Aid divided between all Electoral Areas.

Background:

Provincial staff have reached out and clarified that before the end of the calendar year, the full amount of the Covid-19 grant must be allocated between the Regional District services. There is currently \$227,819.33 of unallocated grant funding. Of this amount \$62,800 was allocated to the entire Board to distribute and \$165,019.33 was allocated to the Electoral Area Directors.

Staff are proposing the remaining \$62,800 of grant funds that were not assigned to the Electoral Area Directors to distribute, be allocated to general administrative government for the continuing of additional safety supplies and protocols and for additional IT equipment and security work.

Table 1 below provides the current allocation and the actuals up until the end of October. Computer and information technology equipment was more expensive than originally budgeted while some appropriate expenditures were made such as touchless lavatory facets that were not originally anticipated.



Table 1

Funds spent as of Oct 31, 2021		
2020 Purchases		\$ 100,372.41
2021 Purchases:		
Increased Janitorial		\$ 12,000.00
Working from home: High End Laptops for Planning Dept.		\$ 9,239.45
Working from home: Regular Laptops for Other Depts.		\$ 30,207.11
Audio-Visual for Board Room		\$ 114,430.78
Upgrade of Firewall for work at home support		\$ 20,388.32
Upgrade of Firewall for remote email access support		\$ 8,931.93
Masks, Gloves, Sanitizer Supplies for Office and Field		\$ 7,500.00
Touchless Faucets		\$ 7,847.90
Total 2020 and 2021		\$ 310,917.90
2021 Electoral Areas		\$ 181,325.19
Total 2020 and 2021		\$ 492,243.09
Unspent		
Unallocated Electoral Areas		\$ 165,019.33
Allocated but Unspent Electoral Areas		\$ 168,909.48
Unallocated General Government		\$ 62,800.00
Allocated but Unspent General Government		\$ 8,028.10
TOTAL GRANT RECEIVED		\$ 897,000.00

The Electoral Area Directors allocated an initial \$132,047 to Covid Grant in Aid (distributed by population) followed by an additional \$43,187.67 to cover allocation deficits. A second allocation of \$175,000 was made at the last Committee Meeting to Covid Grant in Aid (based on population). This left \$165,019.33 unallocated.

Staff are proposing that this amount be split between the seven Electoral Areas for Covid-19 Relief Grants via either option 1 or 2 below.

**Option 1: Distributed evenly****Option 2: Distributed by Population**

\$165,019.33/7	Amount	Divided by population	Amount
Area A	\$ 23,574.19	Area A	\$ 53,401.16
Area B	\$ 23,574.19	Area B	\$ 19,690.15
Area C	\$ 23,574.19	Area C	\$ 14,376.45
Area D	\$ 23,574.19	Area D	\$ 14,955.58
Area E	\$ 23,574.19	Area E	\$ 16,184.94
Area F	\$ 23,574.19	Area F	\$ 37,236.54
Area G	\$ 23,574.19	Area G	\$ 9,174.51
Total	\$ 165,019.33	Total	\$ 165,019.33

With this final Electoral Area allocation, the opportunity will still exist in 2022 for each Director to consider an allocation to their associated municipality as discussed in the memo that appeared on the Rural/Agriculture Committee on September 9, 2021



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Nellie Davis, Manager of Regional Economic Development
Date: November 18, 2021
Regarding: **Federal Gas Tax – Area “A” (Smithers Rural)**
Bulkley Valley Cross Country Ski Club – Equipment Shed Upgrade

Recommendation:

- 1) That the RDBN Board of Directors authorize contributing up to \$45,000.00 of Electoral Area ‘A’ (Smithers Rural) Federal Gas Tax allocation monies to a Recreation Infrastructure Project at the Bulkley Valley Cross Country Ski Club, and further,
(All/Directors/Majority)
- 2) That the RDBN Board of Directors authorize the withdrawal of up to \$45,000.00 from the Federal Gas Tax Reserve Fund.
(Participants/Weighted/Majority)

Background:

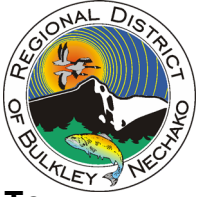
The BV Cross Country Ski Club is planning upgrades to the equipment shed to extend the building’s life expectancy another fifty years. This project is one of our critical infrastructure upgrades identified in the group’s latest management plan

The club will incorporate fire smart design requirements in the upgrades to reduce risk of loss in the event of wildfire. Safe and clean storage of equipment is critical to the long term success of the ski club as equipment is a large cost for our club and needs to be stored in a safe and dry environment.

Total uncommitted Gas Tax Funds remaining in Electoral Area ‘A’ allocation is \$1,084,898.26.

Director Mark Fisher is supportive of this project and of accessing additional Federal Gas Tax Funds in the amount of up to \$45,000.00 from Area ‘A’ for this Recreation Infrastructure project.

A Board resolution is required to contribute additional Federal Gas Tax Funds to this project.



Regional District of Bulkley-Nechako Board of Directors Memorandum

To: Chair and Board of Directors
From: Nellie Davis, Manager of Regional Economic Development
Date: November 18, 2021
Subject: COVID-19 Relief Fund Applications

RECOMMENDATION

(all/directors/majority)

That the Board approve the following Applications for COVID-19 Relief Funds.

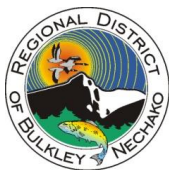
Background:

Community Group	Project	Amount
Area 'A' (Smithers Rural)		
Treehouse Housing Association	Insurance, Utilities, Cleaning Supplies	\$11,396.11
Area 'B' (Burns Lake Rural)		
Lakes District Fair Association	Facility Repair	\$356.27
Burns Lake Paintball Association	Insurance	\$2,675.00
Burns Lake District Seniors Society	Rent and Storage Fees 2020/21	\$4,000.00
Area 'C' (Fort St; James Rural)		
Area 'D' (Fraser Lake Rural)		
Area 'E' (Francois/Ootsa Rural)		
Area 'F' (Vanderhoof Rural)		
Cluculz Lake Community Hall	Insurance and Hydro into 2022	\$6,397.73
Area 'G' (Houston Rural)		
Topley Fire Department	PPE and Sanitization Supplies	\$1,612.23

At the October Rural Committee meeting, Rural Directors approved an additional allocation of \$175,000.00 divided by population to Electoral Area Services for grants to community groups. This Table below shows the starting balance and funding requested through Electoral Area Services.

COVID-19 Relief Funds (up to November 8, 2021 – includes requests on this memo)

Electoral Area	Starting Balance	Funding Allocated	Funds Remaining
A – Smithers Rural	\$ 56,630.95	\$25,310.14	\$31,320.82
B – Burns Lake Rural	\$ 20,881.05	\$16,559.85	\$4,321.20
C – Fort St. James Rural	\$ 15,245.97	\$0	\$15,245.97
D – Fraser Lake Rural	\$ 15,860.12	\$1,739.50	\$14,120.62
E – Francois/Ootsa Rural	\$ 17,163.83	\$0	\$17,163.83
F – Vanderhoof Rural	\$ 39,488.67	\$6,397.73	\$33,090.94
G – Houston Rural	\$ 9,729.41	\$1,612.23	\$8,117.18
Total	\$175,000.00	\$51,619.45	\$123,380.55



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
 From: Shari Janzen, Economic Development Assistant
 Date: November 18, 2021
 Regarding: **Tourism Cost-Sharing Partnership Reports**

Recommendation:

Receive

Background:

The RDBN participates in four tourism cost sharing partner programs. All partner programs are supported by cost-sharing from Destination BC's Cooperative Marketing Partnerships Program or other funding programs.

Through these partnerships we have been able to maximum dollars for leveraging as well as attract larger audiences. Partner programs websites or landing pages drive traffic back to the www.visitbulkleynechako.ca website, which includes information and links to all member municipality tourism websites. Partner campaigns are also shared on our [Visit Bulkley-Nechako Facebook](#) page.

2020 and 2021 marketing initiatives were significantly impacted by restrictions to travel and marketing all areas of the province due to Public Health Orders. Partner campaigns took the opportunity to collect photo and video assets and are preparing for early launches in the 2022 travel season.

2021 Actuals	RDBN	Other Partners	Destination BC	NDIT	Total
Ride North	\$ 3,000.00	\$ 15,000.00	\$ 23,000.00	\$ -	\$ 41,000.00
Go North RV	\$ 2,500.00	\$ 17,500.00	\$ -	\$ 20,000.00	\$ 40,000.00
Route 16	\$ 2,500.00	\$ 40,000.00	\$ 71,100.00	\$ -	\$ 113,600.00
Northwest BC	\$ 2,000.00	\$ 16,000.00	\$ 25,000.00	\$ -	\$ 43,000.00
	\$ 10,000.00	\$ 88,500.00	\$ 119,100.00	\$ 20,000.00	\$ 237,600.00
2022 Budget	RDBN	Other Partners	Destination BC	NDIT	Total
Ride North	\$ 4,000.00	\$ 20,000.00	\$ 24,000.00	\$ -	\$ 48,000.00
Go North RV	\$ 2,500.00	\$ 17,500.00	\$ -	\$ 20,000.00	\$ 40,000.00
Route 16	\$ 5,000.00	\$ 35,000.00	\$ 40,000.00	\$ -	\$ 80,000.00
Northwest BC	\$ 3,000.00	\$ 24,000.00	\$ 27,000.00	\$ -	\$ 54,000.00
	\$ 14,500.00	\$ 96,500.00	\$ 91,000.00	\$ 20,000.00	\$ 222,000.00

For 2020 and 2021, Destination BC amended budgets and the application process to make the partnerships easier to manage through the pandemic in 2020 and 2021.

Go North RV

gonorthrv.com

A data lead campaign targeting RV enthusiasts and owners in BC and Alberta and encouraging them to travel Northern BC.

The campaign capitalized on demand for travel adventures by using AdWords, programmatic digital ads, social media and paid social media to reach its audience.

Find the Go North RV Campaign Summary Report here:

https://www.rdbn.bc.ca/application/files/4416/3639/1426/Go_North_RV_2021_Report-20211103CY_16yDSJ.pdf

Ride North

mountainbikingbc.ca/ride-ideas-road-trips/ride-north

A campaign targeting mountain biking enthusiasts and encouraging them to travel to the mountain biking communities along Highway 16.

Using social display, Facebook, and Instagram the campaign has generated thousands of conversions and strong click through rates.

Find the Ride North Fall 2021 Report here:

https://www.rdbn.bc.ca/application/files/8616/3639/1426/Ride_North_Fall_2021_Report-20211104CY_16yDSJ.pdf

Northwest BC

visitnorthwestbc.ca

Launched in early August, a targeted digital marketing campaign was deployed to promote the 10-community partners.

Social media, programmatic digital display and paid social media was used to reach and build engagement with the desired audiences.

Find the Northwest BC Summer Campaign Report here:

https://www.rdbn.bc.ca/application/files/9816/3639/1425/NWBC_Summer_2021_Report-20211103CY_16yDSJ.pdf

Route 16

route16.ca

A campaign targeting motorcycle enthusiast and encouraging motorcycle touring from Mount Robson to Prince Rupert.

With the use of social media and paid social media the campaign generated almost half a million total impressions.

Find the Route 16 Summer 2021 Report here:

https://www.rdbn.bc.ca/application/files/4016/3648/5374/Route16_Summer_2021_Report-20211103CY_16yDSJ.pdf



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Thiessen and Board of Directors

FROM: Taddea Kunkel, First Nations Liaison

DATE: November 18, 2021

SUBJECT: Truth and Reconciliation Calls to Action

RECOMMENDATION: (all/directors/majority)

To receive/discuss.

BACKGROUND

As part of the RDBN's efforts for creating space to discuss the Truth and Reconciliation Commissions' 94 Calls to Action and how to support local First Nations in their advocacy for reconciliation efforts in the region, staff has prepared this memo to discuss the Calls to Action that focus on the legacy of Residential Schools, education, and language and culture.

In response to past Board discussions, any identified resources will be included on future reports.

CALLS TO ACTION FOR DISCUSSION

Legacy of Residential Schools and Education.

11. We call upon the federal government to provide adequate funding to end the backlog of First Nations students seeking a post-secondary education.

12. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.

Legacy of Residential Schools and Language and Culture.

13. We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights.

14. We call upon the federal government to enact an Aboriginal Languages Act that incorporates the following principles:

- i. Aboriginal languages are a fundamental and valued element of Canadian culture and society, and there is an urgency to preserve them.
 - ii. Aboriginal language rights are reinforced by the Treaties.
 - iii. The federal government has a responsibility to provide sufficient funds for Aboriginal-language revitalization and preservation.
 - iv. The preservation, revitalization, and strengthening of Aboriginal languages and cultures are best managed by Aboriginal people and communities.
 - v. Funding for Aboriginal language initiatives must reflect the diversity of Aboriginal languages.
15. We call upon the federal government to appoint, in consultation with Aboriginal groups, an Aboriginal Languages Commissioner. The commissioner should help promote Aboriginal languages and report on the adequacy of federal funding of Aboriginal-languages initiatives.



Regional District of Bulkley-Nechako Memorandum

To: Chair Thiessen and Board of Directors
From: Michelle Roberge, Regional Agriculture Coordinator, East
Date: November 18, 2021
Regarding: Growing Opportunities Newsletter Update

Recommendation:

Receipt.

Background:

Attached is Issue #5 (October 2021) of the *Growing Opportunities* newsletter for your receipt.

The Agriculture Coordinators encourage all Directors to subscribe to the newsletter.

The online subscription link is available on our website here:

<https://www.rdbn.bc.ca/departments/agriculture/growing-opportunities-rdbn-ag-newsletter>

GROWING OPPORTUNITIES

Bulkley-Nechako Agriculture Update



October 2021, Issue 5

AG TEAM UPDATE

Happy B.C. Ag Day! Did you know that October 26 is B.C. Ag Day? This day recognizes the importance of agriculture in our local, regional and BC-wide food security and economy. Read the official statement.

This past month was a busy one for our Ag Coordinators. In addition to fielding calls from producers, Megan and Michelle attended RDBN Board meetings, took part in a Regional Agriculture Support initiative, and attended the virtual RegenBC Conference on September 27-29. They also learned more about the outcomes of Director Mark Parker's UBCM call with the Minister of Agriculture and have been having many conversations about different regional slaughter options for livestock producers. Read below to learn more about what our Ag Team has been up to this month!

Producer Organization Spotlight!

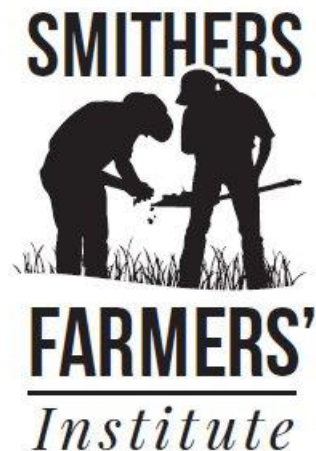
Smithers Farmers' Institute

Each month we hope to feature an agriculture organization in the RDBN. To start it off, here is your introduction to the Smithers Farmers' Institute.

The Smithers Farmers' Institute (SFI) has been around for over 100 years. Originally formed to serve farmers and ranchers residing in the Glentanna and Driftwood areas, the SFI has expanded to support a much broader geographic area. The Smithers Farmers' Institute is an umbrella agriculture organization and is thus open to all producers. They currently have members who own and operate dairy operations, vegetable and flower farms, cow/calf operations as well as small mixed farm producers and apiarists.

Over the years, and primarily pre-Covid, the SFI has held an annual Gala as well as several conferences and workshops. From topics like grass-finished beef to how to build a northern greenhouse, the SFI has brought in experts from across the continent to speak with local producers and ranchers on topics that impact their operations. As well, the SFI has built relationships with research institutes and organizations like UNBC, Young Agrarians, the BC Climate and Agriculture Initiative and the BC Agriculture Council. The SFI has contributed to the local agriculture community by collaborating on research and demonstration projects within our region.

Being a member of the SFI gives you connection to the farming and ranching community in the Smithers and Telkwa areas. The Board of Directors meet on a regular basis and host an AGM for the members in the spring of each year (although this year it will be in November). Members get to be part of a proactive organization that works hard to support and grow the agriculture industry in our part of the northwest. Members get a subscription to Country Life magazine and have access to farm machinery and equipment rentals! Go to the [Smithers Farmers' Institute website](#) to learn more!



186 RDBN Slaughter License Survey Results

In September the RDBN Ag Team issued a survey regarding the new Provincial Slaughter Regulations that came into effect October 1. Thank you to all those that responded to the survey!

In total, 31 producers responded to the survey, with 69% coming from the West (Burns Lake/Southside to Smithers), and 31% from the East (Fraser Lake, Vanderhoof, Fort St. James). No survey results were recorded from Areas C-Fort St. James and B-Burns Lake. Some of the key findings from the survey include:

Of the producers that responded, **46% said they 'would' or 'definitely would'** consider obtaining either a Farmgate or Farmgate Plus license.

Producers in **Vanderhoof and Fraser Lake** areas were more likely to consider obtaining a new license than producers in other parts of the region.

Of the producers that would consider getting a license, **73% would apply for the Farmgate Plus license**. Farmgate Plus enables the license holder to slaughter up to 25 animal units (i.e., 25,000 lb); animals can be their own or they can do custom slaughter. Note - meat needs to be labeled "Not Government Inspected".

Across the RDBN, **small- and medium-sized operations** were most likely to consider obtaining a slaughter license. Larger operations (described as greater than 300 animals, not animal units) were less likely to consider obtaining a Farmgate or Farmgate Plus license.

Infrastructure, overall expense, and access to skilled labour were identified as the predominant obstacles to getting a slaughter license. Although insurance and grey water were considered by fewer producers to be limiting overall, these factors were more of a concern to producers living in the western part of the RDBN.

These results are helping to inform next steps for the RDBN Ag Team as we look to support regional producers access meat slaughter and cut/wrap services (cut/wrap is outside the scope of the BC Slaughter License system). Slaughter and subsequent meat processing services are critical to maintaining current levels of production and supporting the region's economy and food security. If you are considering a licence, we encourage you to call the RDBN to hear more about the process. **License applications may require communication regarding RDBN bylaws, and we are here to assist you with those steps.**



Clean up the farm with Cleanfarms!

Cleaning up the farmyard and fields before the snow flies – or getting ready to feed wrapped hay and silage this winter?

Be sure to head to your local Transfer Station and pick up recycle bags for your twine, hay wrap, silage bags and bunker covers.

RECAP

On Monday, September 13, 2021 Rural Committee Chair Mark Parker spoke with Minister of Agriculture Hon. Lana Popham as part of the Union of BC Municipalities Annual Convention. Chair Parker had 20 minutes to speak with the Minister about some of the key topics concerning producers within the Regional District of Bulkley-Nechako – the new slaughter licenses, lack of vets and the SPCA unannounced visits to producer farms.

Starting with the new **slaughter regulations** (Farmgate and Farmgate Plus), Chair Parker stressed the fact that the new regulations do not directly address the processing issues – access to slaughter and cut & wrap services – experienced by producers in the RDBN. Chair Parker stressed that the focus needs to be on the Class A and B abattoirs in our area as these facilities manage the volume of animals grown in the north. We as a region are at risk of losing the Abattoirs due in large part to the lack of skilled labour. The lack of both trained staff and local access to training jeopardizes the year-round operation of the Abattoirs. Chair Parker's goal was to make the Minister aware that support is needed for the Abattoirs and that support can come from creating new opportunities for education and training in the north as well as removing current barriers to that training.

Next, Chair Parker spoke about the **unannounced site visits that are being conducted by the BCSPCA** and producer group recommendations that producers have a vet onsite during those visits. The tremendous shortage of veterinarians in the region leaves little to no veterinarian availability to support producers if they were to have an on-farm visit from SPCA. It is a case of the cart before the horse – if ranchers are not able



to access regular vet care for their animals leading up to an inspection, how will they be able to access a vet on short notice for an SPCA unannounced inspection? Chair Parker made the point that the issue around access to vets should be addressed before the region should expect unannounced visits from the SPCA.

Following closely on the BCSPCA discussion, Chair Parker stressed again the **lack of vets** in the region and asked the Ministry to lobby strongly with the Ministry of Advanced Education to double the number of seats available to BC students at the Western College of Veterinary Medicine in Saskatchewan (there are currently only 20 seats per year subsidized for applicants from BC). He stressed that this issue is a priority. The RDBN is asking the Ministry of Agriculture to work with the Ministry of Advanced Education to double the number of seats to BC students so there is a better chance to address our provincial vet shortage. In addition, the RDBN is advocating that the Ministries explore the option of establishing a local/BC-based veterinary college to address shortages over the long term.

The concerns and comments from Chair Parker were well received and the Minister's office has requested a follow-up meeting with the RDBN and Chair Parker to further discuss these issues. Chair Parker will be meeting with one of the Assistant Deputy Ministers of Agriculture on November 5.

More to follow in an upcoming GO Newsletter!

Funding Opportunities for Infrastructure

On-Farm Infrastructure

This is a cost-sharing granting program for farmers, growers, ranchers, or packers to fund food safety improvements to their operations. This includes equipment purchase and facility, and food safety improvements. The last day to submit an application is **December 31, 2022**.

[Go to Provincial Grant](#)

United Way BC Food Infrastructure

This funding opportunity is open to community food-based organizations and groups located in remote, rural, and Indigenous communities. The grant is for projects between \$5,000 and \$20,000 (\$30,000 for co-operatives) for new or existing projects or programs. **Due December 15, 2021**.

[Go to UW Grant](#)



regenBC

Conference Summary

The **RegenBC conference** featured speakers/experts from all parts of the province, and included government officials, researchers, producers, consultants, and innovators. The three evenings of the conference were split into main topic areas: climate change and agriculture, regenerative agriculture, and innovations and technology and agriculture.

So what is Regenerative Agriculture? It is a set of principles that work together to restore and maintain soil health to produce better crops, healthier animals, and more sustainable land. The five key principles of regenerative agriculture include:

1. Minimize soil disturbance to maintain and grow soil microbial and fungal communities.
2. Keep the soil covered to reduce erosion and the impacts of rain, and to sequester carbon.
3. Keep living roots in the soil to support soil stability.
4. Grow a diverse range of crops to increase biodiversity of beneficial plants and insects and reduce the risk of disease and pests, and the need for chemical sprays.
5. Graze the land with animals to add nutrients back to the soil and stimulate growth in the plants.

Regenerative Agriculture principles serve to address climate change. In combination, the principles of regenerative agriculture result in an overall increase of soil organic matter, which then increases the amount of carbon sequestered or stored in the soil. This reduces losses to the atmosphere. Significant increases of carbon dioxide in the atmosphere (as well as other greenhouse gases like methane and nitrous oxide) over the last few decades have enhanced the greenhouse effect so that more heat is being trapped and subsequently average temperatures across the globe have increased, including noticeable changes here in the RDBN.

Regenerative Agriculture principles also help reduce the reliance on chemical inputs such as fertilizers and herbicides or pesticides. Reducing inputs can be cost-effective and may reduce the overall impact that the farm/ranch has on the environment (e.g., risk of contamination to water systems). Regenerative principles can lead to higher quality forage and crops, as well as providing a more diverse plant community for livestock to graze. Overall, regenerative agriculture practices can have a significant positive impact at multiple scales.

If you have questions about the conference speakers or topics and innovations that were discussed, give Megan or Michelle a call!

Please let us know what you'd like to see in the next Growing Opportunities eNewsletter!

Megan D'Arcy

(West - Areas A, B, E, G; Smithers, Telkwa, Houston, Granisle, Burns Lake, South Side)
250-692-0783
megan.darcy@rdbn.bc.ca

Michelle Roberge

(East - Areas C, D, F; Vanderhoof, Fort St. James, Fort Fraser, Fraser Lake, Endako)
250-570-8772
michelle.roberge@rdbn.bc.ca



BRITISH
COLUMBIA

VIA EMAIL

Ref: 621127

October 25, 2021

Chair Gerry Thiessen
and Members of the Board
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake BC V0J 1E0
Email: mayor@district.vanderhoof.ca

Dear Chair Thiessen and Members of the Board:

Thank you to your delegation for meeting with ministry representatives during this year's virtual Union of BC Municipalities (UBCM) Annual Convention process. I would also like to thank you for your October 8, 2021 follow up letter. Throughout the COVID-19 pandemic, we have continued to adapt and develop new approaches to how we conduct our work. I am pleased that our governments have had the chance to connect and I want to thank your delegation for its flexibility with provincial appointments this year.

As the Attorney General and Minister responsible for Housing, I write to acknowledge topics raised during our conference call, including the need for shelter spaces and complex care housing.

I appreciate hearing about the housing challenges in your region. We know homelessness and encampments are an issue in many communities across the Province and responding can be complex and sensitive. We have heard from people experiencing homelessness across the province how important it is to access basic services, find the right supports and affordable housing, and feel a sense of belonging in their community.

The ministry is working closely with the Ministry of Mental Health and Addictions and the Ministry of Health to develop complex care housing, which will provide an enhanced suite of services to people with complex needs that are not adequately supported in existing supportive housing. Local and regional governments are key partners in responding to homelessness and we look forward to working with you to support people in your community who are experiencing or at risk of or experiencing homelessness.

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Chair Gerry Thiessen
and Members of the Board
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I encourage you to reach out to Amy Wong, BC Housing's Regional Director for Development for the North (awong@bchousing.org), to discuss funding opportunities. BC Housing welcomes discussions on an ongoing basis with partners interested in developing new housing through various funding streams. More information is available online at: bchousing.org/projects-partners/funding-opportunities.

I also appreciate you raising the issue of the Northwest BC Resource Benefits Alliance. The Province recognizes that strong partnerships are essential to addressing issues facing people throughout British Columbia, and we will continue to work closely with the Resource Benefits Alliance and its communities to strengthen economic development in Northwest BC.

Thank you, again, to your delegation for the meeting.

Yours truly,



David Eby, QC
Attorney General and
Minister Responsible for Housing

pc: Angela Cooke, Associate Deputy Minister
Cheryl May, Assistant Deputy Minister
Douglas Scott, Deputy Minister, Crown Agencies Secretariat
Shayne Ramsay, CEO, BC Housing
Amy Wong, Regional Director for Development for the North, BC Housing
Mayor Gladys Atrill, Town of Smithers
Curtis Helgesen, Chief Administrative Officer, Regional District of Bulkley-Nechako

BRITISH
COLUMBIA

VIA EMAIL

Ref. 623561

October 19, 2021

His Worship Gerry Thiessen
Chair of the Regional District of Bulkley-Nechako
PO Box 820
Burns Lake BC V0J 1E0
Email: mayor@district.vanderhoof.ca

Dear Chair Gerry Thiessen:

We are writing to follow-up on our September 8, 2021, virtual meeting at this year's Union of BC Municipalities Convention, as well as acknowledge your September 8, 2021 follow up letter sent after the meeting. It was a very good opportunity for us to hear first-hand from you the matters of importance to you and your community that relate to the emergency management portfolio centred around disaster relief and recovery funding, as well as policy and practices regarding "stay and defend" matters. As well, we discussed the need for additional revenue in the Regional District to fund 9-1-1 services, in particular the request that the Province create a provincial 9-1-1 levy on wireless device.

We certainly appreciate your keen interest in emergency management given the responsibilities that local governments have under the *Emergency Program Act*, as well as your commitment for the safety and security of the people of the Regional District of Bulkley-Nechako. As you well know, the global pandemic has been a significant challenge to us all, and the wildfires this summer have been particularly challenging. We want to recognize the leadership you have demonstrated to your residents and community during this particularly difficult time.

As we discussed, the Disaster Financial Assistance (DFA) program provides compensation for uninsurable losses caused by natural disasters. DFA is available to local governments, First Nations, and private citizens when an event is declared eligible, and eligibility for events and applicants is determined on a case-by-case basis. During case reviews, the Province assesses factors such as the event and damage severity, whether it was unpredictable, and how many people were affected. We note your concern with the administrative costs associated with other forms of disaster relief funding delivered by outside organizations on behalf of the Province and your view that regional districts are in a better position to provide programming on behalf of your residents.

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His Worship Gerry Thiessen
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We also spoke about “shelter-in-place” or “stay and defend” rights and risks, the pressure it causes the Regional District, and instances where individuals made the decision to stay to protect livestock and structures despite evacuation orders. We are aware that this is a complicated issue and the risk assumed by those who refuse evacuation orders, not only to themselves but also to first responders. Emergency Management BC (EMBC) and the BC Wildfire Service are continuing to develop updated and clear messaging regarding evacuation reluctance and order compliance, and as stated in the meeting, we welcome any feedback you can provide to staff at the EMBC Northwest Regional Office in Terrace.

We very much appreciate the benefits your communities have realized with support provided through the various streams of the Community Emergency Preparedness Fund (CEPF), and we are pleased with Minister Josie Osborne’s announcement at the Convention of a new round of funding intakes for the winter of 2021/2022 (www.ubcm.ca/about-ubcm/latest-news/new-emergency-preparedness-funding-intake). We remain committed to working with our colleagues to explore further financial opportunities to support communities with their emergency management priorities.

We would like to mention again that the Province is continuing work on the modernization of our emergency management legislation, using the valuable and varied feedback provided by local authorities and other key partners. The Compensation and Disaster Financial Assistance Regulation is a priority for improvement revisions during this modernization.

As you know, we had to pause broad engagement over summer due to severe wildfire activity. That has shifted our target for introducing new legislation to fall 2022 to allow adequate time for this critical work. When broad engagement resumes this fall, we will provide an update on the overall legislative direction, which will be followed by a phased approach to regulation development and implementation planning. As always, your support and participation in this process is deeply valued.

In regard to 9-1-1 service, we understand the importance of the role that 9-1-1 emergency communications plays in the delivery of emergency services, and that the decreased revenue from traditional funding sources such as landline levies have been a challenge for the Regional District. We are also aware that impending upgrades of the system to Next Generation 9-1-1, which will bring needed modernization to the system, will have financial implications.

The Province is interested in supporting local governments efforts to both establish and maintain 9-1-1 services and recognize its role in the promotion of public safety. Ministry staff will undertake further work on your recommendation to establish a 9-1-1 call answer levy on wireless phones and, in recognition that this is a cross-Ministry issue, will work with our colleagues at the Ministry of Municipal Affairs.

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His Worship Gerry Thiessen
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Again, thank you for taking the time to meet.

Sincerely,



Mike Farnworth
Minister of Public Safety
and Solicitor General



Jennifer Rice
Parliamentary Secretary
for Emergency Preparedness

pc: The Honourable Nathan Cullen
Tara Richards, Deputy Minister, Emergency Management BC
Madeline Maley, Assistant Deputy Minister

Regional District of Bulkley-Nechako

Action List - October 2021 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
C.W.2021-9-3 Committee of the Whole Meeting October 7, 2021	2022 UBCM Community Resilience Investment Grant	Submit a UBCM Community Resilience grant application that includes an amended letter requesting that they waive the stipulation that rebate funding can only be 50% of the funding for the activities listed in the 2022 FireSmart Community and Supports Program & Application Guide Table 3; and further, that the letter be forwarded to neighboring Regional Districts.	Deb JM	In Progress	
Natural Resources Committee Meeting October 7, 2021	Delegation Thank You Letter	Write a thank you letter to Ken Nielsen, General Manager, Chinook Community Forest and Gord Pratt, Operations Manager, Forest Enhancement Society of BC for attending the meeting and providing an update regarding the 2018 Wildfire Salvage.	Geraldine	Completed	8-Nov-21
RDC.2021-8-5 Rural/Agriculture Committee October 7, 2021	COVID-19 Relief Funds - Allocation to Electoral Area Services	The COVID-19 Relief Funds to Electoral Area Services be allocated as follows: -Area A - \$56,630.96 -Area B - \$20,881.05 -Area C - \$15,245.97 -Area D - \$15,880.12 -Area E - \$17,163.83 -Area F - \$39,488.67 -Area G - \$9,729.41.	John	Completed	
RDC.2021-7-6 Rural/Agriculture Committee October 9, 2021	COVID-19 Relief Funds Application Approval	That notification be provide for the following application for COVID-19 Relief Funds: -Electoral Area A - Smithers District Chamber of Commerce - Live, Love, Local Campaign - \$5,000.	Nellie	Completed	
Board Meeting October 23, 2021	Delegation Thank You Letter	Write a thank you letter to Corrin Peet, Assistant District Manager, Fort George District and Rosemary Barnewall, District Program Manager, Bulkley-Stikine District for attending the meeting to discuss Highway Safety.	Geraldine	Completed	8-Nov-21
2021-12-17 Board Meeting October 21, 2021	Grant in Aid Request - Lakes Literacy	Write a letter and provide Lakes Literacy \$4,497.75 in Grant in Aid monies, \$2,248.87 (50%) from Electoral Area "B" (Burns Lake Rural) and \$2,248.88 (50%) from Electoral Area "E" (Francois/Ootsa Rural) for repairs and maintenance on the W.O.W Bus.	Nellie	Completed	
2021-12-18 Board Meeting October 21, 2021	COVID-19 Relief Funds	Write a letter and contribute COVID-19 Relief Funds to the following Applications: Electoral Area "B" (Burns Lake Rural) -Lakes District Family Enhancement Society - Insurance and Rent for Ashurst Children's Center - \$7,066.50 Electoral Area "D" (Fraser Lake Rural) -Fraser Lake Saddle Club - Insurance, Utilities, Facility Maintenance - \$1,730.50	Nellie	Completed	

Regional District of Bulkley-Nechako

Action List - October 2021 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2021-12-19 Board Meeting October 21, 2021	Federal Gas Tax - Area "F" (Vanderhoof Rural) Cluculz Lake - Septic System Upgrade	1. Contribute up to \$18,585.00 of Electoral Area "F" (Vanderhoof Rural) Federal Gas Tax allocation monies to a Fire Hall Project at the Cluculz Lake Fire Hall. 2. That the Board authorize the withdrawal of up to \$18,585.00 from the Federal Gas Tax Reserve Fund.	Nellie	Completed	
2021-12-20 Board Meeting October 21, 2021	Federal Gas Tax - Area "A" (Smithers Rural) Village of Telkwa - Riverside Accessibility Project	1. Contribute up to \$37,500.00 of Electoral Area "A" (Smithers Rural) Federal Gas Tax allocation monies to a Recreation Infrastructure Project for the Village of Telkwa. 2. That the Board authorize the withdrawal of up to \$37,500.00 from the Federal Gas Tax Reserve Fund.	Nellie	Completed	
2021-12-21 Board Meeting October 21, 2021	Meeting Request to Minister Farnworth re: Potential Solution for 'Stay & Defend'	Provide a letter to Minister Franworth requesting a meeting with the Ministry and the RDBN to discuss potential solutions to 'Stay & Defend' issues.	Deb JM	Completed	
2021-12-27 Board Meeting October 21, 2021	BVLD Airshed Management Society - Request for Letter of Support	Provide a letter to the BVLD Airshed Management Society in support of the Wood Stove Exchange Program.	Wendy	Completed	
2021-12-26 Board Meeting October 21, 2021	Letter to the Honourable Rob Fleming, Minister of Transportation and Infrastructure re: Fort Fraser Annual Average Daily Traffic (AADT) Data Collection Station	That the Board write a letter to the Honourable Rob Fleming, Minister of Transportation and Infrastructure regarding the permanent Fort Fraser Annual Average Daily Traffic (AADT) data collection station being inoperable since 2014 and that it be repaired promptly; and further, that additional permanent AADT data collection stations be installed between Fort Fraser and the Kitwanga East AADT data collection station.	Wendy	Completed	10-Nov-21