

AGENDA

MEETING NO. 11

September 22, 2022

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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, September 22, 2022****First Nations Acknowledgement**

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – September 22, 2022</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-17	Board Meeting Minutes – August 11, 2022	Approve
18-23	Committee of the Whole Meeting Minutes - September 8, 2022	Receive
24-26	Natural Resources Committee Meeting Minutes - September 8, 2022	Receive
27-28	Rural/Agriculture Committee Meeting Minutes - September 8, 2022	Receive
29-31	Waste Management Committee Meeting Minutes - September 8, 2022	Receive

DELEGATION**TETRA TECH**

**Lauren Quan, PEng., Lead, Manitoba Solid Waste Management
Jeremy Reid, EIT Project Engineer
RE: Cost Recovery**

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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING</u>	<u>ACTION</u>
	<u>Temporary Use Permit</u>	
32-58	Jason Llewellyn, Director of Planning -Temporary Use Permit No. G-01-22 Electoral Area G (Houston/Granisle Rural)	Recommendation
	<u>Development Variance Permit</u>	
59-67	Cameron Kral, Planning Technician -Development Variance Permit No. B-01-22 Electoral Area B (Burns Lake Rural)	Recommendation
	<u>DEVELOPMENT SERVICES</u>	
	<u>ALR Application</u>	
68-81	Cameron Kral, Planning Technician -ALR Non-Adhering Residential Use Application No. 1246 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>Land Referrals</u>	
82-86	Rowan Nagel, GIS/Planning Technician -Withdrawal from Disposition Referral Electoral Area C (Fort St. James Rural)	Recommendation
87-88	Rowan Nagel, GIS/Planning Technician -Licence of Occupation Referral No. 7409908 Electoral Area C (Fort St. James Rural)	Recommendation
	<u>ENVIRONMENTAL SERVICES REPORTS</u>	
89-90	Janette Derksen, Waste Diversion Supervisor -User Pay System Presentation (Cost Recovery)	Receive/ Discussion
91-95	Alex Eriksen, Director of Environmental -Fort Fraser – Dock Ave. Water Distribution Improvements Tender Results	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
96-97	Wendy Wainwright, Deputy Director of Corporate Services – Committee Meeting Recommendations – September 8, 2022	Recommendation
98-105	Cheryl Anderson, Director of Corporate Services – Chief Administrative Officer Delegation Bylaw No. 1988, 2022	Recommendation
106-109	Cheryl Anderson, Director of Corporate Services – Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022	Recommendation
110-131	John Illes, Chief Financial Officer -Remuneration Bylaw Amendment No. 1987	Recommendation
132-135	John Illes, Chief Financial Officer -Network of Emergency Support Services Team Society (NESST)	Recommendation
136	Nellie Davis, Manager of Regional Economic Development – Final COVID-19 Relief Funds Allocation	Recommendation
137	Nellie Davis, Manager of Regional Economic Development – Canada Community – Building Fund BC – Area C (Fort St. James Rural) Fort St. James Snowmobile Club Bridge Replacement	Recommendation
138	Nellie Davis, Manager of Regional Economic Development - Canada Community – Building Fund BC – Area E (Francois/Ootsa Lake Rural) for Southside Volunteer Fire Dept.	Recommendation
139-143	Nellie Davis, Manager of Regional Economic Development – Grant in Aid – Fraser Basin Council for Nechako Watershed Roundtable	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
144-146	Shari Janzen, Economic Development Bulkley Valley Lakes District Airshed Management Society Letter of Support Request	Recommendation
147-150	Jason Blackwell, Regional Fire Chief - FireSmart Economic Recovery Fund	Recommendation

SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 10****Thursday, August 11, 2022**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Linda McGuire
Annette Morgan – via Zoom - left at 12:12 p.m., returned at 1:09 p.m.
Bob Motion
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson

Director Sarrah Storey, Village of Fraser Lake

Absent

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services – via Zoom – arrived at 1:11 p.m. left at 2:30 p.m.
John Illes, Chief Financial Officer – via Zoom
Nellie Davis, Manager of Regional Economic Development – arrived at 11:48 a.m., left at 1:25 p.m.
Deborah Jones-Middleton, Director of Protective Services – arrived at 11:47 a.m., left at 2:49 p.m.
Jason Llewellyn, Director of Planning
Wendy Wainwright, Deputy Director of Corporate Services

Other Brandon Doering, Project Director, Coastal GasLink, TC Energy – arrived at 11:48 a.m., left at 12:12 p.m., returned at 1:21 p.m., left at 2:36 p.m.
Charlie Edwards, Construction Manager, Coastal GasLink, TC Energy – arrived at 11:48 a.m., left at 12:12 p.m., returned at 1:21 p.m., left at 2:36 p.m.
Sian Weaver, Manager Socio-Economics, Coastal GasLink, TC Energy – arrived at 11:48 a.m., left at 12:12 p.m., returned at 1:21 p.m., left at 2:36 p.m.
Chris Thompson, Team Lead Land Management, Coastal GasLink, TC Energy – arrived at 11:48 a.m., left at 12:12 p.m., returned at 1:21 p.m., left at 2:36 p.m.
Nicole Stuckert, Sr. Land Management, Coastal GasLink, TC Energy – arrived at 11:48 a.m., left at 12:12 p.m., returned at 1:21 p.m., left at 2:36 p.m.
Tanner Moulton, Public Affairs Advisor, Coastal GasLink, TC Energy – arrived at 11:48 a.m., left at 12:12 p.m., returned at 1:21 p.m., left at 2:36 p.m.

FIRST NATIONS ACKNOWLEDGEMENT**CALL TO ORDER**

Chair Thiessen called the meeting to order at 10:45 a.m.

IN-CAMERA MOTION

Moved by Director Atrill
 Seconded by Director Greenaway

2022-10-1

“In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(1)(g) litigation or potential litigation affecting the municipality (Legal Issues); may be closed to the public therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Reconvened at 11:45 am

**AGENDA &
 SUPPLEMENTARY AGENDA**

Moved by Director Newell
 Seconded by Director Petersen

2022-10-2

“That the Board Meeting Agenda of August 11, 2022 be approved; and further, that the Supplementary Board Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
 July 21, 2022

Moved by Director Lambert
 Seconded by Director McGuire

2022-10-3

“That the Board Meeting Minutes of July 21, 2022 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rural/Agriculture Committee
 Meeting Minutes – July 21, 2022

Moved by Director Parker
 Seconded by Director Lambert

2022-10-4

“That the Rural Agriculture Committee Meeting Minutes of July 21, 2022 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING (All Directors)

Temporary Use Permit

Temporary Use TUP F-02-19
 Permit Renewal Request
 -Electoral Area “F”

Moved by Director Petersen
 Seconded by Director Greenaway

2022-10-5

“That the Board approve a renewal of Temporary Use Permit F-02-19 for the Stockpile Site 10A located on the properties legally described as Section 35, Township 18, Range 5, Coast District, and Part of Primary: Section 26, Township 18, Range 5, Coast District for a three-year duration.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Temporary Use Permit (Cont'd)

Temporary Use TUP F-03-19 Moved by Director Petersen
Permit Renewal Request Seconded by Director Parker
-Electoral Area "F"

2022-10-6

"That the Board approve a renewal of Temporary Use Permit F-03-19 for the Coastal GasLink Laydown Site 26 located on the property legally described as Part of Primary: Section 26, Township 18, Range 5, Coast District for a three-year duration."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BYLAW FOR ADOPTION

Development Variance Moved by Director Fisher
Application No. A-01-22 Seconded by Director Atrill
Electoral Area A

2022-10-7

1. "That the Board receive the submissions regarding Development Variance Permit Application No. A-01-22 on the Supplementary Agenda.
2. That the Board approve Development Variance Permit A-01-22 for the property located at 6315 Hetherington Road to allow the following variances to "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" for the purpose of constructing an accessory building for a studio/workshop:
 - Vary Section 3.0.8.1d) by reducing the setback from 15 m to 7.5 m,
 - Vary Section 14.0.4.1a) by reducing the setback of a structure from a Front Parcel Line from 7.5 m to 2.5 m, and
 - Vary Section 14.0.4.1c) by reducing the setback from a parcel line that which abuts a highway from 7.5 m to 2.5 m.
3. That the Board direct staff to issue the permit once a copy of an approved setback permit for the studio/shop from the Ministry of Transportation and Infrastructure is received and once a demolition permit for the shed has been issued by the RDBN."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (ALL DIRECTORS)

Municipal Referral

Rezoning Application Moved by Director Greenaway
RZ C-01-20 (Willick) Adoption Seconded by Director Motion
Report – Rezoning Bylaw 1915,
2020 - Electoral Area C

2022-10-8

"That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1915, 2020 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

LAND REFERRAL

Crown Land Application Moved by Director Greenaway
No. 7410236 - Electoral Area C Seconded by Director Petersen

2022-10-9

“That the comment sheet on Crown Land Application No. 7410236 be provided to the Province.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Remuneration Bylaw Review Moved by Director Fisher
 Seconded by Director Parker

2022-10-10

“That staff bring back a remuneration amendment bylaw for consideration that clarifies meal expenses and travel remuneration as recommended in the Chief Financial Officer’s Remuneration Bylaw Review memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Local Government Climate
Action Program (LGCAP)

Moved by Director Atrill
 Seconded by Director Fisher

2022-10-11

“That the Board direct staff to approach member municipalities with respect to forming partnerships for the measurement of Green House Gas (GHG) Emissions and setting GHG reduction targets.

That the Board direct staff to bring back a memo outlining appropriate methods and timelines for the creation of a Climate Action Strategy.

That the Board receive the Local Government Climate Action Program Survey Submission.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

John Illes, Chief Financial Officer brought forward staff capacity required to address the GHG emissions measurements and targets required for local governments and local communities. Discussion took place regarding options to move forward and options to decline participation in the provincial program.

Climate Action Initiative
Previous Program and Funding

Moved by Director Riis-Christianson
 Seconded by Director Brienen

2022-10-12

“That staff bring back a budget amendment to utilize the remaining carbon credit/carbon project reserve for the replacement of the administration office’s heating and cooling system”

Opposed: Director Fisher

CARRIED

(All/Directors/Majority)

Break for lunch at 12:12 p.m.

Reconvened at 1:00 p.m.

Staff Appreciation Awards

Chair Thiessen provided Staff Appreciation Awards to the following staff:

- Allan Domonkos, Granisle Transfer Station Attendant -15 years of Service
- Jason Llewellyn, Director of Planning - 15 years of Service
- Maria Sandberg, Planning and Parks Coordinator - 15 years of Service
- Ken Heer, Fort St. James Transfer Station Attendant – 10 years of Service
- Franz Nathaus, Southside Transfer Station Attendant – 10 years
- Nellie Davis, Manager of Regional Economic Development – 5 years of Service
- Jack Green, Clearview Landfill Attendant – 5 years
- Mike Warren, Burns Lake Transfer Station Recycling Attendant – 5 years of Service.

ADMINISTRATION REPORTS

RDBN Public Event Participation Policy

Moved by Director McGuire
 Seconded by Director Atrill

2022-10-13

“That the Board approve the Regional District of Bulkley-Nechako Public Event Participation Policy.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community - Building Fund BC – Area C (Fort St. James Rural) Community Arts Council of Fort St. James -Furnace Replacement

Moved by Director Greenaway
 Seconded by Director Motion

2022-10-14

1) “That the Board authorize contributing up to \$15,000 of Electoral Area C (Fort St. James Rural) Canada Community-Building Fund BC allocation monies to a Community Energy System Project for Community Arts Council of Fort St. James, and further,

(Participants/weighted/majority) CARRIED UNANIMOUSLY

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Canada Community - Building Fund BC – Area F (Vanderhoof Rural) St John Hospital Auxiliary Society – Stuart Nechako Manor Bus Moved by Director Petersen
 Seconded by Director Riis-Christianson

2022-10-15

1) "That the Board authorize contributing up to \$35,000 of Electoral Area F (Vanderhoof Rural) Canada Community-Building Fund BC allocation monies to a Public Transit project, and further,

(Participants/weighted/majority) CARRIED UNANIMOUSLY

2) That the Board authorize the withdrawal of up to \$35,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Grant in Aid – Area A (Smithers/Telkwa Rural) Bulkley-Valley Search and Rescue Training and Operations Center

Moved by Director Fisher
 Seconded by Director Atrill

2022-10-16

1) "That the Board authorize contributing up to \$200,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to RDBN Environmental Services for a Solid Waste Infrastructure Project.

2) That the Board approve allocating up to \$200,000 in Regional Grant in Aid monies to Bulkley Valley Search and Rescue for construction of a Training and Operations Center.

(Participants/weighted/majority) CARRIED UNANIMOUSLY

3) That the Board authorize the withdrawal of up to \$200,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Grant in Aid – Area A (Smithers/Telkwa Rural) Skate Board Park Expansion Project

Moved by Director Fisher
 Seconded by Director Atrill

2022-10-17

1) "That the Board rescind 1 and 2 of resolution 2017-15-10 from November 23, 2017:

1. "That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$30,000 of Electoral Area "A" Federal Gas Tax allocation monies to the Town of Smithers for the Skate Park renovation and expansion;

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

2. "That the Regional District of Bulkley-Nechako Board of Directors authorize the withdrawal of up to \$30,000 from the Federal Gas Tax Reserve Fund."

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

- 2) That the Board authorize contributing up to \$70,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to Environmental Services for a Solid Waste Infrastructure Project.

- 3) That the Board approve allocating \$70,000 in Regional Grant in Aid monies to the Smithers Skate Park Society for construction of the Skate Park Expansion.

(Participants/Weighted/Majority) CARRIED UNANIMOUSLY

- 4) That the Board authorize the withdrawal of up to \$70,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Grant in Aid – Area F
(Vanderhoof Rural) Nulki-
Tachick Lake Stewardship Society

Moved by Director Petersen
 Seconded by Director Greenaway

2022-10-18

"That the Board approve allocating \$5,000 in Electoral Area F (Vanderhoof Rural) Grant in Aid monies to the Nulki-Tachick Lakes Stewardship Society for an Expanded Macrophyte Harvest Feasibility Study on Nulki and Tachick Lakes."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Southside Fire Department
Repairs and Maintenance
Reserve

Moved by Director Lambert
 Seconded by Director Riis-Christianson

2022-10-19

"That the Board approve the withdrawal of \$4,747.00 from the Southside Volunteer Fire Department Repairs and Maintenance Reserve for the cost of repairs to their apparatus which were required to pass the commercial vehicle inspections."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Invitation for Comments Zero
Emissions Vehicles Act
and Regulations

Moved by Director Atrill
 Seconded by Director Lambert

2022-10-20

"That the Board receive the Chief Financial Officer's Invitation for Comments Zero Emissions Vehicles Act and Regulations memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Discussion took place regarding amendments to vehicle weights. Further discussion will be brought forward under New Business.

ADMINISTRATION REPORTS (CONT'D)

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

2022-10-21 "That the Board receive the First Nations Liaison's Truth and Reconciliation Calls to Action memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Administration Correspondence Moved by Director Riis-Christianson
 Seconded by Director Brien

2022-10-22 "That the Board receive the Administration Correspondence from the Ministry of Forests – Timber, Range and Economic Division – Intention Paper Initiatives and Policies for Community Forest Agreements and RDBN March 1, 2022 Letter RE: Harmonizing Stumpage Policy For Community Forests
 -Bulkley Valley Community Foundation Annual Report for 2021
 -Regional District of Nanaimo – Support for UBCM Resolution – Legislative Reform Initiative
 -Union of B.C. Municipalities - Re: 2021 CEPF: Emergency Support Services (Regional: Team Development)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Meeting with the Official Opposition Leader at UBCM Moved by Director Brien
 Seconded by Director Parker

2022-10-23 "That the Board request a meeting with Kevin Falcon, Official Opposition Leader, Liberal Party at the UBCM Convention in Whistler, September 2022."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

UBCM Invitations Moved by Director Lambert
 Seconded by Director McGuire

2022-10-24 "That the Board receive the UBCM Invitation to Meet Office of Seniors Advocate and Land Title and Survey Authority of BC."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

DELEGATION

TC Energy – Tanner Moulton, Public Affairs Manager – RE: Huckleberry Camp Temporary Use Permit

Chair Thiessen welcomed Tanner Moulton, Public Affairs Manager, Brandon Doering, Project Director, Charlie Edwards, Construction Manager, Sian Weaver, Manager Socio-Economics, Chris Thompson, Team Lead Land Management, Nicole Stuckert, Sr. Land Management, Coastal GasLink, TC Energy.

DELEGATION

TC Energy – Tanner Moulton, Public Affairs Manager – RE: Huckleberry Camp Temporary Use Permit (Cont'd)

Mr. Moulton provided a PowerPoint Presentation regarding their proposal to increase capacity of their Huckleberry work Camp from 800 to 1229 persons.

1. Prime Contractor overview and scope
2. Impacts to schedule and workforce mobilization
3. Workforce accommodation strategy
4. Site plans & access
5. Traffic management plan
6. Waste management
7. Coastal GasLink's engagement
8. Coastal GasLink's Community Investment within the Region.

The presentation was followed by discussion regarding the potential social, healthcare, traffic, and infrastructure implications associated with the capacity increase.

Chair Thiessen thanked Coastal GasLink, TC Energy for attending the meeting.

ADMINISTRATION REPORTS

Regional Grant in Aid Request Moved by Director Parker
BC Cattlemen's for Economic Seconded by Director Petersen
Impact of Veterinarian Shortage
Study

2022-10-25 "That the Board approve contributing \$5,000 of Regional Grant in Aid monies to the BC Cattlemen's Association for the Economic Impact Study on the Veterinarian Shortage."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid Area E (Francois/ Moved by Director Lambert
Ootsa Lake Rural) Southside Seconded by Director Petersen
Economic Development
Association (SEDA)

2022-10-26 "That the Board approve allocating \$4,000 in Electoral Area E (Francois/Ootsa Lake Rural) Grant in Aid monies to the Southside Economic Development Association to support a renovation of the SEDA Center."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING (ALL DIRECTORS)

TEMPORARY USE PERMIT

Huckleberry Work Camp Moved by Director Brien
Temporary Use Permit Electoral Seconded by Director McGuire
Area G

2022-10-27 "That TUP G-01-19 be renewed for an additional three years."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING (ALL DIRECTORS)

TEMPORARY USE PERMIT (CONT'D)

Discussion took place regarding:

- TUP review process to issue a new TUP with an increased capacity of 1,229 persons for Board consideration at its September 22nd meeting
- Camp Area C of camp area on Crown Land
 - BC Oil and Gas Commission provides land use approvals for Crown Land involving pipeline construction
- Kitchen facilities located in the camp outlined as Area A
- Option 1, 2, 3 in staff memorandum
- Concerns regarding timeline of request from CGL to increase camp capacity
- Site reclamation replanted into forest
- Board direction required for staff to monitor camp capacity until completion of TUP process.

Huckleberry Work Camp
 Temporary Use Permit
 Electoral Area G

Moved by Director Riis-Christianson
 Seconded by Director Motion

2022-10-28

“That staff process Application TUP G-01-22 for a new temporary use permit to increase Huckleberry Work Camp capacity to 1,229 persons for consideration at the September 22, 2022, Board Meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- The Board’s ability to approve the capacity increase at the August 11th Board meeting.
- The variance from regular process and regulations necessary to support CGL’s request.
- The implications of advising CGL that no enforcement action is contemplated in the short term.

NEW BUSINESS

Invitation for Comments Zero
 Emissions Vehicles Act
 and Regulations

Moved by Director Lambert
 Seconded by Director McGuire

2022-10-29

“That the Board write a letter to the Ministry of Energy, Mines and Low Carbon Innovation requesting that the province not implement its proposed changes to the ZEV Regulation under Section 2.8 Vehicle weight to Amend the definition of ‘light-duty motor vehicle’ to increase the gross vehicle weight rating to 4,536 kgs or less.”

Moved by Director Brienon
 Seconded by Director Atrill

2022-10-30

“That the Board defer Motion 2022-10-29 and request staff bring forward additional information regarding Section 2.8 Vehicle weight outlined in the B.C. Zero-Emission Vehicles Act and Regulation: 2022 Formal Review Intentions Paper.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Town of Smithers Update

Director Atrill commented that Smithers will be celebrating Alex Cuba on September 27, 2022 by hosting a tribute to the Grammy winning artist.

Passing of Dave Stevens, Bulkley Valley Lakes District Airshed Management Society

Director Fisher spoke of the passing of Dave Stevens, Bulkley Valley Lakes District Airshed Management Society. He noted that Mr. Stevens was committed to the health and quality of life for the region and he will be sadly missed. Director Morgan spoke of Mr. Stevens contributions to the Village of Telkwa over the past 30 years.

Village of Telkwa Update

Director Morgan provided the following update:

- o Invitation to the Telkwa Barbeque – September 3-5, 2022
- o September 29th Truth and Reconciliation Day.

Village of Granisle Update

Director McGuire provided the following update:

- o Invitation to Granisle Days August 13, 2022
- o RCMP relationship building relationships following the July 21, 2022 Rural/Agriculture Committee Meeting RCMP presentation
- o Advocating to have RCMP return to Granisle rather than share with Houston.

Receipt of Verbal Reports

Moved by Director McGuire
 Seconded by Director Lambert

2022-10-31

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Newell
 Seconded by Director Atrill

2022-10-32

“That the meeting be adjourned at 3:26 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Deputy Director of
 Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, September 8, 2022**

PRESENT:	Chair	Gerry Thiessen
	Directors	Gladys Atrill Shane Brienen Mark Fisher Dolores Funk Tom Greenaway Clint Lambert Linda McGuire Annette Morgan – via Zoom Bob Motion Chris Newell Mark Parker Jerry Petersen Michael Riis-Christianson
	Director Absent	Sarrah Storey, Village of Fraser Lake
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Nellie Davis, Manager of Regional Economic Development – arrived at 11:30 a.m. John Illes, Chief Financial Officer Deborah Jones-Middleton, Director of Protective Services Wendy Wainwright, Deputy Director of Corporate Services
	Others	Kim Menounos, Manager, Northern Interior Region, Fraser Basin Council – via Zoom – left at 10:28 a.m.

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:01 a.m.

FIRST NATIONS ACKNOWLEDGEMENT**AGENDA**Moved by Director Atrill
Seconded by Director McGuireC.W.2022-7-1

"That the Agenda of the Committee of the Whole meeting of September 8, 2022 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
 Minutes – June 16, 2022

Moved by Director McGuire
 Seconded by Director Petersen

C.W.2022-7-2

“That the Committee of the Whole Meeting Minutes of June 16, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

FRASER BASIN COUNCIL – Kim Menounos, Manager, Northern Interior Region. RE: Update - via Zoom

Chair Thiessen welcomed Kim Menounos, Manager, Northern Interior Region, Fraser Basin Council.

Ms. Menounos provided a PowerPoint Presentation.

- The Fraser Basin Council Vision
- Role of the Fraser Basin Council (FBC)
- Some ways FBC works
- Three strategic priorities for 2022-2026
- Northern Interior Regional Projects
 - Air Quality
 - AQ Monitoring Working Group
 - Nechako Watershed Roundtable (NWR)
 - FBC Supporting NWR
- Lake Monitoring Strategy Development & NWR Portal Enhancement
 - Supports NWR Strategic Priorities
 - REFBC funded, with support from UNBC
- Fraser Basin Council in the Region
 - North Central Local Government Association
- Projects beyond the region
 - Fraser Landslides Research Project
 - Indigenous Partnerships for Caribou Recovery Program
 - Facilitation of Regional Wildlife Advisory Committees (RWACs).

The following was discussed:

- FBC’s working relationship with the Upper Fraser Fisheries Conservation Alliance
 - Resident concerns regarding Burns Lake Weir
- FBC’s awareness of the 11 dead sturgeons found in the Nechako River
 - Support water initiatives
- River health issues.

Chair Thiessen thanked Ms. Menounos for attending the meeting.

REPORTS

Delegation of Authority Bylaw

Moved by Director Parker
Seconded by Director Lambert

C.W.2022-7-3

"That the Delegation of Authority Bylaw be brought to the September 22, 2022 Board meeting for the Board's consideration. Further, that staff bring forward an amendment to the RDBN Officer Bylaw."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Letter of Support Ulkatcho First Nation Evacuation Route

Moved by Director Petersen
Seconded by Director Lambert

C.W.2022-7-4

"That the Committee recommend that the Board approve the letter of support for Ulkatcho First Nation."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Thiessen reached out to Saik'uz First Nation. Discussion took place regarding Ministry of Forests involvement in regard to fish and wildlife considerations as well as the Cariboo Regional District. Staff will request a map from Ulkatcho First Nation to provide to the Board.

Break at 10:50 a.m.– Received notification of the passing of Queen Elizabeth II

Reconvened at 11:05 a.m.

Topley Fire Hall Expansion

Moved by Director Newell
Seconded by Director Brienens

C.W.2022-7-5

"That the Committee recommend that the Board approve the expansion to the Topley Fire Hall subject to the Topley Volunteer Fire Department securing the funds to complete the entire project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Revised Regional Emergency Support Services Plan

Moved by Director Brienens
Seconded by Director Lambert

C.W.2022-7-6

"That the Committee recommend that the Board approve the revised Regional Emergency Support Services Plan."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Deborah Jones-Middleton, Director of Protective Services provided an overview of the revised Regional ESS Plan. Discussion took place regarding challenges for emergency services in the event of loss of phone/cell phone communication.

Jackpine/Skillhorn Prescribed Fire Project Moved by Director McGuire
Seconded by Director Brien

C.W.2022-7-7 "That the Committee receive the Director of Protective Services' Jackpine/Skillhorn Prescribed Fire Project memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Staff will follow up in regard to the maintenance of the area at the completion of the prescribed fire project and the possibility of utilizing livestock to decrease duff. The Committee discussed continuing to receive information and encourage the BC Wildfire Service – Bulkley Fire Zone to provide the opportunity for public consultation.

Town of Smithers Request for Support for the Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant Fund Application Moved by Director Atrill
Seconded by Director Fisher

C.W.2022-7-8

"That the Committee recommend to the RDBN Board that the RDBN collaborate with the Town of Smithers on two joint applications to the Community Emergency Preparedness Fund Disaster Risk Reduction - Climate Adaptation Grant Fund for Category 2: Non-structural, and Category 3: Structural.

Further that the Committee recommend that the Board submit a letter of support on behalf of the application."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Landowner Transparency Act Moved by Director Motion
 Seconded by Director McGuire

C.W.2022-7-9 "That the Committee receive the Chief Financial Officer's
Landowner Transparency Act memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Staff will conduct outreach with the regions not-for profit organizations in regard *the Landowner Transparency Act*.

Truth and Reconciliation
 Calls to Action Moved by Director Parker
 Seconded by Director Brienens

C.W.2022-7-10 "That the Committee receive the First Nations Liaison's Truth
 and Reconciliation Calls to Action memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

Union of B.C. Municipalities

TC Energy – Coastal GasLink
 at UBCM - Meeting Request Moved by Director Brienens
 Seconded by Director Atrill

C.W.2022-7-11 "That the Committee receive the Administration
 Correspondence from TC Energy – Coastal GasLink regarding
 UBCM Meeting Request."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The Committee discussed concerns regarding traffic safety and TC Energy incident follow-up regarding Coastal GasLink. Some areas of the region have had good interactions with pipeline contractors.

IN-CAMERA MOTION

Moved by Director Parker
Seconded by Director McGuire

C.W.2022-7-12

"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 federal government or both and a third party (connectivity) must be closed to the public therefore exercise their option of excluding the public for this meeting."

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Greenaway

C.W.2022-7-13

"That the meeting be adjourned at 11:44 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Deputy Director of
Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**NATURAL RESOURCES COMMITTEE MEETING****Thursday, September 8, 2022**

PRESENT: Chair Shane Brienen

Directors Gladys Atrill
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Linda McGuire
Bob Motion
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Gerry Thiessen

Directors Annette Morgan, Village of Telkwa
Absent Sarrah Storey, Village of Fraser Lake

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning
Wendy Wainwright, Deputy Director of Corporate Services

CALL TO ORDER

Chair Brienen called the meeting to order at 1:10 p.m.

AGENDAMoved by Director Newell
Seconded by Director Greenaway**NRC.2022-4-1**

"That the Natural Resources Committee Agenda for September 8, 2022 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Natural Resources Committee Meeting Minutes - June 16, 2022 Moved by Director McGuire
 Seconded by Director Atrill

NRC.2022-4-2 "That the Natural Resources Committee Meeting Minutes of June 16, 2022 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORT

Possible Approaches to Regional Forestry and Natural Resource Challenges

Chair Brienen provided a brief overview of meeting with Al Gorley, Triangle Resources Inc. on August 16, 2022.

The following was discussed:

- Bringing forward comments and information for the newly elected Board
- Village of Burns Lake expressed similar concerns as the RDBN to Mr. Gorley
 - o Hoping to continue further discussions
 - o Village of Burns Lake may be interested in working together with the RDBN to move forest challenges forward
- Omineca Beetle Action Coalition (OBAC)
 - o Dissolved due to the lack of funding in May 2017
 - o Formed to address the Mountain Pine Beetle epidemic
 - o Worked to bring communities together in advocating to the Province
- Cariboo-Chilcotin Beetle Action Coalition (CCBAC)
- Southern Interior Beetle Action Coalition (SIBAC)
- The potential formation of another coalition similar to OBAC
- The possibility of continuing discussions with Mr. Gorley and other consultants
- Forestry and the larger picture of natural resources
- Continued advocacy for northern forestry challenges.

NEW BUSINESS

Mining Projects in the Region Discussion took place regarding the following:

- o Huckleberry Mine
- o Blackwater Project – Artemis Gold Inc.
 - September 8, 2022 – News Release - Artemis Prices Final EPC Contract for the Process Plant with Sedgman at \$318 Million
- o Telkwa Coal.

Forest Enhancement BC Highlights Village of Granisle Wildfire Mitigation Works Director McGuire commented that Forest Enhancement BC has highlighted the Village of Granisle wildfire mitigation works in its 2022 Accomplishments Report.

NEW BUSINESS (CONT'D)

BC Wildfire Services Base
 -Vanderhoof

Director Thiessen mentioned that BC Wildfire Service purchased a hangar and completed converting it to a regional firebase at the Vanderhoof Airport. He spoke of the benefits of having the Base in Vanderhoof to support the north.

Smithers Drax Pellet
 Plant

Director Atrill brought forward concerns regarding communication with Drax Pellet Plant in Smithers and bringing forward information regarding operations to the Natural Resources Committee.

The following was discussed:

- Concerns regarding the potential use of green wood to supply fibre for the Pellet Plant
- Need to retrieve and use wood waste
- Village of Granisle, when conducting its wildfire mitigation utilized as much fibre as possible – very minimal piles remained
- Impacts of the reduction of the Allowable Annual Cut (AAC) to fibre supply to operations such bioenergy and pellet plants
- West Fraser co-generation plant in Fraser Lake is also experiencing fibre challenges with the recent curtailment of West Fraser Sawmill.

Natural Resources

Director Atrill spoke of the broader natural resources in the region as well as mining in northwest BC. There are large scale projects that are in close vicinity to Smithers but located outside the Regional District boundaries. Chair Brienens noted that mines outside the region provide employment and revenue in regional communities.

ADJOURNMENT

Moved by Director Newell
 Seconded by Director Lambert

NRC.2022-4-3

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Shane Brienens, Chair

Wendy Wainwright, Deputy Director of
 Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, September 8, 2022**

PRESENT: Chair Mark Parker

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

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning
Wendy Wainwright, Deputy Director of Corporate Services

Others Gladys Atrill, Town of Smithers
Shane Brienen, District of Houston
Linda McGuire, Village of Granisle
Bob Motion, District of Fort St. James – left at 1:40 p.m.

CALL TO ORDER

Chair Parker called the meeting to order at 1:38 p.m.

AGENDAMoved by Director Lambert
Seconded by Director Riis-ChristiansonRDC.2022-8-1

"That the Rural/Agriculture Committee Agenda for September 8, 2022 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES**Rural/Agriculture Committee Meeting Minutes -July 21, 2022Moved by Director Petersen
Seconded by Director LambertRDC.2022-8-2

"That the minutes of the Rural/Agriculture Committee meeting of July 21, 2022 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RURAL REPORT

COVID Relief Funds

Moved by Director Petersen
 Seconded by Director Fisher

RDC.2022-8-3

"That the Committee receive the Manager of Regional Economic Development's COVID Relief Funds memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Fisher spoke of potentially utilizing remaining COVID Relief Funds for Regional Transit or the Smithers Airport. Staff will follow-up with Rural Directors.

DEVELOPMENT SERVICES

Crown Land Referral

Crown Land Referral File No.
 7410233 – Electoral Area C

Moved by Director Greenaway
 Seconded by Director Lambert

RDC.2022-8-4

"That the Comment Sheet regarding Crown Land Referral No. 7410233 be provided to the Province."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mine Referral

Notice of Work and Water
 License Referral No.
 149316026-003
 - Electoral Area C

Moved by Director Greenaway
 Seconded by Director Petersen

RDC.2022-8-5

"That the Comment Sheet regarding Notice of Work and Water License Referral No. 149316026-003 be provided to the Ministry of Energy, Mines and Low Carbon Innovation."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Greenaway
 Seconded by Director Riis-Christianson

RDC.2022-8-6

"That the meeting be adjourned at 1:44 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of
 Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKO**WASTE MANAGEMENT COMMITTEE MEETING****Thursday, September 8, 2022**

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
John Illes, Chief Financial Officer
Janette Derksen, Waste Diversion Supervisor
Alex Eriksen, Director of Environmental Services – via Zoom
Wendy Wainwright, Deputy Director of Corporate Services

Others Linda McGuire, Village of Granisle
Bob Motion, District of Fort St. James
Mark Parker, Electoral Area “D” (Fraser Lake Rural)

CALL TO ORDER

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

AGENDAMoved by Director Riis-Christianson
Seconded by Director BrienenWMC.2022-7-1

“That the Waste Management Committee Agenda for September 8, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES**Waste Management
Committee Meeting Minutes
June 16, 2022Moved by Director Petersen
Seconded by Director AtrillWMC.2022-7-2

“That the Minutes of the Waste Management Committee for May 12, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**COMMUNITY ADVOCACY****None**

SOLID WASTE ADVISORY COMMITTEE (SWAC) UPDATE

Regional Solid Waste Advisory Committee – Member Application Moved by Director Atrill
 Seconded by Director Brienens

WMC.2022-7-3

“That the Waste Management Committee recommend that the Board approve the membership of Chris Lawrence, Town of Smithers and Lev Hartfeil, Village of Telkwa’s Director of Operations for the Regional Solid Waste Advisory Committee.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

POLICY REVIEW

None

DIVERSION & RECYCLING

None

MISCELLANEOUS

RDBN Waste Facility Re-naming

Moved by Director Petersen
 Seconded by Director Riis-Christianson

WMC.2022-7-4

“That the Waste Management Committee recommend that the Board approve renaming the RDBN waste facilities as follows:

- Smithers/Telkwa and Electoral Area A (Smithers/Telkwa Rural) Transfer Station
- Burns Lake and Electoral Area B (Burns Lake Rural) Transfer Station
- Fort St. James and Electoral Area C (Fort St. James Rural) Transfer Station
- Fraser Lake and Electoral Area D (Fraser Lake Rural) Transfer Station
- Southside and Electoral Area E (Francois/Ootsa Lake Rural) Transfer Station
- Vanderhoof and Electoral Area F (Vanderhoof Rural) Transfer Station Houston; and,
- Electoral Area G (Houston/Granisle Rural) Transfer Station.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

OPERATIONS UPDATE

None

NEW Business

Cost Recovery

Janette Derksen, Waste Diversion Supervisor provided a brief update in regard to the cost recovery study. Staff are working with Tetra Tech and will be bringing forward information at the September 22, 2022 Board Meeting. Chair Fisher spoke to wanting detailed outcomes, timelines and approach moving forward.

FUTURE MEETING TOPICS

- Fraser Lake Recycling – Update & Budget • Cost Recovery Update – September 2022
- Fee Bylaw amendment – October 2022
- 2m3 Rule Discussion – Strategy, Challenges, Enforcement – October 2022.

ADJOURNMENT

Moved by Director Atrill
 Seconded by Director Brienens

WMC.2022-7-5

“That the meeting be adjourned at 9:35 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Fisher, Chair

Wendy Wainwright, Deputy Director of
 Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: September 22, 2022
Subject: Temporary Use Permit G-01-22

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

1. That the Board approve the issuance of Temporary Use Permit G-01-22 for the Huckleberry Multi-Use Site located on the properties legally described as 'Northeast and Southeast ¼ Sections of District Lot 3408, Range 5, Coast District.
-

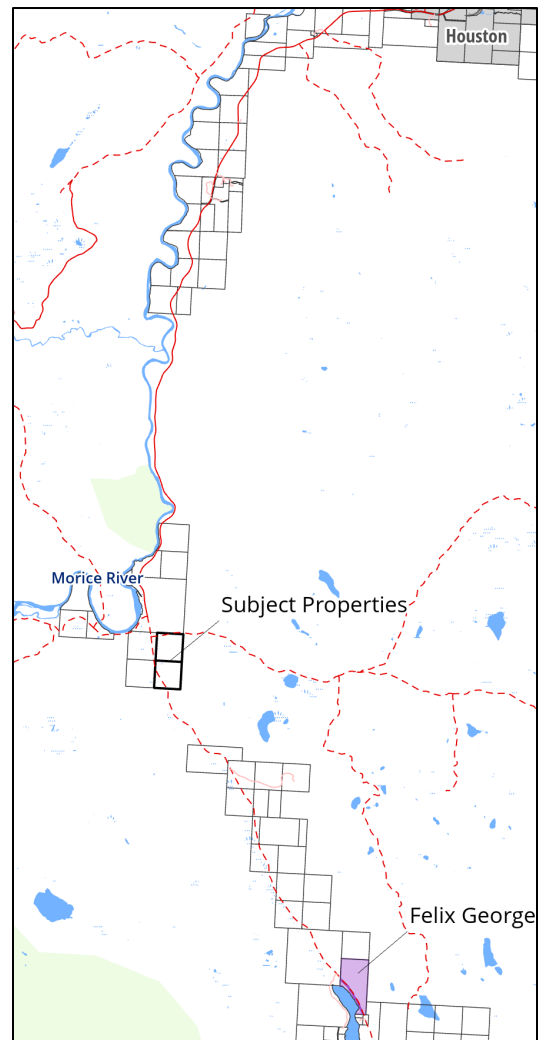
EXECUTIVE SUMMARY

Coastal GasLink is proposing to increase the capacity of the Huckleberry Multi-Use Site from 800 persons to 1,229 persons, with up to 1000 persons proposed to be accommodated on land which is subject to the Rural Resource (RR1) Zone which does not allow the workcamp and storage uses. Existing Temporary Use Permit (TUP) G-01-19 (re-issued in 2022) limits workcamp capacity in the zoned area to 800 persons; therefore, an application has been made for a new TUP which allows for a maximum capacity of 1,000 persons.

Planning Department staff recommend that TUP G-01-22 be approved.

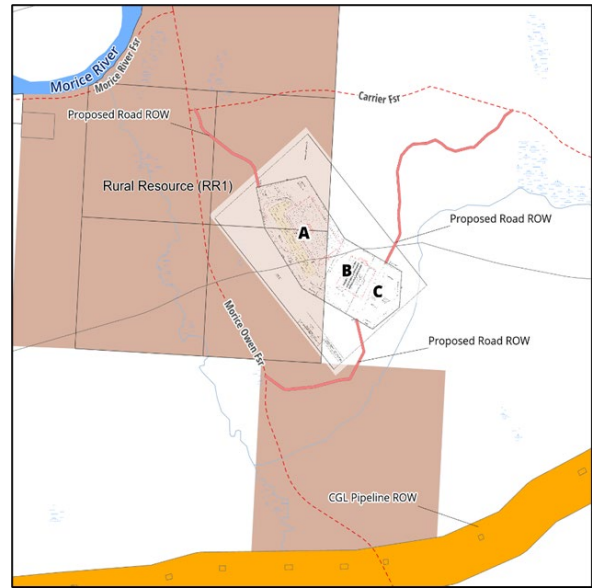
APPLICATION SUMMARY

Name of Owner	Crown land under permit to Coastal GasLink Pipelines Ltd.
Applicant:	Nicole Stuckert, Coastal GasLink Pipeline Ltd.
Electoral Area:	G
Subject Property:	Northeast and Southeast ¼ Sections of District Lot 3408, Range 5, Coast District
OCP Designation:	Resource (RE) in the Houston, Topley, Granisle Rural Official Community Plan Bylaw No. 1622, 2011
Zoning:	Rural Resource (RR1) in the Regional District of Bulkley-Nechako Zoning Bylaw No 1800, 2020 (“the Zoning Bylaw”)
ALR Status:	Not located within the ALR
Existing Land Use:	800-person workcamp and materials storage area (under Temporary Use Permit TUP G-01-19)
Location:	The subject properties are located on the Morice Owen and Carrier Forest Service Roads, 10 km north of the Felix George Reserve and 25 km south of the District of Houston



Proposal:

Coastal GasLink is proposing to increase the capacity of the Huckleberry Multi-Use Site from 800 persons to 1,229 persons. The plan is to accommodate up to 1,000 persons within the area which is subject to zoning. The applicable Rural Resource (RR1) Zone does not allow the workcamp and storage uses; therefore, Temporary Use Permit (TUP) G-01-19 was issued in 2019. The existing permit limits workcamp capacity to 800 persons; therefore, an application has been made for a new TUP which allows for a maximum capacity of 1,000 persons and allows the location of the buildings as proposed.

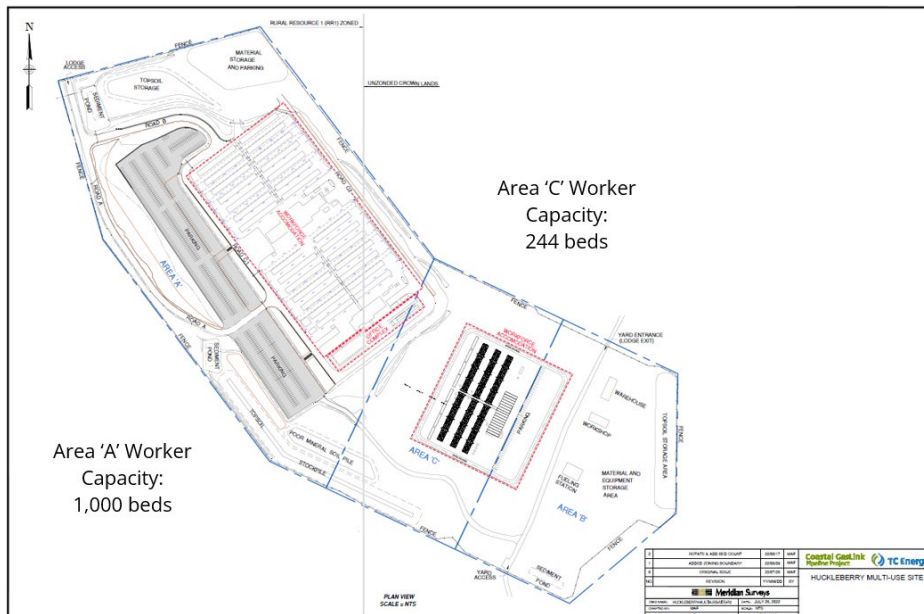


The increased capacity is required to accommodate expanded operations during the completion of the Coastal GasLink Pipeline Project. The proposed term of the new TUP is three years.

The 43 ha Huckleberry Multi-Use Site is divided into areas A, B, and C. The location of the RR1 Zone in relation to the Multi-Use Site is shown on the adjacent map. Approximate 25 ha are zoned.

Huckleberry Multi-Use Site (Areas A, B, and C) Overview

The location of the facilities in the Multi-Use Site are shown on the site plan below.



Area 'A' of the Huckleberry Multi-Use Site is the location of the work camp proposed to increase in capacity from 800 to 1,000 persons, including beds, food services, recreation services, and parking spaces. The area will also contain soil stockpile sites, and an on-site office. Most of this area is zoned and is part of the proposed TUP.

Area 'C' contains a work camp for up to 244 persons including food services, recreation services, and a parking area. This work camp is not zoned and is not part of the proposed TUP. The zoned portion of Area 'C' contains a small soil stockpile, which is part of the proposed TUP.

Area 'B' contains warehousing, a fuel station, and materials storage. This area is not zoned and is not part of the proposed TUP.

DISCUSSION

Official Community Plan (OCP) and Temporary Use Permits Explained

A TUP allows an approved use to occur for up to three years. During that time, a request can be made to have the Board consider renewing the TUP for a maximum of three additional years. Once the renewed TUP expires, the use must discontinue, or the applicant may apply for Board consideration of a new TUP application.

The TUP must be in accordance with the policy identified in the OCP, which allows for the issuance of a Temporary Use Permit on the following basis:

- “(a) The proposed temporary use will not create an amount of traffic that will adversely affect the natural environment, or rural character of the area;*
- (b) The environment would not be negatively affected by the proposed temporary use;*
- (c) The proposed temporary use will not have adverse affects on neighbouring land uses or property owners;*
- (d) The proposed temporary use does not require a significant amount of capital investment in a particular location; and,*
- (f) The proposed temporary use has the support of the Agricultural Land Commission if the land is within the Agricultural Land Reserve (ALR).”*

Land Use Impacts

The Multi-Use Site is located on relatively flat Crown land in proximity to the pipeline right-of-way. The location is relatively remote and is not located within the Building Inspection Service Area. Therefore, no building permits are required.

Fencing and Screening

The Multi-Use Site is fenced and gated. Given the isolated location staff have no concerns regarding the aesthetic impact of the proposed use.

Parking

The applicant has confirmed that the site will continue to include a minimum of two parking spaces per 10 workers and that they anticipate providing parking spaces for forty percent of the total occupied beds.

Environmental Impact

There are two small watercourses adjacent to the Multi-Use Site. Owen Creek flows into the Morice River and a smaller unnamed tributary of Owen Creek. Staff are relying on the Province to ensure appropriate environmental protection measures are in place ([see Environmental Management Plan](#)).

Solid Waste Management

The RDBN has been accepting general waste from work camps. Examples of general waste include food waste, and other household waste produced by the living/entertainment quarters and kitchen facilities. The RDBN also accepts construction and demolition waste streams from the set up and take down of the camps. Surcharges are applied to waste fees if the different types of waste streams are not separated or contain restricted materials. The applicant notes that special waste, such as petroleum-contaminated containers and highly contaminated soil from the project go to private facilities outside of the RDBN.

The Environmental Services Department note that the increase in solid waste from the work camp associated with the increased capacity is subject to tipping fees which are scheduled to be evaluated and increased in early 2023.

Water Supply and Liquid Waste Management

Potable water for the site is purchased from the District of Houston. About seven trips to and from the site per day are anticipated with about 150 m³ (150,000 L) of water transported per day.

Coastal GasLink has a fee for service agreement with the District of Houston to dispose of wastewater. There are approximately seven trips to and from the site per day transporting about 150 m³ (150,000 L) of effluent from the site to the district's liquid waste treatment facility. Effluent is treated with an odour reduction additive prior to transportation.

Emergency Management

Coastal GasLink provided the RDBN with a draft Emergency Management and Fire Management Plans for review on September 7, 2019. The plans satisfied the Director of Protective Services. Copies of the draft emergency response plans can be provided upon request. The Protective Services Department had no additional comments on the application.

Community Health and Social Impacts

Northern Health has not responded to the referral on the application at the time of the writing of this report.

There have been reports across the RDBN of community impacts associated with pipeline construction workers using municipal recreation facilities and other services, and negative social, health, housing, and crime related impacts on communities. However, these issues do not appear to be directly related to the location or expansion of the Huckleberry work-camp and may be most appropriately addressed through the Socio-Economic Effects Management Plan (SEEMP) process. This process was specifically established by the Province to address community impacts. The SEEMP requires Coastal Gaslink to consult with local governments, including the RDBN, biannually as part of a process to monitor community impacts and mitigate those impacts through an adaptive management process. Coastal GasLink must prepare a report on this process semi-annually.

Coastal GasLink is scheduled to present to the Board on the SEEMP process at the October 13, 2022, Board meeting. The purpose of this presentation is to provide an opportunity for the RDBN to identify any community impacts which are not being adequately addressed. Coastal GasLink is then required to formally respond to any RDBN concerns through a process which includes Provincial government oversight.

Transportation and Roads

Coastal GasLink estimates that there will be up to 350 vehicles leaving and entering the camp daily. Site access and egress will continue to be from Highway 16 to the Morice FSR, Morice Owen FSR, Carrier FSR, and Coastal GasLink Right of Way. The proposed permit prohibits work camp traffic from using Buck Flats Road. Coastal GasLink has confirmed that they will step up enforcement of this restriction on all traffic accessing the Multi-Use Site or any other facilities associated with the pipeline project. During the Electoral Area G Advisory Planning Commission (APC) meeting, representatives of Coastal GasLink stated they have installed a geofence monitoring system that notifies company vehicle drivers and Coastal GasLink if anyone drives along Buck Flats Road in their work vehicle. Additionally, the representatives stated they are working with Canfor to improve radio signage and are reinforcing radio protocol with their employees.

Coastal GasLink says there are weekly informal safety meetings with the Ministry of Forests and the Primary Road maintainer (Canfor) to discuss road use schedules and mitigate safety concerns. Additionally, there are quarterly meetings hosted by the Ministry of Forests in which Coastal GasLink participates.

Setbacks

The siting of structures within the multi use site encroaches into the 7.5-meter zoning bylaw setback from the parcel line dividing the parcels. The Temporary Use Permits proposes to authorize the temporary building within the setback.

Reclamation

No permanent structures are proposed as part of the temporary use and Coastal GasLink must meet the reclamation standard required by the BC Oil & Gas Commission ([see BC Oil & Gas Commission Permit](#)).

Coastal GasLink anticipates camp operations will continue until the end of 2023, at which point reclamation would begin. The Huckleberry Multi-Use Site is cleared of vegetation and topsoil has been stored onsite for redistribution as part of the reclamation process. Reclamation is proposed to include soil replacement, revegetation, testing for the presence of contaminants, and contaminant clean-up as necessary.

The applicant has not committed to any specific revegetation plan. Coastal GasLink says they will undertake an assessment in late 2022 to determine the desired species for re-establishment and any site-specific recommendations for supplemental planting, staking, or seeding. This process will be overseen by the BC Oil & Gas Commission.

REFERRALS

This application was referred to the Nee-Tahi-Buhn Band, the Skin Tyee First Nation, the Wet'suwet'en First Nation, and the Office of the Wet'suwet'en. No referral responses were received from First Nations at the time of the writing of this report. However, the applicant provided letters from the Nee-Tahi-Buhn Band, the Skin Tyee First Nation, and the Wet'suwet'en First Nation, stating there are no concerns with the Huckleberry Multi-Use Site having an occupancy increase from 800 persons to 1,200 persons (see attached).

The RCMP and MoTI indicate no concerns with the proposed TUP. The District of Houston and the Electoral Area 'G' Advisory Planning Commission recommended that the Board support the TUP application.

At the time of the writing of this report referral responses were not received from Northern Health.

PUBLIC NOTICE

Notice of this application was published in the September 14, 2022, issue of the Houston Today newspaper informing the public of the time and location of the Board's consideration of the application, and their ability to provide written input.

The Province was sent written notice of the application informing them of the time and location of the Board's consideration of the application, and their ability to provide written input.

The applicant has posted a sign on the site.

No written submissions were received at the time of writing this report. Any comments received will be provided on the supplemental agenda.

ATTACHMENTS

- TUP G-01-22 Permit
- Applicant Submission (attached)
- [Applicant Environmental Management Plan](#) (Link)
- [BC Oil & Gas Commission Permit](#) (Link)
- Letters from Nee-Tahi-Buhn Band, Skin Tyee First Nation, and Wet'suwet'en First Nation (attached)
- Referral Responses (attached)



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
TEMPORARY USE PERMIT NO. G-01-22**

ISSUED TO: TC Energy / Coastal GasLink Pipeline Ltd.
450-1st Street SW
Calgary, Alberta T2P 5H1

WITH RESPECT TO THE FOLLOWING LANDS:

Northeast and Southeast ¼ Sections of District Lot 3408, Range 5, Coast District

1. This Temporary Use Permit authorizes the following temporary uses:
 - 1.1. Operation of a work camp providing accommodation for up to 1000 employees, including auxiliary food and recreation services,
 - 1.2. A laydown area used for the storage of equipment and materials associated with the construction of the Coastal Gaslink Pipeline Project.
2. This Temporary Use Permit applies only to the 'use area' identified in Schedule A, which forms part of this permit, and allows the temporary use identified in Section 1 within the 'use area', and permits the location of buildings as shown on Schedule A.
3. The temporary use identified in Section 1 may occur only in substantial accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A.
4. The permit holder shall, as a condition of this permit:
 - a. Maintain a minimum of two parking stalls per 10 beds within the use area and not allow off-site parking.
 - b. Not allow the use of Buck Flats Road to access the use area for any purpose, except for emergency response situations.
5. This Permit authorizes the temporary use identified in Section 1 of this permit to occur only for a term of three years from the date of issuance of this permit.

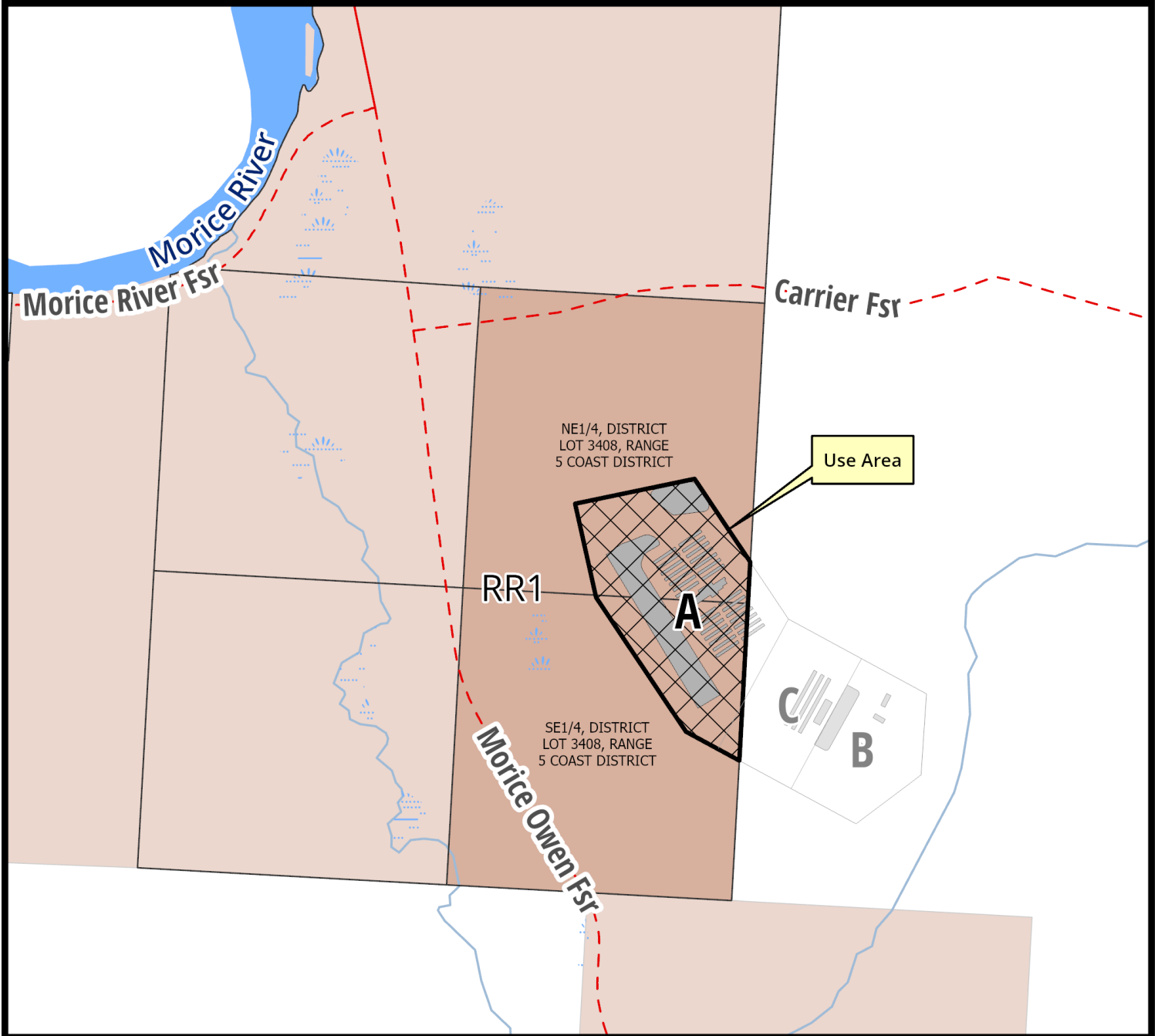
If a term or provision of this permit is contravened or not met, or if the Applicant or property owner suffers or permits any act or thing to be done in contravention of or in violation of any term or provision of this permit, or refuses, omits, or neglects to fulfill, observe, carry out or perform any duty, obligation, matter or thing prescribed or imposed or required by this permit the Applicant and / or property owner are in default of this permit, and the permit shall be void and of no use or effect.


6. As a term of this permit the owner of the land must remove all equipment from the land upon which the temporary use is occurring or has occurred within two months from the date of the expiration of this permit unless this permit is renewed by the Board.
7. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional Board on the _____ day
of _____, 2022.

PERMIT ISSUED on the ____ day of _____, 2022.

Corporate Administrator



 **TUP G-01-22: Schedule A**
Regional District of Bulkley-Nechako
Produced: 2022-09-01

Affected Area: ≈22.44 ha

0 100 200 400 600 800
Meters

August 17, 2022

Sent Via E-mail

Regional District of Bulkley-Nechako

37 3rd Ave, PO Box 820

Burns Lake, BC V0J 1E0

Attention: Danielle Patterson, Sr. Planner

**RE: CGL Occupancy Clarification for Huckleberry Multi-Use Site
Temporary Use Permit – Worker Increase Request
Coastal GasLink
RDBN File: G-01-22**

Coastal GasLink Pipeline Ltd. (Coastal GasLink) submitted a request to renew the Temporary Use Permit (TUP) No. G-01-19 for the Huckleberry Multi-Use Site to the Regional District of Bulkley Nechako (RDBN) on July 15, 2022. A supplementary amendment request memo was sent on July 25, with updates on July 27, 2022, to increase the permitted workforce numbers temporarily housed at the Huckleberry Multi-use Site. On August 16th, Coastal GasLink received renewal for TUP No. G-01-19 and have been notified per the Board Decision dated August 12, 2022 that the request for an increase in workforce will be considered via a new TUP application process.

Coastal GasLink understands the information provided to date is sufficient for the Regional District staff to complete the application and referral process for the new TUP request but would like to provide clarity about the planned overall workforce increase within the Huckleberry Multi-Use Site.

As previously communicated, in order to fulfil project schedule and avoid significant impacts, Coastal GasLink requires an increase in overall workforce occupancy at the Huckleberry Multi-Use Site to 1229 workers. Within the site, approximately 985 of the required 1229 beds are located within existing accommodations in Area 'A', which is located in RDBN Rural Resource 1 (RR1) zoning for which a TUP is required. Coastal GasLink requests the Board approve an increase in the permitted occupancy of Area "A" from 800 workers to 1000 workers, where RR1 zoning applies.

Please find attached an updated site map depicting the workforce capacities and the zoning boundary for reference.

If you have any questions or would like to discuss the clarification or request, please contact the undersigned below at 403-667-3664 or nicole_stuckert@tcenergy.com.

Sincerely,



Nicole Stuckert
Sr. Land Representative
Coastal GasLink Pipeline Ltd.



memo	Date	July 27, 2022	TC Energy 450 - 1st Street S.W. Calgary, Alberta, Canada T2P 5H1
	Attention	Jason Llewellyn, Director of Planning Regional District of Bulkley-Nechako	tel 403-667-3664 (mobile) email nicole_stuckert@tcenergy.com web www.tcenergy.com www.CoastalGasLink.com
	From	Nicole Stuckert, Land Representative	
	Subject	Temporary Use Permit (TUP) No. G-01-19 – Amendment	

This information package has been provided to support Coastal GasLink Pipeline Ltd.'s (Coastal GasLink) request to amend the existing Temporary Use Permit (TUP) G-01-19 pertaining to Huckleberry Multi-Use Site.

Temporary Use Permit (TUP) No. G-01-19 (Schedule A)

Temporary Use Permit (TUP) No. G-01-19 issued on October 24, 2019, shown in Attachment A, provides permission, through Board approval, to temporary alter the zoning (Rural Resource 1) to industrial use during the construction and reclamation phases of the Coastal GasLink Pipeline Project (Project), for the purposes of a temporary workforce accommodation and storage area.

Coastal GasLink has submitted a request to renew the existing permit for a period of three years (in the letter dated July 15, 2022), and as per RDBN direction is now submitting an amended TUP application specific to Condition (1) noted below, to address a requested increase for camp occupancy:

Operation of a work camp providing accommodation for up to 800 employees, and a laydown area used for the storage of equipment and materials, associated with the construction of the Coastal Gaslink Pipeline Project.

As previously noted in the renewal request letter dated July 15, 2022, Coastal GasLink has encountered significant delays to our construction schedule resulting from the Public Health Order (PHO) issued to five major construction projects in the Northern Health region in December 2020. As a result of the Order, the project had to make significant updates to the work plan to adjust and complete the project. COVID isolation protocols have also reduced overall workforce accommodation capacity, thereby creating a project-wide need for additional accommodation space. Because Coastal GasLink's construction periods are limited by select environmental timing restrictions, construction schedules have been condensed to meet Coastal GasLink's in-service timelines. The revised schedules, which include a later construction completion date than previously contemplated, have resulted in the requirement for Coastal GasLink to extend the use of all temporary land ancillary sites that are utilized to store equipment and house personnel, including at the Huckleberry Multi-Use Site.

Specific to the work on the project south of Houston, the Coastal GasLink project experienced significant blockade actions in September through November 2021, including an attack at the Morice River drill pad site in February 2022. These events significantly delayed all work in this area of the project until safety protocols could be bolstered and maintained. As such, the project has had to adapt and bring on additional crews specific to this area to fulfil the mechanical completion date. The execution plan was adjusted in this area, known as Work Package 3 (WP3), to include two different prime contractors for Section 6 (WP3-Central) and Section 7 (WP3-West) to increase the workforce required to meet schedule, leading to increased indirect and direct workforce requirements above the initial forecast made for Huckleberry Lodge in 2019.

As such, Coastal GasLink would like to request an increase to number of employees the workforce accommodation will allow on site from 800 to 1229. Please find below all of the supplementary information required to consider this request.

RDBN TUP Amendment Application (Schedule B)

Please find attached the RDBN Temporary Use Application, including the required executed Contaminated Sites Regulation Questionnaire. Please note, as the site is already in use for industrial activities, current equipment and associated activities are listed in the attached Contaminated Sites Regulation Questionnaire.

Owner Authorization (Schedule C)

Please find attached a copy of the letter authorization from the property owner, the British Columbia Oil and Gas Commission pertaining to the use of the crown lands (AD #100100771), in addition to the copy of the crown permit

Purpose, Location and Size

Multi-use sites are required to provide infrastructure to support pipeline construction activities. These sites need to be accessed and prepared prior to construction completion and will continue to be used until cleanup activities have been completed. Multi-use sites include temporary construction camps, which are used to accommodate personnel during these activities, and contractor yards, which are used to store equipment and maintenance materials for fuel storage and designated refueling areas, as well as provide field office space. Multi-use Site Huckleberry is located approximately 23 km southwest of Houston, BC. Ground access includes existing highways and industry service roads, as detailed in the Traffic Management Plan section below. Multi-use Site Huckleberry has and will continue to be used for a temporary construction camp site, contractor yard, field offices and temporary warehouse structures for storing materials. Multi-use Site Huckleberry has a footprint of approximately 24.19 hectares and no new area would be required for proposed increases in camp occupancy.

Schedule and Duration

Clearing and preparation of the Multi-Use Site has been completed and the Workforce Accommodation and storage areas are currently in use. Due to the delays in the construction schedule noted above, the multi-use site is expected to be used to support construction throughout the remainder of 2022 and 2023, and then will continue to house some workers and equipment until the site is cleaned up and reclaimed.

Equipment and Personnel

Equipment associated with contractor yards includes pipe trucks/trailers, cranes, bulldozers, excavators, front-end loaders, pickup trucks, fuel trucks, water trucks, side booms, tractor trailers, delivery vehicles and fuel storage. The temporary construction camp equipment includes dormitory trailers, dining facilities, recreation facilities, power generation facilities, office trailers and waste handling facilities.

The number of personnel residing on site was originally forecasted to be under 800. However, with the challenges noted above, the execution plan for the overall project had to be adjusted to avoid additional cost and schedule issues delaying mechanical completion. As such the total camp capacity during peak times is anticipated to be 1229. As construction activities progress and required work in this area of the project begins to decrease, camp occupancy will continue to be reduced until such time that the camp will be utilized to house the necessary workforce required for project reclamation.

Updated Site Plan (Schedule D)

An updated site layout plan for Huckleberry Multi-Use Site will be provided to RDBN staff, detailing where all current and new equipment/trailers will be placed including:

- All proposed structures (existing and new) including fencing
- Workforce accommodation trailers, offices, etc.
- Areas to be used for equipment and materials storage
- Areas for use of soil stockpiling
- Screening provisions such as berms, tree buffers, etc.
- Fuel Storage Locations
- Vehicle parking areas

Environmental Management Plan (Schedule E)

A copy of the Environmental Management Plan applicable to Coastal GasLink Ancillary Sites can be accessed via the following link: [CGL Environmental Management Plan](#)

A hard copy or electronic copy can be provided upon request.

Additional Site Information and Operation Plan

Drainage and Dust Control

- The Huckleberry Multi-Use Site has been graded to allow for natural drainage and utilizing the appropriate sediment and erosion control.

Dust Control

- Where traffic as a result of the Project creates a hazardous or irritating level of dust to nearby residents, dust control on existing access roads will be achieved through the application of water or as discussed with the appropriate stakeholders, rightsholders and/or relevant regulatory authority.

Hazardous Material Storage and handling

Huckleberry Multi-Use site will be used to accommodate a Construction Camp, which will require storage and safety measures for both solid non-hazardous wastes and industrial wastes. Coastal GasLink will apply waste disposal and management safety measures in accordance with Coastal GasLink's EMP, Appendix D.1 (attached). General measures will include:

- Coastal GasLink will provide unobstructed access/egress to waste storage areas, for delivery, disposal, and emergency response
- All Project staff with waste management and hazardous materials responsibilities will be educated in accordance with regulatory requirements specific to the site. All personnel shall

understand their responsibilities for proper handling, identification, documentation and storage of wastes and hazardous materials

- All fuel/service vehicles will carry fire extinguishers, shovels, an impermeable barrier for placing under vehicles to be serviced, and hydrocarbon spill kits complete with a minimum of 10 kg of sorbent material for clean-up of small spills
- Sorbents, barrier materials (e.g. impermeable liners, etc.), shovels, a water boom, and 210 l storage drums will be stockpiled on site to respond to small spills
- Personnel who will be handling waste materials will possess valid WHMIS training
- All fuel truck drivers, and drivers transporting waste or chemicals will have current TDG certification
- Waste stored in any containers must be clearly labelled to comply with TDG Act and WHMIS regulations. Hazardous wastes will be separated by type.
- During waste and chemical handling activities, employees and contractors will use appropriate personal protective equipment to prevent any contact with material
- All waste materials will be disposed of in accordance with federal and provincial legislation and municipal/regional regulations as required
- Food wastes will be stored in animal proof (bear-proof) containers and transported to an appropriate landfill or other disposal site
- Receptacles for recycling various products (e.g. paper and tin) will be available site and will be hauled to appropriate recycling depots

Workforce Employees and Accommodation Numbers

- Final employee workforce number will be 1229, which is inclusive of camp staff
- Anticipated milestones pending approval of this amendment:
 - 800 by August 1, 2022
 - 900 by August 7, 2022
 - 1000 by August 21, 2022
 - 1100 by September 1, 2022
 - 1229 by September 15, 2022

Site Disturbance

Current Site Disturbance and Soil Management.

Coastal GasLink has already removed all trees from the site, cleared and stripped the total area of the camp. There is currently soil storage on site for roll back/reclamation and gravel stored on site for road maintenance in the area.

Soil Handling

As per Section 8.3 of the Coastal GasLink EMP, Coastal GasLink has stripped all soil and will continue to follow the protocols below:

The mitigation found in Section 8.3 of the EMP will be followed as applicable, including:

- Coastal GasLink will use machinery appropriate to the season and conditions for all soil salvage operations
- Coastal GasLink will plan construction operations to reduce the number of times and distances that salvaged soils are moved
- Coastal GasLink will salvage the organic layer (i.e., topsoil, leaf litter layer) where applicable
- Coastal GasLink will stabilize exposed surface material and subsoil where the potential for erosion exists
- Coastal GasLink will avoid working during and immediately after intense rainfall events or spring thaw when soils are wet, and discontinue soil-handling work under wet or windy

- weather conditions
- Grading will be undertaken with the understanding that original contours and drainage patterns will be re-established during cleanup unless otherwise authorized by the Environmental Inspector(s) or designate
- Coastal GasLink will ensure grade material does not spread off site
- CGGL will alleviate compaction by using suitable machinery to loosen subsoil and smooth the surface prior to topsoil replacement

Reclamation

In general, the Coastal GasLink EMP outlines environmental protection measures to avoid or reduce potential adverse effects during construction of the Project. It also contains mitigation measures for Post Construction reclamation activities with the objective of maintaining equivalent land capability for agricultural lands and allow for natural revegetation where appropriate. Specific actions pertaining to soil replacement, revegetation and testing for contaminants at clean-up are noted in Table 1 below.

Table 1: Site Reclamation

Soil replacement	<p>Coastal GasLink will replace grade material to construction preparation contours where practical. Surface drainage patterns will be re-established following construction, with erosion and sedimentation control measures applied as appropriate.</p> <p>Coastal GasLink’s Environmental Inspector(s) will determine the locations where subsoil compaction is an issue. Prior to topsoil or surface material replacement in these areas, Coastal GasLink will rip compacted subsoils with a multi-shank ripper or breaking disc to a depth of 30 cm or the depth of compaction, whichever is deeper. If soils are moist, ripping of subsoils will be postponed until soils dry to ensure that the soils fracture when ripped. Coastal GasLink will also re-grade areas with vehicle ruts or erosion gullies</p> <p>Subsequently, Coastal GasLink will replace salvaged surface material as evenly as possible, postponing replacement where required during wet conditions to prevent erosion or damage to the soil structure.</p>
Revegetation	<p>Coastal GasLink will reclaim native vegetation in accordance with applicable federal and provincial laws and regulations, or as agreed to with the relevant regulatory authorities. Seeding (as required) will follow as close as practical to rough cleanup and topsoil/surface material replacement, pending seasonal or weather conditions. Plans for tree planting, where appropriate, are currently being considered.</p>
Testing for contaminants and clean up	<p>Testing for contaminants is not planned; in the event contaminated soils are encountered during construction, the Contaminated Soils Management Plan (Appendix D.5 of the EMP, attached) will be implemented. If a spill occurs, the Spill Contingency Plan (Appendix C.1 of the EMP, attached) will be implemented.</p>

Relevant Approvals/Permits

It takes a number of other permits to successfully operate an ancillary site and workforce accommodation. Coastal GasLink has obtained an Oil and Gas Commission Permit for the site and archeological clearance, as well as relevant land permits.

The Prime Contractor and Camp Subcontractor will obtain any additional permits required for the operation of the construction camp on the Huckleberry site (e.g. food service, water system, camp accommodations, and sewage disposal).

Waste Management

With the increase in the number of workers housed at the workforce accommodation, Coastal GasLink has made several updates to its waste management plan to accommodate additional sewage and waste.

Coastal GasLink waste management is subject to provincial inspection at workforce accommodations and at the worksite. During construction, garbage and construction waste has gone to the RDBN's Knockholt solid waste facility. Special waste, such as petroleum-contaminated containers and highly contaminated soil, go to private facilities outside of RDBN.

Coastal GasLink will continue to monitor potential impacts to local waste management facilities as part implementation of the Socio-economic Effects Management Plan (SEEMP) during construction activities.

Traffic Management Plan

With the increase in the number of workers housed at the workforce accommodation and overall employee increase, Coastal GasLink understands that the traffic, especially along the main access (the Morice Owen FSR) will increase. Coastal GasLink has the required road use permits to utilize the roads to access the Huckleberry Multi-Use Site and is part of the Nadina Road User Group.

In addition, Coastal GasLink has implemented a number of measures to ensure safe use of the roads and continues to work with the Road Owner, Ministry of Forests (MoF) and Primary Maintainer (Canadian Forest Products Ltd.) during weekly meetings to discuss on-going schedules and mitigate any safety concerns. Weekly safety discussions include representatives from the Coastal GasLink construction team, Prime Contractors, Coastal GasLink Land Team, Nadina District and Canfor. During these weekly meetings the following topics are discussed:

- Hauling Plans and Schedule Coordination
 - considerations are made for the general public/other users and rights holders (for example to discuss long weekend traffic mitigation, etc.)
- Required maintenance or upgrade measures that need to be addressed
- Dust control application in summer, and snow removal in winter
- Weather event mitigation (decrease traffic during heavy rain)
- Safety protocols, such as radio calling and signage improvements
- Safety reporting and continuous safety improvement strategies

During the original TUP application process for Huckleberry Multi-Use Site, an individual citizen wrote questions in regarding road use and traffic safety. As always, Coastal GasLink is willing to respond to local resident questions and potential concerns. In this particular instance, Coastal GasLink met with the individual regarding the condition of the Morice FSR and was able to work with other road users towards improvements. Additionally, the individual mentioned that some neighbours may not have vehicle radios to monitor traffic. Coastal GasLink delivered these free of charge as an additional safety measure.

Emergency Response Plans

The updated emergency response plans and key contacts will be provided to RDBN Director of Protective Services.

Community Investment

Coastal GasLink has always strived to be a part of building strong and vibrant communities where we operate. Since 2012, Coastal GasLink and TC Energy, have donated over \$12 million to Northern BC communities with focus areas in Education, Safety, Environment, and Community. Combined with our workforce giving, this

includes over \$1.6 million invested in 2021 alone. Coastal GasLink will be holding a “Legacy of Giving” Workforce Giving Campaign in Fall 2022 in support of local non-profit organizations. All of Coastal GasLink’s workforce accommodations, including Huckleberry Lodge, participate in can and bottle recycling programs benefitting local non-profit organizations.

Coastal GasLink thanks you for your time and are available to answer any questions or concerns you may have about the information provided below.



August 10, 2022

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

Attention: Gerry Thiessen, Board Chair

**RE: Letter of No Concern for Coastal GasLink Temporary Use Permit (TUP) No. G-01-1
Renewal and Amendment Request - Huckleberry Multi Use Site (Workforce
Accommodation)**

It is the understanding of Wet'suwet'en First Nation that Coastal GasLink Pipeline Ltd. (Coastal GasLink) has applied to the Regional District of Bulkley Nechako (RBDN) for a permit extension and amendment for the Huckleberry Multi Use Site, to increase the allowable occupancy from 800 to approximately 1200 individuals.

Coastal GasLink representatives have explained that a request to renew the Temporary Use Permit (TUP) No. G-01-1 for the Huckleberry Multi-Use Site was submitted to the RBDN on July 15, 2022, and a supplementary amendment request was submitted on July 25, 2022, to increase the permitted workforce numbers temporarily housed at the Huckleberry Multi-use Site.

This letter serves as confirmation that we, Wet'suwet'en First Nation, have no concerns to Coastal GasLink's application for renewal of the TUP for the Huckleberry Multi-Use Site, and furthermore have no objections to the RBDN granting an amendment to allow an increase in the occupancy for the same.

Respectfully,

WET'SUWET'EN FIRST NATION

MAUREEN LUGGI
Chief

cc: Jason Llewellyn, Director of Planning RBDN
Curtis Helgesen, CAO of RBDN

Wet'suwet'en First Nation

Box 760, Burns Lake,
British Columbia V0J 1E0

Phone: (250) 698-7307 | Fax: (250) 698-7480
Email: chief@wetsutweten.net

August 8, 2022

Regional District of Bulkley Nechako
37 3rd Ave, PO Box 820
Bums Lake, BC V0J 1E0

Attention: Gerry Thiessen, Board Chair

cc: Jason Llewellyn, Director of Planning RDBN, Curtis Helgesen, CAO of RDBN

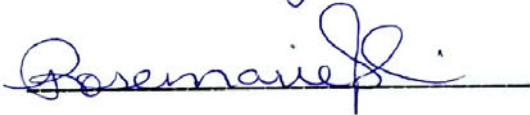
**RE: Letter of No Concern for Coastal GasLink Temporary Use Permit (TUP) No. G-01-1
Renewal and Amendment Request - Huckleberry Multi Use Site (Workforce
Accommodation)**

It is the understanding of Skin Tyee First Nation that Coastal GasLink Pipeline Ltd. (Coastal GasLink) has applied to the Regional District of Bulkley Nechako (RBDN) for a permit extension and amendment for the Huckleberry Multi Use Site, to increase the allowable occupancy from 800 to approximately 1200 individuals.

Coastal GasLink representatives have explained that a request to renew the Temporary Use Permit (TUP) No. G-01-1 for the Huckleberry Multi-Use Site was submitted to the RBDN on July 15, 2022, and a supplementary amendment request was submitted on July 25, 2022, to increase the permitted workforce numbers temporarily housed at the Huckleberry Multi-use Site.

This letter serves as confirmation that we, Skin Tyee First Nation, have no concerns to Coastal GasLink's application for renewal of the TUP for the Huckleberry Multi-Use Site, and furthermore have no objections to the RBDN granting an amendment to allow an increase in the occupancy for the same.

Signed this day, Aug 9, 2022 at Skin Tyee First Nation.



Representative



Representative

August 8, 2022

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

Attention: Gerry Thiessen, Board Chair

cc: Jason Llewellyn, Director of Planning RDBN, Curtis Helgesen, CAO of RDBN

**RE: Letter of No Concern for Coastal GasLink Temporary Use Permit (TUP) No. G-01-1
Renewal and Amendment Request - Huckleberry Multi Use Site (Workforce
Accommodation)**

It is the understanding of Nee Tahí Buhn Band that Coastal GasLink Pipeline Ltd. (Coastal GasLink) has applied to the Regional District of Bulkley Nechako (RDBN) for a permit extension and amendment for the Huckleberry Multi Use Site, to increase the allowable occupancy from 800 to approximately 1200 individuals.

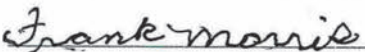
Coastal GasLink representatives have explained that a request to renew the Temporary Use Permit (TUP) No. G-01-1 for the Huckleberry Multi-Use Site was submitted to the RDBN on July 15, 2022, and a supplementary amendment request was submitted on July 25, 2022, to increase the permitted workforce numbers temporarily housed at the Huckleberry Multi-use Site.

This letter serves as confirmation that we, Nee Tahí Buhn Indian Band, have no concerns to Coastal GasLink's application for renewal of the TUP for the Huckleberry Multi-Use Site, and furthermore have no objections to the RDBN granting an amendment to allow an increase in the occupancy for the same.

Signed this day, Aug 12 / 22 at _____.



Nee Tahí Buhn Indian Band Representative



Nee Tahí Buhn Indian Band Representative

From: [Deneve Vanderwolf](#)
To: [Danielle Patterson](#)
Subject: Fwd: [EXTERNAL]: Applicant Notification - File #2022-04412 (Task Id: 24496994)
Date: Tuesday, August 23, 2022 5:49:17 PM
Attachments: [TUP_G-01.pdf](#)

Deneve

Begin forwarded message:

From: eDAS@gov.bc.ca
Date: August 23, 2022 at 4:25:50 PM PDT
To: Deneve Vanderwolf <deneve.vanderwolf@rdbn.bc.ca>
Subject: [EXTERNAL]: Applicant Notification - File #2022-04412 (Task Id: 24496994)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Date: 2022-Aug-23

Hello, The Ministry of Transportation Approval Application 2022-04412 is available for the next step and your action. You can access the file at <https://posse.th.gov.bc.ca/DAP/Default.aspx?PossePresentation=ApprovalApplication&PosseObjectId=24490691&PossePane=Tasks>

The Ministry has no objections to the applicant's proposed TUP.

Thank you,
Daena Bilodeau Cooper

If you have any questions please feel free to contact me.

Sincerely,

Daena Bilodeau Cooper
Senior Development Officer
Bulkley-Stikine District

From: Fillmore, Ryan <@rcmp-grc.gc.ca>
Sent: August 22, 2022 8:24 AM
To: Deneve Vanderwolf <deneve.vanderwolf@rdbn.bc.ca>
Subject: [EXTERNAL]: Re: TUP G-01-22 Referral Documents

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Good Morning Deneve,

Thank you for the update. At this time there is no immediate concerns from our point.

Have a great day,

Ryan

From: Deneve Vanderwolf <deneve.vanderwolf@rdbn.bc.ca>
Sent: August 19, 2022 11:47:43 AM
To: Fillmore, Ryan
Subject: TUP G-01-22 Referral Documents

Hi Sgt. Fillmore

Attached is the referral report for Coastal GasLink's proposed Temporary Use Permit to expand the Huckleberry Workcamp. Please let me know if you have any questions.

Kind regards,
Deneve Vanderwolf
Planning Technician/Regional Transit Coordinator
Regional District of Bulkley-Nechako | www.rdbn.bc.ca
deneve.vanderwolf@rdbn.bc.ca
37 3rd Avenue | PO Box 820, Burns Lake BC V0J 1E0
Office Phone: 250-692-3195 | 1-800-320-3339

This message is intended for the addressee(s) named and is confidential. The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation.

Advisory Planning Commission Meeting Minutes

Electoral Area G	Meeting Date: August 25, 2022	Meeting Location: Zoom
Attendance		
<u>APC Members</u> Mary Robinson Tom Euverman Elijah Newell	<u>Electoral Area Director</u> Director Chris Newell	
	<u>Other Attendees</u> Nicole Stuckert, Coastal GasLink Pipeline Ltd. Heather Desmaria, Coastal GasLink Pipeline Ltd. Charlie Edwards, Coastal GasLink Pipeline Ltd. Tanner Moulton, Coastal GasLink Pipeline Ltd. Jason Llewellyn, Director of Planning, RDBN Danielle Patterson, Senior Planner, RDBN, minute-taker	
Chairperson: Tom Euverman	Secretary: Absent	
Call to Order: 7:00 pm		
Agenda		
7:00 pm – 7:15 pm Temporary Use Permit G-01-22 (CGL Huckleberry Site)		

Applications:

TUP G-02-22 (Huckleberry Multi-Use Site): Nicole Stuckert, CGL representative, provided a summary of their request to increase the workforce capacity working on the pipeline and are requesting a temporary use permit to increase the existing Huckleberry Multi-Use Site from 800 beds to 1,000 beds. The overall camp would be two lodges for 1,229 people but only 1 of the 2 lodges, with 1,000 beds is zoned by the RDBN.

Jason Llewellyn provided an explanation of the overall camp numbers and how zoning relates to the temporary use permit.

Mary Robinson asked the applicant about how this may benefit the region and whether the workers would come to work on the pipeline if the camp was not expanded. Stated they think the pipeline is positive for the area.

Tanner Moulton, CGL representative confirmed the workers would still need to come to the area and the camp would mitigate the amount of driving required and reduce the number of workers coming to town.

Elijah Newell asked about traffic impacts, workers driving along Buck Flats Road.

CGL: Recently installed a geofence that notifies the drives of a company vehicle and CGL if someone is driving on Buck Flats Road. Employees are not allowed to drive on that road. They are working with Canfor to improve radio signage and are pushing radio protocol with their employees. Most employees drive their own vehicle to camp and then travel. From there, they go in work vehicles to the worksite.

Tom Euverman: stated they think the pipeline has been a huge economic boon to the area and overall a positive.

T. Euverman: Tabled a motion to recommend the Board approve the application.

E. Newell: seconded the motion.

Tom Euverman: Any further discussion? None.

Those in favour: T. Euverman and E. Newell.

Those not in favour: M. Robinson.

Motion is carried.

Meeting Adjourned: 7:29 pm

Chair Signature: 



Regional District of Bulkley-Nechako

37 3rd Ave, PO Box 820
Burns Lake, BC V0J 1E0
250-692-3195

September 7, 2022

Attention: Gerry Thiessen, RDBN Board Chair

cc: Jason Llewellyn, RDBN Director of Planning & Curtis Helgesen, RDBN CAO

RE: Temporary Use Permit Application No. TUP G-01-22

Thank you for providing the District of Houston opportunity to comment on Temporary Use Permit Application No. TUP G-01-22.

In an open meeting of Council on September 6, 2022, District of Houston Council resolved to provide comment to Regional District Bulkley-Nechako supporting the approval of Temporary Use Permit Application No. 6-01-22 subject to the application following proper processes as determined by the Regional District Bulkley-Nechako.

Please feel free to contact me if you have any questions.

Respectfully,

Michael S. Dewar
Chief Administrative Officer
District of Houston
cao@houston.ca
250.845.2238



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: September 22, 2022
Subject: Development Variance Permit Application No. B-01-22

RECOMMENDATION:

(all/directors/majority)

That the Board approve Development Variance Permit B-01-22 for the property located at 4285 Eckland Drive to vary Section 14.0.4.1.b) of "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" by reducing the southeast side parcel line setback from 5 m to 2.5 m, for the proposed accessory building.

EXECUTIVE SUMMARY

The applicant proposes to reduce the setback requirement for a side parcel line from 5 m to 2.5 m for the proposed accessory building. This variance will allow for the construction of an accessory building with a total floor area of 411 m² (4424 ft²) and a footprint of 364 m² (3900 ft²) for use as a shop/storage building. The applicant indicates that the existing home, driveway and septic field limit the development options on the narrow parcel, resulting in the need for the variance.

The proposed 2 storey building is quite large and will be quite visible from the adjacent property to the southeast; however, the applicant has consulted with their neighbour and received a letter of support in favor of the proposed variance.

APPLICATION SUMMARY

Name of Applicant:	Stephan Posselt
Electoral Area:	B
Subject Property:	Lot 1, District Lot 2509, Range 5, Coast District, Plan 11181 (PID 004-375-947)
Property Size:	0.42 ha (1.05 ac)
OCP Designation:	Lakeshore (L) under the Burns Lake Rural and Francois Lake (North Shore) Official Community Plan, Bylaw No. 1785, 2017.
Zoning:	Small Holdings (H1) under Zoning Bylaw No. 1800, 2020.
ALR Status:	Not in the ALR
Existing Land Use:	A single family dwelling and accessory greenhouse.
Location:	4285 Eckland Drive, abutting Decker Lake, approximately 3 km northwest from the Village of Burns Lake (see subject property map).

Subject Property Map:



PROPOSAL:

The applicant is requesting a Development Variance Permit (DVP) to construct a shop/storage building large enough to contain various recreational equipment and vehicles.

The proposed building includes 4.9 m (16 ft) overhangs on both sides to provide covered storage.

To facilitate this build, the applicant is requesting that Section 14.0.4.1.b) of the RDBN Zoning Bylaw be amended to reduce the setback of a structure from a Side Parcel Line from 5 m to 2.5 m as shown on the the site plan below.

The applicant provided the following reasons for the requested variance:

- To provide enough space for a shop/storage building and the existing driveway.
- The existing driveway and narrow parcel shape create siting limitations.
- The direction of the shop is sited to accommodate the existing driveway and to allow the applicant to back their travel trailer or boat into the shop.

DISCUSSION

The applicant has had preliminary discussions with the Building Inspectors and has submitted preliminary drawings for review. The Building Inspectors have no concerns with the proposed variance.

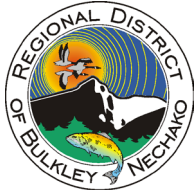
The proposed accessory building is significant in size and will be quite visible from the abutting property to the southeast. The applicant has indicated that the owner of the property potentially most impacted by the variance has no objections to the application and a letter of support from this property owner is attached, therefore staff recommend that the variance be approved.

PUBLIC CONSULTATION

All property owners within 100 m of the subject property have been provided written notice of the application and were advised of their opportunity to provide written comment on this application. Any written submissions received will be made available at the Board Meeting on September 22, 2022.

ATTACHMENTS:

- Development Variance Permit B-01-22
- Applicant submission
- Site Photos
- Letter of Support



REGIONAL DISTRICT OF BULKLEY-NECHAKO DEVELOPMENT VARIANCE PERMIT NO. B-01-22

ISSUED TO: Stephan Posselt & Lauren Posselt
 4285 Eckland Drive
 Burns Lake, BC V0J 1E1

WITH RESPECT TO THE FOLLOWING LANDS:

4285 Eckland Drive, legally described as LOT 1, DISTRICT LOT 2509, RANGE 5, COAST DISTRICT, PLAN 11181; PID 004-375-947 (the "Lands")

1. This Development Variance Permit varies Section 14.0.4.1b) of Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 by reducing the minimum Side Parcel Line setback of a structure which does not abut a Highway from 5 m to 2.5 m.
2. These variances apply only to the construction of an accessory building as shown on the site plan attached hereto as Schedule A, which forms part of this permit.
3. The lands shall be developed in accordance with the terms and provisions of this permit and the plans and specifications attached hereto as Schedule A, which forms part of this permit.
4. In accordance with Section 503 of the *Local Government Act*, notice of this Development Variance Permit shall be filed in the Land Title Office. Once filed, the terms of this Development Variance Permit shall be binding upon all persons who acquire an interest in the land affected by the permit.
5. This permit shall lapse if the holder of this permit has not substantially started construction with respect to which the permit was issued within two (2) years of the date of the Board resolution authorizing this permit.
6. This permit is not a building permit, nor does it relieve the owner or occupier from compliance with all other bylaws of the Regional District of Bulkley-Nechako applicable thereto, except as specifically varied or supplemented by this permit.

AUTHORIZING RESOLUTION passed by the Regional District Board

this ___ day of _____, 2022.

PERMIT ISSUED on this ___ day of _____, 2022.

Corporate Administrator

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Eckland Dr

Proposed Building

Setback varied from
5m to 2.5m

Decker Lake



DVP B-01-22: Schedule A

Regional District of Bulkley-Nechako

Produced: 8/24/2022

Lot Area: ≈ 0.55 ha

0 5 10 20 30 40



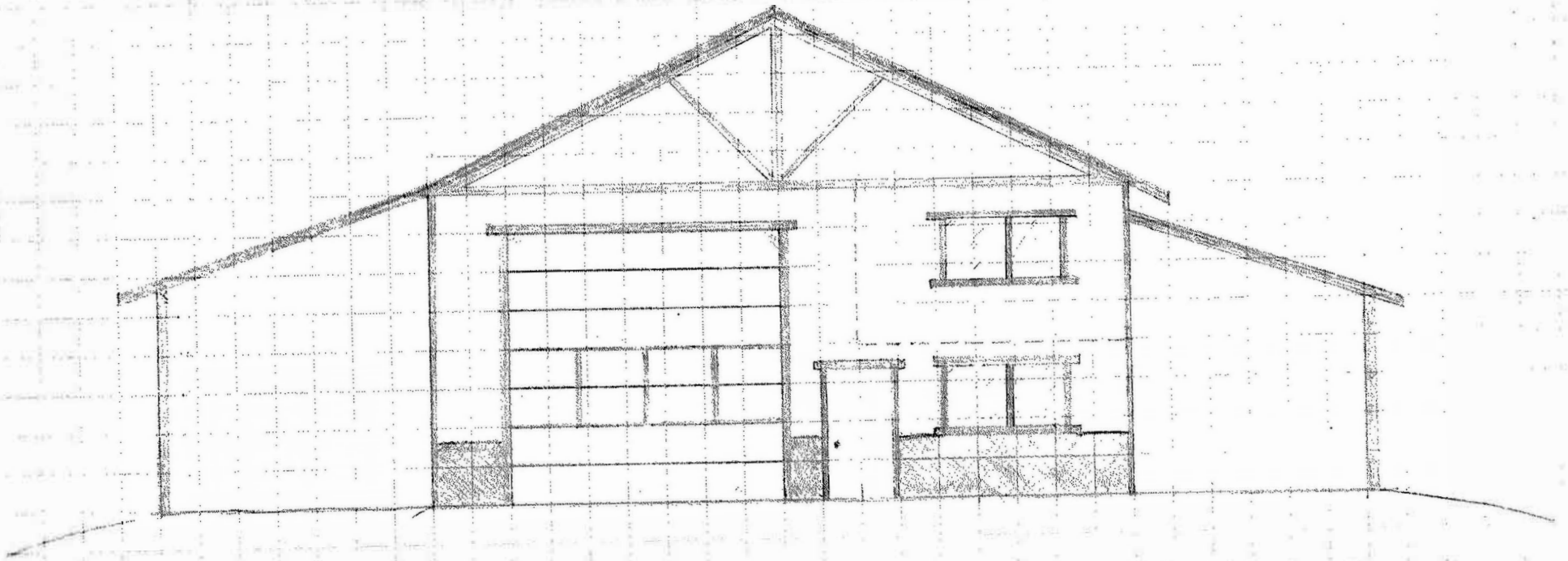
Meters

38' x 56' x 16' H

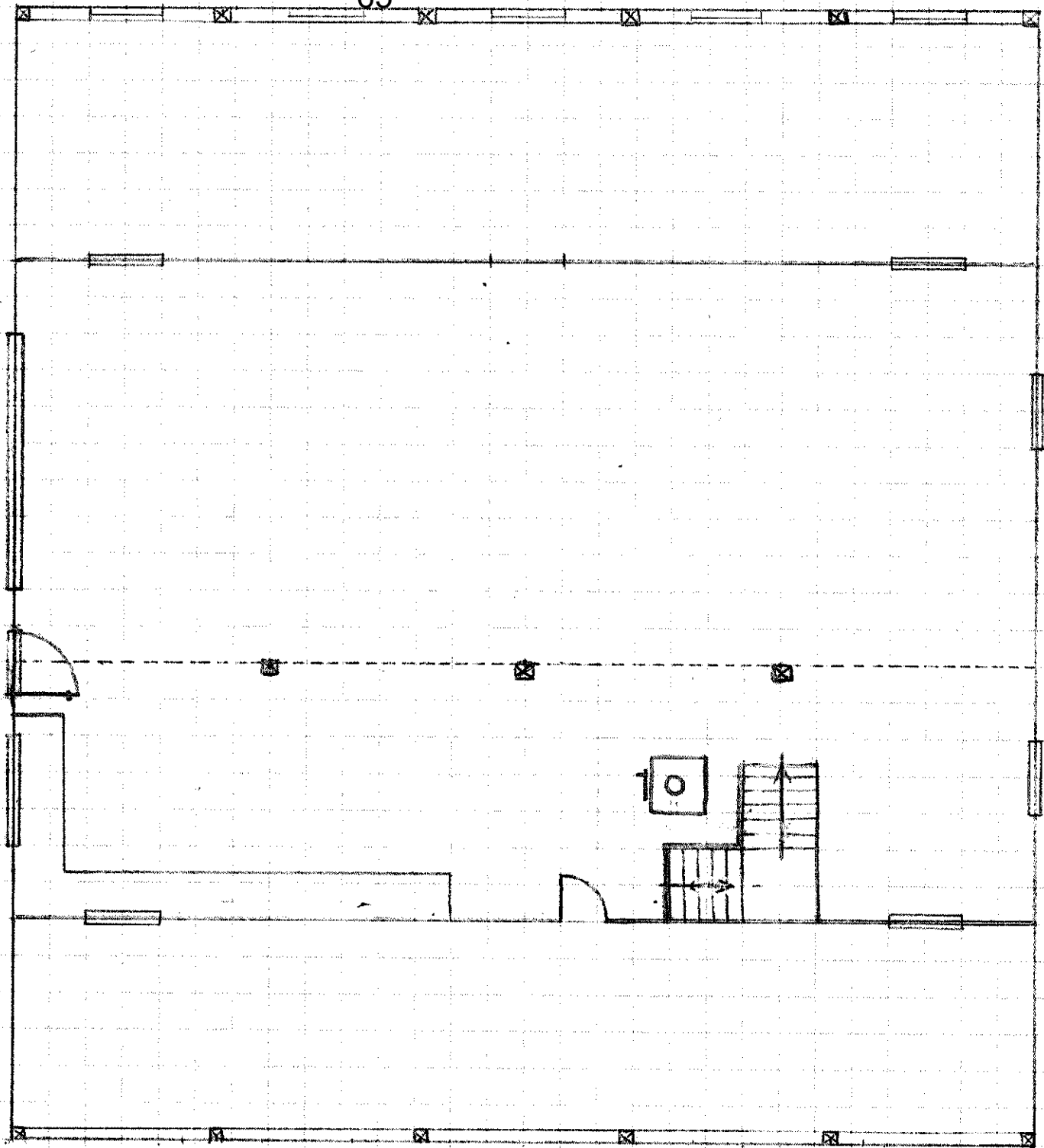
6:12 Pitch Main

4:12 Pitch Sides

2' overhangs



65



Site visit photos

Photo 1: View of south property line and neighbour's driveway**Photo 2:** View of front property line from Eckland Dr**Photo 3:** View of north property line and applicant's driveway;
Proposed site in yellow

September 8, 2022

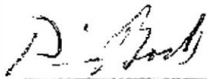
To whom it may concern,

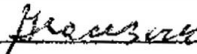
We are the owners of the property 4245 Eckland Dr adjacent 4285 Eckland Road in Burns Lake. We are writing this letter inform you that we agree in allowing the proposed variance on my neighbor's shop build (4285 Eckland Road) from a 5m setback to a 2.5m setback adjacent my driveway.

Sincerely,

Dennis Bock

Grace Bock







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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: September 22, 2022
Subject: ALR Non-Adhering Residential Use Application No. 1246

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

That Agricultural Land Reserve Non-Adhering Residential Use Application No. 1246 be recommended to the Agricultural Land Commission for approval.

EXECUTIVE SUMMARY

The applicants are requesting Agricultural Land Commission (ALC) approval for a Non-Adhering Residential Use (NARU) to allow the construction of a new dwelling with a total floor area of 279 m² (300 ft²) on the subject property. This is in addition to an existing dwelling which has a floor area of 196 m² (2,112 ft²).

According to ALC rules the new dwelling can be considered the "Principal Residence" and this dwelling can be up to 500 m² (5,381 ft²) in total floor area. The existing dwelling is considered an "Additional Residence" which cannot exceed a total floor area of 90 m² (968 ft²). As the existing "Additional Residence" is 196 m² (2,112 ft²) in floor area a NARU application is required to allow the new dwelling.

No negative impacts to agriculture are anticipated and the proposed new dwelling and the proposal complies with RDBN regulations. Planning staff recommend the application be recommended to the ALC for approval.

APPLICATION SUMMARY

Name of Agent/Owner:	Anne Gattiker and Peter Gattiker
Electoral Area:	A (Smithers/Telkwa Rural)
Subject Properties:	District Lot 777, Range 5, Coast District, Except Plan 9464 (PID 015-007-171)
Property Size:	32.83 ha (32.83 ac)
OCP Designation:	Agriculture (AG) in "Regional District of Bulkley-Nechako Smithers Telkwa Rural OCP Bylaw No. 1704, 2014"
Zoning:	Agricultural (Ag1) Zone in the "Regional District of Bulkley- Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
Existing Land Uses:	Agricultural / Residential
Location:	14201 Quick West Road, approximately 8.5 km southeast of the Village of Telkwa (see subject property map)



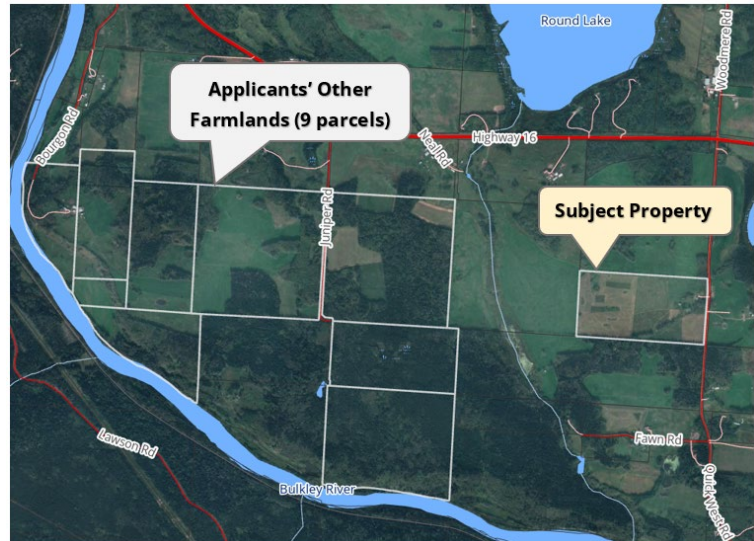
PROPOSAL

The applicants are requesting Agricultural Land Commission (ALC) approval for a Non-Adhering Residential Use (NARU) to allow an existing home (the Additional Residence) with a total floor area of 196 m² (2,112 ft²) to allow the construction of a new Principal Residence. If a new Principal Residence is constructed, the total floor area of the Additional Residence will be 106 m² (348 ft²) larger than permitted in the ALC regulations.

The applicants have a 173 ha (427 ac) farm operation, which includes 10 properties, with hay fields, oats, and pasturelands for cattle grazing, as shown below. Tenants live in an existing 196 m² (2,112 ft²) dwelling and act as property caretakers. The subject property is accessible from Quick West Road, while the rest of the applicants' farmlands are accessed from Bourgon Road and Juniper Road.

The proposed new 279 m² dwelling, with a footprint of 111 m² (1,200 ft²), is intended for use by the property owners family member who work the farmland. The new dwelling is proposed to be located on the site of an old barn (see Applicant Submission).

The applicants state the existing 196 m² (2,112 ft²) dwelling is a 1973 manufactured home with additions that cannot be altered in an affordable or practical way to reduce total floor area by 106 m² to meet ALC regulations. Further, the applicants state they believe it is not reasonable to remove the Additional Dwelling, as it would remove an affordable rental dwelling from their lands when there is a housing shortage in the Rural Smithers area.



DISCUSSION

Official Community Plan (OCP)

The subject properties are designated Agriculture (AG) in the OCP, which states in Section 3.1.2(6) applications for NARU and subdivision within the ALR may only be considered in the following circumstances:

- (a) *There is limited agricultural potential within the proposed area.*
- (b) *Soil conditions are not suitable for agriculture.*
- (c) *Neighbouring uses will not be compromised.*
- (d) *Adequate provisions for fencing are provided, where a proposed development is adjacent to an existing agricultural use.*
- (e) *The application is in the best interest of the community.*
- (f) *The proposed development considers and addresses potential impacts and potential improvements to recreational features and the environment, including wildlife habitat.*
- (g) *And, traffic management issues will be considered and addressed appropriately.*

Zoning

The Agricultural (Ag1) Zone does not regulate total floor area for dwellings. In addition, the density regulation in the Ag1 Zone states “[n]ot more than one Single Family Dwelling shall be located on a Parcel unless additional dwellings are permitted pursuant to the Agricultural Land Commission Act”. As the subject property is in the Agricultural Land Reserve, dwelling size and densities are based on what is approved by the Agricultural Land Commission (ALC). Given this, the applicants’ proposal meets RDBN zoning regulations.

The subject property is in the building inspection area and outside the rural fire protection area.

Planning Department Comments

If staff’s opinion there are no negative impacts to agriculture anticipated as a result of the proposed new dwelling. Therefore, staff recommend the application be forwarded to the ALC with the recommendation for approval.

Referral Comments

The **Electoral Area ‘A’ Advisory Planning Commission** recommend the application be approved.

The **RDBN Regional Agriculture Coordinator – West** stated “I do not see any obvious, negative impacts to agricultural use of this property from the proposed activities as outlined in the ALR 1246 Referral Report”.

The **Ministry of Agriculture, Food, and Fisheries** provided the attached letter.

ATTACHMENTS

1. Appendix A – Agriculture Capability
2. Appendix B – Surrounding ALR Applications
3. Submitted ALR Application
4. Referral Response from the Ministry of Agriculture, Food, and Fisheries

APPENDIX A

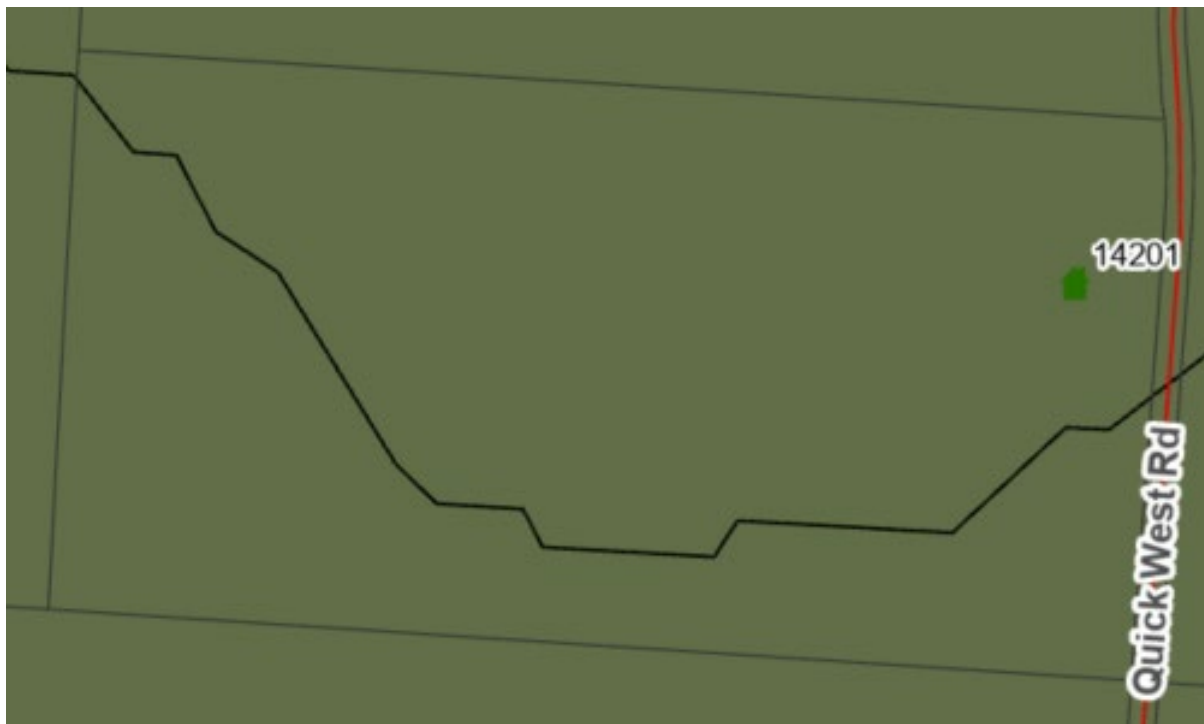
Agricultural Capability based on Canada Land Inventory Mapping

63% of the subject lands are **Class 3X** (cumulative and minor adverse conditions).

37% of the subject lands are **Class 3D** (undesirable soil structure).

Class 3 Land in this class has limitations that require moderately intensive management practises or moderately restrict the range of crops, or both.

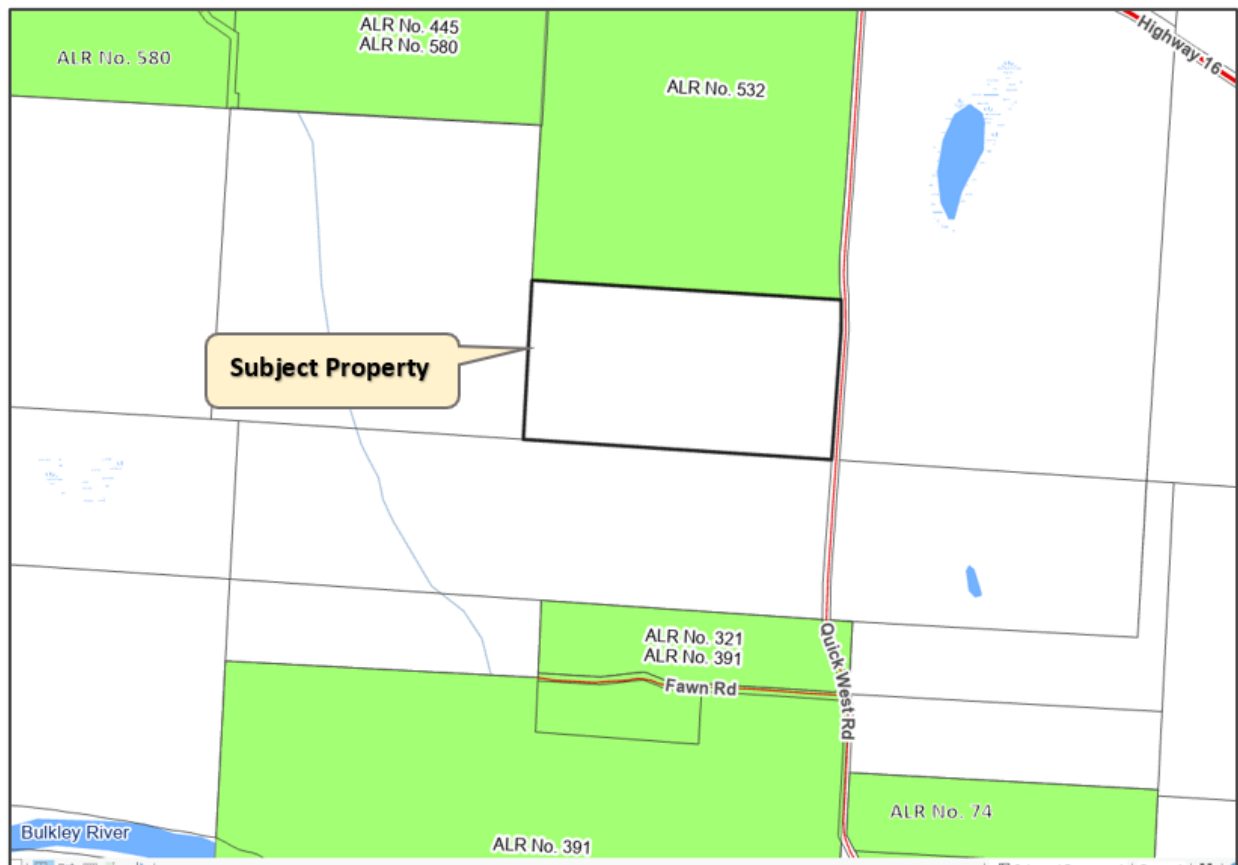
Agricultural Capability Map



APPENDIX B:**Surrounding Applications**

ALR Application	Legal Description	Summary	Recommendation
74	South 1/2, North 1/2 SW 1/4, Section 2, Township 6, Range 5, C.D., and South 1/2, SW 1/4, Section 2, Township 6, Range 5, except Plan 6185, C.D.	Application to subdivide SW 1/4, Section 2, Township 6, Range 5, Coast District except N1/2 of N1/2 and plan 6185. The Applicant wishes to subdivide out the S 1/2 of N1/2 of SW 1/4 (30±Acres) for sale purposes and development of the remainder as a tree nursery.	Denied
			Denied
			Denied
321	Fractional NE 1/4 Section 3, Township 6, Coast Range 5 District	Application to subdivide, subject property	Approved
			Approved
			Denied
391	(1) Frac. NE 1/4 Section 3, Township 6, Coast Range 5 and (2) Portion of the S1/2 of Section 3, lying to the North of the Bulkley River, Township 6, Coast Range 5 except Plan 9464.	Application to subdivide one parcel of 6.796 ha.	Approved
			N/A
			Approved (Conditionally)
445	Lot 1, Plan 4481, District Lot 771, Range 5, Coast District	Request to place a mobile home on the 2.78 ha parcel	Approved
			Approved
			Approved
532	District Lot 755, Range 5, Coast District except Plan 1639, 4188 & 9464.	Application to subdivide one parcel of 3-4 ha from the north end of the 109.7 ha parcel.	Approved
			Approved
			Approved
580	District Lot 771, Range 5, Coast District	Application to subdivide one parcel of 6.0 ha from 51.85 ha.	Approved
			Approved
			Approved

Surrounding Applications Map





Provincial Agricultural Land Commission - Applicant Submission

Application ID: 65499

Application Status: Under LG Review

Applicant: Anne Gattiker , Peter Gattiker

Agent: Anne Gattiker

Local Government: Bulkley-Nechako Regional District

Local Government Date of Receipt: 05/20/2022

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Adhering Residential Use - Additional Residence for Farm Use

Proposal: We would like to build a second residence of 3,000 sq ft (basement 1,200 sq ft, main floor 1,200 sq ft and loft 600 sq ft) on the property in question for our daughter who will be farming the property for us. We are asking that the old basic 1-storey house of 1,248 sq ft. (marked "Z") which was built in 1973 be considered as the smaller of both residences and that we can build the new residence as the larger house. The old house is a mobile with two rooms attached to it which makes it larger than the allowed 968 sq ft requirement of the smaller dwelling. Since we bought the property in September 2020, we have had a young couple living there for minimal rent and acting as caretakers since this parcel of land has a different access road (Quick Rd W) than the rest of our farm (Bourgon Rd). With them living there, they could keep an eye on any farm equipment parked there as well as ensuring that no one accessed the property for any reason, ie. hunting, partying, 4-wheeling, etc.

Agent Information

Agent: Anne Gattiker

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 015-007-171

Legal Description: DISTRICT LOT 777 RANGE 5 COAST DISTRICT EXCEPT PLAN 9464

Parcel Area: 32.8 ha

Civic Address: 14201 Quick Rd W

Date of Purchase: 09/17/2020

Farm Classification: Yes

Owners

1. **Name:** Anne Gattiker

Applicant: Anne Gattiker , Peter Gattiker

Name: Peter Gattiker

2.

Ownership or Interest in Other Lands Within This Community

1. **Ownership Type:** Fee Simple
Parcel Identifier: 012-469-581
Owner with Parcel Interest: Peter Gattiker
Parcel Area: 18.9 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

2. **Ownership Type:** Fee Simple
Parcel Identifier: 012-469-726
Owner with Parcel Interest: Peter Gattiker
Parcel Area: 26.7 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

3. **Ownership Type:** Fee Simple
Parcel Identifier: 012-469-734
Owner with Parcel Interest: Peter Gattiker
Parcel Area: 5.7 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

4. **Ownership Type:** Fee Simple
Parcel Identifier: 012-469-785
Owner with Parcel Interest: Peter Gattiker
Parcel Area: 64.4 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

5. **Ownership Type:** Fee Simple
Parcel Identifier: 008-727-384
Owner with Parcel Interest: Peter Gattiker
Parcel Area: 62.8 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

6. **Ownership Type:** Fee Simple
Parcel Identifier: 012-469-629

Applicant: Anne Gattiker , Peter Gattiker

Owner with Parcel Interest: Peter Gattiker
Parcel Area: 32.2 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

7. **Ownership Type:** Fee Simple
Parcel Identifier: 012-469-491
Owner with Parcel Interest: Peter Gattiker
Parcel Area: 31.9 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

8. **Ownership Type:** Fee Simple
Parcel Identifier: 012-469-556
Owner with Parcel Interest: Peter Gattiker
Parcel Area: 50.6 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

9. **Ownership Type:** Fee Simple
Parcel Identifier: 012-469-467
Owner with Parcel Interest: Peter Gattiker
Parcel Area: 25.2 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

When we bought the property in 2020 it had existing pastures and old hayfields but did not have farm status. The hayfields are old and haven't been reworked in a long time. We are currently only haying 42 acres on this property. These fields are quite old and need working up and reseeding. Another 25 acres are cross fenced for pasture and have dugouts. Pasture # 1 (10 acres) will be reworked for future hay production this spring.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

We filed for farm status in Oct. 2020 to include it in our existing farm (see other parcels) which has been approved. In 2021 we plowed, disced and reseeded 15 acres of the current hayfields (Hay # 1) to improve future hay crops. We planted oats as a cover crop and seeded back to grass right away. Due to the extremely hot summer we had, it is yet to be seen if the reseeding was successful or if the 15 acres will need to be reseeded again to get a better catch. 10 acres of land that had been designated as pasture (Pasture #1) are being plowed this spring (May 2022), and will be seeded to oats. Perimeter fencing and cross fences have been fixed and maintained. A lot of damage is done every year due to large elk herds in the area. A culvert has been replaced in one of the dug outs to ensure proper water flow.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

There is no non-agricultural activity.

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity: hay+beef farm

East

Land Use Type: Agricultural/Farm

Specify Activity: hay+beef farm

South

Land Use Type: Agricultural/Farm

Specify Activity: hay farm

West

Land Use Type: Agricultural/Farm

Specify Activity: hay+beef

Proposal

1. What is the purpose of the proposal?

We would like to build a second residence of 3,000 sq ft (basement 1,200 sq ft, main floor 1,200 sq ft and loft 600 sq ft) on the property in question for our daughter who will be farming the property for us. We are asking that the old basic 1-storey house of 1,248 sq ft. (marked "Z") which was built in 1973 be considered as the smaller of both residences and that we can build the new residence as the larger house. The old house is a mobile with two rooms attached to it which makes it larger than the allowed 968 sq ft requirement of the smaller dwelling. Since we bought the property in September 2020, we have had a young couple living there for minimal rent and acting as caretakers since this parcel of land has a different access road (Quick Rd W) than the rest of our farm (Bourgon Rd). With them living there, they could keep an eye on any farm equipment parked there as well as ensuring that no one accessed the property for any reason, ie. hunting, partying, 4-wheeling, etc.

2. Describe the necessity for an additional residence for farm use and how it will support agriculture in the short or long term.

Since buying this additional parcel to our farm, we have realized that it is not as convenient as we thought it would be as it involves a lot of travel back and forth for working the fields, maintaining fences, haying, etc. which means highway travel with our equipment and is also time consuming. We do want to keep it as an existing farm so as our daughter, Katherine Gattiker (age 27) has returned to the Bulkley Valley to settle down and is keen on taking up farming life which she grew up with, this would be an ideal solution. Aside from haying and working the fields, she could also have livestock there, since she would be there to feed and take care of them. This would make use of the existing pastures which are not suitable for hayfields. Instead of throwing out our caretaker couple who have put quite some hours into making the old dwelling livable, we would like to put up a second dwelling for our daughter. With the old house being 1,248 sq ft and over the max. size of the smaller house allowed, this would mean that the new house would have to be less than 968 sq ft which does not make much sense for the new build. The old dwelling is already 49 years old and will maybe have another 10 years to it, if that, but it would be a shame to tear it down now with the current housing shortage, and put our young caretaker couple out on the street. This is why we ask for non-adherence to the regulations so that the old dwelling be considered as the smaller house even though it is 280 sq ft above the max. and that the new house for our daughter be considered the larger dwelling, so she can live there and farm the property for us. The additional long term benefit is that she can take over this parcel from us when we retire and continue farming it.

3. Describe the size, type and number, as well as occupancy of all residential structures currently located on the property.

Applicant: Anne Gattiker , Peter Gattiker

There is one old house on the property (marked "Z"). It was built in 1973, 1 storey trailer with two rooms added on, total 1,248 sq ft. There is a basement, not livable, with wood stove under the house. A young married couple, both employed and saving up for their own place, are living there as caretakers. There is of course, the option of tearing down this old house and rebuilding right there but there is a fair amount of traffic (dust and noise) which will only get worse as old Quick Bridge will be replaced this Spring with an Acrow Bridge which will allow heavier vehicles to cross it. We would prefer to build a little further into the barnyard, away from the Quick West Rd. Therefore, tearing down the old house just because its size is a little over the allowed 968 sq ft (smaller dwelling) really does not make sense as we would not want to build a new house there. It would be wasteful to tear down a house that is still usable and put our caretaker couple in search of a new home during an already existing housing shortage.

4. What is the total floor area of the proposed additional residence in square metres?

167 m²

5. Describe the rationale for the proposed location of the additional residence.

The proposed building site is in the barn yard where there is a newer barn with corrals and an old barn which is in terrible shape (see photos). The old barn is marked with an "X". 2 photos show the old barn which is where the house is proposed (4 stakes with pink ribbon). The old barn will be torn down and the new building is planned there. The 30'x40' building site is bigger than the left over part of the old barn, but originally the old barn was about the same size as it had a hayshed built on to it which was torn down around 10 years ago. This area is not part of pasture or hayfield and cannot be converted to usable land. It is a logical place to put a second building, close to existing power and existing driveway. The area is level.

6. What is the total area of infrastructure necessary to support the additional residence?

The driveway is there and parking is already existent at the barnyard. There is room for a septic field (buried septic tank and field would be 8'x100' -marked with "Y") in the area included in the barnyard. No landscaping is necessary, no further infrastructure. Power will come underground from customer pole at old house.

7. Do you need to import any fill to construct the additional residence or infrastructure?

No

Applicant Attachments

- Agent Agreement-Anne Gattiker
- Proposal Sketch-65499
- Other correspondence or file information-google map of property
- Site Photo-old barn /building site, view from west
- Other correspondence or file information-Certificate of Title p. 2
- Site Photo-View of old barn from barnyard
- Certificate of Title-015-007-171

ALC Attachments

None.

Decisions

None.



Date: August 23, 2022

File: ALR 1246

ALC ID: 65499

Deneve Vanderwolf, Planning Technician/ Regional Transit Coordinator
Planning Department
Regional District of Bulkley-Nechako
VIA EMAIL: deneve.vanderwolf@rdbn.bc.ca

Re: ALC NARU referral – 14201 Quick West Road

Dear Deneve Vanderwolf,

Thank you for providing the Ministry of Agriculture and Food (Ministry) with the opportunity to comment on this Agricultural Land Commission (ALC) Non-Adhering Residential Use (NARU) application on the subject 32.83-hectare parcel within the Agricultural Land Reserve (ALR).

Ministry staff have reviewed and offer the following comments:

- As described in the application, the parcel is actively farmed including hay and oat production, as well as pastureland for cattle grazing.
- This application is seeking approval for an existing caretaker's 116 m² cabin (21m² more than allowable size) as the additional residence on the ALR. While this residence is currently the only one on the parcel, the intent of the applicant is to also build a larger primary residence under 500m² and identify the existing house as the additional residence. The application identifies the existing house as a mobile trailer with two rooms attached to it.
- Ministry staff note that the ALC's [Residential Flexibility Regional Seminars Frequently Asked Questions](#) (June 2022) document refers to Commission Resolution No. 095N/2022, which includes a definition of 'crawl space' and its exception in calculating the total floor area as allowed for an additional residence. Given that the application refers to a basement that is 'not livable', the Regional District may

wish to review this definition with the applicant as it may impact their total floor area calculations.

- While the requested existing additional floor area would not appear to explicitly benefit agriculture, given its relatively small size, relative proximity to the road and apparent minimum impact to existing agricultural activity, Ministry staff have no objection to the application proceeding to the ALC for decision. Before the second home is built, having a caretaker is beneficial to agriculture.
- The Ministry's [Guide for Bylaw Development in Farming Areas](#), (Bylaw Guide) lists three methods to address residential impacts: 1) regulating the siting of residential uses, 2) restricting the size of the farm residential footprint, and 3) restricting the size of the farm residence, "...with the first being likely the simplest, most effective method of limiting the negative impacts of residential uses on farming in the ALR" (p.13).
- The Regional District may wish to consider a zoning bylaw amendment that would limit how far into an ALR parcel a residential structure could be built (a maximum setback) to help limit its impact on potential agricultural production of future residential developments on agricultural land.

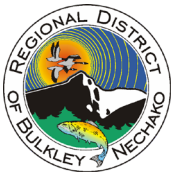
If you have any questions or concerns about our comments, please do not hesitate to contact Ministry staff.

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 – Smithers
Ministry of Agriculture, Food and Fisheries
Ph: 250-847-6379
Email: john.j.stevenson@gov.bc.ca

Email copy: ALCReferrals@gov.bc.ca



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Rowan Nagel, GIS/Planning Technician
Date: September 22, 2022
Subject: Withdrawal from Disposition Application - District Lots 4016 & 4017

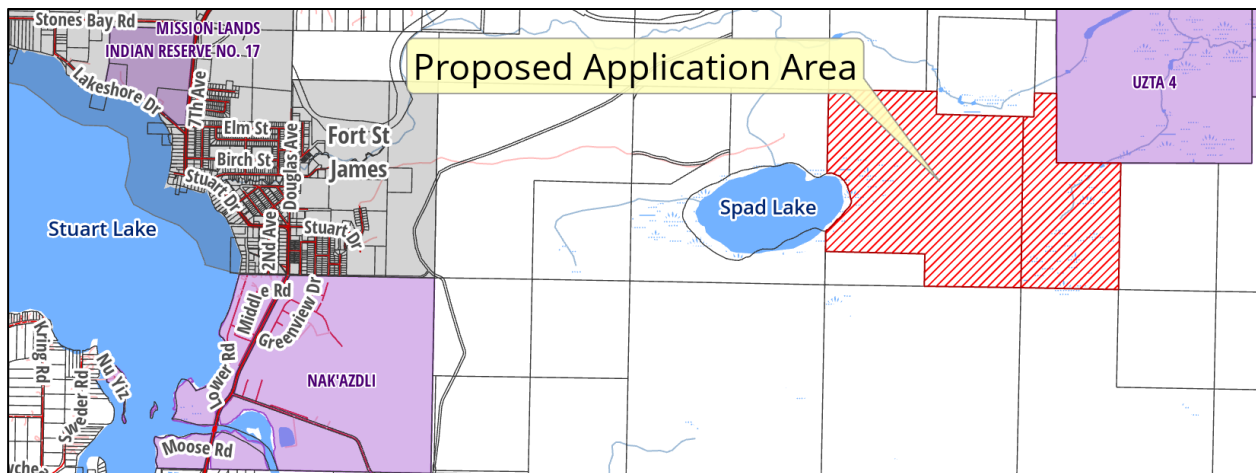
RECOMMENDATION: (all/directors/majority)

That the attached comment sheet be provided to the Province as the RDBN's comment on the Withdrawal from Disposition Application regarding District Lots 4016 & 4017.

DISCUSSION

The Ministry of Transportation and Infrastructure (MOTI) has applied for a temporary withdrawal of lands from disposition under Section 16 of the *Land Act*. A withdrawal of disposition precludes or prevents the acceptance of Crown land applications or the use or disposition of Crown land in the subject area. The purpose of the application is to ensure that no additional encumbrances are placed on these lands as they are under discussion for potential designation as Nak'azdli Whut'en Reserve.

MOTI has been working in conjunction with Nak'azdli Whut'en to address road tenure issues surrounding highways and public roads through Nak'azdli Indian Reserves. MOTI are seeking to have these roads transferred to provincial jurisdiction. As compensation the subject properties are under consideration for designation as Nak'azdli Whut'en Reserve Lands. The specified properties are forested and undeveloped, located approximately 3.2 kilometers east of Fort St. James abutting Spad Lake and the Utza 4 Reserve.



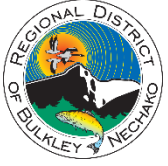
Given the central location of these lands in an agricultural area, the Planning Department referred the application to the Electoral Area C Advisory Planning Commission (APC) for comment. The APC had no objection to the withdrawal of the lands from disposition but expressed a desire to have the lands retain its fee simple tenure and remain in the Agricultural Land Reserve.

Given the APC's comment, staff have included on the comment sheet a request that the RDBN be sent a referral regarding any transfer of land to Reserve.

ATTACHMENTS

Comment Sheet

Application Letter



REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET

Withdrawal from Disposition Application for District Lots 4016 & 4017

Electoral Area:	C
Applicant:	Ministry of Transportation and Infrastructure
Existing Land Use:	None
Zoning:	Rural Resource (RR1)
Plan Designation	Agriculture under Fort St. James Rural Official Community Plan Bylaw No. 1578, 2010
Proposed Use Comply with Zoning:	N/A
If not, why?	N/A
Agricultural Land Reserve:	Yes
Access:	Multiple unnamed forestry roads
Building Inspection:	Yes
Fire Protection:	Yes
Other comments:	The RDBN requests that it be sent a referral regarding any proposed transfer of land to Reserve.



July 29, 2022

File: Nak'azdli Whut'en DL 4016 and DL 4017

Jason Llewellyn
Director of Planning
Regional District of Bulkley Nechako
37 3rd Avenue, PO Box 820
Burns Lake, BC V0J 1E0
Attention: Danielle Patterson, Senior Planner

Dear Jason Llewellyn:

Re: Section 16 Land Act Designation Application – Spad Lake Area

The Ministry of Transportation and Infrastructure (MOTI) has applied to the Ministry of Forests (MOF) for a temporary withdrawal of lands from disposition under Section 16 of the Land Act for the following area of interest located on unsurveyed Crown land in the vicinity of Spad Lake, near Fort St James:

- Portion of District Lot 4016, Range 5 Coast District (239.979 ha)
- Portion of District Lot 4017, Range 5 Coast District (97.77 ha)

Status review of current encumbrances on these land parcels has identified the following interest type Bulkley Nechako, Area C within one or both of these parcels.

Over the past six years, MOTI has worked closely with Nak'azdli Whut'en (Nak'azdli) to resolve outstanding road tenure of specific highways and public roads through Nak'azdli Indian Reserves. MOTI is seeking a Federal transfer of Reserve land to Provincial jurisdiction under Section 35 of the Indian Act.

As part of the negotiated agreement with Nak'azdli, MOTI seeking to transfer the above noted areas of interest to Canada through the Land Act, Transfer of Administration and Control. The land will be added to reserve for use and benefit by Nak'azdli.

The purpose of the Section 16 Land Act Reserve is to ensure no further encumbrances are placed on the lands prior to transfer to Nak'azdli. These areas of interest are outlined in the attached Land Act application, maps and kml file and are located east of Spad Lake and west of Nak'azdli Utza IR 4.

If you have any further information that may inform how these decisions might impact any tenure you may have in the area please contact me by **September 9, 2022**, to enable the Province to consider such information in relation to its decision making.

If you have any questions about the proposed lands or need clarification of the attached information, please contact me at (250) 645-9738 or via email at Rhiana.W.Hamilton@gov.bc.ca .

Sincerely,



Rhiana Hamilton
Senior Advisor Indigenous Relations
Ministry of Transportation and Infrastructure

To: danielle.patterson@rdbn.bc.ca
Cc: deneve.vanderwolf@rdbn.bc.ca, Maria.Sandberg@rdbn.bc.ca,
rowan.nagel@rdbn.bc.ca

Attachment(s):

1. Land Act Application
1. DL 4016 and DL 4017 Location Map
2. DL 4016 and DL 4017 Close Up Map
3. KMZ File



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Rowan Nagel, GIS Technician
Date: September 22, 2022
Subject: Crown Land Application Referral No. 7409908

RECOMMENDATION: (all/directors/majority)

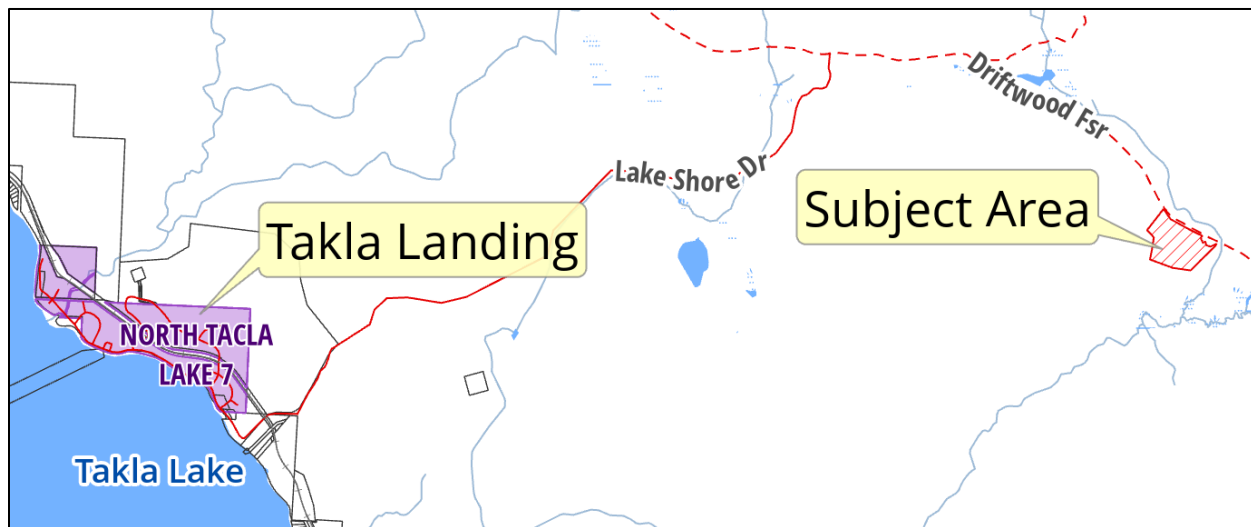
That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7409908.

BACKGROUND

This application, submitted on behalf of the Takla Nation, is for a License of Occupation to develop 13.6 ha. of land as a gravel pit. The land is located approximately 12 kilometers east of Takla Landing, on the Driftwood Forest Service Road. The proposed new gravel pit is located adjacent to a closed gravel pit.

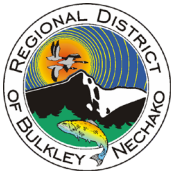
The gravel is needed for road maintenance and repair and planned development of the reserve, including the construction of new homes.

The management plan includes the stockpiling of topsoil for reclamation, and the progressive reclamation of the gravel pit as extraction occurs over time.



ATTACHMENT:

Comment Sheet



REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET

License of Occupation Application No. 7409908

Electoral Area:	C
Applicant:	Takla Lake Limited Partnership
Existing Land Use:	Forested Crown Land
Zoning:	N/A
OCP Designation:	N/A
Proposed Use Comply with Zoning:	N/A
If not, why?	N/A
Agricultural Land Reserve:	No
Access:	Driftwood FSR
Building Inspection:	No
Fire Protection:	No
Other comments:	N/A



Regional District of Bulkley-Nechako

To: Chair and Committee
From: Janette Derksen, Waste Diversion Supervisor
Date: September 22, 2022
Subject: **User Pay System Presentation (Cost Recovery) – Tetra Tech**

RECOMMENDATION: (all/directors/majority)

Receipt and discussion.

BACKGROUND

Cost Recovery refers to any method of generating revenue for a service to pay for the cost of providing that service. In the context of waste management, this generally translates to a “pay-to-dispose” system which can offset the operational costs for disposal or generate revenue from disposal services. Cost Recovery, or user pay strategies and goals vary greatly, but it is common for publicly funded services to employ a cost recovery system to reduce/eliminate taxation, discourage disposal and incentivize diversion and recycling.

In 2018, the Board approved the Cost Recovery Study (Phase I) that was presented to the RDBN along with the Updated Solid Waste Management Plan. This high-level study provided 3 options for a user pay system for waste management in the region. The Board moved to proceed with Option 3: a user-pay system for all waste. Little progress was made over the next few years, so in May 2022, the Waste Management Committee revisited and reviewed the 2018 study and directed staff to move forward with Phase 2 of the Option 3 Cost Recovery as soon as possible.

PHASE II COST RECOVERY STUDY: USER-PAY

Since May 2022, staff have been working with Tetra Tech in preparing the Phase II Cost Recovery Study to update previous information and provide more details on how to achieve the Option 3 User-pay system in the RDBN and the associated costs for implementation. The final report is expected to be completed in mid October 2022 and will present details on what this system will look like at each waste facility, the financial impacts to the RDBN and the impact to member municipalities. The report will also outline suggested fees and payment mechanisms, specify a strategy and timeline for implementing the system and address common challenges associated with introducing a user-pay system.

At the September 22, 2022 Board meeting, Tetra Tech will present the work completed to-date on the Study and is prepared to field questions and receive feedback from the Board in order to improve the final report.

ATTACHMENTS

None



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board of Directors
From: Alex Eriksen, Director of Environmental Services
Date: September 22, 2022
Subject: **Fort Fraser – Dock Ave. Water Distribution Improvements Tender Results**

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

1. That the Board award the contract to Morben Construction Ltd. for \$347,423.19 for the Fort Fraser Dock Ave. Water Distribution Improvements.

BACKGROUND

In 2019, Fort Fraser upgraded a large portion of their water infrastructure. At that time, the pipes along Dock Ave. were also scheduled for upgrades, however, due to budget constraints this portion was slated to be completed at a later date (2022). There are also several outstanding high priority sewer manhole repairs and lagoon facility improvements that have been identified and are scheduled for 2023. The Water and Sewer infrastructure along Telegraph Trail also requires upgrades and is currently being planned and designed over the winter and upcoming spring. The old redundant section of water main is ready for decommissioning and abandonment which will be completed when the Dock Ave project is being done.

2022 Dock Ave. Water Improvement Project

In 2022, True Consulting (True) was acquired to update the Dock Avenue Design cost estimates, develop the Telegraph Trail Design, Tender, and project management for the 2022 works.

The scope of work is to replace 190m of existing water main along Dock Ave., as follows:

- Supply and install 150mm diameter HDPE
- Supply and install 9 open trench water service connections
- Connect 8 water service connections to existing water services
- Supply and install 1 fire hydrant assemblies
- Supply and install various fittings, valves and thrust restraint
- Restore private landscaping features to existing or better condition

At the April 13, 2022 Fort Fraser Commission meeting, the construction plan and estimated cost of Dock Ave. improvements were presented along with the design costs for the

Telegraph Trail upgrades. The original budget (2019) was increased from \$145,000 to \$365,000 to account for current inflation and increased scope.

At the May 26, 2022 Board meeting the budget and funding source was approved as follows:

Fort Fraser Water and
Sewer System Upgrades

Moved by Director Parker
Seconded by Director Storey

2022-6-11

1. “That the Board utilize up to \$365,000 of Northern Capital Planning Grant and Federal Gas Tax Contributions for the following 2022 projects: replacement of Dock Avenue and Telegraph Trail’s Water Distribution Infrastructure, Lagoon Facility Upgrade, Manhole Repairs, and the Sanitary Sewer Improvement Feasibility Study.

2. That the Board direct award the 2022 design, tendering, and management contract to True Consulting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DOCK AVE IMPROVEMENT PROJECT TENDER RESULTS

The tender for the project closed on September 9, 2022, with two (2) bidding parties.

True conducted an audit of the two bids and on September 13, 2022 and submitted a recommendation (see attached) that the contract be awarded to Morben Construction Ltd. out of Williams Lake due to their experience with similar projects, construction methodology (horizontal drilling) and cost. RDBN staff supports this recommendation.

ATTACHMENTS

1. RDBN – Fort Fraser Dock Avenue Water Distribution Improvements Recommendation of Contract Award – True Consulting September 13, 2022
2. Map of the Dock Ave. Water Improvement Project Area



September 13, 2022

Our File: 1266-012

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

Attn: Alex Eriksen, Director of Environmental Services

**RE: *RDBN – Fort Fraser Dock Avenue Water Distribution Improvements
 Recommendation of Contract Award***

On Friday, September 9, 2022 at 2:00 pm tender officially closed on the above project at the Regional District of Bulkley-Nechako office. Two (2) tenders were received by the Regional District office prior to closing time.

The received tenders were complete and accompanied by an acceptable Bid Security consisting of a Bid Bond. The tenders were subsequently audited with minor mathematical errors found in one of the tenders, this error did not affect the placement order of the tenderers and reduced Civil North Consulting's pre-GST tender value by seventy-eight cents.

The audited tender results are outlined below:

Tenderer	Tender Amount (excluding GST)
1. Morben Construction Ltd.	\$347,423.19
2. Civil North Consulting Ltd.	\$481,744.22

A spreadsheet comprising the audited tender results is enclosed for your reference.

The difference in tender amount is largely due to the Tenderers proposed construction method. Civil North proposed to install the pipe using open trench methods, and Morben Construction proposed to install the mainline using horizontal directional drilling

.../2

methods. Horizontal directional drilling is the preferred construction method because it requires less ground disturbance and therefore less impact on the existing infrastructure and landscaping. On the basis of the preceding, we hereby recommend awarding the project to Morben Construction Ltd.

Please review the above and do not hesitate to contact the undersigned should you have any questions. If the recommendation is acceptable to the Regional District of Bulkley-Nechako, we would be pleased to prepare Contract Documentation to complete the award process.

Yours truly,

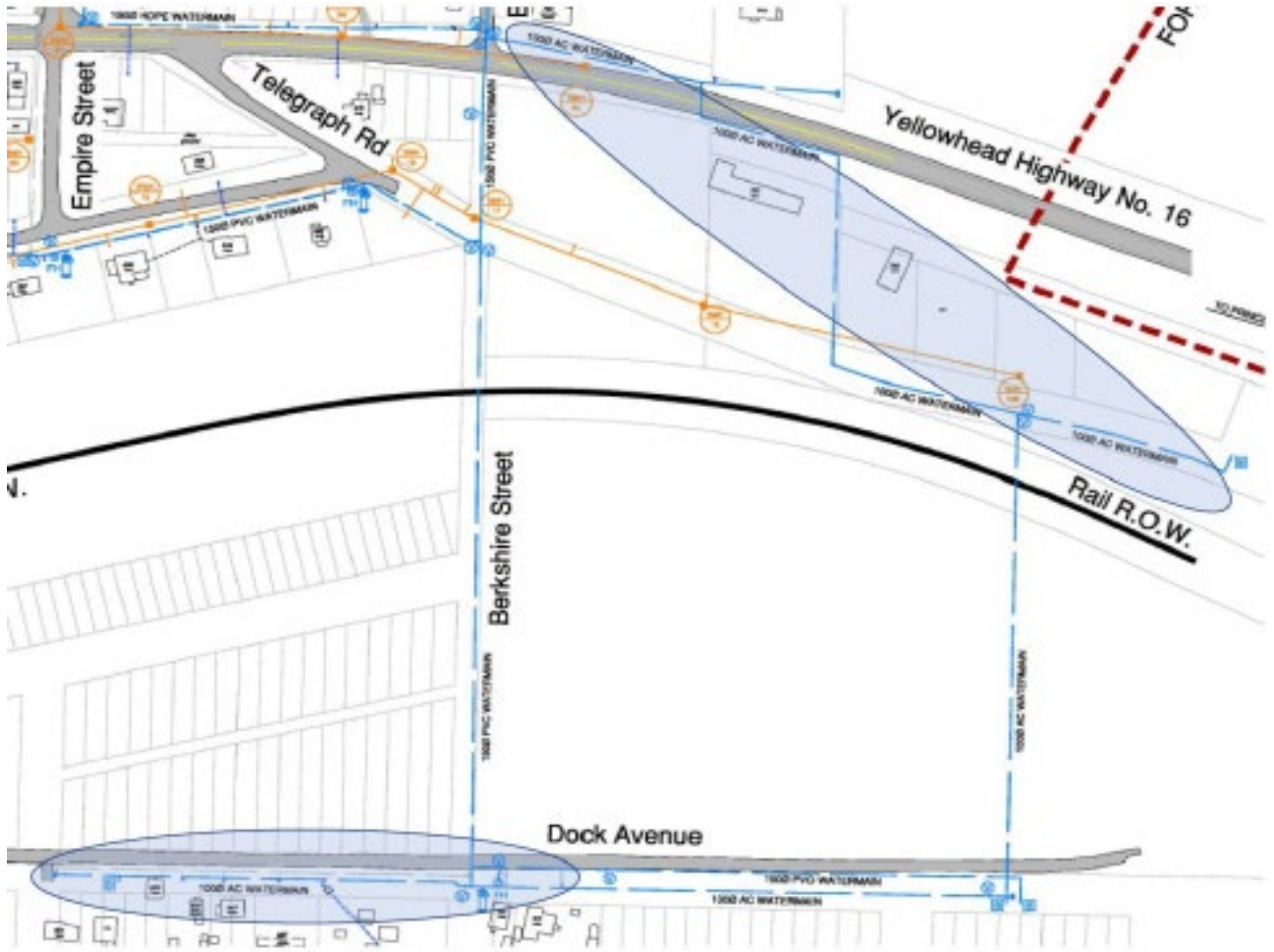
TRUE CONSULTING



William Bamsey, P.Eng.

WB/ml

Enclosure





Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Wendy Wainwright, Deputy Director of Corporate Services
Date: September 22, 2022
Subject: **Committee Meeting Recommendations – September 8, 2022**

RECOMMENDATION: (all/directors/majority)

Recommendations 1 through 7 as written.

BACKGROUND

The following are the recommendations from the September 8, 2022 Committee Meetings for the Regional Board's consideration and approval.

Committee of the Whole Meeting – September 8, 2022

Recommendation 1:

Re: Delegation of Authority Bylaw

"That the Delegation of Authority Bylaw be brought to the September 22, 2022 Board meeting for the Board's consideration. Further, that staff bring forward an amendment to the RDBN Officer Bylaw."

Recommendation 2:

Re: Letter of Support – Ulkatcho First Nation Evacuation Route

"That the Board approve the letter of support for Ulkatcho First Nation regarding Ulkatcho Emergency Evacuation Route."

Recommendation 3:

Re: Topley Fire Hall Expansion

"That the Board approve the expansion to the Topley Fire Hall subject to the Topley Volunteer Fire Department securing the funds to complete the entire project."

Recommendation 4:**Re: Revised Regional Emergency Support Services Plan**

“That the Board approve the revised Regional Emergency Support Services Plan.”

Recommendation 5:

Re: Town of Smithers Request for Support for the Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant Fund Application

“That the Board collaborate with the Town of Smithers on two joint applications to the Community Emergency Preparedness Fund Disaster Risk Reduction - Climate Adaptation Grant Fund for Category 2: Non-structural, and Category 3: Structural.

Further that the Committee recommend that the Board submit a letter of support on behalf of the application.”

Waste Management Committee – September 8, 2022**Recommendation 6:****Re: Regional Solid Waste Advisory Committee – Member Application**

“That the Board approve the membership of Chris Lawrence, Town of Smithers and Lev Hartfeil, Village of Telkwa’s Director of Operations for the Regional Solid Waste Advisory Committee.”

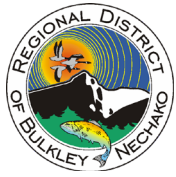
Recommendation 7:**Re: RDBN Waste Facility Re-naming**

“That the Board approve renaming the RDBN waste facilities as follows:

- Smithers/Telkwa and Electoral Area A (Smithers/Telkwa Rural) Transfer Station
- Burns Lake and Electoral Area B (Burns Lake Rural) Transfer Station
- Fort St. James and Electoral Area C (Fort St. James Rural) Transfer Station
- Fraser Lake and Electoral Area D (Fraser Lake Rural) Transfer Station
- Southside and Electoral Area E (Francois/Ootsa Lake Rural) Transfer Station
- Vanderhoof and Electoral Area F (Vanderhoof Rural) Transfer Station Houston; and,
- Electoral Area G (Houston/Granisle Rural) Transfer Station.”

ATTACHMENTS:

None



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: September 22, 2022
Subject: **Chief Administrative Officer Delegation Bylaw No. 1988, 2022**

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

That Chief Administrative Officer Delegation Bylaw No. 1988, 2022 be given first, second, third reading, and adoption this 22nd day of September, 2022.

BACKGROUND

The Chief Administrative Officer Delegation Bylaw was presented to the Committee of the Whole on September 8, 2022. The Committee recommended that the bylaw be brought forward for consideration.

ATTACHMENTS:

Bylaw No. 1988

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1988

A Bylaw of the Regional District of Bulkley-Nechako for the establishment of the power of delegation to the Chief Administrative Officer

WHEREAS S. 234 of the *Local Government Act* provides that a board may, by bylaw, create the position of chief administrative officer;

AND WHEREAS S. 235 of the *Local Government Act* and other provincial statutes provide for certain duties, functions and powers of a chief administrative officer that are independent of the board;

AND WHEREAS S. 229 b) of the *Local Government Act* further provides that a board may delegate other powers, duties, and functions within local government jurisdiction to a chief administrative officer;

AND WHEREAS the *Local Government Act* provides that a Board may delegate its powers, duties and functions only by bylaw

NOW THEREFORE the Regional District of Bulkley-Nechako, duly assembled, enacts as follows:

PART I - PURPOSE AND TITLE

- 1.1 The purpose of this bylaw is to establish the position of the Chief Administrative Officer of the Regional District pursuant to the *Local Government Act* or any successor legislation and to confirm the power of delegation to the Chief Administrative Officer granted, inter alia, pursuant to the *Local Government Act*.
- 1.2 This bylaw shall be known as the 'Chief Administrative Officer Delegation Bylaw No. 1988, 2022.'

PART II - DEFINITIONS

- 2.1 **"Administration"** means the general operations of the Regional District, including all personnel, financial and other related resources, as permitted by the Local Government Act and any successor legislation.
- 2.2 **"Administrative Directive"** means procedures that are approved by the Chief Administrative Officer, focused on the internal workings of the Regional District and that primarily impact and address employees and contractors of the Regional District.
- 2.3 **"Board"** means the Board of Directors of the Regional District of Bulkley-Nechako.

- 2.4 **"CAO"** means the person appointed by the Board under Section 234 of the *Local Government Act* as, collectively, Chief Administrative Officer, with the powers, duties and functions as per Section 235 of the *Local Government Act*, for the Regional District of Bulkley-Nechako, or his/her designate.
- 2.5 **"Chair"** means the Director elected by the Board of Directors as the head and chief executive officer of the Regional District.
- 2.6 **"Contract"** means any agreement establishing legal rights and obligations between the Regional District and one or more other parties, whether or not involving receipt or payment of money, and includes an amendment to an agreement.
- 2.7 **"Corporate Officer"** means the person appointed by the Board under Section 234 of the *Local Government Act* as, collectively, Corporate Officer, with the powers, duties and functions as per Section 236 of the *Local Government Act*, for the Regional District of Bulkley-Nechako, or his/her designate.
- 2.8 **"Emergency Program Act"** means RSBC 1996, Chapter 111 as amended from time to time.
- 2.9 **"Employee"** does not include the auditor or counsel engaged by the Board, or their employees.
- 2.10 **"Financial Officer"** means the person appointed by the Board under Section 234 of the *Local Government Act* as, collectively, Financial Officer, with the powers, duties and functions as per Section 237 of the *Local Government Act*, for the Regional District of Bulkley-Nechako, or his/her designate.
- 2.11 **"Local Government Act"** means the *Local Government Act*, RSBC 2015, Chapter 1, as amended from time to time.
- 2.12 **"Policy"** means policies that are approved by the Board by bylaw or resolution to provide strategic direction on programs and services delivered by the Regional District and primarily impact and address residents of the Regional District; and, provide an official position on plans to govern the people of the Regional District and are within the Board's jurisdiction under legislation.
- 2.13 **"Regional District"** means the Regional District of Bulkley-Nechako.

PART III - CHIEF ADMINISTRATIVE OFFICER

- 3.1 The position of CAO is hereby established.
- 3.2 The Board shall, by resolution, appoint an individual to the position of CAO and
- 3.3 establish the terms and conditions of the CAO's employment. If a vacancy occurs in the position the Board may, by resolution, appoint a person to be an interim CAO and in such case all the provisions of this bylaw that apply to the CAO apply equally to the interim CAO.
- 3.4 The Regional District will indemnify the CAO, provided that the CAO acts in the

course and scope of his or her employment and acts in good faith to comply with an applicable resolution, bylaw, statute, regulation or enactment.

- 3.5 The remuneration and other terms of engagement of the CAO shall be set out in an agreement between the CAO and the Regional District that is satisfactory to the Board and not inconsistent with any provision of the Local Government Act or this bylaw, which the Chair shall execute on behalf of the Regional District.
- 3.6 The CAO shall have all the powers, duties and functions given to the CAO under the Local Government Act or any other statute. Without limiting the generality of the foregoing, the CAO is the principal link between Administration and the Board.

OPERATIONAL MATTERS

The CAO or designate shall:

- 3.7 Establish the organizational structure of the Regional District; including the merging, dividing and elimination of departments and establishing a managerial hierarchy.
- 3.8 Advise, inform and make recommendations to the Board about:
 - 3.8.1 the operations of the Regional District;
 - 3.8.2 the financial condition of the Regional District; and,
 - 3.8.3 Board Policies, procedures and programs as may be necessary or desirable to carry out the powers, duties and functions of the Regional District.
- 3.9 Direct, supervise, review and ensure that the officers designated under Sections 236 and 237 of the *Local Government Act* carry out their powers, duties and functions in the best interests of the Regional District.
- 3.10 Direct, supervise and review the memorandums, reports and proposals of all departments of the Regional District prior to submission to the Board.
- 3.11 Appoint an employee of the Regional District as Acting CAO to act during absences of the CAO and to exercise all the powers, duties and functions of the CAO as required under the Local Government Act, this bylaw or any other Act.
- 3.12 Be responsible to the Board for the overall management of the Emergency Response Plan, and act as Emergency Operations Centre Policy Liaison during an event.
- 3.13 Establish and implement all Administrative Directives, for all matters within the powers of the CAO.
- 3.14 Conduct audits, investigations and studies of the Administration, as deemed necessary, subject to the right of the Board to direct audits, investigations and studies.
- 3.15 Provide corporate leadership in ensuring that all Board Policies and programs of the Regional District are efficiently coordinated, are delivered in a responsive and effective manner and reflect the overall strategic priorities of the Regional District as defined by the Board.

- 3.16 Instruct legal counsel on any matters involving any potential legal and administrative proceedings involving the Regional District, and without limiting the foregoing:
 - 3.16.1 provide legal services to the Board, committees and departments of the Regional District;
 - 3.16.2 appear in all legal and administrative proceedings including commencing, defending and intervening in them to define, enforce and defend the Regional District as may be required by the Board to protect its legal rights.
- 3.17 Sign Land Title documents to release obsolete charges from land titles.
- 3.18 Sign Land Title Office covenants under Section 219 and Statutory Rights of Way and easements under Section 218 of the Land Title Act.
- 3.19 Carry out inspections, remedies, enforcement or actions pursuant to the *Local Government Act*, where that Act or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Regional District.
- 3.20 Make determinations and issue orders pursuant to the *Local Government Act* or any other statute, enactment or bylaw which the Regional District is authorized to enforce, including without limitation, matters related to dangerous or unsightly property.

Corporate Matters

The CAO, or if designated, the Corporate Officer shall:

- 3.21 Carry out the powers, duties and functions as outlined in Section 236 of the *Local Government Act*.
- 3.22 Along with the person presiding at the meeting, sign all minutes of the Board and Board committee meetings.
- 3.23 Along with the Chair, sign all bylaws.
- 3.24 Authorize the Chair's signature, CAO's signature and the signatures of any other employees to whom the Board, Chair or the CAO delegates signing authority, to be lithographed or otherwise reproduced.

Financial Matters

The CAO, or if designated, the Financial Officer shall:

- 3.25 Carry out the powers, duties and functions as outlined in Section 237 of the *Local Government Act*.
- 3.26 Along with the Chair or any other person authorized by the Board, sign cheques and other negotiable instruments.
- 3.27 Along with the Corporate Officer, sign all orders, contracts, agreements, documents and certificates that may be required pursuant to any agreement, contract bylaw, statute or enactment.
- 3.28 Prepare and submit to the Board estimates of revenue and expenditures and capital programs annually, or as required by the Board.

- 3.29 Monitor and control expenditures within the budgets approved by the Board.
- 3.30 Advise the Board and make recommendations about the financial condition of the Regional District and the Policies and programs as may be necessary or desirable to carry out the powers, duties and functions of the Regional District.
- 3.31 Ensure that actual revenues and expenditures of the Regional District compared with the estimates in the budget approved by the Board are reported to the Board as often as the Board directs.
- 3.32 Pay any amounts which the Regional District is legally required to pay pursuant to an Order or Judgment of a Court, Board or other tribunal of competent jurisdiction relating to an action, claim or demand against the Regional District.
- 3.33 Expend monies, in cases where a local state of emergency has been declared, that are not an approved budget and subsequently report to the Board on the implication of these expenditures.

Contracts and Agreements

The CAO or his/her designate shall:

- 3.34 If by bylaw or resolution the Board does or authorizes or directs to be done any act or thing that would otherwise be within the authority of the CAO, whether on the Board's own initiative or at the request of the CAO, then the CAO's authority in respect of that act or thing is limited in accordance with the language of the bylaw or resolution.
- 3.35 Every act or thing done by the CAO or by any person exercising any CAO power, duty or function under delegation from the CAO, must be done in compliance with the requirements of all applicable statutory and regulatory provisions, the common law and equity, and Board Policies, and in accordance with the provisions of any interprovincial or international trade agreement that is binding on the Regional District.
- 3.36 Retain the services of any individual or corporation for purposes related to the operations of the Regional District and enter into all agreements and contracts and complete all necessary documents required for the provision of such services, provided the expenditure does not exceed the amount approved by the Board in its annual budget or contradict the spending authority and limits in the Board's purchasing bylaw or policy.
- 3.37 Approve and enter into agreements with and make payments or grants, or both, to persons, organizations or governments for the provision of services in the development or implementation of emergency plans or programs including mutual aid plans and programs.
- 3.38 Approve and enter into agreements with external agencies, including municipalities for the provision of goods and services in accordance with rates determined in the approved financial plan or adopted Fees and Charges bylaw.
- 3.39 Approve and enter into all agreements and contracts necessary to provide insurance coverage for the Regional District.
- 3.40 Negotiate and execute on behalf of the Regional District all encroachment, easement and right-of-way agreements whereby the Regional District grants to third parties an interest

in Regional District lands by way of a right-of-way easement or encroachment right provided that the CAO shall not be authorized in conjunction with the power to authorize the expenditure of any Regional District funds to accommodate such right-of-way, easement or encroachment right. The CAO shall impose a charge in relation to the grant and administration of the right-of-way, easement or encroachment right and the CAO shall ensure that such administrative fee is collected from the third party benefiting from such right-of-way, easement or encroachment right prior to the execution of such Agreement.

- 3.41 Provided funds are included in an approved budget, negotiate and execute on behalf of the Regional District all encroachment, easement, licenses of occupation and right-of-way agreements whereby the Regional District obtains from a third party an interest in lands by way of an encroachment, easement, license of occupation or right-of-way.
- 3.42 Approve and enter into all documents, consents, approvals, acknowledgments, and certificates required for or incidental to any agreement, contract, settlement, tender or investment.
- 3.43 Approve and enter into all agreements and contracts involving the lease of land and/or buildings at current fair market value where the Regional District is lessee or lessor, provided that the term shall not exceed five (5) years, exclusive of renewals.
- 3.44 Make application for and enter into provincial, federal and other grant funding agreements.

Legislative Matters

The CAO and/or the Corporate Officer shall:

- 3.45 Attend all meetings of the Board and committees of the Board and meetings of such boards, authorities and other bodies as are required by the Board.
- 3.46 Prepare and submit to the Board such reports and recommendations as may be required by the Board or the Board committees.
- 3.47 Ensure the names of the Board present at the Board meetings and members of the Board committee meetings are recorded.

Personnel Matters

The CAO or his/her designate shall:

- 3.48 Supervise, evaluate, direct, hire, fire, discipline, demote, promote and transfer all employees of the Regional District.

PART IV-ACCOUNTABILITY

- 4.1 The CAO is accountable to the Board for the exercise of all powers, duties and functions.
- 4.2 The matters delegated to the CAO by this Bylaw are in addition to any other delegations made by the Board to the CAO and the CAO shall exercise and carry out such other powers, duties and functions as may be required by the Board, from time to time.

PART V- DELEGATION

- 5.1 The CAO is authorized to delegate and to authorize further delegations to any employee or their delegate, from time to time, of any of the CAO's powers, duties or functions.
- 5.2 Where an employee has been delegated any of the CAO's powers, duties, functions, pursuant to S. 5.1, the said employee shall have no authority to further delegate to another person any power, duty, or function that has been delegated.

PART VI - CONFLICT

- 6.1 The provisions of this bylaw shall prevail in any case where there is a conflict between this bylaw and any previous bylaw or resolution of the Board.
- 6.2 If any provision of this bylaw is declared invalid by a court, all other provisions remain valid.

READ A FIRST, SECOND AND THIRD TIME this ____ day of _____, 2022.

ADOPTED this ____ day of _____, 2022.

Chair

Corporate Officer



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: September 22, 2022
Subject: **Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022**

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

That the Board rescind third reading of "Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022" and give third reading as amended this 22nd day of September, 2022.

BACKGROUND

The Board gave three readings to Bylaw No. 1983 at its July 22, 2022 meeting. Upon further review, the Ministry of Municipal Affairs has requested that the participants and boundaries be changed to the Village of Burns Lake.

The amended bylaw is attached. Should the Board approve the amendment, the bylaw will be forwarded to the Village of Burns Lake for consent. The changes do not financially impact the Village of Burns Lake.

Attachments: **Bylaw No. 1983**

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1983**

A bylaw to establish a service to provide street lighting within a portion of Electoral Area "B" (Burns Lake Rural)

WHEREAS the Regional District may, pursuant to Section 332 of the *Local Government Act*, operate any service that the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Regional District has been requested to operate street lighting within a portion of Electoral Area "B";

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 342 of the *Local Government Act*;

AND WHEREAS participating area approval has been obtained in accordance with the *Local Government Act*;

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

1. **Service**

The service established by this Bylaw is the "Gowan Road Street Lighting Service" (the "**Service**") for the purpose of providing street lighting within a portion of Electoral Area "B".

2. **Boundaries**

The boundaries of the service area shall be the Village of Burns Lake.

3. **Participating Area**

The "Participating Area" is the Village of Burns Lake.

Page 3 of Bylaw No. 1983

4. Cost Recovery

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

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

5. Maximum Requisition

The maximum amount that may be requisitioned annually shall be ONE THOUSAND EIGHT HUNDRED (\$1,800) DOLLARS.

6. Citation

This bylaw may be cited as "Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022."

READ A FIRST TIME this 21st day of July, 2022.

READ A SECOND TIME this 21st day of July, 2022.

READ A THIRD TIME this 21st day of July, 2022.

THIRD READING RESCINDED this day of , 2022.

READ A THIRD TIME AS AMENDED this day of , 2022.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1983 at third reading, cited as "Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022."

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this
day of

Page 3 of Bylaw No. 1983

ADOPTED this day of , .

Chairperson

Corporate Administrator



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: September 22, 2022
Subject: **Remuneration Bylaw Amendment No. 1987**

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

That the Board give Bylaw No. 1987, "Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Bylaw Amendment No. 1987, 2022", three readings and adoption.

BACKGROUND

On August 11, 2022, the Board requested that an amendment to the Directors' Remuneration Bylaw be brought forth for consideration.

The purpose of this amendment is to clarify the per diem meal claim and index the amount to the amount CRA publishes annually and to clarify the claim procedures for travel time remuneration. The proposed amendment is as recommended in the August 11th memo (attached).

Attachments: **Bylaw No. 1987**
Board Memo of August 11th

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW 1987**

A Bylaw for Amending Directors' Remuneration

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

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

1. TITLE:

This bylaw shall be cited as the "Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Bylaw Amendment No. 1987, 2022

2. Bylaw 1837, 2018 "A Bylaw for Directors' Remuneration" is hereby amended by:

Section 8 (C) of the bylaw is repealed and replaced with the following:

In lieu of reimbursement of actual expenses for meals and incidentals while travelling away from home on Regional District business, a Director may claim the CRA meal rate for the "Simplified method for meal and vehicle rates used to calculate travel expenses".

For overnight stays, outside the Regional District, the Director may claim an additional \$40.00 incidental amount for each night of the stay.

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business.

The actual cost of any meal may be reimbursed if a receipt is provided and the CAO, Chair, or Vice-Chair determines that reimbursement is warranted.

SCHEDULE C of the bylaw is repealed and is replaced with the following:

Travel Time Remuneration

1. Travel time remuneration of \$25.00 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending Regional District Board and Committee Meetings.
2. Travel remuneration for travel to or from conventions or similar events outside the Regional District boundaries, where attendance is approved by the Board, shall be a ½ day meeting rate for travel of five hours or less and a full day meeting rate for travel more than five hours. There is no travel remuneration for conventions or similar events held within the Regional District.
3. There is no travel time payable for other events or other types of meetings; however, directors may claim mileage, if eligible, as per section 8 (A).

Certified a true and correct copy of "Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Amendment Bylaw No. 1987, 2022."

Corporate Administrator

READ A FIRST TIME this ___ day of ___, 2022.

READ A SECOND TIME this ___ day of ___, 2022.

READ A THIRD TIME this ___ day of ___, 2022.

ADOPTED this ___ day of ___, 2022.

CHAIRPERSON

CORPORATE ADMINISTRATOR



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: August 11, 2022
Subject: **Remuneration Bylaw Review**

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

That staff bring back a remuneration amendment bylaw for consideration that clarifies meal expenses and travel remuneration as recommended in this memo.

BACKGROUND

It is a good practice to review director remuneration before every election to ensure that it is comparable to neighboring jurisdictions, is set at an appropriate level so as to not detract future candidates from seeking election, and that it also considers the costs of lost employment or work that may be missed while an elected official is attending to political duties.

A review of the 2020 remuneration and Expenses for the Northern regional districts' directors (North Coast, Kitimat-Stikine, Bulkley-Nechako, Fraser Fort-George, Cariboo, and Peace) was completed by the Finance Department. The average director remuneration ranges from a low of about \$17,000 to a high of about \$32,000. Most of the regional districts pay directors an average remuneration between \$20,000 and \$25,000. The average remuneration in Bulkley-Nechako is \$24,323 (and does not include extended medical and dental benefits).

With Bulkley-Nechako's remuneration bylaw being tied to B. C. Consumer Price Index published by Statistics Canada and the Regional District's average director remuneration being within the average range, staff are not recommending a change in remuneration.

NEW SIMPLIFIED MONTHLY REMUNERATION FORM

A new monthly remuneration form is now in use and is an attachment to this memo. The Finance Department hopes that this form simplifies the remuneration process for directors. For example, if directors attend all meetings in a particular month virtually or if they carpooled to the Board and Committee meetings, they may not be required to submit a remuneration form for that month.

ANALYSIS

All Regional Districts pay their Chair, Vice Chair, and committee chairs (if any) an increased remuneration. The additional amounts for Chair and Vice Chair vary considerably; however, the time required to be devoted to these positions and the public expectation of these positions may also vary with each Regional District.

In addition, all Regional Districts, except one, pay their electoral area directors an increased remuneration amount of usually between 25% to 50% of the base amount (that is paid to municipal directors). Cariboo Regional District pays all directors, both municipal and rural, the same amount.

Most of the Regional Districts have a bylaw describing both remuneration and expenses for directors (like Bulkley-Nechako), the others have one bylaw describing remuneration and another describing eligible travel and incidental expenses.

Bulkley-Nechako is unique in that it provides rural directors with an additional remuneration for population; that it provides health and dental insurance to its directors, and that it more fully describes rural director expenses and remuneration. While the health and dental benefits are not included in Directors Remuneration, the value ranges between \$1,500 for single coverage to \$3,600 for family coverage each year.

Currently the bylaw appears to be providing the right amount of remuneration for attending events and meetings and the right amount of remuneration as a fixed amount to compensate for those parts of public service that are difficult to measure. About 35% of a Bulkley-Nechako directors remuneration comes from “meeting remuneration” given to attend meetings and other public events. For local governments there is a blend of remuneration between elected officials receiving a flat sum per year (with no remuneration for meetings or convention attendance) to those where about half of the remuneration comes from attendance at meetings or public events.

Overall, the current bylaw appears to provide slightly above the median remuneration and an appropriate level of balance as compared to other Northern regional districts. Therefore, no significant changes are recommended.

RECOMMENDATIONS:

The two options below are recommended based on feedback from both staff and directors and will help clarify the intent and interpretation of the bylaw.

Some clarification and inflation indexing can be added to the bylaw as far as meal expenses and travel incidentals.

Section 8 (C) of the bylaw is proposed to be replaced with the following:

In lieu of reimbursement of actual expenses for meals and incidentals while travelling away from home on Regional District business, a Director may claim the CRA meal rate for the “Simplified method for meal and vehicle rates used to calculate travel expenses”.

For overnight stays, outside the Regional District, the Director may claim an additional \$40.00 incidental amount for each night of the stay.

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business.

The CRA (Canada Revenue Agency) meal expense rate is currently \$23.00 per meal and is always considered non-taxable. This is not a change from the current bylaw. The CRA updates this amount annually and so the new rate can be used when it is published (like the new mileage rate CRA publishes for each year). The \$40.00 incidental rate for out of district overnight stays allows directors to recover the additional costs often associated with travel (including the higher costs often associated with purchasing meals when attending UBCM or NCLGA). Receipts for these claims are not required. When meal claims are made is left to the discretion of the Directors; however, the appropriateness of the claim is reviewed annually during the Regional District’s audit.

Some clarification is needed for Schedule C - “Travel Remuneration”. The concept of travel remuneration has been added to several different Regional District bylaws after it was introduced by Bulkley-Nechako in 2018. The purpose of travel time is to compensate Directors for the additional time spent travelling back and forth from their home to the Burns Lake office for Board and Committee meetings. For municipal directors milage and travel time is based on distance from the municipal office to the regional district office and for rural directors it is based on the distance from their home to the regional district office. SCHEDULE C of the bylaw is proposed to be replaced with the following:

Travel Time Remuneration

1. Travel time remuneration of \$25.00 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending Regional District Board and Committee Meetings.
2. Travel remuneration for travel to or from conventions or similar events outside the Regional District boundaries, where attendance is approved by the Board, shall be a ½ day meeting rate for travel of five hours or less and a full day meeting rate for travel more than five hours. There is no travel remuneration for conventions or similar events held within the Regional District.
3. There is no travel time payable for other events or other types of meetings; however, directors may claim mileage, if eligible, as per section 8 (A).

Attachments: New Director's Monthly Remuneration Form
Bylaw 1837 - Unofficially Consolidated

Regional District of Bulkley-Nechako
Directors Remuneration & Expense Claim 2022

Employee Name: _____

Month: _____

Other Meetings besides the monthly Board meetings	Half or Full	Please provide brief description of the event(s) attended. Travel Remuneration may be claimed for RDBN Board events. For Non-Board events, claim half or full day (as appropriate for travel to conventions, etc.)
Date:		
Date:		
Date:		
Date:		
Date:		
Date:		
Date:		

EXPENSES

Mileage	Distance (km)	Please provide brief description of the event(s) attended.
Date:		
Date:		
Date:		
Date:		
Date:		
Date:		
Date:		

Meals - within the Regional District		
Meals	Please enter the # of meals	Please provide brief description of the event(s) attended.
# of Breakfasts (\$23.00)		
# of Lunches (\$23.00)		
# of Dinners (\$23.00)		
# of Full Days (\$69.00)		
Meals - outside the Regional District		
# of Breakfasts (\$23.00)		
# of Lunches (\$23.00)		
# of Dinners (\$40.00)		
# of Full Days (\$86.00)		

Other Expenses		
	Please enter amount of receipt \$	Please enter brief description (Internet, Hotel, Parking, Airfair, etc.) - please attach receipts
Date:		
Date:		
Date:		
Date:		

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW 1837**

UNOFFICIAL CONSOLIDATION
A Bylaw for Directors' Remuneration

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

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

1. TITLE:

This bylaw shall be cited as the "Regional District of Bulkley Nechako Directors' Remuneration and Expenses Bylaw No. 1837, 2018".

2. PRINCIPLES

Directors' remuneration and reimbursement for expenses shall be guided by the following principles:

- (A) Directors' remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to these positions.
- (B) Directors are expected to conduct their business in such a way as to optimize the value to the taxpayer.
- (C) Directors should be reimbursed for their reasonable expenses in carrying out their responsibilities.
- (D) Directors should not use expenses charged for Regional District business to subsidize their personal or business activities.

3. DEFINITIONS:

In this bylaw, unless the context otherwise requires:

Board Day means the day of the regular meeting of the Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.

Committee means a Committee to which a Director has been appointed by either the Board or the Chair of the Regional District.

Committee of the Whole Meeting means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the RDBN Board on broad regional topics such as policy issues, etc.

Meals means food and non-alcoholic beverages consumed by individual Directors while attending sanctioned events when the meal service is not already provided.

Miscellaneous Expenses means reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.

Per Diem Rates means the maximum a Director may claim for meals and incidentals while on Regional District business.

4. INTERPRETATION AND APPLICATION

- (A) The Regional District Finance Chair (or the Vice Chair if a Finance Chair is not appointed) shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.
- (B) The Regional District Board Chair shall be responsible for reviewing and approving the Finance Chair's Remuneration and Expense Reports.
- (C) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Chair, Vice Chair, and CAO for resolution.

5. REMUNERATION

- (A) Remuneration shall be paid to Directors for the discharge of the duties of office. Remuneration shall be comprised of the following:
 - (i) **Directors, Chair and Vice Chair, Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this bylaw; and,
 - (ii) **Remuneration for attendance at meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this bylaw.

- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.

6. OTHER REMUNERATION

Travel time remuneration -- to be determined and paid pursuant to Schedule C, attached to and forming part of this bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Section 8.
- (B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.
- (C) Reimbursement for travel expenses and remuneration is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the electoral area.

8. EXPENSES

Directors shall be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with the following:

(A) Transportation Costs

- (i) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Regional District business conducted:
 - a) within the Director's electoral area;
 - b) for sanctioned meetings; and
 - c) other meetings/events authorized by the Board or by the Chair where time constraints preclude Board consideration.

The personal vehicle allowance rate for the above-approved travel shall be the rate published by Canada Revenue Agency's automobile allowance rate per kilometre.

The District shall not reimburse the Director for stand-by charges of his personal vehicle while he is attending a meeting. Stand-by refers to the

privately owned vehicle being situated at the point of departure or at the place of the meeting.

For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en-route.

No additional personal vehicle allowance is payable for carrying passengers.

- (iii) The amount paid shall not exceed the lesser of the cost of economy airfare and associated ground transportation cost or the personal vehicle allowance.
- (iv) Directors who choose to use commercial transportation shall be reimbursed the actual cost of such transportation based on economy class fares.

(B) Accommodation Costs

- (i) In general, Directors shall be reimbursed for the actual cost of commercial accommodation. For conventions, Board meetings, and Committee of the Whole meetings, commercial accommodation will typically be booked and paid for by the District. A Director may choose to stay at accommodation other than the designated accommodation provided by the corporation; however, they will be responsible for making their own arrangements and will be reimbursed a maximum of the amount charged for the corporate accommodation.
- (ii) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to Regional District business. The private accommodation rate shall be the rate paid \$60.
- (iii) Where specific provisions are required to address disability or health issues that are not available in the designated accommodation, a Director may choose to stay at an alternative, comparable accommodation and in such a case, the Director may request that the Chair authorize additional reimbursement.

(C) Meal Expenses

In lieu of reimbursement of actual expenses for meals and incidentals while on Regional District business, a Director may claim the following allowances:

For Meals and Incidentals within the Regional District

Full Day	Breakfast	Lunch	Dinner
\$69	\$23	\$23	\$23

For Meals and Incidentals Outside the Regional District

Full Day	Breakfast	Lunch	Dinner
\$86	\$23	\$23	\$40

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business. To claim meals, travel status must:

- Begin before 7 am on the date of departure to claim breakfast
- Begin before 12 pm on the date of departure (and end after 1 pm on the date of return) to claim lunch
- End after 6 pm on the date of return to claim dinner

(D) Miscellaneous Expenses

- (i) While away from his/her residence on regional district business, Directors are entitled to reasonable reimbursement of other expenses necessarily incurred such as parking fees, taxis, hotel internet services, ferries, toll booths, etc. Receipts must be provided.
- (ii) Miscellaneous expenses as defined in section 3 shall be reimbursed at actual cost.

(E) Loyalty Programs and Other Travel Programs

- a. Provided that there are no additional costs to the Regional District, Directors travelling on Regional District business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of approved services and products wherever possible.

(F) Authorization for Out-of-District Travel

- (i) In general, out-of-district travel will be authorized by the Board.

- (ii) In the absence of Board authorization, the Chair, or in his absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.

(G) Extraordinary Expenses

Extraordinary expenses which are in excess of the amounts available under this bylaw shall be accounted for on the Director's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid following review of both the Chair and Vice-Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Regional District will be reimbursed for expenses in accordance with this section.

9. INSURANCE - USE OF PRIVATE VEHICLE

- (A) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.
- (B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring one of his/her vehicles for pleasure and business class purposes.
- (C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal vehicles, for claims arising from use of the vehicle while on RDBN business.

10. COMMUNICATIONS

- (A) All directors will be provided with a cell phone by the RDBN and with a RDBN email address. The RDBN email address will be used for all communication with the RDBN. Where a municipal director is provided a cell phone and a municipal email address (meeting RDBN security requirement) by their municipality, the

RDBN will reimburse the municipality 50% of the cost associated with this service to the municipality or 50% of the cost of the service if provided by the RDBN whichever is less. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.

- (B) Electoral Area directors will be reimbursed up to \$125 per month for home internet service upon the provision of receipts. A one-time fee of up to \$200 may be reimbursed for the installation costs associated with the provision of a higher speed internet service.
- (C) Electoral Area directors will be reimbursed up to \$2000 per term for a tablet or portable lap top computer upon receipt. Municipalities will be provided 50% of the costs associated with providing their municipal director with a tablet or portable lap top computer to a maximum of \$1000. Electoral Area directors will be provided technical support and business software that is determined by the Regional District's Information Officer (or similar position) as required to support their role as Director.

11. LOCAL GOVERNMENT CONVENTIONS

- (A) Electoral Area Directors will be allocated no less than \$10,000 (to be increased by CPI annually) to attend conventions and meetings related to their work as an Electoral Area Director including meetings with Elected Officials or officer of other governments including Indigenous Governments.

This amount includes costs associated with attendance at UBCM and NCLGA. This amount may be used for convention costs, travel and remuneration.

Costs will be reimbursed at the regular expense rate described in this bylaw. Remuneration rates will be either at the ½ day or full day meeting rates listed in Schedule B.

- (B) The Board of the Regional District may send any director to any convention or meeting with its associated cost paid from "General Government – Legislative" at its discretion.
- (C) The Rural Directors may send any director to any convention or meeting with its associated costs paid from "Rural Government – Legislative" at its discretion.
- (D) This section does not apply to the Chair (or Vice Chair) in performing the duties of the Chair.

12. REPEAL

Regional District of Bulkley-Nechako Directors' Remuneration Bylaw No. 1717, 2014
and all bylaws enacted in amendment thereto are hereby repealed.

13. EFFECTIVE DATE

This bylaw comes into effect January 1, 2019.

SCHEDULE A

Chair and Directors' Remuneration

1) Directors' Basic Remuneration

Effective upon adoption of this bylaw, each Director of the Regional District of Bulkley Nechako shall be paid a "Basic" remuneration of \$775 per month, thereafter to be increased annually and rounded to the nearest dollar on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.

2) Rural Directors' Local Governance Remuneration

Effective upon adoption of this bylaw, each Electoral Area Director of the Regional District of Bulkley Nechako shall be paid an additional 0.62 of the basic remuneration per month for completion of his or her duties of office. In addition each Electoral Area director will receive \$1 for each resident in his/her Electoral Area based on the most recent Canadian Census figures per annum paid in instalments of 8.33 cents per resident monthly.

3) Chair, Vice-Chair, and Committee Chair Remuneration

- A) The Chair of the Regional District Board shall receive an additional amount equal to 2.0 times the basic remuneration.
- B) The Vice-Chair of the Regional District Board shall receive an additional amount equal to 0.75 times the basic remuneration.
- C) A Committee Chair of the Regional District Board shall receive an additional amount equal to 0.50 times the basic remuneration.
- D) An appointed cheque signer (that is not Chair of the Finance Committee or the Board Chair or Vice Chair) shall receive an additional amount equal to 0.15 times the basic remuneration.

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$200 for his/her services in chairing the Board meeting.

5) Emergency Operations

Directors required to attend office at the Regional District or other meetings to support emergency operations will receive the meeting ½ or full day rate (see Schedule B). The board must approve or ratify the Director's attendance for this allowance to be received.

6) Partner's Program Expense

Once a year, the Regional District will pay the registration fees for the partner's program and any additional accommodation costs for the spouse of a Director to stay in the Director's hotel room when attending either a convention or conference.

7) Extended Health and Dental Benefits

An option for Extended Health and Dental Benefits will be provided to all Directors with the costs being paid by the Regional District

SCHEDULE B

Meeting Remuneration

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings".
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting.
- (D) Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration or for meetings called because of an emergency.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration. For clarity, meetings regarding a Director's local services, Regional District public hearings, and Advisory Planning Committee and commission meetings are excluded from remuneration under this section.

Meeting Type	Allowance *		Notes
	Half Day < 3.5 hrs	Full Day 3.5 hrs+	
Board and Committee Meetings	\$235	\$235	Travel time may be claimed (if applicable)
Other meetings approved by Board motion within the Regional District	\$118	\$235	Travel time may be claimed (if applicable)
<p>For the Chair, the Vice Chair acting as Chair, Committee Chairs (acting in their role of Committee Chair) and for Electoral Area Directors:</p> <p>Attendance and travel to political conventions or similar events, for attendance at meetings between the Regional District and other levels of government including with First Nations Governments, and for the attendance at ceremonial events.</p> <p>Attendance by virtual means is included.</p>	\$118	\$235	<p>Includes time spent travelling to these events.</p> <p>Additional travel time is not applicable.</p> <p>All costs are charged to rural government except for costs associated with travel and remuneration of the chair or committee chair are charged to general government.</p>

* to be increased annually on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.

Schedule C

Travel Time Remuneration

1. Travel time remuneration of \$25 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending all meetings within the Regional District boundaries and include:
 - A) All travel by Board Chair or Vice-Chair when representing the RDBN within the Regional District;
 - B) Travel by Directors to sanctioned meetings within the Regional District; and
 - C) Travel by Directors to meetings/events outside a Director's area authorized by the Board or by the Chair where time constraints preclude Board consideration.

2. Travel remuneration for all travel outside the Region District boundaries or for attendance at conventions or similar events within the regional district shall be at the meeting rate described in Schedule B.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: September 22, 2022
Subject: **Network of Emergency Support Services Teams Society (NESST)**

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

That the Regional District become a corporate member of the NESST on an ongoing basis and the Board of Directors nominate to the NESST board of directors, the Director of Protective Services, to represent the society's corporate membership.

That the Regional District transfer \$10,134.28 to NESST from the donations, sponsorships, and grants that the Regional District has received to hold the annual NESST convention.

That the Board of the Regional District approve the Municipal Insurance Association Service Provider Agreements between the Regional District of Bulkley-Nechako and the NESST.

BACKGROUND

The annual Northern Emergency Support Services convention and training event is transitioning into a provincial event. This event is now one of the primary means of training and networking for emergency support volunteers and workers in the province for both local government and provincial government support workers.

The group of volunteers that plan and implement the annual Support Services Teams convention and training event has formed a registered society to move forward in transitioning this event from a northern event to a provincial event. The popularity and attendance at the Northern Support Service Event, that has happened for many years and grown in each year, has outgrown the north. To facilitate its expansion and increase funding opportunities the event is "becoming" its own entity.

The Society has the opportunity for corporate membership and as the Regional District can, in some sense, be considered the founder of the annual event through the efforts of the Protective Services staff, staff are recommending that the Regional District become the first corporate member of the society. Membership has negligible cost and is currently set at \$5.00 per year. Corporate members can nominate an individual to the executive of the

Society. Staff are recommending that the Director of Protective Services be nominated by the Board. Membership does not incur legal or financial liability.

The Regional District has been collecting funds from third parties for donations and sponsorships to plan and implement the 2023 convention. As these funds are restricted for the use of the convention, staff are recommending that these funds be transferred to the society. Currently the balance of donations and sponsorships is \$10,134.28.

In the past the liability of the event has been borne by the Regional District and its insurance provider, the Municipal Insurance Association. To ensure that coverage is continued staff are recommending that the Board approve the service agreement between the society and the Regional District.

Attachments: MIA Provider Agreement



MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA

SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this 22nd day of September 2022 by and in between the Regional District of Bulkley-Nechako (the “Local Government”) and Network of Emergency Support Services Teams Society (the “Society”) (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

Hold the annual Network of Emergency Support Services Teams convention.

X The Service Provider has not caused or contributed to any insured or uninsured losses in the past 5 years.

X The term of the Agreement is perpetual commencing the 1st day of January 2023.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government. By entering into this agreement, the Service Provider confirms they have the necessary training, experience and knowledge to provide the services as set out above.

The Local Government agrees to obtain commercial general liability and errors and omissions insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$10,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

X The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF REGIONAL DISTRICT OF
BULKLEY-NECHAKO**

**ON BEHALF OF THE NETWORK OF
EMERGENCY SUPPORT SERVICES
TEAMS SOCIETY**

Name:

Title:

Signature:

Date:

Name:

Title:

Signature:

Date:



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: September 22, 2022
Subject: **Final COVID-19 Relief Funds Allocations**

RECOMMENDATION: (all/directors/majority)

1) That the Board approve holding open the application process for COVID-19 Relief Funds until September 30, 2022, after which time the remaining funding will be allocated to the Regional Transit Service; and,

2) That the Board approve the following application for COVID-19 Relief Funds.

BACKGROUND

Area E (Francois/Ootsa Lake Rural)		
Beacon Theatre	No-Touch Washroom Fixtures	\$5,500

The following table shows the amount of COVID-19 Relief Funds remaining, including requests on this memo.

Electoral Area	Starting Balance	Funding Allocated	Funds Remaining
Electoral Area A	\$110,032	\$89,470	\$20,562
Electoral Area B	40,571	38,171	2,400
Electoral Area C	29,622	21,025	8,598
Electoral Area D	30,816	30,816	0
Electoral Area E	33,349	30,837	2,512
Electoral Area F	76,725	67,627	9,097
Electoral Area G	18,904	12,551	6,353
Total	\$340,019	\$290,497	\$49,522



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: September 22, 2022
Subject: **Canada Community-Building Fund BC - Area C (Fort St. James Rural)
Fort St. James Snowmobile Club Bridge Replacement**

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

1) That the Board authorize contributing up to \$12,000 of Electoral Area C (Fort St. James Rural) Canada Community-Building Fund BC allocation monies to a Recreation Infrastructure Project, and further,

(participants/weighted/majority)

2) That the Board authorize the withdrawal of up to \$12,000 from the Federal Gas Tax Reserve Fund.

BACKGROUND

The trails maintained by the Fort St. James Snowmobile club experienced some unauthorized motorized vehicle use this summer, resulting in damage to a bridge structure. The club plans to replace the bridge with a new one to ensure ongoing use of the trails.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area C allocation is \$203,711

Director Tom Greenaway is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$12,000 from Area C for this Recreation Infrastructure project.

A Board resolution is required to contribute Canada Community-Building BC Funds to this project.



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: September 22, 2022
Subject: **Canada Community-Building Fund BC
Area E (Francois/Ootsa Lake Rural) for Southside Volunteer Fire Dept.**

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

1) That the Board authorize contributing up to \$67,500 of Electoral Area E (Francois/Ootsa Lake Rural) Canada Community-Building Fund BC allocation monies to a Fire Hall Project, and further,

(participants/weighted/majority)

2) That the Board of authorize the withdrawal of up to \$67,500 from the Federal Gas Tax Reserve Fund.

BACKGROUND

The Southside Fire Hall has experienced damage due to a leaking roof. The damage will be repaired, and the pitch of the east roof changed to prevent further damage. A new emergency door will be added, and a new, carport-style bay will be added to store additional response equipment.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area E allocation is \$432,044

Director Clint Lambert is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$67,500 from Area E for this Fire Hall Infrastructure project.

A Board resolution is required to contribute Canada Community-Building BC Funds to this project.



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: September 22, 2022
Subject: **Grant in Aid – Fraser Basin Council for Nechako Watershed Roundtable**

RECOMMENDATION:

(all/directors/majority)

That the Board approve allocating \$5,000 in Grant in Aid monies (split between Electoral Areas B, C, D, E and F) to the Fraser Basin Council for the 'Implementation of the Nechako Watershed Roundtable 2022-2026 Strategic Plan: Lakes Monitoring Strategy Development and NWR Portal Enhancement' project.

BACKGROUND

Please see the attached application for further detail.

The proposed split is:

Electoral Area B Grant in Aid: \$500
Electoral Area C Grant in Aid: \$1,125
Electoral Area D Grant in Aid: \$1,125
Electoral Area E Grant in Aid: \$1,125
Electoral Area F Grant in Aid: \$1,125

ATTACHMENTS:

- 1) Grant in Aid Application

From: website@rdbn.bc.ca
To: [Nellie Davis](#); andy@abcweblink.ca
Subject: [EXTERNAL]: Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM
Date: Thursday, September 1, 2022 10:10:30 AM

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

ORGANIZATION:

Fraser Basin Council on behalf of the Nechako Watershed Roundtable

CONTACT NAME:

Tasha Peterson

MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):

1511 3rd Ave, Prince George, BC, V2L 5B6

EMAIL:

tpeterson@fraserbasin.ca

PHONE:

12509600109

AMOUNT BEING REQUESTED:

\$5,000

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

TBD - Fall 2022

PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:

The Fraser Basin Council is seeking assistance on behalf of the Nechako Watershed Roundtable for the project entitled 'Implementation of the Nechako Watershed Roundtable 2022-2026 Strategic Plan: Lakes Monitoring Strategy Development & NWR Portal Enhancement'.

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

Yes

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

The Fraser Basin Council was established in 1997 and is focused on advancing sustainability throughout BC with a focus in the Fraser River Basin. The mandate of the Council is to ensure that the Fraser Basin is a place where social well-being is supported by a vibrant economy and sustained by a healthy environment. The Council's Board of Directors includes the four orders of government (Federal, Provincial, Local, First Nations), the private sector and civil society. This diversity of perspectives, interests and jurisdictions is also engaged throughout the delivery of programs and projects, which are implemented at different geographic scales ranging from local to regional to basin-wide to province-wide.

The Nechako Watershed Roundtable (NWR) is a collaborative initiative launched in 2015 to help protect and improve the health of the Nechako Watershed for future generations. The Roundtable plays a unique role, focusing

on connecting public sector, private sector, and community organizations having responsibilities and interests in this watershed.

The NWR convenes conversations and facilitates collaborative action to help achieve its mission “to protect and improve the health of the Nechako watershed and its communities”. The NWR is a collective voice across the region working to strengthen community and ecosystem resilience, and to understand the impacts of climate change, extreme events, resource development, and other pressures on the watershed.

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

The Nechako Watershed is a roughly 47,200 km², which is over 1.5 times the area of Vancouver Island (31,285 km²). The watershed combines areas drained by the Nechako River (originating in the east slopes of BC’s Coast Mountains) and the Takla Lake-Stuart River drainage, prior to joining the Fraser River at Prince George.

The land area drained of the Nechako Watershed overlaps with the traditional territories of 15 First Nations, including Binche First Nation, Cheslatta Carrier Nation, Lake Babine First Nation, Lheidli T’enneh First Nation, Nadleh Whut’en First Nation, Nak’azdli First Nation, Nee Tahi Buhn First Nation, Saik’uz First Nation, Skin Tyee Nation First Nation, Stelat’en First Nation, Takla First Nation, Tl’azt’en Nation, Ts’il Kaz Koh First Nation, Wet’suwet’en First Nation, Yekooche First Nation.

In addition to the First Nations communities, the Nechako Watershed encompasses two regional districts – the Regional District of Bulkley-Nechako and part of the Fraser-Fort George Regional District– and five municipalities: Prince George, Vanderhoof, Fraser Lake, Fort St. James, and Burns Lake.

IS YOUR ORGANIZATION VOLUNTARY AND NON-PROFIT?:

Yes

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

A 0.5FTE (NWR Secretariat) is facilitated through the Fraser Basin Council. Membership of the NWR is voluntary, and no funds are paid to individuals unless direct project costs. If successful, the RDBN grant in aid funds would not be used for staff wages.

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

The NWR has been in existence since 2015 as a collaborative group including perspectives from local and First Nations governments, provincial and federal government agencies, and private sector and civil society with a shared commitment and concern for the health of the Nechako watershed. There are over sixty active members of the NWR.

NWR Core Committee members provide leadership to implement the mission and goals of the NWR. The Core Committee is comprised of 9-12 members affiliated with local government, First Nations government, and NGOs/civil society. All members are voluntary.

In addition, the NWR has several voluntary working groups, including the Lakes Monitoring Working Group and a Youth Engagement Working Group.

ASSISTANCE IS BEING REQUESTED FOR:

another purpose

OTHER PURPOSE IF ANY:

Strategy development

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

With the support of the Lakes Monitoring Working Group, the NWR will develop a lakes monitoring strategy to help support, guide and coordinate monitoring initiatives within the Nechako watershed.

In 2015, the Nechako Watershed Health Report identified an immediate need to begin to assess large and small water bodies in the watershed before climate change erased the baseline condition. Observations from communities around the watershed suggested the situation was urgent. A pilot Lakes Monitoring Project was initiated in 2019 by collaborating members of the NWR. The Province, Takla First Nation, and the Nechako Environment and Watershed Stewardship Society (NEWSS), along with NWR began to consider ways to address growing concerns about nutrient accumulation in two large lakes, affecting the aquatic food web, algal blooms, and possible collapse of fish populations.

On January 18, 2021 representatives from Saik'uz First Nation, Takla Nation, Nazko First Nation, Lhtako Dene Nation, Quesnel and District Metis Association, TI'azt'en First Nation, Stelat'en First Nation, Nakazdli First Nation, Fisheries and Oceans Canada, Upper Fraser Fisheries Conservation Alliance, Fraser Basin Council, Ministry of the Environment and Climate Change Strategy, MFLNRORD, Environmental Dynamics Inc., Baker Creek Enhancement Society and NEWSS, attended a workshop to collectively share current observations about lakes and find alignment within the group on a path forward.

During the workshop the group identified shared themes based on observations and began work identifying goals and objectives of a shared Lakes Monitoring Strategy.

The Strategy Goals & Objectives include:

1. Establish data collection, management and sharing protocols, and data sovereignty
2. Create an updated paleoclimate record for the region to characterize conditions and target specific lakes
3. Establish partnership framework or terms of reference
4. Identify data/knowledge gaps, and priorities to improve understanding and analysis
5. Establish a cumulative effects framework at the watershed level, and from an Indigenous perspective to support decision-making and prioritizing, and develop an understanding of thresholds at the watershed and territory scales
6. Support watershed management opportunities for First Nations
7. Capacity building through training, extension, and engagement toward collaboration amongst organizations and individuals bringing expertise, knowledge and support to the group

The creation of a lakes monitoring strategy will advance the implementation of the Nechako Watershed Roundtable Strategic Plan 2022-2026 (released in November 2021), specifically supporting three strategic priorities to “support efforts to restore watershed health”, “convene partners including all four orders of government, and support collaboration” and “advance reconciliation” by identifying objectives and challenges and supporting engagement opportunities with/of Nechako First Nations.

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

With a broad range of lakes monitoring objectives and varying capacity of groups within the watershed it is becoming increasingly difficult to articulate the immediate and longer-term water monitoring needs to advance and achieve the collective goals of health and sustainability in the Nechako watershed. To compound this challenge, individual projects in the watershed have focused on the high priority local needs of one or two groups and the knowledge gained is logistically difficult to share. Projects are often built upon the previous years' learnings which don't include a regional lens. Developing a shared strategy that is endorsed by First Nations, local and regional governments will allow these partners to better articulate needs and discover collaborative opportunities toward watershed-scale outcomes. An established strategy can then be referenced when other opportunities arise.

It is imperative that the momentum and work already done by the Lakes Monitoring Group is not lost and continues while there is a willingness to share, discuss and ultimately work together towards a better understanding and health of lakes and waterways in the Nechako and adjacent region. Subsequent workshops will need to take place soon to make sure all participants views are captured; ideas are correctly articulated, and discussion occurs to dig deeper into a strategic path forward. Some nations may want to work independently on identified objectives and share their information while other nations may prefer to work collaboratively with a broader group of partners. The outcome of the strategy is to clarify the roles individual nations and non-indigenous partners are willing to play and to illustrate how the collective of actions will form a tapestry of knowledge that informs if and where actions should be considered.

SUPPORTING FINANCIAL INFORMATION SUCH AS A BUDGET OR FINANCIAL REPORT. ENSURE THE

FOLLOWING INFORMATION IS CLEARLY ITEMIZED: - TOTAL COST OF PROJECT/PROPOSAL; - GRANTS/FUNDING FROM OTHER SOURCES; - FUNDING CONTRIBUTED BY APPLICANT THROUGH FUNDING RAISING:

6347

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

Yes

NAME OF 1ST GRANT OR FUNDING AGENCY:

Real Estate Foundation of BC

AMOUNT APPLIED FOR FROM 1ST AGENCY:

20000

STATUS OF 1ST GRANT APPLICATION:

Approved

NAME OF 2ND GRANT OR FUNDING AGENCY:

Carrier Sekani Tribal Council

AMOUNT APPLIED FOR FROM 2ND AGENCY:

17500

STATUS OF 2ND GRANT APPLICATION:

Pending

NAME OF 3RD GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 3RD AGENCY:

STATUS OF 3RD GRANT APPLICATION:

NAME OF 4TH GRANT FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 4TH AGENCY:

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

Yes

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

Yes, the NWR received funding in 2018 for the implementation of the Nechako Watershed Strategy, a multi-year project with RDBN matching contributions of \$8,500/yr.

DOES YOUR ORGANIZATION:

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



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Shari Janzen, Economic Development Assistant
Date: September 22, 2022
Subject: **Bulkley Valley Lakes District Airshed Management Society
Letter of Support Request**

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

That the Board provide a Letter of Support to the Bulkley Valley Lakes District Airshed Management Society to be used for its funding applications.

BACKGROUND

The Bulkley Valley Lakes District Airshed Management Society (BVLD AMS) is pursuing funding opportunities to support the continuation of the Wood Stove Exchange Program and has requested a letter of support.

BVLD AMS is a nonprofit made up of citizens, industry, local business, health professionals, environmental scientists, and community planners with a mandate is to educate about environmental preservation and restoration by offering workshops, seminars, training, and lectures on the topic of air quality and its importance.

ATTACHMENTS:

Please see attached request for more information.



bulkley valley - lakes district
airshed management society

Mail Care Of: Ben Weinstein,
Air Quality Meteorologist, Ministry of the Environment
BAG 5000 3726 Alfred Avenue Smithers BC V0J 2N1
Email: Sue Brookes, coordinator@cleanairplan.ca

inquiries@rdbn.bc.ca

The Regional District Of Bulkley Nechako,
Re: Air Quality Management, Wood Stove Exchange Program
Dear District Staff and Directors,

My name is Sue Brookes and I wanted to remind you of the wood stove exchange program that runs in the East end of your District. This program is coordinated by the Bulkley Valley Lakes District Airshed Management Society and we are serving communities that roughly share the same air. This program has minor changes proposed for this year. Rebate values are up, plus, as a red zone as defined by the federal Ambient Air Quality Standard, we can provide rebates at a higher values than other communities. We need a letter of support from your organization to make application for funding of this program for 2023.

Historically our goal has been to remove uncertified wood burning appliances from circulation and reduce residential wood heat emissions. We refund part of the cost of recycling non EPA compliant wood stoves and installing current EPA wood stoves or some other form of heat. Our blog has details on the program as it is now: <https://cleanairplan.ca/blog/2022/03/15/new-wood-stove-exchange-rebate-amounts/>. We also aim to mitigate the negative risks of exposure to poor air. We provide tips on seasoning wood, operating wood burning appliances, building and installing cheap home air filters, understanding micro emissions, installing, maintaining and using a network of purple air sensors. For information on other projects check us out: www.cleanairplan.ca.

We are now putting together this years program. This is a call for your support and input. A letter of support would go a long way toward our securing funding this year. A sample text is provided below.

Thank-you, I look forward to hearing from you.

Yours Truly, Sue Brookes
coordinator@cleanairplan.ca
250 877-8739

For a map of the airshed go to: <https://cleanairplan.ca/blog/2022/03/19/maps/>

Sample Text:

Please accept this letter to accompany the BVLD Airshed Management Society's application for funding through your granting program. The Airshed Management Society has worked successfully in the Bulkley Valley and Lakes District to improve the air quality in our area. Their efforts have measured and monitored particulate matter volumes and reduced emission source contributions in our airshed, resulting in cleaner, healthier communities in the North. Communities such as ours that value an outdoor lifestyle benefit greatly from the efforts of this society.

Thanks to the support from BVLD Airshed Management Society, we were able to replace old and outdated stoves. Our work together helps us build a cleaner and healthier community.

Or

Council is pleased to support the Society and recognizes the program's achievements towards better air quality for our citizens. Council hopes the BVLD AMS is successful in obtaining the funding required to continue to successfully coordinate activities, such as increasing air quality awareness and offering residential cash incentives to phase out the use of non-certified wood burning appliances.

In conclusion, we deeply support the efforts of BVLD Airshed Management Society to seek funding through this granting program. Your support will be highly appreciated.

For notes on the Provincial Wood Smoke Reduction Program:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-pollution/smoke-burning/exchange>

The CWSRP is the new name for the wood stove exchange program. It is still a Provincial program and they fund a base amount for rebate values on exchanges. We, the airshed communities, still need to fundraise locally for coordinator, education and expense fees. To donate to the society email the coordinator at coordinator@cleanairplan.ca.

Red Zone communities are those that have exceeded a federal particulate standard called the Canadian Ambient Air Quality Standards for PM_{2.5}. For the current reporting period 2018-2020, the Bulkley Valley and Lakes District is listed as a red zone.

The Bulkley Valley Lakes District Airshed Management Society (theBVLD AMS) is a registered non profit charity made up of volunteers from the public, industry, government and health authorities. We discuss and manage projects pertaining to a Clean Air Plan notarized by municipalities over 10 years ago. We provide services and recommendations for smoke management planning, best burning practices, emission source contributions to particulate levels, industry siting, wood burning appliance rebates, micro emission inventories, health education, air quality monitoring and more.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Blackwell, Regional Fire Chief
Date: September 22, 2022
Subject: **FireSmart Economic Recovery Fund**

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

That the Board send a letter to the Honourable Katrine Conroy Minister of Forests to request an additional extension for the Stream 3 FireSmart Economic Recovery Fund, with final reporting due December 2023.

BACKGROUND

On June 3, 2021, the Regional District of Bulkley Nechako (RDBN) was awarded \$478,635.00 from the Stream 3 FireSmart Economic Recovery Fund (Stream 3) which is administered by UBCM on behalf of the BC Ministry of Forests.

Due to a relatively short 'field season' in the north, impacts of Covid 19, and all the natural disasters that impacted the province in 2021, there was not enough time and opportunity to truly promote the program and give people an opportunity to complete the work required.

In April of 2022 the RDBN requested an extension of the is Stream 3 from UBCM allowing an extension of the assessments and rebates into the 2022 'field season'; with a final report due in December 2022, which was approved.

The Stream 3 allows seniors and people with disabilities to have labour costs covered for the eligible FireSmart activities that are identified on their assessments.

The RDBN advertised during the winter and throughout the spring and summer months, due to the increased cost of living and fixed income of many of the seniors and persons with disabilities in our region, the RDBN saw significant interest in this program, resulting in the completion of 136 FireSmart assessments and issuing \$82,029 in rebates to date.

The RDBN has \$396,606 remaining from the Stream 3 grant and with the 'field season' winding down some residents who would like to access this program will be unable.

Staff were advised, by the UBCM representative, that an additional extension could be requested that would be taken to an Evaluation Committee. The Evaluation Committee would be able to provide a further six-month extension. An additional six months would not allow the RDBN to utilize the funding as it would be outside the 'field season' in the

region. It is also staff's understanding that the Stream 3 will not be made available in the future.

In discussion with UBCM they encouraged the RDBN to consider applying for the 2023 Stream 1 Funding, which we are in the process of drafting. The 2023 Stream 1 FireSmart Community Funding & Supports funding (Stream 1) will give 50% of costs up to \$1,000, which is an increase of 100% over the 2022 Stream1, however, does not provide the same opportunity that Stream 3 provides which is 100% of all labour costs.

Staff would like to see this funding stay in the region to support this important mitigation strategy.

Attachment

- **Letter to the Honourable Katrine Conroy, Minister of Finance Re: Community Resiliency Investment – Stream 3 FireSmart Economic Recovery Fund**



Sept 22, 2022

Honourable Katrine Conroy Minister of Forests
Via email: FLNR.Minister@gov.bc.ca

Dear Minister Conroy,

Re: Community Resiliency Investment – Stream 3 FireSmart Economic Recovery Fund

On June 3, 2021, the Regional District of Bulkley Nechako (RDBN) was awarded \$478,635.00 from the Community Resiliency Investment – Stream 3 FireSmart Economic Recovery Fund which is administered by UBCM on behalf of the BC Ministry of Forests.

Due to a relatively short 'field season' in the north, impacts of Covid 19, and all the natural disasters that impacted the province in 2021, there was not enough time and opportunity to truly promote the program and give people an opportunity to complete the work required. The RDBN requested an extension into the 2022 'field season' and was granted a further six months.

The RDBN advertised during the winter and throughout the spring and summer months, due to the increased cost of living and fixed income of many of the seniors and persons with disabilities in our region, the RDBN saw significant interest in this program, resulting in the completion of 136 FireSmart assessments and issuing \$82,029 in rebates to date.

The RDBN has \$396,606 remaining from the Stream 3 grant and with the 'field season' winding down some residents who would like to access this program will be unable. We would like to request an additional extension so we can utilize the remaining Stream 3 funds.

In discussion with UBCM the RDBN was advised that an additional extension could be requested, however, it would have to go to an Evaluation Committee and the Evaluation Committee would only be able to extend the grant for an additional six months. An additional six months would not allow us to utilize the funding as it would be outside the 'field season' in the RDBN. It is also the RDBN's understanding that Stream 3 will not be made available in the future.

The UBCM representative also encourage the RDBN to consider applying for the 2023 Stream 1 Funding, which we are in the process of drafting. The 2023 Stream 1 FireSmart Community Funding & Supports funding (Stream 1) will give 50% of costs up to \$1,000, which is an increase of 100% over the 2022 Stream1, however, does not provide the same opportunity that Stream 3 provides which is 100% of all labour costs.

The RDBN would like to see this funding stay in the region to support this important mitigation strategy. We appreciate your consideration, if you have any questions, please feel free to contact us for further clarification. We look forward to your response.

Sincerely,

Gerry Thiessen
Chair