

# **AGENDA**

## **MEETING NO. 1**

**January 26, 2023**

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**VISION**

“A World of Opportunities  
Within Our Region”

**MISSION**

“We Will Foster Social,  
Environmental, and  
Economic Opportunities  
Within Our Diverse Region Through  
Effective Leadership”



# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## AGENDA

Thursday, January 26, 2023

### First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – January 26, 2023</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
9-21	Board Meeting Minutes – December 15, 2022	Approve
22-25	Committee of the Whole Meeting Minutes - January 12, 2023	Receive
	<u>DELEGATION</u>	
	<u>NORTHWEST BC RESOURCE BENEFITS ALLIANCE (RBA)</u> RON POOLE, Principal, Poole Consulting Ltd. RE: RBA Orientation	
	<u>ELECTORAL AREA PLANNING</u>	<u>ACTION</u>
	<u>Bylaw for 1<sup>st</sup> and 2<sup>nd</sup> Reading</u>	
26-38	Danielle Patterson, Senior Planner Rezoning Application RZ A-02-22 1 <sup>st</sup> and 2 <sup>nd</sup> Reading Report Rezoning Bylaw No.1993, 2023 Electoral Area A (Smithers/Telkwa Rural)	Recommendation

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<u>PAGE NO.</u>	<u>Bylaw for 3<sup>rd</sup> Reading</u>	<u>ACTION</u>
39-64	Jason Llewellyn, Director of Planning Rezoning Application RZ A-01-22 (HBM) 3 <sup>rd</sup> Reading Report Rezoning Bylaw No.1980, 2022 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>Bylaw for 3<sup>rd</sup> Reading and Adoption</u>	
65-85	Danielle Patterson, Senior Planner Rezoning Application RZ A-01-22 (HBM) 3 <sup>rd</sup> Reading and Adoption Report Rezoning Bylaw No.1984, 2022 Electoral Area A (Smithers/Telkwa Rural)	Recommendation
	<u>Other</u>	
86-87	Deneve Vanderwolf, Planning Technician Advisory Planning Commission Member Appointments	Recommendation
	<u>DEVELOPMENT SERVICES</u>	<u>ACTION</u>
	<u>Land Referral</u>	
88-91	Cameron Kral, Planning Technician Crown Land Referral No. 6409410 Electoral Area D (Fraser Lake Rural)	Recommendation
	<u>Oil and Gas Commission Referral</u>	
92-112	Jason Llewellyn, Director of Planning Prince Rupert Gas Transmission Project Permit Extension	Recommendation
	<u>PARKS AND TRAILS</u>	
113-114	Jason Llewellyn, Director of Planning Electoral Areas B and E Parks and Trails Master Plan	Recommendation



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<u>PAGE NO.</u>	<u>PARKS AND TRAILS (CONT'D)</u>	<u>ACTION</u>
115-128	Jason Llewellyn, Director of Planning Recreation Contribution Grant Program	Recommendation
	<u>BUILDING INSPECTION</u>	
129-144	Steve Davis, Building Inspector Section 57 Notice on Title 2474 Highway 27 Electoral Area C (Fort St. James Rural) (call to gallery)	Recommendation
145-155	Steve Davis, Building Inspector Section 57 Notice on Title 17011 Turner Frontage Road Electoral Area F (Vanderhoof Rural) (call to gallery)	Recommendation
156-171	Steve Davis, Building Inspector Section 57 Notice on Title 2605 Fowler Road Electoral Area F (Vanderhoof Rural) (call to gallery)	Recommendation
	<u>ADMINISTRATION REPORTS</u>	
172-173	Wendy Wainwright, Deputy Director of Corporate Services – Committee Meeting Recommendations - January 12, 2023	Recommendation
174	Cheryl Anderson, Director of Corporate Services – North Central Local Government Association	Recommendation
175	John Illes, Chief Financial Officer – Vehicle Purchase	Recommendation
176-181	Sashka Macievich, Controller – Procurement Policy	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
182	Crystal Miller, Accounting Clerk 2 – Change of Signing Authority for Bulkley Valley Credit Union	Recommendation
183	Shari Janzen, Economic Development Assistant - Northern Development Local Government Internship Program	Recommendation
184	Nellie Davis, Manager of Regional Economic Development- Canada Community-Building Fund BC – Area A (Smithers Rural) Smithers Golf and Country Club – Pumphouse Project	Recommendation
185	Nellie Davis, Manager of Regional Economic Development- Canada Community-Building Fund BC – Area A (Smithers Rural) Smithers Curling Club – Ice Plant Replacement Project	Recommendation
186	Nellie Davis, Manager of Regional Economic Development- Canada Community-Building Fund BC – Area D (Fraser Lake Rural) Fraser Lake Recreation Complex Heat Reclaim Project	Recommendation
187	Cameron Hart, Economic Development Assistant -Northern Development – Northern Healthy Communities Fund RDBN Application for Clearview Landfill Expansion	Recommendation
188-189	Shari Janzen, Economic Development Assistant – 2023 Regional Business Forum – March 28-29, 2023, Telkwa, BC	Recommendation
190	Shari Janzen, Economic Development Assistant – Smithers Mountain Bike Association – Letters of Support Request	Recommendation
191	Deborah Jones-Middleton, Director of Protective Services – Network of Emergency Support Services Teams Society	Recommendation

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January 26, 2023

PAGE NO.      ADMINISTRATION REPORTS (CONT'D)      ACTION

192-237      Cheryl Anderson, Director of Corporate  
Services – Departmental Quarterly Reports  
- 4<sup>th</sup> Quarter - 2022      Receive

238-239      John Illes, Chief Financial Officer – Consumer  
Price Index      Receive

240-253      Justin Greer, First Nations Liaison – Report on  
Truth and Reconciliation Commission Calls to Action      Receive

ADMINISTRATION CORRESPONDENCE

254-258      RDBN Letter to the Honourable Selina Robinson,  
Minister of Post-Secondary Education and Future  
Skills – Veterinarian Shortage in BC – Information  
Sharing Request      Ratify

259-266      Community Energy Association – Charge North  
Communications Plan and Installation Schedule      Receive

267      Northwest Regional Hospital District – Physician  
Recruitment in the Northwest      Receive

268      Union of B.C. Municipalities – Canada Community-  
Building Fund BC      Receive

SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

Meeting No. 1  
January 26, 2023

IN-CAMERA MOTION

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

- Labour relations
- First Nations Memorandum of Understanding
- RBA.

ADJOURNMENT

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 14****Thursday, December 15, 2022**

<b>PRESENT:</b>	Chair	Mark Parker
	Directors	Gladys Atrill Shane Brienen – via Zoom at 10:04 a.m. Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey – via Zoom Henry Wiebe
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer Nellie Davis, Manager of Regional Economic Development – arrived at 10:38 a.m. Alex Eriksen, Director of Environmental Services – arrived at 10:06 a.m., left at 10:10 a.m., returned at 10:37 a.m., left at 10:52 a.m. Deborah Jones-Middleton, Director of Protective Services Jason Llewellyn, Director of Planning – via Zoom Wendy Wainwright, Deputy Director of Corporate Services
	Other	Mark Fisher, Telkwa – left at 11:46 a.m.

**FIRST NATIONS ACKNOWLEDGEMENT****CALL TO ORDER** Chair Parker called the meeting to order at 10:00 a.m.**AGENDA** Moved by Director Stoltenberg  
Seconded by Director Greenaway**2022-14-1** “That the Board Meeting Agenda of December 15, 2022 be approved.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **MINUTES**

Board Meeting Minutes  
November 17, 2022

Moved by Director Stoltenberg  
 Seconded by Director Lambert

2022-14-2

"That the Board Meeting Minutes of November 17, 2022 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DEVELOPMENT SERVICES**

### **Land Referral**

Crown Land Referral  
No. 6406996 Electoral Area G  
(Houston/Granisle Rural)

Moved by Director Newell  
 Seconded by Director McGuire

2022-14-3

"That Crown Land Application No. 6406996 comment sheet be provided to the Province."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Other**

Board of Variance

Moved by Director Lambert  
 Seconded by Director Stoltenberg

2022-14-4

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **ENVIRONMENTAL SERVICES**

Purchase of a New 53'  
Walking-floor Trailer

Moved by Director Lambert  
 Seconded by Director Greenaway

2022-14-5

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## ADMINISTRATION REPORTS

Local Government Leadership Academy – Elected Officials Seminar Series 2023  
-March 15-17, 2023, Prince George, B.C.

Moved by Director Riis-Christianson  
 Seconded by Director Stoltenberg

2022-14-6

“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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Connectivity Committee -Terms of Reference Amendment

Moved by Director Riis-Christianson  
 Seconded by Director Greenaway

2022-14-7

“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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional Solid Waste Advisory Committee - Terms of Reference Amendment

Moved by Director Atrill  
 Seconded by Director Stoltenberg

2022-14-8

“That the Board amend section 4(b) of the Regional Solid Waste Advisory Committee (RSWAC) 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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

RDBN Committee  
Appointments 2023

Moved by Director McGuire  
 Seconded by Director Stoltenberg

2022-14-9

"That the Board ratify the Committee Appointments for 2023 as amended to include Director Riis-Christianson to the Regional Solid Waste Advisory Committee to bring the Rural Directors to three (3)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

RDBN Appointments 2023

Moved by Director Stoltenberg  
 Seconded by Director Newell

2022-14-10

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY



**ADMINISTRATION REPORTS (CONT'D)**

Carbon Reduction and  
 Climate Change Bylaw

Moved by Director Stoltenberg  
 Seconded by Director Riis-Christianson

2022-14-11

"That Carbon Reduction and Climate Change Reserve Bylaw No. 1990, 2022 be given first, second, third reading and adoption this 15<sup>th</sup> day of December, 2022."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2022 Five Year Financial Plan  
 Amendment

Moved by Director Riis-Christianson  
 Seconded by Director Lambert

2022-14-12

"That Regional District of Bulkley-Nechako Five Year Financial Plan Amendment Bylaw No. 1992, 2022 be given first, second and third readings and adoption this 15<sup>th</sup> day of December, 2022."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Tangible Capital Asset Policy  
 and Tangible Capital Asset  
 Disposal Policy

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

2022-14-13

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Revision to Protective  
 Clothing and Footwear Policy

Moved by Director Atrill  
 Seconded by Director Lambert

2022-14-14

"That the Board approves the revised Protective Clothing and Footwear Policy."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Grant in Aid for Area E  
 (Francois/Ootsa Lake Rural)  
 Southside Volunteer Fire  
 Department

Moved by Director Lambert  
 Seconded by Director Riis-Christianson

2022-14-15

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Grant in Aid for Area F                      Moved by Director Moon  
(Vanderhoof Rural)                      Seconded by Director Stoltenberg  
Vanderhoof Children's Theater

2022-14-16                                      "That the Board approve allocating \$5,000 in Grant in Aid monies to the Vanderhoof Children's Theater for the Little Mermaid Production."

(All/Directors/Majority)                      CARRIED UNANIMOUSLY

Letter of Support for                      Moved by Director Lambert  
Connecting Communities                      Seconded by Director Greenaway  
BC Program Telus Projects

2022-14-17                                      "That the Board provide letters of support for the projects proposed by Telus for the December intake of the Connecting Communities BC Program."

Moved by Director Newell  
 Seconded by Director Lambert

2022-14-18                                      "That Motion 2022-14-17 be amended to exclude the Village of Granisle and include Electoral Area "G" (Houston/Topley) and Topley Landing."

(All/Directors/Majority)                      CARRIED UNANIMOUSLY

"That the question be called on Motion 2022-14-17 as amended."

(All/Directors/Majority)                      CARRIED UNANIMOUSLY

Discussion took place regarding the following:

- Excluding the Village of Granisle
  - o Telus' assurance that it would not go into competition with the Village of Granisle
- Short time frame in which to provide a letter of support
- PureFibre meaning
- Excluding District of Vanderhoof
- Adequate and cost-effective service to communities
- Finding innovative ideas to provide service to unserved and underserved areas
- Satellite options
- Future proofing services
- Building capacity and infrastructure for the entire region
- Concerns regarding clarity of information from Telus, Internet Service Providers (ISPs) and funding partners
- Project boundary changes

**ADMINISTRATION REPORTS (CONT'D)**

- Service levels:
  - o Highway 35
  - o Fort St. James and area
  - o Cluculz Lake
  - o Additional discussions in the future
- Advocating for the Provincial Government to ensure applicants complete projects as promised.

Letter of Support for  
 Smithers Skate Park Society

Moved by Director Atrill  
 Seconded by Director Stoltenberg

2022-14-19

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Hospital Point Recreation  
 Site – Expression of Interest

Moved by Director Lambert  
 Seconded by Director Riis-Christianson

2022-14-20

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Budget Planning

Moved by Director Stoltenberg  
 Seconded by Director Dekens

2022-14-21

"That the Board receive the Chief Financial Officer's Budget Planning memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Accessibility Act – Regional  
 District Requirements

Moved by Director Stoltenberg  
 Seconded by Director Dekens

2022-14-22

"That the Board receive the Manager of Regional Economic Development's *Accessibility Act* -Regional District Requirements."

(All/Directors/Majority)

CARRIED UNANIMOUSLY



## VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

- Village of Granisle – Update Director McGuire provided the following update:
- Annual Cram the Cruiser event with the RCMP
    - o Distribute approximately 25 hampers to residents
    - o Significant decrease in cash donations from previous years
  - Teleconference Meeting with the newly appointed Minister of Municipal Affairs and Municipal Mayors and Regional District Chairs
    - o Brining forward the Northwest BC Resource Benefits Alliance
  - Asset Management Plan.
- Electoral Area A (Smithers Rural) – Update Director Stoltenberg commented:
- working to get up to date on the happenings in Electoral Area A
  - Speaking to groups regarding funding opportunities
  - Meeting with Town of Smithers and Village of Telkwa Mayors.
- District of Vanderhoof -Update Director Moutray noted the District of Vanderhoof is moving into Strategic Planning.
- Electoral Area “G” (Houston/ Granisle Rural) - Update Director Newell spoke of the following:
- Vehicle safety on the Morice and Morice Owen Forest Service Road
    - o Three accidents in November, 2022
    - o Lack of updates from Coastal GasLink
  - Bulkley Valley District Hospital continues to not accept unvaccinated COVID-19 visitors where other hospitals in the Province are allowing unvaccinated visitors.
- Electoral Area C (Fort St. James Rural) – Update Director Greenaway provided the following update:
- North Central Local Government Association Table Officers meeting
    - o Met with Minister Heyman and Cullen
  - Air quality issues
  - Nak’azdli Whut’en New Business – Deadwood Innovations
    - o The business will remove deadwood from the forest and manufacture engineered wood products.
- Northwest BC Resource Benefits Alliance (RBA) Director Brienens noted that he will be meeting with Ron Poole, Consultant, Northwest BC Resource Benefits Alliance (RBA) in regard to the Teleconference with the newly appointed Minister of Municipal Affairs.

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

- Town of Smithers – Update Director Atrill provided the following update:
- New Council and the budget process
  - New staff positions
    - o Economic Development Officer
    - o Three year externally funded Climate Action Specialist
  - Alpenhorn Statue vandalized
  - Hudson Bay Mountain Resort opening December 3, 2022.
- Electoral Area E (Francois/Ootsa Lake Rural) – Update Director Lambert spoke of the following:
- Southside Post Office opening
  - Butcher Shop and Grocery Store Opening.
- District of Fort St. James -Update Director Elphee provided the following update:
- Meeting with RCMP Construction Contractor in 2023
  - New Stuart Lake Hospital Construction
    - o Demolition of the old hospital planned for 2025
  - In the process of submitting grant applications for improvements and expansion at the Fort St. James Perison Airport.
- Electoral Area F (Vanderhoof Rural) – Update Director Moon commented that:
- Vanderhoof Parade of Lights was successful and had good participation
  - Nechako Nordics completed its grooming shed and will be hosting an official opening in January 2023
  - Blackwater Gold Project moving ahead
  - Canfor's Plateau Sawmill is closing for 4 weeks
  - Intending to visit the Nechako Valley Fall Fair Grounds to review funding received.
- Village of Telkwa – Update Director Dekens noted that the Village of Telkwa Council has started budget discussions with asset management as a key consideration.
- Electoral Area B (Burns Lake Rural) – Update Director Riis-Christianson provided the following update:
- Regional Connectivity Knowledge Network, informal province wide organization, helps build capacity and understanding regarding connectivity issues met in early November
  - Met with representatives from the following to discuss funding challenges:
    - o Lakes District Fall Fair Association
    - o The Link.

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

Village of Fraser Lake – Update Director Storey commented:

- Attended North Central Local Government Association Meeting
  - o Completing bylaw review process
    - Member engagement in March 2023
  - o Annual Report to be released prior to the AGM
  - o Strategic Plan – 2023-2026 will be provided to members in December 2022
  - o Aquaculture Committee
    - Discussion on transition to land base aquaculture system in Report provided
    - In response to the wild salmon fishery
    - Aquaculture opportunities in the north
  - o Advocacy responses regarding stumpage rates
    - completing review of structure of system of tabular rates – will engage government more
  - o Provincial Blue Book Value of cars for provincial sales tax
    - Needs advocacy
  - o Will send e-mail to Board members in regard to NCLGA topics for discussion
  - o NCLGA AGM
  - o Fraser Lake
    - Had a number of major break-ins
    - Funding for water tower
  - o Appreciation to Chair Parker for his work regarding the water issues at the Fraser Lake trailer park.

Chair Parker – Update

Chair Parker provided the following update:

- o Attended Artemis Gold Inc. Blackwater Project Community Liaison Committee
  - Good questions
  - Discussed employment and waste management
- o Fraser Lake Trailer Parker
  - Province providing regular updates
  - Water to be turned on today
- o Participated in the Fraser Lake Elementary Secondary School Grad Transitions Panel
  - Good opportunity to interact with students.

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

Receipt of Verbal  
 Reports

Moved by Director McGuire  
 Seconded by Director Stoltenberg

2022-14-27

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**SUPPLEMENTARY AGENDA**

**ADMINISTRATION REPORTS**

Letter of Support for  
 Connecting Communities  
 BC Program Telus Projects

Moved by Director Atrill  
 Seconded by Director Lambert

2022-14-28

"That the Board provide letters of support for the projects proposed by Telus for the December intake of the Connecting British Columbia Program, excluding the District of Vanderhoof and including Electoral Area "F" (Vanderhoof Rural)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Letter of Support for  
 Cycle 16 Society

Moved by Director Stoltenberg  
 Seconded by Director Atrill

2022-14-29

"That the Board provide a Letter of Support to the Cycle 16 Society for their application to the Rural Economic Diversification and Infrastructure Program for Design of Phase 3 of the commuter trail."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**NEW BUSINESS**

Federal Government  
 Bill C-21 Amendments

Director Riis-Christianson brought forward concerns regarding the Federal Governments Bill C-21 Amendments and impacts to rural northern residents.

**Break for lunch 12:10 p.m.**

**Reconvened at 1:34 p.m**



**NEW BUSINESS (CONT'D)**

Write a Letter to the Honourable Justin Trudeau and Taylor Bachrach, MP Skeena-Bulkley Valley  
Re: Federal Government Bill C-21 Amendments

Moved by Director Riis-Christianson  
 Seconded by Director Lambert

2022-14-30

"That the Board write a letter opposing the latest amendments to Bill C-21, that if approved would prohibit many firearms used for hunting and that the Regional District of Bulkley-Nechako's position in the matter be forwarded to the Honourable Justin Trudeau, Prime Minister and Taylor Bachrach, MP Skeena – Bulkley Valley."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**IN-CAMERA MOTION**

Moved by Director McGuire  
 Seconded by Director Greenaway

2022-14-31

"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.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Stoltenberg  
 Seconded by Director Dekens

2022-14-32

"That the meeting be adjourned at 1:41 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-NECHAKOCOMMITTEE OF THE WHOLE MEETINGThursday, January 12, 2023

**PRESENT:** Chair Mark Parker

Directors 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

Director Absent Gladys Atrill, Town of Smithers

Alternate Director Frank Wray, Town of Smithers

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
John Illes, Chief Financial Officer  
Janette Derksen, Waste Diversion Supervisor – arrived at 11:00 a.m.  
Alex Eriksen, Director of Environmental Services – arrived at 11:00 a.m.  
Deborah Jones-Middleton, Director of Protective Services  
Jason Llewellyn, Director of Planning  
Danielle Sapach, Administration Clerk – left at 10:47 a.m., returned at 11:00 a.m.  
Wendy Wainwright, Deputy Director of Corporate Services

Media Frank Peebles, LD News – arrived at 10:41 a.m.

CALL TO ORDER

Chair Parker called the meeting to order at 10:37 a.m.

OATH OF OFFICE

Curtis Helgesen, Chief Administrative Officer conducted the Oath of Office for Frank Wray, Alternate Director, Town of Smithers.

**STAFF INTRODUCTION**

Cheryl Anderson, Director of Corporate Services introduced  
 Danielle Sapach, Administration Clerk.

**FIRST NATIONS ACKNOWLEDGEMENT****AGENDA**

Moved by Director Stoltenberg  
 Seconded by Director Storey

**C.W.2023-1-1**

"That the Agenda of the Committee of the Whole meeting of  
 January 12, 2023 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**MINUTES****Committee of the Whole  
 Minutes – September 8, 2022**

Moved by Director McGuire  
 Seconded by Director Brienen

**C.W.2023-1-2**

"That the Committee of the Whole Meeting Minutes of  
 September 8, 2022 be received."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**REPORTS****Major Municipal Services**

Moved by Director Stoltenberg  
 Seconded by Director Storey

**C.W.2023-1-3**

"That the Committee receive the Chief Financial Officer's  
 Major Municipal Services memorandum."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Budget Planning – Change in  
 Assessments and Inflation**

Moved by Director Stoltenberg  
 Seconded by Director Storey

**C.W.2023-1-4**

"That the Committee receive the Chief Financial Officer's  
 Budget Planning – Change in Assessments and Inflation  
 memorandum."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Discussion took place regarding;

- Past taxation increases
- Consumer Price Index (CPI) for 2023
  - o Information will be released near the end of  
 January 2023
  - o Budget items impacted by CPI
- Inflation consideration for Budget 2023 and 2024-2026

**REPORTS (CONT'D)**

- Consideration of housing market slowdown and potential loss of pipeline camps
- Non-Market Change Roll Comparison Summary by Regional District
  - o Percentage change due to market 13.18%
    - Utilities – 21.31%
  - o Effect of pipeline in region
  - o Tax assessments throughout the region
- Staff to bring forward percentage and dollar increase options as well as potential requisitions for municipalities and rural areas at a future meeting
- Reclassification of properties.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Emergency Support Services  
 Program Guide

Moved by Director Stoltenberg  
 Seconded by Director Lambert

C.W.2023-1-5

“That the Committee recommend that the Board send a letter to Minister Ma of Emergency Management and Climate Readiness (EMCR) to identify the RDBN’s concerns with the Provincial Emergency Support Services Program Guide, and copy the letter to the EMCR ESS program, UBCM Flood and Wildfire Advisory Committee, and all regional districts.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Frustration and concerns regarding the lack of consultation by the Province with First Nations and local governments
- Centralization of decision making by the Province
- Impact to ESS volunteers
  - o Potentially see a decline in volunteers
  - o Province needs to encourage volunteers and support the attraction and retention of volunteers
  - o Impediment to volunteers
  - o Challenging to fill ESS Director Positions
    - Extremely time consuming
    - Approximately full-time position
    - Volunteer position with no pay
- Struggle to engage volunteers across the region
- Staff to include volunteer retention and attraction in letter to the Honourable Bowinn Ma, Minister of Emergency Management and Climate Readiness (EMCR).

**NEW BUSINESS**

Write a letter to Premier  
 David Eby re: Bill C-21

Moved by Director Lambert  
 Seconded by Director Storey

C.W.2023-1-6

"That the Committee recommend that the Board write a letter to the Honourable David Eby, Premier requesting his position regarding the Federal Government's Amendments to Bill C-21, *An Act to amend certain Acts and to make certain consequential amendments (firearms).*"

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canfor Closure of Pulp Mill  
 in Prince George, B.C.  
 and Food Banks

Director Lambert spoke of the announcement by Canfor regarding the closure of its Pulp Mill in Prince George, B.C. He also noted reported impacts to food banks in Canada. He spoke of the impacts to individuals by taxation increases as well.

**ADJOURNMENT**

Moved by Director Lambert  
 Seconded by Director Storey

C.W.2023-1-7

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

(All/Directors/Majority)

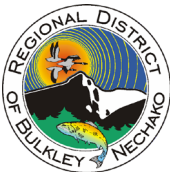
CARRIED UNANIMOUSLY

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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:** January 26, 2023  
**Subject:** Rezoning Application RZ A-02-22  
First and Second Reading for Rezoning Bylaw No. 1993, 2023

---

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

1. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1993, 2023" be given first and second reading and subsequently taken to Public Hearing.
  2. That the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1993, 2023" be delegated to the Director or Alternate Director for Electoral Area A.
- 

**EXECUTIVE SUMMARY**

This proposed rezoning of the subject property from the Small Holdings (H1) Zone to the Small Holdings - Additional Dwelling (H1A) Zone will allow the property owner to build a second dwelling on the subject property. The proposed second dwelling fits the character of the neighbourhood. No negative impacts are anticipated from this rezoning.

Planning Department staff recommend Bylaw No. 1993, 2023 receive first and second readings.

## APPLICATION SUMMARY

<b>Name of Agent/Owner:</b>	Kailyn Eddy, agent for Kathryn Eddy
<b>Electoral Area:</b>	Electoral Area A (Smithers Telkwa/Rural)
<b>Subject Property:</b>	Lot 4, District Lot 4266, Range 5, Coast District, Plan 6555
<b>Property Size:</b>	2.1 ha (5.1 ac)
<b>OCP Designation:</b>	Rural Residential (RR) Designation in the Smithers Telkwa Rural Official Community Plan, Bylaw No. 1704, 2014
<b>Zoning:</b>	Small Holdings (H1) Zone in RDBN Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw)
<b>ALR Status:</b>	Not in the ALR
<b>Building Inspection:</b>	Within building inspection area
<b>Fire Protection:</b>	Smithers Rural Fire Protection Area
<b>Existing Land Use:</b>	Residential/Hobby Farm
<b>Location:</b>	534 Hudson Bay Mountain Road, 200 m west of the Town of Smithers and 9 km west of Jean Baptiste IR 28

### Proposed Rezoning:

The applicant is requesting to rezone their property from the Small Holdings (H1) Zone to the Small Holdings – Additional Dwelling (H1A) Zone to allow the construction of a second dwelling.

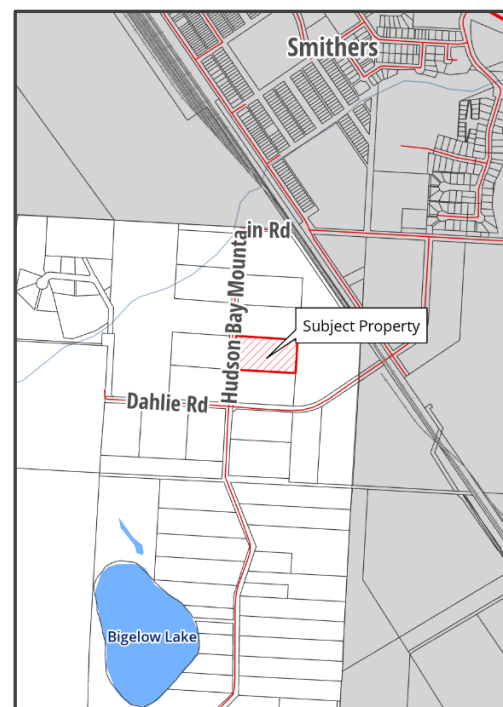
The subject property has a horse paddock, pastures, a woodshed, a tack shed, and a barn. There is a two-bedroom single wide manufactured home on the subject property where the owner and their spouse are aging in place. The manufactured home was built in 1972 and is 78 m<sup>2</sup> (840 ft<sup>2</sup>) with no basement.

The owner's adult child and adult child's family have relocated to the community to act as a caretaker for the property and plan to live in the proposed dwelling.

## DISCUSSION

### Official Community Plan (OCP) Designation

The subject property is designated Rural Residential (RR) in the OCP. OCP policy section 3.4.2(7) states a rezoning application to allow a second Single Family Dwelling on a RR designated parcel may only be considered under the following circumstances:



*“(a) The subject property is a minimum of 2 hectares (5 acres) in size or larger, or a 2nd single family dwelling exists and is legal but non-conforming to zoning.*

*(b) It has been demonstrated that the parcel can accommodate an on-site sewage disposal system for two dwellings.*

*(c) The development is compatible with adjacent land uses and maintains the rural character of the area.*

*(d) The parcel is not located within a floodplain or on other hazard lands.*

*(e) The development addresses wildlife and ecological values.*

*(f) And, the future subdivision of the land into a parcel smaller than 2 hectares (5 acres) is prohibited.”*

The applicant provided an initial site investigation report from a Registered Onsite Wastewater Practitioner (ROWP) stating a Type 1 or Type 2 raised sand mound septic system would be needed for a second dwelling. Compliance with Northern Health regulations is ensured as part of the usual building permit process. There are no known hazards on the subject property nor any known ecological values of note.

## Zoning

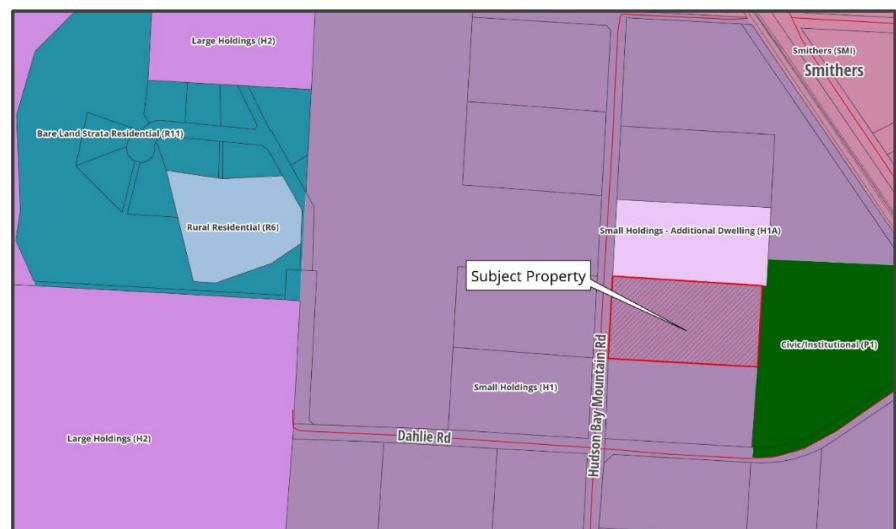
The subject property is zoned H1 in the Zoning Bylaw. The H1 Zone allows one Single Family Dwelling on properties with areas under 4 ha (9.88 ac). The minimum parcel area for the proposed H1A Zone is 2 ha (4.94 ac). The H1A Zone allows two Single Family Dwellings, one of any size and one with a gross floor up to 120 m<sup>2</sup> (1,290 ft<sup>2</sup>).

The subject property abuts a H1A Zone parcel to the north, and H1 Zone properties to the south and west (see zoning map to the right). The subject property’s rear yard abuts vacant land zoned

Civic/Institutional (P1). The subject property is about 400 m away from parcels zoned Rural Residential (R6) and Bare Land Strata Residential (R11), which are accessed via Dahlie Road.

## Staff Comments

The proposed second dwelling fits the character of the neighbourhood. No negative impacts are anticipated from this rezoning.





Planning Department staff recommend Bylaw No. 1993, 2023 receive first and second readings.

**REFERRAL RESPONSES**

At the December 5, 2022 meeting, the Electoral Area A Advisory Planning Commission (APC) recommended approval of the rezoning (see Attachments).

The Town of Smithers has no concerns regarding the proposal.

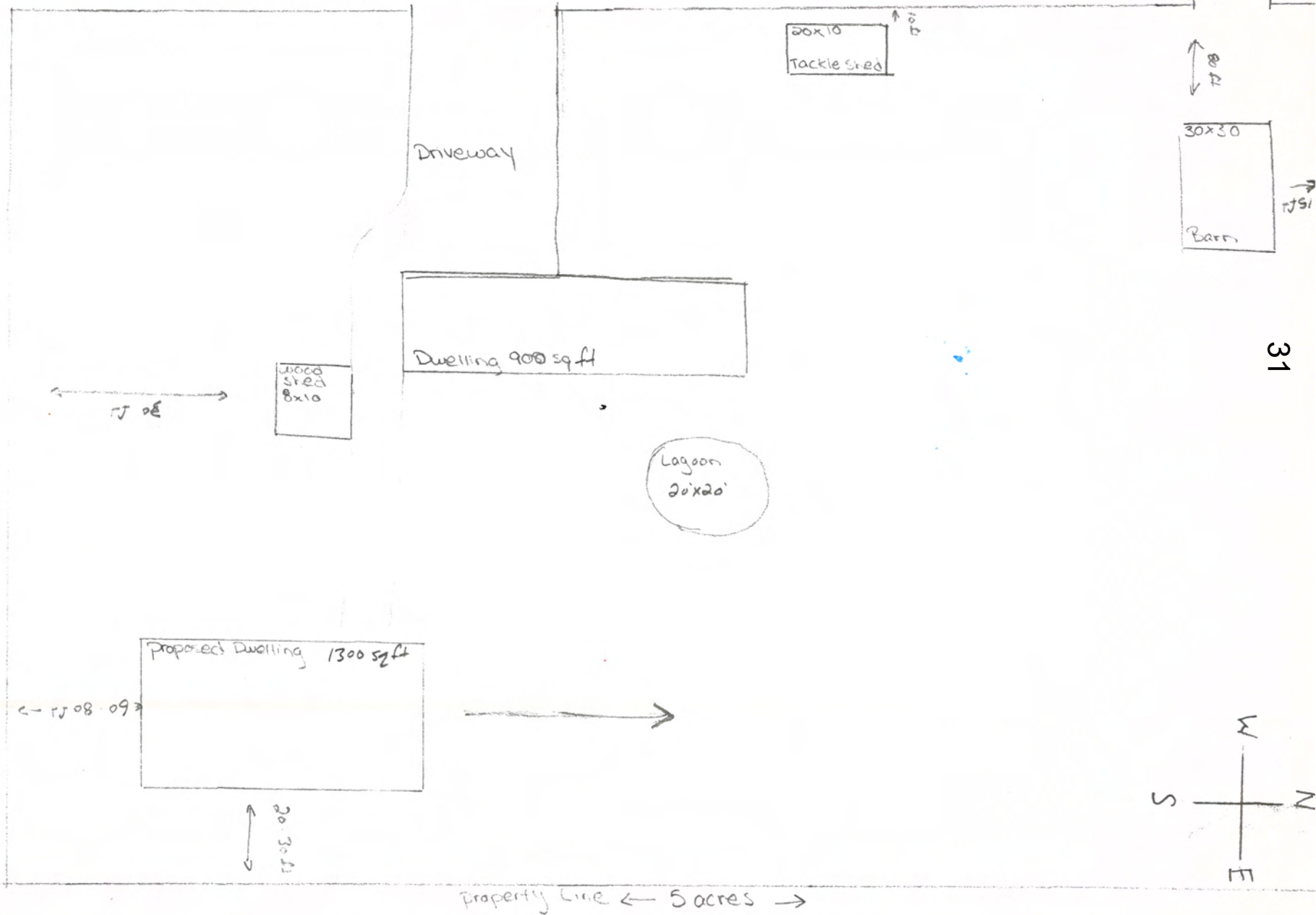
**ATTACHMENTS:**

1. Applicant submission
2. December 5, 2022 APC minutes
3. Referral responses
4. Proposed Bylaw No. 1993, 2023

## Reason for Application

The reason for this application is to rezone the property from a small holdings (H1) zone to the small holdings additional dwelling (H1A) zone, so that my son and his family can become care givers and care takers of the property. My husband recently had a heart attack, which has left him unable to walk and carry out maintaining our property. Because I am seventy five years old this leaves me unable to do a majority of the work tasks involved. Such tasks include, getting hay for the horses, collecting/cutting firewood to heat the home, mowing the yard and other tasks that come along with owning an acreage. My son and his family are hard working individuals with whom we trust to maintain the integrity of our home and land.

Audson Bay Mt Road



31

## Initial site investigation report for rezoning application

**Date:** July 15 2022

**Legal Description:** LOT 4 PLAN PRP6555 DISTRICT LOT 4266 RANGE 5 LAND DISTRICT 14

**Street Address:** 534 Hudson Bay Mountain Rd Smithers BC V0J2N4

**Property Owner(s):** Kathy and Carl Eddy

**Summary of Inspection:** Due to obvious mottling seen in the test pits, (which is a sign of a seasonal high water table) and weak structured clay loams, a raised sand mound (type 1 or type 2) would be required for the proposed dwelling on this site. With the site being relatively flat, a pump system is required to lift effluent to the raised mound.

### **Site Information:**

Total parcel size: 5 Acres (2 Ha)

Water: A drilled well located just west of the existing dwelling

**Site/Soil Evaluation:** Soil test pits reveal a thick organic layer then a variety of loams, sandy loams and clay loams and seems of coarse sands. Obvious deposits of iron (also known as mottling) were discovered through out the test pits and moving water at a depth of 40 inches. Percolation tests were conducted which revealed rates of 10-15 minutes per inch.

**Topography:** The land is relatively flat with a constant slope of 2-3%. There are no water courses on the property.

**Vegetation and wildlife:** The property consists of mainly grass and horse pasture with a ring of cottonwood and poplar trees surrounding it.

### **Improvement Sewerage:** (Surface based evidence only)

Existing mobile home has a lagoon located 100 feet from the dwelling (must be 200 feet from dwelling to meet current standard), the lagoon measures 10.5 meters in diameter (must be 14 meters in diameter for a 2 bedroom home to meet current standard).

**Extended site proposal:** Owner has intentions to add another dwelling on this property.

**Declaration:** These notes are from inspection carried out on July 11 2022 to confirm property improvements and conditions. These records and specifications are consistent with standard of practice with regard to the Sewerage System Regulation and the Sewerage System Standard Practice Manual of the BC Ministry of Health. I have conducted a site evaluation and exercised due diligence.

Sam Larson  
Registered Onsite Wastewater Practitioner #0875  
778-210-1323  
sxa.larson@gmail.com



# SEWAGE INFORMATION MAP

534 HUDSON BAY MOUNTAIN ROAD, SMITHERS, BC V0J2N4

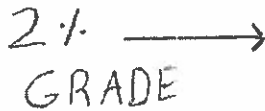
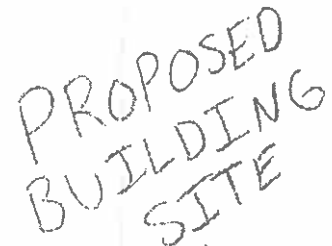
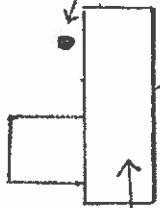
LOT 4 PLAN PRP6555 DISTRICT LOT 4266 RANGE 5 LAND DISTRICT 14

5 ACRES

SCALE 1 CM = 10 M

July 16 2022

BY: SAM LARSON



PROPERTY LINE

HUDSON BAY MOUNTAIN ROAD

**Advisory Planning Commission  
Meeting Minutes**

<b>Electoral Area A</b>	<b>Meeting Date: December 5, 2022</b>	<b>Meeting Location: Virtually via Zoom</b>
<b>Attendance</b>		
<u>APC Members</u> <input type="checkbox"/> <del>Laurelin Swisdahl</del> <input checked="" type="checkbox"/> Natalie Trueit-MacDonald <input checked="" type="checkbox"/> Bob Posthuma <input checked="" type="checkbox"/> Sandra Hinchcliffe <input checked="" type="checkbox"/> Andrew Watson <input checked="" type="checkbox"/> Alan Koopman		<u>Electoral Area Director</u> <input checked="" type="checkbox"/> Director Stoney Stoltenberg  <u>Other Attendees</u> <input checked="" type="checkbox"/> Danielle Paterson - RDBN <input checked="" type="checkbox"/> Kailyn Eddy <input checked="" type="checkbox"/> Carl Eddy <input checked="" type="checkbox"/> Kathy Eddy
Chairperson: Sandra Hinchliffe		Secretary: Natalie Trueit-MacDonald
Call to Order: 7:15pm		
<b>Agenda</b>		
7:00 – 7:15      RZ A-02-22		
<p>Applications (Include application number, comments, and resolution)</p> <p>RZ A-02-22</p> <p>Q regarding water table concerns answered / confirmed info in report from RDBN.</p> <p>APC recommends approval of the application.</p> <p>Some discussion around amending all H1 to H1A</p>		
Meeting Adjourned 7:30pm	Secretary Signature <i>NCTM-MacDonald</i>	

December 28, 2022

File: 6410-01/RZ A-01-22

**EMAIL:** [planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)

Jason Llewellyn, MSc., RPP  
Director of Planning  
Regional District of Bulkley-Nechako,  
37 3<sup>rd</sup> Avenue / PO Box 820, Burns Lake, BC, V0J 1E0

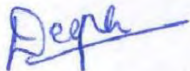
Dear Jason Llewellyn,

**Re: Referral Response for Zoning Bylaw Amendment RZ A-02-22**

Thank you for the opportunity to provide comment on the Zoning Bylaw Amendment Application RZ A-02-22, for 534 Hudson Bay Mountain Road, located 200 metre west of the Town of Smithers. Staff reviewed the application and the referral report received on Nov 24, 2022 and has no concerns or comments regarding the proposed zoning amendment.

Should you have any questions on this letter, please contact the undersigned at 250-847-1600 or [dchandran@smithers.ca](mailto:dchandran@smithers.ca).

Sincerely,



Deepa Chandran  
Planner, Town of Smithers

CC: Danielle Patterson, Senior Planner, [Danielle.patterson@rdbn.bc.ca](mailto:Danielle.patterson@rdbn.bc.ca)  
Mark Allan, Director of Development Services, [mallen@smithers.ca](mailto:mallen@smithers.ca)  
[Jason.llewellyn@rdbn.bc.ca](mailto:Jason.llewellyn@rdbn.bc.ca)





**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 1993**

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

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

That "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" be amended such that the following lands are rezoned from the Small Holdings Zone (H1) to the Small Holdings - Additional Dwelling Zone (H1A):

Lot 4, District Lot 4266, Range 5, Coast District, Plan 6555, as shown on Schedule "A", which is incorporated in and forms part of this bylaw.

This bylaw may be cited as "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1993, 2023".

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

PUBLIC HEARING HELD this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1993, 2023".

DATED AT BURNS LAKE this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

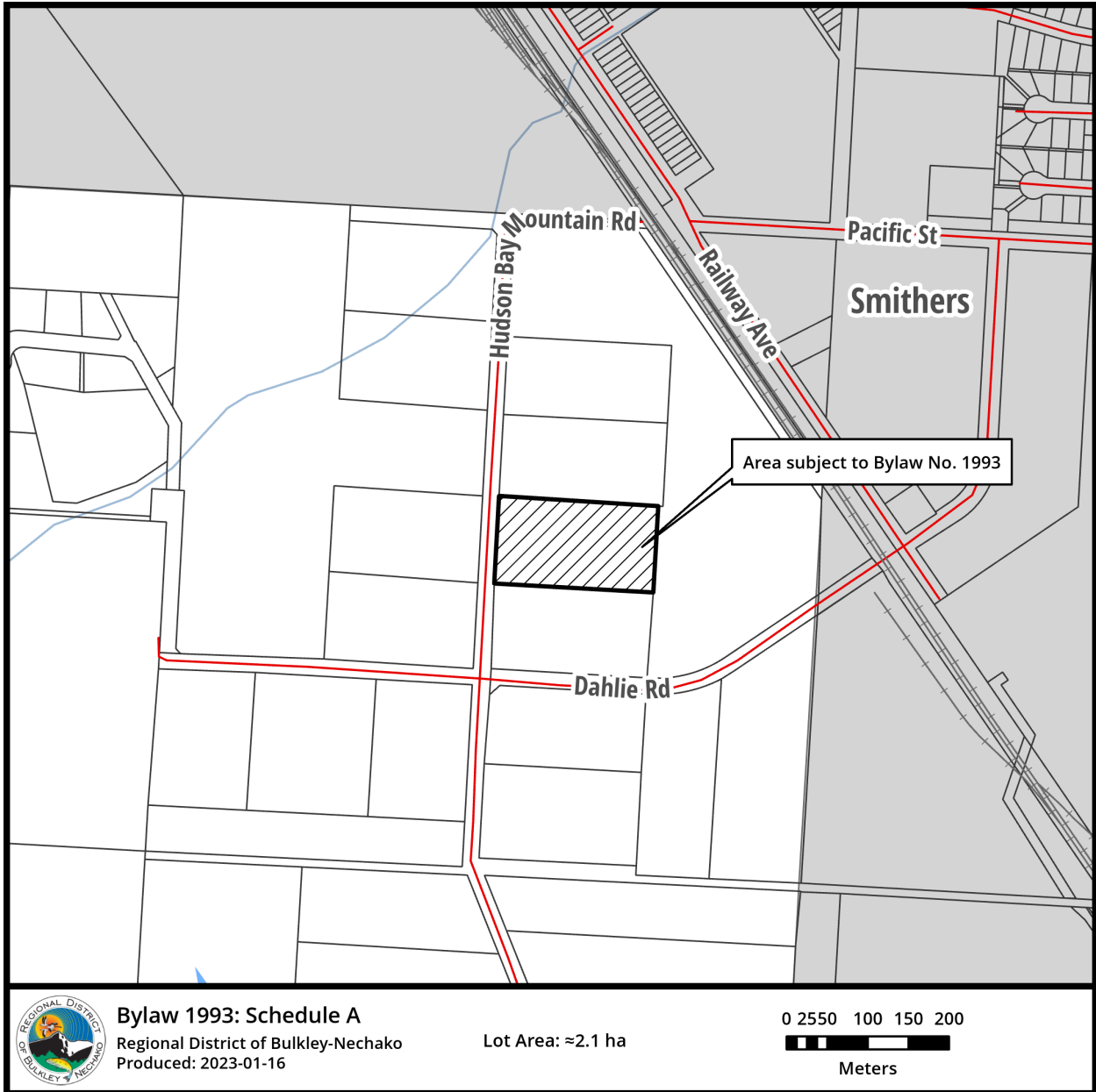
\_\_\_\_\_  
Corporate Administrator

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Chairperson

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

**SCHEDULE "A" BYLAW NO. 1993**



Lot 4, District Lot 4266, Range 5, Coast District, Plan 6555, being rezoned from the Small Holdings Zone (H1) to the Small Holdings – Additional Dwelling Zone (H1A).

I hereby certify that this is Schedule "A" of Bylaw No. 1993, 2023.

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** January 26, 2023  
**Subject:** Rezoning Application RZ A-01-22  
Third Reading for Rezoning Bylaw No. 1980, 2022

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

1. That the Regional District Board receive the Report of the Public Hearing for "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1980, 2022".
2. That "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1980, 2022" be given third reading.
3. And that should Bylaw No. 1980, 2022 be supported at third reading, adoption not be considered until a covenant is registered on title, to the satisfaction of the Planning Department.

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### EXECUTIVE SUMMARY

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

Current Zoning and Covenant	Proposed Zoning and Replacement Covenant
<ul style="list-style-type: none"><li>• 188 residential parcels, two dwellings per parcel</li><li>• 100-unit resort lodge in commercial area</li><li>• 10-seven units hotels</li><li>• 112 multi-family dwellings</li></ul>	<ul style="list-style-type: none"><li>• 150 residential parcels, two dwellings per parcel</li></ul>

The covenant on title of the subject properties establishes subdivision, building and servicing requirements for the proposed resort community. Given the proposed rezoning and significant reduction in scale of development, the applicant is proposing to replace the existing covenant with a new covenant which limits the development to 150 bare land strata parcels and establishes FireSmart BC requirements. The existing covenant would be removed from title from Lot 1, Lot 2, and the 16 existing strata parcels on Alpine Way. The proposed replacement covenant would only apply to Lot 1 and Lot 2.

**APPLICATION SUMMARY**

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

**Electoral Area:** A (Smithers/Telkwa Rural)

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

- Parcel size = 16 strata parcels, each  $\pm 800 \text{ m}^2$
- Zoning change = R9 text amendment

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

- Parcel size = Approximately 0.15 ha portion of parcel
- Zoning change = Rezone from C3 to H2

Lot 1, District Lot 8114 (no address)

- Parcel size = 11.9 ha (29.3 ac)
- Zoning change = R9 text amendment

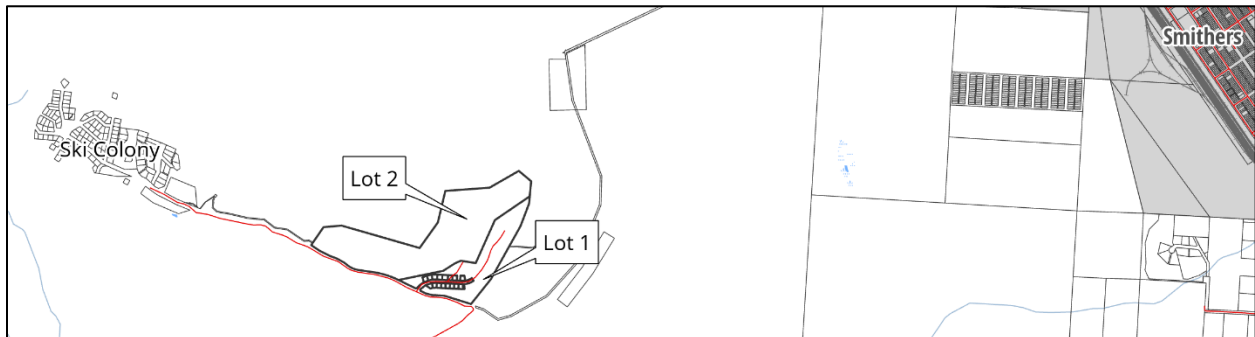
District Lot 8114, (no address – referred to as “Lot 2”)

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

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

**ALR Status:** Not in the ALR

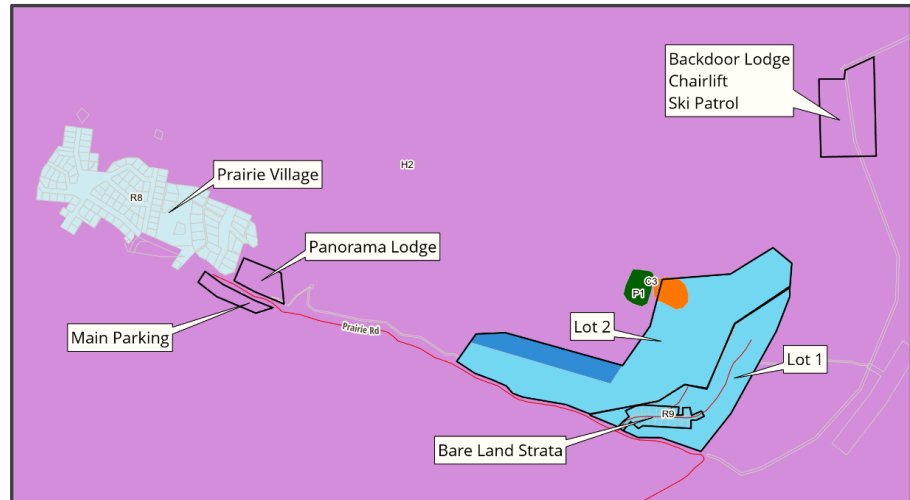
**Location:** The application area is located west of the Town of Smithers on Hudson Bay Mountain. This area is subject to the Provincially approved Ski Smithers Master Development Plan, which is available from staff on request.

**Subject Properties Map:**

## APPLICATION OVERVIEW

### Existing Zoning and Covenant

In 2008, Lot 1 and Lot 2, DL 8114 were rezoned to accommodate a residential and commercial development including multiple family dwellings, hotels, retail, and service commercial uses. The purpose was to create a small resort community near the Hudson Bay Mountain Resort. At present all of Lot 1 and most of Lot 2 are zoned Hudson Bay Mountain Single Family Residential Zone (R9). This area is shown as light blue on the map below. Approximately 4.5 ha of Lot 2 is zoned Hudson Bay Mountain Multiple Family Residential Zone (R10) allowing multi-family dwellings. This area is shown as dark blue. Approximately 1.2 ha of Lot 2 and a 0.15 ha portion of Unsurveyed Crown land bordering Lot 2 is zoned Tourist Commercial Zone (C3) to allow for a 100-unit lodge and a retail and service commercial centre. This area is shown as orange. For reference, Prairie Village ski colony is shown in grey.



At the time of the 2008 rezoning a covenant (BB737241) was registered on title which ensured that development occurs as proposed, and to secure the following:

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

The covenant also limited the development to the following:

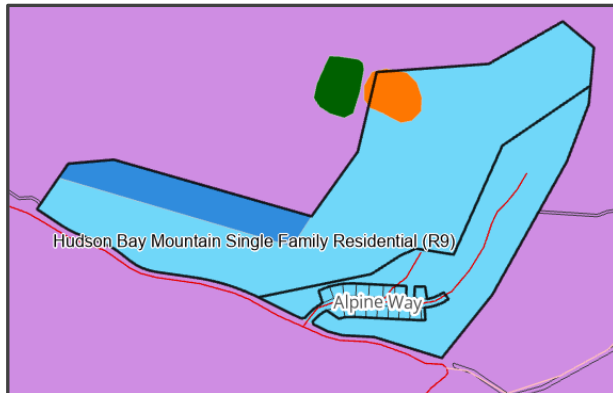
- A 100-unit resort lodge in the commercial area.
- 188 residential parcels with a maximum of 10 small hotels (seven units) in the R9 zoned area; and 112 units in the R10 zoned area.

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

### Proposed Zoning

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

#### Current Zoning Map



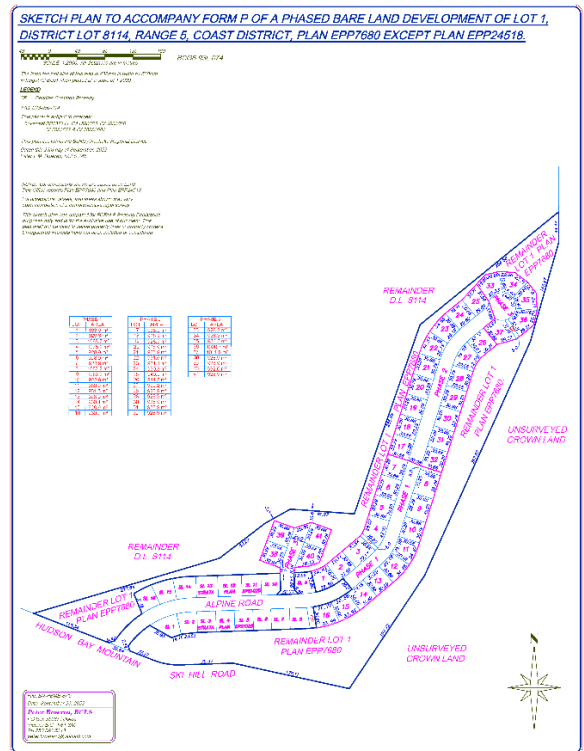
#### Proposed Zoning Map



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

#### Proposed Covenant Removal

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



Covenant BB737241 is also on title of the existing 16 bare land strata parcels along Alpine Way which were subdivided from Lot 1. If the Board agrees to remove the covenant from Lot 1 and Lot 2 as requested, the covenant will also be removed from the titles of the 16 parcel bare land strata parcels.

Should Rezoning Bylaw No. 1980 be given third reading, staff will recommend a new covenant be registered on title for Lot 1 and Lot 2 prior to adoption of the bylaw, and that Covenant BB737241 be removed only after the bylaw is adopted.

### **Proposed New Covenant**

To address concerns relating to sewage disposal and wildfire risk the applicant proposed registering a replacement covenant on title of Lot 1 and Lot 2 which limits the development to 150 bare land strata parcels and establishes FireSmart requirements for the development. A draft of the covenant was developed prior to the Public Hearing of the Bylaw No. 1980 and considered at the Public Hearing. Since that time, minor modifications to the language around doors and windows has been made in consultation with Building Inspection.

Staff recommend that the replacement covenant be registered on title prior to consideration of adoption of Rezoning Bylaw No. 1980.

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

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

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

- Remove "hotel" as a permitted principal use.
- Limit the use of each parcel to a maximum of two dwellings. The dwellings could be a two-family dwelling, two single family dwellings, or a single-family dwelling with a secondary suite.
- Amend the setback requirements to 6 metres from all parcel lines.
- Remove the floor space ratio and gross floor area requirement and replace with a total floor area allowance of 465 m<sup>2</sup> (5,005 ft<sup>2</sup>) per parcel.
- Remove the secondary suite minimum floor area requirements.
- Increase the minimum parcel area from 750 m<sup>2</sup> (8,070 ft<sup>2</sup>) to 929 m<sup>2</sup> (10,000 ft<sup>2</sup>).

This amendment would impact Lot 1, Lot 2, and the existing 16 bare land strata parcels on Alpine Way.

## STAFF COMMENTS

### Fire Protection and Wildfire Risk

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

The Protective Services Department provided the following comments:

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

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

- Fuel management in the forested area surrounding the proposed development;
- Ensure the development is FireSmart by making it a hazardous conditions development permit area; or
- Provide covenant requirements relating to the sprinkling of buildings.

### Servicing

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

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



## Community Engagement

The proposed development, covenant removal and replacement, and changes to the R9 Zone will have a potential impact on the residents of the 16-lot bare land strata subdivision development on Alpine Way. The removal and replacement of covenant will change the long-term servicing plan for their existing subdivision while also removing the requirement for some services as there will be no covenant in place requiring servicing the existing 16-parcel strata development. Further, the R9 zoning, which is applicable to their parcels, will be changed. Given this, Planning staff recommended the applicant consult with these property owners to obtain their feedback on the application. In response, the applicant stated they held an information session for property owners in October 2022. At the writing of this report, the applicant has not provided documented feedback gathered from the property owners in response to this information session.

## REFERRAL RESPONSES

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

The Town of Smithers' comments are summarized below.

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

MoTI provided the following comments.

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

The referral comments from the Ministry of Tourism, Arts, Culture, and Sport's Mountain Resorts Branch (MRB) are summarized below (see Attachments for full response).

- Removing the potential for multi-family and commercial development is a change for approved Master Plan for Hudson Bay Mountain; however, the MRB notes the Master Plan is conceptual and with market changes, the development interests at the resort may change.
- MRB will communicate the Province's interest in ensuring access to reliable and affordable serving in for the phases of development under the Master Plan, including the existing 16 -lot subdivision to the developer and resort.
- The Province has bed unit covenants on Lot 1 and Lot 2, which are the responsibility of the developer to monitor. The proposed zoning changes may result in density increase on these covenanted properties.

In addition to a portion of Crown Land set aside for a First Nations cultural/interpretive centre, the Master Plan identifies First Nations interests in a part of the lands proposed to be rezoned from C3 to R9 and part of the lands zoned R9. The agent for both Hudson Bay Mountain Resort and Hudson Bay Mountain Estates has engaged with the Office of the Wet'suwet'en (see letter in attached Report of the Public Hearing).

No referral comments were received from the Office of the Wet'suwet'en, Witset First Nation, or Northern Health at the time of the writing of this report.

## **PUBLIC HEARING**

The owners and tenants of Lot 1, Lot 2, and the existing 16 parcel bare land strata on Alpine Way, and the owners of the nearby Hudson Bay Mountain ski cabin colony were sent written notification of the proposal and the Public Hearing. The Public Hearing for Bylaw No. 1980 and the consideration of the removal and replacement of Covenant BB737241 and associated amendments was held on Wednesday, December 14, 2022 (see Attachments for Report of the Public Hearing and link to [Public Hearing documents](#)). This Public Hearing also served as the Public Hearing for Bylaw No. 1984.

## **ATTACHMENTS:**

- Report of the Public Hearing for Bylaw No. 1980
- [Link to Public Hearing documents](#)
- Bylaw No. 1980

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 1980, BYLAW NO. 1984, AND  
THE REMOVAL OF COVENANT BB737241 AND AMENDMENTS  
December 14, 2022**

Report of the Public Hearing held at 7:00 pm, Wednesday, December 14, 2022, by Zoom video/conference call regarding "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1980, 2022", "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1984, 2022", and the request to remove Covenant BB737241 and amendments from the title of Lot 1, District Lot 8114, District Lot 8114.

**ATTENDANCE:**

**Registered Attendees:**

Dale Bellavance, agent/applicant, 11-9843 Second Street, Sidney, BC  
Gary Mathieson, Hudson Bay Mountain Resort Proponent, 1181 Main Street, Smithers, BC  
Rob Blackburn, 129 Prairie Road  
Jeannette Malkow, 240 Prairie Road  
Scott Campbell, 5208 Burden Road, Vernon, BC  
Brenda Campbell, 5208 Burden Road, Vernon, BC  
Jeanne MacNeil, 7375 Horlings Road, Smithers, BC

**Unregistered Attendees:**

Jodi Daigneault, Hudson Bay Mountain Estates

**Registered and Not Identified as Attending:**

Tracy Fowler, 1508-1588 Ellis Street, Kelowna  
Roy Fowler, 1508-1588 Ellis Street, Kelowna  
Blair Wind, 210 Prairie Road  
Mike Dunbar, 250 Prairie Road

**RDBN Directors:**

Stoney Stoltenberg, Public Hearing Chair, Director, Electoral Area A (Smithers/Telkwa)  
Trevor Krisher, Alternate Director, Electoral Area A

**RDBN Staff:**

Jason Llewellyn, Director of Planning (Recording Secretary)  
Danielle Patterson, Senior Planner (note-taker)  
Cameron Kral, Planning Technician (note-taker)

**CORRESPONDENCE:** The written submissions to this Public Hearing are attached to this Public Hearing Report as Appendix "A".

**CALL TO ORDER:** The meeting was called to order by Chair Stoltenberg at 7:03 pm.

**BUSINESS:**

Chair Stoltenberg	Introduced himself as Chair of the Public Hearing for Bylaw 1980, Bylaw 1984, the removal of covenant BB737241 and associated amendments. Chair Stoltenberg introduced Jason Llewellyn as moderator of the Public Hearing.
Jason Llewellyn	Introduced Alternate Director Trevor Krisher, and Cameron Kral and Danielle Patterson as RDBN staff. He read a statement which provided an overview of the purpose of the Public Hearing and the Public Hearing process to be followed. It was noted that a link to the Public Hearing package containing a copy of the bylaws, background documents, and written submissions to the public hearing was posted in the Zoom chat section and is available on the RDBN website.  It was explained that input on Bylaw No. 1984 will be received first. Once input has been received for that bylaw, input on Bylaw No. 1980 and the removal of covenant BB737241 will be received.
Jason Llewellyn	Said that input is now being requested on Bylaw No. 1984. He gave an overview of Bylaw No. 1984.
Jason Llewellyn	Asked the applicants, Dale Bellavance or Gary Mathieson, if they had any comments on Bylaw No. 1984.
Dale Bellavance	Said they had no comments.
Jason Llewellyn	Asked Tracy Fowler if they had comments on Bylaw 1984.
Tracy Fowler	No response.
Jason Llewellyn	Asked Roy Fowler if they had comments.
Roy Fowler	No response.
Jason Llewellyn	Asked Rob Blackburn if they had comments.
Rob Blackburn	Said they had no comments.
Jason Llewellyn	Asked Blaire Wind if they had comments.
Blaire Wind	No response.
Jason Llewellyn	Asked Scott Campbell and Brenda Campbell if they had comments.
Scott Campbell and Brenda Campbell	Said they had no comments.

Jason Llewellyn	Asked Jeanne MacNeil if they had comments.
Jeanne MacNeil	Said they had no comments.
Jason Llewellyn	Asked Mike Dunbar if they had comments.
Mike Dunbar	No response.
Jason Llewellyn	Asked Jeannette Malkow if they had comments.
Jeannette Malkow	Said they had no comments.
Jason Llewellyn	Asked Jodi Daigneault if they had comments.
Jodi Daigneault	Said they had no comments.
Jason Llewellyn	Asked if there was anyone present not called upon who wished to provide comment on Bylaw No. 1984. No comments were received.
Jason Llewellyn	Called for comments on Bylaw No. 1984 a second time. No comments were received.
Jason Llewellyn	Called for comments a third and final time. No comments were received.
Jason Llewellyn	Said that input is now being requested on Bylaw No. 1980 and the accompanying request to remove Covenant BB737241 and associated amendments from the title of Lot 1, District Lot 8114; and District Lot 8114. He gave an overview of Bylaw No. 1980 and the proposed covenant removal.
Jason Llewellyn	Asked the applicants, Dale Bellavance or Gary Mathieson, if they had any comments on Bylaw No. 1980 or the removal of Covenant BB737241.
Dale Bellavance	Said they had no comments.
Jason Llewellyn	Asked Tracy Fowler if they had comments on Bylaw No. 1980 or the removal of Covenant BB737241.
Tracy Fowler	No response.
Jason Llewellyn	Asked Rob Blackburn if they had comments.
Rob Blackburn	Asked who monitors the FireSmart Principles if they come into place?
Jason Llewellyn	Said that during the building permit process, the RDBN would have some responsibility to ensure the building materials meet the covenant requirements. The wording of the draft covenant

requires that the strata council have responsibility for the landscaping requirements. Individual properties owners also have responsibility. The Regional District can enforce all parts of the covenant.

- Rob Blackburn Asked if someone were to place wood pallets or something else on their property contrary to the covenant, who would have the authority to enforce the covenant?
- Jason Llewellyn Said the strata council could enforce through their strata bylaws, and the Regional District would have authority to enforce the covenant.
- Dale Bellavance Said the strata council bylaws have already been drafted to include the FireSmart Principles for the next phase if this goes forward.
- Jason Llewellyn Asked Blaire Wind if they had comments.
- Blaire Wind No response.
- Jason Llewellyn Asked Rob Blackburn if they had comments.
- Rob Blackburn Said they had no further comments.
- Jason Llewellyn Asked Tracy Fowler if they had comments.
- Tracy Fowler No response.
- Jason Llewellyn Asked Roy Fowler if they had comments.
- Roy Fowler No response.
- Jason Llewellyn Asked Scott Campbell and Brenda Campbell if they had comments.
- Scott Campbell Said they had no comments.
- Brenda Campbell Said they had no comments.
- Jason Llewellyn Asked Jeanne MacNeil if they had comments.
- Jeanne MacNeil Said they had no comments.
- Jason Llewellyn Asked Mike Dunbar if they had comments.
- Mike Dunbar No response.
- Jason Llewellyn Asked Jeannette Malkow if they had comments.
- Jeannette Malkow Said they had no comments.
- Jason Llewellyn Asked Jodi Daigneault if they had comments.

Jodi Daigneault Said they had no comments.


Jason Llewellyn Asked if there was anyone present who was not called upon who wished to provide comments on Bylaw No. 1980 or the removal of Covenant BB737241. No comments were received.

Jason Llewellyn Called for comments a second time. No comments were received.

Jason Llewellyn Called for comments a third and final time. No comments were received.

Chair Stoltenberg Closed the Public Hearing at 7:17 pm.

  
Stoney Stoltenberg, Chairperson

  
Jason Llewellyn, Recording Secretary

**Appendix "A"**  
**Report of the Public Hearing for Bylaw No. 1980, Bylaw No. 1984, and the  
Request to Remove Covenant BB737241 and Amendments from Title  
Written Submissions**

**Submitted by**

Robert Blackburn  
Jeannette Malkow  
Gary Mathiesen

**Address**

129 Prairie Road  
240 Prairie Road  
1181 Main Street, Smithers, BC



**From:** [Jason Llewellyn](#)  
**To:** [REDACTED]  
**Cc:** [Danielle Patterson](#)  
**Subject:** RE: [EXTERNAL]: Smithers Ski Hill zoning changes  
**Date:** Monday, December 12, 2022 3:53:21 PM

---

Good afternoon Mr. Blackburn. Please see the following link to the RDBN's web page which contains information relating to the application and associated bylaws.

<https://www.rdbn.bc.ca/departments/planning/public-meetings>

In 1972 the Crown lands were subdivided under the Land Act by the Ministry of Lands. Not the typical subdivision process undertaken by the Provincial Subdivision Approving Officer. Unfortunately, it does not appear that access, servicing, parking, or other issues were given much consideration by the Province when developing the subdivision plan. However, the Ski and Ride Smithers Ski Area Master Plan (2008) states that "Whereas there are deeded and leased ski cabin properties within the existing and proposed controlled recreation area (CRA) and not all properties have formal right of way access, the tenure holder shall allow access, including by way of snowmobile, to all ski cabin properties. Snowmobile access across ski runs during lift operation hours will be controlled to meet safety requirements. Adequate parking will be made available for cabin owners and guests."

If you have any additional questions regarding access of the proposed bylaw please don't hesitate to give me a call at 250-692-1225.

Jason Llewellyn, MSc., RPP  
 Director of Planning  
 Regional District of Bulkley-Nechako / [www.rdbn.bc.ca](http://www.rdbn.bc.ca)  
[jason.llewellyn@rdbn.bc.ca](mailto:jason.llewellyn@rdbn.bc.ca) / Direct Line: 250-692-1225  
 37 3<sup>rd</sup> Avenue / PO Box 820, Burns Lake, BC, V0J 1E0  
 Office Phone: 250-692-3195 / 1-800-320-3339

*I respectfully acknowledge that I live and work on the traditional territories of the First Nations in the Bulkley and Nechako watersheds.*

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

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**From:** Rob Blackburn [REDACTED] >  
**Sent:** December 12, 2022 2:52 PM  
**To:** Planning <[planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)>  
**Subject:** [EXTERNAL]: Smithers Ski Hill zoning changes

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

Good afternoon. I have received a letter pertaining to zoning changes and a public hearing regarding zoning changes at the Hudson Bay Mountain ski area. I have a dwelling on lot 129 Prairie Rd, behind the main lodge.

I would like further information on the rezoning, and how the changes could affect my parcel. I may have a conflict that prohibits my attending the public hearing but please provide the zoom link.

I wrote to the Regional district years ago regarding legal access to ski lots in the section where my dwelling resides. The issue of legal access is not resolved and the RDBN did not address the issue. There was a discussion about the power line right of ways being access. The reality is that the power lines are not accessible (way too steep) in summer, and very difficult in winter. During these times of rezoning I would hope the RDBN would address the issues of formalizing in writing that the existing roads and trails can always be used by cabin owners and that access can not be restricted or denied.

Many cabin owners rely on good neighbours, the ski hill operator being one of those, to allow/permit access to their cabins by old trails and rough roads that have existed for many years. The access in Summer is crucial for stocking of large supplies like fire wood, water, emptying sewer systems etc. The access in winter is blurred and we all try to operate on the "unwritten rules". My concern is not with the current operator or the way we are currently doing business. My concern is for future owners of the hill and possibly the potential sale of land locked properties within the ski area. Without legal access a new owner/operator could restrict, deny or severely hamper access. I would like to see some written acknowledgement from the RDBN that formalizing the existing accesses, to existing dwellings, will remain and cannot be closed, restricted, or removed so that many cabin owners can continue to enjoy and support the successful operation of the ski hill.

Thank you

Rob Blackburn

[REDACTED]

**From:** [Danielle Patterson](#)  
**To:** "[Jeannette Malkow](#)"  
**Subject:** RE: [EXTERNAL]: Tonight's meeting - Hudson Bay Mountain ski colony  
**Date:** Wednesday, December 14, 2022 10:55:00 AM  
**Attachments:** [image001.png](#)

---

Good morning Jeanette,

You are very welcome. Bylaw 1980 applies to the lands accessed via Alpine Way that are zoned R9 and does not apply to the lands in the Ski Colony, which are zoned R8.

Would you like you two emails included as a public submission as part of the record for the public hearing?

Thank you for your time and your enquiries.

Sincerely,

Danielle

Danielle Patterson, (she/her), B.A., B.Pl.

Senior Planner

[danielle.patterson@rdbn.bc.ca](mailto:danielle.patterson@rdbn.bc.ca)

This message is intended for the addressee(s) named and is confidential.

The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation.

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**From:** Jeannette Malkow [REDACTED]  
**Sent:** Wednesday, December 14, 2022 10:46 AM  
**To:** Danielle Patterson <[danielle.patterson@rdbn.bc.ca](mailto:danielle.patterson@rdbn.bc.ca)>  
**Subject:** [EXTERNAL]: Tonight's meeting - Hudson Bay Mountain ski colony

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Thanks Danielle.

One more question - Paragraph 5 starting with ... Further, Bylaw 1980, 2022 where it states 'each parcel to a maximum of two dwellings'. Does this Bylaw 1980, 2022 apply to the Ski Colony?

Thanks,  
Jeannette

On Wednesday, December 14, 2022 at 10:41:25 a.m. PST, Danielle Patterson  
<[danielle.patterson@rdbn.bc.ca](mailto:danielle.patterson@rdbn.bc.ca)> wrote:

Good morning Jeanette,

Thank you for signing up for the Public Hearing for proposed Bylaw No. 1980 (changes to the R9 Zone and removal hotel and multi family dwelling zoning from the Alpine Way area), the proposed removal of covenant BB737241 (related to Alpine Way development), and proposed Bylaw No. 1984 (add skiing facility to H2 and R8 Zone in the Ski Smithers Development Area as well as rezoning the parcels that contain the Panorama Lodge, Smithers Ski & Snowboard Club building, ski hill parking area, the Backdoor Lodge and the ski patrol building from the Large Holding Zone (H2) to the Recreation Zone (P2)).

You can view the entire public hearing package at this link, which will be update if and when we receive new comments from the public, up to 1:00 pm this Wednesday:  
<https://www.rdbn.bc.ca/departments/planning/public-meetings>

See the Zoom meeting details below, which can be used for both:

- the public information session (6:00 pm to 7:00 pm) which is to ask questions about the proposal.
- The formal public hearing starting at 7:00 pm which is for public comments and any questions people may wish to ask.
- If you know anyone else who wishes to attend, we encourage you to have them contact the RDBN to sign up rather than sharing the link to keep the public hearing organized and running smoothly on Zoom.

:

<https://zoom.us/j/93507432749?pwd=O2NzTTdyZ2FJUzJOeXVqa201Y0hHdz09>

**Meeting ID:** 935 0743 2749

**Passcode:** 781251

**One tap mobile**

+16473744685,,93507432749#,,,,\*781251# Canada

+16475580588,,93507432749#,,,,\*781251# Canada

Join by your location (phone option or those without video)

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 613 209 3054 Canada

**Meeting ID:** 935 0743 2749

**Passcode:** 781251

Find your local number: <https://zoom.us/j/aezCWZzBMj>

### Responses to your questions:

- As per our chat, the 0.15 ha portion of land proposed to be rezoned from C3 to H2 is indeed only 0.15 ha but it is part of a very large parcel of Crown land that surrounds most of the ski hill area.
- There is a Master Plan for called the Ski and Ride Smithers Ski Area Master Plan (2008) for the Hudson Bay Mountain Ski Area. It is a large file but may be viewed on the Province's website here: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/all-seasons-resorts/hbma\\_final\\_masterplan\\_may302008.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/all-seasons-resorts/hbma_final_masterplan_may302008.pdf)
- You had some discussion points about BC hydro and the ski cabin area. As we discussed on the phone, it is outside of the scope of this zoning proposal but I have forwarded your question to Jason Llewellyn, the Director of Planning so he can reach out to you.

Thank you for your interest and I will "see you" this evening.

Sincerely,

Danielle



Danielle Patterson (she/her), B.A., B.Pl.

Senior Planner

Regional District of Bulkley-Nechako | [www.rdbn.bc.ca](http://www.rdbn.bc.ca)

[danielle.patterson@rdbn.bc.ca](mailto:danielle.patterson@rdbn.bc.ca)

37 3<sup>rd</sup> Avenue | PO Box 820, Burns Lake BC V0J 1E0  
Office Phone: 250-692-3195 | 1-800-320-3339

*I respectfully acknowledge that I live and work on the traditional territories of the First Nations in the Bulkley and Nechako watersheds.*

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**From:** Planning <[planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)>  
**Sent:** Wednesday, December 14, 2022 9:48 AM  
**To:** Danielle Patterson <[danielle.patterson@rdbn.bc.ca](mailto:danielle.patterson@rdbn.bc.ca)>  
**Subject:** FW: [EXTERNAL]: Tonight's meeting - Hudson Bay Mountain ski colony

---

**From:** Jeannette Malkow [REDACTED]  
**Sent:** Wednesday, December 14, 2022 9:47 AM  
**To:** Planning <[planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)>

**Subject:** [EXTERNAL]: Tonight's meeting - Hudson Bay Mountain ski colony

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Good morning

I would like to join tonight's meeting by Zoom. Please provide the connection info.

Two questions -

1. Third point - changing +/- 0.15 ha from C3 Zone to H2. Where is this area & is this the correct size? Doesn't H2 require a larger area?

2. Is there a current/future Master/Community Plan for the Ski Smithers Development Area?

BC Hydro does not have a Master Plan for hydro in this area. Disappointing to see, how the

hydro poles are placed randomly without any consideration for the esthetics of the prairie area.

I understand what has taken place, but looking forward, it would be appreciated if there can be

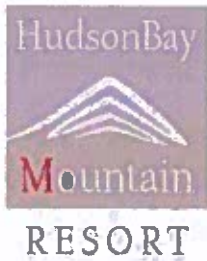
discussion about the future of HBM ski hill development. In speaking with a BC Hydro spokesperson,

their reply was that the BVRD has to be involved with BC Hydro.

Thanks,

Jeannette Malkow 

Cabin 240 Prairie Road



Hudson Bay Mountain Resort Inc  
 1181 Main Street  
 PO Box 492  
 Smithers, BC  
 V0J 2N0  
 T: 250 847 2058

December 13, 2022

**Regional District of Bulkley-Nechako**  
 37 3<sup>rd</sup> Avenue | PO Box 820,  
 Burns Lake, BC  
 V0J 1E0

*Attention Jason Llewellyn, Head Planner*

Dear Sir:

**Re: Proposed Rezoning Application to Amended R9 for DL 8114 on Hudson Bay Mountain (HBMR)**

As part of the Rezoning application, and the attached Referral Report as prepared by the RDBN, it makes reference on page 4 of Report 2 of 2, (attached for your reference) of a commitment to provide land in HBMR Controlled Recreation Area (CRA) and outside the proposed rezoning:

*It is noted that the area of Crown Land shown in the Civic / Institutional (P1) Zone in dark green on the map above is reserved for use as a First Nations cultural / interpretive center and is not proposed to be rezoned*

Further to this commitment for land for a proposed First Nations cultural/intraoperative center, HBMR also has committed to the First Nations, approximately 3 acres to allow for the construction of 6 residences that would represent the 6 houses of the Nation.

HBMR has met with the Office of the Wet'suwet'en on Thursday November 3, 2022, and toured the mountain and discussed the proposed development and have explained this application. HBMR has further reassured their commitment.

Respectfully,

Hudson Bay Mountain Resort Inc.

Gary Mathiesen, President





**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1980**

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

---

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

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

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

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

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

READ A FIRST TIME this 13<sup>th</sup> day of October, 2022.

READ A SECOND TIME this 13<sup>th</sup> day of October, 2022.

PUBLIC HEARING HELD this 14<sup>th</sup> day of December, 2022.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

DATED AT BURNS LAKE this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

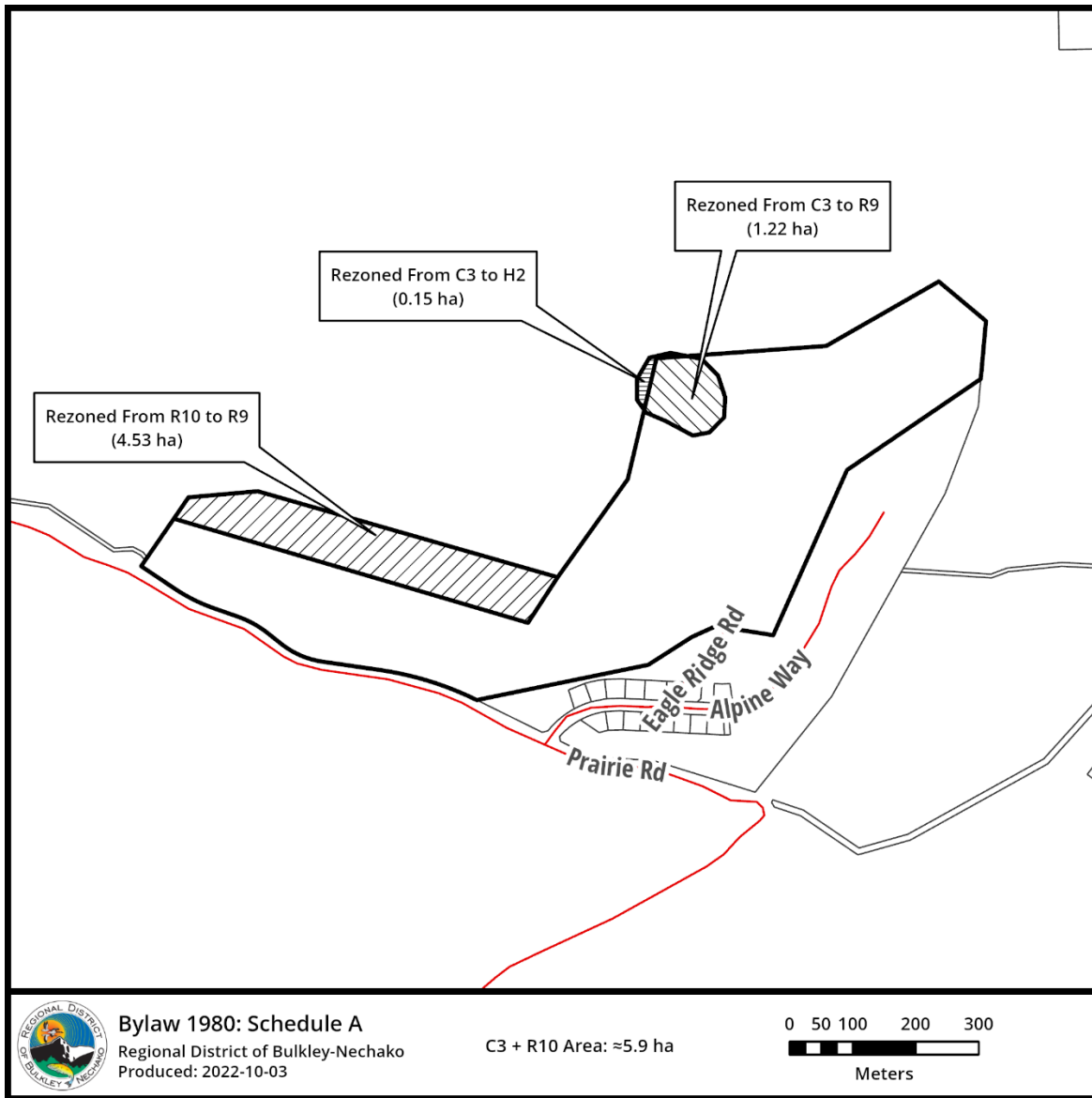
\_\_\_\_\_  
Corporate Administrator

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Chairperson

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

**SCHEDULE "A" BYLAW NO. 1980**



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

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

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

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

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

**12.1.2 Density**

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

**12.1.3 Limitations on Use**

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

**12.1.4 Parcel Area**

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

**12.1.5 Parcel Coverage**

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

**12.1.6 Setback**

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

**12.1.7 Height**

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

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Danielle Patterson, Senior Planner  
**Date:** January 26, 2023  
**Subject:** Rezoning Application RZ A-01-22  
Third Reading and Adoption for Rezoning Bylaw 1984, 2022

---

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

1. That the Regional District Board receive the Report of the Public Hearing for “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1984, 2022”.
  2. That “Regional District of Bulkley-Nechako Rezoning Bylaw No. 1984, 2022” be given third reading and adoption.
- 

### EXECUTIVE SUMMARY

This proposal is to rezone District Lot 1591, which contains the Panorama Lodge and Smithers Ski & Snowboard Club building; District Lot 8015, which contains the adjacent ski hill parking area; and District Lot 8016, which contains the Backdoor Lodge and Canadian Ski Patrol building from the Large Holdings Zone (H2) to the Recreation Zone (P2). These parcels are in the Ski Smithers Development Area (SSDA).

Further, the proposal includes text amendments to the Hudson Bay Mountain Recreational Residential Zone (R8) and the Large Holdings Zone (H2) to allow “Skiing Facility”, excluding the incidental and subordinate uses defined in “Skiing Facility” for those parcels within the SSDA. There are existing ski facilities in these zones in the SSDA, including ski runs and ski lifts.

These proposed zoning amendments were recommended by the Planning Department to align the current and future uses of the three parcels and relevant R8 and H2 zoned lands with the Regional District’s zoning regulations. No negative impacts are anticipated from this rezoning. The Planning Department recommends Bylaw No. 1984 be given third reading and adoption.

## APPLICATION SUMMARY

**Name of Agent/Owner:** Dale Bellavance, Bell Group, agent for 538679 Ltd, Crown land lease holder of District Lots 1591, 8015, and 8016

**Electoral Area:** A (Smithers Telkwa Rural)

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

**District Lot 1591 (100 Prairie Road):** Panorama Ski Lodge

- Parcel size: 2 ha (5 ac)
- Zoning change: Large Holdings (H2) to Recreation (P2)

**District Lot 8015 (no address):** Main ski hill parking lot

- Parcel size: 1.4 ha (3.5 ac)
- Zoning change: Large Holdings (H2) to Recreation (P2)

**District Lot 8016 (60, 70, and 76 Prairie Road):** Backdoor lodge and Canadian Ski Patrol building

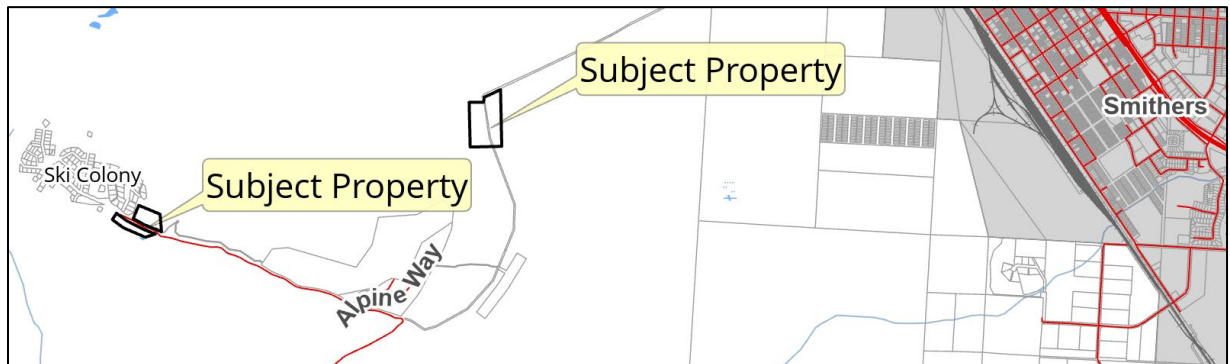
- Parcel size = 7.5 ha (18.6 ac)
- Zoning change = Large Holdings (H2) to Recreation (P2)

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

**ALR Status:** Not in the ALR

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

### Subject Properties Map:



## DISCUSSION

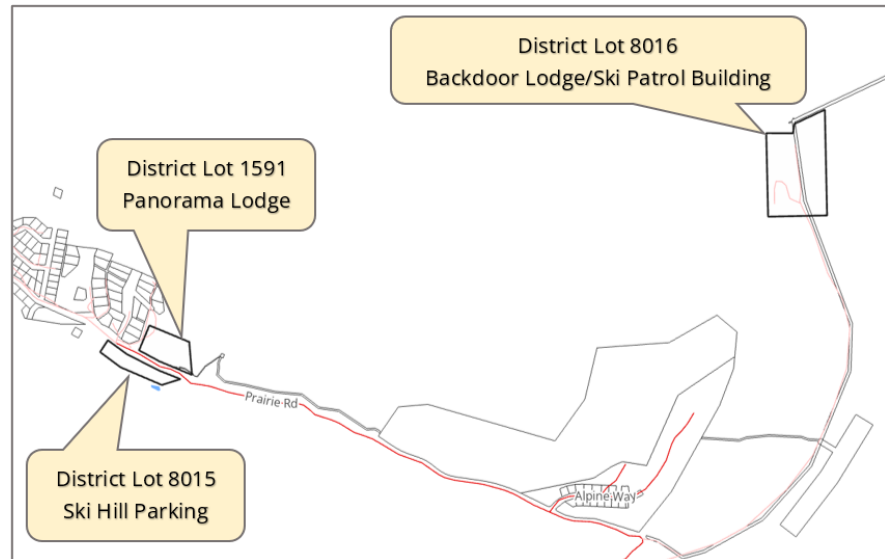
### Parcels Subject to Proposed Rezone from H2 Zone to P2 Zone

The applicant is proposing to rezone District Lot 1591, which contains the Panorama Lodge and Smithers Ski & Snowboard Club building; District Lot 8015, which contains the adjacent

ski hill parking area; and District Lot 8016, which contains the Backdoor Lodge and Canadian Ski Patrol building from the Large Holding Zone (H2) to the Recreation Zone (P2) (see map to the right).

The existing ski lodges, ski buildings, and ski hill parking area are not permitted uses in the H2

Zone. The P2 Zone allows clubhouses, community recreation, and outdoor recreation, which includes ski facilities and accessory food, beverage, and retail sales. Given these permitted uses in the P2 Zone, rezoning District Lots 1591, 8015, and 8016 to the P2 Zone would align the current and future uses of these three parcels with the RDBN's zoning regulations.



### Housekeeping Text Amendments to H2 Zone and R8 Zone

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

The recommendation to add Skiing Facility to the R8 and H2 Zones in the SSSDA has been worded to exclude the list of incidental and subordinate uses defined in "Skiing Facility", such as Restaurants and Licensed Establishments from the R8 and H2 Zones to ensure the use focuses on ski trails and infrastructure such as ski lifts, without negatively impacting other permitted uses in the R8 and H2 Zones.

### OCP and Zoning

The subject properties are designated SSSDA in the OCP. The purpose of this designation is to provide for the expansion, and possible redevelopment, of the ski hill including new recreation and accommodation facilities. The proposed rezoning of three parcels from the H2 Zone to P2 Zone and the proposed text amendments to the R8 Zone and H2 Zone are in accordance with the SSSDA Designation.

## REFERRAL COMMENTS

At the August 3, 2022 meeting, the Electoral Area A (Smithers Telkwa Rural) Advisory Planning Commission stated they support the proposal.

MoTI stated, *“Although under Section 52 of the Transportation Act, MoTI signature is not required as the*

*proposal is not within 800 m of a Controlled Access Highway, the Ministry would like to remind the applicant that overflow parking is to be managed within the applicant's property, and that vehicles are not permitted to be parked on Ministry Right of Way”*. MoTI communicated that any issues that may arise in the future would be addressed through MoTI's commercial access permit process. MoTI had no additional concerns.

The Mountain Resorts Branch (MRB) of the Ministry of Tourism, Arts, Culture, and Sport stated they have no concerns with the proposed rezoning of District Lots 1591, 8015, and 8016. No comments were provided for the R8 and H2 text amendments.

At the time of writing this report, referral responses were not received from the Office of the Wet'suwet'en, the Witset First Nation, or Northern Health.

## Staff Comments

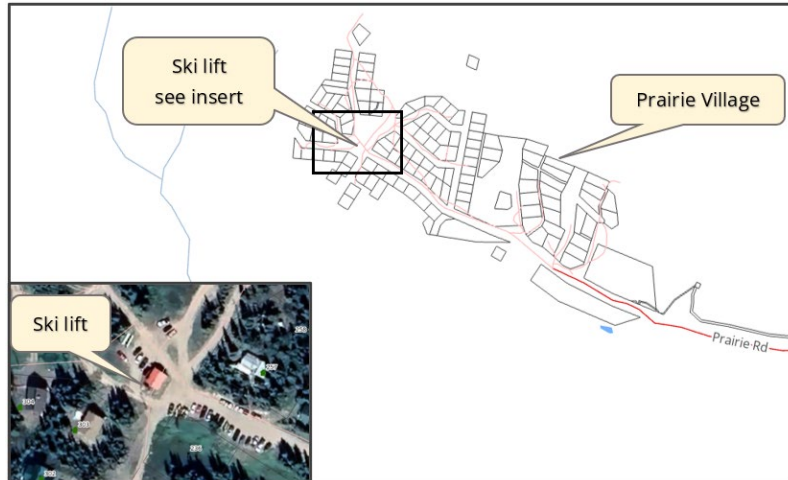
The proposed rezoning of District Lots 1591, 8015 and the text amendment to the R8 and H2 Zones in the SSDA align with the current and future uses of these lands. No negative impacts are anticipated from this rezoning. The Planning Department recommends Bylaw No. 1984 be given third reading and adoption.

## PUBLIC HEARING

A Public Hearing for Bylaw No. 1984 was held on Wednesday, December 14, 2022, which was also the Public Hearing for Bylaw No. 1980 (see Attachments for Report of the Public Hearing and Public Hearing documents). There were no comments during the Public Hearing or written submissions related to Bylaw No. 1984.

## ATTACHMENTS

- Report of the Public Hearing for Bylaw No. 1984
- [Link to Public Hearing documents](#)
- Bylaw No. 1984





**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
REPORT OF THE PUBLIC HEARING FOR BYLAW NO. 1980, BYLAW NO. 1984, AND  
THE REMOVAL OF COVENANT BB737241 AND AMENDMENTS  
December 14, 2022**

Report of the Public Hearing held at 7:00 pm, Wednesday, December 14, 2022, by Zoom video/conference call regarding "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1980, 2022", "Regional District of Bulkley-Nechako Rezoning Bylaw No. 1984, 2022", and the request to remove Covenant BB737241 and amendments from the title of Lot 1, District Lot 8114, District Lot 8114.

**ATTENDANCE:**

**Registered Attendees:**

Dale Bellavance, agent/applicant, 11-9843 Second Street, Sidney, BC  
Gary Mathieson, Hudson Bay Mountain Resort Proponent, 1181 Main Street, Smithers, BC  
Rob Blackburn, 129 Prairie Road  
Jeannette Malkow, 240 Prairie Road  
Scott Campbell, 5208 Burden Road, Vernon, BC  
Brenda Campbell, 5208 Burden Road, Vernon, BC  
Jeanne MacNeil, 7375 Horlings Road, Smithers, BC

**Unregistered Attendees:**

Jodi Daigneault, Hudson Bay Mountain Estates

**Registered and Not Identified as Attending:**

Tracy Fowler, 1508-1588 Ellis Street, Kelowna  
Roy Fowler, 1508-1588 Ellis Street, Kelowna  
Blair Wind, 210 Prairie Road  
Mike Dunbar, 250 Prairie Road

**RDBN Directors:**

Stoney Stoltenberg, Public Hearing Chair, Director, Electoral Area A (Smithers/Telkwa)  
Trevor Krisher, Alternate Director, Electoral Area A

**RDBN Staff:**

Jason Llewellyn, Director of Planning (Recording Secretary)  
Danielle Patterson, Senior Planner (note-taker)  
Cameron Kral, Planning Technician (note-taker)

**CORRESPONDENCE:** The written submissions to this Public Hearing are attached to this Public Hearing Report as Appendix "A".

**CALL TO ORDER:** The meeting was called to order by Chair Stoltenberg at 7:03 pm.

**BUSINESS:**

Chair Stoltenberg	Introduced himself as Chair of the Public Hearing for Bylaw 1980, Bylaw 1984, the removal of covenant BB737241 and associated amendments. Chair Stoltenberg introduced Jason Llewellyn as moderator of the Public Hearing.
Jason Llewellyn	Introduced Alternate Director Trevor Krisher, and Cameron Kral and Danielle Patterson as RDBN staff. He read a statement which provided an overview of the purpose of the Public Hearing and the Public Hearing process to be followed. It was noted that a link to the Public Hearing package containing a copy of the bylaws, background documents, and written submissions to the public hearing was posted in the Zoom chat section and is available on the RDBN website.  It was explained that input on Bylaw No. 1984 will be received first. Once input has been received for that bylaw, input on Bylaw No. 1980 and the removal of covenant BB737241 will be received.
Jason Llewellyn	Said that input is now being requested on Bylaw No. 1984. He gave an overview of Bylaw No. 1984.
Jason Llewellyn	Asked the applicants, Dale Bellavance or Gary Mathieson, if they had any comments on Bylaw No. 1984.
Dale Bellavance	Said they had no comments.
Jason Llewellyn	Asked Tracy Fowler if they had comments on Bylaw 1984.
Tracy Fowler	No response.
Jason Llewellyn	Asked Roy Fowler if they had comments.
Roy Fowler	No response.
Jason Llewellyn	Asked Rob Blackburn if they had comments.
Rob Blackburn	Said they had no comments.
Jason Llewellyn	Asked Blaire Wind if they had comments.
Blaire Wind	No response.
Jason Llewellyn	Asked Scott Campbell and Brenda Campbell if they had comments.
Scott Campbell and Brenda Campbell	Said they had no comments.

Jason Llewellyn	Asked Jeanne MacNeil if they had comments.
Jeanne MacNeil	Said they had no comments.
Jason Llewellyn	Asked Mike Dunbar if they had comments.
Mike Dunbar	No response.
Jason Llewellyn	Asked Jeannette Malkow if they had comments.
Jeannette Malkow	Said they had no comments.
Jason Llewellyn	Asked Jodi Daigneault if they had comments.
Jodi Daigneault	Said they had no comments.
Jason Llewellyn	Asked if there was anyone present not called upon who wished to provide comment on Bylaw No. 1984. No comments were received.
Jason Llewellyn	Called for comments on Bylaw No. 1984 a second time. No comments were received.
Jason Llewellyn	Called for comments a third and final time. No comments were received.
Jason Llewellyn	Said that input is now being requested on Bylaw No. 1980 and the accompanying request to remove Covenant BB737241 and associated amendments from the title of Lot 1, District Lot 8114; and District Lot 8114. He gave an overview of Bylaw No. 1980 and the proposed covenant removal.
Jason Llewellyn	Asked the applicants, Dale Bellavance or Gary Mathieson, if they had any comments on Bylaw No. 1980 or the removal of Covenant BB737241.
Dale Bellavance	Said they had no comments.
Jason Llewellyn	Asked Tracy Fowler if they had comments on Bylaw No. 1980 or the removal of Covenant BB737241.
Tracy Fowler	No response.
Jason Llewellyn	Asked Rob Blackburn if they had comments.
Rob Blackburn	Asked who monitors the FireSmart Principles if they come into place?
Jason Llewellyn	Said that during the building permit process, the RDBN would have some responsibility to ensure the building materials meet the covenant requirements. The wording of the draft covenant

requires that the strata council have responsibility for the landscaping requirements. Individual properties owners also have responsibility. The Regional District can enforce all parts of the covenant.

- Rob Blackburn Asked if someone were to place wood pallets or something else on their property contrary to the covenant, who would have the authority to enforce the covenant?
- Jason Llewellyn Said the strata council could enforce through their strata bylaws, and the Regional District would have authority to enforce the covenant.
- Dale Bellavance Said the strata council bylaws have already been drafted to include the FireSmart Principles for the next phase if this goes forward.
- Jason Llewellyn Asked Blaire Wind if they had comments.
- Blaire Wind No response.
- Jason Llewellyn Asked Rob Blackburn if they had comments.
- Rob Blackburn Said they had no further comments.
- Jason Llewellyn Asked Tracy Fowler if they had comments.
- Tracy Fowler No response.
- Jason Llewellyn Asked Roy Fowler if they had comments.
- Roy Fowler No response.
- Jason Llewellyn Asked Scott Campbell and Brenda Campbell if they had comments.
- Scott Campbell Said they had no comments.
- Brenda Campbell Said they had no comments.
- Jason Llewellyn Asked Jeanne MacNeil if they had comments.
- Jeanne MacNeil Said they had no comments.
- Jason Llewellyn Asked Mike Dunbar if they had comments.
- Mike Dunbar No response.
- Jason Llewellyn Asked Jeannette Malkow if they had comments.
- Jeannette Malkow Said they had no comments.
- Jason Llewellyn Asked Jodi Daigneault if they had comments.

Jodi Daigneault Said they had no comments.

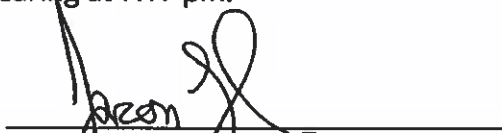
Jason Llewellyn Asked if there was anyone present who was not called upon who wished to provide comments on Bylaw No. 1980 or the removal of Covenant BB737241. No comments were received.

Jason Llewellyn Called for comments a second time. No comments were received.

Jason Llewellyn Called for comments a third and final time. No comments were received.

Chair Stoltenberg Closed the Public Hearing at 7:17 pm.

  
Stoney Stoltenberg, Chairperson

  
Jason Llewellyn, Recording Secretary

**Appendix "A"**  
**Report of the Public Hearing for Bylaw No. 1980, Bylaw No. 1984, and the  
Request to Remove Covenant BB737241 and Amendments from Title  
Written Submissions**

**Submitted by**

Robert Blackburn  
Jeannette Malkow  
Gary Mathiesen

**Address**

129 Prairie Road  
240 Prairie Road  
1181 Main Street, Smithers, BC

**From:** [Jason Llewellyn](#)  
**To:** [REDACTED]  
**Cc:** [Danielle Patterson](#)  
**Subject:** RE: [EXTERNAL]: Smithers Ski Hill zoning changes  
**Date:** Monday, December 12, 2022 3:53:21 PM

---

Good afternoon Mr. Blackburn. Please see the following link to the RDBN's web page which contains information relating to the application and associated bylaws.

<https://www.rdbn.bc.ca/departments/planning/public-meetings>

In 1972 the Crown lands were subdivided under the Land Act by the Ministry of Lands. Not the typical subdivision process undertaken by the Provincial Subdivision Approving Officer. Unfortunately, it does not appear that access, servicing, parking, or other issues were given much consideration by the Province when developing the subdivision plan. However, the Ski and Ride Smithers Ski Area Master Plan (2008) states that "Whereas there are deeded and leased ski cabin properties within the existing and proposed controlled recreation area (CRA) and not all properties have formal right of way access, the tenure holder shall allow access, including by way of snowmobile, to all ski cabin properties. Snowmobile access across ski runs during lift operation hours will be controlled to meet safety requirements. Adequate parking will be made available for cabin owners and guests."

If you have any additional questions regarding access of the proposed bylaw please don't hesitate to give me a call at 250-692-1225.

Jason Llewellyn, MSc., RPP  
Director of Planning  
Regional District of Bulkley-Nechako / [www.rdbn.bc.ca](http://www.rdbn.bc.ca)  
[jason.llewellyn@rdbn.bc.ca](mailto:jason.llewellyn@rdbn.bc.ca) / Direct Line: 250-692-1225  
37 3<sup>rd</sup> Avenue / PO Box 820, Burns Lake, BC, V0J 1E0  
Office Phone: 250-692-3195 / 1-800-320-3339

*I respectfully acknowledge that I live and work on the traditional territories of the First Nations in the Bulkley and Nechako watersheds.*

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

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**From:** Rob Blackburn [REDACTED] >  
**Sent:** December 12, 2022 2:52 PM  
**To:** Planning <[planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)>  
**Subject:** [EXTERNAL]: Smithers Ski Hill zoning changes

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

Good afternoon. I have received a letter pertaining to zoning changes and a public hearing regarding zoning changes at the Hudson Bay Mountain ski area. I have a dwelling on lot 129 Prairie Rd, behind the main lodge.

I would like further information on the rezoning, and how the changes could affect my parcel. I may have a conflict that prohibits my attending the public hearing but please provide the zoom link.

I wrote to the Regional district years ago regarding legal access to ski lots in the section where my dwelling resides. The issue of legal access is not resolved and the RDBN did not address the issue. There was a discussion about the power line right of ways being access. The reality is that the power lines are not accessible (way too steep) in summer, and very difficult in winter. During these times of rezoning I would hope the RDBN would address the issues of formalizing in writing that the existing roads and trails can always be used by cabin owners and that access can not be restricted or denied.

Many cabin owners rely on good neighbours, the ski hill operator being one of those, to allow/permit access to their cabins by old trails and rough roads that have existed for many years. The access in Summer is crucial for stocking of large supplies like fire wood, water, emptying sewer systems etc. The access in winter is blurred and we all try to operate on the "unwritten rules". My concern is not with the current operator or the way we are currently doing business. My concern is for future owners of the hill and possibly the potential sale of land locked properties within the ski area. Without legal access a new owner/operator could restrict, deny or severely hamper access. I would like to see some written acknowledgement from the RDBN that formalizing the existing accesses, to existing dwellings, will remain and cannot be closed, restricted, or removed so that many cabin owners can continue to enjoy and support the successful operation of the ski hill.

Thank you

Rob Blackburn





**From:** [Danielle Patterson](#)  
**To:** "[Jeannette Malkow](#)"  
**Subject:** RE: [EXTERNAL]: Tonight's meeting - Hudson Bay Mountain ski colony  
**Date:** Wednesday, December 14, 2022 10:55:00 AM  
**Attachments:** [image001.png](#)

---

Good morning Jeanette,

You are very welcome. Bylaw 1980 applies to the lands accessed via Alpine Way that are zoned R9 and does not apply to the lands in the Ski Colony, which are zoned R8.

Would you like you two emails included as a public submission as part of the record for the public hearing?

Thank you for your time and your enquiries.

Sincerely,

Danielle

Danielle Patterson, (she/her), B.A., B.Pl.

Senior Planner

[danielle.patterson@rdbn.bc.ca](mailto:danielle.patterson@rdbn.bc.ca)

This message is intended for the addressee(s) named and is confidential.

The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation.

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**From:** Jeannette Malkow [REDACTED]  
**Sent:** Wednesday, December 14, 2022 10:46 AM  
**To:** Danielle Patterson <[danielle.patterson@rdbn.bc.ca](mailto:danielle.patterson@rdbn.bc.ca)>  
**Subject:** [EXTERNAL]: Tonight's meeting - Hudson Bay Mountain ski colony

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Thanks Danielle.

One more question - Paragraph 5 starting with ... Further, Bylaw 1980, 2022 where it states 'each parcel to a maximum of two dwellings'. Does this Bylaw 1980, 2022 apply to the Ski Colony?

Thanks,  
Jeannette

On Wednesday, December 14, 2022 at 10:41:25 a.m. PST, Danielle Patterson  
<[danielle.patterson@rdbn.bc.ca](mailto:danielle.patterson@rdbn.bc.ca)> wrote:

Good morning Jeanette,

Thank you for signing up for the Public Hearing for proposed Bylaw No. 1980 (changes to the R9 Zone and removal hotel and multi family dwelling zoning from the Alpine Way area), the proposed removal of covenant BB737241 (related to Alpine Way development), and proposed Bylaw No. 1984 (add skiing facility to H2 and R8 Zone in the Ski Smithers Development Area as well as rezoning the parcels that contain the Panorama Lodge, Smithers Ski & Snowboard Club building, ski hill parking area, the Backdoor Lodge and the ski patrol building from the Large Holding Zone (H2) to the Recreation Zone (P2)).

You can view the entire public hearing package at this link, which will be update if and when we receive new comments from the public, up to 1:00 pm this Wednesday:  
<https://www.rdbn.bc.ca/departments/planning/public-meetings>

See the Zoom meeting details below, which can be used for both:

- the public information session (6:00 pm to 7:00 pm) which is to ask questions about the proposal.
- The formal public hearing starting at 7:00 pm which is for public comments and any questions people may wish to ask.
- If you know anyone else who wishes to attend, we encourage you to have them contact the RDBN to sign up rather than sharing the link to keep the public hearing organized and running smoothly on Zoom.

:

<https://zoom.us/j/93507432749?pwd=O2NzTTdyZ2FJUzJObXVqa201Y0hHdz09>

**Meeting ID:** 935 0743 2749

**Passcode:** 781251

**One tap mobile**

+16473744685,,93507432749#,,,,\*781251# Canada

+16475580588,,93507432749#,,,,\*781251# Canada

Join by your location (phone option or those without video)

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 613 209 3054 Canada

**Meeting ID:** 935 0743 2749

**Passcode:** 781251

Find your local number: <https://zoom.us/j/aezCWZzBMj>

### Responses to your questions:

- As per our chat, the 0.15 ha portion of land proposed to be rezoned from C3 to H2 is indeed only 0.15 ha but it is part of a very large parcel of Crown land that surrounds most of the ski hill area.
- There is a Master Plan for called the Ski and Ride Smithers Ski Area Master Plan (2008) for the Hudson Bay Mountain Ski Area. It is a large file but may be viewed on the Province's website here: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/all-seasons-resorts/hbma\\_final\\_masterplan\\_may302008.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/all-seasons-resorts/hbma_final_masterplan_may302008.pdf)
- You had some discussion points about BC hydro and the ski cabin area. As we discussed on the phone, it is outside of the scope of this zoning proposal but I have forwarded your question to Jason Llewellyn, the Director of Planning so he can reach out to you.

Thank you for your interest and I will "see you" this evening.

Sincerely,

Danielle



Danielle Patterson (she/her), B.A., B.Pl.

Senior Planner

Regional District of Bulkley-Nechako | [www.rdbn.bc.ca](http://www.rdbn.bc.ca)

[danielle.patterson@rdbn.bc.ca](mailto:danielle.patterson@rdbn.bc.ca)

37 3<sup>rd</sup> Avenue | PO Box 820, Burns Lake BC V0J 1E0  
Office Phone: 250-692-3195 | 1-800-320-3339

*I respectfully acknowledge that I live and work on the traditional territories of the First Nations in the Bulkley and Nechako watersheds.*

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**From:** Planning <[planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)>  
**Sent:** Wednesday, December 14, 2022 9:48 AM  
**To:** Danielle Patterson <[danielle.patterson@rdbn.bc.ca](mailto:danielle.patterson@rdbn.bc.ca)>  
**Subject:** FW: [EXTERNAL]: Tonight's meeting - Hudson Bay Mountain ski colony

---

**From:** Jeannette Malkow [REDACTED]  
**Sent:** Wednesday, December 14, 2022 9:47 AM  
**To:** Planning <[planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)>

**Subject:** [EXTERNAL]: Tonight's meeting - Hudson Bay Mountain ski colony

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Good morning

I would like to join tonight's meeting by Zoom. Please provide the connection info.

Two questions -

1. Third point - changing +/- 0.15 ha from C3 Zone to H2. Where is this area & is this the correct size? Doesn't H2 require a larger area?

2. Is there a current/future Master/Community Plan for the Ski Smithers Development Area?

BC Hydro does not have a Master Plan for hydro in this area. Disappointing to see, how the

hydro poles are placed randomly without any consideration for the esthetics of the prairie area.

I understand what has taken place, but looking forward, it would be appreciated if there can be

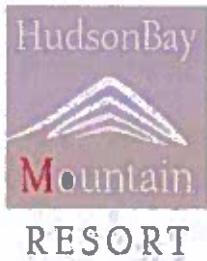
discussion about the future of HBM ski hill development. In speaking with a BC Hydro spokesperson,

their reply was that the BVRD has to be involved with BC Hydro.

Thanks,

Jeannette Malkow 

Cabin 240 Prairie Road



Hudson Bay Mountain Resort Inc  
 1181 Main Street  
 PO Box 492  
 Smithers, BC  
 V0J 2N0  
 T: 250 847 2058

December 13, 2022

**Regional District of Bulkley-Nechako**  
 37 3<sup>rd</sup> Avenue | PO Box 820,  
 Burns Lake, BC  
 V0J 1E0

*Attention Jason Llewellyn, Head Planner*

Dear Sir:

**Re: Proposed Rezoning Application to Amended R9 for DL 8114 on Hudson Bay Mountain (HBMR)**

As part of the Rezoning application, and the attached Referral Report as prepared by the RDBN, it makes reference on page 4 of Report 2 of 2, (attached for your reference) of a commitment to provide land in HBMR Controlled Recreation Area (CRA) and outside the proposed rezoning:

*It is noted that the area of Crown Land shown in the Civic / Institutional (P1) Zone in dark green on the map above is reserved for use as a First Nations cultural / interpretive center and is not proposed to be rezoned*

Further to this commitment for land for a proposed First Nations cultural/intraoperative center, HBMR also has committed to the First Nations, approximately 3 acres to allow for the construction of 6 residences that would represent the 6 houses of the Nation.

HBMR has met with the Office of the Wet'suwet'en on Thursday November 3, 2022, and toured the mountain and discussed the proposed development and have explained this application. HBMR has further reassured their commitment.

Respectfully,

Hudson Bay Mountain Resort Inc.

A handwritten signature in blue ink, appearing to read "Gary Mathiesen".

Gary Mathiesen, President



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 1984**

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

---

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

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

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

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

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

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

"Limitations on Use

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

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

READ A FIRST TIME this 13<sup>th</sup> day of October, 2022.

READ A SECOND TIME this 13<sup>th</sup> day of October, 2022.

PUBLIC HEARING HELD this 14<sup>th</sup> day of December, 2022.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_, 2023.

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

DATED AT BURNS LAKE this \_\_\_\_ day of \_\_\_\_, 2023.

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

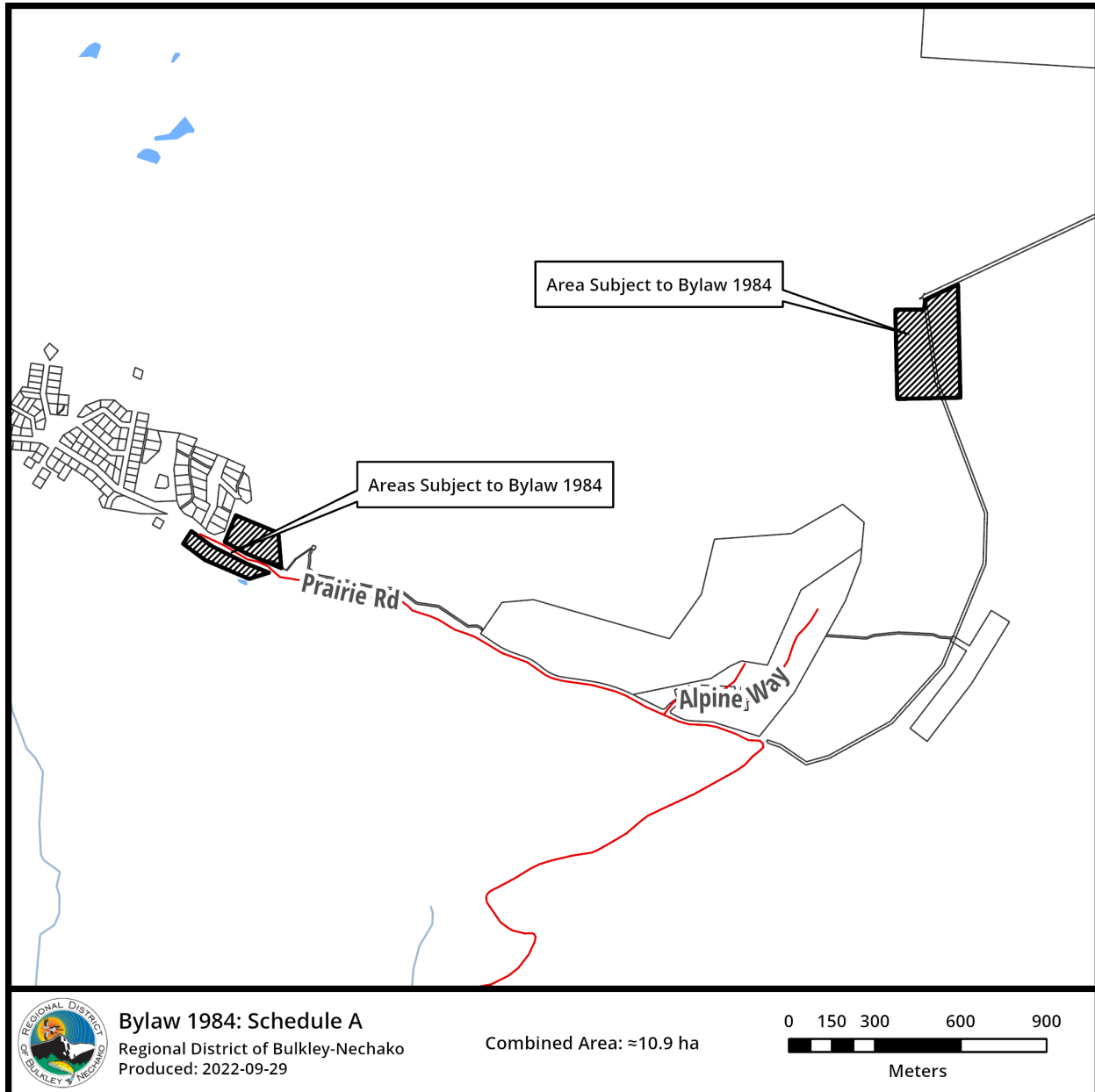
ADOPTED this \_\_\_\_ day of \_\_\_\_, 2023.

\_\_\_\_\_  
Chairperson

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



**SCHEDULE "A" BYLAW NO. 1984**



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

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

---

Corporate Administrator



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Deneve Vanderwolf, Planning Technician  
**Date:** January 26, 2023  
**Subject:** Advisory Planning Commission Member Appointment

---

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

That the Board appoint the following persons as members of the Advisory Planning Commissions as recommended by each Electoral Area Director for the 2023-2026 term:

**Electoral Area "A" (Smithers / Telkwa Rural)**

Andrew Watson, Sandra Hinchcliffe, Bob Posthuma, Natalie Trueit, Alan Koopmans

**Electoral Area "B" (Burns Lake Rural)**

Marvin Strimbold, Lynn Synotte, Valerie Anderson, Ed Martens, Bob Saul, Robert Currie, Corrine George, Daniella Oake

**Electoral Area "C" (Fort St James Rural)**

Carrie Constantine, Jonathan Ouellette, Morgan Davis, Dalphena Snively, Cam McCormick, Bob Grill

**Electoral Area "D" (Fraser Lake Rural)**

Shelley Campbell, Art Blomquist, Trevor Tapp, Dave Brown

**Electoral Area "E" (Francois / Ootsa Lake Rural)**

Vicki Hill, Norbert Mund, Russ Skillen, Jason Jubinville, Elizabeth Palmer

**Electoral Area "F" (Vanderhoof Rural)**

Barb Ephrom, Kelly Gehrman, Mike Pritchard, Ben Rodts, Henry Klassen

**Electoral Area "G" (Houston Rural)**

Tom Euverman, Elijah Newell, Mary Robinson, Denise Tait, Carol Gibson

---

**DISCUSSION**

"Regional District of Bulkley Nechako Advisory Planning Commission Bylaw No. 1501, 2009" states that the Board of Directors shall appoint members to an Advisory Planning Commission on the recommendations of the Electoral Area Directors for a term of four years. The current APC members' term expired on November 17, 2022

Planning Department staff will schedule a workshop (date, time and meeting format to be determined) to provide Directors and APC members with information on the following:

- an overview of the Planning Department and its functions and procedures;
- the Regional District Board's role in development approvals;
- the Electoral Area Directors relationship to the APC
- liability protection, and conflicts of interest, for APC members;
- the role of APCs in the approval process;
- the application types most commonly considered by APCs;
- how to organize an APC meeting.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Kral, Planning Technician  
**Date:** January 26, 2023  
**Subject:** Crown Land Application Referral No. 6409410

---

**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. 6409410.

---

### BACKGROUND

The application, by DB Outfitting Ltd., is for a Licence of Occupation over approximately 0.81 ha (2.47 ac) of forested Crown Land to develop a hunting camp. The land includes the campsite and approximately one km of trail connecting it to a spur road off 48 road and Holy Cross FSR. The area is located adjacent to Holy Cross Lake, approximately 38 km south of the Village of Fraser Lake.

The proposed hunting camp will consist of two hunter tents, a kitchen tent, a guide tent and a wooden outhouse, for a total footprint of 89.2 m<sup>2</sup> (960.0 ft<sup>2</sup>). The camp will operate for six weeks in the spring and five weeks in the fall.

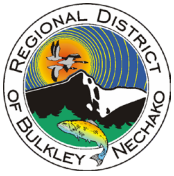
The applicant states that the camp will be staffed by two guides and one cook, and will contain two to three guide vehicles and an ATV. It will accommodate a maximum of four hunters per week, averaging two vehicles per week of traffic.

Construction will take place over one week in the spring and will require tree removal and the development of approximately 1 km of ATV trail.

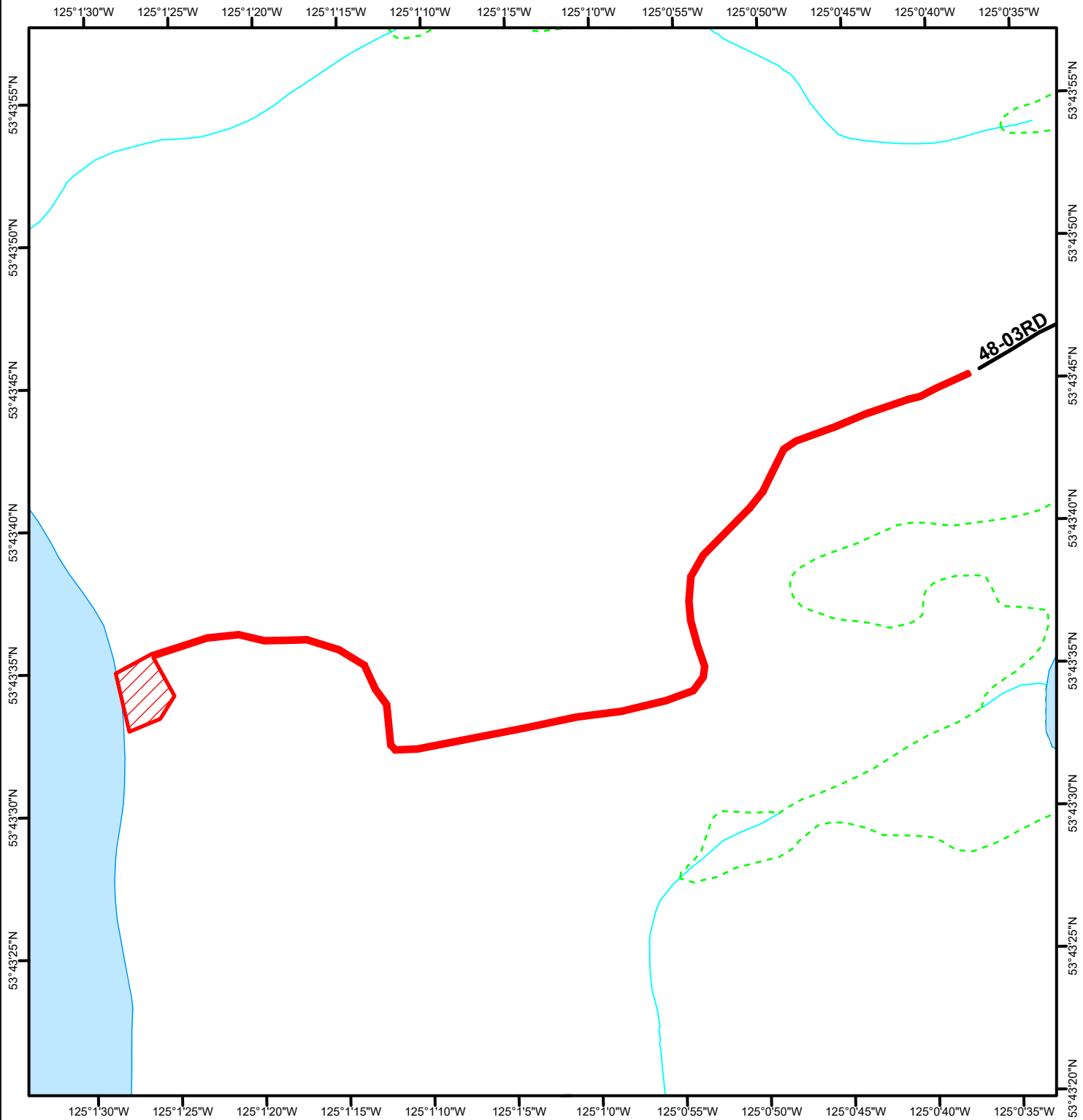
### ATTACHMENTS:

- Comment Sheet
- Applicant Submission








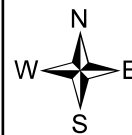
<b>Electoral Area:</b>	Electoral Area D (Fraser Lake Rural)
<b>Applicant:</b>	DB Outfitting Ltd.
<b>Existing Land Use:</b>	Forested
<b>Zoning:</b>	N/A
<b>OCP Designation:</b>	N/A
<b>Proposed Use Comply with Zoning:</b>	N/A
<b>If not, why?</b>	N/A
<b>Agricultural Land Reserve:</b>	No
<b>Access:</b>	48 Road off Holy Cross FSR
<b>Building Inspection:</b>	No
<b>Fire Protection:</b>	No
<b>Other comments:</b>	None



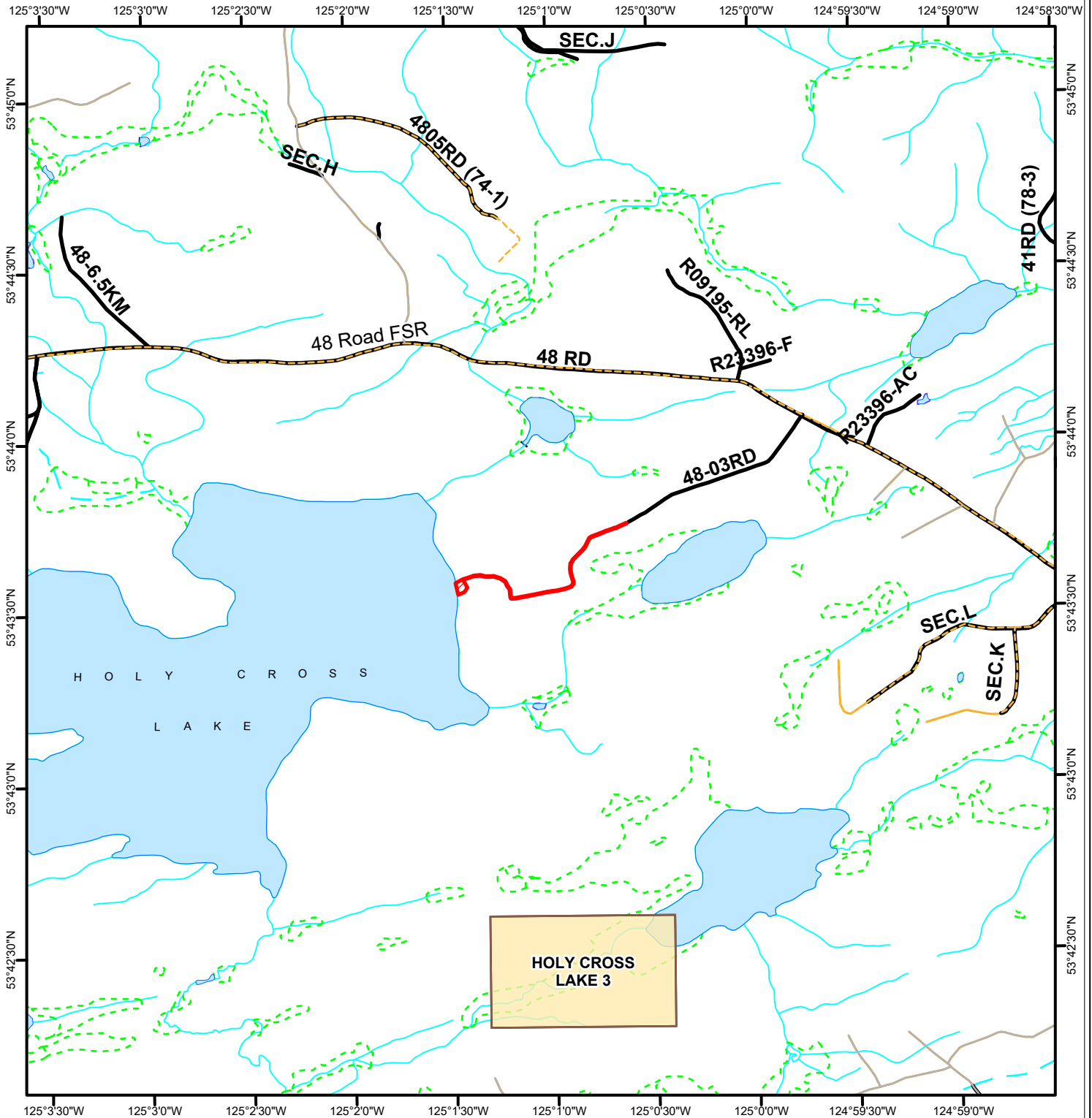
Scale: 1:6,000  
 Type: LICENCE  
 Sub Type: LICENCE OF OCCUPATION  
 Purpose: COMMERCIAL RECREATION  
 Subpurpose: HUNT CAMPS

-  Application Area
-  Indian Reserves
-  Park or Protected Area




### Referral Map



Date: 29 Dec 2022  
 Area: 0.81 ha +/-



Scale: 1:30,000  
 Type: LICENCE  
 Sub Type: LICENCE OF OCCUPATION  
 Purpose: COMMERCIAL RECREATION  
 Subpurpose: HUNT CAMPS

-  Application Area
-  Indian Reserves
-  Park or Protected Area

### Referral Map



Date: 29 Dec 2022  
 Area: 0.81 ha +/-



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** January 26, 2023  
**Subject:** Prince Rupert Gas Transmission Project Permit Extension

---

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

That staff be directed to inform TC Energy that the Board's October 14, 2014 letter remains valid and contains the RDBN's comments in regard to the Prince Rupert Gas Transmission Project permit extension application.

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### INTRODUCTION

The RDBN received a referral from TC Energy advising of their intention to apply to the Oil and Gas Commission for an extension to their permit to construct the Prince Rupert Gas Transmission Project permit extension application. The existing permit expires on May 6, 2023. This report provides an overview of the Prince Rupert Gas Transmission Project and recommendations regarding the referral response.

### DISCUSSION

In 2013 the Regional District was invited to participate in the Environmental Assessment review process for the following four natural gas pipelines.

- Westcoast Connector Gas Transmission Line
- Prince Rupert Gas Transmission Project
- Pacific Northern Gas Looping Project
- Coastal Gaslink Pipeline

The RDBN agreed to participate in the Environmental Assessment review process for the Coastal Gaslink Pipeline Project and the Pacific Northern Gas Looping Project and engage with all pipelines regarding their use of Region District facilities to dispose of solid and liquid waste. The decision to not participate in the Environmental Assessment review process for the Westcoast Connector Gas Transmission Line and the Prince Rupert Gas Transmission Pipeline was related to their location well north of the developed lands within the region, and staff workload.





For the Board's information a status update sheet for the 5 pipelines identified in the above map is attached to this report.

On July 21, 2014 the RDBN sent letters (attached) to TransCanada Pipelines (now TC Energy) and the Environmental Assessment Office outlining the pipeline development issues the RDBN would like addressed. On October 14<sup>th</sup>, 2014 the RDBN sent another letter to TransCanada Pipelines and the Oil and Gas Commission outlining the same issues. The Environmental Assessment Certificate for the Prince Rupert Gas Transmission Project was issued on October 23, 2014. The Oil and Gas Commission Permits were issued in 2015.

TransCanada's position has been that further discussion on these issues must be deferred until a decision to construct has been made and a prime construction contractor is in place. The RDBN's position has been that the issues should be addressed prior to the hiring of construction contractors so that the expectations are known during the contractor selection process and appropriate direction can be given to the contractors.

In staff's opinion the positions contained in the October 14, 2014 letter remain valid and the letter should be re-submitted as the RDBN's comment on the Prince Rupert Gas Transmission Project permit extension application.

## **ATTACHMENTS**

1. Pipeline Projects in the RDBN: Status Update Sheet 2023.
2. Notification letters from TC Energy to the RDBN dated December 20 and 22, 2022 regarding permit extension applications.
3. Letter from the RDBN to TC TransCanada Pipelines dated July 21, 2014 regarding pipeline development issues.
4. Letter from the RDBN to the Environmental Assessment Office dated July 21, 2014 regarding pipeline development issues.
5. Letter from the RDBN to TC TransCanada Pipelines and the Oil and Gas Commission dated October 14, 2014 regarding pipeline development issues.

**PIPELINE PROJECTS IN THE RDBN**  
**STATUS UPDATE SHEET**

The following is a brief overview of the status of LNG projects that are being considered, have been approved, or are under construction in the Regional District of Bulkley-Nechako.

**1. Coastal Gaslink Pipeline (Coastal GasLink Pipeline Ltd.)**  
**TC Energy formerly TransCanada Pipelines**

The project involves the construction and operation of a 650 km long natural gas pipeline which is 48 inches in diameter from the Dawson Creek area in northeast BC to Kitimat.

**Associated Infrastructure:** LNG Canada facility in Kitimat B.C. under construction.

**Environmental Assessment Certificate:** Issued October 23, 2014. Five year extension to start construction issued in 2019.

**Oil and Gas Commission Permits:** Issued 2015-16 with extensions.

**Status:** Construction 80% complete. Projected completion in 2023.

**2. Pacific Northern Gas Looping Project (Pacific Northern Gas Ltd.)**

The project involves the construction of a 525km long natural gas pipeline which is 24 inches in diameter from Summit Lake, BC to Kitimat, BC to loop and twin the Proponent's existing natural gas pipeline. The proposed project would supply natural gas to a proposed liquefied natural gas export facilities as well as existing customers.

**Associated Infrastructure:** Triton LNG LP / Douglas Channel LNG – on hold.

**Environmental Assessment Certificate:** Application Information Requirements approved in 2014. Extension of time limit to submit application information issued in 2019.

**Oil and Gas Commission Permit:** Not issued.

**Status:** Waiting for Pacific Northern Gas to complete their application.

**3. Pacific Trails Pipeline (Pacific Trail Pipelines Management Inc.)**  
**Enbridge formerly Chevron Canada Ltd.**

The project involves the construction of a 470 km long natural gas pipeline which is 36 inches in diameter between Summit Lake, North of Prince George, and Kitimat BC. This project was formerly known as Kitimat-Summit Lake Pipeline Project.

**Associated Infrastructure:** Kitimat LNG Terminal – project withdrawn.

**Environmental Assessment Certificate:** Issued June 26, 2008. The EAO determined that the project has been substantially started; therefore, the EA certificate will remain in effect for the life of the project.

**Oil and Gas Commission Permits:** Issued 2015-2016 with extensions.

**Status:** Pending construction decision.

**4. Prince Rupert Gas Transmission Project (Prince Rupert Gas Transmission Ltd.)  
TC Energy formerly TransCanada Pipelines Ltd.**

The project involves the construction of a 900 km long natural gas pipeline 48 inches in diameter starting near Hudson's Hope in northeast British Columbia (BC) and terminating on Lelu Island, near Port Edward on the North Coast of BC.

**Associated Infrastructure:** Pacific Northwest LNG – project cancelled.

**Environmental Assessment Certificate:** Issued November 25, 2014. Five year extension to start construction issued in 2019.

**Oil and Gas Commission Permits:** Issued in 2015 with extensions.

**Status:** Pending construction decision.

**5. Westcoast Connector Gas Transmission Line (Westcoast Connector Gas  
Transmission Ltd.)  
Enbridge formerly Spectra Energy**

The project involves the construction of a 870 km natural gas pipeline which is up 48 inches in diameter from the Cypress area in northeast BC to the Prince Rupert area.

**Associated Infrastructure:** Prince Rupert LNG – project on hold.

**Environmental Assessment Certificate:** Issued Nov. 24, 2014. The EAO issued a 5 year EAC extension in 2019.

**Oil and Gas Commission Permits:** Not issued.

**Status:** Pending construction decision.

TC Energy  
 450 - 1 Street S.W. Calgary, AB  
 Canada, T2P 5H1  
 Tel: 403-920-6491  
 princerupertgas@tcenergy.com

RECEIVED

DEC 30 2022



December 20, 2022

REGIONAL DISTRICT OF  
 BULKLEY-NECHAKO

Sent Via Mail

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

**RE: NOTIFICATION LETTER**  
**Prince Rupert Gas Transmission Project ("the Project")**  
**Permit Extension Application**  
**Location: Section 4 from a-68-D, 93-M-8 to d-59-I, 93-M-5**  
**File Number: 20L-02902**  
**Disposition: See attached Schedule A**  
**Map ID: See Attached Schedule A**

---

This letter is to advise you that in compliance with Section 32 (3) of the *Oil and Gas Activities Act (OGAA)* Prince Rupert Gas Transmission Project (**PRGT**) intends to submit a permit extension application to the BC Oil and Gas Commission (**the Commission**). This permit was previously applied for in 2014, approved in 2015 and there are no changes to the pipeline and its relationship to your land interest. This is only an application to extend the permit expiry date. Your interest in relation to the Project is shown on the enclosed map with the ID number noted above.

PRGT has approval to construct and operate a sweet natural gas pipeline and associated facilities, approximately 900 km in length, starting from the area near the community of Hudson's Hope, BC. to the proposed meter site on Lelu Island, near Port Edward, BC. The current permit approval will expire on May 6, 2023 and will be renewed for a total of one year.

As the party being notified and falling within the prescribed project area, you may provide a written response to any one of the following representatives within 30 days of receiving this notification that does one or both of the following:

- sets out the reasons why the proposed activities should not be carried out or should be modified; and/or
- request a meeting with a representative to discuss the proposed activities

If a request to meet is included in your written response, please provide additional contact information and a schedule outlining the best time to contact you for further discussions.

TC Energy  
450 - 1 Street S.W. Calgary, AB  
Canada, T2P 5H1  
Tel: 403-920-6491  
princerupertgas@tcenergy.com



Written submissions may be sent to the following addresses:

**Megan Garrick – Project Manager**  
Email: [mgarrick@vertex.ca](mailto:mgarrick@vertex.ca)

**Vertex Professional Services Ltd.**  
Phone: 587-327-1400

**Sheri Wannamaker – Senior Land Representative**     **Prince Rupert Gas  
Transmission Limited**  
Email: [sheri\\_wannamaker@tcenergy.com](mailto:sheri_wannamaker@tcenergy.com)

**Partnership**  
Phone: 403-920-3767

Yours truly,  
**Prince Rupert Gas Transmission  
Limited Partnership**

A handwritten signature in blue ink that reads "Sherr Wannamaker".

Sheri Wannamaker  
Senior Land Representative  
/mg  
Encl.

TC Energy  
450 - 1 Street S.W. Calgary, AB  
Canada, T2P 5H1  
Tel: 403-920-6491  
princerupertgas@tcenergy.com

99

RECEIVED

JAN 03 2023

REG. DISTRICT OF  
BULKLEY-NECHAKO



December 22, 2022

Sent Via Mail

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

**RE: NOTIFICATION LETTER**  
**Prince Rupert Gas Transmission Project ("the Project")**  
**Permit Extension Application**  
**Location: Section 3 from a-18-A, 93-N-1 to a-68-D, 93-M-8**  
**File Number: 20L-02902**  
**Disposition: See attached Schedule A**  
**Map ID: See Attached Schedule A**

---

This letter is to advise you that in compliance with Section 32 (3) of the *Oil and Gas Activities Act (OGAA)* Prince Rupert Gas Transmission Project (**PRGT**) intends to submit a permit extension application to the BC Oil and Gas Commission (**the Commission**). This permit was previously applied for in 2014, approved in 2015 and there are no changes to the pipeline and its relationship to your land interest. This is only an application to extend the permit expiry date. Your interest in relation to the Project is shown on the enclosed map with the ID number noted above.

PRGT has approval to construct and operate a sweet natural gas pipeline and associated facilities, approximately 900 km in length, starting from the area near the community of Hudson's Hope, BC. to the proposed meter site on Lelu Island, near Port Edward, BC. The current permit approval will expire on May 6, 2023 and will be renewed for a total of one year.

As the party being notified and falling within the prescribed project area, you may provide a written response to any one of the following representatives within 30 days of receiving this notification that does one or both of the following:

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- request a meeting with a representative to discuss the proposed activities

If a request to meet is included in your written response, please provide additional contact information and a schedule outlining the best time to contact you for further discussions.

TC Energy  
450 - 1 Street S.W. Calgary, AB  
Canada, T2P 5H1  
Tel: 403-920-6491  
princerupertgas@tcenergy.com



Written submissions may be sent to the following addresses:

**Megan Garrick – Project Manager**  
Email: [mgarrick@vertex.ca](mailto:mgarrick@vertex.ca)

**Vertex Professional Services Ltd.**  
Phone: 587-327-1400

**Sheri Wannamaker – Senior Land Representative**     **Prince Rupert Gas  
Transmission Limited**  
Email: [sheri\\_wannamaker@tcenergy.com](mailto:sheri_wannamaker@tcenergy.com)

**Partnership**  
Phone: 403-920-3767

Yours truly,  
**Prince Rupert Gas Transmission  
Limited Partnership**

A handwritten signature in blue ink that reads "Sheri Wannamaker".

Sheri Wannamaker  
Senior Land Representative  
/mg  
Encl.





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

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

July 21, 2014

David Hohm, Project Manager  
TransCanada Corporation  
450 – 1<sup>st</sup> Street SW  
Calgary, AB, Canada, T2P 5H1

Sent by e-mail to david.holm@rpsgroup.com

Re: Notification / Invitation to Consult Regarding the Prince Rupert Gas Transmission Project

This letter is provided on behalf of the Board of the Regional District of Bulkley-Nechako regarding your Notification / Invitation to Consult with the Regional District (your documents PRGT004776-HMA-LA-LT-2134, 2176, 2234, 2251, and 2242). The Regional District of Bulkley-Nechako would like to accept TransCanada's invitation to consult with respect to the pipeline project and associated facilities.

The Regional District has a number of issues relating to the proposed pipeline that we are eager to address with TransCanada and the Oil and Gas Commission (OGC). TransCanada is aware of the pipeline related issue through our dealings on the Coastal GasLine Pipeline project. And as you are aware we are concerned that further delay in addressing the issues, and waiting for the construction contractors and worker camp operators to address the issues with the Regional District may have unnecessary negative implications to all parties. Therefore, we would like the issues to be addressed at this time.

The RDBN's issues relate to the following:

#### **The Location and Size of Worker Camps and other Pipeline Facilities**

We appreciate the information regarding the location of worker camps, and other facilities associated with pipeline construction contained in your referrals. However, issues associated with these facilities, such as emergency response, waste disposal, traffic management, local employment and local business opportunities, etc. have not been adequately addressed. We note that the location of any other facilities should also be discussed with the Regional District so that any Regional District issues related to specific locations can be raised.

Further information relating to the location of proposed pipeline facilities in the Regional District are discussed in the attached brochure.

#### MUNICIPALITIES:

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

#### ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

### **Solid and Liquid Waste Disposal**

The RDBN requires information regarding the pipeline's solid waste disposal needs to allow the RDBN to identify any potential impacts on our infrastructure, and determine our ability to accommodate the waste. For example the following information is required.

- How much solid waste (in tonnes) is proposed to be disposed of at each RDBN landfill?
- How much of that waste is industrial waste and hazardous waste?
- Over what time period is the waste proposed to be disposed?
- What waste reduction activities will be conducted to minimize waste generated (recycling, composting, etc.)

There is no certainty that the RDBN may be able to accommodate certain solid waste from pipeline construction and worker camps at our landfills. There needs to be discussions relating to the capacity of our facilities, our operational limitations, and our long term costs well in advance of any request to utilize RDBN facilities.

The RDBN's ability to accept liquid waste at our facilities is very limited. The most practical solution may be the disposal of liquid waste at municipal facilities; however, the capacity of municipal facilities to accommodate the waste from all of the potential pipeline projects is likely not known. It may be in the best interest of TransCanada Pipelines Ltd. to begin working with municipalities to identify their capacity to accept liquid waste, identify any facility upgrades that may be necessary, and discuss the fees that may be associated with utilizing municipal facilities. It may also be an option to develop a regional facility. This may be an opportunity for the region to obtain upgrades to infrastructure for the benefit of the region's residents. This same opportunity may be available for municipal water systems. The RDBN's Environmental Services Department is open to facilitating the necessary discussions between the municipalities and the pipelines.

TransCanada has indicated that their preference, with regard to the Coastal GasLink Pipeline, is to allow the construction contractors and worker camp operators to sort out the manner in which solid and liquid waste is disposed once the contracts have been awarded. The Regional District is concerned that this process will result in the inability of the Regional District to plan for notable increases in landfill utilization, and missed opportunity for improvements to municipal infrastructure and revenue generation.

In a meeting with representative from TransCanada on June 4th, 2014 the RDBN again requested that waste management plans for construction sites and construction camps be developed and be preceded by an evaluation of the capacity of local facilities to accommodate waste, including an assessment of the opportunity for infrastructure upgrades to accommodate liquid waste. The RDBN also requested an evaluation of the capacity of local facilities to provide potable water to the work camps and an

assessment of the opportunity for infrastructure upgrades necessary to provide potable water. This same request applies to the Prince Rupert Gas Transmission Project.

### **Invasive Plant Control**

The proposed Prince Rupert Gas Transmission Project right of way can be expected to facilitate the spread of invasive plants. The RDBN has asked that TransCanada develop and commit to implementing an invasive plant management plan within the right of way which is reviewed by the RDBN, and commit to provide annual funding to the NWIPC to support their weed control efforts in the RDBN.

### **Fire Protection and Emergency Response**

The RDBN requests that TransCanada consult with the RDBN regarding fire protection and emergency response, and develop an emergency management plan that includes communications protocols and evacuation plans for camps and workers.

TransCanada has indicated that their preference, with regard to the Coastal GasLink Pipeline, is to allow the construction contractors and worker camp operators to develop the emergency management plans once the contractors are hired. The Regional District is concerned that this process will result in the inability of the RDBN to ensure that the plans are adequate and will result in inconsistent plans and protocols between camps, and pipeline contractors. Of particular concerns are the communications protocols and emergency evacuation components of the plan.

### **Log and Wood Fibre Utilization**

The cutting of trees and the long term loss of forested lands associated with the proposed pipeline represents a negative impact to the long term sustainability of the regions forest industries. To minimize this loss it is important that all useable logs cut from the pipeline right of way be utilized. It is expected that the logs that can be economically harvested and transported to an end user would be sold. The RDBN has expressed concern that where the cost of harvesting and transportation are too high the logs will not be utilized in support of the forest products industries. The RDBN would like TransCanada Pipelines Ltd. to ensure that wood fibre is utilized in support of the forest products industries even if it cannot be sold or otherwise economically transported to market.

### **Employee Training and Apprenticeships**

The RDBN requests that TransCanada Pipelines Ltd. identify the specific actions that will be taken to ensure local employment is maximized, and that apprenticeship positions for local employees are provided. The RDBN would also like to be included in the process to plan for worker training and utilization.

**Use of Local Business**

The RDBN encourages TransCanada to do all that is possible to scale the size of contracts related to pipeline construction and operation in a manner which allows local business to take advantage of the opportunity offered by the pipeline. Early communication with local business regarding the opportunities that will be available has also been identified as important to ensure that these opportunities are taken advantage of by local entrepreneurs. The specific actions that TransCanada is committing to undertake to maximize the involvement of local business in the pipeline construction, and maintenance, process needs to be further discussed and confirmed with the RDBN.

The Regional District remains concerned that very few contracts associated with pipeline construction will go to local business given the scale of the contracts and a lack of knowledge of the procurement process. There is opportunity for local businesses to expand or be created as a result of pipeline construction; however, the extent of the local opportunity is entirely dependent on the business practices of TransCanada Pipelines Ltd. We would like to understand the specific steps that TransCanada Pipelines Ltd. is planning to take to take maximize local opportunity.

The Regional District of Bulkley-Nechako looks forward to addressing these issues with TransCanada and the OGC as part of the OGC permitting process.

Cheers



Jason Llewellyn  
Director of Planning

cc: Peter Wijtkamp, Manager, Special Projects, OGC (Peter.Wijtkamp@bcogc.ca)



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

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

July 21, 2014

Sara Wilson  
Project Assessment Officer  
Environmental Assessment Office  
1st Fl., 836 Yates St | Victoria BC V8W 1L8  
4-836 Yates Street

Sent by e-mail to: sara.wilson@gov.bc.ca

Re: Regional District of Bulkley-Nechako comments regarding the Westcoast Connector Gas Transmission Project (WCGT) and the proposed Prince Rupert Gas Transmission Project (PRGT)

Dear Sara:

As you are aware the Regional District of Bulkley-Nechako (RDBN) has not accepted the offer by the Environmental Assessment Office (EAO) to participate as a member of the Environmental Assessment (EA) working groups for the WCGT and PRGT projects. However, we would like to provide the following comments regarding these pipelines for consideration by the EAO.

### **Work Camp and Stockpile Site Locations**

It is desirable that the potential locations of construction camps, stockpile sites, and other areas of activity associated with pipeline construction are identified and discussed with the RDBN as part of the Environmental Assessment process. The socioeconomic and infrastructure impacts associated with construction camps and stockpile sites may be dependent on their location and scale.

### **Solid and Liquid Waste Disposal**

The pipeline companies should prepare, as a requirement of the EA process, waste management plans for construction sites and construction camps that are preceded by an evaluation of the capacity of local facilities to accommodate waste, including an assessment of the opportunity for infrastructure upgrades to accommodate liquid waste.

#### MUNICIPALITIES:

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

#### ELECTORAL AREAS:

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

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

There should also be an evaluation of the capacity of local facilities to provide potable water to the work camps and an assessment of the opportunity for infrastructure upgrades necessary to provide potable water.

Information regarding the pipeline's solid waste disposal needs should be provided to allow the RDBN to identify any potential impacts on our infrastructure, and determine our ability to accommodate the waste. For example the following information is required:

- How much solid waste (in tonnes) is proposed to be disposed of at each RDBN landfill?
- How much of that waste is industrial waste and hazardous waste?
- Over what time period is the waste proposed to be disposed?
- What waste reduction activities will be conducted to minimize waste generated (recycling, composting, etc.).

There is no certainty that the RDBN may be able to accommodate certain solid waste from pipeline construction and worker camps at our landfills. There needs to be discussions relating to the capacity of our facilities, our operational limitations, and our long term costs well in advance of any request to utilize RDBN facilities. Without this information there is no way to identify the potential impacts on our infrastructure.

The RDBN's ability to accept liquid waste at our facilities is very limited. The most practical solution may be the disposal of liquid waste at municipal facilities; however, the capacity of municipal facilities to accommodate the waste from all of the potential pipeline projects is likely not known. It may be in the best interest of the pipeline companies to begin working with municipalities to identify their capacity to accept liquid waste, identify any facility upgrades that may be necessary, and discuss the fees that may be associated with utilizing municipal facilities. It may also be an option to develop a regional facility. The pipeline development may be an opportunity for the region to obtain upgrades to infrastructure for the benefit of the region's residents. This same opportunity may be available for municipal water systems.

The pipeline companies may prefer to allow the construction contractors and worker camp operators to sort out the manner in which solid and liquid waste is disposed once the contracts have been awarded. The Regional District is concerned that this process will result in the inability of the Regional District to plan for notable increases in landfill utilization, and missed opportunity for improvements to municipal infrastructure and revenue generation.

### **Invasive Plant Control**

In 2013 the Northwest Invasive Plant Council (NWIPC) spent approximately \$699,815 on weed control in their region. The RDBN contributed \$37,000 to this work. Invasive plants commonly spread along cleared areas such as road and utility right of ways. Therefore, in 2013 the Ministry of Transportation contributed \$277,000, and the Ministry of Natural Resource Operations contributed \$295,000 to the NWIPC in support of their weed control efforts.

The proposal to develop invasive Plant Management Plans in the future does not ensure that the management will be adequate and that it will be implemented long term. Also, those plans will likely only deal with invasive species control in the right of way. There is no commitment or requirement for the Proponent to deal with infestations travelling from the right of way onto adjacent lands within the RDBN. As the proposed pipelines can be expected to facilitate the spread of invasive plants in the long term it is appropriate that pipeline companies develop and commit to implementing a weed control plan within the right of way, and commit to provide annual funding to the Northwest Invasive Plant Council to support their weed control efforts in the RDBN.

### **Fire Protection and Emergency Response**

The pipeline companies should prepare, as a requirement of the EA process, fire protection and emergency management plans in consultation with the Regional District that include communications protocols and evacuation plans for camps and workers.

The pipeline companies may prefer to allow the construction contractors and worker camp operators to develop fire protection and emergency management plans once the contractors are hired. The Regional District is concerned that this process will result in the inability of the RDBN to ensure that the plans are adequate and will result in inconsistent plans and protocols between camps, and pipeline contractors.

### **Log and Wood Fibre Utilization**

The cutting of trees and the long term loss of forested lands associated with the proposed pipeline represents a negative impact to the long term sustainability of the regions forest industries. To minimize this loss it is important that all useable logs cut from the pipeline right of way be utilized. It is expected that the logs that can be economically harvested and transported to an end user would be sold. The RDBN has expressed concern that where the cost of harvesting and transportation are too high the logs will not be utilized in support of the forest products industries. The RDBN would like the pipeline companies to ensure that wood fibre is utilized in support of the forest products industries even if it cannot be sold or otherwise economically transported to market.

**Employee Training and Apprenticeships**

The pipeline companies should prepare and identify in consultation with local governments, as a requirement of the EA process, specific strategies to facilitate the training of workers in the region. These strategies should identify the specific commitments regarding the steps that will be taken to ensure local employment is maximized, and that apprenticeship positions for local employees are provided.

**Use of Local Business**

The pipeline companies should prepare and identify in consultation with local governments, as a requirement of the EA process, specific strategies to allow local business to take advantage of the opportunity offered by the pipeline. Early communications with local business regarding the opportunities that will be available, and the scaling of contracts to a size that is manageable by local business, are important considerations to ensure that opportunities are available to local entrepreneurs.

The Regional District is concerned that very few contracts associated with pipeline construction will go to local business given the scale of the contracts and a lack of knowledge of the procurement process.

**The Oil and Gas Commission (OGC) Permitting Process**

It is becoming clear through discussions with the OGC, and experience with their referral process, that the OGC permitting process will not provide an appropriate opportunity to address the above noted issues. If the issues are not dealt with at the EA stage there is no reason to believe that they will be addressed appropriately.

These issues should be assessed as part of the EA process and should be addressed in the EAO's Assessment Report and through Certificate Conditions.

Sincerely,



Chair Bill Miller  
Regional District of Bulkley-Nechako





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

REGIONAL DISTRICT  
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

October 14, 2014

Sacha Plotnikow, Project Manager  
Roy Northern Land and Environmental  
[sacha@roynorthernbc.com](mailto:sacha@roynorthernbc.com)

Keri Bruce, Land Representative  
Prince Rupert Gas Transmission Limited Partnership  
[keri-lynn\\_bruce@transcanada.com](mailto:keri-lynn_bruce@transcanada.com)

Sent by e-mail

Re: Notification / Invitation to Consult Regarding the Prince Rupert Gas Transmission Project

This letter is provided by the Board of the Regional District of Bulkley-Nechako regarding your Notification / Invitation to Consult with the Regional District (your documents PRGT004776-TC-LA-CC-0424. The Regional District of Bulkley-Nechako would like to accept TransCanada's invitation to consult with respect to the pipeline project and associated facilities.

The Regional District has a number of issues relating to the proposed pipeline that we are eager to address further with TransCanada and the Oil and Gas Commission (OGC). TransCanada is aware of the pipeline related issue through our dealings on the Coastal GasLine Pipeline project. And we are concerned that further delay in addressing the issues, and waiting for the construction contractors and worker camp operators to address the issues with the Regional District may have unnecessary negative implications to all parties. Therefore, we would like the issues to be addressed at this time.

The RDBN's issues relate to the following:

#### **The Location and Size of Worker Camps and other Pipeline Facilities**

Issues associated with the location of worker camps and other facilities associated with pipeline construction such as emergency response, waste disposal, traffic management, local employment and local business opportunities, etc. have not been adequately addressed. We note that the location of all facilities should be discussed with the Regional District so that any Regional District issues related to specific locations can be raised.

#### MUNICIPALITIES:

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

#### ELECTORAL AREAS:

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FX: 250-692-3305

TF: 800-320-3339

Further information relating to the location of proposed pipeline facilities in the Regional District are discussed in the attached brochure.

### **Solid and Liquid Waste Disposal**

The RDBN requires information regarding the pipeline's solid waste disposal needs to allow the RDBN to identify any potential impacts on our infrastructure, and determine our ability to accommodate the waste. For example the following information is required.

- How much solid waste (in tonnes) is proposed to be disposed of at each RDBN landfill?
- How much of that waste is industrial waste and hazardous waste?
- Over what time period is the waste proposed to be disposed?
- What waste reduction activities will be conducted to minimize waste generated (recycling, composting, etc.)

There is no certainty that the RDBN will be able to accommodate certain solid waste from pipeline construction and worker camps at our landfills. There needs to be discussions relating to the capacity of our facilities, our operational limitations, and our long term costs well in advance of any request to utilize RDBN facilities.

The RDBN's ability to accept liquid waste at our facilities is very limited. The most practical solution may be the disposal of liquid waste at municipal facilities; however, the capacity of municipal facilities to accommodate the waste from all of the potential pipeline projects is likely not known. It may be in the best interest of TransCanada Pipelines Ltd. to begin working with municipalities to identify their capacity to accept liquid waste, identify any facility upgrades that may be necessary, and discuss the fees that may be associated with utilizing municipal facilities. It may also be an option to develop a regional facility. This may be an opportunity for the region to obtain upgrades to infrastructure for the benefit of the region's residents. This same opportunity may be available for municipal water systems. The RDBN's Environmental Services Department is open to facilitating the necessary discussions between the municipalities and the pipelines.

TransCanada has indicated that their preference, with regard to the Coastal GasLink Pipeline, is to allow the construction contractors and worker camp operators to sort out the manner in which solid and liquid waste is disposed once the contracts have been awarded. The Regional District is concerned that this process will result in the inability of the Regional District to plan for notable increases in landfill utilization, and missed opportunity for improvements to municipal infrastructure and revenue generation.

The RDBN has requested that waste management plans for construction sites and construction camps be developed and be preceded by an evaluation of the capacity of local facilities to accommodate waste, including an assessment of the opportunity for infrastructure upgrades to accommodate liquid waste. The RDBN also requested an evaluation of the capacity of local facilities to provide potable water to the work camps and an assessment of the opportunity for infrastructure upgrades necessary to provide potable water. Representatives from TransCanada have indicated that this evaluation work will begin in the fall of 2014;

however, we are not aware that this work has begun. This same request applies to the Prince Rupert Gas Transmission Project.

### **Invasive Plant Control**

The proposed Prince Rupert Gas Transmission Project right of way can be expected to facilitate the spread of invasive plants. The RDBN requests that TransCanada develop and commit to implementing an invasive plant management plan within the right of way which is reviewed by the RDBN, and commit to provide annual funding to the NWIPC to support their weed control efforts in the RDBN.

### **Fire Protection and Emergency Response**

The RDBN requests that TransCanada consult with the RDBN regarding fire protection and emergency response, and develop an emergency management plan that includes communications protocols and evacuation plans for camps and workers.

TransCanada has indicated that their preference, with regard to the Coastal GasLink Pipeline, is to allow the construction contractors and worker camp operators to develop the emergency management plans once the contractors are hired. The Regional District is concerned that this process will result in the inability of the RDBN to ensure that the plans are adequate and will result in inconsistent plans and protocols between camps, and pipeline contractors. Of particular concerns are the communications protocols and emergency evacuation components of the plan.

### **Log and Wood Fibre Utilization**

The cutting of trees and the long term loss of forested lands associated with the proposed pipeline represents a negative impact to the long term sustainability of the regions forest industries. To minimize this loss it is important that all useable logs cut from the pipeline right of way be utilized. It is expected that the logs that can be economically harvested and transported to an end user would be sold. The RDBN has expressed concern that where the cost of harvesting and transportation are too high the logs will not be utilized in support of the forest products industries. The RDBN would like TransCanada Pipelines Ltd. to ensure that wood fibre is utilized in support of the forest products industries even if it cannot be sold or otherwise economically transported to market.

### **Employee Training and Apprenticeships**

The RDBN requests that TransCanada Pipelines Ltd. identify the specific actions that will be taken to ensure local employment is maximized, and that apprenticeship positions for local employees are provided. The RDBN would also like to be included in the process to plan for worker training and utilization.

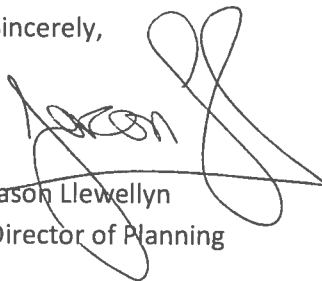
**Use of Local Business**

The RDBN encourages TransCanada to do all that is possible to scale the size of contracts related to pipeline construction and operation in a manner which allows local business to take advantage of the opportunity offered by the pipeline. Early communication with local business regarding the opportunities that will be available has also been identified as important to ensure that these opportunities are taken advantage of by local entrepreneurs. The specific actions that TransCanada is committing to undertake to maximize the involvement of local business in the pipeline construction, and maintenance, process needs to be further discussed and confirmed with the RDBN.

The Regional District remains concerned that very few contracts associated with pipeline construction will go to local business given the scale of the contracts and a lack of knowledge of the procurement process. There is opportunity for local businesses to expand or be created as a result of pipeline construction; however, the extent of the local opportunity is entirely dependent on the business practices of TransCanada Pipelines Ltd. We would like to understand the specific steps that TransCanada Pipelines Ltd. is planning to take to take maximize local opportunity.

The Regional District of Bulkley-Nechako looks forward to addressing these issues with TransCanada and the OGC as part of the OGC permitting process.

Sincerely,



Jason Llewellyn  
Director of Planning

cc: Peter Wijtkamp, Manager, Special Projects, OGC (Peter.Wijtkamp@bcogc.ca)



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** January 26, 2023  
**Subject:** Electoral Areas B and E Parks and Trails Master Plan

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

That the Board authorize staff to enter a contract with Lees and Associates for the completion of a Parks and Trails Master Plan for Electoral Areas B and E.

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**BACKGROUND:**

The Planning Department issued a request for proposals (RFP) for the development of a Parks and Trails Master Plan for Electoral Areas B and E in September 2022. The RFP was posted in coordination with the Village of Burns Lake, which simultaneously posted an RFP for a Recreation and Parks Master Plan for the municipality. The RDBN and the Village encouraged proponents to submit proposals to complete the two Master Plans at the same time in a manner that maximizes project efficiency and increases coordination between the two Master Plans.

The purpose of the RDBN Master Plan is to provide a strategy and action plan for recreation, parks, and trails in Electoral Areas B and E which builds on the successes of existing outdoor recreation service providers, identifies the role of the Regional District in providing new and improved outdoor recreation services, and establishes a priority list of projects and tasks to be undertaken to meet community recreation needs over the next ten years. The goal is to ensure that the Regional District provides parks and trails services in a coordinated, cooperative, and cost-effective manner at a level that is sustainable for taxpayers.

The \$50,000 cost of the study is to be funded by the Northern Capital Planning Grant.

**STAFF'S RECOMMENDATION:**

The RDBN received and reviewed five quality proposals for the project. The proposals were reviewed by the Director of Planning, the Director of Finance, and the Planning and Parks Coordinator for the RDBN. In staff's opinion, Lees and Associates demonstrated the best overall understanding of the project and have notable experience in rural parks and trails planning. Their proposal also has the project being completed in the timeliest manner.

The combined scores awarded by the RDBN reviewers for each proposal are shown in the table below.

	Qualifications & Experience	Methodology & Workplan	Fee	Proposal Quality	<b>TOTAL</b>
Lees and Associates	24	23	29	9	<b>85</b>
WSP	23	22	29	9	<b>83</b>
McElhanney	24	22	29	8	<b>83</b>
Clear Course	22	22	30	9	<b>82</b>
Lanarc	23	21	29	8	<b>81</b>

The Village of Burns Lake has selected the Lees and Associates proposal for the municipal Master Plan. As the Lees and Associates proposals are preferred by both the RDBN and Village staff it is recommended that the Board authorize staff to enter a contract with Lees and Associates for completion of the Parks and Trails Master Plan for Electoral Areas B and E.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** January 26, 2023  
**Subject:** Recreation Contribution Grant Program

---

### **RECOMMENDATIONS:**

**(all/directors/majority)**

That the Board review the attached terms of reference, policy document, and application documents for the Recreation Contribution Grant Program and direct staff to do the following:

1. provide the documents to municipalities participating in the service for comment; and
  2. report back to the Board with recommendations regarding approval of the Terms of Reference and Policy.
- 

### **PARKS AND TRAILS STUDY BACKGROUND**

As a result of public pressure for increased recreation facilities in the rural area, and a recognition of the importance of outdoor recreation to quality of life and regional economic development, the RDBN Board directed staff to hire a consultant to undertake a Parks and Outdoor Recreation Study. The purpose of the study was to provide an analysis of the parks and recreation demand and expectations across the region, discuss service delivery models, and guide RDBN decision making regarding the provision of parks and trails services in the rural area.

The completed study was presented to the RDBN Board at its June 18, 2020 Board Meeting. The Board directed staff to develop a strategy to implement the report's recommendations. The implementation strategy approved by the Board included the following 2 steps.

#### **Step 1 Establishment of an RDBN Parks and Trails Service**

This service includes the ownership and operation of recreation assets in the rural area by the RDBN (commuter trails, boat launches, community parks, etc.). Given the notable regional variation in the demand for RDBN owned and operated facilities the decision was

made to create the following four separate service areas, which were established by bylaw in 2021.

1. Electoral Area A Service Area (Electoral Area A, Town of Smithers)
2. Electoral Area B and E Service Area (Electoral Area B and E, Village of Burns Lake)
3. Electoral Area C Service Area (Electoral Area C, District of Fort St. James)
4. Electoral Area G Service Area (Electoral Area G, District of Houston, Village of Granisle)

Examples of RDBN owned and operated facilities include the Cycle 16 Trail and Hospital Point Park. The services provided to date have focused on Electoral Areas A, B and E.

## **Step 2 Establishment of a Recreation Contribution Service**

The Recreation Contribution Service, which is the primary subject of this report, includes the establishment of a grant program to support the operations of registered non-profit societies that are providing recreation opportunity for residents. The Parks and Trails Study clearly identified that many active volunteer clubs that currently maintain and operate outdoor recreation assets are facing significant challenges keeping up with maintenance requirements. The study showed a very high level of public support for the use of tax revenue to provide funding to non-profit societies that are maintaining recreation facilities.

The four Recreation Contribution service areas are the same four service areas as above, and were established by bylaw in 2022. This report is the next step in implementing this service in 2023.

## **RECREATION CONTRIBUTION SERVICE AND GRANT PROGRAM**

In late 2022 staff met with Electoral Area and Municipal Directors, and municipal staff to discuss the Recreation Contribution Service and taxation levels for 2023. The attached terms of reference, policy document and application documents were drafted by staff based on these discussions. Prior to finalizing these documents for the Board's formal consideration, staff would like to receive preliminary comments from the Board and participating municipalities.

### **Recreation Funds Advisory Committee (RFAC)**

It is proposed that a Recreation Funds Advisory Committee be created for each service area, made up of participating Electoral Area and Municipal Directors. The mandate of



each Committee is to do the following in accordance with the attached draft terms of reference and policy:

- a. make recommendations to the RDBN Board regarding the amount of funds to be collected through taxation for distribution to organizations providing recreation services for residents within the service area;
- b. provide direction to staff regarding the grant application process and application requirements;
- c. and, review applications for funding and make recommendations to the RDBN Board regarding the distribution of funding.

### **Recreation Contribution Grant Program Policy**

The proposed Recreation Contribution Grant Program Policy outlines the purpose of the Service, the general funding criteria, the eligibility requirements for applicants, and the grant allocation process. Staff received a wide variety of feedback from Directors and municipal staff regarding the criteria for eligibility for funding under the Recreation Contribution Grant Program. The eligibility requirements in the proposed policy are relatively broad and allow each Committee to set further conditions, if necessary, as part of the grant application process.

### **Next steps**

January – February	Municipal comments on draft terms of reference and policy
February	Board approval of terms of reference and policy
February	Committee recommendations and Board approval of Recreation Contribution taxation for 2023
March	Committee directed Grant Program call for applications
May	Committee consideration of applications
May – June	Committee recommendations and Board approval of Recreation Contribution Grant funding distribution
June – July	Funding agreements and distribution

### **ATTACHMENTS:**

1. "Parks and Outdoor Recreation Study"
2. Recreation Contribution Service Advisory Committees Terms of Reference
3. Recreation Contribution Grant Program Guide with Board Policy

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**RECREATION CONTRIBUTION SERVICE ADVISORY COMMITTEES**  
**TERMS OF REFERENCE**

**February 2023**

**PURPOSE**

The purpose of the Recreation Contribution Service Advisory Committees is to advise the Regional District of Bulkley-Nechako (RDBN) Board on the collection and distribution of funds raised pursuant to Recreation Contribution Service Establishment Bylaws 1976, 1977, 1978, and 1979 for the purpose of contributing financially to organizations providing recreation services for residents within the service areas established by the Recreation Contribution Service Establishment Bylaws.

There shall be a separate Recreation Contribution Service Advisory Committee (Committee) established for each of the following service areas:

- a. Electoral Area A and the Town of Smithers;
- b. Electoral Area B, Electoral Area E, and the Village of Burns Lake;
- c. Electoral Area C and the District of Fort St. James;
- d. Electoral Area G, the District of Houston, and the Village of Granisle.

**MEMBERSHIP**

Each Committee shall consist of:

- a. The Electoral Area Director for each Electoral Area participating in the Service.
- b. The Municipal Director for each municipality participating in the Service.

The Chair of each meeting will be appointed at that meeting.

**MANDATE**

The mandate of each Committee is to do the following:

- a. Make recommendations to the RDBN Board regarding the amount of funds to be collected through taxation for distribution to organizations providing recreation services for residents within the service area.
- b. Evaluate applications for funding through the Recreation Contribution Service and make recommendations to the RDBN Board regarding the allocation of funds.

**MEETINGS**

- a. Each Committee will meet as required but not less than once a year.
- b. Committee meetings may be electronic or in person.
- c. A quorum for each Committee is all Committee members.
- d. Minutes of each Committee meeting shall be kept by RDBN staff.
- e. Planning Department staff shall, in Coordination with the Committee Chairs, support the Committees, coordinate meetings, prepare agendas and minutes, and report to the Board as necessary with Committee recommendations.
- f. Each municipality with a municipal member is invited to assign a staff person to support the Committee members and attend meetings.
- g. Committee meetings are open to the public; however, only Committee members and support staff have speaking privileges. Delegations that wish to address the Committee must seek approval from the Committee through a written request.

**Regional District of Bulkley-Nechako  
Recreation Contribution Grant Program Guide**

**APPLICATIONS MUST BE MADE 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: [planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)

**NOTE TO APPLICANTS:**

- Recreation Contribution Grant Program applications will only be accepted in response to an RDBN call for applications. The call for applications will be posted in the local newspaper, through social media, and on the RDBN's website and will contain supplemental information relating to application guidelines, eligibility requirements, and application deadlines.
- Please use the attached RDBN Board Policy and Application Completion instructions as a guideline when making application and be advised that the Regional District of Bulkley-Nechako reserves the right to vary from policy from time to time as it deems appropriate.
- Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.
- If you have any questions or require assistance with an application please contact the Planning 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: [planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
RECREATION CONTRIBUTION GRANT PROGRAM POLICY**

**PURPOSE**

To provide funding to support the operations of registered non-profit societies that are providing recreation opportunity for residents in one or more of the following service areas:

- a. Electoral Area A and the Town of Smithers;
- b. Electoral Area B, Electoral Area E, and the Village of Burns Lake;
- c. Electoral Area C and the District of Fort St. James;
- d. Electoral Area G, the District of Houston, and the Village of Granisle.

The intent is to provide multi year funding for operational expenses to provide societies with the increased financial certainty necessary for longer term planning for the provision of recreation opportunity to the community. Multi year funding also increases the efficiency of the RDBN's administrative process.

**POLICY APPLICATION**

This policy shall apply to all applications for funding raised pursuant to the following bylaws:

- a. Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022;
- b. Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022;
- c. Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022;
- d. Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022.

**FUNDING CRITERIA / ELIGIBILITY REQUIREMENTS**

To qualify for funding through the Recreation Contribution Grant Program the applicant must be a registered non-profit society in good standing under the *BC Societies Act*, and the recreation activity must be available to residents of the applicable service area.

When considering applications for funding through the Recreation Contribution Grant the following factors may be considered:

- a. The level of public participation and ease of public access to the recreation activity.
- b. The amount of annual trail maintenance, grooming, or track setting.
- c. The community need for the recreation activity.
- d. The recreation activity is the responsibility of another level of government.
- e. The positive impact on the well-being of the community.
- f. Joint applications from organizations cooperating on a project, such as hiring a contractor to maintain trails.
- g. The society's record of community service and good financial and administrative management.
- h. The society's financial need.

### **GRANT ALLOCATION PROCEDURE**

Funding availability will be reviewed each year by the Recreation Contribution Service Advisory Committee and the RDBN Board as part of the budgeting process for the applicable service areas. As funding agreements may be for multiple years, applications may not be accepted every year. When grant funding is available for allocation staff, in coordination with the applicable Recreation Contribution Service Advisory Committee, will advertise that applications are being accepted under the Recreation Contribution Grant Program. Applications must be made on the application form provided by staff.

Applications will be evaluated, and funding allocation decisions made in accordance with the following.

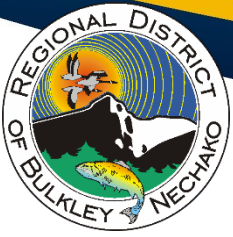
- a. Call for Applications. The RDBN will advertise a call for applications under the Recreation Contribution Grant Program. This call for applications will include additional details such as application guidelines, eligibility requirements, funding availability and application deadlines. Unless otherwise stated funding is capped at an annual maximum of \$15,000 per Society.
- b. Application review by RDBN staff. Staff shall review applications for completeness, may request additional information from applicants, and may consult with municipal staff as necessary. The results of staff's review shall be summarized in a report to the Committee.
- c. Application review by the Recreation Contribution Service Advisory Committee. The Committee will evaluate the applications in accordance with this policy and identify the applications selected for funding. The Committee may identify any recommended funding conditions for the Board's consideration.

- d. RDBN Board funding allocation decisions. The RDBN Board will receive the recommendations of the Recreation Contribution Service Advisory Committee and make the funding allocation decisions at a Regular Board meeting. Funding is provided or denied entirely at the discretion of the RDBN Board
- e. Funding Agreement. Upon Board approval of funding under the Recreation Contribution Grant Program the Society must enter into a Funding Agreement to the satisfaction of RDBN staff prior to receiving any funds.

## **FUNDING AGREEMENTS**

If funding under the Recreation Contribution Grant Program is approved, the Society must enter into a Funding Agreement with the RDBN. Staff shall determine the content of the funding agreements and enter funding agreements at their discretion in accordance with Board approval of funding. Funding agreements shall typically include the following:

- a. the term of the Agreement (up to five [5] years);
- b. the annual funding to be provided;
- c. the use of the funds, and the return of unused or misused funds;
- d. the annual reporting requirements;
- e. indemnity, liability, and insurance requirements;
- f. amendment and termination clause.



**APPLICATION FORM  
RECREATION CONTRIBUTION GRANT PROGRAM**

**APPLICATION SUBMITTED BY:**

Organization \_\_\_\_\_

Applicant Name  
and Title \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone: (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

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

**APPLICATION SUMMARY:**

Please briefly describe the proposed use of the funds and the recreation activity supported by the requested grant funding.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Multi-Year funding request up to 5 years:

Year 1 \_\_\_\_\_

Year 2 \_\_\_\_\_

Year 3 \_\_\_\_\_

Year 4 \_\_\_\_\_

Year 5 \_\_\_\_\_

Total Amount of Grant  
Funding Requested \_\_\_\_\_



**APPLICANT PROFILE:**

\*Attach Society's Annual Report

Describe the recreation activity that your organization provides to the community which will be supported by the requested funding.

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Is your organization volunteer based and non-profit?     YES             NO

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

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Comment on the number of members/volunteers in your organization, the annual volunteer hours required to support the recreation activity provided, and the number of years your organization has been providing the recreation opportunity to the community.

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**Recreation activity supported:**

Describe how receipt of the requested grant funding will result in improved recreation opportunity to residents.

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Comment on the level of public participation in the recreation activity to be supported by the requested funding.

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Describe the geographic area served by the recreation activity your organization provides.

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Discuss the community need for the recreation activity to be supported by the requested funding and how the activity contributes to the well-being of the community.

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**Funding and Financial Information**

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

- a. Grants/funding from other sources.
- b. Funding from fund raising activities.
- c. Funding from membership fees and user fees.
- d. Total expenses for the fiscal year, including operational expenses.
- e. Any monies and/or benefits paid to members or officers.

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

If yes, complete the following chart.

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

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

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

### Applicable Service Area

Indicate which Recreation Contribution Service Area you are applying to for funding:

- Electoral Area A and Town of Smithers Service Area
- Electoral Area E, Electoral Area B and the Village of Burns Lake Service Area
- Electoral Area C and District of Fort St James Service Area
- Electoral Area G, District of Houston and Village of Granisle Service Area

Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.

\*Please remember to attach the following documents:

- Organization's Annual Report
- Financial information, ie., budget/financial report

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)



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Steve Davis, Building Inspector  
**Date:** January 26, 2023  
**Subject:** Section 57 Notice on Title, 2474 Highway 27, Electoral Area "C"

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

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot 38, District Lot 314, Range 5, Coast District, Plan 9563 (2474 Highway 27)

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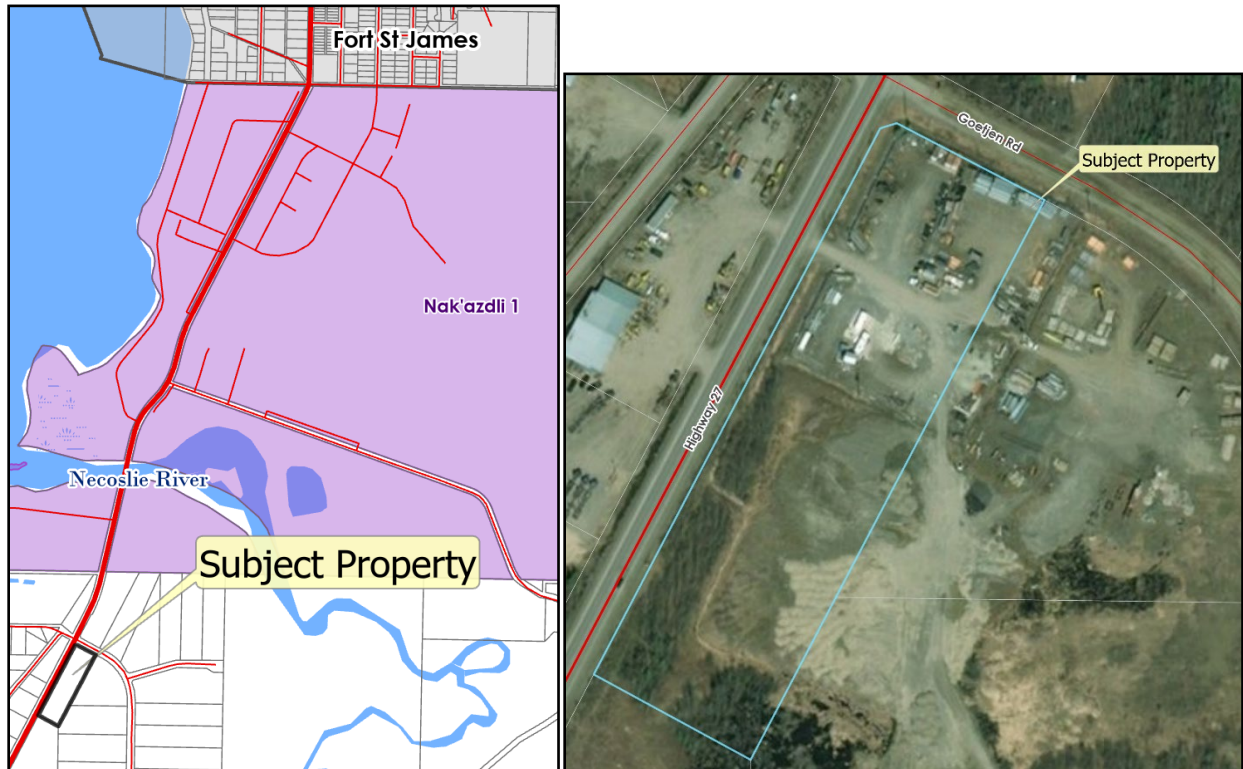
**EXECUTIVE SUMMARY**

A storage building at 2474 Highway 27 was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

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

## BACKGROUND

The property owner has constructed a storage building without a building permit. An incomplete building permit application has been received from the property owner, but it is missing critical information and the owner has not responded to requests to complete the application.



## HISTORY

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

### February 9, 2021

A Building Inspector became aware of a storage building that had been built without a building permit. The building was visible from the highway and was built using shipping containers. There is evidence that a bathroom had also been added. No one was present on the property at the time of the site inspection.

**February 10, 2021**

A letter (attached) was hand delivered to the property and sent by registered mail to the property owner at the address listed on the Certificate of Title. The letter outlines the requirement for a building permit. The registered letter was returned by the post office with a note that the mailing address did not exist.

**February 15, 2021**

Phone calls were made to the phone number displayed on the building, and messages were left asking the property owner to contact the Building Inspector. No response was received.

**May 14, 2021**

The Building Inspector conducted a site visit and left a business card with a request that the property owner contact the Building Inspector. Copies of the previous sent letters

were affixed to the office door of the building with the business card. No response was received.

### **January 12, 2022**

A letter (attached) was mailed by registered mail to the address listed with B.C. Assessment and to an address found online. The letter asks for immediate action to avoid enforcement.

### **May 12, 2022**

An incomplete building permit application was received from the property owner's agent. As the building was constructed using shipping containers as structural supports, a set of signed plans and a "Schedule B- Assurance of Professional Design and Commitment for Field Review" from an engineer was requested by email (attached) from the agent. No response was received.

### **September 14, 2022**

An email (attached) was sent to the property owner's agent requesting the missing application information, and a phone message was left. No response was received.

### **December 6, 2022,**

A letter (attached) was sent by registered mail to the property owner requesting immediate action to prevent further enforcement action. No response was received.

### **January 6, 2023**

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

## **SECTION 57 REQUIREMENTS**

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

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected



at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.

- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate Officer.
- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

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

#### **FURTHER ENFORCEMENT ACTION**

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



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

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

February 10, 2021

Little River Excavating Ltd. Inc.

To whom it may concern,

**RE: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,  
CONTRAVENTION ON 2474 HIGHWAY 27 – LOT 38, DISTRICT LOT 314, RANGE 5, COAST  
DISTRICT, PLAN 9563**

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

- Construction of a building without the benefit of a building permit.

Please fill out the enclosed Building Permit application and return to our office for review along with the required documentation. Once we approve your Permit application, we can issue you the required Building Permit. In order to avoid any further action please obtain your Building Permit within the next 30 days. Please contact the undersigned if you have any questions regarding this matter. You can reach me at [steve.davis@rdbn.bc.ca](mailto:steve.davis@rdbn.bc.ca) or at 250-692-3195.

Yours truly,

Steve Davis,  
Building Inspector

Copy: Director Tom Greenaway- Rural Director Electoral Area 'C'  
Jason Llewellyn – Director of Planning.

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339



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

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

Little River Excavating Ltd. Inc.

January 11, 2022

To whom it may concern,

**RE: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,  
CONTRAVENTION ON 2474 HIGHWAY 27 – LOT 38, DISTRICT LOT 314, RANGE 5, COAST  
DISTRICT, PLAN 9563**

We have not had any response from you regarding our letter of February 10, 2021 (enclosed). Specifically, the issue in question is the construction of a storage building without the benefit of a building permit. If no building permit application is received within the next 30 days, further enforcement actions will be taken, which could include notice on property title or remedial actions.

Please contact the undersigned if you have any questions regarding this matter. You can reach me at [steve.davis@rdbn.bc.ca](mailto:steve.davis@rdbn.bc.ca) or at 250-692-3195.

Yours truly,

Steve Davis,  
Building Inspector

Copy: Director Tom Greenaway- Rural Director Electoral Area 'C'  
Jason Llewellyn – Director of Planning.

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339



Steve Davis

Building Inspector

Office Phone: 250-692-3195 / 1-800-320-3339

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

**From:** Steve Davis

**Sent:** Thursday, May 12, 2022 1:30 PM

**To:**

**Cc:** Jason Berlin <[jason.berlin@rdbn.bc.ca](mailto:jason.berlin@rdbn.bc.ca)>; Richard Wainwright <[richard.wainwright@rdbn.bc.ca](mailto:richard.wainwright@rdbn.bc.ca)>

**Subject:** Building permit application for storage building at 2474 Highway 27 S

Good afternoon Yves,

Thanks for submitting a building permit application for the unpermitted storage building built at 2474 Highway 27 S. To complete the application, we will need the following items:

- Copy of the Certificate of Title dated within 30 days of the date of the application as proof of property ownership and copies of any covenant, easement, right of way charges registered on title. These can be downloaded from the Land Transfer and Survey Authority at <https://myltsa.ltsa.ca/explorer>;
- Truss drawings from the truss manufacturer;
- A set of plans signed and sealed by a structural engineer for the building, due to it being supported by shipping containers which are outside of the scope of Part 9 of the BC Building Code, and a copy of "Schedule B - Assurance of Professional Design and Commitment for Field Review".

Please let me know if you have any questions about any of these items.

Regards,



Steve Davis

Building Inspector

Office Phone: 250-692-3195 / 1-800-320-3339

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

**From:** [Steve Davis](#)  
**To:**  
**Cc:** [Jason Berlin](#); [Richard Wainwright](#)  
**Subject:** RE: Building permit application for storage building at 2474 Highway 27 S  
**Date:** Wednesday, September 14, 2022 2:55:00 PM  
**Attachments:** [image002.png](#)

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Hi Yves,

I have not heard back from you regarding this application since my email back on May 12, 2022. I am still waiting to receive the resubmitted Contaminated Site Disclosure Statement, as well as the following documents requested in my earlier email on May 12, 2022. Please provide the requested documentation to complete the building permit application.

Kind regards,

**Steve Davis**

Building Inspector

**Regional District of Bulkley-Nechako**

Phone: (250) 692-3195 or Toll Free: 1-800-320-3339

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

*I respectfully acknowledge that I work, live and play on the traditional territories of the First Nations in the Lakes District.*



**From:** Steve Davis

**Sent:** Thursday, May 12, 2022 2:41 PM

**To:** '

**Cc:** Jason Berlin <[jason.berlin@rdbn.bc.ca](mailto:jason.berlin@rdbn.bc.ca)>; Richard Wainwright <[richard.wainwright@rdbn.bc.ca](mailto:richard.wainwright@rdbn.bc.ca)>

**Subject:** RE: Building permit application for storage building at 2474 Highway 27 S

Hi Yves,

After reviewing the Contaminated Site Disclosure Statement, we will need to submit it to the Ministry of the Environment due to the 'Yes' in Section III. Before that we will need all of the areas filled in. Please resubmit the statement including the following information;

- Coordinates (Latitude and Longitude);
- Schedule 2 Reference (for example - C1 - foundries or scrap metal smelting)
- Additional Information- provide a brief summary of the planned activity and proposed land use at the sight.

I have attached a copy of the Statement as provided, and Schedule 2 for the list of activities.

Regards,

**Steve Davis**

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**From:** Steve Davis  
**Sent:** Thursday, May 12, 2022 1:30 PM  
**To:**  
**Cc:** Jason Berlin; Richard Wainwright  
**Subject:** Building permit application for storage building at 2474 Highway 27 S

Good afternoon Yves,

Thanks for submitting a building permit application for the unpermitted storage building built at 2474 Highway 27 S. To complete the application, we will need the following items:

- Copy of the Certificate of Title dated within 30 days of the date of the application as proof of property ownership and copies of any covenant, easement, right of way charges registered on title. These can be downloaded from the Land Transfer and Survey Authority at <https://myltsa.ltsa.ca/explorer>;
- Truss drawings from the truss manufacturer;
- A set of plans signed and sealed by a structural engineer for the building, due to it being supported by shipping containers which are outside of the scope of Part 9 of the BC Building Code, and a copy of "Schedule B - Assurance of Professional Design and Commitment for Field Review".

Please let me know if you have any questions about any of these items.

Regards,



**Steve Davis**

Building Inspector

Office Phone: 250-692-3195 / 1-800-320-3339

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



December 6, 2022

Little River Excavating Ltd. Inc.

**ATTENTION: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,  
CONTRAVENTION AT 2474 HIGHWAY 27.**

We have not received any replies from you or your contractor regarding the missing items required to complete the building permit application for the unpermitted storage building on your property known as 2474 Highway 27 – Lot 38, District Lot 314, Range 5, Coast District, Plan 9563.

Please complete your building permit application along with the required documentation and submit it to the RDBN within the next 30 days to prevent further enforcement action. The attached emails sent to your contractor list the outstanding items. Please contact the undersigned if you have any questions regarding this matter. You can reach me at [steve.davis@rdbn.bc.ca](mailto:steve.davis@rdbn.bc.ca) or at 250-692-3195.

Regards,

A handwritten signature in black ink, appearing to read "Steve Davis".

Steve Davis  
Building Inspector

copy: Judy Greenaway – Rural Director Electoral Area 'C';  
Jason Llewellyn – Director of Planning.



January 6, 2023

Little River Excavating Ltd.

Registered owner of Lot 38, District Lot 314, Range 5, Coast District, Plan 9563 (2474 Highway 27)

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

Dear Property Owners:

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on January 26, 2023 in the Board Chambers at the Regional District Offices, at 37 3<sup>rd</sup> Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of Lot 38, District Lot 314, Range 5, Coast District, Plan 9563 (2474 Highway 27) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that a storage building has been constructed at 2474 Highway 27 without the required building permit.

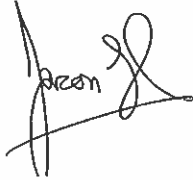
As the registered property owner you have the opportunity to provide comment to the RDBN Board for their consideration at their January 26, 2023 Board meeting regarding the proposed notice on title. You may provide written comment to the Board by mail or email to [inquiries@rdbn.bc.ca](mailto:inquiries@rdbn.bc.ca). Written comment must be received by the Regional District office by 12:00 pm, January 25, 2023. You may also make verbal representations to the RDBN Board at their January 26, 2023 Board meeting in person or by Zoom or telephone. Please contact Cheryl Anderson at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on January 25, 2023, to make arrangements to provide input at the meeting.

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



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

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Llewellyn". The signature is stylized with a large, sweeping initial "J" and a looped "L".

Jason Llewellyn  
Director of Planning

# Community Charter

## [SBC 2003] CHAPTER 26

### Part 3 — Additional Powers and Limits on Powers

#### Division 1 — Partnering and Other Agreements

#### **Note against land title that building regulations contravened**

**57** (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

(a) observes a condition, with respect to land or a building or other structure, that the inspector considers

(i) results from the contravention of, or is in contravention of,

(A) a municipal bylaw,

(B) a Provincial building regulation, or

(C) any other enactment

that relates to the construction or safety of buildings or other structures, and

(ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or

(b) discovers that

(i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and

(ii) the permit was not obtained or the inspection not satisfactorily completed.

(2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must

(a) give notice to the registered owner of the land to which the recommendation relates, and

(b) after notice under paragraph (a), place the matter before the council.

(3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

(a) a resolution relating to that land has been made under this section, and

(b) further information about it may be inspected at the municipal hall.

(4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).

(5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.

(6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.

(7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,

(a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,

(a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the [Land Title Act](#), and

(b) the assurance fund or the minister charged with the administration of the [Land Title Act](#) as a nominal defendant is not liable under Part 20 of the [Land Title Act](#).

(8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.

(9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

### **Cancellation of note against land title**

**58** (1) On receiving a report from a building inspector that the condition that gave rise to the filing of the notice under section 57 (3) has been rectified, the corporate officer must file a cancellation notice and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(2) An owner of land with respect to which a notice has been filed under section 57 (3), may apply to the council for a resolution that the note be cancelled.

(3) After hearing an applicant under subsection (2), the council may pass a resolution directing the corporate officer to file a cancellation notice.

(4) If a resolution has been passed under subsection (3), the corporate officer must file a cancellation notice in the land title office and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(5) If the council does not pass a resolution under subsection (3), the owner may apply to the Supreme Court and notify the municipality to attend before the court to show cause why the note should not be cancelled.

(6) On an application under subsection (5), after reviewing any evidence that the owner and the municipality may adduce, the court may make an order directing the registrar to cancel the note made under section 57 (5) and, on receiving the order, the registrar of land titles must cancel the note accordingly.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Steve Davis, Building Inspector  
**Date:** January 26, 2023  
**Subject:** Section 57 Notice on Title, 17011 Turner Frontage Road, Electoral Area "F"

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

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot 19, Section 10, Township 13, Range 5, Coast District, Plan 7053 (17011 Turner Frontage Road).

---

**EXECUTIVE SUMMARY**

A storage building at 17011 Turner Frontage Road was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

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

## BACKGROUND

The property owner has constructed a storage building without a building permit. The property owner has advised the Building Inspector that he will not be applying for a building permit.



## HISTORY

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

### March 9, 2022

Building Inspector became aware of a storage building that had been built without a building permit. The building was visible from the highway. A site visit was made to the property and a copy of the building permit application was left at the property.



**March 22, 2022**

A Stop Work Order (attached) was affixed to the subject building and a letter explaining the order was sent to the property owner by registered mail to the address listed on the Certificate of Title.

**March 30, 2022**

A phone call was received from the property owner to discuss the building permit application process. As the foundation for the building was not inspected prior to the pouring of concrete, the property owner was notified that an engineer would be required to review the structural aspects of the building and provide signed sealed plans and a Schedule B – “Assurance of Professional Design and Commitment for Field Review”. A list of engineers in the Prince George area was provided to the property owner by email, along with another copy of the building permit application.

**July 15, 2022**

The property owner was reached by phone to discuss the building permit application process. The property owner stated that as it was difficult and potentially expensive to get an engineer to review the building, it was unlikely that they would be moving forward with a building permit application. The process of a Section 57 – Notice on Title was explained to the property owner by the Building Inspector.

**December 6, 2022**

A letter (attached) was sent by registered mail to the property owner requesting immediate action to prevent further enforcement.

**January 6, 2023**

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

**SECTION 57 REQUIREMENTS**

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

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the

non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.

- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate Officer.
- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office.
- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

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

#### **FURTHER ENFORCEMENT ACTION**

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





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

REGIONAL DISTRICT  
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

Dallas Everett

March 22, 2022

Dear Mr. Everett,

**ATTENTION: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012, CONTRAVENTION AT 12345 MAPLE RD - LOT 19, SECTION 10, TOWNSHIP 13, RANGE 5, COAST DISTRICT, PLAN 7053**

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

- Construction of a storage building without a valid building permit.

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

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

Yours truly,

Steve Davis,  
Building Inspector

copy: Jerry Petersen – Rural Director Electoral Area 'F';  
Jason Llewellyn – Director of Planning.

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339



December 6, 2022

Dallas Everett

**ATTENTION: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,  
CONTRAVENTION AT 17011 TURNER FRONTAGE ROAD**

We have not received any building permit applications from you in regards to our Stop Work Notice and letter from March 22, 2022 (copy enclosed) regarding the developments on your property known as 17011 Turner Frontage Road - Lot 19, Section 10, Township 13, Range 5, Coast District, Plan 7053

Specifically, the item in contravention is:

- Construction of a storage building without the benefit of a building permit.

Please complete a building permit application along with the required documentation and submit it to the RDBN within the next 30 days to prevent further enforcement action. Please contact the undersigned if you have any questions regarding this matter. You can reach me at [steve.davis@rdbn.bc.ca](mailto:steve.davis@rdbn.bc.ca) or at 250-692-3195.

Regards,

A handwritten signature in black ink, appearing to read "Steve Davis".

Steve Davis  
Building Inspector

copy: Shirley Moon - Rural Director Electoral Area 'F';  
Jason Llewellyn - Director of Planning.



**January 6, 2023**

Dallas Everett

..

Registered owner of Lot 19, Section 10, Township 13, Range 5, Coast District, Plan 7053  
(17011 Turner Frontage Road)

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

Dear Property Owners:

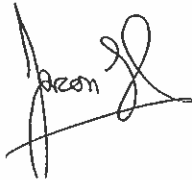
NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on January 26, 2023 in the Board Chambers at the Regional District Offices, at 37 3<sup>rd</sup> Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of Lot 19, Section 10, Township 13, Range 5, Coast District, Plan 7053 (17011 Turner Frontage Road) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that a storage building has been constructed at 17011 Turner Frontage Road without the required building permit.

As the registered property owner you have the opportunity to provide comment to the RDBN Board for their consideration at their January 26, 2023 Board meeting regarding the proposed notice on title. You may provide written comment to the Board by mail or email to [inquiries@rdbn.bc.ca](mailto:inquiries@rdbn.bc.ca). Written comment must be received by the Regional District office by 12:00 pm, January 25, 2023. You may also make verbal representations to the RDBN Board at their January 26, 2023 Board meeting in person or by Zoom or telephone. Please contact Cheryl Anderson at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on January 25, 2023, to make arrangements to provide input at the meeting.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Llewellyn". The signature is stylized with a large loop and a horizontal line crossing through it.

Jason Llewellyn  
Director of Planning

## Community Charter

### [SBC 2003] CHAPTER 26

#### Part 3 — Additional Powers and Limits on Powers

#### Division 1 — Partnering and Other Agreements

#### **Note against land title that building regulations contravened**

**57 (1)** A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

(a) observes a condition, with respect to land or a building or other structure, that the inspector considers

(i) results from the contravention of, or is in contravention of,

(A) a municipal bylaw,

(B) a Provincial building regulation, or

(C) any other enactment

that relates to the construction or safety of buildings or other structures, and

(ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or

(b) discovers that

(i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and

(ii) the permit was not obtained or the inspection not satisfactorily completed.

(2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must

(a) give notice to the registered owner of the land to which the recommendation relates, and

(b) after notice under paragraph (a), place the matter before the council.

(3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

(a) a resolution relating to that land has been made under this section, and

(b) further information about it may be inspected at the municipal hall.

(4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).

(5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.

(6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.

(7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,

(a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,

(a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the [Land Title Act](#), and

(b) the assurance fund or the minister charged with the administration of the [Land Title Act](#) as a nominal defendant is not liable under Part 20 of the [Land Title Act](#).

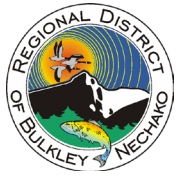
(8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.

(9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

### **Cancellation of note against land title**

**58** (1) On receiving a report from a building inspector that the condition that gave rise to the filing of the notice under section 57 (3) has been rectified, the corporate officer must file a cancellation notice and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

- (2) An owner of land with respect to which a notice has been filed under section 57 (3), may apply to the council for a resolution that the note be cancelled.
- (3) After hearing an applicant under subsection (2), the council may pass a resolution directing the corporate officer to file a cancellation notice.
- (4) If a resolution has been passed under subsection (3), the corporate officer must file a cancellation notice in the land title office and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.
- (5) If the council does not pass a resolution under subsection (3), the owner may apply to the Supreme Court and notify the municipality to attend before the court to show cause why the note should not be cancelled.
- (6) On an application under subsection (5), after reviewing any evidence that the owner and the municipality may adduce, the court may make an order directing the registrar to cancel the note made under section 57 (5) and, on receiving the order, the registrar of land titles must cancel the note accordingly.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Steve Davis, Building Inspector  
**Date:** January 26, 2023  
**Subject:** Section 57 Notice on Title, 2605 Fowler Road, Electoral Area "F"

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

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Block C of the South East  $\frac{1}{4}$  of District Lot 940, Cariboo District – 2605 Fowler Rd

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**EXECUTIVE SUMMARY**

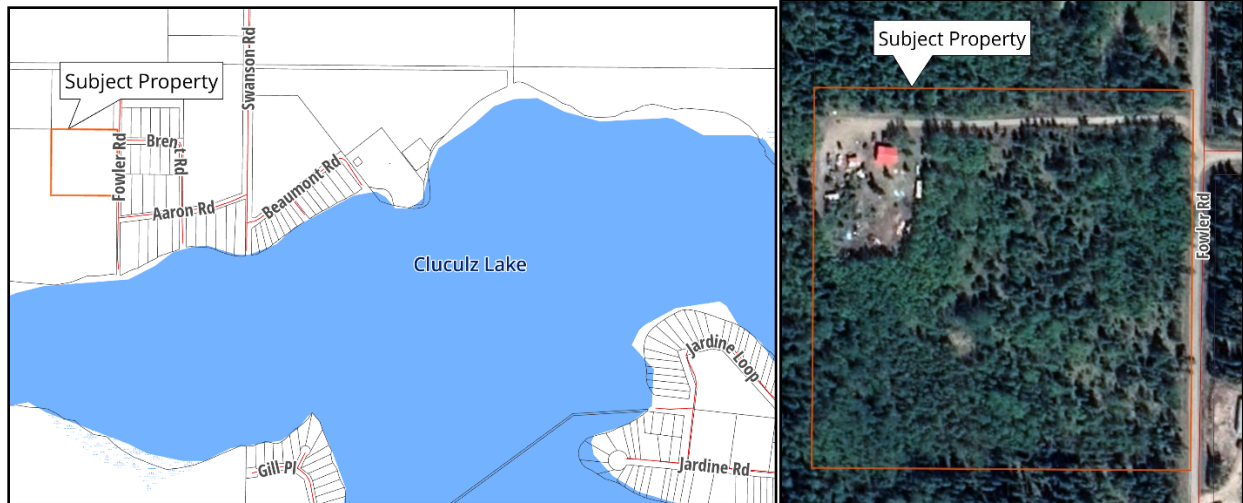
A residence at 2605 Fowler Road was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

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



## BACKGROUND

The property owner has constructed a dwelling without a building permit. An incomplete building permit application was received.



## HISTORY

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

### October 15, 2021

After receiving a complaint from the public, the Building Inspector became aware that a dwelling had been built without a building permit. A site visit to the property confirmed the presence of the dwelling, and the Building Inspector left a business card and a copy of the building permit application with a tenant who lived on the property in an RV. The tenant confirmed that the property owner was living in the unpermitted dwelling.



### October 22, 2021

A Stop Work Notice was posted on the building and a letter (attached) was sent by registered mail to the property owner at

the address listed on the Certificate of Title. The letter outlined the requirement for a building permit. A copy of the letter was also hand delivered to the property.

**October 25, 2021**

The property owner phoned to discuss the building permit requirements with the Building Inspector. After the discussion, a follow-up email (attached) was sent to the property owner.

**January 27, 2022**

An email (attached) was sent to the property owner to request a completed building permit application.

**January 28, 2022**

The property owner phoned in response to the email of January 27, and said he was working on building plans and would submit them with an application soon.

**July 19, 2022**

An incomplete building permit application was received from the property owner. A list of the outstanding items was emailed (attached) to the property owner.

**November 8, 2022**

An email (attached) was sent to the property owner requesting the outstanding items required to complete the building permit application.

**December 14, 2022**

A letter (attached) was sent by registered mail to the property owner requesting immediate action to prevent further enforcement action.

**January 6, 2023**

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

## **SECTION 57 REQUIREMENTS**

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

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

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

## **FURTHER ENFORCEMENT ACTION**

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



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

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

Duane Anderson

COPY

October 15, 2021

**ATTENTION:**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,**  
**CONTRAVENTION ON BLOCK C OF THE SOUTH EAST ¼ OF DISTRICT LOT 940, CARIBOO**  
**DISTRICT**

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

- Construction of a residence without a valid building permit.

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

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

Yours truly,

Steve Davis,  
Building Inspector

copy: Jerry Petersen – Rural Director Electoral Area 'F';  
Jason Llewellyn – Director of Planning.

MUNICIPALITIES:

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

ELECTORAL AREAS:

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

INQUIRIES@ROBN.BC.CA  
WWW.ROBN.BC.CA

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

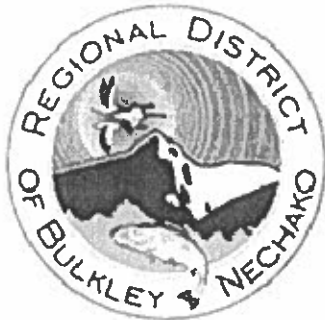
**Steve Davis**

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**From:** Steve Davis  
**Sent:** Monday, October 25, 2021 2:27 PM  
**To:**  
**Cc:** Jason Berlin; Richard Wainwright  
**Subject:** Building Permit Application for unpermitted dwelling at 2605 Fowler Rd

Good afternoon Duane,  
Thanks for calling to discuss applying for a building permit for the unpermitted dwelling at 2605 Fowler Rd. As mentioned on the phone, you will need to complete a building permit application along with the required documentation. You will also need to apply for a septic permit with Northern Health, they can be reached at 250-567-6900. Technical Safety BC handles permits for electrical and gas, you can reach them at 1-866-566-7233. BC Housing requires owner builders for all new residences to have passed their Owner Builder Authorization Exam. They can be reached at 1-800-407-7757, or by email at [licensinginfo@bchousing.org](mailto:licensinginfo@bchousing.org). Please let me know if you have any questions about any of these requirements.  
Regards,

Steve Davis, Building Inspector  
Regional District of Bulkley-Nechako  
PO Box 820 Burns Lake, BC V0J 1E0  
Tollfree: 1-800-320-3339  
Phone: 250-692-3195  
Fax: 250-692-1220



**Steve Davis**

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**From:** Steve Davis  
**Sent:** Thursday, January 27, 2022 1:47 PM  
**To:**  
**Cc:** Jason Berlin; Richard Wainwright  
**Subject:** RE: Building Permit Application for unpermitted dwelling at 2605 Fowler Rd

Good afternoon Duane,  
 I have not received any building permit applications from you for the unpermitted dwelling at 2605 Fowler Rd. Could you please let me know your plans? If we do not receive any applications we may need to move ahead with enforcement options.  
 Kind regards,

Steve Davis, Building Inspector  
 Regional District of Bulkley-Nechako  
 PO Box 820 Burns Lake, BC V0J 1E0  
 Tollfree: 1-800-320-3339  
 Phone: 250-692-3195  
 Fax: 250-692-1220



**From:** Steve Davis  
**Sent:** Monday October 25, 2021 2:27 PM  
**To:**  
**Cc:** Jason Berlin <jason.berlin@rdbn.bc.ca>; Richard Wainwright <richard.wainwright@rdbn.bc.ca>  
**Subject:** Building Permit Application for unpermitted dwelling at 2605 Fowler Rd

Good afternoon Duane,  
 Thanks for calling to discuss applying for a building permit for the unpermitted dwelling at 2605 Fowler Rd. As mentioned on the phone, you will need to complete a building permit application along with the required documentation. You will also need to apply for a septic permit with Northern Health, they can be reached at 250-567-6900. Technical Safety BC handles permits for electrical and gas, you can reach them at 1-866-566-7233. BC Housing requires owner builders for all new residences to have passed their Owner Builder Authorization Exam. They can be reached at 1-800-407-7757, or by email at [licensinginfo@bchousing.org](mailto:licensinginfo@bchousing.org). Please let me know if you have any questions about any of these requirements.  
 Regards,

Steve Davis, Building Inspector  
Regional District of Bulkley-Nechako  
PO Box 820 Burns Lake, BC V0J 1E0  
Tollfree: 1-800-320-3339  
Phone: 250-692-3195  
Fax: 250-692-1220



**Steve Davis**

---

**From:** Steve Davis  
**Sent:** Tuesday, November 8, 2022 3:54 PM  
**To:**  
**Cc:** Jason Berlin; Richard Wainwright; Fiona Richardson; 'Luiza Urbanczyk'  
**Subject:** RE: Building Permit Application

Good afternoon Duane,

We are still waiting to hear back from you regarding the building permit application you submitted for the unpermitted residence at 2605 Fowler Rd. We are still missing the items outlined in the email below. Please submit the rest of the documents in order to prevent enforcement actions.

Kind regards,

**Steve Davis**

Building Inspector

steve.davis@rdbn.bc.ca

This message is intended for the addressee(s) named and is confidential.

The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation.

**From:** Fiona Richardson <fiona.richardson@rdbn.bc.ca>

**Sent:** Tuesday, July 19, 2022 10:45 AM

**To:**

**Cc:** Jason Berlin <jason.berlin@rdbn.bc.ca>; Steve Davis <steve.davis@rdbn.bc.ca>; Richard Wainwright <richard.wainwright@rdbn.bc.ca>

**Subject:** Building Permit Application

Hello Duane,

Thank you for submitting the documents with your building permit application. In order to complete the application, the following items are required:

- Copy of the Certificate of Title dated within 30 days of the date of the application as proof of property ownership and copies of any covenant, easement, right of way charges registered on title. These can be downloaded from the Land Title and Survey Authority at <https://myltsa.ltsa.ca/explorer>;
- Application fee of \$460.80. You can submit the fee by cheque payable to the RDBN, or this can be paid online if you want at Credit Union online banking by searching for Bulkley-Nechako, RD – Utilities as the payee and use your permit number 912022 as the account number. Please let me know when this has been paid so I can let the Accounting Department know to look for it. We also now have a credit card option available for payment, you can find it by going to our website at [www.rdbn.bc.ca](http://www.rdbn.bc.ca) and looking for the OptionPay tab. They do add a small surcharge to pay for the transaction;
- BC Housing Owner Builder form. <https://www.bchousing.org/licensing-consumer-services/owner-builder/how-to-become-owner-builder> ; and
- A valid permit to construct a sewage disposal system for the building, or evidence that an Authorized Person has filed plans and specifications pursuant to Section 8 of the *BC Sewage Regulations*; or details of connection to a community sewage disposal system
- Site plan drawn to a scale showing the following:
  1. Measurements from the proposed building from all the property lines



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

All three building inspectors are copied on this email. Please let me know if you have any questions.

Sincerely,

**Fiona Richardson**

Development Services Clerk

**Regional District of Bulkley-Nechako** | [www.rdbn.bc.ca](http://www.rdbn.bc.ca)

37 3<sup>rd</sup> Avenue | PO Box 820, Burns Lake BC V0J 1E0

Office Phone: 250-692-3195 | 1-800-320-3339

*I respectfully acknowledge that I live and work on the traditional territories of the First Nations in the Bulkley and Nechako watersheds.*





December 14, 2022

Duane Anderson

**ATTENTION: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,  
CONTRAVENTION AT 2605 FOWLER ROAD.**

We have not received any replies from you regarding the missing items required to complete the building permit application for the unpermitted residence on your property known as 2605 Fowler Road - Block C, Part SE ¼, District Lot 940, Cariboo Land District.

Please complete your building permit application along with the required documentation and submit it to the RDBN within the next 30 days to prevent further enforcement action. The attached emails sent to you list the outstanding items. Please contact the undersigned if you have any questions regarding this matter. You can reach me at [steve.davis@rdbn.bc.ca](mailto:steve.davis@rdbn.bc.ca) or at 250-692-3195.

Regards,

Steve Davis  
Building Inspector

copy: Shirley Moon - Rural Director Electoral Area 'F';  
Jason Llewellyn - Director of Planning.



**January 6, 2023**

Duane Anderson

Registered owner of Block C of the South East  $\frac{1}{4}$  of District Lot 940, Cariboo District (2605 Fowler Road)

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

Dear Property Owners:

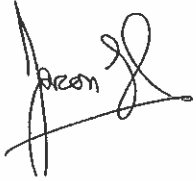
NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on January 26, 2023 in the Board Chambers at the Regional District Offices, at 37 3<sup>rd</sup> Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of Block C of the South East  $\frac{1}{4}$  of District Lot 940, Cariboo District (2605 Fowler Road) concerning alleged contravention of Section 6.1 of *Regional District of Bulkley-Nechako Building Bylaw No. 1634-2012*, namely that a residence has been constructed at 2605 Fowler Road without the required building permit.

As the registered property owner you have the opportunity to provide comment to the RDBN Board for their consideration at their January 26, 2023 Board meeting regarding the proposed notice on title. You may provide written comment to the Board by mail or email to [inquiries@rdbn.bc.ca](mailto:inquiries@rdbn.bc.ca). Written comment must be received by the Regional District office by 12:00 pm, January 25, 2023. You may also make verbal representations to the RDBN Board at their January 26, 2023 Board meeting in person, by Zoom or telephone. Please contact Cheryl Anderson at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on January 25, 2023, to make arrangements to provide input at the meeting.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jason", with a stylized flourish extending to the right.

Jason Llewellyn  
Director of Planning

# Community Charter

## [SBC 2003] CHAPTER 26

### Part 3 — Additional Powers and Limits on Powers

#### Division 1 — Partnering and Other Agreements

#### **Note against land title that building regulations contravened**

57 (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

(a) observes a condition, with respect to land or a building or other structure, that the inspector considers

(i) results from the contravention of, or is in contravention of,

(A) a municipal bylaw,

(B) a Provincial building regulation, or

(C) any other enactment

that relates to the construction or safety of buildings or other structures, and

(ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or

(b) discovers that

(i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and

(ii) the permit was not obtained or the inspection not satisfactorily completed.

(2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must

(a) give notice to the registered owner of the land to which the recommendation relates, and

(b) after notice under paragraph (a), place the matter before the council.

(3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

(a) a resolution relating to that land has been made under this section, and

(b) further information about it may be inspected at the municipal hall.

(4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).

(5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.

(6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.

(7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,

(a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,

(a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the [Land Title Act](#), and

(b) the assurance fund or the minister charged with the administration of the [Land Title Act](#) as a nominal defendant is not liable under Part 20 of the [Land Title Act](#).

(8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.

(9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

### **Cancellation of note against land title**

**58** (1) On receiving a report from a building inspector that the condition that gave rise to the filing of the notice under section 57 (3) has been rectified, the corporate officer must file a cancellation notice and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(2) An owner of land with respect to which a notice has been filed under section 57 (3), may apply to the council for a resolution that the note be cancelled.

(3) After hearing an applicant under subsection (2), the council may pass a resolution directing the corporate officer to file a cancellation notice.

(4) If a resolution has been passed under subsection (3), the corporate officer must file a cancellation notice in the land title office and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(5) If the council does not pass a resolution under subsection (3), the owner may apply to the Supreme Court and notify the municipality to attend before the court to show cause why the note should not be cancelled.

(6) On an application under subsection (5), after reviewing any evidence that the owner and the municipality may adduce, the court may make an order directing the registrar to cancel the note made under section 57 (5) and, on receiving the order, the registrar of land titles must cancel the note accordingly.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Wendy Wainwright, Deputy Director of Corporate Services  
**Date:** January 26, 2023  
**Subject:** Committee Meeting Recommendations – January 26, 2023

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

Recommendation 1 and 2 as written.

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### BACKGROUND

The following is the recommendation from the January 12, 2023 Committee of the Whole Meeting for the Regional Board's consideration and approval.

#### Committee of the Whole – January 12, 2023

##### Recommendation 1:

**Re: Emergency Support Services Program Guide**

“That the Board send a letter to Minister Ma of Emergency Management and Climate Readiness (EMCR) to identify the RDBN's concerns with the Provincial Emergency Support Services Program Guide, and copy the letter to the EMCR ESS program, UBCM Flood and Wildfire Advisory Committee, and all regional districts.”

##### Recommendation 2:

**Re: Write a letter to Premier David Eby re: Bill C-21**

“That the Board write a letter to the Honourable David Eby, Premier requesting his position regarding the Federal Government's Amendments to Bill C- 21, An Act to amend certain Acts and to make certain consequential amendments (firearms).”

### ATTACHMENTS:

Letter to Premier Eby





January 13, 2023

Honourable David Eby, Premier  
PO Box 9041 Stn Prov Govt  
Victoria, BC V8W 9E1  
Via email: Premier@gov.bc.ca

Dear Premier Eby,

**Subject: Government of Canada's Amendments to Bill C-21: *An Act to amend certain Acts and to make certain consequential amendments (firearms)***

The Regional District of Bulkley-Nechako Board of Directors is writing to you to request your position on the Government of Canada's Amendments to Bill C-21.

On January 4, 2023 the Regional District sent a letter to Prime Minister Justin Trudeau opposing the latest amendments to Bill C-21 (attached). The Regional District wants the Premier to be aware of the significant impacts to the northern rural residents' way of life with respect to activities such as hunting, ranching and the traditional uses of the land that the proposed amendments to Bill C-21 may have. The Board expressed the importance of understanding the Premier of B.C.'s position regarding the potential impacts to the residents of British Columbia. We are hopeful that you will support the Regional District's opposition to the latest amendment to Bill C-21.

We look forward to your response regarding your position to the Federal Government's Bill C-21 Amendments.

Sincerely,

Mark Parker  
Chair



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** January 26, 2023  
**Subject:** North Central Local Government Association Annual General Meeting & Convention and Resolution Deadline

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

That the Board authorize attendance of Rural Directors at the 2023 North Central Local Government Association AGM & Convention from May 9-12, 2023 in Dawson Creek, B.C.

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### BACKGROUND

The 2023 North Central Local Government Association AGM & Convention is taking place from May 9-12, 2023 in Dawson Creek, B.C.

The Early Bird Registration Fee (prior to April 10, 2023) is \$650 which includes the conference, welcome reception, and banquet. The costs will be paid from each Director's rural legislative budget.

In addition, the deadline for submitting resolutions for consideration at this year's convention is March 10, 2023. Staff are requesting that resolution topics be submitted as soon as possible to be drafted for consideration at the February 23, 2023 Board meeting.

### ATTACHMENTS:

None



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** January 26, 2023  
**Subject:** Vehicle Purchase

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

That the Board authorize early 2023 budget approval for the purchase of a new Ford Escape Hybrid and that the cost for this vehicle will be included in the Building Inspection 2023 budget and that the funds to pay for this vehicle will come from reserves.

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**BACKGROUND**

The Finance Department is intending to purchase a new vehicle for the Building Inspection Department as part of the 2023 budget. Generally, based on the size of the RDBN fleet, a new vehicle purchase is included in each annual budget.

The cost for this new vehicle will be funded by withdrawals from capital reserves; therefore, will not impact this year's taxation. Staff hope to purchase this vehicle before the budget is approved in March as there currently is a suitable vehicle available in Vanderhoof from Westline Ford. The total cost of the vehicle is \$50,648 with taxes included.

In addition, two vehicles in the current fleet are facing safety issues as a result of the failure of the main supply cable corroding from the EV battery. Staff are waiting for warranty repairs. Parts are currently, and have been for the past six months, unavailable due to supply chain issues. This issue is causing a vehicle shortage for the Regional District staff.

Currently all passenger vehicles purchased by the Regional District are hybrid vehicles. Staff contacted car dealers within the Regional District and in Prince George and are recommending the Ford Escape based on availability, reliability, and price.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Sashka Macievich, Controller  
**Date:** January 26, 2022  
**Subject:** **Procurement Policy**

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

That the Board approves an amendment to the Procurement Policy to increase Section 7 (C)(b) from \$5,000 to \$10,000.

---

**BACKGROUND**

The Board has delegated the authority to execute contracts and purchase agreements to staff as outlined in the Regional District of Bulkley-Nechako Delegation of Purchasing Authority Bylaw No. 1926, 2020. This bylaw allows for the establishment of a procurement policy and the formal delegation of authority.

Adopted on November 19, 2020, the Procurement Policy sets out the financial controls to be put in place to manage risk and further sets out the roles, responsibilities and accountabilities of the delegations set out in the bylaw. On December 15, 2022, the Board approved the Revised Tangible Capital Asset Policy. The revision increased the threshold for capitalization from \$5,000 to \$10,000. The \$5,000 threshold had been in place since 2009 and staff does not anticipate that a further increase will be necessary for several years.

To align the Tangible Capital Asset Policy and the Procurement Policy it is recommended to increase the purchase order threshold from \$5,000 to \$10,000. The remainder of the policy will remain the same as the original. The proposed change is highlighted below.

**7. Financial Control Measures**

- C. *REQUISITIONS AND PURCHASE ORDERS REQUIRED*
- a. *A procedure will be developed to detail the utilization of requisitions and purchase orders.*
  - b. *Purchase orders must be utilized for all purchases above ~~\$5,000.~~ \$10,000.*

- c. *For this section a purchase is considered the sum of the cost of one or more like items to be purchased, or the cost of the sum of all supplies, services, or goods for an identified project.*
- d. *Purchase orders must be approved by an employee with the appropriate authority threshold before an employee enters into an agreement to purchase a good or service.*

Attachment

1. Procurement Policy



## Regional District of Bulkley-Nechako Board Policy

SUBJECT: Procurement Policy  
CATEGORY: Financial Services  
LAST REVIEW: January 26, 2023

### 1. PURPOSE

The purpose of this policy is to set out the responsibilities and accountability associated with the effective, efficient, and economical acquisition of goods and services.

### 2. CONTEXT

**Bylaw:** The Board has delegated the authority to execute contracts and purchase agreements to staff as outlined in Bylaw No. 1926, being the Regional District of Bulkley-Nechako Delegation of Purchasing Authority Bylaw No. 1926, 2020. This bylaw allows for the establishment of a procurement policy and the formal delegation of authority.

**Policy:** This Policy sets out the financial controls to be put in place to manage risk and further sets out the roles, responsibilities and accountabilities of the delegations set out in the bylaw. The Board by resolution has adopted this policy and has not delegated its alteration or amendment.

**Procedures:** This policy enables procedures that are approved jointly by the Chief Administrative Officer and the Chief Financial Officer that describes the steps that must be undertaken by staff to maintain financial control, protect Regional District assets and manage risk.

### 3. POLICY STATEMENT

It is the policy of the RDBN to acquire goods and services through a public process whenever practical that results in supply arrangements that offer best value with consideration towards total cost, quality, expertise, as well as environmental and social sustainability.

To ensure the need for a clear and transparent separation of political and administrative functions, the Board has established this policy.

#### 4. THE ROLE OF THE BOARD

For greater clarity, all purchases of supplies, goods and services including items or projects of a capital nature are approved by the Board in the Financial Plan approval process and the adoption of the annual Five-Year Financial Plan.

To remove any potential or perceived appearance of political influence or bias, the Board recognizes the need to be removed from the procurement processes except where the Board is presented with a recommendation to approve a purchase or contract award in accordance with this policy.

When recommending a purchase or contract award, staff shall provide the Board with the ranking of each compliant response, the number of responses received, the value of the award, and a description of the procurement process.

#### 5. EXEMPTIONS

All exemptions that exist in the New West Trade Partnership Agreement, Canadian Free Trade Agreement, The Canada-European Union Comprehensive Economic and Trade Agreement or their successors shall apply to this policy.

#### 6. EMERGENCIES

Any unforeseen circumstance that requires immediate action as designated by an Emergency Operations Centre Director in a *state of local emergency* is not bound by this policy so much as practicable for the protection of life and property.

#### 7. FINANCIAL CONTROL MEASURES

##### A. RECEIVING OF GOODS AND SERVICES

- a. A Regional District employee shall confirm the quality, quantity and receipt of all goods and services.
- b. This employee shall confirm that the goods and services received are those that have been ordered.

##### B. AUTHORIZING THE PAYMENT FOR GOODS AND SERVICES

- a. A Regional District employee shall authorize the payment of goods and services before payment is made.
- b. The employee to authorize payment must not be the same employee that receives the goods or services as in Section 7. a above.
- c. The employee to authorize payment must have a sufficient commitment authority threshold as listed in Section 8 below.

### C. REQUISITIONS AND PURCHASE ORDERS REQUIRED

- a. A procedure will be developed to detail the utilization of requisitions and purchase orders.
- b. Purchase orders must be utilized for all purchases above ~~\$5,000.~~ \$10,000.
- c. For this section a purchase is considered the sum of the cost of one or more like items to be purchased, or the cost of the sum of all supplies, services, or goods for an identified project.
- d. Purchase orders must be approved by an employee with the appropriate authority threshold before an employee enters into an agreement to purchase a good or service.

### 8. COMMITMENT AUTHORITY THRESHOLDS

- a. In this section an officer of the Regional District refers to an officer appointed by the Board under Section 233 of the **Local Government Act**.
- b. All Regional District employees - \$250
- c. All Regional District employees with prior permission from an officer for specific purchases - \$2,500
- d. Notwithstanding (b) and (c) above, any officer has an authority threshold of \$50,000.
- e. Notwithstanding (b) to (d) above, the Chief Administrative Officer has an authority threshold of \$100,000.
- f. Notwithstanding (b) to (e) above, any two Officers may authorize payroll; any payment or portion of a payment on a contract or project that was previously approved by the Board; and any payment or portion of a payment for an agreement for the purchase of goods and/or services previously approved by the Board.
- g. All commitments that exceed \$100,000 not listed in (f) above shall be approved by the Board

### 9. SUBDELEGATION OF AUTHORITY

- a. Only the Chief Administrative Officer may subdelegate their threshold of authority. The delegation must be in writing by name and to the maximum of:
  - i. \$50,000 to any senior manager,
  - ii. \$25,000 to any manager,
  - iii. \$10,000 to any supervisor, or
  - iv. \$2,500 to any employee.

### 10. BOARD REVIEW

- a. The Chair, Vice Chair, or an appointed cheque signer shall review all payments made by Regional District staff and indicate the review by signing Regional District cheques, signing printed copies of electronic fund transfer batches, and/or printed copies of cheque and payment summaries.



## 11. PROCUREMENT THRESHOLDS AND METHODS

- a. A procedure will be developed to determine the most appropriate procurement methods.
  - i. For all goods under \$5,000 and services under \$10,000 no formal public competitive process is required.
  - ii. For goods from \$5,000 to \$25,000 or services from \$10,000 to \$25,000 three quotes or estimates (including those from online published sources) are required.
  - iii. For purchases from \$25,000 to \$75,000 three formal written quotes are required.
  - iv. For all purchases over \$75,000 a full public competitive process is required.
  
- b. Notwithstanding (a) above, with the approval of the Chief Administrative Officer, a direct award for procurement is an option for:
  - i. All goods and services less than \$25,000
  - ii. All professional services less than \$50,000
  - iii. All construction contracts less than \$75,000If the purposes is to support the local economy, decrease pollution or carbon emissions, is required for the sake of expediency, or other factor determined by the Chief Administrative Officer.
  
- c. For clarity, the purchase of construction supplies is considered a general good, the hiring of construction equipment (and operator) is considered a general service.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Crystal Miller, Accounting Clerk 2  
**Date:** January 26, 2023  
**Subject:** Change of Signing Authority for Bulkley Valley Credit Union

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

That the following individuals be appointed as signing authority for the Bulkley Valley Credit Union accounts:

Name	Position
Curtis Helgesen	Chief Administration Officer
Cheryl Anderson	Director of Corporate Services
John Illes	Chief Financial Officer
Mark Parker	Chair
Shane Brien	Vice-Chair
Michael Riis-Christianson	Director
Henry Wiebe	Director

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**BACKGROUND**

Due to the changes to the Board of Directors at the recent election, appointments of a new Chair and Vice-Chair, a change of signing authorities is required at the Bulkley Valley Credit Union.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Shari Janzen, Economic Development Assistant  
**Date:** January 26, 2023  
**Subject:** **Northern Development Local Government Internship Program**

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

That the Board supports the application to Northern Development Initiative Trust for a grant of up to \$50,000 to host an intern under the Local Government Internship Program.

And, that the Regional District of Bulkley-Nechako commits to providing sufficient financial and staffing resources, along with training and professional development opportunities while hosting the intern.

---

**BACKGROUND**

Staff has prepared an application to Northern Development's Local Government Internship Program for the 2023/24 internship session. The Internship Program assists with the hiring of a university graduate in a related field to complete projects at the RDBN from May 2023 through to April 2024.

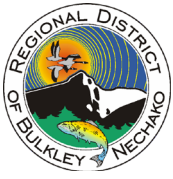
The application requests an intern to support the work of several departments. Proposed work may include:

- Meeting and Event Planning
- Official Community Plan Support
- Community Wildfire Resiliency Plan
- Response Protocols for the EOC
- Recovery Plan
- Policy & Procedure research and development
- Occupational Health & Safety Program
- Procurement

A total of \$50,000 in grant funding is available from Northern Development:

- Up to \$35,000 towards the intern salary
- A \$5,000 allowance to support registration and travel costs related to training and professional development
- Up to \$10,000 may be provided as a housing allowance.

The cost to the RDBN to have an intern in-house for 12 months will be approximately \$16,000. These costs may help reduce project budgets as the intern can complete tasks that would otherwise be outsourced to a consultant.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** January 26, 2023  
**Subject:** **Canada Community-Building Fund BC - Area A (Smithers/Telkwa Rural)  
Smithers Golf and Country Club – Pumphouse Project**

---

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

1) That the Board authorize contributing up to \$50,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to a Pumphouse project at the Smithers Golf and Country Club, and further,

**(participants/weighted/majority)**

2) That the Board authorize the withdrawal of up to \$50,000 from the Federal Gas Tax Reserve Fund.

---

### **BACKGROUND**

The Smithers Golf and Country Club have successfully completed a number of repair and replacement projects for their watering pumps over the past three years. The final piece of that project is to rebuild the pumphouse to ensure worker safety and proper protection for the new equipment.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area A allocation is \$940,940.

Director Stoney Stoltenberg is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$50,000 from Area A for this Recreation Infrastructure project.

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** January 26, 2023  
**Subject:** **Canada Community-Building Fund BC - Area A (Smithers/Telkwa Rural)  
Smithers Curling Club – Ice Plant Replacement Project**

---

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

1) That the Board authorize contributing up to \$200,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to an Ice Plant Replacement project at the Smithers Curling Club, and further,

**(participants/weighted/majority)**

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

---

### **BACKGROUND**

The Smithers Curling Club's Ice Plant is within its end of life expectancy and the club is making plans to replace the old ice plant to ensure the ongoing capability of the facility to offer this recreation opportunity to the community.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area A allocation is \$940,940.

Director Stoney Stoltenberg is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$200,000 from Area A for this Recreation Infrastructure project.

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** January 26, 2023  
**Subject:** **Canada Community-Building Fund BC - Area D (Fraser Lake Rural)  
Fraser Lake Recreation Complex Heat Reclaim Project**

---

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

- 1) That the Board authorize contributing up to \$175,000 of Electoral Area D (Fraser Lake Rural) Canada Community-Building Fund BC allocation monies to a Heat Reclaim project at the Fraser Lake Recreation Complex, and further,

**(participants/weighted/majority)**

- 2) That the Board authorize the withdrawal of up to \$175,000 from the Federal Gas Tax Reserve Fund.
- 

**BACKGROUND**

The Fraser Lake Recreation Complex Heat Reclaim project is a project that will reduce the amount of energy the facility uses by an average of 29% or \$34,827 annually. The Recreation Complex uses both natural gas and electricity to heat the facility.

Currently when the ice plant is running the ice plant generates 100-degree heat that is directly vented to the atmosphere. This project would capture that heat and repurpose it into facility heating needs.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area D allocation is \$293,028.

Director Mark Parker is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$175,000 from Area D for this Recreation Infrastructure project.

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Hart, Economic Development Assistant  
**Date:** January 26, 2023  
**Subject:** **Northern Development – Northern Healthy Communities Fund  
RDBN Application for Clearview Landfill Expansion**

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

That the Board supports the Regional District of Bulkley Nechako’s application to Northern Development Initiative Trust – Northern Healthy Communities Fund Capital Program for the Clearview Landfill Early Expansion Project.

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**BACKGROUND**

Staff has prepared an application to Northern Development Initiative Trust’s Northern Healthy Communities Fund – Capital Program for the early expansion of the Clearview Landfill in 2024.

As a result of increased pipeline and other industrial activity in the region, Clearview Landfill will need to move ahead with expansion nearly three years ahead of its original schedule. This accelerated timeline will not allow for adequate capital savings to be built up through regular taxation. To offset this increase in expenses, staff have prepared an application to the Northern Healthy Communities Fund, which is designed to assist local governments and community groups in dealing with the effects of rapid expansion during the pipeline construction process.

A letter of support from the Coastal Gaslink Pipeline Project has been received.

The funding program offers a maximum contribution of 80% of the project budget.

	Contribution Amount	Status
Regional District of Bulkley-Nechako	\$678,638	Budgeted 2024
NDIT – Northern Healthy Communities Fund	\$500,000	Pending
<b>TOTAL</b>	<b>\$1,178,638</b>	

A resolution from the Board is necessary for NDIT to consider the application. The application deadline is February 10<sup>th</sup>, with approval decisions expected later in the spring.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Shari Janzen, Economic Development Assistant  
**Date:** January 26, 2023  
**Subject:** **2023 Regional Business Forum – March 28-29, 2023, Telkwa, BC**

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

That the Board authorize attendance of Rural Directors at the 2023 Regional Business Forum from March 28-29, 2023, in Telkwa, BC.

---

### **BACKGROUND**

The Regional Business Forum is a biennial event that is put on by the RDBN in partnership with a host municipality. This year's forum will take place in the Village of Telkwa on March 28 and 29.

The forum includes:

- Keynote Presentations
- Diverse Panel Topics
- Opportunities for Business
- Start-up Business Contest Finalist Pitches
- Workshops for Entrepreneurs and Non-Profits
- Networking
- Gala Dinner

The cost of attending the event is \$150 per delegate. All the associated costs will come from each director's rural legislative budget.

Please see attached draft agenda.





# GROWING TOGETHER

## Building a Sustainable Future

MARCH 28 & 29, 2023  
TELKWA, BC

### DRAFT FORUM AGENDA

#### Tuesday, March 28

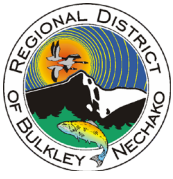
8:30 am	Registration
9:00 am	Welcome
9:15 am	Keynote Address: John Brink – Entrepreneur, Philanthropist, and Author
10:15 am	Local Training Panel
10:45 am	Refreshment Break
11:00 am	RDBN Startup Business Contest Presentations:
12:00 pm	Lunch
1:00 pm	Keynote Address: Leona Prince – Educator and Author
1:45 pm	Reconciliation Panel
2:30 pm	Breakout Sessions Session 1 – Telkwa Community Hall Session 2 – Telkwa Senior Centre ( <i>across the parking lot</i> )
3:30 pm	Wrap up/Door Prize <i>We hope you will take this opportunity to explore Telkwa before heading back to Smithers for the Gala Dinner.</i>
6:00 pm	Gala Dinner – Summit Ballroom at Prestige Hudson Bay Lodge, Smithers <i>Designated Drivers will be available</i>
6:30 pm	Dinner Served
7:30 pm	RDBN Startup Business Contest – Announcement of Winner

#### Wednesday, March 29

8:30 am	Registration
9:00 am	Welcome
9:15 am	Keynote Address: David Fuller – Professional Business Coach and Author
10:15 am	Refreshment Break
10:45 am	Circular Economy/Zero Waste Panel
11:30 am	Effective Marketing Panel
12:15 pm	Lunch
1:15 pm	Entrepreneur Panel
1:15 -3:00 pm	Afternoon of Agriculture- Telkwa Senior Centre ( <i>across the parking lot</i> )
2:15 pm	Local Industry Project Panel
3:00 pm	Closing Remarks

Telkwa





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Shari Janzen, Economic Development Assistant  
**Date:** January 26, 2023  
**Subject:** **Smithers Mountain Bike Association – Letters of Support Request**

---

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

That the Board provide Letters of Support to Smithers Mountain Bike Association to be used for its funding applications to the Rural Economic Diversification and Infrastructure Program and the Destination Development Fund.

---

### **BACKGROUND**

Smithers Mountain Bike Association (SMBA) is applying to the Rural Economic Diversification and Infrastructure Program for its Master Plan Trail System Project and the Destination Development Fund for its Round the Mountain – Phase 1 Project.

SMBA is a non-profit society that has been building, maintaining, and managing mountain bike trails since 2009. The system has grown to more than 70 km of trails. The group recognizes that trail infrastructure is a valuable year-round recreational resource for bikers, hikers, runners, and snowshoers and that they play an important role in attraction and retention.

#### **Master Plan Trail System Project:**

The completion of this project will provide the group with a Master Plan to guide trail maintenance, enhancement, and possible expansion over the coming years.

#### **Round the Mountain – Phase 1 Project:**

The completion of this project will result in the first seven kilometers of a wilderness bike trail that will ultimately be a 60 kilometer trail named Round the Mountain.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Deborah Jones-Middleton, Director of Protective Services  
**Date:** January 26, 2023  
**Subject:** **Network of Emergency Support Services Teams Society**

---

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

That the Board approve RDBN employees to continue to participate in the implementation of the NESST conferences on behalf of the Network of Support Services Teams Society.

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**BACKGROUND**

The Northern Emergency Support Services Training Conference (NESST) had been operating as a program led by the RDBN staff under the Emergency Planning Service. The first conference was held in 2013 with 50 participants, since that time the conference has become an annual event bringing Emergency Support Services (ESS) volunteers together for training, exercises, and volunteer appreciation. The last live conference was held in Prince George in 2019 with 209 participants. In 2020 the conference was cancelled due to COVID-19, however, in 2021 and 2022 the conference was held virtually.

Planning of the conference has historically been led by RDBN staff in cooperation with partnership agencies, including other Municipal staff, Health Emergency Management BC staff, and ESS volunteers.

Funding for the conferences was and continues to be provided through corporate sponsorship and participant fees.

In 2022 NESST was renamed Network of Emergency Support Services Teams (NESST) and a society was formed. The Regional District of Bulkley-Nechako is a Corporate member of the Society represented by the Director of Protective Services and the Chief Financial Officer. The purpose of becoming a society and renaming the organization was to open the conference to all ESS volunteers in BC, who have been adding to the numbers of attendees since 2017, and to provide registered receipts to corporate sponsors.

Since the incorporation of the Society has taken place, it is important that staff receive authorization from the Board for Regional District employees to continue to participate in the implementation of the NESST conferences on behalf of the society. The 2023 NESST conference will be held virtually and live in Prince George on April 21 – 23.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** January 26, 2023  
**Subject:** Departmental Quarterly Reports – 4<sup>th</sup> Quarter

---

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

Receive.

---

### BACKGROUND

Departmental Quarterly Reports for the 4<sup>th</sup> Quarter of 2022 have been prepared to keep the Board apprised of the status of strategic priorities, departmental work plans, and normal operations.

### ATTACHMENTS:

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



# Administration

October 1, 2022 – December 31, 2022

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## Staffing

Fulltime permanent:

Curtis Helgesen, CAO

Cheryl Anderson, Director of Corporate Services

Wendy Wainwright, Deputy Director of Corporate Services

Administration Clerk - vacant

Justin Greer, First Nations Liaison

Nellie Davis, Manager of Regional Economic Development

Shari Janzen, Economic Development Assistant

Cameron Hart, Economic Development Assistant

Temporary part-time:

Kyla Carmichael, Administration Clerk (ended October)

## Strategic Priorities

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

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

Administration

October 1, 2022 to December 31, 2022

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

## Revenue Sharing (RBA)

An RBA Orientation Session was coordinated for presentation to the Board in January 2023.

## Public Engagement/Communication

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

## First Nations Partnerships/Relationships

Letters were sent to all 14 First Nations’ Chiefs and Councils to introduce the new RDBN Board and request a meeting. Congratulatory letters were also sent to the newly elected Chiefs of Ts’il Kaz Koh and Nee Tahi Buhn. Staff prepared follow-up letters to Band Managers to schedule meetings.

Administration

October 1, 2022 to December 31, 2022



Staff delivered Emergency Management training and an RDBN information session to Wet'suwet'en First Nation.

Staff are planning an event to bring together local/provincial government and First Nations in the Omineca Region to share perspectives on resource management planning for the future.

Staff are planning a Cultural Awareness Training Session for the Board and staff.

#### Water Engagement Initiative (WEI)

Staff continue to participate in the WEI Main Table Meetings and Skeena Roundtable Meetings.

### Local Government Elections

Elections were conducted in Electoral Areas C and F. Final reporting was completed. The new Board of Directors was sworn in in November, followed by an orientation session in December.

### Policy Updates

Staff continue to work on policy updates for the Board's consideration. An Emergency Response plan for transfer stations and landfills has been drafted, and the Employee Handbook is being developed.

### Economic Development

#### Connectivity

Staff continue to work on adapting the RDBN Connectivity Strategy in light of the Province's Connecting Remote Communities and First Nation Reserves to High-Speed Internet Announcement.

#### Funding Requests

Grant Writing support saw \$5,121,661.62 in grant funding requests submitted in 2022 for projects totaling over \$5,981,507.80.

#### 2023 Business Forum/Start-Up Business Contest

Business Forum planning began for the March 28-29 Forum being held in Telkwa. There are 14 members on the planning committee, including representatives from Chambers of Commerce, Community Futures, and the provincial Economic Operations Branch of Jobs, Economic Recovery and Innovation.

Planning for the Start-Up Business contest planning is also underway, with a team of 6 on the advisory committee. Details can be found on the RDBN website.

#### Administration

October 1, 2022 to December 31, 2022

### Agriculture

The eastern Agriculture Coordinator resigned, and the western Agriculture Coordinator has taken on a larger role that will serve the larger region. The department continued to advocate for solutions to the veterinarian shortage, investigate northern training options for meat cutting, and complete the second season of education podcasts.



# Finance

October 1, 2022 to December 31, 2022

## Staffing

Fulltime permanent:

John Illes, Chief Financial Officer

Sashka Macievich, Controller

Kim Fields, Accounting Clerk II (Payroll)

Crystal Miller, Accounting Clerk II (Finance)

Chelsey Fields, Accounting Clerk I Accounts Payable and Receivable

## Budget 2023

The Finance Department is busy with budget preparation in the first quarter of 2023.

## Statistic Highlight for the 4<sup>th</sup> Quarter 2022

Accounts payable paid 545 different vendors for a total of \$14,953,090 in invoices in the twelve months of 2022.

Accounts Receivable has 90 customers (106 customers last quarter), and as of December 31<sup>st</sup> the total outstanding was \$303,333 with \$30,170 over 60 days (\$242,882 with \$60,133 over 60 days last quarter). In 2022, the Regional District issued 715 invoices that totaled \$1,576,016.

## Asset Management Planning

The Finance Department continues to work on a comprehensive AMP (asset management plan) that will meet the future requirements of funding agencies including the Community Works Fund (Gas Tax) and help plan reserve contributions and asset replacement in the Regional District's long term financial plan.

## Procurement

The Finance Department is in the process of creating procurement policies and procedures to meet new requirements for the MASH sector (municipalities, schools and hospitals) to ensure fair contracting and purchasing practices throughout Canada. The department has migrated purchasing to the new BC Bid portal created by the province and is now managing all large procurements for the Regional District.

## Accounting

The Finance Department is currently preparing financial statements and the audit preparatory work. The audit field work is scheduled the week of March 13<sup>th</sup>.



# Protective Services Department

October 1, 2022 – December 31, 2022



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## General

The Protective Services Department is responsible for the following services: 911, Rural Fire Protection, Emergency Preparedness and Administration projects. The following information provides a brief update on the status of the 2022 Protective Services Workplan and the ongoing operations of the services provided to residents.

## Staffing

### Fulltime permanent:

- Director of Protective Services – Deborah Jones-Middleton
- Regional Fire Chief – Jason Blackwell
- Emergency Program Coordinator – Christopher Walker
- Protective Services Assistant – Trina Bysouth

### Fulltime temporary:

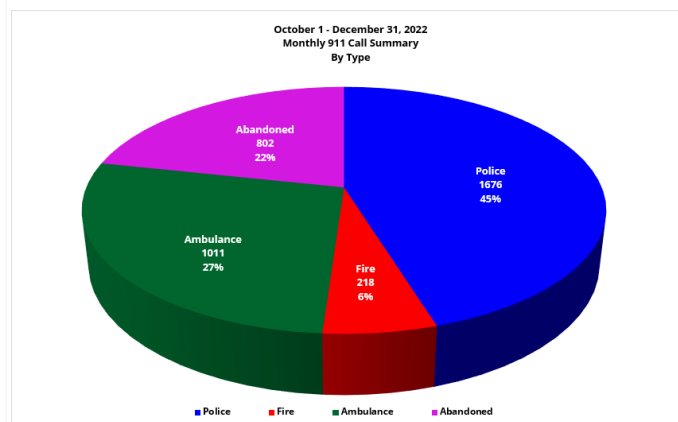
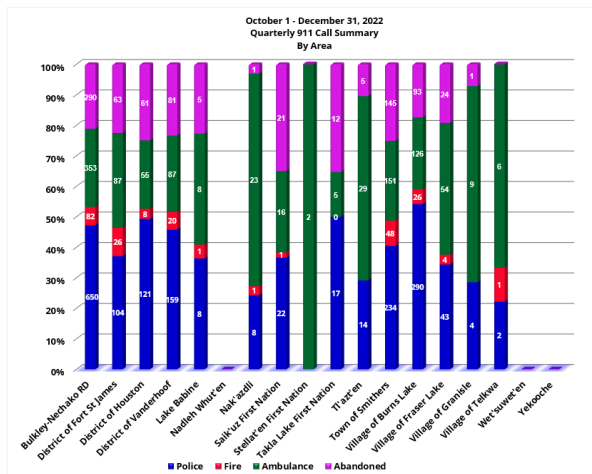
- FireSmart Educator – Ryann VanTine
- Neighbourhood Emergency Preparedness Coordinator
- Two Summer Students:

### Staffing changes since last report

The Protective Services Department has had one positions end in the 4<sup>th</sup> Quarter of 2022, the Neighbourhood Emergency Preparedness Coordinator position ended on December 16<sup>th</sup>.

## 911 Service

E-COMM received **3,707** 911 calls for the months of October, November, and December 2022 from within the geographic boundaries of the Regional District of Bulkley-Nechako. The charts below show the 911 calls received by jurisdiction and call type.





### Transition to NG911

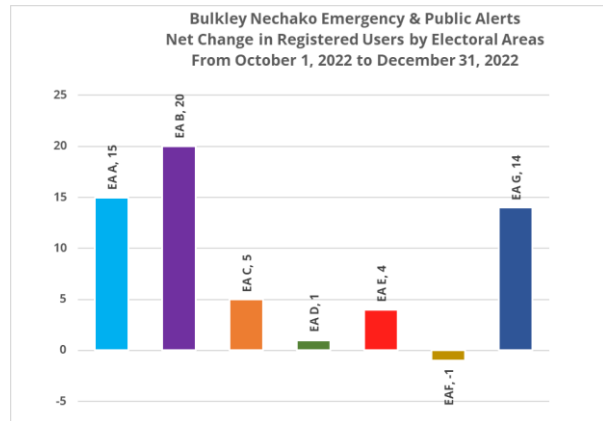
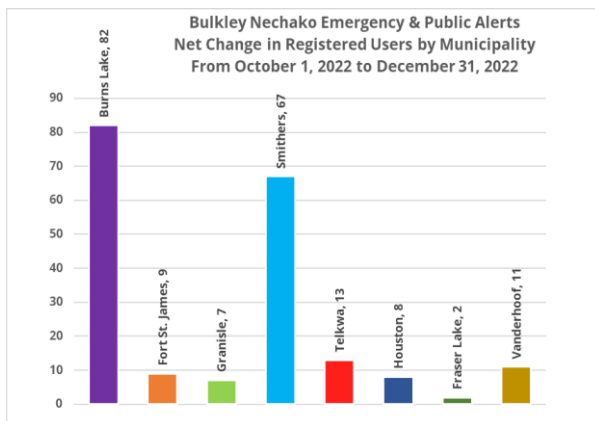
Staff continue to work with the Regional District of Fraser-Fort George to coordinate the upgraded dispatch consoles that will be installed in all the Fire Halls to support the increased functionality of NG911.

### 911 Dispatch Backup Communications

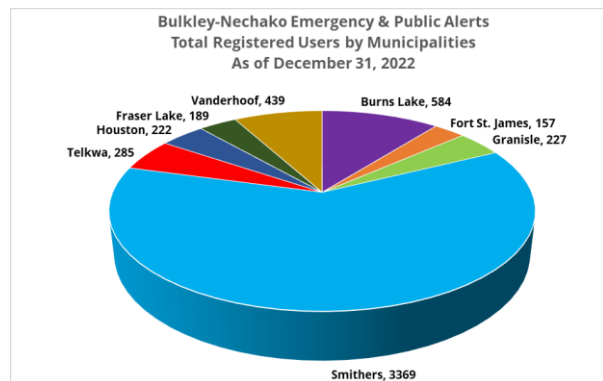
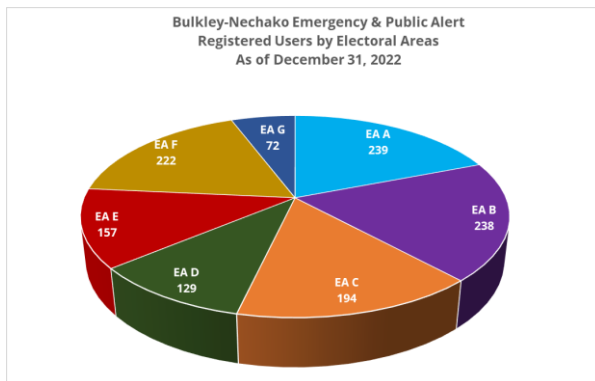
Staff have worked with Tower Communications to implement a reliable form of backup communications for our Fire Department dispatching capabilities because of the two TELUS outages we saw this year. Tower Communications will be replacing the current Rogers sim card with the Xplore Satellite system as the new backup for 911 fire dispatch. The backup will be switched over early in the new year and in conjunction with the annual maintenance visit.

### Bulkley Nechako Emergency & Public Alerts

The RDBN continues to promote the use of the BNE&PA across the region. There have been **58** new users for the electoral areas and **199** new users for the municipalities in the fourth quarter, which is reflected in the two graphs below.



There are a total of **1,251** users signed up for the electoral areas and **5,472** participants signed up for the municipalities as reflected in the two graphs below.



Monthly refresher training sessions are continuing for all the administrators, and individual sessions can be set up at any time.

### Protective Services

October 1, 2022 to December 31, 2022





## Rural Fire Protection

### Northern Capital and Planning Grant

The installation of a 10,000-gallon underground water tank for fire suppression activities has been installed in conjunction with the Cycle 16 Project in Electoral Area A (Smithers Rural) located on Laidlaw Road. The contractor is waiting for some final fittings that are backordered to complete the project. Once the fittings are delivered and installed, the tank can be filled with water and put in service.

### Fort Fraser Volunteer Fire Department Water Tender Purchase

The down payment has been made on the Water Tender and the estimated delivery is still May 2023. Staff recently reviewed and signed off on the drawings and specifications for the new water tender.

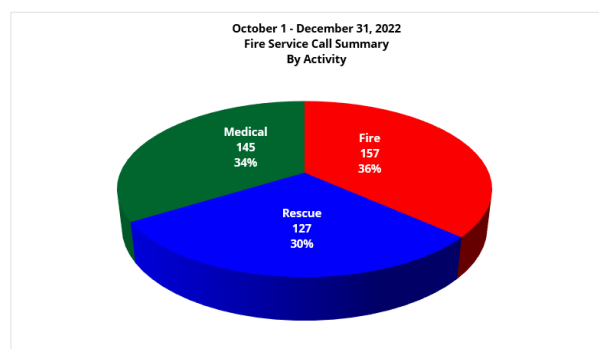
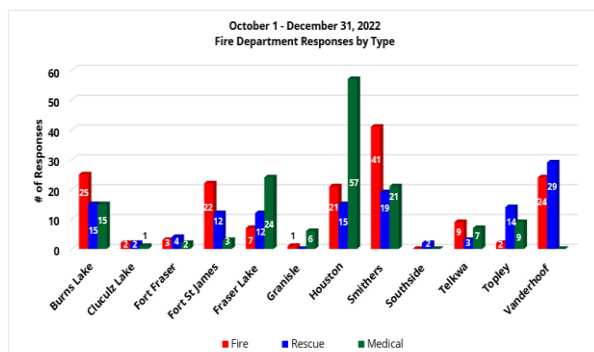
### Cluculz Lake Volunteer Fire Department Fire Engine Delivery

In October, the Regional Fire Chief delivered Fort Fraser Volunteer Fire Department's old fire Engine to the Cluculz Lake Volunteer Fire Department. Staff provided an orientation and spent the afternoon with 4 of their members going over operating procedures. This truck is a vast improvement over their existing fleet. The Cluculz Lake Fire Chief advised that the members were ecstatic over the newly acquired truck and were eager to put it in service and begin utilizing it. The CLVFD has spent a considerable amount of time practicing with the new apparatus to ensure efficiency during an emergency.

## Fire Department Response

Fire department responses vary in type and frequency across our region.

Of the **3,707** 911 calls received from October-December, **429** were forwarded to the Fire Operation Communication Centre, either from E-Comm, BC Ambulance, RCMP, or Mutual Aid Departments, for Fire Department response. The charts below shows the 911 calls received by call type and by each Fire Department.



## Fire Department Training & Equipment

Protective Services

October 1, 2022 to December 31, 2022



Staff submitted a regional grant application to UBCM under the Community Emergency Preparedness Fund for Volunteer and Composite Fire Department Training and Equipment. The grant was submitted on behalf of the four rural fire departments. The grant included specialized training courses and equipment that will benefit each department.

Staff coordinated the purchase of used Self-Contained Breathing Apparatus (SCBA), an air compressor and fill station from the Vanderhoof Fire Department. Vanderhoof recently upgraded their equipment, and their old units were offered to the RDBN at a fraction of the cost of new. Cluculz Lake Volunteer Fire Department purchased the compressor, fill station, and half the SCBA equipment (35 air cylinders, 11 packs, and 15 masks) while Fort Fraser Volunteer Fire Department purchased the remainder.

The Office of the Fire Commissioner (OFC) has released the new updated “Structural Firefighter Minimum Training Standard” for the province of British Columbia. Staff are reviewing this document and identifying areas that the RDBN rural departments have not previously trained to and will be focusing on updating the training curriculum and operating guidelines in 2023. Mandatory implementation of the new standards is March 2024.

## Emergency Preparedness Service

### Emergency Management Mission Statement

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

### Emergency Planning Activities

- Stakeholder Engagement
  - Meetings with Takla First Nation, Binche Whut'en, and Nak'azdli First Nation to discuss collaborative emergency management objectives and promotion of the Bulkley Nechako Emergency & Public Alerts system.
  - Meeting with Cheslatta Carrier Nation regarding possible joint emergency management.
- Training & Exercises
  - Hosted the 2022 ESS Gathering for the municipal ESS teams within the region. This event included an exercise, Incident Command System Training, and volunteer appreciation.
  - Development of a short-term training program for the Houston ESS Team.
- UBCM Grants
  - 2022 ESS

Protective Services

October 1, 2022 to December 31, 2022





- ✓ Purchasing is approximately 70% completed and will be done within the first quarter of 2023
- 2022 EOC
  - ✓ The EOC Exercise Program started in November with the consultant.

## Emergency Response

- ESS
  - One ESS response within Electoral Area B and five within Electoral Area A during the fourth quarter.
- EOC
  - No EOC responses occurred in the fourth quarter. Monitoring potential ice jam situation on Bulkley River was done by staff through stakeholder engagement and Environment and Climate Change Canada reports.

## Hazard Risk & Vulnerability Analysis

The HRVA program completed a series of virtual workshops to review the likelihood and consequence scoring outcomes. Each Electoral Area HRVA Committee reviewed the existing risk reduction strategies in place for the area and provided potential Risk Reduction Strategies. Two Electoral Area HRVA Committees have received the final report for the area and the other five will be completed in the first quarter of 2023. The status of each Electoral Area HRVA Committee is outlined in the table below:

HRVA Project Status December 31, 2022							
HRVA Advisory Committee Steps	A	B	C	D	E	F	G
HRVA Committee Orientation	✓	✓	✓	✓	✓	✓	✓
Hazard Identification	✓	✓	✓	✓	✓	✓	✓
Understanding Community Resiliency	✓	✓	✓	✓	✓	✓	✓
Hazard Likelihood and Consequence Scoring	✓	✓	✓	✓	✓	✓	✓
Priority Hazards and Risk Reduction Initiatives	✓	✓	✓	✓	✓	✓	✓
Committee Review of Draft HRVA	✓	✓	!	!	!	!	!
Presentation of the RDBN HRVA to the Board							
Conduct Public Education Program							
 Complete  In Progress							

## Neighbourhood Emergency Preparedness Program Statement

The Neighbourhood Emergency Preparedness Program in Electoral Area A has now concluded, all contacts have been provided to the Emergency Program Coordinator and all materials developed have been saved for future use.

There have been many successes with the program, and we will continue to maintain the contacts that have been developed and assist them where we can.

The program was paid for through the Northern Capital and Planning Grant and a majority of the funds have been spent. The Emergency Management Program will continue to

Protective Services

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promote the program and will make the resources available to other community groups that are interested in building a Neighbourhood Emergency Preparedness Program.

### Neighbourhood Emergency Preparedness Activities in Fourth Quarter

- Neighbourhood Champions – Seven Champions have been recruited
- Neighbourhood Committees – An average of eight attendees to meetings
- Meetings
  - Neighbourhood Work Bees
  - Neighbourhood Planning Session – Three meetings in the Quick, Tyhee Lake, Viewmount Rd, Slack Rd, Lake Kathlyn, Evelyn, and Seymour Lake Zones have been held.
  - Neighbourhood Presentations on Livestock Evacuation and Emergency Notifications, Evacuation, and ESS.

### FireSmart

The following activities have been completed in the last quarter.

- **Home Partners Program Assessments**
  - 15 assessments completed this quarter totaling 235 completed this year.
- **Stream One Funding:**
  - 18 rebates provided totaling \$7,849 this quarter.
  - 4 rebates remaining (\$500 each totaling \$2000).
- **Stream Three Funding**
  - 40 rebates issued totaling \$116,468 spent this quarter
  - Completed & submitted final report to UBCM:
    - ✓ Total project cost: \$314,001.
    - ✓ Funding remaining: \$164,634.
    - ✓ No. Assessments: 155.
    - ✓ No. Rebates: 79.
    - ✓ Rebate amount: \$276,323.
- **Completed & Submitted 2023 CRI FireSmart Application**
  - Total grant request: \$289,180.
  - Includes funding to develop regional Community Wildfire Resiliency Plan.



# Planning Department

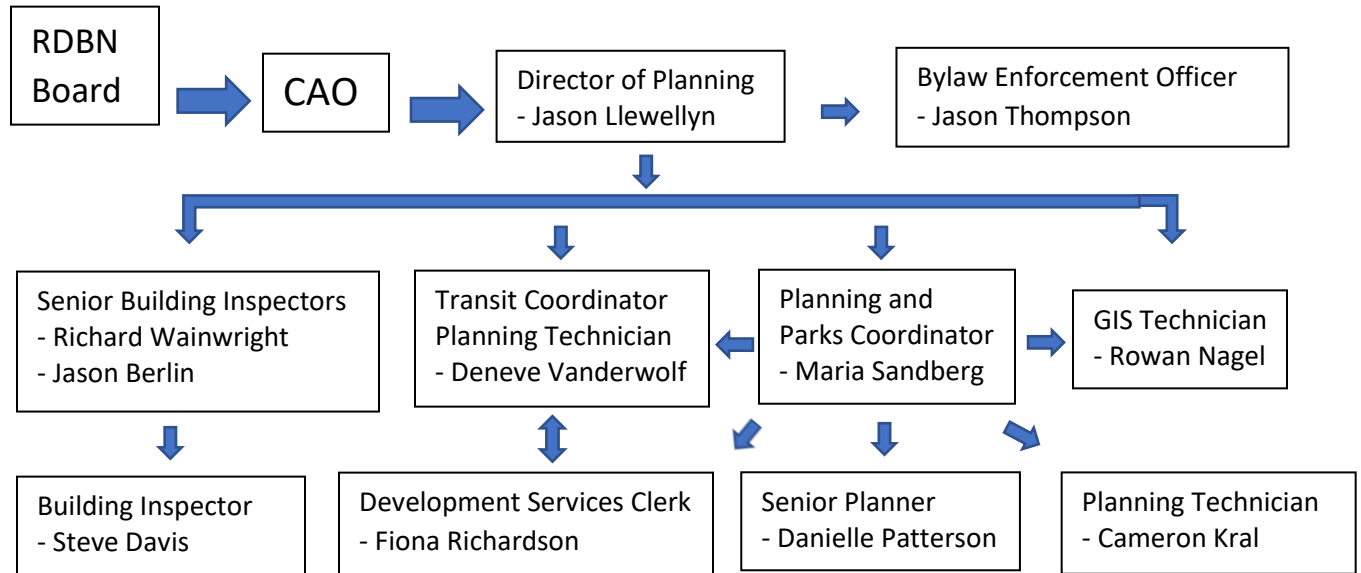
October 1 – December 31, 2022

Year-End Summary

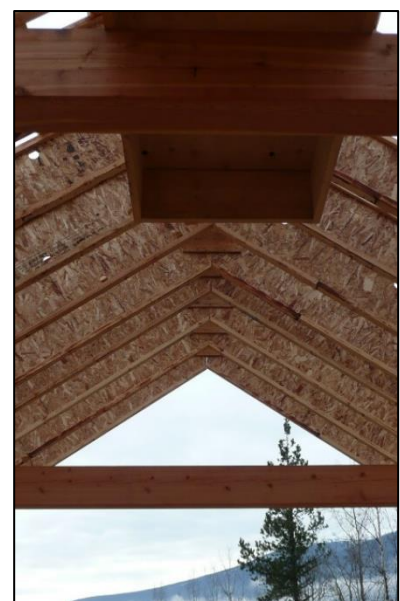
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## Staffing



The Planning Department includes eleven full time positions providing Land Use Planning, Building Inspection, Parks and Trails, Transit, GIS and Bylaw Enforcement Services. Building Inspection, Bylaw Enforcement and Planning Services are also provided to municipalities on a contract basis.



## Planning Department Enquiries

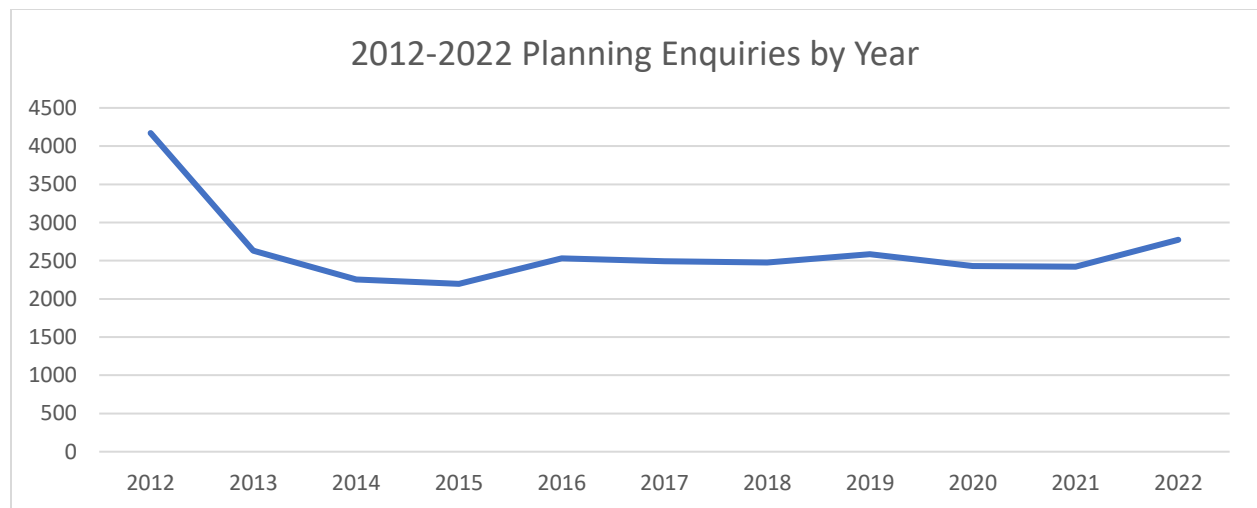
The Planning Department keeps track of the number of enquiries that are answered each month. The enquiries are divided into the following 6 main subject areas:

- Development Services (ALR, environmental assessments, subdivision, Crown land)
- Electoral Area Planning (Zoning, OCPs, Permits)
- House Numbering
- Mapping Requests
- Bylaw Enforcement
- Other (animal control, road maintenance, sewage etc.)

In 2022, the Planning Department answered 2,772 enquiries. This number is higher than the 2,586 enquiries answered in 2020 and the 2,423 in 2021.

### Planning Enquiries by Subject Area 2022

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Development Services	44	42	51	58	65	47	44	55	33	51	55	17	<b>562</b>
Electoral Area Planning	47	66	37	45	52	40	52	76	52	63	52	20	<b>602</b>
House Numbering	6	15	22	16	29	32	14	22	13	8	12	6	<b>195</b>
Parks and Trails									1	2	2	2	<b>7</b>
Maps	22	16	12	15	35	21	41	46	50	49	30	7	<b>344</b>
Bylaw Enforcement	2	5	8	7	14	10	0	7	1	2	15	18	<b>89</b>
Other	43	38	60	65	79	67	100	87	92	148	101	93	<b>973</b>
<b>Total</b>	<b>175</b>	<b>150</b>	<b>169</b>	<b>206</b>	<b>241</b>	<b>285</b>	<b>251</b>	<b>293</b>	<b>242</b>	<b>323</b>	<b>194</b>	<b>163</b>	<b>2772</b>





## Special Projects

Special Projects refers to a wide variety of projects that do not fit within the regular program of the Planning Department and typically relate to unexpected events or activities that require immediate attention or involve a Provincial planning project. This most often includes participation in the Province's Environmental Assessment process as directed, and reporting to the Regional District Board on Provincial initiatives that potentially impact the Regional District. The 2022 Planning Department had the following special project accomplishments:

- In January 2022 the Electoral Area Housing Needs Reports was presented to the Board.
- Reported to the Board in July on the Tenas Coal Project (Telkwa Coal Project) Environmental Assessment application review and subsequently worked with Telkwa Coal to address issues of concern.
- Provided an update to the Board in October on the Coastal GasLink Pipeline – Socio-economic Effects Management Plan (SEEMP).
- Worked with Hudson Bay Mountain Resort to find a parking solution for the "Trail to Town" which terminates at Zobnick Road in collaboration with the Ministry of Transportation and Infrastructure, Recreation and Trails B.C., and the Mountain Resorts Branch of the Ministry of Tourism, Arts, Culture and Sport's.



## Land Use Applications and Referrals

### Current Planning Accomplishments

The Planning Department hired Cameron Kral in May 2022 as the Planning Summer Student. Cameron joined the team as Planning Technician in August 2022 to fill a staff vacancy.

In 2022, in addition to day-to-day activities such as responding to public inquiries; completing land use reviews for building permits; and processing land use applications and referrals, the Planning Department had the following accomplishments:

- Cannabis and Liquor Licencing Policy – A review of the RDBN's 2003 Liquor Licencing Policy was completed in 2022. The 2003 Liquor Licencing Policy was rescinded and replaced with a new Cannabis and Liquor Licencing Policy by the Board in February, as recommended by staff.
- Report on Bill 26 Changes – In March staff presented a report introducing the Board to the new requirements and opportunities under the legislative changes to the *Local Government Act* and the *Community Charter* that came into effect with Bill 26 in February 2022.
- ALC residential flexibility – Staff reported to the Board in March regarding new ALC regulations to “increase residential flexibility and allow additional dwelling. These regulation changes involved significant staff time working with the ALC on implementation challenges.
- Zoning Bylaw Housing Regulations – Staff presented a follow-up report to the Board on ways to simplify the manner in which the RDBN's Zoning Bylaw regulates housing. The Board directed staff to consult with stakeholders on proposed changes and report back to the Board with recommendations in 2023.



## Agricultural Land Reserve Applications

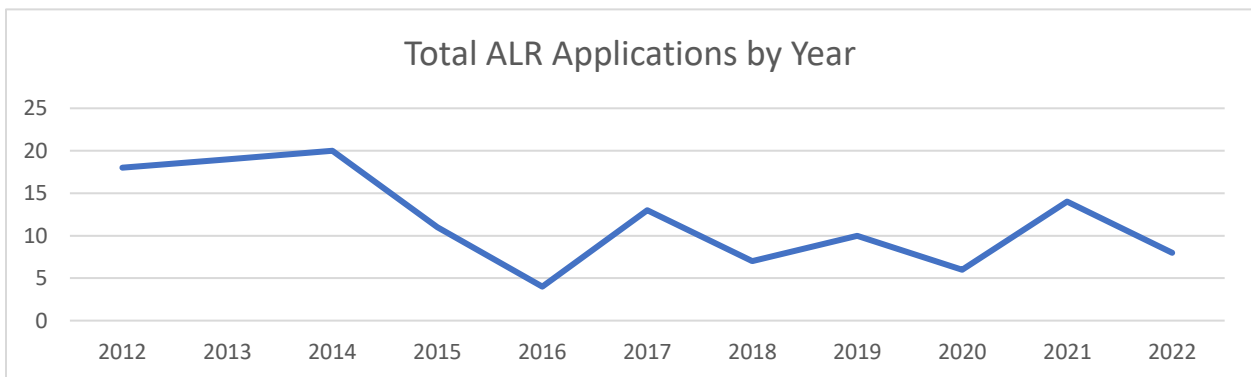
The Planning Department received one ALR application in the fourth quarter of 2022 that was cancelled by the applicant. Two applications were considered by the Board and forwarded to the ALC for consideration in the fourth quarter.

In 2022, the Regional District received eight ALR applications, one of which was cancelled. This is a reduction from the 14 applications received in 2021 and an increase from the 6 received in 2020.

Four applications were for non-farm uses, two were for subdivisions, one was for a non-adhering residential use. Six of the seven applications considered by the Board were recommended to the ALC for approval.

### ALR Applications 2012-2022

		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Total</b>		<b>18</b>	<b>19</b>	<b>20</b>	<b>11</b>	<b>4</b>	<b>13</b>	<b>7</b>	<b>10</b>	<b>6</b>	<b>14</b>	<b>8</b>
Board Recommendations	Denial	3	2	2	2	2	4	2	2	0	0	1
	Approval	13	11	4	2	1	3	3	5	3	10	6
	Conditional Approval	0	2	2	0	0	1	0	1	1	2	0
	Pending	1	2	7	3	0	1	0	1	2	1	0
	Interests unaffected	1	1	4	1	0	3	0	1	0	1	0
	Withdrawn	0	1	1	2	1	0	0	0	0	0	1
Commission Decisions	Denial	2	0	1	0	0	0	0	2	1	0	0
	Approval	1	0	3	1	0	2	0	5	0	2	1
	Conditional Approval	2	1	0	0	0	2	0	0	1	3	0
	Pending	12	17	15	2	1	8	5	3	4	9	6
	Withdrawn	1	1	1	8	3	0	0	0	0	0	1



### Official Community Plan Amendments and Rezoning Applications

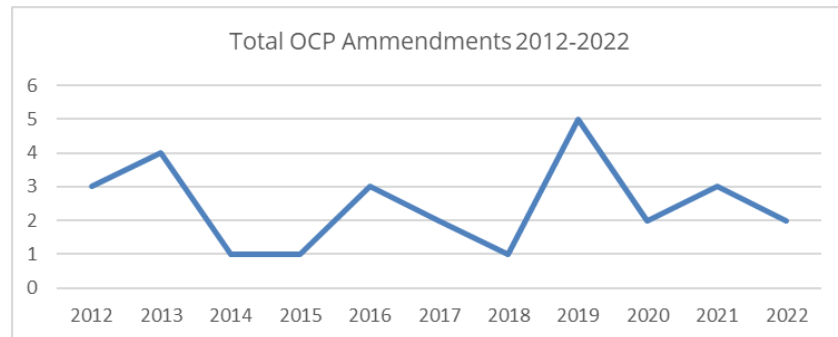
The Planning Department received one zoning bylaw amendment application in the fourth quarter of 2022. The first and second reading of two zoning bylaw amendment applications were sent to the Board for consideration in the fourth quarter.

In 2022, the Planning Department received three zoning bylaw amendment applications and two combined official community plan/zoning bylaw amendment applications, for a total of five applications. One of these applications was adopted. Four applications from previous years were adopted in 2022.

There were 18 applications for OCP amendment and/or zoning bylaw amendments in 2021 and 10 applications in 2020.

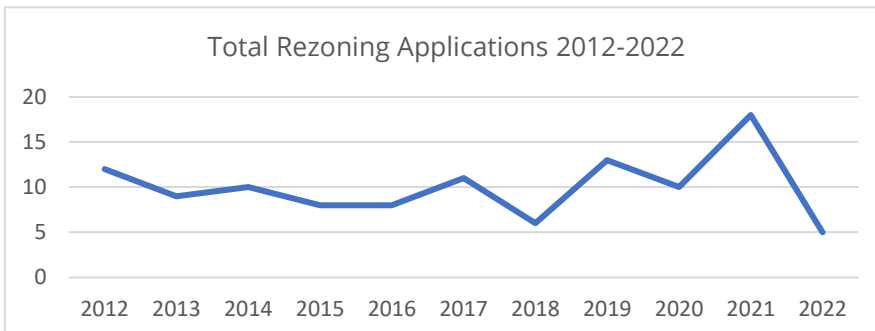
#### Official Community Plan Amendments 2012-2022

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Total</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>2</b>
Denied	0	0	0	0	1	0	0	2	0	0	0
Adopted	0	0	0	0	0	1	1	1	1	3	1
In Process	3	4	1	1	2	1	0	2	0	0	1
Withdrawn	0	0	0	0	0	0	0	0	1	0	0



#### Rezoning Applications 2012-2022

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Total</b>	<b>12</b>	<b>9</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>11</b>	<b>6</b>	<b>13</b>	<b>10</b>	<b>18</b>	<b>5</b>
Denied	0	0	0	1	3	2	0	3	0	2	0
Adopted	7	3	2	2	0	7	4	4	1	12	1
In Process	5	6	8	3	5	1	2	4	7	3	4
Withdrawn	0	0	0	2	0	1	0	2	2	1	0

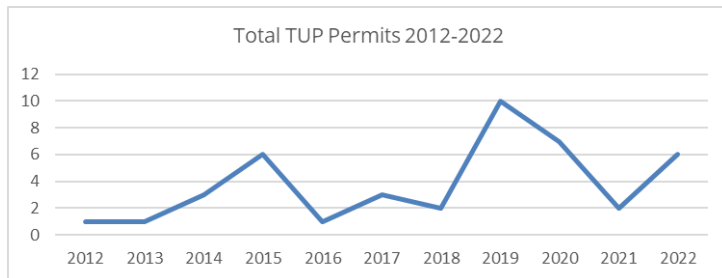


### Temporary Use Permits

The Planning Department did not receive any temporary use permit (TUP) applications in the fourth quarter of 2022. In 2022, the Planning Department received one TUP application and four TUP renewal requests. Additionally, one TUP from 2021 was processed in 2022. All of the 2022 TUP applications were associated with pipeline construction (laydown site, worker camp, stockpile sites).

#### TUP Applications 2012-2022

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Total	1	1	3	6	1	3	2	10	7	2	6
Denied	0	0	0	0	0	1	0	0	0	0	0
Issued	1	1	1	5	0	2	0	7	6	1	2
Renewal	0	0	0	1	1	0	0	0	0	1	4
Withdrawn	0	0	2	0	0	0	0	3	1	0	0



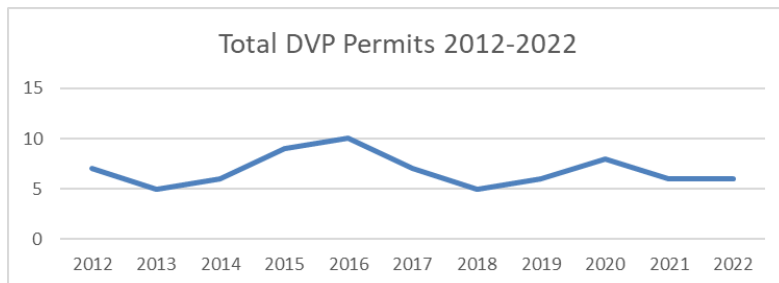
### Development Variance Permits

The Planning Department received one development variance permit (DVP) application in the fourth quarter of 2022, and processed one DVP application from the third quarter. There were two DVP applications to vary the setback requirements from the parcel boundary, two to vary the minimum parcel size at subdivision, and two to vary the maximum size of a personal storage building

In 2022, six DVP applications were received and one application from 2021 was processed. One DVP is on hold at the applicants request. The 2022 application numbers are similar to 2021 and 2020, when six and eight applications were received, respectively.

#### DVP Applications 2012-2022

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Total</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>9</b>	<b>10</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>6</b>	<b>6</b>
Denied	0	0	0	0	0	1	0	0	2	1	0
Issued	6	4	5	5	7	5	4	4	3	5	3
In Process	0	1	1	3	2	0	1	0	2	0	3
Withdrawn	1	0	0	1	1	1	0	2	1	0	0



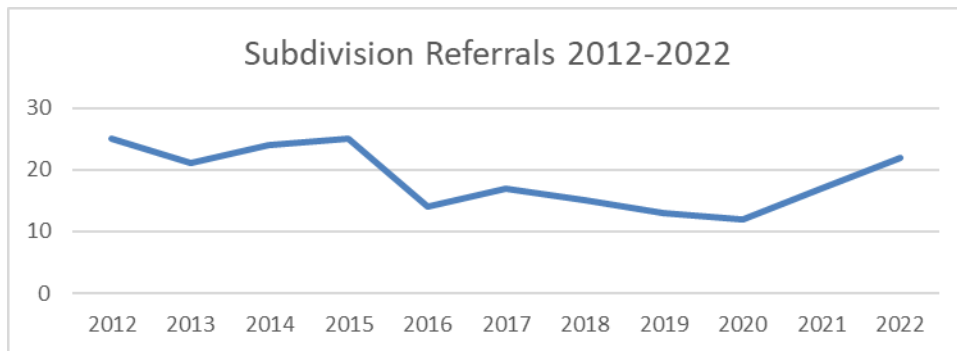
### Subdivision Referrals

The Planning Department received 11 subdivision referrals in the fourth quarter of 2022 and provided comments to the Ministry of Transportation and Infrastructure (MoTI). One subdivision referral remains in process.

In 2022, the Planning Department received 22 subdivision referrals from MoTI, a notable increase from the 17 referrals received in 2021 and the 12 received in 2020.

### Subdivision Referrals 2012-2022

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Total</b>	<b>25</b>	<b>21</b>	<b>24</b>	<b>25</b>	<b>14</b>	<b>17</b>	<b>15</b>	<b>13</b>	<b>12</b>	<b>17</b>	<b>22</b>
Denied/does not comply	3	4	8	6	4	6	3	3	4	6	1
No objections/ complies	22	17	16	18	9	11	12	9	8	9	17
Conditional Approval	0	0	0	1	1	0	0	1	0	2	4



### Land Use Reviews

The Planning Department completed 15 land use reviews for building permits in the fourth quarter of 2022. In total 128 building permit land use reviews were completed in 2022. This is an increase from the 110 land use reviews completed in 2021

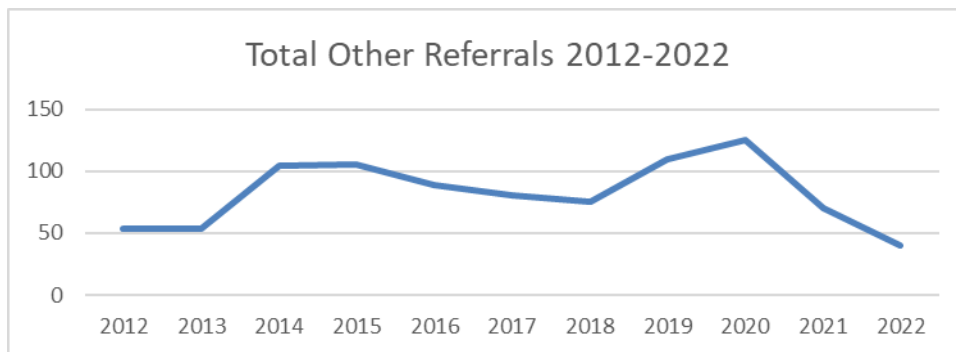
### Referrals

A total of three referrals were received in the fourth quarter of 2022. Seven referrals were processed in the fourth quarter. One referral remains in process.

The Planning Department received a total of 40 referrals in 2022, with 39 processed in 2022 and one carried over to 2023. There were only seven referrals associated with the pipeline development project received in 2022. This is a significant reduction from previous years.

## Referrals 2012-2022

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Total</b>	<b>54</b>	<b>54</b>	<b>104</b>	<b>105</b>	<b>89</b>	<b>81</b>	<b>75</b>	<b>110</b>	<b>125</b>	<b>70</b>	<b>43</b>
Crown Land	32	33	41	33	29	44	28	25	43	17	13
Mining			4	4	3	3	3	3	8	1	7
Water Licence			3	9	11	6	9	5	12	14	7
Woodlot			12	15	4	8	3	8	1	4	2
Oil and Gas Commission			41	40	42	20	23	61	55	23	7
Other-telecommunications, addition to reserve,municipal			3	4	0	0	9	8	6	11	7



## Land Use Applications and Services for Municipal Governments

No land use applications were completed in the fourth quarter on a contract basis for RDBN municipalities. In 2022, in addition to providing casual advice on a regular basis, the Planning Department undertook the following planning project under contract for municipalities.

### Village of Burns Lake

- Processed a DVP for a multi-family dwelling conversion (completed).
- Assisted with a combined OCP/Zoning amendment for a multi-family dwelling conversion (Planning Department role completed).

### District of Houston

- Processed a Downtown Development Permit for a school (carried over from 2021 and completed).
- Processed a DVP for a single family dwelling (completed).
- Provided a municipal planning workshop to key members of staff.



## Long Range Planning

The Rural Fort St James OCP and District of Fort St James OCP reviews are in progress. In the fourth quarter staff held meetings with stakeholders and continued drafting of the new plans. Work on the District of Fort St. James plan was delayed during the fall because of local staffing capacity.

The review process began in late 2021 and is undertaken in conjunction with the review of the District of Fort St. James Official Community Plan. In 2022, the preliminary consultation phase included approaching First Nations, community groups, the District of Fort St James, School District 91 and various provincial ministries for comments. Public consultation efforts included in-person and on-line open houses, a project website with OCP review information and a survey to obtain public input regarding the issues that require attention in the plan, as well as meetings with stakeholders.

A single working group was formed for both the municipal and rural OCP in May and met four times over the summer. The purpose of the working group was to have community members work with staff on the details of the proposed new OCP document.





## Building Inspection

The RDBN received a total of 28 building permit applications in the fourth quarter of 2022, with a total construction value of **\$5,931,558**. This is an increase compared to the 20 building permit applications with a total construction value of \$1,534,300 received in the fourth quarter of 2021.

The RDBN provided building inspection services to the District of Vanderhoof under short term agreements from June 1 to December 31 while the District undergoes the recruitment process for a new building inspector. The RDBN processed approximately 28 building permit applications for the District during this period.

**Fourth Quarter Building Permit Data for 2022**

<b>Area</b>	<b>Total Permits</b>	<b>Total Construction Value (\$)</b>
A	9	3,463,000
B	7	1,613,000
C	0	0
D	0	0
E	0	0
F	1	8,000
G	0	0
Burns Lake	4	249,000
Fort St. James	0	0
Fraser Lake	4	579,000
Granisle	0	0
Houston	3	19,558
Telkwa	0	0
<b>Fourth Quarter RDBN Totals</b>	<b>28</b>	<b>5,931,558</b>
Smithers	11	400,200
Vanderhoof	16	1,160,000
<b>Total</b>	<b>55</b>	<b>7,491,758</b>

In 2022 there were 138 building permits issued in the rural area. This is a slight decrease from the 147 permits issued in 2021, and comparable to the 137 permits issued in 2020. Construction value under permit in Electoral Areas in 2022 totaled \$29,653,559, which is comparable to the 2021 value of \$30,238,356.

A total of 83 permits were issued under contract for municipalities in 2022. This is a decrease from the 92 permits issued in 2021.

### 2022 Building Permit Data

Area	Total Permits	Total Construction Value (\$)	Permit Fees (\$)
A	68	16,219,900	95,366
B	25	4,808,000	25,871
C	5	848,659	5,092
D	8	1,471,600	8,484
E	0	0	0
F	30	6,197,400	33,444
G	2	100,000	160
Burns Lake	22	8,982,016	52,240
Fort St. James	11	96,604,211	578,129
Fraser Lake	11	3,671,437	21,487
Granisle	4	217,000	1,476
Houston	24	2,819,558	19,586
Telkwa	11	339,000	1,300
<b>2022 RDBN Totals</b>	<b>237</b>	<b>142,278,781</b>	<b>842,635</b>
Vanderhoof	28	8,633,057	23,942
Smithers	75	10,389,063	67,750
<b>Total</b>	<b>312</b>	<b>161,300,901</b>	<b>934,327</b>

### Historical Electoral Area Building Permits by Year

Year	Number of New Permits	Construction Value (\$)	Permit Fees (\$)
<b>2022</b>	<b>138</b>	<b>29,653,559</b>	<b>168,763</b>
2021	147	30,238,356	163,668
2020	137	17,784,976	93,473
2019	128	17,665,394	97,935
2018	100	14,036,541	79,758
2017	102	13,699,822	84,353
2016	91	6,983,200	42,515
2015	101	8,555,444	47,927
2014	115	12,102,760	71,235
2013	116	12,781,476	73,477
2012	124	7,135,121	42,304
2011	113	6,033,276	37,558
2010	127	7,715,376	47,302
2009	109	5,699,262	35,608
2008	156	7,736,291	48,201
2007	156	7,943,975	50,075
2006	114	6,792,778	42,178
2005	104	5,252,088	33,127
2004	95	4,152,247	25,408
2003	101	3,903,938	23,710
2002	115	4,490,349	27,595
2001	118	6,540,615	33,591
2000	140	5,907,653	30,817

In 2022 the number of single-family dwellings constructed under permit in Electoral Areas was 50. This is a decrease from the 65 constructed in 2021, and an increase from the 41 constructed in 2020.

### New Single-Family Dwelling Building Permits by Electoral Area\*

YEAR	CONSTRUCTION VALUE (\$)	PERMIT VALUE (\$)	SINGLE FAMILY DWELLINGS CONSTRUCTED IN THE ELECTORAL AREAS							TOTAL SINGLE FAMILY DWELLINGS	PERMITS ISSUED
			A	B	C	D	E	F	G		
2022	29,653,559	168,763	28	7	2	2	0	11	0	50	138
2021	30,238,356	163,668	39	6	3	5	0	10	2	65	147
2020	17,784,976	93,473	21	4	4	1	0	9	2	41	137
2019	17,665,394	97,935	19	3	1	1	0	5	1	30	128
2018	14,036,541	79,758	15	1	2	3	0	7	1	29	100
2017	13,699,822	84,353	13	2	5	1	0	4	0	25	102
2016	6,983,200	42,515	15	0	0	0	0	5	1	23	91
2015	8,555,444	47,927	13	0	4	3	0	7	2	29	101
2014	12,102,760	71,235	16	1	4	3	0	8	1	33	115
2013	12,781,476	73,477	16	3	2	3	0	13	0	37	116
2012	7,135,121	42,304	19	0	2	2	0	11	1	35	124
2011	6,033,276	37,558	12	2	8	1	0	7	0	30	113
2010	7,715,376	47,302	14	2	4	4	0	13	3	40	127
2009	5,699,262	35,608	13	2	2	5	0	6	2	30	109
2008	7,736,291	48,201	26	4	1	4	0	12	4	51	156
2007	7,943,975	50,075	23	4	1	3	0	12	1	44	156
2006	6,792,778	42,178	21	2	3	2	0	12	2	42	114
2005	5,252,088	33,127	7	4	5	5	0	8	1	30	104
2004	4,152,247	25,408	7	3	1	2	0	6	0	19	95
2003	3,903,938	23,710	11	5	0	0	0	5	1	22	101
2002	4,490,349	27,595	5	2	3	2	0	5	1	18	115
2001	6,540,615	33,591	7	8	3	4	0	6	0	28	118
2000	5,907,653	30,817	18	8	8	1	0	2	1	38	140

The number of single-family dwellings constructed under permit in municipalities was 15. This is a decrease from the 37 constructed in 2021, and the 25 constructed in 2020.

### **New Single Family Dwelling Building Permits by Municipality\***

MUNICIPALITIES	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
SMITHERS	28	18	8	11	14	9	9	11	5	9	8	4	10	15	10	6
TELKWA	3	5	1	11	5	8	5	5	5	6	6	4	1	4	1	0
HOUSTON	4	2	3	2	2	1	2	1	2	5	1	2	0	2	9	3
GRANSILE	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
BURNS LAKE	2	1	2	1	1	0	0	0	0	0	3	1	1	2	8	3
FRASER LAKE	1	3	0	1	3	1	0	0	0	0	0	0	0	0	0	1
VANDERHOOF	17	17	8	13	11	11	6	14	2	6	7	1	3	1	8	2
FORT ST JAMES	2	1	1	3	2	0	4	1	2	2	1	1	2	1	1	0
<b>TOTAL</b>	<b>57</b>	<b>47</b>	<b>23</b>	<b>42</b>	<b>38</b>	<b>31</b>	<b>26</b>	<b>32</b>	<b>16</b>	<b>28</b>	<b>26</b>	<b>13</b>	<b>17</b>	<b>25</b>	<b>37</b>	<b>15</b>

**\*Notes to Housing Starts Tables:**

- The tables refer to new single-family dwellings only and do not include multi-family units such as apartments, duplexes, etc.
- The tables do not account for new single-wide mobile homes.
- The tables do not account for new dwellings constructed outside of the Building Bylaw area, or on First Nation reserves.

## Parks and Trails

### Cycle 16 Trail

The fourth quarter saw continued construction of Phase 1 of the Cycle 16 Trail. During 2022 a significant amount of time was spent working with the Cycle 16 Trail Society, the Ministry of Transportation and Infrastructure and the Agricultural Land Commission on different aspects of the Cycle 16 trail project. The construction contract for Phase 1 was issued in early May. A groundbreaking ceremony for Phase 1 was held on June 10, 2022, and trail construction began in July.

### Round Lake Park and Boat Launch

Staff continue to work with the Round Lake Community Association (RLCA) on their Waterfront Upgrade Project. The RLCA must now complete an Archaeological Overview Assessment for the site and hire a consultant (using Gas Tax funding) to design the proposed works to the satisfaction of the Ministry of Transportation and Infrastructure.

To assist the RLCA, Planning Department staff have finalized a request for proposals (RFP) for project design. The proposal "Round Lake Park Waterfront Upgrade Survey and Design Project" is now posted and open for submission of proposals on the public BC Bid Portal.

### Imeson's Beach

The Imeson's Beach Parking Lot and Pedestrian Railway Crossing Project is underway. During the fourth quarter of 2022 the project remained on hold waiting for CN to provide feedback on the crossing design.

The "Imeson's Beach Parking Lot and Pedestrian Railway Crossing Detailed Design Project" started in March 2022 when a contract was awarded to McElhanney. The consultant completed the survey work and developed pedestrian crossing design drawings which were submitted to CN in May. CN responded in August and asked for some changes to the design including adding some steps to meet the approach grade requirements. The consultant submitted the revised drawings back to CN in the fall and has not received a response to date.

During 2022, the Planning Department, with the support of other departments, created a video pitch to the April 2022 Risk Management Conference Raptor's Room session for risk management at Imeson's Beach. The RDBN won the contest and received the \$10,000 prize in risk management grant funding.

## **Hospital Point**

In the fourth quarter, Economic Development and Planning staff submitted an Expression of Interest (EOI) to the Province's Destination Development Fund for improvements at Hospital Point. If the Hospital Point project EOI is shortlisted, the RDBN will complete the necessary development and construction plans to make a full application when the next stage intake opens.

In 2022, a contract to construct an accessible outhouse at Hospital Point was awarded to a local contractor. The construction of the outhouse was completed in October and the facility will be ready for public use in the spring.

## **Trout Creek**

Planning is underway for the installation of an outhouse on the river side of the Trout Creek property. The Trout Creek property is heavily used in the fall and summer for fishing and other recreation purposes and there is a concern that users do not have access to toilet facilities.

Staff, with the support of the Ministry of Forests, are working with the Ministry of Transportation and Infrastructure (MoTI) to identify a location for the outhouse. The property must first be surveyed to determine the location of the MoTI right of way in relation to the RDBN's property and the natural boundaries of the Bulkley River and Trout Creek. The Ministry of Transportation and Infrastructure must approve the placement of the outhouse because the preferred location is likely to be within the highway right of way.

## **Highway 35 Multi-use Trail**

The Highway 35 Multi-use Trail Conceptual Design Study project is underway. Staff have posted a Request for Proposals (RFP) for the development of a conceptual design study for an accessible multi-use trail along Highway 35 on the Provincial BC Bid Portal and is now open for submissions. The trail is proposed to run between the Village of Burns Lake and Tchesinkut Lake (approximately 12 km) and is intended to provide residents with a recreation amenity and a safe and enjoyable alternative to commuting by motor vehicle.

## **Parks and Trails Master Plans**

In September Planning staff posted a request for proposals (RFP) in coordination with the Village of Burns Lake, for the development of master plans for parks, trails, and recreation. Five quality proposals were received in response to RFP. In January, staff will take a recommendation to the Board to enter a contract with the preferred consultant for the project.

Staff are in discussions with the Town of Smithers on a similar project.

### Recreation Contribution Service

In the fourth quarter, the alternative approval process was completed by Administration, and the Board adopted the following service establishment bylaws at their October 2022 meeting.

- "Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022
- "Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022"
- "Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022"
- "Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022"

In late 2022 staff held meetings with the participating Electoral Area and municipal Directors and municipal staff regarding taxation amount and the funds distribution process. Based on these discussions staff drafted Recreation Contribution Grant Program policy, terms of reference for associated Committees. and an application package for the Board's consideration.



Planning Department

4<sup>th</sup> Quarterly Report / 2022 Year End Summary



## Bylaw Enforcement

A new Bylaw Enforcement Officer began in September 2022; therefore, the fourth quarter of 2022 was spent catching up on bylaw enforcement issues resulting from the position vacancy. The new Bylaw enforcement Officer also began work reviewing the draft new ticketing bylaw and Bylaw Dispute Adjudication (BDA) system files. Several outstanding issues have been resolved and files closed. Bylaw enforcement services continue to be provided to the District of Houston under agreement.

Bylaw enforcement files are created where enforcement action is warranted, and no immediate resolution is forthcoming following discussions with the property owner. A file is not created if the staff investigation determines that a bylaw infraction has not occurred and if further action is not justified, or if the infraction is resolved or likely to be resolved through discussions with the property owner. It is noted that there are numerous bylaw enforcement issues dealt with which do not result in a file being created. The chart below indicates the type of files created and whether they have been resolved. These statistics are for the RDBN only and do not include the statistics from Houston which are kept in the District of Houston's reports.

Bylaw Files Statistics by year for the RDBN (Houston statistics are separate):

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Carried Forward</b>	9	12	20	20	24	26	24	20	13	11	12	14	26
<b>New Files</b>	15	8	3	9	8	2	1	0	0	4	3	8	15
<b>Total Unresolved</b>	16	19	20	24	26	24	20	13	13	15	15	12	13
<b>Total Resolved</b>	7	5	3	5	6	6	5	7	0	2	3	2	4

## Geographic Information Systems (GIS)

### Fourth Quarter Statistics

In the fourth quarter, in addition to general upkeep of digital records, the GIS Technician completed the following tasks:

- Responded to 134 GIS related requests for RDBN staff (Planning Department = 61, Protective Services = 24 for, Administration & Finance = 8, and Environmental Services = 5.
- Responded to 27 public and 5 municipal information or mapping requests.
- Issued 350 new house numbers in the rural area.
- Processed 8 new house numbers for municipalities and First Nations.
- Completed 3 large design requests for Protective Services and the Planning Department.

In the fourth quarter of 2022, the GIS Technician's time has been split 42% / 36% / 22% between the Planning Department, other RDBN Departments, and public requests.

### Year End Statistics

The following includes all tasks completed between Jan 1<sup>st</sup>, 2022, and December 31<sup>st</sup>, 2022

- Completed 344 mapping requests for staff.
- Issued 480 new house numbers in the rural area.
- Processed 98 new house numbers for municipalities and First Nations
- Completed 44 design requests for staff.

In 2022, the GIS Technician's time has been split 50/50 between Planning Department tasks, and work for other RDBN Departments.

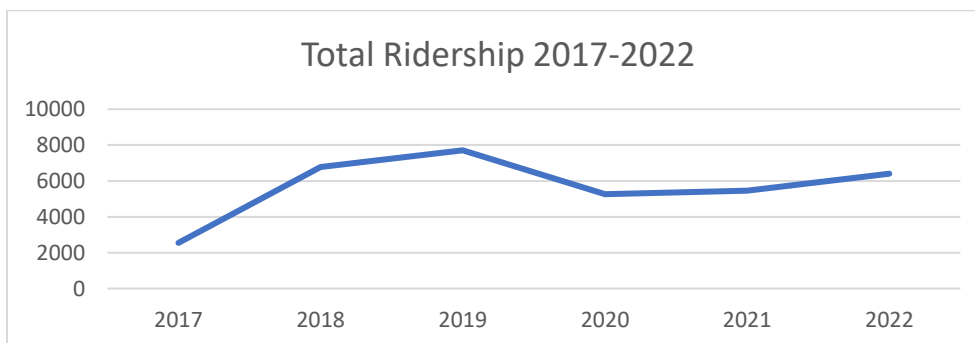
## Transit

The RDBN is responsible for reviewing and approving service and performance standards based on operating and capital budgets set by BC Transit, establishing and collecting the fares and other revenues, and recommending the annual operating budget for BC Transit approval.

Ridership in the 4<sup>th</sup> quarter was 1,785 boardings. This is an increase compared to 1,331 in the 4<sup>th</sup> quarter of 2021.

In 2022, BC Transit completed a service review. Results will be available early in 2023. Ridership in 2022 was consistent with prior years.

2022 Ridership												
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
Route 161 Burns Lake - Prince George	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Electoral Area "B" Burns Lake Rural Wet'suwet'en First Nation	8	9	21	9	8	4	7	6	2	35	5	7
Burns Lake/Lake Babine Nation/Burns Lake Band	80	71	118	74	85	90	73	127	72	85	105	117
Electoral Area "D" Fraser Lake Rural Stellat'en First Nation/Nadleh Whut'en/Endako, Fort Fraser	33	28	32	33	18	30	27	41	21	46	40	30
Fraser Lake	23	18	26	11	16	17	14	28	19	14	24	20
Vanderhoof	36	40	54	41	39	52	30	31	53	44	64	47
RDFFG - Electoral Area "C" Beaverly	3	4	4	0	0	0	3	0	5	0	1	0
Prince George	135	136	172	122	144	175	139	213	147	216	160	181
<b>Total Passenger Boardings</b>	<b>318</b>	<b>306</b>	<b>427</b>	<b>290</b>	<b>310</b>	<b>368</b>	<b>293</b>	<b>446</b>	<b>319</b>	<b>440</b>	<b>399</b>	<b>402</b>
<b>Route 162 Burns Lake - Smithers</b>												
Electoral Area "B" Burns Lake Rural Wet'suwet'en First Nation	4	1	0	1	2	0	3	3	0	1	0	4
Burns Lake/Lake Babine Nation/Burns Lake Band	22	9	34	11	17	17	17	14	15	12	11	18
Electoral Area "G" Houston Rural	2	2	8	6	4	3	7	4	2	1	0	0
Houston	48	38	90	74	75	70	74	108	58	89	84	87
Electoral Area "A" Smithers Rural	1	0	0	2	0	0	0	0	0	1	0	3
Telkwa	5	2	4	9	1	5	4	7	2	3	2	4
Smithers	48	58	68	79	87	69	68	105	67	68	77	79
<b>Total Passenger Boardings</b>	<b>130</b>	<b>110</b>	<b>204</b>	<b>182</b>	<b>186</b>	<b>164</b>	<b>173</b>	<b>241</b>	<b>144</b>	<b>175</b>	<b>174</b>	<b>195</b>
<b>162 Midday Run</b> - Departs Smithers 11:30 am Departs Houston at 1:00 pm												
Houston	18	18	48	28	19	23	16	18	9	22	22	22
Electoral Area "A" Smithers Rural	0	0	0	0	0	0	0	0	0	1	0	0
Telkwa	0	0	0	0	1	0	1	3	0	2	1	1
Smithers	11	12	11	24	22	27	22	32	15	15	21	19
<b>Total Passenger Boardings</b>	<b>29</b>	<b>30</b>	<b>59</b>	<b>52</b>	<b>42</b>	<b>50</b>	<b>39</b>	<b>53</b>	<b>24</b>	<b>40</b>	<b>44</b>	<b>42</b>





# Environmental Services

October 1 to December 31, 2022

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## Priorities

All efforts made by Environmental Services staff are working towards improving “the 3 C’s”:

- Continuity – Minimize the impact of disruptive events/circumstances
- Capacity – Ensuring that there is manpower and resources to maintain the services we provide
- Compliance – Ministry of Environment and Climate Change Strategy and WorkSafe BC

## Services Provided

Solid Waste Management:

- Operation of two (2) sub-regional landfills located near Houston (Knockholt) and Vanderhoof (Clearview) and one (1) local landfill in Manson Creek.
- Operation of eight (8) transfer stations located in Smithers/Telkwa, Houston, Granisle, Burns Lake, Southside, Fraser Lake, Ft. St. James and Vanderhoof,
- Operation of six (6) recycling depots located in Smithers/Telkwa, Granisle, Burns Lake, Southside, Ft. St James and Vanderhoof.
- Waste hauling operations transport waste from Transfer Stations to Landfills
- Environmental monitoring and reporting to the Ministry of Environment and Climate Change Strategy as per RDBN Operational Certificates.

Liquid Waste Management:

- Operation of septage receiving facilities at Smithers/Telkwa, Houston, Burns Lake and Fort Fraser.

Fort Fraser Water and Wastewater Systems:

- Operation of a small water supply and distribution system
- Operation of small wastewater collection and treatment system

## Staffing

Full-time Permanent:

- Director of Environmental Services
- Waste Diversion Supervisor
- Operations Supervisor
- Environmental Technician
- Environmental Services Office Assistant
- Field Assistant West
- Field Assistant East
- 14 x Transfer Station & Recycling Depot Attendants
- 2 x Landfill Operators
- 3 x Landfill Attendants
- 2 x Waste Haul Drivers

#### Part-time Permanent

- 1 x Landfill Attendant
- 6 x Transfer Station & Recycling Depot Attendants
- 2 x Waste Haul Drivers

#### Casual (holiday and sick coverage):

- 6 Transfer Station and Recycling Depot Attendants

#### Summer Students:

- none

### **Notable Department Activity**

- Wrap-up 2022 capital projects and reconcile budget and work plan (see below).
- Design, planning and budgeting for 2023 capital work plan.
- Waste characterization study sampling event #3 conducted Nov 14<sup>th</sup> to 18<sup>th</sup>.
- Cost Recovery (User Pay) Phase II report presented to the Board. Refine the 2023 Implementation plan (ongoing), see below.
- Clearview Landfill Phase 2 design.
- Knockholt Leachate treatment system 2023 work plan.
- Quarterly ground water sampling of closed and active landfills.
- Improve operational procedure manuals and safety procedures
- Planning the expansion of recycling programs
- Training field staff
- Recruitment and Training of casual attendants and Cross-training of current Transfer Station and Recycling Depot Attendants
- Updating regulatory documents for RDBN Landfills
- Fort Fraser Water distribution system upgrades along Dock Avenue Completed

## 2022 Capital Projects Update

The fourth quarter of 2022 has been used for completing projects and purchases and planning projects that will carry forward to 2023. Several projects and purchases have been reprioritized due to changes in operational strategy.

<b>ES Capital Q4 Update - October 1 - December 31, 2022</b>					
<b>Site</b>	<b>Item</b>	<b>Budget</b>	<b>Status</b>	<b>Cost</b>	<b>Variance</b>
KLF	Phase 3B/C completion	\$300,000	Complete	\$538,000	-\$238,000
HAUL	New Walking Floor Trailer	\$175,000	Complete	\$179,000	-\$4,000
HAUL	Roll-off Truck	\$150,000	Complete	\$121,000	\$29,000
FIELD	Air Curtain Burner	\$100,000	Complete	\$83,000	\$17,000
FIELD	Mini Excavator = 2 Skid Steers	\$100,000	Complete	\$91,000	\$9,000
OTHER	Various Projects under \$100,000	\$360,000	Complete	\$288,600	\$71,400
VTS	Lean-to for big trucks	\$100,000	Cancelled	\$0	\$100,000
OTHER	Various Projects under \$100,000	\$220,000	Cancelled	\$2,100	\$217,900
KLF	Perimeter Fence	\$125,000	Deferred to 2023	\$0	\$125,000
KLF	Lagoon Hydro	\$170,000	Deferred to 2023	\$0	\$170,000
BLTS	Lean-to for big trucks	\$100,000	Deferred to 2023	\$8,000	\$92,000
OTHER	Various Projects under \$100,000	\$385,000	Deferred to 2023	\$43,000	\$342,000
<b>Total</b>		<b>\$2,285,000</b>		<b>\$1,353,700</b>	<b>\$931,300</b>

## Special Reports

### User Pay Implementation

One of the strategies outlined in the 2018 Solid Waste Management Plan was implementation of a User Pay system to incentivize diversion and recycling. In September 2018, the consultant, TetraTech, provided a “Cost Recovery Study Report” which provided 3 scenarios for paying for increased diversion services:

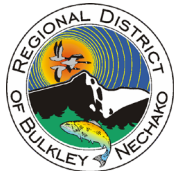
1. Increase taxation
2. Fees on Commercial Garbage only
3. Fees on all garbage

At that time, the Board voted to move forward with Scenario 3, however, the project was delayed and recommenced in 2022. In October 2022, TetraTech presented the draft “Solid Waste User Fee Implementation Study – Phase II” report to the Board for comments and discussion. The Board supported moving forward with the implementation plan (see below) and staff has been working in Q4 to address the comments provided at the October meeting and finalize the Phase II report. The Regional Solid Waste Advisory Committee will meet four (4) times per year and provide input for consideration when moving forward with the implementation plan. The current draft of the implementation plan begins in October 2022 and projects the launch of user fees at all sites in the first quarter of 2025. This timeline required that the 2023 department budget and work plan and labour projections be congruent with the user pay implementation plan. This is a major project for the Environmental Services Department, and capacity within the administration and operations of the Department will need to be adjusted accordingly to move the project along the proposed timeline.



**Table 8-1: Updated User Fee Implementation Work Plan**

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



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** January 26, 2023  
**Subject:** Consumer Price Index

---

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

Receipt

---

### BACKGROUND

The consumer price index for British Columbia was released on January 17, 2023 and is 6.6%. The Regional District utilizes this figure to adjust Directors' remuneration, staff salaries, several ongoing contracts (such as office cleaning) and the Fort Fraser Water and Sewer utility bills.

The inflation information published by Statistics Canada for British Columbia for the last five years averaged 3.3%. The following is the CPI for the last five years:

2018 3.0%  
2019 2.1%  
2020 0.8%  
2021 3.9%  
2022 6.6%

With the release of this information, the Finance Department will begin to make the changes required for the Regional District beginning in late January and finishing at the end of February. The Payroll Clerk will be forwarding the new Directors remuneration form to each director before the end of January.

### Attachments:

Consumer Price Index December to December

Didn't find what you're looking for? [View related tables, including other calculations and frequencies](#)

Showing 14 records

Filter

Reset

Geography	Products and product groups <sup>3, 4</sup>	December 2021	November 2022	December 2022	November 2022 to December 2022	December 2021 to December 2022
Canada ( <a href="#">map</a> )		<b>2002=100</b>				
	All-items	144.0	154.0	153.1	-0.6	6.3
Newfoundland and Labrador ( <a href="#">map</a> )	All-items	146.3	156.8	154.6	-1.4	5.7
Prince Edward Island ( <a href="#">map</a> )	All-items	147.4	162.3	158.8	-2.2	7.7
Nova Scotia ( <a href="#">map</a> )	All-items	145.4	158.5	156.4	-1.3	7.6
New Brunswick ( <a href="#">map</a> )	All-items	144.3	155.9	153.4	-1.6	6.3
Quebec ( <a href="#">map</a> )	All-items	140.2	150.1	149.0	-0.7	6.3
Ontario ( <a href="#">map</a> )	All-items	146.0	155.4	154.8	-0.4	6.0
Manitoba ( <a href="#">map</a> )	All-items	144.0	157.0	155.5	-1.0	8.0
Saskatchewan ( <a href="#">map</a> )	All-items	145.9	157.0	155.7	-0.8	6.7
Alberta ( <a href="#">map</a> )	All-items	151.7	161.6	160.8	-0.5	6.0
British Columbia ( <a href="#">map</a> )	All-items	138.0	148.1	147.1	-0.7	6.6
Whitehorse, Yukon <sup>5</sup> ( <a href="#">map</a> )	All-items	140.8	152.0	152.2	0.1	8.1
Yellowknife, Northwest Territories <sup>5</sup> ( <a href="#">map</a> )	All-items	144.8	155.6	155.0	-0.4	7.0
Iqaluit, Nunavut <sup>6</sup> ( <a href="#">map</a> )	All-items	134.7	139.6	138.7	-0.6	3.0

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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Justin Greer, First Nations Liaison  
**Date:** January 26, 2023  
**Subject:** **Report on Truth and Reconciliation Commission Calls to Action**

---

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

Receive.

---

### BACKGROUND

From October 2021 through to September 2022, the RDBN Board and Committee of the Whole received for discussion the 94 Calls to Action from the Truth and Reconciliation Commission of Canada. This initiative originated from the 2021 UBCM Convention plenary session, "Pathways to Truth and Reconciliation," which prompted staff discussions on how the Regional District can support local First Nations in their advocacy for reconciliation efforts in the region.

The memos proceeded through the Calls to Action five at a time in sequential order. They consisted of some background information and an update on any progress that has been made to date on the Calls to Action. The memos are linked to in the attachments below.

This report highlights three Calls to Action that are particularly relevant to local government:

Call 43: We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.

Call 47: We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and terra nullius, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.

Call 57: We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations.

This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

Call #43 generated interest from the previous Board and resulted in a request for staff to bring back a draft plan for implementing the *United Nations Declaration on the Rights of Indigenous Peoples* as the RDBN framework for reconciliation. The draft plan was brought to the Board in May 2022. The resulting discussion ended with a recommendation to allow for some time to think through these large issues and bring a second version of the draft plan to the new Board.

**ATTACHMENTS:**

- 1) Truth and Reconciliation Commission of Canada's 94 Calls to Action
- 2) [Prior Board memos with the 94 Calls to Action \(click link\)](#)



**Truth and  
Reconciliation**  
Commission of Canada

# **Truth and Reconciliation Commission of Canada: Calls to Action**



## Calls to Action

In order to redress the legacy of residential schools and advance the process of Canadian reconciliation, the Truth and Reconciliation Commission makes the following calls to action.

### Legacy

#### CHILD WELFARE

1. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to reducing the number of Aboriginal children in care by:
  - i. Monitoring and assessing neglect investigations.
  - ii. Providing adequate resources to enable Aboriginal communities and child-welfare organizations to keep Aboriginal families together where it is safe to do so, and to keep children in culturally appropriate environments, regardless of where they reside.
  - iii. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the history and impacts of residential schools.
  - iv. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the potential for Aboriginal communities and families to provide more appropriate solutions to family healing.
  - v. Requiring that all child-welfare decision makers consider the impact of the residential school experience on children and their caregivers.
2. We call upon the federal government, in collaboration with the provinces and territories, to prepare and
  - publish annual reports on the number of Aboriginal children (First Nations, Inuit, and Métis) who are in care, compared with non-Aboriginal children, as well as the reasons for apprehension, the total spending on preventive and care services by child-welfare agencies, and the effectiveness of various interventions.
3. We call upon all levels of government to fully implement Jordan's Principle.
4. We call upon the federal government to enact Aboriginal child-welfare legislation that establishes national standards for Aboriginal child apprehension and custody cases and includes principles that:
  - i. Affirm the right of Aboriginal governments to establish and maintain their own child-welfare agencies.
  - ii. Require all child-welfare agencies and courts to take the residential school legacy into account in their decision making.
  - iii. Establish, as an important priority, a requirement that placements of Aboriginal children into temporary and permanent care be culturally appropriate.
5. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate parenting programs for Aboriginal families.

#### EDUCATION

6. We call upon the Government of Canada to repeal Section 43 of the *Criminal Code of Canada*.
7. We call upon the federal government to develop with Aboriginal groups a joint strategy to eliminate

educational and employment gaps between Aboriginal and non-Aboriginal Canadians.

8. We call upon the federal government to eliminate the discrepancy in federal education funding for First Nations children being educated on reserves and those First Nations children being educated off reserves.
9. We call upon the federal government to prepare and publish annual reports comparing funding for the education of First Nations children on and off reserves, as well as educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
10. We call on the federal government to draft new Aboriginal education legislation with the full participation and informed consent of Aboriginal peoples. The new legislation would include a commitment to sufficient funding and would incorporate the following principles:
  - i. Providing sufficient funding to close identified educational achievement gaps within one generation.
  - ii. Improving education attainment levels and success rates.
  - iii. Developing culturally appropriate curricula.
  - iv. Protecting the right to Aboriginal languages, including the teaching of Aboriginal languages as credit courses.
  - v. Enabling parental and community responsibility, control, and accountability, similar to what parents enjoy in public school systems.
  - vi. Enabling parents to fully participate in the education of their children.
  - vii. Respecting and honouring Treaty relationships.
11. We call upon the federal government to provide adequate funding to end the backlog of First Nations students seeking a post-secondary education.
12. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.

#### **LANGUAGE AND CULTURE**

13. We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights.

14. We call upon the federal government to enact an Aboriginal Languages Act that incorporates the following principles:
  - i. Aboriginal languages are a fundamental and valued element of Canadian culture and society, and there is an urgency to preserve them.
  - ii. Aboriginal language rights are reinforced by the Treaties.
  - iii. The federal government has a responsibility to provide sufficient funds for Aboriginal-language revitalization and preservation.
  - iv. The preservation, revitalization, and strengthening of Aboriginal languages and cultures are best managed by Aboriginal people and communities.
  - v. Funding for Aboriginal language initiatives must reflect the diversity of Aboriginal languages.
15. We call upon the federal government to appoint, in consultation with Aboriginal groups, an Aboriginal Languages Commissioner. The commissioner should help promote Aboriginal languages and report on the adequacy of federal funding of Aboriginal-languages initiatives.
16. We call upon post-secondary institutions to create university and college degree and diploma programs in Aboriginal languages.
17. We call upon all levels of government to enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers.

#### **HEALTH**

18. We call upon the federal, provincial, territorial, and Aboriginal governments to acknowledge that the current state of Aboriginal health in Canada is a direct result of previous Canadian government policies, including residential schools, and to recognize and implement the health-care rights of Aboriginal people as identified in international law, constitutional law, and under the Treaties.
19. We call upon the federal government, in consultation with Aboriginal peoples, to establish measurable goals to identify and close the gaps in health outcomes



between Aboriginal and non-Aboriginal communities, and to publish annual progress reports and assess long-term trends. Such efforts would focus on indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.

20. In order to address the jurisdictional disputes concerning Aboriginal people who do not reside on reserves, we call upon the federal government to recognize, respect, and address the distinct health needs of the Métis, Inuit, and off-reserve Aboriginal peoples.
21. We call upon the federal government to provide sustainable funding for existing and new Aboriginal healing centres to address the physical, mental, emotional, and spiritual harms caused by residential schools, and to ensure that the funding of healing centres in Nunavut and the Northwest Territories is a priority.
22. We call upon those who can effect change within the Canadian health-care system to recognize the value of Aboriginal healing practices and use them in the treatment of Aboriginal patients in collaboration with Aboriginal healers and Elders where requested by Aboriginal patients.
23. We call upon all levels of government to:
  - i. Increase the number of Aboriginal professionals working in the health-care field.
  - ii. Ensure the retention of Aboriginal health-care providers in Aboriginal communities.
  - iii. Provide cultural competency training for all health-care professionals.
24. We call upon medical and nursing schools in Canada to require all students to take a course dealing with Aboriginal health issues, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, and Indigenous teachings and practices. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

## JUSTICE

25. We call upon the federal government to establish a written policy that reaffirms the independence of the

Royal Canadian Mounted Police to investigate crimes in which the government has its own interest as a potential or real party in civil litigation.

26. We call upon the federal, provincial, and territorial governments to review and amend their respective statutes of limitations to ensure that they conform to the principle that governments and other entities cannot rely on limitation defences to defend legal actions of historical abuse brought by Aboriginal people.
27. We call upon the Federation of Law Societies of Canada to ensure that lawyers receive appropriate cultural competency training, which includes the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
28. We call upon law schools in Canada to require all law students to take a course in Aboriginal people and the law, which includes the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
29. We call upon the parties and, in particular, the federal government, to work collaboratively with plaintiffs not included in the Indian Residential Schools Settlement Agreement to have disputed legal issues determined expeditiously on an agreed set of facts.
30. We call upon federal, provincial, and territorial governments to commit to eliminating the overrepresentation of Aboriginal people in custody over the next decade, and to issue detailed annual reports that monitor and evaluate progress in doing so.
31. We call upon the federal, provincial, and territorial governments to provide sufficient and stable funding to implement and evaluate community sanctions that will provide realistic alternatives to imprisonment for Aboriginal offenders and respond to the underlying causes of offending.
32. We call upon the federal government to amend the Criminal Code to allow trial judges, upon giving reasons, to depart from mandatory minimum sentences and restrictions on the use of conditional sentences.

33. We call upon the federal, provincial, and territorial governments to recognize as a high priority the need to address and prevent Fetal Alcohol Spectrum Disorder (FASD), and to develop, in collaboration with Aboriginal people, FASD preventive programs that can be delivered in a culturally appropriate manner.
34. We call upon the governments of Canada, the provinces, and territories to undertake reforms to the criminal justice system to better address the needs of offenders with Fetal Alcohol Spectrum Disorder (FASD), including:
- i. Providing increased community resources and powers for courts to ensure that FASD is properly diagnosed, and that appropriate community supports are in place for those with FASD.
  - ii. Enacting statutory exemptions from mandatory minimum sentences of imprisonment for offenders affected by FASD.
  - iii. Providing community, correctional, and parole resources to maximize the ability of people with FASD to live in the community.
  - iv. Adopting appropriate evaluation mechanisms to measure the effectiveness of such programs and ensure community safety.
35. We call upon the federal government to eliminate barriers to the creation of additional Aboriginal healing lodges within the federal correctional system.
36. We call upon the federal, provincial, and territorial governments to work with Aboriginal communities to provide culturally relevant services to inmates on issues such as substance abuse, family and domestic violence, and overcoming the experience of having been sexually abused.
37. We call upon the federal government to provide more supports for Aboriginal programming in halfway houses and parole services.
38. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to eliminating the overrepresentation of Aboriginal youth in custody over the next decade.
39. We call upon the federal government to develop a national plan to collect and publish data on the criminal victimization of Aboriginal people, including data related to homicide and family violence victimization.
40. We call on all levels of government, in collaboration with Aboriginal people, to create adequately funded and accessible Aboriginal-specific victim programs and services with appropriate evaluation mechanisms.
41. We call upon the federal government, in consultation with Aboriginal organizations, to appoint a public inquiry into the causes of, and remedies for, the disproportionate victimization of Aboriginal women and girls. The inquiry's mandate would include:
- i. Investigation into missing and murdered Aboriginal women and girls.
  - ii. Links to the intergenerational legacy of residential schools.
42. We call upon the federal, provincial, and territorial governments to commit to the recognition and implementation of Aboriginal justice systems in a manner consistent with the Treaty and Aboriginal rights of Aboriginal peoples, the *Constitution Act, 1982*, and the *United Nations Declaration on the Rights of Indigenous Peoples*, endorsed by Canada in November 2012.

## Reconciliation

### **CANADIAN GOVERNMENTS AND THE UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLE**

43. We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
44. We call upon the Government of Canada to develop a national action plan, strategies, and other concrete measures to achieve the goals of the *United Nations Declaration on the Rights of Indigenous Peoples*.

### **ROYAL PROCLAMATION AND COVENANT OF RECONCILIATION**

45. We call upon the Government of Canada, on behalf of all Canadians, to jointly develop with Aboriginal peoples a Royal Proclamation of Reconciliation to be issued by the Crown. The proclamation would build on the Royal Proclamation of 1763 and the Treaty of Niagara of 1764, and reaffirm the nation-to-nation relationship between Aboriginal peoples and the Crown. The proclamation would include, but not be limited to, the following commitments:

- i. Repudiate concepts used to justify European sovereignty over Indigenous lands and peoples such as the Doctrine of Discovery and *terra nullius*.
  - ii. Adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
  - iii. Renew or establish Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.
  - iv. Reconcile Aboriginal and Crown constitutional and legal orders to ensure that Aboriginal peoples are full partners in Confederation, including the recognition and integration of Indigenous laws and legal traditions in negotiation and implementation processes involving Treaties, land claims, and other constructive agreements.
46. We call upon the parties to the Indian Residential Schools Settlement Agreement to develop and sign a Covenant of Reconciliation that would identify principles for working collaboratively to advance reconciliation in Canadian society, and that would include, but not be limited to:
- i. Reaffirmation of the parties' commitment to reconciliation.
  - ii. Repudiation of concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and *terra nullius*, and the reformation of laws, governance structures, and policies within their respective institutions that continue to rely on such concepts.
  - iii. Full adoption and implementation of the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
  - iv. Support for the renewal or establishment of Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.
  - v. Enabling those excluded from the Settlement Agreement to sign onto the Covenant of Reconciliation.
  - vi. Enabling additional parties to sign onto the Covenant of Reconciliation.

47. We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and *terra nullius*, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.

**SETTLEMENT AGREEMENT PARTIES AND THE UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES**

48. We call upon the church parties to the Settlement Agreement, and all other faith groups and interfaith social justice groups in Canada who have not already done so, to formally adopt and comply with the principles, norms, and standards of the *United Nations Declaration on the Rights of Indigenous Peoples* as a framework for reconciliation. This would include, but not be limited to, the following commitments:
- i. Ensuring that their institutions, policies, programs, and practices comply with the *United Nations Declaration on the Rights of Indigenous Peoples*.
  - ii. Respecting Indigenous peoples' right to self-determination in spiritual matters, including the right to practise, develop, and teach their own spiritual and religious traditions, customs, and ceremonies, consistent with Article 12:1 of the *United Nations Declaration on the Rights of Indigenous Peoples*.
  - iii. Engaging in ongoing public dialogue and actions to support the *United Nations Declaration on the Rights of Indigenous Peoples*.
  - iv. Issuing a statement no later than March 31, 2016, from all religious denominations and faith groups, as to how they will implement the *United Nations Declaration on the Rights of Indigenous Peoples*.
49. We call upon all religious denominations and faith groups who have not already done so to repudiate concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and *terra nullius*.

**EQUITY FOR ABORIGINAL PEOPLE IN THE LEGAL SYSTEM**

50. In keeping with the *United Nations Declaration on the Rights of Indigenous Peoples*, we call upon the federal government, in collaboration with Aboriginal organizations, to fund the establishment of Indigenous law institutes for the development, use, and

understanding of Indigenous laws and access to justice in accordance with the unique cultures of Aboriginal peoples in Canada.

51. We call upon the Government of Canada, as an obligation of its fiduciary responsibility, to develop a policy of transparency by publishing legal opinions it develops and upon which it acts or intends to act, in regard to the scope and extent of Aboriginal and Treaty rights.
52. We call upon the Government of Canada, provincial and territorial governments, and the courts to adopt the following legal principles:
  - i. Aboriginal title claims are accepted once the Aboriginal claimant has established occupation over a particular territory at a particular point in time.
  - ii. Once Aboriginal title has been established, the burden of proving any limitation on any rights arising from the existence of that title shifts to the party asserting such a limitation.

#### **NATIONAL COUNCIL FOR RECONCILIATION**

53. We call upon the Parliament of Canada, in consultation and collaboration with Aboriginal peoples, to enact legislation to establish a National Council for Reconciliation. The legislation would establish the council as an independent, national, oversight body with membership jointly appointed by the Government of Canada and national Aboriginal organizations, and consisting of Aboriginal and non-Aboriginal members. Its mandate would include, but not be limited to, the following:
  - i. Monitor, evaluate, and report annually to Parliament and the people of Canada on the Government of Canada's post-apology progress on reconciliation to ensure that government accountability for reconciling the relationship between Aboriginal peoples and the Crown is maintained in the coming years.
  - ii. Monitor, evaluate, and report to Parliament and the people of Canada on reconciliation progress across all levels and sectors of Canadian society, including the implementation of the Truth and Reconciliation Commission of Canada's Calls to Action.
  - iii. Develop and implement a multi-year National Action Plan for Reconciliation, which includes research and policy development, public education programs, and resources.
54. We call upon the Government of Canada to provide multi-year funding for the National Council for Reconciliation to ensure that it has the financial, human, and technical resources required to conduct its work, including the endowment of a National Reconciliation Trust to advance the cause of reconciliation.
55. We call upon all levels of government to provide annual reports or any current data requested by the National Council for Reconciliation so that it can report on the progress towards reconciliation. The reports or data would include, but not be limited to:
  - i. The number of Aboriginal children—including Métis and Inuit children—in care, compared with non-Aboriginal children, the reasons for apprehension, and the total spending on preventive and care services by child-welfare agencies.
  - ii. Comparative funding for the education of First Nations children on and off reserves.
  - iii. The educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
  - iv. Progress on closing the gaps between Aboriginal and non-Aboriginal communities in a number of health indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.
  - v. Progress on eliminating the overrepresentation of Aboriginal children in youth custody over the next decade.
  - vi. Progress on reducing the rate of criminal victimization of Aboriginal people, including data related to homicide and family violence victimization and other crimes.
  - vii. Progress on reducing the overrepresentation of Aboriginal people in the justice and correctional systems.
56. We call upon the prime minister of Canada to formally respond to the report of the National Council for Reconciliation by issuing an annual "State of Aboriginal Peoples" report, which would outline the government's plans for advancing the cause of reconciliation.

## PROFESSIONAL DEVELOPMENT AND TRAINING FOR PUBLIC SERVANTS

57. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

## CHURCH APOLOGIES AND RECONCILIATION

58. We call upon the Pope to issue an apology to Survivors, their families, and communities for the Roman Catholic Church's role in the spiritual, cultural, emotional, physical, and sexual abuse of First Nations, Inuit, and Métis children in Catholic-run residential schools. We call for that apology to be similar to the 2010 apology issued to Irish victims of abuse and to occur within one year of the issuing of this Report and to be delivered by the Pope in Canada.
59. We call upon church parties to the Settlement Agreement to develop ongoing education strategies to ensure that their respective congregations learn about their church's role in colonization, the history and legacy of residential schools, and why apologies to former residential school students, their families, and communities were necessary.
60. We call upon leaders of the church parties to the Settlement Agreement and all other faiths, in collaboration with Indigenous spiritual leaders, Survivors, schools of theology, seminaries, and other religious training centres, to develop and teach curriculum for all student clergy, and all clergy and staff who work in Aboriginal communities, on the need to respect Indigenous spirituality in its own right, the history and legacy of residential schools and the roles of the church parties in that system, the history and legacy of religious conflict in Aboriginal families and communities, and the responsibility that churches have to mitigate such conflicts and prevent spiritual violence.
61. We call upon church parties to the Settlement Agreement, in collaboration with Survivors and representatives of Aboriginal organizations, to establish permanent funding to Aboriginal people for:
- i. Community-controlled healing and reconciliation projects.

- ii. Community-controlled culture- and language-revitalization projects.
- iii. Community-controlled education and relationship-building projects.
- iv. Regional dialogues for Indigenous spiritual leaders and youth to discuss Indigenous spirituality, self-determination, and reconciliation.

## EDUCATION FOR RECONCILIATION

62. We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators, to:
- i. Make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade Twelve students.
  - ii. Provide the necessary funding to post-secondary institutions to educate teachers on how to integrate Indigenous knowledge and teaching methods into classrooms.
  - iii. Provide the necessary funding to Aboriginal schools to utilize Indigenous knowledge and teaching methods in classrooms.
  - iv. Establish senior-level positions in government at the assistant deputy minister level or higher dedicated to Aboriginal content in education.
63. We call upon the Council of Ministers of Education, Canada to maintain an annual commitment to Aboriginal education issues, including:
- i. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools.
  - ii. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history.
  - iii. Building student capacity for intercultural understanding, empathy, and mutual respect.
  - iv. Identifying teacher-training needs relating to the above.
64. We call upon all levels of government that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on

Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.

65. We call upon the federal government, through the Social Sciences and Humanities Research Council, and in collaboration with Aboriginal peoples, post-secondary institutions and educators, and the National Centre for Truth and Reconciliation and its partner institutions, to establish a national research program with multi-year funding to advance understanding of reconciliation.

#### **YOUTH PROGRAMS**

66. We call upon the federal government to establish multi-year funding for community-based youth organizations to deliver programs on reconciliation, and establish a national network to share information and best practices.

#### **MUSEUMS AND ARCHIVES**

67. We call upon the federal government to provide funding to the Canadian Museums Association to undertake, in collaboration with Aboriginal peoples, a national review of museum policies and best practices to determine the level of compliance with the *United Nations Declaration on the Rights of Indigenous Peoples* and to make recommendations.
68. We call upon the federal government, in collaboration with Aboriginal peoples, and the Canadian Museums Association to mark the 150th anniversary of Canadian Confederation in 2017 by establishing a dedicated national funding program for commemoration projects on the theme of reconciliation.
69. We call upon Library and Archives Canada to:
- i. Fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* and the *United Nations Joint-Orientlicher Principles*, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
  - ii. Ensure that its record holdings related to residential schools are accessible to the public.
  - iii. Commit more resources to its public education materials and programming on residential schools.
70. We call upon the federal government to provide funding to the Canadian Association of Archivists to undertake, in collaboration with Aboriginal peoples, a national review of archival policies and best practices to:

- i. Determine the level of compliance with the *United Nations Declaration on the Rights of Indigenous Peoples* and the *United Nations Joint-Orientlicher Principles*, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
- ii. Produce a report with recommendations for full implementation of these international mechanisms as a reconciliation framework for Canadian archives.

#### **MISSING CHILDREN AND BURIAL INFORMATION**

71. We call upon all chief coroners and provincial vital statistics agencies that have not provided to the Truth and Reconciliation Commission of Canada their records on the deaths of Aboriginal children in the care of residential school authorities to make these documents available to the National Centre for Truth and Reconciliation.
72. We call upon the federal government to allocate sufficient resources to the National Centre for Truth and Reconciliation to allow it to develop and maintain the National Residential School Student Death Register established by the Truth and Reconciliation Commission of Canada.
73. We call upon the federal government to work with churches, Aboriginal communities, and former residential school students to establish and maintain an online registry of residential school cemeteries, including, where possible, plot maps showing the location of deceased residential school children.
74. We call upon the federal government to work with the churches and Aboriginal community leaders to inform the families of children who died at residential schools of the child's burial location, and to respond to families' wishes for appropriate commemoration ceremonies and markers, and reburial in home communities where requested.
75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of

appropriate memorial ceremonies and commemorative markers to honour the deceased children.

76. We call upon the parties engaged in the work of documenting, maintaining, commemorating, and protecting residential school cemeteries to adopt strategies in accordance with the following principles:
- i. The Aboriginal community most affected shall lead the development of such strategies.
  - ii. Information shall be sought from residential school Survivors and other Knowledge Keepers in the development of such strategies.
  - iii. Aboriginal protocols shall be respected before any potentially invasive technical inspection and investigation of a cemetery site.

#### **NATIONAL CENTRE FOR TRUTH AND RECONCILIATION**

77. We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.
78. We call upon the Government of Canada to commit to making a funding contribution of \$10 million over seven years to the National Centre for Truth and Reconciliation, plus an additional amount to assist communities to research and produce histories of their own residential school experience and their involvement in truth, healing, and reconciliation.

#### **COMMEMORATION**

79. We call upon the federal government, in collaboration with Survivors, Aboriginal organizations, and the arts community, to develop a reconciliation framework for Canadian heritage and commemoration. This would include, but not be limited to:
- i. Amending the Historic Sites and Monuments Act to include First Nations, Inuit, and Métis representation on the Historic Sites and Monuments Board of Canada and its Secretariat.
  - ii. Revising the policies, criteria, and practices of the National Program of Historical Commemoration to integrate Indigenous history, heritage values, and memory practices into Canada's national heritage and history.

- iii. Developing and implementing a national heritage plan and strategy for commemorating residential school sites, the history and legacy of residential schools, and the contributions of Aboriginal peoples to Canada's history.

80. We call upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.
81. We call upon the federal government, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools National Monument in the city of Ottawa to honour Survivors and all the children who were lost to their families and communities.
82. We call upon provincial and territorial governments, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools Monument in each capital city to honour Survivors and all the children who were lost to their families and communities.
83. We call upon the Canada Council for the Arts to establish, as a funding priority, a strategy for Indigenous and non-Indigenous artists to undertake collaborative projects and produce works that contribute to the reconciliation process.

#### **MEDIA AND RECONCILIATION**

84. We call upon the federal government to restore and increase funding to the CBC/Radio-Canada, to enable Canada's national public broadcaster to support reconciliation, and be properly reflective of the diverse cultures, languages, and perspectives of Aboriginal peoples, including, but not limited to:
- i. Increasing Aboriginal programming, including Aboriginal-language speakers.
  - ii. Increasing equitable access for Aboriginal peoples to jobs, leadership positions, and professional development opportunities within the organization.
  - iii. Continuing to provide dedicated news coverage and online public information resources on issues of concern to Aboriginal peoples and all Canadians,

including the history and legacy of residential schools and the reconciliation process.

85. We call upon the Aboriginal Peoples Television Network, as an independent non-profit broadcaster with programming by, for, and about Aboriginal peoples, to support reconciliation, including but not limited to:
- i. Continuing to provide leadership in programming and organizational culture that reflects the diverse cultures, languages, and perspectives of Aboriginal peoples.
  - ii. Continuing to develop media initiatives that inform and educate the Canadian public, and connect Aboriginal and non-Aboriginal Canadians.
86. We call upon Canadian journalism programs and media schools to require education for all students on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations.

#### **SPORTS AND RECONCILIATION**

87. We call upon all levels of government, in collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history.
88. We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.
89. We call upon the federal government to amend the Physical Activity and Sport Act to support reconciliation by ensuring that policies to promote physical activity as a fundamental element of health and well-being, reduce barriers to sports participation, increase the pursuit of excellence in sport, and build capacity in the Canadian sport system, are inclusive of Aboriginal peoples.
90. We call upon the federal government to ensure that national sports policies, programs, and initiatives are inclusive of Aboriginal peoples, including, but not limited to, establishing:
- i. In collaboration with provincial and territorial governments, stable funding for, and access to, community sports programs that reflect the diverse

cultures and traditional sporting activities of Aboriginal peoples.

- ii. An elite athlete development program for Aboriginal athletes.
  - iii. Programs for coaches, trainers, and sports officials that are culturally relevant for Aboriginal peoples.
  - iv. Anti-racism awareness and training programs.
91. We call upon the officials and host countries of international sporting events such as the Olympics, Pan Am, and Commonwealth games to ensure that Indigenous peoples' territorial protocols are respected, and local Indigenous communities are engaged in all aspects of planning and participating in such events.

#### **BUSINESS AND RECONCILIATION**

92. We call upon the corporate sector in Canada to adopt the *United Nations Declaration on the Rights of Indigenous Peoples* as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:
- i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
  - ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
  - iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

#### **NEWCOMERS TO CANADA**

93. We call upon the federal government, in collaboration with the national Aboriginal organizations, to revise the information kit for newcomers to Canada and its citizenship test to reflect a more inclusive history of the diverse Aboriginal peoples of Canada, including



information about the Treaties and the history of residential schools.

94. We call upon the Government of Canada to replace the Oath of Citizenship with the following:

I swear (or affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, Queen of Canada, Her Heirs and Successors, and that I will faithfully observe the laws of Canada including Treaties with Indigenous Peoples, and fulfill my duties as a Canadian citizen.



December 16, 2022

Honorable Selina Robinson  
Minister of Post-Secondary Education and Future Skills  
PO Box 9885 Stn Prov Govt  
Victoria, BC V8W 9T6

Dear Minister Robinson:

**Subject: Veterinarian Shortage in BC – Information Sharing Request**

Congratulations on your recent appointment to this important Ministry. We know that you have lots of work ahead of you to lead the province through skills training and foreign credential recognition to meet the demand for skilled employees in our communities.

We were pleased to have some very productive discussions with the previous Minister about the various innovative solutions being explored to address the dire lack of trained veterinarians practicing in BC. We know that both your ministry and the Ministry of Agriculture and Food have been working very hard to support increased access to these critical services, and we are hopeful for a good-news announcement as part of Budget 2023 regarding the permanent subsidy of all 40 BC seats at the Western College of Veterinary Medicine. We applaud the initiatives already in place to ensure that rural, large animal veterinarians are prioritized for some of the available seats, as the lack of these services represents a critical link in livestock health and food security and are greatly impacting northern BC animal producers.

There has been much work done on this file by northern partners in the last year and we would greatly appreciate the opportunity to meet with you virtually to bring you up to speed on the conversations and solutions we discussed with your predecessor at UBCM last fall. As the attached article indicates, northern BC is actively seeking solutions that will address rural as well as province-wide needs. We hope your Ministry will be able to support these important initiatives that are already underway, as we know a multi-pronged approach is required to train and retain veterinarians in our region and province.

One of the projects we are looking forward to seeing completed is an Economic Impact Study which is currently underway through the BC Cattlemen's Association. We believe the findings will support decision making and inspire additional conversations and considerations from various education and accreditation partners about ways to address the increasingly dire shortage of trained veterinarians practicing in BC.

We are available to meet at your earliest convenience and look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to be 'Mark Parker', with a stylized, sweeping underline.

Mark Parker  
RDBN Board Chair

A handwritten signature in black ink, appearing to be 'Lara Beckett', written in a cursive style.

Lara Beckett  
RDFFG Board Chair

Attachments: Prince George Citizen Article- Veterinarian program 'a high priority' for UNBC

cc: Honorable Pam Alexis, Minister of Agriculture and Food

JOIN OUR NEWSLETTER

## Veterinarian program 'a high priority' for UNBC



[Arthur Williams](#)

Nov 22, 2022 12:14 PM



*A veterinarian examines a bulldog in a Getty Images file photo. Establishing a veterinarian program is a high priority for UNBC, says the university's vice president academic and provost. | Getty Images*

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00:04:05

UNBC has been actively looking to develop a veterinarian medicine program for roughly a year, according to university vice-president academic and provost Dr. Wendy Rodgers.

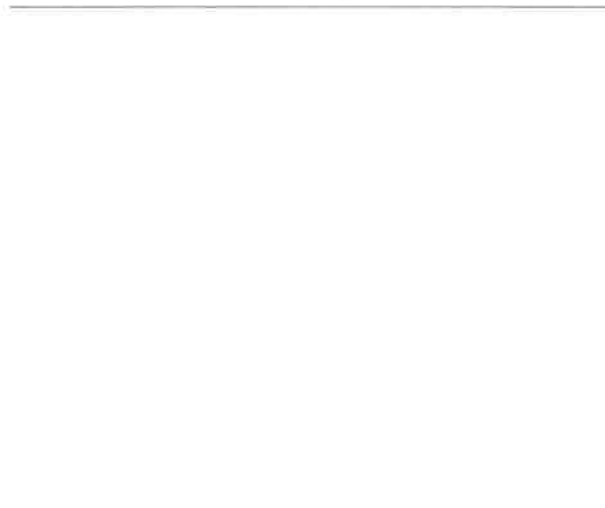
The most likely model for the program would see students take two years of instruction at UNBC and two years of clinical, hands-on instruction at a partner university, Rodgers said. Currently, veterinarian medicine programs are offered at the University of Calgary, University of Saskatchewan in Saskatoon, University of Guelph in Ontario, University of Montreal and University of Prince Edward Island.

### **Recommended reads for you:**

- [B.C. gives itself high marks for pandemic response](#)
- [New \\$10-per-day daycare spaces coming to Prince George](#)

“This is a high priority for UNBC. We think UNBC is a perfect place to have a veterinarian program,” Rodgers said. “We’re just launching some discussions with the other universities to see who is interested in working with us.”

Currently in B.C., Thompson Rivers University and Douglas College offer programs leading to a credential as a Registered Veterinary Technologist.



Developing a stand-alone veterinarian medicine program, with all the clinical facilities and faculty necessary to teach the program at UNBC, could cost in the order of \$250 million and take some time to start up, she added.

Once a partnership is formed, then UNBC would need to secure funding, hire faculty and develop a curriculum, she said. It’s too early to estimate how long those steps could take, she said, but if things fall in place it could happen relatively quickly.

“I’m pretty confident we’ll be able to work something out with a partner institution,” Rodgers said. “It could be within the next 18 months, put it that way.”

The university would also need to secure funding to support students through the four-year program, both in the form of provincial funding and scholarship programs, she said.

“It’s a very expensive proposition for a student to go into veterinarian medicine,” Rodgers said. “We’d need support for four consecutive years to get one cohort through the program.”

Currently the provincial provides financial support for British Columbian students to attend the Western College of Veterinary Medicine at the University of Saskatchewan. This fall, that number was increased from 20 students to 40 students. The province has set aside 15 per cent of B.C. seats for students with an interest in a career in rural mixed animal practice, starting in 2023.

Support for a veterinarian program at UNBC has been strong, Rodgers said. Local MLAs, local governments including the Regional District of Fraser-Fort George, area farmers and ranchers, the [BC Cattlemen’s Association](#) and other groups have voiced their support for the initiative.

According to information released by the Ministry of Advanced Education and Skills Training on Monday, the Western College of Veterinary Medicine at the University of Saskatchewan is in discussions with several B.C. universities, including UNBC, regarding new models for veterinarian training.

The ministry is in support of those discussions, and is looking at other ways to address the shortage of veterinarians across B.C. in the short- and long-term. Veterinarians and veterinary technologists have been added to the list of priority occupations under the Provincial Nominee Program, to encourage veterinarians to immigrate to British Columbia from outside Canada.

There is a provincial and national shortage of veterinarians, Rodgers said. UNBC has heard from community groups that the need in northern B.C. for veterinarians, especially large animal vets, is acute. Even if the provincial government establishes another veterinarian medicine program in B.C., there is still a need for a program at UNBC to serve the needs of the north, Rodgers added.

“We’re very appreciative of the persistent, strong efforts of the community groups,” she said. “(And) we have a group of veterinarians that are really pushing this.”



## Charge North Communications Plan

**August 26, 2022**

This information from the Community Energy Association is intended to assist communities and regional districts in providing public communications related to the addition of local electric vehicle (EV) charging infrastructure.

More resources and information are available for communities that have new EV charging stations and are encouraging EV ownership: <https://www.communityenergy.ca/level-2-owners-toolkit/>.

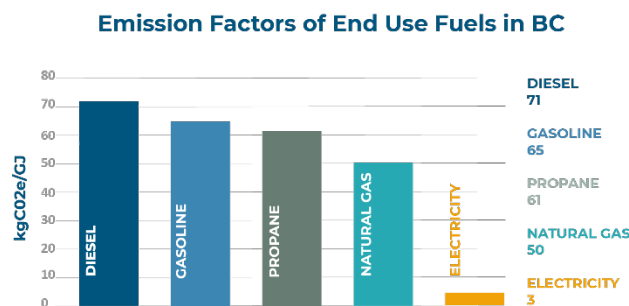
### Charge North and Electric Vehicle Charging in Northern BC

#### Background

Charge North was initiated in 2018 by several municipalities and six regional districts in Northern BC and the Interior. They realized that collaboration would be key to increasing the availability of public charging infrastructure essential for increased adoption of electric vehicles in the region. With the support of the Community Energy Association, initial local government investments were leveraged to attract additional funding from the Federation of Canadian Municipalities, Northern Development Initiative Trust, and the Province of BC. Along with other organizations, such as the Northern BC Tourism Association, BC Hydro, and the BC Ministry of Transportation and Infrastructure, the partners have completed a feasibility study and identified the location of charging stations in multiple communities.

#### Why is it important to have a public charging network in Northern BC?

To date, electric vehicle adoption in BC has been overwhelmingly concentrated in big cities. However, rural regions have the greatest transportation-related greenhouse gas emissions, and often the fewest options with respect to active transportation and public transit. Residents of rural regions often also have to travel long distances for work or to access services.



Increased adoption of electric vehicles would greatly reduce greenhouse gas emissions associated with transportation, especially because most of BC's electricity comes from harnessing the power of running water and does not require the burning of fossil fuels. In addition, as EVs become more popular, accessible charging infrastructure is critical to attracting tourists who drive EVs.

### What is the Charge North network?

Starting in September 2022, Charge North is delivering 58 charging stations in 31 communities – from Masset to Valemount and Fort Nelson to Logan Lake. All of these stations will be “Level 2” stations: they add 30-40 kilometres of range per hour of charging.

### Charge North communities

City of Fort St. John	District of Vanderhoof*	Village of Gitwinksihlkw*
City of Prince George	Mountain Resort Municipality of Sun Peaks*	Village of Granisle*
City of Quesnel	Northern Rockies Regional Municipality (Fort Nelson)*	Village of Hazelton*
City of Terrace	Stellat'en First Nation*	Village of Laxgalts'ap*
District of 100 Mile House	Town of Sandspit*	Village of Masset*
District of Barriere*	Town of Smithers	Village of McBride
District of Houston	Village of Ashcroft*	Village of Queen Charlotte*
District of Kitimat	Village of Burns Lake	Village of Valemount
District of Logan Lake*	Village of Gingolx*	City of Prince Rupert
District of Stewart *	Village of Gitlaxt'aamiks* (2)	Tow Hill*

Table 1. A \* indicates those communities where the Charge North station will be first local EV charging on public property

In conjunction with the Charge North installations, BC Hydro and the Government of BC are adding Direct Current Fast Chargers, or “Level 3” stations, in communities and highway rest stops throughout the region. These can fully recharge a vehicle from empty in about an hour.

Related links regarding the build-out EV charging in British Columbia:

Government of BC's public charger program: <https://www2.gov.bc.ca/gov/content/industry/electricity-alternative-energy/transportation-energies/clean-transportation-policies-programs/clean-energy-vehicle-program/dcfc-program/hydrogen-fuelling-52518>

BC Hydro EV network planning: [https://www.bchydro.com/powersmart/electric-vehicles/industry/charging-network-planning.html?\\_ga=2.225559130.1785308766.1654712327-166775833.1654712327](https://www.bchydro.com/powersmart/electric-vehicles/industry/charging-network-planning.html?_ga=2.225559130.1785308766.1654712327-166775833.1654712327)



## Charge North Communication Milestones

To support your community (or Regional District) talking with residents and visitors about the Charge North network and local EV charger installation, we have prepared the following content to publish via social media, municipal websites, municipal newsletters (electronic or print), etc.

### A. Today, or as soon as possible

**Coming Soon! Provide your community with advanced information about the addition of the Level 2 chargers.**

1. “Coming Soon” graphics have been prepared for use on multiple channels: Instagram, Facebook, LinkedIn, and the Web. These can be used anytime prior to installation of the Charge North station.
2. Accompany the graphic with text that explains where the station(s) will be installed in your community and that the location has been selected in order to ensure that services and attractions are nearby.
3. Do not indicate a date that the EV charging station will be operational; installation schedules are being finalized and are subject to the delivery of equipment.

### B. Installation has begun – additional EV charging service is imminent

1. Photograph the installation of the station and include it in social media posts or other communications that indicate the addition of EV charging locally. Consider including a map of the area as well, showing the location of the station in relation to other local landmarks, highways or arterial roads, services, and attractions.
2. Indicate to residents that installation may affect public access to the area and note that the station is not yet operational.
3. Normally, a charging station is operational within days after it has been installed.
4. Installation provides an opportunity to inform local news media about the addition of charging infrastructure. This is because installation provides something tangible for the media to “shoot”/photograph compared to a plan/proposal. A media interview should include the local Charge North lead or his/her supervisor. Also consider having an EV driver available to be interviewed as well as a representative of the local Visitor Information Centre who could outline the importance of EV chargers to attracting tourists who drive EVs.

### C. The charging station is operational

Consider holding a ribbon-cutting or some other official opening ceremony to increase awareness of the new infrastructure, feature the local government investment/leadership, and the funding partners.

Feature the nearby attractions and services as part of the messaging about the new station. Remember that Level 2 stations can require charging over a few hours so these facilities can help attract customers to local businesses and users to local recreation services.

Tag the Community Energy Association, Charge North funding organizations, Tourism organizations, and EV advocates in any social media posts. ***For examples, refer to the social media guide starting on page 5.***

Work with local tourism organizations to communicate the new charging infrastructure to visitors. As more people choose EVs, access to charging infrastructure is critical for them in deciding to visit your community.

CEA has produced several graphics/messages that can be used to communicate about the new charging infrastructure and the option of driving an EV. See <https://www.communityenergy.ca/level-2-owners-toolkit/> and explore the “Materials” under “Section 4. Communicating EVs in your Community.”

#### **D. The full Charge North network is operational**

Individual charging stations are vital for enhancing local adoption of electric vehicles, but the greatest value of Charge North is the network and its ability to enable and encourage EV travel between communities and across the region.

As the final Level 2 station in the Charge North network is installed and commissioned, CEA will communicate with the Charge North communities and regional districts with information about the last station and the full implementation of the network. CEA will provide some initial information about the usage of stations in the network, the total distance of travel enabled, and estimated greenhouse gas emissions avoided.

### **Other considerations**

As part of any local communications, reference your local Climate Action Plan or Community Energy and Emission Plan to reinforce local GHG-reduction targets and identify the share of local greenhouse gas emissions that comes from transportation. This information will provide a local dimension to the effort to reduce greenhouse gas emissions.

Prepare reports to Council to precede or accompany other public messaging about the addition of EV charging in your community/region. Alternatively, invite elected officials to share/amplify social media posts or other public messaging regarding the installation of Charge North infrastructure.

## Social Media Guide

### HASHTAGS #:

Popular EV hashtags: Depending on the social platform, some have higher likes on one platform than the others due to the differing demographics. Pick the # with the highest likes for your chosen medium. Below are a list of some of the highest followed #'s specific to EV's and EV chargers:

#EV, #EVs, #electricvehicle, #charging, #zeroemissions, #chargingstation, #cleanenergy #electriccar, #electriccars, #emobility, #energyefficient, #evcharging, #evchargingstation, #futuretechnology, #greenenergy, #greenenergysolutions

*These have slightly less follows but are still excellent if you wish to maximise views:*

#charginginfrastructure, #chargingstations, #cleanenergyfuture, #electric, #electriccarcharger, #electriccarcharging, #emobilityrevolution, #evcharginginfrastructure, #EVroadtrip

*These are more general, but very highly searched hashtags to be used if you wish to:*

#newtech, #renewables, #battery, #batterypowered, #tesla, #teslacars (tesla have a huge following on all social platforms.)

### TAGS:

#### Community Energy Association:

Facebook: @CommunityEnergyAssociation (<https://www.facebook.com/CommunityEnergyAssociation/>)

LinkedIn: @Community Energy Association (<https://www.linkedin.com/company/community-energy-association/>)

Twitter @bc\_cea, ([https://twitter.com/bc\\_cea](https://twitter.com/bc_cea))

Instagram: @communityenergyassociation ([instagram.com/explore/tags/communityenergyassociation/](https://www.instagram.com/explore/tags/communityenergyassociation/))

#### BC Hydro:

Facebook: @bchydro (<https://www.facebook.com/bchydro/>)

LinkedIn: @BC Hydro (<https://www.linkedin.com/company/bchydro/>)

Twitter @bchydro (<https://twitter.com/bchydro>)

Instagram: @bchydro (<https://www.instagram.com/bchydro/>)

**Government of BC:**

Facebook: @Government of British Columbia (<https://www.facebook.com/BCProvincialGovernment>)

LinkedIn: @Government of British Columbia (<https://www.linkedin.com/company/bcgov/>)

Twitter @BC Government News (<https://twitter.com/BCGovNews>)

Instagram: @governmentofbc (<https://www.instagram.com/governmentofbc/>)

**Emotive:**

Facebook: @emotivebc (<https://www.facebook.com/emotivebc>)

Instagram @emotivebc (<https://www.instagram.com/emotivebc/>)

**Northern BC Tourism Association**

Facebook: @NorthernBC

LinkedIn: @Northern BC Tourism Association (<https://www.linkedin.com/company/northern-bc-tourism-association/>)

Instagram: @travelnorthernbc (<https://www.instagram.com/travelnorthernbc/>)

**Northern BC EV Group**

Facebook: @Northern BC EV Group (<https://www.facebook.com/groups/191068251574485>)

**Northern Development Initiative Trust:**

Facebook: @Northern Development (<https://www.facebook.com/NorthernDevelopment>)

LinkedIn: @Northern Development Initiative Trust (<https://www.linkedin.com/company/northern-development-initiative-trust/>)

Twitter: @NorthernDevelop (<https://twitter.com/NorthernDevelop>)

Instagram: @northerndevelop (<https://www.instagram.com/northerndevelop/>)

**FCM:**

Facebook: @FederationofCanadianMunicipalities  
(<https://www.facebook.com/FederationofCanadianMunicipalities/>)

LinkedIn: @Federation of Canadian Municipalities (<https://www.linkedin.com/company/federation-of-canadian-municipalities/>)

Twitter: @FCM\_online ([https://twitter.com/FCM\\_online](https://twitter.com/FCM_online))

Instagram: @fcmgram (<https://www.instagram.com/fcmgram/>)



**From:** [Wendy Wainwright](#)  
**To:** [Wendy Wainwright](#)  
**Subject:** FW: [EXTERNAL]: Physician Recruitment in the Northwest  
**Date:** Tuesday, January 10, 2023 3:02:37 PM

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**From:** Alisa Thompson <[northwestrhd@gmail.com](mailto:northwestrhd@gmail.com)>  
**Sent:** Wednesday, December 7, 2022 1:01 PM  
**To:** Alisa Thompson <[northwestrhd@gmail.com](mailto:northwestrhd@gmail.com)>  
**Subject:** [EXTERNAL]: Physician Recruitment in the Northwest

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

Please find attached a copy of a letter the North West Regional Hospital District has sent to the Minister of Health regarding physician recruitment and retention in the northwest. The availability of primary care physicians is a concern across the northwest. The North West Regional Hospital District wishes to make the Province aware of the need for supports and long term planning to ensure communities in the northwest have the physicians we need for healthy communities.

We request that your board or council consider sending a letter regarding the need for more physicians in the northwest. Should your board or council resolve to send a letter, I have attached a draft one for your convenience.

Sincerely,

Alisa Thompson  
Executive Director

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North West Regional Hospital District  
300-4545 Lazelle Avenue  
Terrace, BC V8G 4E1  
Phone: 250-615-6125



December 9, 2022

Chair Mark Parker and Board  
Regional District of Bulkley-Nechako  
Box 820  
Burns Lake, BC V0J 1E0

Chair Mark Parker and Board:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND  
PAYMENT FOR 2022/2023**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2022/2023. An electronic transfer of \$448,550.02 is expected to occur in December. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see Section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund (Gas Tax Fund) can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or by phone at 250-356-5134.

Sincerely,



Councillor Jen Ford  
UBCM President

PC: ✓ John Illes, Chief Financial Officer