

# **AGENDA**

## **MEETING NO. 2**

**February 23, 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, February 23, 2023

### First Nations Acknowledgement

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – February 23, 2023</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
7-26	Board Meeting Minutes – January 26, 2023	Approve
27-30	Committee of the Whole Meeting Minutes - February 9, 2023	Receive
31-33	Connectivity Committee Meeting Minutes - February 9, 2023	Receive
34-38	Rural/Agriculture Committee Meeting Minutes - February 9, 2023	Receive
	<u>ELECTORAL AREA PLANNING</u>	<u>ACTION</u>
	<u>Bylaw for Adoption</u>	
39-51	Jason Llewellyn, Director of Planning Rezoning Application RZ A-01-22 (HBM) Adoption Report Rezoning Bylaw No.1980, 2022 Electoral Area A (Smithers/Telkwa Rural)	Recommendation

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<u>PAGE NO.</u>	<u>DEVELOPMENT SERVICES</u>	<u>ACTION</u>
	<u>Land Referral</u>	
52-58	Danielle Patterson, Planning Technician Crown Land Referral No. 6409416 -Electoral Area E (Francois/Ootsa Lake Rural)	Recommendation
	<u>PARKS AND TRAILS</u>	
59-73	Jason Llewellyn, Director of Planning Recreation Contribution Service Terms of Reference and Policy	Recommendation
	<u>BUILDING INSPECTION</u>	
	<u>(call to gallery for comments)</u>	
74-84	Steve Davis, Building Inspector Section 57 Notice on Title 2050 Clearview Drive Electoral Area B (Burns Lake Rural)	Recommendation
	<u>(call to gallery for comments)</u>	
85-97	Steve Davis, Building Inspector Section 57 Notice on Title 6851 Williams Frontage Road Electoral Area A (Smithers Rural)	Recommendation
	<u>ADMINISTRATION REPORTS</u>	
98	Wendy Wainwright, Deputy Director of Corporate Services – Committee Meeting Recommendations - February 9, 2023	Recommendation
99-110	Cheryl Anderson, Director of Corporate Services – RDBN Revised Committee Terms of Reference	Recommendation
111-119	Cheryl Anderson, Director of Corporate Services – RDBN Code of Conduct	Recommendation

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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
120-129	John Illes, Chief Financial Officer – Parks and Trails and Recreation Contribution Budgets	Recommendation
130-132	John Illes, Chief Financial Officer – Smithers Victim Services	Recommendation
133-154	John Illes, Chief Financial Officer – Five Year Financial Plan	Recommendation
155-163	Nellie Davis, Manager of Regional Economic Development – Lakes District Arts and Culture Fund Request – Village of Burns Lake	Recommendation
164-169	Nellie Davis, Manager of Regional Economic Development – Grant in Aid for Areas B (Burns Lake Rural) and E (Francois/Ootsa Lake Rural) -Lakes Outdoor Recreation Society	Recommendation
170	Nellie Davis, Manager of Regional Economic Development- Canada Community-Building Fund BC – Area A (Smithers/Telkwa Rural) Smithers Skate Park Society – Phase II Expansion	Recommendation
171-172	Christopher Walker, Emergency Program -Union of BC Municipalities Community Preparedness Fund – Emergency Support Services Application	Recommendation
173-174	Justin Greer, First Nations Liaison – Report on DRIPA and Draft RDBN Reconciliation Action Plan	Receive
<u>ADMINISTRATION CORRESPONDENCE</u>		
175	Office of the Premier Response - Letter from the RDBN -Government of Canada's Amendments to Bill C-21	Receive

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<u>PAGE NO.</u>	<u>ADMINISTRATION CORRESPONDENCE</u>	<u>ACTION</u>
176-179	Clean Transport – Clean Transportation Action Plan: Consultation Paper and Request for Input	Receive

SUPPLEMENTARY AGENDA

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

RECEIPT OF VERBAL REPORTS

NEW BUSINESS

IN-CAMERA MOTION

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

- Labour relations
- Building infractions
- Strategic Plan

ADJOURNMENT

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 1****Thursday, January 26, 2023**

**PRESENT:**

Chair	Mark Parker
Directors	Gladys Atrill Shane Brienen – arrived at 10:14 a.m., left at 10:57 a.m., returned at 11:16 a.m., left at 1:06 p.m., returned at 1:20 p.m., left at 1:49 p.m. Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert Linda McGuire Shirley Moon Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey – arrived at 10:58 a.m. Henry Wiebe
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services John Illes, Chief Financial Officer - arrived at 10:06 a.m. Nellie Davis, Manager of Regional Economic Development – arrived at 11:58 a.m., left at 12:04 p.m. Steve Davis, Building Inspector – arrived at 11:07 a.m., left at 11:41 a.m. Alex Eriksen, Director of Environmental Services – arrived at 12:51 p.m., left at 12:55 p.m. Justin Greer, First Nations Liaison – arrived at 12:51 p.m., left at 12:56 p.m. Deborah Jones-Middleton, Director of Protective Services – via Zoom – left at 12:04 p.m. Jason Llewellyn, Director of Planning – arrived at 10:57 a.m., left at 11:41 a.m., returned at 12:58 p.m. Wendy Wainwright, Deputy Director of Corporate Services
Other	Trevor Krisher, Alternate Director, Electoral Area A (Smithers/Telkwa Rural)

**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 Storey

2023-1-1

"That the Board Meeting Agenda of January 26, 2023 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **MINUTES**

Board Meeting Minutes  
December 15, 2022

Moved by Director Stoltenberg  
 Seconded by Director McGuire

2023-1-2

"That the Board Meeting Minutes of December 15, 2022 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Committee of the Whole  
Meeting Minutes  
-January 12, 2023

Moved by Director Lambert  
 Seconded by Director Greenaway

2023-1-3

"That the Committee of the Whole Minutes of January 12, 2023 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DELEGATION**

### **NORTHWEST BC RESOURCE BENEFITS ALLIANCE (RBA) – Ron Poole, Principal, Poole Consulting Ltd. RE: RBA Orientation**

Chair Parker welcomed Ron Poole, Principal, Poole Consulting Ltd.

Mr. Poole Provided a PowerPoint Presentation.

#### **Northwest BC Resource Benefits Alliance**

- What is the RBA?
- RBA Vision
- RBA Goals & Objectives
- Chronology
  - o 2014-2018
  - o 2019
  - o 2020 & 2021
  - o 2022
  - o Moving Forward – 2023.



**DELEGATION (CONT'D)**

**NORTHWEST BC RESOURCE BENEFITS ALLIANCE (RBA) – Ron Poole, Principal, Poole Consulting Ltd. RE: RBA Orientation**

Discussion took place regarding the following:

- Provincial surplus
- Continued advocacy
- Northern Capital Planning Grant (NCPG) Funding
- Updating Imports/Exports Study
- Updating RBA capital project information in the future
  - o Utilize a consultant and would be dependent on funding and if required
- Steering Committee
  - o Representatives from the three Regional Districts
  - o Potentially appointing additional representatives/female delegation
    - Discuss further if requested
- The Honourable Nathan Cullen, MLA Stikine and Minister of Water, Land and Resource Stewardship has indicated his desire to continue to be included in the RBA file
- Impacts of development have been significant
  - o Individualized community impacts
  - o Community positions with the Province regarding future projects
- Premier Horgan's promises at his closing speech at the 2019 Union of B.C. Municipalities Convention concerning RBA
- Connections and relationships with Ministers and Premier Eby
- Continually advocating for the RBA with Ministers, Minister Staff, MLAs and MPs.

Chair Parker thanked Mr. Poole for attending the meeting.

**ELECTORAL AREA PLANNING**

**Bylaw for 1<sup>st</sup> and 2<sup>nd</sup> Reading**

Rezoning Application

Moved by Director Stoltenberg

RZ A-02-22 – 1<sup>st</sup> & 2<sup>nd</sup>

Seconded by Director Dekens

Reading – Rezoning Bylaw

No. 1993, 2023 Electoral Area A

(Smithers/Telkwa Rural)

2023-1-4

1. "That Regional District of Bulkley-Nechako Rezoning Bylaw No. 1993, 2023 be given first and second reading this 26<sup>th</sup> day of January, 2023 and subsequently be 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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Bylaw for 3<sup>rd</sup> Reading**

Rezoning Application Moved by Director Stoltenberg  
RZ A-01-22 – 3<sup>rd</sup> Reading Seconded by Director Greenaway  
– Rezoning Bylaw No. 1980, 2022  
Electoral Area A (Smithers/  
Telkwa Rural)

2023-1-5

1. "That the 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 this 26<sup>th</sup> day of January 2023.
3. And that adoption not be considered until a covenant is registered on title, to the satisfaction of the Planning Department."

Moved by Director Atrill  
Seconded by Director Riis-Christianson

2023-1-6

"That Motion 2023-1-5 #3 be amended to include: and further that the applicant be requested to hold engagement with the Town of Smithers."

Opposed: Director Dekens     CARRIED  
Director Elphee  
Director Lambert  
Director Moon  
Director Newell  
Director Stoltenberg

(All/Directors/Majority)

"That the question be called on Motion 2023-1-5 as amended."

Opposed: Director Dekens     CARRIED  
Director Lambert  
Director Moon  
Director Newell  
Director Stoltenberg

(All/Directors/Majority)

**Bylaw for 3<sup>rd</sup> Reading (Cont'd)**

The following was discussed:

- o The applicant met the engagement requirements in the rezoning process, held a meeting with residents in the area.
- o The application was referred to the Town of Smithers but the applicant did not meet directly with the Town.
- o Staff advised that a meeting between the applicant and the Town after the public hearing and before adoption of Bylaw 1980 would trigger the requirement for another public hearing.
- o Staff advised that if 3<sup>rd</sup> reading is given 3<sup>rd</sup> reading must be rescinded prior to holding another public hearing.

**Bylaw for 3<sup>rd</sup> Reading and Adoption**

Rezoning Application Moved by Director Stoltenberg  
RZ A-01-22 – 3<sup>rd</sup> Reading and Seconded by Director Dekens  
Adoption – Rezoning Bylaw  
No. 1984, 2022 Electoral Area A  
(Smithers/Telkwa Rural)

2023-1-7

1. "That the 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 this 26<sup>th</sup> day of January 2023."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Other**

Advisory Planning  
Commission Member  
Appointment

Moved by Director Riis-Christianson  
Seconded by Director Lambert

2023-1-8

"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 Hinchliffe, 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 Gehrmann, Mike Pritchard, Ben Rodts, Henry Klassen

**Electoral Area G (Houston/Granisle Rural)**

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DEVELOPMENT SERVICES**

**Land Referral**

Crown Land Application  
Referral No. 6409410  
Electoral Area D (Fraser Lake  
Rural)

Moved by Director Lambert  
Seconded by Director Stoltenberg

2023-1-9

"That Crown Land Application No. 6409410 comment sheet be provided to the Province."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Oil and Gas Commission Referral

Prince Rupert Gas Transmission Project Permit Extension Moved by Director Lambert  
 Seconded by Director Stoltenberg

2023-1-10

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- o The need for meaningful dialogue well in advance of construction
- o Review and update of 2014 RDBN Report outlining impacts from construction and development of industrial projects
- o City of Terrace position regarding future industrial projects and their commitment to the Northwest BC Resource Benefits Alliance (RBA).

### PARKS AND TRAILS

Electoral Areas B and E Parks and Trails Master Plan Moved by Director Riis-Christianson  
 Seconded by Director Lambert

2023-1-11

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Recreation Contribution Grant Program Moved by Director Stoltenberg  
 Seconded by Director Riis-Christianson

2023-1-12

"That the Board review the 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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **BUILDING INSPECTION**

Section 57 Notice on Title  
2474 Highway 27 – Electoral  
Area C (Fort St. James Rural)

No comments were received from the property owner.

Moved by Director Greenaway  
Seconded by Director Stoltenberg

2023-1-13

“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).”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Section 57 Notice on Title  
17011 Turner Frontage Road  
– Electoral Area F (Vanderhoof  
Rural)

Moved by Director Moon  
Seconded by Director Stoltenberg

2023-1-14

1. “That the Board receive the written submission provided by the property owner on the Supplementary Agenda.

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).”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Section 57 Notice on Title  
2605 Fowler Road – Electoral  
Area F (Vanderhoof Rural)

No Comments were received from the property owner.

Moved by Director Moon  
Seconded by Director Stoltenberg

2023-1-15

“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 ¼ of District Lot 940, Cariboo District – 2605 Fowler Rd.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## ADMINISTRATION REPORTS

Committee Meeting  
Recommendations  
-January 12, 2023

Moved by Director Atrill  
 Seconded by Director Stoltenberg

2023-1-16

"That the Board approve the January 12, 2023 Committee Meeting Recommendations 1 and 2 as written:

### 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)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

North Central Local  
Government Association  
Annual General Meeting &  
Convention and Resolution  
Deadline

Moved by Director Stoltenberg  
 Seconded by Director Lambert

2023-1-17

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Vehicle Purchase

Moved by Director Stoltenberg  
Seconded by Director Atrill

2023-1-18

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Concerns regarding access to parts for electric vehicles
- Reserve funds to be utilized to purchase vehicle
- RDBN vehicles remain in the fleet for long periods
- Asset management planning
- Challenging supply chain markets
- Costs for fleet vehicle use vs. personal vehicle use.

Procurement Policy

Moved by Director Stoltenberg  
Seconded by Director Lambert

2023-1-19

"That the Board approves an amendment to the Procurement Policy to increase Section 7 (C)(b) from \$5,000 to \$10,000."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Change of Signing Authority  
for Bulkley Valley Credit Union

Moved by Director McGuire  
Seconded by Director Stoltenberg

2023-1-20

"That the following individuals be appointed as signing authority for the Bulkley Valley Credit Union accounts:

<b>Name</b>	<b>Position</b>
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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY



**ADMINISTRATION REPORTS (CONT'D)**

Northern Development Moved by Director Stoltenberg  
Local Government Internship Seconded by Director Dekens  
Program

2023-1-21

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community-Building Moved by Director Stoltenberg  
Fund BC – Area A (Smithers/ Seconded by Director Atrill  
Telkwa Rural) Smithers Golf  
and Country Club – Pumphouse  
Project

2023-1-22

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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community-Building Moved by Director Stoltenberg  
Fund BC – Area (Smithers/ Seconded by Director Dekens  
Telkwa Rural) Smithers  
Curling Club – Ice Plant  
Replacement Project

2023-1-23

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)

**ADMINISTRATION REPORTS (CONT'D)**

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Canada Community-Building Fund BC – Area D (Fraser Lake Rural) Fraser Lake Recreation Complex Heat Reclaim Project Moved by Director Stoltenberg  
Seconded by Director Lambert

2023-1-24

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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern Development Northern Healthy Communities Fund RDBN Application for Clearview Landfill Expansion

Moved by Director Riis-Christianson  
Seconded by Director Lambert

2023-1-25

"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."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2023 Regional Business Forum – March 28-29, 2023 Telkwa, B.C.

Moved by Director Stoltenberg  
Seconded by Director Greenaway

2023-1-26

"That the Board authorize attendance of Rural Directors at the 2023 Regional Business Forum from March 28-29, 2023, in Telkwa, BC."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Smithers Mountain Bike Association – Letters of Support Request

Moved by Director Atrill  
 Seconded by Director Stoltenberg

2023-1-27

“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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Network of Emergency Support Service Teams (NESST) Society

Moved by Director Stoltenberg  
 Seconded by Director Lambert

2023-1-28

“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.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Break for lunch 12:04 p.m.**

**Reconvened at 12:51 p.m.**

Departmental Quarterly Reports – 4<sup>th</sup> Quarter

Moved by Director McGuire  
 Seconded by Director Stoltenberg

2023-1-29

“That the Board receive the Director of Corporate Services’ Departmental Quarterly Reports – 4<sup>th</sup> Quarter memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Consumer Price Index

Moved by Director Stoltenberg  
 Seconded by Director Dekens

2023-1-30

“That the Board receive the Chief Financial Officer’s Consumer Price Index and Additional information with respect to Consumer Price Index memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### ADMINISTRATION REPORTS (CONT'D)

Report on Truth and Reconciliation Commission Calls to Action Moved by Director Stoltenberg  
 Seconded by Director Dekens

2023-1-31 "That the Board receive the First Nations Liaison Report on Truth and Reconciliation Commission Calls to Action memorandum."

(All/Directors/Majority) CARRIED UNANIMOUSLY

### ADMINISTRATION CORRESPONDENCE

RDBN Letter RE: Veterinarian Shortage in BC - Information Sharing Request Moved by Director Stoltenberg  
 Seconded by Director Lambert

2023-1-32 "That the Board ratify the RDBN Letter to the Honourable Selina Robinson, Minister of Post-Secondary Education and Future Skills regarding Veterinarian Shortage in BC – Information Sharing Request."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Community Energy Association – Charge North Communications Plan Moved by Director Riis-Christianson  
 Seconded by Director Atrill

2023-1-33 "That the Board receive the correspondence from the Community Energy Association regarding Charge North Communication Plan."

(All/Directors/Majority) CARRIED UNANIMOUSLY

North West Regional Hospital District – Physician Recruitment in the Northwest Moved by Director Riis-Christianson  
 Seconded by Director Atrill

2023-1-34 "That the Board receive the correspondence from the North West Regional Hospital District regarding Physician Recruitment in the Northwest; and further, that the Board write a letter regarding Physician Recruitment to the Minister of Health."

(All/Directors/Majority) CARRIED UNANIMOUSLY

### **ADMINISTRATION CORRESPONDENCE (CONT'D)**

Union of B.C. Municipalities Moved by Director Stoltenberg  
Canada Community Building Seconded by Director Storey  
Fund BC

2023-1-35

"That the Board receive the correspondence from the Union of B.C. Municipalities regarding the Canada Community-Building Fund BC."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **SUPPLEMENTARY AGENDA**

#### **DEVELOPMENT SERVICES**

##### **Oil and Gas Commission Referral**

Pacific Trails Pipeline Project Moved by Director McGuire  
Permit Extensions Seconded by Director Stoltenberg

2023-1-36

"That staff be directed to inform Enbridge that the Board's January 26, 2018 letter remains valid and contains the RDBN's comments in regard to Pacific Trails Pipeline Projects permit extension applications."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Utilizing existing camp locations for future development as well as consulting with municipalities regarding available land for development/use
- Industry consultation with the RDBN as soon as possible for proposed projects.

### **VERBAL REPORTS AND COMMITTEE CHAIR REPORTS**

Town of Smithers – Update Director Atrill noted that the Town of Smithers is working on its Strategic Priorities.

Electoral Area E (Francois/Ootsa Lake Rural) – Update Director Lambert provided the following update:

- Attended the BC Natural Resources Forum January 17-19, 2023 in Prince George
- Connected with the three First Nations communities in Electoral Area E regarding senior housing and potential utilization of Hospital Point
- Development of a Community Plan for the Southside of Francois Lake
- Helipads in Electoral Area E.

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

District of Fort St. James

-Update

Director Elphee spoke of the following:

- Sinclair Group – Apollo Forest Products Ltd. recent curtailment and possible return to operations
- Hampton Lumber has started operations of its new Fort St. James Sawmill
- Physician recruitment and meet and greet of new physician to the community
- U18 triple-A male division league game and U-18 triple-A female league game at the outdoor rink at Ernie Sam Memorial Arena in Fort St. James January 21-22, 2023
- Caledonia Classic Sled Dog Race to take place February 3-5, 2023.

Electoral Area F (Vanderhoof Rural)

Director Moon provided the following update:

- Impacts regarding recent mill closure announcements by Canfor in the northwest
- Community optimism regarding the progress at the Blackwater Gold Project
- Artemis Gold Inc – permitting for the Blackwater Gold Project to be complete in spring 2023 for an additional accommodation of 150 workers
- Attended the BC Natural Resources Forum
- Met the new manager of Rio Tinto
- Planning to attend the Nechako Valley Exhibition Society's AGM.

Village of Telkwa – Update

Director Dekens commented:

- Attended the BC Natural Resources Forum
- Village of Telkwa has started 2023 budget discussions
- Five-year draft Strategic Plan being reviewed
- Invitation to attend the Village of Telkwa and RDBN Business Forum March 28 & 29, 2023 in Telkwa.

Electoral Area B (Burns Lake Rural) – Update

Director Riis-Christianson noted the following:

- Attended the BC Natural Resources Forum virtually
  - o Encouraging comment to assist rural and remote communities the Federal/Provincial Government need to improve connectivity now, prior to their 2027 timeline
- Attended Topley Volunteer Fire Department Long-term employee service awards
  - o Two members received 25-year service awards – very commendable
- Met with a number of RDBN rural directors to discuss connectivity issues
- Wanting to meet with Internet Service Provider's at a future Connectivity Committee Meeting
- Consolidation of Shaw and Rogers

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

Village of Fraser Lake – Update Director Storey provided the following update:

- Met with CN
  - o Indicated they would clean up the CN staging site at White Swan Park
  - o Discussed land management and purchase of CN land
- Congratulations to Director Greenaway on her appointment to the Northern Medical Programs Trust
- Fraser Lake Community experienced a fire outside fire protection – desire to discuss expanding fire protection.

Village of Granisle – Update Director McGuire noted the following:

- Held a Town Hall meeting
  - o Approximately 45-50 people were in attendance
  - o RCMP in attendance in red serge to provide a letter of agreement to commit members in the community for two days per week
  - o BC Housing attended the meeting virtually
    - 12 unit seniors BC Housing Project to begin construction in August 2023
- Moving forward with Granisle marina upgrades
  - o Grant applications for dock, break water and piling improvements
- 2023 Budget process.

Electoral Area A (Smithers/  
 Telkwa Rural) – Update

Director Stoltenberg mentioned the following:

- Attended the BC Natural Resources Forum
  - o Attended an informative crisis management workshop
- In discussions with the Town of Smithers and the Smithers Curling Club regarding Ice Plant Replacement Project
- Meeting with the Smithers Golf and Country Club regarding Pumphouse Project.

District of Vanderhoof  
 -Update

Director Moutray provided the following update:

- Sawmill curtailments and closures front and centre
- Strategic Planning
- Attended BC Natural Resources Forum
- Vanderhoof Aquatic Centre closure due to vandalism in December, 2022.

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

### Electoral Area G (Houston/Granisle Rural) – Update

Director Newell provided an update regarding:

- Shutdown of Canfor – Houston Sawmill
- HRVA Dinner January 26, 2023
  - o Incredible volunteer participation
  - o Expressed appreciation for the volunteers.

### Village of Burns Lake – Update

Director Wiebe noted the following:

- Reviewing 2023 budget
- 2023 Burns Lake Centennial Celebrations
  - o Celebrations throughout the year
  - o Main event August 18-20, 2023
- Burns Lake Timbermen playing the Braves Alumni on January 28, 2023
- Submitting grant application to complete Richmond Loop Intersection.

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

Director Greenaway commented:

- Invited to participate on the District of Fort St. James Housing Committee
- HRVA Luncheon – great volunteerism
- ATV Club Porker Ride – February 18, 2023.

### District of Houston – Update

Director Brienen provided the following update:

- Canfor Houston Sawmill Closure
  - o Thanked everyone for their support
- Attended BC Natural Resources Forum
  - o Encouraged by First Nations participation
  - o Increased Provincial Ministers, MLAs attendance, as well as the Premier
  - o Dialogue is not as open as in past years
  - o Forum has changed from past years.

### Chair Parker – Electoral Area D (Fraser Lake Rural) – Update

Chair Parker provided an update regarding:

- Recognized the benefits of logging truck traffic
- Fraser Lake Trailer Park water issues
  - o Past management is no longer in place
  - o Province is managing property
  - o Planning improvements when weather permits to ensure that there is access to water
- Northern Development Initiative Trust (NDIT) RAC Meeting
  - o Chair Parker has been elected to the Board
- Veterinarian Shortage
  - o Economic Impact Study nearing completion
    - Developing strategy to share study
- Meeting with RDBN staff and Binche Whut'en January 27, 2023.



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

Receipt of Verbal  
 Reports

Moved by Director Storey  
 Seconded by Director Brienen

2023-1-37

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**NEW BUSINESS**

Decriminalization in B.C.

Director Storey brought forward concerns regarding the decriminalization of people who use drugs in B.C. Health Canada provided an exemption to B.C. from January 31, 2023 until January 31, 2026. Discussion took place regarding the need for communities to have bylaws in place and concerns regarding the lack of a robust training program for police officers and municipalities. RCMP in some communities indicated that the courts have not been willing to except charges for the past two years. The importance of treatment facilities in the locations where the persons live. The Town of Smithers raised the need for treatment facilities at the 2022 UBCM Convention and was informed that programs have not been planned for Smithers.

Staff will bring forward information from communities that have drafted/implemented Controlled Substance Bylaws.

Union of B.C. Municipalities is hosting a webinar on February 15, 2023 to discuss decriminalization with Ministry Staff and the BC Center for Disease Control. Staff will forward information.

**IN-CAMERA MOTION**

Moved by Director Storey  
 Seconded by Director Greenaway

2023-1-38

"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
- First Nations Memorandum of Understanding
- RBA."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Stoltenberg  
Seconded by Director Dekens

2023-1-39

"That the meeting be adjourned at 1:51 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate  
Services

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING****Thursday, February 9, 2023**

**PRESENT:** Chair Mark Parker

Directors Gladys Atrill – via Zoom  
Shane Brienen – left at 11:23 a.m., returned at 11:44 a.m.  
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 Leroy Dekens, Village of Telkwa

Alternate Director Annette Morgan, Village of Telkwa

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

**CALL TO ORDER** Chair Parker called the meeting to order at 11:11 a.m.

**FIRST NATIONS ACKNOWLEDGEMENT**

**OATH OF OFFICE** Cheryl Anderson, Director of Corporate Services conducted the Oath of Office for Annette Morgan, Alternate Director, Village of Telkwa.

**AGENDA &  
 SUPPLEMENTARY AGENDA**

Moved by Director Brienen  
 Seconded by Director Greenaway

C.W.2023-2-1

"That the Agenda of the Committee of the Whole meeting of February 9, 2023 be approved; and further, that the Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**MINUTES**

Committee of the Whole  
 Minutes – January 12, 2023

Moved by Director Lambert  
 Seconded by Director McGuire

C.W.2023-2-2

"That the Committee of the Whole Meeting Minutes of January 12, 2023 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**REPORTS**

Tax Implications

Curtis Helgesen, Chief Administrative Officer provided an overview of the budget process and the Consumer Price Index memorandum information provided at a past meeting.

John Illes, Chief Financial Officer provided an overview of the Tax Implication memorandum. The following was discussed:

- Most of the non-market changes are new residential construction and pipelines
- Major (all jurisdiction services) and Rural services
- Increase in assessments
  - o Residential, commercial, industrial - regional average 11.5%
  - o Some areas have higher assessments than the regional average
  - o Balance of higher assessments vs. lower assessments
  - o Taxation not based on market value of assessment
  - o Taxation impacted by new construction/or deconstruction of industrial facilities – these are non-market factors
  - o Consideration of future new construction and new industrial construction
- Based on inflation, market, and keeping the same level of services there is a need to consider an increase in taxation
  - o Major factors are wages/remuneration and increased fuel costs
- Environmental Services revenue benefited from pipeline waste
- Asset management impacts are mainly to fire department budgets.

**Break for lunch at 12:03 p.m.**

**Reconvened at 1:00 p.m.**

## REPORTS (CONT'D)

### Tax Implications

Moved by Director Riis-Christianson  
 Seconded by Director Stoltenberg

### C.W.2023-2-3

"That staff target a 6% property tax increase for the 2023 budget."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### Service Area Budgets

Mr. Illes provided an overview of the Service Area Budgets memorandum.

Discussion took place regarding:

- Regional District Para-Transit
  - o 2024 budget appears to be unsustainable
  - o Staff will be bringing forward options
- Recreation and Culture
  - o To be reviewed in the future
- Invasive Plant Control
  - o Metrics
  - o Discuss further at the Rural/Agriculture Committee Meeting
- Vanderhoof Pool
  - o Awaiting requisition from the District of Vanderhoof
- Smithers Victim Services
  - o Participation of Electoral Area A (Smithers/Telkwa Rural), Town of Smithers and Village of Telkwa in the service.

### Service Area Budgets

Moved by Director Stoltenberg  
 Seconded by Director Wiebe

### C.W.2023-2-4

"That the Service Area Budgets be included in the 2023 Regional District Budget."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## IN-CAMERA MOTION

Moved by Director Stoltenberg  
 Seconded by Director Lambert

### C.W.2023-2-5

" That this meeting be closed to the public pursuant to Section 90(1)(c) of the Community Charter for the Board to deal with matters relating to the following:  
 • Labour relations."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Lambert  
Seconded by Director Storey

C.W.2023-2-6

"That the meeting be adjourned at 11:10 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-NECHAKOCONNECTIVITY COMMITTEE MEETINGThursday, February 9, 2023

<b>PRESENT:</b>	Chair	Michael Riis-Christianson
	Directors	Clint Lambert Judy Greenaway Shirley Moon Chris Newell Mark Parker Stoney Stoltenberg – arrived at 9:30 a.m.
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Nellie Davis, Manager of Regional Economic Development John Illes, Chief Financial Officer Rowan Nagel, GIS Technician – via Zoom Wendy Wainwright, Deputy Director of Corporate Services
	Others	Lee Brain, VP- Community & Stakeholder Relations, CityWest Martin Elphee, District of Fort St. James Linda McGuire, Village of Granisle Henry Wiebe, Village of Burns Lake Stefan Woloszyn, Chief Executive Officer, CityWest – via Zoom
<b><u>CALL TO ORDER</u></b>		Chair Riis-Christianson called the meeting to order at 9:15 a.m.
<b><u>AGENDA</u></b>		Moved by Director Lambert Seconded by Director Greenaway
<b><u>C.C.2023-1-1</u></b>		“That the Connectivity Committee Agenda for February 9, 2023 be approved.”
	(All/Directors/Majority)	<u>CARRIED UNANIMOUSLY</u>
<b><u>MINUTES</u></b>		
<b><u>Connectivity Committee Meeting Minutes –August 11, 2022</u></b>		Moved by Director Parker Seconded by Director Newell
<b><u>C.C. 2023-1-2</u></b>		“That the Connectivity Committee Meeting Minutes of August 11, 2022 be received.”
	(All/Directors/Majority)	<u>CARRIED UNANIMOUSLY</u>

## DELEGATION

### CITYWEST – Stefan Woloszyn, Chief Executive Officer and Lee Brain, VP- Community & Stakeholder Relations RE: Connectivity Projects

Chair Riis-Christianson welcomed Stefan Woloszyn, Chief Executive Officer and Lee Brain, VP- Community & Stakeholder Relations, CityWest.

Mr. Brain introduced himself and provided an overview of his position of VP – Community & Stakeholder Relations.

Mr. Woloszyn provided an update regarding CityWest’s Connecting Coast Project.

- 1200 km of fibre has been laid in the water
- Prince Rupert to Vancouver interchange
  - o Most difficult component of this project connecting northern BC to the rest of the world
- Create redundancy
- Consult and receive approvals from 23 different governing authorities
- Largest subsea project in the world
- Exciting project – benefits of the subsea project for the north.

Discussion took place regarding the following:

- CityWest provides service as far east as Vanderhoof
- Challenges of a smaller Internet Service Provider (ISP)
  - o Wanting to build infrastructure that takes significant time, effort, resources and creates exceptionally long-term solutions as well as allowing communities to not have a digital divide and allows connectivity for decades
  - o Meeting partner communities new project needs in a timely manner
  - o Recognizing ability to meet growth within available capacity
  - o Supply chain issues
  - o Awaiting funding application decisions for up to two years or more
    - Advocacy and utilizing communication and respectful narrative
    - Due to confidentiality constraints unable to share information with partner communities.
- Culturally providing the best level of technology
- CityWest developed construction division in 2021 and completely renovated the division in 2022

Chair Riis-Christianson thanked Messrs. Woloszyn and Brain for attending the meeting.

## REPORT

Nellie Davis, Manager of Regional Economic Development and Rowan Nagel, GIS Technician provided an overview presentation of the Connectivity Mapping showing underserved, unserved areas, proposed project areas, Innovation, Science, Economic Development’s (ISED) National Broadband Internet Service Availability mapping areas.



## REPORT (CONT'D)

### Connectivity Mapping Review

Moved by Director Newell  
 Seconded by Director Greenaway

C.C.2023-1-3

"That the Committee receives the Manger of Regional Economic Development's Connectivity Mapping Review memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## NEW BUSINESS

### Regional Connectivity Knowledge Network

Chair Riis-Christianson provided an update regarding the Regional Connectivity Knowledge Network.

- Forum to teach new local government and First Nations officials about connectivity issues
- Province and the Union of B.C. Municipalities played a key role
- Incredible benefit to expanding connectivity knowledge
- At the last meeting Chair Riis-Christianson brought forward the potential to move the organization towards strategic advocacy efforts
  - Developing a provincial framework that focus' on lobbying for rural connectivity issues
  - Reviewing the Alberta Rural Connectivity Coalition
- Need an organization that represents rural communities at a provincial and federal level.

## IN-CAMERA MOTION

Moved by Director Greenaway  
 Seconded by Director Newell

C.C.2023-1-4

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

- Electoral Area Specific Connectivity Projects."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## ADJOURNMENT

Moved by Director Greenaway  
 Seconded by Director Newell

C.C.2023-1-5

"That the meeting be adjourned at 9:41 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Michael Riis-Christianson, Chair

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Wendy Wainwright, Deputy Director  
 of Corporate Services

REGIONAL DISTRICT OF BULKLEY-NECHAKORURAL/AGRICULTURE COMMITTEE MEETINGThursday, February 9, 2023

**PRESENT:**

Chair	Clint Lambert
Directors	Judy Greenaway Shirley Moon Chris Newell Mark Parker Michael Riis-Christianson Stoney Stoltenberg
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Megan D'Arcy, Agriculture Coordinator – via Zoom Nellie Davis, Regional Manager of Economic Development – left at 2:29 p.m. John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning – arrived at 2:35 p.m., left at 2:42 p.m. Wendy Wainwright, Deputy Director of Corporate Services
Others	Gladys Atrill, Town of Smithers – via Zoom Shane Brienen, District of Houston – left at 1:53 p.m., returned at 2:04 p.m., left at 2:29 p.m. Martin Elphee, District of Fort St. James Linda McGuire, Village of Granisle – left at 2:29 p.m. Kevin Moutray, District of Vanderhoof – left at 2:29 p.m.

CALL TO ORDER

Chair Lambert called the meeting to order at 1:40 p.m.

AGENDAMoved by Director Greenaway  
Seconded by Director NewellRDC.2023-1-1

"That the Rural/Agriculture Committee Agenda for February 9, 2023 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## MINUTES

Rural/Agriculture Committee Meeting Minutes -October 13, 2022 Moved by Director Parker  
 Seconded by Director Newell

RDC.2023-1-2 "That the minutes of the Rural/Agriculture Committee meeting of October 13, 2022 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## AGRICULTURE REPORT

Northwest Invasive Plant Council 2023 Budget Moved by Director Stoltenberg  
 Seconded by Director Greenaway

RDC.2023-1-3 "That the Committee recommend that the Board approve a contribution of \$35,000 to the Northwest Invasive Plant Council in the 2023 Invasive Plant Control Budget; and further, write a letter requesting a future meeting to discuss future funding of the program."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Northwest Invasive Plant Council (NWIPC)
  - o Metrics
  - o Funders
  - o Environmental Services budget provides funds to treat invasive plants at RDBN Transfer Stations and Landfills
  - o Yearly reporting is provided
- Working towards helping landowners manage invasive plants
- Involvement and funding from other agencies
  - o Ministry of Transportation and Infrastructure's road right-of-way
    - Need for timely mowing of road right-of-way
    - Lack of treating sand pits
- Cost and economic impact to agriculture landowners significant
- NWIPC and provincial responsibility and roles in managing invasive plants
- Homeowner Rebate program
  - o Underutilized
  - o Not intended for larger properties or large scale agriculture lands
- More work to be done regarding education and resources available
- Prioritize areas

### AGRICULTURE REPORT (CONT'D)

- Funding considerations/future considerations
- Finding an effective solution to the issue of invasive plants particularly on public lands adjacent to private properties
  - o Utilizing alternative methods of treatment e.g. intensive grazing
- Advocating the province in regard to the economic impacts of invasive species
- Reviewing funding allocation in the future.

### AGRICULTURE DISCUSSION

#### Commercial Kitchen Map Project

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

#### RDC.2023-1-4

"That the Committee receive the Agriculture Coordinator's Commercial Kitchen Map Project memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Chair Lambert spoke of potentially certifying community halls as commercial kitchens. In order to sell processed products such as jams, they need to be produced in a commercial food safe kitchen.

### VERBAL REPORTS - Chair Parker

#### Meeting with the Honourable Pam Alexis, Minister of Agriculture and Food - Veterinary Shortage and Food Security

- Virtual meeting
- With the recent provincial cabinet shuffle Minister Alexis is new to the role of Minister of Agriculture and Food
  - o Unaware of the challenges of the number of provincially-subsidized and non-provincially subsidized seats in the Western College of Veterinary Medicine at the University of Saskatchewan
    - Challenges and uncertainty for local students attending the program due to costs
- Frustrations
- Continue to advocate
- Economic Impact Study and funding from the Ministry of Agriculture and Food
  - o Encouraged continued support
  - o Draft document under review
  - o Determining circulation of document
- Assistant Deputy Minister was aware of the history of concerns, issues and advocacy regarding the veterinary shortage
- Discussions continuing with the Minister of Advanced Education and UNBC to develop a veterinarian program
- Some work also being done with the College of New Caledonia regarding program development
- Provincial and Federal governments are working to remove barriers for a number of professionals including veterinarians

### **VERBAL REPORTS - Chair Parker (Cont'd)**

- Discussed importance of food security
  - o Need to be a part of the solution and assist in finding a sustainable solution
  - o Continue to advocate.

#### Verbal Report

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

#### RDC.2023-1-5

"That Director Parker's verbal report be received as presented."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **DEVELOPMENT SERVICES**

#### Town of Smithers Zoning Amendment

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

#### RDC.2023-1-5

"That staff inform the Town of Smithers that the Regional District of Bulkley-Nechako has no comments or concerns regarding Zoning Amendment Application No. 22-04."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **RURAL REPORT**

#### Rural Government Financial Plan

Moved by Director Stoltenberg  
 Seconded by Director Parker

#### RDC.2023-1-6

"That the Committee receive the Chief Financial Officer's Rural Government Financial Plan memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Regional Transit funding
  - o Not sustainable
  - o Provincially implemented initiative
    - Discuss funding with the province in the future
  - o Environmental Services operation of Transfer Stations and Landfills.

**ADJOURNMENT**

Moved by Director Stoltenberg  
Seconded by Director Newell

RDC.2023-1-7

"That the meeting be adjourned at 2:44 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Clint Lambert, 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:** Jason Llewellyn, Director of Planning  
**Date:** February 23, 2023  
**Subject:** Rezoning Application RZ A-01-22  
Adoption of Rezoning Bylaw No. 1980, 2022

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

1. That the Board consider the applicants request that Bylaw No. 1980, 2022 be adopted.
2. And that should Bylaw No. 1980, 2022 be adopted the Board approve the discharge of Covenant BB737241, and associated covenant amendment documents.

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**EXECUTIVE SUMMARY**

At the January 26<sup>th</sup> Board Meeting the Board did the following:

- received the report of the public hearing for Bylaw No. 1980, 2022;
- gave Bylaw No. 1980, 2022 3<sup>rd</sup> Reading;
- and directed that adoption of Bylaw No. 1980, 2022 not be considered until a covenant is registered on title, to the satisfaction of the Planning Department, and that the applicant be requested to hold engagement with the Town of Smithers.

The applicant has submitted the required covenant to the Land Title Office for registration and it is anticipated that the registration process will be complete prior to February 23, 2023. Staff will confirm that this has occurred at the Board meeting where this report is considered.

The applicant has requested that the Board consider adopting Bylaw No. 1980, 2022 at this time and that the meeting with the Town of Smithers occur after adoption. This is requested as they wish to avoid the delay associated with holding a second public hearing. The applicant has offered their regrets for not meeting with the Town earlier in the process, and staff have worked with the Town of Smithers to clarify any outstanding questions relating to the application information.

Should the Board wish to delay further consideration of Bylaw No. 1980, 2022 until after a meeting has occurred between the Town of Smithers and the applicant staff recommend that the Board rescind 3<sup>rd</sup> Reading of Bylaw No. 1980, 2022 at this time.

**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

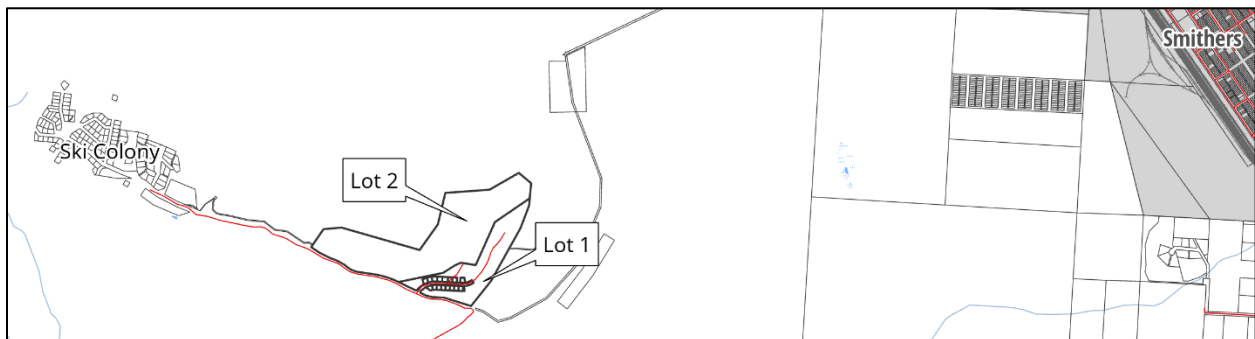
District Lot 8114, (no address – referred to as “Lot 2”)

- 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**

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.

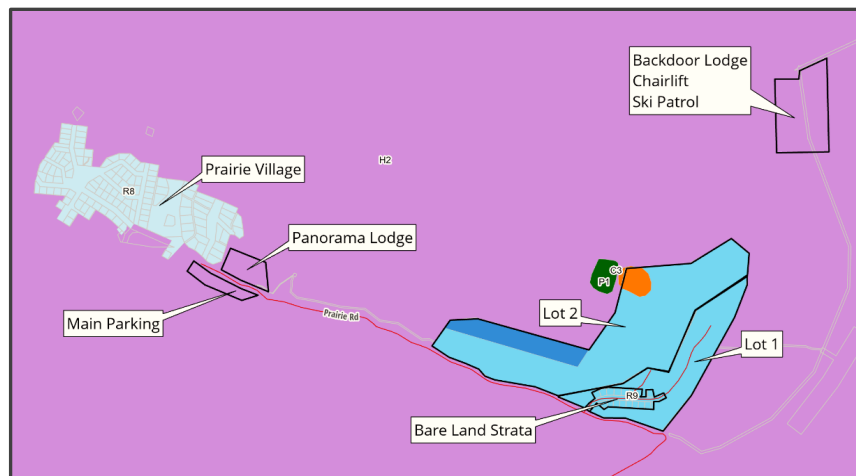
Current Zoning and Covenant	Proposed Zoning and Replacement Covenant
<ul style="list-style-type: none"> <li>• 188 residential parcels, two dwellings per parcel</li> <li>• 100-unit resort lodge in commercial area</li> <li>• 10-seven units hotels</li> <li>• 112 multi-family dwellings</li> </ul>	<ul style="list-style-type: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

**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 cabin 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:

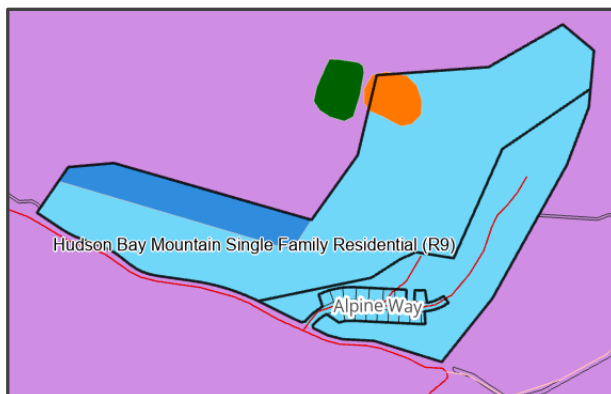
- A 100-unit resort lodge in the commercial area.
- 188 residential parcels with a maximum of 10 small hotels (seven units) in the R9 zoned area; and 112 units in the R10 zoned area.

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 below), 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).

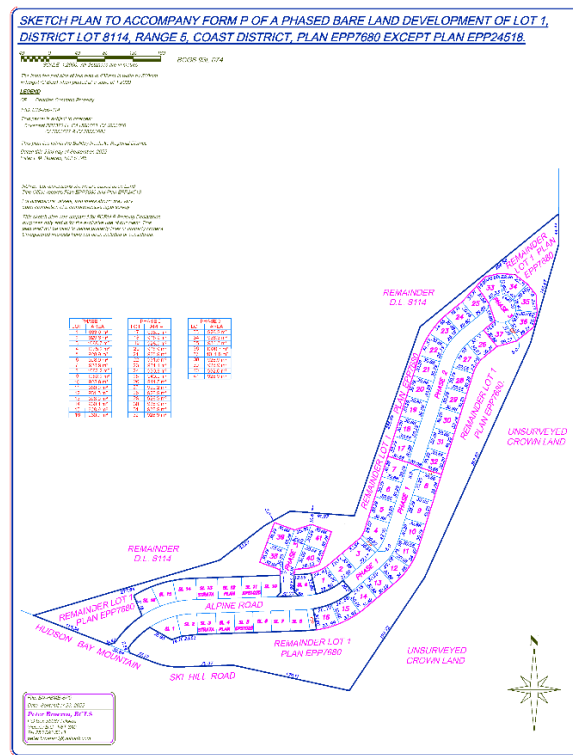
**Proposed Covenant Removal**

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.

**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. As noted, this covenant has been submitted to the Land Title Office for registration and it is anticipated that the registration process will be complete prior to February 23, 2023. Staff will confirm that this has occurred at the Board meeting where this report is considered. This covenant is expected to be registered on title



**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](#)).

**ATTACHMENTS:**

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



**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 26<sup>th</sup> day of January, 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.

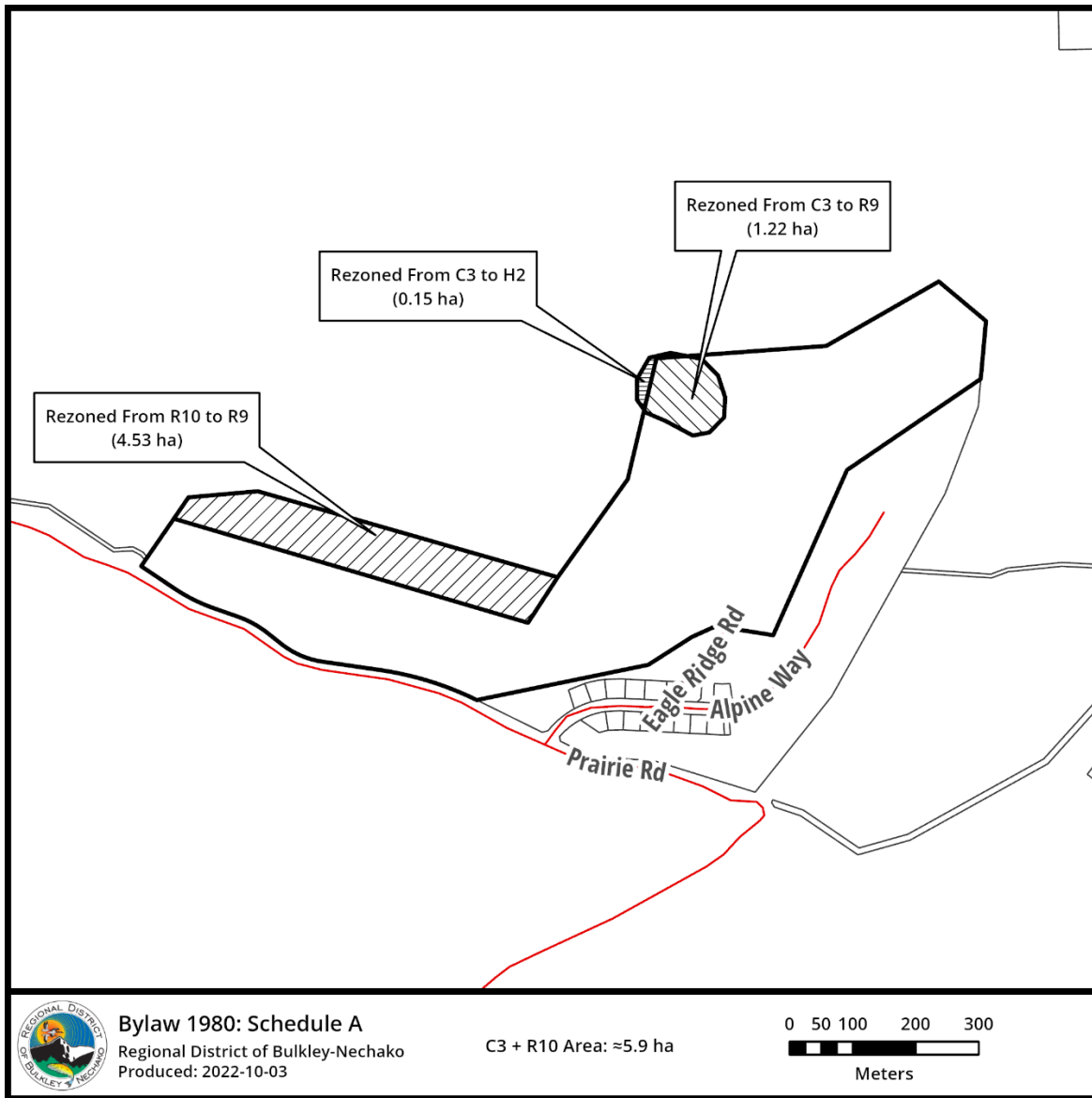
\_\_\_\_\_  
Corporate Administrator

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

\_\_\_\_\_  
Chairperson

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



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

The  $\pm 0.15$  ha portion of unsurveyed Crown Land being rezoned from the Tourist Commercial Zone (C3) to the Large Holdings Zone (H2); the  $\pm 1.22$  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  $\pm 4.53$  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 Uses1. 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:** February 23, 2023  
**Subject:** Crown Land Withdrawal of Disposition Application Referral No. 6409416

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

That the attached comment sheet be provided to BC Emergency Health Services as the Regional District's comments on Crown Land Withdrawal of Disposition Application No. 6409416.

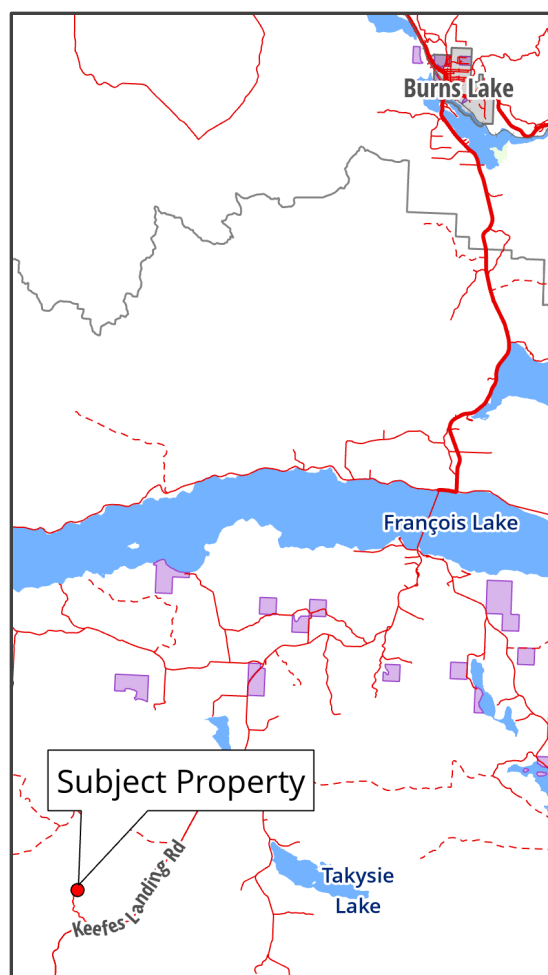
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## BACKGROUND

On behalf of the Provincial Health Services Authority, the BC Emergency Health Services (BCEHS) has applied for a 30+ year withdrawal of disposition under Section 16 of the *Land Act* for a 12 m (39 ft) high radio tower and 4.5 m<sup>2</sup> (48 ft<sup>2</sup>) storage shed for ambulatory radio communications. The proposal site covers about 200 m<sup>2</sup> (2,153 ft<sup>2</sup>) at Verdun Lookout, accessed from Keefe's Landing Road in Grassy Plains.

The radio tower and storage shed already exist on the site under a licence of occupation. The BCEHS is applying for a withdrawal of disposition "to ensure the infrastructure will not be compromised by other land uses", as it prevents the Province from accepting other competing applications for this site, including leases, sales, and licenses of occupation.

Section 16 withdrawal of disposition applicants are required by the Ministry of Forests to collect their own referral responses and submit them directly to the Ministry. Additionally, the Ministry decides if the applicant is required to give public notice of the application, which was not required for these pre-existing infrastructures.

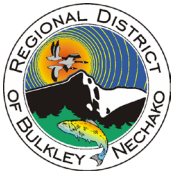


In 2022 the Regional District responded to a licence of occupation referral request at Verun Lookout for a Telus Wireless Communications facility on lands abutting the BCEHS's application area (see image to the right).

**ATTACHMENTS:**

- Comment Sheet
- Applicant Submission





<b>Electoral Area:</b>	Electoral Area E (Francois Lake/Ootsa Lake Rural)
<b>Applicant:</b>	BC Emergency Health Services
<b>Existing Land Use:</b>	Radio communications infrastructure
<b>Zoning:</b>	Not applicable
<b>OCP Designation:</b>	Not applicable
<b>Proposed Use Comply with Zoning:</b>	Not applicable
<b>If not, why?</b>	Not applicable
<b>Agricultural Land Reserve:</b>	Not within the ALR
<b>Access:</b>	Keefe's Landing Road
<b>Building Inspection:</b>	Outside the building inspection area
<b>Fire Protection:</b>	Outside of rural fire protection area
<b>Other comments:</b>	Not applicable

**From:** Preanicov, Ivan EHS:EX <Ivan.Preanicov@bcehs.ca>

**Sent:** Thursday, January 26, 2023 10:05 AM

**To:** Cameron Kral <cameron.kral@rdbn.bc.ca>; Danielle Patterson <danielle.patterson@rdbn.bc.ca>; Deneve Vanderwolf <deneve.vanderwolf@rdbn.bc.ca>; Maria Sandberg <maria.sandberg@rdbn.bc.ca>; Rowan Nagel <rowan.nagel@rdbn.bc.ca>

**Subject:** [EXTERNAL]: Section 16 Land Act reserve for a communication site on Verdun Lookout

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

**File Number: 6409416**

BC Emergency Health Services (BCEHS), on behalf of Provincial Health Services Authority (PHSA) has submitted a Section 16 Land Act reserve application for a communication site Purposes on Verdun Lookout to the Ministry of Forests.

BCEHS is seeking a referral from your agency in order to establish a Map Reserve for the communication site purposes.

### ***Background***

The BC Ambulance Service (BCAS) provides public ambulance service in British Columbia under the authority of BC Emergency Health Services.

As Canada's first provincially operated ambulance service, the BC Ambulance Service provides emergency pre-hospital treatment and transportation by ambulance to the public and visitors to BC. Serving an area of almost one million square kilometres, BCAS is the largest provider of emergency health care in Canada and one of the largest in North America.

The BCEHS Telecommunications Branch supports the operations of BCAS through the provision of a variety of mission-critical and administrative telecommunications services, including the BCEHS-owned province-wide VHF radio network.

BCAS telecommunications users, consisting primarily of ambulance paramedics, dispatchers and supervisory personnel, expect a reliable, dependable, easy-to-use communications system that allows field personnel to stay in contact at all times with dispatch, other support resources (i.e. critical care advisors), other BCAS field units and personnel from other emergency response agencies.

BCAS users have been experiencing radio communications issues in the communities of Danskin, Grassy Plains and Ootsa Lake posing a safety/operational issue to both BCAS personnel and patients.

### ***Proposal description***

This application is for a Section 16 Land Act reserve for a communication site on Verdun Lookout. PHSA proposes to install tower and small storage shed for equipment.

The site is accessible via an existing Forestry road.

Schedule/Term Of Proposal: 30+ years

***Proposal location***

BCGS Mapsheet: 93E.090

Legal Description: That parcel or tract of unsurveyed Crown Land in the vicinity of District Lot 872, Range 4 Coast District, shown on the attached map, containing 0.02 hectares more or less.

Size (Area) in ha. (approx.): 0.02

AOI (please click on or copy and paste the link into a web browser to review the spatial details of this application and to download shapefiles):

<https://apps.gov.bc.ca/pub/geomark/geomarks/gm-31E30662BE484BD68029D66FF883F550>

***Responses***

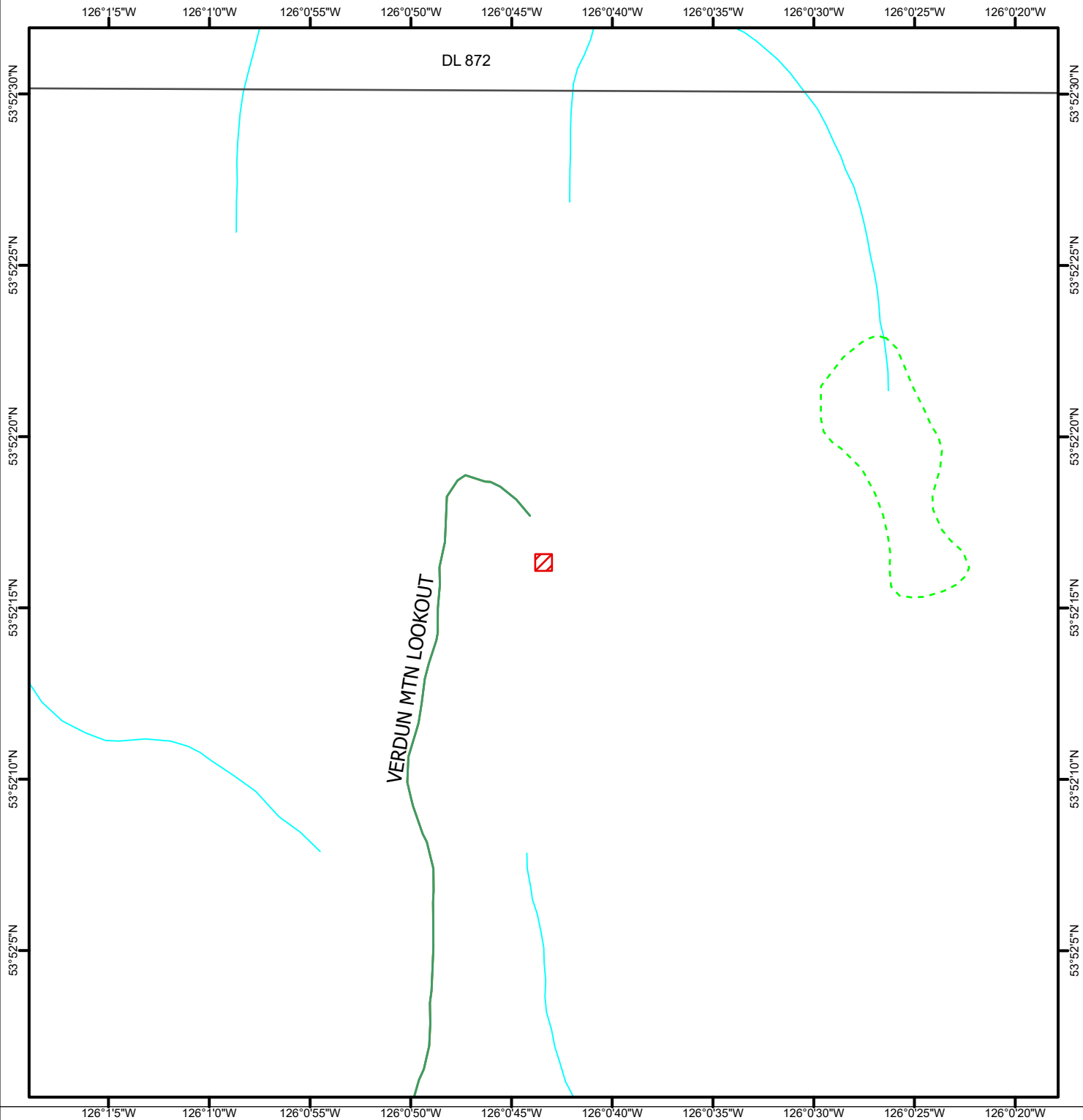
A response is requested within 30 days of the date of this e-mail.

Please indicate in your response whether this application impacts your agency's legislated responsibilities, requires an approval or a permit from your agency or ongoing compliance monitoring.




Please direct your responses and comments to:

Ivan Preanicov  
Senior Technical Architect, Radio Network Infrastructure BC Emergency Health Services  
2261 Keating X Rd, Victoria BC V8M 2A5  
Phone: (778)974-3222  
Email: Ivan.Preanicov@bcehs.ca





Scale: 1:5,000  
 Type: RESERVE  
 Sub Type: SECTION 16 MAP RESERVE  
 Purpose: COMMUNICATION  
 Subpurpose: COMMUNICATION SITE

-  Application Area
-  Indian Reserves
-  Park or Protected Area

### Referral Map



Date: 20 Jan 2023  
 0.02 ha +/-





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** February 23, 2023  
**Subject:** Recreation Contribution Grant Program

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### RECOMMENDATIONS:

(all/directors/majority)

That the Board approve the attached "Recreation Contribution Service Advisory Committees Terms of Reference" and "Recreation Contribution Grant Program Policy".

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### DISCUSSION:

At the January 26<sup>th</sup> Board meeting the Board directed staff to:

1. provide the terms of reference, policy document, and application 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.

During February staff met with Electoral Area and Municipal Directors and municipal staff participating in the Recreation Contribution Service to discuss the attached terms of reference and policy and to discuss taxation for 2023. As a result of feedback received additional language was added to the terms of reference to clarify that the Recreation Contribution Service Advisory Committees (RCSAC) can specify eligibility requirements above and beyond that in the Board policy. The "Recreation Contribution Grant Program Policy" and the amended "Recreation Contribution Service Advisory Committees Terms of Reference" are now presented to the Board for approval.

Once the terms of reference and policy are approved the Committees will confirm taxation for 2023 and determine whether to distribute funds in 2023. Based on Discussions to date the following taxation for 2023 is proposed to be as follows. Several service areas are considering deferring distribution until additional funding is raised in 2024.

Electoral Area A, Town of Smithers Service Area	= \$50,000
Electoral Area B & E, Village of Burns Lake Service Area	= \$25,000
Electoral Area C, District of Fort St. James Service Area	= \$50,000
Electoral Area G, District of Houston, Village of Granisle Service Area	= \$25,000

## **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**

### **Recreation Contribution Service Advisory Committee (RCSAC)**

It is proposed that a Recreation Contribution Service 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 including eligibility requirements for funding and other 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. 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**

February	Board approval of terms of reference and policy
February	Committee recommendations and Board approval of Recreation Contribution taxation for 2023
March	Committee directed call for applications where required
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 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. Provide direction to staff regarding the grant application process and application requirements, including the establishment of funding eligibility requirements in

addition to the eligibility requirements stated in Board Policy.

- c. 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.

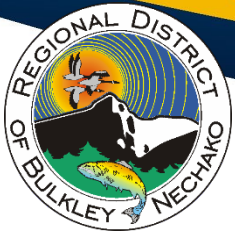
- a. Call for Applications. The RDBN will advertise a call for applications under the Recreation Contribution Grant Program. This call for applications will include additional details such as application guidelines, eligibility requirements, funding availability and application deadlines. Unless otherwise 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 or a municipality 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:** February 23, 2023  
**Subject:** Section 57 Notice on Title, 2050 Clearview Drive, Electoral Area "B"

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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 31, District Lot 1890, Range 5, Coast District, Plan 10853 (2050 Clearview Drive)

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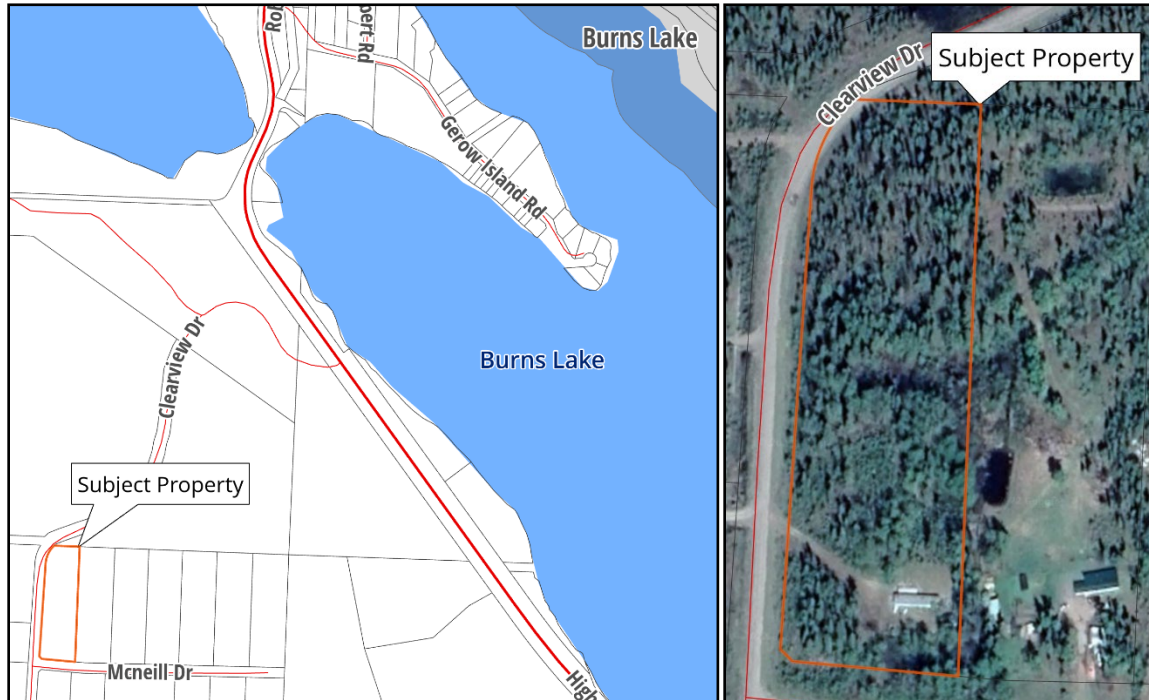
**EXECUTIVE SUMMARY**

A storage building at 2050 Clearview Drive 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 building permits. No replies have been received from the owners regarding any of the correspondence mailed or hand delivered to their property.



## HISTORY

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

### March 25, 2022

The Building Inspector became aware of a storage building that was in the process of being built without building permits. The building was visible from the road. 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 outlining the requirement for a building permit. A copy of the letter was also hand delivered to the property.



### **July 8, 2022**

After not receiving any responses from the property owner, the Building Inspector conducted a site visit to the property. A business card and a request to call were affixed to the office door of the building, and copies of the previous letters were delivered to the property. The storage building had been completed and the Stop Work Notice removed.

### **December 6, 2022**

A letter (attached) was sent by registered mail to the property owners to ask for a completed building permit application. No reply has ever been received from the property owners to any of the correspondence from the Building Inspector.

### **February 7, 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.

## **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

Joseph Faus  
Helena Faus

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

March 25, 2022

Dear property owners,

**ATTENTION: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012, CONTRAVENTION AT 2050 CLEARVIEW DR - LOT 31, DISTRICT LOT 1890, RANGE 5, COAST DISTRICT, PLAN 10853**

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: Michael Riis-Christianson – Rural Director Electoral Area 'B';  
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



"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

December 6, 2022

Joseph Faus  
Helena Faus

**ATTENTION: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012, CONTRAVENTION AT 2050 CLEARVIEW DRIVE.**

We have not received any replies from you regarding our Stop Work Notice and letter from March 25, 2022 (copy enclosed) regarding the developments on your property known as 2050 Clearview Drive - Lot 31, District Lot 1890, Range 5, Coast District, Plan 10853.

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,

Steve Davis  
Building Inspector

copy: Michael Riis-Christianson – Rural Director Electoral Area 'B';  
Jason Llewellyn – Director of Planning.



**February 7, 2023**

Joseph Faus  
Helena Faus

Registered owner of Lot 31, District Lot 1890, Range 5, Coast District, Plan 10853 (2050 Clearview Drive)

**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 February 23, 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 31, District Lot 1890, Range 5, Coast District, Plan 10853 (2050 Clearview Drive) 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 2050 Clearview Drive 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 February 23, 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, February 22, 2023. You may also make verbal representations to the RDBN Board at their February 23, 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 February 22, 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 initial "J" and a loop at the end.

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:** February 23, 2023  
**Subject:** Section 57 Notice on Title, 6851 Williams Frontage Rd, Electoral Area "A"

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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 1, Section 14, Township 1A, Range 5, Coast District, Plan 11380 (6851 Williams Frontage Rd)

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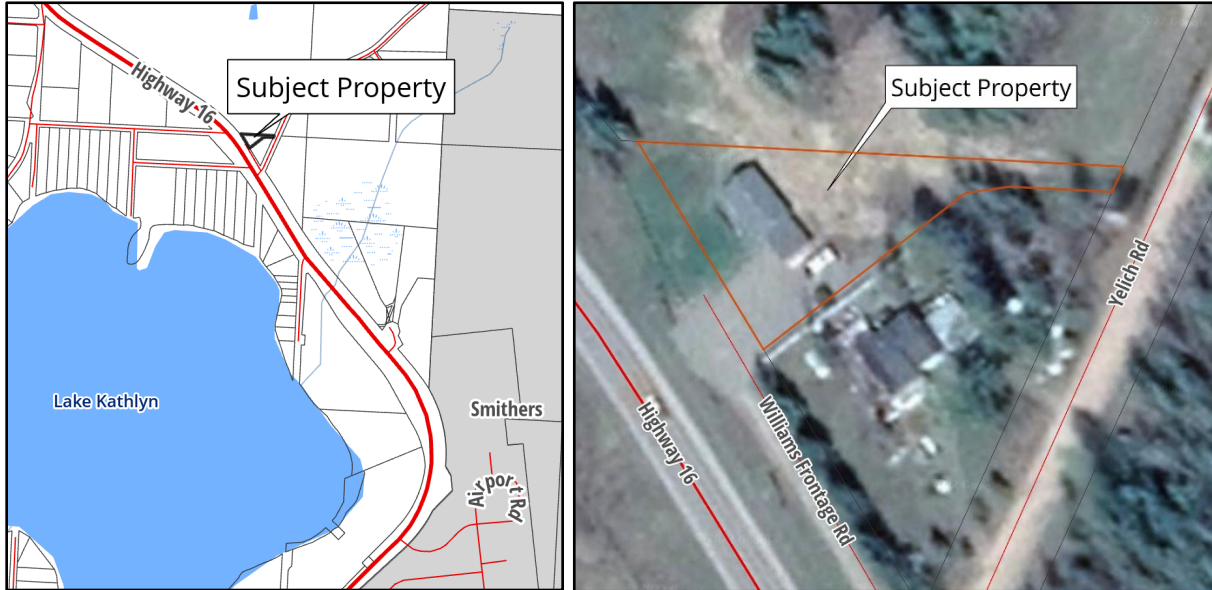
**EXECUTIVE SUMMARY**

A storage building at 6851 Williams 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. No responses to any letters from the Building Inspector regarding the buildings have ever been received from the property owner.



## HISTORY

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

### November 25, 2021

A Building Inspector became aware of a storage building that had been built without a building permit. The building is visible from the highway and was built using shipping containers stacked on top of each other. A copy of the building permit application was given to the property owner on site.



**November 29, 2021**

A Stop Work Order (attached) was affixed to the subject building and a letter explaining the order was mailed to the property owner by registered mail to the address listed on the Certificate of Title.

**March 15, 2022**

A letter (attached) was sent by registered mail to the property owner requesting a completed building permit application to avoid further enforcement action. No reply was received from the property owner.

**December 6, 2022**

A letter (attached) was sent by registered mail to the property owner at the address listed on the Certificate of Title requesting immediate action to prevent further enforcement action.

**January 6, 2023**

After receiving the previous letter back with a note that the property owner was no longer at that address, a copy of the letter was sent by registered mail to the new address noted by BC Assessment.

**February 7, 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.

**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"

Dale Hagen

November 29, 2021

**ATTENTION:**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,**  
**CONTRAVENTION ON LOT 1, SECTION 14, TOWNSHIP 1A, RANGE 5, COAST DISTRICT,**  
**PLAN 11380 – 7041 YELICH ROAD**

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 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.

Yours truly,

Steve Davis,  
Building Inspector / Bylaw Enforcement Officer

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

**MUNICIPALITIES:**

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

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

Dale Hagen

March 15, 2022

**RE: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,  
CONTRAVENTION ON LOT 1, SECTION 14, TOWNSHIP 1A, RANGE 5, COAST DISTRICT,  
PLAN 11380 – 6851 WILLIAMS FRONTAGE ROAD.**

The Regional District of Bulkley-Nechako has placed a **STOP WORK ORDER** on the unpermitted storage building at the above address, as per Building Bylaw No. 1634, 2012, Section 19. See attached Letter dated November 29, 2021. Due to the lack of response on your part in contacting our office with a completed building permit application as requested, further action will be taken. This may include notice on property title, pursuant to Section 57 of the Community Charter, or other enforcement action.

In order to avoid any further enforcement action, please submit the documentation required for a building permit application 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/ Bylaw Enforcement Officer

Copy: Director Mark Fisher- Rural Director Electoral Area 'A';  
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  
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WWW.RDBN.BC.CA

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



"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

December 6, 2022

Dale Hagen

**ATTENTION: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012.  
CONTRAVENTION AT 6851 WILLIAMS FRONTAGE ROAD.**

We have not received any replies from you regarding our Stop Work Notice and letter from March 15, 2022 (copy enclosed) regarding the developments on your property known as 6851 Williams Frontage Road - Lot 1, Section 14, Township 1A, Range 5, Coast District, Plan 11380.

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,

Steve Davis  
Building Inspector

copy: Stoney Stoltenberg – Rural Director Electoral Area 'A';  
Jason Llewellyn – Director of Planning.



January 6, 2023

Dale Hagen

**ATTENTION: REGIONAL DISTRICT OF BULKLEY-NECHAKO BUILDING BYLAW NO. 1634, 2012,  
CONTRAVENTION AT 6851 WILLIAMS FRONTAGE ROAD.**

We have not received any replies from you regarding our Stop Work Notice and letter from March 15, 2022 (copy enclosed) regarding the developments on your property known as 6851 Williams Frontage Road - Lot 1, Section 14, Township 1A, Range 5, Coast District, Plan 11380.

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,

Steve Davis  
Building Inspector

copy: Stoney Stoltenberg – Rural Director Electoral Area 'A';  
Jason Llewellyn – Director of Planning.



**February 7, 2023**

Dale Hagen

Registered owner of Lot 1, Section 14, Township 1A, Range 5, Coast District, Plan 11380  
(6851 Williams 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 February 23, 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 1, Section 14, Township 1A, Range 5, Coast District, Plan 11380 (6851 Williams 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 6851 Williams 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 February 23, 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, February 22, 2023. You may also make verbal representations to the RDBN Board at their February 23, 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 February 22, 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 at the end and a horizontal line crossing through the middle.

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.



98

## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Wendy Wainwright, Deputy Director of Corporate Services  
**Date:** February 23, 2023  
**Subject:** Committee Meeting Recommendations – February 9, 2023

---

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

Recommendation 1 through 3 as written.

---

### **BACKGROUND**

The following are the recommendations from the February 9, 2023 Committee Meetings for the Regional Board's consideration and approval.

#### **Committee of the Whole – February 9, 2023**

##### **Recommendation 1:**

**Re: Tax Implications**

"That staff target a 6% property tax increase for the 2023 budget."

##### **Recommendation 2:**

**Re: Service Area Budgets**

"That the Service Area Budgets be included in the 2023 Regional District Budget."

#### **Rural/Agriculture Committee Meeting – February 9, 2023**

##### **Recommendation 3:**

**Re: Northwest Invasive Plant Council 2023 Budget**

"That the Board approve a contribution of \$35,000 to the Northwest Invasive Plant Council in the 2023 Invasive Plant Control Budget; and further, write a letter requesting a future meeting to discuss future funding of the program."

### **ATTACHMENTS:**

None



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** February 23, 2023  
**Subject:** **RDBN Revised Committee Terms of Reference**

---

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

That the following RDBN Terms of Reference (TOR) be approved as revised:

- Committee of the Whole
  - Rural/Agriculture Committee
  - Connectivity Committee
  - Natural Resources Committee
- 

### **BACKGROUND**

The existing TOR for the above-noted committees identifies a staff champion for each committee. The TOR have been revised to allow the Chief Administrative Officer to appoint a staff champion as they see fit. The current staff champions for each of the Committees are as follows:

- Rural/Agriculture Committee, Cheryl Anderson, Director of Corporate Services
- Connectivity Committee, Nellie Davis, Manager of Regional Economic Development
- Natural Resources Committee, John Illes, Chief Financial Officer.

The change has been highlighted in each of the documents.

### **ATTACHMENTS:**

1. Committee of the Whole TOR
2. Rural/Agriculture Committee TOR
3. Connectivity Committee TOR
4. Natural Resources Committee TOR

# Regional District of Bulkley-Nechako

## Committee of the Whole

### Terms of Reference

#### 1. Committee Mandate

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

#### 2. Scope of Work

The Committee of the Whole shall:

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

#### 3. Authority

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

#### 4. Membership

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

#### 5. Tenure

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

#### 6. Meetings

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

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

## **7. Quorum**

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

## **8. Voting**

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

## **9. Minutes**

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

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

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

## **11. Representative Authority**

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

## **12. Staff Support**

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

## **13. Financial Resources**

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

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

## 1. Committee Vision

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

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

## 2. Committee Mandate

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

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

## 3. Scope of Work

The Committee shall:

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

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

#### 4. Authority

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

#### 5. Membership

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

#### 6. Tenure

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

#### 7. Meetings

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

#### 8. Quorum

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

#### 9. Voting

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

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

#### **10. Minutes**

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

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

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

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

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

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

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

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

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



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

## 1. Committee Vision

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

## 2. Committee Mandate

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

## 3. Scope of Work

The Committee shall:

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

## 4. Authority

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

## 5. Membership

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

## 6. Tenure

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

## 7. Meetings

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

## 8. Quorum

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

## 9. Voting

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

## 10. Minutes

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

## 11. Reporting to the Board

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

## 12. Representative Authority

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

**13. Staff Support**

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

**14. Financial Resources**

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

# Regional District of Bulkley-Nechako

## Natural Resources Committee

### Terms of Reference

#### 1. Committee Vision

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

#### 2. Committee Mandate

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

#### 3. Scope of Work

The Committee shall:

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

#### 4. Authority

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

#### 5. Membership

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

## 6. Tenure

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

## 7. Meetings

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

## 8. Quorum

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

## 9. Voting

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

## 10. Minutes

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

## 11. Reporting to the Board

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

## 12. Representative Authority

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

**13. Staff Support**

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

**14. Financial Resources**

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** February 23, 2023  
**Subject:** **RDBN Code of Conduct**

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

Direction/Receive

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### BACKGROUND

At its September 23, 2021 Board meeting, the Board adopted the RDBN Code of Conduct (attached).

There is no legislative requirement for local government to have a Code of Conduct, however, under Section 113.1(1) of the *Community Charter* states that:

Within 6 months after its first regular meeting following a general local election, a board must decide whether to establish a Code of Conduct or if a Code of Conduct has already been established, whether it should be reviewed.

- (2) Before making a decision under subsection (1), the board must
  - (a) Consider the prescribed principles for codes of conduct,
  - (b) Consider the other prescribed matters, if any, and
  - (c) Comply with the prescribed requirements, if any, including requirements respecting public notice or consultation.
- (3) If the Board debates, under subsection (1), not to establish a code of conduct or review an existing code of conduct, it must make available to the public, on request, a statement respecting the reasons for its decision.

At this time, the RDBN Code of Conduct is being brought forward as per the *Community Charter*.

The following resources are available in regard to preparing Codes of Conduct:

Forging the Path to Responsible Conduct In Your Local Government  
[Forging the Path to Responsible Conduct.pdf \(ubcm.ca\)](#)

Foundational Principles of Responsible Conduct for BC's Local Governments  
[foundational\\_principles\\_responsible\\_conduct\\_2022.pdf \(gov.bc.ca\)](#)

As a point of interest, Chair Parker and CAO Helgesen have been invited to participate on a panel at the upcoming Elected Officials Seminar Series regarding Codes of Conduct & Roles and Responsibilities. The focus of the session is to highlight key learnings and highlight resources that have been developed by the Working Group on Responsible Conduct. The following questions will be posed during the session, and may be helpful in the Board's consideration of its current policy:

1. Many communities describe an initial reluctance around developing a Code of Conduct. In some cases, when things are working well, there may be a feeling that "we don't need one here". In others, there may be a concern about how effective they are or whether they will put a chill on Council or Board debate. Can you take some time to take us through how you got started in developing our redeveloping your current Code of Conduct?
2. What resources did you draw upon as you were preparing to do your work?
3. Tell us about the process that you followed in developing the Code, and how staff and elected officials worked together.
4. Was there an opportunity for members of the public to provide comments in the process?
5. What was the most challenging aspect of developing an effective Code of Conduct?
6. How did you deal with the enforcement aspect of the Code – did your work include a process for considering complaints, making assessments and imposing sanctions?
7. Did you seek legal advice when developing/updating your current Code of Conduct, and if so, what value was there in doing so?
8. One of the concerns that have been expressed about Codes of Conduct is vexatious complaints – is that something you considered and if so, are there provisions to deal with those should they arise?



9. Your current Code of Conduct was introduced in (year xxxx). Are you seeing any evidence that is helping to support good governance, and if so, how?
10. One of the comments the WGRC has heard often is that moving into a formal process really should be a last resort and that, when possible, informal resolution is the better way to go. Has that been your experience?
11. What steps have you taken to keep the Code of Conduct alive and relevant for your Council or Board?

In the January 13, 2023 Weekly Update, CAO Helgesen provided a link to an interactive program that introduces the principles that guide responsible conduct. Directors were encouraged to complete the program prior to the February 23, 2023 Board Meeting. The access code was provided in the update: Following is the link to the online program and more information can be found on the UBCM website here:

<https://learning.ubcm.ca/registration/>

[Microsoft Word - NCLGA EOS Program at a Glance.docx \(lgla.ca\)](#)

Attachment:

1. RDBN Code of Conduct



ADOPTED: 2021

## REGIONAL DISTRICT OF BULKLEY-NECHAKO BOARD OF DIRECTORS CODE OF CONDUCT POLICY

### PURPOSE

To set out shared expectations for conduct and behaviour for how Board members and staff shall conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for the region.

### 1. KEY VALUES

- i. ***Integrity*** – Board members and staff are keepers of the public trust and must uphold the highest standards of ethical behaviour and are expected to:
  - make decisions that benefit the community/region;
  - act lawfully and within the authorities of the Regional District;
  - be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests
- ii. ***Leadership*** – Board members and staff must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behaviour. Their behaviour must build and inspire the public’s trust and confidence in local government;
- iii. ***Responsibility*** – Board members and staff must act responsibly, within the law and within the authorities of the *Local Government Act*. They must follow the letter and spirit of policies and procedures, and exercise all conferred power strictly for the purpose for which the powers have been conferred;
- iv. ***Respect*** – Board members and staff must conduct public business efficiently, with decorum and with proper attention to the Regional District’s diversity. They must treat each other and others with respect at all times. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy and recognizing the different roles others play in local government decision making.

## **2. General Conduct**

- 2.1 Board members and staff must adhere to the key values and provisions of the Code of Conduct.
- 2.2 Board members and staff must comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to:
- *the Constitution Act of Canada*
  - *the Provincial Human Rights Code,*
  - *Declaration on the Rights of Indigenous Peoples Act*
  - *the Criminal Code,*
  - *the Local Government Act,*
  - *the Community Charter,*
  - laws pertaining to financial disclosures and employer responsibilities, and
  - all relevant Regional District bylaws and policies.
- 2.3 Board members and staff have an obligation to consider issues consistently and fairly;
- 2.4 Board members and staff will treat one another and the public with dignity and respect. They must also refrain from abusive conduct, intimidating or demeaning behaviour, or verbal attacks upon the character, professionalism or motives of others;
- 2.5 Board members and staff are obliged to question any request to act or make a decision that they think may be unethical or unlawful;

## **3. Meetings**

Board members and staff shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. Cell phones should be turned off during meetings, however, if an urgent matter necessitates that a Director be interrupted during the meeting, the cell phone shall be kept on silent or vibrate.

Board members and staff shall not interrupt other speakers, make personal comments or comments not germane to the business of the body, or otherwise disturb a meeting. Meetings shall provide an environment for transparent and healthy debate on matters requiring deliberation by the Board.

#### **4. Communication and Media Relations**

The Regional Board Chair is the spokesperson for the Regional District on Board matters. The CAO or his/her designate is the spokesperson for the Regional District on administrative and operational matters.

Board members and staff will accurately communicate the decisions of the Board, even if they disagree with the majority decision of the Board. A Director may state that he/she voted against a decision but will refrain from making disparaging comments about other Directors or the Board's decision itself. By doing so will affirm the respect for and integrity of the decision making process of the Regional Board.

#### **5. Use of Social Media**

- 5.1 Board members and staff will use caution in reporting decision-making by way of their social media profiles and websites ensuring that any material they publish is accurate, precise, and communicates the intent of the Board.
- 5.2 Board members and staff will include an "in my opinion" or similar disclaimer, either within the banner of their individual social media site(s) or separately when making follow up posts to the RDBN's social media postings and when creating original posts pertaining to RDBN related business.
- 5.3 Board members and staff will refrain from using or permitting use of their social media accounts for purposes that include generating or recirculating:
  - Defamatory remarks, obscenities, profane language or sexual content;
  - Negative statements disparaging other members of the Board;
  - Negative statements disparaging staff or calling into question the professional capabilities of staff;
  - Content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability, or sexual orientation;
  - Statements that indicate an actual attitudinal bias in relation to a matter that is to be the subject of a statutory or other public hearing;
  - Promotion of illegal activity;
  - Information that may compromise the safety or security of the public or public systems.

**6. Conflict of Interest**

- 6.1 Board members and staff are expected to make decisions that benefit the community/region. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or business interests;
- 6.2 A conflict exists when an individual is, or could be, influenced or appear to be influenced, by a personal interest, financial (pecuniary) or otherwise, when carrying out their public duty. Personal interest can include direct or indirect pecuniary interest, bias, pre-judgement, closemindedness or undue influence;
- 6.3 Board members and staff must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their public or professional duties in accordance with statutory requirements. When considering whether or not a conflict of interest exists, it is important to consider whether there are any grounds for a reasonable person to think that a conflict exists;
- 6.4 Board and staff members must not use Confidential Information gained through their official position for the purpose of securing a private benefit for themselves or for any other person;

**7. Interactions of Board Members and Staff**

- 7.1 The Regional Board is the governing body of the Regional District of Bulkley-Nechako. It has the responsibility to govern the Regional District in accordance with the *Local Government Act*, *Community Charter*, and other relevant legislation;
- 7.2 The Regional Board of Directors must act in accordance with the Board's Procedure Bylaw and the conduct guidelines outlined in this document;
- 7.3 Board members must not direct or influence, or attempt to direct or influence any staff or advisory body member in the exercise of their duties or functions;
- 7.4 Board members are not to contact or issue instructions to any of the Regional District's contractors, tenderers, consultants or other service providers;
- 7.5 Board members must not make public statements attacking or reflecting negatively on Regional District staff or invoke staff matters for political purposes;
- 7.6 The Chief Administrative Officer is responsible for the efficient and effective operation of the Regional District organization and for ensuring the implementation of the decisions of the Board;
- 7.7 The Regional Board operates under a single employee model. That single employee is the Chief Administrative Officer (CAO). Requests for information from the Board other than over the counter inquiries must be addressed to the CAO who will refer the inquiry to the appropriate staff member to respond;
- 7.8 The Board as a whole, not individual Directors, gives direction to staff through Board resolutions. The Chief Administrative Officer directs administrative staff and

oversees the implementation of those Board resolutions. Accordingly, Directors shall not request staff to undertake work that has not been expressly authorized by the Board. Directors shall submit such requests directly to the Board or, where the Director believes the request is of a minor nature consistent with corporate policies, to the Chief Administrative Officer who shall determine if the request can be accommodated without compromising other Board-approved directives or if the request needs to be referred to the Board for consideration of resource allocation.

## **8. Confidential Information**

- 8.1 Board members shall be aware of their responsibilities under Section 205 of the *Local Government Act* and Section 117 of Division 1 of Part 5 of the *Community Charter* and shall fulfill the requirements of the legislation;
- 8.2 Board members and staff shall not disclose or release to anyone, confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the Board to do so;
- 8.3 Board members and staff shall not disclose the substance of deliberations of an in-camera meeting until the Board approves a resolution to bring formerly confidential information to a meeting that is open to the public or releases the information to the public;
- 8.4 Confidential information includes documents and discussions regarding all matters described under Section 90 of the Community Charter affecting the business affairs of the Region as well as information provided by a third party on a confidential basis. Confidential information also includes, but is not limited to information:
  - 8.5 Disclosed or discussed at an In-Camera or Confidential Meeting of the Board;
  - 8.6 That is circulated to Directors and marked “Confidential”; or
  - 8.7 That is given verbally in confidence in preparation for or following an in-camera meeting.

## **9. Advocacy**

- 9.1 It is recognized that Directors play a dual role of representing the interests of their respective taxpayers, while recognizing the benefits of regional collaboration and cooperation within the democratic process of decision making as a regional entity. All members of the Board shall respect the diverse interests of its citizenry and the role of Directors to balance the views of their respective jurisdictions with that of other jurisdictions. As such, a Director needs to consider all aspects of an issue including applying the Board’s Key Values prior to making decisions that support the Board’s strategic objectives. While it is not anticipated that all decisions will be unanimous, it is recognized that the

decisions of the Board will be the only position portrayed as a corporate decision;

- 9.2 When presenting their individual opinions and positions, Directors shall expressly state that the views are their own and do not represent the views of the Regional District. Directors shall not use Regional District letterhead for personal matters or to convey an opinion on any matter not specifically approved by the Board.

## **10. Implementation**

- 10.1 The Regional District's Code of Conduct is intended to be self-enforcing. Directors and staff should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when Directors and staff are thoroughly familiar with the Code and embrace its provisions.

For this reason, the Code of Conduct will be provided to candidates for Regional District elections. Persons elected to the Regional District will be requested to sign the Director's Statement affirming they have read and understand the Regional District's Code of Conduct. The Code of Conduct will be reviewed in detail at orientation sessions for new and returning directors following each election or by-election.

## **11. Compliance and Enforcement**

- 12.1 The Regional District's Code of Conduct expresses standards of ethical conduct expected for Board members and staff. They themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Regional District.

## **12. Review**

- 13.1 This policy shall be brought forward for review at the beginning of each term and at any other time that the Board considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of members.



# Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board Members  
**From:** John Illes, Chief Financial Officer  
**Date:** February 23, 2023  
**Subject:** Parks and Trails and Recreation Contribution Grant Budgets

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

That the Parks and Trails and Recreation Contribution Grant budgets be included in the Regional District’s budget bylaw.

**BACKGROUND**

The Parks and Trails bylaws were established in 2020 and the Recreation Contribution bylaws were established in 2022. The attached budgets include entire jurisdictions (entire electoral areas or municipalities) in the Regional District. The impact of these budgets on requisition amounts are estimated to be:

Major projects for these services include master plans for the Smithers and Burns Lake Areas, the completion of Highway 16 Cycle project that began in 2022, improvements to the Trout Creek property, Highway 35 trail design, and improvements to the Imeson Beach property.

	Parks and Trails		Recreation Grant		Total	Requisition Increase
	2022	2023	2022	2023		
Smithers	\$ 37,701	\$ 57,569	\$ -	\$ 26,746	\$ 84,315	2.62%
Area A	23,616	51,668		24,004	\$ 75,672	3.33%
Houston	14,723	-		14,723	\$ 14,773	0.01%
Granisle	739	-		739	\$ 739	0.00%
Area G	8,362	-		9,913	\$ 9,913	0.37%
Burns Lake	7,711	11,119		4,291	\$ 15,410	1.99%
Area B	12,305	18,233		7,037	\$ 25,270	1.81%
Area E	10,642	17,367		6,702	\$ 24,069	2.90%
Fort St. James	7,887	-		17,160	\$ 17,160	2.39%
Area C	15,986	-		33,590	\$ 33,590	2.55%
<b>Total</b>	<b>\$ 139,672</b>	<b>\$ 155,956</b>	<b>\$ -</b>	<b>\$ 144,905</b>	<b>\$300,911</b>	



The requisition increase amount, is the amount that each jurisdictions requisition has increased due to the increase in budget (or the establishment) of these services.

Because of surplus funds from 2022, the Parks and Trails services for the Houston/Granisle Area and the Fort St. James Area will be not taxed in 2023.

**Attachments:**

**Parks and Trails Budgets (4)**

**Regional Recreation Contribution Budgets (4)**



**REGIONAL DISTRICT OF BULKLEY-NECHAKO****Regional Parks and Trails 10903****Houston Granisle Area G****Bylaw No. 1928 No Limits**

## Taxation on Improvements Only

	2022 Budget	2022 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
400002 Requisition	23,874	23,874	0	15,872	15,872	15,872	15,872
446001 Grants in Lieu of Taxes		14					
446002 Grant in Lieu of Alcan Taxes							
480001 Miscellaneous Revenue							
420003 Transfer from Internal Reserve			4,050				
446110 Admin Recovery							
499999 Prior Year's Surplus			18,844				
<b>TOTAL REVENUE:.....</b>	<b>23,874</b>	<b>23,888</b>	<b>22,894</b>	<b>15,872</b>	<b>15,872</b>	<b>15,872</b>	<b>15,872</b>
<b>EXPENDITURE:</b>							
601001 Share of Salaries	22,034	3,805	13,976	13,976	13,976	13,976	13,976
601301 As Above Staff Education	100		100	100	100	100	100
601401 As Above Staff Travel	500		434	500	500	500	500
601801 Association Dues			0	0	0	0	0
606001 Communications			0	0	0	0	0
608001 Property Insurance			0	0	0	0	0
608002 Liability Insurance			0	0	0	0	0
608003 Vehicle Insurance			0	0	0	0	0
609001 Supplies			0	0	0	0	0
609011 Meeting Expenses			0	0	0	0	0
612801 Special Projects			7,088	0	0	0	0
651010 Administrative Recovery	1,240	1,240	1,296	1,296	1,296	1,296	1,296
<b>Total Expenses</b>	<b>23,874</b>	<b>5,045</b>	<b>22,894</b>	<b>15,872</b>	<b>15,872</b>	<b>15,872</b>	<b>15,872</b>
<b>Revenues less Expenditures</b>	<b>0</b>	<b>18,844</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**Regional Parks and Trails**

**10904**

**Burns Lake, Area B, Area E**

**Bylaw No. 1929 No Limits**

Taxation on Improvements Only

	2022 Budget	2022 Actuals	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
400002 Requisition	30,658	30,658	46,624	57,763	57,763	57,763	57,763
400000 Special Grants	50,000		60,000				
446001 Grants in Lieu of Taxes		852					
446002 Grant in Lieu of Alcan Taxes	12,156	13,435	18,988	12,156	12,156	12,156	12,156
420001 Transfer from NCPG Reserve	220,000	52,534	120,000				
499999 Prior Year's Surplus			4,307				
<b>TOTAL REVENUE:.....</b>	<b>312,814</b>	<b>97,479</b>	<b>249,919</b>	<b>69,919</b>	<b>69,919</b>	<b>69,919</b>	<b>69,919</b>

**EXPENDITURE:**

601001 Share of Salaries	33,052	31,389	55,903	55,903	55,903	55,903	55,903
601301 As Above Staff Education	100		100	100	100	100	100
601401 As Above Staff Travel	500		500	500	500	500	500
601801 Association Dues			0	0	0	0	0
602001 Utilities		87	100	100	100	100	100
606001 Communications			0	0	0	0	0
608001 Property Insurance			0	0	0	0	0
608002 Liability Insurance	2,000	2,000	2,000	2,000	2,000	2,000	2,000
608003 Vehicle Insurance			0	0	0	0	0
609001 Supplies			0	0	0	0	0
609011 Meeting Expenses			0	0	0	0	0
612801 Special Projects	50,000		120,000	0	0	0	0
651010 Administrative Recovery	7,162	7,162	11,316	11,316	11,316	11,316	11,316
<b>Total Expenses</b>	<b>92,814</b>	<b>40,638</b>	<b>189,919</b>	<b>69,919</b>	<b>69,919</b>	<b>69,919</b>	<b>69,919</b>

**Revenues less Expenditures** 220,000 56,841 60,000 0 0 0 0

**CAPITAL BUDGET**

780001 Capital	220,000	52,534	60,000				
490001 Use of Capital Items	<b>3,000</b>	<b>3,000</b>	3,000	3,000	3,000	3,000	3,000
780101 Amoritization	<b>3,000</b>	<b>3,000</b>	3,000	3,000	3,000	3,000	3,000

**Revenues less Expenditures and Transfers** 0 4,307 0 0 0 0 0

# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## Regional Parks and Trails 10905

Fort St. James, Area C

Bylaw No. 1930 No Limits

Taxation on Improvements Only

	2022 Budget	2022 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
400002 Requisition	23,874	23,874	0	17,843	17,843	17,843	17,843
446001 Grants in Lieu of Taxes		316					
446002 Grant in Lieu of Alcan Taxes							
480001 Miscellaneous Revenue							
420003 Internal Transfer from Reserves			3,550				
446110 Admin Recovery							
499999 Prior Year's Surplus			21,048				
<b>TOTAL REVENUE:.....</b>	<b>23,874</b>	<b>24,190</b>	<b>24,598</b>	<b>17,843</b>	<b>17,843</b>	<b>17,843</b>	<b>17,843</b>
<b>EXPENDITURE:</b>							
601001 Share of Salaries	22,034	1,902	13,976	15,851	15,851	15,851	15,851
601301 As Above Staff Education	100		100	100	100	100	100
601401 As Above Staff Travel	500		490	500	500	500	500
601801 Association Dues			0	0	0	0	0
606001 Communications			0	0	0	0	0
608001 Property Insurance			0	0	0	0	0
608002 Liability Insurance			0	0	0	0	0
608003 Vehicle Insurance			0	0	0	0	0
609001 Supplies			0	0	0	0	0
609011 Meeting Expenses			0	0	0	0	0
612801 Special Projects			8,640	0	0	0	0
651010 Administrative Charges	1,240	1,240	1,392	1,392	1,392	1,392	1,392
<b>Total Expenses</b>	<b>23,874</b>	<b>3,142</b>	<b>24,598</b>	<b>17,843</b>	<b>17,843</b>	<b>17,843</b>	<b>17,843</b>
<b>Revenues less Expenditures</b>	<b>0</b>	<b>21,048</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Recreation Contribution      10912

### Smithers Area A

### Bylaw No. 1976 Limit \$0.50 per \$1,000

Taxation on Land and Improvements	2022 Budget	2022 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
400002 Requisition			50,750	25,750	25,750	25,750	25,750
446001 Grants in Lieu of Taxes							
499999 Prior Year's Surplus							
<b>TOTAL REVENUE:.....</b>			<b>50,750</b>	<b>25,750</b>	<b>25,750</b>	<b>25,750</b>	<b>25,750</b>
<b>EXPENDITURE:</b>							
612220 Grant to Societies			50,000	25,000	25,000	25,000	25,000
651010 Administration Charges			750	750	750	750	750
<b>Total Expenses</b>			<b>50,750</b>	<b>25,750</b>	<b>25,750</b>	<b>25,750</b>	<b>25,750</b>
<b>Revenues less Expenditures</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Recreation Contribution      10913

### Houston Granisle Area G

### Bylaw No. 1979 Limit \$0.50 per \$1,000

Taxation on Land and Improvements	2022 Budget	2022 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
400002 Requisition			25,375	25,375	25,375	25,375	25,375
446001 Grants in Lieu of Taxes							
499999 Prior Year's Surplus							
<b>TOTAL REVENUE:.....</b>			<b>25,375</b>	<b>25,375</b>	<b>25,375</b>	<b>25,375</b>	<b>25,375</b>
<b>EXPENDITURE:</b>							
612220 Grant to Societies			25,000	25,000	25,000	25,000	25,000
651010 Administration Charges			375	375	375	375	375
<b>Total Expenses</b>			<b>25,375</b>	<b>25,375</b>	<b>25,375</b>	<b>25,375</b>	<b>25,375</b>
<b>Revenues less Expenditures</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Recreation Contribution **10914**

Burns Lake, Area B, Area E

Bylaw No. 1977 Limit \$0.50 per \$1,000

Taxation on Land and Improvements

	2022 Budget	2022 Actuals	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
400002 Requisition			18,030	18,030	18,030	18,030	18,030
446001 Grants in Lieu of Taxes							
446002 Grant in Lieu of Alcan Taxes			7,345	7,345	7,345	7,345	7,345
499999 Prior Year's Surplus							
<b>TOTAL REVENUE:.....</b>			<b>25,375</b>	<b>25,375</b>	<b>25,375</b>	<b>25,375</b>	<b>25,375</b>
<b>EXPENDITURE:</b>							
612220 Grant to Societies			25,000	25,000	25,000	25,000	25,000
651010 Administration Charges			375	375	375	375	375
<b>Total Expenses</b>			<b>25,375</b>	<b>25,375</b>	<b>25,375</b>	<b>25,375</b>	<b>25,375</b>
<b>Revenues less Expenditures</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Recreation Contribution      10915

### Fort St. James, Area C

### Bylaw No. 1978 Limit \$0.50 per \$1,000

Taxation on Land and Improvements	2022 Budget	2022 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
400002 Requisition			50,750	50,750	50,750	50,750	50,750
446001 Grants in Lieu of Taxes							
499999 Prior Year's Surplus							
<b>TOTAL REVENUE:.....</b>			<b>50,750</b>	<b>50,750</b>	<b>50,750</b>	<b>50,750</b>	<b>50,750</b>
<b>EXPENDITURE:</b>							
612220 Grant to Societies			50,000	50,000	50,000	50,000	50,000
651010 Administration Charges			750	750	750	750	750
<b>Total Expenses</b>			<b>50,750</b>	<b>50,750</b>	<b>50,750</b>	<b>50,750</b>	<b>50,750</b>
<b>Revenues less Expenditures</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** February 23, 2023  
**Subject:** **Smithers Victim Services**

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

That the Board consider the increased funding request from the Society of Domestic Peace and recommend that the grant for 2023 be increased to \$\_\_\_\_\_.

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### BACKGROUND

The Society for Domestic Peace has requested an increase to their annual grant for 2023.

Smithers, Telkwa, and Electoral Area A all contribute to this service. The maximum contribution under the bylaw is \$45,000. The 2022 grant was \$36,940.

The request from the society is for an increase of \$11,550.05 which would exceed the maximum funding and bring the total contribution to \$48,490.05.

If the maximum contribution of \$45,000 was approved for this year, the grant increase would be 22%. The grant has not been meaningfully increased since the bylaw was enacted in 2017. The bylaw is eligible to be changed (the limit increased by 25%) in 2023 but would not be ready in time for budget 2023 but may be completed in 2023 to support future budgets. The requisition changes for each area are presented below:

	2022	2023 (Maximum)
Smithers	18,156	21,865
Telkwa	3,076	3,511
Area A	15,707	19,624
	\$36,939	\$45,000

### Attachments:

Request Letter



NORTHERN SOCIETY FOR  
**DOMESTIC PEACE**

3772 1st Ave., P.O. Box 3836  
Smithers, BC V0J 2N0

Tel. 250-847-9000 • Fax 250-847-8911  
Email: [info@domesticpeace.ca](mailto:info@domesticpeace.ca)  
[www.domesticpeace.ca](http://www.domesticpeace.ca)

February 13, 2023

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

Attention John Illes

Dear Council Members

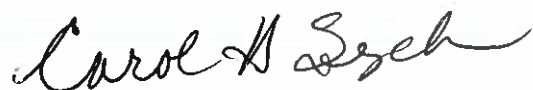
On behalf of the Smithers RCMP Victim Assistance Program, thank you for the opportunity to speak before at the Regular Meeting of the Council on November 22, 2022. RCMP based Victim Services is a cost shared service between the Ministry of Public Safety and Solicitor General that recognizes the critical role that police based victim services play in the police response to crime and trauma, particularly in the area of crisis response.

Since formalizing the cost sharing with the Regional District and Town of Smithers in 2017 the program has had an increase in core funding from the MPSSG as a response to low wage redress, recruitment and retention and is intended to strengthen and support the overall long-term agency of the community social service sector. Our current agreement with the province is annualized at \$48,523.05.

We are requesting the funding from the Regional District and Town of Smithers be increased to reflect an equal cost share in this vital service. This is an increase of \$11,550.05.

Now more than ever Victim Services plays a significant role in RCMP responding to community needs your continued support is vital to wage equity, increasing program demands and the ability to provide crime prevention activities. Should you require further information please feel free to contact me.

Respectfully,

A handwritten signature in black ink that reads "Carol A Seychuk". The signature is written in a cursive style with a large, sweeping initial 'C'.

Carol A Seychuk  
Executive Director



# Regional District of Bulkley-Nechako Board Meeting

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** February 23, 2023  
**Subject:** Five Year Financial Plan

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

That the Board give the Five Year Financial Budget Bylaw No. 1994, 2023 first and second reading this 23<sup>rd</sup> day of February, 2023.

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## BACKGROUND

### Discussion

Major services in the Regional District include participation from all eight municipalities and seven electoral areas. The requisition for each of these services in 2022 and the 2023 proposal is as follows:

	2022	2023
General Government Services	\$ 936,658	\$ 978,842
Regional Economic Development	\$ 385,173	\$ 329,056
Planning	\$ 309,430	\$ 290,438
Development Services	\$ 327,410	\$ 283,557
Environmental Services	\$3,788,323	\$4,341,068
911	<u>\$ 432,574</u>	<u>\$ 388,599</u>
Total	\$6,179,568	\$6,611,560

The total tax increase for the average property owner will be approximately 3.7%. The requisition increase is 7.0%. The tax increase is less than the requisition increase due to new construction (or non-market changes) in 2022.

The additional major services that rural residents paid in 2022 and that are proposed for 2023 is as follows:

	2022	2023
Rural Government Services	\$334,083	\$349,173
Emergency Services	\$403,039	\$425,057
Invasive Plant Control	<u>\$ 4,351</u>	<u>\$ 32,647</u>
Total	\$741,473	\$806,877

The total tax increase for the average property owner for these services will be 1.7%. The requisition increase is 8.8%. The tax increase is less than the requisition increase due to new construction in 2022.

Taxation will increase more than the regional district average for residential property owner. The average residential property value increased by approximately 15% in the 2023 assessments. This is more than the average regional district property increase of 11.5% as commercial and industrial properties “pulled down” the average. Therefore, for the average municipal residential property owner, taxes will increase by 7.0% and for a rural residential owner, taxes will increase by 6.4%

Tax rates and the changes between the 2022 and 2023 rates are illustrated on TABLE 1.

#### **Capital Budget for Major Services:**

The capital projects that are included in this budget for major services are listed below. The projects marked with an asterisk (\*) are projects that are continuing forward from 2022

The fire prevention projects for Protective Services are funded by Northern Capital and Planning Grant reserves and the project specifics for each electoral area have been planned collaboratively with the electoral area directors.

Environment Services budget is proposed to have \$1,400,000 of surplus from deferred projects and higher than expected industrial waste revenue moved forward to 2023 to reduce the cost associated with the 2023 capital projects.

Table – Capital Items

		Budget		Actual	Variance	Budget
SERVICE	Item	2022	Status	2022	2022	2023
General Government	Vehicle	\$ 50,000	Complete	\$ 42,943	\$ 7,057	
General Government	Climate Control and HVAC System					\$ 200,000
911	Southside Fire Equipment	\$ 100,000	In Progress	\$ 65,270	\$ 34,730	\$ 34,730
Emergency Services	Electoral Area Fire Equipment					\$ 500,000
<b>SUBTOTAL</b>		<b>\$ 150,000</b>		<b>\$ 108,213</b>	<b>\$ 41,787</b>	<b>\$ 734,730</b>
<b>ENVIRONMENTAL SERVICES</b>						
KLF	Phase 3B/C completion	\$ 300,000	Complete	\$ 538,000	\$ (238,000)	
KLF	Recycle Depot					\$ 235,000
CLF	Clearview Expansion					\$ 150,000
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 skidsteers	\$ 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	\$ -	\$ 100,000	
OTHER	Various Projects under \$100,000	\$ 220,000	Cancelled	\$ 2,100	\$ 217,900	
KLF	Perimeter Fence	\$ 125,000	Deferred to 2023	\$ -	\$ 125,000	\$ 100,000
KLF	Lagoon Hydro	\$ 170,000	Deferred to 2023	\$ -	\$ 170,000	\$ 275,000
BLTS	Lean-to for big trucks	\$ 100,000	Deferred	\$ 8,000	\$ 92,000	
BLTS	Skidsteer					\$ 110,000
FLTS	Recycle Depot					\$ 120,000
OTHER	Various Projects under \$100,000	\$ 385,000	Deferred to 2023	\$ 43,000	\$ 342,000	\$ 649,000
<b>SUBTOTAL</b>		<b>\$ 2,285,000</b>		<b>\$ 1,353,700</b>	<b>\$ 931,300</b>	<b>\$ 1,639,000</b>
<b>GRAND TOTAL</b>		<b>\$ 2,585,000</b>		<b>\$ 1,570,126</b>	<b>\$ 1,014,874</b>	<b>\$ 3,108,460</b>

### Taxation Shift

Different jurisdictions in the Regional District have different increases in assessments each year. These differences cause a taxation “shift” from one jurisdiction to another. This year there is a taxation shift from the municipalities towards the rural areas that had substantial pipeline construction. The larger shift away from Vanderhoof results from the closure of the pipeline camp.

	2022	2023	Change
<b>District of Houston</b>	6.2%	5.9%	-0.3%
<b>Town of Smithers</b>	17.7%	17.3%	-0.3%
<b>Village of Burns Lake</b>	3.0%	2.9%	-0.1%
<b>District of Fort St. James</b>	4.2%	4.1%	-0.1%
<b>Village of Fraser Lake</b>	2.5%	2.4%	-0.1%
<b>Village of Granisle</b>	0.3%	0.3%	0.0%
<b>Village of Telkwa</b>	3.0%	2.8%	-0.2%
<b>District of Vanderhoof</b>	11.1%	10.4%	-0.7%
<b>"A"</b>	15.6%	15.9%	0.2%
<b>"B"</b>	4.8%	4.8%	0.0%
<b>"C"</b>	8.6%	8.0%	-0.6%
<b>"D"</b>	5.0%	5.4%	0.4%
<b>"E"</b>	4.1%	4.6%	0.4%
<b>"F"</b>	10.4%	11.3%	0.9%
<b>"G"</b>	3.6%	4.0%	0.4%
	100.0%	100.0%	

Table 2 illustrates in detail the requisition split between the jurisdictions and the changes between 2022 and 2023 for all major services.

Also attached are the draft requisitions for each municipality and rural area. Some budgets are yet to be finalized – Parks and Trails, Regional Recreation services, and Smithers Victim Services are included elsewhere on this agenda and the requisitions presented are those recommended in the memos attached to those services. In addition, some budgets such as Vanderhoof Pool is waiting for information from the District of Vanderhoof before finalization.

The requisition summary includes the requisition increase for all services of 7.0%. This estimate drops to 3.6% after taking into account the non-market change in assessments (or the new construction that happened in 2022).

### Five Year Financial Plan

The Five-Year Financial Plan Bylaw is attached to this memo for the first two readings. At the March 9<sup>th</sup> board meeting the bylaw will be recommended to have a third reading as amended. This will allow municipalities time to send their fire department and recreation budgets to the Regional District for incorporation in the Regional District budget. In addition, this will allow rural directors time to consider taxation for grant-in-aid and rural economic development services. Adoption of the budget must happen at the March 23<sup>rd</sup> Board Meeting in order to meet legislative requirements.



The budget bylaw has limited details but must include revenue by ad valorem taxes (property taxes based on assessments), parcel taxes, income from fees and charges, from borrowing, and total funding. The Regional District has no current plans to raise funding from borrowing for the next five years. The budget bylaw must also include debt and interest payments, total amount of capital expenditures and list the deficit of any service from the prior year (that must be "paid back" to that service through taxation in the current year). The budget bylaw allows the Board the ability to flexibly manage its resources each year while at the same time keeping within the defined bounds set in the budget.

The most important limitation on expenditures in the budget is the maximum amount of capital expenditures and the maximum amount of operational expenses for each service. Capital or Operation "budget surpluses" cannot be moved from one service to another for Regional Districts. This limitation protects the tax payers for each of the different services.

The detailed line by line budgets for major services are not included with this memo but are available to review upon request.

**Attachments:**

Table 1 – Tax rates

Table 2 - Requisition apportionment for major services comparison

Draft requisitions for each jurisdiction

Bylaw 1994 – Five Year Financial Plan 2023

A Summary of the schedules for Bylaw 1994 for 2023

**RDBN - 2023 Budget**  
**Projected Tax Rates for Regional Services**  
**TABLE 1**

Dept	Service	Taxation			Tax on a \$100,000 Residential Property					
		2023 Tax	2022 Tax	Increase (Decrease)	Rural Taxpayers			Municipal Taxpayers		
					2023	2022	Increase (Decrease)	2023	2022	Increase (Decrease)
<b>Region-Wide Services</b>										
1201	General Government	978,842	936,658	42,184	10.96	12.08	(1.12)	10.96	12.08	(1.12)
2500	Regional Economic Development	329,056	385,173	(56,117)	3.69	4.97	(1.28)	3.69	4.97	(1.28)
4101	Electoral Area Planning	290,438	309,430	(18,992)	3.85	4.76	(0.91)	2.57	3.17	(0.60)
4301	Development Services	283,557	327,410	(43,853)	3.18	4.22	(1.05)	3.18	4.22	(1.05)
5101	Environmental Services	4,341,068	3,788,323	552,745	48.62	48.85	(0.23)	48.62	48.85	(0.23)
7501	9-1-1 Service	388,599	432,574	(43,975)	4.35	5.58	(1.23)	4.35	5.58	(1.23)
<b>Total Region-Wide Services</b>		<b>6,611,561</b>	<b>6,179,568</b>	<b>389,809</b>	<b>74.64</b>	<b>80.45</b>	<b>(5.81)</b>	<b>73.36</b>	<b>78.86</b>	<b>(5.50)</b>
<b>Regional Rural Services</b>										
1101	Rural Government	349,173	334,083	15,090	7.30	8.33	(1.03)			
5901	Weed Control	32,647	4,351	28,296	0.68	0.11	0.57			
7601	Emergency Preparedness	425,057	403,039	22,018	8.89	10.05	(1.17)			
<b>Total Rural-Wide Services</b>		<b>806,877</b>	<b>741,473</b>	<b>65,404</b>	<b>16.87</b>	<b>18.49</b>	<b>(1.63)</b>			
<b>TOTAL</b>		<b>7,418,438</b>	<b>6,921,041</b>	<b>455,213</b>	<b>91.51</b>	<b>98.94</b>	<b>(7.43)</b>	<b>73.36</b>	<b>78.86</b>	<b>(5.50)</b>

**Major Services Requisition Change**

		Tax Rate \$\$/\$1000 Assessment	0.915	0.989	(0.074)	0.734	0.789	(0.055)
		Tax amount increase for a \$200,000 Assessment		-\$ 14.86	-7.5%		-\$ 11.01	-7.0%
<b>THIS IS THE AVERAGE RD PROPERTY</b>	<b>11.5% MARKET INCREASE</b>	Tax amount increase for a NOW \$223,000 Assessment		\$ 6.18	3.1%		\$ 5.87	3.7%
<b>THIS IS THE AVERAGE RD RESIDENTIAL PROPERTY</b>	<b>15.0% MARKET INCREASE</b>	Tax amount increase for a NOW \$230,000 Assessment		\$ 12.59	6.4%		\$ 11.00	7.0%

Table 2 - 2022

2022 Requisition	General Government	Economic Development	Planning	Development Services	Environmental Services	911	Total		Rural Government	Protective Services	Invasive Plants	Total	
District of Houston	58,472	24,045	15,349	20,439	236,490	30,469	<b>385,264</b>	6.2%					
Town of Smithers	168,264	69,193	44,166	58,819	680,540	70,792	<b>1,091,774</b>	17.7%					
Village of Burns Lake	27,907	11,476	7,326	9,755	112,872	14,671	<b>184,007</b>	3.0%					
District of Fort St. James	39,241	16,137	10,301	13,717	158,713	21,181	<b>259,290</b>	4.2%					
Village of Fraser Lake	22,995	9,456	6,036	8,038	93,005	12,657	<b>152,187</b>	2.5%					
Village of Granisle	2,926	1,203	768	1,023	11,833	1,191	<b>18,944</b>	0.3%					
Village of Telkwa	28,506	11,722	7,483	9,964	115,294	13,787	<b>186,756</b>	3.0%					
District of Vanderhoof	104,082	42,801	27,321	36,382	420,963	52,305	<b>683,854</b>	11.1%					
"A"	145,568	59,861	57,319	50,882	588,751	63,993	<b>966,374</b>	15.6%	100,424	121,152	1,308	<b>222,884</b>	30.1%
"B"	44,538	18,315	17,537	15,568	180,134	20,720	<b>296,812</b>	4.8%	30,726	37,068	400	<b>68,193</b>	9.2%
"C"	79,545	32,710	31,321	27,805	321,719	37,355	<b>530,455</b>	8.6%	54,876	66,203	715	<b>121,794</b>	16.4%
"D"	46,273	19,029	18,220	16,174	187,152	19,638	<b>306,486</b>	5.0%	31,923	38,512	415	<b>70,849</b>	9.6%
"E"	38,517	15,839	15,166	13,464	155,784	15,675	<b>254,445</b>	4.1%	26,572	32,057	346	<b>58,975</b>	8.0%
"F"	96,727	39,776	38,086	33,811	391,213	42,355	<b>641,968</b>	10.4%	66,730	80,503	869	<b>148,102</b>	20.0%
"G"	33,097	13,610	13,031	11,569	133,860	15,785	<b>220,952</b>	3.6%	22,833	27,545	298	<b>50,676</b>	6.8%
<b>2022</b>	<b>936,658</b>	<b>385,173</b>	<b>309,430</b>	<b>327,410</b>	<b>3,788,323</b>	<b>432,574</b>	<b>6,179,568</b>	<b>100.0%</b>	<b>334,083</b>	<b>403,039</b>	<b>4,351</b>	<b>741,473</b>	<b>100.0%</b>

Table 2 - 2023

2023 Requisition	General Government	Economic Development	Planning	Development Services	Environmental Services	911	Total		Rural Government	Protective Services	Invasive Plants	Total	
District of Houston	57,771	19,421	13,520	16,735	256,207	25,612	<b>389,266</b>	5.89%					
Town of Smithers	172,114	57,860	40,279	49,859	763,310	63,001	<b>1,146,423</b>	17.34%					
Village of Burns Lake	28,485	9,576	6,666	8,252	126,328	12,857	<b>192,164</b>	2.91%					
District of Fort St. James	39,800	13,380	9,314	11,530	176,511	18,601	<b>269,136</b>	4.07%					
Village of Fraser Lake	23,131	7,776	5,413	6,701	102,583	11,520	<b>157,124</b>	2.38%					
Village of Granisle	2,901	975	679	840	12,867	1,019	<b>19,281</b>	0.29%					
Village of Telkwa	27,641	9,292	6,469	8,007	122,583	11,510	<b>185,502</b>	2.81%					
District of Vanderhoof	102,551	34,474	23,999	29,708	454,803	43,054	<b>688,589</b>	10.41%					
"A"	154,472	51,929	54,225	44,747	685,068	58,547	<b>1,048,988</b>	15.87%	102,846	125,197	9,616	<b>237,659</b>	29.5%
"B"	46,709	15,702	16,396	13,531	207,149	18,462	<b>317,949</b>	4.81%	31,098	37,857	2,908	<b>71,863</b>	8.9%
"C"	77,909	26,191	27,349	22,569	345,521	30,471	<b>530,010</b>	8.02%	51,872	63,144	4,850	<b>119,866</b>	14.9%
"D"	52,528	17,658	18,439	15,217	232,957	19,436	<b>356,235</b>	5.39%	34,973	42,573	3,270	<b>80,816</b>	10.0%
"E"	44,489	14,956	15,617	12,888	197,304	15,784	<b>301,038</b>	4.55%	29,620	36,058	2,769	<b>68,447</b>	8.5%
"F"	109,446	36,792	38,419	31,705	485,382	42,082	<b>743,826</b>	11.25%	72,868	88,704	6,813	<b>168,385</b>	20.9%
"G"	38,896	13,075	13,654	11,267	172,496	16,644	<b>266,032</b>	4.02%	25,896	31,524	2,421	<b>59,841</b>	
<b>2023</b>	<b>978,843</b>	<b>329,057</b>	<b>290,438</b>	<b>283,556</b>	<b>4,341,069</b>	<b>388,600</b>	<b>6,611,563</b>	<b>100.00%</b>	<b>349,173</b>	<b>425,057</b>	<b>32,647</b>	<b>806,877</b>	<b>100.00%</b>

**REQUISITION AMOUNTS SUMMARY  
ALL SERVICES**

	<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>	<b>Increase in Requisition</b>
<b>Municipalities</b>			
District of Houston	426,736	418,237	2.0%
Town of Smithers	1,930,382	1,777,792	8.6%
Village of Burns Lake	394,052	380,242	3.6%
District of Fort St. James	407,228	387,812	5.0%
Village of Fraser Lake	175,715	171,231	2.6%
Village of Granisle	20,371	19,929	2.2%
Village of Telkwa	260,356	258,649	0.7%
District of Vanderhoof	711,570	700,544	1.6%
	<b>4,326,410</b>	<b>4,114,436</b>	
<b>Electoral Areas</b>			
Electoral Area "A"	1,730,976	1,564,274	10.7%
Electoral Area "B"	756,930	717,842	5.4%
Electoral Area "C"	706,718	691,653	2.2%
Electoral Area "D"	490,372	427,889	14.6%
Electoral Area "E"	540,958	463,696	16.7%
Electoral Area "F"	1,368,362	1,267,091	8.0%
Electoral Area "G"	338,694	282,339	20.0%
	<b>5,933,010</b>	<b>5,414,784</b>	
<b>Other Taxes</b>			
Specified Areas	17,674	19,371	-8.8%
Service Areas -Taxation on Land & Improvements	1,512,385	1,441,323	4.9%
Service Areas -Taxation on Improvements Only	277,646	267,455	3.8%
Defined Areas	219,910	214,431	2.6%
	<b>2,027,615</b>	<b>1,942,580</b>	
<b>Parcel Taxes</b>			
Parcel	33,385	31,712	5.3%
Frontage	106,494	108,670	-2.0%
	<b>139,878</b>	<b>140,382</b>	
<b>TOTAL REQUISITION</b>	<b>12,426,914</b>	<b>11,612,182</b>	<b>7.0%</b>
<b>TOTAL REQUISITION INCREASE AFTER NON MARKET ADJUSTMENT</b>	<b>12,426,914</b>	<b>11,989,578</b>	<b>3.6%</b>

**District of Houston**

		<b>2023</b>	<b>2022</b>
		<b>Requisition</b>	<b>Requisition</b>
		<b>Draft</b>	<b>Actual</b>
<b>Taxation on Land &amp; Improvements:</b>			
<b>Revised 2022 Hospital Converted Total - 100%</b>			
General Government	General Government	57,771	58,472
Regional Economic Development	Bylaw 1652, 2012	19,421	24,045
Development Services	General Government	16,735	20,439
Waste Disposal	Bylaw 1726, 2015	256,207	236,490
Television Rebroadcasting	Bylaw, 630, 1990	6,859	7,052
Regional Recreation	Bylaw 1979, 2022	14,723	
<b>Revised 2022 Hospital Converted Total - 66%</b>			
Planning and Zoning	SLP - No. 1	13,520	15,349
		<b>385,236</b>	<b>361,847</b>
<b>Taxation on Improvements only:</b>			
<b>Revised 2022 Hospital Converted Improvements- 100%</b>			
9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	25,612	30,469
Regional Parks & Trails	Bylaw 1928, 2021	0	14,773
		<b>25,612</b>	<b>45,242</b>
<b>Taxation on Population</b>			
Regional Public Transit	Bylaw 1790, 2017	15,888	11,148
		<b>15,888</b>	<b>11,148</b>
<b>Total</b>		<b>426,736</b>	<b>418,237</b>

**Town of Smithers**

		<b>2023</b>	<b>2022</b>
		<b>Requisition</b>	<b>Requisition</b>
		<b>Draft</b>	<b>Actual</b>
<b>Taxation on Land &amp; Improvements:</b>			
<b>Revised 2022 Hospital Converted Total - 100%</b>			
General Government	General Government	172,114	168,263
Regional Economic Development	Bylaw 1652, 2012	57,860	69,194
Development Services	General Government	49,859	58,817
Waste Disposal	Bylaw 1726, 2015	763,310	680,541
Smithers Victim Services	Bylaw 1776, 2016	17,906	18,156
Bulkley Valley Regional Pool	Bylaw 1350,2005	633,307	590,220
Television Rebroadcasting	Bylaw, 630, 1990	20,435	20,296
Regional Recreation	Bylaw 1976, 2022	26,746	
<b>Revised 2022 Hospital Converted Total - 66%</b>			
Planning and Zoning	SLP - No. 1	40,279	44,169
		<b>1,781,816</b>	<b>1,649,656</b>
<b>Taxation on Improvements only:</b>			
<b>Revised 2022 Hospital Converted Total - 100%</b>			
9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	63,001	70,793
Regional Parks & Trails	Bylaw 1927, 2021	57,569	37,701
		<b>120,570</b>	<b>108,494</b>
<b>Taxation on Population</b>			
Regional Public Transit	Bylaw 1790, 2017	27,996	19,642
		<b>27,996</b>	<b>19,642</b>
<b>Total</b>		<b>1,930,382</b>	<b>1,777,792</b>

**Village of Burns Lake****Taxation on Land & Improvements:****Revised 2022 Hospital Converted Total - 100%**

		<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>
General Government	General Government	28,485	27,907
Nechako Watershed/Fraser Basin Council	General Government	99	219
Regional Economic Development	Bylaw 1652, 2012	9,576	11,476
Development Services	General Government	8,252	9,755
Waste Disposal	Bylaw 1726, 2015	126,328	112,872
Gowan Loop Street Lighting	Bylaw 1983, 2022	1,772	
Regional Recreation	Bylaw 1977, 2022	4,291	

**Revised 2022 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	6,666	7,326
		<u>185,469</u>	<u>169,555</u>

**Taxation on Improvements only:****Revised 2022 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	12,857	14,671
Burns Lake & Area Victim Services	Bylaw 1682,2013	7,385	7,778
Lakes District Airport	Bylaw 1751,2015	19,489	22,786
Burns Lake Tom Forsyth Arena Grant	Bylaw 1609,2012	81,412	81,275
Lakes District Arts & Culture	Bylaw 1831,2018	61,133	63,527
Burns Lake & Area TV Rebroadcast	Bylaw 982,1997	6,552	6,880
Regional Parks & Trails	Bylaw 1929, 2021	11,119	7,711
		<u>199,947</u>	<u>204,628</u>

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	8,636	6,059
		<u>8,636</u>	<u>6,059</u>

**Total**

<b>394,052</b>	<b>380,242</b>
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**District of Fort St. James****Taxation on Land & Improvements:****Revised 2022 Hospital Converted Total - 100%**

		<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>
General Government	General Government	39,800	39,240
Nechako Watershed/Fraser Basin Council	General Government	138	308
Regional Economic Development	Bylaw 1652, 2012	13,380	16,137
Development Services	General Government	11,530	13,717
Waste Disposal	Bylaw 1726, 2015	176,511	158,713
Fort St. James Seniors Helping Seniors	Bylaw 1750,2016	23,589	23,697
Television Rebroadcasting	Bylaw 1765,2016	95,762	95,619
Regional Recreation	Bylaw 1978, 2022	17,160	

**Revised 2022 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	9,314	10,301
		<u>387,184</u>	<u>357,732</u>

**Taxation on Improvements only:****Revised 2022 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	18,601	21,181
Regional Parks & Trails	Bylaw 1930, 2021	0	7,887
		<u>18,601</u>	<u>29,068</u>

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	1,443	1,012
		<u>1,443</u>	<u>1,012</u>

**Total**

<b>407,228</b>	<b>387,812</b>
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**Village of Fraser Lake****Taxation on Land & Improvements:****Revised 2022 Hospital Converted Total - 100%**

		<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>
General Government	General Government	23,131	22,995
Nechako Watershed/Fraser Basin Council	General Government	80	181
Regional Economic Development	Bylaw 1652, 2012	7,776	9,456
Development Services	General Government	6,701	8,038
Waste Disposal	Bylaw 1726, 2015	102,583	93,005
Television Rebroadcasting	Bylaw 1855, 2019	13,488	15,339

**Revised 2022 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	5,413	6,036
		<u>159,172</u>	<u>155,050</u>

**Taxation on Improvements only:****Revised 2022 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	11,520	12,657
		<u>11,520</u>	<u>12,657</u>

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	5,023	3,524
		<u>5,023</u>	<u>3,524</u>

**Total**

		<u><b>175,715</b></u>	<u><b>171,231</b></u>
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**Village of Granisle****Taxation on Land & Improvements:****Revised 2022 Hospital Converted Total - 100%**

		<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>
General Government	General Government	2,901	2,926
Regional Economic Development	Bylaw 1652, 2012	975	1,203
Development Services	General Government	840	1,023
Waste Disposal	Bylaw 1726, 2015	12,867	11,833
Regional Recreation		739	

**Revised 2022 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	679	768
		<u>19,001</u>	<u>17,753</u>

**Taxation on Improvements only:****Revised 2022 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	1,019	1,191
Regional Parks & Trails	Bylaw 1928, 2021	0	739
		<u>1,019</u>	<u>1,930</u>

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	351	246
		<u>351</u>	<u>246</u>

**Total**

		<u><b>20,371</b></u>	<u><b>19,929</b></u>
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**Village of Telkwa****Taxation on Land & Improvements:****Revised 2022 Hospital Converted Total - 100%**

		<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>
General Government	General Government	27,641	28,506
Regional Economic Development	Bylaw 1652, 2012	9,292	11,722
Development Services	General Government	8,007	9,964
Waste Disposal	Bylaw 1726, 2015	122,583	115,294
Smithers Victim Services	Bylaw 1776,2016	2,876	3,076
Bulkley Valley Regional Pool	Bylaw 1350,2005	61,023	59,996
Houston/Smithers TV Rebroadcasting	Bylaw 1818,2018	3,282	3,438

**Revised 2022 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	6,469	7,483
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**Taxation on Improvements only:****Revised 2022 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	11,510	13,787
		11,510	13,787

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	7,673	5,383
		7,673	5,383

**Total**

<b>260,356</b>	<b>258,649</b>
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**District of Vanderhoof****Taxation on Land & Improvements:****Revised 2022 Hospital Converted Total - 100%**

		<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>
General Government	General Government	102,551	104,082
Nechako Watershed/Fraser Basin Council	General Government	357	817
Regional Economic Development	Bylaw 1652, 2012	34,474	42,801
Development Services	General Government	29,708	36,382
Waste Disposal	Bylaw 1726, 2015	454,803	420,963

**Revised 2022 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	23,999	27,321
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**Taxation on Improvements only:****Revised 2022 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	43,054	52,305
		43,054	52,305

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	22,624	15,873
		22,624	15,873

**Total**

<b>711,570</b>	<b>700,544</b>
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**ELECTORAL AREAS****Electoral Area "A"****Taxation on Land & Improvements:**

	<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>
Rural Government Services (1101)	102,846	100,424
Area A Grant in Aid (1131)	0	10,000
General Government (1201)	154,472	145,568
Regional Economic Development (2500)	51,929	59,861
Planning and Zoning (4101)	54,225	57,319
Development Services (4301)	44,747	50,882
Building Numbering (4401)	2,442	1,631
Unsightly Premises Regulatory Control (4501)	9,109	8,695
Waste Disposal (5101)	685,068	588,751
Weed Control (5901)	9,616	1,308
Emergency Preparedness Planning (7601)	125,197	121,152
Smithers Victim Services	16,071	15,707
Bulkley Valley Regional Pool and Rec Centre (10101)	341,035	306,367
Regional Recreation (10912)	24,004	
	<u>1,620,761</u>	<u>1,467,665</u>

**Taxation on Improvements Only:**

Area "A" Economic Development (2401)	0	0
9-1-1 Emergency Telephone. Response (7501)	58,547	63,993
Smithers Para-Transit (8201)	0	0
Regional Parks & Trails (10902)	51,668	32,616
	<u>110,215</u>	<u>96,609</u>

<b>1,730,976</b>	<b>1,564,274</b>
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**ELECTORAL AREAS****Electoral Area "B"****Taxation on Land & Improvements:**

	<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>
Rural Government Services (1101)	31,098	30,726
Area B Grant In Aid (1132)	0	0
General Government (1201)	46,709	44,538
Nechako Watershed/Fraser Basin Council (1206)	162	350
Regional Economic Development (2500)	15,702	18,315
Planning and Zoning (4101)	16,396	17,537
Development Services (4301)	13,531	15,568
Building Numbering (4401)	739	499
Unsightly Premises Regulatory Control (4501)	2,755	2,661
Waste Disposal (5101)	207,149	180,134
Weed Control (5901)	2,908	400
Emergency Preparedness Planning (7601)	37,857	37,068
Regional Recreation (10914)	7,037	
	<u>382,043</u>	<u>347,795</u>

**Taxation on Improvements Only:**

Electoral Area 'B' Economic Development (2402)	81,200	76,364
9-1-1 Service (7501)	18,462	20,720
Burns Lake & Area Victim Services (7701)	2,462	2,593
Lakes District Airport (8101)	27,983	32,180
Burns Lake Tom Forsyth Arena Grant (10202)	116,897	114,785
Lakes District Arts & Culture (10303)	100,244	101,384
Burns Lake & Area TV Rebroadcast (10504)	9,406	9,716
Regional Parks & Trails (10904)	18,233	12,305
	<u>374,887</u>	<u>370,047</u>

<b>756,930</b>	<b>717,842</b>
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	<b>2023</b>	<b>2022</b>
	<b>Requisition</b>	<b>Requisition</b>
	<b>Draft</b>	<b>Actual</b>
<b>Electoral Area "C" Complete</b>		
<b>Taxation on Land &amp; Improvements:</b>		
1101 Rural Government Services (1101)	51,872	54,876
1133 Area C Grant in Aid (1133)	0	0
1201 General Government (1201)	77,909	79,545
1206 Nechako Watershed/Fraser Basin Council (1206)	271	624
2500 Regional Economic Development (2500)	26,191	32,710
4101 Planning and Zoning (4101)	27,349	31,321
4301 Development Services (4301)	22,569	27,805
4401 Building Numbering (4401)	1,232	892
4501 Unsightly Premises Regulatory Control (4501)	4,594	4,752
5101 Waste Disposal (5101)	345,521	321,719
5901 Weed Control (5901)	4,850	715
7601 Emergency Preparedness Planning (7601)	63,144	66,203
10603 Fort Saint James Library (10603)	17,156	17,150
10915 Regional Recreation (10915)	33,590	0
	<u>676,248</u>	<u>638,312</u>
<b>Taxation on Improvements Only:</b>		
2403 Area "C" Economic Development (2403)		
7501 9-1-1 Emergency Telephone. Response (7501)	30,471	37,355
10905 Regional Parks & Trails (10905)	0	15,986
	<u>30,470</u>	<u>53,341</u>
	<u>706,718</u>	<u>691,653</u>

**ELECTORAL AREAS**

	<b>2023</b>	<b>2022</b>
	<b>Requisition Draft</b>	<b>Requisition Actual</b>
<b>Electoral Area "D" Complete</b>		
1101 <b>Taxation on Land &amp; Improvements:</b>		
1134 Rural Government Services (1101)	34,973	31,923
1201 Area D Grant in Aid (1134)	0	0
1206 General Government (1201)	52,528	46,273
2500 Nechako Watershed/Fraser Basin Council (1206)	183	364
4101 Regional Economic Development (2500)	17,658	19,029
4301 Planning and Zoning (4101)	18,439	18,220
4401 Development Services (4301)	15,217	16,174
4501 Building Numbering (4401)	831	519
5101 Unsightly Premises Regulatory Control (4501)	3,098	2,764
5901 Waste Disposal (5101)	232,957	187,152
7601 Weed Control (5901)	3,270	415
10502 Emergency Preparedness Planning (7601)	42,573	38,512
Television Rebroadcasting (10502)	30,631	30,867
	<u>452,358</u>	<u>392,211</u>
2402 <b>Taxation on Improvements Only:</b>		
7501 Area "D" Economic Development (2404)	0	0
10602 9-1-1 Emergency Telephone. Response (7501)	19,436	19,638
Fraser Lake Library (10602) 755	18,579	16,040
	<u>38,015</u>	<u>35,678</u>
	<b><u>490,372</u></b>	<b><u>427,889</u></b>

**ELECTORAL AREAS****Electoral Area "E"****Taxation on Land & Improvements:**

	<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>
Rural Government Services (1101)	29,620	26,572
Area E Grant in Aid (1135)	6,819	7,888
General Government Services (1201)	44,489	38,517
Nechako Watershed/Fraser Basin Council (1206)	155	302
Regional Economic Development (2500)	14,956	15,839
Planning and Zoning (4101)	15,617	15,166
Development Services (4301)	12,888	13,464
Building Numbering (4401)	703	432
Waste Disposal (5101)	197,304	155,784
Weed Control (5901)	2,769	346
Emergency Prep Planning (7601)	36,058	32,057
Regional Recreation (10914)	6,702	

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	368,080	306,367
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**Taxation on Improvements Only:**

Area "E" Economic Development (2405)	9,817	9,044
9-1-1 Emergency Telephone. Response (7501)	15,784	15,675
Burns Lake & Area Victim Services (7701)	2,462	2,593
Lakes District Airport (8101)	23,924	24,345
Lakes District Arts & Culture (10303)	95,481	87,679
Burns Lake & Area TV Rebroadcast (10504)	8,043	7,351
Regional Parks & Trails (10904)	17,367	10,642

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	172,878	157,329
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	<b>540,958</b>	<b>463,696</b>
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**ELECTORAL AREAS****Electoral Area "F"****Taxation on Land & Improvements:**

	<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>
Rural Government Services (1101)	72,868	66,730
Area F Grant in Aid (1136)	0	63,496
General Government (1201)	109,446	96,727
Nechako Watershed/Fraser Basin Council (1206)	381	759
Regional Economic Development (2500)	36,792	39,776
Planning and Zoning (4101)	38,419	38,086
Development Services (4301)	31,705	33,811
Building Numbering (4401)	1,731	1,085
Unightly Premises Regulatory Control (4501)	6,455	5,778
Waste Disposal (5101)	485,382	391,213
Weed Control (5901)	6,813	869
Emergency Preparedness Planning (7601)	88,704	80,503

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	878,696	818,833
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**Taxation on Improvements Only:**

Area "F" Economic Development (2406)	0	0
9-1-1 Emergency Telephone. Response (7501)	42,082	42,355
Vanderhoof Pool (10102)	447,584	405,903

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	489,666	448,258
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	<b>1,368,362</b>	<b>1,267,091</b>
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<b>Electoral Area "G" Complete</b>	<b>2023 Requisition Draft</b>	<b>2022 Requisition Actual</b>
<b>Taxation on Land &amp; Improvements:</b>		
Rural Government Services (1101)	25,896	22,833
Area G Grant in Aid (1137)	0	0
General Government (1201)	38,896	33,097
Regional Economic Development (2500)	13,075	13,610
Planning and Zoning (4101)	13,654	13,031
Development Services (4301)	11,267	11,569
Building Numbering (4401)	615	372
Unightly Premises Regulatory Control (4501)	2,294	1,977
Waste Disposal (5101)	172,496	133,860
Weed Control (5901)	2,421	298
Emergency Preparedness Planning (7601)	31,524	27,545
Regional Recreation (10913)	9,913	0
	<u>322,050</u>	<u>258,192</u>
<b>Taxation on Improvements Only:</b>		
Area "G" Economic Development (2407)		
9-1-1 Emergency Telephone. Response (7501)	16,644	15,785
Regional Parks & Trails (10901)	0	8,362
	<u>16,644</u>	<u>24,147</u>
	<u><u>338,694</u></u>	<u><u>282,339</u></u>



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1994**

**Being a bylaw to adopt the Financial Plan  
for the years 2023 to 2027**

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

1. Schedule "A", attached hereto and made part of this bylaw, is the Financial Plan for the Regional District of Bulkley-Nechako for the years 2023 through 2027.
2. This bylaw may be cited as "Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 1994, 2023".

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

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

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

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

\_\_\_\_\_  
Chairperson

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

I hereby certify that the foregoing is a true copy of Bylaw No. 1994 as adopted.

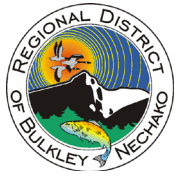
\_\_\_\_\_  
Corporate Administrator











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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** February 23, 2023  
**Subject:** **Lakes District Arts and Culture Fund Request – Village of Burns Lake**

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**RECOMMENDATION:**

**(all/directors/majority)**

That the Village of Burns Lake be given \$8,000 in Lakes District Arts and Culture Fund monies for the Centennial Celebration Event.

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**BACKGROUND**

Please see the attached application for further detail.

The Lakes District Arts and Culture Fund currently has a balance of \$43,894

Directors Riis-Christianson and Lambert support the application.

**ATTACHMENTS:**

- 1) Lakes District Arts and Culture Fund Application
- 2) Centennial Celebration Budget
- 3) Centennial Celebration Brochure



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**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
Lakes District Arts and Culture Fund Application**



**APPLICATION SUBMITTED BY:**

**Applicant Name:** Village of Burns Lake

**Mailing Address:** Box 570

Burns Lake, BC V0J 1E0

**E-mail Address:** vanderson@burnslake.ca

**Contact(s):** Bryanne White 250-692-2388  
Name, Telephone/Fax Number

Dolores Funk, EDO 250-692-9932  
Name, Telephone/Fax Number

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## APPLICANT PROFILE

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

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The Centennial Committee is planning two days of musical talent and other performers at Spirit Square as part of the centennial celebration. The event will include local and out-of-town performers, Indigenous and non-indigenous.

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No other organization or agency is leading the centennial celebrations. The centennial committee encourages other non-profit organizations to host centennial themed events and will provide a small amount of funding to assist them in delivering the event.

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

The Village of Burns Lake serves the community of Burns Lake, Lake Babine Nation's Woyenne Reserve and Ts'il Kaz Koh Nation's IR 18. Burns Lake is the economic hub for the Lakes District

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

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

The Centennial Committee has two consultants hired to oversee the events, and the Village of Burns Lake funds the consultants.

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

The Village of Burns Lake Centennial Committee has been operating for eight months. Twelve members are on the organizing committee, and new members are welcome anytime.

**PROJECT/PROPOSAL PROFILE**

1. Assistance is being requested for:

Capital Project and/or Equipment

Special Event

Annual Operations

Other Purpose (\_\_\_\_\_)

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

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On Dec 6, 1923, the municipality of Burns Lake was incorporated. The project we seek financial assistance for will support the bringing together of performers to entertain during Friday night, all day Saturday, and possibly Sunday morning (budget dependent) at the Spirit Square venue. The event will be a homecoming for a large number of former residents and current residents of the Lakes District. If funds are received from the Regional District of Bulkley-Nechako, they will be used for performers and the sound system.

---

3. Describe how this proposal will benefit the community.

The project will support local businesses before, during and after the celebration. Due to the scope of the events planned, the community will see an influx of visitors, filling hotels and restaurants. Local and out-of-town performers will benefit financially after a long period of no in-person events. The event planning brings residents and organizations together to “celebrate our past, embrace our present and look forward to the future.” The project will support the economic and social well-being of the community.

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**Funding and Financial Information**

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

- Total cost of project/proposal;
- Grants/funding from other sources;
- Funding contributed by applicant through funding raising activities or other sources of revenue;
- Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.
  - o The Village of Burns Lake is requesting the RDBN board consider funding the Centennial Celebration project \$8,000 from the Arts and Culture function.

2. Have you applied for a grant/funding from other source(s)?

YES     NO

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

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Burns Lake Community Forest funding application will be completed and submitted by March 1.

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Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Heritage Canada	\$14,800	\$14,800		

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

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

Year:	\$ Amount	Purpose for which assistance was used

4. Does your organization:

- a) Offer direct financial assistance to individuals or families?  YES  NO
- b) Duplicate services that fall within the mandate of either  YES  NO a senior government or a local service agency?
- c) Provide an opportunity for individuals to make direct  YES  NO contributions?

**OR**, is your organization:

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

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



Centennial Celebration		Funder	Confirmed	Pending
Advertising and Marketing	8,000	Heritage Canada	14,800	
Centennial Performers	30,000	VBL - Comfor Reserve - Event Consultants	10,000	
Centennial Aug 17-20 Other Event Costs	10,000	VBL Centennial Reserve	35,000	
Community Event Support	15,000	<b>Regional District of Bulkley-Nechako - Performers</b>		8,000
Event Organizing Consultants	10,000	Burns Lake Community Forest		15,200
Commemorative Merchandise	10,000	Total Confirmed Funding	59,800	
		Total Pending Funding		23,200
Total Budget Expenses	<u>83,000</u>	<b>Total Confirmed and Pending</b>	<u>83,000</u>	

**FOR MORE  
INFORMATION**

Bryanne White

Candice Little

[burnslake100@gmail.com](mailto:burnslake100@gmail.com)



Ideas encouraged for  
events throughout the year

**SAVE  
~~T.W.E~~  
DATE**

**August 17th-20th, 2023**

Spirit Square

**Burns  
Lake**  
**100**

**"CELEBRATING OUR  
CENTENNIAL"**



## OUR ROLE

As Project Managers, we are here to coordinate ideas, events, schedules, and provide support where needed to individuals, businesses, and organizations throughout 2023.



**CANDICE & BRYANNE**

## WORKING GROUP MEETINGS

The working group will host meetings the first Wednesday of each month at 6pm at the Heritage Room. These meetings are open to everyone wishing to attend, or you can share your event ideas directly with Bryanne or Candice via email.

## INVOLVEMENT

How can businesses, organizations, and individuals get involved?

- Host or sponsor an event
- Get involved in Merchant/Business Decorating plans
- Provide a donation or financial support to a particular event or the overall Centennial program

## Individually

- Join the Centennial working group
- Volunteer
- Spread the word
- Join a committee
- Invite friends & family



**A CELEBRATION OF THE PAST 100 YEARS... TO REUNITE AND REMINISCE.**





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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** February 23, 2023  
**Subject:** **Grant in Aid for Areas B (Burns Lake Rural) and E (Francois/Ootsa Lake Rural) – Lakes Outdoor Recreation Society**

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

That the Board approve allocating \$5,000 in Electoral Area B (Burns Lake Rural) and Electoral Area E (Francois/Ootsa Lake Rural) Grant in Aid monies (\$2,500 each) to the Lakes Outdoor Recreation Society for an Outhouse project at the Ootsa Lake Recreation Site.

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**BACKGROUND**

Please see the attached application for further detail.

The Grant in Aid Balance for Area B is \$22,278

The Grant in Aid Balance for Area E is \$12,870

Directors Michael Riis-Christianson and Clint Lambert are supportive of the application.

**ATTACHMENTS:**

- 1) Grant in Aid Application Form
- 2) Budget
- 3) Funding

**From:** [website@rdbn.bc.ca](mailto:website@rdbn.bc.ca)  
**To:** [Nellie Davis](#); [andy@abcweblink.ca](mailto:andy@abcweblink.ca)  
**Subject:** [EXTERNAL]: Website Form Submission – Online Grant in Aid Application Form  
**Date:** Wednesday, February 8, 2023 4:23:59 PM

---

There has been a submission of the form Online Grant in Aid Application Form through your concrete5 website.

Organization Legal Name:  
The Lakes OUtdoor Recreation Society (LORS)

Organization Mailing Address:  
Box 788, Burns Lake, BC V0J 1E0

Contact Name:  
Lynn Synotte

Contact Email Address:  
[lsynotte@telus.net](mailto:lsynotte@telus.net)

Contact Phone Number:  
250 692 7007

Contact Name:  
Garth Schienbein

Contact Phone Number:  
250 692 6840

Contact Email Address:  
[schienbein@cnc.bc.ca](mailto:schienbein@cnc.bc.ca)

Project or purpose for which you require assistance:

The Lakes Outdoor Recreation Society (LORS) is actively seeking funding to construct three outhouses, 2 standard, and 1 wheelchair accessible, at the newly expanded Ootsa Lake Recreation site.

There are many demands on the limited funds raised by LORS to be reactive and proactive to the recreational needs of the Lakes District. Our budget is usually targeted to the seasonal maintenance of the 31 campsites for which we are responsible. However, LORS directors have recognized the need for more recreation sites in the Lakes District due to oversubscription of current sites in our area and the closure of two campsites in the Lakes District.

The Ootsa Recreation Site on the Southside of Burns Lake will make 24 more campsites available to local campers and tourists. The outhouses are necessary to maintain waste management at this site.

Amount of Grant Requested:  
5000

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

Yes

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

The Lakes Outdoor Recreation Society is a non-profit volunteer society that has maintained 29 (now 28)

Recreational Sites and 2 (now 3) Provincial Parks since 2002. There are no other organizations that provide these services.

Which RDBN electoral area(s) receive services or benefits from your organization?:

Electoral Area B (Burns Lake Rural)

Electoral Area E (Francois/Ootsa Lake Rural)

Is your organization voluntary and non-profit?:

Yes

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

None

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

LORS has 8 directors and has been in operation since 2002.

Assistance is being requested for.:

Capital project and/or equipment

Other Purpose:

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

LORS is requesting funding for 3 outhouses located in the newly expanded Ootsa Lake Recreation Site.

Describe how this proposal will benefit the community.:

Camping has been recognized by the Village, the RDBN, the Chamber of Commerce and LORS directors as necessary to the economy of the Lakes District. More and more campers and outdoor enthusiasts are coming to this area to bike, boat, fish, camp and enjoy the rural landscape. As a consequence, our recreational sites are filled to overflowing and LORS directors are dealing with complaints of no room. The expansion of the Ootsa Site is in response to this. Twenty-four additional sites will be available on beautiful Ootsa Lake. The outhouses are necessary for waste management.

Attach supporting financial information, ie: budget/financial report. Ensure all information is clearly itemized, including: total cost of project, grants/funding from other sources, funding contributed by applicant, total expenses for the fiscal year.:

6728,6729

Have you applied for a grant/funding from other source(s)?:

Yes - please provide information below

Name of Grant or Funding Agency:

Nechako Kitamaat Development Fund

Amount applied for:

18728

Status of application:

Pending

Name of Grant or Funding Agency:

Bulkley Valley Credit Union

Amount applied for:  
5000

Status of application:  
Approved

Name of Grant or Funding Agency:  
Northern Development Initiative

Amount applied for:  
20000

Status of application:  
Pending

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

Yes

If yes, please provide the year, the amount, and the purpose for the assistance.:

2013 \$3,000 Recreation Site Maintenance

Does your Organization: (Please check all that apply):

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

**Budget**

Item	Cost	Source (Quote/Vendor)
Backhoe and labor to dig 3 holes 5ft by 8ft Burying culverts 4ft by 7ft, placement of gravel	\$2,100.00	Lakes District Maintenance
24 Cubic metres of gravel plus delivery	\$1,536.00	Lakes District Maintenance
3 culverts 4ft diameter x 7ft tall plus delivery	\$3,573.00	Starland
3 outhouses plus freight delivered to Burns Lake	\$44,719.00	Wishbone Site Furnishings
Delivery to site and Construction of outhouse	\$2,300.00	Chinook Community Forest and Matt Nealis
<b>Total Project Costs</b>	<b>\$54,228.00</b>	



**Funding**

<b>Funding Organization</b>	<b>Amount</b>	<b>Status</b>	
Chinook Community Forest	\$5,500.00	Confirmed	
Lakes Outdoor Recreation Society	\$5,000.00	Confirmed	
Bulkley Valley Credit Union	\$5,000.00	Confirmed	
Nechako Kitamaat Development Fund	\$18,728.00	Pending	
Northern Development Initiative	\$20,000.00	Pending	
<b>Total</b>	<b>\$54,228.00</b>		



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** February 23, 2023  
**Subject:** **Canada Community-Building Fund BC - Area A (Smithers/Telkwa Rural)  
Smithers Skate Park Society – Phase II Expansion**

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

- 1) That the Board authorize contributing up to \$100,000 of Electoral Area A (Smithers/Telkwa Rural) Canada Community-Building Fund BC allocation monies to a recreation project by the Smithers Skate Park Society, and further,

**(participants/weighted/majority)**

- 2) That the Board authorize the withdrawal of up to \$100,000 from the Federal Gas Tax Reserve Fund.
- 

### **BACKGROUND**

The Smithers Skate Park Society are planning Phase II of the Smithers Skate Park Expansion, which will complete this world-class facility. The Smithers Skate Park is located along Hwy 16 and is now a popular all-wheels and all-ages park used for skate boarding, BMX biking, in-line skating and scootering. Phase I added the “street section” of the park in Sept 2022 and Phase 2, planned for May-July 2023, will add the features that will complete the park including a bowl, lighting, an accessible pathway and landscaping.

Total uncommitted Canada Community-Building Fund BC funds remaining in the Electoral Area A allocation is \$688,399.

Director Stoney Stoltenberg is supportive of this project and of accessing Canada Community-Building BC funds in the amount of up to \$100,000 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:** Christopher Walker, Emergency Program Coordinator  
**Date:** February 23, 2023  
**Subject:** **Union of BC Municipalities Community Emergency Preparedness Fund –  
Emergency Support Services Application**

---

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

That the Board supports the submission of a regional application to the Union of BC Municipalities Community Emergency Preparedness Fund (UBCM) – Emergency Support Services (ESS) funding stream for the 2023 grant on behalf of the Regional District of Bulkley-Nechako (RDBN), Village of Granisle, and District of Houston.

Further, the Board authorize staff and understands that if the grant is approved, the RDBN will receive and manage all grant funding, and commits to any associated ineligible costs and cost overruns.

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**BACKGROUND**

The application deadline for the UBCM Community Emergency Preparedness Fund – ESS funding stream was January 27, 2023. Up to \$30,000 is available per local authority to build local emergency response capacity for ESS through volunteer recruitment, retention and training, and the purchase of ESS equipment. The total amount included in this regional application is \$89,238.46.

This grant funding provides an opportunity for collaboration between local authorities in the creation of a regional application to better support our ESS teams. The RDBN has received confirmation of participation in a regional application from the Village of Granisle and District of Houston.

The grant application requires a resolution from each involved local authority indicating support for the activities proposed and a resolution from the coordinating local government indicating willingness to provide overall management of this project.

**DISCUSSION**

Submitting a regional application eliminates the duplication of research on the products needed by multiple teams and allows the RDBN to provide administrative support to the involved teams as required by the Regional ESS Agreements.

The proposed project is to hire a consultant to develop and administer a one-day full-scale exercise for a Level Three Reception Centre response. The grant would be used to pay the consultant, facility rental, food for the exercise, and travel costs for the volunteers and consultant.

The application also includes the purchase of Personal Protective Equipment (PPE), mobile internet connectivity, and communications equipment, which has been based on the Bulkley ESS (BESS) program. The District of Houston and Village of Granisle ESS teams will be working closely with BESS to adopt a similar ESS program. BESS is one of the most successful programs in BC, with high standards of training, professionalism, retention and recruitment of volunteers. The equipment in this project is to support these initiatives such as:

- Standardized PPE clothing, boots, helmets, hats, and jackets to ensure proper identification of volunteers on site recognition for other First Responder and the impacted residents.
- The Accountability tags and boards, and radios are for personnel accountability during a response, it can be used in conjunction with fire departments, EOC's, and independently, ensuring all volunteers are accounted for, increasing situational awareness and safety.
- Wifi Hub and LTE stick are to enable use of the Evacuee Registration and Assistance system wherever ESS is needed, the equipment will be purchased under the grant and can be activated when required.
- Printers in this grant are special units that are battery powered, bluetooth systems, allowing for portability to level one responses, these printers do not require a generator to complete the ESS process at level one responses.
- Radios are to increase communications capacity and coordination in larger events such as Reception Centres. With the radios proposed they can also act as a backup communications system for cellphone outages within the community or local area.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Justin Greer, First Nations Liaison  
**Date:** February 23, 2023  
**Subject:** **Report on DRIPA and Draft RDBN Reconciliation Action Plan**

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

Receive.

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### BACKGROUND

In 2019, the Legislative Assembly of British Columbia unanimously adopted the *Declaration on the Rights of Indigenous Peoples Act* (commonly referred to as the *Declaration Act* or DRIPA). Through this Act, the Province formally adopted the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as a framework for reconciliation.<sup>1</sup>

Section 3 of the *Declaration Act* requires the Government of British Columbia to ensure that provincial laws (both existing and future) are consistent with UNDRIP. To implement the *Declaration Act*, the Government of British Columbia released the DRIPA Action Plan in March 2022, outlining 89 actions across all government ministries that are to be undertaken over a five-year period from 2022-2027. The actions are grouped across four themes:

1. Self-determination and inherent right of self-government
2. Title and rights of Indigenous Peoples
3. Ending Indigenous-specific racism and discrimination
4. Social, cultural and economic well-being

Two actions directly address local governments:

- 1.11 – Support inclusive regional governance by advancing First Nations participation in regional district boards. (Ministry of Municipal Affairs), and

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<sup>1</sup> The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) is an international human rights instrument adopted by the United Nations General Assembly in 2007, comprised of 46 articles about the treatment of Indigenous peoples. These articles address rights that "constitute the minimum standards for the survival, dignity and well-being of the Indigenous people of the world."

- 4.27 – Review the principles and processes that guide the naming of municipalities and regional districts, and evolve practices to foster reconciliation in local processes. (Ministry of Municipal Affairs)

While not explicitly referencing local governments, many of the other actions are likely to be of interest, including those addressing species at risk and environmental stewardship (2.6-2.8), wild salmon (2.9), forest policy reform (2.10), policing reforms (3.11), heritage conservation (4.35), and emergency management (1.10).

### **RDBN Reconciliation Action Plan**

At the request of the previous Board, in May 2022, staff prepared a report that included a draft RDBN Reconciliation Action Plan. A link to that report is provided in the attachments. Below, is a brief overview of the Board's discussion on the draft RDBN Reconciliation Action Plan.

- Consensus that sufficient time and discussion would need to be put into the establishment of a RDBN Reconciliation Action Plan.
- Many noted that one approach does not work for all 14 Nations in the Region, and that our relationships with each Nation are at different stages.
- Comment that Directors are in a position to build relationships with First Nations in their areas – a few noted that they are already doing so.
- Noted that this work encompasses many topics and issues, and suggestions to prioritize and tackle in pieces.
- Suggestion to share the plan with all member municipalities' CAOs.
- On the Plan's apology piece, it was suggested that more background on past relationships between the RDBN and First Nations would be required as context for an apology if one were to be incorporated.

The discussion ended with a recommendation to allow time to think through these large issues and bring a second version of the draft plan to the new Board. A revised RDBN Reconciliation Action Plan could be prepared by staff at the request of the Board.

### **ATTACHMENTS:**

- 1) [Board Report – UNDRIP as a Framework for a RDBN Reconciliation Action](#) – click link

### **Reference Material:**

- [Declaration Act \(DRIPA\)](#)
- [United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)

**From:** [Wendy Wainwright](#)  
**To:** [Wendy Wainwright](#)  
**Subject:** FW: [EXTERNAL]: RE: Letter from the RDBN Government of Canada's Amendments to Bill C-21  
**Date:** Friday, February 17, 2023 11:48:36 AM  
**Attachments:** [image001.png](#)  
[Premier David Eby- Amendments to Bill C-21-20230113ww.pdf](#)  
[image003.png](#)

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**From:** OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>  
**Sent:** Friday, February 10, 2023 10:59 AM  
**To:** Wendy Wainwright <wendy.wainwright@rdbn.bc.ca>  
**Subject:** [EXTERNAL]: RE: Letter from the RDBN Government of Canada's Amendments to Bill C-21

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

Dear Wendy Wainwright:

Thank you for your email regarding the Government of Canada's Amendments to Bill C-21. We appreciate your sharing the attached letter on behalf of Chair Mark Parker and the Regional District of Bulkley-Nechako Board of Directors.

We have been in contact with the Ministry of Public Safety and Solicitor General and have requested that they follow up with Chair Parker directly regarding this matter. Please be assured that the appropriate ministry official will respond at their earliest opportunity.

Thank you, again, for writing. We appreciate hearing from you.

Sincerely,

*Office of the Premier*

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**From:** Wendy Wainwright  
**Sent:** Friday, January 20, 2023 10:53 AM  
**To:** 'premier@gov.bc.ca' <[premier@gov.bc.ca](mailto:premier@gov.bc.ca)>  
**Subject:** Letter from the RDBN Government of Canada's Amendments to Bill C-21

Good morning,

Please find attached a letter from the Regional District of Bulkley-Nechako regarding the Government of Canada's Amendments to Bill C-2.

Thank you,

Wendy Wainwright  
Deputy Director of Corporate Services  
Regional District of Bulkley-Nechako | [www.rdbn.bc.ca](http://www.rdbn.bc.ca)  
[wendy.wainwright@rdbn.bc.ca](mailto:wendy.wainwright@rdbn.bc.ca) | Direct Line: 250-692-1232  
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.*

**From:** [Wendy Wainwright](#)  
**To:** [Wendy Wainwright](#)  
**Subject:** FW: [EXTERNAL]: Clean Transportation Action Plan: Consultation Paper  
**Date:** Friday, February 17, 2023 11:49:57 AM

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**From:** Clean Transport EMLI:EX <[CleanTransport@gov.bc.ca](mailto:CleanTransport@gov.bc.ca)>  
**Sent:** Wednesday, February 8, 2023 3:05 PM  
**To:** Clean Transport EMLI:EX <[CleanTransport@gov.bc.ca](mailto:CleanTransport@gov.bc.ca)>  
**Subject:** [EXTERNAL]: Clean Transportation Action Plan: Consultation Paper

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

Good afternoon,

In Fall 2021, the Province released the [CleanBC Roadmap to 2030](#) (Roadmap): a climate plan to reduce climate pollution and build a cleaner, stronger economy for people throughout British Columbia (BC). In the Roadmap, the Province committed to developing a comprehensive Clean Transportation Action Plan (CTAP) and releasing it in 2023.

The purpose of the CTAP is to identify the next set of actions to reduce greenhouse gas emissions in the transportation sector by 27-32% by 2030, and increase economic opportunities in clean transportation in BC.

The Province is engaging with various stakeholders as part of the development of the CTAP. As part of this process, I am writing to request your input on the CTAP Consultation Paper (attached). The CTAP Consultation Paper is also available on the Provincial Clean Transportation Policies & Program webpage [here](#).

**Feedback will be accepted until 4 p.m. on Wednesday, April 5, 2023.** Please ensure that you include the organization or association's name on behalf of which the input is being given. Submissions will not be posted publicly, but a summary of engagement activities will be incorporated within the CTAP.

Please submit your input in one of the following ways:

- **Email:** [cleantransport@gov.bc.ca](mailto:cleantransport@gov.bc.ca)
- **Mail:** Attn: Clean Transportation Branch  
Ministry of Energy, Mines and Low Carbon Innovation  
PO BOX 9314 Stn Prov Govt  
Victoria, B.C.  
V8W9N1

Thank you in advance for your interest and input.

Best regards,

**Christina Ianniciello**

Executive Director, Clean Transportation Branch



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# Clean Transportation Action Plan

## Request for Input

February 2023

### 1. Context

Building on its 2018 CleanBC plan, in October 2021, the Province of British Columbia (B.C.) released the [Clean BC Roadmap to 2030](#) (Roadmap) outlining additional measures to reach its legislated greenhouse gas (GHG) emission reduction targets of 16% by 2025, 40% by 2030, 60% by 2040, and 80% by 2050, relative to a 2007 baseline. The Province has also committed to net-zero GHG emissions by 2050, and a transportation sector GHG emissions reduction target of 27-32% by 2030, relative to 2007. The transportation sector comprises all classes of on-road vehicles, and off-road vehicles such as those in mining, agricultural, forestry, port/airport, and construction, domestic marine vessels, domestic aircraft, and domestic rail.

#### **Why a Clean Transportation Action Plan is needed**

Transportation is the largest source of GHG emissions in B.C. and emissions in this sector are rising. The integrated nature of the transportation system in our economy means that decisions we make on how we move goods and people, what vehicles and modes we use on and off road across all sectors, how we design our communities, and how we run our businesses, all influence transportation emissions.

As part of the Roadmap, the Province committed to releasing a Clean Transportation Action Plan (CTAP) in 2023 covering five themes:

- Reduce distances traveled (vehicle kilometers traveled (VKT));
- Shift to more efficient modes;
- Improve vehicle efficiency;
- Adopt zero-emission vehicles (ZEVs); and
- Use cleaner fuels.

The Roadmap identifies specific transportation targets related to the CTAP, including:

- Vehicle kilometres travelled reduction targets:
  - Reduce light-duty VKT by 25% by 2030, compared to 2020.
- Mode share targets:
  - Increase share of trips (e.g., commuting for work and personal activities) made by walking, cycling, transit to 30% by 2030, 40% by 2040, and 50% by 2050.
- Energy intensity targets for personal and commercial transportation:
  - Reduce the energy intensity of goods movement (tonne-kilometres) by at least 10% by 2030, 30% by 2040, and 50% by 2050, relative to 2020.

- Zero-emission vehicles targets:
  - Accelerated ZEV Act targets: 26% of new light-duty vehicles by 2026, 90% by 2030, 100% by 2035;
  - New ZEV targets for medium- and heavy-duty vehicles aligned with the approach taken by the State of California;
  - Completing B.C.'s Electric Highway (i.e., broad B.C. geographic coverage of fast-charger EV sites) by summer 2024, and 10,000 public ZEV charging stations by 2030.
- Low Carbon Fuels:
  - Increase the Low Carbon Fuel Standard targets beyond the current 20% carbon-intensity reduction for gasoline and diesel by 2030 using 30% by 2030 (relative to 2010) as a starting point for further analysis and consultations.

To achieve these outcomes, the CTAP aims to identify measures that will both add to, and build on, existing measures (e.g., Zero-Emission Vehicles Act, Low Carbon Fuels Act, Active Transportation programs, initiatives to integrate transportation and land use planning, and the suite of Go Electric programs).

## 2. Purpose of this Consultation

The Province is seeking input from stakeholders to inform priority measures that will be included in the forthcoming CTAP. Your input is critical to ensuring the CTAP is designed to support transportation emissions reductions in line with CleanBC, enhance access to safe, reliable and equitable transportation, and develop economic opportunities for people and businesses in B.C.

To achieve our targets, behaviour change and market transformation across all modes in every sector is required. As such, the Province is looking for feedback from all stakeholders including in transportation-related industries such as the natural resource industry. Your input will help guide the development of CTAP. Any information or comments related to this consultation will not be published, but a summary of engagement activities will be incorporated within the CTAP.

Specifically, the Province is interested in your input on the list of questions in Section 3 below. Guidelines for providing input are in Section 4 below.

## 3. Questions to inform the CTAP

### 1. Reduce Distance Traveled and Increase Mode Shift

- a) What are the key Provincial policy actions (one to three) that need to be considered to achieve the VKT reduction and mode share targets, including in relation to the built environment/community design?
- b) What are the barriers, if any, in achieving these targets?

- c) What are the key actions your organization or sector can do to help achieve the VKT reduction and mode share targets, including actions in relation to the built environment/community design ?

## 2. Adopt ZEVs

- a) What are the key Provincial policy actions (one to three) that need to be considered to achieve the ZEV targets?
- b) What are the barriers, if any, in achieving these targets?
- c) What are the key actions your organization or sector can do to help achieve the ZEV targets?

## 3. Use Clean Fuels

- a) What are the key Provincial policy actions (one to three) that need to be considered to achieve the low carbon fuel target?
- b) What are the barriers, if any, in achieving this target?
- c) What are the key actions your organization or sector can do to help achieve the low carbon fuel target?

4. Which of the actions you have identified in questions 1-3 should be prioritized and why?
5. Do you have any suggestions to help improve affordability and equity in British Columbia as part of the CTAP<sup>1</sup>?

## 4. Providing Input

Please provide your input on the questions in section 3 above, or any additional insights on CTAP, to the Ministry of Energy, Mines and Low Carbon Innovation, via **email by April 5, 2023 (4pm, PST)** to: [CleanTransport@gov.bc.ca](mailto:CleanTransport@gov.bc.ca).

Please limit your response to five pages (excluding appendices).

If you have any questions regarding this consultation, please contact [CleanTransport@gov.bc.ca](mailto:CleanTransport@gov.bc.ca)

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<sup>1</sup>In the CTAP context, *Affordability* refers to British Columbians' ability to access basic mobility options within their budget, and *Equity* refers to safe, reliable, accessible, and affordable transportation options for all British Columbians.