

# Merry CHRISTMAS

## AGENDA

**MEETING NO. 14**

**December 15, 2022**

P.O. BOX 820

BURNS LAKE, BC V0J 1E0

PHONE: (250) 692-3195 OR 1-800-320-3339

FAX: (250) 692-3305

[www.rdbn.bc.ca](http://www.rdbn.bc.ca)



**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, December 15, 2022

#### First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – December 15, 2022</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-18	Board Meeting Minutes – November 17, 2022	Approve
	<u>DEVELOPMENT SERVICES</u>	
	<u>Land Referral</u>	
19-20	Danielle Patterson, Senior Planner Crown Land Referral No. 6406996 Electoral Area G (Houston/Granisle Rural)	Recommendation
	<u>Other</u>	
21-32	Deneve Vanderwolf, Planning Technician Board of Variance	Recommendation
	<u>ENVIRONMENTAL SERVICES REPORT</u>	
33	Alex Eriksen, Director of Environmental Services -Purchase of a New 53' Walking-floor Trailer	Recommendation

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December 15, 2022

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
34-36	Cheryl Anderson, Director of Corporate Services – Local Government Leadership Academy -Elected Officials Seminar Series 2023 -March 15-17, 2023, Prince George, B.C.	Recommendation
37-40	Cheryl Anderson, Director of Corporate Services – Connectivity Committee – Terms of Reference Amendment	Recommendation
41-44	Cheryl Anderson, Director of Corporate Services – Regional Solid Waste Advisory Committee – Terms of Reference Amendment	Recommendation
45-65	Curtis Helgesen, Chief Administrative Officer – RDBN Committee Appointments 2023	Ratify
66	Cheryl Anderson, Director of Corporate Services – RDBN Appointments 2023	Ratify
67-70	John Illes, Chief Financial Officer – Reserve Establishment	Recommendation
71-73	John Illes, Chief Financial Officer – 2022 Five Year Financial Plan Amendment	Recommendation
74-94	Sashka Macievich, Controller – Tangible Capital Asset Policy and Tangible Capital Asset Disposal Policy	Recommendation
95-97	Justin Greer, First Nations Liaison – Revision to Protective Clothing and Footwear Policy	Recommendation
98-103	Nellie Davis, Manager of Regional Economic Development- Grant in Aid for Area E (Francois/ Ootsa Lake Rural) Southside Volunteer Fire Department	Recommendation



Meeting No. 14  
December 15, 2022

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
104-107	Nellie Davis, Manager of Regional Economic Development- Grant in Aid for Area F (Vanderhoof Rural) Vanderhoof Children's Theater	Recommendation
108-112	Nellie Davis, Manager of Regional Economic Development – Letter of Support for Connecting Communities BC Program Telus Projects	Recommendation
113	Shari Janzen, Economic Development Assistant – Smithers Skate Park Society -Letter of Support Request	Recommendation
114	Cameron Hart, Economic Development Assistant -Hospital Point Recreation Site – Expression of Interest	Recommendation
115-116	John Illes, Chief Financial Officer – Budget Planning	Receive
117-122	Nellie Davis, Manager of Regional Economic Development – Accessibility Act – Regional District Requirements	Receive
123-124	Nellie Davis, Manager of Regional Economic Development – Grant in Aid Under \$2,500 Approval Update	Receive
125-132	Nellie Davis, Manager of Regional Economic Development – Grant in Aid – Application Update	Receive
<u>ADMINISTRATION CORRESPONDENCE</u>		
133	Bulkley Valley – Lakes District Airshed Management Society – Appointment of Directors to the Society	Receive

Meeting No. 14  
December 15, 2022

<u>PAGE NO.</u>	<u>ACTION LISTS</u>	<u>ACTION</u>
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134-147	Action Lists - June, 2022 - July, 2022 - August, 2022 - September, 2022 - October, 2022	Receive
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SUPPLEMENTARY AGENDA

VERBAL REPORTS AND

COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

IN-CAMERA MOTION

That this meeting be closed to the public pursuant to Sections 90(1)(c) and 90(2)(b) of the Community Charter for the Board to deal with matters relating to the following:

- Labour relations
- Connectivity.

ADJOURNMENT

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 13****Thursday, November 17, 2022**

<b>PRESENT:</b>	Chair	Mark Parker
	Directors	Gladys Atrill Shane Brienen Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey 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 – left at 11:10 a.m. Alex Eriksen, Director of Environmental Services Deborah Jones-Middleton, Director of Protective Services Jason Llewellyn, Director of Planning Wendy Wainwright, Deputy Director of Corporate Services
	Others	Dolores Funk, Burns Lake – left at 10:45 a.m. Judge Jackson – left at 10:36 a.m.

**FIRST NATIONS ACKNOWLEDGEMENT****SWEARING IN CEREMONY – Performed by Judge Jackson**

**PRESENTATION TO OUTGOING DIRECTOR** Chair Thiessen presented a plaque to outgoing Director Dolores Funk, Village of Burns Lake.

**CALL TO ORDER** Curtis Helgesen, Chief Administrative Officer called the meeting to order at 10:00 a.m.

**ELECTION OF CHAIRPERSON**

**Chairperson** CAO Helgesen called for nominations for the position of Chairperson of the Regional District of Bulkley-Nechako for the year 2022/2023.

### ELECTION OF CHAIRPERSON (CONT'D)

Moved by Director Brienens  
 Seconded by Director Storey

2022-13-1

"That Director Parker be nominated for the position of Chairperson of the Regional District of Bulkley-Nechako for 2022/2023."

CAO Helgesen called for nominations for Chairperson a second time.

CAO Helgesen called for nominations for Chairperson a third time.

There being no further nominations CAO Helgesen declared Director Parker Chairperson for the Regional District of Bulkley-Nechako for the year 2022/2023 by acclamation.

### ELECTION OF VICE-CHAIRPERSON

Vice – Chairperson

CAO Helgesen called for nominations for the position of Vice-Chairperson of the Regional District of Bulkley-Nechako for the year 2022/2023.

Moved by Director Atrill  
 Seconded by Director McGuire

2022-13-2

"That Director Brienens be nominated for the position of Vice-Chairperson of the Regional District of Bulkley-Nechako for 2022/2023."

CAO Helgesen called for nominations for Vice-Chairperson a second time.

CAO Helgesen called for nominations for Vice-Chairperson a third time.

There being no further nominations CAO Helgesen declared Director Brienens Vice-Chairperson for the Regional District of Bulkley-Nechako for the year 2022/2023 by acclamation.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chairperson Parker assumed the Chair.

## **AGENDA**

Moved by Director Atrill  
 Seconded by Director Brienen

2022-13-3

"That the Board Meeting Agenda of November 17, 2022 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **MINUTES**

Board Meeting Minutes  
October 13, 2022

Moved by Director Stoltenberg  
 Seconded by Director Riis-Christianson

2022-13-4

"That the Board Meeting Minutes of October 13, 2022 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee Meeting  
Minutes

Moved by Director Lambert  
 Seconded by Director Greenaway

2022-13-5

"That the Board receive the following Committee Meeting Minutes:  
 -Rural/Agriculture Committee Meeting Minutes  
     - October 13, 2022  
 -Waste Management Committee Meeting Minutes  
     -October 13, 2022."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DEVELOPMENT SERVICES**

### **Water Act Referral**

Water Act Referral  
No. 7003011 Electoral Area F  
(Vanderhoof Rural)

Moved by Director Moon  
 Seconded by Director Lambert

2022-13-6

"That the Water Act Referral No. 7003011 comment sheet be provided to the Province as amended to include in "Other Comments: that the Province consult with area residents regarding the development"."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ENVIRONMENTAL SERVICES

Trade-in of Two (2) Tractors Moved by Director Stoltenberg  
Seconded by Director Atrill

2022-13-7 "That the Board approve the trade-in of two (2) 2019 Kubota L4760 Tractors for a total of \$80,000."

(All/Directors/Majority) CARRIED UNANIMOUSLY

### ADMINISTRATION REPORTS

RDBN 2023 Meeting Schedule Moved by Director Brienens  
Seconded by Director Atrill

2022-13-8 "That the Board ratify the 2023 RDBN meeting schedule as presented."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Staff will bring forward hosting RDBN Meetings in member municipalities to the RDBN Strategic Priorities Session.

North Central Local Government Association (NCLGA) – Appointment of Regional Representative and Alternate Representative Moved by Director McGuire  
Seconded by Director Greenaway

2022-13-9 "That the Board appoint Director Storey as its regional representative to the NCLGA Executive for 2022/23. That the Board appoint Director Stoltenberg as the alternate representative to the NCLGA Executive for 2022/23."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Town of Smithers Request for Support for the CEPF -Disaster Risk Reduction Climate Adaptation Grant Fund Application Moved by Director Storey  
Seconded by Director Stoltenberg

2022-13-10 "That the Board approve the Town of Smithers to apply for, receive, and manage grant funding from the Community Emergency Preparedness Fund Disaster Risk Reduction Climate Adaptation Grant on behalf of the Regional District for the Airport South Slope Land Use Planning and Monitoring with Equipment project."

(All/Directors/Majority) CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Community Resiliency  
Investment Fund/FireSmart  
Program Application

Moved by Director Lambert  
Seconded by Director Brienen

2022-13-11

"That the Board supports the application to the Community Resiliency Investment Fund (CRI) to continue funding the FireSmart Program within the RDBN. Further that the RDBN provide overall grant management for the project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Official Election Results - 2022

Moved by Director Stoltenberg  
Seconded by Director Storey

2022-13-12

"That the Board receive the Director of Corporate Services/Chief Election Officer's Official Election Results-2022 memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Established Services that  
Provide Grants to Societies

Moved by Director Storey  
Seconded by Director McGuire

2022-13-13

"That the Board receive the Chief Financial Officer's Established Services that Provide Grants to Societies memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BC Structural Firefighter  
Minimum Training Standards  
Update

Moved by Director Riis-Christianson  
Seconded by Director Stoltenberg

2022-13-14

"That the Board receive the Regional Fire Chief's BC Structural Firefighter Minimum Training Standards Update memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

TELUS Communications  
Outage and 911 Impacts

Moved by Director Stoltenberg  
Seconded by Director Lambert

2022-13-15

"That the Board receive the Regional Fire Chief's TELUS Communications Outage and 911 Impacts memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY



### ADMINISTRATION REPORTS (CONT'D)

Discussion took place regarding HAM Radio licenses. Staff will bring forward a report at the December 15, 2022 meeting.

### ADMINISTRATION CORRESPONDENCE

Coastal GasLink – TC Energy  
Response to RDBN Moved by Director Newell  
Seconded by Director Dekens

2022-13-16 “That the Board receive correspondence from Coastal GasLink – TC Energy – Response to RDBN and RDBN Concerns regarding Socio-economic Effects (SEEMP).”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Director Newell commented that he attended the Morice Owen and Morice River Forest Service Road User Group meeting with key stakeholders. He spoke of the positive steps to mitigate risks and incidents on the FSRs. An item of note is the garbage that is being left along roadways. As pipeline installation nears completion the benefits of having discussions regarding challenges and future best practices for potential future projects was discussed.

Taylor Bachrach, MP  
Skeena-Bulkley Valley  
Congratulations on being  
Elected to Serve the RDBN Moved by Director Stoltenberg  
Seconded by Director McGuire

2022-13-17 “That the Board receive correspondence from Taylor Bachrach, MP Skeena-Bulkley Valley – Congratulations on being Elected to Serve the RDBN.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Ministry of Advance Education  
and Skills Training - UBCM  
Convention Follow-up Moved by Director Atrill  
Seconded by Director Lambert

2022-13-18 “That the Board receive correspondence from the Ministry of Advanced Education and Skills Training regarding Union of B.C. Municipalities Convention Follow-up.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Chair Parker mentioned that he has a follow-up meeting with the Ministry of Advanced Education and Skills Training and Ministry of Agriculture on November 24, 2022.

### ADMINISTRATION CORRESPONDENCE

Ministry of Agriculture and  
 Food – UBCM Convention  
 Follow-up

Moved by Director Brien  
 Seconded by Director Wiebe

2022-13-19

“That the Board receive correspondence from the Ministry of Agriculture and Food regarding Union of B.C. Municipalities Convention Follow-up – Veterinarian Shortages and Food Security.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Environment and  
 Climate Change – UBCM  
 Convention Follow-up

Moved by Director Storey  
 Seconded by Director Stoltenberg

2022-13-20

“That the Board receive correspondence from the Ministry of Environment and Climate Change regarding Union of B.C. Municipalities Convention Follow-up – Industrial, Commercial, Institutional Recycling in Rural BC.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Forests - UBCM  
 Convention Follow-up

Moved by Director Brien  
 Seconded by Director Atrill

2022-13-21

“That the Board receive correspondence from the Ministry of Forests - Union of B.C. Municipalities Convention Follow-up – Old Growth Deferral.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Municipal Affairs  
 -2021 Census Impact on  
 Regional Board Voting

Moved by Director Brien  
 Seconded by Director Storey

2022-13-22

“That the Board receive correspondence from the Ministry of Municipal Affairs regarding the 2021 Census Impact on Regional Board Voting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ADMINISTRATION CORRESPONDENCE

NCLGA – Member Notice: Moved by Director Storey  
Call for Nominations Seconded by Director Greenaway  
-Director at Large – Two  
Vacant Positions

2022-13-23

“That the Board receive correspondence from the North Central Local Government Association (NCLGA) regarding Member Notice: Call for Nominations – Director At Large – Two Vacant Positions.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Village of Fraser Lake  
-Update

Director Storey provided the following update:

- Lakeview Mobile Home Park in Fraser Lake
  - o Province is now the owner of the Mobile Home Park
  - o Lack of water for the past eight weeks
  - o Challenges for residents
  - o Support and advocacy
- Artemis Gold Inc and new mining activity in the region
  - Employment opportunities
  - Need for services and infrastructure in communities to support growth
  - Need for the Northwest BC Resource Benefits Alliance (RBA) to build infrastructure needed for growth.

Town of Smithers – Update

Director Atrill gave a brief update:

- Post election orientation – four new councillors
- Homelessness
  - Encampment across from the Town of Smithers Municipal Office
  - Challenging to find a solution – gathering warm clothing and blankets
- Labour challenges
  - Including hospital
- Town of Smithers hired two new positions
  - Economic Development
  - Climate Action Specialist

Electoral Area G (Houston/ Granisle Rural) – Update

Director Newell spoke of drilling that is taking place in the Bob Creek Area. The company conducting the drilling held a public meeting to address past concerns, provide education and an update to area residents. Residents have indicated their concern regarding a local wild goat population in the area.

## VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Electoral Area F (Vanderhoof Rural) – Update Director Moon provided an overview of the cattle liner rollover that occurred on Highway 16 near Cluculz Lake. She spoke of the BC Livestock Association, the Canadian Cattle Identification Agency (CCIA) and RDBN's participation. Director Moon commented that the BC Livestock Association Manager would like to have future discussions with the RDBN regarding planning for potential future events.

Director Moon recognized the impacts to ranchers and the deficiencies regarding succession in the agriculture industry.

Director Moon also provided an update regarding Artemis Gold Inc. She noted that they are conducting land works and the camp is moving ahead. Director Moon noted the labour challenges, and that the majority of earth works are moving through the Williams Lake area.

District of Houston – Update Director Brien provided the following District of Houston update:

- Orientation
- Housing and mental health issues and drug addictions
  - o Lack of contractors in the area – impacts available housing
  - o Lack of housing a factor in labour shortages
  - o Rental prices incredibly high – challenges in hiring employees in minimal wage jobs
    - Provincial and Federal downloading of housing crisis.

Village of Burns Lake – Update Director Wiebe provided the following update:

- Inaugural Meeting November 1, 2022
- Four returning councillors
- Concerns regarding housing
  - Developing a new subdivision
- Retention of staff
- Lack of physicians and medical staff
  - In past hospitals had tools to practice, services are now centralized
  - Need to return medical service levels in local communities.

District of Vanderhoof

Director Moutray noted the following:

- District of Vanderhoof experiencing similar challenges regarding housing and labour shortages
- Orientation
- Active transportation and flood mitigation.

**VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)**

Electoral Area E (Francois/  
 Ootsa Lake Rural) – Update

Director Lambert noted that he has received concerns regarding the implementation of tipping fees at RDBN Solid Waste Management facilities.

Director Lambert provided an overview of the following:

- Opening of the Post Office on the Southside
- His purchase of the Grassy Store and Butcher Shop.

Electoral Area B (Burns  
 Lake Rural)

Director Riis-Christianson spoke of the following:

- Village of Burns Lake Remembrance Day Ceremony and wreath laying
- Met with Mayor Wiebe and Director Lambert regarding services budgets
- Recreation Services
  - Budget
- Consider housing during future RDBN Strategic Priorities session.

District of Fort St. James  
 -Update

Director Elphee noted the following:

- physician shortages
- New hospital and RCMP building in Fort St. James
  - RCMP representatives will be arriving from Ottawa
- Long term housing project will be complete in 2023 with 36 beds.

Village of Telkwa – Update

Director Dekens commented that:

- Three new councillors have been elected to the Village of Telkwa
- Orientation sessions
- Working on housing availability and new subdivisions.

Electoral Area C (Fort St.  
 James Rural) – Update

Director Greenaway commented that:

- The Luck Bay Fire Hall has eight volunteer Firefighters
  - The Fire Chief has done a lot of work regarding recruitment
- Decar Mine exploration and Environmental Assessment Process is taking place
- Midnight Madness, Toy Drive and Festival of Trees will be take place this year in Fort St. James.

## VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

- Village of Granisle – Update Director McGuire mentioned the following:
- Village of Granisle Runoff Election November 19, 2022
  - RCMP met with Village of Granisle Council
    - RCMP House in Granisle will be furnished and have the ability for a RCMP member to spend a few days at a time in the community
  - Village of Granisle acquisition of mall in tax sale
    - Will be assessing outcome of building in January 2023
  - Village of Granisle Remembrance Day Ceremony
  - Light Up the Park – December 4, 2022 with the light up of 85 trees
  - Reviewing zoning amendments
    - The school is wanting to have a farm to table program
  - Budget process.

- Chair Parker – Update Chair Parker thanked past Chair Gerry Thiessen for his mentorship. He also spoke of the following:
- Village of Fraser Lake Remembrance Day Ceremony
  - YRB Fall Stakeholders meeting
  - Veterinarian Shortage advocacy
    - Economic Assessment Study.

Receipt of Verbal Reports Moved by Director Storey  
Seconded by Director Brienens

2022-13-24 “That the verbal reports of the various Board of Directors be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

INTRODUCTION OF RDBN SENIOR MANAGEMENT CAO Helgesen introduced Senior Management Staff.

### NEW BUSINESS

Letter to Premier Delegate David Eby and Kevin Falcon, Official Opposition Liberal Leader– Invitation to Visit the RDBN Moved by Director Storey  
Seconded by Director McGuire

2022-13-25 “That the Board write a letter inviting Premier Delegate David Eby and Kevin Falcon, Official Opposition Leader of the BC Liberal Party to visit the Regional District of Bulkley-Nechako.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Stoltenberg  
Seconded by Director McGuire

2022-13-26

"That the meeting be adjourned at 12:16 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

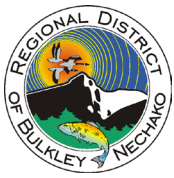
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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate  
Services





# Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** December 15, 2022  
**Subject:** Crown Land Application Referral No. 6406996

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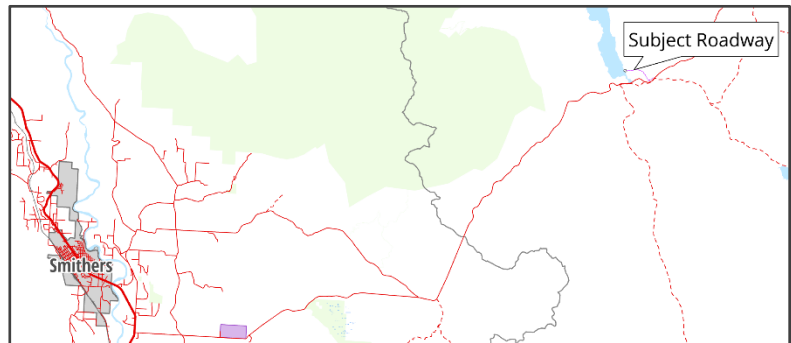
**RECOMMENDATION:** (all/directors/majority)

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 6406996.

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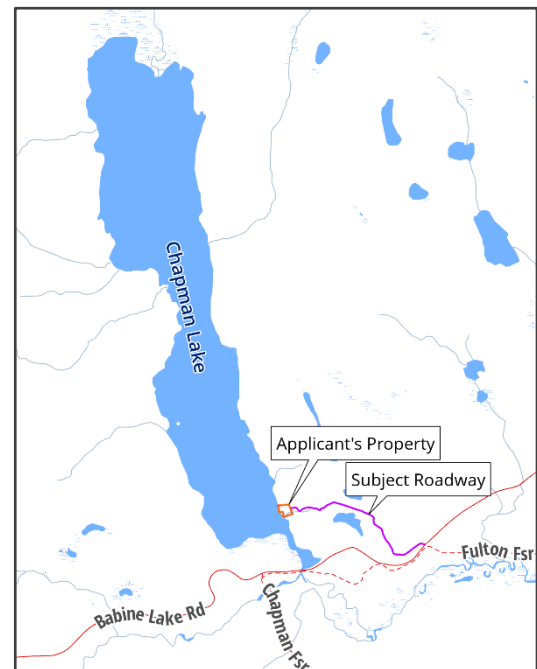
**DISCUSSION**

The owners of Aspen Bay Cabins, a resort on Chapman Lake, are applying for a five to ten year Statutory Right of Way (SRW) over a gravel road on Crown Lands to use as a private access to their lakeside resort.



The gravel road is about 2 km long and 3 m wide and has existed since at least 1996. The road is about 35 km east of Smithers and 1.8 km east of the Babine Lake Road crossing at the Fulton River. The applicant's use of the road was originally approved by the Province in 2002 under a Works Road Permit. The Province confirmed a Works Road Permit Renewal is not an option due to Ministry policy changes. As such, a SRW application is necessary if the property owners want to keep using and maintaining the road.

The property has six cabins with kitchens, pit privies, and a boat dock. The cabins are rented out year-round, but the road is not maintained in the winter, with access by snowmobile, ski, or snowshoe.

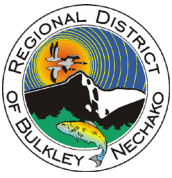


**ATTACHMENT:**

- Comment Sheet



<b>Applicant:</b>	Mike Delany
<b>Electoral Area:</b>	G
<b>Existing land use:</b>	Commercial recreational cabins
<b>Zoning:</b>	None
<b>OCP designation:</b>	Resource (RE) within the Houston, Topley, Granisle Rural Official Community Plan, Bylaw No. 1622, 2011.
<b>Proposed use(s) complies with zoning:</b>	Not applicable
<b>If not, why?</b>	Not applicable
<b>Agricultural Land Reserve status:</b>	Not in the ALR
<b>Access:</b>	Approximately 2 km road/driveway on Crown lands accessed via Babine Lake Rd.
<b>Within a Building Inspection Area:</b>	No
<b>Within a RDBN Fire Protection Area:</b>	No
<b>Other comments:</b>	None



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Deneve Vanderwolf, Planning Technician  
**Date:** December 15, 2022  
**Subject:** Board of Variance

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

That each Board member nominate a person eligible to be appointed to the Board of Variance and submit that person's name and contact information to the Planning Department.

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**BACKGROUND**

Where a local government has adopted a zoning bylaw it must also establish a Board of Variance (BoV) by bylaw, pursuant to Section 536 of the *Local Government Act*. That bylaw must set out the procedures to be followed by the local government and BoV in receiving and considering applications and providing notice. The RDBN Board has not appointed a BoV for a number of years.

**BOARD OF VARIANCE BYLAW AND POLICY**

A BoV consists of three members appointed by the Regional District Board. Members are appointed for a 3-year term; however, a local government may rescind an appointment to the BoV at any time. The BOV members appoint one of their members as a Chairperson among themselves.

The Regional District Board adopted a Board of Variance (BoV) Bylaw and a Board of Variance Policy in 2012. The policy outlines the process to appoint the three Board of Variance members. The process involves each RDBN Board member having an opportunity to nominate a person to be considered for appointment to the BOV by the RDBN Board.

According to RDBN Board of Variance Policy the following process is used to identify nominees for appointment to the Board of Variance by the Regional District Board:

- a. *When a new Board of Variance member is required to be appointed, for up to a three year term, staff shall ask each Regional District Board member to nominate a person eligible to be appointed to the Board of Variance. Staff shall contact that person and*

- obtain a completed nomination form (attached) from that person.*
- b. The nomination form(s) for appointment to the Board of Variance shall be presented to the Regional District Board at a regular Board meeting with a staff recommendation that the Board undertake a secret ballot where each Regional District Board member identifies their top three choices for the Board of Variance.*
  - c. The three applicants for the Board of Variance with the most votes are considered the winners. If there is a tie for the third place a vote is held between the tied third place applicants to determine the winner of third place.*
  - d. The Regional District Board may then consider a motion to appoint the three winners of the secret ballot to the Board of Variance.*

### **BOARD OF VARIANCE ROLE AND RESPONSIBILITY**

The BOV can consider two types of applications for the RDBN:

1. Applications requesting a "minor variance" from persons who allege they are caused "undue hardship" by:
  - enforcement of the zoning bylaw regulation concerning the siting, size or dimension of a building or the siting of a manufactured home;
  - enforcement of subdivision servicing requirements related to water, sewage and drainage services in areas zoned for agricultural or industrial use; or
  - the prohibition on structural alterations or additions to a building or structure while a "non-conforming use" is continued in all or part of it.
2. Applications from persons who allege that the Building Inspector made an error in determining the amount of damage to a building, which is, in whole or part, a "non-conforming use". If a building or structure, which is non-conforming to a bylaw, is damaged or destroyed to the extent of 75% or more of its value above its foundations, as determined by the Building Inspector (Subsection 911(7) of the Local Government Act) the repair or reconstruction of that building or structure may not occur. The BOV may set aside the decision of the Building Inspector on the extent of damage, and make its own determination.

#### Undue Hardship

In order to grant a "minor variance" the BOV must find that the enforcement of a bylaw requirement would cause the applicant "undue hardship". What constitutes an "undue hardship" is not defined, and is entirely up to the BOV to determine given the individual merits of each case. It is important to note that the BOV is not required to identify, explain, or justify in their rulings the hardship that they found.

### Minor Variance

The Local Government Act states that the BOV may "order that a minor variance be permitted from the requirements of the Bylaw". Therefore, the BOV must find that a variance is minor prior to granting that variance. What constitutes a "minor variance" is not defined, and is entirely up to the BOV to determine given the individual merits of each case.

### Limitations on Authority

The BOV cannot approve a variance or exemption to a bylaw that:

- a) is in conflict with a Section 219 Covenant registered on title;
- b) is in conflict with Section 27 of the Local Government Act (heritage conservation)
- c) deals with a matter covered in a land use contract;
- d) deals with a matter covered in a:
  - Development Permit;
  - Development Variance Permit;
  - Temporary Use Permit; or
- e) deals with a designated flood plain.

The BOV cannot approve a variance or exemption to a bylaw that, in the opinion of the BOV:

- a) results in inappropriate development of the site;
- b) adversely affects the natural environment;
- c) substantially affects the use and enjoyment of adjacent land;
- d) varies permitted uses and densities under the applicable bylaw; or
- e) defeats the intent of the bylaw.

In each case it is up to the BOV to consider the above issues and make their own determination regarding the impact of the proposed variance. The BOV cannot place conditions on its approval, other than a condition that construction of a building be started and completed within a certain time period.

It is important that a BOV has the necessary information to properly consider the above criterion. Otherwise, it may approve applications for which it has no jurisdiction or may result in implications that are more appropriately considered by the Regional District Board. To help ensure that the BOV has adequate information to make an informed decision the Planning Department would provide a report to the BOV to be considered along with each application.

## **BOV JURISDICTION AND INDEPENDENCE**

The Regional District Board and the BOV have somewhat overlapping jurisdiction, with both bodies having independent authority to vary certain bylaw requirements identified under section 1 above. Applicants are free to choose whether they make application to the Regional District Board for a development variance permit, or the BOV for a “minor variance” where there is “undue hardship.” Staff may advise potential applicants of the criterion they are required to meet in order to have their application successfully considered by the BOV; however, staff cannot determine if there is undue hardship or whether a variance is minor and cannot refuse to accept a BOV application.

Only the BOV can consider applications regarding an error in determining the amount of damage to a building.

The decision-making authority of the BOV is independent and separate from the Regional District Board. No appointed or elected Regional District Board member, Advisory Planning Committee member, or RDBN official can sit as a member of the BOV. RDBN staff, committees, or the Board may provide information, opinions, or recommendations to the BOV on applications. However, they cannot direct the BOV on jurisdictional issues or whether an application should be granted or denied.

## **APPEAL OF BOV DECISIONS**

The decision of the BOV on “undue hardship” cases is final. Procedural or jurisdictional matters may be challenged in a court of law, under the *Judicial Review Procedure Act*, but a challenge on the basis that a decision was not reasonable or not justified will not be considered by the Courts.

The correctness of BOV decisions on appeals regarding the Building Inspectors decision on extent of damage can be appealed to the Supreme Court of British Columbia and that decision may be further appealed to a higher court by either the applicant or the Regional District.

## **ATTACHMENTS**

Board of Variance Bylaw No. 1623, 2012  
Board of Variance Policy February 2012

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 1623, 2012**

*A bylaw to establish a Board of Variance and its procedures*

---

**WHEREAS** Section 899 (1) of the *Local Government Act* requires a local government that has adopted a zoning bylaw to establish a Board of Variance;

**AND WHEREAS** Section 900 (3) of the *Local Government Act* requires that the bylaw establishing a Board of Variance must set out procedures to be followed by the Board of Variance;

**AND WHEREAS** Section 931 of the *Local Government Act* provides that a local government may adopt a bylaw which imposes fees payable upon application to a Board of Variance;

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

**1. CITATION**

This bylaw may be cited as "Regional District of Bulkley-Nechako Board of Variance Bylaw No. 1623, 2012".

**2. ESTABLISHMENT**

Pursuant to the *Local Government Act*, the Board of the Regional District of Bulkley Nechako hereby establishes a single Board of Variance for Areas A, B, C, D, E, F and G of the Regional District of Bulkley-Nechako.

**3. DEFINITIONS**

3.1 In this bylaw:

- 3.1.1. "Board of Variance" means the Board of Variance established under this bylaw;
- 3.1.2. "Chair" means the chair of the Board of Variance appointed under Section 4.4;
- 3.1.3. "Regional District Board" means the board of the Regional District of Bulkley-Nechako;
- 3.1.4. "Secretary" means the secretary to the Board of Variance appointed under Section 5.1.





#### **4. APPOINTMENT AND MEMBERSHIP**

- 4.1 The Regional District Board, by resolution, shall appoint 3 members to the Board of Variance for a three year term.
- 4.2 The Regional District Board may, at its sole discretion, rescind the appointment of any member.
- 4.3 Upon the resignation, death, or removal of a member during his or her term the Regional District Board shall, by resolution, appoint a successor who shall hold office for the remainder of the term of the former member.
- 4.4 At the first Board of Variance meeting of a new year the Board of Variance shall appoint one of their members as Chair for that year by majority vote of members present.
- 4.5 If the Chair of the Board of Variance is not at a meeting the members present shall appoint one of the members present as the Chair for that meeting.

#### **5. SECRETARY**

- 5.1 The Director of Planning of the Regional District of Bulkley-Nechako or his or her designate shall act as the Secretary to the Board of Variance. The Secretary shall be responsible for the following:
  - 5.1.1. receiving applications to the Board of Variance;
  - 5.1.2. scheduling Board of Variance meetings in consultation with Board of Variance members;
  - 5.1.3. ensuring that notice of an application is provided as required under Section 901 of the *Local Government Act* and this bylaw;
  - 5.1.4. assisting the Board of Variance in its communication with applicants;
  - 5.1.5. providing the Board of Variance with the Planning Department's comments regarding each application to the Board of Variance;
  - 5.1.6. maintaining a record of Board of Variance decisions and ensuring that the records are available for public inspection during normal business hours.



## **6. APPLICATION AND APPLICATION FEE**

- 6.1 All applications to the Board of Variance shall be made on the application form provided by the Secretary.
- 6.2 The application must be accompanied by plans and technical information sufficient to explain the basis for the application. This information may include, but may not be limited to, the following:
- 6.2.1. a letter stating the grounds for the application;
  - 6.2.2. a certificate of location certified by a BC Land surveyor;
  - 6.2.3. a site plan drawn to scale;
  - 6.2.4. building elevation plans drawn to scale.
- 6.3 The Secretary may request that an applicant provide additional plans and other information where necessary to explain the basis for the application.
- 6.4 All applications shall be accompanied by an application fee in the amount identified in Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1422, 2007.
- 6.5 Processing and review of an application shall only proceed upon full payment of the application fee to the Regional District of Bulkley-Nechako.
- 6.6 Half of the application fee may be refunded if the application is withdrawn prior to the provision of notice under Section 7 of this bylaw, or Board of Variance consideration of an application. Following the provision of notice, or Board of Variance consideration of an application, no part of the application fee shall be refunded.

## **7. NOTICE OF APPLICATION**

- 7.1 Where notice of an application is required pursuant to Section 901 of the *Local Government Act*, the notice shall be mailed or otherwise delivered not less than 10 calendar days prior to the date of the meeting at which the Board of Variance shall consider the application to:
- 7.1.1. the owners, as shown in the last revised assessment roll, and tenants in occupation of the land that is the subject of the application and all parcels any part of which are within 50 metres of the parcel that is the subject of the application;
  - 7.1.2. the Board of Variance members; and



7.1.3. the Director for the Electoral Area in which the land that is the subject of the application is located.

## **8. BOARD OF VARIANCE MEETINGS AND HEARINGS**

- 8.1 Two (2) members of the Board of Variance shall be a quorum for the purpose of considering an application.
- 8.2 Upon receipt of an application the Secretary shall schedule a Board of Variance meeting for the consideration of that application.
- 8.3 The Board of Variance shall consider an application at the time and place stated in the notice under Section 7 of this bylaw.
- 8.4 The Board of Variance may adjourn the meeting from time-to-time, and may reconvene without further published notice if the time, date and place of the reconvening are announced at the time of the adjournment.
- 8.5 Provided that notice has been given in accordance with Section 7.1 of this bylaw, the Board of Variance may decide upon the application in the absence of the applicant or any other person.
- 8.6 At a Board of Variance meeting when an application is heard the Chair shall do the following:
  - 8.6.1. provide an overview of the application and state the location of the application;
  - 8.6.2. provide the applicant, or a representative of the applicant, with the first opportunity to present information or comments relating to the application to the Board of Variance;
  - 8.6.3. provide any other person notified of the application with an opportunity to present information or comments relating to the application.

## **9. DECISION**

- 9.1 All decisions of the Board of Variance shall be by majority vote of those members present and must be made within 7 days of a hearing for that application.
- 9.2 In the case of a tie vote the application shall be considered to be denied.



## 10. REPEAL

The "Regional District of Bulkley-Nechako Board of Variance Bylaw No. 1275, 2003" and any amending bylaws thereto are hereby repealed.

READ A FIRST TIME this 23<sup>rd</sup> day of February, 2012

READ A SECOND TIME this 23<sup>rd</sup> day of February, 2012


READ A THIRD TIME this 23<sup>rd</sup> day of February, 2012

I hereby certify that the foregoing is a true and correct copy of  
"Regional District of Bulkley-Nechako Board of Variance Bylaw No. 1623, 2012".

Dated at Burns Lake, B. C. this 13<sup>th</sup> day of December, 2012

  
Corporate Administrator

ADOPTED this 22<sup>nd</sup> day of March, 2012

  
Chairperson

  
Corporate Administrator



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### BOARD OF VARIANCE POLICY

February 2012

#### 1. Policy Objective

This document is designed to provide direction to staff regarding the administration of “Regional District of Bulkley-Nechako Board of Variance Bylaw No. 1623, 2012”.

#### 2. Appointment of Board of Variance Members

The process used to identify nominees for appointment to the Board of Variance by the Regional District Board shall be as follows.

- a. When a new Board of Variance member is required to be appointed, for up to a three year term, staff shall ask each Regional District Board member to nominate a person eligible to be appointed to the Board of Variance. Staff shall contact that person and obtain a completed nomination form (attached) from that person.
- b. The nomination form(s) for appointment to the Board of Variance shall be presented to the Regional District Board at a regular Board meeting with a staff recommendation that the Board undertake a secret ballot where each Regional District Board member identifies their top three choices for the Board of Variance.
- c. The three applicants for the Board of Variance with the most votes are considered the winners. If there is a tie for the third place a vote is held between the tied third place applicants to determine the winner of third place.
- d. The Regional District Board may then consider a motion to appoint the three winners of the secret ballot to the Board of Variance.

#### 3. Planning Department Review and Comment on Applications

All Board of Variance applications shall be reviewed by Regional District Planning Department staff. Planning Department staff shall prepare a staff report which discusses the application and provides the following information to the Board of Variance for their consideration.

- a. If approval of an application would be in conflict with a Section 219 covenant registered on title the Board of Variance shall be advised to deny the application as it does not have jurisdiction to approve the application.

- b. If the application deals with a matter that is covered in a development variance permit that has been issued for the subject property the Board of Variance shall be advised to deny the application as it does not have jurisdiction to approve the application.
- c. If the application deals with a variance that was the subject of a development variance permit refused by the Regional District Board staff shall provide the staff report(s) for the development variance permit to the Board of Variance for consideration.
- d. If the application deals with a flood plain specification under Section 910 (2) of the *Local Government Act* the Board of Variance shall be advised to deny the application as it does not have jurisdiction to approve the application
- e. If the application applies to a property for which an authorization for alterations is required under Part 27 of the *Local Government Act* the Board of Variance shall be advised to deny the application as it does not have jurisdiction to approve the application.
- b. If the application applies to a bylaw infraction that is the subject of enforcement action by the Regional District the Board of Variance shall be advised of the nature and history of the enforcement action for consideration.
- c. The Board of Variance shall be advised if the variance or exemption may result in the inappropriate development of the site, an adverse affect on the natural environment, a substantial affect on the use and enjoyment of adjacent land, a variance of the permitted uses and densities under the applicable bylaw, or the defeat of the intent of the applicable bylaw.



# Board of Variance Nomination Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Comments in Support of Membership on the Board of Variance:

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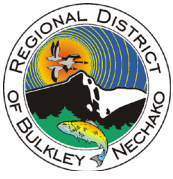
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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Alex Eriksen, Director of Environmental Services  
**Date:** December 15, 2022  
**Subject:** Purchase of a New 53' Walking-floor Trailer

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

That the Board approve the purchase of a new Titan 53' Walking Floor Trailer for a total of \$158,980 plus applicable taxes.

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**BACKGROUND**

The RDBN Waste Haul fleet currently consists of four (4) 2008 Titan 53' walking-floor trailers and four (4) 2011 Mac 53' walking-floor trailers. In efforts to build continuity and increase the capacity of the fleet, staff budgeted \$175,000 of capital in 2022 for the purchase of an additional trailer.

**EVALUATION**

The RDBN received and evaluated quotes for comparable trailers from four (4) suppliers. The Trailers were evaluated on the price, specifications, warranty, serviceability options and delivery date.

<b>New Walking Floor Trailer - Quotes - Nov 18 2022</b>						
<b>Rank</b>	<b>Dealer</b>	<b>Quote</b>	<b>Meets specification</b>	<b>Warrenty</b>	<b>Local Service</b>	<b>Delivery</b>
1	Ocean Trailers Titan	\$158,980	YES	2-3 year	Smithers and PG	Dec-23
2	Tycrop	\$159,686	YES	2-3 year	Sardis/Warrenty cover	Jan-22
3	Rollins	\$189,600	Yes - except steel body	2-3 year	Warrenty cover	Apr-23
4	Ocean Trailers Mac	\$219,710	Yes	2-3 year	Smithers and PG	Jul-23
5	FGL	\$185,000	No - \$10k extra	2-3 year	Warrenty cover	Feb-23

Staff familiar with the Waste Haul fleet, evaluated the top two ranked trailers, placing the Titan model at # 1.

**RECOMMENDATION**

Staff recommends the purchase of the 2022 Titan 53 3TWWF with high impact walking-floor for \$158,980 excluding applicable taxes.

**ATTACHMENTS - None**



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 15, 2022  
**Subject:** **Local Government Leadership Academy – Elected Officials Seminar Series 2023 – March 15-17, 2023, Prince George, B.C.**

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

That the Board authorize attendance of Rural Directors at the LGLA Elected Officials Seminar Series 2023 from March 15-17, 2023 in Prince George, B.C.

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**BACKGROUND**

Every four years, after each election, the Local Government Leadership Academy offers an Elected Officials Seminar Series for all newly elected and returning elected officials, as well as senior staff. It has proven to be a very valuable seminar with opportunity to connect, share, and build a network for the upcoming term in office. **All elected officials, both new and returning, are strongly encouraged to attend this event as an important aspect of orientation.** The Chief Administrative Officer and Director of Corporate Services will also be attending. The Program-At-A-Glance is attached.

The cost of attending the event is \$450 + GST per delegate and all the associated costs have been budgeted in Rural Government.

**ATTACHMENTS:**

EOS 2023 Program-At-A-Glance



**Proudly Presents:**

# **Traditions and Tides**

## **...Leadership in an Uncharted Frontier**

### **Elected Officials Seminar Series (EOS) 2023**

*LMLGA-Richmond, February 8/9/10 \* AVICC-Nanaimo, February 15/16/17*

*Silga - Kelowna, March 1/2/3 \* AKBLG - Kimberley, March 8/9/10 \* NCLGA - Prince George, March 15/16/17*

*The Local Government Leadership Academy invites all newly elected and returning elected officials and senior staff to the Elected Officials Seminar Series. The EOS - held every four years in each Electoral Area - is a unique opportunity to connect, to learn...to empower.*

*Each session will begin at noon on Wednesday and wind up at noon on Friday*

*Cost: \$450 + GST per delegate*

*Register through CivicInfo by visiting the LGLA Event Page for your choice of venue*

### **EOS 2023 Standard Program-At-A-Glance**

#### **Day One: Wednesday**

<b>12:00-1:00 pm</b>	<b>Registration</b> -Program begins at each venue with registration. Delegates receive a lanyard with their name, title and geographic location they represent. Delegates can also pick up any handouts at this point and place their names into a bucket for the grand prize draw at the end of their session.
<b>1:00-1:15 pm</b>	<b>Welcome</b> – The LGLA session chair will be welcoming delegates and special guests, including the host mayor of the venue where the EOS session is held, as well as the Chief of the local First Nations, and any other invited dignitaries
<b>1:15-1:45 pm</b>	<b>Intro – The Election is Over...What Next!</b> The workload is immense: returning delegates know from experience, and newly elected officials have come to discover, that the elections were just the tip of the iceberg. The Focus of this session is on moving beyond the campaign and into governance.
<b>1:45-2:45 pm</b>	<b>Keynote Speakers:</b> <b>LMLGA/SILGA/AKBLG/NCLGA</b> <i>Ian McCormack: "Who Is Driving the Grader" Roles and Leadership in Local Government</i> <b>AVICC-keynote TBA</b>
<b>2:45-3:15 pm</b>	<b>Refreshment Break</b>
<b>3:15-4:15 pm</b>	<b>The Fine Art of Disagreeing</b> Introduction of Codes of Conduct, responsible conduct principles, and examples to illustrate disagreeing in practice with finesse and decorum.
<b>4:15-5:15 pm</b>	<b>Roles &amp; Responsibilities</b> The functioning Council/Board – CAO model, role clarity and decision making.
<b>5:15-6:30 pm</b>	<b>Networking Reception</b>
<b>~End of Day One~</b>	

**Day Two-Thursday**

7:30-8:30 am	<b>Breakfast Buffet</b>
8:30-9:30 am A	<b>Option 1: Local Government Financial Management 101</b> – Fundamentals of local government revenues and expenses, setting the financial plan, and financial controls and transparency.
8:30-9:30 pm B	<b>Option 2: Local Government Financial Management 102</b> – Fine-tuning with local area services, capital finance, development finance, and strategic procurement.
9:30-10:15am A	<b>Option 1: Meeting Procedures 101</b> – process, roles and rules of order to share perspectives, move discussion along, conclude debate, and make decisions together.
9:30-10:15am B	<b>Option 2: Asset Management</b> – Strategies for long term sustainable service delivery in your community.
10:15-10:45 am	<b>Refreshment Break</b>
10:45am-12:00	<b>Option 1: Local Government Law 101</b> - Overview of the legislative framework for local governments, authorities and obligations, and how to stay out of trouble.
10:45am-12:00	<b>Option 2: Setting Priorities, Thinking Strategically, Making Decisions</b>
12:00-1:00 pm	<b>Lunch Buffet</b>
1:00-1:15 pm	<b>UBCM President Welcome</b>
1:15-2:15 pm	<b>Part 1: Municipalities and Regional Districts (RD)</b> – Overview of RD structure, roles, relationships, and opportunities. <b>Part 2: Roles and Relationships in Practice: Emergency Response...so whose job is it?</b>
2:30-3:00 pm	<b>Refreshment Break</b>
3:00-4:15 pm	<b>“More than Halfway, More than Half of the Time”</b> - The long-term strategy of building meaningful, functioning relationships for local governments and Indigenous Nations working together.
4:15-5:30 pm	<b>Local Government Planning – Beyond the Basics</b> This session will touch on the basic concepts such as OCP's, Local Area Plans and Public Hearings, this session will also take a look at the challenges of Community Consultation...and interpreting the results.
5:30-6:30 pm	<b>Local Government Mentoring Panel</b>
6:30-7:45 pm	<b>Second Day Reception</b>
<b>~End of Day Two~</b>	

**Day Three - Friday**

7:00-8:30 am	<b>Breakfast Buffet</b>
8:00-8:30 am	<b>CivicInfo Presents: Post-Election Assessment - Results, Turnout and Trends</b>
8:30-9:00 am	<b>Tourism and Transportation</b> – Collaboration with partners in the tourism and transportation sectors. Featuring presentations by <i>Destination BC, BC Transit (&amp;Translink)</i>
9:00-10:00 am	<b>Communications: Beyond Dodging the Bullet.</b> The basic principles of local government communications. Strategies & timing to coordinate your personal message, while representing your team.
10:00-10:30 am	<b>MIABC Presents: Risk</b> management tips for reducing liability in communications.
10:30-11:00 am	<b>Refreshment Break</b>
11:00-11:30 am	<b>Minister of Municipal Affairs</b>
11:30-12:00 pm	<b>Closing comments, grand prize draw and adjournment</b>
<b>~End of Conference~</b>	



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 15, 2022  
**Subject:** **Connectivity Committee – Terms of Reference Amendment**

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

That Section 5 of the Connectivity Committee Terms of Reference be amended as follows:

**5. Membership**

- a) The Committee shall consist of all Electoral Area Directors;
- b) The Chair of the RDBN shall appoint a Chair of the Committee;
- c) The Chair of the RDBN Board is an ex-officio member of the Committee.

**BACKGROUND**

Section 5 of the existing Connectivity Committee Terms of Reference (TOR) reads as follows:

**5. Membership**

- a) Members shall be appointed by Board;
- b) The Committee shall consist of five (5) voting members from the Board of the RDBN;
- c) The Chair of the RDBN shall appoint a Chair of the Committee;
- d) The Chair of the RDBN Board is an ex-officio member of the Committee.

In reviewing the Committees for 2023, Chair Parker and CAO Helgesen are recommending changes to the membership.

**ATTACHMENTS:**

Connectivity Committee Terms of Reference (revised)

# Regional District of Bulkley-Nechako Connectivity Committee Terms of Reference

## 1. Committee Vision

**That all citizens in the Regional District of Bulkley-Nechako (RDBN) will have access to cellular service and affordable, reliable high speed internet and cellular telephone service that meets or exceeds national standards.**

## 2. Committee Mandate

The purpose of the Committee is to develop and implement the RDBN's Connectivity Strategy. The Committee will report back regularly and work collaboratively with the RDBN Board to implement the RDBN's approved Broadband Connectivity Strategy.

## 3. Scope of Work

The Committee shall:

- a) Consider, inquire and make recommendations to the Board on connectivity;
- b) Provide advice in the development and implementation of policies, procedures, bylaws, reports and action plans to enhance connectivity;
- c) Provide advice on a systematic and coordinated approach to bring connectivity to all locations within the Regional District;
- d) Identify specific projects improve to connectivity within the RDBN;
- e) Recommend to the Board informal or formal partnerships that would enhance the success of connectivity related projects;
- f) Prepare grant applications for connectivity projects for the Board's review and submission; and
- g) Complete community consultation on the development and implementation connectivity plans and projects.

## 4. Authority

The Committee is a select committee of the RDBN established by the Board under section 218 (1) of the **Local Government Act** to consider, inquire and make recommendations to the Board concerning connectivity. Bylaw 1832, Part 19 outlines the requirements for select committees.

## 5. Membership

- a) The Committee shall consist of all Electoral Area Directors;
- b) The Chair of the RDBN shall appoint a Chair of the Committee;
- c) The Chair of the RDBN Board is an ex-officio member of the Committee.

## 6. Tenure

This select committee shall be disbanded upon the completion of the tasks outlined in this Terms of Reference at the direction of the RDBN Board.

## 7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meeting will be held at the call of the Committee Chair.
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

## 8. Quorum

Quorum of the Committee is the majority of all its members –three (3) voting members.

## 9. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

## 10. Minutes

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

## 11. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be adopted by the Committee prior to presentation to the Board.

## 12. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

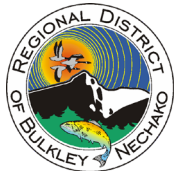
**13. Staff Support**

- a) The Manager of Regional Economic Development shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

**14. Financial Resources**

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 15, 2022  
**Subject:** **Regional Solid Waste Advisory Committee – Terms of Reference  
Amendment**

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

That the Board amend section 4(b) of the Regional Solid Waste Advisory Committee Terms of Reference to the following:

The RSWAC will elect a Chair for the RSWAC from among its voting members at the first meeting of each year.

Further, that the Board amend other sections as identified.

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**BACKGROUND**

The existing Regional Solid Waste Advisory Committee Terms of Reference (TOR) states that the Chair of the Waste Management Committee Shall be the Chair of the Regional Solid Waste Advisory Committee.

In reviewing the Committees for 2023, Chair Parker and CAO Helgesen are recommending that this change be implemented. The change is highlighted in the attached TOR.

**ATTACHMENTS:**

Regional Solid Waste Advisory Committee Terms of Reference

# Regional District of Bulkley-Nechako Regional Solid Waste Advisory Committee (RSWAC) Terms of Reference

## 1. Committee Mandate

The purpose of the Committee is to monitor and make recommendations to the RDBN Board of Directors on the implementation of the Solid Waste Management Plan (SWMP).

## 2. Scope of Work

The Committee shall:

- a) Act as advisors to the RDBN Board of Directors;
- b) Monitor the progress made on the SWMP to date;
- c) Keep apprised of key topics and trends in the solid waste and recycling sectors and their impact on the region;
- d) Prioritize and make recommendations to the RDBN Board of Directors on the implementation of projects and initiatives in the region.
- e) Represent a balance of community interests;
- f) Participate on smaller ad-hoc committees dealing with specific issues or tasks as required;
- g) Contribute to programs and policies that are in the best interests of all residents of the RDBN, balancing both community and industry needs and technical requirements.

## 3. Authority

The Committee is a select committee of the RDBN established by the Board under section 218 (1) of the *Local Government Act* to consider, inquire and make recommendations to the Board concerning the Solid Waste Management Plan. Bylaw 1832, Part 19 outlines the requirements for select committees.

## 4. Membership

- a) The committee shall consist of no more than 15 members representing a diversity of backgrounds, interests, and geographical location. The committee will combine technical, political and community representation and will involve the RDBN, municipal and First Nations governments from the Bulkley-Nechako region. Membership should include representation as follows:
  - Minimum two (2) representatives from RDBN member municipalities;
  - Minimum two (2) representatives from RDBN electoral areas;
  - Minimum three (3) representatives from First Nations within the RDBN;
  - Public (rural and municipal);
  - Public Sector/Institutions (eg. Province, School District, Hospital);
  - Waste Management Service Providers;
  - Agricultural Sector;
  - Province.

- b) The RSWAC will elect a Chair for the RSWAC from among its voting members at the first meeting of each year;
- c) Members shall be approved by the RDBN Board of Directors.

## 5. Tenure

This select committee shall be disbanded upon the completion of the tasks outlined in this Terms of Reference at the direction of the RDBN Board.

## 6. Meetings

- a) The Committee shall meet a minimum of four times per year or as required in order to adequately address the Scope of Work;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

## 7. Quorum

Quorum of the Committee shall be a minimum of 50% plus one.

## 8. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

## 9. Minutes

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

## 10. Reporting to the Board

- a) The Chair or designate shall report to the RDBN Board of Directors at a minimum once every six (6) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the RDBN Board of Directors.

## 11. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

## **12. Staff Support**

- a) The Director of Environmental Services shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

## **13. Financial Resources**

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board of Directors for approval.

## **14. Travel Reimbursement**

Appropriate travel costs will be reimbursed for non-RDBN Board members.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Curtis Helgesen, CAO  
**Date:** December 15, 2022  
**Subject:** **RDBN Committee Appointments 2023**

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

That the Board ratify the Committee Appointments for 2023.

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### **BACKGROUND**

#### **Standing Committees:**

Section 218(2) of the *Local Government Act* authorizes the Chair to establish standing committees for matters the Chair considers would be better dealt with by committee and may appoint persons to those committees.

The previous standing committees of the RDBN Board were as follows:

#### Committee of the Whole

The general mandate of the Committee of the Whole is to examine and provide advice to the Board on various matters of regional interest. This committee is comprised of all RDBN Directors with the RDBN Chair as the Chair of this Committee.

**The recommendation** is to continue with this committee with no changes to the Terms of Reference.

#### Natural Resources Committee

The purpose of the committee is to have a dedicated body that focusses on natural resources within the RDBN and build relationships with first nations, industry, bureaucrats, and other levels of government to ensure the ongoing success of resource related activities and that those activities are reflective of the goals and desire of the region. This committee is comprised of all RDBN Directors. The Chair of the RDBN appoints the Chair of the committee.

**The recommendation** is to continue with this committee with no changes to the Terms of Reference.

### Rural/Agriculture Committee

The Rural/Agriculture Committee considers matters relating to activities and services that effect electoral areas and provides advice to the Regional Board on matters relating to or influencing agriculture in the region. This committee is comprised of Electoral Area Directors. The Chair of the RDBN appoints the Chair of the committee.

**The recommendation** is to continue with this committee with no changes to the Terms of Reference.

### Regional Transit Committee

The Regional Transit Committee provides advice and assists BC Transit and the local government and first nation funding partners regarding transit service changes, fares, improvements, marketing, ridership, efficiencies, long term funding and governance. The committee is comprised of:

- a) One (1) voting member from each of the local government funding partners Councils, excluding RDBN
- b) One (1) voting member from each electoral area of the RDBN Board of Directors,
- c) One (1) voting member from each of the First Nations funding partners
- d) Staff from the local governments, Ministry of Transportation and Infrastructure (MOTI), BC Transit and the Transit Service Provider, who will attend meetings as required as non-voting members.

The RDBN Chair and Vice Chair are the Regional Transit Committee Chair and Vice Chair.

**The recommendation** is to continue with this committee with no changes to the Terms of Reference.

### Waste Management Committee

The Waste Management Committee was a standing committee with 6 Directors appointed. The purpose of the committee was to oversee and make recommendations to the Board regarding solid waste management matters. Based on the structure of this committee, the implementation of the Regional Solid Waste Advisory Committee (RSWAC), and the Solid Waste User Fee Implementation Study project over the next 2.5 years, it is recommended that the Board review the efficiency and effectiveness of these two committees.

The solid waste management function impacts all 8 member municipalities and 7 electoral areas with the largest budgetary impacts and capital decisions of the Board. With 6 Directors previously appointed to this committee, and at a minimum, another 4 directors appointed to the RSWAC, and ultimately the entire 15 member Board making final decisions on solid waste management budgets and initiatives, the effectiveness of the governance and oversight could be questioned, and is this structure the most efficient use of the Directors time.

**The recommendation** is to put the Waste Management Committee in abeyance and enhance the role of the RSWAC in providing recommendations to the Board through the mechanism of the Committee of the Whole or directly to the Regular Board based on the nature of the RSWAC recommendation.

### **Select Committees:**

Section 218(1) of the *Local Government Act* authorizes the Board to appoint a select committee to consider or inquire into any matter and report its findings and opinion to the Board. On completion of its assignment, a Select Committee shall be automatically dissolved.

The previous select committees of the RDBN Board were:

#### **Regional Solid Waste Advisory Committee (RSWAC)**

The purpose of the committee was to monitor and make recommendations to the Waste Management Committee on the implementation of the Solid Waste Management Plan.

Membership should include representation as follows:

- Minimum two (2) representatives from RDBN member municipalities;
- Minimum two (2) representatives from RDBN electoral areas;
- Minimum three (3) representatives from First Nations within the RDBN;
- Public (rural and municipal);
- Public Sector/Institutions (eg. Province, School District, Hospital);
- Waste Management Service Providers;
- Agricultural Sector;
- Province.

**The recommendation** is to continue with this committee with some changes to the Terms of Reference to reflect the changes discussed regarding the Waste Management Committee. A separate memo on the agenda outlines the changes to the Terms of Reference for the RSWAC Committee.

#### **Connectivity Committee**

The purpose of the Committee is to develop and implement the RDBN's Connectivity Strategy. The Committee will report back regularly and work collaboratively with the RDBN Board to implement the RDBN's approved Broadband Connectivity Strategy.

**The recommendation** is to continue with this committee with a minor change to the Terms of Reference to appoint all Electoral Area Directors to this Committee. The Board appoints the Chair of the Committee. A separate memo on the agenda outlines the changes to the Terms of Reference for this Committee.

**ATTACHMENTS:**

1. RDBN Committee Appointments 2023
2. Committee Operating Guidelines
3. Committee of the Whole Terms of Reference
4. Natural Resources Committee Terms of Reference
5. Rural/Agriculture Committee Terms of Reference
6. Regional Transit Committee Terms of Reference
7. Solid Waste Management Committee Terms of Reference





**REGIONAL DISTRICT OF BULKLEY NECHAKO**  
**2023 APPOINTMENTS**

**RDBN BOARD**

Chairperson: Mark Parker  
 Vice-Chairperson: Shane Brienen

**NATURAL RESOURCES COMMITTEE (All Directors)**

Chairperson: Shane Brienen

**REGIONAL SOLID WASTE ADVISORY COMMITTEE**

Chairperson: To be elected by the committee  
 Rural Directors (2): Judy Greenaway  
 Chris Newell  
 Municipal Directors (2): Gladys Atrill  
 Kevin Moutray

**RURAL/AGRICULTURE COMMITTEE (Rural Directors)**

Chairperson: Clint Lambert

**REGIONAL TRANSIT COMMITTEE**

Chairperson: Mark Parker  
 Vice-Chairperson: Shane Brienen

**CONNECTIVITY COMMITTEE (Rural Directors)**

Chairperson: Michael Riis-Christianson

**NORTHWEST BC RESOURCE BENEFITS ALLIANCE**

RBA Co-Chairperson: Shane Brienen  
 Alternate: Clint Lambert

**NORTHERN BC TOURISM ASSOCIATION**

Michael Riis-Christianson

**MUNICIPAL FINANCE AUTHORITY**

Mark Parker  
Shane Brienen, Alternate

**MUNICIPAL INSURANCE ASSOCIATION**

Michael Riis-Christianson  
Judy Greenaway, Alternate

**FRASER BASIN COUNCIL**

Shirley Moon

**NECHAKO WATERSHED ROUNDTABLE**

Shirley Moon

**PRINCE GEORGE TREATY ADVISORY COMMITTEE**

Clint Lambert

**NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION**

Sarrah Storey  
Stoney Stoltenberg, Alternate

**PARCEL TAX ROLL REVIEW PANEL (5)**

Clint Lambert  
Shirley Moon  
Chris Newell  
Mark Parker  
Michael Riis-Christianson

**NORTHERN DEVELOPMENT INITIATIVE**

Prince George RAC:	Mark Parker Judy Greenaway, Alternate
Northwest RAC	Stoney Stoltenberg Clint Lambert, Alternate



## Committee Operating Guidelines

### Terms of Reference

Terms of Reference for each Committee have been established.

### RDBN Procedure Bylaw

The committees are subject to the same rules and conditions of the Board, set out in the RDBN Procedure Bylaw.

### Appointment Process

Under Section 218(2) of the *Local Government Act*, the Chairperson may establish standing committees. Appointments to each committee, inclusive of the Chair, will be made by the RDBN Chairperson annually in December.

Under Section 218(1) of the *Local Government Act*, the Board may appoint a select committee. Select Committees will be evaluated and reviewed annually in December.

### Committee Meeting Attendance

Voting members are only those Directors appointed to the Committee. As per the *RDBN Procedure Bylaw*, a Director who has not been appointed to the Committee and attends a meeting of that Committee may not vote but may be allowed to take part in discussions with permission of the majority of the votes of the members present.

### Chairperson Role

The Chair will be the liaison between the Committee, staff, and other committees. The Chairperson's roles will include:

- a. Providing leadership to the Committee;
- b. Presiding at all meetings of the Committee;
- c. Working with the staff champion to develop agendas for meetings;
- d. Acting as the official representative of the Committee, as needed;
- e. Reporting the work of the Committee to the RDBN Board of Directors.

### Committee Member Role

Each committee member has the following duties and responsibilities:

- a. Preparing for and attend committee meetings;

- b. Contributing to the direction and work of the Committee to the best of his/her ability;
- c. Assisting the Committee in making recommendations to the Board that align with the RDBN's strategic direction, financial plans, goals, and objectives.

### **Staff Champion Role**

Each committee will be assigned a staff champion by the Chief Administrative Officer and will be the Committee Chair's primary point of contact. The staff champion's roles will include:

- a. Assisting the Chair/Committee in any appropriate manner to carry out the Committee's mandate;
- b. Arranging monthly meetings prior to the agenda deadline to discuss/determine agenda content;
- c. Reaching out to the committee members for input on the agenda;
- d. Coordinating committee delegations with the Corporate Officer;
- e. Providing agenda items to the Corporate Officer for compilation and distribution.

### **Committee Minutes/Resolutions**

All committee minutes will be brought forward to the next RDBN Board meeting for approval of the RDBN Board.

All committee resolutions will be provided to the RDBN Board in a report for the Board's considerations.

# Regional District of Bulkley-Nechako

## Committee of the Whole

### Terms of Reference

#### 1. Committee Mandate

The general mandate of the Committee of the Whole is to examine and provide advice to the Board on various matters of regional interest.

#### 2. Scope of Work

The Committee of the Whole shall:

- a) Provide an opportunity for all Board members to discuss and explore matters to much greater depth than can be accomplished in a regularly scheduled meeting of the Board such as, but not limited to:
  1. Budget deliberations;
  2. Policy changes;
  3. Service delivery;
  4. Matters relating to Board governance;
  5. Strategic Planning;
  6. Any other matter as determined by a Committee Chair in consultation with the Board Chair that would be better considered at a Committee of the Whole Meeting;
- b) Receive delegations from the public and presentations from staff related to items requiring more in depth explanation and discussion.

#### 3. Authority

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

#### 4. Membership

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

#### 5. Tenure

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

#### 6. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;

- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

## **7. Quorum**

Quorum of the Committee is the majority of all its members – eight (8) voting members.

## **8. Voting**

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

## **9. Minutes**

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

## **10. Reporting to the Board**

- a) Recommendations of the Committee must be approved by the Committee prior to presentation to the Board.

## **11. Representative Authority**

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

## **12. Staff Support**

- a) The Manager of Administrative Services shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

## **13. Financial Resources**

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.

# Regional District of Bulkley-Nechako

## Natural Resources Committee

### Terms of Reference

#### 1. Committee Vision

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

#### 2. Committee Mandate

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

#### 3. Scope of Work

The Committee shall:

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

#### 4. Authority

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

#### 5. Membership

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

## 6. Tenure

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

## 7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

## 8. Quorum

Quorum of the Committee is the majority of all its members – eight (8) voting members.

## 9. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

## 10. Minutes

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

## 11. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the Board.

## 12. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.



**13. Staff Support**

- a) The Manager of Administrative Services shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

**14. Financial Resources**

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.

# Regional District of Bulkley-Nechako Rural/Agriculture Committee Terms of Reference

## 1. Committee Vision

**To consider matters relating to activities and RDBN services that effect electoral areas only;  
and**

**To advance, promote and strengthen the growth and long-term viability of agriculture in the  
RDBN.**

## 2. Committee Mandate

The general mandate of the Rural/Agriculture Committee will include:

- a) Providing a forum for discussing topics specific to electoral area topics/issues and service delivery;
- b) Advocating to senior levels of government regarding issues of importance to electoral areas.
- c) Providing advice to the Regional Board on matters relating to or influencing agriculture in the region;
- d) Providing direction and support to the Agriculture Function of the Economic Development Department;
- e) Encouraging and enhancing the sustainability and vitality of agriculture in the region;
- f) Supporting the implementation, periodic review, and amendments of the RDBN's Food and Agriculture Plan;
- g) Providing a forum for focusing on the concerns of agriculture in the region.

## 3. Scope of Work

The Committee shall:

- a) Discuss/address topics specific to electoral area topics/issues and service delivery;
- b) Advocate to senior levels of government regarding issues of importance to electoral areas;
- c) Oversee the administration of the Emergency Program Service;
- d) Make recommendation to the Board regarding services in the electoral areas including, but not limited to:
  - i. Electoral Area Administration
  - ii. Electoral Area Planning
  - iii. Building inspection
  - iv. Bylaw enforcement
  - v. Grants-in-aid
  - vi. Rural Fire protection
  - vii. Emergency preparedness
  - viii. Local economic development
  - ix. Gas Tax Funding
  - x. Street Lighting
  - xi. Invasive Plant Control

- a) Advocate on behalf of the agricultural community;
- b) Consider, inquire and make recommendations to the board on:
  - a. Raising awareness of agriculture and promoting food security;
  - b. Enhancing an understanding of agriculture's role in the local and/or regional economy;
  - c. Assisting the Board in achieving the goals and objectives of the RDBN Food and Agriculture Plan.
- c) Provide advice in the development and implementation of reports and action plans to enhance agriculture in the RDBN;
- d) Identify specific projects to enhance agriculture within the RDBN;
- e) Promote public awareness of agriculture and its role and economic value in the region.

#### 4. Authority

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

#### 5. Membership

- a) The Rural/Agriculture Committee shall be comprised of the Directors of Electoral Areas "A", "B", "C", "D", "E", "F", and "G";
- b) The Chair of the RDBN shall appoint a Chair of the Committee;
- c) The Chair of the RDBN Board is an ex-officio member of the Committee.
- d) RDBN Municipal Directors may attend to provide input into agricultural matters as non-voting members.

#### 6. Tenure

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

#### 7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public unless strictly allowed to be closed under the **Local Government Act** or the **Community Charter**;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

#### 8. Quorum

Quorum of the Committee is the majority of all its members –four (4) voting members.

#### 9. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For

the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

#### **10. Minutes**

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

#### **11. Reporting to the Board**

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the Board.

#### **12. Representative Authority**

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

#### **13. Staff Support**

- a) The Chief Administrative Officer shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

#### **14. Financial Resources**

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.

## Terms of Reference for the Bulkley-Nechako Regional Transit Service Committee

### **Purpose:**

To serve as an advisory body to the local government and first nations funding partners of the Highway 16 Regional Transit Service (Burns Lake to Smithers pod and Burns Lake to Prince George pod) regarding the transit service.

Specifically:

1. To advise on extensions or changes to the existing service
2. To advise on fares and fare changes
3. To receive and review the service budget in a Closed meeting
4. To advise on infrastructure needs
5. To serve as a communications vehicle with the service provider

### **Authority:**

Legislation

- *Local Government Act* Sections 218 and 263

### **Mandate:**

The Bulkley-Nechako Regional Transit Service Committee is established under the *Local Government Act* Sections 218 and 263 to provide advice and assist BC Transit and the local government and first nation funding partners regarding transit service changes, fares, improvements, marketing, ridership, efficiencies, long term funding and governance.

### **Membership:**

The Committee shall consist of:

- a) One (1) voting member from each of the local government funding partners Councils, excluding RDBN
- b) One (1) voting members from each electoral area of the RDBN Board of Directors,
- c) One (1) voting member from each of the First Nations funding partners
- d) Staff from the local governments, Ministry of Transportation and Infrastructure (MOTI), BC Transit and the Transit Service Provider, who will attend meetings as required as non-voting members.

**Procedure:**

1. All appointment to the Bulkley-Nechako Regional Transit Service Committee must be made annually by the local governments and First Nations identified above.
2. The RDBN Chair shall be the Regional Transit Committee Chair.
3. The RDBN Vice Chair shall be the Regional Transit Committee Vice Chair.
4. The RDBN Procedure Bylaw, as amended from time to time, applies to all meetings of the Bulkley-Nechako Regional Transit Service Committee.
5. A quorum shall be a majority of the total voting membership.
6. The Committee will meet as required, but not less than once per year, with meetings to be held at a location determined by the Bulkley-Nechako Regional Transit Service Committee.
7. Minutes of each Committee meeting shall be kept by RDBN and forwarded to the local governments and First Nations identified above, and to MOTI and BC Transit staff for information.
8. The Bulkley-Nechako Regional Transit Service Committee is not a budgetary decision making body. It forwards recommendations for consideration to the local government which is signatory to the agreement.
9. No direct budget is given to this committee. All recommendations from the committee that involve budgetary expenditures will be approved by the local government which is signatory to the agreement.
10. The Committee will endeavour to seek public input when appropriate.
11. The responsibility for coordinating the meetings, taking the minutes and providing a teleconference line if required will be assumed by RDBN.
12. The mandate of the Committee shall be reviewed upon each agreement renewal or change.
13. Any funding partner may opt out of participation in the Bulkley-Nechako Regional Transit Service Committee by giving one year notice in writing to the Committee.

# Regional District of Bulkley-Nechako

## Waste Management Committee

### Terms of Reference

#### 1. Committee Mandate

The purpose of the Committee is to oversee and make recommendations to the Board regarding solid waste management matters.

#### 2. Scope of Work

The Committee shall:

- a) Make recommendations to the Board regarding solid waste and environmental monitoring and compliance;
- b) Act as a liaison between the Regional Solid Waste Advisory Committee(RSWAC) and the Regional Board;
- c) Pursue matters referred by the RSWAC and ensure the effective exchange of information with the Regional Board;
- d) Provide political oversight on delivery of the solid waste function and monitor implementation of the Solid Waste Management Plan (SWMP);
- e) Identify challenges and opportunities with respect to solid waste and ensure that the solid waste services meet the community needs;
- f) Conduct an annual youth forum.

#### 3. Authority

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

#### 4. Membership

- a) The Waste Management Committee shall be comprised of 6 (six) Directors with representation from the entire region;
- b) The Committee shall include up to 3 (three) youth as non-voting members. These positions will be advertised annually. An application and interview process will be required. Interviews will be conducted by the Chair of the Committee and 2 (two) committee members;
- c) The Chair of the RDBN shall appoint the Chair and Committee members;
- d) The Chair of the RDBN Board is an ex-officio member of the Committee.

#### 5. Tenure

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

## 6. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public unless strictly allowed to be closed under the *Local Government Act* or the *Community Charter*;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

## 7. Quorum

Quorum of the Committee shall be 4 (four) voting members.

## 8. Voting

All RDBN Board members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

## 9. Minutes

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

## 10. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the Board.

## 11. Representative Authority

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.



**12. Staff Support**

- a) The Director of Environmental Services shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

**13. Financial Resources**

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.

**14. Travel Reimbursement**

Appropriate travel costs will be reimbursed for non-RDBN Board members.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 15, 2022  
**Subject:** RDBN Appointments 2023

---

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

That the Board ratify the following appointments for 2023:

**Bankers:** Bulkley Valley Credit Union

**Lawyers:** Stewart McDannold Stuart, Victoria, B.C.  
Young Anderson, Vancouver, B.C.  
Carvello Law Corp., Victoria, B.C.

**Election Officers:** Cheryl Anderson, Chief Election Officer  
Wendy Wainwright, Deputy Chief Election Officer

**Cheque Signing Authority** Any two (2) of:  
Chairperson  
Vice-Chairperson  
Director from Village of Burns Lake  
Director from Electoral Area B (Burns Lake Rural)  
Chief Administrative Officer  
Chief Financial Officer  
Director of Corporate Services

**Auditors:** Beswick Hildebrandt Lund CPA

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### BACKGROUND

As in previous years, recommendations are made with respect to appointments for Regional District bankers, lawyers, election officers, signatories, and auditors for ratification by the Board

### ATTACHMENTS:

None.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** December 15, 2022  
**Subject:** **Reserve Establishment**

---

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

That the Board give Bylaw No. 1990 "Carbon Reduction and Climate Change Reserve" three readings and adoption.

---

**BACKGROUND**

In order to set aside funds into a reserve, a Regional District must adopt a bylaw creating a reserve for a specific purpose. The bylaw allows the Regional District to "save" money for the purposes expressed in the bylaw, the actual contribution or "saving" of funds into this reserve is part of the budget process.

The Carbon Reduction and Climate Change Reserve is a requirement of the new Local Government Climate Action Program (LGCAP) to save any unspent amounts from the annual provincial grant received. The Regional District received \$112,082 in 2022 as part of this program. In the past the Regional District received a "carbon tax rebate" of \$31,989 that was used to fund operational expenses. The new program provides a net increase of \$80,093 per year to the Regional District. In 2022, the Regional District allocated \$20,000 of these funds in staff time tracking and implementing a climate carbon tracking system. The remaining funds from this grant will be transferred to the reserve at the end of 2022. Staff are still reviewing the new program and will be bringing more information to the board in 2023.

**Attachments:**

Bylaw 1990  
LGCAP Provincial Letter

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1990**

A bylaw to establish a Reserve for Carbon Reduction and Climate Change

---

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

**AND WHEREAS** the Board of the Regional District of Bulkley-Nechako has determined that a reserve for Carbon Reduction and Climate Change be established;

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

1. There shall be and is hereby established a Reserve Fund, under the provisions of Section 374 of the *Local Government Act* and Section 188 of the *Community Charter*, to be known as the "Carbon Reduction and Climate Change Reserve."
2. Money from the annual budget or as otherwise provided in the *Local Government Act* and the *Community Charter* may from time to time be paid into the Carbon Reduction and Climate Change Reserve.
3. This fund will be available for the purpose of Capital, Planning and Operational Costs that will facilitate the reduction of carbon and climate change or will facilitate the reporting of greenhouse gases.
4. This bylaw may be cited for all purposes as "Carbon Reduction and Climate Change Reserve Bylaw No. 1990, 2022."

READ A FIRST TIME this        day of                    , 2022

READ A SECOND TIME 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 Bylaw No. 1990.

\_\_\_\_\_  
Corporate Administrator

ADOPTED this     day of             , 2022.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator



Dear John Illes,

I am writing to follow up on the announcement made by the Honourable George Heyman, Minister of Environment and Climate Change Strategy and the Honourable Nathan Cullen, Minister of Municipal Affairs, on the new Local Government Climate Action Program (LGCAP). The program will provide predictable, annual, long-term funding for local climate action to help reach [legislated climate targets](#) and prepare communities for the impacts of a changing climate.

The program will provide \$112,082 to Bulkley-Nechako Regional District to support local climate initiatives aligned with the [CleanBC Roadmap](#) and the draft [Climate Preparedness and Adaptation Strategy](#). Local governments and Modern Treaty Nations will be required to report on their actions to reduce emissions and prepare for climate impacts.

There are several program supports available to you:

- Please visit the [LGCAP website](#) for program details
- The LGCAP website includes the Program Guide and Survey Template, which can be used to prepare for required online reporting.
- Webinars will be held throughout May 2022 to provide program information and answer any questions you may have. Registration details can be found [here](#).

In June, you will receive an email with instructions on how to access the online reporting tool.

The Province is requesting one point of contact from your community for ongoing communications regarding the use and reporting of LGCAP funding. Please confirm the name and position of your community contact to [LGCAP@gov.bc.ca](mailto:LGCAP@gov.bc.ca)

Let me close by saying the Province is excited about the LGCAP and the opportunities it provides to continue collaboration with local governments and Modern Treaty Nations on climate action.

Sincerely,  
Jeremy Hewitt  
Associate Deputy Minister  
Climate Action Secretariat  
Ministry of Environment and Climate Change Strategy



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** December 15, 2022  
**Subject:** **2022 Five Year Financial Plan Amendment**

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

1. That the Board give Bylaw No. 1992 "Regional District of Bulkley-Nechako Five Year Financial Plan Amendment Bylaw No. 1992, 2022" three readings and adoption.

---

**BACKGROUND**

The Regional District budget in its simplest form is made up of operational costs and capital for each service. If any service exceeds its operational budget or its capital budget during the year, then an amendment to the original bylaw must be approved.

The budget also contains the withdrawals and contributions from reserves. Regional District reserves must be established by bylaw and the management of these reserves is part of the budget process. Increasing the withdrawal or contribution amount from a reserve requires a budget amendment.

This budget amendment increases the withdrawal from Capital Reserves from \$49,860 to \$324,860 and the capital costs from \$100,000 to \$375,000 for the Fort Fraser Water Service (an increase of \$275,000 for both accounts).

In addition, there was a Board Motion to provide Environmental Services with \$70,000 of Gas Tax funding. This will increase the total withdrawal of reserves from \$245,000 to \$315,000. This amendment allows for the increased withdrawal of reserves in the Environmental Services Department.

Amounts highlighted in yellow are changes from previous budget amounts.

**Attachment:**

Bylaw 1992

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1992**

**Being a bylaw to amend the Financial Plan  
for the years 2022 to 2026**

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

1. Schedule "A", attached hereto and made part of this bylaw, amends the 2022 calendar year of Bylaw No. 1971 - the Financial Plan for the Regional District of Bulkley-Nechako for the years 2022 through 2026.
2. This bylaw may be cited as "Regional District of Bulkley-Nechako Five Year Financial Plan Amendment Bylaw No. 1992, 2022".

READ A FIRST TIME this                      day of                      , 2022

READ A SECOND TIME this                      day of                      , 2022

READ A THIRD TIME this                      day of                      , 2022

ADOPTED this                      day of                      , 2022

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 1992 as adopted.

\_\_\_\_\_  
Corporate Administrator



Regional District of Bulkley-Nechako

2022 Financial Plan: 2022 Financial Plan

Schedule "A"

Service	Prop. Value	Taxes	FUNDING	Other	Total	Reserve	TRANSFERS (Fem/Int)		Total	Debt Prnt.	Capital	EXPENDITURES		Total	
							Transfers	TCAs				Int & Ppal	Expenditures		Other
			Changes	Revenue	Funding	(108,116)	Prior Yr.	TCAs	(108,116)		Expenditures	Amortization	Other	Expenditures	
1101 Rural Government Services	334,093	10,000		988,728	1,322,811										
1131 Aven "A" Grant in Aid	0	0			0										
1132 Aven "B" Grant in Aid	0	0			0										
1133 Aven "C" Grant in Aid	0	0			0										
1134 Aven "D" Grant in Aid	0	0			0										
1135 Aven "E" Grant in Aid	7,888	0		9,009	16,897										
1136 Aven "F" Grant in Aid	63,486	0		63,486	126,972										
1137 Aven "G" Grant in Aid	0	0			0										
1200 General Government Services	598,658	0		328,853	1,286,511	90,000					50,000			1,489,511	
1206 Nechako Valley/Praser Basin Council	3,924	0		761	4,685									13,834	
1501 Feasibility Studies	0	0		0	0									47,462	
1501 Community of Fort Fraser	3,285	0		5,000	8,285									16,543	
2001 Local Community Forest	1,801	0		12,680	14,481									16,680	
2002 Area "C" Economic Development	0	0		0	24,600									24,600	
2003 Area "D" Economic Development	76,364	0		76,364	152,728									152,728	
2005 Area "E" Economic Development	0	0		0	878									878	
2006 Area "F" Economic Development	9,044	0		10,329	19,373									28,402	
2007 Area "G" Economic Development	0	0		0	11,077									11,077	
2500 Regional Economic Development	385,173	0		246,927	632,171									718,799	
3101 Member Fiscal Services	0	0		797,855	797,855						797,855			797,855	
4101 Planning	309,430	23,000		38,632	372,062									372,062	
4201 Building Inspection	214,431	125,000		200,544	539,975									539,975	
4301 Development Services	327,410	1,400		38,144	366,955									366,955	
4401 Building Numbering/Extended Service	5,431	0		1,086	6,517									10,405	
4501 Unsanitary/Premises Regulatory/Control	26,629	0		66,354	92,983									92,983	
4601 Bylaw Enforcement	0	0		63,197	63,197									63,197	
5101 Environmental Services	3,788,323	4,382		1,587,149	5,375,472									4,904,472	
5901 Invasive Plant Control	0	0		945	5,287									25,978	
5902 Lake/Kelly/Aquatic Weed Harvesting	8,182	750		8,932	9,682									9,682	
5903 Clearer Gulch/Water Diversion	3,167	205		0	3,372									3,372	
6101 Ft. Fraser Sewer System	45,474	28,005		73,479	146,953									146,953	
6201 Ft. Fraser Water System	63,186	44,306		107,592	215,188									215,188	
6301 Chulucuz Lake - Sewer/Electricity Sewer	8,500	8,500		8,500	17,000									17,000	
6401 Pump & Heat Sewer Disposal	500	500		500	1,000									1,000	
6402 Liquid Waste Disposal	57,404	5,000		40,000	104,904									104,904	
7101 Ft. Fraser Fire Protection	57,404	7,500		0	64,904									64,904	
7102 Soda/Site Rural Fire Protection	58,500	0		0	58,500									58,500	
7103 Toplay Rural Fire Protection	89,935	0		89,935	179,870									179,870	
7201 Burns Lake Rural Fire Protection	144,334	0		144,334	288,668									288,668	
7202 Ft. St. James Rural Fire Protection	118,806	0		118,806	237,612									237,612	
7203 Houston Rural Fire Protection	18,562	0		18,562	37,124									37,124	
7204 Luck Bay Rural Fire Protection	44,338	0		44,338	88,676									88,676	
7205 Smithers Rural Fire Protection	253,030	0		253,030	506,060									506,060	
7206 Telawa Rural Fire Protection	112,627	0		112,627	225,254									225,254	
7207 Vanderhoof Rural Fire Protection	40,110	0		40,110	80,220									80,220	
7208 Rural Lake Fire Protection	11,632	0		11,632	23,264									23,264	
7301 Chulucuz Lake Emergency Response	23,377	0		0	23,377									23,377	
7501 9-1-1 Service	432,574	115,000		42,333	589,907									589,907	
7601 Emergency Preparedness Planning	403,939	0		1,003,966	1,407,905									1,407,905	
7701 Burns Lake & Aven Vehm Services	12,963	0		2,961	15,924									15,924	
7702 Smithers Vehm Services	36,940	0		36,940	73,880									73,880	
8101 Lakes District Airport	79,311	0		28,307	107,618									107,618	
8202 FRSU Seniors Helping Seniors Transportation Se	42,886	0		800	43,686									43,686	
8203 Regional Transit Service	62,887	0		86,515	149,402									149,402	
9101 Deneau Lake Street Lighting	1,480	11,883		0	13,403									13,403	
9102 Enclava Street Lighting	320	0		0	320									320	
9103 Ft. Fraser Street Lighting	10,005	0		10,005	20,010									20,010	
9104 Carow Burn Street Lighting	2,226	480		0	2,706									2,706	
9105 Carow Burn Street Lighting	1,587	0		1,587	3,174									3,174	
9107 Lakes District Street Lighting	956,588	0		70,500	1,027,088									1,027,088	
10101 Building/Regional Pool and Rec. Centre	465,003	0		38,061	503,064									503,064	
10201 FT.St. James Avena Grant	38,061	0		38,061	76,122									76,122	
10202 Burnt Lake Avena	211,183	0		750	211,933									211,933	
10301 Smithers Rural Recreation/Culture	454,898	0		97,425	552,323									552,323	
10302 Vanderhoof Recreation & Culture	97,425	0		97,425	194,850									194,850	
10303 Lakes District Recreation & Culture	292,580	0		100,883	393,463									393,463	
10401 Ft. Fraser Cemetery Grant	1,721	0		40	1,761									1,761	
10402 Toplay Cemetery Grant	1,750	0		0	1,750									1,750	
10501 Smithers, Telawa, Houston TV/Rebroadcast	59,806	0		700	60,506									60,506	
10502 Fraser Lake and Aven TV/Rebroadcasting	46,206	0		36,634	82,840									82,840	
10503 Ft. St. James and Aven TV/Rebroadcasting	162,655	0		3,000	165,655									165,655	
10504 Burns Lake and Aven TV/Rebroadcasting	23,949	0		8,586	32,535									32,535	
10602 Fraser Lake Rural Library Grant	17,150	0		18,440	35,590									35,590	
10603 Fort St. James Library	2,244	0		50	2,294									2,294	
10801 Fort Fraser Community Hall	5,000	0		93	5,093									5,093	
10802 Braxsda Community Hall	20,317	0		1,474,940	1,495,257									1,495,257	
10902 Bulkley/Valley Trails	23,874	0		23,874	47,748									47,748	
10903 Houston Trails	30,658	0		62,156	92,814									92,814	
10904 Lakes Trails	23,874	0		92,814	116,688									116,688	
10905 Fort St. James Trails	23,874	0		92,814	116,688									116,688	
<b>Total for all Departments</b>	<b>11,471,804</b>	<b>140,382</b>	<b>378,826</b>	<b>0</b>	<b>7,379,878</b>	<b>1,862,290</b>	<b>2,443,717</b>	<b>1,164,185</b>	<b>5,270,192</b>	<b>822,899</b>	<b>5,473,144</b>	<b>1,164,185</b>	<b>17,172,411</b>	<b>5,144</b>	<b>24,637,783</b>



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Sashka Macievich, Controller  
**Date:** December 15, 2022  
**Subject:** **Tangible Capital Asset Policy and Tangible Capital Asset Disposal Policy**

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

That the Board approves the Revised Tangible Capital Asset Policy and the New Tangible Capital Asset Disposal Policy.

---

**BACKGROUND**

Tangible Capital Assets (TCA) are significant resources owned by local governments such as: land, land improvements, buildings, vehicles, and equipment. Assets exist to provide services to our communities and managing those services is asset management.

Prior to 2009, assets purchased or constructed by local governments would appear on the financial statements as expenditures for that particular year. A mandate by the Public Sector Accounting Board (PSAB) in 2009 required local governments to change their financial reporting by incorporating TCAs into their Financial Statements (PS 3150). It gave local governments a better understanding of what they owned and their financial value. Accounting for TCAs through recognizing the annual amortization allows the expenditure of the asset's rate of 'consumption' over the useful life of the asset. Schedule 3 of the 2021 Audited Financial Statement for the Regional District of Bulkley-Nechako is included as an attachment for information purposes and shows a Net Book Value of \$20,357,779 for Tangible Capital Assets.

When PS3150 came into effect in 2009, it provided a solid base for data collection for local governments to list, track, and update information on their infrastructure. Local governments were already reporting annual financial information to the Province of BC using the Local Government Data Entry (LGDE) reporting system. The LGDE provided a way for local governments to report financial data and statistics which allowed a standardized financial measure of local government activities over the past fiscal year and formed the basis for the province's annual Local Government Statistics.

A major revision of the LGDE in 2009 accommodated changes to the Public Sector Accounting Standards, including accounting for Tangible Capital Assets under PS3150. PSAB reporting is an annual exercise that requires updates on asset acquisition, disposal, and depreciation.

The Gas Tax Fund (now the Canada Community-Building Fund) is a permanent, indexed fund provided directly to local governments to support strategic infrastructure investments. In 2014 the Province of BC and UBCM signed the tripartite agreement with the Canadian Government. Under the agreement local governments must demonstrate project outcomes that support the national objectives of increasing productivity and economic growth and strengthening communities. In addition, an Asset Management plan will be a requirement for local governments to access funding.

In 2020 the LGDE underwent another upgrade, this time to enable the collection of Asset Management data in the form of outputs from local governments' Asset Management tracking and planning systems.

Tangible Capital Asset reporting provided a solid base for data collection for a local government to list, track, and update information on their infrastructure. While the data collected for PSAB 3150 is a component to asset management, it does not encompass all information needed for achieving future goals.

Asset Management is an integrated approach, involving all departments, to effectively manage existing and new assets to deliver services to residents. The intent is to maximize benefits, reduce risks, and provide satisfactory levels of service to the community in a sustainable manner.

An Asset Management Program consists of a policy, strategy and the development of a plan or plans. The policy and strategy identify the primary drivers for Asset Management, establish goals and set a clear understanding for the board and staff undertaking the Asset Management process. The Asset Management Plan supports the implementation of the Asset Management Policy and Strategy, identifies actions for achieving Asset Management objectives, helps plan for and allocate resources, and provides the basis for developing the long-term financial plan.

The integration of Asset Management plans with the long-term financial plan is necessary for sustainable service delivery. This integration identifies gaps between long-term potential costs and available funding and includes a review of requirements for capital renewal and growth, operations, and maintenance. This integration translates Asset

Managements plans from a wish list to an actionable plan, puts the local government on track to manage and reduce their infrastructure backlog and provide rationale for financial support requests to higher levels of governments, or for evaluating alternative models of service delivery.

### **Asset Management Policy and Strategy**

In January 2020, the Regional District of Bulkley-Nechako adopted the Asset Management Policy and Strategy. The policy and strategy summarize Asset Management objectives and how the regional district will approach the development of asset management practices and plans to achieve those objectives. It directs staff to effectively implement asset management practices and developing and implementing asset management plans.

### **Asset Management Steering Committee**

The RDBN established the Asset Management Steering Committee earlier this year. Headed by the CAO the committee is comprised of a Project Manager, and delegates from the Finance/Administration, Planning/Regional Parks, Environmental Services and Protective Services departments. The key deliverable of the project is to develop an asset management plan (or plans) that includes all the assets owned by the RDBN.

The Asset Management Program (AMP) is based on the Asset Management for Sustainable Service Delivery – A BC Framework 2019 provided by Asset Management BC.

### **Tangible Capital Asset Accounting Policy**

A review of current asset policies and programs as part of the asset management program, has determined that the Tangible Capital Asset Accounting Policy requires updating.

The RDBN adopted the first Tangible Capital Asset Accounting Policy in March 2009 in response to changes required by PSAB 3150. The policy prescribed the accounting treatment for tangible accounting assets and included detailed procedures as well as policies. A policy revision in August 2019 added terms regarding the disposal of tangible capital assets.

By removing accounting procedures from the policy, the proposed revision to the Tangible Capital Asset Accounting Policy aligns the policy to current Regional District policies. The new policy is the Tangible Capital Asset Policy. Additional updates include:

- Increase the threshold for capitalization from \$5,000 to \$10,000.
- Addition of Regional Parks as an Asset Class.
- Addition of useful life schedule for asset classes. This schedule is in the notes to the Financial Statements and refers to our policy.
- Removal of Asset Disposal terms.

**Tangible Capital Asset Disposal Policy**

The 2019 revision of the Tangible Capital Asset Accounting Policy addressed issues related to the disposal of tangible capital assets. By removing the disposal aspect from this policy and creating a new one, the proposed new policy provides additional transparency and clarity and align with current asset related policies:

- Asset disposal threshold amounts are reflective of procurement thresholds.
- Clarification of disposal methods.
- Guidance for determination of estimated value.

**ATTACHMENTS:**

Revised Tangible Capital Asset Policy

New Tangible Capital Asset Disposal Policy

Current Tangible Capital Asset Accounting Policy

Asset Management Policy and Strategy

Asset Management Action Plan

Schedule 3 – Statement of Tangible Capital Assets – Regional District of Bulkley-Nechako  
Financial Statements – December 31, 2021



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**Tangible Capital Asset Policy**

**PURPOSE:**

This Tangible Capital Asset Policy promotes sound corporate management of capital assets and complies with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150.

**SCOPE:**

This policy applies to all tangible capital assets owned, purchased, constructed by the Regional District of Bulkley-Nechako (RDBN), or donated to the RDBN by other parties. This policy applies to all departments. This policy does not cover intangible capital assets.

**POLICY**

**Capital Assets** are non-financial assets having physical substance that:

- The RDBN uses on a continual basis for operations.
- Have useful economic lives extending beyond one year.
- Are not for sale in the ordinary course of operations.

**Betterments** are costs incurred to enhance the service potential of a tangible capital asset. Enhanced service potential increases the previously assessed physical output or service capacity or extends the physical life of the asset.

Expenditures incurred to maintain the originally anticipated service potential of an asset or infrastructure component, or its estimated useful life, are repairs and maintenance.

**ASSET CLASSES**

PSAB 3150 requires that tangible capital assets be reported for separately in the notes to the financial statements.

The RDBN will use the following categories in the notes to the financial statements:

- Land.
- Buildings.
- Equipment, vehicles, and Furniture
- Water Infrastructure.
- Sewer Infrastructure.
- Regional Parks.



- Other Engineered Structures (Landfills and Transfer Stations).

### **CAPITALIZATION THRESHOLDS**

The RDBN shall capitalize and record tangible capital asset expenditures in the capital asset ledger according to the following thresholds:

- All land.
- Buildings, and leasehold improvements, and pooled assets with a combined total of \$50,000 or greater.
- All other assets with an individual unit cost of \$10,000 or greater.
- Any other asset below these limits deemed necessary to capitalize by the Chief Financial Officer of the RDBN.

For constructed assets, all direct costs (excluding staff costs) associated with the project are included in establishing the asset value.

The RDBN does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

### **AMORTIZATION**

Amortization of tangible capital assets shall be on a straight-line basis (based on original life), except in conditions where it is more appropriate to use a different method.

The following useful lives have been determined for these common asset categories:

- Buildings 40-50 years
- Water and waste systems 50-80 years
- Heavy vehicles 5-10 years
- Passenger vehicles 5-7 years
- Other equipment 5-10 years

### **WRITE DOWNS**

The net write-downs of a tangible capital asset are expensed in the statement of operations and cannot be reversed.

The RDBN should write down the cost of a tangible capital asset when it can demonstrate that the reduction in future economic benefits will be permanent.



## **REGIONAL DISTRICT OF BULKLEY-NECHAKO** **Tangible Capital Asset Disposal Policy**

### **PURPOSE**

This policy provides direction for the disposal of surplus assets or assets that have reached the end of their useful or economic life. The disposition of assets will follow a process that maximizes economic value, is transparent, non-discriminatory and considers environmental impacts.

### **SCOPE**

This policy applies to all tangible capital assets owned, purchased, constructed by the Regional District of Bulkley-Nechako (RDBN), or donated to the RDBN by other parties. This policy applies to all departments. This policy does NOT apply to land held by the RDBN.

### **POLICY**

#### **Decision to Dispose**

The decision to dispose of an asset is justifiable where one of the following situations exists:

- asset is surplus to needs
- asset is unserviceable
- asset is obsolete from a technical perspective
- asset is part of an asset replacement program
- asset has reached an optimal selling time.

#### **Estimation of Value**

The estimated market value of the asset(s) must be determined in its current second-hand condition prior to disposal. In estimating the market value of assets, the costs of disposal (for example, transport, auction fees, commission, evaluation resources) as well as the costs of not disposing of the goods (for example, continuing storage costs) must be considered.

#### **Selection of Disposal Method**

Acceptable methods of salvage and disposal include auction, donation, trade-in, or destruction/recycling.

#### **Auction**

When using this option for disposal the cost of transport and auction fees should be a consideration.





### **Donation**

The RDBN may donate assets declared surplus, that have little or no resale value or where it is uneconomical to dispose of through a sale process to non-profit organizations.

### **Trade-In**

Trade-in of an asset for a similar asset is permitted where the opportunity exists. The value of the sale of the surplus goods, and the purchase of updated equipment separately should be a consideration.

### **Destruction / Recycling**

Destruction / recycling is as a last resort where assets have no value, are unserviceable or beyond economic repair, and where the disposal cost is higher than any return.

The sale of assets that are known to be faulty, must include an express, complete and documented disclosure of the fault.

### **Authority Thresholds**

The Chief Administrative Officer may authorize disposal of assets as follows:

<b>Disposal Method</b>	<b>Original Cost</b>	<b>Estimated Current Value</b>
Any	\$0 - 25,000	\$0 - 1,000
Public Auction	\$0 - 100,000	\$0- 20,000
Trade-In	\$0 - 100,000	\$0- 50,000

Approval of the board is required for disposals not listed above, as well as real property (land) and constructed assets (buildings).

*Section 6 – Tangible Capital Asset Accounting Policy***ADOPTED 2019**

POLICY # F-6  
 ADOPTED: March 12, 2009  
 REVISED: August 15, 2019

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
 TANGIBLE CAPITAL ASSET ACCOUNTING POLICY**

**PURPOSE:**

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial statements can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policies and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets.
- c) Gather and maintain information needed to prepare financial statements.

**SCOPE:**

This policy applies to all Regional District of Bulkley-Nechako (RDBN) departments, boards and commissions, agencies and other organizations falling within the reporting entity of the RDBN.

**DEFINITIONS:****Tangible Capital Assets:**

Assets having physical substance that;

- a) Are used on a continuing basis in the RDBN's operations;
- b) Have useful lives extending beyond one year; and
- c) Are not held for re-sale in the ordinary course of operations.



**Betterments:**

Subsequent expenditures on tangible capital assets that:

- a) increase previously assessed physical output or service capacity;
- b) lower associated operating costs;
- c) extend the useful life of the asset; or
- d) improve the quality of the output.

Betterments are capitalized in the cost of the related asset. Any other expenditure would be considered a repair or maintenance and expensed in the period.

**Fair Value:**

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

**Capital Lease:**

A capital lease is a lease with contractual terms that transfer substantially all the benefits and risks inherent in ownership of property to the RDBN (the lessee). For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met;

- a) There is reasonable assurance that the RDBN will obtain ownership of the leased property by the end of the lease term.
- b) The lease term is of such duration that the RDBN will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span.
- c) The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

**POLICY STATEMENTS:**

**Capitalization:**

Tangible capital assets should be capitalized (recorded in the fixed asset sub-ledger) when they meet or exceed the capitalization threshold of \$5,000.

Capitalize betterments to existing assets when unit costs exceed the threshold.

**Categories:**

A category of assets is a grouping of assets of a similar nature or function in the RDBN's operations. The following list of categories shall be used:

- land;
- buildings;
- furniture, equipment and vehicles;
- water infrastructure;



- sewer infrastructure;
- other engineered structures (landfills and transfer stations).

**Valuation:**

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

**a) Purchased assets**

- i) Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.
- ii) Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.
- iii) When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

**b) Acquired, Constructed or Developed assets**

- i) Cost includes all costs directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized, Capitalization of general administrative overheads is not allowed.
- ii) Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.

**c) Capitalization of Interest Costs**

- i) Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.
- ii) Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset



for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

**d) Donated or Contributed Assets**

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

**e) Grants**

When all or part of the source of funds for a purchasing tangible capital asset is from grants, the grants are recorded as revenue and the related tangible capital assets are recorded at their gross cost. It is not appropriate to record the tangible capital asset net of grants.

**Componentization:**

Tangible capital assets may be accounted for using either the single asset or component approach. Factors to consider when determining whether to use a component approach include:

- a) Major components have significantly different useful lives and consumption patterns than the related tangible capital asset;
- b) Value of components in relation to the related tangible capital asset;
- c) The usefulness of the information versus the cost of collecting and maintaining information at the component level.

Major components should be grouped when the assets have similar characteristics and estimated useful lives or consumption rates.

**Amortization:**

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally the shortest of the asset's physical, technological, commercial or legal life. The determination of estimated useful lives will take into consideration the guidelines for Amortization of Tangible Capital Assets published by the Ministry of Community Services.

Generally, the RDBN uses a straight-line method for calculating the annual amortization.



Construction in Progress is not amortized. Amortization will begin when the asset is put into service.

**Disposal:**

Assets with an original cost of less than \$20,000 that have reached the end of their useful life through obsolescence or normal wear and tear, and the estimated current value is less than \$500 can be disposed of by the Chief Administrative Officer in a fair and transparent method ensuring information security is maintained.

Assets with an original cost of less than \$75,000 that are not a constructed asset (building) that have reached the end of their useful life through obsolescence or normal wear and tear, and the estimated current value is less than \$10,000 can be disposed of by the Chief Administrative Officer through a public auction process such as B.C. Auction or through B. C.'s Asset Investment Recovery program.

Disposal of Real Property (real estate) is the responsibility of the Board of Directors. When other constructed tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the department head or designate must notify the Financial Administrator of the asset description and effective date. The Finance department is responsible for adjusting the asset registers and accounting records recording a loss/gain on disposal.

**Capital Leases:**

Account for a capital lease as acquiring a capital asset and incurring a liability. Account for a lease as an operating lease when the net present value of the future minimum lease payments or fair value, whichever is less, is less than \$5,000.



## Regional District of Bulkley-Nechako Board Meeting

**To:** Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** January 9, 2020  
**Subject:** Asset Management Policy and Strategy

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### **Recommendation:**

“That the Board direct staff to implement the Asset Management Policy and Strategy.”

### **Background:**

The Regional District received an Infrastructure Planning Grant to complete a condition assessment of the administration building. As part of the completion of the grant, staff and the Board are required to develop an asset management policy and strategy by January 17, 2020.

Attached to this memo is the draft policy for the Board to consider. Early implementation of this policy will provide the direction for staff to move forward and complete the Regional District’s first Asset Management Plan in later 2020.



POLICY # F-XX  
ADOPTED:  
REVISED:

## REGIONAL DISTRICT OF BULKLEY-NECHAKO ASSET MANAGEMENT POLICY AND STRATEGY

### **PURPOSE:**

To provide guidance and to outline the desired outcomes and responsibilities as the Regional District formalizes its Asset Management Program.

### **GENERAL:**

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as “the application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset”. To guide the organization, the following policy statements have been developed:

- a) The Regional District will maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
- b) The Regional District will monitor standards and service levels to ensure that they meet/support community and Board goals and objectives.
- c) The Regional District will develop and maintain asset inventories of all its infrastructures.
- d) The Regional District will establish infrastructure replacement strategies using full life cycle costing principles.
- e) The Regional District will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f) The Regional District will plan for and provide stable long-term funding to replace and/or renew and/or decommission infrastructure assets.
- g) Where appropriate, the Regional District will consider and incorporate asset management in its other corporate plans.
- h) The Regional District will report to citizens where and when appropriate on the



status and performance of work related to the implementation of this asset management policy.

- i) The Regional District will modify and/or adapt current procedures where justified to improve operational effectiveness and efficiency.
- j) The Regional District will review on an on-going basis business processes related to asset acquisition, maintenance, and disposition, as well as service provision.
- k) The Regional District will support the development and improvement of decision-making tools that promote doing the right thing to the right asset at the right time.
- l) Modify this policy/procedure at any time it is seen to be required.

### **Vision and Goals for Infrastructure Assets**

As assets age and deteriorate, by using sound asset management practices, the Board and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term, and are managed for present and future users.

This policy is to articulate the Board's commitment to asset management, and guides staff using the policy statements. In doing so, this policy also outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that the Board is exercising good stewardship and is delivering affordable services while considering its legacy to future residents.

Staff will implement the policy through the development and use of asset management guidelines and practices. Since the performance of asset management is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time, the responsibility for guidelines and practices are delegated to staff.

### **Principals**

The key principles of the asset management policy are outlined in the following list. The Regional District will:

- a) make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement, and decommission) associated with infrastructure asset decisions, including additions and deletions. Options should be articulated and evaluated, and the basis for the decisions recorded;
- b) integrate corporate, financial, business, technical and budgetary planning for infrastructure assets;
- c) establish organizational accountability and responsibility for asset inventory, condition, use and performance;

- d) consult with stakeholders where appropriate;
- e) define and articulate service, maintenance and replacement levels;
- f) use available resources effectively;
- g) manage assets to be sustainable;
- h) minimize total life cycle costs of assets;
- i) consider environmental goals;
- j) consider social and sustainability goals;
- k) minimize risks to users and risks associated with failure;
- l) pursue best practices where available; and
- m) report the performance of its asset management program.

### **Guidelines and Practices**

This policy will be implemented by staff using accepted industry guidelines and practices.

The Regional District will comply with required capital asset reporting requirements and integrate the asset management program into operational plans throughout the organization.

Strategic asset management plans may be developed for a specific class of assets, or be generic for all assets, and should outline long term goals, processes and steps toward how they will be achieved. The asset management plans should be based on current inventories and condition, projected performance and remaining service life and consequences of losses or downtime.

The Regional District's Asset Management Plan will be composed primarily of three parts encompassing the following three types of assets:

#### ***Linear Assets***

The portion of the asset management plan related to linear assets, such as water and sewer lines, shall be geographic in nature and may be tracked, reported and monitored in a different manner than other assets such as rolling stock or buildings. Funds will be contributed to a maintenance, repair and replacement reserve as identified in the Regional District's Reserve Policy (to be adopted in late 2020).

#### ***Building, Transfer Stations, Landfills or similarly large (non-linear) Assets***

Each building or large asset will, on a regular basis, have a life cycle analysis completed for it by a qualified individual. This analysis will identify the maintenance and capital repairs or upgrades necessary to maintain the asset in a safe, usable state. The Asset Retirement Obligations will be identified for each building. Funds will be contributed to

a maintenance, repair and replacement reserve as identified in the Regional District's Reserve Policy (to be adopted in late 2020).

### ***Rolling Stock and Machinery***

Each vehicle or heavy piece of machinery will be scheduled for replacement over its identified useful life. Staff will place funds in designated reserves for the replacement of each vehicle every year. This amount will be sufficient to fully purchase a new asset of a similar type at the end of its useful life.

### **Implementation, Review and Reporting of Asset Management Work**

The implementation, review and reporting back regarding this policy will be integrated within the organization. Due to the importance of this policy, the Regional District's asset management program will be reported to the Board on a regular basis, and implementation of this policy reviewed by regularly.

<b>Actions</b>	<b>Responsibility</b>
Adopt Asset Management Policy	Board
Monitor and review infrastructure standards and service levels at established intervals	Board and Chief Administrative Officer
Develop and maintain infrastructure strategies including development and service plans	Environmental Services, other asset operation and maintenance departments, Finance
Develop and maintain asset inventories	Environmental Services, other asset operation and maintenance departments, Finance
Assess infrastructure condition and service levels	Environmental Services and other asset operation and maintenance departments
Establish and monitor infrastructure replacement levels using full life cycle costing principles	Environmental Services and other asset operation and maintenance departments
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of assets	Environmental Services, other asset operation and maintenance departments, Finance
Report to citizens on status of the Regional District's infrastructure assets and asset management program.	Board and Chief Administrative Officer

<b>Asset Management Action Plan</b>			
<b>Develop Asset Management Steering Committee</b>	<b>Responsible</b>	<b>Approximate Completion Date</b>	<b>Status</b>
Committee Members	Senior management	25-Oct-22	complete
Terms of Reference Draft	Sashka	19-Oct-22	complete
Terms of Reference Finalize	Steering Committee	25-Oct-22	complete
<b>Assess Asset Management Practices</b>	<b>Responsible</b>	<b>Approximate Completion Date</b>	<b>Status</b>
Complete high-level assessment of current organizational policies, strategies and plans for asset management objectives and practices.	Steering Committee Members	25-Oct-22	8/11 surveys complete
Establish organization benchmark of asset management practices	Steering Committee	25-Oct-22	Complete
Determine improvement goals for asset management practices	Steering Committee	Nov-22	Complete
<b>Assess Current State of Assets</b>	<b>Responsible</b>	<b>Approximate Completion Date</b>	<b>Status</b>
Identify and compile existing sources of asset information	Sashka	Nov-22	complete
Develop asset register to consolidate asset information	Sashka	Feb-23	In Progress
Conduct asset condition assessments, or document asset condition information	Department experts, consultants	Dec-22	In Progress
Conduct asset risk assessments	Department experts, consultants	Feb-23	
Define the current customer and technical levels of service	Department experts, consultants	Jan-23	
Tabulate current capital and O&M expenditures by asset class	Sashka	Mar-23	
Identify fully amortized assets and review their suitability for continued service.	Sashka, department experts	Mar-23	
Extend lifecycles of fully amortized assets based on condition assessment results.	Sashka, department experts	Mar-23	
Evaluate accumulated amortization by asset class and compare it to past and present maintenance and capital renewal expenditures of that asset class	Sashka	Mar-23	
Compile information from the assessment into a summary report	Sashka	Apr-23	
Communicate key messages with stakeholders	Sashka	Apr-23	
Develop relevant policies and programs	Steering Committee	Apr-23	

<b>Asset Management Policy</b>	<b>Responsible</b>	<b>Approximate Completion Date</b>	<b>Status</b>
Review Existing Policy	Steering Committee	Mar-23	
<b>Integrate to Financial Plan</b>	<b>Responsible</b>	<b>Approximate Completion Date</b>	<b>Status</b>
Compare asset management plan with the financial plan to identify gaps between projected costs and revenues	Finance	Sep-23	
Identify annual target asset investment level that is considered sustainable	Finance/Sashka	Sep-23	
Identify and adjust service levels to reflect affordability	John/Curtis/Board		
Update asset management plans and financial plan to reflect adjustments made	John/Curtis/Board		
<b>Maintenance of Plan</b>	<b>Responsible</b>	<b>Approximate Completion Date</b>	<b>Status</b>
Update asset inventory by including information as it becomes available	Sashka	ongoing	in progress
Update asset replacement costs or natural asset values	Sashka	ongoing	
Implement risk management plans and projects	Sashka	ongoing	
Implement asset O&M, renewal and replacement projects	Sashka	ongoing	
Hold regular asset management team meetings to review progress	Steering Committee	ongoing	
Conduct annual review of asset management practices and competencies, tracking progress and improvement against established benchmark.	Program Manager, Steering Committee	post plan completion	
Review and update lifecycle analysis of assets	Department Experts	post plan completion	
Update related corporate plans	Department Experts	post plan completion	
<b>Reporting</b>	<b>Responsible</b>	<b>Approximate Completion Date</b>	<b>Status</b>
Identify audience segments for reporting and the reporting objectives for each audience	Steering Committee	Quarterly	
Identify Key performance indicators for measurement for each of the audience segments in support of achieving the reporting objectives	Steering Committee	Quarterly	
Measure performance against each of the indicators	Sashka	Quarterly	
Communicate performance results through appropriate channels for each audience segment.	Sashka	Quarterly	

REGIONAL DISTRICT OF BULKLEY-NECHAKO  
STATEMENT OF TANGIBLE CAPITAL ASSETS  
For the year ended December 31, 2021

Schedule 3

	Engineered Structures							2021 Total	2020 Total
	Land	Building	Equipment / Vehicles	Water	Sewer	Landfills	Transfer Stations		
Opening Balance	\$ 720,208	\$ 7,543,427	\$ 7,984,234	\$ 4,824,319	\$ 718,501	\$ 4,966,484	\$ 5,302,322	\$ 32,059,495	\$ 29,958,164
Add: Additions	-	1,224,183	764,903	-	15,700	363,647	293,837	2,662,270	2,457,417
Less: Disposals	-	-	-	-	-	-	-	-	(356,086)
Less: Write-downs	-	-	(638)	-	-	-	-	(638)	-
Closing Balance	720,208	8,767,610	8,748,499	4,824,319	734,201	5,330,131	5,596,159	34,721,127	32,059,495

**ACCUMULATED AMORTIZATION**

Opening Balance	-	3,039,322	4,307,164	1,015,895	420,475	2,163,687	2,050,553	12,997,096	11,938,837
Add: Amortization	-	229,247	652,436	90,317	12,635	217,269	164,348	1,366,252	1,255,477
Less: Acc. Amortization on Disposals	-	-	-	-	-	-	-	-	(197,218)
Closing Balance	-	3,268,569	4,959,600	1,106,212	433,110	2,380,956	2,214,901	14,363,348	12,997,096

**Net Book Value for year ended  
December 31, 2021**

	\$ 720,208	\$ 5,499,041	\$ 3,788,899	\$ 3,718,107	\$ 301,091	\$ 2,949,175	\$ 3,381,258	\$ 20,357,779	
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**Net Book Value for year ended  
December 31, 2020**

	\$ 720,208	\$ 4,504,105	\$ 3,677,070	\$ 3,808,424	\$ 298,026	\$ 2,802,797	\$ 3,251,769	\$ 19,062,399	
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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Justin Greer, First Nations Liaison  
**Date:** December 15, 2022  
**Subject:** **Revision to Protective Clothing and Footwear Policy**

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

That the Board approve the revised Protective Clothing and Footwear Policy.

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**BACKGROUND**

The Protective Clothing and Footwear Policy was last revised in 2013. The policy is due for an update to better align with current standards of practice.

The current policy allows for a maximum reimbursement of \$200 for the purchase of Work Safe BC approved safety footwear. The proposed revision would increase this amount to \$250.

The average amount RDBN employees spent on a new pair of safety boots from 2020 to 2022 was \$226. A comparison with local governments in the region also indicates that the proposed adjustment better aligns with average reimbursement allowances.

The proposed revisions to the Policy are a) to increase the maximum reimbursable amount for the purchase of safety footwear from \$200 to \$250, and b) minor revisions to the wording of the policy to align with Work Safe BC.

**ATTACHMENTS:**

- 1) Revised Protective Clothing and Footwear Policy
- 2) Existing Protective Clothing and Footwear Policy



## **PROTECTIVE CLOTHING AND FOOTWEAR POLICY**

### **POLICY:**

In accordance with Work Safe BC regulations, the Regional District of Bulkley-Nechako (the Employer) shall provide personal protective equipment, when necessary, for employees to carry out their assigned duties.

The Employer shall contribute up to \$250 for the purchase of safety footwear which meets applicable Work Safe BC standards when necessary for employees to carry out their assigned duties. Winter and summer safety footwear can be claimed separately and are each eligible for reimbursement every two years. The employee must provide receipts for all purchases of safety footwear to their supervisor to be eligible for reimbursement.

Suitable protective clothing may be issued to employees under special circumstances when considered necessary by their supervisor. All articles of protective clothing provided by the Employer shall remain the property of the Employer. Employees who have protective clothing issued to them are responsible for their cleaning and maintenance. RDBN issued or reimbursed clothing and footwear are to be used for RDBN business only.

Employees who lose the protective clothing or safety footwear issued to them will be responsible for replacement, but will not be responsible for replacement if the loss is due to no fault of their own or from normal wear.





**(d) Employee Protective Clothing and Footwear**

**REVISED POLICY ADOPTED 2013**



POLICY # D-3(d)  
ADOPTED: Feb 27, 2003  
REVISED: April 18, 2013

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
EMPLOYEE PROTECTIVE CLOTHING AND FOOTWEAR POLICY**

**POLICY:**

In accordance with Workers' Compensation Board regulations, the Regional District of Bulkley-Nechako (the Employer) shall provide protective clothing, when necessary, for employees to carry out their assigned duties.

The Employer shall contribute up to \$200 toward the purchase of protective footwear which meets applicable WCB standards, when necessary for employees to carry out their assigned duties. Worn out clothing and safety footwear will be made available to the Employer before a reissue is made. The Employer must be provided with receipts of all purchases made by employees of protective clothing and footwear if reimbursement is forthcoming by the Employer.

Suitable similar protective clothing may be issued to employees under special circumstances when considered necessary by their Supervisor. All articles of protective clothing or safety footwear provided by the Employer shall remain the property of the Employer. Employees who have protective clothing and safety footwear issued to them are responsible for their cleaning and maintenance.

Employees who lose the protective clothing or safety footwear issued to them will be responsible for replacement, but will not be responsible for replacement if the loss is due to no fault of their own or from normal wear.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** December 15, 2022  
**Subject:** **Grant in Aid for Area E (Francois/Ootsa Lake Rural)  
Southside Volunteer Fire Department**

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

That the Board approve allocating \$3,856.65 in Grant in Aid monies to the Southside Volunteer Fire Department for a propane heater for their meeting room.

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### **BACKGROUND**

Please see the attached application for further detail.

The Grant in Aid Balance for Area E is \$16,727.51  
Director Clint Lambert is supportive of the application.

### **ATTACHMENTS:**

- 1) Grant in Aid Application Form

REGIONAL DISTRICT OF BULKLEY-NECHAKO  
ELECTORAL AREA REQUEST FOR GRANT IN AID  
APPLICATION

APPLICATION SUBMITTED BY:

Applicant Name: South Side Volunteer Fire Dept

Mailing Address: Box 99 V0J2P0  
Southbank B.C Canada

E-mail Address: evan.plesko@gmail.com

Contact(s): Evan Plesko 250/251-5334  
Name, Telephone/Fax Number

\_\_\_\_\_  
Name, Telephone/Fax Number

APPLICATION SUMMARY

Project or purpose for which you require assistance: New Meeting  
Room propane Heater

Amount of Grant Requested \$ 3,856.65

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business undertaking.

[Signature]  
(signature of authorized signatory)

Fire Chief  
(title)

Amount Approved: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Electoral Area Director

3. Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years?

YES  NO **If yes, complete the following chart.**

Year:	\$ Amount	Purpose for which assistance was used
2021	2500.00	New Computer / Printer

4. Does your organization:

a) Offer direct financial assistance to individuals or families?  YES  NO

b) Duplicate services that fall within the mandate of either a senior government or a local service agency?  YES  NO

c) Provide an opportunity for individuals to make direct contributions?  YES  NO

**OR**, is your organization:

d) Part of a provincial or national fundraising campaign?  YES  NO

**Don't forget to attach the required financial report.**

### Funding and Financial Information

1. Attach supporting financial information, ie., budget/financial report. Ensure the following information is clearly itemized:
  - Total cost of project/proposal;
  - Grants/funding from other sources;
  - Funding contributed by applicant through funding raising activities or other sources of revenue;
  - Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.
  
2. Have you applied for a grant/funding from other source(s)?  
 \_\_\_\_\_ YES     NO

**If yes**, complete the following chart. **If not**, please comment.

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Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)

**APPLICANT PROFILE**

1. Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?

Fire Protection For southside area. No one else provides protection

2. Describe the geographic area that receives services or benefits from your organization.

South side

3. Is your organization voluntary and non-profit?  YES  NO

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

None

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.

11 volunteers and since 1983



### PROJECT/PROPOSAL PROFILE

1. Assistance is being requested for:

- capital project and/or equipment
- special event
- other purpose ( Propane Heater )

2. Please describe the proposal for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details or your request here. Attach additional information if required.

New Propane Heater

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3. Describe how this proposal will benefit the community.

Keeps the meeting open and pipes from freezing

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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** December 15, 2022  
**Subject:** **Grant in Aid for Area F (Vanderhoof Rural)  
Vanderhoof Children's Theater**

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

That the Board approve allocating \$5,000 in Grant in Aid monies to the Vanderhoof Children's Theater for the Little Mermaid Production.

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### **BACKGROUND**

Please see the attached application for further detail.

The Grant in Aid balance for Area F is \$44,835.97  
Director Shirley Moon is supportive of the application.

### **ATTACHMENTS:**

- 1) Grant in Aid Application Form



**From:** [website@rdbn.bc.ca](mailto:website@rdbn.bc.ca)  
**To:** [Nellie Davis](#); [andy@abcweblink.ca](mailto:andy@abcweblink.ca)  
**Subject:** [EXTERNAL]: Website Form Submission – ONLINE GRANT-IN-AID APPLICATION FORM  
**Date:** Thursday, October 13, 2022 10:06:15 PM

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

ORGANIZATION:  
Vanderhoof Children's Theater

CONTACT NAME:  
Richard Wruth

MAILING ADDRESS (Please include PO Box/Civic Address, Town and Postal Code):  
Box 1701, Vanderhoof, BC, V0J 3A0

EMAIL:  
[r\\_wruth@hotmail.com](mailto:r_wruth@hotmail.com)

PHONE:  
2505670949

AMOUNT BEING REQUESTED:  
\$5000.00

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

October 19th, 2022, Nechako Valley Secondary School Small Aud @ 5:30

PROJECT OR PURPOSE FOR WHICH YOU REQUIRE ASSISTANCE:  
Costumes, Sets, Props for our current production of The Little Mermaid

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

Yes

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

Vanderhoof Children's Theater strives to give school age children a chance to participate in live theater. VCT is the only after school activity that is available to students to experience acting, music, dance.

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

Registration for VCT is open to all students between the grades of 2 through 12. With no experience needed. When the show is ready to perform schools from Vanderhoof, Fraser Lake, Fort St. James are invited. As well as several public shows. VCT also travels to Prince George to perform for the schools at the Prince George Playhouse.

IS YOUR ORGANIZATION VOLUNTARY AND NON-PROFIT?:

Yes

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

n/a

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

2022 marks a milestone for the Vanderhoof Children's Theater as we celebrate our 24th year running. During our 24 years we have performed for over thousands of school aged children and public members. We have had over 400 students participate within the program. During the years we have been fortunate to take three groups to participate in workshops in Disneyland and make a trip to New York City. Our current production of The Little Mermaid has fifty students and roughly about forty parent/community volunteers currently working on the production.

ASSISTANCE IS BEING REQUESTED FOR:

another purpose

OTHER PURPOSE IF ANY:

to help with costumes, sets, script purchase and props

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

VCT is requesting assistance to help with the purchase of costumes, materials for sets and props and the purchase of scripts.

Each production brings many expenses to get to the final result. Currently our scripts and royalty rights to perform the show was \$3000.00 for a two week run.

Costumes for 50 students on average each student needs 3-5 costumes on average costumes for the productions run around \$8000.00

Sets and props vary per show but cost between \$5000.

DESCRIBE HOW THIS PROPOSAL WILL BENEFIT THE COMMUNITY:

With assistance VCT will be able to provide an amazing and educational experience for those involved with the production. This will help provide a great live theater experience for the families of Vanderhoof and surrounding area as well as give the opportunity for many children within Prince George the chance to see the talent the youth of Vanderhoof has to offer.

SUPPORTING FINANCIAL INFORMATION SUCH AS A BUDGET OR FINANCIAL REPORT. ENSURE THE FOLLOWING INFORMATION IS CLEARLY ITEMIZED: - TOTAL COST OF PROJECT/PROPOSAL; - GRANTS/FUNDING FROM OTHER SOURCES; - FUNDING CONTRIBUTED BY APPLICANT THROUGH FUNDING RAISING:

6454,6455

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

No

NAME OF 1ST GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 1ST AGENCY:

STATUS OF 1ST GRANT APPLICATION:

NAME OF 2ND GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 2ND AGENCY:

STATUS OF 2ND GRANT APPLICATION:

NAME OF 3RD GRANT OR FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 3RD AGENCY:

STATUS OF 3RD GRANT APPLICATION:

NAME OF 4TH GRANT FUNDING AGENCY:

AMOUNT APPLIED FOR FROM 4TH AGENCY:

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

Yes

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

2021 - \$3000 relief fund

2020 - \$5000 Frozen Production

2019 - \$5000 Beauty and The Beast Hotel expenses

DOES YOUR ORGANIZATION:

Provide an opportunity for individuals to make direct contributions?

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** December 15, 2022  
**Subject:** **Letter of Support for Connecting Communities BC Program  
Telus Projects**

---

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

That the Board provide letters of support for the projects proposed by Telus for the December intake of the Connecting Communities BC Program.

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**BACKGROUND**

Telus is applying for PureFibre projects in the areas detailed below. The project requires no financial commitment from the RDBN. PureFibre network speeds and pricing remain the same for both urban and rural customers across the Province. Up-to-date plan pricing and information can be found at <https://www.telus.com/en/internet/fibre>.

Letters of support from local governments are required for projects to be considered.

The household count for each attached project map is as follows:

Figure	Name	Total HH's	Indigenous HH's
1	Burns Lake & Decker Lake	467	5
2	Granisle	403	48
3	Telkwa	693	8
4	Smithers	1349	228
<b>Total</b>		<b>2912</b>	<b>289</b>

**ATTACHMENTS:**

Telus Letter Schedule A – Proposed PureFibre network location maps

**Schedule A - Proposed Location of the Area Within the Community Where the PureFibre Network is to be Built**

**Figure 1 - Burns Lake & Decker Lake**

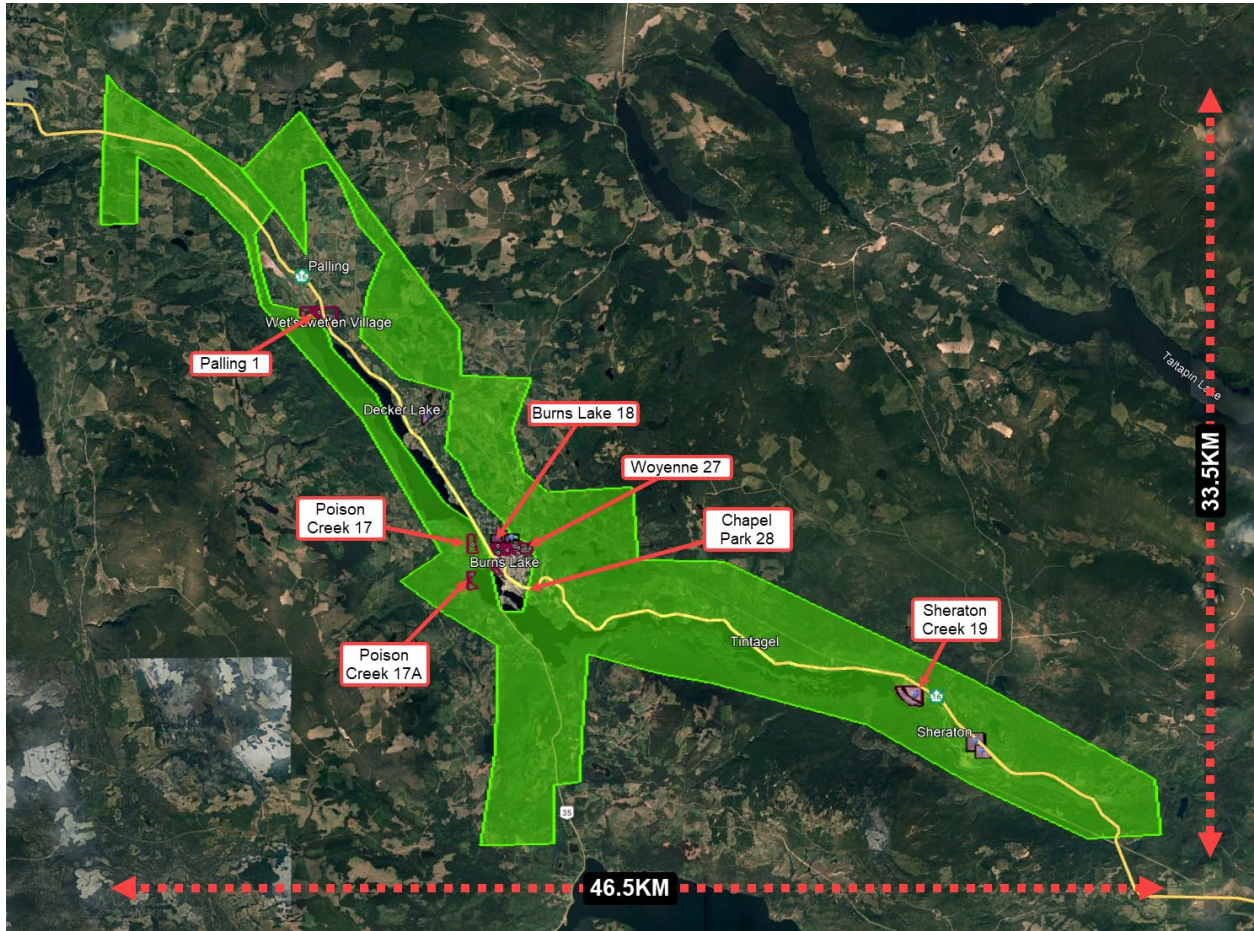




Figure 2 - Granisle



Figure 3 - Telkwa

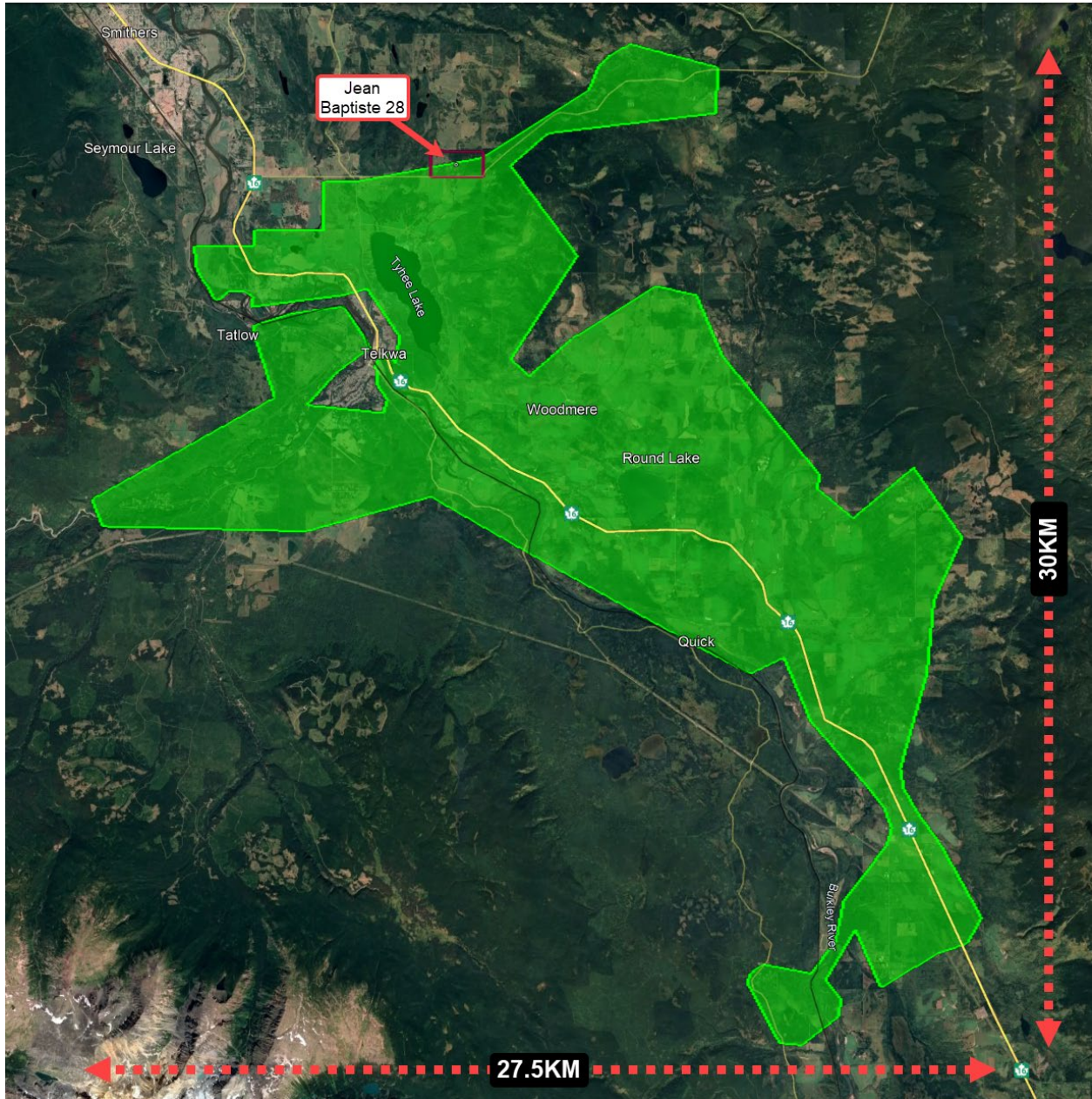
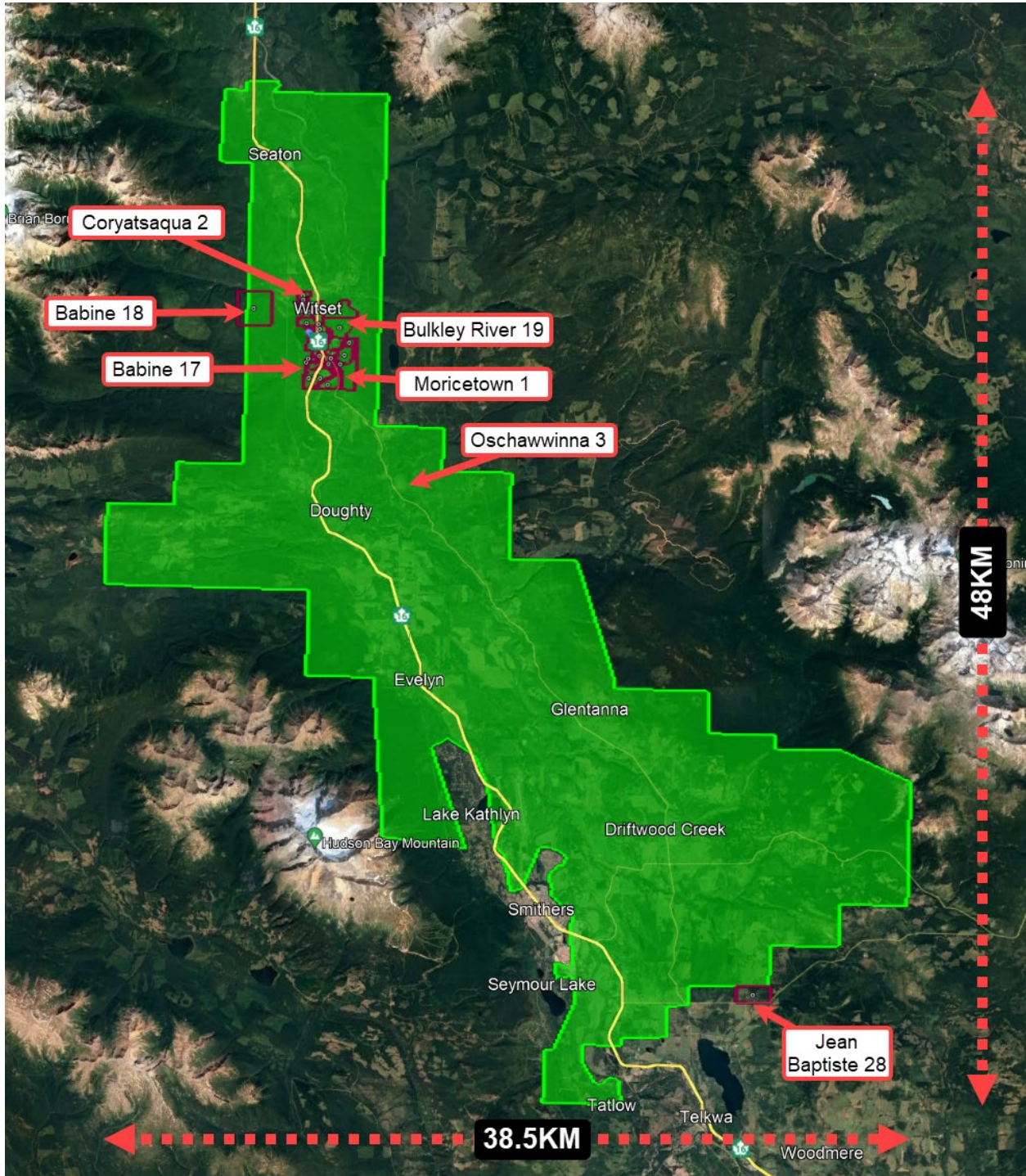
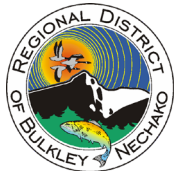




Figure 4 - Smithers







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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Shari Janzen, Economic Development Assistant  
**Date:** December 15, 2022  
**Subject:** **Smithers Skate Park Society – Letter of Support Request**

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

That the Board provide a Letter of Support to the Smithers Skate Park Society to be used for its funding applications.

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### **BACKGROUND**

The Smithers Skate Park Society (SSPS) is applying to the Rural Economic Diversification and Infrastructure Program for Phase Two of the Smithers Skate Park Expansion Project and has requested a letter of support.

The SSPS is a non-profit society whose mission is to lead the project management and fundraising efforts for the expansion and maintenance of the Smithers Skate Park. The group successfully completed Phase One of the project in September of this year.

Phase Two of the project will see the addition of an eight-foot bowl, a structure for shade, a water bottle filling station, solar lighting landscaping, and key accessibility features such as an asphalt path around the skate park connected to the parking lot.

The completion of this phase of the project will reunite users of all ages and abilities with an all-wheels park that is better suited to the needs of the community and help improve and increase the capacity for an affordable, easily accessible form of recreation for families and youth.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Hart, Economic Development Assistant  
**Date:** December 15, 2022  
**Subject:** **Hospital Point Recreation Site – Expression of Interest**

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

That the Board endorse a project to develop Hospital Point Park as a recreation site.

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**DISCUSSION**

Staff recently submitted an Expression of Interest (EOI) to the Destination Development Fund for improvements at Hospital Point Park. This program requires Board endorsement to approve a project. The EOI was submitted prior to receiving Board endorsement to meet the December 7<sup>th</sup> application deadline.

Hospital Point was donated to the RDBN by the Southside Senior Housing association for use as a recreation site. It is anticipated that Hospital Point Park will be developed with day use picnic sites, improved boat launch facilities, and a picnic shelter. It has not yet been determined whether a campground will be part of the development plans.

Should the Hospital Point project EOI be shortlisted, the RDBN will complete the necessary development and construction plans to make a full application when the next stage intake opens. Board support will be sought during this process.

The Destination Development Fund is designed to benefit projects that increase tourism, provide mobility-friendly facilities, and benefit the local economy by attracting visitors. If shortlisted and invited to submit a full application, this funding stream will cover 100% of eligible project expenses.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** December 15, 2022  
**Subject:** **Budget Planning**

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

Receipt

---

### **BACKGROUND**

The budget process for 2023 has begun with this Board Meeting and will continue into March of 2023.

#### **Committee Meeting January 12, 2023**

Minor service budgets will be brought forward to the Rural/Agricultural Committee or the Board including such budgets as rural fire department budgets, street lighting budgets, libraries, and cemeteries.

#### **Board Meeting January 26, 2022**

The first draft of all the major service budgets will be brought forward including draft requisition totals for each municipality. The inflation figures and non-market report for 2022 will be brought forward and its implications discussed.

#### **Committee and Board Meeting of February 9 and 23**

The budget will receive one reading at each of these meetings.

#### **Committee Meeting of March 9**

Revisions to the budget will be presented based on updated assessment from the municipalities for items such as recreation, culture, and fire service provision. Updates to the major service budgets will be presented based on direction of the Board in February.

#### **Board Meeting of March 23**

Third reading and Adoption of the budget bylaw is required.

**Discussion**

While the budget for 2023 is expected to be very similar to 2022, two factors will need to be considered by the Board in January that may have a significant impact on taxation or operations.

The first is the Consumer Price Index for B. C. which is currently sitting at 7.8%. Regional District salaries and wages and Board remuneration are tied to this amount creating a pressure estimated at 6% on the overall budget at this time. In addition, some fees and charges (revenue), including Fort Fraser Water and Sewer are tied to this rate. In addition, fuel prices, construction, and major equipment purchases have all seen significant increases of the last year.

The second factor is the increase in assessments. Overall residential properties have increased approximately 16% in value and new construction (including pipeline construction) has increased non-market assessments by just under 2%. This non-market increase may help reduce the impacts from inflation, be used for new programs, or be used to face future challenges.

A full report on these two factors will be brought forward in January after additional details become available.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** December 15, 2022  
**Subject:** **Accessibility Act - Regional District Requirements**

---

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

Receive.

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### BACKGROUND

In June 2021, the Accessible BC Act became law. The Act provides a framework to identify, remove and prevent barriers to accessibility, including physical, technological, informational, sensory, systemic, and attitudinal barriers.

More information about the Act and associated actions can be found at <https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/accessibility/legislation/accessiblebc>

Part 3 of the Accessible BC Act requires over 750 prescribed organizations to meet requirements relating to accessibility by September 2023. Local governments are in this group. Staff will be providing more information about the RDBN's process and requesting Board input early in 2023 to implement the mandatory requirements, which are:

- 1) Establish an Accessibility Committee.  
Committee structure can be determined by the organization but must, to the best extent possible, have at least half of the members be persons with disabilities or who represent disability-serving organizations, and should have Indigenous representation.
- 2) Adopt an Accessibility Plan.  
The organization's Plan should be developed in consultation with the Committee. Like organizations are encouraged to co-create Plans for adoption.
- 3) Have a public tool to receive feedback on Accessibility.

No upgrades to RDBN sites or infrastructure is required at this time. Additional information about the Accessibility Committee and the Accessibility Plan have been summarized from the <https://bcaccessibilityhub.ca/> website and are included with this memo.

### **Accessibility Committee Establishment**<sup>1</sup>

The legislation was developed to be flexible so that committees could be developed that were effective and responsive. For this reason, there are only a few mandatory rules:

- At least half of the members should be persons with disabilities or represent disability-serving organizations
- Should have Indigenous representation

#### **Step 1 – Committee Purpose**

You will need to answer the question of which challenges you need to address. To determine this, you need to consider the nature of your business inside and out. The answers to these questions will help shape the purpose of your committee and the structure it might take.

In addition to what you do, you should consider how you do it as part of the purpose of the committee. This means examining the culture, policies, and practices that exist and how to involve people with disabilities in changing them.

#### **Step 2 – Committee Structure**

You will have to determine how the committee will be structured.

The intent is to avoid potential duplication of work and encourage collaboration. So you will need to answer these questions:

- Should we form a committee on our own? If you a large or complex organization that tends to work independently, it may make sense to create your own committee. Remember, there may be other organizations seeking out a limited number of volunteers to be on your committee so it still might make sense to create a joint committee.
- Should we join with one or more other organizations? This will make it easier to find volunteers but may make the planning and advising processes more difficult. This may depend on whether these other organizations are in your own sector or across sectors

Once a committee structure has been agreed upon, a Terms of Agreement will be needed to establish the Joint Committee and you are ready to move on to thinking about putting the committee together.

#### **Step 3 – Environmental Scan**

You will want to do a scan of any previous or existing accessibility committees or similar committees that could be transformed into an accessibility committee. This could include internal committees related to diversity and inclusion or public committees such as a disability committee or Age-Friendly Committee as examples. It is important to critically consider past interactions between your organization and any potential committees. The Accessible Organizations Project may be an opportunity to rekindle old associations, repair existing relationships, or reach out to underrepresented groups.

---

<sup>1</sup> Source <https://bcaccessibilityhub.ca/>

During this search, you may want to also identify Accessibility Champions in your sector or in the community that is involved. Accessibility Champions may be able to help guide you along the journey and with recruitment in the future.

Accessibility committees, to the extent possible, should have at least half of its members be persons with disabilities or represent a disability-serving organization and one person of Indigenous background. Ideally, membership should reflect the diversity of British Columbians. Committees may include members from inside or outside of the organization.

Each committee is going to have unique challenges when it comes to recruiting potential members. Those challenges will be influenced by population, location, history, as well as the structure of the committee and the mandate of each organization that constitutes the committee. The purpose and structure of the committee will guide recruitment choices inside and outside the organization.

These are just some of the questions you need to consider are (please send us feedback if you have learned more about this process from your own experience):

- Capacity - are you able to provide dedicated internal resources to support the committee?
- Budgeting - will you be providing a stipend for external volunteers?
- Membership
- Tenure - what is the length of each term of membership and what are the rules regarding consecutive terms?
- Recruitment Channels - how will you reach out to the community to recruit members (remembering there are, sometimes, unique challenges for people with disabilities and Indigenous people when it comes to volunteering)

### **Step 5 – Recruitment**

Accessibility committees, to the extent possible, should have at least half of its members be persons with disabilities or represent a disability-serving organization and one person of Indigenous background. Ideally, membership should reflect the diversity of British Columbians. Committees may include members from inside or outside of the organization.

Each committee is going to have unique challenges when it comes to recruiting potential members. Those challenges will be influenced by population, location, history, as well as the structure of the committee and the mandate of each organization that constitutes the committee. The purpose and structure of the committee will guide recruitment choices inside and outside the organization.

These are just some of the questions you need to consider are (please send us feedback if you have learned more about this process from your own experience):

- Capacity - are you able to provide dedicated internal resources to support the committee?
- Budgeting - will you be providing a stipend for external volunteers?
- Membership

- Tenure - what is the length of each term of membership and what are the rules regarding consecutive terms?
- Recruitment Channels - how will you reach out to the community to recruit members (remembering there are, sometimes, unique challenges for people with disabilities and Indigenous people when it comes to volunteering)

**Step 6 – Establish Policies and Practices**

Once you have put together your Accessibility Advisory Committee, it is time to meet and establish policies and practices that will set the stage for committee interactions and the development of the plan.

Establishing a committee is a difficult task but sustaining it over time requires intentional strategies. Challenges are inevitable and may actually be a sign that accessibility is important to the organization and its members. However, you should identify and address these challenges as soon as they present themselves.



## **Accessibility Plan Development<sup>1</sup>**

After you have completed the steps in the Establishing a Committee Guide, you are ready to start working on your plan. While the Guide lays out the steps in a linear fashion, it is more likely that you will go back-and-forth through these Steps. We suggest you keep track of the decisions you have made and how you have made them so that you can include this in the plan itself. This encourages transparency with the public and promotes a learning process.

**!** Plans must be reviewed and updated, at least once every three years. However, you may want to do this more frequently, if required.

### **Step 1 – Understand the Legislation**

An accessibility plan should outline how the organization(s) will identify, remove and prevent barriers to people in the organization or interacting with it. The plan must be reviewed and updated at least once every three years.

In developing or updating their plan, an organization must consult with its accessibility committee and consider specified principles:

- Inclusion
- Adaptability
- Diversity
- Collaboration
- Self-determination (people choosing and setting their own goals, being involved in making life decisions, self-advocating, and working to reach their goals)
- Universal design (the process of creating services and environments that are accessible to people with a wide range of abilities, disabilities, and other characteristics)

### **Step 2 – Establish a Framework for Planning Process**

Now that you have a better understanding of the legislation, you can establish the framework for how your community will work together. It is important that roles, responsibilities, expectations, etc. are explicitly laid out and understood by the committee and the general public.

### **Step 3 – Agree on Vision and Goals**

At this stage, it is important to build a shared vision of what the goals of the committee are.

### **Step 4 – Conduct a Baseline Scan**

Before you develop a plan, you will need to know how you are with regards to the goals set out in the previous step. This will vary depending on these goals. If your focus is on environmental access, you may want to do an accessibility audit of priority spaces and places. If your focus is on the provision of services or the composition of your workforce, you may want to consider process design, website accessibility, recruitment processes, etc.

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<sup>1</sup> Source <https://bcaccessibilityhub.ca/>

**Step 5 – Develop a Preliminary Plan**

Developing a Preliminary Plan needs to be developed in collaboration with the full committee. It should be available to the public for comment through a public feedback mechanism. In response to the Accessible Canada Act, the federal government developed [this guide](#) for federally regulated organizations. From this, and other plans, we suggest these headings for your plan. The headings are highlighted in the menu to the right.

**Outline of a Plan:****Background**

- Executive Summary
- Acknowledgement/Endorsement Statement from CEO/Mayor/Executive Director
- Glossary of Terms, abbreviations, and acronyms
- About the Committee

**Plan**

- Plan Background
- Past Achievements
- Plan Goals & Objectives
- Action Plan

Examples of Plans can be found at <https://bcaccessibilityhub.ca/index.php/plans/developing-a-preliminary-plan>

**Step 6 – Get Feedback****Step 7 – Finalize Plan****Step 8 – Create a Feedback Mechanism**

Organizations are not required to submit accessibility plans to government. However, organizations must make their accessibility plan available to the public, for example by publishing it on their website.

If you plan on holding in-person feedback events, make sure you consider accessibility requirements.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Committee  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** December 15, 2022  
**Subject:** **Grant in Aid Under \$2,500 Approval Update**

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

Receive.

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### BACKGROUND

The following Grant in Aid requests of \$2,500 or less were approved by Electoral Area Directors between July and November of 2022.

Community Group	Project	Amount
<b>Area A (Smithers/Telkwa Rural)</b>		
Smithers Chamber of Commerce	Business of the Year Award	\$250
Tyee Mountain Trail Society	Trail Rebuild	\$2,500
<b>Area 'B' (Burns Lake Rural)</b>		
BVLD Airshed Management Society	2 x air monitor installation	\$1,150
Ride Burns	2022 Big Pig	\$500
Burns Lake Basketball Association	Scholarship and Tournament Cost	\$725
Eagle Creek Recreation Commission	Landowner Transparency Report	\$157.38

<b>Area 'C' (Fort St; James Rural)</b>		
Fort St. James Secondary School	Storage of Grad Attire	\$1,000
Fort St. James Secondary School	Grad 2022 Scholarship	\$2,000
Fort St. James Dog Sled Association	Caledonia Classic	\$2,000
Fort St. James Toy and Food Drive	Toy and Food Drive	\$2,000
<b>Area 'D' (Fraser Lake Rural)</b>		
Fraser Lake Community Market	Seating and Weather Protection	\$1,500
<b>Area 'E' (Francois/Ootsa Rural)</b>		
Burns Lake Basketball Association	Scholarship and Tournament Cost	\$725
<b>Area 'F' (Vanderhoof Rural)</b>		
Connexus Community Resources	3 <sup>rd</sup> Annual Gala	\$500
<b>Area 'G' (Houston Rural)</b>		



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** December 15, 2022  
**Subject:** **Grant in Aid – Application Update**

---

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

Receive.

---

### **BACKGROUND**

The online and printable Grant in Aid application forms have been updated to align with the RDBN Communication Guide. The new version is attached for your information.

Rural Directors budget Grant in Aid funding annually. The purpose of Grant in Aid is to provide grants to community groups, non-profit registered societies, organizations, and Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

Grant in Aid is not eligible to fund an organization's annual operating expenses and is not eligible for wages or benefits.

Requests of \$2,500 or less can be approved by the Rural Director and the CAO, and requests over \$2,500 require a Board resolution. Monthly Grant in Aid updates are sent to Rural Directors via email from the Finance Department.

If Directors have any questions about Grant in Aid, they are welcome to reach out to staff for details about their Electoral Area's service. John Illes will be following up with Rural Directors individually to discuss Grant in Aid taxation for the 2023 Budget.

### **ATTACHMENTS**

Grant in Aid Policy and Application Document



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**Regional District of Bulkley-Nechako  
Grant in Aid Policy and Application**

**APPLICATIONS MUST BE SUBMITTED ON THE FORM PROVIDED**

**SUBMIT APPLICATIONS TO:**

**Regional District of Bulkley-Nechako  
37-3<sup>rd</sup> Avenue  
Burns Lake, B.C. V0J 1E0**

**or via email to: [info@rdbn.bc.ca](mailto:info@rdbn.bc.ca)**

**NOTE TO APPLICANTS:**

- Industrial, commercial, individuals, and business undertakings ARE NOT eligible for assistance under this program;
- Please use the attached RDBN Board policies and Application Completion instructions as a guideline and be advised that the Regional Board of the Regional District of Bulkley-Nechako reserves the right to amend the said policies from time to time as it deems appropriate;
- Please make sure that your application is clearly legible and will photocopy with good results.
- If you have any questions or require assistance, please contact the Economic Development Department of the Regional District of Bulkley-Nechako at the above address, or:  
Phone: (250) 692-3195 or toll free at 1-800-320-3339  
Fax: (250) 692-3305 email: [economic.development@rdbn.bc.ca](mailto:economic.development@rdbn.bc.ca)

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
ELECTORAL AREA GRANT IN AID ASSISTANCE POLICY**

**PURPOSE**

To provide grants to community groups, non-profit registered societies, organizations, and Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

**APPLICATION**

This policy shall apply to all electoral area Grant In Aid requests being considered for funding from the individual Grant In Aid budgets.

**AUTHORITY**

**Local Government Act Sec. 263(1)(c):** The Regional District may provide assistance for the purpose of benefiting the community or any aspect of the community.

**Local Government Act Sec. 380(2)(g):** A grant may be charged to the electoral area benefiting from the assistance.

**PROCEDURE**

1. Applications will be referred to the applicable Electoral Area Director to conduct a preliminary review. The RDBN has both statutory and budgetary limitations on Rural Grant in Aid and wishes to ensure that these funds are disbursed as fairly and equitably as possible. The Board delegates the authority to approve grant in aid applications of \$2,500 or less to the Chief Administrative Officer or designate in consultation with the Electoral Area Director. Applications in excess of \$2,500 will be referred to the Board.
  - a) Applications must be submitted on the form provided by the Regional District, with all supporting documentation attached. Applicants must clearly indicate the amount of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the Regional District would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
  - b) Applications that are not submitted on the required form will be returned to the applicant.

2. The following factors shall be used in evaluation and prioritizing the Applications for Assistance under Section 263(1)(c) of the Local Government Act.
  - a) Purpose for which the funding is required.
  - b) What funding opportunities have been considered, (ie. fundraising, grants from senior levels of government, etc.).
  - c) Benefits to the community as a whole.
  - d) Amount of grant requested.
  - e) Whether or not the applicant has previously received assistance from the Regional District of Bulkley-Nechako.
  - f) Whether or not there is an opportunity for individuals to make direct contributions.
  
3. If a grant in aid is approved the following will apply:
  - a) A cheque will be issued to the requesting organization. A letter documenting the grant approval will be sent under the signature of the Electoral Area Director.
  - b) If the grant exceeds \$1,000, a report must be submitted to the Regional District inclusive of satisfactory evidence that the goods or services have been obtained (ie. a report from the organization inclusive of receipts and/or a report of the expenditures).
  
4. The Chief Administrative Officer and/or Electoral Area Director may at the time of grant approval:
  - a) Impose additional requirements to be met by an organization prior to receipt of grant funds;
  - b) Reduce or modify the requirements to be met for an organization prior to receipt of grant funds.
  
5. Applications for Assistance under Section 263(1)(c) of the Local Government Act will NOT be approved for:
  - a) Purposes identified as potentially exposing the Regional District of Bulkley-Nechako to risk of unacceptable liability;
  - b) Purposes disallowed by the Local Government Act:  
Section 273 – As a limitation on section 263(1)(c), a Board must not provide assistance to an industrial, commercial or business undertaking.
  - c) No grants shall be approved for individuals or for privately-owned businesses.



**ELECTORAL AREA REQUEST FOR GRANT IN AID APPLICATION FORM**

APPLICATION SUBMITTED BY:

Organizations Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact(s): \_\_\_\_\_

Name, Telephone/Fax Number

\_\_\_\_\_  
Name, Telephone/Fax Number

APPLICATION SUMMARY

Project or purpose for which you require assistance:

Amount of Grant Requested \$ \_\_\_\_\_

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business undertaking.

\_\_\_\_\_  
(signature of authorized signatory)

\_\_\_\_\_  
(Title)

**APPLICANT PROFILE**

1. Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?

2. Describe the geographic area that receives services or benefits from your organization.

3. Is your organization voluntary and non-profit?     YES     NO

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.

4. Please indicate which Electoral Area(s) you are applying to for funding:

Electoral Area A (Smithers/Telkwa Rural)	Electoral Area E (Francois/Ootsa Lake Rural)
Electoral Area B (Burns Lake Rural)	Electoral Area F (Vanderhoof Rural)
Electoral Area C (Fort St James Rural)	Electoral Area G (Houston/Granisle Rural)
Electoral Area D (Fraser Lake Rural)	

**PROJECT/PROPOSAL PROFILE**

1. Assistance is being requested for:

capital project and/or equipment  special event  other purpose\*

\*If other, please provide additional details:

2. Please describe the project/event for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details or your request here. Attach additional information if required.

3. Describe how this proposal will benefit the community.

**Funding and Financial Information**

1. Attach supporting financial information, ie., budget/financial report. Ensure the following information is clearly itemized:

- Total cost of project/proposal;
- Grants/funding from other sources;
- Funding contributed by applicant through funding raising activities or other sources of revenue;
- Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant/funding from other source(s)?  YES  NO

If yes, complete the following chart. If not, please comment.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending

3. Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years?

\_\_\_YES \_\_\_NO

If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used

4. Does your organization:

a) Offer direct financial assistance to individuals or families? \_\_\_YES \_\_\_NO

b) Duplicate services that fall within the mandate of either a senior government or a local service agency? \_\_\_YES \_\_\_NO

c) Provide an opportunity for individuals to make direct contributions? \_\_\_YES \_\_\_NO

d) Is your organization part of a provincial or national fundraising campaign? \_\_\_YES \_\_\_NO

**Don't forget to attach the required financial report.**



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

November 10, 2022

Regional District of Bulkley Nechako, [inquiries@rdbn.bc.ca](mailto:inquiries@rdbn.bc.ca)  
Regional District of Kitimat Stikine, [info@rdks.bc.ca](mailto:info@rdks.bc.ca)  
District of New Hazelton, [info@newhazelton.ca](mailto:info@newhazelton.ca)  
Town of Smithers, [general@smithers.ca](mailto:general@smithers.ca),  
Village of Telkwa, [info@telkwa.ca](mailto:info@telkwa.ca)  
District of Houston, [communications@houston.ca](mailto:communications@houston.ca)  
Village of Burns Lake, [VAnderson@burnslake.ca](mailto:VAnderson@burnslake.ca)  
Village of Granisle, [general@villageofgranisle.ca](mailto:general@villageofgranisle.ca)

Re: Appointment of Directors to the Society

Dear Mayors, Community Councils, Chiefs, Staff and Directors,

My name is Sue Brookes and I wanted to remind you of the value of appointing councillors to the Bulkley Valley Lakes District Airshed Management Society (BVLD AMS). The [BVLD AMS](#) is a registered non profit charity made up of folks from government, the public, industry and health authorities. We discuss and manage projects pertaining to a Clean Air Plan notarized by municipalities over 15 years ago. We provide services and projects relating to air quality improvements with regard to waste management, smoke management, source and ambient monitoring, safety, health and air quality education. We need your input on solutions for cleaner air!

Our region is defined loosely on this [map](#) link (click map) . As a Red Zone, defined by the federal Ambient Air Quality Standard, we have higher than average BC air quality levels. We already work together in an effort to reduce the impact of poor air quality, we can do more.

We meet 4 times a year and combine one meeting with an AGM. We usually meet in person using municipal boardrooms or council chambers but we also conduct meetings by phone or Zoom or MSTeams.

Our next meeting is Friday January 13, 2023, 3:30 pm in Smithers but also on line. Please do not hesitate to call or text or email us for more information.

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

Yours Truly,

**Sue Brookes,**

on behalf of the current BVLD AMS Board of Directors  
[cleanairplan.ca/blog](http://cleanairplan.ca/blog), 250 847-0678

**Regional District of Bulkley-Nechako**

**Action List - June 2022 Board Meetings**

<b>MOTION #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
Committee of the Whole Meeting June 16, 2022	Delegation Thank You Letter	Write a thank you letter to Dave Stevens, President, Bulkley Valley Lakes District Airshed Management Society regarding Air Pollution Monitoring in the RDBN.	Kyla	Completed	
C.W.2022-6-3 Committee of the Whole Meeting June 16, 2022	UBCM - Minister Meeting/Ministry Staff Requests	Submit the Board Minister Meeting requests for the 2022 UBCM Convention.	Cheryl	Completed	
C.W.2022-6-7 Committee of the Whole Meeting June 16, 2022	Draft RDBN Director Communication Guide and Communications Policy	RDBN Director Communication Guide and RDBN Communications Policy be amended to replace "should" with "may".	Nellie/Curtis	Completed	June 30, 2022 Board Meeting
C.W.2022-6-8 Committee of the Whole Meeting June 16, 2022	Draft RDBN Corporate Operations Communication Guide	Implementation of the RDBN Corporate Operations Communication Guide approved by the Board.	All staff	Ongoing	
C.W.2022-6-9 Committee of the Whole Meeting June 16, 2022	Statement of Financial Information (SOFI)	The Chair and Chief Financial Officer sign the SOFI report indicating approval of the statements and schedule of financial information and that the Committee recommend that the Board approve the SOFI report.	John	Completed	
C.W.2022-6-10 Committee of the Whole Meeting June 16, 2022	Revenue Anticipation Bylaw	Staff to bring forward a revenue anticipation bylaw for \$1.5 million to the Board Meeting on June 30, 2022.	John	Completed	
C.W.2022-6-12 Committee of the Whole Meeting June 16, 2022	Local Government Climate Action Program (LGCAP) and Electric Vehicles	Defer the Local Government Climate Action Program (LGCAP) and Electric Vehicles to a future Committee of the Whole Meeting to include additional information regarding options, including cost analysis, to utilize the Local Government Climate Action Program and the discontinued Climate Action Revenue Incentive Program; and further, that the Local Government Climate Action Program criteria and requirements be provided to the Board.	John	Ongoing	August Board
NRC.2022-3-3 Natural Resources Committee June 16, 2022	Invite Forest Consultants to a Future Natural Resources Committee Meeting	Invite Al Gorley, President, Triangle Resources Inc. and Ray Schultz, Registered Professional Forester, and Independent Consultant to a future Natural Resources Committee Meeting.	Cheryl/Curtis	Completed	NRC Chair Brienen, Chair Thiessen and staff met with Mr. Gorley - report on September NRC meeting

**Regional District of Bulkley-Nechako**

**Action List - June 2022 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
RDC.2022-6-3 Rural/Agriculture Committee June 16, 2022	Meat Processing Training Development	Staff continue supporting the development of increased meat-cutting training opportunities in the region.	Ag Coordinators/Nellie	Ongoing	
RDC.2022-6-7 Rural/Agriculture Committee June 16, 2022	COVID-19 Relief Fund Applications	That the applications for COVID-19 Relief Funds be provided to the following: -Electoral Area "D" (Fraser Lake Rural) -Glenannan Community Association – Insurance - \$1,628 -Electoral Area "E" (Francois/Ootsa Lake Rural) -Eagle Creek Recreation Commission – Insurance \$1,244 -Electoral Area "G" (Houston Rural) -Pleasant Valley Horse Club – Insurance and Society Fees - \$995.85.	Nellie	Completed	
WMC.2022-6-3 Waste Management Committee Meeting June 16, 2022	Solid Waste Advisory Committee (SWAC) Participation	Staff to invite Chambers of Commerce, School District 91 Nechako Lakes and School District 54 Bulkley Valley, First Nations communities and non-profit organizations to participate on the Solid Waste Advisory Committee.	Alex	Ongoing	
WMC.2022-6-4 Waste Management Committee Meeting June 16, 2022	Vanderhoof Transfer Station - Electronics Pilot Program	Defer the Vanderhoof Transfer Station - Electronics Pilot Program memorandum to a future meeting.	Alex	Completed	21-Jul-22
WMC.2022-6-5 Waste Management Committee Meeting June 16, 2022	Reusable Metal Salvage - Pilot Program for Burns Lake	Establish a reusable metal salvage pilot program at the Burns Lake Transfer Station.	Alex	In progress	

**Regional District of Bulkley-Nechako**

**Action List - June 2022 Board Meetings**

<b>MOTION #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
WMC.2022-6-8 Waste Management Committee Meeting June 16, 2022	Burns Lake and Fort St. James Transfer Station & Recycling Depot: Proposed New Hours of Operation	1. Change the Burns Lake Recycling Depot public open hours to match the existing Transfer Station Hours, for a total of 21 additional hours per week as approved by the Board.  2. Reduce the Ft. St. James Transfer Station's Saturday operating hours to 10:00am to 6:00pm and approve changing the Ft. St. James Recycling Depot operating hours to match the proposed Transfer Station's operating hours, for a net total of 19 additional man-hours per week as approved by the Board.	Alex	Completed	
Board Meeting June 30, 2022	Delegation Thank You Letter	Write a thank you letter to Jeremy Langford, Chief Operating Officer, Val Erickson, Community Relations Advisor, Andrew Overholt, Technical Business Analyst and James Witzke, Indigenous and Community Relations Manager, Artemis Gold Inc. regarding their update.	Kyla	Completed	
2022-8-9 Board Meeting June 30, 2022	Building Bylaw Non- Compliance Staff Report	Staff to provide an In-Camera Staff Report regarding Building Bylaw Non-Compliance processes, priorities and best practices to proceed with enforcement action; and further, that the Report also include information regarding neighbouring Regional District's Building Bylaw Non-Compliance processes and practices.	Jason L	In progress	
2022-8-10 Board Meeting June 30, 2022	Houston Recycling	Proceed with the final designs and budgets for the establishment of Recycle BC depot at the Knockholt Landfill.	Alex	In progress	
2022-8-11 Board Meeting June 30, 2022	Reusable Metal Salvage Recycling	Proceed with a reusable metal salvage pilot program at the Burns Lake Transfer Station.	Alex	In progress	
2022-8-15 Board Meeting June 30, 2022	Chinook Community Forest	Provide notification of the Board's appointment of Curtis Helgesen and John Illes as proxies to the 2022 AGM of Chinook Comfor Limited and Chinook Comfor Limited Partnership. That the Board of the Regional District, a shareholder of Chinook Comfor Limited, appoint Greg Hill and Cindy Shelford to the Chinook Comfor Limited Board of Directors	John	Completed	
2022-8-16 Board Meeting June 30, 2022	Electoral Area A (Smithers/Teikwa Rural) Economic Development Service Grant - Smithers and District Chamber of Commerce	Write a letter and allocate \$10,000 of Electoral Area A (Smithers/Teikwa Rural) Economic Development service funds to the Smithers and District Chamber of Commerce for the Frozen North Food Truck project.	Nellie/John	Completed	



## Regional District of Bulkley-Nechako

## Action List - June 2022 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2022-8-17 Board Meeting June 30, 2022	Canada Community Building Fund BC - Area A (Smithers/Telkwa Rural) Round Lake Hall Boat Launch Project	<ol style="list-style-type: none"> <li>Write a letter and contribute up to \$50,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to a Recreation Infrastructure Project for the Round Lake Hall, and further,</li> <li>That the Board authorize the withdrawal of up to \$50,000 from the Federal Gas Tax Reserve Fund.</li> </ol>	Nellie/John	Completed	
2022-8-18 Board Meeting June 30, 2022	Canada Community Building Fund BC - Area A (Smithers/Telkwa Rural) Town of Smithers - Smithers and Area Transit	<ol style="list-style-type: none"> <li>Write a letter and contribute up to \$10,000, annually for four years (from 2023-2026), of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to a Transportation Infrastructure Project for the Smithers and Area Transit, and further,</li> <li>That the Board authorize the withdrawal of up to \$10,000 annually from the Federal Gas Tax Reserve Fund.</li> </ol>	Nellie/John	Completed	
2022-8-19 Board Meeting June 30, 2022	Canada Community Building Fund BC - Area D (Fraser Lake Rural) Fort Fraser Community Hall Furnace Replacement Project	<ol style="list-style-type: none"> <li>Write a letter and contribute up to \$10,330 of Electoral Area D (Fraser Lake Rural) Canada Community-Building Fund BC allocation monies to a Community Energy System Infrastructure Project at the Fort Fraser Community Hall, and further,</li> <li>That the Board authorize the withdrawal of up to \$10,330 from the Federal Gas Tax Reserve Fund.</li> </ol>	Nellie/John	Completed	
2022-8-20 Board Meeting June 30, 2022	Canada Community Building Fund BC - Area E (Francois/Ootsa Lake Rural) Grassy Plains Hall Foundation Repair Project	<ol style="list-style-type: none"> <li>Write a letter and contribute up to \$50,000 of Electoral Area E (Francois/Ootsa Lake Rural) Canada Community-Building Fund BC allocation monies to a Recreation Infrastructure Project for the Grassy Plains Community Hall, and further,</li> <li>That the Board authorize the withdrawal of up to \$50,000 from the Federal Gas Tax Reserve Fund.</li> </ol>	Nellie/John	Completed	
2022-8-21 Board Meeting June 30, 2022	Canada Community Building Fund BC - Area F (Vanderhoof Rural) Nechako Valley Exhibition - Beef Barn Upgrades	<ol style="list-style-type: none"> <li>Write a letter and contribute up to \$60,000 of Electoral Area F (Vanderhoof Rural) Canada Community-Building Fund BC allocation monies to a Recreation Infrastructure Project for the Nechako Valley Exhibition Society, and further,</li> <li>That the Board authorize the withdrawal of up to \$60,000 from the Federal Gas Tax Reserve Fund.</li> </ol>	Nellie/John	Completed	
2022-8-22 Board Meeting June 30, 2022	Ministry of Transportation & Infrastructure - Letter of Support Request	Provide a Letter of Support to the Ministry of Transportation and Infrastructure to be used for its funding application to the Disaster Mitigation and Adaptation Fund encouraging the Ministry of Transportation and Infrastructure to consider including sufficient width for active transportation, cycling and walking on all new bridges.	Nellie	Completed	
2022-8-25 Board Meeting June 30, 2022	Grant in Aid - Area F (Vanderhoof Rural) - Vanderhoof International Airshow	Write a letter and allocate \$5,000 in Electoral Area F (Vanderhoof Rural) Grant in Aid monies to the Vanderhoof International Airshow to support the 2022 event in August.	Nellie	Completed	

**Regional District of Bulkley-Nechako**

**Action List - July 2022 Board Meetings**

<b>MOTION #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
Committee of the Whole Meeting July 21, 2022	Delegation Thank You Letter	Write a thank you letter to Superintendent Brian Edmonds and Ken Floyd, Inspector Bronze Commander, CGL Deployment for providing an update.	Wendy	Completed	
2022-9-4 Board Meeting July 21, 2022	Town of Smithers Draft Official Community Plan and Zoning Bylaw Referral	That staff inform the Town of Smithers that the Regional District of Bulkley-Nechako has no concerns with draft Official Community Plan Bylaw No. 1935, 2022 and Draft Zoning Bylaw No. 1936, 2022.	Jason L	Completed	
2022-9-5 Board Meeting July 21, 2022	Tenas Coal Project Environmental Assessment Application Review	That the Board direct staff to write a letter identifying the Board's additional comments regarding Housing, Solid Waste, Emergency Management, Noise and Human Trafficking to the Environmental Assessment Office.	Jason L	Ongoing	
2022-9-6 Board Meeting July 21, 2022	Vanderhoof Transfer Station - Electronics Pilot Program	1. Implement the Board's approval of the plan for the pilot program for Electronics Material Collection and Removal from the Vanderhoof Transfer Station. 2. Staff to initiate the contract negotiations with SD 91 Nechako Lakes based on the terms and conditions of the draft contract provided in staff's memorandum.	Alex	In Progress	
2022-9-7 Board Meeting July 21, 2022	Knockholt Landfill & Transfer Station - Recycling Depot Proposal	1. Allocate \$220,500 for the development of the new Recycling Depot at the Knockholt Landfill & Transfer Station. 2. Staff to bring forward budget actuals for funding the Knockholt Landfill & Transfer Station - Recycling Depot Proposal considering reprioritizing capital projects and reallocate funding and/or surplus metal recycling revenue; and/or any surplus capital funds from underbudget projects.	Alex	In Progress	
2022-9-8 Board Meeting July 21, 2022	Area D Transfer Station: Proposed New Hours of Operation	Open the Area D Transfer Station on Thursdays and approve reducing the weekday hours to 10:00 a.m. to 6:00 p.m. for zero (0) additional man-hours per week.	Alex	Completed	
2022-9-9 Board Meeting July 21, 2022	Proposed Site Name Changes	RDBN Transfer Stations and Recycling Depot Proposed Site Names include municipal and electoral area names.	Alex	Completed	August Board

### Regional District of Bulkley-Nechako

#### Action List - July 2022 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2022-9-10 Board Meeting July 21, 2022	Alternative Approval Process - Recreation Contribution Service Establishment Bylaw No. 1976, 1977, 1978, and 1979	<p>1. Initiate the approval for the Recreation Contribution Service Establishment Bylaws using the Alternative Approval Process, the fair determination of 10% of the total number of eligible electors within each service area be:</p> <ul style="list-style-type: none"> <li>• Bylaw No. 1976 – Electoral Area A - 405</li> <li>• Bylaw No. 1977 – Electoral Areas B and E - 236</li> <li>• Bylaw No. 1978 – Electoral Area C - 103</li> <li>• Bylaw No. 1979 – Electoral Area G - 69.</li> </ul> <p>2. That the deadline for receiving elector responses for the bylaws be Monday, September 12, 2022.</p>	Cheryl	Completed	
2022-9-13 Board Meeting July 21, 2022	2022 Reserve Contribution	Staff to place the surplus from the 2021 calendar year for major services into the Operational Reserves established for that service.	John	Completed	
2022-9-14 Board Meeting July 21, 2022	RDBN Public Event Participation Policy	That the Board direct staff to bring forward the Regional District of Bulkley-Nechako Public Event Participation Policy with revised wording for consideration.	Cheryl	Completed	
2022-9-15 Board Meeting July 21, 2022	COVID-19 Relief Funds	<p>That the applications for COVID-19 Relief Funds be provided to the following:</p> <p>Electoral Area C (Fort St. James Rural)</p> <ul style="list-style-type: none"> <li>- Fort St. James Slo-pitch Society – Insurance, fees and supplies - \$2,049</li> </ul> <p>Electoral Area D (Fraser Lake Rural)</p> <ul style="list-style-type: none"> <li>-Endako Hall Society – Insurance, property tax, hydro - \$10,524</li> <li>-Regional Transit – Service delivery - \$3,000</li> </ul> <p>Electoral Area E (Francois/Ootsa Lake Rural)</p> <ul style="list-style-type: none"> <li>-Lakes District Museum Association – Safety and cleaning supplies - \$792</li> </ul> <p>Electoral Area F (Vanderhoof Rural)</p> <ul style="list-style-type: none"> <li>-Nechako Valley Exhibition Society – Insurance - \$22,842.</li> </ul>	Nellie	Completed	
2022-9-16 Board Meeting July 21, 2022	Government of Canada Active Transportation Fund Highway 35 Multi-use Pathway Feasibility Project	Enter into and executing the funding agreement with the Government of Canada for the Active Transportation Fund.	Nellie/Curtis	Completed	
2022-9-17 Board Meeting July 21, 2022	St. John Hospital Auxiliary Society - Letter of Support Request	Provide a Letter of Support to the St. John Hospital Auxiliary Society to be used for its funding applications for the Stuart Nechako Manor Bus project.	Nellie	Completed	

Regional District of Bulkley-Nechako

Action List - July 2022 Board Meetings

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2022-9-29 Board Meeting July 21, 2022	Write a Letter to MLA Nathan Cullen and Acting Minister Responsible for Housing Re: Step Code	Forward the Provincial Response to RDBN June 1, 2022 Letter regarding Step Code to Nathan Cullen, MLA Stikine and the Honourable Murray Rankin, Acting Attorney General and Minister responsible for Housing; and further, that the Board outline solutions to address ongoing issues regarding housing availability in northern B.C. and impacts from implementation of the BC Energy Step Code.	Jason L	Completed	

**Regional District of Bulkley-Nechako**

**Action List - August 2022 Board Meetings**

<b>MOTION #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
2022-10-10 Board Meeting August 11, 2022	Remuneration Bylaw Review	That staff bring back a remuneration amendment bylaw for consideration that clarifies meal expenses and travel remuneration as recommended in the Chief Financial Officer's Remuneration Bylaw Review memorandum.	John	Completed	Board
2022-10-11 Board Meeting August 11, 2022	Local Government Climate Action Program (LGCAP)	Staff to approach member municipalities with respect to forming partnerships for the measurement of Green House Gas (GHG) Emissions and setting GHG reduction targets. Staff to bring back a memo outlining appropriate methods and timelines for the creation of a Climate Action Strategy. That the Board receive the Local Government Climate Action Program Survey Submission.	John/Curtis	In progress	
2022-10-12 Board Meeting August 11, 2022	Climate Action Initiative Previous Program and Funding	That staff bring back a budget amendment to utilize the remaining carbon credit/carbon project reserve for the replacement of the administration office's heating and cooling system.	John	Ongoing	2023 Budget consideration
2022-10-14 Board Meeting August 11, 2022	Canada Community - Building Fund BC - Area C (Fort St. James Rural) Community Arts Council of Fort St. James -Furnace Replacement	1) Write a letter and allocate up to \$15,000 of Electoral Area C (Fort St. James Rural) Canada Community-Building Fund BC allocation monies to a Community Energy System Project for Community Arts Council of Fort St. James, and further, 2) That the Board authorize the withdrawal of up to \$15,000 from the Federal Gas Tax Reserve Fund.	Nellie/John	Completed	
2022-10-15 Board Meeting August 11, 2022	Canada Community - Building Fund BC - Area F (Vanderhoof Rural) St John Hospital Auxiliary Society - Stuart Nechako Manor Bus	1) Write a letter and allocate up to \$35,000 of Electoral Area F (Vanderhoof Rural) Canada Community-Building Fund BC allocation monies to a Public Transit project, and further, 2) That the Board authorize the withdrawal of up to \$35,000 from the Federal Gas Tax Reserve Fund.	Nellie/John	Completed	
2022-10-16 Board Meeting August 11, 2022	Grant in Aid - Area A (Smithers/Telkwa Rural) Bulkley-Valley Search and Rescue Training and Operations Center	1) Allocate up to \$200,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to RDBN Environmental Services for a Solid Waste Infrastructure Project. 2) Write a letter allocating up to \$200,000 in Regional Grant in Aid monies to Bulkley Valley Search and Rescue for construction of a Training and Operations Center. 3) That the Board authorize the withdrawal of up to \$200,000 from the Federal Gas Tax Reserve Fund.	Nellie/John	Awaiting Provincial Decision	

**Regional District of Bulkley-Nechako****Action List - August 2022 Board Meetings**

MOTION #	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS	DATE COMPLETED
2022-10-17 Board Meeting August 11, 2022	Grant in Aid – Area A (Smithers/Telkwa Rural) Skate Board Park Expansion Project	1) Write a letter and contribute up to \$70,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to Environmental Services for a Solid Waste Infrastructure Project. 2) Write a letter and contribute \$70,000 in Regional Grant in Aid monies to the Smithers Skate Park Society for construction of the Skate Park Expansion. 3) That the Board authorize the withdrawal of up to \$70,000 from the Federal Gas Tax Reserve Fund.	Nellie/John	Completed	
2022-10-18 Board Meeting August 11, 2022	Grant in Aid – Area F (Vanderhoof Rural) Nulki- Tachick Lake Stewardship Society	Write a letter and allocate \$5,000 in Electoral Area F (Vanderhoof Rural) Grant in Aid monies to the Nulki-Tachick Lakes Stewardship Society for an Expanded Macrophyte Harvest Feasibility Study on Nulki and Tachick Lakes.	Nellie	Completed	
2022-10-19 Board Meeting August 11, 2022	Southside Fire Department Repairs and Maintenance Reserve	Withdraw of \$4,747.00 from the Southside Volunteer Fire Department Repairs and Maintenance Reserve for the cost of repairs to their apparatus which were required to pass the commercial vehicle inspections.	John	Completed	September Board
2022-10-23 Board Meeting August 11, 2022	Meeting with the Official Opposition Leader at UBCM	Request a meeting with Kevin Falcon, Official Opposition Leader, Liberal Party at the UBCM Convention in Whistler, September 2022.	Cheryl	Completed	
2022-10-25 Board Meeting August 11, 2022	Regional Grant in Aid Request BC Cattleman's for Economic Impact of Veterinarian Shortage	Write a letter and contribute \$5,000 of Regional Grant in Aid monies to the BC Cattleman's Association for the Economic Impact Study on the Veterinarian Shortage.	Nellie	Completed	
2022-10-26 Board Meeting August 11, 2022	Grant in Aid Area E (Francois/Ootsa Lake Rural) Economic Development Association (SEDA)	Write a letter and allocate \$4,000 in Electoral Area E (Francois/Ootsa Lake Rural) Grant in Aid monies to the Southside Economic Development Association to support a renovation of the SEDA Center.	Nellie	Completed	
2022-10-29 Board Meeting August 11, 2022	Invitation for Comments Zero Emissions Vehicles Act and Regulations	Request staff bring forward additional information regarding Section 2.8 Vehicle weight outlined in the B.C. Zero-Emission Vehicles Act and Regulation: 2022 Formal Review Intentions Paper.	John	In Progress	

**Regional District of Bulkley-Nechako**

**Action List - September 2022 Board Meetings**

<b>MOTION #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
Committee of the Whole Meeting September 8, 2022	Delegation Thank You Letter	Write a thank you letter to Kim Menounos, Manager, Northern Interior Region Fraser Basin Council regarding an update.	Kyla	Completed	
C.W.2022-7-3 Committee of the Whole Meeting September 8, 2022	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.	Cheryl/Curtis	Completed/In Progress	
C.W.2022-7-4 Committee of the Whole Meeting September 8, 2022	Letter of Support Ulkatcho First Nation Evacuation Route	Provide letter of support for Ulkatcho First Nation.	Deb JM	Completed	
C.W.2022-7-5 Committee of the Whole Meeting September 8, 2022	Topley Fire Hall Expansion	Provide notification of the Board's approval of the expansion to the Topley Fire Hall subject to the Topley Volunteer Fire Department securing the funds to complete the entire project.	Deb JM	Completed	
C.W.2022-7-6 Committee of the Whole Meeting September 8, 2022	Revised Regional Emergency Support Services Plan	Implement the Board's approval the revised Regional Emergency Support Services Plan.	Deb JM	Completed	
C.W.2022-7-8 Committee of the Whole Meeting September 8, 2022	Town of Smithers Request for Support for the Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant Fund Application	That the RDBN collaborate with the Town of Smithers on two joint applications to the Community Emergency Preparedness Fund Disaster Risk Reduction - Climate Adaptation Grant Fund for Category 2: Non-structural, and Category 3: Structural. Further that the Committee recommend that the Board submit a letter of support on behalf of the application.	Deb JM/Nellie	Completed	
WMC.2022-7-3 Waste Management Committee Meeting September 8, 2022	Regional Solid Waste Advisory Committee - Member Application	Provide notification of the Board's approval of 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.	Alex	Completed	

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WMC.2022-7-4 Waste Management Committee Meeting September 8, 2022	RDBN Waste Facility Re-naming	Implementation of the renaming the RDBN waste facilities as follows: -Smithers/Telkwa and Electoral Area A (Smithers/Telkwa Rural) Transfer Station -Burns Lake and Electoral Area B (Burns Lake Rural) Transfer Station -Fort St. James and Electoral Area C (Fort St. James Rural) Transfer Station -Fraser Lake and Electoral Area D (Fraser Lake Rural) Transfer Station -Southside and Electoral Area E (Francois/Ootsa Lake Rural) Transfer Station -Vanderhoof and Electoral Area F (Vanderhoof Rural) Transfer Station Houston; and, -Electoral Area G (Houston/Granisle Rural) Transfer Station.	Alex	In Progress	
2022-11-10 Board Meeting September 22, 2022	Fort Fraser - Dock Ave. Water Distribution Improvements Tender Results	Award the contract to Morben Construction Ltd. for \$347,423.19 for the Fort Fraser Dock Ave. Water Distribution Improvements.	Alex	Completed	
2022-11-15 Board Meeting September 22, 2022	Network of Emergency Support Services Teams Society (NESST)	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.	Deb JM/John	Completed	
2022-11-16 Board Meeting September 22, 2022	Final COVID-19 Relief Funds Allocations	1) Hold 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: <b>Electoral Area E (Francois/Ootsa Lake Rural)</b> -Beacon Theatre – No Touch Washroom Fixtures - \$5,500.	Neillie	Completed	October Board



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2022-11-17 Board Meeting September 22, 2022	Canada Community - Building Fund BC - Area C (Fort St. James Rural) Fort St. James Snowmobile Club Bridge Replacement	1) Write a letter and 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, 2) That the Board authorize the withdrawal of up to \$12,000 from the Federal Gas Tax Reserve Fund.	Nellie	Completed	
2022-11-18 Board Meeting September 22, 2022	Canada Community - Building Fund BC - Area E (Francois/Ootsa Lake Rural) - Southside Volunteer Fire Dept.	1) Write a letter and contribute 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, 2) That the Board authorize the withdrawal of up to \$67,500 from the Federal Gas Tax Reserve Fund.	Nellie	Completed	
2022-11-19 Board Meeting September 22, 2022	Grant in Aid - Fraser Basin Council for Nechako Watershed Roundtable	Write a letter and allocate \$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.	Nellie	Completed	
2022-11-20 Board Meeting September 22, 2022	Bulkley Valley Lakes District Airshed Management Society Letter of Support Request	Provide a Letter of Support to the Bulkley Valley Lakes District Airshed Management Society to be used for its funding applications.	Nellie	Completed	
2022-11-21 Board Meeting September 22, 2022	FireSmart Economic Recovery Fund	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.	Deb JM	Completed	

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**Action List - October 2022 Board Meetings**

<b>MOTION #</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>	<b>DATE COMPLETED</b>
Board Meeting October 13, 2022	Delegation Thank You Letter	Write a Thank You letter to Taylor Bachrach, MP Skeena - Bulkley Valley regarding an update.	Wendy	Completed	
RDC.2022- Rural/Agriculture Committee Meeting October 13, 2022	Final COVID-19 Relief Funds Allocations	That the Board approve the following final allocations for COVID-19 Relief Funds: Electoral Area A (Smithers/Telkwa 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.	Nellie	Completed	
2022-12-10 Board Meeting October 13, 2022	Solid Waste User Fee Implementation (Cost Recovery)	Staff to proceed with the implementation of the Board approved User Fee Implementation Work Plan as summarized in Table 8-1 and to provide quarterly updates to the Board on the status of the implementation.	Alex	On going	
2022-12-12 Board Meeting October 13, 2022	20th Annual BC Natural Resources Forum - January 17-19, 2023, Prince George, B.C.	Travel arrangements and registration for 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.	Wendy	In progress	

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2022-12-18 Board Meeting October 13, 2022	Policy Revisions	Removal of references to the Executive Committee in its existing policies.	Wendy/Cheryl	Completed	
2022-12-19 Board Meeting October 13, 2022	Lakes District Arts and Culture Fund Request - Lakes District Museum Society	Write a letter to the Lakes District Museum Society contributing \$10,000 in Lakes District Arts and Culture Fund monies for a Search for Burns Lake's Centennial Artist project.	Nellie	Completed	
2022-12-20 Board Meeting October 13, 2022	Canada Community - Building Fund BC - Area F (Vanderhoof Rural) and Area D (Fraser Lake Rural) - Cluculz Lake Fire Hall Truck Acquisition	1) Write a letter and contribute 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, 2) That the Board authorize the withdrawal of up to \$350,500 from the Federal Gas Tax Reserve Fund.	Nellie	Completed	
2022-12-21 Board Meeting October 13, 2022	Canada Community - Building Fund BC - Area F (Vanderhoof Rural) Somerset Estates Sewer Capital Reserve Contribution	1) Write a letter and contribute up to \$120,000 of Electoral Area F (Vanderhoof Rural) Canada Community-Building Fund BC allocation monies to a Wastewater Infrastructure Project, and further, 2) That the Board authorize the withdrawal of up to \$120,000 from the Federal Gas Tax Reserve Fund.	Nellie	Completed	
2022-12-22 Board Meeting October 13, 2022	Community Emergency Preparedness Fund - Volunteer and Composite Fire Department Training & Equipment Grant	Provide notification of the Board's support of 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.	Deb JM	Completed	