

AGENDA

MEETING NO. 12

October 13, 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, October 13, 2022

First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – October 13, 2022</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
8-21	Board Meeting Minutes – September 22, 2022	Approve
22-23	Connectivity Meeting Minutes - August 11, 2022	Receive

DELEGATIONS

TC Energy – Coastal GasLink Project
Tanner Moulton, Public Affairs Advisor
RE: Socio-economic Effects Management Plan (SEEMP)

Taylor Bachrach – MP, Skeena-Bulkley Valley – via Zoom
RE: Update

ELECTORAL AREA PLANNINGBylaws for 1st and 2nd Reading

24-38	Jason Llewellyn, Director of Planning Rezoning Application RZ A-01-22 (HBM) 1 st and 2 nd Reading Report Rezoning Bylaw No.1980, 2022 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
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<u>PAGE NO.</u>	<u>ELECTORAL AREA PLANNING (CONT'D)</u>	<u>ACTION</u>
	<u>Bylaws for 1st and 2nd Reading (Cont'd)</u>	
39-47	Danielle Patterson, Senior Planner Rezoning Application RZ A-01-22 (HBM) 1 st and 2 nd Reading Report Rezoning Bylaw No.1984, 2022 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>DEVELOPMENT SERVICES</u>	
48-61	Cameron Kral, Planning Technician Crown Land Referral No. 149571082 Electoral Area G (Houston Rural)	Recommendation
62-63	Jason Llewellyn, Director of Planning Coastal GasLink Pipeline Socio-economic Effects Management Plan (SEEMP)	Recommendation
	<u>BUILDING INSPECTION</u>	
64-67	Jason Llewellyn, Director of Planning BC Energy Step Code Board Update	Receive
	<u>ENVIRONMENTAL SERVICES REPORTS</u>	
68-74	Alex Eriksen, Director of Environmental Services -Agricultural Plastics Recycling – 2022 Update	Receive
75-128	Alex Eriksen, Director of Environmental -Solid Waste User Fee Implementation (Cost Recovery)	Recommendation
	<u>ADMINISTRATION REPORTS</u>	
129	Wendy Wainwright, Deputy Director of Corporate Services – Committee Meeting Recommendation – October 13, 2022	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
130-133	Cheryl Anderson, Director of Corporate Services – 20 th Annual BC Natural Resources Forum – January 17-19, 2023, Prince George, B.C.	Recommendation
134-137	Cheryl Anderson, Director of Corporate Services – Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022	Recommendation
138-142	Cheryl Anderson, Director of Corporate Services – Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022	Recommendation
143-147	Cheryl Anderson, Director of Corporate Services – Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022	Recommendation
148-152	Cheryl Anderson, Director of Corporate Services – Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022	Recommendation
153-157	Cheryl Anderson, Director of Corporate Services – Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022	Recommendation
158-159	Cheryl Anderson, Director of Corporate Services – Policy Revisions	Recommendation
160-161	Nellie Davis, Manager of Regional Economic Development – Lakes District Arts and Culture Fund Request – Lakes District Museum Society	Recommendation
162	Nellie Davis, Manager of Regional Economic Development – Canada Community – Building Fund BC – Area F (Vanderhoof Rural) and Area D (Fraser Lake Rural) – Cluculz Lake Fire Hall (Truck Acquisition)	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
163	Nellie Davis, Manager of Regional Economic Development - Canada Community – Building Fund BC – Area F (Vanderhoof Rural) Somerset Estates Sewer Capital Reserve Contribution	Recommendation
164-165	Jason Blackwell, Regional Fire Chief – Community Emergency Preparedness Fund – Volunteer and Composite Fire Department Training & Equipment Grant	Recommendation
166-183	Christopher Walker, Emergency Program Coordinator -Bulkley River Freshet After-Action Report	Receive
184-222	Cheryl Anderson, Director of Corporate Services -Departmental Quarterly Reports – 3 rd Quarter	Receive
223-227	Michelle Roberge, Agriculture Coordinator, East Megan D'Arcy, Agriculture Coordinator, West -Growing Opportunities Newsletter and Podcast Update	Receive
	<u>ADMINISTRATION CORRESPONDENCE</u>	
228	Ministry of Forests – RDBN Support for Construction of the Anahim Connector Emergency Egress Route – Ulkatcho First Nation	Receive
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>PRESENTATION TO OUTGOING DIRECTORS</u>	
	<u>VERBAL REPORTS AND COMMITTEE CHAIR REPORTS</u>	
	<u>RECEIPT OF VERBAL REPORTS</u>	
	<u>NEW BUSINESS</u>	

Meeting No. 12
October 13, 2022

IN-CAMERA MOTION

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Sections 90(1)(c) labour relations or other employee relations and Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Cycle 16 Trail), may/must be closed to the public therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKOMEETING NO. 11Thursday, September 22, 2022

PRESENT:

Chair	Gerry Thiessen
Directors	Gladys Atrill – arrived at 10:43 a.m. Shane Brienen – arrived at 10:09 a.m. Mark Fisher Tom Greenaway – via Zoom – arrived at 10:06 a.m. Clint Lambert – via Zoom Linda McGuire Annette Morgan – via Zoom Bob Motion Chris Newell Mark Parker Jerry Petersen Michael Riis-Christianson Sarrah Storey – arrived at 10:04 a.m. Henry Wiebe
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Nellie Davis, Manager of Regional Economic Development – arrived at 1:16 p.m., left at 1:26 p.m. Alex Eriksen, Director of Environmental Services – left at 12:00 p.m. Deborah Jones-Middleton, Director of Protective Services – arrived at 10:08 a.m., left at 1:30 p.m. Jason Llewellyn, Director of Planning Jason Thompson, Bylaw Enforcement Officer – left at 11:09 a.m. Wendy Wainwright, Deputy Director of Corporate Services
Others	Brandon Doering, Project Director, Coastal GasLink, TC Energy – left at 12:10 p.m. Charlie Edwards, Construction Manager, Coastal GasLink, TC Energy – left at 12:10 p.m. Tanner Moulton, Public Affairs Advisor, Coastal GasLink, TC Energy – left at 12:10 p.m. Lauren Quan, PEng., Lead, Manitoba Solid Waste Management, Tetra Tech – left at 12:10 p.m. Jeremy Reid, EIT Project Engineer, Tetra Tech – left at 12:00 p.m. Nicole Stuckert, Sr. Land Management, Coastal GasLink, TC Energy – left at 12:10 p.m.

FIRST NATIONS ACKNOWLEDGEMENT

OATH OF OFFICE

Curtis Helgesen, Chief Administrative Officer performed the Oath of Office for Henry Wiebe, Village of Burns Lake.

STAFF INTRODUCTION

Jason Llewellyn, Director of Planning introduced Jason Thompson, Bylaw Enforcement Officer.

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:00 a.m.

AGENDA & SUPPLEMENTARY AGENDA

Moved by Director McGuire
 Seconded by Director Petersen

2022-11-1

"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
August 11, 2022

Moved by Director Petersen
 Seconded by Director Riis-Christianson

2022-11-2

"That the Board Meeting Minutes of August 11, 2022 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee
Meeting Minutes

Moved by Director Parker
 Seconded by Director Motion

2022-11-3

"That the Board receive the following Committee Meeting Minutes:

- Committee of the Whole Meeting Minutes
 - September 8, 2022
- Rural/Agriculture Committee Meeting Minutes
 - September 8, 2022
- Waste Management Committee Meeting Minutes
 - September 8, 2022."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

TETRA TECH – Lauren Quan, PEng., Lead, Manitoba Solid Waste Management and Jeremy Reid, EIT Project Engineer – RE: Cost Recovery

Chair Thiessen welcomed Lauren Quan, PEng., Lead, Manitoba Solid Waste Management and Jeremy Reid, EIT Project Engineer, Tetra Tech.

Ms. Quan and Mr. Reid provided a PowerPoint Presentation.

Solid Waste Management User Fee Study Update

- Tetra Tech
 - o Who is Tetra Tech?
- Introduction
 - o Reviewing the Previous Direction
- Approach to implementing User Fees
 - o Goal of User Fees in RDBN
 - o User Fee Implementation
 - o User Fees at Facilities
- Costs and Revenue from User Fees
 - o Summary of Regional District Tipping Fees
 - o Capital Costs
 - o Operating Costs
 - o Cost and Revenue
 - o User Fee Summary
- Key Considerations
 - o Communication
 - o Education and Illegal Dumping
 - o Showing Value
 - o Municipal Agreements
 - o Right-Sizing Services
 - o Fee Structures
 - o Payment Systems.

The following was discussed:

- Illegal dumping issues
 - o Ministry of Environment and Climate Change Strategy jurisdiction
 - o Collaboration with other agencies and community groups
 - o Education and public engagement
- Charging fees/tipping fees
- Capital costs
- User friendly diversion options
- Cash options vs. cash at sites
 - o Punch card systems
- Cost and revenue
 - o Historic waste receipts and estimates on small vehicle loads
 - o Camp waste – short-term
 - o Construction and demolition waste (C&D)
- Concept – recycling free/fee for garbage

DELEGATION (CONT'D)

TETRA TECH – Lauren Quan, Peng., Lead, Manitoba Solid Waste Management and Jeremy Reid, EIT Project Engineer RE: Cost Recovery (Cont'd)

- Circular economy – diversion incentives
- Taxation and tipping fees
 - o Yard clean-up days
 - o Tipping fee waiver programs
 - o Challenges
 - o Staffing capacity
 - o Determining a balance in funding models that is equitable and encourages diversion
 - o Revenue neutral
- Phased approach
- Exceptions for business community
- Weight based fees vs. volume-based fees
 - o Smaller sites – volume based e.g. Granisle
- Municipalities
 - o Charged what is received at facilities
 - o Incentive and ability to develop diversion programs
 - o Less garbage – less wear and tear on capital (garbage trucks)
- Opportunities for businesses to develop rural garbage pickup
- Standardization of hours at sites
- Importance of a fulsome public communication plan
- Actual costs and garbage reduction from user pay systems similar to the RDBN
 - o Examples of diversion reducing the cost of landfilling
 - o Tipping fees are often implemented in conjunction with other diversion services – actual costing can be challenging for just tipping fee implementation
 - o Cost of recycling and diversion programs in rural BC
 - Urban centers vs. rural areas
 - Cost to transfer material to recycling facilities in the lower mainland
- Out of region fees
- Landfill closure costs and long-term planning
 - o Cost of landfilling increasing which is offsetting the cost to recycle/divert products
 - o Economy of scale – Recycle BC
 - o Residential EPR programs improving
- Lack of recycling/diversion options for commercial
 - o Need for provincial Extended Producer Responsibility programs to include commercial products
- Actual costing information – to be included in the final report
 - o Cost of diversion
 - o Actuals for reduction of garbage in landfills once user pay system is implemented
 - How much will be expected as a result of increased diversion
 - Charge vs. diversion rate

DELEGATION (CONT'D)

TETRA TECH – Lauren Quan, Peng., Lead, Manitoba Solid Waste Management and Jeremy Reid, EIT Project Engineer RE: Cost Recovery (Cont'd)

- Recycle BC programs incentives
- Cost of landfill air space
- Options for consideration
- Action Plan
 - Weight vs. volume
 - Actual tip fees
 - Programs to support options
- Directors to forward information requests for the final report to staff
- Analyzing impact to each resident
 - Below average, average and above average amounts of garbage
 - Provide breakdown in education to the public
- Cost per person to landfill
- Staff to provide updates moving forward.

Chair Thiessen thanked Ms. Quan and Mr. Reid for attending the meeting.

ENVIRONMENTAL SERVICES REPORT

User Pay System Presentation Moved by Director Fisher
(Cost Recovery) – Tetra Tech Seconded by Director Brienens

2022-11-4 “That the Board receive the Waste Diversion Supervisor’s User Pay System Presentation (Cost Recovery) – Tetra Tech memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ELECTORAL AREA PLANNING (All Directors)

Temporary Use Permit

Temporary Use TUP G-01-22 Moved by Director Storey
Electoral Area G Seconded by Director Brienens
(Houston/Granisle Rural)

2022-11-5 “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.’”

Opposed: Director Newell CARRIED

(All/Directors/Majority)

Temporary Use Permit (Cont'd)

Discussion took place regarding traffic issues, industrial, commercial, institutional (ICI) recycling, staff meeting with CGL to discuss legacy funding and CGL Socio-economic Effects Management Plan (SEEMP) presentation October 13, 2022 to the Board.

Break for lunch at 12:10 p.m.

Reconvened at 1:04 p.m.

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Moved by Director Riis-Christianson
No. B-01-22 – Electoral Area B Seconded by Director Lambert
(Burns Lake Rural)

2022-11-6

“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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

ALR Application

ALR Non-Adhering Residential Moved by Director Fisher
Use Application No. 1246 Seconded by Director Atrill
-Electoral Area A (Smithers/
Telkwa Rural)

2022-11-7

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referrals

Withdrawal from Disposition Moved by Director Greenaway
Referral – Electoral Area C Seconded by Director Motion
(Fort St. James Rural)

2022-11-8

“That the comment sheet on the Withdrawal from Disposition Application regarding District Lots 4016 & 4017 be provided to the Province.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Land Referrals (Cont'd)

Crown Land Application
Referral No. 7409908
-Electoral Area C (Fort St.
James Rural)

Moved by Director Greenaway
Seconded by Director Motion

2022-11-9

"That the comment sheet on Crown Land Application No. 7409908 be provided to the Province."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES REPORT

Fort Fraser – Dock Ave. Water
Distribution Improvements
Tender Results

Moved by Director Parker
Seconded by Director Storey

2022-11-10

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Committee Meeting
Recommendations
-September 8, 2022

Moved by Director Fisher
Seconded by Director Parker

2022-11-11

"That the Board approve the September 8, 2022 Committee Meeting Recommendations 1 through 7 as follows:

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."

ADMINISTRATION REPORTS (CONT'D)

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; and,
- Houston and Electoral Area G (Houston/Granisle Rural) Transfer Station."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Chief Administrative Officer
Delegation Bylaw No. 1988,
2022

Moved by Director Riis-Christianson
Seconded by Director Atrill

2022-11-12

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gowan Road Street Lighting
Service Establishment Bylaw
No. 1983, 2022

Moved by Director Riis-Christianson
Seconded by Director Lambert

2022-11-13

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Remuneration Bylaw
Amendment No. 1987

Moved by Director McGuire
Seconded by Director Storey

2022-11-14

"That Regional District of Bulkley-Nechako Directors' Remuneration and Expenses Bylaw Amendment No. 1987, 2022 be given first, second, third reading and adoption this 22nd day of September, 2022."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Network of Emergency
Support Services Teams
Society (NESST)

Moved by Director Lambert
Seconded by Director Storey

2022-11-15

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Final COVID-19 Relief Funds Moved by Director Fisher
Allocations Seconded by Director Atrill

2022-11-16

1) "That the Board approve holding open the application process for COVID-19 Relief Funds until October 13, 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:

Electoral Area E (Francois/Ootsa Lake Rural)

- Beacon Theatre – No Touch Washroom Fixtures - \$5,500."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community - Building Moved by Director Greenaway
Fund BC – Area C (Fort St. Seconded by Director Motion
James Rural) Fort St. James
Snowmobile Club Bridge
Replacement

2022-11-17

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) CARRIED UNANIMOUSLY

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community - Building Moved by Director Lambert
Fund BC – Area E (Francois/ Seconded by Director Riis-Christianson
Ootsa Lake Rural) – Southside
Volunteer Fire Dept.

2022-11-18

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) CARRIED UNANIMOUSLY

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Grant in Aid – Fraser Basin
Council for Nechako
Watershed Roundtable

Moved by Director Lambert
Seconded by Director Storey

2022-11-19

“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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bulkley Valley Lakes District
Airshed Management
Society Letter of Support
Request

Moved by Director Atrill
Seconded by Director Fisher

2022-11-20

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

(All/Directors/Majority) CARRIED UNANIMOUSLY

FireSmart Economic Recovery
Fund

Moved by Director Lambert
Seconded by Director Storey

2022-11-21

“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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Village of Granisle Update

Director McGuire provided the following update:

- Celebration of Life for former Director Thomas Liversidge will be held Saturday, September 24, 2022
- Granisle Marina Foreshore Lease
 - Renewal process
 - Lake Babine Nation Engagement and letter of support.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

2022 UBCM Convention
 September 12-16, 2022

The following update was provided:

- Highlight of UBCM 2022 - Director Petersen receiving the Union of B.C. Municipalities (UBCM) Long Service Appreciation Award in recognition of his 25 years of service in local government
- Joint meeting with RDBN and Regional District of Fraser-Fort George with the Minister of Agriculture and Minister of Advanced Education regarding the veterinarian shortage in northern BC
 - Received positive feedback for the work that has been done to date
 - Remainder of funding for the impact study is being provided by the province
 - A follow-up meeting is scheduled for October, 2022
 - The Board expressed appreciation for Director Parker's work in regard to the matter.
- Director Fisher attended the Food Security Workshop
 - Discussed climate change and supporting agriculture
 - RDBN is recognized for leading the way with an Agriculture Coordinator Position
 - Follow-up meeting regarding circular economy on September 26, 2022.
- Forestry
 - More work is needed
- Northwest B.C. Resource Benefits Alliance (RBA)
 - Memorandum of Understanding Signing with the Province
- Resource Breakfast
 - Only 3 resources: Mining, Forestry, Energy
 - Several other resources drive the province and need to be recognized.

Stuart-Nechako Regional
 Hospital District (SNRHD)
 Update

Director Petersen provided the following update:

- New Stuart Lake Hospital
 - Met with Northern Health
 - Construction is on schedule
 - Northern Health installing a live stream camera for the public to view construction progress
 - Northern Health developed a fact sheet on the hospital and will be providing it to the SNRHD
 - Helipad was discussed – will be located at the new hospital site when construction is completed.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Town of Smithers Update

Director Atrill spoke of the following:

- Smithers Skatepark Society hosted a celebration of its expansion on September 16, 2022
- Saturday, September 17, 2022 – Grammy Block Party in celebration of Alex Cuba
 - Really good turnout and an amazing event
 - Mr. Cuba spoke of what makes his art and that he carries a message of the Smithers community
 - Event was a collaboration by the Smithers Chamber of Commerce, Tourism Smithers, and the Town of Smithers
 - A mural has also been painted in Alex Cuba's honour.

Village of Fraser Lake Update

Director Storey provided an update regarding:

- Curtailment of West Fraser Sawmill in Fraser Lake
- Need for Class 1 Drivers
- Internet fibre issues
 - Internet fibre project will be completed in October 2022
- UBCM Convention Meetings
 - Assisted living
 - Subsidized daycare
 - Healthcare
 - Ambulance Service Levels
 - Lack of Helipad
 - Village of Fraser Lake working with Coastal GasLink.

Chair Thiessen – Update

Chair Thiessen commended the Board for its leadership, including works regarding agriculture and the RBA. He also spoke of the need to ensure training is being implemented in areas where jobs are needed, for example, Class 1 Driver's Licence.

Chair Thiessen announced that MacDonald's has now opened in Vanderhoof.

Receipt of Verbal Reports

Moved by Director Storey
 Seconded by Director Newell

2022-11-22

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Highway Line Painting

Director Brienen brought forward concerns regarding the lack of painted lines on the highway west of Prince George. Director McGuire indicated that she contacted Lakes District Maintenance in regard to the issue as well.

ADJOURNMENT

Moved by Director Newell
Seconded by Director McGuire

2022-11-23

“That the meeting be adjourned at 1:59 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Deputy Director of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKOCONNECTIVITY COMMITTEE MEETINGThursday, August 11, 2022

PRESENT: Chair Michael Riis-Christianson

Directors Clint Lambert
Tom Greenaway
Chris Newell
Mark Parker
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer
Nellie Davis, Manager of Regional Economic Development
John Illes, Chief Financial Officer
Wendy Wainwright, Deputy Director of Corporate Services

Others Linda McGuire, Village of Granisle
Bob Motion, District of Fort St. James

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

AGENDA Moved by Director Newell
Seconded by Director Lambert

BBC.2022-4-1 "That the Connectivity Committee Agenda for August 11, 2022 be approved."

(All/Directors/Majority) CARRIED UNANIMOUSLY

MINUTES

Connectivity Committee Meeting Minutes
-June 16, 2022 Moved by Director Newell
Seconded by Director Parker

BBC.2022-4-2 "That the Connectivity Committee Meeting Minutes of June 16, 2022 be approved."

(All/Directors/Majority) CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Lambert
Seconded by Director Newell

BBC.2022-4-3

"In accordance with Section 90 of the *Community Charter*, it is the opinion of the Committee that matters pertaining to Section 90(2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Connectivity Partnering Agreement), must be closed to the public, therefore exercise their option of excluding the public for this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Newell

BBC.2022-4-4

"That the meeting be adjourned at 9:03 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Michael Riis-Christianson, 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: October 13, 2022
Subject: Rezoning Application RZ A-01-22
First and Second Reading for Rezoning Bylaw No. 1980, 2022

RECOMMENDATION: (all/directors/majority)

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1980, 2022" be given first and second reading and subsequently be taken to Public Hearing.
 2. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1980, 2022" be delegated to the Director or Alternate Director for Electoral Area A.
 3. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1980, 2022" also serve as the public hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1984, 2022."
 4. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1980, 2022" not be scheduled until a draft of the proposed new covenant is available for public review to the satisfaction of the Director of Planning.
-

EXECUTIVE SUMMARY

This application requests amendments to the Zoning Bylaw and removal of covenants on title of Lot 1, District Lot 8114 and District Lot 8114 (referred to as "Lot 2") to facilitate development within the Ski Smithers Development Area at Hudson Bay Mountain at a reduced scale and density as summarized in the table below.

Current Zoning and Covenant	Proposed Zoning and Replacement Covenant
188 residential parcels, two dwellings per parcel	150 residential parcels, two dwellings per parcel
100-unit resort lodge in commercial area	
10-seven unit hotels	
112 multi-family dwellings	

The covenant on title of the subject properties establishes subdivision, building and servicing requirements for the proposed resort community. Given the proposed rezoning and significant reduction in scale of development, the applicant is proposing to replace the existing covenant with a new covenant which limits the development to 150 bare land strata parcels and establishes FireSmart requirements.

APPLICATION SUMMARY

Name of Agent/Owners: Dale Bellavance, Bell Group/0832653 BC Ltd & 0832651 BC Ltd
Owners of Lot 1, DL 8114 / DL 8114 / Crown Land

Electoral Area: A (Smithers/Telkwa Rural)

Subject Properties: EPS1025, District Lot 8114 (151-155 Alpine Way)

- Parcel Size = 16 strata parcels \pm 800 m² each
- Zoning Change = R9 text amendment

Unsurveyed Crown land within the vicinity of Hudson Bay Mountain (no address)

- Parcel Size = Approximately 0.15 ha portion of parcel
- Zoning Change = Rezone from C3 to H2

Lot 1, District Lot 8114 (no address)

- Parcel Size = 11.9 ha (29.3 ac)
- Zoning Change = R9 text amendment

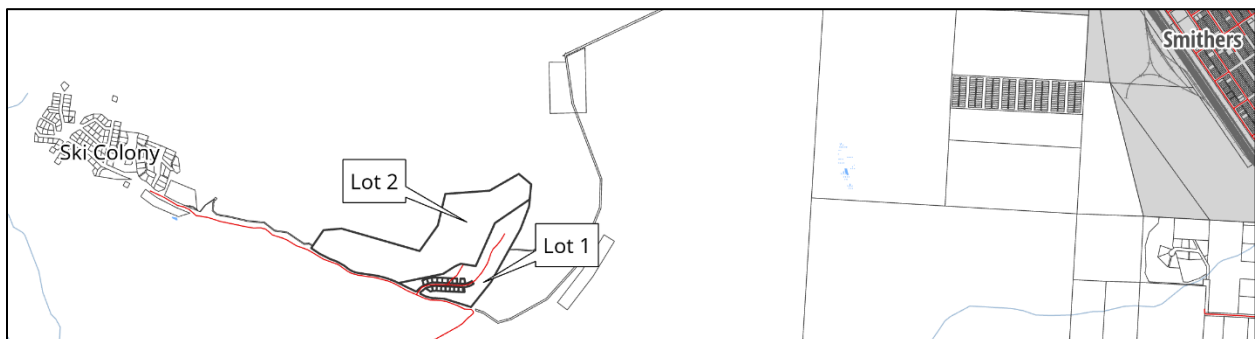
District Lot 8114, (no address – referred to as “Lot 2”)

- Parcel Size = 33.7 ha (83.4 ac)
- Zoning Change = Rezone from R10 and C3 to R9 and R9 text amendment

OCP Designation: Ski Smithers Development Area (SSDA) in “Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014”

ALR Status: Not in the ALR

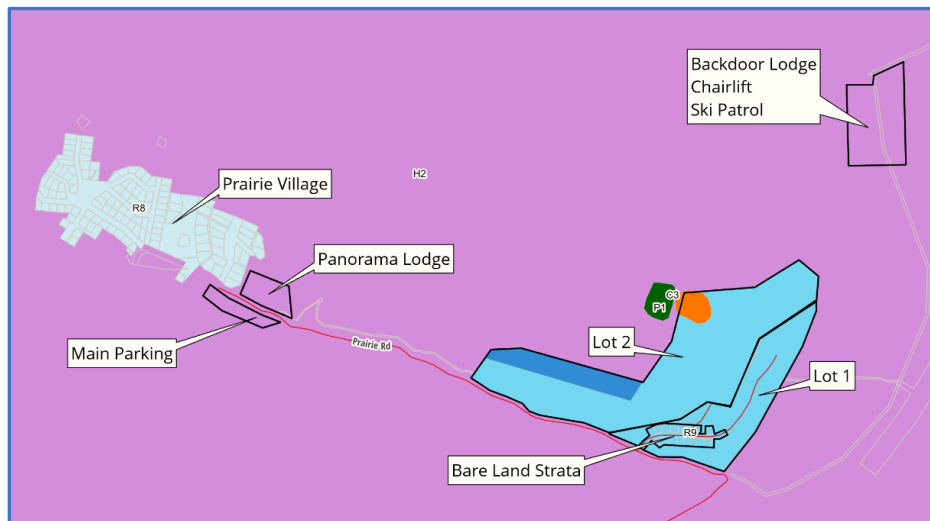
Location: The application area is located west of the Town of Smithers on Hudson Bay Mountain. This area is subject to the Provincially approved Ski Smithers Master Development Plan, which is available from staff on request.

Subject Property Map:

APPLICATION OVERVIEW

Existing Zoning and Covenant

In 2008, Lot 1 and Lot 2, DL 8114 were rezoned to accommodate a residential and commercial development including multiple family dwellings, hotels, retail, and service commercial uses. The purpose was to create a small resort community near the Hudson Bay Mountain Resort. At present all of Lot 1 and most of Lot 2 are zoned Hudson Bay Mountain Single Family Residential Zone (R9). This area is shown as light blue on the map below. Approximately 4.5 ha of Lot 2 is zoned Hudson Bay Mountain Multiple Family Residential Zone (R10) allowing multi-family dwellings. This area is shown as dark blue. Approximately 1.2 ha of Lot 2 is zoned Tourist Commercial Zone (C3) to allow for a 100-unit lodge and a retail and service commercial centre. This area is shown as orange. For reference, Prairie Village ski colony is shown in gray.



At the time of rezoning a covenant (BB737241) was registered on title which ensured that development occurs as proposed, and to secure the following:

- Servicing by a community sewer and water system, a storm water drainage system, solid waste collection, and a water supply and distribution system for fire fighting purposes owned and operated by the strata corporations.
- Erosion and sediment control.
- Geotechnical review, environmental protection, fire sprinklers and fire separations.

The covenant also limited the development to the following:

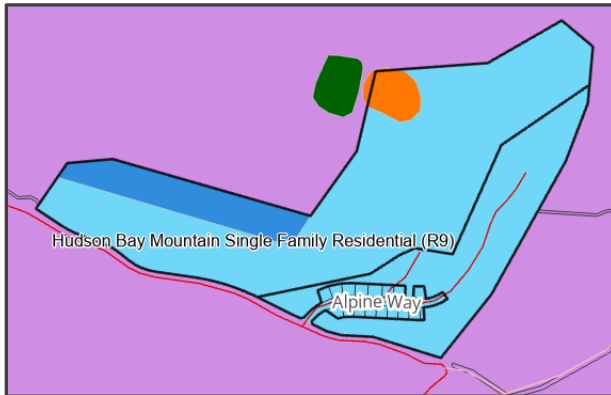
- a 100-unit resort lodge in the commercial area.
- 188 residential parcels with a maximum of 10 small hotels (7 units) in the R9 zoned area; and 112 units in the R10 zoned area.

In 2010 the covenant was amended (CA1633086) to allow the creation of Lots 1 and 2, District Lot 8114. In 2012 the covenant was amended (CA2883681) to allow the existing 16 parcel bare land strata subdivision of Lot 1, shown on the adjacent plan.

Proposed Zoning

The owner of Lots 1 and 2 are proposing to rezone all of Lot 2 to R9 by removing the C3 and R10 zones. Their intent is to develop residential bare land strata subdivisions at a reduced density with no multi-family dwellings, hotels, or commercial uses. Additionally, the applicant proposes to rezone a 0.15 ha (0.37 ac) portion of the Unsurveyed Crown land that borders Lot 2 from C3 to H2. It is noted that the area of Crown Land shown in the Civic/Institutional Zone (P1) in dark green on the map above is proposed for use as a First Nations cultural/interpretive centre and is not proposed to be rezoned.

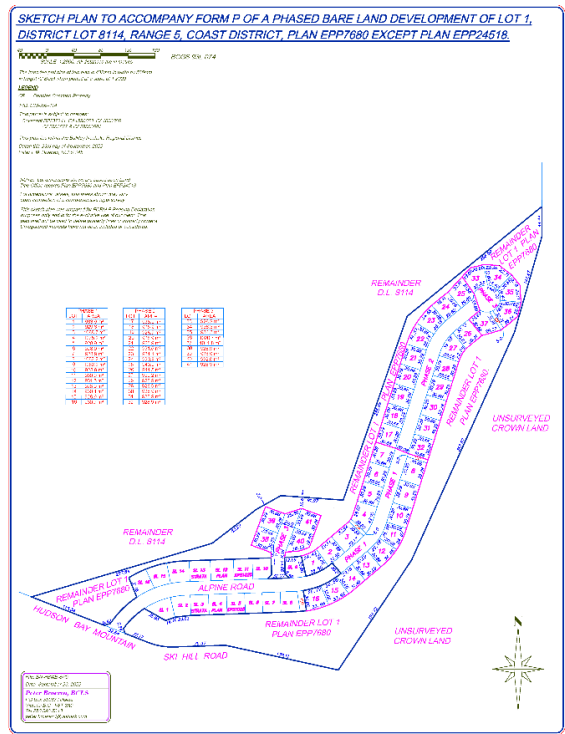
Current Zoning Map



Proposed Zoning Map



The proponent's intent is to continue developing bare land strata subdivisions on Lots 1 and 2 like those developed on Lot 1 in 2012 (see adjacent plan). Based on the proposed layout for Lot 1, shown in the draft plan to the right, provided by the applicant, it is estimated that Lots 1 and 2 could potentially be subdivided into over 200 strata parcels under the R9 zone; however, the applicant states that their intent is to limit development at 150 strata parcels on Lots 1 and 2, developed in several phases. The applicant proposes that these bare land strata parcels be serviced with a community water system and community sewer system owned, maintained, and operated by the strata corporation(s).



Proposed Covenant Removal

The applicant is requesting the removal of Covenant BB737241, and associated covenant amendment documents, from the title of Lots 1 and 2 to allow the development of the bare land strata subdivisions as proposed.

Covenant BB737241 is also on title of the existing 16 bare land strata parcels along Alpine Way which were subdivided from Lot 1. If the Board agrees to removal of the covenant from Lots 1 and 2 as requested, it is anticipated that many of the Alpine Way bare land strata subdivision property owners would want to remove Covenant BB737241 from their titles. Staff have encouraged the applicant to consider agreeing to cover the cost of covenant removal.

Covenant BB737241 was registered on title as part of a rezoning process which included public consideration of the covenant at the public hearing. Therefore, it is recommended that the public hearing for Rezoning Bylaw No. 1980 also serve to receive input on the proposed removal of the Covenant BB737241 from title of Lots 1 and 2. The owners of the Alpine Way strata parcels would be provided notice of the public hearing for the removal of the covenant and the proposed zoning changes.

Should Rezoning Bylaw No. 1980 be given third reading staff will recommend a new covenant be registered on title prior to adoption of the bylaw, and that Covenant BB737241 be removed only after the bylaw is adopted.

Proposed New Covenant

To address concerns relating to sewage disposal and wildfire risk the applicant is proposing to register a replacement covenant on title of Lots 1 and 2 which limits the development to 150 bare land strata parcels and establishes FireSmart requirements for the development.

Staff recommends that a draft of the proposed new covenant be developed prior to the public hearing for Rezoning Bylaw No. 1980 to allow for its consideration at the public hearing. As noted, should Rezoning Bylaw No. 1980 be given third reading, staff can be expected to recommend that the covenant be registered on title prior to consideration of adoption of Rezoning Bylaw No. 1980.

THE OFFICIAL COMMUNITY PLAN (OCP) AND PROPOSED R9 ZONE TEXT AMENDMENT

The subject properties are designated Ski Smithers Development Area (SSDA) in the OCP. The purpose of this designation is to provide for the expansion, and possible redevelopment, of the ski hill including new recreation and accommodation facilities. The proposed rezoning is in accordance with applicable OCP policy.

The applicant is proposing to simplify the R9 Zone, as outlined below:

- Remove "hotel" as a permitted principal use.
- Limit the use of each parcel to a maximum of two dwellings. The dwellings could be a two-family dwelling, two single family dwellings, or a single-family dwelling with a secondary suite.
- Amend the setback requirements to 6 metres from all parcel lines.
- Remove the floor space ratio and gross floor area requirement and replace with a total floor area allowance of 465 m² (5,005 ft²) per parcel.
- Remove the secondary suite minimum floor area requirements.
- Increase the minimum parcel area from 750 m² (8,070 ft²) to 929 m² (10,000 ft²).

This amendment would impact Lot 1, Lot 2, and the existing bare land strata subdivision. The owners of these parcels would be provided notice prior to any public hearing process.

STAFF COMMENT

Fire Protection and Wildfire Risk

The higher density development allowed by the current zoning and covenant was intended to be served by a fire protection service in the very long term, and the provision of a fire-fighting water supply system with hydrants. The proposed rezoning, and removal of Covenant BB737241 would remove the requirement for a water supply for firefighting purposes and the scale of the proposed development makes it unlikely that the provision of fire protection services would ever be practical.

The Protective Services Department provided the following comments:

- The proposed development is a wildland-urban Interface area with a 9 Risk Class (extreme).
- It is strongly encouraged that the development meet FireSmart Principles given the proposed density in an extreme risk area.
- There is no concern with the removal/discontinuation of the fire protection infrastructure, and the reduced density is supported as the area is highly unlikely to ever receive Fire Protection Service given its location and population.
- Individual residential home sprinkling systems are recommended.

As noted, the applicant has offered to register a covenant on title requiring the development of the parcels according to FireSmart principles. Staff are satisfied with this approach; however, if the Board considers it necessary further measures can be considered, such as:

- fuel management in the forested area surrounding the proposed development;

- ensure the development is FireSmart by making it a hazardous conditions development permit area; or
- provide covenant requirements relating to the sprinkling of buildings.

Servicing

Planning Department staff are satisfied that it is acceptable to service the proposed parcels with a community sewer and water system. The design of these systems would be considered by the Provincial Approving Officer at the time of subdivision, and the systems must be designed to the standards established by Northern Health or the Ministry of Environment and Climate Change Strategy (depending on the size of the system).

As part of the subdivision approval process the Provincial Approving Officer would be responsible for ensuring that issues relating to environmental protection, storm drainage, erosion, and slope stability are appropriately addressed. Staff are unaware of any specific and notable environmentally sensitive areas or slope stability issues in the area.

Community Engagement

The proposed development, covenant amendment, and changes to the R9 Zone will have a potential impact on residents of the 16-lot bare land strata subdivision development on Alpine Way. The covenant will change the long-term servicing plan for their existing subdivision, and the zoning applicable to their parcels will be changed. Staff have asked the applicant to consult with these property owners to obtain their feedback on the application prior to moving forward with consideration of first and second readings of any bylaws for this application. This input is best received by the applicant and staff in advance of any public hearing on the bylaws. The applicant has agreed to undertake this consultation; however, at the time of the writing of this report this consultation has not occurred.

REFERRALS

This application was referred to the Electoral Area A Advisory Planning Commission (APC); the Town of Smithers; Office of the Wet'suwet'en; Witset First Nation; the Ministry of Transportation and Infrastructure, Ministry of Tourism, Arts, Culture and Sport; Northern Health; RDBN Building Inspection; and the RDBN Protective Services Department. It is noted that the referral was sent when the application proposed servicing of the parcels with individual on-site type 3 sewage disposal systems. The applicant has since amended their application to include a community sewage disposal system.

The comments of the Protective Services Department are discussed above. The Building Inspectors have no comment or concerns from a building code perspective. The Area A APC recommended that the application be approved (see attached APC minutes).

The Town's comments are provided in the attached referral response letter and are summarized below.

- A shift away from a mix of tourism-oriented/commercial use of the subject lands to low-density residential use should be considered.
- There is a need to replace the existing covenant with a modified set of covenant conditions, reflecting the development-specific requirements (fire protection, geotechnical review, environmental protection, FireSmart, density, and servicing).
- It is confirmed that the Town of Smithers will not be able to provide fire protection service to the new developments in the foreseeable future.
- There is a need for an Environmental Impact Assessment (EIA) report and a Geotechnical report prior to proceeding to the public hearing given the areas fragile ecosystem and sloped character. This includes an analysis of the potential impacts of the proposed Type-3 septic systems on each parcel.

MoTI provided the following comments.

"The Ministry does not support the rezoning proposal as submitted. More information is required from the applicant to demonstrate that the proposal will not negatively impact Ministry infrastructure. The applicant (Bell Group) has submitted a bare land strata subdivision application and we are in the early stages of reviewing their proposal."

No referral comments were received from the Office of the Wet'suwet'en; Witset First Nation; Ministry of Tourism, Arts, Culture and Sport; or Northern Health at the time of the writing of this report.

ATTACHMENTS

- [Link to Covenant BB737241](#)
- Existing R9 Zone
- Electoral Area A APC Meeting Minutes
- Rezoning Bylaw No. 1980

SECTION 12.1 - HUDSON BAY MOUNTAIN SINGLE FAMILY RESIDENTIAL (R9)12.1.1 Permitted Uses

1. Principal Uses
 - a) Hotel only on a Parcel that has an area equal to or greater than 1,858 square metres in area and serviced by a Community Water System and a Community Sewer System
 - b) Single Family Dwelling.

12.1.2 Density

1. Not more than two Single Family Dwellings shall be located on a Parcel.
2. The maximum permitted Gross Floor Area of a Single Family Dwelling is equal to a Floor Space Ratio of 0.35 or 465 square metres (5,005 square feet), whichever is less.
3. Where there are two Single Family Dwellings on a Parcel only one Single Family Dwelling may exceed a Gross Floor Area of 56 square metres (603 square feet).
4. Where there are two Single Family Dwellings on a Parcel one of the Single Family Dwellings must exceed a Gross Floor Area of 100 square metres (1,076 square feet);
5. The maximum permitted Gross Floor Area for all Accessory Buildings on a Parcel is 60 square metres (645.9 square feet);
6. The maximum permitted floor area used for parking contained in a Principal or Accessory Buildings is 60 square metres (645.9 square feet).
7. The maximum permitted floor area for a Secondary Suite is 100 square metres (1,076 square feet). In no case shall the floor area of the Secondary Suite exceed forty percent of the Gross Floor Area of the Principal Building.
8. The minimum permitted floor area for a Secondary Suite is 37 square metres (398.28 square feet).

12.1.3 Limitations on Use

1. A Parcel containing a Hotel may not contain a Single Family Dwelling.
2. A Single Family Dwelling located on a Parcel that is less than 1,858 square metres (20,000 square feet) in area may have a maximum of 5 bedrooms.
3. A Single Family Dwelling located on a Parcel that is equal to or greater than 1,858 square metres (20,000 square feet) in area may have a maximum of 7 bedrooms.
4. Where there are two Single Family Dwellings on a Parcel, a Secondary Suite is not permitted in the Single Family Dwelling.

5. [Home Occupations](#) are restricted to [Office](#) use only, and a [Bed and Breakfast](#) that includes a maximum of three beds and provides accommodation to a maximum of 6 patrons at any one time.
6. A [Hotel](#) may only contain a common kitchen, common recreation area, and a maximum of 7 one bedroom [Sleeping Units](#). No recreation facilities, [Restaurant](#), [Personal Services](#), or convenience store are permitted in a [Hotel](#) in the Hudson Bay Mountain Single Family Residential Zone.
7. A [Secondary Suite](#) may contain a maximum of two bedrooms, one kitchen, and one living room.

12.1.4 [Parcel Area](#)

1. The minimum [Parcel](#) area that may be created by subdivision is 750 square metres (8,070 square feet) where those [Parcels](#) are served by a [Community Water System](#) and a [Community Sewer System](#).
2. The minimum [Parcel](#) area that may be created by subdivision is 8 hectares (19.77 acres) where those [Parcels](#) are not served by a [Community Water System](#) and a [Community Sewer System](#).

12.1.5 [Parcel Coverage](#)

1. [Structures](#) shall not cover more than thirty-five percent of the [Parcel](#) area.

12.1.6 [Setback](#)

1. No [Structure](#) or part thereof shall be located within the setback prescribed below:
 - a) 7.5 metres (24.60 feet) from the [Front Parcel Line](#);
 - b) 3 metres (9.84 feet) from the [Rear Parcel Line](#);
 - c) 5 metres (16.40 feet) from each [Side Parcel Line](#) of [Parcels](#) with a [Parcel](#) area less than 929 square metres (10,000 square feet);
 - d) 6 metres (19.68 feet) from each [Side Parcel Line](#) of [Parcels](#) with a [Parcel](#) area equal to or greater than 929 square metres (10,000 square feet).

12.1.7 [Height](#)

1. The maximum [Height](#) for a [Principal Building](#) is 8.0 metres (26.25 feet).
2. The maximum [Height](#) for an [Accessory Building](#) or other [Structure](#) is 5.0 metres (16.4 feet).
3. The maximum [Height](#) for a fence is 1.8 metres (6 feet).

**Advisory Planning Commission
Meeting Minutes**

Electoral Area A	Meeting Date: Aug 3	Meeting Location: Virtually via Zoom
Attendance		
<u>APC Members</u>		<u>Electoral Area Director</u>
<input checked="" type="checkbox"/> Laurelin Svisdahl		<input checked="" type="checkbox"/> Director Mark Fisher
<input checked="" type="checkbox"/> Natalie Trueit-MacDonald		<input type="checkbox"/> Maya Buchanan
<input checked="" type="checkbox"/> Bob Posthuma		<u>Other Attendees</u>
<input checked="" type="checkbox"/> Sandra Hinchcliffe		<input checked="" type="checkbox"/> Dale Belleavance
<input checked="" type="checkbox"/> Stoney Stoltenberg		<input checked="" type="checkbox"/> Gary Mathiesen
<input type="checkbox"/> Andrew Watson		<input checked="" type="checkbox"/> Jason Llewellyn, Director of Planning & Danielle Patterson, Senior Planner were also in attendance. <i>D. Patterson</i>
<input checked="" type="checkbox"/> Alan Koopman		
Chairperson: Sandra Hinchliffe		Secretary: Natalie Trueit-MacDonald
Call to Order: 7pm		
Agenda		
7:00 -7:30	RZ A-01-22 ALR 1246	
Applications (Include application number, comments, and resolution)		
ALR 1246 – APC supports this application without discussion or concerns		
<p>RZ A-01-22 – APC supports this application – concerns around density, accessibility for services and fire mitigation. It may be prudent to suggest the Strata Corporation take responsibility for common issues (fire, septic, water,) rather than the individual “cabin” owners who may be absentee owners or owners who are unfamiliar with rural / remote maintenance. Regular and accessible septic cleaning requirements are not being met and this can become a significant issue that should be differed to those who understand the issue to educate those responsible for the maintenance (owners or strata). Fire smart education and mitigation. The attitude that if a “cabin” catches fire it burns needs to change. If one catches fire and is allowed to burn the next catches and so on. All the properties on the mountain could be lost in one incident and not rebuilt, or rebuilt and no longer insurable without fire prevention and fire protection methods clear. A fire of that size could make it’s way down the hill to other properties and to town under the right conditions. The APC would like to see more discussion around these issues and a clear plan to address same.</p>		
Meeting Adjourned 8:20pm	Secretary Signature <i>NCTM-MacDonald</i>	



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1980

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

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

1. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that portions of the following lands totaling ±5.75 ha are rezoned from the Hudson Bay Mountain Multiple Family Residential Zone (R10) and the Tourist Commercial Zone (C3) to the Hudson Bay Mountain Single Family Residential Zone (R9):

District Lot 8114, Range 5, Coast District, Except Plan EPP7680 as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

2. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that the unsurveyed Crown Land totaling ±0.15 ha as shown on Schedule "A", which is incorporated in and forms part of this bylaw is rezoned from the Tourist Commercial Zone (C3) to the Large Holding Zone (H2).
3. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that Section 12.1 - Hudson Bay Mountain Single Family Dwelling (R9) is deleted and replaced with the new wording attached as Schedule "B":

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1980, 2022".

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

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

PUBLIC HEARING HELD this _____ day of _____, 2022.

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

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1980, 2022".

DATED AT BURNS LAKE this _____ day of _____, 2022.

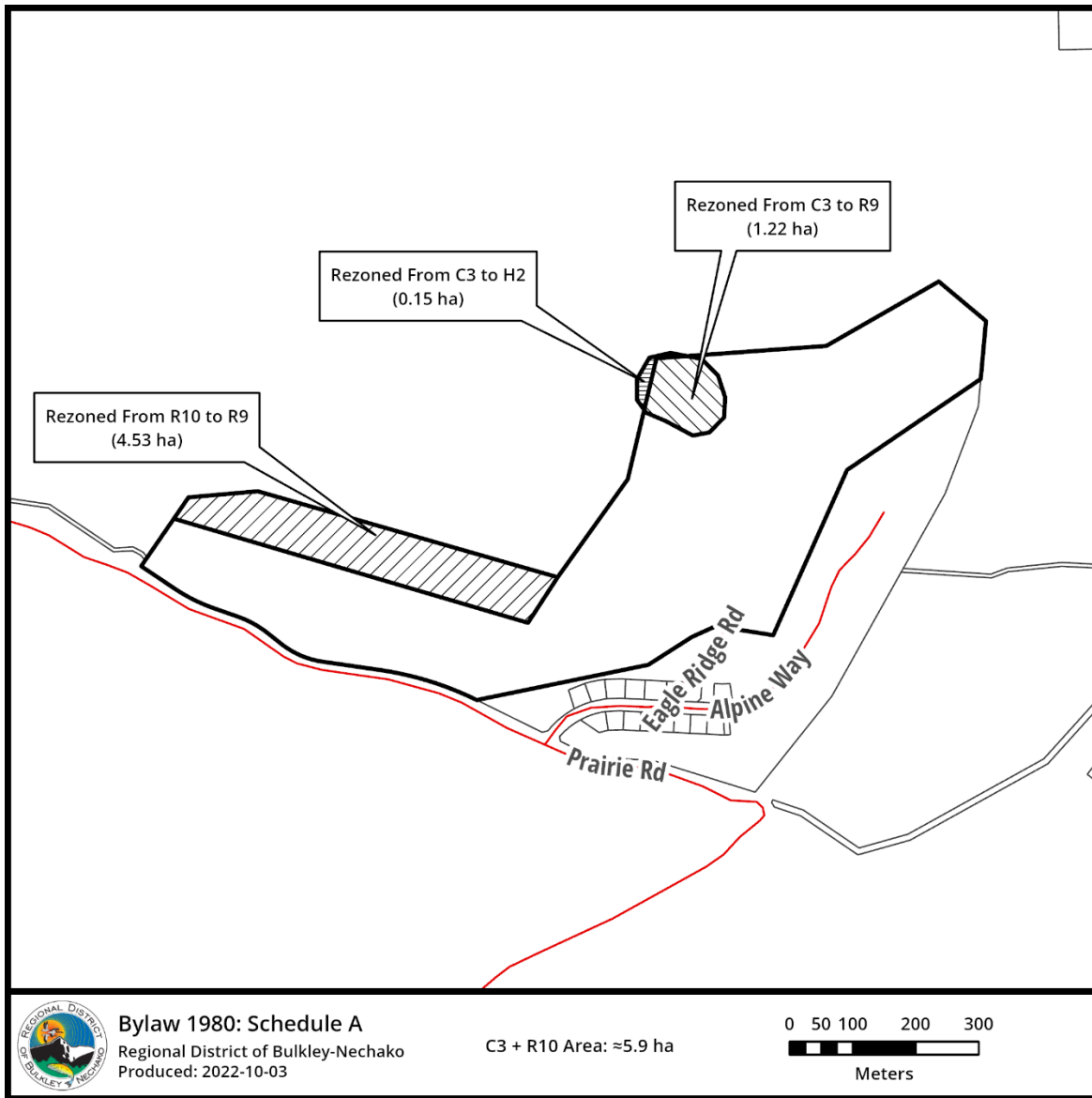
Corporate Administrator

ADOPTED this _____ day of _____, 2022.

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 1980



The ± 0.15 ha portion of unsurveyed Crown Land being rezoned from the Tourist Commercial Zone (C3) to the Large Holdings Zone (H2); the ± 1.22 ha portion of District Lot 8114, Range 5, Coast District, Except Plan EPP7680 being rezoned from the Tourist Commercial Zone (C3) to the Hudson Bay Mountain Single Family Residential Zone (R9); and the ± 4.53 ha portion of District Lot 8114, Range 5, Coast District, Except Plan EPP7680 being rezoned from the Hudson Bay Mountain Multiple Family Residential Zone (R10) to the Hudson Bay Mountain Single Family Residential Zone (R9), as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1980, 2022.

Corporate Administrator

SCHEDULE "B" BYLAW NO. 1980**SECTION 12.1 – HUDSON BAY MOUNTAIN SINGLE FAMILY RESIDENTIAL (R9)****12.1.1 Permitted Uses****1. Principal Uses**

- a) Single Family Dwelling
- b) Two Family Dwelling.

12.1.2 Density

1. Not more than two Single Family Dwellings or one Two Family Dwelling shall be located on a Parcel.
2. The maximum combined Total Floor Area permitted for all Dwellings on a Parcel is 465 square metres (5,005 square feet).

12.1.3 Limitations on Use

1. Secondary Suites are not permitted on a Parcel which contains more than one Dwelling.
2. Home Occupations are restricted to a Bed and Breakfast and Office use.
3. Accessory Buildings are restricted to use for storage or parking.

12.1.4 Parcel Area

1. The minimum Parcel area that may be created by subdivision is 929 square metres (10,000 square feet) where those parcels are served by a Community Water System and a Community Sewer System.
2. The minimum Parcel area that may be created by subdivision is 8 hectares (19.77 acres) where those parcels are not served by a Community Water System and a Community Sewer System.

12.1.5 Parcel Coverage

1. Structures shall not cover more than forty percent of the Parcel area.

12.1.6 Setback

1. No Structure or part thereof shall be located within the setback prescribed below:
 - a) 6 metres (19.68 feet) from any Parcel Line;

12.1.7 Height

1. The maximum Height for Principal Building is 8 metres (26.25 feet).

2. The maximum Height for an Accessory Building or other Structure is 5 metres (16.4 feet).
3. The maximum Height for a fence is 1.8 metres (6 feet).



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Danielle Patterson, Senior Planner
Date: October 13, 2022
Subject: Rezoning Application RZ A-01-22
First and Second Reading for Rezoning Bylaw 1984, 2022

RECOMMENDATION: (all/directors/majority)

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1984, 2022" be given first and second reading and subsequently taken to Public Hearing.
2. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1984, 2022" be delegated to the Director or Alternate Director for Electoral Area A.
3. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1984, 2022" also serve as the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1980, 2022."

EXECUTIVE SUMMARY

This application is to rezone three parcels in the Ski Smithers Development Area from the Large Holdings Zone (H2) to the Recreation Zone (P2) to align the existing and future uses of these parcels with RDBN zoning regulations. These parcels are currently developed as ski lodges, ski lodge parking, a ski club building, and a ski patrol building.

This application also proposes to amend the Hudson Bay Mountain Recreational Residential Zone (R8) and the Large Holdings Zone (H2) to allow Skiing Facilities in these zones for parcels within the Ski Smithers Development Area. These proposed zoning changes were recommended by Planning Department staff.

APPLICATION SUMMARY

Name of Agent/Owner: Dale Bellavance, Bell Group/0832653 BC Ltd & 0832651 BC Ltd.
Owners of Lot 1 and 2, DL 8114/Crown Land

Electoral Area: A

Subject Properties, Parcel Size, Existing Land Use, and Proposed Rezoning:

District Lot 1591 (100 Prairie Road):

- Use: Panorama Ski Lodge
- Parcel Size: 2 ha (5 ac)
- Zoning Change: Large Holdings (H2) to Recreation (P2)

District Lot 8015 (no address):

- Use: Main ski hill parking lot
- Parcel Size: 1.4 ha (3.5 ac)
- Zoning Change: Large Holdings (H2) to Recreation (P2)

District Lot 8016 (60, 70, and 76 Prairie Road):

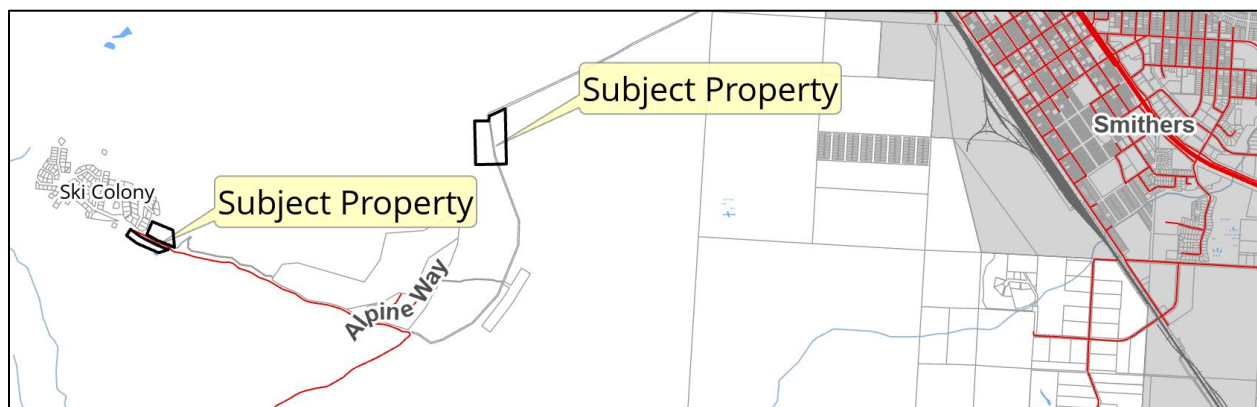
- Use: Backdoor Lodge and Ski Patrol building
- Parcel Size = 7.5 ha (18.6 ac)
- Zoning Change = Large Holdings (H2) to Recreation (P2)

OCP Designation: Ski Smithers Development Area (SSDA) in "Smithers Telkwa Rural Official Community Plan Bylaw No. 1704, 2014"

ALR Status: Not in the ALR

Location: West of the Town of Smithers on Hudson Bay Mountain. The area is subject to the Provincially approved Ski Smithers Master Development Plan, which is available from staff on request.

Subject Properties Map:

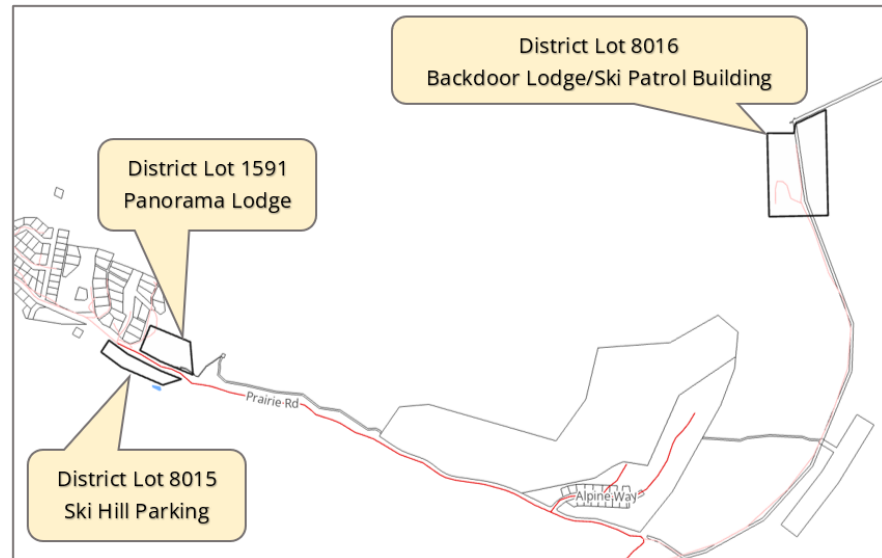


DISCUSSION

Parcels Subject to Proposed Rezone from H2 Zone to P2 Zone

The applicant is proposing to rezone District Lot 1591, which contains the Panorama Lodge and Smithers Ski & Snowboard Club building; District Lot 8015, which contains the adjacent ski hill parking area; and District Lot 8016, which contains the Backdoor Lodge and ski patrol building from the Large Holding Zone (H2) to the Recreation Zone (P2) (see map to the right).

The existing ski lodges, ski club buildings, and ski hill parking are not permitted uses in the H2 Zone. The P2 Zone allows clubhouses, community recreation, and outdoor



recreation, which includes ski facilities and ski-related accessory food, beverage, and retail sales. Given these permitted uses, rezoning District Lots 1591, 8015, and 8016 to the P2 Zone would align the current and future uses of these three parcels with zoning regulations.

Housekeeping Text Amendments to H2 Zone and R8 Zone

As part of this zoning bylaw amendment process, staff are proposing text amendments to the Hudson Bay Mountain Recreational Residential Zone (R8) and the Large Holdings Zone (H2) to allow a Skiing Facility as a permitted principal use on lands designated Ski Smithers Development Area in the "Smithers Telkwa Rural Official Community Plan" (see attachments).

Currently, only the P2 Zone, Special Recreation Zone (P2A), Tourist Commercial Zone (C3), and Strata Resort Commercial Zone (C4) allow a Skiing Facility as a principal use. Given that some of the skiing operations on Hudson Bay Mountain are on lands zoned H2 and R8, the proposed text amendments would align the existing uses with the Zoning Bylaw.

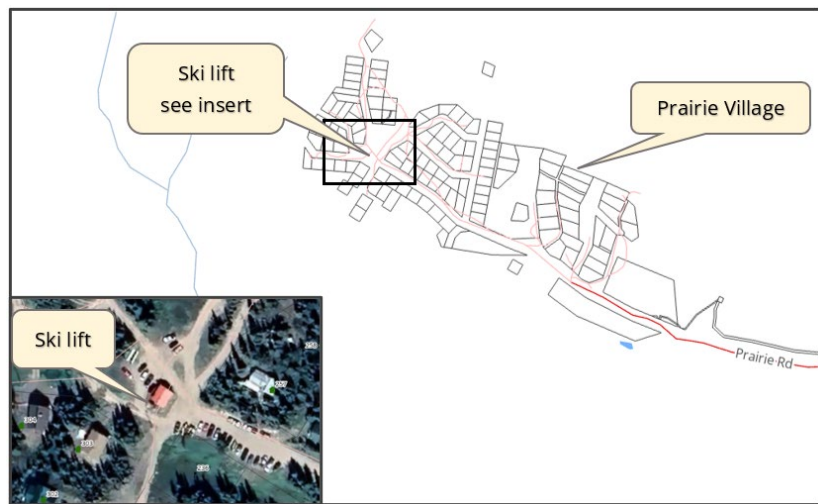
Official Community Plan (OCP) and Zoning

The subject properties are designated Ski Smithers Development Area (SSDA) in the OCP. The purpose of this designation is to provide for the expansion, and possible redevelopment, of the ski hill including new recreation and accommodation facilities. The

proposed rezoning of three parcels from the H2 Zone to P2 Zone and the proposed text amendments to the R8 Zone and H2 Zone are in accordance with the SSDA Designation.

REFERRAL COMMENTS

This application was referred to the Electoral Area "A" (Smithers/Telkwa Rural) Advisory Planning Commission (APC); the Town of Smithers; the Office of the Wet'suwet'en; the Witset First Nation; the Ministry of Transportation and Infrastructure (MoTI); the Ministry of Tourism, Arts,



Culture and Sport; Northern Health; RDBN Building Inspection, and the RDBN Protective Services Department. It is noted that the referral was sent prior to the proposal included adding ski trails and ski lifts as permitted principal use in the R8 Zone.

At the August 3, 2022 meeting, the Electoral Area "A" APC stated they support the proposal.

The Town of Smithers, RDBN Building Inspection, and RDBN Protective Services Department have no concerns with the proposal.

MoTI stated, *"Although under Section 52 of the Transportation Act, MoTI signature is not required as the proposal is not within 800 m of a Controlled Access Highway, the Ministry would like to remind the applicant that overflow parking is to be managed within the applicant's property, and that vehicles are not permitted to be parked on Ministry Right of Way"*. MoTI communicated the Ministry has no additional concerns. Any issues that may arise in the future would be addressed through MoTI's commercial access permit process.

At the time of writing this report, referral responses were not received from Office of the Wet'suwet'en; the Witset First Nation; the Ministry of Tourism, Arts, Culture and Sport; or Northern Health.

ATTACHMENTS

- Current R8 Zone and H2 Zone
- Zoning Bylaw Amendment 1984

SECTION 12.0 - HUDSON BAY MOUNTAIN RECREATIONAL RESIDENTIAL ZONE (R8)

12.0.1 Permitted Uses

1. Principal Uses
 - a) Cabin

12.0.2 Density

1. Not more than one Cabin shall be located on a Parcel.
2. The maximum Total Floor Area permitted for a Cabin is 167.23 square metres (1,800 square feet).
3. The maximum Total Floor Area permitted for an Accessory Building is 14 square metres (150 square feet).

12.0.3 Limitations on Use

1. A Bed and Breakfast is not permitted except on the Parcel legally described as Block H, District Lot 2531, Range 5, Coast District provided that the Bed and Breakfast has a maximum of six beds, and is not in operation for more than 200 days per year in any given year.

12.0.4 Parcel Area

1. The minimum Parcel area that may be created by subdivision is as follows:
 - a) 1,700 square metres (18,299 square feet);
 - b) notwithstanding subclause 12.0.4(a) the minimum Parcel area required for the Parcel legally described as Block L, District Lot 1586, Range 5, Coast District is 1,214 square metres (13,068 square feet).

12.0.5 Setback

1. No Structure or part thereof shall be located within the setback prescribed below:
 - a) 7.5 metres (24.60 feet) from the Front Parcel Line;
 - b) 2 metres (6.56 feet) from each Side Parcel Line which does not abut a Highway;
 - c) 4.5 metres (14.76 feet) of any Parcel Line which abuts a Highway.

12.0.6 Height

1. The maximum Height of any Structure is 8.0 metres (26.25 feet).

12.0.7 Fences

1. Fences are not permitted.

SECTION 15.0 - LARGE HOLDINGS ZONE (H2)15.0.1 Permitted Uses1. Principal Uses

- a) Agriculture
- b) Intensive Agriculture only on a Parcel that has an area equal to or greater than 8 hectares (19.77 acres).
- c) Single Family Dwelling
- d) Two Family Dwelling
- e) Portable Sawmill
- f) Rural Retreat
- g) Utility only on lands designated Ski Smithers Development Area in the “Smithers Telkwa Rural Official Community Plan”.

2. Secondary Uses

- a) Kennel only on a Parcel that has an area equal to or greater than 2 hectares (4.94 acres) and a Single Family Dwelling or Two Family Dwelling is the Principal Use.
- b) Large Kennel only on a Parcel that has an area equal to or greater than 8 hectares (19.77 acres) and a Single Family Dwelling or Two Family Dwelling is the Principal Use.
- c) Guest Ranch only on a Parcel where Agriculture is a Principal Use.

15.0.2 Density

- 1. Not more than two Single Family Dwellings or one Two Family Dwelling shall be located on a Parcel.

15.0.3 Parcel Area

- 1. The minimum Parcel area that may be created by subdivision is 8 hectares (19.77 acres).

15.0.4 Setback

- 1. No Structure or part thereof, shall be located within 7.5 metres (24.60 feet) of any Parcel Line.
- 2. No Building or portion thereof used for Intensive Agriculture shall be located within:
 - a) 60 metres (196.85 feet) of a Parcel line;
 - b) 30 metres (98.42 feet) of a domestic well, spring or the Natural Boundary of a lake or Watercourse.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 1984

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

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

1. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that the following lands are rezoned from the Large Holdings Zone (H2) to the Recreation Zone (P2):

District Lot 1591, Range 5, Coast District; District Lot 8015, Range 5, Coast District; and District Lot 8016, Range 5, Coast District, as shown on Schedule "A", which is incorporated in and forms part of this bylaw.
2. That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended as follows:
 - a. That the text of the Hudson Bay Mountain Residential Zone (R8) be amended by adding the following to Section 12.0.1 – Permitted Uses:

"Skiing Facility on lands designated Ski Smithers Development Area in the Smithers Telkwa Rural Official Community Plan."
 - b. That the text of the Hudson Bay Mountain Residential Zone (R8) be amended by adding the following to Section 12.0.3 – Limitations on Use:

"The incidental and subordinate uses listed in the definition of Skiing Facility are not permitted."
 - c. That the text of the Large Holding Zone (H2) be amended by adding the following to Section 15.0.1 – Permitted Uses:

"Skiing Facility on lands designated Ski Smithers Development Area in the Smithers Telkwa Rural Official Community Plan."
 - d. That the text of the Large Holdings Zone (H2) be amended by added the following new Section after Section 15.0.2, and renumber the Sections:

"Limitations on Use

The incidental and subordinate uses listed in the definition of Skiing Facility are not permitted."

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1984, 2022".

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

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

PUBLIC HEARING HELD this _____ day of _____, 2022.

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

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1984, 2022".

DATED AT BURNS LAKE this _____ day of _____, 2022.

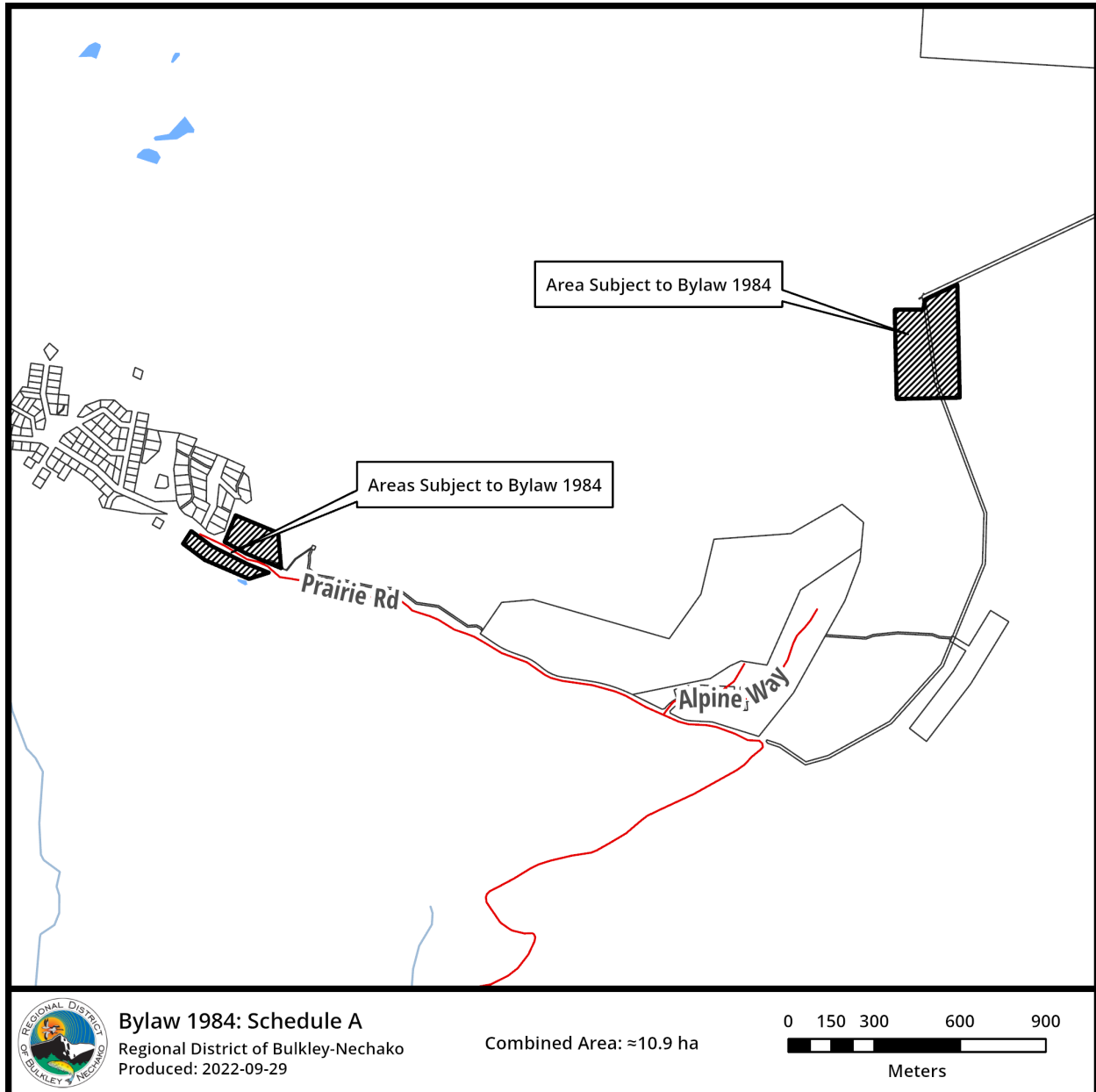
Corporate Administrator

ADOPTED this _____ day of _____, 2022.

Chairperson

Corporate Administrator

SCHEDULE "A" BYLAW NO. 1984



District Lots 1591, Range 5, Coast District; District Lot 8015, Range 5, Coast District; and District Lot 8016, Range 5, Coast District; being rezoned from the Large Holdings Zone (H2) to the Recreation Zone (P2), as shown.

I hereby certify that this is Schedule "A" of Bylaw No. 1984, 2022.

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cameron Kral, Planning Technician
Date: October 13, 2022
Subject: Crown Land Application Referral No. 149571082

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. 149571082.

BACKGROUND

The application, by the Houston and Burns Lake Snowmobile Clubs, is for a License of Occupation for a 0.34 ha area of land containing an existing cabin, woodshed, and outhouse. The land is located approximately 16 km west of Tahtsa FSR as shown on the map below.

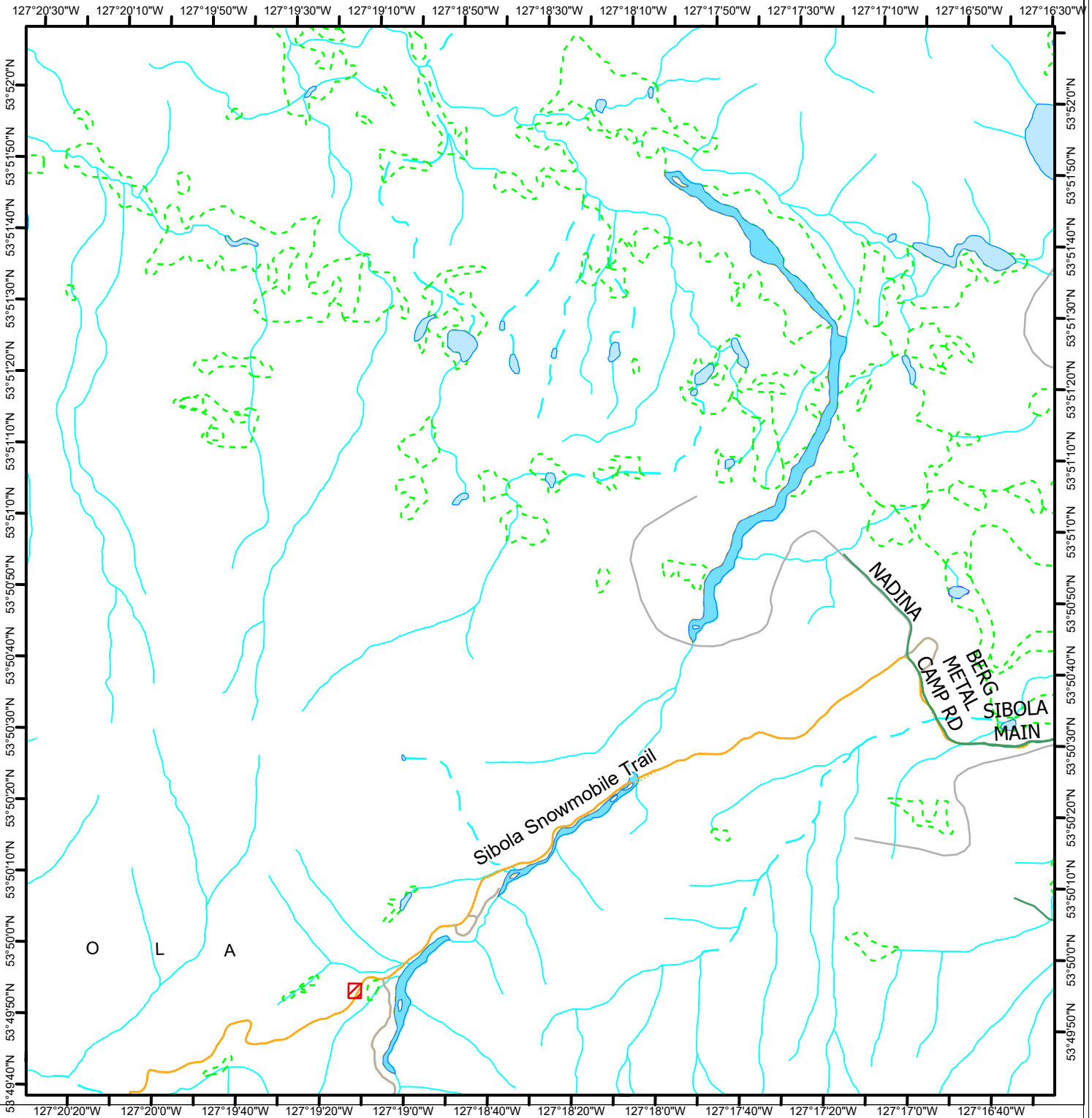
The buildings were constructed over 30 years ago. There are currently no proposed plans for further development. The structures are used for overnight and emergency use for those recreating in the area.

The site is primarily accessed by snowmobile and experiences approximately 30 riders per week in the winter. The site also experiences some limited use in the summer not associated with the clubs.




ATTACHMENTS:

- Applicant Submission
- Comment Sheet





Scale: 1:24,000
 Type: LICENCE
 Sub Type: LICENCE OF OCCUPATION
 Purpose: COMMUNITY
 Subpurpose: COMMUNITY FACILITY

-  Application Area
-  Indian Reserves
-  Park or Protected Area

Referral Map

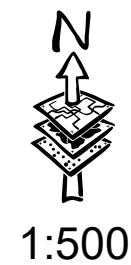


Date: 31 Aug 2022
 0.34 ha +/-

Site Plan Map Sibola Cabin Adventure Tourism Houston Snowmobile Club

Legend

- + Cabin and Out Buildings
- ⋯ Recreation Line
- Sibola Cabin Site Plan



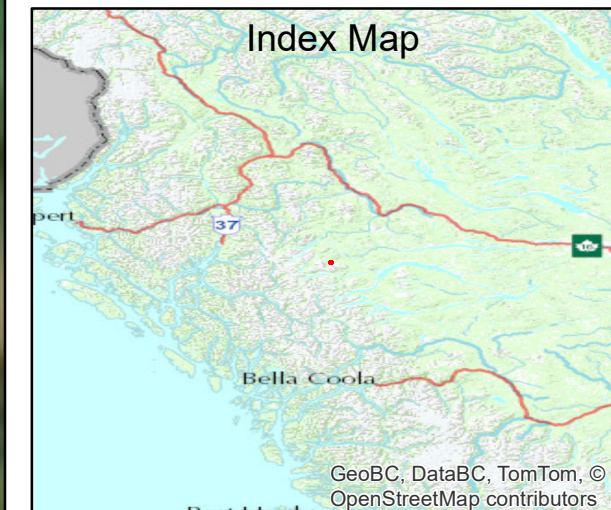
Datum: NAD 1983
 Projection: Web Mercator
 Map Completed by Andy Muma Geospatial,
 Skeena Region at the request of FLNRO
 Sites and Trails Recreation Program.

Sibola Cabin
 Outhouse Location:
 Latitude - 53.831751 N
 Longitude - 127'.319973 W
 Sq footage - 4 x 4

Sibola Cabin
 Woodshed Location:
 Latitude - 53.831727 N
 Longitude - 127'.320013 W
 Sq footage - 8 x 12

+
+
+

Houston Snowmobile Club
 Sibola Cabin Location:
 Latitude - 53.831727' N
 Longitude - 127'.319975 W
 Sq footage - 24 x 22.5



Management Plan

The Houston Snowmobile Club is looking to obtain this license to cover our existing infrastructure – a cabin, woodshed and outhouse. The original cabin was built in the 1980's and was redone around 1990, although exact dates are unknown.

The cabin is maintained for overnight and emergency use while recreating in the area. There is an existing trail/road system that is used to ride from the parking lot to the cabin on snowmobiles and explore the alpine of the Sibolas/Rhine Ridge range. It is also used in the summer months by other recreational vehicles. The Houston Snowmobile Club maintains the cabin in conjunction with the Burns Lake Snowmobile club and attracts riders from all over the area because of the exceptional views and terrain.

There are no proposed updates to the infrastructure in this application and no other structures are planned to be built within the next 5 years.

Approximate total user days in the winter season is upwards of 500 days. During the prime riding season this area will see about 30 riders per week, majority on weekends. There is no fee to use the cabin, all supplies and upgrades are done with either club or personal funds by volunteers.

We are looking to obtain this license as the clubs continue to grow and offer the ability for this sport to continue in our area.

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rationale for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

If you need more space in any section please attach additional detail to this document and reference the pertinent section.

1.0 Background

1.1 Project Overview

Describe the intended use for which authorization is requested, including construction and/or phased development details:

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term. Please provide comments on any archaeological work, new technology or any First Nations agreements undertaken.

Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
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1.3 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted including a description of any discussion of potential adverse effects from the proposed activity and any discussed mitigation measures.

2.0 Location

2.1 Description

Provide a general description of the location of the project. Include activities such as traffic patterns and volume; parking; drilling and sampling etc.

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
---------------------------------	--------------------------------	-----------------------

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections that require either a Ministry of Transportation and Infrastructure permit for connection or use of a Forest Service Road and what type of FS road and types of vehicles expected. Include information on any road use agreements and include the volume of traffic during construction/operation and phase or season that the traffic is expected.

Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities. Utilities include power generation, electrical or gas transmission or distribution lines, telecommunications.

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations, such as Municipal water supply.

Project Phase Construction/ Operation	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
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3.5 Waste Collection Treatment and Disposal

Identify any waste disposal (note septic system required), sewage, sanitation facilities and refuse disposal proposed. Include agreements in place or underway such as Health Regional Board Sewage Disposal Permits etc.

Project Phase (Construction/ Operation)	Is there a water requirement (e.g. Surface water or ground water, etc)	Discharge distance to closest body of water (well, lake, etc.)	Volume of daily discharge	Infrastructure Description	Existing Agreements
--	--	---	---------------------------	----------------------------	---------------------

3.6 FireSmart

Identify any proposed actions to incorporate FireSmart best practices in the tenure area. For more information visit www.FireSmartBC.ca

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

Yes No

Are any areas of vegetation to be cleared, outside of timber removal?

Yes No

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

Yes No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

Yes No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

Yes No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body? If your project is within 30 meters of a watercourse and you intend to: disturb soil, remove plants, construct, install works for flood protection, develop drainage systems or service sewer or water systems the Riparian Areas Regulation may affect your development.

Yes No

4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

Yes No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

Yes No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

Yes No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

Yes No

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
------------------------------	---------	-------------

4.2 Atmospheric Impacts

4.2.1 Sound, Odour, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? Yes No

Odour? Yes No

Gas? Yes No

Fuel Emissions? Yes No

4.3 Aquatic Lands

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

Yes No

4.3.2 Public Access

Will the project result in changes to public access?

Yes No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

Yes No

4.4 Fish and Wildlife Habitat

4.4.1 Disturbance to Fish/Wildlife and Fish/Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

Yes No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

Yes No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

Yes No

Will the project (construction or operations phase) require water diversion?

Yes No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

Yes No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting or any locally known use areas on or near the project area.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? *(Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)*

Yes No

5.2 Socio-Community Conditions

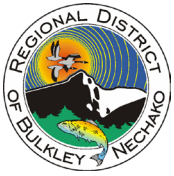
5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

Yes No

5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET

License of Occupation Application No. 149571082

Electoral Area:	G
Applicants:	Houston Snowmobile Club and Burns Lake Snowmobile Club
Existing Land Use:	Recreation
Zoning:	N/A
OCP Designation:	N/A
Proposed Use Comply with Zoning:	N/A
If not, why?	N/A
Agricultural Land Reserve:	No
Access:	Sibola Snowmobile Trail off Tahtsa FSR
Building Inspection:	No
Fire Protection:	No
Other comments:	N/A



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: October 13, 2022
Subject: Coastal GasLink Pipeline – Socio-economic Effects Management Plan (SEEMP)

RECOMMENDATION

(all/directors/majority)

That the Board identify any community impacts that it would like addressed through the Socio-economic Effects Management Plan's adaptive management process.

DISCUSSION

As a condition of the Province's approval of the Environmental Assessment Certificate for the Coastal Gaslink Pipeline project the Province required TC Energy to develop a Socio-economic Effects Management Plan (SEEMP) which outlines how Coastal GasLink will identify and mitigate socio-economic effects on community-level services and infrastructure. The SEEMP, attached in the below link, includes a schedule for consultation with the RDBN, and other stakeholders, during the construction process and requires that TC Energy develop semi-annual status reports for submission to the Province which discuss potential negative community impacts and whether their mitigation efforts are successful. The most recent SEEMP Status Report for construction activities from December to May 2022 is attached in the below link.

The July 19, 2022 letter from TC Energy asking the RDBN for input on community impacts associated with pipeline construction is attached. This input will inform the drafting of the next SEEMP status report. This is the opportunity for the RDBN to formally raise any concerns regarding community impacts associated with pipeline construction.

ATTACHMENTS

July 19, 2022 letter from TC Energy

[Coastal GasLink SEEMP Status Report No.7](#)

[Coastal GasLink SEEMP](#)

450 – 1st Street S.W.
Calgary, AB, Canada, T2P 5H1

Tel: 403.831.7594

Email: barrett_kennedy@tcenergy.com

Web: <https://www.coastalgaslink.com/>

CGL4703-CGP-GEN-PR-LTR-5595

July 19th, 2022

Curtis Helgesen
Chief Administrative Officer
Regional District of Bulkley-Nechako
37 3rd Avenue, PO Box 820
Burns Lake, B.C. V0J 1E0

e-mail: curtis.helgesen@rdbn.bc.ca

Dear Mr. Helgesen,

RE: Coastal GasLink Socio-economic Effects Management Plan (SEEMP) Engagement, June – November 2022

Coastal GasLink is pleased to continue its ongoing commitment to implement our Socio-economic Effects Management Plan (SEEMP) with local and regional governments. As part of our biannual commitment to this condition, we would like to schedule time with your community to discuss observed socio-economic effects of the Project as well as gather feedback on the implementation of the mitigation measures for the upcoming reporting cycle. We invite you to discuss the following socio-economic topics identified in Coastal GasLink's SEEMP:

- Economy
- Emergency, health and social services
- Waste management
- Recreational facilities
- Government and educational services
- Housing
- Transportation

We look forward to continued communication as the Project advances. Please contact Tanner Moulton at tanner_moulton@tcenergy.com to set up a meeting at your earliest convenience.

Sincerely,



Barrett Kennedy
Coastal GasLink Socio-economic Advisor

cc. Jason Llewellyn, Director of Planning - jason.llewellyn@rdbn.bc.ca



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Llewellyn, Director of Planning
Date: October 13, 2022
Subject: BC Energy Step Code Board Update

RECOMMENDATION: (all/directors/majority)

Receive

EXECUTIVE SUMMARY

The BC Energy Step Code, first introduced in 2017, establishes targets relating to the energy efficiency of buildings. Adoption of the Step Code by local governments has been voluntary. However, the Province is following through on their commitment to mandate implementation of the Step Code with changes to the BC Building Code. These changes are proposed to be implemented at the end of 2022. The province is also proposing changes to the BC Building Code to establish voluntary carbon pollution standards.

This report provides an overview of the BC Energy Step Code and explains the proposed changes to the BC Building Code. A series of YouTube videos explaining the proposed BC Building Code changes are available at the following link ([Videos on Proposed BC Building Code changes](#)). The Provincial Government webpage with additional information on the proposed BC Building Code changes is available at the following link ([Public Review homepage](#)).

The Province is asking for technical comments on the proposed changes to the BC Building Code by November 4, 2022. Staff have no recommended technical comments.

BC ENERGY STEP CODE OVERVIEW

The Energy Step Code is a Provincial Government initiative designed to have local governments implement the requirements for all new building to be net zero ready by 2032. A net-zero energy building is one that has reduced energy requirements and renewable energy systems, so that the building produces as much energy as it consumes.

The Energy Step Code is performance based. Building will be required to be energy modelled prior to construction to ensure the building meets the energy efficiency standard of the



“step” being implemented. The building must then be “commissioned”, including testing for airtightness prior to occupancy. Each “step” establishes targets relating to the efficiency of the total building, the building envelope (air leakage, insulation, windows and doors, etc.) and the performance of the mechanical systems (heating, cooling, ventilation, etc.). This design and testing work must be performed by a qualified “energy advisor” or “energy Modeller”. Energy advisors must pass specified exams and be registered with Natural Resources Canada as having met the required qualifications to deliver EnerGuide rating services for eligible homes in Canada. Energy Modellers are similar to Energy Advisors, but may not be affiliated with a Service Organization and the EnerGuide Rating System. Energy modellers may use other energy simulation software that meets the BC Energy Step Code’s requirements.

Implementing the BC Energy Step Code performance requirements through the local government Building Permit process would include the following steps:

- The builder works with an energy advisor during building design to create a model of the proposed building showing it will meet the applicable energy efficiency standard or “step”.

- The energy advisor provides a standardized report including a satisfactory energy model at time of building permit application. A building permit could not be issued without this report from an energy advisor.
- The builder must inform the energy advisor of any changes to the building design (e.g. window specifications, mechanical system, insulation level, etc) to ensure that the energy model indicates compliance to the applicable energy efficiency standard.
- A mid-construction blower door test conducted by an energy advisor to test air-tightness before finishing is advised but may not be required.
- A final inspection and air-tightness test is conducted by an energy advisor, who then submits a standardized “as-built” report to the local government prior to final inspection or occupancy, to verify airtightness and energy performance.
- If minimum required energy efficiency and adequate air-tightness is not achieved, as verified by the energy advisor, an occupancy permit may not be issued.

The RDBN, and other local governments, have raised concerns with the Province that the requirement to retain the services of an energy advisor to undertake energy modeling, airtightness testing, and commissioning of building equipment may be problematic in areas of the Province with limited access to Energy Advisors or Energy Modelers. The cost to retain the services of these professionals, especially in rural and remote areas, may be relatively high and in some areas, it may be a challenge to retain the necessary services at any cost. Concern was also expressed that the log homes may have challenges meeting the requirement of the Step Code.

It appears that the Province has taken note of this input from the RDBN and other local governments as the process to amend the BC Building Code to implement the Step Code includes a new prescriptive option for smaller (part 9 buildings).

PROPOSED BC BUILDING CODE CHANGES

BC Building Code for Part 3 Buildings

The Province is proposing to amend the BC Building Code to mandate the following for large buildings subject to part 3 of the BC Building Code:

- Office buildings, large residential and multi-family, hotels and motels, and retail and service occupancies must meet step 2 performance standards using an energy advisor or modelers to ensure the standards are met. There is no prescriptive option.
- Public sector occupancies such as schools, libraries, hospitals, colleges, and care centres must meet the step 1 standard performance standard using an energy advisor or modelers to ensure a with further details to be provided. There is no prescriptive option.
- Restaurants, theatres, and prisons must meet a standard similar to 20% better based on part 10 of the BC Building Code.

BC Building Code for Part 9 Buildings

The Province is proposing to amend the BC Building Code to mandate the following for small buildings, including dwellings and small apartments, which are smaller than 600 m² and three stories or less.

- Part 9 buildings must meet the step 3 (20% better) standard using an energy advisor or modeler to ensure the standard is met, **or alternatively**
- Part 9 buildings can meet newly introduced prescriptive standards. This prescriptive option includes meeting higher insulation requirements (for example from R24 to R30 in walls, R60 to R80 in a flat ceiling), more efficient windows and doors, and mandatory heat recovery ventilators or heat pumps. Meeting the new standards removes the requirements for energy modelling or air tightness testing and are designed to ensure the 20% or better standard for northern and remote communities are met.

The Province says they continue to work with industry to resolve how to best address log homes and very smaller homes which may have trouble meeting step 3 standards. The proposed solution has not yet been identified.

Building Carbon Pollution Standards

It is proposed that building carbon pollution standards be included in the BC Building Code. These standards are not proposed to be mandated at this time but local governments are being encouraged to consider voluntary implementation (by bylaw). It is expected that the standards may increase in 2024 with the intent that all new building are zero carbon by 2030. The standards include specific greenhouse gas emission levels that can typically be met by the following decarbonization actions.

- Measure only
- Medium: decarbonize either space heating or hot water
- Low: decarbonize both space heating or hot water
- Zero carbon ready: decarbonize all systems

These standards include operational carbon (use of building) and not embodied carbon (all parts of building lifecycle). The standards are performance only with no prescriptive options. And there are separate standards for part 9 buildings and different types of part 3 buildings.

Once the BC Building Code changes are implemented staff will review options for voluntary implementation of carbon pollution standards by bylaw, and report to the Board with recommendations.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board of Directors
From: Alex Eriksen, Director of Environmental Services
Date: October 13, 2022
Subject: Agricultural Plastics Recycling – 2022 Update

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

1. Receipt.
-

BACKGROUND

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

On March 25, 2021, the Board approved \$96,501 in funding to Clean Farms to conduct a three-year agricultural plastics recycling program throughout the RDBN. The funding will cover 50% of the project costs, and Clean Farms has secured federal grants for the remaining 50%. The pilot project commenced in June 2021 and is also being conducted in the Peace River and Fraser Fort George Regional Districts, who have provided similar funding.

The approved project budget for the collection, baling, transport and management operations for the pilot project are as follows.

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

PILOT PROGRAM UPDATE

The pilot program has been operating for one year and three months. Clean Farms has been challenged with operating in Northern BC, but has also found many successes, and gained valuable insight into our region. Details of the project can be found in the attached Update Report.

ATTACHMENTS

1. Agricultural Plastics Pilot 2022 Update Report – Clean Farms – June 2022



Agricultural Plastics Pilot 2022 Update Report

Regional District of Bulkley-Nechako

2022 - June Update



RDBN Update Report – June 2022

Pilots in RDBN have been available for one year as of June 2022. There has been very good participation in the pilot in this first year of operation with approximately 5.5 tonnes of material sent to recycling markets. Initial feedback on material shows that farmers are receiving and responding to the recycling guidance provided at the outset of the project. A main focus for improvement is on material transportation and handling. Moving into the summer months it is expected that collection volumes will slow, allowing for sites to be cleaned up and prepared for the fall/winter.

Collection Sites and Collection Volumes

Seven collection sites remain open for the collection of bale wrap, silage plastics, and twine. The Vanderhoof Transfer Station and Smithers/Telkwa Transfer Station continue to see the highest volume of materials returned. Materials were also returned to the Southside, Burns Lake, and Area “D” transfer stations and the Knockholt Landfill, though at slower rates. The Fort St. James Transfer Station has seen little participation to date, though it is not an issue to have the site remain available at this time.

As anticipated, high volumes of material were returned over the spring months as farmers wrapped up and transitioned from their winter-feeding season. Still, the volume of material that has come in is higher than typically seen in the first year of a pilot program and is a credit to the buy-in from the region.

At the end of March, the first load of pilot materials was sent to a facility in Lethbridge, Alberta for further sorting and baling. Material had not been kept segregated during loading and therefore required a lot of handling to reach an acceptable state for recycling markets. The main sources of contamination in this load were from pilot materials getting mixed together during loading (i.e. twine mixed with bale wrap) and presence of large quantities of loose dirt or gravel. Farmers and collection sites are doing a good job of keeping the different materials separate, and feedback has been provided to the collection contractor to help improve transportation and handling.

In total, 4,568kg of bale wrap, 923kg of silage plastics, and 2,829kg of twine were collected. The bale wrap and silage plastics were able to be sent to test markets in Alberta, and twine is being stored for further aggregation with other Cleanfarms pilot projects before being sent to recycling facilities. An update on the state of ag plastics end markets it provided in Appendix A.



Financial Report

The following tables show the program financials to March 31, 2022. Table 1 represents the RDBN contribution to the program (50% funding) for Q1 of 2022, and Table 2 represents the total project costs to-date, including those supported by Cleanfarms (cumulative 100%). Overall, the project remains within budget expectations moving into the second year of pilot operations.

Table 1 – Jan-Mar 2022; 50% RDBN contribution

RDBN Contribution	Jan-Mar. 31, 2022	Total YTD Mar. 31, 2022	% Budget Spent	Total Contribution Budget
Collection Sites Costs				
- Material consolidation	\$3,251.25	\$4,975.88		
- Collection bags	\$2,883.48	\$8,957.25		
Communication	-	\$3,616.74		
Administration	\$2,776.75	\$8,330.25		
Total	\$8,911.48	\$25,880.12	27%	\$96,501.50

Table 2 – YTD Mar 2022; Total project cost

Project Total	Total YTD Mar. 31, 2022	% Budget Spent	Total Project Budget
Collection Sites Costs			
- Material consolidation	\$9,951.76		
- Collection bags	\$17,914.50		
Communication	\$7,233.48		
Administration	\$16,660.50		
Total	\$51,760.24	27%	\$193,003.00

Financial updates will be provided on a quarterly basis.

Key Challenges and Learnings

Contractor Development

Cleanfarms continues to develop contractor relationships to service the collection sites for this pilot. As the pilot grows, these relationships are extending from primarily transportation-based services to sorting and baling services. As these relationships expand and improve, more information is available for trialing and developing best-practices for managing these plastics, which are still new to North American recycling systems.

A key challenge is the lack of service providers that have the equipment and expertise necessary for the collection of these materials in the Northern Interior. Currently, only one company is able to collect and transport the materials. As such, the timely servicing of collection sites, especially those receiving high volumes of materials, has been an issue. High volume



accumulation leads to further challenges in cleaning up the collection sites. Cleanfarms' current focus is on improving the service provision through development of supplemental contractors and working with contractors to standardize collection intervals that suit the needs of the pilot sites.

On-site Consolidation/Compaction

Echoing the previous report, efforts to consolidate material in higher volumes on-farm using manual compactors will be a focus moving forward with the project. On-farm compactors increase the tonnage of material that can be accepted through the pilot by densifying materials, making it easier and more efficient to store and transport. The continued high-volume accumulation of material at the Smithers/Telkwa and Vanderhoof transfer stations makes these areas good candidates for on-farm compacting trials.



Appendix A: Ag Plastics End Market Development

As pilot programs for agricultural film and twine continue to expand, end market opportunities also continue to develop. Increasing demand for recycled resin is being driven by major sustainability commitments by international brands in Canada and abroad, in addition to upcoming legislative changes in the US and Canada that will require minimum levels of Post-Consumer Recycled (PCR) content in new products and packaging. The increase in demand for PCR resin has spurred interest and investment in plastics processing and recycling infrastructure in Canada and the US.

Today, there are several different streams of agricultural plastics managed through pilot programs across Canada. Agricultural plastics are unique to other consumer plastics and packaging in use and in collection, often requiring specialized end markets that can manage excessive contamination and bulky materials. As the demand for recycled resin increases in Canada and the US, recyclers are becoming more interested in accepting agricultural films as supplementary feedstock to help bridge the demand gap. The following is an overview of the current end market situation for agricultural plastics collected through the Cleanfarms pilot programs:

Grain bags – Strong, stable end markets in Canada

Low-density Polyethylene (LDPE) grain bags are one of the least challenging agricultural film products to recycle due to the low contamination levels and high-quality plastic. There are 2 commercial-scale recycling facilities in Alberta accepting grain bags, as well as a commercial-scale facility in the Southern USA. The combined demand of these three facilities exceeds the supply generated through the Cleanfarms collection programs. Grain bags are processed into pellets and used in the manufacture of new film products (construction and agricultural sheeting products). Another facility for recycling grain bags is under development in Central Alberta and at last contact in March 2022 does not have a timeline for commercial-scale operation.

Twine – Strong, limited end markets in the USA

Polypropylene (PP) twine is a high-value plastic product but is challenging to process, requiring specialized equipment. There is currently only one recycler in the Northern USA accepting twine for recycling. Demand of this facility exceeds the supply generated through the Cleanfarms collection programs. The twine is processed into pellets and used in the manufacture of automotive parts and as an additive in the roofing industry.

Silage covers and silage bags – developing end markets in Canada and the USA

LDPE silage pit covers (tarps) and silage bags are very similar to grain bags in composition, however often contain more organic contamination due to their use on-farm, and require more complex processing than grain bags. Markets are currently limited but developing in Canada and the USA. A recycler of grain bags in Alberta is undertaking trials to process silage covers and bags along with grain bags. Silage covers and bags, once processed, are recycled into products such as plastic lumber and new film products like garbage bags and construction sheeting.



Bale wrap – Limited end markets in Canada and the USA

Linear Low Density Polyethylene (LLDPE) bale wrap is one of the most difficult products to recycle. Bale wrap is very thin gauge plastic with an additive to make it stick together, which traps organic material and moisture between the layers. Today, markets are extremely limited in Canada and the USA for bale wrap recycling. The only Canadian bale wrap recycler is located in Quebec, with another located in the Eastern USA, making transportation from Western Canada inefficient and costly. Cleanfarms is exploring an opportunity with a company located in Southern Alberta who has an interest in recycling bale wrap in the medium-term.



Regional District of Bulkley-Nechako

To: Chair and Board
From: Alex Eriksen, Director of Environmental Services
Date: October 13, 2022
Subject: Solid Waste User Fee Implementation (Cost Recovery)

RECOMMENDATION: (all/directors/majority)

1. That the Board receive and provide comments on the Solid Waste User Fee Implementation Study – Phase II as provided by Tetra Tech dated October 6, 2022.
 2. That the Board approves the User Fee Implementation Work Plan as summarized in Table 8-1 of the report, and direct staff to proceed with the implementation and to provide quarterly updates to the Board on the status of the implementation.
-

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.

On September 23, Tetra Tech presented the preliminary report information to the Board and received commentary for refining the report.

The final report (attached) presents the best model and strategy for each waste facility, and the general financial impacts to the RDBN, member municipalities, and residents. The report also specifies a strategy and provides a timeline for implementing the system as shown in Table 8-1 from the Report (attached).

ATTACHMENTS

1. Table 8-1 – Updated User Fee Implementation Work Plan
2. Solid Waste User Fee Implementation Study – Phase II – Tetra Tech – Oct 2022

Table 8-1: Updated User Fee Implementation Work Plan

Task Description	2022 Q4	2023 Q1	2023 Q2	2023 Q3	2023 Q4	2024 Q1	2024 Q2	2024 Q3	2024 Q4	2025 Q1	2025 Q2
1. Complete waste composition study.											
2. Collect customer visit data at transfer stations.											
3. Receive Board direction to implement User Fees											
4. Work with Finance to confirm final User Fee schedule and anticipated revenue.											
5. Work with Finance to revise financial plan including required contributions to capital and closure/post-closure reserves.											
6. Construct remaining recycling depots.											
7. Consult with stakeholders (Board, solid waste committee, municipalities) on fee schedule and proposed bylaw changes.											
8. Hire and train recycling coordinator.											
9. Develop policies and bylaw changes to support weight-based and volume-based user fees.											
10. Enact bylaw and policy changes to support user fees.											
11. Develop scope of work and engage designer to complete detailed design of all new infrastructure required.											
12. Complete topographical survey and investigation of each site requiring new infrastructure.											
13. Develop scope of work for payment system and data management.											
14. Award scope for payment and data management system and work with provider to develop custom requirements. (Coordination with Finance Required)											
15. Develop public education and communication plan for user fees including design for on-site signage.											
16. Complete detailed design and tender scaled facilities – Type 1 Sites (Vanderhoof Transfer Station, Fort St. James Transfer Station, Burns Lake Transfer Station)											
17. Complete required design and procure infrastructure for Type 2 Sites - Smithers/Telkwa Transfer Station, Clearview Landfill, Knockholt Landfill and volume-based sites (Southside Transfer Station, Area D-Fraser Lake Transfer Station, Granisle Transfer Station).											
18. Develop an illegal dumping mitigation program in partnership with First Nations and municipalities.											
19. Establish an illegal dumping tracking system.											
20. Work with Finance to finalize payment methods and processes.											
21. If applicable, develop and order a punch card for non-card transactions at sites and procure reloadable cards.											
22. Finalize data and finance tracking programs and roles.											
23. Communicate the planned changes to stakeholders.											
24. Communicate the planned changes with the public.											
25. Hire and train new scale and gate attendants.											
26. Construct Type 1 sites.											
27. Procure and install equipment and infrastructure needed for fee collection at Type 2 sites.											
28. Commission user fee software and infrastructure.											
29. Distribute punch or reloadable cards to public as needed. Complete final notices to public for fee changes.											
30. Launch user fee system at all sites.											
31. Review program implementation and management after 3 months and 6 months of operating.											

Solid Waste User Fee Implementation Study – Phase II



PRESENTED TO
Regional District of Bulkley-Nechako

OCTOBER 6, 2022
 ISSUED FOR REVIEW
 FILE: 704-SWM.PLAN03065-03

This “Issued for Review” document is provided solely for the purpose of client review and presents our interim findings and recommendations to date. Our usable findings and recommendations are provided only through an “Issued for Use” document, which will be issued subsequent to this review. Final design should not be undertaken based on the interim recommendations made herein. Once our report is issued for use, the “Issued for Review” document should be either returned to Tetra Tech Canada Inc. (Tetra Tech) or destroyed.

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EXECUTIVE SUMMARY

Tetra Tech Canada Inc. (Tetra Tech) has been retained by the Regional District of Bulkley-Nechako (RDBN) to continue to support the implementation of user fees for solid waste services. The 2018 Solid Waste Management Plan (SWMP) was approved by the RDBN Board of Directors (the Board) for submission to the Minister of Environment and Climate Change Strategy in September 2018. At the same time, the Board instructed staff to implement fees on all garbage managed at staffed facilities.

The solid waste management system in the RDBN is primarily funded through taxation rather than tipping fees, which minimizes financial incentive for residents, business, and most municipalities to reduce, reuse, and recycle materials rather than dispose of them. As the cost of sustainable solid waste management increases, most northern regional districts have adopted bylaws to apply user fees in varying degrees to increase this funding source and balance the ratio of taxation versus user fees.

Since 2018, the RDBN has significantly increased the waste diversion programs and infrastructure available to residents. Most substantially, new recycling depots have been created at most of the regional transfer stations allowing residents to recycle materials accepted under the Packing and Printed Paper extended producer responsibility program administered by Recycle BC. These staffed recycling depots have significantly increased the cost to operate the regional solid waste management system due to the staffing and operational costs required to maintain the new services. Implementing the remaining options and actions identified in the 2018 SWMP will result in increases to operating costs that will need to be recovered through increases in taxation or user fees.

Value of User Fees

The RDBN SWMP (2018) includes the implementation of user fees on solid waste both as a method to incentivize diversion and to fund new diversion programs. User fees would follow a Pay-As-You-Throw (PAYT) pricing model for municipal solid waste where the consumer (waste generator) pays directly for the amount of waste they dispose of. A PAYT system increases diversion by:

- Creating economic incentive for households, businesses, and municipalities to dispose less solid waste in landfills;
- Providing funding needed for diversion programs; and
- Creating markets for divertible waste allowing the creation of local waste diversion businesses.

Implementing User Fees

User fees are applied at a majority of solid waste facilities across British Columbia. Most regional districts with low population density, such as RDBN develop a hybrid fee schedule to apply fees on a weight-basis if facilities are scaled and on a volume basis where scales are not present. As shown in Table 3-1, even in neighbouring regional districts the tipping fees vary significantly from \$50 per tonne for small residential loads in the Cariboo Regional District (CRD) to \$110 per tonne in the Regional District of Kitimat-Stikine (RDKS).

The costs associated with implementing and applying user fees in RDBN are summarized in Table E1. Infrastructure upgrades and implementation costs would be incurred once with operational costs incurred annually.

Table E1: Summary of User Fee Implementation and Application Costs

Item	Conceptual Cost Estimate
One-Time Infrastructure Upgrades and Implementation	\$1,516,000
Annual Operational	\$698,000
Total	\$2,214,000

Three options of approaches to user fees are provided within the document. Option 1 assumes median level tipping fees for households with four free loads per year for occasions such as spring clean-outs and disposal of bulky items. Option 2 assumes lower than average tipping fees with no free loads for households. Option 3 assumes a median level tipping fees in British Columbia.

Table E2 summarizes the projected initial revenue in 2025 for each option along with an approximate cost per household assuming an average household size of 2.2 people to 2.5 people.

Table E2: Summary of User Fee Options, Revenue, and Household Costs

Option	Projected Revenue in 2025	Average Tipping Fees Per Household
Option 1 – Fees with 4 Free Loads	\$2,488,000	\$66
Option 2 – Low Fees	\$2,289,000	\$85
Option 3 – Typical Fees	\$2,728,000	\$110

Each option is anticipated to increase waste diversion with the greatest diversion resulting from implementation of Option 3. The lifespan of sub-regional landfills is projected to increase by 15 years in the case of Clearview Sub-Regional Landfill and 12 years in the case of Knockholt Sub-Regional Landfill. In addition to increasing landfill lifespan thereby deferring capital expansion and closure costs, increased diversion is expected to decrease landfill gas generation which may be more tightly regulated in the future.

Key Considerations

Successful implementation of user fees requires consideration of common challenges and mitigation of risks. Historical implementation of user fees, PAYT, and other service changes shows that communication, education, and risk mitigation is key. New or changing user fees can result in increased conflict at facilities and in some cases instances of illegal dumping.

In addition to the scale and gate attendants being required at the solid waste facilities, increased administration and management staff is recommended in the Environmental Services and Finance departments. Additional staff would allow for reallocation of responsibilities between a new Recycling Coordinator and the existing Waste Diversion Supervisor.

A detailed Implementation Work Plan is provided in Section 8 to assist staff in developing and launching user fees at solid waste facilities in the RDBN. The Work Plan targets implementation of user fees in early 2025 based on an endorsement from the Board of Directors.

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Waste Facility Conceptual Layouts

APPENDICES

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Appendix B	Facility Upgrade Cost Estimates
Appendix C	Reuse and ReDuction Strategies
Appendix D	Organics Diversion Strategies
Appendix E	Enhanced Recycling Strategies

LIMITATIONS OF REPORT

This report and its contents are intended for the sole use of the Regional District of Bulkley-Nechako (RDBN) and their agents. Tetra Tech Canada Inc. (Tetra Tech) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than the RDBN, or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this document is subject to the Limitations on the Use of this Document attached in the Appendix or Contractual Terms and Conditions executed by both parties.

1.0 INTRODUCTION

Tetra Tech Canada Inc. (Tetra Tech) has been retained by the Regional District of Bulkley-Nechako (RDBN) to continue to support the implementation of user fees on solid waste. The initial (Phase 1) study was commissioned by the RDBN to support the 2018 Solid Waste Management Plan Update (2018 SWMP). The Phase 1 study identified several scenarios for implementing user fees:

- Scenario 1 – Increase Taxes.
- Scenario 2 – Fees on Commercial Garbage.
- Scenario 3 – Fees on All Garbage.

The 2018 SWMP was approved by the RDBN Board of Directors (the Board) for submission to the Minister of Environment and Climate Change Strategy in September 2018. At the same time, the Board instructed staff to implement Scenario 3, implementing fees on all garbage managed at staffed facilities.

Phase I of the study provided the information required to satisfy the Board of Directors that the 2018 SWMP could be funded through reasonable changes to the RDBN's operations. The purpose of Phase II is to provide the next level of detail required for the RDBN to plan and implement user fees at its facilities.

1.1 Project Objectives

The Board has instructed RDBN staff to implement user fees on all garbage accepted at its solid waste management facilities. This study will assist the RDBN to develop:

- A more detailed work plan and budget to implement user fees at each facility;
- The plan for infrastructure changes required at each facility to facilitate collection of users fees;
- A preliminary plan for user fee implementation; and
- Estimate of potential revenue and increased waste diversion due to user fee implementation.

1.1.1 Summary of Key Project Objectives

- Update the funding gap based on implementation of new diversion programs since the 2018 SWMP was approved;
- Review and analyze updated facility data (vehicle counters, attendant journals, scale data);
- Review facility layouts and create conceptual plans for infrastructure changes; and
- Update the User Fee Implementation Work Plan to task and subtask timing on a quarterly basis.

1.2 Current State of System Finances in RDBN

The solid waste management system in the RDBN is primarily funded through taxation rather than tipping fees, which minimizes financial incentive for residents, business, and most municipalities to reduce, reuse, and recycle materials rather than dispose of them. As the cost of sustainable solid waste management increases, most northern regional districts have adopted bylaws to apply user fees in varying degrees to increase this funding source and balance the ratio of taxation versus user fees.

Since 2018, the RDBN has significantly increased the waste diversion programs and infrastructure available to residents. Most substantially, new recycling depots have been created at most of the regional transfer stations allowing residents to recycle materials accepted under the Packing and Printed Paper extended producer responsibility program administered by Recycle BC. These staffed recycling depots have significantly increased the cost to operate the regional solid waste management system due to the staffing and operational costs required to maintain the new services. Implementing the remaining options and actions identified in the 2018 SWMP will result in increases to operating costs that will need to be recovered through increases in taxation or user fees.

Tax freezes and the costs of new recycling programs have resulted in the RDBN underfunding the long-term capital and closure costs for existing facilities. No contributions to reserve funds required to fund landfill expansion, replacement or closure are currently being made. A tax increase to the Environmental Services budget of approximately 15% per year is required over the coming decade to adequately fund the long-term waste disposal infrastructure required in the region.

1.3 Overview and Structure of the Report

This document provides a plan to implement user fees on all solid waste in the RDBN. The report is organized to provide the justification for implementing user fees, key consideration, estimated user fee revenue, and implementation plan. Additional strategies to increase waste diversion are provided in the following appendices:

- Appendix B – Facility Upgrade Cost Estimates.
- Appendix C – Reuse and Recovery Strategies.
- Appendix D – Organics Diversion Strategies.
- Appendix E – Enhanced Recycling Strategies.

2.0 PURPOSE OF USER FEES

The 2018 SWMP includes the implementation of user fees on solid waste both as a method to incentivize diversion and to fund new diversion programs. User fees would follow a Pay-As-You-Throw (PAYT) pricing model for municipal solid waste where the consumer (waste generator) pays directly for the amount of waste they dispose of. A PAYT system increases diversion by:

- Creating economic incentive for households, businesses, and municipalities to dispose less solid waste in landfills;
- Providing funding needed for diversion programs; and
- Creating markets for divertible waste allowing the creation of local waste diversion businesses.

2.1 Economic Incentive for Diversion

In principle, PAYT is an economic incentive program that encourages residents to reduce the amount of waste they generate and to recycle and compost more. The more that the payment model reflects the true cost of waste disposal, the more incentive there is to reduce and divert.

In a 2018 study of U.S communities, researchers found that PAYT increases the amount of material diverted to recycling or organics by 50% or more and decreased the material disposed by 15 to 20% for the residential sector¹.

¹ (Lisa Skumatz, Dana D'Souza, and Dawn BeMent, "Pay-As-You-Throw/ Variable Rates for Trash Collection", 2015).

A 2003 EPA study, found that communities that implement a PAYT program, saw an overall waste disposal decline of 14 to 27% on average and recycling rates typically increased by 32 to 59%².

When looking at different case studies in North America, the amount of diversion achieved through a PAYT program varies. It is often difficult to distinguish if increased diversion can be attributed solely to PAYT or other changes, such as the addition of other waste programs/ options, increased education, and other unique circumstances. A region that has a 20% diversion rate might see a large increase due to PAYT, whereas a program with a 75% diversion rate has lower diversion potential as the last 25% is often the most challenging.

Pricing and the PAYT program model also play a large role in how diversion and reduction will be impacted. Best practice recommends setting a rate that covers that basic level of service (i.e., transfer and disposal). Affordability is key consideration that local governments must consider when designing their fee systems. Fees that are prohibitively high may encourage illegal dumping, particularly if diversion options are not available.

2.1.1 RDBN Diversion Potential

The 2018 SWMP listed the RDBN disposal rate at approximately 600 kg per capita in 2016 of which approximately 80% was estimated to be potentially divertible. The 2018 SWMP set the target disposal rate at 500 kg per capita by 2028. A waste composition study is currently underway in the region with the first of four seasonal sampling events confirming that more than 60% of the material going to landfills could be diverted. At current diversion rates, a PAYT user fee model is expected to increase the effectiveness of existing waste diversion programs.

2.2 Funding for Diversion Programs

Revenue collected through user fees assists in funding diversion programs. Existing diversion programs in the RDBN include residential recycling and reuse at regional transfer stations. As these existing programs expand to include additional materials at more facilities, increased operational costs are expected. The 2018 SWMP further envisions implementation of commercial recycling support, increased organics diversion, increased diversion of construction and demolition (C&D) materials, adoption of expanding extended producer responsibility programs, and increased household hazardous waste diversion, all of which are unfunded future programs. Without user fees, any future programs would rely primarily on tax funding.

Section 5.0 provides a summary of the estimated user fee revenue based on a typical user fee structure.

2.3 Creating Diversion Markets

A key strategy throughout the 2018 SWMP is engaging local partners to create local opportunities for waste diversion. Without tipping fees, local businesses are not able to develop financially sustainable diversion businesses. The small volumes of material available in the RDBN results in the processing cost exceeding the value of the end product itself. Therefore, to be sustainable, businesses must charge a fee to accept and process materials. Without tipping fees at the RDBN's transfer stations and landfills, customers will be incentivized to dispose valuable materials rather than divert them to a local business that is charging tipping fees. As local partners develop recycling and reuse programs, tipping fees can be adjusted to encourage diversion of the materials that can be recycled locally.

Many local governments establish fees to encourage customers to divert certain materials to local businesses for reuse or recycling. The Regional District of Fraser-Fort George (RDFFG) currently charges over \$223 per tonne for

² (Richard Denison, "Program Snapshot - Pay-As-You-Throw: A Cooling Effect on Climate Change", 2003).

concrete at the Foothills Boulevard Regional Landfill in Prince George³ where a local business has established a concrete recycling facility that accepts concrete for \$125 per tonne or less⁴. The tipping fee set in Prince George discourages concrete disposal at the landfill where it is difficult to handle and adversely affects landfill operations. The tipping fee also encourages C&D customers to separate concrete from other demolition waste and divert it to the local recycling business. In areas where concrete recycling is not available, the RDFFG charges a lower tipping rate more closely based on the cost to landfill the material.

2.3.1 Diverting Materials from Facilities

A key benefit of creating economic incentives for materials to be diverted before they reach an RDBN transfer station or landfill is that it decreases the volume of materials and number of customers that facility staff must manage. The RDBN incurs costs for any materials accepted at a transfer station or landfill and is responsible for preventing accepted materials from harming the public or the environment. Therefore, wherever possible materials should be diverted directly to local businesses and not stored at a transfer station or landfill. The best practice for solid waste facilities is to prohibit scavenging outside of designated and controlled reuse areas that can be closely monitored by staff.

3.0 USER FEES ACROSS BRITISH COLUMBIA

User fees are applied at a majority of solid waste facilities across British Columbia. Most regional districts with low population density, such as RDBN develop a hybrid fee schedule to apply fees on a weight-basis if facilities are scaled and on a volume basis where scales are not present. As shown in Table 3-1, even in neighbouring regional districts the tipping fees vary significantly from \$50 per tonne for small residential loads in the Cariboo Regional District (CRD) to \$110 per tonne in the Regional District of Kitimat-Stikine (RDKS).

Table 3-1: Solid Waste Tipping Fees in Surrounding Regional Districts

	RDBN	CRD ⁵	Peace River Regional District (PRRD) ⁶	RDFFG	Thompson-Nicola Regional District (TNRD) ⁷	RDKS ⁸
Population	39,702	65,554	67,269	103,990	147,557	39,864
Area	73,361	80,610	117,388	50,676	44,150	104,465
Density	0.5	0.8	0.6	2.0	3.3	0.4
Disposal Rate	555	631	867	773	646	590
User Fees						
Residential Tipping Fee	\$0	\$50/tonne small loads	\$55	\$94	\$80	\$110
Commercial Tipping Fee		\$100	\$60		\$10/m ³	
Fee Per Bag/ Container		\$0 < 200kg	\$0.80 (min \$3.75)	\$6 < 100kg	\$1	Minimum \$10

³ RDFFG Services/Landfills/Foothills Landfill <http://www.rdfg.bc.ca/services/environment/solid-waste-management/landfills/foothills-landfill> [October 2, 2022].

⁴ Canada Recycle Corp. Pricing for Concrete Recycling <https://www.recyclecorp.ca/recycling-services/concrete> [October 2, 2022].

⁵ CRD Tipping Fees for Commercial Users and Residential Users Tipping Fees and Facility Use - Cariboo Regional District (cariboord.ca) [September 16, 2022].

⁶ PRRD Landfills & Transfer Stations Residential and Commercial Fees <https://prrd.bc.ca/services/garbage-and-recycling/#landfills--transfer-stations> [September 16, 2022].

⁷ TNRD Solid Waste Management Facilities Amendment Bylaw No. 2731 Schedule "A" <https://www.tnrd.ca/wp-content/uploads/2022/03/Schedule-A-Bylaw-No.-2731-User-Fees.pdf> [September 16, 2022].

⁸ RDKS Solid Waste Facilities Thornhill Transfer Station https://www.rdks.bc.ca/services/garbage_recycling_and_organics [September 16, 2022].

Throughout the province tipping fees vary significantly between facilities based on market conditions, cost of operations, and available airspace. Many facilities apply a surcharge to waste from outside of their region to preserve airspace and ensure that the tipping fee covers the full life-cycle cost of disposal for customers not contributing to local taxes. Table 3-2 provides a sample of tipping fees throughout British Columbia.

Table 3-2: Sample of Tipping Fees for Garbage and Other Materials Across British Columbia

Jurisdiction	Facility	Tipping Fee (\$/tonne for garbage)	Note on Tipping Fee
Sunshine Coast Regional District	Sechelt Landfill ⁹	\$150 \$275 / tonne for Asphalt, Concrete	Sechelt Landfill is known to be nearing capacity. Future disposal costs could increase significantly.
Squamish-Lillooet Regional District	Lillooet Landfill ¹⁰	\$78.50 Minimum charge \$1.50	Differential tipping fees on multiple materials. Surcharge if garbage contains >5% recyclables.
District of Kitimat	Kitimat Landfill	Single-Axle Vehicle less than 1 ton \$10 Loads 30 yd ³ to 43 yd ³ \$100	
North Coast Regional District	All Facilities ¹¹	Small pickup truck \$7 to \$10 \$2 per bag	Bag tags sold for \$2 Fees are lower at the landfill than at transfer stations.
Central Coast Regional District	Thorsen Creek Waste and Recycling Centre ¹²	\$15 per m ³ No charge for bagged residential.	Differential tipping fees on multiple materials including bagged waste from industrial, commercial, and institutional sources.

4.0 USER FEE FACILITY IMPROVEMENTS

The RDBN operates three landfills and eight transfer stations. The following section summarizes key information for these facilities as it relates to potential user fees. No fees are anticipated at the unstaffed Manson Creek Landfill due to its remote location and very low waste volume.

4.1 Facility Overview

Solid waste is primarily disposed in the Knockholt Sub-Regional Landfill and the Clearview Sub-Regional Landfill. Solid waste is accepted directly at the landfills or is transferred from one of the regional transfer stations. Table 4-1 this summarizes key facility data relevant to potential user fee implementation and revenue. The RDBN reports waste accepted at each facility to the Ministry of Environment and Climate Change Strategy through Annual Operations Reports. Waste tonnages reported below were extracted from these reports. Tetra Tech tabulated the service population of each site from Statistics Canada 2021 Census Data and First Nations population data provided by RDBN.

⁹ SCRD Garbage and Recycling Fees <https://www.scrd.ca/disposal-fees> [October 1, 2022].

¹⁰ SLRD Lillooet Landfill Tipping Fee Schedule <https://www.slrd.bc.ca/sites/default/files/wastemgmt/1503-2017%20Tip%20Fees.pdf> [October 1, 2022].

¹¹ NCRD Solid Waste Facility Tipping Fees https://www.ncrdbc.com/sites/default/files/uploads/bylaws/276_isw_regs_fees_charges_consolidated_v2.pdf [October 1, 2022].

¹² CCRD Thorsen Creek Waste and Recycling Centre Tipping Fees <https://www.ccrd.ca/sites/default/files/images/TCWRC%20Rates%20%26%20Charges%202021.pdf> [October 1, 2022].

Table 4-1: Overview of Facility Services and Visit Frequency

Facility	Key Infrastructure	Direct Service Population	Weekly Hours Open	Waste Accepted Directly in 2020 (Tonnes per Year)
Knockholt Landfill	Scale Public Drop Off Bins	3,654	56	4,477
Clearview Landfill	Scale	None	30	2,048
Smithers/Telkwa Transfer Station	Scale Building/Tipping Floor Recycle Depot	12,439	66	8,741
Burns Lake Transfer Station	Building/Tipping Floor Recycle Depot	3,874	66	2,061
Vanderhoof Transfer Station	Building/Tipping Floor Recycle Depot	8,194	66	5,851
Fort St. James Transfer Station	Building/Tipping Floor Recycle Depot	3,895	56	3,871
Granisle Transfer Station	Public Drop Off Bins Satellite Recycle Depot	1,173	30	251
Southside Transfer Station	Public Drop Off Bins Satellite Recycle Depot	1,654	24	247
Fraser Lake (Area D) Transfer Station	Public Drop Off Bins	3,201	56	1,164

4.1.1 Infrastructure Upgrades and Implementation Costs

Infrastructure upgrades are recommended to facilitate user fee implementation, improve flow of customers through sites, and enhance the ability of staff to monitor public areas. Scales should be installed at the four largest transfer stations to apply user fees most accurately to customer loads. Volume-based fees may be applied at the three smallest transfer stations. Table 4-2 summarizes the recommended infrastructure upgrades and associated conceptual capital cost estimates. Figure 1 through Figure 7 provide conceptual layouts of infrastructure upgrades with detailed capital costs provided in Appendix B.

Table 4-2: Summary of Facility Upgrades Required

Facility	Infrastructure Upgrades	Conceptual Capital Cost Estimate
Knockholt Landfill	Fee Collection*	None
Clearview Landfill	Fee Collection*	None
Smithers/Telkwa Transfer Station	Improved Traffic Flow Camera to Improve Visibility Public Access Garbage Chute Fee Collection* Future: Commercial Recycling Storage/Processing Building Baler	\$85,000
Burns Lake Transfer Station	Scale	\$355,000

Facility	Infrastructure Upgrades	Conceptual Capital Cost Estimate
	Improved Traffic Flow Public Access Garbage Chute Fee Collection* <u>Future:</u> Commercial Recycling Storage/Processing Building Baler	
Vanderhoof Transfer Station	Scale Improved Traffic Flow Public Access Garbage Chute Fee Collection* <u>Future:</u> Commercial Recycling Storage/Processing Building Baler	\$325,000
Fort St. James Transfer Station	Scale Improved Traffic Flow Public Access Garbage Chute Fee Collection* <u>Future:</u> Commercial Recycling Storage/Processing Building Baler	\$355,000
Granisle Transfer Station	Gatehouse Improvement Fee Collection* <u>Future:</u> Roll-off bin upgrade	\$75,000
Southside Transfer Station	Gatehouse Improvement Fee Collection* <u>Future:</u> Roll-off bin upgrades	\$75,000
Fraser Lake (Area D) Transfer Station	Gatehouse Improvement Fee Collection* <u>Future:</u> Roll-off bin upgrades	\$75,000
Fee Collection*	System Setup 5,000 QR Code Cards Automated Entry Scale System (1)	\$69,000
Implementation Support	Outside Services Communication Public Education Construction Support	\$50,000
Public Education and Communication	Mail-Out Notice to All Households Reloadable Card to All Households	\$52,000

* **Note** – Initial setup for fee collection at all facilities summarized in single row. Cost based on estimate provided by software provider.

4.1.2 Operational Changes and Costs

Additional operational costs associated with user fees are primarily associated with additional staffing costs and the costs of the software and hardware required to apply fees to customers. A full-time scale attendant is required for each of the four facilities which do not currently weigh customer loads as they will begin applying weight-based fees. An additional part-time gate attendant is assumed at the Fraser Lake (Area D) Transfer Station to assist the existing attendant on weekends when the most customers arrive at the site.

The addition of four full-time positions and one part-time position as well as the increased requirement for coordination with the finance department and vendors, and the required data tracking and reporting will increase the administrative burden on the Environmental Services department. An estimated 0.5 full-time-equivalent (FTE) to 1.0 FTE is required to oversee the user fee system. The planned growth in diversion programs including new recycling depots and expanding EPR programs also requires additional administrative support of approximately 0.5 FTE is required to coordinate the growing recycling programs. In total, 1.0 FTE is recommended within the Environmental Services department and 0.5 FTE is recommended within the finance department.

Facility staffing costs were established assuming an hourly wage of \$25 plus benefits and based on current operating hours of each facility. Administrative staffing costs assume 0.5 full time equivalents (FTEs) at an hourly wage of \$25 plus benefits and 1.0 FTE at an hourly wage of \$35 plus benefits. Annual fee collection costs are based on a cost estimate provided by a software service provider.

Table 4-3: Summary of Operational Changes and Cost Estimates

Facility	Operational Changes	Conceptual Operational Cost Estimate
Knockholt Landfill	None	None
Clearview Landfill	None	None
Smithers/Telkwa Transfer Station	1 Full-Time Scale Attendant	\$121,000
Burns Lake Transfer Station	1 Full-Time Scale Attendant	\$121,000
Vanderhoof Transfer Station	1 Full-Time Scale Attendant	\$121,000
Fort St. James Transfer Station	1 Full-Time Scale Attendant	\$102,000
Granisle Transfer Station	None	None
Southside Transfer Station	None	None
Fraser Lake (Area D) Transfer Station	Weekend Gate Attendant	\$31,000
Fee Collection	Annual Software License On-Site Support for Software Transaction Fees (250,000 Transactions)	\$62,000
Administration	0.5 FTE Finance 1.0 FTE Environmental Services (0.5 FTE User Fees, 0.5 FTE Recycling Coordinator)	\$140,000

4.1.3 Summary of User Fee Costs

The costs associated with implementing and applying user fees are summarized in Table 4-4. Infrastructure upgrades and implementation costs would be incurred once with operational costs incurred annually.

Table 4-4: Summary of User Fee Implementation and Application Costs

Item	Conceptual Cost Estimate
One-Time Infrastructure Upgrades and Implementation	\$1,516,000
Annual Operational	\$698,000
Total	\$2,214,000

5.0 USER FEE REVENUE

Section 3.0 summarized various user fee structures implemented by local and regional governments across the province. Based on the most common and effective systems, three options of user fee schedules are proposed along with their associated revenue. Section 6.0 summarizes the anticipated impact of tipping fees on waste diversion, disposal rates, and landfill lifespan.

All three options would be accompanied by the education, communication, and community support programs described in Section 7.0.

5.1 Fee Schedule Options

Three options of fee schedules are proposed based on input from the RDBN Board of Directors.

5.1.1 Option 1 – Fees with 4 Free Loads

Option 1 assumes a tipping fee for garbage of \$80 per tonne, the approximate median tipping fee in British Columbia with higher fees for C&D and Out-of-Region/Camp materials. Based on input from the Board of Directors, this scenario assumes that the RDBN will allow each household to dispose four loads of material without applying additional tipping fees. Four free loads would allow residents to complete spring/fall cleaning with disposal included as a service under their property taxes. Tickets or coupons for free loads could be distributed with property tax assessments annually or an electronic tracking system could be established through reloadable payment cards or other means. An additional administrative burden would be expected to administer a free load system. All other loads would be subject to the fee schedule presented in Table 5-1.

Table 5-1: Option 1 – Proposed Tipping Fees in Year 1

Material	\$ / tonne	\$ / m ³	Note
Commercial Garbage	80	12	
Residential Garbage	80	12	
C&D	100	15	
Out of Region/Camp	160	24	
Per Bag / Container		1	Each household receives 4 free loads per year.
Minimum		3	

Table 5-2 summarizes projected revenue in 2025 with the implementation of the above tipping fee schedule. Out-of-Region and Camp waste has been excluded to provide a conservative estimate of revenue in Option 1. Total revenue of close to \$2.5 million is projected based on previously reported waste tonnage.

Table 5-2: Summary of Option 1 Potential Revenue

Source of Revenue	Material In 2025	Potential Revenue in 2025	Note
Commercial Garbage	10,053 tonnes	\$804,000	
Residential Garbage	8,632 tonnes	\$695,000	
C&D	7,030 tonnes	\$703,000	
Out of Region/Camp	0 tonnes	\$0	
Small Loads	95,000 Loads	\$286,000	80,000 unpaid loads assumed.
Total		\$2,488,000	

5.1.2 Option 2 – Low Fees

Option 2 assumes a low starting tipping fee for garbage well below the provincial average with higher fees for C&D and Out-of-Region/Camp materials. This option assumes that all loads would be subject to the fee schedule presented in Table 5-3.

Table 5-3: Option 2 – Proposed Tipping Fees in Year 1

Material	\$ / tonne	\$ / m ³	Note
Commercial Garbage	60	9	
Residential Garbage	60	9	
C&D	90	13	
Out of Region/Camp	120	18	
Per Bag / Container		1	
Minimum		3	

Table 5-4 summarizes projected revenue in 2025 with the implementation of the above tipping fee schedule. Out-of-Region and Camp waste has been excluded to provide a conservative estimate of revenue in Option 2. Total revenue of close to \$2.3 million is projected based on previously reported waste tonnage.

Table 5-4: Summary of Option 2 Potential Revenue

Source of Revenue	Material In 2025	Potential Revenue in 2025	Note
Commercial Garbage	10,156 tonnes	\$609,000	
Residential Garbage	8,688 tonnes	\$524,000	
C&D	6,995 tonnes	\$630,000	
Out of Region/Camp	0 tonnes	\$0	
Small Loads	75,430 Loads	\$526,000	
Total		\$2,289,000	

5.1.3 Option 3 – Typical Fees

Option 3 assumes typical tipping fees for garbage with higher fees for C&D and Out-of-Region/Camp materials. This option assumes that all loads would be subject to the fee schedule presented in Table 5-5.

Table 5-5: Option 3 – Proposed Tipping Fees in Year 1

Material	\$ / tonne	\$ / m ³	Note
Commercial Garbage	80	12	
Residential Garbage	80	12	
C&D	100	15	
Out of Region/Camp	160	24	
Per Bag / Container		1	
Minimum		3	

Table 5-6 summarizes projected revenue in 2025 with the implementation of the above tipping fee schedule. Out-of-Region and Camp waste has been excluded to provide a conservative estimate of revenue in Option 3. Total revenue of close to \$2.7 million is projected based on previously reported waste tonnage.

Table 5-6: Summary of Option 3 Potential Revenue

Source of Revenue	Material In 2025	Potential Revenue in 2025	Note
Commercial Garbage	10,053 tonnes	\$804,000	
Residential Garbage	8,632 tonnes	\$695,000	
C&D	7,030 tonnes	\$703,000	
Out of Region/Camp	0 tonnes	\$0	
Small Loads	75,430 Loads	\$526,000	
	Total	\$2,728,000	

5.2 User Fee Option Summary

Table 5-7 summarizes the projected initial year revenue for each option along with an approximate cost per household assuming an average household size of 2.2 people to 2.5 people.

Table 5-7: Summary of User Fee Options, Revenue, and Household Costs

Option	Projected Revenue in 2025	Average Tipping Fees Per Household
Option 1 – Fees with 4 Free Loads	\$2,488,000	\$66
Option 2 – Low Fees	\$2,289,000	\$85
Option 3 – Typical Fees	\$2,728,000	\$110

6.0 IMPACT OF USER FEES ON LONG-TERM COSTS

As described in Section 2.0, user fees that tie the amount of waste disposed to cost (PAYT) have been shown to increase waste diversion and decrease waste disposal rates in multiple jurisdictions over the past several decades. The relative impact of user fees is tied to two key factors:

- The availability of alternatives to disposal allowing customers to recycle or reuse materials; and
- The cost of disposal compared to the inconvenience and cost of diversion.

Both of these factors are dependent on the value of fees applied at facilities. The influence of user fees on diversion is expected to grow over time as fees increase and as additional diversion opportunities become available. The greatest impact is expected following the addition of organics and C&D diversion programs which are anticipated to be implemented at the end of the current 2018 SWMP period, approximately 2028.

6.1 Anticipated Diversion Increase

Figure 6-1 summarizes the anticipated waste diversion increases expected under each option from current waste disposal. Additional waste diversion was calculated based on historical results of diversion programs in regional districts and local governments and compared to the RDBN's recent one-season waste composition results. The influence of user fees was adjusted to exclude free loads provided to households under Option 1. The projected waste diversion shown assumes implementation of additional C&D and organics diversion programs between 2028 and 2030.

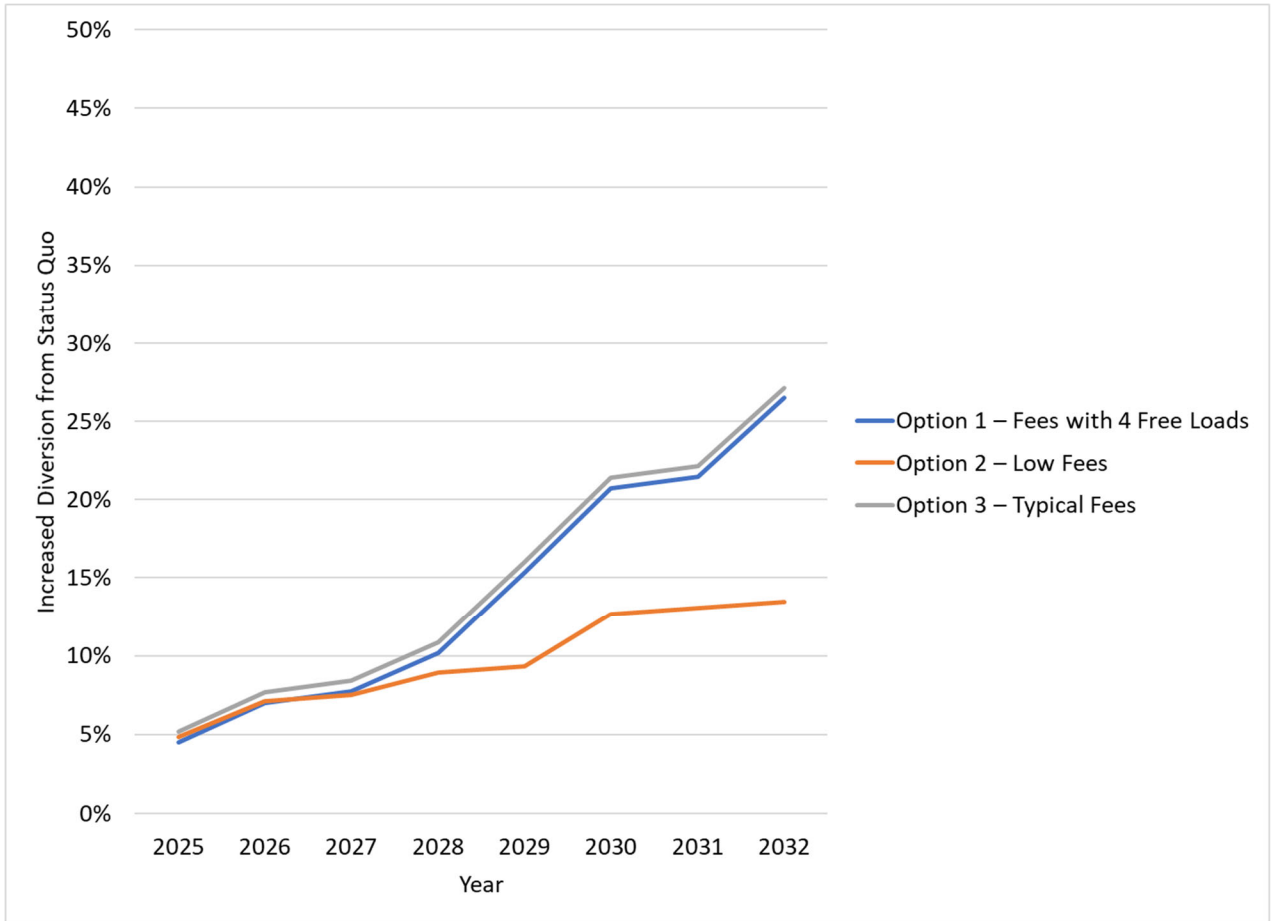


Figure 6-1: Projected Waste Diversion from Status Quo

6.2 Landfill Lifespan

Decreasing waste disposed will extend the life of each landfill compared to the status quo. The impact of increased diversion was modeled over the full lifespan of each landfill with results summarized in Table 6-1.

Table 6-1: Projected Influence of User Fees on Landfill Lifespan

	Increase in Lifespan Compared to Status Quo		
	Option 1	Option 2	Option 3
Clearview Landfill	+ 14 years	+ 7 years	+ 15 years
Knockholt Landfill	+12 years	+7 years	+ 12 years

Extending the lifespan of the landfills defers the short and medium-term cost of landfill expansion as well as the large capital cost of landfill closure allowing the RDBN to develop reserve funds to finance these required activities.

6.3 Landfill Gas Generation

Increasing waste diversion, particularly removing organic materials from the waste stream decreases the generation of landfill gas. The federal government is working to develop regulations that could require landfills to actively capture and manage landfill gas similar to the existing provincial legislation. As both the Clearview and Knockholt Sub-Regional Landfills expand they have the potential to trigger requirements for landfill gas collection and management. As neither of these landfills is expected to reach a size that will allow for a beneficial use of landfill gas, preventing gas generation is in the best interest of the RDBN and the environment.

7.0 KEY CONSIDERATIONS FOR IMPLEMENTING USER FEES

Successful implementation of user fees requires consideration of common challenges and mitigation of risks. Historical implementation of user fees, PAYT, and other service changes shows that communication, education, and risk mitigation is key. New or changing user fees can result in increased conflict at facilities and in some cases instances of illegal dumping. Key stakeholders such as member municipalities must be engaged throughout the planning process to both finalize the financial processes and partner to address illegal dumping and improve waste diversion.

7.1 Public Communication and Education

7.1.1 Introduction

Public education and community outreach play a critical role in successfully delivering municipal programs. Social media and municipal government have a relationship that is continually evolving with citizen viewpoints and the way people interact with their local government (social media, emails, town halls, etc). Motivating residents to stay involved can lead to more informed and satisfied residents that can provide valuable feedback for shaping plans and measuring performance. It can also educate residents on how to use services correctly and provide useful information to encourage diversion.

Engagement can play a critical role in shaping future programs, setting service levels, and measuring success. It also provides the opportunity to be transparent and can play a key role in building trust between residents and local government. An annual survey can be great first step to collect initial feedback and developing a mechanism for collecting user satisfaction levels. Focused discussion on existing services, initiatives, priorities, and education needs can also play an important role over the next 5 years as the RDBN introduces user fees for solid waste services.

Education & Engagement Best Practices:

- To understand issues and set service levels, it is important to provide opportunities to collect feedback. Engagement intent includes a determination for programs that will be supported and how much the public will be willing to pay.
- As more diversion opportunities become available and waste policy changes, waste services can be difficult to explain to residents. Local government needs to make it easy for residents to find the services and information they need.
- To measure performance, feedback needs to be collected from residents and other waste service users regularly. This can be as simple as hosting an annual survey on the RDBN's website and at regional facilities.

7.1.2 Framing the Waste User Fee Discussion

“User fees accurately represent the value of the goods and services to citizens” (City of Calgary, 2020)

Besides property taxes, user fees are one of the most common funding mechanisms for municipal services, especially where the users can be identified, and the amount of service received can be measured. In general, policy related to the design of fees has been based on the “user-pays” or “benefits-received” principle.

A key challenge with the introduction of a waste service fee is that there is a misconception that there is a new fee. Many residents are not aware that they pay for waste services through their property tax and, those that do, are not sure how much they are paying. It is important to develop an education campaign that explains what the new model is and the benefits of moving to the new model.

Some of the key benefits are:

- **Fairness and Transparency:** A user fee system ensures that users pay for the service they receive. With a purely property tax model some users may be paying for others that send more waste to landfill. The cost is transparent, and it is clear what the municipal costs of providing the goods and services are. In the case of the RDBN, user fees are being used to fund the diversion programs and initiatives that residents indicated were a priority in the 2018 SWMP.
- **Economic Sustainability:** A user fee system provides the RDBN with the ability to align fees with the cost of delivering the goods and services.
- **Waste Diversion:** A user fee system can also incentive diversion by encouraging residents to reduce the amount of waste they produce and to recycle and compost.

7.1.3 Education Planning

The RDBN staff and residents need sufficient time to prepare for the implementation of a user fee program. Communication should start to go out at least 3 months prior to implementation. Regular communications should follow during the change and for several months following implementation.

Public education plays a critical role during the early stages of implementation. Education should be widespread, consistent, and aim to address all demographics of residents impacted. Information can be combined with other solid waste campaigns. Some of the different methods that can be used for sharing information, include:

- Social media (Instagram, Facebook, Twitter, email);
- Brochures;
- Media releases;
- Information on Regional District’s website (FAQ, News Release, Infographic, etc.); and
- Annual waste guides and calendars.

FAQ: Why
switch to
user fees?

7.2 Illegal Dumping

Illegal dumping occurs in all regions and municipalities whether or not user fees are in place. Even in RDBN where user fees have been minimal instances of illegal dumping have occurred both outside of waste facilities during closing hours and in unpopulated areas such as fields and forests. A key component of the communication on user fees must be focused to mitigate illegal dumping. Communication should:

- Reiterate the importance of proper waste disposal.
- Provide contact information for the public to report illegal dumping:
 - Management of illegal dumping is primarily a responsibility of the provincial government. Provincial reporting process should be communicated to the public regularly and linked through the RDBN’s website.
 - Additionally, RDBN staff should track locations of illegal dumping when reported and review these locations and frequencies on an annual basis to identify any “hot spots” that can be flagged to both provincial and local partners for additional monitoring.
 - Regional districts and first nation communities have found success in partnering to educate residents about illegal dumping. The RDBN should work with local first nations as well as member municipalities to educate the public on illegal dumping and track locations.
- Develop a tipping fee waiver program:
 - A tipping fee waiver allows community groups, municipalities, or first nations communities to apply for free tipping for waste collected through community clean-up events.

The above illegal dumping mitigation and communication must be in place prior to implementation of user fees at RDBN facilities.

7.3 Municipal Stakeholders and First Nation Partners

Municipalities are a key stakeholder and partner in all aspects of managing municipal solid waste in the RDBN. This is especially true with respect to the implementation of user fees in mitigating risks of illegal dumping, communicating with the public, and optimizing waste diversion. Substantial staff time is required to consult and coordinate with municipalities to confirm:

- The financial processes and agreements required to assess user fees on municipally collected materials. Typically, user fees would be charged to municipal accounts based on the weight or volume of waste disposed each month. Wherever possible municipalities should tip waste at scaled facilities. If municipalities or first nations must tip at volume-based facilities, tipping fees may be assessed based on a volume per load agreed at the beginning of each year. It is critical that as with residents, municipalities understand the allocation of tax-based revenue and user fees to fund the solid waste system.
- Processes and programs to mitigate illegal dumping. Municipal partners must be engaged in illegal dumping programs so that their public communication aligns with the RDBN’s programs and to ensure that information and data is shared between municipal and regional administrations. Municipalities can promote the tipping fee waiver program to community organizations to organize community clean-up events.
- User fees provide incentive to municipal residents to increase diversion. As user fees are applied at the municipal account level, municipal residents will not have the same economic incentive to reduce their household waste disposal. Municipalities can create this incentive by making changes to their waste collection systems and fees (e.g., providing several bin sizes with different fees, changing the level of service for municipal

waste collection). RDBN can support municipalities in implementing these programs by connecting them to available best practice information and encouraging coordination in purchasing bins and trucks.

First Nation communities are key partners in managing solid waste in the RDBN. Similar to municipalities, user fees should be assessed to First Nations based on actual disposal rates. Where possible, First Nations should tip at scaled facilities but if needed a volume per load can be agreed with the RDBN at the start of each year. First Nations will be key partners for the RDBN in mitigating illegal dumping. First Nations should be engaged throughout the planning process to ensure that information and data is shared between First Nations and regional administrations.

The coordination and communication required between the RDBN, municipalities, and First Nations will require significant staff time and should begin in the first half of 2023 to allow implementation of user fees in 2025.

7.4 Administrative and Management Capacity

The addition of staff, communication requirements, and coordination related to user fees will substantially increase the administrative and management burden within the Environmental Services department. The increase in financial transactions will also increase the administrative burden on the Finance department. Based on the increased workload a 1.0 FTE increase is recommended in Environmental Services and a 0.5 FTE increase is recommended in Finance.

Figure 7-1 summarizes the revised Environmental Services organizational chart. The new recycling coordinator will be tasked with coordinating with product stewards and other recycling service providers, coordinating logistics, as needed, tracking data, and assisting in the training and coordination of recycle depot staff amongst other responsibilities. The Waste Diversion Supervisor will be tasked with overseeing implementation and management of the user fee system, developing, and overseeing projects, managing staff, developing, and implementing public communication and education programs, and coordinating with partner organizations (i.e., municipalities and first nations) on illegal dumping, recycling collection and sorting, and other future diversion programs.

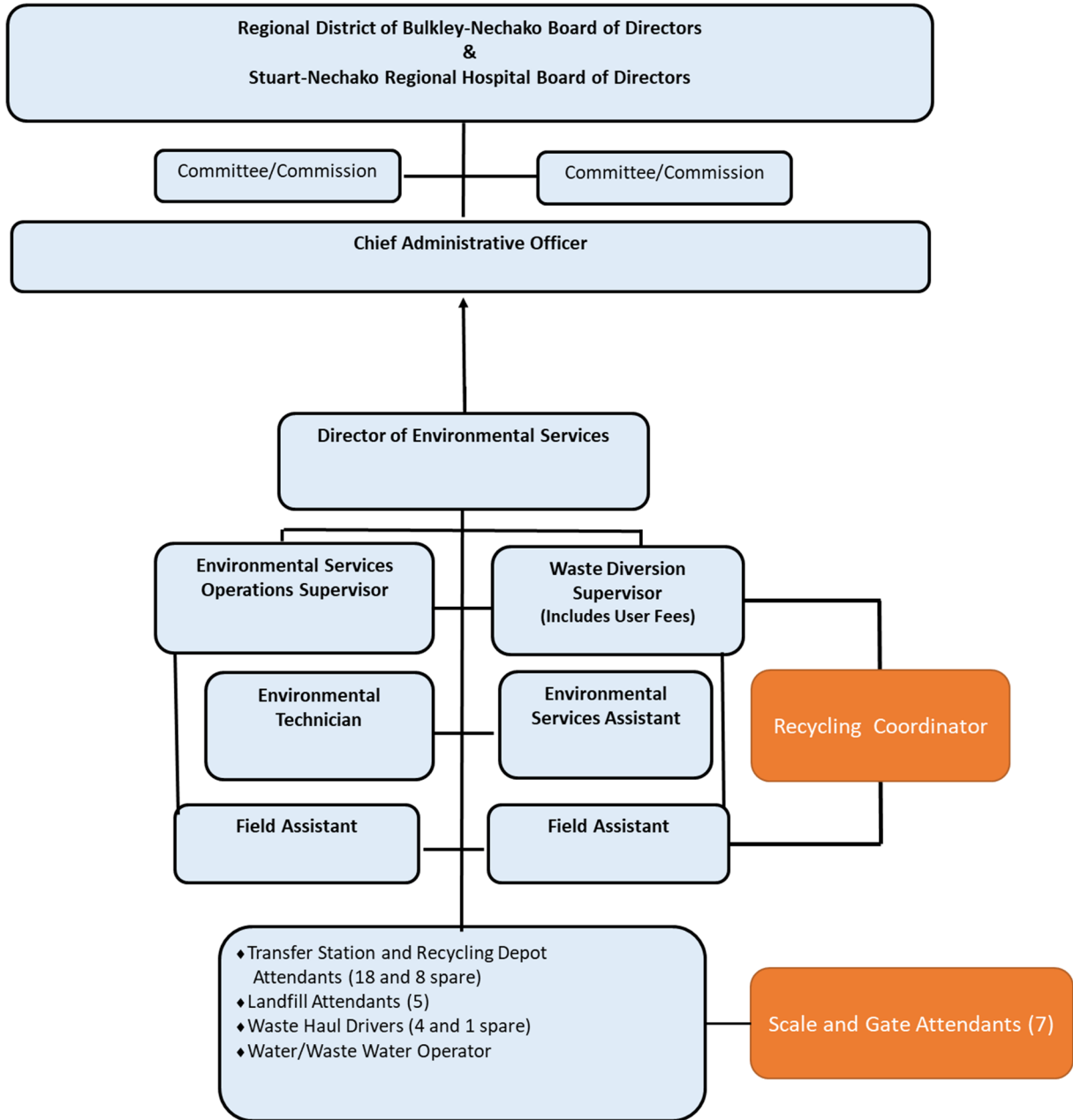


Figure 7-1: RDBN Organizational Chart Updated With New Positions

8.0 USER FEE IMPLEMENTATION PLAN

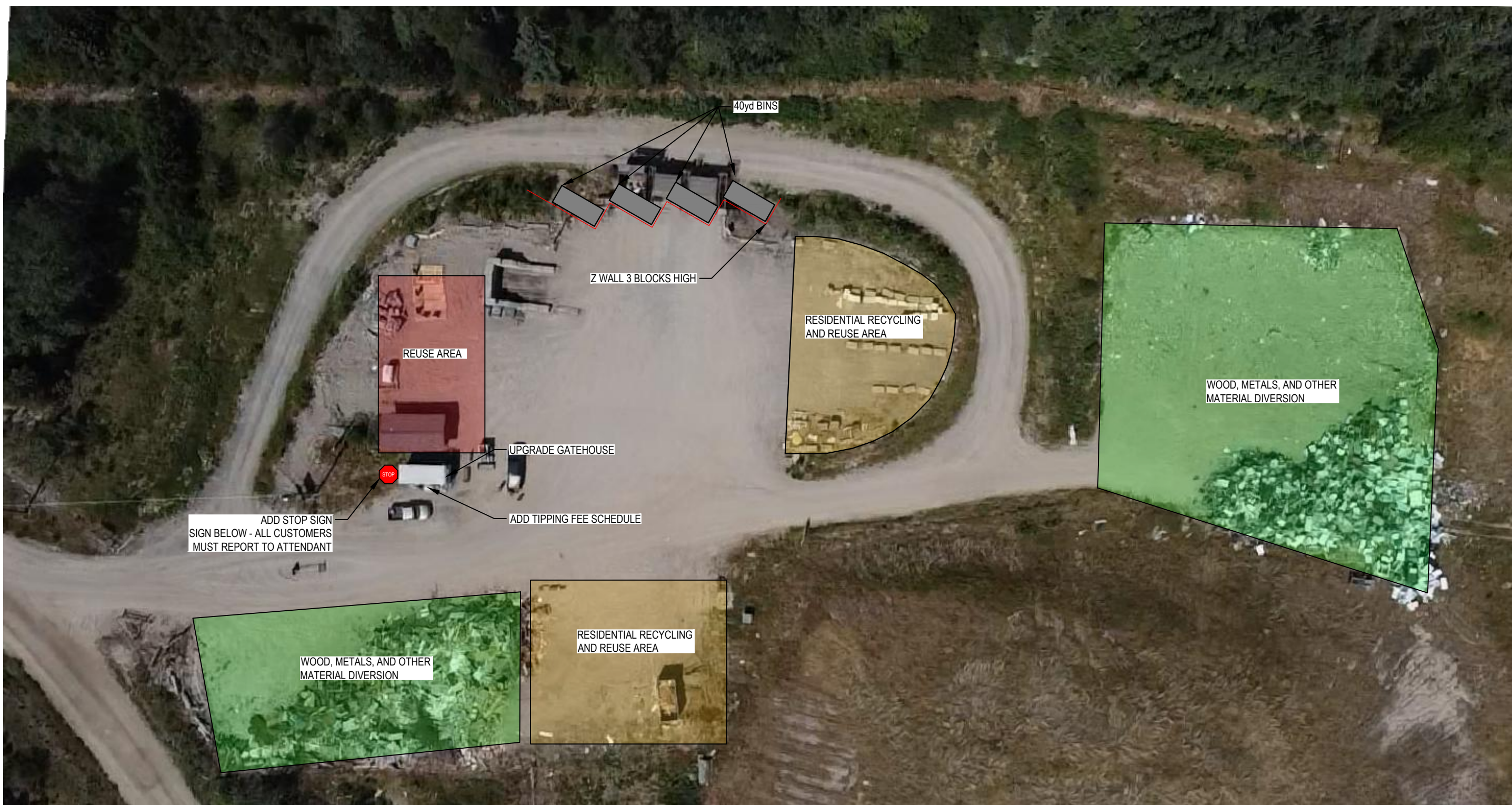
The implementation of user fees will be completed over several years beginning with planning and design work required to revise site layouts, develop new infrastructure, revise bylaws, and communicate with key stakeholders. Table 8-1 provides the Implementation Work Plan which will be used by staff to plan work over the next two years.

Table 8-1: Updated User Fee Implementation Work Plan

Task Description	2022 Q4	2023 Q1	2023 Q2	2023 Q3	2023 Q4	2024 Q1	2024 Q2	2024 Q3	2024 Q4	2025 Q1	2025 Q2
1. Complete waste composition study.	█										
2. Collect customer visit data at transfer stations.		█	█	█	█	█					
3. Receive Board direction to implement User Fees	█										
4. Work with Finance to confirm final User Fee schedule and anticipated revenue.		█	█								
5. Work with Finance to revise financial plan including required contributions to capital and closure/post-closure reserves.		█	█								
6. Construct remaining recycling depots.			█	█							
7. Consult with stakeholders (Board, solid waste committee, municipalities) on fee schedule and proposed bylaw changes.				█	█						
8. Hire and train recycling coordinator.			█	█	█						
9. Develop policies and bylaw changes to support weight-based and volume-based user fees.					█	█					
10. Enact bylaw and policy changes to support user fees.						█					
11. Develop scope of work and engage designer to complete detailed design of all new infrastructure required.			█								
12. Complete topographical survey and investigation of each site requiring new infrastructure.				█	█						
13. Develop scope of work for payment system and data management.				█							
14. Award scope for payment and data management system and work with provider to develop custom requirements. (Coordination with Finance Required)					█						
15. Develop public education and communication plan for user fees including design for on-site signage.						█					
16. Complete detailed design and tender scaled facilities – Type 1 Sites (Vanderhoof Transfer Station, Fort St. James Transfer Station, Burns Lake Transfer Station)					█	█					
17. Complete required design and procure infrastructure for Type 2 Sites - Smithers/Telkwa Transfer Station, Clearview Landfill, Knockholt Landfill and volume-based sites (Southside Transfer Station, Area D-Fraser Lake Transfer Station, Granisle Transfer Station).						█	█				
18. Develop an illegal dumping mitigation program in partnership with First Nations and municipalities.								█			
19. Establish an illegal dumping tracking system.								█			
20. Work with Finance to finalize payment methods and processes.						█	█				
21. If applicable, develop and order a punch card for non-card transactions at sites and procure reloadable cards.							█				
22. Finalize data and finance tracking programs and roles.								█			
23. Communicate the planned changes to stakeholders.								█			
24. Communicate the planned changes with the public.								█			
25. Hire and train new scale and gate attendants.									█		
26. Construct Type 1 sites.							█	█	█		
27. Procure and install equipment and infrastructure needed for fee collection at Type 2 sites.							█	█			
28. Commission user fee software and infrastructure.									█		
29. Distribute punch or reloadable cards to public as needed. Complete final notices to public for fee changes.									█		
30. Launch user fee system at all sites.										█	
31. Review program implementation and management after 3 months and 6 months of operating.											█

FIGURES

Waste Facility Conceptual Layouts

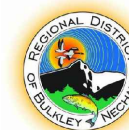


Q:\Riverbed\Drafting\SWM\PLAN\03065-03\2022 Concept\01 Fraser Lake (Area D) Transfer Station.dwg [FIGURE 1] October 03, 2022 - 3:14:22 pm (BY: MURPHY, MIKE)



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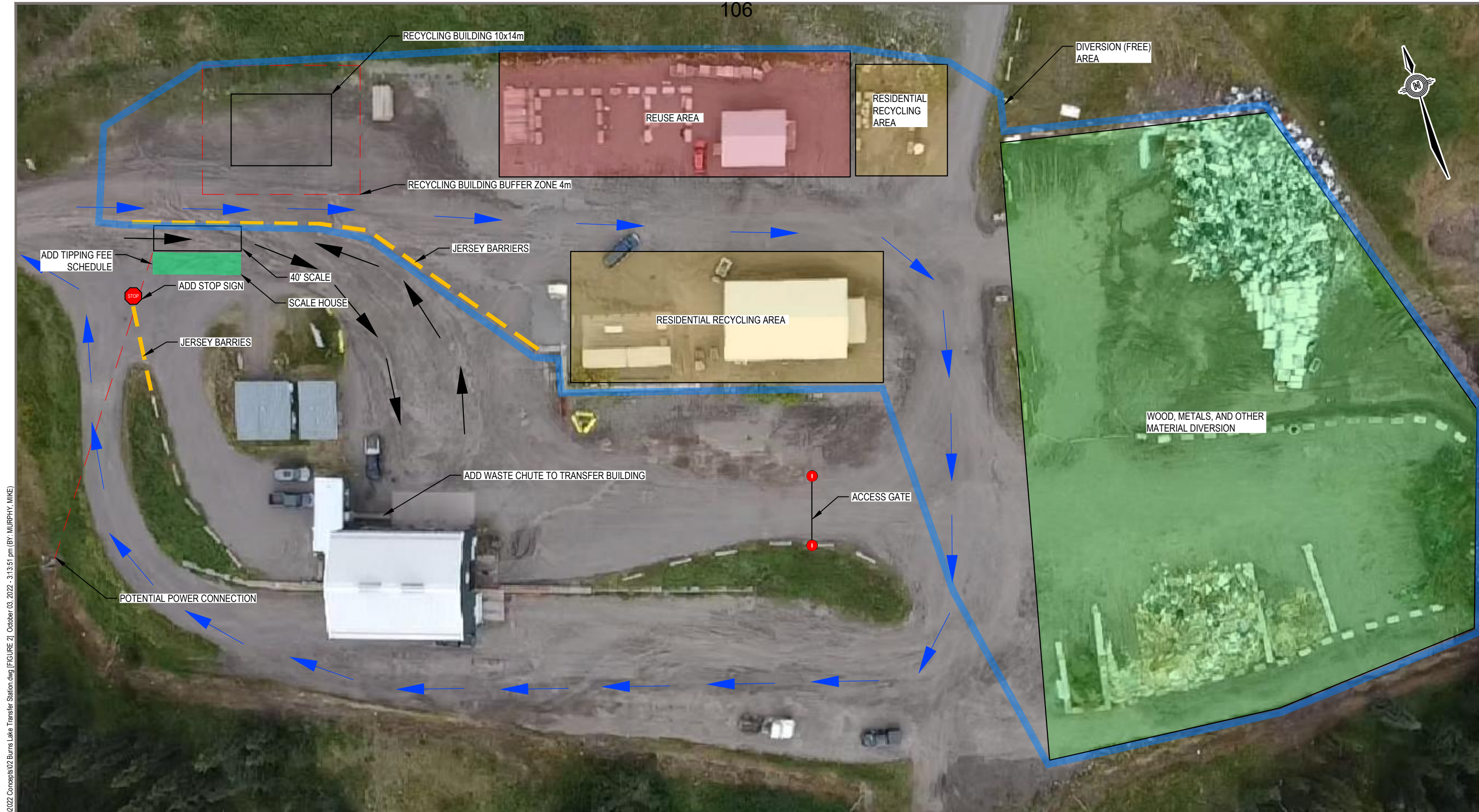


**RDBN BC COST RECOVERY STUDY
 USER FEE IMPLEMENTATION**

**FRASER LAKE (AREA D)
 TRANSFER STATION**

PROJECT NO. SWM.PLAN03065-03	DWN MM	CKD LQ	REV 0
OFFICE CGY	DATE October 03 2022		

Figure 1

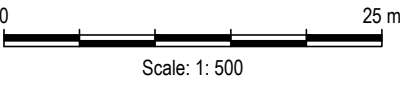


Q:\Riverbend\Drafting\SWM\PLAN\03065-03\2022 Concept\02 Burns Lake Transfer Station.dwg [FIGURE 2] October 03, 2022 - 3:13:51 pm (BY: MURPHY, MIKE)

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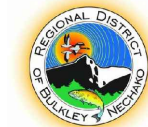
DIVERSION (FREE) TRAFFIC

 DISPOSAL (PAID) TRAFFIC



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**RDBN BC COST RECOVERY STUDY
USER FEE IMPLEMENTATION**

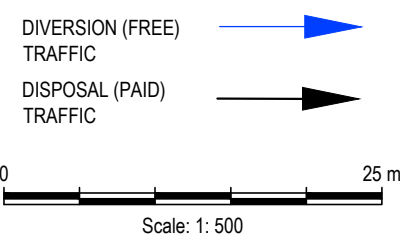
**BURNS LAKE
TRANSFER STATION**

PROJECT NO. SWM.PLAN03065-03	DWN MM	CKD LQ	REV 0
OFFICE CGY	DATE October 03 2022		

Figure 2



Q:\Riverbend\Drafting\SWMP\PLAN\03065-03\2022 Concept\03 Fort St James Transfer Station.dwg [FIGURE 3] October 03, 2022 - 3:13:16 pm (BY: MURPHY, MIKE)



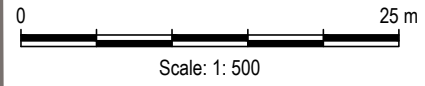
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BN BC COST RECOVERY STUDY USER FEE IMPLEMENTATION				
FORT ST. JAMES TRANSFER STATION				
PROJECT NO. SWMP.LAN03065-03	DWN MM	CKD LQ	REV 0	Figure 3
OFFICE CGY	DATE October 03 2022			

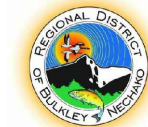


Q:\Riverbend\Drafting\SWM\PLAN\03065-03\2022 Concepts\04 Granisle Transfer Station.dwg [FIGURE 4] October 03, 2022 - 3:12:44 pm (BY: MURPHY, MIKE)



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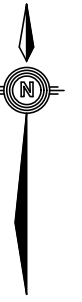


**RDBN BC COST RECOVERY STUDY
 USER FEE IMPLEMENTATION**

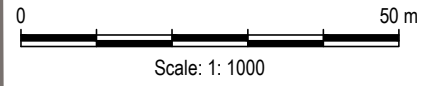
**GRANISLE
 TRANSFER STATION**

PROJECT NO. SWM.PLAN03065-03	DWN MM	CKD LQ	REV 0
OFFICE CGY	DATE October 03 2022		

Figure 4



Q:\Riverbend\Drafting\SWMP\PLAN\03065-03\2022 Concept\06 Smithers Telkwa Transfer Station and Recycling Depot.dwg [FIGURE 6] October 03, 2022 - 3:11:45 pm (BY: MURPHY, MIKE)



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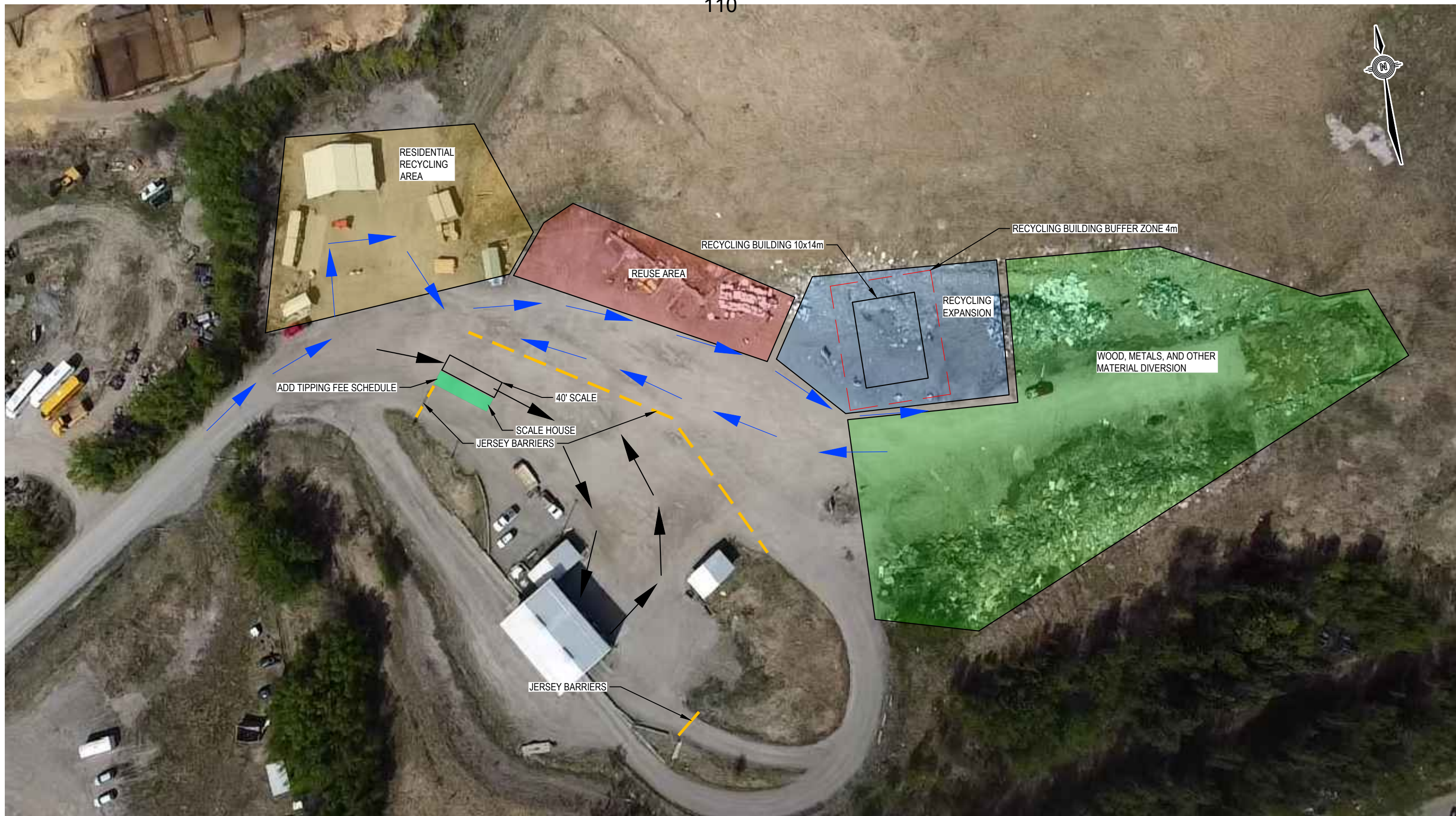


**RDBN BC COST RECOVERY STUDY
 USER FEE IMPLEMENTATION**

**SMITHERS / TELKWA TRANSFER STATION
 AND RECYCLING DEPOT**

PROJECT NO. SWMP.PLAN03065-03	DWN MM	CKD LQ	REV 0
OFFICE CGY	DATE October 03 2022		

Figure 6



DIVERSION (FREE) TRAFFIC

DISPOSAL (PAID) TRAFFIC

0 25 m
Scale: 1: 750

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**RDBN BC COST RECOVERY STUDY
USER FEE IMPLEMENTATION**

**VANDERHOOF
TRANSFER STATION**

PROJECT NO. SWM.PLAN03065-03	DWN MM	CKD LQ	REV 0	Figure 7
OFFICE CGY	DATE October 03 2022			

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APPENDIX A

LIMITATIONS ON THE USE OF THIS DOCUMENT

LIMITATIONS ON USE OF THIS DOCUMENT

GEOENVIRONMENTAL

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In certain instances, the discovery of hazardous substances or conditions and materials may require that regulatory agencies and other persons be informed and the client agrees that notification to such bodies or persons as required may be done by TETRA TECH in its reasonably exercised discretion.

APPENDIX B

FACILITY UPGRADE COST ESTIMATES

Table B1 - Communication and System Costs

Annual Software Cost	Estimated Cost
Annual (Includes 2 days on site per year)	\$ 31,000
Transaction Fees (250,000 Transactions)	\$ 28,000
Contingency	\$ 10,000
Total	\$ 69,000

Initial Implementation Cost	Estimated Cost
Initial Implementation (Labour)	\$ 25,000
Custom Supports	\$ 1,000
Setup Support (3 days)	\$ 5,000
Automated Scale (Clearview)	\$ 19,000
QR Cards (5,000)	\$ 3,000
Contingency	\$ 16,000
Total	\$ 69,000

Public Education and Communication Cost	Unit Rate	Quantity	Cost
Mail Notice to All Households	\$ 1.50	20,000	\$ 30,000
Reloadable Card	\$ 0.50	20,000	\$ 10,000
Contingency (30%)			\$ 12,000
Total			\$ 52,000

Table B2 - Smithers/Telkwa Transfer Station Capital Costs

Item	Quantity	Unit	Unit Rate (Avg)	Subtotal
General Site Preparation				
Mob/Demob/Startup/Closeout	10%	Lump Sum	\$	537,500 \$ 53,750
Site Road Improvements	62	LM	\$	500 \$ 31,000
Cameras and Other Visibility Improvements	1	Each	\$	2,000 \$ 2,000
				Subtotal \$86,750
Miscellaneous Items				
Scalehouse Improvements	1	each		\$10,000 \$10,000
Recycling Building (18m long x 13m wide)	234	SM		\$400 \$93,600
Recycling Building Foundation (18m long x 13m wide)	70.2	CM		\$4,500 \$315,900
Electrical Upgrades	1	each		\$10,000 \$10,000
Baler (Horizontal Baler)	1	each		\$75,000 \$75,000
Drop-Off Chute Installation	1	Each		\$10,000 \$10,000
				Subtotal \$504,500
				Subtotal Capital \$591,250
				Engineering Design and Construction Administration (12%) \$70,950
				Contingency (30% of capital and engineering) \$198,660.00
				Total Capital \$860,860

Cost Associated with User Fees	\$81,986.18
Potential Future Recycling Expansion Costs	\$764,946.55

Table B3 - Burns Lake Transfer Station Capital Costs

Item	Quantity	Unit	Unit Rate (Avg)	Subtotal
General Site Preparation				
Mob/Demob/Startup/Closeout	10%	Lump Sum	\$ 517,500	\$ 51,750
				Subtotal \$ 51,750
Scalehouse Upgrades				
Scalehouse Installation	1	LS	\$ 60,000	\$ 60,000
Scale Supply and Install	1	each	\$80,000	\$80,000
Scale Foundation	1	each	\$60,000	\$60,000
				Subtotal \$ 200,000
Transfer Station Area				
Traffic Signage	1	LS	\$7,500	\$7,500
Transfer Building Chute	1	LS	\$10,000	\$10,000
Lighting	1	unit	\$5,000	\$5,000
				Subtotal \$22,500
Miscellaneous Items				
3 Phase Power	45	lin.m	\$ 1,000	\$ 45,000
Recycling Building (14m long x 10m wide)	140	SM	\$ 400	\$ 56,000
Recycling Building Foundation (14m long x 10m wide x 0.3m thick)	42	CM	\$ 4,500	\$ 189,000
Baler (Horizontal Baler)	1	each	\$ 50,000	\$ 50,000
Drop-Off Chute Installation	1	Each	\$ 10,000	\$ 10,000
				Subtotal \$295,000
				Subtotal Capital \$517,500
Engineering Design and Construction Administration (12%)				\$62,100
Contingency (30% of capital and engineering)				\$155,250.00
Total Capital				\$734,850

Cost Associated with User Fees	\$353,400.00
Potential Future Recycling Expansion Costs	\$516,800.00

Table B4 - Vanderhoof Transfer Station Capital Costs

Item	Quantity	Unit	Unit Rate (Avg)	Subtotal
General Site Improvements				
Mob/Demob/Startup/Closeout	10%	Lump Sum	\$	707,110 \$
				Subtotal
				\$70,711
Scalehouse Upgrades				
New Scalehouse	1	each		\$60,000
Scale Supply and Install	1	each		\$80,000
Scale Foundation	1	each		\$60,000
				Subtotal
				\$200,000
Miscellaneous Items				
Jersey Barriers	26	Each		\$485
Recycling Building (18m long x 13m wide)	234	SM		\$400
Recycling Building Foundation (18m long x 13m wide x 0.3m thick)	70.2	CM		\$4,500
Electrical Upgrades	1	each		\$10,000
Baler (Horizontal Baler)	1	each		\$75,000
Drop-Off Chute Installation	1	Each		\$10,000
				Subtotal
				\$507,110
				Subtotal Capital
				\$777,821
			Engineering Design and Construction Administration (12%)	\$93,339
			Contingency (30% of capital and engineering)	\$261,347.86
			Total Capital	\$1,132,507
			Cost Associated with User Fees	\$324,850.91
			Potential Future Recycling Expansion Costs	\$764,946.55

Table B5 - Granisle Transfer Station Capital Costs

Item	Quantity	Unit	Unit Rate (Avg)	Subtotal
General Site Preparation				
Attendant Shelter Improvements (Including Safe)	1	LS	\$	20,000 \$
General Site Works - Grading, Gravel	1	LS	\$	30,000 \$
				Subtotal \$ 50,000
Transfer Station Area				
40yd Bins	2	Each		\$15,000 \$
Jersey Barriers	2	Each		\$485 \$
				Subtotal \$ 30,970
				Subtotal Capital \$80,970
				Contingency (30% of capital and engineering) \$24,291.00
				Total Capital \$105,261

Cost Associated with User Fees	\$74,291.00
Potential Future Recycling Expansion Costs	\$30,970.00

Table B6 - Southside Transfer Station Capital Costs

Item	Quantity	Unit	Unit Rate (Avg)	Subtotal	
General Site Preparation					
Attendant Shelter Improvements (Including Safe)	1	LS	\$	20,000	\$ 20,000
General Site Works - Grading, Gravel	1	LS	\$	30,000	\$ 30,000
				Subtotal	\$ 50,000
Transfer Station Area					
40yd Bins	2	Each		\$15,000	\$ 30,000
				Subtotal	\$30,000
				Subtotal Capital	\$80,000
				Contingency (30% of capital and engineering)	\$24,000.00
				Total Capital	\$104,000

Cost Associated with User Fees	\$74,000.00
Potential Future Recycling Expansion Costs	\$30,000.00

Table B7 - Burns Lake Transfer Station Capital Costs

Item	Quantity	Unit	Unit Rate (Avg)	Subtotal
General Site Preparation				
Mob/Demob/Startup/Closeout	10%	Lump Sum	\$ 517,500	\$ 51,750
				Subtotal \$ 51,750
Scalehouse Upgrades				
Scalehouse Installation	1	LS	\$ 60,000	\$ 60,000
Scale Supply and Install	1	each	\$80,000	\$80,000
Scale Foundation	1	each	\$60,000	\$60,000
				Subtotal \$ 200,000
Transfer Station Area				
Traffic Signage	1	LS	\$7,500	\$7,500
Transfer Building Chute	1	LS	\$10,000	\$10,000
Lighting	1	unit	\$5,000	\$5,000
				Subtotal \$22,500
Miscellaneous Items				
3 Phase Power	45	lin.m	\$ 1,000	\$ 45,000
Recycling Building (14m long x 10m wide)	140	SM	\$ 400	\$ 56,000
Recycling Building Foundation (14m long x 10m wide x 0.3m thick)	42	CM	\$ 4,500	\$ 189,000
Baler (Horizontal Baler)	1	each	\$ 50,000	\$ 50,000
Drop-Off Chute Installation	1	Each	\$ 10,000	\$ 10,000
				Subtotal \$295,000
				Subtotal Capital \$517,500
Engineering Design and Construction Administration (12%)				\$62,100
Contingency (30% of capital and engineering)				\$155,250.00
Total Capital				\$734,850

Cost Associated with User Fees	\$353,400.00
Potential Future Recycling Expansion Costs	\$516,800.00

APPENDIX C

REUSE AND REDUCTION STRATEGIES

The 2018 SWMP detailed several strategies to increase waste reuse and reduction. The strategies included in the plan focused on promoting food waste reduction and continuing to facilitate reduction through the existing reuse programs at regional transfer stations. Existing programs included reuse sheds and reuse bays for materials such as bicycles, windows, doors, etc. After approval of the 2018 SWMP, the operation of reuse sheds has changed to accommodate additional recycling at regional transfer stations.

2018 SWMP Strategy 1: Increase Reduction and Reuse

Issue: Although the RDBN supports a range of reduction and reuse initiatives, there are currently no programs aimed at reducing the generation of food waste.

- A. Promote ideas from “Love Food Hate Waste”-style campaigns in regional promotion and education.
- B. Encourage and promote food donation for businesses and restaurants to food banks and farms.
- C. Continue to promote existing programs at public access facilities and operated by private sector and non-profit organizations in the region.

Additional Waste Reduction Strategies

The waste composition study currently underway may assist RDBN staff to identify specific materials to target for reduction and public education. In addition to any materials that might be identified through this process, two best practices for waste reduction could be adopted.

Work with municipalities to encourage backyard composting and grass cycling:

- Encourage a grass mulching campaign¹³ like the City of Steinbach campaign which has been promoted by the Compost Council of Canada amongst others as a practical and low-cost waste reduction strategy. Many municipalities are willing to share communication plans, branding, and advice to other local governments looking to emulate their programs. This campaign would be most relevant to the larger municipalities in the region and will help decrease the waste they collect and the associated tipping fees.



Figure C1: City of Steinbach Grass Mulching Campaign

¹³ The City of Steinbach's grass cycling campaign has been very successful in diverting lawn clippings from landfills. <https://www.steinbach.ca/residents/waste-and-recycling-collection/grass-mulching/>.

Work with local businesses to promote alternative repair options that keep materials out of transfer stations and landfills:

- Local service providers are available to repair appliances and other household goods. Some of these providers have approached RDBN to salvage parts from metal piles at transfer stations. Allowing access for salvage to these large piles is not recommended however, these businesses could salvage parts before appliances enter solid waste facilities. If local removal, repair, and recycling businesses develop, RDBN could help promote this alternative to solid waste facilities.

Additional Reuse Strategies

Public safety must be a key consideration for any reduction and reuse programs offered at regional transfer stations. Programs must necessarily balance the potential to divert useful materials with the staff time needed to manage the system with the potential risk to the environment and safety if the public or businesses must access the area. Providing space for customers to set aside specific reusable materials is typically the best and most manageable approach. Large unstructured areas tend to attract dumping of materials that cannot be reused and often pose health or safety hazards. Wherever possible it is preferable to promote community-based systems for reuse such as Craigs List, Kijiji, Facebook Marketplace, etc.

To further enhance the existing reuse areas at transfer stations the following strategies could be employed:

- Expand reuse areas to include other reusable materials and parts as space is available:
 - Space for the public to set aside potentially reusable materials can be expanded as available. Materials most successfully diverted at solid waste facilities tend to be building materials as they can be organized and stored outdoors.
- Cover reuse areas to better protect materials:
 - Shelters can be used to cover some reuse areas or bays to protect materials from inclement weather. This will improve the public's ability to access and reuse these materials throughout the year. Shelters must be developed to allow access by RDBN staff and equipment as needed.
- Communicate and promote the items available for reuse at transfer stations:
 - With additional staff resources dedicated to public communication, the RDBN should periodically communicate and promote materials available for reuse at transfer stations. Sharing photos of materials available on social media has successfully increased recovery of materials from sites in other jurisdictions. This strategy is targeted to provide general promotion of the reuse programs rather than advertising specific materials. Maintaining an inventory of materials available at facilities is not reasonable.

APPENDIX D

ORGANICS DIVERSION STRATEGIES

The 2018 SWMP detailed several approaches to increase diversion of organic materials. The approaches included in the plan focused on encouraging and promoting composting with a long-term plan to develop regional composting facilities. Promoting backyard composting is considered the most suitable approach in the short term.

Future development of composting facilities should be completed in partnership with municipalities. Limited yard waste drop-off and composting could be completed at large transfer stations with some infrastructure improvements. Food waste composting requires a purpose-built facility to satisfy the requirements of the Organic Matter Recycling Regulation. Many grants have been available over the past several years to support both compost facility development and collection infrastructure for communities.

As described in the 2018 SWMP Strategy 4 an organics diversion strategy should be developed prior to expanding organics diversion past backyard composting. A strategy is required based on the large capital investments required to expand organics diversion both from the RDBN to construct a compost facility and from municipalities who would need to collect organics from their residents.

2018 SWMP Strategy 4: Increase Organics Diversion

Issue: Approximately 38% of the current waste stream is compostable organics (i.e., food scraps, food-soiled paper, yard and garden debris). Although organics diversion for yard and garden debris is currently occurring on a small scale at all of the region's public access facilities, opportunities exist to expand the amount and type of materials processed through small composting sites.

- A. Improve the backyard composting program to actively support source reduction. Expand the program to provide greater access to composter subsidies.
- B. Develop an organics diversion strategy to provide clear direction with respect to policy, collection, processing, and transfer operations to provide cost-effective diversion.
 - a. Collaborate with municipalities to identify options to collect organics (i.e., food scraps, food-soiled paper, yard and garden debris) and implementation schedule.
 - b. Consider the quantity of specified risk materials from animal slaughter fatalities that could be processed in place of being disposed in the landfill.
 - c. Develop the approach to implement processing infrastructure.
- C. Implement the processing infrastructure necessary to process all organics collected in the region.

APPENDIX E

ENHANCED RECYCLING STRATEGIES

The 2018 SWMP detailed several strategies to enhance and increase recycling. The approaches included in the plan focused on expanding access to residential recycling, which is largely complete, increasing industrial commercial and institutional (ICI) recycling, increasing C&D diversion, and supporting extended producer responsibility (EPR) programs.

As stated in the 2018 SWMP, expansion of the existing EPR programs offer the most cost-effective potential to increase recycling in the region. Expanded access to the Packaging and Printed Paper program to allow commercial collection and materials generated by the ICI sector in northern and rural areas would substantially increase the potential for diversion. Communicating these needs should be a priority in recycling strategies.

The timeline for expanding EPR programs is often unpredictable and influenced by factors well outside of the RDBN's control. Therefore, some additional strategies to improve recycling have been recommended below.

2018 SWMP Strategy 2: Expand Access to Residential Recycling

Issue: Only 50% of households in the RDBN receive curbside garbage collection and even fewer have access to curbside recycling. Access to packaging and paper recycling programs (through Recycle BC) should be expanded to maximize the financial and logistical support offered under this provincial EPR program by increasing the access to services where it is not being provided by existing operators.

- A. Lobby the Province to reduce or eliminate the proposed Recycle BC population cut-off for curbside service.
- B. Host Recycle BC depots at all RDBN public drop-off facilities (where practical). Provide infrastructure and staff as necessary to meet the standards set out in agreements with Recycle BC.
- C. Assess the need for consolidation capacity in the region and provide infrastructure if required based on the tonnage of materials collected, capacity of existing consolidation services, and business analysis for operations.
- D. Support the expansion of multi-family recycling by encouraging expansion and communication by collection providers (where practical).
- E. Where in line with the region's goals, provide a standard level of support for local non-profit recycling organizations to deliver public education, public communication, recycling coordination and local reduction, reuse, and recycling initiatives at a rate of \$2.50 per serviced population.

2018 SWMP Strategy 3: Increase Industrial Commercial Institution (ICI) Sector Recycling

Issue: Recycle BC only deals with residential packaging and paper recycling programs. The ICI sector, estimated to generate approximately 40% of total materials in the region, also generates these materials and diversion needs to be supported in this sector.

- A. Develop, support, and collaborate with existing private and non-profit service providers to educate businesses on recycling options. Build on existing relationships to encourage consistent signage and messaging throughout the region. Work with private and non-profit service providers to promote the use of existing services.
- B. Implement disposal restrictions on other readily divertible materials. Expand disposal restrictions to additional materials as access to recycling expands throughout the region.
- C. Advocate for ICI packaging and printed paper (PPP) to be included in EPR legislation in the north.
- D. Increase access to recycling for small load ICI old corrugated cardboard (OCC). Support or facilitate access to recycling services by promoting use of shared bins or hosting bins on a cost-recovery basis at regional solid waste facilities (as required).

2018 SWMP Strategy 5: Increase Construction and Demolition (C&D) Waste Diversion

Issue: Wood waste is collected separately at all facilities and there may be an opportunity to divert this and other construction demolition waste materials if markets are available.

- A. Work with local partners to identify potential processors and markets for higher value materials that could be managed by methods other than disposal in landfills or burn pads (for wood waste). Make materials available to the private sector for processing if financially neutral or positive for the RDBN.
- B. Lobby the Province to include C&D materials into BC's EPR system.
- C. Provide opportunities at transfer and disposal facilities for sorting and salvaging of C&D materials by customers where safe, practical and economical.

2018 SWMP Strategy 6: Support Expansion of Extended Producer Responsibility Programs

Issue: There is currently no framework for making decisions regarding participation in EPR programs.

- A. Establish a policy framework for making decisions regarding participation in current and future EPR programs and partnerships with local organizations to provide collection services.

2018 SWMP Strategy 8: Support Recycling and Diversion of Agricultural Plastics

Issue: Diversion and disposal of Agricultural Plastics is a significant issue in the RDBN due to the additional handling costs and lack of alternatives to disposal.

- A. Work with local partners to encourage alternative management of agricultural plastics. Provide information as requested to support and participate in pilot programs to manage these materials.
- B. Lobby the Ministry to create an EPR program for agricultural plastics.

Additional Recycling Strategies

In addition to the strategies and approaches listed in the 2018 SWMP, the following approaches could be considered to increase recycling within the RDBN

In support of 2018 SWMP Strategy 5, as user fees are implemented, work with the C&D sector to divert materials that are either high value or create operational problems at landfills:

- Develop a list of key stakeholders in the C&D sector to provide input on divertible materials.
- As user fees are implemented, communicate with stakeholders to identify any new services that could accept some recyclable materials. For example, concrete and asphalt recycling can often be completed at gravel pits with minimal change to their existing operations.
- As new services become available, consider adjusting fees for materials that can be readily diverted to local partners.

In support of 2018 SWMP Strategy 3, consider developing additional infrastructure for ICI recycling at regional facilities:

- Work with potential ICI recycling service providers to increase services in the region.
- Develop a regional facility to consolidate ICI recycling. Economical ICI recycling will rely on economies of scale to move recyclable materials from RDBN to markets in the lower mainland. A consolidation facility in RDBN with the ability to upgrade and bale materials would decrease the cost of recycling to businesses.



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Wendy Wainwright, Deputy Director of Corporate Services
Date: October 13, 2022
Subject: Committee Meeting Recommendations – October 13, 2022

RECOMMENDATION: (all/directors/majority)

Recommendation 1 as written.

BACKGROUND

The following is the recommendation from the October 13, 2022 Rural/Agriculture Committee Meeting for the Regional Board's consideration and approval.

Rural/Agriculture Committee – October 13, 2022

Recommendation 1:

Re: Final COVID-19 Relief Funds Allocations

"That the Board approve the following final allocations for COVID-19 Relief Funds.

Electoral Area A (Smithers Rural)

- Regional Transit Service – Operations - \$20,562

Electoral Area B (Burns Lake Rural)

- Regional Transit Service – Operations - \$2,400

Electoral Area C (Fort St. James Rural)

- Fort St. James Music Makers – Insurance and Utilities - \$5,000
- Fort St. James Curling Club – Hydro - \$3,598

Electoral Area E (Francois/Ootsa Lake Rural)

- Regional Transit Service – Operations - \$2,512

Electoral Area F (Vanderhoof Rural)

- Regional Transit Service – Operations - \$9,097

Electoral Area G (Houston/Granisle Rural)

- Village of Granisle – Solar panels for rural connectivity tower - \$3,288
- Granisle Power Boat Club – Insurance and Hydro - \$3,064."

ATTACHMENTS:

None



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: October 13, 2022
Subject: **20th Annual BC Natural Resources Forum – January 17-19, 2023, Prince George, B.C.**

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

That the Board authorize the attendance of the Chair and any Rural Directors wishing to attend the 20th Annual BC Natural Resources Forum in Prince George, B.C on January 17-19, 2023.

BACKGROUND

The 20th Annual BC Natural Resources Forum is being held January 17-19, 2023 in Prince George, B.C. There are options for a one-day, two-day, or virtual pass (attached). The early bird registration ends on November 17, 2022.

ATTACHMENTS:

BC Natural Resources Forum Registration Information



Registration Open

20th Annual BC Natural Resources Forum

January 17-19, 2023 | Prince George, BC

Join us in celebrating 20 years of the BC Natural Resources Forum (BCNRF) in Prince George, BC, January 17-19, 2023. Attend and participate in Western Canada's largest multi-sector resource conference that brings together First Nations, government and the natural resource sector.

BCNRF 2023 will feature the very popular banquet dinner, keynote lunches, the Ministers' Breakfast, two exciting networking receptions and a line-up of extraordinary speakers.

20th Annual BC Natural Resources Forum

January 17-19, 2023

Prince George Conference and Civic Centre

[Register Here](#)

Book Your Hotel & Travel

On behalf of all the delegates of the 20th Annual BC Natural Resources Forum, we have negotiated room blocks at specific hotels in Prince George and flights with popular airlines to provide you with exclusive rates to attend the Forum.

[Travel & Accommodation Details](#)

Sponsorship Opportunities for BCNRF

Highlight your brand, products and services by sponsoring this very sought after event. A range of sponsorship options are still available for the 20th BC Natural Resources Forum including the following:

- Celebrating 20 Years Banquet Sponsor
- Session Sponsor
- Networking Break Sponsor
- Registration Desk Sponsor
- Indigenous Participation Sponsor
- Charging Station Sponsor
- WIFI Sponsor
- Student Sponsor

Please contact us to review the details of the remaining sponsorship packages and/or to discuss how your company would like to be profiled. **Contact Melissa McRitchie, Forum Manager, at info@bcnaturalresourcesforum.com**

Thank You to Our 2022 Sponsors

PATRON		PRESENTING	
			
PLATINUM			
			
			
DIAMOND			
			
SPECIAL EVENT			
			
			
GOLD			
			
			
			
SILVER			
			
			
			
SESSIONS		REGISTRATION	NETWORKING BREAK
			
			
BRONZE			
			
			
COPPER			
			
			

Registration Options

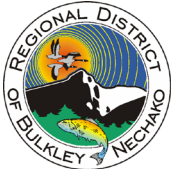
Please ensure you have selected the meal tickets for the ticketed events you wish to attend. Meals are not included in your conference pass.

Registration Options	Early Bird Until Nov. 17, 2022	Regular Nov 18-Jan 16, 2023	Onsite Jan 17-19, 2023
Two-Day Pass (no meals)	\$429	\$479	\$559
One-Day Pass (no meals)	\$299	\$349	\$439
Virtual Pass	\$189	\$229	\$299

Ticketed Events	Pricing
Celebrate 20 Years Banquet Dinner, Jan. 17	\$99
Keynote Luncheon, Wed, Jan. 18	\$79
Ministers Breakfast, Thurs, Jan 19	\$79
Keynote Luncheon, Thurs Jan. 19	\$79

Who Should Attend?

- Everyone interested in learning more about natural resource sector projects and developments in British Columbia:
- Indigenous leaders, Band staff and economic development and resource personnel
- Business and resource planning, management
- Engineering, environmental consultants
- Economic development personnel
- Government personnel involved in resource development, planning, permitting
- Executives, project managers and staff involved in natural resource development (LNG, Oil & Gas, Renewable Energy, Mineral Exploration and Mining, Transportation, Service, Supply and Procurement opportunities)



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: October 13, 2022
Subject: **Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022**

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

That the Gowan Road Street Lighting Service Establishment Bylaw No. 1983, 2022 be adopted this 13th day of October, 2022.

BACKGROUND

The Board gave third reading to Bylaw No. 1983 as amended at its September 22, 2022 meeting. Subsequently, the Village of Burns Lake Council provided a resolution of support. The Ministry of Municipal Affairs has approved the bylaw and the Board may now adopt it.

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.

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.

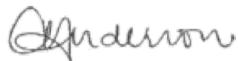
READ A SECOND TIME this 21st day of July, 2022.

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

THIRD READING RESCINDED this 22nd day of September, 2022.

READ A THIRD TIME AS AMENDED this 22nd day of September, 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

Page 3 of Bylaw No. 1983

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 30th
day of September, 2022.

ADOPTED this day of , .

Chairperson

Corporate Administrator



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: October 13, 2022
Subject: **Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022**

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

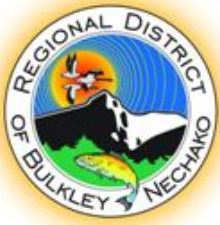
That Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022 be adopted this 13th day of October, 2022.

BACKGROUND

The Alternative Approval Process was conducted regarding Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022. The Certificate of Alternative Approval Process Results is attached. The Board may now proceed with adoption of the bylaw.

ATTACHMENTS:

1. Certificate of Alternative Approval Process
2. Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022



CERTIFICATE OF ALTERNATIVE APPROVAL PROCESS RESULTS

Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022

Pursuant to Section 345 of the *Local Government Act* and Section 86 of the *Community Charter*, the Regional District of Bulkley-Nechako proceeded with the Alternative Approval Process for Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022. The deadline for submission of Elector Response forms was 4:30 p.m. on Monday, September 12, 2022.

Elector Response Forms Needed to Prevent Adoption 405

Valid Elector Response Forms Received Prior to Deadline 0

I hereby declare that elector approval for **Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022** has been obtained.

Given under my hand at Burns Lake, B.C. this 23rd day of September, 2022.

Cheryl Anderson, Director of Corporate Services



REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA A RECREATION CONTRIBUTION SERVICE ESTABLISHMENT BYLAW NO. 1976, 2022

A Bylaw to establish a service for financial contributions to organizations providing recreation services in Electoral Area A.

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

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of contributing financially to organizations providing recreation services within Electoral Area A;

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:

Service Established

1. The Regional District hereby establishes, within the boundaries of Electoral Areas A and the Town of Smithers a service for the purpose of contributing financially to organizations providing recreation services for residents in Electoral Area A and the Town of Smithers.

Boundaries

2. The boundaries of the service area shall be all of Electoral Area A and the Town of Smithers.

Participating Areas

3. The participating areas are Electoral Area A and the Town of Smithers.

Cost Recovery

4. The annual cost of providing the service shall be recovered by one or more of the following methods:
 - a. Property value taxes imposed in accordance with Division 3, 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*.

Tax Base for Property Value Taxes

- 5. The tax base for property value taxes shall be for the participating municipalities in accordance with section 384 (2) (d) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.
- 6. The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (a) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.

Maximum Requisition

- 7. The maximum amount that may be requisitioned annually for the costs of this local service shall be FIFTY (\$0.50) CENTS per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.

Apportionment

- 8. The cost of the service shall be apportioned among the Participating Areas on the basis of the converted value of land and improvements in the service area.

Citation

- 9. This Bylaw may be cited as "Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022."

READ A FIRST TIME this 26th day of May, 2022

READ A SECOND TIME this 26th day of May, 2022

READ A THIRD TIME this 26th day of May, 2022

I hereby certify that this is a true and correct copy of Bylaw No. 1976.

Anderson

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 20th day of
June, 2022 ASSENT OF ELECTORS OBTAINED this 12th day of September ,
2022

ADOPTED this day of , 2022

Chairperson

Corporate Administrator



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: October 13, 2022
Subject: **Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022**

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

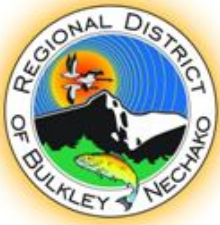
That Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022 be adopted this 13th day of October, 2022.

BACKGROUND

The Alternative Approval Process was conducted regarding Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022. The Certificate of Alternative Approval Process Results is attached. The Board may now proceed with adoption of the bylaw.

ATTACHMENTS:

1. Certificate of Alternative Approval Process
2. Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022



CERTIFICATE OF ALTERNATIVE APPROVAL PROCESS RESULTS

Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022

Pursuant to Section 345 of the *Local Government Act* and Section 86 of the *Community Charter*, the Regional District of Bulkley-Nechako proceeded with the Alternative Approval Process for Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022. The deadline for submission of Elector Response forms was 4:30 p.m. on Monday, September 12, 2022.

Elector Response Forms Needed to Prevent Adoption 236

Valid Elector Response Forms Received Prior to Deadline 0

I hereby declare that elector approval for **Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022** has been obtained.

Given under my hand at Burns Lake, B.C. this 23rd day of September, 2022.

Cheryl Anderson, Director of Corporate Services



REGIONAL DISTRICT OF BULKLEY-NECHAKO

**ELECTORAL AREAS B AND E RECREATION CONTRIBUTION SERVICE
ESTABLISHMENT BYLAW NO. 1977, 2022**

A Bylaw to establish a service for financial contributions to organizations providing recreation services in Electoral Areas B and E.

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

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of contributing financially to organizations providing recreation services within Electoral Areas B and E;

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:

Service Established

1. The Regional District hereby establishes, within the boundaries of Electoral Areas B and E, and the Village of Burns Lake a service for the purpose of contributing financially to organizations providing recreation services for residents in Electoral Areas B and E and the Village of Burns Lake.

Boundaries

2. The boundaries of the service area shall be all of Electoral Areas B and E, and the Village of Burns Lake.

Participating Areas

3. The participating areas are Electoral Areas B and E, and the Village of Burns Lake.

Cost Recovery

4. The annual cost of providing the service shall be recovered by one or more of the following methods:
 - a. Property value taxes imposed in accordance with Division 3, 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*.

Tax Base for Property Value Taxes

- 5. The tax base for property value taxes shall be for the participating municipalities in accordance with section 384 (2) (d) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.
- 6. The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (a) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.

Maximum Requisition

- 7. The maximum amount that may be requisitioned annually for the costs of this local service shall be FIFTY (\$0.50) CENTS per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.

Apportionment

- 8. The cost of the service shall be apportioned among the Participating Areas on the basis of the converted value of land and improvements in the service area.

Citation

- 9. This Bylaw may be cited as "Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022."

READ A FIRST TIME this 26th day of May, 2022

READ A SECOND TIME this 26th day of May, 2022

READ A THIRD TIME this 26th day of May, 2022

I hereby certify that this is a true and correct copy of Bylaw No. 1977.

Anderson

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 20th day of June, 2022

ASSENT OF ELECTORS OBTAINED this 12th day of September, 2022

ADOPTED this day of , 2022

Chairperson

Corporate Administrator



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: October 13, 2022
Subject: **Electoral Area C Recreation Contribution Service Establishment
Bylaw No. 1978, 2022**

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

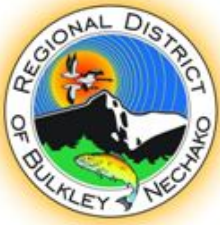
That Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022 be adopted this 13th day of October, 2022.

BACKGROUND

The Alternative Approval Process was conducted regarding Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022. The Certificate of Alternative Approval Process Results is attached. The Board may now proceed with adoption of the bylaw.

ATTACHMENTS:

1. Certificate of Alternative Approval Process
2. Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022



CERTIFICATE OF ALTERNATIVE APPROVAL PROCESS RESULTS

Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022

Pursuant to Section 345 of the *Local Government Act* and Section 86 of the *Community Charter*, the Regional District of Bulkley-Nechako proceeded with the Alternative Approval Process for Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022. The deadline for submission of Elector Response forms was 4:30 p.m. on Monday, September 12, 2022.

Elector Response Forms Needed to Prevent Adoption 103

Valid Elector Response Forms Received Prior to Deadline 23

I hereby declare that elector approval for **Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022** has been obtained.

Given under my hand at Burns Lake, B.C. this 23rd day of September, 2022.

Cheryl Anderson, Director of Corporate Services



REGIONAL DISTRICT OF BULKLEY-NECHAKO

**ELECTORAL AREA C RECREATION CONTRIBUTION SERVICE ESTABLISHMENT
BYLAW NO. 1978, 2022**

A Bylaw to establish a service for financial contributions to organizations providing recreation services in Electoral Area C.

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

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of contributing financially to organizations providing recreation services within Electoral Area C;

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:

Service Established

1. The Regional District hereby establishes, within the boundaries of Electoral Area C, and the District of Fort St. James a service for the purpose of contributing financially to organizations providing recreation services for residents in Electoral Area C and the District of Fort St. James.

Boundaries

2. The boundaries of the service area shall be all of Electoral Area C and the District of Fort St. James.

Participating Areas

3. The participating areas are Electoral Area C and the District of Fort St. James.

Cost Recovery

4. The annual cost of providing the service shall be recovered by one or more of the following methods:
 - a. Property value taxes imposed in accordance with Division 3, 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*.

Tax Base for Property Value Taxes

- 5. The tax base for property value taxes shall be for the participating municipalities in accordance with section 384 (2) (d) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.
- 6. The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (a) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.

Maximum Requisition

- 7. The maximum amount that may be requisitioned annually for the costs of this local service shall be FIFTY (\$0.50) CENTS per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.

Apportionment

- 8. The cost of the service shall be apportioned among the Participating Areas on the basis of the converted value of land and improvements in the service area.

Citation

- 9. This Bylaw may be cited as "Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022."

READ A FIRST TIME this 26th day of May, 2022

READ A SECOND TIME this 26th day of May, 2022

READ A THIRD TIME this 26th day of May, 2022

I hereby certify that this is a true and correct copy of Bylaw No. 1978.

Anderson

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 20th day of June, 2022

ASSENT OF ELECTORS OBTAINED this 12th day of September, 2022

ADOPTED this day of , 2022

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: October 13, 2022
Subject: **Electoral Area G Recreation Contribution Service Establishment
Bylaw No. 1979, 2022**

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

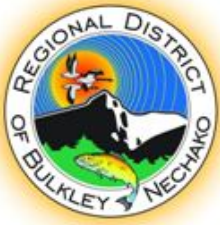
That Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022 be adopted this 13th day of October, 2022.

BACKGROUND

The Alternative Approval Process was conducted regarding Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022. The Certificate of Alternative Approval Process Results is attached. The Board may now proceed with adoption of the bylaw.

ATTACHMENTS:

1. Certificate of Alternative Approval Process
2. Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022



CERTIFICATE OF ALTERNATIVE APPROVAL PROCESS RESULTS

Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022

Pursuant to Section 345 of the *Local Government Act* and Section 86 of the *Community Charter*, the Regional District of Bulkley-Nechako proceeded with the Alternative Approval Process for Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022. The deadline for submission of Elector Response forms was 4:30 p.m. on Monday, September 12, 2022.

Elector Response Forms Needed to Prevent Adoption 69

Valid Elector Response Forms Received Prior to Deadline 0

I hereby declare that elector approval for **Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022** has been obtained.

Given under my hand at Burns Lake, B.C. this 23rd day of September, 2022.

Cheryl Anderson, Director of Corporate Services



REGIONAL DISTRICT OF BULKLEY-NECHAKO

**ELECTORAL AREA G RECREATION CONTRIBUTION SERVICE ESTABLISHMENT
BYLAW NO. 1979, 2022**

A Bylaw to establish a service for financial contributions to organizations providing recreation services in Electoral Area G.

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

AND WHEREAS the Regional Board of the Regional District of Bulkley-Nechako wishes to establish a service for the purpose of contributing financially to organizations providing recreation services within Electoral Area G;

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:

Service Established

1. The Regional District hereby establishes, within the boundaries of Electoral Area G, the District of Houston, and the Village of Granisle a service for the purpose of contributing financially to organizations providing recreation services for residents in Electoral Area G, the District of Houston, and the Village of Granisle.

Boundaries

2. The boundaries of the service area shall be all of Electoral Area G, the District of Houston and the Village of Granisle.

Participating Areas

3. The participating areas are Electoral Area G, the District of Houston, and the Village of Granisle.

Cost Recovery

4. The annual cost of providing the service shall be recovered by one or more of the following methods:

- a. Property value taxes imposed in accordance with Division 3, 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*.

Tax Base for Property Value Taxes

5. The tax base for property value taxes shall be for the participating municipalities in accordance with section 384 (2) (d) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.
6. The tax base for property value taxes shall be for the participating electoral area in accordance with section 384 (5) (a) of the *Local Government Act* - the net taxable value of land and improvements in the participating area.

Maximum Requisition

7. The maximum amount that may be requisitioned annually for the costs of this local service shall be FIFTY (\$0.50) CENTS per ONE THOUSAND (\$1,000) DOLLARS of net taxable value of land and improvements.

Apportionment

8. The cost of the service shall be apportioned among the Participating Areas on the basis of the converted value of land and improvements in the service area.

Citation

9. This Bylaw may be cited as "Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022."

READ A FIRST TIME this 26th day of May, 2022

READ A SECOND TIME this 26th day of May, 2022

READ A THIRD TIME this 26th day of May, 2022

I hereby certify that this is a true and correct copy of Bylaw No. 1979.

Anderson

Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 20th day of June, 2022

ASSENT OF ELECTORS OBTAINED this 12th day of September , 2022

ADOPTED this day of , 2022

Chairperson

Corporate Administrator



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: October 13, 2022
Subject: Policy Revisions

RECOMMENDATION: (all/directors/majority)

That the Board approve the removal of references to the Executive Committee in its existing policies.

BACKGROUND

Prior to 2020, an Executive Committee existed that primarily addressed HR and labour relations issues. In 2021, the Executive Committee was discontinued and the items were addressed by the entire Board during In-Camera meetings.

Several RDBN policies refer to the Executive Committee. Staff would like to remove the references to the Executive Committee in its policies and replace with either the Board or CAO as appropriate.

Some examples of existing policies that reference the Executive Committee include:

- Hiring Policy

6. Temporary/Part-Time/Casual/Seasonal Employee

Where the Regional District requires the services of a temporary, part-time, casual or seasonal employee, the Chief Administrative Officer/Department Head may, where possible, recruit and select the employee through an employment agency. Upon selecting the employee, the Chief Administrative Officer will appoint him/her to the position he/she is to occupy. The appointment will be reported to the **Executive Committee** of the RDBN by the Chief Administrative Officer.

9. Emergency Appointments

Where additional assistance is required for emergency work, the Chief Administrative Officer may employ persons for a specified period. No person shall be employed for a continuous period in excess of six (6) months without a verbal/written report being referred to the RDBN **Executive** by the Chief Administrative Officer.

11. Approval

The Chief Administrative Officer first obtains approval to hire for a new position from the **Executive Committee** of the Regional District. The approved request is then reported to the Regional Board.

12. Review of Job Description

Upon receipt of staffing approval, a new job description is required. The CAO/Department Head will attend to preparation of the job description as required, which will be approved by the **Executive Committee**.

14. Establishing an Interview/Selection Committee

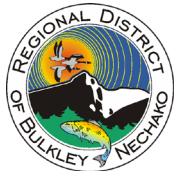
The Interview/Selection Committee will be determined by the Chief Administrative Officer. For the position of Chief Administrative Officer, the selection procedure will be determined by the **Executive Committee**. The Interview/Selection Committee may not have a member who may have a conflict of interest such as romantic, financial, relative or close friendship with any applicant.

- Conferences, Conventions and Seminars Policy
 - (a) When overnight lodging is required:
 - (1) Actual cost of lodging as verified by receipts or as invoiced to the Regional District.
 - (2) A per diem rate as determined by the **Executive Committee** from time to time.
 - (3) Registration, (including the fees for the spouse of the employee when applicable)
 - (b) When overnight lodging is not required:
 - (1) A per diem rate as determined by the **Executive Committee** from time to time.
 - (2) Registration, (including the fees for the spouse of the employee when applicable).
- Discipline Policy
 - 5. A report advising of termination of an employee shall be directed to the **Executive Committee** of the Regional District of Bulkley-Nechako.

****Change all to Board**

ATTACHMENTS:

None.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: October 13, 2022
Subject: **Lakes District Arts and Culture Fund Request -
Lakes District Museum Society**

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

That the Lakes District Museum Society be given \$10,000 in Lakes District Arts and Culture Fund monies for a Search for Burns Lake's Centennial Artist project.

BACKGROUND

Please see the attached application for further detail.

The Lakes District Arts and Culture Fund currently has a balance of \$33,894

ATTACHMENTS:

- 1) Lakes District Arts and Culture Fund Request Letter from the Lakes District Museum Society



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Lakes District Museum Society
520 Highway 16 West
PO Box 266
Burns Lake, British Columbia V0J 1E0
Tel: (250) 692-7450
Email: ldmuseumsociety@gmail.com

September 14, 2022

Regional District of Bulkley-Nechako
PO Box 870
Burns Lake, BC V0J 1E0

Dear Sirs/Mesdames:

RE: GRANT REQUEST – LAKES ARTS AND CULTURE FUND

Burns Lake will celebrate its centennial in 2023. As part of the celebrations—which will likely bring hundreds of former residents back to the Lakes District—we hope to organize and host *The Search for Burns Lake's Centennial Artist*, a once-a-century plein-air art competition that will celebrate the arts and our community's 100 years of history.

The Search for Burns Lake's Centennial Artist will be similar to Sky Art's *Landscape Artist of the Year* event, an annual art competition held in the United Kingdom. (For more information, see [Sky Landscape Artist of the Year series | National Trust](#)). Artists with strong ties to the Lakes District will be invited to compete for prizes and the title of Burns Lake's Centennial Artist. The winning artist will receive a \$1,250 commission to create a two-dimensional work of art celebrating our community's first one hundred years.

Local artists have expressed overwhelming support for this initiative, which will encourage local artists, promote this area's culture, and highlight our communities. It is, to the best of our knowledge, the largest art competition ever held in the Lakes District.

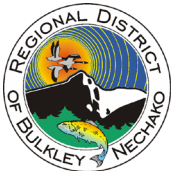
We envision this exciting event running from April to September 2023, though it is our intention to begin marketing and promoting it this fall. Our budget for *The Search for Burns Lake's Centennial Artist* is \$20,600, half of which is earmarked for prizes (\$5,800) and artist gratuities (\$4,200). The museum society's in-kind contribution (staff time) is estimated at \$2,700.

To date, we have raised \$7,100 from sponsors. We have requested an additional \$1,500 from the Village of Burns Lake to cover the grand prize and are awaiting a response. We are therefore asking you to approve a one-time contribution of \$10,000 from the Arts & Culture fund for this event.

Thank you for considering this request. If you would like more information about *The Search for Burns Lake's Centennial Artist*, don't hesitate to contact our curator at (250) 692-7450.

Sincerely,

Lyle Graham
Vice-president



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: October 13, 2022
Subject: **Canada Community-Building Fund BC - Area F (Vanderhoof Rural) and Area D (Fraser Lake Rural) - Cluculz Lake Fire Hall (Truck Acquisition)**

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

- 1) That the Board authorize contributing up to \$50,500 of Electoral Area F (Vanderhoof Rural) and up to \$300,000 of Electoral Area D (Fraser Lake Rural) Canada Community-Building Fund BC allocation monies to a Fire Hall Infrastructure Project, and further,

(participants/weighted/majority)

- 2) That the Board authorize the withdrawal of up to \$350,500 from the Federal Gas Tax Reserve Fund.
-

BACKGROUND

As part of the Cluculz Lake Fire Hall build, fire truck capital asset acquisition is eligible. Directors Petersen and Parker have worked with staff to ensure that the Cluculz Lake Fire Hall's truck acquisition will also result in a replacement truck being provided to the Fort Fraser Volunteer Fire Department, providing mutual benefit.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area F allocation is \$269,610. Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area D allocation is \$593,029.

Directors Jerry Petersen and Mark Parker are supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$350,500 from Areas D and F for this Fire Hall Infrastructure project.

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



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Regional Economic Development
Date: October 13, 2022
Subject: **Canada Community-Building Fund BC - Area F (Vanderhoof Rural)
Somerset Estates Sewer Capital Reserve Contribution**

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

- 1) That the Board authorize contributing up to \$120,000 of Electoral Area F (Vanderhoof Rural) Canada Community-Building Fund BC allocation monies to a Wastewater Infrastructure Project, and further,

(participants/weighted/majority)

- 2) That the Board authorize the withdrawal of up to \$120,000 from the Federal Gas Tax Reserve Fund.
-

BACKGROUND

In anticipation of the successful completion of the RDBN's acquisition of the Somerset Estates sewer system currently underway, staff and Director Petersen are encouraging the establishment of the recommended capital reserve.

This \$120,000 contribution will be in addition to an \$80,000 contribution from the current owner for a total reserve balance of \$200,000, as recommended in the December 16, 2021, Board memo regarding the proposed acquisition.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area F allocation is \$269,610

Director Jerry Petersen is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$120,000 from Area F for this Wastewater Infrastructure project.

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



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Jason Blackwell, Regional Fire Chief
Date: October 13, 2022
Subject: **Community Emergency Preparedness Fund – Volunteer and Composite Fire Department Training & Equipment Grant**

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

That the Board supports the application to the Community Emergency Preparedness Fund – Volunteer and Composite Fire Department Training & Equipment Grant (CEPF-VCFDTE) to provide specialized training courses and essential equipment for the four rural departments and provide overall grant management for the project.

BACKGROUND

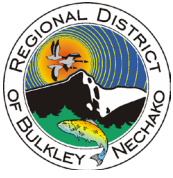
In the summer of 2022 UBCM announced that it would be bringing back the CEPF-VCFDTE. The intent of this funding stream is to build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies through the purchase of new or replacement equipment and to facilitate the delivery of training.

Each department is eligible to apply for a maximum of \$30,000. The application has been prepared on behalf of the four rural fire departments so the application will have a maximum of \$120,000. Staff engaged with each department to determine their needs.

The application will include the delivery of multiple specialized training courses, such as Advanced Auto Extrication, Emergency Vehicle Operations, Embankment Rescue, and Airbrakes Certification, that would normally be inaccessible due to the high costs to the departments. The courses will be set up so members from each of the rural fire departments will be able to attend.

Each department has also supplied a list of needed equipment, such as new hose and nozzles, drop tanks, emergency lighting, and radios, that can't be purchased within their current budgets. This equipment will be added to the application as well.

Staff do not have a final budget as we are still collecting quotes. The deadline for the application is October 21, 2022.



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Board
From: Christopher Walker, Emergency Program Coordinator
Date: October 13, 2022
Subject: **Bulkley River Freshet After-Action Report**

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

That the Board receive the Bulkley River After-Action Report.

BACKGROUND

From June 2nd to June 10th the RDBN EOC was activated in response to increased flow on the Bulkley River due to delayed snowmelt and heavy rain events. The RDBN EOC partnered with the Village of Telkwa and the Town of Smithers Joint EOC to do joint messaging and coordination of resources.

The Bulkley River Freshet After-Action Review invited input from all agencies involved in the event. The report covers an overview of the event, and captures best practices, lessons learned, and recommendations to address the lessons learned.

ATTACHMENTS

Bulkley River Freshet After-Action Report

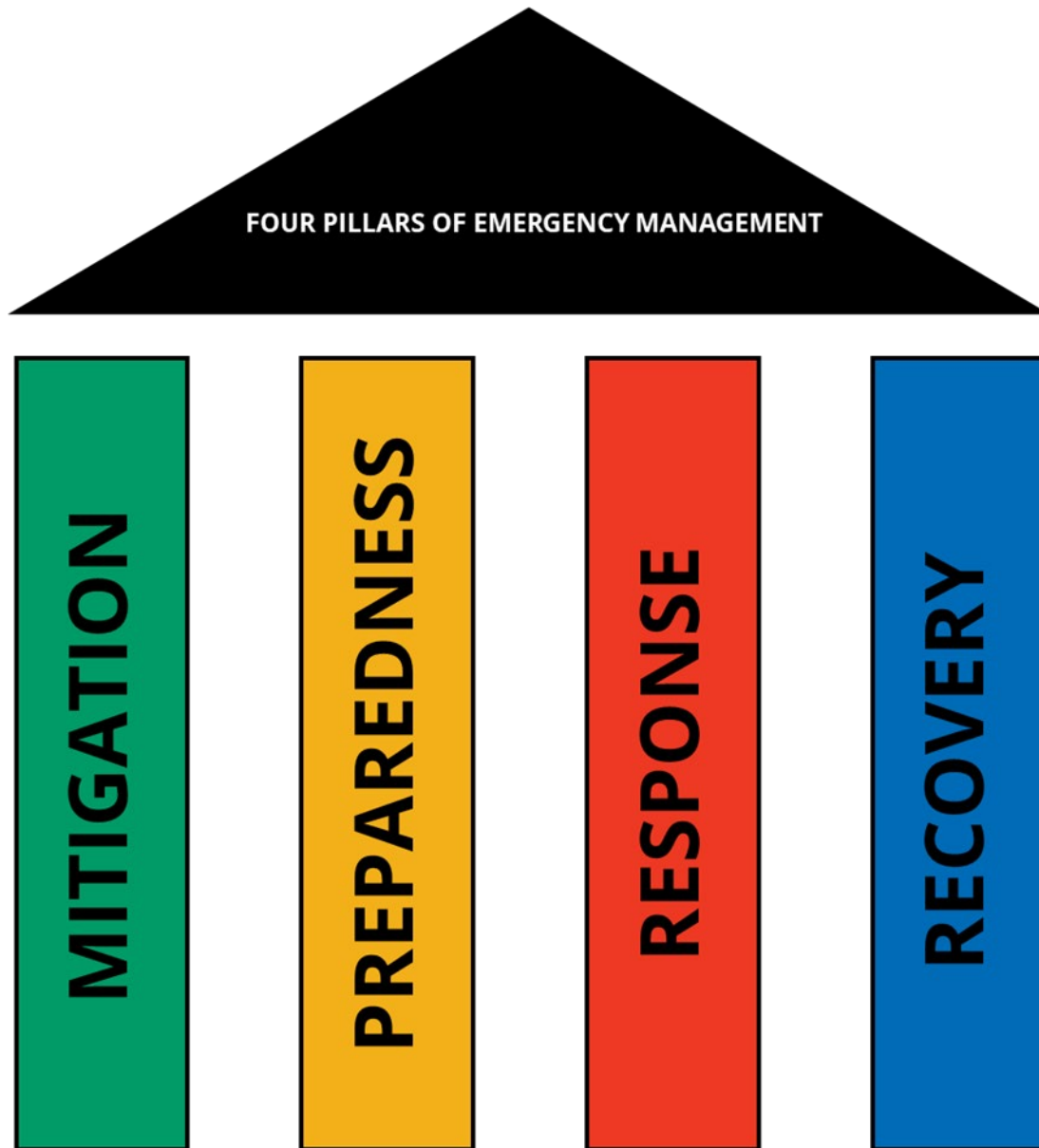


Regional District of Bulkley-Nechako 2022 Bulkley River Freshet After-Action Report

Regional District of Bulkley-Nechako

Emergency Management Mission Statement

Building a safer future through effective partnerships with local governments, First Nations, provincial agencies, emergency service organizations, private sector, and volunteer agencies and the residents of the Regional District of Bulkley-Nechako to save lives, protect property and reduce the effects of disasters through mitigation, preparedness, response, and recovery activities.



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Acronyms

AAR	After-Action Report
BC	British Columbia
BESS	Bulkley Emergency Support Services
BCEHS	British Columbia Emergency Health Services
BCEMS	British Columbia Emergency Management System
BVSAR	Bulkley Valley Search & Rescue
BCWS	British Columbia Wildfire Service
BIA	Broadcast Intrusive Alerts
CISM	Critical Incident Stress Management
ECCC	Environment and Climate Change Canada
EPC	Emergency Program Coordinator
EOC	Emergency Operations Centre
ESS	Emergency Support Services
ESSD	Emergency Support Services Director
EMBC	Emergency Management British Columbia
ESSD	Emergency Support Services Director
FOIPPA	Freedom of Information and Protection of Privacy Act
IC	Incident Command
ICS	Incident Command System
Jl or JIBC	Justice Institute of British Columbia
RCMP	Royal Canadian Mounted Police
RDBN	Regional District of Bulkley-Nechako
RDM	Regional Duty Manager
RFC	River Forecast Centre
PECC	Provincial Emergency Coordination Centre
PREOC	Provincial Regional Emergency Operations Centre
PSLV	Public Safety Lifeline Volunteer
SAR	Search & Rescue
ToS	Town of Smithers
VoT	Village of Telkwa



General

Purpose

From June 2nd to June 10th the RDBN EOC was activated in response to increased flow on the Bulkley River due to delayed snowmelt and heavy rain events. The RDBN EOC partnered with the Village of Telkwa and Town of Smithers for joint messaging and coordination of resources.

On July 25th, a review was held in Smithers to identify and record, best practices, lessons learned, and recommendations for improvement, to be brought forward in this After-Action Report.

Confidentiality

The AAR contains both general and confidential information. General information used when preparing the AAR is available publicly however, some specific content in the AAR is strictly for internal use and will not be contained in the public version of the AAR. Personnel phone lists, names, and details of critical infrastructure will be excluded to meet the requirements of the *Freedom of Information and Protection of Privacy Act*.

RDBN staff may hear or be exposed to sensitive information during an EOC response. All operational information that is not released to the public is highly confidential and is not to be shared with unauthorized individuals or organizations. If you are unsure about what information can be shared, please contact the RDBN Chief Administrative Officer or the Director of Protective Services.

Objectives

The objectives of the AAR:

- Identify best practices
- Acknowledge lessons learned
- Identify what did not work well
- Develop recommendations based on the debriefings and feedback from staff, volunteers, and stakeholders

Scope

The review had a holistic approach to inter-agency coordination, resource management, public information, and warnings in support of those agencies carrying out tasks associated with Hazard Notices, Evacuation Alerts, and distribution of resources for flood mitigation. As such, the report will include recommendations and best practices for all parties involved in the review process.

Out of Scope

The Nechako River Freshet Event in Electoral Area F (Vanderhoof rural) that occurred following the Bulkley River Freshet Event, was not included in this report.



Methodology

The EOC debriefing was a round table discussion broken into 6 parts, the first being reserved for each agency/organization to give an overview of the events from their perspective, then it moved into a guided open discussion through the 5 sections:

- What went well, best practices.
- What didn't work well, and lessons learned.
- EOC training.
- Resources.
- Health and well-being.

Emergency Management Partners

The following local authorities, provincial, and federal agencies partnered with the RDBN in the response.

River Forecast Centre	Bulkley Emergency Support Services (BESS)
Environment and Climate Change Canada (ECCC)	Emergency Management BC (EMBC)
Royal Canadian Mounted Police (RCMP)	Town of Smithers (ToS)
Bulkley Valley Search and Rescue (BVSAR)	Village of Telkwa (VoT)
BC Emergency Health Services (BCEHS)	Regional District of Bulkley-Nechako (RDBN)

Statistics

Evacuation Notice Statistics

Regional District of Bulkley-Nechako

A total of 77 Evacuation Alerts were delivered to addresses by BVSAR, 10 in Quick Station area and 67 in Ebenezer Flats area.

Town of Smithers

A total of 10 Evacuation Alerts were issued by Town of Smithers Fire Department, one being the 20-spot campsite.

Village of Telkwa

A total of 46 Evacuation Alerts were issued by the Village of Telkwa.

Level of Response

The RDBN issued an Evacuation Alert for Ebenezer Flats in partnership with ToS and VoT on June 2 and was Rescinded on June 10. The Evacuation Alert issued June 3 for Quick Station Area was rescinded on June 10 as well.

The RDBN activated an EOC for the event at Level One to monitor the situation, arrange sand delivery and authorize sandbag pickups at the Smithers/Telkwa Transfer Station. The ToS and VoT established a Joint EOC at Level Two and had ToS Fire Rescue and VoT Volunteer Fire



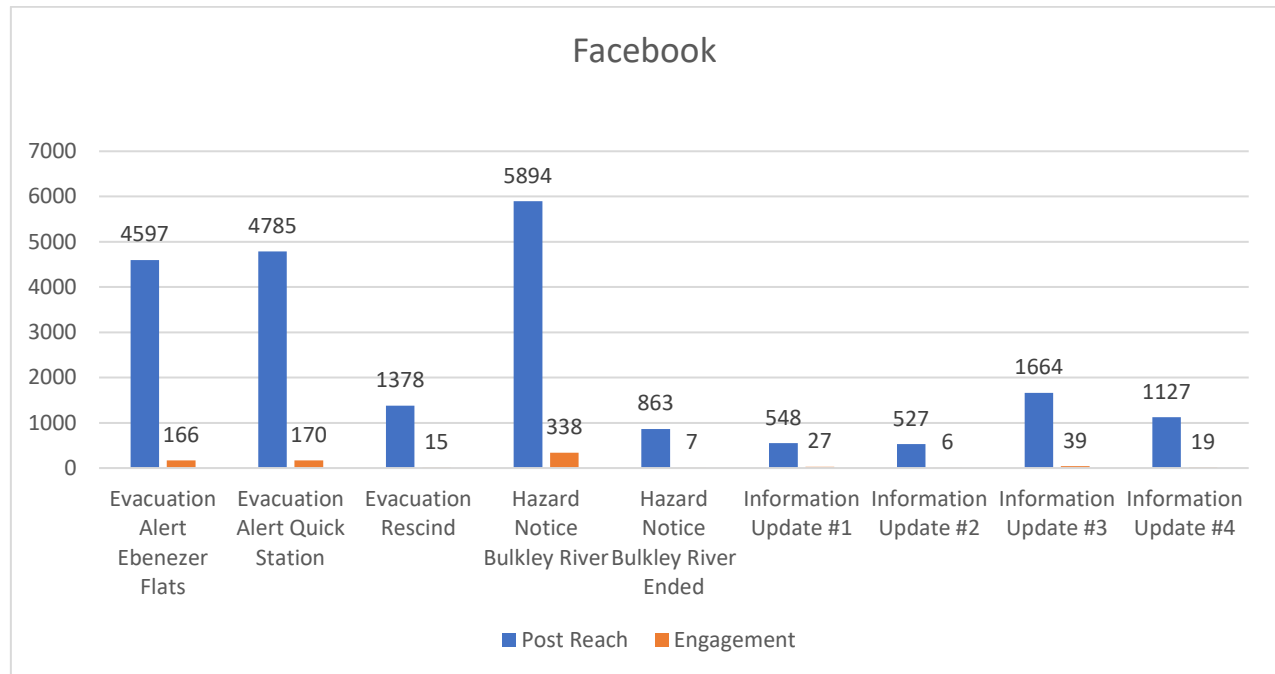
Department staff acting as Incident Commander for the ToS and VoT responses, assisting with sandbag distribution and organizing of BCWS filling sandbags.

Public Notifications

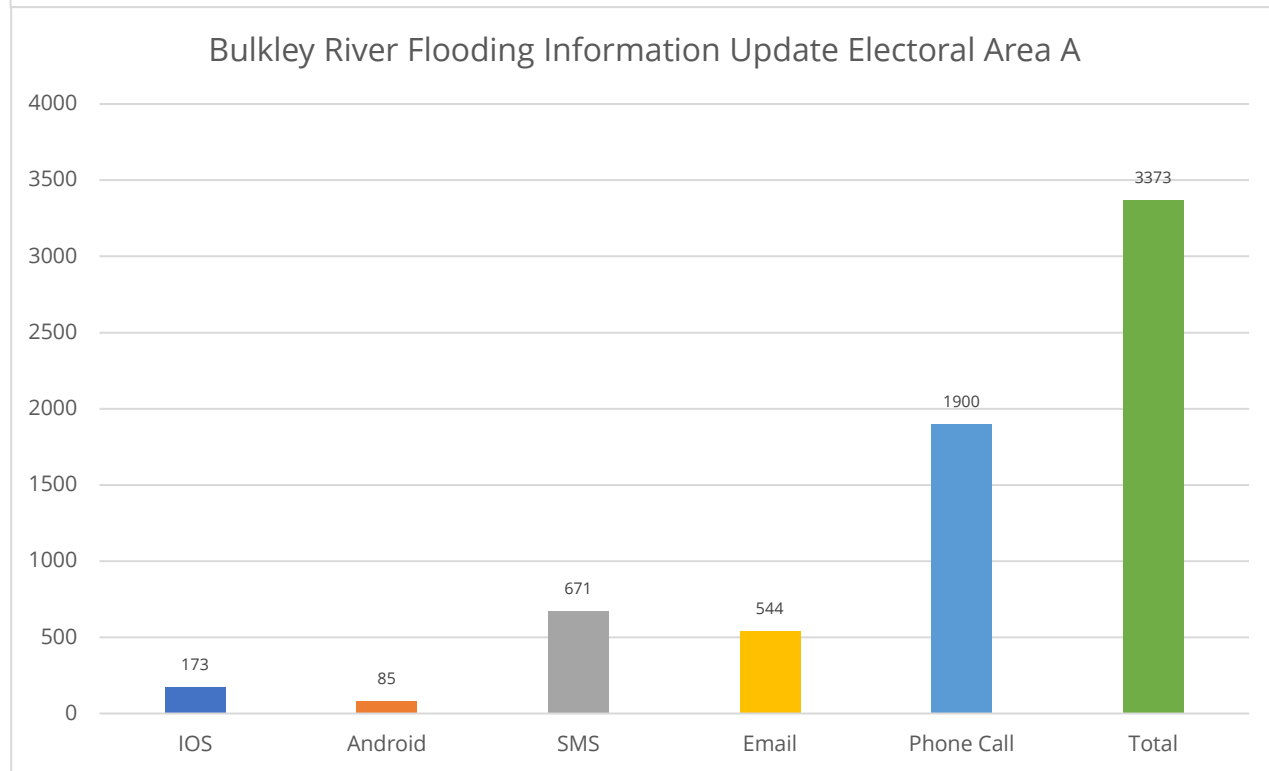
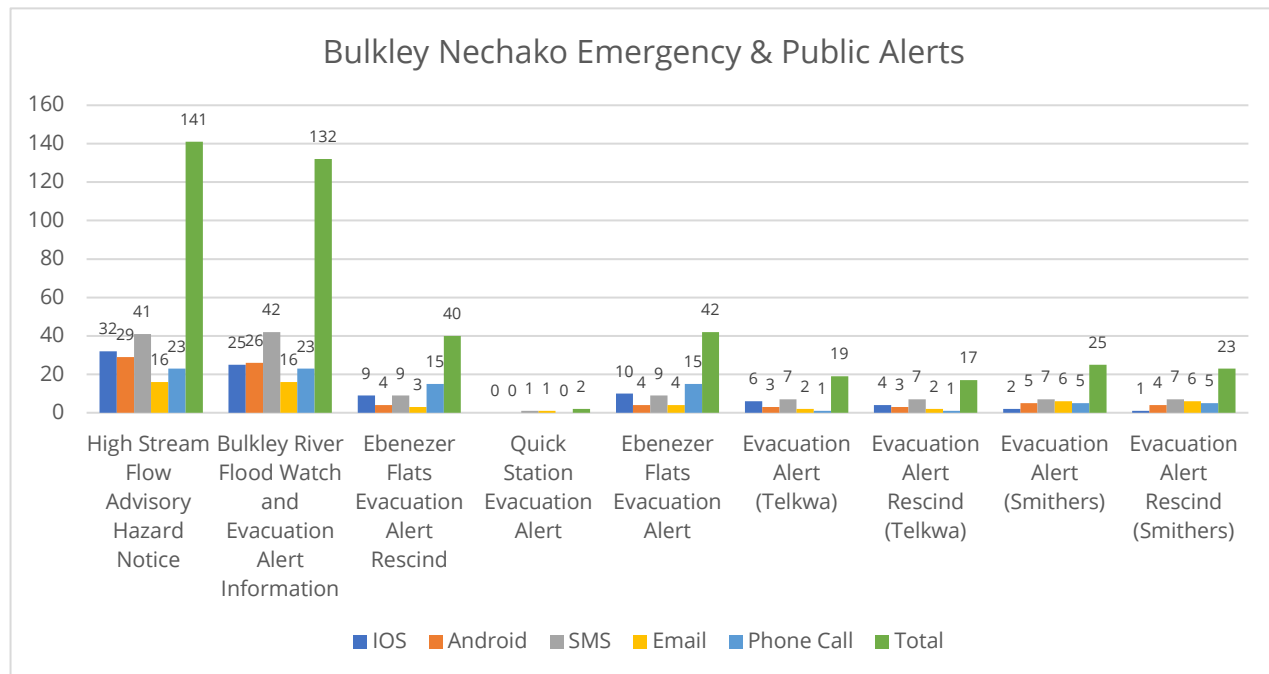
Evacuation notices were shared to the affected public through Bulkley Nechako Emergency and Public Alert system, posting on the RDBN website and the Bulkley-Nechako Emergency Information Facebook page.

Following is statistical information on each notification system used.

Facebook



Bulkley Nechako Emergency & Public Alerts



Cost of Operations

The regular staff hours spent in the EOC are a direct cost to the Local Authority, overtime and expenses are reimbursed by EMBC. Extraordinary expenses such as additional staff and resources required are submitted to EMBC by an Expense Authorization Form (EAF) for approval prior to acquiring requested additional staff or resources.

RDBN

- Total regular staff hours: 40.5
 - Total regular staff hours cost: \$1,996.70.
 - Regular hours were underreported during the incident.
- Total overtime & on-call staff hours: 685
- Total overtime & on-call staff cost to be reimbursed by EMBC: \$11,817.04

Town of Smithers

- Total regular staff hours: ~30
- Total overtime staff hours: 80
- Total overtime staff cost to be reimbursed by EMBC: \$4,800.00

Village of Telkwa

- Total regular staff hours: Information unavailable
- Total overtime staff hours: 125.5
- Total overtime staff cost to be reimbursed by EMBC: \$2,180.45

Resources used

Sand

- RDBN: 370 yards
 - Cost: \$11,266.32
- ToS: 20 yards
 - Sand was acquired from their public works
- VoT: 20 yards
 - Cost: \$587.69

Sandbags

- RDBN: 18,300
- ToS: 15,000
 - Issued unfilled bags to residents who had their own sand
- VoT: 1,300



Best Practices

During the debriefing staff from all partner agencies discussed what went well during the event and what new processes were developed, the key points are presented below by agency.

River Forecast Centre

- There was great interagency communication and education from Dave Campbell who worked with staff to explain 1–100-year events.
- Information was presented well, great level of detail, good variety of information, easy to understand information presented. Helped to manage the event.
- Key to this event was the learning journey on how to interpret these events and the models.
- When the forecasters had uncertainty, they were clear and explained this and participants were able to understand the uncertainty.

Environment and Climate Change Canada

- Environment is working on standards of presentation and recognize its hard to include that local knowledge and local flavour.

Royal Canadian Mounted Police

- The ToS provided information updates to RCMP which was appreciated because RCMP resources are low.
- Good communication between ToS/VoT EOC.
- Great to rely on SAR to execute the Evacuation Alert and Information Bulletins.
- Great learning curve by attending the coordination calls.
- ToS kept the RCMP up to date on the situation when RCMP could not be present in the meetings.

Bulkley Valley Search & Rescue

- Not a common assignment for Bulkley Valley SAR, good exposure for the team for future requests.
- Good communication in the event.
- Good communication with RDBN and good use of volunteers – delivery of the Evacuation Alerts took 50 person hours with 8 members.
- Used the Evacuation App, it is a great tool, providing real time updates which is very handy for providing real time updates to the RDBN.

Bulkley Emergency Support Services

- Receiving advanced warning of the event allowed BESS to be ready and organized was good.
- With the advanced notice BESS was able to identify issues with volunteer availability and facilities.



Emergency Management BC

- The ToS, VoT, and the RDBN set up to use the BIA System if required, providing the province with the first opportunity to plan for BIA in BC.
- Great to work with RDBN, ToS, and VoT, very knowledgeable about this event.
- The event was a good training exercise for new EMBC staff members.
- The Flow of Coordination Calls was good.
- It was nice to have ESS on the Coordination Calls.
- Although there were issues with the ERA tool, EMBC was there to help with these issues.

Town of Smithers/Village of Telkwa

- This event provided a good gap analysis for the VoT identifying the need to assign roles and responsibilities and training needs.
- The Joint EOC was a new model for VoT and the ToS allowing an opportunity to identify roles in and Joint EOC, although there were some hiccups it was a great opportunity to work through them and the outcomes were good.
- BCWFS was great support for sandbag filling. Work was able to be completed quicker.

Regional District of Bulkley-Nechako

- When the event started communications were directly with the RDM, as the event progressed communications was transitioned to the NWE PREOC both communication models and transition worked well during the event.
- Emergency partners trusted the expertise of the RFC and ECCC on the Coordination Calls and understood when calls needed to be de-escalated.
- EMBC needs the LA to communicate lots with PREOCC, i.e., situation reports.
- The RDBN EOC appreciated the calls from the PREOCC Operations to find out what the needs for the day were.
- The LA's appreciated updates on coordination calls, it got other communities in the EMBC NWE Region engaged on the calls and initiated discussion. The RDBN EOC showed leadership in the region.
- By including volunteer organizations in the Coordination calls provided a great way to help PSLV prepare for emergency events and begin thinking about what resources they would require
- Joint Evacuation Alerts and notification were a success.
- Approval times for notifications and Evacuation Alerts where very quick, we need to find a way to make this efficient when there is new staff or staff are holidays.
- The event provided an opportunity for the RDBN to remind residents how to set up Voyent Alert.
- The ToS and VOT Joint EOC went well, there was a little confusion on Situation Reports as the VoT was doing their own, room for improvement on sending in the Situation Reports. There is a potential for more clarity on who working the event and Joint EOC structure.



- Transfer Stations in the RDBN now have instructions on how to distribute sandbags to residents.
- The RDBN EOC drafted the BIA in the event it was required. The RDBN's perspective is to use this system in critical life-threatening situations in conjunction with Bulkley Nechako Emergency & Public Alerts.
- The GIS technician was able to provide maps and data efficiently.

Lessons Learned and Recommendations

This section captures the lessons learned from the processes that were used and the issues that arose that need to be addressed. This section is organized by topic, with the recommendations focused on the organization.

Communications

Observations

- Coordination Calls should only be done when the situation is critical, in some situations, throughout the province, they have been held more than they should have.
- It would be more efficient for the Coordination Calls to be held later in the afternoon for the RFC and ECCC, this gives more time to collect all information.
- Even though ToS had access to Sat phones, they lost communication with NWE PREOC, called Victoria asked for another PREOC.
- In situations where communications are lost with the PREOC the LA should ask to speak to another Regional Manager.

Recommendations

- EMBC:
 - Set Coordination calls when RFC and ECCC can attend with current information and with input from EOCs.
- Local Authorities:
 - Ensure the response plans document that if the EOC loses connection to PREOC, you are to contact the PECC and request a different RDM.

Documentation

Observations

- Other organizations required clarification on who to communicate with at the RDBN.
 - The RDBN needs to send out EOC Organizational Chart to all partners each morning.
- It was found that some regular staff hours were not accounted for as EOC regular hours. While this does not affect reimbursement from EMBC, it caused hours worked by staff during regular work hours to not be properly represented.

Recommendations

- LA's:
 - Emergency Response plans should include issuing an EOC Organization Chart to EMBC, partner agencies, and internal staff daily.



- EOC staff should be trained in following the EOC structure regardless of EOC activation level.
- When staff are fulfilling functions for an EOC activation regardless of level, they need to ensure that time is properly reflected on sign-in sheets/system. The RDBN is implementing a new EOC sign-in system which makes tracking of hours worked in an EOC easier.

TELUS Outage

Observations

- During the TELUS outage within the Flooding event the ToS called the ECC and asked if there was another PREOC in the province that could support them while the TELUS outage happened, there was no support from the ECC.
- During the TELUS outage, no one in the region could reach 911, it was shared that if you pull out a SIM Card you can reach 911.

Recommendations

- The TELUS outage is mentioned in this report for awareness that it did impact EOC operations. A separate meeting is being hosted by the RDDBN on October 17, 2022, with the focus of identifying solutions to future outages that impact the 911 service.
- It is recommended that LA's provide public education on how cell phone users can still reach 911 during a service outage by removing the SIM Card.

Education & Awareness

Observations

- It is important determine the of proper callout for SAR and RCMP to assist a Local Authority in the delivery of notices.
- EMBC asked what the cost differential was on delivering sand to one neighbourhood location versus direct to a private property.
- Sand sourcing in the event was not clear, Telkwa secured their own sand, rather than working with RDBN on securing resources.
- When sand is delivered to public lands the LA is responsible for the cost of cleanup. If sand is dumped on private property, it is the responsibility of the private property owner to clean up.
- BCWS staff is only available to help pack on public land or a central location that is not on private property.
- In the past the RDBN EOC has not provided Situation Reports for Level One EOC activations.
- A best practice for Situation Reports is to change the colour of new information and delete information that is no longer relevant, it would also be good to have a consistent template used in the region.
- It is important to train EOC staff in who in the EOC is responsible to communicate with the IC.



- It is important that each community clearly define who has authority to sign off on Hazard Notices, Evacuation Alerts and Evacuation Orders.
- It is important to have clarification on when an EOC is closed (some LA's thought even though they were closed, they were still active for three days after).
- There needs to be clarification for LA staff members on what a Level One activation is.

Recommendations

- EMBC:
 - Add SAR tasking procedures into Seasonal Readiness calls for local authorities. This will allow everyone to be on the same page.
- RDBN:
 - Develop clear procedures for the completion of documents and reports for Level One activations, to ensure all documents required are being completed in a timely manner.
- Local Authorities:
 - Plan an EOC refresher training on who should be contacting the IC to stop multiple functions making multiple calls.
 - Develop a procedure for who the primary and secondary signing authorities are and ensuring their availability during an emergency.
 - Develop Demobilization Plan for the Local Authority.
 - Develop a plan to enable collaboration on the sourcing of resources.
 - Continue providing EOC training for new staff, identified as able to work in the EOC, and encourage refresher sessions for all trained EOC staff.

Planning

Observations

- It is important to update trigger points for river events. EMBC will be asking LA for flood trigger points to assist in future events.
- EMBC website is missing forms for logistics, it is important to have all EMBC forms in one location.

Recommendations

- Local Authorities:
 - Ensure historical records are maintained each year as flow rates and water levels that cause flooding may vary over time, it provides a base to support an educated assessment by emergency management staff.
- EMBC:
 - Ensure all EMBC EOC forms are located on EMBC Forms site.

Emergency Support Services

Observations

- There were issues with the ERA 2.0:
 - Training for ESS volunteers was difficult due to the prerequisites and some training links on the ERA Portal were not working.



- The Bulkley ESS was tasked to setup a RC, however, at the time volunteer availability was a challenge, it was also difficult to find a facility to host the RC.

Recommendations

- EMBC:
 - Provide more training of prerequisite courses for the ERA tool.
 - Get all training videos/resources linked to the ERA portal, as ESS Volunteers have varying degrees of competency with technology.
- ESS Team:
 - If volunteer availability is low, consider reaching out to surrounding teams for mutual aid through the EOC, the EOC can then submit a resource request to EMBC if regional teams are not available.
 - Check in with RC facilities seasonally, ensure a backup site is identified.

Collaboration

Observations

- Varying templates with different information and colours for Hazard Notices and Evacuation Alerts caused some confusion for residents,
- It would be a good idea to standardized Hazard Notices, Evacuation Alerts and Evacuation Orders so the public can easily understand what is happening, the RDBN was asked to share the templates.
- It is important to clarify how a Joint EOC is managed and document the process.

Recommendation

- RDBN:
 - Send out templates of the Hazard Notices, Evacuation Alerts and Evacuation Orders to member municipalities to support the creation of consistent templates in the region.
 - Once a template is agreed upon for use in the region, it will not be changed based on personal preference, we must keep consistency for the public.
- Local Authorities:
 - Discuss joint EOC procedures and develop a plan.
 - Establish standardized public facing documents.

Broadcast Intrusive Alerts

Observations

- Where emergency events impact more than one geographic jurisdiction it is important that all responding LA's use the same communication platforms. If one LA wants to be prepared to use BIA then all responding LA's should prepare drafting messaging as well, to prevent miscommunication to the public. It is clear to all parties that BIA messaging is only meant for critical and life-threatening situations, preplanning messaging for worst case scenario is a proactive approach.
- It is important for LA's to get more training on how BIA is meant to be used for awareness and preplanning for use.



Recommendations

- EMBC:
 - EMBC should provide further education to potential BIA users ensuring they understand that it is not meant to replace existing tools, it is for an urgent life-threatening situation.
 - EMBC should provide further training on preplanning the messaging and the Request for Use protocol, which will reduce hesitation in implementation.

Training Opportunities

- LA's:
 - Host multi-jurisdictional tabletop exercises.
 - Host continual training on the Evacuation App for responders.
 - Host Flood Management training for EOC and IC staff.
 - Host in-person EOC training opportunities within the region.
 - LA's and FN's should ensure new staff are provided the opportunity to receive training on Bulkley Nechako Emergency & Public Alerts system. The RDBN can set up training for new staff and does provide monthly refresher training.
- EMBC
 - Provide and opportunity for LA's to take Swift Water and Flood Awareness Training through JIBC.
 - Provide continual BIA education and training.

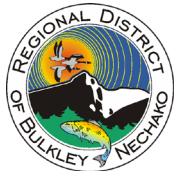
Questions & Ideas for Consideration

- Is there a way to record Coordination Calls or a portion for PLSV groups?
 - Although they cannot be recorded could a summary document be provided to PSLV groups?
- Is there funding available for a Raven Rescue Flood Management course for EOC and IC staff?
- Is there funding available for a flood response course for SAR Swiftwater teams?
- Can EMBC provide "Lunch and Learn" sessions for EOC staff, topics could include filling out Expense Authorization Forms, Situation Reports, Status Reports, etc.

Health and Wellness

- LA's and EMBC need to identify funding opportunities to create CISM for PSLV.
- Would there be interest in having a provincial CISM program paired with the existing SAR CISM program.





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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: October 13, 2022
Subject: Departmental Quarterly Reports – 3rd Quarter

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Departmental Quarterly Reports for the 3rd Quarter of 2022 have been prepared to keep the Board apprised of the status of strategic priorities, departmental work plans, and normal operations.

ATTACHMENTS:

1. Administration Quarterly Report
2. Finance Quarterly Report
3. Protective Services Quarterly Report
4. Planning Quarterly Report
5. Environmental Services Quarterly Report



Administration

July 1, 2022 – September 30, 2022

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Staffing

Fulltime permanent:

Curtis Helgesen, CAO

Cheryl Anderson, Director of Corporate Services

Wendy Wainwright, Deputy Director of Corporate Services

Administration Clerk - vacant

Justin Greer, First Nations Liaison (commenced September)

Nellie Davis, Manager of Regional Economic Development

Shari Janzen, Economic Development Assistant

Justin Greer - Economic Development Assistant (ended August)

Teryn Cameron, Administration Summer Student (ended August)

Grace Zayac, Public Relations Summer Student (ended August)

Temporary part-time:

Kyla Carmichael, Administration Clerk

Strategic Priorities

The following were identified as the Board's top priorities at its Strategic Planning Session in 2019.

2019 STRATEGIC PRIORITIES CHART	
NOW	
Wildfires/Emergency Services	<ul style="list-style-type: none"> ➤ Public Safety <ul style="list-style-type: none"> ○ 2019 preparation ○ Plan/proposal to address resource requirements ○ After action report ○ Policy changes ○ Advocacy for change ○ Process for information exchange ○ Strategy for public communication
Revenue Sharing (Northwest BC Resource Benefits Alliance (RBA))	<ul style="list-style-type: none"> ➤ Keep revenue from resource extraction in the region to create livable and sustainable communities <ul style="list-style-type: none"> ○ Livability/sustainability plan for the Province ○ Negotiate and ink a deal
Resident Attraction/Retention (Workforce, skilled, professionals) (Board requested this heading be changed to Housing Strategy at the July 8, 2021 Strategic Planning Session)	<ul style="list-style-type: none"> ➤ Improve quality of life for residents <ul style="list-style-type: none"> ○ Economic Development Plan ○ Healthcare advocacy ○ Parks and Recreation ○ Arts & Culture ○ Education Advocacy ○ Bulkley-Nechako Workforce Opportunity Table (BNWOT) ○ Connectivity
Work Camp Strategy	

Administration

July 1, 2022 to September 30, 2022

Public Engagement – Communication	
<ul style="list-style-type: none"> ➤ Timely ➤ Concise ➤ Internal/external 	
First Nations Partnerships/Relationships	
NEXT	
Infrastructure	Ongoing operating costs
Parks and Recreation	(see Cariboo for example)
Economic Development	<ul style="list-style-type: none"> - Define - Project based - Bring opportunities - Promote further processing
BOARD ADVOCACY	
1. Healthcare	
2. Forestry	
3. Connectivity	<ul style="list-style-type: none"> - Broadband “big data” - Cell
4. Species At Risk	
5. Water Management	Environmental Impacts Climate Change <ul style="list-style-type: none"> - Cumulative impacts
6. Rail Safety	
7. Three Phase Power	
OPERATIONAL/Committee of the Whole	
Waste Management	
Agriculture	
Transit	

Revenue Sharing (RBA)

The Province and the Northwest BC Resource Benefits Alliance (RBA) signed a memorandum of understanding (MOU) at the UBCM Convention that outlines common goals and sets out principles for future engagement.

Public Engagement/Communication

The Corporate Operations Communications Guide, RDBN Director Communication Guide and RDBN Communication Policy were implemented.

First Nations Partnerships/Relationships

National Day for Truth and Reconciliation

Staff worked with the Chair to produce a video message recognizing the National Day for Truth and Reconciliation.

Administration

July 1, 2022 to September 30, 2022

Water Engagement Initiative (WEI)

Staff continue to participate in the WEI Main Table Meetings. Staff are working toward a meeting with the Minister of Indigenous Relations and Reconciliation and Minister of Land, Water and Resource Stewardship to discuss the Nechako Reservoir.

Parks and Recreation

The Alternative Approval Process for recreation contribution services for the following service areas was completed:

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

The Board may now proceed with adoption of the bylaws.

Local Government Elections

Nomination packages were completed and distributed to member municipalities. At the close of the nomination period, elections were declared in Electoral Area C (Fort St. James Rural) and F (Vanderhoof Rural). All other candidates were declared elected by acclamation. Advance voting will take place on October 5, 2022 followed by General voting on October 15, 2022.

Policy Updates

Staff continue to work on policy updates for the Board's consideration.

Union of B.C. Municipalities Convention

The RDBN Board and staff secured 11 meetings with Ministers/Ministry Staff/Agencies during the Union of B.C. Municipalities Convention. Staff prepared information packages inclusive of speaking notes for the Board.

Economic Development

Connectivity

Staff continue to work on adapting the RDBN Connectivity Strategy in light of the Province's Connecting Remote Communities and First Nation Reserves to High-Speed Internet Announcement.

Funding Requests

Over \$4,889,234 in grant funding requests have been submitted this year for projects totaling over \$5,714,306 (This includes a pending 3,878,852 UBCM Strategic Priorities grant for upgrades at the BV Pool. (These totals are cumulative from Q1 and Q2)

Administration

July 1, 2022 to September 30, 2022

2023 Business Forum/Start-Up Business Contest

2023 Business Forum planning is underway for the March 28-29 Forum in Telkwa. There are 14 members on the planning committee, including representatives from Chambers of Commerce, Community Futures and the provincial Economic Operations Branch of Jobs Economic Recovery and Innovation. Start-Up Business contest planning is also underway, with a team of six on the advisory committee. The contest will be open from October to early February. Details are on the RDBN website.

Agriculture

The Agriculture Coordinator returned to regular hours. They are working on education initiatives.



Finance

July 1, 2022 to September 30, 2022

Staffing

Fulltime permanent:

John Illes, Chief Financial Officer

Sashka Macievich, Controller

Kim Fields, Accounting Clerk II (Payroll)

Crystal Miller, Accounting Clerk II (Finance)

Chelsey Fields, Accounting Clerk I Accounts Payable and Receivable

Budget 2022 Amendment

The Finance Department is collecting possible changes to include in a budget amendment planned for the November Board Meeting. Among other minor items, the amendment will include previously approved projects for Fort Fraser Water and Sewer systems that will be funded by Gas Tax and Northern Capital and Planning Grant.

Statistic Highlight for the 3rd Quarter 2022

Accounts payable paid 445 different vendors for a total of \$11,128,006 in invoices in the first nine months of 2022.

Accounts Receivable has 106 customers (183 customers last quarter), and as of Sept 30th the total outstanding was \$248,882 with \$60,133 over 60 days (\$353,882 with \$47,139 over 60 days last quarter).

Asset Management Planning

The Finance Department is working on a comprehensive AMP (asset management plan) that will meet the future requirements of funding agencies including the Community Works Fund (Gas Tax) and help plan reserve contributions and asset replacement in the Regional District's long term financial plan.

Procurement

The Finance Department is in the process of creating procurement policies and procedures to meet new requirements for the MASH sector (municipalities, schools and hospitals) to ensure fair contracting and purchasing practices throughout Canada as well as migrating purchasing to the new BC Bid portal created by the province to help meet these new requirements.

Financial Statements for Nine Months Ending September 30, 2022

Attached to this memo are the financial statements for 2022 for the first nine months of the year.

Revenue:

Revenue figures are on track to budget or a little bit more than expected. Major funds still to be received include half of the annual “gas tax” funds that are usually received in November, the Alcan Provincial Agreement funds that are usually received in December, and the Highway 16 Trail grant that will (mostly) be received upon completion of the project.

Landfill and Recycling revenue has exceeded expectation largely due to the good price obtained for metal salvage. Building permit revenue once again has exceeded expectations as this year’s construction projects appear to be surpassing last year’s results.

UBCM and NDIT grants have not yet been received to cover the accruals from 2021 projects and appear as “negative income” in these statements.

Expenses:

Directors’ expenses are below the budget estimate after the large expenses of September and are now expected to be below budget for the year end.

Staff expenditures is slightly below target and budget. Staff expenditures includes salary, benefits, overtime, association and professional dues, travel, and training. A small surplus is now expected at year end largely due to staff turn over during the year.

Most expenses are on target and are of no concern. The only expense categories that is of concern is vehicle expenses. The rise in the price of fuels is directly related to this budget variance.

Overall revenues and expenditures look on target for the first nine months of the year.

ATTACHMENTS:

Financial Statements for Nine Months Ending September 30, 2022

REGIONAL DISTRICT OF BULKLEY-NECHAKO
STATEMENT OF OPERATIONS
For the First Nine Months of 2022

		Actual	3/4 Budget	Total Budget
	REVENUE			
TAXATION	Taxation Revenue	\$ 11,612,189	\$ 8,709,141	\$ 11,612,188
	Grant in Lieu of Taxes	\$ 48,018	\$ 60,947	\$ 81,262
	Alcan Provincial Agreement		\$ 768,748	\$ 1,024,997
DIVIDENDS, DONATIONS AND GRANTS	Dividends	\$ -	\$ 9,510	\$ 12,680
	Donations	\$ 12,946		\$ -
	Misc. Grants	\$ 112,082	\$ 1,268,924	\$ 1,691,899
	NDIT Grants	\$ (13,559)	\$ 168,341	\$ 224,455
	Provincial Grants (Restricted)			\$ -
	Provincial Grants (Unrestricted)	\$ 284,491	\$ 138,750	\$ 185,000
	UBCM Grants	\$ (29,130)	\$ 205,161	\$ 273,548
	Emergency Management Recovery	\$ 16,122	\$ 450,000	\$ 600,000
	Gas Tax Received from UBCM	\$ 448,550	\$ 643,587	\$ 858,116
WITHDRAWAL FROM RESERVES	Use of Capital Reserves	\$ 47,690	\$ 318,987	\$ 425,316
	Use of Gas Tax Reserves	\$ 253,463	\$ 787,814	\$ 1,050,419
	Use of NCPG	\$ 436,237	\$ 901,388	\$ 1,201,850
	Covid Funds Realized	\$ 193,138	\$ -	\$ -
	Loss on Sale of Asset	\$ (2,240)	\$ -	\$ -
OTHER REVENUE	Hospital District Income	\$ 15,900	\$ 11,925	\$ 15,900
	Investment Income	\$ 160,334	\$ 375	\$ 500
	Municipal Service Cost Sharing	\$ 130,012	\$ 197,806	\$ 263,741
	Nesst Income	\$ 30,997	\$ 37,385	\$ 49,846
	Planning and Building Permits	\$ 151,027	\$ 112,050	\$ 149,400
	Rent	\$ 6,750	\$ 6,750	\$ 9,000
	Misc. Revenue	\$ 72,034	\$ 47,398	\$ 63,197
	Service Agreements (Transit and 911)	\$ 82,997	\$ 78,122	\$ 104,163
	Sewer and Water Fees	\$ 77,230	\$ 58,359	\$ 77,812
	TELUS 911 User Fees	\$ 38,698	\$ 60,000	\$ 80,000
	Transit Revenue (Bus tickets, etc.)	\$ 17,822	\$ 18,000	\$ 24,000
			\$ -	
LAND FILL AND RECYCLING	Metal Recycling	\$ 320,188	\$ 150,000	\$ 200,000
	General Recycling	\$ 101,076	\$ 151,500	\$ 202,000
	Tipping Fees	\$ 726,517	\$ 574,500	\$ 766,000
DEBT PAYMENTS	Municipal Debt Payments	\$ 508,887	\$ 598,414	\$ 797,885
SURPLUS	Surplus brought forward	\$ 2,406,575	\$ 1,832,789	\$ 2,443,719
	TOTAL REVENUE	\$ 18,267,039	\$ 18,366,670	\$ 24,488,893

REGIONAL DISTRICT OF BULKLEY-NECHAKO

STATEMENT OF OPERATIONS

For the First Nine Months of 2022

EXPENSES				
DIRECTORS	Director Remuneration	\$ 293,097	\$ 507,840	\$ 677,120
	Director's Travel	\$ 49,639	\$ 130,888	\$ 174,517
	Director Expenses (internal)	\$ 56,611	\$ 41,523	\$ 55,364
STAFF	Staff Salaries, Benefits and Training	\$ 4,119,147	\$ 4,699,802	\$ 6,266,402
OTHER EXPENDITURES	911	\$ 103,464	\$ 216,330	\$ 288,440
	Charges related to administration	\$ 50,575	\$ 219,027	\$ 292,036
	Advertising Costs	\$ 39,662	\$ 51,387	\$ 68,516
	Audit	\$ 25,350	\$ 17,250	\$ 23,000
	Bank Charges/Interest/Bad Debt	\$ 13,110	\$ 2,363	\$ 3,150
	Transit Costs (For Transit Service)	\$ 97,027	\$ 93,750	\$ 125,000
	Communications	\$ 101,796	\$ 100,790	\$ 134,386
	Information Technology Expenses	\$ 124,334	\$ 178,602	\$ 238,136
	Contracted Operations	\$ 33,572	\$ 183,098	\$ 244,131
	Election Expenses	\$ 9,848	\$ 42,375	\$ 56,500
	Emergency Management Costs	\$ 35,722	\$ 450,000	\$ 600,000
	Equipment Maintenance Expenses	\$ 193,704	\$ 493,697	\$ 658,263
	Feasibility Studies		\$ 35,597	\$ 47,462
	Insurance Costs	\$ 270,822	\$ 161,385	\$ 215,180
	Lagoon Operations	\$ 7,896	\$ 10,844	\$ 14,459
	Legal Fees	\$ 14,035	\$ 29,250	\$ 39,000
	Meeting Expenses	\$ 146	\$ 27,334	\$ 36,445
	Environmental Monitoring	\$ 40,154	\$ 82,754	\$ 110,339
	Nesst Expenses	\$ 9,454	\$ 41,250	\$ 55,000
	Permit Fees	\$ 2,502	\$ 1,013	\$ 1,350
	Recycling Costs	\$ 138,204	\$ 120,000	\$ 160,000
	Scale Operations	\$ 12,276		\$ -
	Special Projects	\$ 396,229	\$ 465,875	\$ 621,166
	Supplies	\$ 99,039	\$ 145,313	\$ 193,750
	Utilities	\$ 135,467	\$ 148,252	\$ 197,669
	Vehicle Costs	\$ 537,583	\$ 284,481	\$ 379,308
MUNICIPAL AND RD DEBT PAYMENTS	Debt Payments	\$ 342,904	\$ 617,174	\$ 822,899
GRANTS	Covid Funds Granted	\$ 193,138		\$ -
	Gas Tax Grants to Societies	\$ 225,713	\$ 525,000	\$ 700,000
	Grant in Aid	\$ 237,720	\$ 470,252	\$ 627,002
	Grants to Municipalities	\$ 1,991,627	\$ 1,493,720	\$ 1,991,627
	Grants to Societies	\$ 1,333,018	\$ 1,355,768	\$ 1,807,691
CAPITAL EXPENDITURES	Capital Expenditures	\$ 2,118,221	\$ 3,898,607	\$ 5,198,143
RESERVE CONTRIBUTIONS	Contribution to Reserves	\$ 1,081,562	\$ 1,020,222	\$ 1,360,296
PRIOR YEAR DEFICIT	Prior Year's Deficit	\$ 5,257	\$ 3,860	\$ 5,147
			\$ -	
	TOTAL EXPENSES	\$ 14,539,623	\$ 18,366,670	\$ 24,488,893
	NET INCOME	\$ 3,727,416	\$ -	\$ -



Protective Services Department

July 1, 2022 – September 30, 2022

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Protective Services – Quarterly Report 3rd Quarter Update

General

The Protective Services Department is responsible for the following services: 911, Rural Fire Protection, Emergency Preparedness and Administration projects. The following information provides a brief update on the status of the 2022 Protective Services Workplan and the ongoing operations of the services provided to residents.

Staffing

Fulltime permanent:

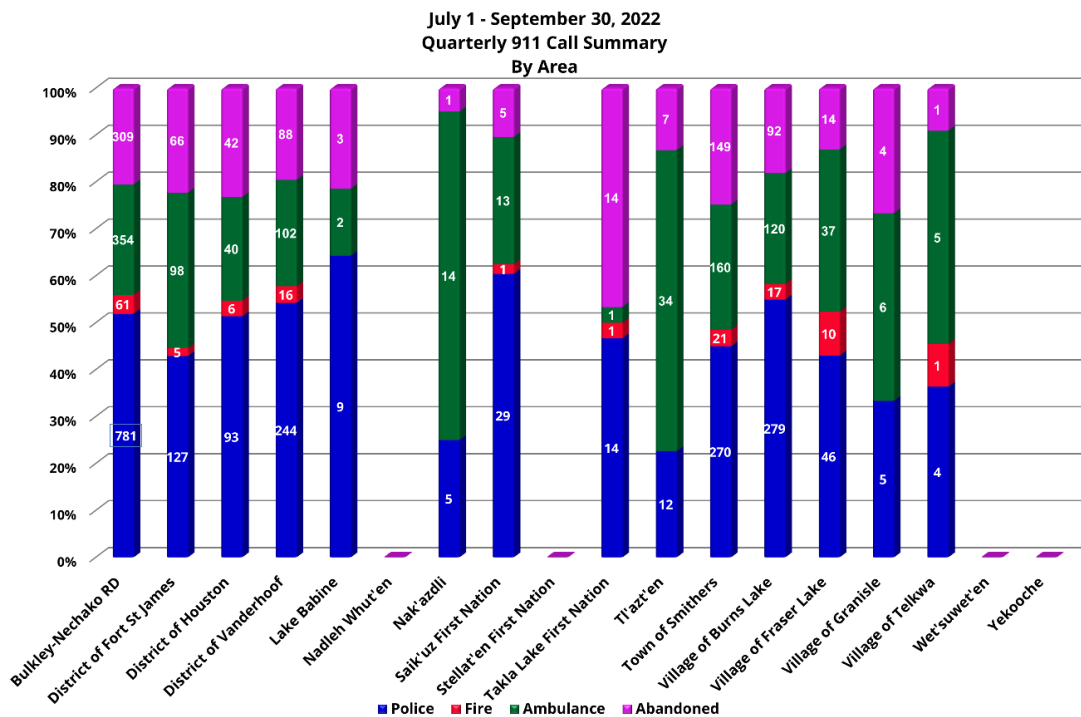
- Director of Protective Services – Deborah Jones-Middleton
- Regional Fire Chief – Jason Blackwell
- Emergency Program Coordinator – Christopher Walker
- Protective Services Assistant – Trina Bysouth

Fulltime temporary:

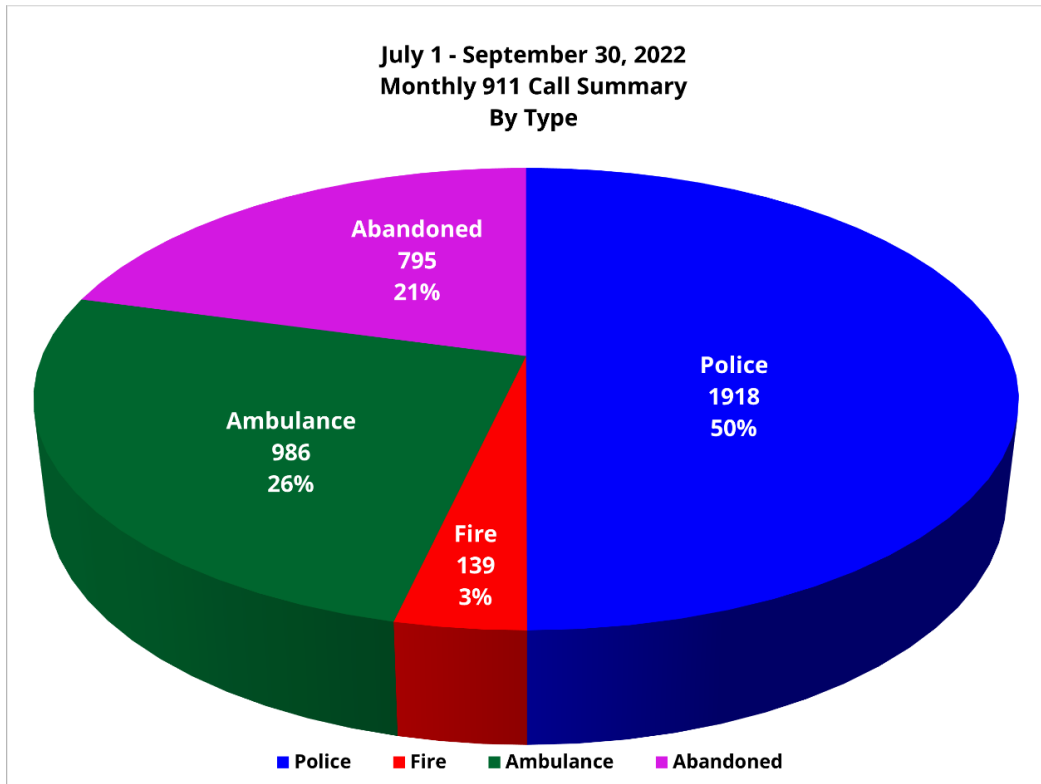
- FireSmart Educator – Ryann VanTine
- Neighbourhood Emergency Preparedness Coordinator - Caitie Rosger
- Two and a half Summer Students: Emma Moore, Jennifer Rensing, and Grace Zayac who is shared with Economic Development.

911 Service

E-COMM received **3,838** 911 calls for the months of July, August and September 2022 from the Regional District of Bulkley-Nechako area. The charts below show the 911 calls received by jurisdiction and call type.



Protective Services – Quarterly Report 3rd Quarter Update



Transition to NG911

Staff continue to work with the Regional District of Fraser Fort George to coordinate the upgraded dispatch consoles that will be installed in all the Fire Halls to support the increased functionality of NG911.

The RDIFFG contract for Dispatching services has been extended for 1 year, and entered a new NG911 agreement with TELUS.

There was a Cellular phone outage in August that affected the ability of the 911 System to dispatch local police, fire, and ambulance to emergencies from Topley west. Staff are investigating redundant backup systems that would allow for ongoing communications.

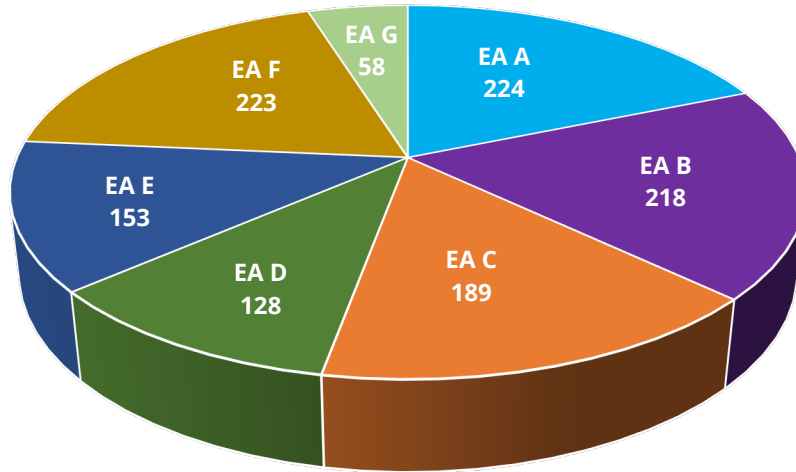
Bulkley Nechako Emergency & Public Alerts

The RDBN continues to promote the use of the BNE&PA across the region. There have been **56** new participants in the region in the third quarter, which is reflected in the two graphics below by Electoral Area and by Municipality.

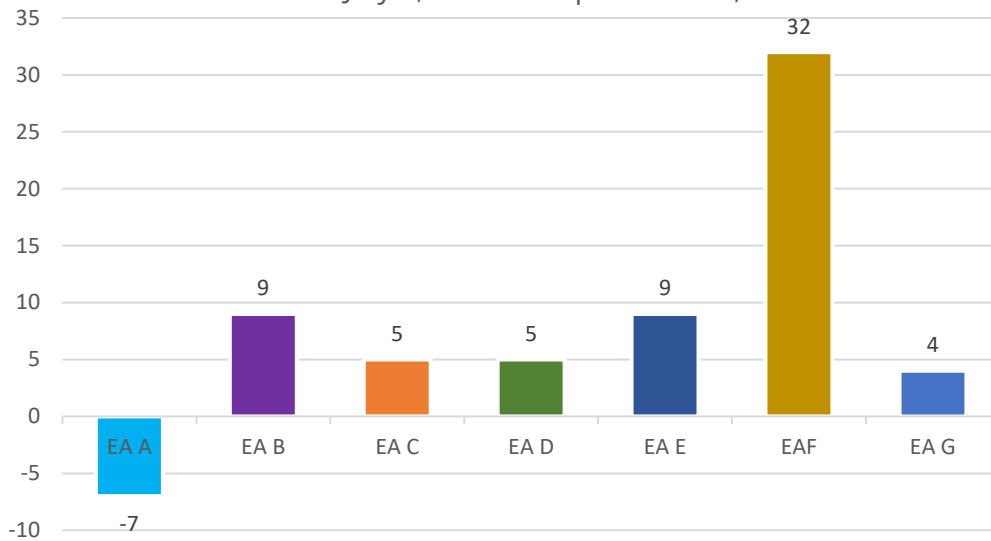
Protective Services – Quarterly Report 3rd Quarter Update



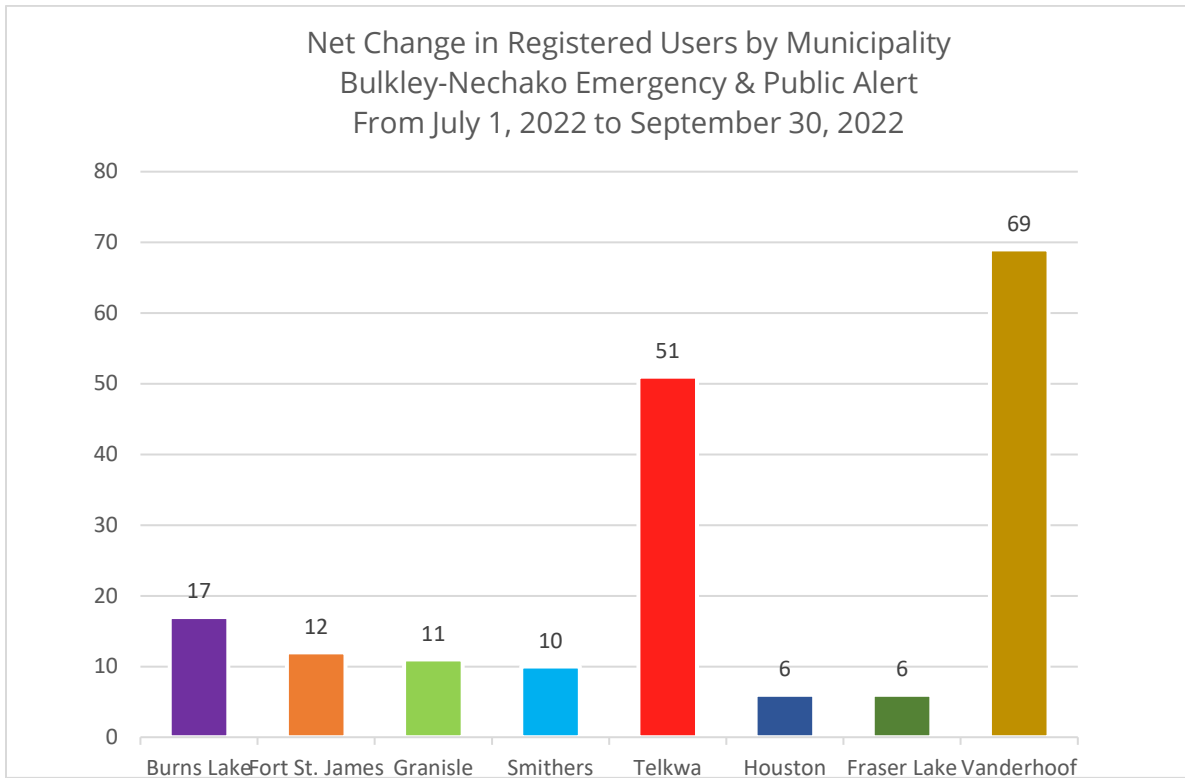
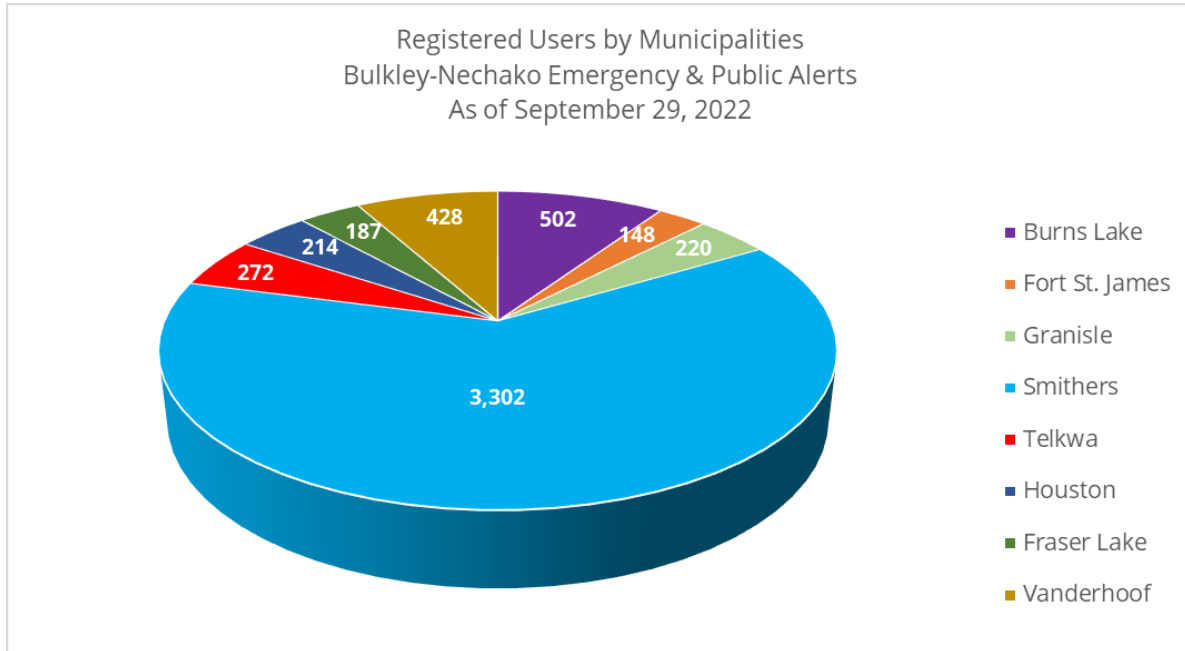
Registered Users by Electoral Areas
Bulkley-Nechako Emergency & Public Alert
As of September 29, 2022



Net Change in Registered Users by
Electoral Areas - Bulkley-Nechako Emergency & Public Alert
From July 1, 2022 to September 30, 2022



Protective Services – Quarterly Report 3rd Quarter Update



Monthly refresher training sessions are continuing for all the administrators, and individual sessions can be set up at any time. Training sessions have been set up with the system administrators to address the changes in the 2.0 rollout.



Protective Services – Quarterly Report 3rd Quarter Update

Rural Fire Protection

Northern Capital and Planning Grant

The installation of a 10,000-gallon underground water tank for fire suppression activities is being installed in conjunction with the Cycle 16 Project in Electoral Area A, specifically Smithers rural located on Laidlaw Road. The design has been completed and installation costs are currently being worked on by contractor. Once we have the specific costs staff can move forward with this project and the other identified water projects.

Fort Fraser Fire Department Apparatus Purchase

The new Fire Engine was delivered to Fort Fraser Volunteer Fire Department and the Regional Fire Chief, Fort Fraser Fire Chief and Senior Officers were provided an orientation session. The Fort Fraser Volunteer Fire Department will provide an orientation for the rest of the members after that.

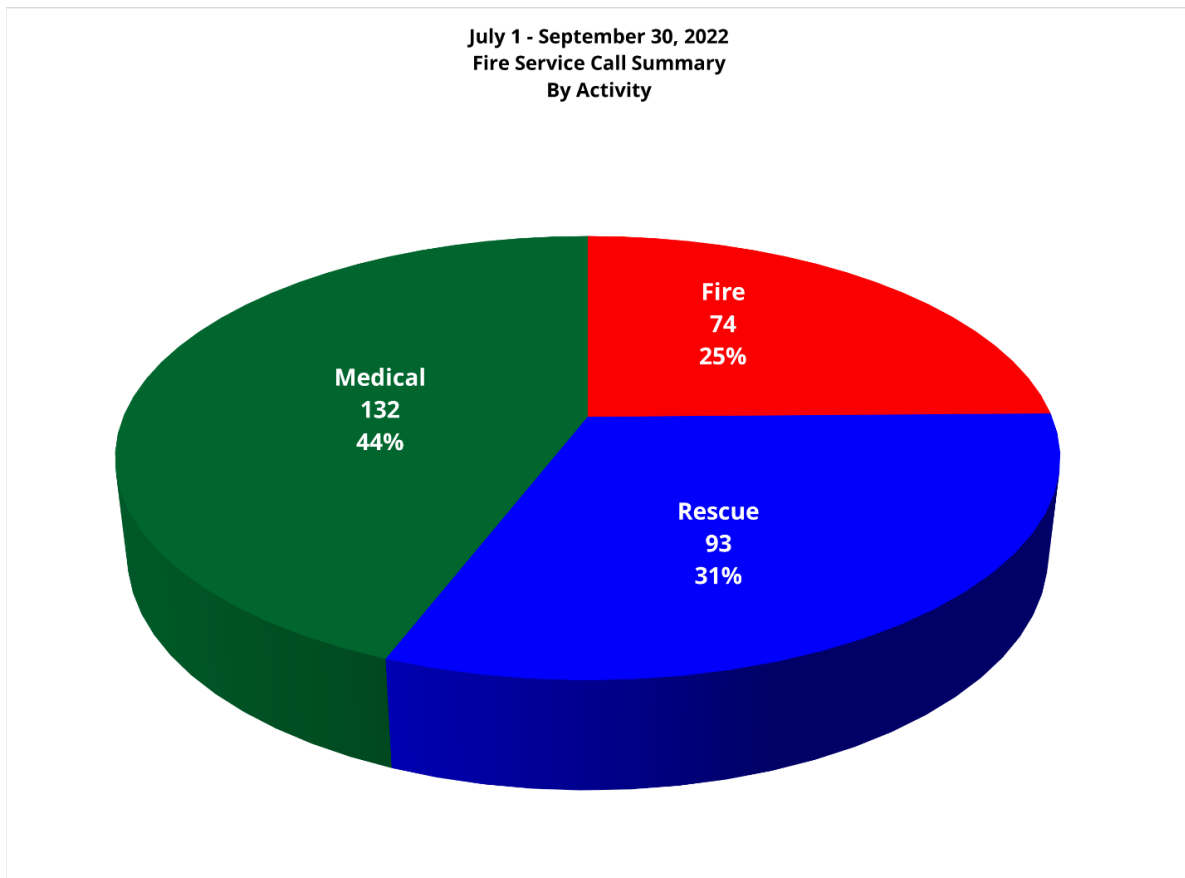
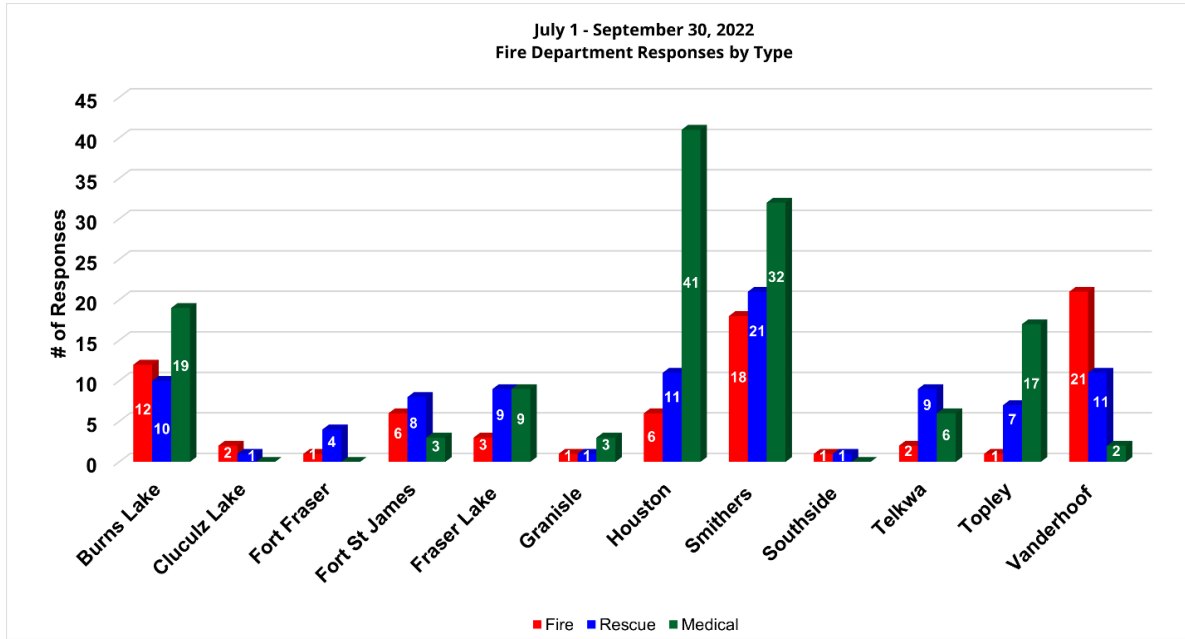
The down payment has been made on the Water Tender and the estimated delivery is still May 2023. Fort Fraser Volunteer Fire Departments' current Fire Engine will be moving to Cluculz Lake once they take delivery of the new Water Tender, and the Regional Fire Chief will provide an orientation to the Cluculz Lake Fire Department at delivery.

Fire Department Response

Fire department responses vary in type and frequency across our region

Of the **3,838** 911 calls received from July-September, **299** were forwarded to the Fire Operation Communication Centre, either from E-Comm, BC Ambulance, RCMP, or Mutual Aid, for Fire Department response. The chart below and on the next page shows the 911 calls received by call type and by each Fire Department.

Protective Services – Quarterly Report 3rd Quarter Update





Protective Services – Quarterly Report 3rd Quarter Update

Fire Department Training

Staff continues to support all the rural departments in their training programs through resource materials and hands on instruction. Staff provided the following hands-on training:

- Basic motor vehicle extrication techniques
- Rollover vehicle extrication techniques
- Motor vehicle stabilization.

Staff is drafting an application to the Community Emergency Preparedness Fund – Volunteer and Composite Fire Department Training & Equipment Grant that will be submitted by October 21, 2022. The application will include the delivery of multiple specialized training courses, such as Advanced Auto Extrication, Emergency Vehicle Operations, Embankment Rescue, and Airbrakes Certification, that would normally be inaccessible due to the high costs to the departments. The courses will be set up so members from each of the rural fire departments will be able to attend.

Each department has also supplied a list of needed equipment, such as new hose and nozzles, drop tanks, emergency lighting, and radios, that can't be purchased within their current budgets. This equipment will be added to the application as well.

Emergency Preparedness Service

Emergency Management Mission Statement

Building a safer future through effective partnerships with local government, First Nations, emergency services agencies, private sector, volunteer agencies, and the residents of the Regional District of Bulkley-Nechako to save lives, protect property, and reduce the effects of disasters through mitigation, preparedness, response, and recovery activities.

Emergency Planning Activities

- Comprehensive Emergency Management Plan
 - During the last quarter there was significant research done to support the development of a Recovery Plan, Demobilization Plan, and identifying the availability of other Non-Government Organizations to provide Group Lodging on behalf of the Regional District.
 - The ESS Plan revisions were completed and received by Board.
- Stakeholder Engagement
 - Staff worked with the Office of the Wet'suwet'en regarding communications during emergencies and the issuing of Evacuation Orders.



Protective Services – Quarterly Report 3rd Quarter Update

- Provided presentations to two RCMP detachments and Search & Rescue groups on the delivery of Evacuation Notices.
- Training & Exercises
 - Staff provided 6 Regional ESS Evacuee Registration Application training sessions inviting all Bulkley Nechako ESS teams to participate.
 - Developed an exercise for the Bulkley Nechako Regional ESS Gathering to take place October 1, 2022.
- UBCM Grants
 - The 2021 ESS Grant Final Report was completed, and reimbursement received.
 - The 2021 EOC Grant was completed, we are still waiting for reimbursement.
 - Started purchasing equipment for the approved 2022 ESS Grant.
 - The contract for Emergency Operations Centre Exercise Program was awarded to Red Dragon Consulting under the approved 2022 EOC Grant.

Emergency Response

- ESS Responses
 - There was one ESS activation due to a structure fire in Electoral Area E, the Burns Lake ESS Team responded and provided support to residents.
- EOC Responses
 - From June 29 to July 29 Protective Services staff monitored the Nechako River and issued sandbags to one resident in Electoral area F due to high stream flow.
 - The EOC was activated at Level One for the Morice River Wildfire from August 22nd to August 24th. An Evacuation Alert on August 22nd and was rescinded on August 24th.
 - The Bulkley River After-Action Report was completed and will be submitted to Board on October 13th.

Hazard Risk & Vulnerability Analysis

The HRVA program completed a series of virtual workshops to review the likelihood and consequence scoring outcomes and review the existing risk reduction strategies in place. Each committee was asked to submit future risk reduction strategy ideas. The status of each electoral area HRVA is outlined in the table below:

Protective Services – Quarterly Report 3rd Quarter Update



HRVA Project Status September 30, 2022							
HRVA Advisory Committee Steps	A	B	C	D	E	F	G
HRVA Committee Orientation	✓	✓	✓	✓	✓	✓	✓
Hazard Identification	✓	✓	✓	✓	✓	✓	✓
Understanding Community Resiliency	✓	✓	✓	✓	✓	✓	✓
Hazard Likelihood and Consequence Scoring	✓	✓	✓	✓	✓	✓	✓
Priority Hazards and Risk Reduction Initiatives	✓	✓	!	✓	✓	✓	✓
Committee Review of Draft HRVA							
✓ Complete ! In Progress							

Neighbourhood Emergency Preparedness Program Statement

The Neighbourhood Emergency Preparedness Program has been progressing at a steady pace through public engagement, meetings held, interagency networking, and mail outs to increase emergency planning within home and neighbourhood, information sharing amongst residents, and emergency preparedness skill building.

Neighbourhood Emergency Preparedness Activities

The following activities have been completed in the last quarter.

- Neighbourhood Champions – Four Champions have been recruited
- Neighbourhood Committees – Twenty-Six overall attendees to meetings
- Meetings held were:
 - Neighbourhood Planning Session – Two meetings in the Tyhee Lake, Slack Rd, Lake Kathlyn, and Evelyn Zones, and three meetings in Quick, Seymour Lake, and Viewmount Rd Zones have been held.
 - Neighbourhood Presentations – Emergency Kits and Plans, Home Fire Safety, and Livestock Evacuation.

FireSmart

The following activities have been completed in the last quarter.

- Home Partners Program Assessments
 - 141 assessments completed this quarter (92% stream 3)
- Stream One Funding:
 - 14 rebates provided totaling \$6,284.09 this quarter
 - 21 rebates remaining (\$500 each totaling \$10,500)
- Stream Three Funding
 - 29 rebates issued totaling \$87,756.12 spent this quarter
 - Total funding spent during program since June 3, 2021: \$160,498.79
 - Total funding remaining: \$318,136.21
- Public Outreach Events

Protective Services – Quarterly Report 3rd Quarter Update



- Attended/hosted 14 community Farmers Market events this quarter.
- Held FireSmart Youth Educational Workshop in Telkwa
- Conducted Nautley FireSmart Presentation

A total of 373 properties have been assessed under the RDBN FireSmart Program since 2020.



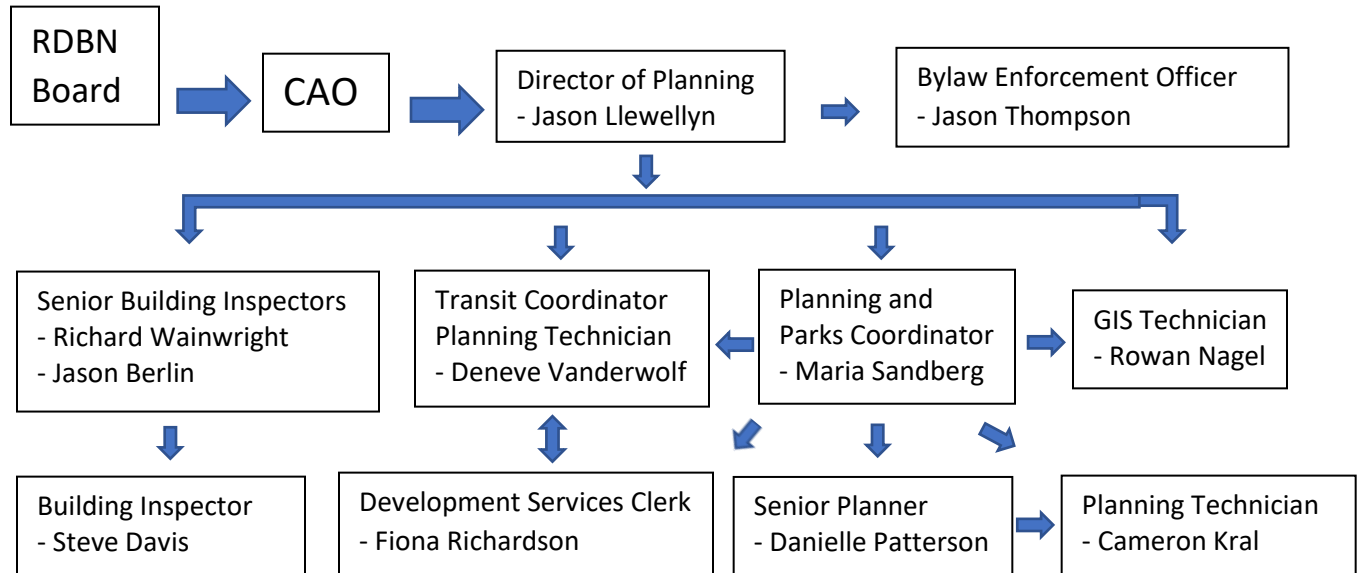
Planning Department

July 1 – September 30, 2022

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Staffing



The Planning Department includes eleven full time positions providing Land Use Planning, Building Inspection, Parks and Trails, Transit, GIS and Bylaw Enforcement Services. Building Inspection, Bylaw Enforcement and Planning Services are also provided to municipalities on a contract basis.

Land Use Applications and Referrals

Agricultural Land Reserve Applications

The Planning Department has received no new ALR applications in the third quarter of 2022. Two applications were considered by the Board and forwarded to the ALC for consideration in the third quarter.

Official Community Plan Amendments and Rezoning Applications

The Planning Department has received no rezoning and OCP amendment applications in the third quarter of 2022.

Temporary Use Permits

The Planning Department received three temporary use permit (TUP) renewal applications and one new TUP application in the third quarter of 2022. The Planning Department processed these four applications and presented them to the Board for consideration, along with fifth application received in the second quarter. All 5 TUPs were approved.

Development Variance Permits

The Planning Department received one new development variance permit (DVP) application in the third quarter of 2022. The Planning Department processed two DVP applications and presented them to the Board for consideration. The two DVPs were approved. Two DVPs remain in process.

Subdivision Referrals

The Planning Department received three subdivision referrals in the third quarter of 2022. The Planning Department processed these three referrals and provided comments to the Ministry of Transportation and Infrastructure along with a referral from the second quarter.

Land Use Reviews

The Planning Department completed 75 land use reviews for building projects in the third quarter of 2022. This is an increase from the 48 reviews completed in the second quarter.

Other Referrals

A total of 15 miscellaneous referrals were received in the third quarter of 2022. Seventeen referrals were processed in the third quarter. One referral remains in process.

Land Use Applications for Municipal Governments

One development variance permit, one development permit, and one rezoning application were completed in the third quarter on a contract basis for RDBN municipalities.

Long Range Planning

The Rural Fort St James OCP and District of Fort St James OCP reviews are in progress. The fourth joint working group meeting was held in July. In the third quarter staff focused on meetings with stakeholders and drafting of the new plans. Work on the District of Fort St. James plan is slightly delayed as a result of local staffing capacity.



Building Inspection

The RDBN received a total of 75 building permit applications in the third quarter of 2022, with a total construction value of **\$23,495,379**. This compares to the 70 building permit applications with a total construction value of \$11,503,695 received in the second quarter of 2021. There are 13 new dwellings being built in the rural areas and one in the municipalities receiving building inspection services.

It is noted that the RDBN is providing building inspection services to the District of Vanderhoof under agreement from June 1 to December 31 while the District undergoes the recruitment process for a new building inspector.

Third Quarter Building Permit Data for 2022

Area	Total Permits	Total Construction Value (\$)
A	19	\$4,226,500
B	5	\$680,000
C	1	\$15,000
D	2	\$900,000
E	0	\$0
F	10	\$1,325,000
G	1	\$90,000
Burns Lake	11	\$6,610,600
Fort St. James	2	\$65,000
Fraser Lake	3	\$2,572,437
Granisle	3	\$187,000
Houston	11	\$1,225,000
Telkwa	0	\$0
Vanderhoof	7	\$5,598,842
Third Quarter RDBN Totals	75	\$23,495,379
Smithers	21	4,248,000
Vanderhoof	10	\$979,950
Total	85	\$28,723,329

Parks and Trails

Cycle 16 Trail

Construction of the Cycle 16 Trail began in the third quarter and the construction process continues and is near completion.

Staff continue to wait for Agricultural Land Commission approval for a rest area with associated infrastructure including an information kiosk, a bike rack, signage, bench and a picnic table for a scenic viewpoint on a switchback beside the old Par 3 Golf Course.

Staff continue to wait for Agricultural Land Commission approval for a buried water tank for firefighting purposes near the Laidlaw Road bus stop. The water tank will be installed by the contractor constructing the trail.

Round Lake Park and Boat Launch

Staff continue to work with the Round Lake Community Association (RLCA) with their Waterfront Upgrade Project. The RLCA must now complete an Archaeological Overview Assessment for the site and hire a consultant (using Gas Tax funding) to design the proposed works to the satisfaction of the Ministry of Transportation and Infrastructure. To assist the RLCA, Planning Department staff have drafted a request for proposals (RFP) for project design for consideration by the society.

Imeson's Beach

The Imeson's Beach Parking Lot and Pedestrian Railway Crossing Project is underway. The consultant has completed their survey work and has developed pedestrian crossing design drawings. However, the project remains on hold waiting for CN to provide feedback on the crossing design.

Hospital Point

A contract to construct an accessible outhouse at Hospital Point has been awarded to a local contractor, and construction is underway.

Parks and Trails Master Plans

Staff have issued a request for proposals (RFP) in coordination with the Village of Burns Lake for the development of master plans for parks, trails, and recreation. Staff continue to work with the Town of Smithers on a similar project.

Recreation Contribution Service Bylaws

Staff are continuing to work on the implementation of the recreation contribution service where funds are collected as taxation and distributed to societies providing recreation services. The alternative approval process has been completed and the Board is in position to consider approving the bylaws at their October 2022 meeting. This process was completed by the Administration Department.

Bylaw Enforcement

A new Bylaw Enforcement Officer began work for the RDBN and the District of Houston under contract in September.

Geographic Information Systems (GIS)

Mapping and Inquiries

In the third quarter, in addition to general upkeep of digital records the GIS Technician completed 87 mapping requests for RDBN staff. These requests included 38 for the Planning Department, 15 for Protective Services, 17 for Administration & Finance, and 2 for Environmental Services. In addition, 21 public and 5 municipal mapping related requests were completed. This includes election related mapping for 2 school districts.

House Numbering

A total of 43 new addresses were issued in the rural area and 31 new addresses were issued for municipalities and First Nations in the third quarter of 2022. Eight addresses were corrected.

Design

The GIS Technician has completed eight graphic design requests.

In the third quarter of 2022, 48% of the GIS Technician's tasks were generated by the Planning Department, 30% were from other RDBN departments, and 22% were from the public.

Transit

Third quarter ridership numbers were not provided by BC Transit at the time of the writing of this report. Second quarter numbers are shown below.

Passengers	April'22	May	June
Route 161	259	310	368
Route 162	182	186	164
Total Passengers	441	496	532



Environmental Services

July 1 to September 30, 2022

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Priorities

All efforts made by Environmental Services staff are working towards improving “the 3 C’s”:

- Continuity – Minimize the impact of disruptive events/circumstances
- Capacity – Ensuring that there is manpower and resources to maintain the service
- Compliance – Ministry of Environment and Climate Change Strategy and WorkSafe BC

Services Provided

Solid Waste Management:

- Operation of two (2) sub-regional landfills located near Houston (Knockholt) and Vanderhoof (Clearview) and one (1) local landfill in Manson Creek.
- Operation of eight (8) transfer stations located in Smithers/Telkwa, Houston, Granisle, Burns Lake, Southside, Fraser Lake, Ft. St. James and Vanderhoof,
- Operation of six (6) recycling depots located in Smithers/Telkwa, Granisle, Burns Lake, Southside, Ft. St James and Vanderhoof.
- Waste hauling operations transport waste from Transfer Stations to Landfills
- Environmental monitoring and reporting to the Ministry of Environment and Climate Change Strategy as per RDBN Operational Certificates.

Liquid Waste Management:

- Operation of septage receiving facilities at Smithers/Telkwa, Houston, Burns Lake and Fort Fraser.

Fort Fraser Water and Wastewater Systems:

- Operation of a small water supply and distribution system
- Operation of small wastewater collection and treatment system

Staffing

Full-time Permanent:

- Director of Environmental Services
- Waste Diversion Supervisor
- Operation Supervisor
- Environmental Technician
- Environmental Services Office Assistant
- Field Assistant West
- Field Assistant East
- 14 x Transfer Station & Recycling Depot Attendants
- 2 x Landfill Operators
- 2 x Landfill Attendants
- 2 x Waste Haul Drivers

Part-time Permanent

- 1 x Landfill Attendant
- 4 x Transfer Station & Recycling Depot Attendants
- 2 x Waste Haul Drivers

Casual (holiday and sick coverage):

- 5 Transfer Station and Recycling Depot Attendants

Summer Students:

- 1 x labourer
- 1 x office

Notable Department Activity

- Design and planning and construction work for capital projects and purchases (see below)
- Knockholt Phase 3 Landfill Expansion was completed July 29th.
- Knockholt Leachate treatment - batch treatment, data collection and aeration system design.
- Quarterly ground water sampling of closed and active landfills.
- Improve operational procedure manuals and safety procedures
- Planning the expansion of recycling programs
- Recruitment, Training and Cross-training of Transfer Station and Recycling Depot Attendants
- Updating regulatory documents for RDBN Landfills
- Planning, Tendering and Awarding of the Fort Fraser System Upgrades

2022 Capital Projects Update

The third quarter of 2022 has been used for planning, initiating, and completing capital projects. Several projects and purchases have been reprioritized due to changes in operational strategy.

ES Capital Update - July 1 to September 30, 2022					
Site	Item	Budget	Status	Cost	Variance
KLF	Phase 3B/C completion	\$300,000	Complete	\$540,000	-\$240,000
KLF	Perimeter Fence (1200m/4000ft @ \$30/ft)	\$125,000	In Progress	\$0	\$125,000
KLF	Lagoon Hydro (1km 30 poles @ \$5000/pole)	\$170,000	Deferred to 2023	\$0	\$170,000
BLTS	Lean-to (Garage) for big trucks	\$100,000	Deferred to 2023	\$8,000	\$92,000
VTS	Lean-to (Garage) for big trucks	\$100,000	Cancelled	\$0	\$100,000
HAUL	New Walking Floor Trailer	\$175,000	Design/Planning	\$0	\$175,000
HAUL	Roll-off Truck	\$150,000	Complete	\$140,000	\$10,000
Field Ops	Air Curtain Burner	\$100,000	Complete	\$83,000	\$17,000
Field Ops	Mini Excavator	\$100,000	Reprioritize	\$0	\$100,000
Other	Various Other Projects Under \$100,000	\$845,000	Design/Planning In-progress Complete	\$123,000	\$722,000
Other	Various Other Projects Under \$100,000	\$120,000	Cancelled/Deferred	\$2,100	\$117,900
Total		\$2,285,000		\$896,100	\$1,388,900

Environmental Services

Quarterly Report – September 2022

Knockholt Landfill Phase 3B and C Expansion

CONSTRUCTION

The Knockholt Landfill Phase 3B & C expansion project has been ongoing since 2020. The project has been managed and supervised by the Director of Environmental Services. During preparatory works in 2020, groundwater was discovered in the expansion area, and only a 20m (of the planned 80m), Phase 3A -Extension, was permitted by MOECCS to be constructed. In 2021, the RDBN and MOECCS worked together to redesign the remainder of the expansion, Phase 3B and C, and update regulatory documents. Upon receiving final design approval in the late fall of 2021, works began to prepare the area for an early 2022 start, which was important due to the airspace concerns at the Landfill. Knockholt was creative with maximizing airspace and was able to operate throughout the winter, however large projects were deferred. In early June of 2022, construction began, however, excessive rain slowed the project due to the nature of the soils, which needed to be dry for equipment to operate. Over the course of 2 months, the expansion was completed. The construction process was as follows:

- Sub-base: contour the sub-grade (cut and fill) and create control slopes,
- 1.2m thick Clay Liner: haul, place and compact approximately 15,000m³ of blue clay,
- Leachate Collection: install 288m of perforated pipe, including two clean-outs,
- 2,200m of Rock Drains: haul and place 2200m³ of drain rock,
- 270m Perimeter Berm: haul, place, compact and shape a clay containment berm



Figure 1. Knockholt Phase 3B and C Expansion and new public drop-off area

ADDITIONAL PROJECTS

As previously mentioned, poor weather conditions hindered the project. When possible, the contractors were utilized to complete other projects at the site which included:

- **New Public Area:** the previous drop areas at the site for wood, yard waste, metal and agricultural plastics needed to be relocated due to the footprint of the expansion. The initial scope for a new public drop area was minimal, but it was decided to develop a high-quality public area that can function for the next 10-20 years, with room for diversion program expansion
- **Surface Water Drainage:** the landfill expansion, new public area development, several historic drainage issues and MOECCS concerns, required a unified surface water drainage plan to be developed. The result is more effective water diversion away from buildings, public areas and culverts that will not freeze in the winter.
- **Topsoil Relocation:** at several locations at the site were stockpiles of topsoil that reduce the usefulness of the areas. Approximately 60% of the soil has been relocated to the Quarry pit for final closure of the landfill.
- **Quarry Pit Contouring:** the excavation of clay for the expansion required and central topsoil pile required proper contouring for effective drainage. A portion of the pit was also levelled to provide space for curing land clearing debris for future burning.
- **Miscellaneous:** small amount of land clearing, fenceline grading and road repair.



Figure 2. Additional works included contouring the quarry pit for wood waste curing (top left), relocating topsoil piles to one location (bottom left), clearing and developing stockpile area (top right), developing the new public drop-off area (bottom right), construction of 450m of new ditching and installing 4 new culverts.

BUDGET

The 2022 budget for the completion of Phase 3B and C was \$300,000. The capital budget summary shows that the project was significantly over budget, however there was a significant amount of additional scope and work outlined above as well as a significant amount of standby paid during unfavorable conditions. Budget exceedances are as follows:

- Approximately \$90,000 in additional required equipment, labour, and materials cost to complete the landfill expansion. This is partly due to inflation on materials and labour, partly due to extra construction works (fx. containment berm) and partly due to additional materials (fx. drain rock) that were not properly accounted for when building the budget.
- Approximately \$25,000 in standby due to unfavourable weather. Had there not been an imminent airspace concern, the project could have started later in the summer, however weather conditions are unpredictable regardless of the season.
- Approximately \$75k in extra gravel (includes hauling) to redevelop the Transfer Station Public Area. The decision was made to construct a high-quality public area while the space was mostly unused, rather than attempt this work in the future.
- Approximately \$50k in additional equipment, labour and materials for unplanned ditching, culvert installation, contouring and stockpile relocation (much of this work was completed to retain the contractors during unfavorable weather).

The above budget exceedances were expected, and the work was only completed because there were several underbudget, cancelled or reprioritized projects from which the funding could be utilized. No additional capital will be required above the \$2,285,000 2022 Budget. A budget amendment in November will clarify the redistribution of funds.

LESSONS LEARNED

A project of this scope is always a challenge due to the dependance on weather, inflationary increases in labour and material costs and the difficulty of accurate materials and time accounting. In the future, I will approach landfill expansions and similar projects with the following considerations in mind:

- Although the RDBN acting as the prime contractor is financially favourable, the disruption to regular duties may not be in the best interest of the department; an engineering consultant may be used for tendering and managing projects of this nature in the future.
- Having appropriate reserves for landfill expansion and closure costs are necessary to avoid impacting the annual capital budgets in the case of budget exceedances.
- Budgets will be built with larger contingencies.
- Design and planning works must be completed 2 years before the planned construction. The knowledge gained from this 3-year process will be an asset.
- Future landfill expansions will likely cost significantly more as the requirement for synthetic liners is almost guaranteed.



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Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Michelle Roberge, Regional Agriculture Coordinator, East
Megan D'Arcy, Regional Agriculture Coordinator, West

Date: October 13, 2022

Subject: **Growing Opportunities Newsletter and Podcast Update**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Attached is Issue #13 (September 2022) of the Growing Opportunities Newsletter for your receipt.

Additional podcasts featuring the 'Top 10 Thing You Need to Know' are currently in production.

ATTACHMENTS:

Growing Opportunities Newsletter Issue 13

GROWING OPPORTUNITIES

Bulkley-Nechako Agriculture Update



September 2022 - Issue 13

AG TEAM UPDATE

The weather is changing and we are all frantically harvesting and processing for winter, moving animals to pastures with the last remaining grasses before snow fall, and getting all those summer jobs on the to-do list completed. Over the past few months our team was busy speaking with many of you at Community Events and at all seven of the Farmers' Markets in each of the communities of the RDBN.

Emergency management and invasive species management have been two recurring topics of discussion. We are going back into fall with many plans, including:

- helping disseminate extension information the RDBN Protective Services staff have prepared to help people plan for wildfires, floods and other hazards,
- continue updating the Connecting Consumers and Producers online directory,
- attend producer organization meetings to listen to current issues and topics of interest, and
- to record a second podcast series! Stay tuned!

We will continue to update you through the newsletter so please **spread the word** about how to sign up to receive it.



Invasive Plant Removal - Landowner Rebate!

The Landowner Invasive Plant Removal Rebate Program, offered in partnership between the RDBN and the Northwest Invasive Plant Council (NWIPC), is in place to aid landowners with the cost of controlling invasive plants on their private land. Qualified applicants may be eligible for a 50% rebate, **maximum rebate is \$750**. Use this rebate to help control Canadian Thistle, Field Scabious (shown above), Knapweeds etc. [Click here](#) to see the list of invasive plants that are common in our region.

There are 4 easy steps to applying for the rebate...

1. Check that the invasive plant you have is on the Target Invasive Plant list (part of the application form).
2. Hire a certified pesticide applicator with a valid service licence to provide a cost estimate. We have a list of contractors.
3. Fill in Part 1 of the application when the certified pesticide applicator is at your place. Send that into NWIPC.
4. When the work is done and NWIPC has accepted your Part 1, submit Part 2 of the application.

Deadline to complete this application process is by November 15. [Go to the Application here.](#)

Funding Opportunities for Local Producers



Indigenous Food Systems & Agriculture Partnership Program

"This program funds activities involved in agriculture, food processing, and/or food systems planning, training and skills development, technological adoption, productivity and profitability improvements, and climate change adaptations."

Apply by October 31st



BC Climate
Agri-Solutions

Best Management Practices - Cost Sharing Program

This program is to support farmers in adopting beneficial management practices (BMPs) that store carbon and reduce greenhouse gases, specifically in the areas of 1) Nitrogen Management, 2) Cover Cropping, 3) Rotational Grazing.

Apply by October 14th



Extreme Weather Preparedness for Agriculture Program

BC Producers can apply for cost-share funding to better prepare their farms and ranches for wildfire and flooding events, as well as extreme heat.

Funding is allocated on first-come-first-serve basis.

Funding Window: Oct 4th to 25th

Demystifying Emergency Preparedness

There never seems to be time to sit down and make an emergency plan, until there are motivating circumstances (like a wildfire in your area), and often then things are forgotten or missed. That is *why planning well ahead* of an actual emergency is incredibly important for making sure that you are able to *act quickly, safely, and decisively* in the case of an emergency event. It's also important to realize that there are different considerations for farms and properties that have Farm Status vs. those that don't. But

it is important for hobby farms, homesteads and rural landowners to be just as ready to deal with an evacuation order as large farms and ranches. The RDBN Protective Services staff have created this easy to follow factsheet to help all producers start to plan and prepare.

Is Your Farm Prepared?



1 Build an Emergency Plan

Start today!

Find a template here:



- Consider which hazards could impact your farm.
- Keep an inventory of your livestock and equipment.
- Do you have insurance?
- Make sure staff, family, and friends know the plan.



4 Prepare Emergency Kits

- These kits provide you with the necessities to survive a 72 hour period during an emergency.
- Make sure your family, friends, and staff know where your kits are.

Find a list here:



4



2 Register for a Premises ID

Premises ID is mandatory for all livestock owners including hobby farms. Register here:



Premises ID is useful in emergency situations.

2

3 Set up a Buddy Farm

- Connect with another farm who can host your livestock if you need to evacuate.
- Think about how you will transport, feed, water, house, and care for animals while they are away.
- Make sure your buddy farm is far enough away.
- Look into extending your liability coverage to your buddy farm's property.



5 Know Your Resources

- Think about how you will transport your animals and practice loading them.
- Local authorities can only support relocation of farms with farm status. Be prepared!
- Who can support you? Are your animals vaccinated? Are they tagged? Do you have another way to identify them?

5



GO SEASON TWO
starts **October 13th**

Top 10 "Must Knows" for Living on Rural Property in the RDBN

Megan and Michelle are excited to announce the second season of the Growing Opportunities Podcast series! It will focus on the **TOP 10 things that folks living on or thinking about moving to rural property should know**. This list comes from some work already done by folks at the Ministry of Agriculture and Food, but we are using a regional lens to make the list relevant for folks in the RDBN.

The **first episode is set to release October 13th** and will cover some really common questions...

- *What does ALR mean, what is the ALC and why do rural landowners need to know?*
- *What is Farm Status, why does it matter, and who can get it?*

Go to the [Growing Opportunities page](#) to listen to all of Season One and the upcoming Season Two GO Podcast episodes. Or listen wherever you get your podcasts - just search for Growing Opportunities!



Learning Opportunities for New and Experienced Producers



Business Bootcamp

Young Agrarians is putting on a Business Bootcamp course for new farmers. This is a 3-month course that covers all aspects of business planning to finances and more. The course starts October 6th - [go to the YA website for details](#).



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada



Advanced Grazing Systems

The BC Forage Council offers producers access to a national education platform on advanced grazing techniques compiled by the Canadian Forage and Grassland Association. [To learn more go to the BC Forage Council website!](#)

Please let us know what you'd like to see in the next Growing Opportunities eNewsletter!

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Reference: 272093

October 6, 2022

VIA EMAIL: cheryl.anderson@rdbn.bc.ca

Gerry Thiessen, Chair
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, British Columbia
V0J 1E0

Dear Gerry Thiessen:

Thank you for your letter of September 9, 2022, to Premier John Horgan, regarding Regional District of Bulkley-Nechako support for construction of the Anahim Connector Emergency Egress Route. I have been asked to respond with an update.

The Ministry of Forests recognizes the connector route will provide Ulkatcho First Nation and surrounding residents with significant relief and assistance in the event of an evacuation situation. I look forward to seeing the project move forward and am confident the connector route will address Ulkatcho's safety concerns.

Ministry staff continue to work through the complexities and challenges this project presents, which includes the Treasury Board application process. While the decision to provide funding for this project remains with Treasury Board and the Ministry of Finance, I know project staff have done everything necessary for success.

Again, thank you for writing to share your concerns on behalf of Ulkatcho First Nation as well as your support for the development of the Anahim Connector Emergency Egress Route.

Sincerely,

Katrine Conroy
Minister

pc: Honourable John Horgan, Premier of British Columbia
Honourable Selina Robinson, Minister of Finance
Honourable Rob Fleming, Minister of Transportation and Infrastructure